

Hofstra University



HOFSTRA
UNIVERSITY

**Student
Government
Association**

CANDIDATE ELECTION PACKET

Spring 2012

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

What is SGA?

SGA is a student-run governing body that oversees various areas dealing with students, clubs, and organizations. Bodies such as Senate, Judicial Panel, the Programming Board, and IRCB operate under SGA.

What are the time commitments of SGA? The following positions will meet as listed:

Senate: Senate meets on Thursdays at 6 p.m in the Greenhouse. A prospective member of Senate must have the 6:00-9:00 p.m. time slot allocated for Senate meetings.

Judicial Panel: Upon joining the Judicial Panel, members will decide upon a proper weekly meeting time and when deemed necessary.

Retreat: The SGA retreat will be on October 20th - 21st 2012. Any prospective member of SGA must be available this weekend. All members of SGA will be required to attend.

Office Hour: Senators and Justices are required to do one (1) office hour per week. Members of Cabinet and the Executive Board are required to do two (2) office hours per week.

Committee meetings: Committees will meet once weekly at a time to be determined by the chair and members. Judicial panel members are not senators, thus are not required to sit on a committee.

Committee options: Upon joining SGA, a senator must make the Vice President aware of what committee he/she would like to join. A senator must sit on a committee to be part of SGA as to its Constitution and By-Laws. Please rate your preferences (1 = highest, 7 = lowest)

_____ *Academic Affairs:* Shall review and seek solutions about academic issues at Hofstra University, and shall consult with University offices and agencies as appropriate.

_____ *Appropriations:* In charge of allocating a portion of the student activities fee appropriately to various clubs and organizations on campus that is then approved by Senate.

_____ *Club Relations:* Shall work with the clubs and organizations to create and maintain an active programming agenda, and are charged with allocating club office space as well as holding clubs accountable to SGA policies.

_____ *Public Relations:* Shall be responsible for Student Government communications, media relations, marketing and advertisement of Student Government event functions, management of social media and online operations, and the planning of Intra-Student Government Association social events.

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

_____ *Rules*: Responsible for making recommendations to SGA on rules and regulations for its effective operation. It screens club constitutions, resolutions, and legislation before it comes to Senate. It holds the power to reactivate clubs as well as pass changes to club constitutions.

_____ *Spirit*: Shall work with the Athletics Department and SGA-recognized clubs and organizations to help promote and increase attendance at all campus wide events.

_____ *Student Services*: Shall investigate non-academic concerns, complaints, and suggestions made by any member of the University community and shall work with appropriate Hofstra University agencies and offices as it may see appropriate.

*If you are interested in running for a chair position during the turnover meeting, please contact electionscommission2012@gmail.com to access more information pertaining to this topic

Election Procedures:

Who runs the election? The members of the Election Commission run the elections. Only graduating seniors can be on the Election Commission.

Where and when will the elections take place? Voting will take place through Hofstra University's student portal on April 25th and April 26th. Voting will cease as of 6:00 p.m. on April 26th. Dates for voting will be published throughout campus and during the election process.

How will people vote? Full-time, undergraduate students may log onto their portal and access voting online.

How many votes do I need?

Senators: A Senator must secure one hundred (100) votes. In the case where more senators have been elected than Senate seats available, the candidates receiving the highest votes shall be elected.

Justices: A Justice must secure fifty (50) votes. In the case where more justices have been elected than seats available, the candidates receiving the highest votes shall be elected.

President and Vice President: All tickets must secure at least three hundred fifty (350) votes. The ticket receiving a plurality of total votes casted shall be elected.

How will we find out the results? Results are calculated following the close of elections. To ensure an accurate count, OSLA will be present to tabulate the results. Also, to ensure the security of the election results, the SGA Advisor or other designated member of the faculty, staff, or administration will be present. Results of the elections will be announced at the Election Bash the night of April 26th.

