



SGA Election Information

CANDIDATE INFORMATION

1. Students of good standing with the college and who currently have 2.5 grade point average are eligible to run in the SGA election.
2. Students must have completed at least one (1) full term semester at Carteret CC prior to taking office.
3. To become a candidate for an office, a student must be nominated by a current SGA officer, or submit a Candidate Signature Form of 25.
4. This form needs to be submitted to the Student Life Coordinator's office no later than third Monday of the month of March of the Spring semester.
5. Campaigning begins the Wednesday after the third Monday of the month of March for the Spring semester.
6. All Candidates must participate in campaign speeches on the second Tuesday of the month of April of the Spring semester.
7. Elections will be held on the third Wednesday of the month, of April of the Spring semester, from 9:00 am to 5:00 pm.
8. Questions or concerns about the candidates, members of the candidate's campaign, or the election, should be put in writing and submitted to the Student Life Coordinator for review.

OFFICER DUTIES: PRESIDENT

1. Call and preside over all meetings of the Student Government Association and the Executive Board (SGA).
2. Serve as an ex-officio/non-voting member of the Carteret Community College Board of Trustees (Carteret CC Board).
3. Attend or appoint someone to attend all meetings of the Carteret CC Board.
4. Report to the students all pertinent and relevant information discussed at the meetings of the Carteret CC Board. Reporting is subject to any Carteret CC Board executive session rules or confidentiality rules under the North Carolina statutes.
5. Present to the Treasurer in writing any allocations of the SGA Budget for SGA functions with the approval of the SGA Administrative Advisor.
6. Represent Carteret Community College and the SGA at public and private activities when called upon by the College Administration.
7. Welcome new students as part of the orientation program at each new student orientation and registration day.

8. See that all decisions of the SGA are carried out.
9. Appoint, when necessary, three (3) students to the Student Appeals Committee.
10. Meet with the SGA Advisors on a regular basis.
11. Spend a minimum of two (2) hours weekly in the SGA office working on SGA business and approximately ten (10) hours weekly on SGA business overall.
12. Play an active role in all SGA and SGA related activities.
13. Assist clubs in fund-raising activities.
14. Present to the SGA Senate in all matters of impeachment; except the impeachment of the President.
15. Perform other such duties as the By-Laws and SGA require.

In addition, to remain in office, you must maintain a minimum GPA of 2.5 and carry a minimum of six-credit hours, or a schedule approved by the SGA Administrative Advisor for the Fall and Spring semester.

OFFICER DUTIES: VICE-PRESIDENT

1. Supervise SGA Elections.
2. Assist the Chairs of any Committees appointed by the President.
3. Maintain a list of the active clubs and organizations, as well as their student contacts and advisors.
4. Serve as the liaison between the SGA and Carteret Community College Clubs and Organizations.
5. Maintain a calendar of SGA Events and Activities.
6. Post a calendar of events monthly, at sites determined by the SGA Board.
7. Maintain the SGA bulletin boards.
8. Assist the President with his/her duties and responsibilities.
9. Meet with the President and Advisors on a regular basis.
10. Spend a minimum of two (2) hours weekly in the SGA office working on SGA business and approximately ten (10) hours weekly on SGA business overall.
11. Assist clubs in fund-raising activities.
12. Play an active role in all SGA and SGA related activities.
13. Perform such other duties as directed by the SGA President.
14. Assume the office of SGA Executive President should that office become vacant.
15. Preside over all matters of impeachment except the impeachment of the SGA Vice President.

In addition, to remain in office, you must maintain a minimum GPA of 2.5 and carry a minimum of six-credit hours, or a schedule approved by the SGA Administrative Advisor for the Fall and Spring semester.

OFFICER DUTIES: TREASURER

1. Be knowledgeable of accounting procedures.
2. Prepare and present accurate and up-to-date financial statements at all Executive Board and Senate Meetings.
3. Check on conference/workshop expenses and submit necessary paperwork to the College Business Office, through the Coordinator of Student Activities, for such expenses on a timely basis.
4. Request from the SGA President a written notice of allocations of the SGA Budget for SGA projects.
5. Prepare and submit before the final meeting of the SGA Senate the annual SGA Budget for approval.
6. Compile all monthly receipts in a booklet at the end of each fiscal year.
7. Spend a minimum of two (2) hours weekly in the SGA office working on SGA business and approximately ten (10) hours weekly on SGA business overall.
8. Play an active role in all SGA and SGA related activities.
9. Assist the clubs in fund-raising activities.
10. Meet with the President on a regular basis.
11. Perform such other duties as directed by the President.

