Please read through the entire application before filling anything out. Note that there are several places where your signature is required. The entire application and petition must be complete in order to be considered valid. Please make a copy of this completed application for your records, before turning it in.

If you have any questions please email Luke DeYoung, SGA VP of Elections and Legislation: deyoungl@jbu.edu.

We encourage you to complete this application thoughtfully and prayerfully.

Officer Positions Available
- President
- Vice President of Elections and Legislation
- Vice President of Finance and Administration
- Vice President of Communication

Important Dates
- April 4th: Completed application/petition packet is due by 4:00 PM in the Student Development Office
- April 7th-11th: Elections on EagleNet

Duties of Each Office

President
1. Shall be Chief Executive Officer of the SGA.
2. Shall serve as the students’ official spokesman to the faculty and administration.
3. Shall serve as an ex officio member of all Senate committees.
4. Shall see that decisions passed by the Senate are properly carried out.
5. Shall report pertinent SGA actions, programs, and activities to the SGA.
6. Shall be free to create and abolish Advisory Board positions.
7. Shall appoint non-elected Advisory Board positions.
8. If desired, shall appoint a parliamentarian who shall be the authority as to points of order before the Senate. Rulings shall be according to Robert’s Rules of Order Revised.
9. Shall appoint a chaplain who shall be in charge of scheduling devotional speakers for the Senate meetings.
10. Shall have the power to call special meetings of the Senate

The Vice President of Elections & Legislation
1. Shall assume the duties of the President in his/her absence.
2. Shall serve as an ex officio member of all Senate committees.
3. Shall select and chair an elections committee to conduct an annual Constitutional review to suggest necessary procedural amendments and bylaws revisions, if any.
4. Shall make necessary adjustments to the Constitution following Constitutional amendments.
5. Shall keep an updated version of the Constitution on file in the SGA files and on the SGA computer.
6. Shall supervise all Senate standing committees.
7. Shall appoint a committee member to act as chairman of the elections committee if the chairman himself should be a candidate in an election.

The Vice President of Finance & Administration
1. Shall be responsible for the administration of monies of the SGA.
2. Shall be responsible for executing the present year’s budget and for helping to formulate the following year’s budget. The current budget shall be subject to a majority approval by the current Senate.
3. Shall report at least three times a semester the detailed budget statement of the SGA to the Senate and Executive Committee.
4. Shall keep the official records of the Senate and Executive Committee meetings in detailed minutes, in both paper and electronic form.
5. Shall record the absences of the members of Senate in the minutes of the meetings.
6. Shall be responsible for maintaining the SGA files.
7. Shall be responsible for the organization and maintenance of the SGA computer, with minutes of all meetings and documents that would be useful to subsequent SGA bodies (including, but not limited to, files on every major event and PR campaign on campus, all bylaw and constitution revisions, and election results) kept on the computer in an orderly and consistent manner.

The Vice President of Communications
1. Shall inform the student body of all SGA legislation and assist in the promotion of SGA Activities.
2. Shall maintain and promote the SGA Website and Toilet Paper.
3. Shall maintain a calendar of all campus events in a prominent position on campus and on the SGA Website.
4. Shall post the minutes from the meetings onto the SGA website.
5. Shall collaborate with the Vice President of Elections & Legislation in order to promote SGA elections.
6. Shall see that the Junior-Senior Banquet is properly carried out.

In addition to the specific duties listed in the constitution, officers will also be expected to agree to a Leadership Scholarship Contract, which involves participating in regular officer meetings, meetings with the Associate Dean of Students, and other duties. Altogether, officer responsibilities will take an average of 7-10 hours per week during the term of office.
All applicants must read and sign the following statement:
I have read the previous information regarding expectations and duties for officer positions. My signature indicates that I agree to live up to the expectations of my position, if elected.

Signature: ______________________________ Date: __ / __ / __

Election Process

Minimum Qualifications for Officers
By signing below, should I be popularly elected, I ______________________________ am accepting an SGA Senator position for the 2014-2015 year and am in agreement with the following:

1. Must be at least junior ranking during the academic year following his/her election or have prior JBU Senate experience.
2. Must have been in attendance at JBU for at least one semester.
3. Must have and maintain at least a cumulative 2.50 GPA.
4. As a Christian servant-leader, I will strive to be a positive model of Christ-like leadership, living a lifestyle above reproach and in full submission to the expectations and standards of the University outlined in its student handbook and Community Covenant.
5. I understand each member must be enrolled and registered for 12 or more hours for the full semester.
6. I understand that no student currently on or having been on developmental contract or disciplinary probation for the preceding semester may be a member of senate.
7. I understand that this is a significant leadership position requiring at least 8-10 hours of my work per week. I, therefore, agree to give this position a reasonable share of my energy.
8. I understand that in order to perform my duties well, there will be training required and that I will need to commit to attend weekly Officer and Senate meetings for the 2013-2014 year.
9. I understand that it will be a primary role of mine to assist in the planning and preparation for SGA-sponsored projects and events.
10. I have read, understood, and agreed to the job description for my position, as listed in the constitution. I further agree to perform my duties to the best of my abilities. I enthusiastically commit to serving the Lord, my fellow students, and John Brown University through my senator role (I see this is one of my ministries).
11. The applicants must agree:
   a. To attend one SGA meeting before elections. See an officer if you cannot attend this meeting.
      Officer Signature: ______________________________ Date __ / __ / __
   b. To be present and observe a regular officers’ meeting. See an officer if you cannot attend this meeting.
      Officer Signature: ______________________________ Date __ / __ / __

By my signature below, I verify that I have read and understood all minimum requirements and qualifications and that I meet said qualifications. I additionally agree to participate in the events listed.

Signed ______________________________ Date __ / __ / __
SGA Officer Application
ID#: ___________________ Name: ____________________________________________

Box #: ___________ Phone #: __________________________ # of Hours Next Semester: _____

Classification for Fall Semester (Circle one):
Freshman       Sophomore       Junior       Senior

Registrar’s signature (acknowledging 2.50 GPA minimum)

______________________________________________________________________________

Please type answers to the following questions and attach to the finished application.
1. What office are you running for? (Please circle one)
   President
   Vice President of Elections and Legislation
   Vice President of Finance and Administration
   Vice President of Communications
2. Please explain why you want to be a Student Government Association officer.
3. Explain how your relationship with the Lord influences your actions when you are in a leadership role or position.
4. List and explain what leadership experience and qualification you possess.
5. If you were elected to be an SGA officer, what are the primary goals that you would like to accomplish while in office? What other projects (if any) do you have in mind?
6. Explain how and when you became a Christian and tell about your current relationship with the Lord.
7. List the strengths and weaknesses you possess in reference to leadership.
8. List any other information about yourself that you think would be helpful in applying to be an officer.
9. What other things are you involved in?
10. Where does SGA rank in your priorities? (Please list out 1-10)

By my signature I verify and agree that I uphold the standards of John Brown University as set forth in the Student Handbook and Community Covenant.

Printed Name: ______________________________________________________________

Signature: _______________________________________________________________

Date: __/___/___
I, ____________________________________________________, am an applicant for the position of ____________________________ for the 2014-2015 Student Government. Please indicate your support for my candidacy by signing below.

Elections will be held on EagleNet, April 7th-11th.

At least 160 signatures are required and signatures must be full-time, undergraduate students in good standing with John Brown University.

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