



2018-2019 Election Application

Bismarck State College Student Government Association

1425 Schafer Street
Bismarck, ND 58501

Dear Candidate,

First things first; congratulations for taking a step forward into the pursuit of a position with the Bismarck State College Student Government Association. In SGA, you will have many opportunities to advocate for students on your campus as well as throughout the state. You'll benefit from connections you make, obstacles you overcome, goals you achieve and skills you learn, so by no means should you take it lightly. Challenge yourself to think outside of the box, pursue matters whole heartedly, and above all else – have fun.

This application is currently open for our President, Vice President, and seven upperclassmen Senate seats. The positions have mandatory requirements which are outlined in this packet. Students are given a scholarship for their service and commitment to SGA.

As always, contact the Student and Residence Life Office with any questions, comments, or concerns.

Amanda Bennes
Student Government Advisor

Participation Requirements

Members of the SGA are required to participate fully in the functions of the organization. The following are mandatory functions that members must participate in in order to be in good standing and to receive scholarship funding from SGA.

- Attend all weekly meetings of the Student Senate. The Student Senate meets weekly during the fall and spring semesters on Mondays at 4:00PM in the Student Senate Chambers in the Student Union. Members are only allowed two unexcused absences. Meeting time can be changed by motion and a vote.
- Executive members (President and Vice President) must attend all weekly meetings of the Executive Board. The meeting times are determined during the summer by the members of the Executive Board.
- All members must be a part of a committee on the SGA or serve in a liaison position to another organization. Attendance at all committee meetings, or liaison organization meetings is required.
- Members who serve a committee chairs of the committees are strongly encouraged to attend the Executive Board meetings, but are not required to.
- The President and Vice President are required to attend all meetings of the North Dakota Student Association (NDSA), which meets monthly, usually the third Friday and Saturday of the month at one of the 11 public institutions of the higher education in North Dakota. Other SGA members are strongly encourage to attend NDSA.
- All members are required to fulfill office hour requirements. Senators serve one hour in the SGA office each week, and executive members serve three to four.
- All SGA members elected in the spring are required to attend the summer retreat on July 20th, 21st and 22nd.
- All members must fulfill the specific obligations of their position.

Scholarships will be distributed to members who have shown that they are meeting all of the requirements of participation. Scholarships are released to the Student Finance office to first cover any outstanding charges. If a scholarship has been released, and a member ends participation either through resignation or being removed from office, or fails to continue meeting their duties, the scholarship for the semester will be recalled, and the student's account will be put on hold until the scholarship has been returned.

President: \$2,000 (\$1,000 each semester)

Vice President: \$1,500 (\$750 each semester)

Senators: \$500 (\$250 each semester)

Positions and Requirements

President

The President of SGA must:

- Be a full-time Bismarck State College student and have been a Bismarck State College student for at least one semester prior to taking office.
- Be the official representative of the Student Government Association and shall serve as its administrative head.
- Be the presiding officer of the Student Senate, but shall have no vote.
- Be a voting delegate to the North Dakota Student Association unless superseded by NDSA rules.
- Have other powers and responsibilities as prescribed elsewhere in the Constitution.
- Work with the Director of Student and Residence Life in reporting financial balances to the Student Senate.
- Maintain a cumulative GPA of 2.0 or higher.
- Attend the mandatory summer retreat. (July 20-22, 2018)

Vice President

The Vice President of SGA must:

- Be a full time Bismarck State College student and have been a Bismarck State College student for at least one semester prior to taking office.
- Perform the duties of the President in the President's absence.
- Not have a vote in the Student Senate except in the case of a tie. If the Vice President is performing the duties of the President in the event of a tie, the Vice President shall have no vote.
- Be the Head Delegate and a voting member of the North Dakota Student Association unless superseded by the NDSA rules.
- Keep accurate records of all meetings of the Student Senate and of the Executive Board and make these minutes available at the next Student Senate meeting.
- Being responsible for keeping accurate records of the changes made to the Student Government Association Constitution and of legislation passed and approved by the Student Government Association.
- Maintain a cumulative GPA of 2.0 or higher.
- Attend the mandatory summer retreat. (July 20-22, 2018)

Senators

Senators of SGA must:

