

# What is SGA?

The Student Government Association is the governing body that represents the entire student body at CCC. We are tasked with channeling the voice of the students into positive actions for all students on campus.

The SGA is comprised of three branches: executive, legislative, and judicial. The executive branch, led by the SGA President, implements projects and initiatives, and oversees the day-to-day management of the SGA office. The legislative branch is comprised of the Senate and is tasked with issuing resolutions, acts, and bills which directly affect the lives of students. The judicial branch reviews misconduct cases and ensures the adherence to SGA rules, laws, and operating procedures.

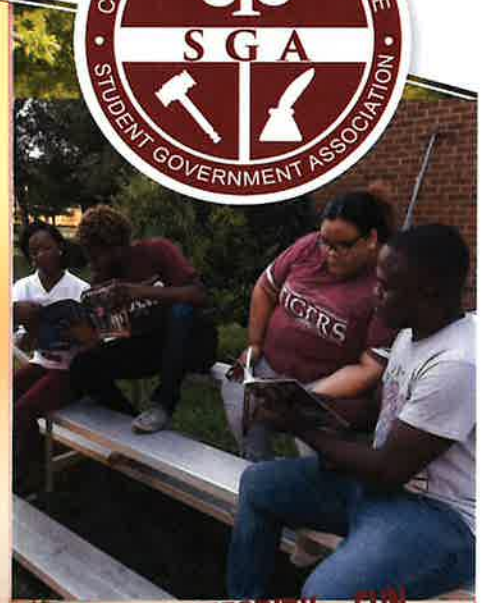
Lastly the SGA is charged with echoing the students voices pertaining to student activities that are related to general student life.

## WELCOME FROM YOUR SGA PRESIDENT

**W**elcome to "Coahoma"! I am truly honored to serve as your SGA President. It is the driving goal of my administration to create a student government that works for and with every student on campus. In order for SGA to truly be effective, we need to hear valuable input from every student. Let us know what your needs and concerns are, and we will work tirelessly to find a solution. The purpose of SGA is not to be above the student but rather about the students. With your help, we can transform our CCC campus into a CCC community.



Feel free to stop by the SGA Office in the Zee. A. Barron Student Union...



**SERVICE ■ LEADERSHIP ■ INTEGRITY ■ FUN**

# TIGERS

# STUDENT GOVERNMENT ASSOCIATION

## 2019 - 2020 SGA APPLICATION INSTRUCTIONS

First and foremost, thank you for showing interest in this great organization.

The following positions are available for the 2019-2020 school year.

**President (Elected position) (Must have no less than a 3.0 Cumulative GPA)**

**(All other positions must have and maintain no less than a Cumulative 2.5 GPA)**

**Secretary (Elected position)**

**Activities Chairperson (Elected position)**

**Chief of Staff (Elected position)**

### **FALL POSITIONS**

**Public Relations Officer (Appointed Position)**

**Treasurer (Appointed Position)**

**Student Senate Liaison (Appointed Position)**

**You have already accomplished the first step:**

1. Attend the **Pick up/Download Application Pack**

**Next steps are:**

2. Complete the **SGA Application**

- Remember!! 2 letters of recommendation.

**(One must be from a faculty member at CCC)**

3. **Interviews** will be scheduled after applications are reviewed by the Enrollment and Students Services Staff.

- Based on the thoroughness, completeness and timeliness of the application submitted, you will receive an email and/or phone communication informing you of your interview date and time.
- **Attire for interview:** Business Dress

4. **If Selected**, you will receive an email and/or phone communication within 2 business days informing you of the position.

- If you are selected for any **position**. You must maintain the required cumulative GPA the duration of your term.

Thank You & Good Luck



**COAHOMA COMMUNITY COLLEGE**  
**2019-2020 Fall Student Government Application**

**RETURN TO:** Christopher Dixon, Advisor  
The Office of Enrollment and Student Services  
2<sup>nd</sup> Floor of Zee A. Barron Student Union  
3240 Friars Point Road  
Clarksdale, Mississippi 38614

**Part I – Applicant**

Name: \_\_\_\_\_ SID \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Major: \_\_\_\_\_ Credits Earned: \_\_\_\_\_ CCC Cum. GPA: \_\_\_\_\_  
Classification: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**PART II - Position of Interest – FALL POSITIONS (Applicants must have 2.5 Cum. G.P.A.)**

Please select the positions to which you would like to be considered.

