



Sul Ross State University
A Member of the Texas State University System
Student Government Association

Box C-189
Alpine, TX 79832

Phone: (432) 837-8198
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Officer Application

Full Name _____ A-Number _____
Phone Number _____ E-mail _____
Classification _____ Major _____
Hours Completed _____ Hours Enrolled _____
Current GPA _____ Graduation Date _____

Qualifications for Executive Officer:

- Minimum 2.5 GPA for Undergraduate students; 3.0 for Graduate students
• Must not be on academic or disciplinary probation
• Full-time student (12 semester credit hours for undergraduate and 6 semester credit hours for graduate)
• Applicants must have served at least one semester as a Congress member and have been a student at Sul Ross State University at least two complete semesters upon filing for office.
• President and Vice President applicants must have served at least one year on the Executive Council.

Check off the Executive Position you are interested in:

President Vice President Secretary Treasurer
Parliamentarian Public Relation Officer

Check off the Justice Position you are interested in (select based on your upcoming fall classification):

Freshman Sophomore Junior Senior Graduate

Check off the Senator Position you are interested in (select based on your upcoming fall classification):

Freshman Sophomore Junior Senior Graduate

READ and SIGN

I, the undersigned, have read and understand the above qualifications and meet those qualifications. In signing this application, I express my willingness to accept all the responsibilities of the SGA position that I have chosen. I fully understand if elected, I am expected to work from the inauguration of the elected year academic year. I also understand that by signing this application, I authorize the Student Life Office to verify my eligibility for the purpose of qualifying as a candidate. Return application to the Student Life Office (UC 211) or by email stulife@sulross.edu.

Signature _____ Date _____

OFFICE USE ONLY:

Received By: Verified By: Date: Time:

Note on Elections

Candidates running for unopposed Executive Council Positions will win office by default, contingent on their qualifications as outlined in the Constitution. Applications must be turned in to the Student Life Office no later than the designated due date. Campaigning may begin the following week. Elections will be held after a full week of campaigning. The new Executive Council will be announced during the SGA Banquet.

Article V. Campaigning

- A. Campaigning shall be defined as any public soliciting of votes for a particular candidate, slate of candidates, or issues involved in the election concerned.
- B. There shall be no campaigning within thirty (30) feet of the polls.
- C. It shall be in direct violation of the Code for any candidate, or agent thereof, to willfully destroy, deface, or remove signs or campaign literature of any other candidate.
- D. Students must follow the posting regulations outlined in the Sul Ross State University Student Handbook: https://www.sulross.edu/wp-content/uploads/2020/09/student_handbook_2019-2020_revision_12.7.2020.pdf

Article VI. Ballots

On-line voting procedures to be followed (optional):

- A. Students should use their Sul Ross State University web-based e-mail and password to access the on-line web page.
- B. Students must follow the directions provided on the web page and vote.
- C. Students must log off and leave the voting area as soon as possible after voting.

SGA Executive Council Position Descriptions

Please read the following position descriptions thoroughly and carefully before submitting your application.

A. President

- a. Will be an elected representative of the student body.
- b. Shall have a GPA of 3.0 or higher.
- c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
- d. Attend Quarterly Board of Regents meeting.
- e. Meet regularly with President of Sul Ross State University.
- f. Present a legislative program to the Legislative Branch at the beginning of each year.
- g. Appoint all persons whose appointment is not otherwise provided for in these bylaws.

- h. Present periodic messages on the state of the Student Government Association to Congress/the Legislative Branch.
- i. Be responsible for the execution of all legislation of Congress if no other committee has been chosen to do so.
- j. Perform all other duties assigned to the President by the Constitution, the Congress, or the Student Government Association advisors.
- k. Convene special sessions of the Congress.
- l. Establish and appoint such administrative committees as deemed necessary.
- m. Appoint committee chairpersons as deemed necessary.
- n. Select standing committee members.
- o. Appoint justices to the Student Court with the advice and consent of two-thirds ($\frac{2}{3}$) of the Congress members present and voting.

B. Vice President

- a. Will be an elected representative of the student body.
- b. Shall have a GPA of 2.5 or higher.
- c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
- d. Attend Quarterly Board of Regents meeting.
- e. Shall preside as chair at all meetings of the Congress.
- f. Assist the President in fulfilling the Executive Branch functions of the Student Government Association.
- g. Assume the duties of the President when so directed by the President.
- h. Perform all other duties assigned to the Vice President by the Constitution, the Congress, or the Student Government Association advisors.
- i. Assume the office of President upon the inability of the President to fulfill the duties of the office as determined by the Congress, upon removal from office, or upon resignation from office.

C. Secretary

- a. Will be an elected representative of the student body.
- b. Shall have a GPA of 2.5 or higher.
- c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
- d. Shall maintain the minutes of all meetings of the Congress and Executive Council.
- e. Shall distribute such records to the membership of the Congress.
- f. Shall communicate items that will be considered and voted upon at future meetings.
- g. Shall keep attendance and make appropriate notifications for absences to Student Government Association President. Attendance and absences will be noted in the weekly minutes.
- h. Shall maintain, with their consent, a list of all SGA Executive Branch members, their e-mail addresses, phone numbers, A Number, class

schedules, plus a record of their tenure of office, and their status (whether elected or appointed). This information should be posted and recorded in the Student Government Association office and the Student Life Office.

