



LOUISIANA DELTA
COMMUNITY COLLEGE

**Student Government Association
2019-2020**

**Executive Officer Candidate Application Packet
President, Vice President, and Secretary/ Treasurer**



**Election Dates: April 1st – 5th 2019
Announcement of New Officers: Monday April 8th 2019**

**Please submit complete packet to the Office of Student Activities and Conduct Administration or
Campus Director by Friday March 1st, 2019.**

Department of Student Success Services

Bastrop Jonesboro Lake Providence Monroe Ruston Tallulah West Monroe Winnsboro



OFFICE OF STUDENT ACTIVITIES AND CONDUCT ADMINISTRATION

Dear Candidate,

Congratulations on your decision to run for an Executive Officer position with the Louisiana Delta Community College (LDCC) Student Government Association. As part of the LDCC student body, you are already an intricate part of the SGA. As an officer, you have an even greater opportunity to effect change and make things happen.

The first step to becoming an SGA officer is reading through this packet to understand the roles and responsibilities of each officer. All of your questions about deadlines and timelines for the election are also covered. The following information and documents are included in this packet:

- Job descriptions for each SGA office
- 2019 – 2020 Election code
- SGA Election timeline
- 2019 – 2020 Election Registration Form
- Eligibility requirements and guidelines for displaying posters
- Campaign Tips
- Election Code Agreement
- Eligibility and GPA Verification Form

As always, the Student Success Services Department is here to help in any way we can. You should visit the SGA Advisor or campus director on your campus and let them know that you intend to run for office. They can offer suggestions for campaigning and keep you informed of upcoming events where you can attend to meet potential voters.

The best way for you to get more votes is to encourage the LDCC student body to get involved in the election process. Students will cast their vote through Canvas. As a candidate, your job is to get the word out that the election will take place April 1st through 5th.

Be sure that you are on the ballot by turning in all of the necessary documentation by Friday March 1st, 2019. We wish you the best of luck with the election!

Kind Regards,
Student Government Association

cc: Alvina C. Thomas, Dean of Student Success Services

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Position Duties and Responsibilities

Duties of the President

The position Student Government Association **President** requires that in order to be eligible to serve as Community College President a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a 2.5 cumulative/overall GPA at the time of election and during the entire term in office.

The duties of the President include but are not limited to:

- A. Serve as Chief Executive Officer of SGA.
- B. SGA Presidents are expected to attend the Council of Student Body Presidents' (COSBP) meetings, and can/will be removed from the roster if they fail to attend the regularly-scheduled meetings. Each campus will have the opportunity to represent Louisiana Delta Community College at COSBP. Presidents at each campus will be asked in alphabetical order. If a campus declines to represent for LDCC, it will automatically move to the next campus in line.
- C. Serve as Student Representative at meetings held for student interest as well as with faculty, administration, officials and the community.
- D. Shall work a minimum of ten (10) hours per week, during the fall and spring semester, and (5) hours per week in the summer semesters.
- E. Preside over all executive meetings. Make necessary recommendations.
- F. Veto any bill, which does not follow the scope of the Constitution within five (5) class days of passage.
- G. Prepare agenda for meetings of executive board and SGA.
- H. Notify members of any special meetings at least two class days prior.
- I. Enforce all decisions made by the SGA.
- J. Verify all money usage by the Treasurer.
- K. Make any necessary decisions that are prescribed in the Constitution or to another branch of the SGA.
- L. Prepare an annual and monthly written report recording SGA activities.
- M. The outgoing President is responsible for training the incoming President before leaving office.

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Duties of the Vice-President

The position Student Government Association **Vice President** requires that a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a **2.5 cumulative/overall GPA** at the time of election and during the entire term in office.

The duties of the Vice-President include but are not limited to:

- A. Assume the duties of the President in his/her absence, or upon the request of the President.
- B. Perform any duties assigned by the President.
- C. Serve as President pro-temp of the Student Senate.
- D. Serve as Chairman of the Election Board.
- E. Must work a minimum of eight (8) hours a week, during the fall and spring semester, and four (4) hours a week in the summer semesters.
- F. Determine whether or not a Senate absence is excused or un-excused.
- G. The outgoing Vice-President is responsible for training the incoming Vice-President before leaving office.

