



Congratulations! Thank you for your interest in the Student Government Association at Shenandoah University. Your involvement in SGA indicates your desire to make positive changes in the campus community and in the lives of your fellow students. The SGA plays an integral role in advocating for the student body and providing a structure of transparency for information. We hope your campaign is personally enriching and rewarding for you as you work toward becoming a Student Government Association executive officer.

The Elections Commission has worked diligently this semester to make sure you have the best possible experience during the election process. Please let us know if the Elections Commission can assist you. Contact SGA President De'Angelo Wynn if you have any questions (dwynn16@su.edu). You can also reach out directly to the Assistant Dean of Student Leadership & Development, Maggie McCampbell Lien (mmccampb@su.edu).

Sincerely,

SGA



Intent-to-Run Application (p. 1)

Please read the following guidelines, complete and return the complete application packet to the Brandt Student Center Information Desk, attention: Maggie McCampbell Lien, Assistant Dean of Student Leadership & Development, by **5 p.m. Friday, September 18, 2020**. Applications can be emailed to mmccampb@su.edu by students who are learning virtually or on satellite campuses.

Eligibility requirements for SGA Officers:

- Cumulative GPA of 2.5 at Shenandoah University
- No candidate may have incurred academic, social, or any other university probation the semester prior to their election or appointment
- 42 petition signatures from current SU students *if running for president or either vice president offices.*

Name: _____

Major: _____

E-mail address: _____ @su.edu / Telephone: _____ - _____ - _____

Anticipated graduation year: _____

Are you a full-time student? Yes _____ No _____

Please check one office for which you intend to run:

Elected Positions		Appointed Positions	
<input type="checkbox"/>	President	<input type="checkbox"/>	Chief of Staff
<input type="checkbox"/>	Vice President for Undergraduate Affairs	<input type="checkbox"/>	Director of Finance
<input type="checkbox"/>	Vice President for Graduate Affairs	<input type="checkbox"/>	Director of Communications

Intent-to-Run Application (p. 2)

A complete application packet includes:

- ☐ This signed application
- ☐ Letter of Intent
- ☐ Biography
- ☐ Resume
- ☐ Petition signatures (*required only for elected positions*)

Letter of Intent: The Letter of Intent should be 500-1,000 words addressing the following prompts:

1. Why are you interested in being an officer of the Student Government Association?
2. What leadership skills or traits do you bring to the office for which you are running?
3. What goals do you have for the SGA and the campus in the upcoming year?
4. Is there anything else you would like to share with the student body about your qualifications?

Biography: The biography should be 100-150 words and give a factual, well-rounded picture of who you are. Visit the [Professional Biography](#) website from Career & Professional Development for tips on how to write your biography.

Resume: For tips on writing a resume, visit the [Resume](#) website from Career & Professional Development.

This document signifies the intent of the student listed below (you) to participate in the election process for the Student Government Association executive council. By signing this form and completing the required documents, you agree to have your name listed on the official election ballot (for elected positions) or to be considered for appointment (for appointed positions). You also agree to assume the roles and responsibilities of the executive council if elected by the Shenandoah University student body.

If all documents are not submitted on time (**5 p.m. Friday, September 18**) or do not meet the elections regulations as stated by the SGA Elections Commission, you may not be eligible to participate in the election process.

By signing this form you also give permission for the Assistant Dean of Student Leadership & Development to verify your cumulative grade point average and student conduct history for eligibility.

Print: _____ Date: _____

Signature: _____ ID# _____

[illegible]



SGA Executive Officers

Executive Officer Positions - ELECTED

The SGA President

- 2.1 The President serves as chief executive officer of the SGA and actively participates as a member of the Shenandoah University Cabinet and Board of Trustees.
- 2.3 Participates in ceremonial addresses, including the SGA State of the Union Address each semester, Student Convocation, Commencement Ceremony, SGA Annual Awards & Reception, and other events as deemed appropriate.
- 2.6 Forms new SGA task forces deemed necessary for implementation of SGA policies, procedures, or to aid in business matters of the SGA.
- 2.7 Appoints students to serve on university committees, as deemed appropriate by the University President, faculty, staff, and administration.
- 2.10 Presents items of student interest and concern to the administration of the university.
- 2.12 Appoints the Chief of Staff, Director of Finance, Director of Communications, and any other positions deemed necessary.

