



**Southeast Arkansas College**

**Student Government Association**

**SEARK SGA**

**Southeast Arkansas College (SEARK)  
Student Government Association (SGA)**

**Application**

**President**

**Vice President**

**Secretary**



Southeast Arkansas College

Student Government Association

**SEARK SGA**

### Candidate Application

#### Return to

**Student Government Association Advisor's Office – Retention and Advisement Center**

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

**Address:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Major:** \_\_\_\_\_ **GPA:** \_\_\_\_\_ **Minimum 2.5 required**

**Cumulative hours, including this semester** \_\_\_\_\_

**Please provide us with a short biographical sketch. (i.e. hometown, classification, ideas about how you will serve SEARK students).**

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**I understand that any misrepresentation of information for this application will result in my immediate disqualification as a candidate. I give my permission to the Advisor of SGA to check my grades, number of hours, and college standing to verify my eligibility to serve as a candidate.**

\_\_\_\_\_  
Signature of Application

\_\_\_\_\_  
Date

For more information:

Sherri Roberts, SGA Advisor

Phone: (870) 850-3120 sroberts@seark.edu



**Southeast Arkansas College**

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### **Candidate Acceptance of Rules and Regulations**

I, \_\_\_\_\_, have read and understand the rules and campaigning regulations for the SGA 2015-2016 election as approved by the SGA. I understand the processes for campaigning, balloting and voting.

I, \_\_\_\_\_, do hereby promise that I will uphold and abide by the established rules and campaigning regulations. I understand that breaking any of these rules and/or regulations could result in disqualification from the election.

It is the responsibility of each officer to uphold and enforce the sanctions submitted in the SEARK SGA bylaws. All officers have an obligation to fulfill the duties of his/her office. Officers must also promote and demonstrate good character, and ensure every student has an equal opportunity to participate in all SEARK College events.

\_\_\_\_\_  
Printed name of the candidate

\_\_\_\_\_  
Certified by Sherri Roberts  
SGA Advisor

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

BY LAWS  
OF  
SOUTHEAST ARKANSAS COLLEGE (SEARK)  
STUDENT GOVERNMENT ASSOCIATION (SGA)

ARTICLE I.

NAME AND PURPOSE

Section 1.1 Name

The name of this organization shall be Southeast Arkansas College Student Government Association (Hereinafter known as SEARK SGA).

Section 1.2 Purpose

SEARK SGA shall be organized and operated on a non-profit basis. This organization will function for the purpose of providing its members the opportunity to represent SEARK College through student activities. This organization will also provide an opportunity to engage students in student government activities so as to foster a feeling of student representation among students, faculty and staff.

ARTICLE II.

GENERAL MEMBERSHIP AND DUES

Section 2.1 Classification

- a. The following are voted on by the student body: President, Vice-President, and Secretary.
- b. One Representative shall be appointed by each SEARK Established Student Organization.
- c. Non-Student Organization Representative Appointments shall be appointed by SGA or its advisor after the said student has attended two (2) consecutive meetings.

Section 2.2 Membership Qualifications

The following eligibility criteria pertain to all students chosen by election or appointment.

- a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
- b. Shall have no record of disciplinary action.
- c. Shall execute all duties of any position held within the SGA.
- d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

### Section 2.3 Dues

SEARK SGA is supported by the Office of College Affairs. Members work throughout the year to raise funds, the student's time will replace the monetary dues requirement.

### Section 2.4 Excluded Persons

Students meeting the aforementioned requirements will be given an equal opportunity to apply and complete the interview process. SGA members are voted on by the student body and appointed by SEARK Established Student Organizations. The SEARK SGA Organization has a zero tolerance policy for racism, gender discrimination, and sexual harassment in any form.

## ARTICLE III.

### OFFICERS AND RESPONSIBILITIES

#### Section 3.1 Officers

Officers will be elected as early as possible during the Fall semester. Officers must be full-time SEARK students, and must not be under academic probation. SGA President cannot be a Chair or President of any other campus organization.

#### Section 3.2 Officer Positions and Responsibilities

Officers shall have obligations to the organization as outlined below. Any failure to perform the duties required may result in removal from office. All officer positions will be selected by an election process.