- i. Shall maintain, with their consent, a list of all SGA Legislative Branch members, their e-mail addresses, phone numbers, A Numbers, meeting schedule, and event schedule. This information should be posted and recorded in the Student Government Association Office and the Student Life Office.
- j. Shall maintain on file all decisions of the Student Court.
- k. Maintain files on all literature pertinent to official Student Government activity.
- l. Accountable for official written and electronic correspondence from the Executive and Legislative branches of the Student Government Association.
- m. Post minutes of past regular sessions of Congress or the Executive Council.
- n. Is empowered to assume the duties of the President in the absence of the President and Vice- President.
- o. Shall perform any other duties, as directed by the Constitution, the Congress, or the Student Government Association advisors.

D. Treasurer

- a. Will be an elected representative of the student body.
- b. Shall have a GPA of 2.5 or higher
- c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
- d. Initiate payment of expenditures approved by the Congress at each meeting of the Congress.
- e. Manage the “University Funds for Organizations” (UFO) account and initiate the appropriate UFO fund application and allocation process for UFO funds.
- f. Shall hold budgeting procedures for clubs/organizations in the Fall and Spring semester for the following academic school year and if necessary form a committee.
- g. Shall keep account of the income, expenditures, and allocations of all funds, including approved Student Organizations, under the control of Student Government Association.
- h. Can request at any time an audit of any organization funded by the Student Government Association.
- i. Shall have the authority to penalize, suspend, and retract funds awarded to Student Clubs/Organizations that do not follow procedures.
- j. Shall maintain a current record of all funds allocated to recognized organizations.

- k. Shall perform any other duties, as directed by the Constitution, the Congress, or the Student Government Association advisors.
 - l. The Treasurer is empowered to assume the duties of the President in the absence of the President, Vice-President, and Secretary.
- E. **Parliamentarian**- position is appointed by the SGA President with the approval and consent of $\frac{2}{3}$ of the members of Congress.
- a. Must not be on academic or disciplinary probation.
 - b. Shall have a GPA of 2.5 or higher.
 - c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
 - d. Familiar with the latest version of Robert's Rules or Order.
 - e. Ensure that all meetings of the Congress and Executive Council are conducted under the accepted rules of parliamentary procedure.
 - f. Advise on all points of order according to the latest revision of Robert's Rules of Order which shall govern in all cases not covered by the Constitution and Bylaws.
 - g. Serve as chair and appoint six members of the Congress to serve on the Election Committee with the advice and consent of $\frac{2}{3}$ of congress present and voting.
 - h. Administer or proctor all SGA elections unless his/her name is on the ballot in which case he/she shall submit in writing to the President and Vice-President a request to be released from his/her duty thus stated above.
 - i. Appoint polling officials to assist the election committee during the elections (optional).
 - j. Perform all other duties assigned to the Parliamentarian by the Constitution, the Congress, or the Student Government Association advisors.
- F. **Public Relations Officer**- position is appointed by the SGA President with the approval and consent of $\frac{2}{3}$ of the members of Congress.
- a. Must not be on academic or disciplinary probation.
 - b. Shall have a GPA of 2.5 or higher.
 - c. Will be expected to attend weekly planning and preparation meetings and to attend leadership development workshops and retreats as scheduled.
 - d. Attend all weekly and special meetings of the Congress.
 - e. Shall notify members of the Legislative Branch and student body of the time and place of all meetings through all forms of publication.
 - f. Submit bi-weekly articles to the University media covering SGA business meetings through written words or photographs.
 - g. Report and advertise upcoming activities, working in conjunction with the appropriate committees.
 - h. Chairs the Public Relations Committee.

- i. Perform all other duties assigned to the Public Relations Officer by the Constitution, the Congress, or the Student Government Association advisors.

SGA Justice Position Descriptions

- A. Justices shall be comprised of one graduate student, one Senior, one Junior, one Sophomore, and one Freshman. The Chief Justice, who shall preside over the meeting of the Court, shall be appointed between the graduate or senior position among the justices.
 - a. The Chief Justice shall preside over the Student Traffic Court; the rest of this court shall be made up of the justices.
 - b. The Chief Justice shall preside over the Student Traffic Court, yet shall have no vote in the decision of the Court, unless needed for a decision in a divided vote.
- B. Justices shall be enrolled full-time at the time of appointment. Each must have been a full-time student at Sul Ross State University for at least two (2) long semesters, with the exception of the Freshman Justice. Each Justice must have an overall GPA of 2.0 for undergraduates and 3.0 for graduates. These qualifications must be maintained during the term of office.
- C. No Justice may serve on the Court while also holding office of the Executive Council or Senator position.
- D. The term of office for Justices shall commence at the start of the first day of classes of the Fall semester and shall continue until the beginning of the following Fall semester. Justices may not serve more than two (2) terms
- E. Justices may be asked to represent SGA for annual University events and programs such as Homecoming, Sully Showcase, Family Day, New Student Orientations, etc.

SGA Senator Position Descriptions

- A. Senators will be representatives of each student classification; Freshman, Sophomore, Junior, Senior, and Graduate.
- B. Senator candidates must have an overall GPA of at least 2.0 for undergraduates and 3.0 for graduates. In the case of Freshman candidates, a minimum high school GPA of 2.0 shall be required. No candidate shall be on academic or disciplinary probation while seeking or holding office.
- C. The tenure of office for Senators shall commence at the beginning of the Fall semester in which they are elected and terminate at the end of the following Spring semester.
- D. Senators are required to represent SGA for annual University events and programs such as Homecoming, Sully Showcase, Family Day, New Student Orientations, and other activities as assigned by the Executive Council.