President (3.0 GPA)      Secretary      Student Activities Chair      Treasurer

**Part III – Application Packet**

Please include the following in your application, in this order:

1. **Application Form**
2. **1 page Resume:** Outlining campus involvement, work experience, community involvement, and awards and honors received.
3. **2 Letters of Recommendation:** 1 from CCC faculty
4. **Copy of unofficial transcript (must have a 2.5 GPA)**

**Part IV – Interview Process**

Interviews will be scheduled as applications are received. All applications must be time stamped by the SGA Advisor.

**Applicants will be contacted regarding the interview process either by email and/or phone.**

I, \_\_\_\_\_ hereby authorize and consent to the release of my records, which shall include my GPA, major, confirmation of enrollment, contact information, and conduct status to Coahoma Community College for the purpose of verifying my eligibility for a Student Government Association Leadership Position.

NON-DISCRIMINATION STATEMENT: Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors, prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu

- 4. State motions that are presented to the assembly, and if appropriate, put them to a vote, and announce the results of a voting.
- 5. Enforce the rules of the organization relating to debate, order, and decorum.
  - a. Decide all points of order.
  - b. Protect the meeting procedures by refusing to recognize members who offer frivolous or dilatory motions.
  - c. Respond to members regarding parliamentary procedures.
  - d. Use good judgment by keeping debate on the topic that is under consideration germane and by appointing qualified members to committees.
- 6. Expedite business. Use time efficiently, allowing for satisfactory consideration of all items. However, don't conduct business hastily or delay matters to a point where members are bored.
- 7. Adjourn the meeting.

**Other Duties of SGA Members (Everyone)**

- Abide by the Coahoma Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).
- Attend and participate in SGA Conferences and Workshops (Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## **Mr. CCC/ Sergeant at Arms**

**Mr. Coahoma Community College** must be a person of high moral conduct and possess boundless school pride and spirit. He must be prepared to serve an integral role at the college, which includes being well-versed in public speaking, maintaining a positive public appearance and self-image, and serving as a college spokesperson. Mr. CCC should excel academically, maintain social and public commitments, and be comfortable in the public eye while serving in this position.

The official position is embraced as an addition to the Student Government Association (SGA) and adds vigor to the spirit of the college for former, current, and future students while exemplifying the motto of the college, "Discover... Grow... Excel."

### **Duties**

- Student Representative of Coahoma.
- Tour guide for alumni, future students, and donors
- Establish visitors' initial impressions of Coahoma and sometimes their only impression.
- Speak on behalf of Coahoma Community College, so your job is a big one.
- Face of what a Coahoma student is like.
- Bring dedication, commitment, and enthusiasm about Coahoma.
- Represent Coahoma well!! In this position of great influence, please consider how you may be perceived.
- Consider what messages your timeliness and language use send to visitors.
- Be honest, but tactful.
- Play an important role in Coahoma Community College's recruitment.
- Effort and willingness to share your Coahoma Community College knowledge and enthusiasm helps bring talented students into the Coahoma community each year.

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### **Parliamentarian**

The parliamentarian is an expert in parliamentary procedure who should sit next to the presiding officer during meetings. The parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.

### **Duties**

- Ensure that parliamentary rules are being followed and that proper procedures are being used during each meeting motion.
- Attend meetings of the SGA and its Executive Committee and shall be responsible for composing minutes and ensuring that all relevant data is recorded at each General, Executive Committee, and Special Meeting.
- Keep and make available to the Student Government a permanent record of the Constitution of the Student Government Association.
- Represent the SGA at meetings and deliberations of outside agencies as necessary.
- Assume such other responsibilities as SGA may require.
- Email decisions made in the meeting to the appropriate parties as directed by the SGA body.
- Give advice to the President and members during meetings.

## **Secretary**

The secretary maintains the records of an organization and sits close to the presiding officer during meetings to assist and take notes. The secretary must be able to explain the pending business when called upon.

