



Official Petition

*THIS PETITION IS DUE TO SGAPRESIDENT@COUGARS.SF.EDU BY SEPTEMBER 15, 2017

Eligibility for membership to the Student Government Association (SGA) requires each candidate be a full time student at USF and maintain a minimum 2.5 cumulative GPA while in office.

Name: _____ School ID #: _____ Phone: _____

GPA: _____ Class Status (Fall 2017): _____ Email: _____@cougars.sf.edu

Major(s): _____

Position Desired (see end of document for position descriptions):

Senators are the heart of the Student Government Association. They provide representation and advocacy for their seat's specific group of students. Do you want to address the needs of the freshman class? Petition to be a Freshman Senator! Want to advocate for SOCA students? Be a SOCA Senator.

Class Senators: [] Freshman [] Sophomore [] Junior [] Senior [] Graduate

Academic School Senators:

- [] School of Health Sciences
[] School of Business & Entrepreneurial Leadership (full)
[] School of Liberal Arts & Sciences
[] School of Creative Arts

Special Interest Senators:

- [] Commuter Representative
[] Bonzel Hall Representative
[] Clare Hall Representative
[] Padua Hall Representative

The Executive Board provides leadership for the Student Government Association. See specific duties assigned to each position at the end of this document.

Executive Board: [] President* [] Vice President* [] Treasurer** [] Secretary**

(All Executive Board positions have been filled)

Past Student Government **or** Student Council Experience:

Involvement in Clubs, Organizations, Athletic, etc. at USF (include any positions held):

Leadership/Service in the Community:

If you are petitioning for a senate seat, please explain your justification for the specific senate position you are seeking:

Personal Statement (Motivation/Goals) *this will be included on the SGA website and Axis TV*

As part of the petitioning process, twenty-five (25) currently enrolled USF students who uphold this petition must sign the attached roster.

Official Petition

For the following position: _____

We, the undersigned hereby support the appointment of (*your name*) _____ to petition for the aforementioned office.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return this form to the Student Government office located in the Cougar Den and/or email your petition and a headshot to sgapresident@cougars.sf.edu upon completion.

Meeting all initial qualifications, you will be asked to attend a weekly senate meeting; additional responsibilities include campus committee assignments and SGA sub-committee assignments (please see list of responsibilities on the following page). In addition selected candidates will be included in the Student Leader Training & Development Series.

I hereby certify that the information contained in this petition was properly obtained and is true and complete to the best of my knowledge. I understand that a falsified statement on this document shall be grounds for removal from office.

 Signature of Petitioner

 Date

USF Student Government Association Position Descriptions

The general responsibilities for all OFFICERS (President, Vice President, Secretary, and Treasurer) include the following:

- Maintains a 2.5 cumulative grade point average for his or her term in office.
- Serves at least two Office Hours per week (may be one 2 hour block or two one hour blocks).
- Must complete a minimum of 15 service hours each semester.
- Attends all SGA programs and events in accordance with the Attendance Policy.
- Upholds the Franciscan Values.
- Serves on the Council for Shared Governance according to the By-laws of the Council (one 1 hour meeting/month).
- Responds promptly to communication from other Officers and the SGA Advisor.
- Represents the student body at all official college ceremonies and occasions where student representation is appropriate by attending major functions and programming events at the university.
- Promotes involvement and development of all members of the Student Government Association.
- Makes himself /herself available for consultation to all clubs or organizations on campus.
- Provides training and submits SGA records to his/her successor.
- Initiates professional relationships with administration and all campus resources (clubs and organizations, faculty and staff, etc.)
- Have fully read and become familiar with the SGA Constitution.
- Assists with the duties and responsibilities of the other Officers as needed.
- Be willing to contribute to and sign the Student Leader Expectations Agreement.

