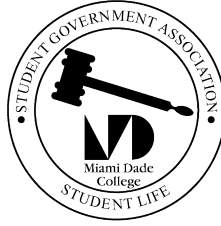


Student Government Association
Wolfson Campus

Elections Packet
2016-2017

Application Deadline
Monday, February 29th, 2016, 4:00 p.m.
Student Life Department



January 2016

Dear Student:

On behalf of the Student Life Department of Miami Dade College, Wolfson Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the Wolfson Campus, for the 2016-2017 academic year. Enclosed in this Elections Packet are the following: Declaration of Candidacy, Election Procedures, Qualifications for Candidacy, Election Timeline, Sign/Poster Rules, and Candidate Expense Sheet. All rules and regulations must be adhered to throughout the campaign process and the Declaration of Candidacy must be completed and returned to the Student Life Department by **Monday, February 29th, 2016, no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by **Wednesday, March 2nd, 2016**. All eligible candidates **must** attend the Candidate Orientation on **Friday, March 4, 2016**.

Attached are descriptions of the duties and responsibilities of a Student Government Association Officer to ensure full comprehension of the position.

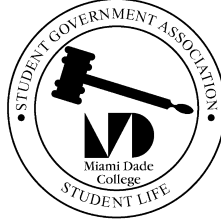
If you have any further questions regarding any of the attached items, please contact:

Annielys Sosa
Room 2101
asosadia@mdc.edu
305-237-3875

Sincerely,

Student Life Department
Wolfson Campus

Candidate Initials _____
Page 2 of 14



Declaration of Candidacy

I, _____, hereby declare my candidacy for the office of _____ at Miami Dade College, Wolfson Campus, this _____ day in the month of _____, 2016. I hereby attest that I shall uphold the standards of the College, the Student Honor Pledge, and the Student Government Association Constitution. I also agree that I will remain a student at this college and campus during the two major terms (Fall and Spring) of the given academic year.

PLEASE PRINT

Name Student Number

Address City, State Zip Code

Phone # Cell Email Address

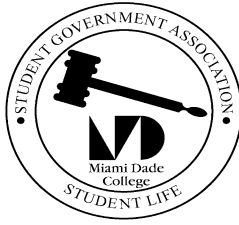
Grade Point Average Credits Completed Expected Graduation Date

I hereby certify that all of the above information is complete and correct, and that I have read and accepted all of the election procedures. Failure to follow all of the election procedures stated in this packet will result in my immediate disqualification from the election. I understand that any falsification herein will make me ineligible to hold any Student Government office this academic year.

Signature of Candidate

Date

Candidate Initials _____



Election Procedures

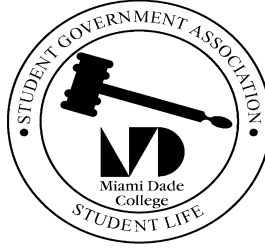
1. Each candidate must sign and turn in a copy of his/her completed Elections Packet to the Wolfson Campus Student Life Director no later than **4:00 P.M. on Monday, February 29th, 2016**. All forms will be stamped in the Student Life Department. Any packet submitted after the stipulated deadline will not be accepted. No Exceptions.
2. A copy of the candidate's Degree Audit, Validated Class Schedule, and a letter of recommendation from a faculty member must be included in the Elections Packet.
3. Candidates must submit in 250 words or less a biography and/or campaign statement. This must be submitted in electronic form (flash drive, CD or email). Candidate statement is due no later than **4:00 P.M. on Friday, March 4th, 2016**.
4. Candidates will be photographed at the Student Life Department. Photographs will be included with the candidate biography and campaign statement on the elections website. Candidate picture will be taken during the mandatory Candidate Orientation **12:00 P.M. on Friday, March 4th, 2016**.
5. Every candidate must turn in a Candidate Expense Sheet. This sheet will list all expenditures and value of donated items, even if there are no expenses associated with the campaign. Total expenditures and value of materials **combined** may not exceed \$100.00. Receipts or estimates for all materials purchased and/or donated must be submitted by **4:00 P.M. on Friday, March 4th, 2016** in order to have your campaign materials approved. Failure to submit your Candidate Expense Sheet by the established deadline will result in disqualification for elections.
(No campaign material will be provided by the Student Life Department)
6. Incomplete packets will disqualify a candidate.