Duties of the Secretary/Treasurer

The position Student Government Association **Secretary/Treasurer** requires that a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a **2.5 cumulative/overall GPA** at the time of election and during the entire term in office.

- A. Serve as Chief Financial Officer of the SGA funds, consisting of the student activity fees and budget.
- B. Keep an accurate record of all financial transactions.
- C. Serve as Chair of the Financial Budget Committee.
- D. Responsible for prompt payment of bills, transfers involving funds, and all other financial proceedings associated with the SGA.
 1. Maintain and post agendas and records and maintain minutes of the meetings of the Senate.
 2. Must work a minimum of six (6) hours a week during the fall and spring semesters, and three (3) hours in the summer semesters.
 3. Compiling and transmitting all necessary documents to the senate
 4. Keep a record of attendance at the SGA meetings and functions.
- E. Keep all permanent records of all business and legislative acts of the SGA available to student body.

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- F. The outgoing Secretary/Treasurer is responsible for training the incoming Secretary/Treasurer before leaving office.
- G. Present a monthly financial report at each meeting.

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**Student Government Association
Executive Office Election Registration Form**

To register as an official candidate for one of the Executive Student Government Officer positions, you must submit your completed Candidate Application Packet to the Student Success Services Department or campus director by 4:30 pm, Friday March 1st, 2019. The Candidate Application Packet must include the completed **Election Registration Form, Platform Essay, Eligibility and GPA Form, Election Code Agreement and Resume**. After submitting the Candidate Application Packet you will also need to email your platform essay as a Microsoft Word document and your official candidate photograph to sga-vicepresident@ladelta.edu. **Emailed documents are also due by 4:30 pm, Friday March 1st, 2019.** If you are not able to email your photo and/or essay, you can turn in your information with your application.

All applicants are expected to commit to serve for one complete academic year.

Are you aware of the qualifications for the office you are applying for? ___ Yes ___ No

PLEASE PRINT OR TYPE ALL INFORMATION. ADDITIONAL SHEETS MAY BE USED.

Biographical Information

Name of applicant (Exactly how you wish it to appear on the ballot. Please do not include nicknames, etc.)

Name:		Candidacy Position:	<input type="checkbox"/> SGA President <input type="checkbox"/> SGA Vice- President <input type="checkbox"/> SGA Secretary/ Treasurer
Address:		Telephone Number:	
City/ State/ Zip Code:		Email Address:	
Student ID:		Major:	
Cumulative GPA:		Graduation Date:	

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Please include a brief biographical statement explaining your skills, other organizations (on and off- campus) in which you participate, honors, scholarships, and positions you have held.

My signature acknowledges that this information is true and grants permission to verify my academic and disciplinary status with the appropriate college offices.

Signature of Applicant: _____ Date: _____

Platform Essay

A platform essay is an opportunity for you to share the abilities you will bring to the position. You should include your reason for running for the position, the issues you would like to address during your term, and your qualifications for the position. Essentially, your essay should tell students why they should vote for you.

The platform essay must be typewritten on a separate sheet of paper and be no more than 300 words in length. After you have submitted your Candidate Application Packet, you will need to also submit your platform essay to the Student Success Services Department at your campus. Your essay will be posted on the online ballot as submitted, including any spelling or grammatical errors. Please take time to make such corrections to your essay before you submit it. The essay is due on or before 4:30 pm, Friday March 15th 2019.

Resume

Your resume must be submitted with the Candidate Application Packet.

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SGA Candidate Eligibility Requirements

- All candidates must carry a minimum of 12 credit hours per semester.
- All candidates must not be on academic or disciplinary probation.
- All candidates must be interviewed by the SGA advisor and/or the SGA Election Committee prior to elections.
- All candidates running for President or Vice-President must be prepared to give a 2 – 5 minute speech during the interview.
- SGA Advisor and SGA Election Committee must approve candidates to participate in the election prior to the elections.

