2016-2017 Official Application Packet for
SGA President, Executive Committees & Senate

Completed application packets MUST be submitted to the SGA Advisor on the campus that you are applying to be a candidate by
Friday, February 26, 2016 by 5:00PM

ALPHARETTA
Marshonntri Reid, Coordinator
Room 1310
(678) 240-6020
Marshonntri.Reid@gpc.edu

DUNWOODY
Aprille Williams, Director
B-2200, Student Center
(770) 274-5385
aprille.williams@gpc.edu

CLARKSTON
Dr. Robert G. Bryant, Director
N-1400, College Center
(678) 891-3225
robert.bryant@gpc.edu

NEWTON
Justina Mason, Coordinator
2N-1210
(770) 278-1340
justina.mason@gpc.edu

DECATUR
Johnny Tooson, Director
SF2400, Student Success Center
(678) 891-2740
Johnny.tooson@gpc.edu

ATLANTA
Boyd Beckwith, Director
Student Center East 310
(404) 413-1864
bbeckwith@gsu.edu

Application Packet Check List: (The following items should be submitted)

_____ SGA Application
_____ Candidate’s Letter of Agreement
_____ Candidate’s Statement
_____ Signed Position Description Form

For Office Use Only:

☐ Complete application materials submitted
☐ Meets candidate criteria

Date received: _________________________________
Signed:_______________________________________

Student Government Advisor
Student Government Association

Election Information

Positions Available
University –Wide
President (1)

Campus Specific
Executive Vice President (6 – one per campus)
Speaker of the Senate (6 – one per campus)
Perimeter College Senators (30 – six per campus)

Please note that the Treasurer (now Finance Director) and Secretary (now Communications Director) positions are appointed, not elected, by each campus Executive Vice President and confirmed by each Senate.

Note: See separate application packets for SGA Appointed Positions, Student Judicial Board, and Panther Activities Council positions.

Term of Office
Commencement 2016 – Commencement 2017

Scholarship/Stipend Information
Stipend awards are contingent upon the officers, and senate committee chairs fulfilling their requirements and participating fully as a SGA member. Stipend awards will begin processing on the last day of the semester. SGA members are only awarded their stipend when enrolled in classes and if they continue to meet the membership qualifications.

Responsibilities of Perimeter College SGA Officers and Senators

- Attend all regularly scheduled SGA Senate Meetings each Friday (Times Subject to Change).
- Attend and assist at SGA sponsored activities.
- Participate in college and campus leadership programs.
- Complete a minimum of three (3) office hours a week for senators, and five (5) for executive officers.
- Serve on various SGA committees (both standing and special).
- Meet position responsibilities outlined in the SGA Constitution.
- Specifics detailed in officer job descriptions (see below).

Qualifications for SGA Officers

☐ President ☐ Executive Vice-President ☐ Speaker of the Senate

Individuals must have a 3.0/4.0 to run for an Executive Officer position and a 2.75/4.0 cumulative grade point average to maintain the position. Executive Officers must have accumulated 12 semester credit hours at Perimeter College. Executive Officers must be enrolled in a minimum of six (6) credit hours at the campus where the office is held for the duration of the term of office excluding summer semesters. Candidates must show evidence that they will complete the term of office by signing a Candidate’s Agreement to that effect.

Qualifications for Perimeter College Senators

Individuals must have a 2.5/4.0 to run for a Senator position and must maintain a 2.2/4.0 cumulative grade point average to maintain the position. Senators must also be enrolled in a minimum of six (6) credit hours at the campus where the office is held for the duration of the term of office excluding summer semesters. Candidates must show evidence that they will complete the term of office by signing a Candidate’s Agreement to that effect.

* Keep this page for your records.
Election Time-Line

February 26: Application Submission Deadline
March 3-4: Perimeter Campus Candidates Mandatory Election Code Orientation
March 4: Presidential Candidates Mandatory Election Code Orientation
March 9/10 Atlanta Campus Candidates Mandatory Election Code Orientation
March 21: Campaigning Begins
March 22-31: Debates & Candidate Speeches
March 29 Presidential Debate (Held on the Atlanta Campus and Streamed to All Campuses)
April 5-7: Voting Period
April 8: Election Results Posted
April 11: Run-Off Elections/Campaigning (if necessary)
April 19: Run-Off Elections Voting
April 20: Run-Off Election Results Posted (if necessary)
May 9 Inauguration & 1st Senate Meeting
TBA Mandatory Training

For More Information Contact:

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# PERIMETER COLLEGE
## APPLICATION FOR STUDENT GOVERNMENT

### Position Applying For: (Circle one)
- [ ] PRESIDENT (UNIVERSITY-WIDE)
- [ ] EXECUTIVE VICE PRESIDENT
  - ATLANTA*
  - ALPHARETTA
  - CLARKSTON
  - DECATUR
  - DUNWOODY
  - NEWTON
- [ ] SPEAKER OF THE SENATE
  - ATLANTA*
  - ALPHARETTA
  - CLARKSTON
  - DECATUR
  - DUNWOODY
  - NEWTON
- [ ] SENATOR
  - ALPHARETTA
  - CLARKSTON
  - DECATUR
  - DUNWOODY
  - NEWTON

### Full Name:

### ID Number:

### Complete Mailing Address:

### Home Telephone:

### Work/Cell Telephone:

### Email:

### Alternative Email*:

### Number of Semesters at Perimeter College:

### Total Credit Hours Accumulated:

### Anticipated Graduation Date:

### Cumulative GPA at Perimeter College:

All information is important and should be completed in its entirety. Incomplete Applications will not be processed.

* Students transitioning to the Atlanta campus in the Fall of 2016 are eligible to run for Executive Vice President or Speaker of the Senate. These candidates will have to attend the Mandatory Election Code Orientation on the Atlanta Campus.
I, _____________________________, AGREE TO ACT IN ACCORDANCE WITH ALL CAMPAIGN REGULATIONS CONTAINED HEREIN. I HAVE READ THE RULES AND REGULATIONS FOR ELECTIONS AND UNDERSTAND THEM FULLY. I HEREBY AGREE TO ABIDE BY THESE RULES AND REGULATIONS DURING MY CAMPAIGN FOR OFFICE. I ALSO ATTEST THAT I AM ELIGIBLE TO RUN FOR OFFICE.

If elected/appointed, I understand that I will be expected to attend all regularly scheduled SGA meetings as well as support all activities sponsored by the SGA. This can result in a significant amount of time for office hours, special projects and meetings. I also realize that should I fail to maintain the required GPA, I will be dismissed. I accept the responsibilities outlined in these election materials and understand that failure to meet the requirements could result in the loss of stipend monies and/or loss of position.

I hereby certify that if I have applied for a campus-specific position, I have applied to or will remain at that Georgia State University campus for the term of office, to commence spring semester 2016 and conclude at spring commencement 2017. Summer enrollment is not required. I give permission to have all qualifications verified by the Student Life Office staff.

___________________________________      ________________________
Candidate’s Signature  Date

___________________________________   ________________________
Applicant’s Student ID Number  Applicant’s Telephone Number

___________________________________   ________________________
Applicant’s Email Address   Alternative Phone/Cell/Pager Numbers

-----------------------------------------------------

___________________________________  _____________
Election Commission Chair’s Signature   Date

___________________________________  _____________
SGA Advisor’s Signature    Date
Student Government Association
Candidate’s Statement

Information on this page will be published on the Student Government Association website and the voting ballot for the student body to review. No grammar or other errors will be corrected after applications are submitted.

Candidate's Name: __________________________________________________________

Position: __________________________________________________________________

STATEMENT
Provide background information about yourself, provide details about your qualifications and why you are interested in the student government office you seek. Suggested information to include: campus involvement (be sure to list the appropriate year(s), leadership qualities, career goals, specific skills and/or experiences related to the office you seek. (Limit to 150 words or less.)

What are your goals in becoming an elected official?
(Limit to 150 words or less for all positions except President, which can be up to 200 words.)

Why should you be elected to this position?
(Limit to 150 words or less for all positions except President, which can be up to 200 words.)

MUST BE TYPED!
DO NOT TURN IN HAND-WRITTEN STATEMENTS.
(Attach all statements to back of the application packet.)

___________________________________               ________________________
Candidate’s Signature      Date
Student Government Association

PRESIDENT

POSITION DESCRIPTION

Qualifications:
• Candidates running for President must be attempting to complete, or have already completed 12 credits any campus of Georgia State University by the end of the Spring term in which they are running and have successfully completed 12 credits with a cumulative GPA of 3.0 or higher before taking office.
• Must maintain at least a 2.75 cumulative GPA in subsequent semesters to retain position.
• All candidates must also meet the minimum qualifications for student leader positions as outlined in Section H, Student Leadership Positions, found on page 47 in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