The responsibilities for the PRESIDENT of the Student Body include the following:

- Meets weekly with the Advisor of the Student Government Association.
- Holds and leads weekly Executive Cabinet meetings.
- Must complete a minimum of 15 service hours each semester.
- Meets weekly with the SGA Secretary to set the agenda for weekly Senate meetings (may occur during weekly executive meetings).
- Meets weekly with the SGA Vice President (may occur during weekly executive meetings)
- Leads and facilitates weekly Senate meetings.
- Schedules regular meetings with the Dean of Students/Vice President of Student Life.
- Aids the Secretary in initiating the election process.
- Works with the Advisor and Executive Secretary to assess and enforce Senate member discipline issues.
- Manages the completion and update of the Student Discount program.
- Administers and fulfills responsibilities of a spokesperson in representing student complaints, requests, petitions, and suggestions to the proper authority.
- Serves on the Enrollment Management Committee according to their By-laws.
- Sits as the Student Government representative on the Risk Management Committee.
- Serves as historian for the Student Government Association.
- Serves on the campus accreditation committee.

The responsibilities for the VICE PRESIDENT of the Student Body include the following:

- Fulfills the duties of the President in the event that the President is unable to fulfill his/her responsibilities.
- Must complete a minimum of 15 service hours each semester.
- Plans all aspects of Student Government Association programs and events including signups, reservations, and catering, etc.
- Acts as the Parliamentarian during weekly Senate meetings.
- Chairs the SGA Programming Sub-Committee.
- Coordinates community service opportunities and schedules with community partners.
- Notifies the SGA Advisor of maintenance needs.
- Manages all program, event and elections publicity.
- Creates and distributes monthly stall calendars to Senate members.
- Updates SGA website, Blackboard site, Facebook page, and display boards.
- Communicates with marketing for Working Together, with the Editor-in-Chief for Paw Print Student Newspaper submissions and submits requests for AXIS TV.

The responsibilities for the TREASURER of the Student Body include the following:

- Creates, manages, and balances the SGA budget, credit card, and statistics.
- Presents budget to Senate membership.
- Prepares reports for Senate meetings as needed.
- Must complete a minimum of 15 service hours each semester.
- Manages club/organization-funding requests including submitting requests to Senate members.
- Speaks to club/organization advisors and members about SGA funding procedures as needed.
- Introduces funds request speakers and forms in SGA membership meetings.
- Chairs the SGA Finance Sub-Committee.
- Works with the Student Government Advisor to manage club/organization registration and disbursement of funds.
- Requests transfer of funds to the Business Office via the Student Government Association Advisor.

The responsibilities for the SECRETARY of the Student Body include the following:

- Meets with the President weekly to set the agenda for the Senate meetings (may occur during weekly executive meeting).
- Records Senate meeting minutes and distributes them at following meeting.
- Must complete a minimum of 15 service hours each semester.
- Prints and distributes Senate meeting agendas.
- Manages electronic copies of the Senate meeting minutes and agendas and files hard copies of Senate meeting minutes and agendas in the SGA file cabinet located in the SGA Office
- Chairs the SGA Elections Sub-Committee.
- Initiates election process in accordance with the Constitution, in collaboration with the President.
- Manages Campus Committee contacts and signups for student representation.
- Manages the Student Government Association office including ordering supplies, shirts, etc.

The responsibilities for the SENATORS of the Student Body include the following:

- Maintains a 2.5 cumulative grade point average for his or her term.
- Represents and advocates for the group of students his or her senate seat specifically represents (i.e. Freshmen Senators represent Freshmen students; School of Creative Arts Senators represent School of Creative Arts students; Padua Hall Senators represent Padua Hall residents)
- Attends all SGA programs and events in accordance with the Attendance Policy.
- Must complete a minimum of 15 service hours each semester.
- Responds promptly to communication from Officers and the SGA Advisor.
- Serves on at least one USF Campus Committee.
- Makes himself/herself available to students for suggestions, questions, comments or concerns.
- Serves on one SGA Sub-Committee.
- Upholds the Franciscan Values.
- Is actively involved in SGA projects and working to achieve SGA goals.
- Initiates professional relationships with administration and all campus resources (clubs and organizations, faculty and staff, etc.)
- Is willing to contribute to and sign the Student Leader Expectations Agreement.
- Have fully read and become familiar with the SGA Constitution.