Campaign Suggestions

- Your objective as a candidate should be to meet as many of your fellow students as possible. You will want them to be familiar with your name, face, background, and ideas.
- Get to know the Student Government Association and its activities, strengths and weaknesses. You will want to be able to have meaningful conversations to show others that you know what you are talking about. Copies of the Student Government Association Constitution are available on our website at <http://www.ladelta.edu>.
- Understand the on-line voting procedures and website. This will make students who may be unfamiliar with the system more comfortable with voting.
- Ask your teachers for a minute or two of class time to announce your candidacy. Wear a lapel badge that announces in bold print that you are a candidate.
- Make personal contact with as many voters as possible. Think of yourself as a product that you must “sell” to the student body.
- Talk to friends, casual acquaintances, classmates and strangers.
- To help make the impression last, leave each voter a piece of campaign literature containing your name and a brief summary of who you are and what your ideas are.



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Louisiana Delta Community College

SGA Election Timeline

Wednesday February 20 th , 2019	Election packet available in Student Success Services
Friday March 1 th , 2019	Election packet, Essay, Resume and Photo Deadline
Friday March 8 th , 2019	Confirm grades and GPA for eligibility
Monday March 11 th – Friday March 15 th , 2019	Candidate Interviews
Monday March 18 th – Friday March 22 nd , 2019	Campaigning Period
Monday April 1 st – Friday April 5 th , 2019	Elections held on Canvas
Monday April 8 th , 2019	Results Announced

Campaign Regulations

Posters/Flyers

- Posters/Flyers are limited to 3 for each candidate (11 x 17). Each poster must be approved and date stamped by the Student Success Services Department or campus director.
- If electronic boards are in place on your campus, you may have your approved campaign message displayed during the campaign period. Please submit your information in advance.
- No posters/flyers will be hung on doors, walls or any other unauthorized location.
- The Student Success Services Department reserves the right to remove any poster or flyer that they feel is inappropriate or violates election rules.

Social Media

- Photos may be placed on Facebook.
- Photos and campaign statements will need to be sent to SGA-VicePresident@LaDelta.edu no later than Friday March 1st, 2019.
- Photos and statements will be reviewed prior to posting.

If you are considered ineligible to run for office, your poster/flyer will be returned to you.

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Campaign Tips

Marketing Tips

1. Image and Market
 - Create your own: “Candidate” image. Match image and market Logos and Slogans.
2. Visual Marketing
 - Posters and Flyers
 - Signs, Banners and flags
 - Table top tents
 - Classroom presentations
 - Participation in Student Success Services events
 - Face book
 - Clothing, tote bags and advertising specialties
 - Balloons
3. Design
 - Posters/flyers should be fun and attention grabbing
 - Posters/flyers must be tasteful, (i.e. No profanity, crude language, or anything that could be interpreted as such)
4. Proofread, Proofread, Proofread
 - Have someone else look at the poster/flyer so they can proofread for any mistakes
 - Did we mention Proofread?

The ‘Elevator Pitch’

Work on a 30-second “elevator pitch” – think of at least one thing that is unique or great about your campaign, and always be prepared to tell anyone about your area of expertise, when and where your next event will be, and how to reach you. Always carry brochures or other marketing materials with you. You never know when you will run into someone who is interested!

Look at your marketing materials. Can you make those benefit statements really engage your audience? Don’t just say you’re the “best”. What is the most important thing you have to say?

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No matter what the experts say about branding, taglines, and advertising copy, there is always an exception to the rule. Be creative – what might work for someone else may not work for you.

SGA CANDIDATE ELIGIBILITY AND GPA VERIFICATION FORM

This form is to be completed by all interested candidates. You are responsible for gathering all of the requested information and submit on or before the deadline date.

Candidate's Full Legal Name:

Last

First

Middle Initial

Student ID Number: _____ Date of Birth: _____

Degree of Study: _____

Anticipated Graduation Date: _____

OFFICE USE ONLY

Received _____ Date: _____

Overall GPA: _____

Number of Semesters at LDCC: _____

Completed Credit Hours: _____

Verified by: _____ Date: _____

Enrollment Services Signature

Must be returned with completed application packet

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ELECTION CODE AGREEMENT

I, _____, have read and understand all of the rules set forth in the Election Code. I will abide by all of the guidelines and understand that if I or any person campaigning on my behalf violates any section of this document, I may be removed from the competition.

Candidate's Signature

Office of Interest

Date

***Must be returned with the completed Candidate Application Packet along with all requested documents.**

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