- Remain in at least on Bismarck State College course.
- Conduct themselves in a professional manner during all Student Government Association meetings and functions.
- Relay information concerning the actions of the Student Government Association to their constituents.
- Limit involvement in extracurricular activities to no more than three student organizations including Student Government Association
- Attend weekly Senate Meetings
- Serve in at least one Student Government Association committee or liaison position.
- Fulfil Student Government Association office hour obligations as assigned by the President.
- Attend the mandatory summer retreat. (July 20-22, 2018)

Campaign Guidelines and Election Codes

General Guidelines

1. These rules are meant to ensure fairness, order, and integrity during the election process.
2. Candidates are responsible for their campaigns, including those that they know are actively campaigning for them.

Code for Official Candidates

1. No candidate may begin to campaign before April 16th, 2018
2. No candidate may begin prior to submitting a complete application of candidacy to the SGA.
3. All campaign materials must be removed by 11:59PM on April 23rd, 2018. No campaign materials of any kind may appear on Election Day (April 24th, 2018).
4. Acceptable campaign materials include, but are not limited to, posters on SGA bulletin boards, posters on campus lamp posts, residence hall flyers approved and distributed by the Student and Residence Life office, a large banner in the Mystic Marketplace, buttons, Facebook, YouTube, and other social media.
5. Campaign materials up to \$50 may be reimbursed provided that reimbursed materials do not violate the rules, and that receipts are submitted prior to Election Day.
6. Campaign materials and slogans may not use overt sexual innuendo, promote drugs and alcohol, harass students or staff, or otherwise violate any campus or SBHE policies, or any laws applicable in the city of Bismarck.
7. Campaign materials may not consist of “smear” campaigns. Materials must illustrate why you should be elected, not why a particular opponent or opponents should not be elected.

Campaign Violations

1. Violations of the campaign codes and guidelines shall be initiated by the filing of a complaint with the Senate Ethics and Elections Committee. The committee will conduct an investigation into the complaint with the assistance of the advisor or other campus officials.
2. Minor violations will be handled by the Senate Ethics and Elections Committee. If a violation is found more likely than not to have occurred, a penalty will be imposed on the offending party. The penalty may be the removal of campaign material(s), the imposition of a small fine, and/or disqualification from candidacy.
3. Serious violation accusations which also are believed to be in violation of the Student Code of Conduct will be referred to the Provost in order to go through the proper hearing processes. SGA will also issue the same types of penalties for these as for minor violations. The issuance of a penalty by SGA does not preclude other actions by Bismarck State College.

Application for Candidacy

The following pages are the applications for candidacy. This application is public information utilized by the student body to make an educated vote. By signing this application, you authorize SGA to publish your responses including GPA, year in school, major, etc.

Student IDs, addresses and phone numbers will not be published.

Please be aware the GPAs will be verified with the Office of Records and Registration. GPAs that do not meet the minimum will have their application revoked

Application for President

Candidate Name _____

Student ID Number _____

GPA (2.0 minimum) _____

Program of Study _____

Will you be enrolled full-time at BSC in 2018-2019? _____

Why do you want to serve in SGA at this capacity?

Candidate Signature _____

Your signature indicates that all information on this application is true and accurate and that if elected you are willing and able to fulfill all the duties of office and attend the SGA Summer Retreat (July 20-22, 2018)

Application for Vice President

Candidate Name _____

Student ID Number _____

GPA (2.0 minimum) _____

Program of Study _____

Will you be enrolled full-time at BSC in 2018-2019? _____

Why do you want to serve in SGA at this capacity?

Candidate Signature _____

Your signature indicates that all information on this application is true and accurate and that if elected you are willing and able to fulfill all the duties of office and attend the SGA Summer Retreat (July 20-22, 2018)

Application for Senator

Candidate Name _____

Student ID Number _____

GPA (2.0 minimum) _____

Program of Study _____

Will you be enrolled full-time at BSC in 2018-2019? _____

Why do you want to serve in SGA at this capacity?

Candidate Signature _____

Your signature indicates that all information on this application is true and accurate and that if elected you are willing and able to fulfill all the duties of office and attend the SGA Summer Retreat (July 20-22, 2018)