



LOUISIANA DELTA

COMMUNITY COLLEGE

Student Government Association

2020-2021

Executive Officer Candidate Application Packet

President/Vice President/Secretary-Treasurer



Please submit complete packet [online](#) through the [SGA Officer Application Portal](#).

Thursday, June 4, 2020

Elections held on CANVAS

Election Dates: Monday, June 15 – Friday, June 19, 2020

Announcement of 2020-2021 Officers: Monday, June 22, 2020

Department of Student Success Services – Office of Student Life

Bastrop Jonesboro Lake Providence Monroe Ruston Tallulah West Monroe Winnsboro



LOUISIANA DELTA
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Office of Student Life

Dear Potential SGA Candidate,

Congratulations on your decision to run for an Executive Officer position for Louisiana Delta Community College (LDCC) Student Government Association (SGA). As part of the LDCC student body, you are already an intricate part of the SGA. As an officer, you have an even greater opportunity to effect change and make a difference for LDCC students.

Please read through this packet to understand the roles and responsibilities of each officer. All of your questions about deadlines and timelines for the election are also covered. The following information and documents are included in this packet:

- Job descriptions for each SGA office
- 2020 Election code
- SGA Election timeline
- 2020-2021 Election Registration Form
- Eligibility requirements and guidelines for displaying posters
- Campaign Tips
- Election Code Agreement
- Eligibility and GPA Verification Form

As always, the Student Success Services Department (athomas@ladelta.edu) is here to help in any way we can. They can offer suggestions for campaigning and keep you informed of upcoming events where you can attend to meet potential voters.

The best way for you to get more votes is to encourage the LDCC student body to get involved in the election process. Students will cast their vote through Canvas. As a candidate, your job is to get the word out that the voting dates on CANVAS are **Monday, June 15 – Friday, June 19**

Be sure that you are on the ballot by turning in all of the necessary documentation online **by Thursday, June 4**. We wish you the best of luck with the election!

Kind Regards,
Department of Student Success Services- Office of Student Life
athomas@ladelta.edu

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Position Duties and Responsibilities

Duties of the President

The position of Student Government Association **President** requires that a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a **2.5 cumulative/overall GPA** at the time of election and during the entire term in office. The office of the SGA President is housed on the Monroe Campus.

- A. Serve as **Chief Executive Officer** of LDCC Student Government Association.
- B. SGA President is required to attend the Council of Student Body Presidents' (COSBP) meetings, and can/will be removed from the roster if they fail to attend the regularly-scheduled meetings.
- C. Serve as Student Representative at meetings held for student interest as well as with faculty, administration, officials and the community.
- D. Must work a minimum of ten (10) hours per week in the office, during the fall and spring semester, and (5) hours per week in the summer semesters; however, you are expected to organize and participate in SGA Activities and College activities when needed.
- E. Preside over all executive meetings and College SGA meetings. Make necessary recommendations.
- F. Veto any bill, which does not follow the scope of the Constitution within five (5) class days of passage.
- G. Prepare agenda for meetings of executive board and College SGA meetings.
- H. Notify members of any special meetings at least two class days prior.
- I. Enforce all decisions made by the SGA.
- J. Make any necessary decisions that are prescribed in the Constitution or to another branch of the SGA.
- K. Prepare an annual and monthly written report recording SGA activities.
- L. The outgoing President is responsible for training the incoming President before leaving office.

Duties of the Vice President

The position of Student Government Association **Vice President** requires that a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a **2.5 cumulative/overall GPA** at the time of election and during the entire term in office.

The duties of the **Vice-President** include but are not limited to:

- A. Assume the duties of the President in his/her absence, or upon the request of the President.
- B. Perform any duties assigned by the President.
- C. Serve as President pro-temp of the Student Senate.
- D. Serve as Chairman of the Election Board.
- E. Must work a minimum of ten (10) hours a week in the SGA Office, during the fall and spring semester, and five (5) hours a week in the summer semesters; however, you are expected to organize and participate in SGA Activities and College activities when needed.

