



About the Student Government Association

The Carl Sandburg College Student Government Association (SGA) is the officially recognized student organization, which acts as the entity through which students are able to provide input into the internal policies of the college. Authority to represent Sandburg students is entrusted to the SGA by the students of Sandburg, through the election of student officers and senators.

The responsibilities of SGA are as follows:

1. Protect and advance, at all times, the rights of all students attending Carl Sandburg College;
2. Organize students' initiative into a singular structure where planning and participation in college events and policies is emphasized;
3. Encourage cooperation through programming, decision-making, delegation of responsibilities and evaluation pertinent to college events and policies;
4. Encourage communication through presentation and discussion of ideas at regularly scheduled, open-forum meetings;
5. Promote academic and social policies which will facilitate the self-development of each student;
6. Provide a means for establishing and maintaining of close relationships among students, staff, faculty, administrators, and the outside community;
7. Make recommendations to the administration and faculty relative to any topic which affects the student body;
8. Charter all student organizations and clubs on campus;
9. Provide an opportunity for a representative form of self-government for the entire student body of Carl Sandburg College; and
10. Assist in the development of non-academic activities for students.

Officer Descriptions

The Executive Board of SGA is comprised of five officers: President, Vice President, Secretary, Treasurer, and Student Trustee. The President and Secretary are elected in the spring and serve a one year term, while the Vice President and Treasurer are elected in the fall and serve a nine month term. The Student Trustee is elected in a separate election process during the spring semester and serves one year concurrent with the College Board of Trustees.

President:

- Prepare for all meetings
- Preside at organization meetings
- Facilitate Executive Board/General Assembly meetings
- Have regular communication with advisor
- Inform the Executive Board of other meeting information
- Represent the organization to the institution
- Serve as spokesperson for the Executive Board and organization
- Provide motivation for the organization
- Be open to all opinions and input
- Serve on the Student Services Committee

Vice President:

- Preside at organization meetings in absence of the President
- Oversee club & organization renewal/application submissions
- Direct constitutional updating and revision
- Facilitate elections as needed
- Serve as liaison to committees
- Perform other duties as determined by the needs of the organization

Secretary:

- Prepare and maintain minutes of all Executive Board and General Assembly meetings
- Send minutes to all appropriate members and advisor
- Assist with preparation of an agenda with the President for all meetings
- Maintain attendance (roll call) at all meetings
- Maintain a calendar of events
- Maintain a phone and e-mail directory of all members
- Inform members of upcoming meetings and events
- Oversee the organization's public relations and advertising of meetings and events

Treasurer:

- Prepare the organizational budget
- Prepare money request/deposit forms and submit according to institutional procedures
- Maintain financial records in an organized manner
- Serve as chair of the Finance Committee
- Audit books with the advisor
- Make regular reports to the Executive Board and the organization
- Serve on various committees and task forces
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How to Become a Candidate

To qualify for candidacy, students must:

1. Have a cumulative GPA of 2.0 or higher;
2. Be enrolled in 6 credit hours or more each semester of their term;
3. Be in good academic standing;
4. Be available to allocate up to 10 hours per month for SGA responsibilities.

Qualifying students who wish to seek candidacy for the election of SGA must complete the following:

1. Complete a Candidacy Form;
2. Meet with the SGA Advisor and current SGA officers via online Zoom meeting;
3. Turn in required materials by the posted deadline.

Once the required materials have been submitted to the SGA Advisor, the student will officially be a candidate. During the days before the election, candidates may promote/campaign their candidacy. Campaign guidelines are as follows:

1. Candidates may use personal social media sites for promotion. Candidates may not post or comment of their candidacy on the official Carl Sandburg College social media sites or website.
2. Negative campaign ads as well as any ads slandering opponents are not permitted. Inappropriate campaigning will result in the forfeiture of the candidate from the election.

Spring 2020 Election

The election will be open to the campus online Monday, April 20-Thursdays, April 30, 2020. The voting link can be found on the SGA 2020-2021 Elections tab on the Sandburg website.

Questions?

For more information or questions, please contact Genny Stevens, SGA Advisor/Coordinator of Student Life, 309.341.5332 or gstevens@sandburg.edu.