



Spring 2017

2017-2018 Election Application

Student Government Association

BSC.SGA

1425 SCHAFER ST., BISMARCK, NORTH DAKOTA

Candidate,

First and foremost, I'd like to applaud you for having the initiative to pursue a position in the Bismarck State College Student Government Association. In SGA, you will have the opportunity to rise up and meet the challenges facing students on campus as well as throughout the state. The differences and connections you make here will benefit you and others for years to come, so by no means should you take it lightly. Pursue matters wholly, challenge yourself to think differently, and above all—do.

There are four positions that are available this spring: President and Vice President, Secretary-Treasurer, and Sophomore Senator. Each position has its own attributes specific to its roles, duties, and qualifications. All positions have mandatory requirements, as well as a stipend to reward students for their dedication.

I have high hopes for the success of this election season, don't let me down.

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

A handwritten signature in blue ink that reads "Marcie Woehl". The signature is written in a cursive, flowing style.

Marcie Woehl, Student Government President

Participation Requirements and Scholarships

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 the SGA.

- Attend all weekly meetings of the Student Senate. The Student Senate meets weekly during the fall and spring semesters on Wednesdays at 4pm in the Student Senate chambers in the Student Union. Members are only allowed two unexcused absences.
- Executive members (President, Vice-President, and Secretary-Treasurer) 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 as 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 encouraged 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 3 to 4.
- Executive Board SGA members elected in the spring are required to attend the summer retreat, which is July 8-10, 2016. (President, Vice-President, Secretary-Treasurer)
- 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)

Secretary-Treasurer: \$1,000 (\$500 each semester)

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

Position Descriptions

President

The President and Vice-President run on a single ticket and are elected together. It is important that if you are running for President you choose a Vice-President that you will be able to work with professionally for the year. SGA is not responsible for finding a running mate for you, but the Senate Ethics and Elections Committee will do its best to connect interested students together if they know of any individuals.

The following points are the qualifications, duties and expectations of the President, in addition to the previously mentioned requirements.

- The President must be a full time BSC student beginning in the fall of 2016. The President must have been a BSC student for at least one semester prior to taking office (have been enrolled for the entire spring 2016 semester).
- The President must have and maintain a cumulative GPA of 2.0 or higher.
- The President will take office at noon on the first Monday in May (May 2, 2016) until noon of the same Monday in the following year (May 1, 2017).
- The President presides over all meetings of the Student Senate and the Executive Board.
- The President is a permanent voting member of BSC's delegation to the NDSA.
- The President is the chair of the Communications Committee.
- The President is a de facto member of the Faculty Senate.
- The President is responsible for making appointments to vacant Executive Board positions.
- The President is responsible for appointing committee chairs to committees.
- The President serves as the head of SGA and should be willing to build trusting relationships with BSC administrators, particularly the President of the institution.
- The President works with the advisor(s) to be trained and assist in the training of new members.
- The President works closely with the advisor(s) to make sure that the SGA is operating within BSC and SBHE policies.
- The President should expect to put in a minimum of 10 hours per week in on-campus SGA activities (office time, committee time, liaison meetings, Senate and Executive meetings), and should plan to put in time responding to emails and other things outside of these 10 hours.
- For fulfilling these obligations, the President shall receive a scholarship of \$1,000 per semester.

Vice-President

The President and Vice-President run on a single ticket and are elected together. It is important that if you are running for Vice-President you choose a President that you will be able to work with professionally for the year. SGA is not responsible for finding a running mate for you, but the Senate Ethics and Elections Committee will do its best to connect interested students together if they know of any individuals.

The following points are the qualifications, duties and expectations of the Vice-President, in addition to the previously mentioned requirements.

- The Vice-President must be a full time BSC student beginning in the fall of 2016. The Vice-President must have been a BSC student for at least one semester prior to taking office (have been enrolled for the entire spring 2016 semester).
- The Vice-President must have and maintain a cumulative GPA of 2.0 or higher.
- The Vice-President will take office at noon on the first Monday in May (May 2, 2016) until noon of the same Monday in the following year (May 1, 2017).
- The Vice-President shall preside over meetings of the Student Senate and Executive Board in the absence of the President or when the President is unable for some other reason unable to exercise their power in a particular discussion.
- The Vice-President shall have tie-breaking or tie-making voting power in the Student Senate.
- The Vice-President serves as the Head Delegate for the BSC delegation to the NDSA. This involves communicating with the NDSA President on a regular basis, forming the monthly delegation to NDSA and leading the planning on any NDSA which is hosted by BSC.
- The Vice-President is the chair of the Student Affairs committee.
- The Vice-President works with the President to assist in the training of new members.
- The Vice-President should expect to put in a minimum of 7 to 8 hours per week in on-campus SGA activities (office time, committee time, liaison meetings, Senate and Executive meetings), and should plan to put in time responding to emails and other things outside of these 7 or 8 hours.
- For fulfilling these obligations, the Vice-President shall receive a scholarship of \$750 per semester.

