

STUDENT GOVERNMENT ASSOCIATION (SGA) CANDIDATE INFORMATION

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 submit the SGA Candidate Nomination Form found at <https://www.viterbo.edu/sga> by Thursday, April 7th at 5pm. Questions may be directed to any current member of the SGA, listed online at www.viterbo.edu/SGA under the "About the Viterbo SGA" tab.

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.

FROM THE SGA CONSTITUTION:

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 (net increase of 3 student senators over previous model and one additional Exec Board member).

- A. President and Executive Vice President are elected in tandem by the student body in the spring semester for the following academic year.
- B. 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. 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. This position is 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 VI: Duties of the Executive Officers

- A. The Executive Officers of the SGA shall be President, Executive Vice President, Vice President of Public Relations, Vice President of Diversity, Equity and Inclusion, Vice President of Residential Affairs, Vice President of Finance, and Secretary.
- B. The President and Executive Vice President shall be elected in tandem with the greatest number of votes from the student body.
- C. The Vice President of Public Relations, and Secretary shall be elected from among the SGA Student Senators at the initial organizational meeting.
- D. The Vice President of Residential Affairs shall be elected in the spring by the members of the Residence Hall Association.
- E. The Vice President of Diversity, Equity and Inclusion shall be elected in the spring by the members of the Social Justice and Equity Committee.
- F. If any SGA member's GPA falls below the required minimum, they will be put on probationary status for the subsequent semester. If an SGA member fails to bring their GPA to the required minimum by the end of the semester of probation, they will be removed from their position; vacancies will be filled in accordance with Article XII, section c.
- G. Duties
 - a. President

- i. The President holds a vote at Executive meetings; none at SGA meetings.
 - ii. Shall call all meetings of the SGA.
 - iii. Shall call and preside at all SGA Executive Board meetings.
 - iv. Shall preside over all SGA meetings in the absence of the Vice President.
 - v. Shall represent the student body at all University Board of Trustee Meetings.
 - vi. Shall serve as the primary liaison with other college and university student governments.
 - vii. Shall work with student groups, University offices and outside agencies for the betterment of the University community
 - viii. Shall be responsible for announcing the official SGA viewpoint and position to the SGA members, members of the campus and surrounding community, and local broadcast and print media in consultation with University Communications.
 - ix. Shall keep detailed records of their activities for use by future officers and committees.
 - x. Shall have the authority to approve or veto any item of business voted upon and passed by SGA membership. Veto may be overridden by a two-thirds majority of the SGA.
 - xi. Appoint with a two-thirds SGA approval of when a seat is vacant.
 - xii. Shall not be an officer of another campus club.
 - xiii. Shall maintain a cumulative GPA of 2.5.
- b. Executive Vice President
- i. The Executive Vice President holds a vote at Executive Board meetings; none at SGA meetings (with the exception of a deciding vote in the event of a tie).
 - ii. Shall assist the President.
 - iii. Shall preside over all SGA meetings.
 - iv. Shall announce the names of the newly-elected Student Senators to pertinent University student groups, officials and committees.
 - v. Shall cast the deciding vote in the event of a tie vote at an SGA meeting.
 - vi. Will have a working knowledge of Parliamentary Procedure.
 - vii. Shall advise SGA members on SGA By-Laws, Robert's Rules of Order and/or Parliamentary Procedure as necessary.
 - viii.
 - ix. Shall not be an officer of another campus club.
 - x. Shall maintain a cumulative GPA of 2.25.
- c. Secretary
- i. The Secretary holds a vote at both Executive Board meetings and SGA meetings.
 - ii. Shall take minutes of each SGA meeting, type them, and distribute them within 48 hours of each meeting. Minutes are distributed to:
 - 1. President of the University
 - 2. Academic Vice President
 - 3. All SGA members
 - 4. Employee Assembly President
 - 5. SGA Business Manager
 - 6. Vice President for Student Life
 - 7. Lumen Editor
 - iii. Shall ensure that approved SGA meeting minutes are posted and stored in the Viterbo University Library Archive Meeting Minutes and Agendas Collection and on the SGA website.

- iv. Shall maintain an updated version of the Robert's Rules of Parliamentary Procedure at all SGA meetings
 - v. Shall keep track of member attendance.
 - vi. Shall file correspondence and keep office files in order.
 - vii. Shall maintain a cumulative GPA of 2.25.
- d. Vice President of Public Relations
- i. The Vice President of Public Relations holds a vote at both Executive meetings and SGA Meetings.
 - ii. Shall maintain the SGA website and social media accounts.
 - iii. Shall be responsible for publicity campaigns as needed.
 - iv. Shall be responsible for drafting communications to the local broadcast and print media on behalf of SGA in consultation with University Communications.
 - v. Shall be responsible for assisting the President in announcing the official viewpoint and position the SGA to the local broadcast and print media, and members of the campus and surrounding community.
 - vi. Shall be the chairperson of the Marketing Committee.
 - vii. Shall maintain a cumulative GPA of 2.25.
- e. Vice President of Finance
- i. The Vice President of Finance is a paid position appointed by SGA through an application and interview process. [The interviewing committee shall consist of the Administrative Advisor and the current Vice President of Finance (if not reapplying)]. The Vice President of Finance will be appointed by April 1st for the following year.
 - ii. Holds a vote at Executive Board meetings; none at SGA meetings.
 - iii. Shall be the chairperson of the Finance Committee.
 - iv. Shall maintain a cumulative GPA of 2.25
 - v. Further duties
 - 1. Responsible for the implementation of financial decisions made by SGA.
 - 2. Make reports of all account activity at each SGA meeting.
 - 3. Provide/present a budget for SGA by April 15th for the following academic year.
 - 4. Attend all SGA meetings.
 - 5. Attend all Executive Board meetings.
- f. Vice President of Residential Affairs - RHA Liaison
- i. The Vice President of Residential Affairs holds a vote at both Executive meetings and SGA meetings.
 - ii. Serves as a resource for members of the Executive Board and SGA regarding residence life.
 - iii. Shall be an executive member of the Residence Hall Association (RHA).
 - iv. Fosters and maintains a positive relationship between resident students and SGA.
 - v. Shall maintain a cumulative GPA of 2.25.
- g. Vice President of Diversity, Equity and Inclusion
- i. The Vice President of Diversity, Equity and Inclusion holds a vote at both Executive meetings and SGA meetings
 - ii. Shall be the co-chairperson of the Social Justice and Equity Committee.
 - iii. Advocates for all students with special consideration for historically underrepresented groups.
 - iv. Shall maintain a cumulative GPA of 2.25

- h. Administrative Advisor
 - i. The Administrative Advisor does not hold a vote at either the Executive or SGA meetings.
 - ii. Serves as a resource for the Executive Board and SGA members regarding University resources, processes, and policies.
 - iii. All funding awards granted by the SGA must be approved by the Administrative Advisor before they may be finalized.

FROM THE SGA BY-LAWS:

Article II: Election Guidelines

- A. Election Date
 - 1. Spring SGA elections must be completed by April 15th.
 - 2. Regarding fall elections, newly-elected members must be seated by the third meeting of the fall semester.
- B. Campaigns
 - 1. The dates and times for campaigning will be set by SGA members and the Interim Vice President for Student Life. 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 Interim Vice President for Student Life.
 - 2. The 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 Interim Vice President for Student Life at studentlife@viterbo.edu as soon as possible and no later than one week after the last day of the election. The Interim Vice President will discuss the complaint with appropriate SGA members and/or university officials. The Interim Vice President for Student Life and/or appropriate SGA members will respond in writing to the complaint.