

Student Government Association 2023-2024

Application Deadline, Wednesday, April 5, 4:30 p.m.

Candidate for Executive Office Application



Department of Student Success Services

Bastrop Jonesboro Lake Providence Monroe Ruston Tallulah West Monroe Winnsboro



LOUISIANA DELTA

COMMUNITY COLLEGE

DEPARTMENT OF STUDENT SUCCESS SERVICES

Position Duties and Responsibilities

Duties of the President

The position of Student Government Association **President** requires that 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 good academic 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. They 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 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 semesters, 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 the 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 of Student Government Association **Vice President** requires that a student must carry a minimum of **12 credit hours per semester** and must, be in good academic 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 income Vice-President before leaving office.

Duties of the Secretary/Treasurer

The position of Student Government Association **Secretary/Treasurer** requires that a student must carry a minimum of **12 credit hours per semester** and must, be in good academic 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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Executive Office Election Registration Form

To register as an official candidate for one of the Executive Student Government Officer positions, submit your completed Candidate Application Packet to the Student Success Services Department or campus director **by 4:30 pm, Wednesday, April 5, 2023**. 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 athomas@ladelta.edu. **Emailed documents are due by 4:30 pm, Wednesday, April 5, 2023.**

All applicants are expected to commit to serving for one complete academic year or forfeit the SGA tuition waiver.

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:	

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.



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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: _____

Your resume must be submitted with the Candidate Application Packet.

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

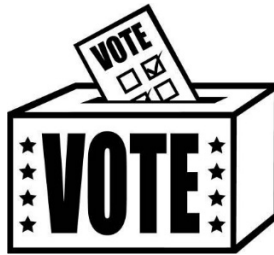
- Your objective as a candidate should be to meet as many of your fellow students as possible. You will want them to be familiar with your name, face, background, and ideas.
- Get to know the Student Government Association and its activities, strengths and weaknesses. You will want to be able to have 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 online 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.



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- Make personal contact with as many voters as possible. Think of yourself as a product 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 summary of who you are and what your ideas are.



SGA Executive Officer Candidate Timeline

March 22, 2023	Executive Officer and Senator packet available on the LDCC Website
Deadline to Submit Application	April 5, 2023 - 4:30 p.m.
Election Interviews	April 12, 2023 - 9:30 a.m. -1:30 p.m.
Campaign statements and Photos Campaign and Debate Period	April 14, 2023 April 19-26, 2023
Voting Period	April 24-26, 2023
Winners Announced	Thursday, April 27, 2023
New Officers & Senators’ Oath of Office	Friday, April 28, 2023

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.



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- 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 must be submitted no later than **Friday, April 14, 2023**. Photos and statements will be reviewed prior to posting.



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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: _____

Are you registered to vote? _____

OFFICE USE ONLY

Received _____ Date: _____

Overall GPA: _____

Number of Semesters at LDCC: _____

Completed Credit Hours: _____

Verified by: _____ Date: _____

Enrollment Services Signature



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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 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