



2022-2023 SGA Executive Board Elections Nomination Packet

OVERVIEW OF SGA EXECUTIVE BOARD

The Student Government Association (SGA) serves as the official voice of the student body. The Executive Board of the SGA concerns itself with all aspects of the Association, including, but not limited to: (1) The finances the SGA receives from their portion of the student activity fee; (2) Policies for the SGA and the College; (3) Recognition and management of student-run clubs/organizations of the Association. Being an Executive Board member is an exciting opportunity for students to have an active role in student and academic life at the College.

Being a representative of the student body is a difficult endeavor, which requires at least four hours every week dedicated to meetings with the entirety of the Executive Board, the Senate, and your Advisor during the semester, not including any initiatives and committees that the Executive Board member decides to take on. There is no doubt that being a member of the SGA requires hard work and dedication.

However, the connections that one forms with faculty, administration, their constituents, and fellow student leaders is one of the truly unique experiences that one can have while attending Westchester Community College. If someone is passionate about advocating for students, being the voice for a population of approximately eleven-thousand people, and representing their constituents in an exceptional way, then student government is the right choice.

2022 – 2023 SGA EXECUTIVE BOARD POSITIONS AVAILABLE

PRESIDENT

- a. The President shall serve as the chief liaison between SGA and the administration of the College. This person shall be the official spokesperson for SGA.
- b. The President shall serve as the chairperson of the Executive Board and the Senate.
- c. The President shall only vote in the event of a tie in which he or she shall serve as the tiebreaker.
- d. The President shall create an agenda for each meeting.
- e. The President shall have the power to make appointments to College or SGA committees with confirmation of his/her appointment by the Executive Board.
- f. The President shall have the power to remove, with the approval of the Executive Board, persons in either standing or ad-hoc committees outside of recognized clubs/organizations who are not fulfilling requirements and/or acting against the SGA constitution. This decision may be appealed by presenting the case to the Hearing Committee.
- g. The President shall have the power to appoint special ad-hoc committees, should he or she feel that there is a need for such a committee.

VICE PRESIDENT

- a. The Vice President is a voting member of the Executive Board and the Senate.
- b. The Vice President shall be the chairperson of the Club Affairs Committee.
- c. The Vice President will serve as a resource to recognized clubs and organizations and their officers, helping to ensure they understand what is required of them and that they complete all objectives in a timely manner.
- d. The Vice President shall assume the Presidency, should the President be unable to complete his or her duties for any reason.

TREASURER

- a. The Treasurer is a voting member of the Executive Board and the Senate.
- b. The Treasurer is the chairperson of the Finance Committee.
- c. The Treasurer shall be responsible for overseeing and updating budgets for all groups funded by SGA.
- d. The Treasurer shall issue budget reports to SGA Committees or recognized clubs and organizations as requested. The Treasurer should issue monthly financial statements or presentations to the Executive Board.
- e. The Treasurer shall understand and help others adhere to all policies and procedures of the Faculty-Student Association.



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SECRETARY

- a. The Secretary is a voting member of the Executive Board and the Senate.
- b. The Secretary is the chairperson of the Civic Engagement Committee.
- c. The Secretary is responsible for the recording, publishing, and cataloging the minutes on the Executive Board, the Senate, and Hearing Committee.
- d. The Secretary oversees maintaining a necessary supply of office materials for the SGA.
- e. The Secretary is responsible for compiling and maintaining a schedule of meeting times and places for SGA Committees.
- f. The Secretary is responsible for maintaining a complete and accurate list of all SGA members, club and organization officers.

DIRECTOR OF PUBLIC RELATIONS

- a. The Director of Public Relations is a voting member of the Executive Board and the Senate
- b. The Director of Public Relations is the chairperson of the Public Relations Committee.
- c. The Director of Public Relations shall positively promote all SGA actions, decisions as well as the overall Association to the student body, administration, faculty, staff and outside community.
- d. The Director of Public Relations shall be responsible for coordinating any events sponsored by the Student Government Association.

STUDENT TRUSTEE

- a. The Student Trustee is a voting member of the Executive Board and Senate.
- b. The Student Trustee shall represent the student body at all WCC Board of Trustees meetings.
- c. The Student Trustee shall have the responsibility to report the activities of the Board of Trustees to the Student Government, and to bring matters of concern from the students to the attention of the Board of Trustees.

