

# **2023-2024 CAMDEN COUNTY COLLEGE STUDENT GOVERNMENT ASSOCIATION (SGA) GUIDELINES**

## **EXECUTIVE BOARD\* (STUDENT GOVERNMENT OFFICERS) STUDENT ACTIVITY BOARD\* CLUB/ORGANIZATION REPRESENTATIVES STUDENT GOVERNMENT-AT-LARGE REPRESENTATIVES**

**Student Body** = All credit students enrolled at Camden County College

**Student Government Association (SGA)** = Governmental organization to represent the student body. Includes Executive Board, Student Activities Board, one (1) representative from each student club/organization, at-large representatives.

### **General qualifications to serve in the Student Government Association**

1. Must be registered for at least six (6) credits; maintain at least a 2.5 cumulative GPA after having attempted at least 6 credits.
2. Students not associated with a club/organization, desiring to hold a position in the SGA as an At-Large Representative, must submit to the Associate Dean of Students, recommendation forms from two (2) faculty members, and a written brief of their qualifications and reasons for wanting to serve. Approval will be granted by the Associate Dean of Students and majority vote of the elected SGA members.
3. No student code of conduct reported infractions.

\*Detailed in this document

## EXECUTIVE BOARD

The SGA Executive Board is composed of the following officers:

President  
Vice President  
Treasurer  
Secretary (College-wide and Camden Campus)  
Camden Campus Executive Officer  
Rohrer Center Executive Officer

### General Qualifications:\*\*

1. Any SGA member having completed at least twelve (12) credits at Camden County College and who has at least a 2.5 cumulative GPA is eligible to seek office.
2. A student must be registered for at least six (6) credits and maintain a 2.5 cumulative GPA while in office.
3. Elected by majority vote.
4. No student code of conduct reported infractions.

\*\*General qualifications for Camden Campus Executive Officer are included under the Camden Campus Executive Officer description. The difference is the Camden Campus Executive Officer must have completed at least 12 credits at the Camden Campus.

## STUDENT GOVERNMENT ASSOCIATION OFFICER POSITION DESCRIPTIONS

### PRESIDENT

#### Duties:

1. The President shall call and preside at all SGA meetings at pre-determined intervals of not less than once a month and will suggest policies.
2. The President shall have the responsibility of chairing all meetings of the Student Government in an efficient and orderly manner, following the most recent edition of *Robert's Rules of Order* ([www.robertsrules.com](http://www.robertsrules.com)).
3. The President will appoint all standing and special committees and will be an ex-officio member of all of them. He/she will ensure that there is representation on all committees.
4. The President shall represent the Student Body at all official College ceremonies and upon other occasions where such representation is appropriate.
5. The President shall vote only in cases of a tie.

6. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office and provide for office coverage on occasions when he/she may not be available.
7. All elected officers must provide service to the College to enhance the life and activities of students.
8. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
9. All elected officers must participate in student leadership training or other professional development activities provided.

## **VICE PRESIDENT**

### **Duties:**

1. The Vice President is required to attend all official SGA meetings and Executive Board meetings.
2. The Vice President will coordinate all committees approved or appointed by the President.
3. The Vice President shall also act as Sergeant-at-Arms at all meetings of the SGA.
4. The Vice President must become knowledgeable of regulations, guidelines, by-Laws and *Robert's Rules of Order*.
5. The Vice President shall assume the powers and duties of the President in his/her absence.
6. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
7. All elected officers must provide service to the College to enhance the life and activities of students.
8. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
9. All elected officers must participate in student leadership training or other professional development activities provided.

## **TREASURER**

### **Duties:**

1. The Treasurer is required to attend all official SGA meetings and Executive Board meetings.
2. He/she will keep an itemized account of ledger receipts and expenditures of the SGA, and make available a written report of them at meetings as requested. A final report will be due at the end of the academic year.
3. The Treasurer must examine all SGA bills for proof of validity of payment.
4. He/She will be responsible to have financial records available at all times to the President of the SGA and appropriate advisor.

5. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
6. All elected officers must provide service to the College to enhance the life and activities of students.
7. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
8. All elected officers must participate in student leadership training or other professional development activities provided.

## **SECRETARY\***

### **Duties:**

1. The Secretary is required to attend all official SGA meetings and Executive Board meetings.
2. The Secretary will keep a permanent record of all meetings of the SGA or designate someone to do so on his/her behalf.
3. The Secretary will ensure the availability of these records at all times to the President, appropriate advisors, and all members of the Student Body.
4. The Secretary will carry on the correspondence pertaining to the affairs of the SGA as designated by the President.
5. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
6. All elected officers must provide service to the College to enhance the life and activities of students.
7. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
8. All elected officers must participate in student leadership training or other professional development activities provided.

## **CAMDEN CAMPUS EXECUTIVE OFFICER**

### **Duties:**

1. The Camden Campus Executive Officer is required to attend all official Student government meetings and Executive Board meetings and will represent the interests of the Camden Campus at such meetings.
2. The Camden Campus Executive Officer will coordinate committees approved or appointed by the President at the Camden Campus.
3. The Camden Campus Executive Officer shall in the absence of the President represent the Camden Campus at official College ceremonies and upon other occasions where such representation is appropriate.
4. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
5. All elected officers must provide service to the College to enhance the life and activities of students.
6. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
7. All elected officers must participate in student leadership training or other professional development activities provided.