Candidate Initials _____

CAMPAIGNING

1. Candidate must have the approval of the SGA Advisor and Student Life Director prior to distribution of any materials, posters, and flyers on campus.
2. The distribution of campaign materials in any MDC parking facility is prohibited.
3. The Student Life Department maintains political neutrality. Candidates and their campaign officials will neither obtain campaign materials from, nor post campaign materials in the Student Life area.
4. College resources may not be used to develop or duplicate campaign materials. The only exception permitted is the use of computers in the library or computer courtyard.
5. The number of flyers, posters and other printed materials will be left up to the discretion of the candidate. Candidates must adhere and be aware of college and campus specific posting policies.
6. Off-campus campaigning, in the form of television, newspaper, and radio advertisements, etc. is **prohibited**.
7. The candidate is responsible for his/her actions, the actions of his/her chosen representatives, and the campaign materials. The SGA Advisor will review any complaints and forward a recommendation of the complaint to the Student Life Director, who will have the final decision on any infractions and complaints.
8. All complaints must be submitted by email to the Student Life Director within 24 hours of the alleged infraction. The complaint must be filed using the Election Complaint Form.
9. If a candidate devises a new or unusual publicity device (i.e. other than flyers, posters, and banners) authorization must be received from the SGA Advisor and Student Life Director prior to the use of the device.
10. Sound systems, stereos, speakers, etc. can be used during activity hour **ONLY** with prior permission of the Student Life Department.
11. Any act of bribery will result in disqualification may lead to disciplinary action.
12. Any candidate or candidate representative that is caught removing or defacing another candidate's campaign material will be disqualified.
13. All campaign material must be removed from the campus one day after elections.

14. Candidates are not allowed to campaign in the Library, Computer Courtyard, or within 100 ft. surrounding designated voting areas on election days. This is strictly enforced! Students who work in these designated voting areas should make alternative arrangements with both their supervisor and the Student Life Department to avoid any discrepancies.



Qualifications For Candidacy

- A. Applicant must be a currently enrolled student taking at least 6 credit hours or equivalent at Miami Dade College, Wolfson Campus, at the time of application for candidacy and through the term of office.
- B. Applicant must be registered for the majority of his/her classes at the campus in which he/she is running for office and performing his/her duties.
- C. Applicant must have and continue to maintain a cumulative Grade Point Average of 2.5 or higher and be in clear academic standing.
- D. Student concurrently enrolled in a high school program is not eligible for candidacy. Applicant must possess a valid high school diploma (or equivalent) at the time of application.

The Duties and Powers of the Elected Positions

President shall:

- NOT hold office in any other MDC Wolfson club or organization.
- Cast a vote in the event of a tie.
- Take and uphold the oath of office.
- Be responsible for all SGA functions.
- Provide leadership for all Executive Board members, with candidness and integrity.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA at MDC Wolfson.
- Call and preside over Executive Board meetings relative to SGA.
- Oversee and coordinate all actions of the Executive Board.
- Co-sign with the Treasurer on all monetary transactions of the SGA.
- Veto all measures enacted by the E-Board if deemed necessary.
- Inform Executive Board, Senators and general members of FCSSGA regarding college issues.
- Assume responsibility of any standing committee in the absence of the chair.
- Enforce and administer the provisions of this Constitution and actions enacted thereto.
- Act as the official representative of the Student Body.

Candidate Initials _____

President shall (continued):

- Assume all powers and responsibilities pertaining to this office and execute this Constitution, its by-laws and the Student Government Statutes.
- Meet, at least, once a month, with the Dean of Students.
- Meet, weekly, with the Vice President, Executive Director and SGA Advisor.
- Oversee the coordination of all SGA events.
- Report to Executive Board and Senate about meetings he/she attends.
- Be responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Assign all appointed positions as outlined under Article III, Section 1, by the beginning of September.
- Attend Inner Club Council Meetings.
- Prepare a typed agenda for all SGA Executive Board meetings, due two business days before the following E-Board meeting to the SGA Advisor.
- Shall explain thoroughly the purpose of trips and any other opportunities during a Senate Meeting which will take place within the first month of each new semester.
- Must attend monthly Presidents' Council Meetings.
- E-mail E-Board Agenda with agenda packet, to all E-Board members, at least one day three days before the E-Board Meeting once approved by the SGA Advisor.
- Be responsible for completion of all nomination packets for the Student Life Banquet as well as District and State Banquets.
- Make all final decisions pertaining to the organization.

Vice President shall:

- Take and uphold oath of office.
- NOT hold office in any other E-Board of other MDC Wolfson clubs or organizations.
- Assume the duties of the President in his/her absence.
- Assume the office and duties of the President, with full power, upon the President's resignation, removal or abandonment of office.
- Have voting power when not conducting a meeting.
- Fill out all appropriate paperwork pertaining to SGA events with Student Life.
- Be in charge of creating, distributing, reporting, and analyzing SGA Surveys.
- Report to Executive Board and Senate about meetings he/she attends.
- Prepare a typed agenda and agenda packet for all SGA General Sessions, due two business days before the next General Session to the SGA Advisor.
- E-mail General Session Agenda with General Session Agenda Packet and corrected minutes from previous meeting to all members and Senators, at least, one day before the General Session.
- Assist the President in fulfilling his/her duties.
- Attend Inner Club Council Meetings.
- Meet, weekly, with the President, Executive Director, and SGA Advisor, once a week.
- Preside over the General Sessions.
- Coordinate the Senate Induction Ceremony.
- Collect community service hours from Executive Board officers and Senators.

