

## **Student Government Officer Application Timeline, Checklist and Criteria**

All of the standards listed below must be met by the **deadline** in order for your application to be considered for Student Government/Class officer. There are many pieces that are required; do not procrastinate. **Incomplete or late applications will not be considered.**

### **Timeline:**

September 29th: Applications available on newsletter.

October 5th at 3:00PM: Applications are due no later than this date.

October 9th: All students who meet the criteria will be provided general information about the election process

October 10th-12th: Interviews will be conducted by an election committee.

October 15th-23rd: Campaigning begins. All campaign material must be approved.

October 24th: Election Day

Homecoming/Pep Rally: Winners and new officers announced

### **Checklist:**

\_\_\_ Read the entire application.

\_\_\_ Obtain your parent/guardian signatures on pages 4 and 5.

\_\_\_ Complete the application on pages 3-6.

\_\_\_ Turn in the application before the deadline, October 5th, 2018, Time 3:00PM

# Student Government Officer Duties

## **The President shall:**

1. Preside over all meetings of the SGA.
2. Serve as the SGA's official spokesperson and representative.
3. Appoint Chairpersons of Departments, officers to vacant offices, committees, and other staff deemed useful to the SGA.
4. Supervise enactment of all legislation.
5. Present written quarterly report to members of the administration.
6. Perform all duties that may develop from the office.

## **The Vice-President shall:**

1. Assume the duties of the office of the President in case of the removal, death, resignation, or in the case that the President is unable to finish his/her term.
2. Act on behalf of the President in the case of absence of the President.
3. Oversee the actions of all departments and committees.
4. Assume responsibilities designated to him/her by the President.
5. Promote student interest in the SGA.
6. Responsible for keeping order during meetings

## **The Secretary shall:**

1. Lead the Department of Communications
2. Keep an accurate account of attendance at all meetings.
3. Keep the minutes of all meetings.
4. Keep a record of all activities of the SGA.
5. Assist the President in preparing all written communications.
6. Serve as the communication liaison to the PGRASG.
7. Prepare a directory of all SGA officers and class officers.
8. Assume responsibilities delegated by the Vice-President.

## **The Treasurer shall:**

1. Keep accurate records of all SGA financial affairs.
2. Handle all financial matters concerning SGA.
3. Present and interpret financial reports at all meetings.
4. Present an annual financial report to the President at the end of the year.

**DECLARATION OF CANDIDACY AND COMMITMENT STATEMENT FOR  
CHESAPEAKE MATH AND IT ACADEMY SOUTH HIGH SCHOOL STUDENT  
GOVERNMENT OFFICER**

I, \_\_\_\_\_ (print your name) wish to declare my candidacy for Chesapeake Math and IT - South Class/SGA Officer. By signing this declaration of candidacy, I confirm that I have read the entire document and I will:

- Consider my position as a student body officer as a trust and not use it for personal gain.
- Be constantly aware of my position of student leader, and thereby always act in a manner that demonstrates self and school pride.
- Solicit ideas and opinions from all students of the school and work to incorporate their views in the deliberations and decisions of the SGA.
- Devote sufficient time, thought, and commitment to my student government responsibilities to insure that the goals of the SGA will be accomplished.
- Remember that the basic function of SGA is to serve the best interest of the student body.
- Remain conscious of the view of others have of my actions and do my best to be a good role model for others to follow.
- Maintain a 3.0 grade point average with no "E's". **I realize that I will be removed from office upon failure to do this.**
- Obey all school rules, policies, and all laws of the community. Should my actions at school or in the community ever result in suspensions from school, I shall expect to be removed from office for the remainder of the year. This shall apply to any violation, on and off school premises at any time, during the entire year in which I am holding office.
- Meet district eligibility requirements.
- Attendance will be taken at all SGA/Class meetings and events. I realize that I will be removed from office upon missing 2 meetings/events. All excuses must be submitted 24 hours prior to meetings or events.

**Commitment Statement:**

I acknowledge and understand that by seeking a position as Class/SGA officer that I am pledging myself to service for the period of one year beginning at the end of the election year and running through the end of the next school year. Procrastination, uncooperative attitudes, non-participation, or noncommitment will not be tolerated. I understand that there are times when my participation during off school hours is required, and my continuance in an officer position will depend on my dependability and work ethic. Class/SGA officers are required to be at Class/SGA and meetings. I understand that applying to be an officer requires participation and assistance in SGA events is mandatory or you may be removed from your position. Officers must also meet academic eligibility requirements or be removed from office. I therefore commit to these responsibilities and state that I am willing to serve as an officer of Chesapeake Math and It Academy South High School's Student Government Association.

**I have read and understand this declaration of candidacy and commitment statement and agree to uphold them on and off campus.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian

\_\_\_\_\_  
Date

**\* PERMISSION TO RUN FOR CLASS/SGA OFFICER \***

Hard Copy Due October 5, 2018, by 3:00 p.m. to Mr. Wassam in Room 334

Name \_\_\_\_\_ Grade: \_\_\_\_\_ (Please print)

**Circle** the position for which you are running:

**Class Officers: (9th – 11th)**

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER
Grade: ____	Grade: ____	Grade: ____	Grade: ____

**SGA Officers: (9th – 11th)**

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER
Grade: ____	Grade: ____	Grade: ____	Grade: ____

**I have read the attached information, and the description of the office for which I am seeking. I understand the requirements and expectations of Class/ SGA officers, and I would like to submit my name as a candidate.**

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

School Email address \_\_\_\_\_

Cell phone: \_\_\_\_\_

**I give permission for my child to run for Class/SGA officer. I have read the attached information. I understand that my child, if elected, will be required to attend meetings and stay after school occasionally to help with various projects.**

Name of parent (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Email address (if applicable) \_\_\_\_\_