## **CAMDEN CAMPUS SECRETARY\***

### **Duties:**

8. The Camden Campus Secretary is required to attend all official SGA meetings and Executive Board meetings.
9. The Camden Campus Secretary will keep a permanent record of all meetings of the SGA or designate someone to do so on his/her behalf.
10. The Camden Campus Secretary will ensure the availability of these records at all times to the President, appropriate advisors, and all members of the Student Body.
11. The Camden Campus Secretary will carry on the correspondence pertaining to the affairs of the SGA as designated by the President.
12. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
13. All elected officers must provide service to the College to enhance the life and activities of students.
14. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.

15. All elected officers must participate in student leadership training or other professional development activities provided.

\* Duties will be shared, with the Camden Campus Secretary fulfilling duties as they relate to the Camden Campus.

## **ROHRER CENTER EXECUTIVE OFFICER**

### **Duties:**

1. The Rohrer Center Executive Officer is required to attend all official Student government meetings and Executive Board meetings and will represent the interests of the Rohrer Center at such meetings.
2. The Rohrer Center Executive Officer will coordinate committees approved or appointed by the President at the Rohrer Center.
3. The Rohrer Center Executive Officer shall in the absence of the President represent the Rohrer Center at official College ceremonies and upon other occasions where such representation is appropriate.
4. All elected officers shall publish and maintain a minimum schedule of **five (5)** hours per week availability in the SGA Office, and provide for office coverage on occasions when he/she may not be available.
5. All elected officers must provide service to the College to enhance the life and activities of students.
6. All elected officers must inform the Associate Dean of Students of any change in status or qualifications to remain in office.
7. All elected officers must participate in student leadership training or other professional development activities provided.

## **STUDENT ACTIVITY BOARD**

The Student Activity Board is a specialized branch of the Student Government Association with the sole purpose of aiding in the selection and coordination of cultural and social activities to be sponsored during the fall and spring semesters of the academic year.

**Membership:** Membership on the Student Activity Board will consist of the SGA executive board and up to five students elected by the SGA at the first meeting. The Student Activities Board will be co-chaired by the Associate Dean of Students.

## **QUALIFICATIONS:**

1. Student Activity Board members must be enrolled in at least six (6) or more credits at Camden County College, and
2. Must maintain at least a 2.5 cumulative GPA following the completion of at least 6 credits.
3. No student code of conduct infractions.

## **CLUB/ORGANIZATION REPRESENTATIVES**

Each authorized and activated student club/organization will be requested to select one member to represent that club/organization at Student Government Association meetings. The representative in most cases will be an officer of the club/organization, and will serve as a liaison between the club/organization and the SGA. Club/organization reports will be presented by this person to the SGA at meetings, as requested.

## **AT-LARGE REPRESENTATIVES**

Students who are not executive officers, not members of the Student Activities Board, and not associated with a club or organization who desire to serve on the SGA may serve as representatives at-large, upon the approval of the Associate Dean of Students and majority vote of the elected SGA members, by submitting (1) recommendation form from faculty members and a written brief of their qualifications and reasons for desiring to serve. At-Large representatives must be registered for at least six (6) credits, and must maintain at least a 2.5 cumulative GPA after having attempted at least 6 credits. Also, no student code of conduct infractions.

### **AY 2023 - 2024 Election Procedures**

1. **Election of all officers of the Student Government shall be made by secret ballot of the Student Body.**
2. An Election Committee, composed of three (3) students, and two (2) administrators/club advisors, shall be responsible for overseeing elections of the Executive Board. The Associate Dean of Students will oversee this committee. The Election Committee will examine the qualifications of all candidates prior to elections.
3. No person who is a candidate for a position may serve on the Election Committee for that year.
4. In order for a student's vote to be counted, a student ID# or SSN and signature must be recorded on the ballot.
5. In all elections, the votes shall be counted by the Election Committee as soon after the agreed upon voting deadline as possible.
6. All Candidates desiring to run for an SGA office must submit an application, a written brief of their qualifications and reasons for running for office, and two

letters of recommendation from faculty members or administrators to the Associate Dean of Students by August 30, 2023. If the application is found to be in order and the candidate is eligible to hold office, the candidate's name will appear on the ballot.

7. No student may be elected to the same position for more than two consecutive academic years.
8. No student may be a candidate for more than one elected position in the Student Government Association simultaneously, nor may any student hold two or more positions concurrently.
9. A candidate receiving a majority of votes shall be declared elected.
10. When two or more candidates for the same office receive the same number of votes, the outcome of that election will be determined by a majority vote by the Executive Board.
11. Voting for 2023-2024 elections will take place online. All ballots must be received by 3:00 p.m., September 30, 2023. Officers so elected will be required to immediately attend all meetings of the Student Government Association in order to learn proper procedures and gain any further training needed to fulfill their respective offices. These officers shall take office on or about October 2, 2023. The elected officials will remain in office until elections for the next academic year are held.
12. Upon a vacancy in any executive office of the Student Government Association, the Associate Dean of Students in conjunction with the remaining members of the Executive Board will appoint a replacement.