

Application and Petition for Student Government Association Fletcher Technical Community College

The Fletcher Student Government Association (SGA) is the student governing body for all students of Fletcher Technical Community College. SGA serves many important roles, including serving as advocates for student rights and concerns, providing important services and activities for students, promoting and encouraging student involvement, and providing effective and efficient student governance. SGA conducts monthly meetings and promotes various events and programs throughout the year, such as our annual Spring Fling and Welcome Back activities. We also meet with SGA leaders from across the state to ensure that Fletcher students have a voice at the state level.

SGA will be conducting elections in the coming weeks for available positions for the 2017-18 year. SGA currently has openings for President, Vice President, Treasurer, and Secretary. All students interested in serving the Fletcher student body and making their voices heard are encouraged to run for one of these important positions. Attached is important information regarding the upcoming elections, including application materials and information about qualifications and duties of each position.

If you have any questions, please contact SGA at sga@my.fletcher.edu or stop by the SGA Office located in room 234 on the Schriever campus.

Sincerely,

Student Government Association

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Position Sought: _____ Date: _____

Name: _____ Age _____

Telephone Number: _____ email Address: _____

Major: _____ Banner ID #: _____

Number of semesters at Fletcher: _____

Are you on probation or suspension? _____ Estimated GPA: _____

Have you had any previous student government experience? If yes, please describe:

What unique abilities or characteristics qualify you for this position?

In your opinion, what is the best thing about Fletcher Technical Community College?

What are your major concerns about Fletcher Technical Community College?

How would you work to improve college life at Fletcher Technical Community College?

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QUALIFICATIONS & DUTIES OF THE EXECUTIVE CABINET

The Executive Cabinet of the SGA shall consist of the President, Vice President, Treasurer, and Secretary as elected by the students of Fletcher Technical Community College.

Qualifications:

1. Members of the Executive Cabinet shall have completed **six** credit hours of study at Fletcher Technical Community College which must have been completed in the semester prior to installation in executive office.
2. Members of the Executive Cabinet shall have earned a cumulative grade point average of at least 2.5 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. Members of the Executive Cabinet shall be enrolled in a minimum of six credit hours of study per semester at L. E. Fletcher Campus during their terms of office.

Powers and Duties of the President:

1. Serve as the official representative of the SGA, providing direction and leadership to the SGA.
2. Supervise the execution of SGA policy.
3. Establish any committees he or she deems necessary and make special committee appointments.
4. Be an ex-officio member of all committees.
5. Appoint any position on the SGA in the event of resignation, recall, or other vacancy with the approval of the SGA Student Senate.
6. Call special sessions of the SGA Executive Board or the SGA Student Senate any time he/she deems it to be in the interest of the SGA with twenty-four hour notice.
7. Notify the Vice President to assume his/her duties in the event that the President expects being absent from his/her duties.
8. Preside over recall procedures, Executive Board meetings, SGA meetings, and other college meetings as deemed necessary.
9. Ensure that quality and diverse programs are presented.
10. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
11. Attend the meetings of the Faculty Senate and act as the SGA's liaison to the Faculty Senate committee(s).
12. Appoint members to the Judiciary Council and fill vacancies on the council with a consent of a majority (51%) of the Student Senate.

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Powers and Duties of the Vice President:

1. Assist the President in the administration of SGA affairs.
2. Fulfill the duties of the President when he or she is unable to do so.
3. Be the convening and presiding officer of recall proceedings against the President.
4. Assist the President in responding to all student concerns relating to the academic policies of Fletcher Technical Community College.
5. Assist with the activities of co-curricular student organizations.
6. Take responsibility for the effective planning, management, and evaluation of all SGA programs and activities related to academic affairs.
7. Ensure that quality and diverse programs are presented.
8. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
9. Cast a vote on Student Senate Legislation in case of a tie.
10. Organize the agenda for the Student Senate meetings.
11. Perform such duties as may be requested by the President.
12. Serve as an ex-officio member of all Student Senate committees.

Powers and Duties of the Treasurer:

1. Be responsible for the SGA funds as directed by the SGA.
2. Be responsible for the safekeeping of those funds with the Campus Accountant.
3. Work with the Student Services Office in the establishment and maintenance of disbursement and accounting procedures.
4. Submit a financial statement on a weekly basis to the Faculty Advisor and Campus Accountant.
5. Approve expenditures under \$25 in conjunction with the President and Faculty Advisor. All expenditures over \$25 which do not appear in an approved budget must have the majority approval of a quorum (51%) of the voting members of the SGA and signed approval of the Campus Administrator.
6. Perform such duties as may be requested by the President.

Powers and Duties of the Secretary:

1. Take accurate minutes at all Executive Board and SGA meetings.
2. Make copies of all minutes available to SGA members, the student body, and the Faculty Advisor within one week of any meeting.
3. Work with the Student Services Office in the preparation and distribution of all minutes.
4. Establish and maintain a representative file consisting of names, addresses, and telephone numbers and class schedules of all Executive Cabinet members, all Legislative Body members, and all Judicial Council members.
5. Be responsible for all office files.
6. Collect and assemble all reports of officers or committee chairpersons.
7. Be responsible for all office correspondence.
8. Perform such duties as may be requested by the President.

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IMPORTANT DATES

March 6-10: Qualifying is open. Students interested in running for office must submit completed applications to the Student Services Office by 4:00 p.m. on March 10th. The Student Services Office is located in Room 100 at the Schriever campus.

March 6-10: Submit applications

March 6-14: Campaigning is open for all campuses.

March 13-14: Elections held.

March 23-24: Run-off elections held (if necessary)