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

Miscellaneous rules governing the election process: If these rules are violated, the Elections Commission will remove the candidate's name from the ballot and he/she will not be allowed to take part in the election. If violations are reported after campaigning, the Elections Commission reserves the right to investigate the complaints and if necessary void earned votes.

- There shall be no election discussion at any of Hofstra University's computer labs or workstations or around the Student Government Association office as well as at any Student Government Association sponsored event, including but not limited to Senate, Cabinet, and Committee Meetings.
- No candidate, ticket, or endorsing group, individual, or department shall publicize prior to the start of campaigning. The Elections Commission may publicize prior to campaigning and during campaigning to advertise the election in general.
- Flyers may not be hung in off-campus business establishments under any circumstances.
- All mediums of campaigning must be in good taste and may not libel or slander another candidate, and/or destroy any campaign materials of another ticket.
- All flyers must, and may only be approved by the Office of Student Leadership and Activities, which shall keep a file of all approved flyers to which the Elections Commission may refer.
- Any Election Commission member assisting in the election must remain impartial and refrain from promoting one candidate over any other. (Does not affect candidate's eligibility.)

*For more information, please refer to Section X.C. of the Hofstra Student Government Policy Series or email electionscommission2012@gmail.com

When do we need to submit this packet in by? The completed packet including signatures and the sign off sheet, need to be submitted by 5:00 p.m. on March 26, 2012. Official campaigning commences on Monday April 2nd, 2012.

TIPS FOR RUNNING AN EFFECTIVE CAMPAIGN

1. *Get your name out there!* Hang posters/flyers throughout campus, especially in high traffic areas such as Bits and Bytes, the Student Center, Residence Halls, etc.
2. *Get Creative!* Pick a catchy slogan to help people remember your name, contact HofCast or the Chronicle to assist you, or create an eye-catching display somewhere so people know you are serious and committed to the position. Ask friends to help you campaign.
3. *Follow the rules!* A Posting Policy is enforced on campus that states that prior to being displayed; all student posters and/or flyers must be approved by The Office of Student Leadership and Activities, located in room 260. Candidates not following this policy will have their campaign materials confiscated and may be rendered ineligible to run for office. Be aware that you can't post flyers everywhere on campus; get permission from the building or floor's department.
4. *Ask questions!* If you have any questions or need more information, ask any current member of the Election Commission by emailing electionscommission2012@gmail.com

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

Expectations and requirements of a Candidate from section 215 of the SGA Constitution

- A. The President and Vice-President of SGA shall each:
1. Be a full-time, undergraduate member of the incoming sophomore, junior, or senior class.
 2. Maintain an overall grade point average of at least a 2.5. If his/her GPA falls under 2.5, the President or Vice-President will be promptly removed from office.
 3. Be in good social/disciplinary standing with the College.
 4. Have a signature packet containing signatures and student ID's from ten (10) percent of the full-time undergraduate student body.
- B. Senators and Judicial Panel members shall each:
1. Be a full-time, undergraduate member of the incoming sophomore, junior, or senior class. If the cap is not reached in the Spring Election, Freshmen can run in the Fall Election.
 2. Maintain an overall grade point average of at least a 2.0. If his/her GPA falls below that standard, they will be promptly removed from office.
 3. Be in good social/disciplinary standing with the College.
 4. Have a signature packet of containing signatures and student ID's from one (1) percent of the full-time undergraduate student body.