General Duties
• The Executive Power shall be vested in the President of the SGA.
• The President serves as the official representative of the student body in University matters.
• The President oversees the duties of the Executive Vice Presidents and assigns additional duties as necessary and proper to the members of the Executive Committee.
• The President sets and chairs the Executive Committee meetings at least twice a semester and votes only in case of a tie.
• The President orders special meetings of the University-Wide Senate when necessary.
• The President shall have the power to veto university-wide legislation pursuant to a fundamental policy or principle of the SGA within fifteen (15) class days after the legislation passes the Senate (Constitution, Article 5IV, Section 9).
• The President shall have the power, with the advice and consent of the University-wide Senate, to appoint representatives of the SGA to the University Senate and its standing committees. Senatorial vacancies shall be filled by appointment by the President with the advice and consent of two-thirds (2/3) of the Senate present and voting (Constitution, Article IV, Section 6).
• The SGA President serves on the President’s Fiscal Advisory Committee.
• The President shall have the authority to dismiss personnel of the SGA Executive Branch. Dismissal powers shall only extend to appointees.
• The President shall enter into agreements with agencies and organizations outside the University community by and with the consent of the Senate, and the proper University authorities.
• The President shall be required to maintain a minimum of twenty (20) working hours per week between Monday and Friday during academic terms. Office hours shall be defined as hours during which the President is available at the SGA Office. Absence from mandatory office hours for two (2) or more consecutive weeks shall constitute a Leave of Absence. The President shall not be eligible for compensation for the duration of his/her Leave of Absence.
• The President shall, at stipulated times, receive compensation for his or her duties. The SGA shall not initiate any increase or decrease during the President of the Senate’s term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA Advisor for lack of performance.

Benefits of Service
• Use of an office, computer and telephone for office purposes only.
• Opportunity to participate in leadership training.
• Opportunity to travel to local, state, regional and national conferences and workshops as an official representative of Georgia State University.
• 11 month stipend.
• Opportunity to build knowledge, skills and abilities that are in demand in the workforce.

I _____________________________ accept the duties stated above and I, _____________________ understand that non-compliance with any above mention job description could result in stipend deduction and/or loss of SGA position.

Signed ______________________________________________ Date_______________________
Student Government Association
EXECUTIVE VICE PRESIDENT
POSITION DESCRIPTION

Qualifications:
- Candidates running for Executive Vice President must be attempting to complete, or have already completed 12 credits by the end of the Spring term in which they are running and have successfully completed 12 credits with a cumulative GPA of 2.75 or higher before taking office.
- Must maintain at least a 2.5 cumulative GPA in subsequent semesters to retain position.
- All candidates must also meet the minimum qualifications for student leader positions as outlined in Section H, Student Leadership Positions, found on page 47 in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

General Duties
- Serve as the official representative of the student body at their respective campus.
- Serve as an active liaison between the student body and the administration.
- Become knowledgeable about the SGA Constitution, campus resources and their locations, and college-wide policies.
- Actively participate in the establishment of, planning, and implementing of SGA goals.
- Be prepared to assist the college as an official college representative when called upon to do so.

Specific Duties
- To execute the Constitution and the laws passed by the Campus Senate.
- To make recommendations to the Campus Senate and provide the Campus Senate with information relevant to any such proposals.
- To organize and preside over a Campus Executive Committee (CEC) to be composed of the four elected SGA Executive Officers, Chief Justice, and such additional members as he/she may appoint with the consent of a 51% simple majority vote of the Campus Senate. The EVP may remove an appointed member of the CEC at will with majority consent of the Campus Senate.
- Two of the Executive Vice Presidents will be selected to Chair the Student Activity Fee Budget Committee.
- Serve as Chair (non-voting) of the Campus Student Activity Fee Budget Committee.
- Under the supervision of the Director of Student Life appoint at least 4 students to the committee.
- To attend all SGA Senate, and CEC meetings.
- To appoint committee chairpersons at the organizational session of the Senate. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
- To appoint applicants to fill vacant Campus Senate positions. Such appointments must be confirmed by a 51% simple majority vote of the Campus Senate.
- To call a special session of the Senate at any time deemed necessary for the interest of the student body. An advanced notice of two (2) instructional days must be given for any special session.
- To veto, line-item veto, sign, or not sign any legislation passed by the Senate and recommend alterations to such legislation as the EVP deems necessary.
- To appoint applicants to fill vacant Student Judicial Board positions. Such appointments must be confirmed by a 51% simple majority vote of the Senate.

Benefits of Service
- Use of an office, computer and telephone for office purposes only.
- Opportunity to participate in leadership training.
- Opportunity to travel to local, state, regional and national conferences and workshops as an official representative of Georgia State University.
- Fall/Spring/Summer Stipend Scholarship Awarded.
- Opportunity to build knowledge, skills and abilities that are in demand in the workforce.

I ___________________________ accept the duties stated above and I, _____________________ understand that non-compliance with any above mention job description could result in stipend deduction and/or loss of SGA position.

Signed ____________________________________________ Date _________________________
Student Government Association  
SPEAKER OF THE SENATE  
POSITION DESCRIPTION

Qualifications:
- Candidates running for Speaker of the Senate must be attempting to complete, or have already completed 12 credits by the end of the Spring term in which they are running and have successfully completed 12 credits with a cumulative GPA of 2.75 or higher before taking office.
- Must maintain at least a 2.5 cumulative GPA in subsequent semesters to retain position.
- All candidates must also meet the minimum qualifications for student leader positions as outlined in Section H, Student Leadership Positions, found on page 47 in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

General Duties
- Serve as an active liaison between the student body and the administration.
- Become knowledgeable about the SGA Constitution, campus resources and their locations, and college-wide policies.
- Serve as a good resource for the student body by remaining knowledgeable of SGA Events/Activities.
- Actively participate in the establishment of, planning, and implementing of SGA goals.
- Be prepared to assist the college as an official college representative when called upon to do so.