- (a) President: The President shall represent SEARK SGA Organization as a liaison between the organization and SEARK College, the organization's advisor, and the SEARK faculty and administration. The President is responsible for officiating over all meeting and be the student representative on and off campus.
- (b) Vice President: The Vice President will assist the president in his/her duties. The Vice President will serve in the President's place during any absence.
- (c) Treasurer: The treasurer will be an elected officer and will bear the responsibility of maintaining and managing the organization's financial accounts. The treasurer will be responsible for maintaining all funds into the organization's bank account. The treasurer will also be responsible for all compliance issues regarding organization finances in accordance to the SEARK business office policies.
- (d) Secretary: The secretary will maintain written records of all meetings, and events. The secretary will be responsible for notifying all members of upcoming meetings, events, and process any paperwork. The secretary will keep an updated SEARK club/organization roster containing the names and contact information of all organization advisors and chairman/presidents.

- (e) Representatives: Will work with SGA to keep their organizations informed of all SEARK activities.
- (f) Advisors: The advisors will be a designated faculty or staff member, and will serve as faculty representative. Advisors will be non-voting members of the organization. Advisors will be responsible for the guidance of the SGA activities and act on behalf of the organization and the college administration.

It is the responsibility of each officer to uphold and enforce the sanctions submitted in the SEARK SGA Organization bylaws. All officers have an obligation to fulfill the duties of his/her office. Officers must also promote and demonstrate good character, and ensure every Student has an equal opportunity to participate in all SEARK events and activities.

### Section 3.3 Use and Abuse of Officer Power

All organization officers have equal authority in governing and decision making. Any officer using his/her authority for personal gain or coercing other members will not be tolerated. Any officer who abuses their authority will be removed and replaced as seen fit by the other members.

### Section 3.4 Appointments, Removals, and Replacements

Any Student Organization Representative may be appointed, removed, and or replaced by the organization they are representing.

SGA and or its Advisor, reserves the right to appoint, remove, or replace any SGA Officer or Representative with two-thirds (2/3) of the vote, if;

- (a) Any of the requirements of Article II Section 2.2 are not met
- (b) Any position open due to no candidate ran
- (c) Any officer unable to complete or fulfill their responsibilities as stated in Section 3.2 of this Article
- (d) If any Officer or Representative resigns or steps down

## ARTICLE IV.

### MEETINGS

#### Section 4.1 Regularly Scheduled Meetings

Meetings will be scheduled at the beginning of each semester on the First (1st) Tuesday of each month, with weekly emails updating the calendar of events. The treasurer will be expected to give an account of the organization's finances. The secretary will record minutes of the meeting. Meetings shall be governed by Robert's Rules of Order.

#### Section 4.2 Unscheduled Meetings

Unscheduled meetings may occur at any time to deal with issues that may arise. Officers reserve the right to call on other officers from other organizations to attend an unscheduled meeting.

## ARTICLE V.

### FINANCES

#### Section 5.1 Membership Fees

Membership fees will be collected in the form of volunteer hours and are covered in Section 2.2 of these bylaws.

#### Section 5.2 Fund Raising

Fund raising projects must be approved by a vote of the membership, the organization's advisor, and the Office of Student Affairs. All fund raising activities must comply with the rules and regulations of Southeast Arkansas College.

#### Sections 5.3 Disbursement of Funds

Expenses must be approved in advance by the organization's advisor. Bills and expense reimbursements must be submitted with proper supporting documentation. All financial documentation will be submitted to SEARK College upon request of the college administration or auditing agency.

## ARTICLE VI.

### LIABILITY RELEASE

#### Section 6.1 Amendments and Revisions

All organization members participating in any activities must sign a liability waiver (Appendix A) releasing Southeast Arkansas College and/or any of its representatives, agents and/or employees from liability for any personal injury.

## ARTICLE VII.

### AMENDMENTS TO THE BYLAWS

#### Section 7.1 Amendments and Revisions

Any organization member may petition a change to the bylaws. After a hearing of the petition, officers will meet, discuss, and vote on the proposed changes. Changes to the bylaws require a majority vote from the officers. The secretary will make revisions to update the bylaws accordingly.



APPENDIX A: STUDENT LIABILITY RELEASE FORM

**Student Liability Release Form**

I, \_\_\_\_\_, hereby agree to release Southeast Arkansas College and/or its representatives, agents and/or employees from liability for any personal injury, resulting from any cause whatsoever, occurring at any time while I am participating in any activities with the Southeast Arkansas College SGA Organization.

I additionally agree to release Southeast Arkansas College and/or its representatives, agents and/or employees from liability for any injury to any third party resulting from any cause whatsoever.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor/Witness Signature