In addition, to remain in office, you must maintain a minimum GPA of 2.5 and carry a minimum of six-credit hours, or a schedule approved by the SGA Administrative Advisor for the Fall and Spring semester.

OFFICER DUTIES: SECRETARY

1. Be knowledgeable of computers and be able to type.
2. Keep minutes of all meetings of the SGA Committees and SGA Senate for a period of not less than one (1) year.
3. Archive a copy of all meeting minutes, and minutes of SGA Committee Meetings.
4. Obtain approval of an SGA Advisor before publication and distribution of minutes.
5. Keep the official membership roles for the Senate and call the role at the meetings.
6. Keep a record of attendance of all meetings and activities.
7. Assist the President in compiling semester and yearly reports.
8. Send (fax, mail, or email) to the membership a notice of each meeting, known as the call of the meeting, and conduct any general correspondence.
9. Call Senate members when the President schedules a meeting other than a regularly scheduled meeting.
10. Spend a minimum of two (2) hours weekly in the SGA office working on SGA business and approximately ten (10) hours weekly on SGA business overall.
11. Assist clubs in fund-raising activities.

12. Play an active role in all SGA and SGA related activities.
13. Present to the SGA Senate for official acceptance, any resignations from office by SGA Officers and Senators.
14. Perform all other duties as directed by the SGA President.

In addition, to remain in office, you must maintain a minimum GPA of 2.5 and carry a minimum of six-credit hours, or a schedule approved by the SGA Administrative Advisor for the Fall and Spring semester.

CAMPAIGN GUIDELINES

1. Campaigning begins the Wednesday after the third Monday of the month of March for the Spring semester. Candidates may begin campaigning once petitions have been accepted, approved, and the candidates' names posted on the Student Government Association bulletin boards.
2. All candidates must participate in campaign speeches on the second Tuesday of the month of April of the Spring semester.
3. Campaign speeches are limited to three (3) minutes. Questions and answers will follow, from the student body. Campaign speeches will be given in the Student Center commons area.
4. Any campaign materials or items posted on Carteret CC property must adhere to Carteret CC Guidelines for Posted Materials. (Sub-Section A)
5. Candidates running for election may not use the SGA office or supplies purchased with student activity funds in conjunction with their campaigns.
6. Neither candidates running election, or their supporters, may remove or deface any campaign materials/items of other candidates.
7. Candidates running for an SGA Executive Board office should conduct themselves in a professional manner at all times.
8. Candidates, and persons assisting with the candidate's campaign, may not campaign within 20 feet of the ballot box at any time during the day of the election.
9. Violation of campaign regulations will be grounds for disqualification as determined by the SGA Elections Committee.

ELECTION GUIDELINES

1. Elections will be held on the third Wednesday of the month, of April of the Spring semester, from 9:00 am to 7:00 pm. Voting shall be by secret ballot. The Elections Committee shall be responsible for manning the elections table. No one shall assist or advise the voters in filling out the ballot except the Election Supervisor, who may only explain the rules of the election.
2. Only members of the Elections Committee shall be allowed to supervise the balloting.
3. The ballots are counted by the Election Supervisor and Election Committee Chair in the presence of the SGA Administrative Advisor. The ballots shall be counted in the SGA office. No one other than the above-named persons may be present at the counting of the ballots.
4. The registered candidate who receives the majority of the votes cast shall be declared the winner of the election.
5. The SGA Administrative Advisor will notify all candidates of the final tally. The results will then be posted on the SGA bulletin boards, and the SGA Elections Committee will be responsible for informing the campus community of the election.

ELECTIONS COMMITTEE REGULATIONS DESCRIPTION

The Elections Committee shall be chaired by the SGA Vice President, and follow the Elections By-Laws. The Elections Committee shall supervise all elections held according to the Constitution of the SGA and serve as a nominating body, should the need arise. The

Elections Committee begins each Spring semester in accordance with constitutional qualifications and shall be responsible for supervising campaigns, preparing official ballots, supervising the polls, determining the eligibility of candidates, counting ballots and reporting election results.

Approved by Carteret Community College Board of Trustees by unanimous vote, March 16, 2004