QUALIFICATIONS FOR EXECUTIVE BOARD CANDIDATES

Any student currently enrolled at the College, who meets the below criteria, is eligible to run for an SGA Executive Board position. Candidates must:

1. Be enrolled in six (6) or more credits for the Spring 2022 semester **AND** plan to be enrolled in at least six (6) or more credits for the Fall 2022 semester.
2. Have paid the student activity fee for the Spring 2022 semester, meaning that candidates need to be enrolled in at least one credit-bearing course.
3. Have and maintain a 2.5 cumulative grade point average or better as of the Spring 2022 semester.
4. Candidates need to be in good judicial standing at the college.

ELECTIONS PROCESS

1. The nomination form needs to be submitted online by **Wednesday, March 30 at 4:00pm**.
<https://forms.gle/9Mc2VtQ4ceHP9rWC9>
2. After submitting the completed nomination form, candidates are required to attend the **Candidate Meeting on Thursday, April 7 at 11:00am** via Zoom. At this meeting, candidates will be notified of campaign policies and procedures. If there is anything that conflicts with a person's ability to attend this meeting, it **MUST** be communicated to **Minache Elish Sawh, Secretary of the Student Government Association**. (sgasecretary@sunywcc.edu).
3. Starting **Thursday, April 7 at 12:00pm candidates will be allowed to begin campaigning**. Please see below for all campaign rules and regulations.
5. **Elections will take place on MyWCC from Monday, April 11 at 10:00am – Friday, April 15 at 12:00pm**. Students must log into MyWCC in order to vote.
6. **All campaigning will end and all materials must be removed from campus by Friday, April 15 at 12:00pm**. This includes all posters, fliers, and other printed materials.



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- Candidates will be notified via email of the election results on or before Friday evening.

CAMPAIGN RULES AND REGULATIONS

- Candidates may not engage in “negative” campaigning. All campaigning should be conducted in a positive and professional manner.
- All fliers and posters **may ONLY be posted** on public bulletin boards on campus. Candidates may not post on glass, directly onto walls, on doors, outdoors, etc.
- Candidates may not disrupt any classes, events or activities when campaigning, unless approved by the Professor or event organizer.
- All physical campaign materials must be removed from campus by Friday, April 15 at 12:00pm.** This includes all posters, fliers, and other printed materials.
- All questions about acceptable campaign practices should be addressed to the SGA Secretary, **Minache Eliah Sawh** (sgasecretary@sunywcc.edu). If you are unsure if something is acceptable, you are strongly encouraged to ask before you act.

CAMPAIGN VIOLATIONS:

- Any student may submit a written letter of complaint if they feel a candidate has violated the campaign practices of the Student Government. All complaints must be submitted in writing to the Office of Student Involvement via email to getinvolved@sunywcc.edu.
- The SGA Executive Board will be responsible for hearing any allegations of unethical campaign practices with advisement from the Director of Student Involvement. This Committee shall also determine if sanctions, ranging from a written warning to disqualification from the election are to be issued. If a candidate is a current member of the SGA Executive Board, he/she will not be able to participate in the discussion or decision.
- Any candidate who feels he/she did not receive a fair hearing may request, in writing, for an appeal. Requests for appeals should be directed to *Tiago Machado, The Director of Student Involvement* (Tiago.machado@sunywcc.edu).

REQUIRED ATTENDANCE

After the election, the individuals elected to office are required to attend a series of training and events to prepare them for their roles as members of the SGA Executive Board. The following dates are **REQUIRED** for all members of the SGA Executive Board:

Transitions Meeting	Monday, April 18 12:00pm – 1:00pm	Zoom (as long as students do not have class)
Individual Transition Meeting	Time and Place Corresponding to the Incoming and Outgoing Officers’ schedules	TBD
Senate Meeting and Induction Ceremony	Thursday, April 21 4:00 PM - 6:00 PM	Zoom
E-Board Summer Retreat	Tuesday, July 19 - Thursday, July 21, 2022	Off-Campus Facility

Candidates must make sure they are available these days prior to submitting their applications. Any conflicts must be addressed with the SGA Advisor, Tiago Machado, prior to the start of the campaign.