

**Officer Application – 2019-2020 Academic Year**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please accept my application for a position as an elected officer of the East Central College Student Government Association for the 2019-2020 academic year.

I am applying for the following position (please check one):

\_\_\_ President  
\_\_\_ Vice President (VP)   
\_\_\_ Chief Recording Officer (CRO)   
\_\_\_ Public Relations Officer (PRO)

The President and Vice President positions receive a $1000 stipend and the Public Relations Officer and Chief Recording Officer receive a $500 stipend. Stipends are awarded at the end of each semester granted that job performance is satisfactory. Please refer to the SGA Bylaws for complete job descriptions: http://www.eastcentral.edu/student-activities/sga-documents/

I understand that if elected I must:

1. Be a student in good financial and academic standing per the Student Code of Conduct.
2. Be enrolled at ECC for a minimum of 6 credit hours for both Fall/Spring semesters (PRO & CRO). Be enrolled at ECC for a minimum of 12 credit hours for both Fall/Spring semesters (President & VP)
3. Have a minimum cumulative GPA of 2.5 without rounding.
4. Commit to the minimum number of office hours per week for Student Government (differs by position).
5. Attend Student Government executive board, advisor one-on-ones, and required administrative and Board of Trustee meetings.
6. Have 2 hours available each week to meet with the officers and advisor.
7. Attend a leadership conference (sometimes overnight).
8. Be available for all campus orientations--summer and spring dates.
9. Participate in ongoing leadership and professional development opportunities, such as executive officer training, Ask Listen Refer Suicide Prevention training, FERPA, and Title IX training.

I agree to abide by the East Central College Student Government Constitution and Bylaws and East Central College’s Code of Conduct. I further authorize that the Student Government Advisor may verify my enrollment status and grade point average prior to my certification as a candidate.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this form to Courtney Henrichsen in the Campus Life Office – 1st Floor Shook Student Center (DSSC 104) no later than **Monday, April 1**. The application can also be emailed to [courtney.henrichsen@eastcentral.edu](mailto:courtney.henrichsen@eastcentral.edu). Elections will be held on April 8 through April 11. Please attach a CV or resume and provide one letter of recommendation in addition to answering the questions below.

1. Briefly explain why you would like to serve as a Student Government officer, what expectations you have, and what types of things you would like to see accomplished during the next academic year.

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2. Please give a short personal biography highlighting your academic status, academic and/or career goals, and any experiences that may enhance your ability to perform your duties for the applied position.

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Letters of Recommendation must be sent directly to the Student Government Advisor at [courtney.henrichsen@eastcentral.edu](mailto:courtney.henrichsen@eastcentral.edu), or to:

Attn: Courtney Henrichsen, 19 DSSC  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084

BYLAWS of the Student Government Association of East Central College  
  
Section 9 – GENERAL DUTIES OF EXECUTIVE BOARD MEMBERS

1. Promote the goals and objectives of the students at East Central College.
2. Serve as conduits of information and expression of concerns between the Board of Trustees, College Administration, Student Senate, and the student body at large.
3. Attend all Executive Board, Student Senate, and Club Council Meetings.
4. Attend mandatory training, leadership development sessions and overnight retreats.
5. Serve, when appointed, as chairs of Student Senate Committees and College Committees as assigned.
6. Assist with Fall and Spring New Student Orientation dates and Commencement.
7. Train and mentor incoming officers and senators.
8. Have a working knowledge of the SGA Constitution and Bylaws and the East Central Student Code of Conduct.
9. Adhere to all State laws and College policies, procedures, and departmental guidelines.
10. Be willing to work with institution’s internal procedures to voice concerns and resolve conflicts, should a conflict arise.
11. Communicate well through spoken, written, and electronic means of communication.
12. Attend and represent SGA at College events as assigned.
13. Post and maintain regular office hours.
14. Accurately track and report weekly work hours.

Section 10 – SPECIFIC DUTIES OF EXECUTIVE BOARD MEMBERS

1. President
   1. Serve as a liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
   2. Serve as the Chair of the Executive Board, Student Senate, and Club Council.
   3. Provide oversight of the Executive Board.
   4. Establish any necessary committees in the Student Senate.
   5. Serve as an ex-officio member of all committees.
   6. Appoint, with Senate approval, representatives to fill vacancies among officers of the Executive Board.
   7. Appoint, with approval of the Senate, representative to student-faculty-administration committees.
   8. Ensure involvement of the student body in the formation of college policies.
   9. Prepare agendas for and reside over the Executive Board and Student Senate meetings.
   10. Implement action on motions passed by the Student Senate.
   11. Possesses the power to make Executive orders, however the Senate can overturn the orders with a simple majority vote if evidence exists of inappropriate use.
   12. Work five office hours per week.
2. Vice President
   1. Assist the President in matters related to the Executive Board, Student Senate, and Club Council.
   2. Perform all duties of the President in the event of their absence or resignation.
   3. Coordinate and assist all committees and act as a chairperson to at least one committee.
   4. Serve as Parliamentarian during meetings under the guidelines of Robert Rules of Order.
   5. Assist clubs with establishing constitutions and preparing reports for the Club Council meetings as necessary.
   6. Assist the Chief Recording Officer with attendance and tracking volunteer hours as necessary.
   7. Work five office hours per week.
3. Public Relations Officer
   1. Maintain and keep current the Student Government bulletin board.
   2. Produce calendars, flyers, posters, postcards, newsletters, and informational brochures for Student Government for recruitment, meetings, events, and elections.
   3. Assist student clubs and organizations with advertisement as requested.
   4. Compose well-written and grammatically correct emails to College Administrators, student club advisors, the Student Senate, and community partners whenever necessary.
   5. Manage and post to all Student Government social media accounts with regular frequency.
   6. Assist the Vice President with Student Senate committees.
   7. Work two office hours per week.
4. Chief Recording Officer
   1. Keep an account of all Senate funds.
   2. Make a monthly financial report to the Student Senate.
   3. Record the minutes of Student Senate and Club Council meetings.
   4. Maintain Senate and Club Council files.
   5. Post typed copies of meeting minutes to Student Government bulletin board.
   6. Take roll call at all Student Senate and Club Council meetings.
   7. Notify Club Council members and club Advisors when they have an unexcused absence.
   8. Record excused and unexcused absences of Student Senate members.
   9. Maintain a current list of all voting members, from which roll will be called.
   10. Assist the Vice President with Student Senate committees.
   11. Record and track senator’s volunteer hours.
   12. Work two office hours per week.