The SGA Vice President for Undergraduate Affairs

- 3.1 Presides at all Student House of Delegates meetings with the Vice-President for Graduate Affairs, and will present items of concern to the Student House of Delegates for recommendations of action.
- 3.4 Assumes the powers and responsibilities of the President for the remainder of the term if a vacancy in the office of the President occurs.
- 3.5 Reviews and approves cabinet members appointed by the SGA President, in collaboration with the Vice-President for Graduate Affairs.
- 3.7 Meets with various university offices and departments to represent the interests and ideas of students who seek to advance the mission of student life.
- 3.8 Communicates regularly with the SGA President to prepare reports for the Board of Trustees and university administration.

The SGA Vice President for Graduate Affairs

- 4.1 Actively participates in all Student House of Delegates meetings and presents items of concern to the Student House of Delegates for recommendations of action.

- 4.2 Serves as the primary contact for all recognized graduate level student clubs and organizations, by organizing and leading a Graduate Student Assembly, comprised of all graduate students of Shenandoah University.
- 4.4 Promotes inter-graduate student relations, workshops, programs, and opportunities for development.
- 4.5 Maintains a close relationship with all satellite campuses of Shenandoah University, including, but not limited to Health Professions Building and Scholar Plaza Loudoun.

Executive Officer Positions - APPOINTED

The SGA Chief of Staff

- 5.1 Serves as senior counselor to the president in the planning and visioning of the SGA.
- 5.2 Leads special projects originated by the SGA President.
- 5.4 Assists members of the executive council in the supervision of staff duties and responsibilities. Serves as a resource and mentor.
- 5.5 Assists with the research, planning, and implementation of training for the various parties and divisions of the SGA.
- 5.7 Fulfills all administrative and clerical duties of the SGA, maintains and serves as custodian of all SGA records.

The SGA Director of Finance

- 6.1 Responsible for maintaining a student organizations directory.
- 6.2 Provides counsel to the Finance Commission in carrying out in a timely, fair, and consistent manner, the implementation of the finance rules and processes.
- 6.3 Serves as custodian of all financial records and transactions concerning the SGA.
- 6.4 Presents any contingency budget requests from the Finance Commission to the Executive Council and Student House of Delegates.

The SGA Director of Communications

- 7.1 Serves as counselor to the SGA regarding public relations, image, and marketing of SGA proposed legislation, programs, events, and news.
- 7.2 Writes news articles for the student newspaper “The Doah”, the “SUN-e”, and “Your Student Life” electronic newsletter.
- 7.3 Responsible for the SGA email, webpage, Facebook page, Twitter account, and other social media outlets, providing information that it is up to date and accurate.
- 7.4 Creates innovative concepts to promote and involve students in SGA events and campus issues.

2020 Elections Schedule

September 9	Application Packets available at Clubs & Orgs Fair and on Engage
September 18	Applications for candidates due by 5 p.m. at BSC Info Desk or via email to mmccampb@su.edu
September 21-Oct 1	Campaigning dates
Sept 28-Oct 1	SGA Election Ballots Open Online
Oct 2	Announcement of executive officers
Oct 9	SGA Inauguration, BSC Ferrari Room
Oct 5-Oct 16	President-elect, VP for Undergraduate Affairs-elect, VP for Graduate Affairs-elect, will receive training from current executive officers
Oct 5 - Oct 16	President-elect interviews candidates for positions of chief of staff, director of finance, and director of communications

Important Dates

1. **Campaigning** for the positions of SGA president, vice president for undergraduate affairs and vice president for graduate affairs begin at midnight (12 a.m.) Sept. 21, 2020.
2. All campus **campaign materials** must be removed by midnight (12 a.m.) Oct 1, 2019.

Rules for Campaigning

1. Negative campaigning against any candidate that would violate the University student code of conduct is prohibited.
2. All campaign advertisements must follow the campus posting policies and must be approved by Katherine Werner (studentliferequests@su.edu) two (2) days prior to the first day of campaigning (Sept. 21).
3. If a violation occurs during the campaign process, the candidate jeopardizes their eligibility for the election. The elections commission will review actions that violate SGA elections procedures.