Responsibilities & Examples of duties from current SGA and Judicial panel members:

- Hard work ethic and a willingness to go above the call of duty.
- The position allows them to meet many people on campus and get involved.
- Must be flexible to meeting times
- Have a great positive attitude for working in groups
- Must be able to prioritize their needs, think globally and look at the big picture of benefiting the entire student body

Duties of the President

- Attend Senate meetings on Thursdays at 6:00-9:00 pm
- Promote SGA unity and teamwork amongst the members
- Be able to attend and conduct Cabinet Meetings (Meeting time to be determined by incoming President & Cabinet)
- Meet regularly with members of the Hofstra Community upon request and proper notification, specifically the SGA Advisor.
- Focus on the external affairs of Hofstra's Student Government Association
- Be able to do minimum of two (2) office hours per week

Duties of the Vice President

- Attend and conduct Senate meetings on Thursdays at 6:00 pm
- Promote SGA unity and teamwork amongst the members

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

- Attend and actively participate in Cabinet meetings
- Meet regularly with members of the Hofstra Community upon request and proper notification
- Take the place of the president at meetings if he/she is not present
- Perform tasks as delegated by the President and/or Advisor
- Support the decisions of the President and assist as needed with decision making process
- Assign committee requirements to Senators
- Focus on the internal affairs of Hofstra's Student Government Association
- Be able to do minimum of two (2) office hours per week

Duties of the Senator

- Be able to do minimum of one (1) office hour per week
*If a Senator is elected to a Cabinet position, he/she will be required to do two(2) office hours per week
- Be able to attend and actively participate in Senate meetings at 6:00-9:00 pm on Thursdays
- Be able to attend one committee meeting assigned by the Vice President on a weekly basis
- Be able to attend required events throughout the semester sponsored by the Student Government Association

Duties of the Judicial Panel

- Be able to do minimum of one (1) office hour per week
- Be able to attend a bi-weekly meeting
- Be able to be impartial on disputes between SGA constituents
- Be able to attend hearings between SGA constituents
*Outgoing Chief Justice must be able to swear in the incoming Chief Justice during the turnover meeting
*Incoming Chief Justice must be able to swear in the incoming President and Vice President during the turnover meeting

Dates to Remember:

- March 26th - Packets due to OSLA by 5pm
- April 2nd - Campaigning begins
- April 4th - Presidential Debate, _____
- April 18th - Vice Presidential Debate, Common Hour Netherlands Dining Room North
- April 25th - Pres/VP Ticket Debate, Common Hour Greenhouse
- April 25th-26th – Election, get your friends to vote on the portal!
- April 26th - Elections Bash, 6pm Back of Main Dining Room
- May 1st - Turn-over Meeting, 6pm, Multipurpose Room
- August - SGA Cabinet Retreat: Official Date to be Announced
- October 20th-21st - SGA Retreat, Off-campus * Mandatory

Hofstra University STUDENT GOVERNMENT ASSOCIATION Spring 2012

S.G.A. CANDIDATE NOMINATION FORM

Name: _____ ID #: _____

Position: SGA PRESIDENT, SGA Vice President, Senator, Judicial Panel member (Circle one)

Signatures

	PRINT NAME	SIGNATURE	STUDENT ID	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

Hofstra University
STUDENT GOVERNMENT ASSOCIATION
Spring 2012

	PRINT NAME	SIGNATURE	STUDENT ID	DATE
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				

Hofstra University
STUDENT GOVERNMENT ASSOCIATION
Spring 2012

	PRINT NAME	SIGNATURE	STUDENT ID	DATE
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				

Hofstra University

STUDENT GOVERNMENT ASSOCIATION

Spring 2012

This candidate form should be dropped off in the Office of Student Leadership and Activities located on the second floor in the Student Center, Room 260 by March 26th, 2012 at 5pm.

Candidates **may not** start campaigning until April 2, 2012. All election materials must be received by OSLA for approval prior to posting . All flyers, posters, t-shirts, and any other promotional materials **must** be approved before posting. All flyers, posters, and any other promotional material must be taken down by midnight on April 26, 2012.

If you have questions, you may contact the Elections Commission:
Jenna Coene, Myranda Elliott, Lukas Miedreich: electionscommission2012@gmail.com



By signing, I, _____, agree to abide by all the rules set forth in the SGA election packet, and I understand the time commitments and responsibilities of the role I am seeking. I will meet these requirements and uphold the expectations set forth.

Signature

Date

Print Name

Email

I.D #