



NORTH AMERICAN
UNIVERSITY
INSPIRATION INNOVATION GLOBAL COMPETENCE

STUDENT GOVERNMENT ASSOCIATION ELECTION PACKET

North American University
3203 N Sam Houston Pkwy W
Spashia@na.edu

Dear Potential Candidate:

On behalf of the Student Services Office, we thank you for showing interest in running for a position in the SGA Spring 2015 elections. As a potential representative of the Student Government Association, you will help ensure that all student concerns are heard and addressed.

STUDENT GOVERNMENT ASSOCIATION ELECTION TIMELINE:

1. **Monday March 23rd** - Packets are available for pickup at the SS office, from Shereditthe Pashia: room 102 in the Main Building.
2. Candidates must attend ONE of the following mandatory SGA Prep info sessions. Please notify the student activities coordinator if you are unable to attend.
 - a. **Tuesday March 24th and Thursday March 26th** (10-11am) in room 102 in the main building.
 - b. **Tuesday March 24th and Thursday March 26th** (3-4pm) in room 102 in the main building.
3. **Friday March 27th** - Election packets are due by 5:00 p.m. to room 102 in the Main Building. No late packets will be accepted!!
4. **Monday March 30th** - Candidates are announced via email by 5pm, and may begin campaigning once they receive notification of their candidacy.
5. **Tuesday April 7th** –SGA E-Board Candidate Debate/Candidate Meet & Greet in the Activities Center at 5pm. Mandatory for all individuals running.
6. **Monday April 13th - Friday April 17th** - Elections take place these 5 days via ballot voting in the main building's lobby area.
7. **Friday April 17th** - Winners are announced via email by 5pm.

A COMPLETE ELECTION PACKET CONSISTS OF:

- Official Candidacy Form
- Question & Answer Form
- Petition for Candidacy (30 Signatures Required)
- **A recent picture of yourself** (to be placed on the college media forums)

IMPORTANT ELECTION PACKET DIRECTIONS:

1. Return all completed forms by 5pm on Friday March 27th to room 102 in the Main Building. The forms must be in a sealed manila envelope with the words "Attn: Sheredithe Pashia / SGA Election Packet - (Your Name)" prominently written on the front. Any applications submitted after this time or to a place other than room 102 in the Main Building will NOT be accepted. There will be no exceptions to this rule.
2. After final eligibility is announced via e-mail on Monday March 30th, you are allowed to start campaigning.

MINIMUM REQUIREMENTS FOR CANDIDACY:

- All potential candidates will be registered full-time students for the 2015-2016 academic school year. Full-time students are those taking a minimum of 12 credits per a semester.
- At the start of the fall 2015 semester, all SGA Executive Board candidates must have the appropriate credits required as per their class standing, as well as the required GPA of at least 2.75.
- All candidates must be available to attend all scheduled meeting times for General and Executive Board meetings. The selection of meeting times will be a collective effort between all elected representatives once election results are published. Candidates must also agree to follow the SGA Constitution and abide by all of its Laws and Bylaws.
- All undergraduates qualify to run for a position
- You may run for only 1 available position.

CAMPAIGNING RULES & REGULATIONS:

1. Do not start campaigning ANYWHERE until you have received confirmation of your candidacy. This includes any campaigning on the internet such as: Facebook, Twitter, and any other social media networks.
2. Administration, faculty and/or staff cannot endorse you; you may seek the endorsement of a North American University recognized club, organization, etc. You may include those endorsements on your flyers.

3. You may not put flyers in any undesignated areas. You can place flyers on the NAU bulletin boards without any needed approval. You may also submit a digital copy of your flyer to Student Services so that they may be shown on the plasma screen on campus. Please email these digital fliers to sso@na.edu.
4. **All flyers must not put the opposing candidates in any negative light and may not be vulgar in any way. No candidate may talk negatively or threaten another candidate. No candidate may influence another candidate in any way to not run for a position. Doing so will lead to immediate disqualification of candidacy. Report any such acts to Student Services room 102 in the Main Building.**
5. You may not spend more than a total of **\$200 (Completely out of your own pocket)** on your campaigning materials. If using campaigning materials, you are required to submit a simple list of all the items you buy along with their associated costs to: spashia@na.edu or a list may be dropped off in her office, room 102 in the Main Building.
6. No candidate may campaign or send any emails over any NAU list serves.

****The failure to adhere to any of these campaigning rules will result in the immediate disqualification of the candidate in question. If you have a concern, please email Spashia@na.edu.***

Best of luck to all the candidates!

