

## **STUDENT GOVERNMENT ASSOCIATION (SGA) CANDIDATE INFORMATION** *for the Election of the Viterbo University SGA President and Representatives*

Thank you for your interest in running for a position within Viterbo University's Student Government Association (SGA)! This packet outlines the responsibilities of and qualifications for SGA membership and includes the SGA Mission Statement and the SGA Constitution (also available online at <https://www.viterbo.edu/sga>). Candidates must be able to attending SGA meetings every other Sunday evening at 7pm during the fall and spring semesters.

**Students interested in running for office must complete the online SGA Candidate Nomination Form available at [www.viterbo.edu/SGA](http://www.viterbo.edu/SGA) by Friday, September 15<sup>th</sup> at 12:00pm, noon.** Questions may be directed to any current member of the SGA (listed online at [www.viterbo.edu/SGA](http://www.viterbo.edu/SGA) under the "About the Viterbo SGA" tab), [sga@viterbo.edu](mailto:sga@viterbo.edu), or to Kirsten Gabriel, SGA Advisor and Vice President for Student Life and Dean of Students, at [kkgabriel@viterbo.edu](mailto:kkgabriel@viterbo.edu).

### **SGA MISSION STATEMENT**

It is the mission of the Viterbo University Student Government Association (SGA) to represent and advocate for Viterbo students. The SGA works to improve campus life for students, enhance communication between students and the university, ensure appropriate use of student activity fee monies, and strengthen student organizations.

### **EXCERPT FROM THE SGA CONSTITUTION**

(the full constitution can be found at [www.viterbo.edu/sga](http://www.viterbo.edu/sga))

#### **Article II: Preamble**

This Constitution is set forth with the belief that active and thoughtful participation in every aspect of campus life that concerns students is beneficially attainable and that said participation should pursue the ideals of all without denying the ideals of one; be responsive without being repressive or restrictive; and ensure that we, the students of Viterbo University, are fairly recognized and represented.

#### **Article III: The Purpose of the Viterbo University Student Government Association**

- A. To represent Viterbo University student body on campus and in the surrounding community.
- B. To address issues and recommend policies pertaining to students and student life.
- C. To manage and allocate funds collected through the student activity fees.
- D. To coordinate and conduct SGA elections.
- E. To assist in updating the Viterbo University Student Handbook.
- F. To choose awards or scholarships as necessary.

#### **Article IV: SGA Membership**

The thirty-two members of the Student Government Association include the following Executive Officers, Student Senators, and Advisor.

- A. President and Executive Vice President are elected in tandem by the student body in the spring semester for the following academic year.

- B. The following Student Senators are elected by the student body in the spring semester for the following academic year:
  - a. One Senator from each of Viterbo's Colleges, Schools, and Conservatories.
  - b. Four Sophomore Student Senators.
  - c. Four Junior Student Senators.
  - d. Four Senior Student Senators.
  - e. One Commuting Student Senator.
  - f. One International Student Senator.
  - g. One Non-Traditional Student Senator (25 years of age or older and attending weekday classes in the fall and spring semesters).
- C. The following Student Senators are elected by the student body in the fall semester for the current academic year:
  - a. Four First-Year Student Senators elected by the first-year class.
- D. Executive officers will be elected from the newly-elected Student Senators by the newly elected Student Senators in the spring semester for the following academic year.
  - a. Vice President of Public Relations
  - b. Secretary
- E. Vice President of Residential Affairs
  - a. Will be elected in the spring for the following year by the Residence Hall Association
- F. Vice President of Diversity, Equity and Inclusion
  - a. Will be elected in the spring for the following year by the Student Social Justice and Equity Committee
- G. Student Senators appointed by the SGA President as vacancies open. Each position requires approval from at least two-thirds of the Student Senators.
- H. Vice President of Finance, non-voting member. The Vice President of Finance is appointed by the Administrative Advisor and the previous year's Vice President of Finance.
- I. One Administrative Advisor, non-voting member (typically held by the chief student life officer).

**Article V: Duties of the SGA Membership**

- A. To attend all SGA meetings.
- B. To serve on at least one SGA committee.
- C. To participate in at least one additional event per semester (i.e. tabling events).
- D. To uphold the SGA Constitution and By-Laws.
- E. To act in accordance with University policy.
- F. To maintain a cumulative GPA of 2.0.