Secretary-Treasurer

- The Secretary-Treasurer must be enrolled in at least one BSC course beginning in the fall of 2016. The Secretary-Treasurer must have been a BSC student for at least one semester prior to taking office (have been enrolled for the entire spring 2016 semester).
- The Secretary-Treasurer must have and maintain a cumulative GPA of 2.0 or higher.
- The Secretary-Treasurer will take office at noon on the first Monday in May (May 2, 2016) until noon of the same Monday in the following year (May 1, 2017).
- The Secretary-Treasurer is responsible for taking minutes at all meetings of the Student Senate and Executive Board and responsible for appointing someone to take minutes in their absence.
- The Secretary-Treasurer is responsible for responding to all requests for information regarding SGA.
- The Secretary-Treasurer is responsible for keeping accurate records of changes made to the SGA constitution and of legislation passed by the SGA and to make these records public.
- The Secretary-Treasurer is responsible for keeping all records of student organizations up to date and notifying the President when any changes have occurred.
- The Secretary-Treasurer is responsible for working with the Director of Student and Residence Life in reporting financial balances to the Student Senate.
- The Secretary-Treasurer is the chair of the Finance Committee.
- The Secretary-Treasurer plays a key role in the annual discussion regarding the apportionment of the Student Government fee.
- The Secretary-Treasurer should expect to put in a minimum of 5 hours per week in on-campus SGA activities (office time, committee time, liaison meetings, Senate and Executive meetings), and should plan to put in time responding to emails and other things outside of these 5 hours.
- For fulfilling these obligations, the Secretary-Treasurer shall receive a scholarship of \$500 per semester.

Senators

- Senators must be enrolled in at least one BSC course beginning in the fall of 2016.
- Senators must be a member of the class (freshman or upperclassman) which he or she represents, or be a member in good standing of the student organization which they represent.
- Senators must have and maintain a cumulative GPA of 2.0 or higher.
- Senators elected in the spring will take office at noon on the first Monday in May (May 2, 2016) until noon of the same Monday in the following year (May 1, 2017).
- Senators elected in the fall will take office at noon on the day following their election until noon on the first Monday in May (May 1, 2017).
- Senators are responsible for relaying information concerning the actions of the SGA to their constituents.
- Senators must serve on one committee or liaison committee.
- Senators must limit their involvement to no more than three extracurricular activities, including SGA.
- Senators must attend weekly SGA meetings.
- Senators must complete office hours as required by the President.
- Senators are strongly encouraged to participate in NDSA, especially when it is hosted on the BSC campus.
- The Student Senate is the legislative body of the SGA and forms recommendations and resolutions to voice student concerns, allocates money for the Student Government fee to student organizations, publications, activities, and special projects, and communicates between students, employees, and state organizations.
- Senators should expect to put in a minimum of 2-4 hours per week in on-campus SGA activities (office time, committee time, liaison meetings, Senate meetings) and should plan to put in time responding to emails and other things outside of these hours.
- For fulfilling these obligations, Senators shall receive a scholarship of \$250 per semester.

Campaign Guidelines and Election Codes

General Guidelines

1. These campaign rules are only intended for campus-wide elections and not to student organizations who each have their own methods and procedures for election.
2. These rules are meant to ensure fairness, order, and integrity during the election process.
3. 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 18, 2016.
2. No candidate may begin prior to submitting a complete application of candidacy to the SGA.
3. All campaign materials must be removed by midnight on April 25, 2016. No campaign materials of any kind may appear on Election Day (April 26, 2016).
4. Acceptable campaign materials include, but are not limited to posters in SGA bulletin boards, posters on campus lamp posts, residence hall flyers approved and distributed by the Student and Residence Life office, 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, portray 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, 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.