Respectfully,

Sheredithe Pashia
Student Activities Coordinator

EXECUTIVE BOARD POSITIONS AVAILABLE FOR CANDIDACY

Executive President:

The Executive President serves as the main liaison between the entire campus student body and the College administration and staff. The Executive President serves as the primary supervisor of the SGA organization ensuring the completion of the duties of the other officers including the Executive Vice President, Treasurer, Secretary, and Parliamentarian. The Executive President is given the absolute duty to uphold the words of the SGA, its constitution, as well as the duty and authority of making certain that the organization functions properly. The Executive President is the chairperson of both the senate and the executive board. Among other multiple duties of the president there are maintaining liaison with the administration and the Faculty/Staff Advisor to SGA, delegating temporary duties to the senators, and calling for nominations of new members to the SGA. The President MAY need to participate in Discipline Committee meetings.

Executive Vice-President:

The Executive Vice-President is essentially the internal manager of the student government. The position oversees the completion of the duties of the committee chairpersons and senators, as well as serving as the chair of the cabinet, and the organization council. The Executive Vice-President is the liaison to the organizations as well as aides the president in the official undertakings of SGA. The Senate is co-managed by the Executive Vice-President as he/she ensures that the senators know of the dates, times, and locations of all Senate meetings and events. If the Executive President ever resigns or is removed from office, the Executive Vice-President automatically assumes the position of Executive President.

Executive Vice President of Finances (Treasurer):

The Executive Vice President of Finances handles all business in relation to the multiple accounts of SGA including the Student Activities Fee (SAF), Operating, and Agency accounts. The Executive Treasurer keeps all of the accounts and receipts in order and signs off on all documents authorizing an allocation of budget. The Executive Treasurer chairs the Budget Allocation Council (BAC) and after all financial decisions, manages the paperwork subsequently. Additionally, the Executive Treasurer is the one who composes the financial guidelines that the Budget Allocation Council (BAC) uses and is charged with upholding them after the council ratifies them.

Executive Vice President of Administration (Secretary):

SGA's massive record system is managed by the Executive Vice President on Administration. The Executive Secretary serves as secretary of the Senate and Executive Board, and sees that each committee has their own secretary. This position ensures that all minutes, memos, and other files are stored in the SGA archives. He/she chairs and assists committee secretaries with their minutes and record keeping, as well as confirming the style of the minutes for the term of office. He/She also keeps records of attendance, and does roll call at each SGA meeting.

Executive Vice President of Unity and Social Justice (Parliamentarian):

The Executive Vice President of Unity and Social Justice is in charge of keeping order at all SGA meetings and making sure that proper Parliamentary Procedure is always being followed by all members. The Parliamentarian must have extensive knowledge of the SGA Constitution.

He/She will be the individual to teach new members Parliamentary Procedure at the beginning of each year, and also make sure that the SGA is constantly following all laws and bylaws of the SGA Constitution. The VP of Unity and Social Justice must understand Robert's Rules of Order and how a meeting is ran

SGA CANDIDACY FORM
(This form MUST be typed)

**If you need a copy of the Election Packet sent to your email, then email to
spashia@na.edu**

Name: _____

What position are you planning on running for? _____

Major/Minor: _____

Affiliations (clubs):

How many credits do you have? _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

I.D. #: _____

**Question & Answer Form
(This form MUST be typed)**

**If you need a copy of the Election Packet sent to your email, then email
SPashia@na.edu**

(By submitting your application, you allow Student Services to publish any part of this document, in any or all social media forums as well.)

Why do you want to be an SGA representative?

What makes you the right person for the position?

If elected, what are your (realistic) ideas and/or goals?

Petition for Candidacy

30 Signatures of Undergraduate Students Required

The signatures may only be from NAC Students. The last four digits of their Student I.D. numbers are required as well.

Candidate's Name: _____

Position Intended: _____

	Print Name	Signature	Last 4 digits of I.D.# (required)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Petition for Candidacy (continued)

Candidate's Name: _____

Position Intended: _____

	Print Name	Signature	Last 4 Digits of U# (required)
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____
31.	_____	_____	_____
32.	_____	_____	_____
33.	_____	_____	_____
34.	_____	_____	_____
35.	_____	_____	_____
36.	_____	_____	_____
37.	_____	_____	_____
38.	_____	_____	_____
39.	_____	_____	_____
40.	_____	_____	_____
41.	_____	_____	_____
42.	_____	_____	_____
43.	_____	_____	_____
44.	_____	_____	_____
45.	_____	_____	_____
46.	_____	_____	_____
47.	_____	_____	_____
48.	_____	_____	_____
49.	_____	_____	_____
50.	_____	_____	_____