Specific Duties
- To preside over the Senate as Chairperson, and to vote only in the event of a tie vote.
- To assume the Office of Executive Vice President (EVP), if for any reason that office should become vacant or when requested to serve in the EVP’s absence.
- To perform other such duties as the EVP may assign in the administration of the Executive Branch.
- To serve on the Campus Executive Committee.
- To forward all legislation unsigned by the President after the allotted time to the Communications Director.
- Mentor the newly-elected SGA Speaker of the Senate lasting a minimum of two weeks not to exceed thirty one calendar days.
- Shall preside over any ad hoc committee responsible for amending the SGA Constitution.
- Will ensure that all legislation to be considered by Senate is in proper order and has a Senate member as a sponsor.
- Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
- Will work a minimum five (5) office hours per week in the SGA office during each semester.
- Attend all SGA Senate and CEC meetings.
- Attend SGA sponsored events and functions.
- Present appropriate information to the Campus Senate and at Campus Executive Committee meetings.
- Participate in Student Activity Fee Budget and Special Request processes.

Benefits of Service
- Use of an office, computer and telephone for office purposes only.
- Opportunity to participate in leadership training activities.
- Opportunity to travel to local, state, regional and national conferences and workshops as an official representative of Georgia State University.
- Fall/Spring/Summer Stipend Scholarship Awarded.
- Opportunity to build knowledge, skills and abilities in demand in the workforce.

I _____________________________ accept the duties stated above and I, _____________________ understand that non-compliance with any above mention job description could result in stipend deduction and/or loss of SGA position.

Signed ____________________________________ Date __________________________
Student Government Association

SENATOR POSITION DESCRIPTION

Qualifications:
- Must be a currently enrolled student at Perimeter College
- Must have accumulated at least 6 credit hours at Georgia State University with a cumulative grade point average of 2.5 and maintain a minimum cumulative grade point average of 2.2 to maintain position.
- All candidates must also meet the minimum qualifications for student leader positions as outlined in Section H, Student Leadership Positions, found on page 47 in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

General Duties
- Represent the Student Body at large.
- Serve as an active liaison between the student body and the administration.
- Become knowledgeable about the SGA Constitution, campus resources and their locations, and college-wide policies.
- Serve as a good resource for the student body by remaining knowledgeable of SGA Events
- Actively participate in the establishment of, the planning, and the implementing of SGA goals.
- Be prepared to assist the college as an official college representative when called upon to do so.

Specific Duties
- Serve as a voting member of the SGA.
- Represent the Student Body at large.
- Sponsor appropriate legislation.
- Be knowledgeable about the SGA constitution, by-laws, SGA legislation, Perimeter College policies, and campus resources.
- Attend SGA sponsored events and functions held each semester. Assist in the promotion of all SGA Events.
- Meet all qualifications for Senator as specified in the SGA constitution.
- Participate in Student Activity Fee Budget Request processes as requested.
- Attend mandatory training as scheduled by SGA and/or Office of Student Life.
- Attend campus SGA senate meetings and college wide SGA meetings.
- Work a minimum of 3 office hours per week in the SGA office.
- Uphold the constitution and all ordinances of the SGA.
- Coordinate at least one Senate-based program or initiative each semester.
- Submit all program and initiative proposals at least 2 months in advance.
- Mentor the newly-elected SGA Senators lasting a minimum of two weeks not to exceed thirty one calendar days.
- Serve on Perimeter College committees as designated by SGA Executive Vice President or the Office Student Life.
- Serve as Student Advocates by working to address student issues and concerns on campus.
- Serve as a liaison and build positive relationships between the faculty, staff, students, and administration.
- Chair one of the Senate Committees below as appointed by the Executive Vice President.

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<tr>
<th>O Academic Affairs</th>
<th>O Student Club &amp; Organization Council</th>
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<tr>
<td>O Government Relations</td>
<td>O Student Relations</td>
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<td>O Spirit</td>
<td>O Student Services</td>
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Benefits of Service
- Use of an office, computer and telephone for office purposes only.
- Opportunity to participate in leadership training activities.
- Opportunity to travel to local, state, regional and national conferences and workshops as an official representative of Georgia State University.
- Fall/Spring/Summer Stipend Scholarship Awarded.
- Opportunity to build knowledge, skills and abilities in demand in the workforce.

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Signed ______________________________________________ Date_____________________