### **Duties**

- Serve both as recording and corresponding Secretary of the Student Government with a voting right in the Student Government.
- Transmit these minutes within forty-eight (48) hours after each General, Executive Committee, and Special Meeting in electronic format to all Members of SGA.
- Keep non-financial records of the SGA.
- Maintain and oversee all SGA personnel files and computer data.
- Accept proposed meeting agenda items from an SGA member for placement on the General Meeting Agenda.
- Review and sign disbursements and expenditures of the SGA.
- Responsible for taking minutes at all meetings and distributing them via e-mail within one week to the SGA president and advisor. Turn in any taped recordings of meetings to the Officers' Responsibilities 2 - Responsibilities Advisor's office for filing within one week. Be aware that all reports are considered "public domain." Should someone request a copy of any and all reports, they must be made available through the SGA Advisor.
- Create a contact list of all Student Government Officers, Senators, and Representatives and assigned Committee Members. Make this list available to all students.
- Implement a sign-in sheet for all meetings and events.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).



## **Treasurer**

The treasurer is the SGA's official custodian of the money and the trustee of the accounts and must be able to explain the budget to members.

### **Duties**

- Serve both as recording and corresponding Treasurer of the SGA with a voting right in the Student Government.
- Establish and maintain audit system for the SGA.
- Deposit all money donated/raised for SGA within 24 hours into the proper account.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Collect and maintain records of monies collected at SGA events.
- Provides financial reports for all SGA meetings and at the request of the President. Be aware that all reports are considered "public domain." Should someone request a copy of any and all reports, they must be made available through the SGA advisor.
- Manage all SGA budget proposals (staying within the budget planned at the beginning of the academic year). Be willing to provide information to committee chairs when appropriate for project budgets.
- Request the allocation of SGA funds for student scholarships and student initiatives (supplying invoice to the Advisor for requisition payment).
- Provide Treasurer's reports at the request of the SGA President or Student Government.
- 1. Properly receive and disburse moneys.
- 2. Keep an accurate record of all money received and disbursed.
- 3. Deposit all moneys received in the account of the organization in an approved bank as soon as possible.
- 4. Have the bank signature card include at least one other officer's name.

## Student Activities Chairman

Student Activities Chair- Provides leadership to the Student Activity Council members and sits on the executive SGA board to better connect and fulfill the mission of Student Activities: be a catalyst for community life on the Coahoma Community College campus by creating, planning, and implementing events that fit the student population.

- Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
- Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
  - Attend the following meetings
    - a. Weekly 1-on-1 with Director of Student Activities
    - b. Monthly Student Activities Council planning meetings
    - c. Weekly SGA board meetings
    - d. Monthly campus leadership meetings
    - e. Weekly office hour requirements (4)

The Student Activities Chairman will receive a scholarship and must attend all SGA meetings.

- The SAC will attempt to build an activity/volunteer list.
- The SAC is responsible for providing leadership to the following activities and to make sure that these events are executed properly (this list is not complete):

Ex.)

1. Welcome Week
2. Homecoming
3. School spirit events
4. Seasonal themed parties

## **Student Senate Liaison**

The Student Senate Liaison position created by the Division of Enrollment and Student Services to be a liaison between the Student Senate and SGA. In an attempt to bridge the gap between the student Campus Presidents Clubs and Organizations.

The Student Senate Liaison is the connection of campus and commuter students to go to state their comments and concerns about student activities and student life.

This position ensures the same amenities of student activities to all Coahoma Community College students on and off campus.

The goal is to accomplish this while still being, “ Professional Positive and Fun.

### **Duties**

Assist with the Student Activity Council members and sits on the executive SGA board to better connect and fulfill the mission of Student Activities: be a catalyst for community life on the Coahoma Community College campus by creating, planning, and implementing events that fit the student population.

- Work with the Activities Chairman
- Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
- Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
  - Attend the following meetings

- Attend and participate in SGA Conferences and Workshops (Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## **Chief of Staff**

### **SGA Chief of Staff**

- The planning and directing of all financial, administrative and operational activities for the president of the organization.
- Playing an important role of the overview and guidance on projects that are of the utmost importance.
- Directs the workflow of other individuals within the organization.
- Involved in and directs all projects that are viewed as being critical to the origination as a whole.
- Provide strategic guidance to the President.
- Act as a point of contact in between SGA, students and the executive officers of the SGA

### **Other Duties of SGA Members (Everyone)**

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