**Article VII: SGA Executive Board**

- A. Membership of the SGA Executive Board.
  - a. The seven (7) SGA officers- President, Executive Vice President, Vice President of Finance, Vice President of Public Relations, Vice President of Diversity, Equity, and Inclusion, Vice President of Residential Affairs, and Secretary.
  - b. SGA Administrative Advisor, Non-Voting Member.
- B. Functions of the SGA Executive Committee.
  - a. To prepare the agenda for SGA meetings.
  - b. To encourage members and committees to fulfill their duties.

- c. To make purchases and agreements as necessary when the SGA is not in session, with the understanding that expenditures must be approved by a majority vote at the next SGA meeting.

#### **Article X: Election Policy**

- A. Any current Viterbo student meeting the academic eligibility requirements may place their name in nomination for SGA Student Senator or Executive Officer provided they will be enrolled in good academic standing for the academic year in which they would serve.
- B. Nominees will submit a completed nomination form.
- C. Candidates must follow the campaign guidelines.
- D. All SGA members will be elected for a term of one academic year.
- E. Spring SGA elections must be completed by April 15th.
- F. Regarding fall elections, newly elected First-Year Senators must be seated by the third meeting of the fall semester.

#### **Article XI: Initial Organizational Meeting**

- A. The newly-elected SGA will convene under the leadership of the incoming SGA President. The SGA will elect a Vice President of Public Relations and Secretary at the initial organizational meeting. The initial organizational meeting is to be held within one month of the completion of spring elections. The Vice President of Diversity, Equity and Inclusion and The Vice President of Residential Affairs may be approved at later dates.
  - i. Any student may submit a request to have an SGA member removed from their position. Requests must be made in writing with rationale to an Executive Officer and the Administrative Advisor.
  - ii. The Executive Officer shall bring the request to the Executive Board for review and substantiation.
  - iii. The Executive Board will inform the member of the charges and will request that the member resigns or prepares a written defense within seven (7) days of notification of the charges.
  - iv. The Executive Board will meet with said member after they submit a written defense. Upon completion of the meeting, the Executive Board will determine if the charges should be presented to the SGA.
  - v. If the Executive Board determine the charges should be forwarded to SGA, the Executive Board will submit its recommendations in writing to each SGA member.
  - vi. After hearing the case, the SGA will vote on the recall by secret ballot. The member may be recalled with a two-thirds vote of SGA.
  - vii. The vote will be tabulated by the Secretary, President and/or the advisor, which will inform said member and the Executive Vice President of the vote.
  - viii. The Executive Vice President will announce the result of the vote.
  - ix. Any recalled member can appeal to the Vice President for Student Life.
  - x. If a member is recalled from their position, said member cannot hold a position on SGA in the future.

#### **Article XIV: Nondiscrimination Policy**

- A. The Student Government Association and its members shall not discriminate against any individual(s) for reasons of age, ethnicity, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

## **FROM THE SGA BY-LAWS:**

### **Article II: Election Guidelines**

#### **A. Election Date**

1. Spring SGA elections process must be fully completed by April 15th.
2. Fall SGA elections must result in newly-elected members being seated by the third meeting of the fall semester.

#### **B. Campaigns**

1. The dates and times for campaigning are set by SGA members and the Vice President for Student Life. First-year students interested in running for the First-Year Student Senator positions should apply via this form. Fall 2023 campaigns will run from 8am on Monday, September 18 – 5pm on Thursday, September 21, 2023; voting will take place during the same time period. Campaigning may not occur before or after the designated times.
2. Campaign materials must be posted in accordance with the University's posting policy.
3. These campaign strategies are not permitted.
  - a. Posting on walls, windows and doors.
  - b. Posting or hanging bed sheets.
  - c. Use of voicemail messages.
  - d. Use of the University's electronic mail system to send mass electronic messages.
4. Candidates may not request endorsements from any student, club, faculty or staff member.

#### **C. Financing Campaigns**

1. Spending limits
  - a. Candidates running for an SGA position may spend no more than one hundred dollars (\$100) on the campaign.
  - b. Candidates may not solicit campaign contributions.
2. Reimbursement
  - a. There will be no allocation or reimbursement for campaign expenditures

#### **D. Voting**

1. Voting will be held on the dates specified by SGA members and the Vice President for Student Life. Voting for Fall 2023 SGA elections will occur from 8am on Monday, September 18 through 5pm on Thursday, September 21, 2023.
2. This procedure for elections will be distributed to each candidate.
3. Each student is entitled to vote only once.

#### **E. Grievances**

1. Candidates and other students protesting election procedures or results must submit complaints in writing to the Vice President for Student Life as soon as possible and no later than one week after the last day of the election. The Vice President will discuss the complaint with appropriate SGA members and/or university officials. The Vice President

for Student Life and/or appropriate SGA members will respond in writing to the complaint.