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- F. Determine whether or not a Senate absence is excused or un-excused.
- G. The outgoing Vice-President is responsible for training the incoming Vice-President before leaving office.

Duties of the Secretary/Treasurer

The position of Student Government Association **Secretary/Treasurer** requires that a student must carry a minimum of **12 credit hours per semester** and must be in academic good standing and maintain a **2.5 cumulative/overall GPA** at the time of election and during the entire term in office.

- A. Serve as **Chief Financial Officer** of the SGA funds, consisting of the student activity fees and budget.
- B. Keep an accurate record of all financial transactions.
- C. Serve as Chair of the Financial Budget Committee.
- D. Responsible for prompt payment of bills, transfers involving funds, and all other financial proceedings associated with the SGA for the College's main campus.
- E. The duties of the Secretary/Treasurer include but are not limited to:
 - a. Maintain and post agendas and records and maintain minutes of SGA meetings; complete all documents to pay invoices for the College's main campus.
- F. Must work a minimum of ten (10) hours a week in the SGA Office during the fall and spring semesters, and five (5) hours in the summer semesters; however, organize and participate in SGA Activities and College activities when needed.
 - a. Compiling and transmitting all necessary documents to the senate.
 - b. Keep a record of attendance at the SGA meetings and functions.
- G. Keep all permanent records of all business and legislative acts of the SGA available to the student body.
- H. The outgoing Secretary/Treasurer is responsible for training the incoming Secretary/Treasurer before leaving office.
- I. Present a monthly financial report at each meeting.

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**Student Government Association
Executive Office Election Registration Form**

To register as an official candidate for one of the Executive Student Government Officer positions, you must submit your completed Candidate Application Packet online to Student Success Services Department by **Thursday, June 4, 2020**. The Candidate Application Packet must include the completed **Election Registration Form, Platform Essay, Eligibility and GPA Form, Election Code Agreement and Resume** and a RECENT photo of yourself. Upload the completed Candidate Application Pack with Platform Essay, Resume, and photo to the SGA Officer Application Portal: <https://campussuite3.forms-db.com/view.php?id=79047>.

All applicants are expected to commit to serve for one complete academic year.

Are you aware of the qualifications for the office you are applying for? ____ Yes ____ No

PLEASE PRINT OR TYPE ALL INFORMATION. ADDITIONAL SHEETS MAY BE USED.

Biographical Information

Name of applicant (Exactly how you wish it to appear on the ballot. Please do not include nicknames, etc.)

Name:		Candidacy Position:	<input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary/Treasurer
Address:		Telephone Number:	
City/ State/ Zip Code:		Email Address:	
Student ID:		Major:	
Cumulative GPA:		Graduation Date:	

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Please include a brief biographical statement explaining your skills, other organizations (on and off- campus) in which you participate, honors, scholarships, and positions you have held.

My signature acknowledges that this information is true and grants permission to verify my academic and disciplinary status with the appropriate college offices.

Signature of Applicant: _____ Date: _____

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Platform Essay

A platform essay is an opportunity for you to share the abilities you will bring to the position. You should include your reason for running for the position, the issues you would like to address during your term, and your qualifications for the position. Essentially, your essay should tell students why they should vote for you.

The platform essay must be typewritten on a separate sheet of paper and be no more than 300 words in length. After you have submitted your Candidate Application Packet, you will need to also submit your platform essay to the Student Success Services Department at your campus. Your essay will be posted on the online ballot as submitted, including any spelling or grammatical errors. Please take time to make such corrections to your essay before you submit it. The essay is due on **Thursday, June 4, 2020**.

Resume

Your resume must be submitted with the Candidate Application Packet.

