



## CLAYTON STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

# FALL ELECTIONS INFORMATION FOR ACADEMIC YEAR **2024-2025**

August 5, 2024

Greetings Clayton State Students!

The Student Government Association (SGA) is the primary governing organization for Clayton State University students which exists to serve the broader needs and concerns of the student body. I am excited that you are interested in becoming a member of the Student Government Association. The time and energy required of an SGA member is considerable but the experience is quite worthwhile.

As an SGA Officer or Senator, it will be your job to listen to and bring forth issues that concern fellow students, your constituents, at the University. The time you should devote to this role will consist of participating in University, Senate and other committee meetings, attending University functions and events, and meeting with various members of the administrative staff and faculty.

For more information regarding SGA election qualifications, positions descriptions, and schedule, please refer to the information in this packet, or go to <https://www.clayton.edu/sga/SGA-Fall-Elections/> **Please read all information thoroughly!**

Please contact me if you have any questions or concerns.

Sincerely,

Sarah Ray  
Assistant Dean of Students / SGA Co-Advisor  
[sarahray@clayton.edu](mailto:sarahray@clayton.edu)



## SPRING ELECTIONS INFORMATION FOR ACADEMIC YEAR 2024-2025

*The election of Student Government Association Executive Officers as well as Undergraduate and Graduate Student Senators for the Fall 2024-2025 Academic Year will occur August 11 – 29, 2024*

- SGA Vice President (1 position available) Term: August 2024-April 2025
- SGA Treasurer (1 position available) Term: August 2024-April 2025
- SGA Undergraduate Senator (10 positions available) Term: August 2024-April 2025
- SGA Graduate Senator (4 positions available) Term: August 2024-April 2025

**Election Application Checklist** All materials are available online at <https://www.clayton.edu/sga/SGA-Fall-Elections/>

1. **Read thoroughly** this [Fall Elections Information Packet](#) and ensure you meet Election qualifications and requirements
2. Review Election Schedule/Important Dates in this Packet
3. Complete the [Election Application](#) online
4. Once your application is verified for eligibility, you will be emailed a Qualtrics link via email which will take you to your personalized online *Candidate Signature Petition Form*. You should disseminate this link to other enrolled Clayton State students via email requesting that they complete the online Signature Petition Form in order to endorse your candidacy.

**You must have 20 online signature submissions via the qualtrics link from currently-enrolled undergraduate or graduate students by the final submission deadline.**

**All required election application items must be completed/submitted electronically by the**

**APPLICATION DEADLINE: Wednesday, August 28 (noon)**



## 2024-2025 FALL ELECTIONS SCHEDULE

### **Monday, August 11, 2024**

SGA Election Information/Online Application  
Available on SGA website

### **Wednesday, August 28, 2024, 12:00 p.m. (noon)**

*Online Application and Signature Petition  
Completion Deadline\**

### **August 11 – August 28**

Approved Candidate Campaign Period

### **Friday, August 30, 2024**

On-line Voting opens at 10:00 a.m.

### **Friday, September 6, 2024**

On-line Voting closes at 8:00 a.m.

Election Results Posted on SGA website by 10:00 a.m.

**\*All candidate applicants will receive confirmation of their candidacy eligibility via email within two (2) business days after completing their on-line application.**



## ELECTION ELIGIBILITY REQUIREMENTS

- *All SGA officers and senators **must** meet (and maintain) the following qualifications:*
  - Be a full-time student at Clayton State University;
  - Be enrolled for the full academic year in which election is sought;
  - Be in good academic and social (disciplinary) standing.
- *SGA President, Vice President, Treasurer, and Secretary must:*
  - Have (and maintain) at least a **2.50 cumulative grade point average** at Clayton State;
  - Have completed a minimum twelve (12) semester hours at Clayton State University
  - Have served at least one (1) academic year as a Senator in SGA.
- *SGA Undergraduate and Graduate Student Senators must:*
  - Have at least a **2.25 cumulative grade point average** at Clayton State;
  - Have completed a minimum twelve (12) semester hours at Clayton State University

## SGA OFFICER AND SENATOR EXPECTATIONS AND RESPONSIBILITIES

1. Student Government Officers and Senators must attend all organization meetings, committee meetings, and other events and functions, unless excused by the Executive Board and/or SGA Advisor, to remain in good standing with the organization.
2. SGA representatives should bring to the SGA body various issues and concerns which may be addressed by the organization.
3. SGA representatives should be available to hear concerns of their constituency and report these to the SGA on a regular basis.
4. SGA members will be asked to serve on various Clayton State University faculty, student, and general committees.
5. *Serving in SGA is like having a job.* SGA members should expect to spend at least the following amount of hours per week on the above responsibilities per the respective SGA positions:

**SGA Officers** (President, Vice President, Treasurer, Secretary): **5-6 hours per week**

**SGA Senators** (serving as committee chairs): **3-4 hours per week**

**SGA Senators:** **1-2 hours per week**



## SGA EXECUTIVE OFFICER and SENATOR POSITION DESCRIPTIONS

### The President shall:

- Serve as the official spokesperson of the SGA;
- Serve as the Chairperson of the Executive Board and President's Cabinet;
- Preside over all general and special sessions;
- Serve as an Ex-Officio member on all SGA Committees;
- Ensure the successful completion of all goals and initiatives;
- Develop agendas for all General Body, Executive Board and President's Cabinet sessions;
- Appoint Senators for open Executive Board and President's Cabinet positions with Senate approval;
- Appoint students to select University committees;
- Reserve the right to Veto a Senate Legislation;
- Meet with University administration to provide a pulse of the Student Body;
- Represent Clayton State at all Student Advisory Council (SAC) meetings

### The Vice President shall:

- Serve as the official spokesperson of the SGA in absence of the President;
- Serve as the Co-chairperson of the Executive Board;
- Attend all regular and special sessions;
- In the absence of the Student Body President, assume all presidential roles and responsibilities;
- Ensure each standing and ad-hoc committee is progressing and working towards completing its goals and initiatives;
- Shall serve one (1) academic year in office;
- Fulfill additional duties and assignments as determined by the President

### The Secretary shall:

- Attend all regular and special sessions;
- Responsible for ensuring the successful completion of all General Body, Executive Board, and President's Cabinet session minutes;
- Maintain all Student Government Association records and historical items;
- Maintain all General Body, Executive Board, and President's Cabinet Sessions attendance records;
- Reserve the right to declare excused and unexcused absences;
- Responsible for all internal correspondence;
- Shall serve one (1) academic year in office; and
- Fulfill additional duties and assignments as determined by the President

### The Treasurer shall:

- Be responsible for reviewing, approving and submitting all financial transactions and proposals;
- Serve as Chair of the Fiscal Affairs Committee;
- Serve as a student representative on the Student Fees Advisory Board (SFAB);
- Maintain all SGA financial records;
- Shall serve one (1) academic year in office; and
- Fulfill additional duties and assignments as determined by the President;

### Undergraduate and Graduate Senators shall:

- Attend all General, Senate and designated Committee Sessions;
- Serve on a minimum of one (1) Standing SGA committee;
- Serve as a liaison between University Administration and the Student Body;
- Commit to a minimum of two (2) hours of Senator duties per week.
- Fulfill additional duties as assigned or determined by the SGA President and or Executive Board;
- shall serve one (1) academic year in office: Undergraduate and Graduate senators shall serve August 1 through April 30