Candidate Initials _____

Secretary shall:

- Take and uphold the oath of office.
- Keep accurate minutes of all SGA Executive Board and General Sessions meetings.
- Have the General Session minutes typed and turned in to the Vice President for approval, three days before the following meeting date for the minutes to be sent to members in addition to Agenda and Agenda Packet.
- Have the Executive Board minutes typed and turned in to the President for approval, three days before the following meeting date for the minutes to be sent to E-Board in addition to Agenda and Agenda Packet.
- Keep attendance log of General Session and Executive Board meetings.
- Keep log of the two posted office hours of E-Board members, Senators and all prospective Senators.
- Display the operational hours of the SGA office on the office door according to the office hours of all members.
- Keep records of the submission of office hours reports by E-Board members and forward the reports to the Director of Internal Affairs.
- Notify the President of each E-Board officer's failure to submit office hours report.
- Maintain accurate event records for all events on/off campus for FCSSGA District I, while communicating pertinent information to the student body of MDC Wolfson.
- Collect all written/e-mailed excuses of absence related to SGA and present them to the Executive Board for approval during the Executive Board meetings.
- Follow-up, in writing, with absent members regarding the E-Board's decision of their absence at respective meeting.
- Assist the President in carrying out his/her duties.
- Keep record of all SGA member application and degree audits in binder

Treasurer shall:

- Take and uphold the oath of office.
- Maintain an accurate record of revenues and expenditures.
- Keep records of all supply request forms submitted by SGA to the Student Life Department in order for SGA to track expenditures and abide by the annual budget.
- Report the budget, at least once a month, at the Executive Board and General Sessions.
- Coordinate fundraising events with the Public Relations Director and/or event chair.
- Complete an inventory of all SGA supplies throughout the semester, due the last Thursday of every month, and provide monthly reports to the Executive Board.
- Assist the President in carrying out his/her duties.
- Keeps a record of deposit slips.
- Keep log of SGA shirt infractions.

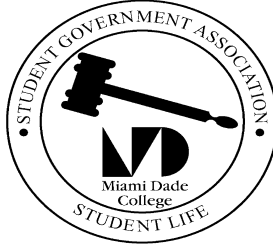
Candidate Initials _____



Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon., February 29, 2016	4:00 p.m.	2101-13
Candidate Orientation	Friday, March 4, 2016	12:00 p.m.	2101
Expense Sheet Deadline & Candidate Statement/Picture	Fri., March 4, 2016	4:00 pm	Student Life Department
Campaign Schedule	Mon., March 7, 2016 – Wed., March 23, 2016		
Candidate Debate	Wednesday, March 16, 2016	11:00 a.m.	2106
Elections	Mon., March 21, 2016 – Wed., March 23, 2016		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., March 28, 2016		
Elections Results Announced	Friday, March 28, 2016		Student Life Excellence Awards 3210
Installation of Officers	April-July 2016		3210

Candidate Initials _____



Sign/Poster Rules

- Posting of flyers/signs are allowed ONLY in areas designated by Student Life.
 - No posting on the parking garage elevators, or trees on campus
- If you plan on speaking to your class, ask for permission from your professor ahead of time.
- You are allowed to campaign during the dates listed in the elections timeline.
- **Meeting and greeting student voters are allowed as a method of campaigning.**
- Campaigning is allowed up to Election Days.
- You may NOT post flyers on car windows or distribute flyers in or around the parking garage.
- You may NOT interrupt classrooms for campaigning purposes.
- You may NOT post flyers in classrooms or areas of the campus other than those listed in the above section.
- You may NOT campaign in the Library, Computer Courtyard, or within 100 feet of voters during Election Days.

Candidate Initials _____

Candidate Expense Sheet



Candidate Name: _____

Section A. Expenditures.

Date	Description of Item/Services Purchased	Amount
		Total \$

Section B. Retail Value of Donated Items

Date	Description of Item/Services Donated	Retail Value of Donation
		Total \$

Section A Total + Section B Total: _____

By signing below, I affirm that I have declared all of the materials and services purchased and donated toward my election campaign. I understand that the combined total of expenditures and value of donated items may not exceed \$100.00. I further understand that failure of adhering to the candidate expense limit or fully disclosing all applicable expenses/donations on this Candidate Expense Sheet will result in my disqualification. This Candidate Expense Sheet is due even if there are no expenses related to the campaign.

Signature _____ Date _____

The Candidate Expense Sheet is due by Friday, March 4th, 2016.

Candidate Initials _____



ADDENDUM A

VOTING GUIDELINES

1. Only enrolled students, both credit and non-credit, at Miami Dade College, Wolfson Campus, will be allowed to vote once.
2. Students will vote by logging in to the Elections website using their myMDC Account.
3. Students will be able to vote 24 hours a day during the designated election days.