SGA Candidate Eligibility Requirements

- All candidates must carry a minimum of 12 credit hours per semester.
- All candidates must not be on academic or disciplinary probation.
- All candidates must be interviewed by the SGA Election Committee panel prior to elections.
- All candidates running for executive office must be prepared to give a 2 – 5 minute speech during the interview.
- **SGA Advisor and SGA Election Committee must approve candidates to participate in the election prior to the elections. THE ATTIRE FOR THE INTERVIEW IS BUSINESS.**

Campaign Suggestions

- Your objective as a candidate should be to meet as many of your fellow students as possible. You will want them to be familiar with your name, face, background, and ideas.
- Get to know the Student Government Association and its activities, strengths and weaknesses. You will want to be able to have meaningful conversations to show others that you are knowledgeable about the Student Government Association. Copies of the Student Government Association Constitution are available on our website at <http://www.ladelta.edu>.
- Understand the on-line voting procedures and website. This will make students who may be unfamiliar with the system more comfortable with voting.
- Ask your teachers for a minute or two of class time to announce your candidacy. Wear a lapel badge that announces in bold print that you are a candidate.

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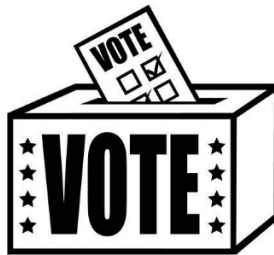
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- Make personal contact with as many voters as possible. Think of yourself as a product that you must “sell” to the student body.
- Talk to friends, casual acquaintances, classmates and strangers.
- To help make the impression last, leave each voter a piece of campaign literature containing your name and a brief summary of who you are and a list of your ideas.



Louisiana Delta Community College

SGA Election Timeline

Thursday, June 4 – application online	Election packet, Essay, Resume and Photo Deadline
Wednesday-Thursday, June 10-11	Officer Candidate virtual interview
Monday, June 15- Friday, June 19	Online SGA Election in CANVAS
Monday, June 22	Results Announced

Questions – contact: athomas@ladelta.edu

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Campaign Regulations

Social Media

- Photos may be placed on Facebook.
- Photos and campaign statements will need to be sent to the Department of Student Success Services at athomas@ladelta.edu no later than **Wednesday, June 10, 2020**.
- Photos and statements will be reviewed prior to posting.

If you are considered ineligible to run for office, your poster/flyer will be returned to you.

Campaign Tips

Social Media Marketing Tips

1. Image and Market
 - Create your own: “Candidate” image. Match image and market logos and slogans.
2. Design
 - Flyers should be fun and attention grabbing
 - Flyers must be tasteful, (i.e. No profanity, crude language, or anything that could be interpreted as such)
4. Proofread, Proofread, Proofread
 - Have someone else look at the poster/flyer so they can proofread for any mistakes
 - Did we mention Proofread?

The ‘Elevator Pitch’

Work on a 30-second “elevator pitch” – think of at least one thing that is unique or great about your campaign, and always be prepared to tell anyone about your area of expertise, when and where your next event will be, and how to reach you. Always carry brochures or other marketing materials with you. You never know when you will run into someone who is interested!

Look at your marketing materials. Can you make those benefit statements really engage your audience? Don’t just say you’re the “best”. What is the most important thing you have to say?

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SGA CANDIDATE ELIGIBILITY AND GPA VERIFICATION FORM

This form is to be completed by all interested candidates. You are responsible for gathering all of the requested information and submit on or before the deadline date. **PLEASE PRINT**

Candidate's Full Legal Name:

Last

First

Middle Initial

Student ID Number: _____ Date of Birth: _____

Degree of Study: _____

Anticipated Graduation Date: _____

OFFICE USE ONLY

Received _____ Date: _____

Overall GPA: _____

Number of Semesters at LDCC: _____

Completed Credit Hours: _____

Verified by: _____ Date: _____

Enrollment Services Signature

Interview Date: _____

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Must be completed online with completed application packet

ELECTION CODE AGREEMENT

I, _____, have read and understand all of the rules set forth in the Election Code. I will abide by all of the guidelines and understand that if I or any person campaigning on my behalf violates any section of this document, I may be removed from the competition.

Candidate Signature

Office of Interest

Date

***Must be returned with the completed Candidate Application Packet along with all requested documents.**

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