



APPLICATIONS ARE DUE _____ BY _____ P.M.
SUBMIT COMPLETED APPLICATIONS TO THE STUDENT CENTER, RM SC-120.
Elections to be held _____ at _____ a.m. - _____ p.m.

Application for Candidacy

Name _____ **SID#** _____

Address _____ **Phone** _____

Semester Hours To Date _____ How many credits this term _____ Major _____

Circle the office you are applying for:

President Secretary Parliamentarian College Senate
Vice President Treasurer Historian

State the reason(s) you are applying for this office:

Faculty/Staff Sponsor

Name _____

Sponsor Signature _____ **Date** _____

Sponsor Recommendation

I have read and understand the requirements and responsibilities of this position and am prepared to honor this commitment.

Candidates Signature _____ **Date** _____

Attached is the required list of 25 students endorsing my candidacy.

ELECTION DATE(S)

_____ • _____ A.M. – _____ P.M.
IN THE STUDENT CENTER LOBBY

Petition for nomination to the COM Student Government Association

I, _____, will be a candidate for _____
with the College of the Mainland Student Government Association. My potential candidacy requires me to
have a minimum of 25 signatures of currently enrolled students. Your signature does not obligate you to vote
for me in the upcoming elections.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
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11. _____
12. _____
13. _____
14. _____
15. _____
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17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Eligibility, Duties and Responsibilities of College of the Mainland Student Government Officers

Eligibility Requirements

1. Be enrolled at College of the Mainland for 3 (three) or more credits.
2. Have achieved at the time of his/her election or appointment a cumulative grade point average of 2.0 or better. This provision will not apply to a student in his/her first academic semester.
3. Maintain thereafter a cumulative grade point average of 2.0 or better.
4. Executive Officers may not serve in the same office for more than two consecutive academic years.
5. Officers are required to attend all monthly General and Weekly Executive Board Meetings.
6. All Officers should be prepared to attend quarterly regional meetings and the annual state conference.

President

1. Preside over all Student Government Association (S.G.A.) General and Executive Board meetings.
2. Represent the S.G.A. in all dealings with the administration, Faculty, or Board of Trustees.
3. **Attend President's Leadership Council (P.L.C.) meetings (Mandatory).**
 - a. Report student issues to P.L.C.
 - b. Report college issues back to the Executive Board.
 - c. If the President is unable to attend the P.L.C. meeting the President must notify the S.G.A. Advisor within two hours prior to the P.L.C. meeting.
4. Oversee and coordinate all activities of the S.G.A.
5. Call special meetings of the General Student Association or of the Executive Board as necessary.
6. Fill vacancies in office by appointment as specified by this constitution.
7. Enforce all provisions of this constitution, parliamentary authority and any other by-laws or standing rules this organization chooses to adopt.
8. Serve as a non-voting member of all committees.
9. Vote in accordance with parliamentary procedure (*only in the case of a tie vote*).

Vice President

1. Make arrangements for workshops and forums on issues affecting Student Government, appointing individuals to facilitate each group.
2. Organize and schedule speakers, programs, and entertainment.
3. **Attend any meetings that the President cannot attend, especially the P.L.C. meeting.**
4. Oversee all Executive Committees as specified in S.G.A. by-laws.
5. Execute the duties of the President in the event of his/her absence.

Treasurer

1. Pay all appropriate dues and fees arising throughout the year.
2. Maintain accounts of all receipts and disbursements for the S.G.A.
3. Maintain financial records and prepare regular financial reports as directed by the S.G.A.
4. **Attend all meetings of the Executive Board.**
5. Pay all debts upon approval of the Executive Board.
6. Deposit funds within two business days of receipt.
7. Prepare a budget for the coming year, to be submitted at the first Executive Board meeting.
8. Maintain a dual set of records for the association.
 - a. One set should be turned over to the Advisor(s).
 - b. One set should be completed and sent to the newly elected Treasurer prior to the end of the fiscal year of the association.

9. Provide a monthly report to be delivered at the General meeting.

Secretary (Corresponding & Reporting)

1. Accurately record minutes of the S.G.A. Executive and General meetings.
2. Keep accurate record of attendance at all S.G.A. Executive and General meetings.
3. See to the timely dissemination of minutes to Student Government members and other interested persons.
4. Be responsible for communication all announcements to the S.G.A.
5. Maintain a dual set of records for the association.
 - a. One set should be turned over to the Advisor(s).
 - b. One set should be completed and sent to the newly elected Secretary prior to the end of the fiscal year of the association.
6. Develop and distribute agenda in a timely fashion.
7. Maintain accurate contact list of all General and Executive Board members.
8. Serve as exclusive custodian of the records of the S.G.A.

Parliamentarian

1. Enforce Parliamentary procedures and Robert's Rules of Order.
2. Respond to all questions of Parliamentary procedures.
3. **Attend all General meetings of the S.G.A. and Executive Board.**
4. Have in possession at all meetings a copy of this constitution, organizational by-laws and any other standing rules the S.G.A. chooses to adopt.
5. Serve as Chair of the S.G.A. Ethics Committee.
6. Distribute to all members a copy of this constitution.
7. Be familiar with Robert's Rules of Order and proper procedures during meeting.

College Senators (4)

1. Serve as a liaison between S.G.A., the student body and the College Senate.
 - a. Report student issues to the College Senate.
 - b. Report college issues back to the S.G.A. Executive and the General meeting.
2. **Regularly attend Senate meetings.**
 - a. At least three Senators must attend each Senate meeting.
 - b. Each Senator must attend a minimum of three Senate meetings each per semester.
 - c. If a Senator is unable to attend a Senate meeting, the Senator must notify the S.G.A. Advisor and President within two hours prior to the Senate meeting.
3. **Attend all General meetings of the S.G.A. and Executive Board.**
4. Apprise students of current and proposed policies and procedures.
5. Prepare a monthly report, to be delivered at the General meeting, updating any new progress on issues that have occurred since the last General meeting.

Historian

1. **Attend all General meetings of the S.G.A. and Executive Board.**
2. Collect and store S.G.A. memorabilia.
 - a. Flyers
 - b. Awards
 - c. Publications
 - d. Pictures...etc.
3. Attend all events sponsored, co-sponsored or assisted by S.G.A.
4. Have the up-to-date scrapbook at every General meeting for viewing.
5. Responsible for taking S.G.A. pictures at all events related to S.G.A.