

**ISOTHERMAL COMMUNITY COLLEGE  
STUDENT GOVERNMENT ASSOCIATION  
Executive Council Application**

Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_

ICC E-mail: \_\_\_\_\_ Alternate email: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

T-Shirt Size (Unisex): \_\_\_\_\_

Major: \_\_\_\_\_

ICC College credits/Hours Earned: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

ICC Clubs/organizational involvement:  
\_\_\_\_\_

Student Government Association (SGA):

*All students who pay a student activity fee are members of the SGA.*

*The SGA promotes the interests of students, improves facilities, plans functions and assists all other student organizations. The SGA seeks to serve as a voice for Isothermal Community College Students. This body of elected and appointed students strives to promote the interests of the student population and to represent Isothermal Community College in the role of a student leader.*

**I would be interested in serving in the following capacity as part of the Student Government Association. I acknowledge that this is an elected position and fill this application out as my intent to run for the following position:**

- |   |   |
|---|---|
| <input type="checkbox"/> SGA President      | <input type="checkbox"/> SGA Parliamentarian        |
| <input type="checkbox"/> SGA Vice President | <input type="checkbox"/> Public Information Officer |
| <input type="checkbox"/> SGA Secretary      |   |
| <input type="checkbox"/> SGA Treasurer      |   |

**RESPONSIBILITIES OF SGA PRESIDENT:**

1. To represent the Student Government Association and Isothermal Community College at all public functions and serve as a role model.
2. To attend Isothermal Community College Quarterly Trustee meetings and serve as an ex-officio member of the Board of Trustees and provide a report from the Student Government Association.
3. To call and preside over regular or special called meetings of the Student Senate and the Executive Council in a non-voting capacity (with the sole exception of casting a vote to break a tie)
4. To appoint the members of all committees of the Student Senate and serve as ex-officio member of all such committees.
5. To notify the student body within ten days when a vacancy occurs within the Executive Council and to appoint with the consent of two-thirds of the SGA Executive Council, all persons to fill the unexpired terms according to the SGA Constitution guidelines.
6. To be enrolled at Isothermal Community College for a period not less than his/her term of office, to be enrolled for 6 credit hours or more and to maintain a 3.0 or better GPA.
7. To appoint, when requested and needed, a Judiciary committee with approval of two thirds of the Student Senate.
8. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 3.0 or better GPA and good academic standing.

**RESPONSIBILITIES OF SGA VICE PRESIDENT:**

1. To assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of the office.
2. To assist the President in the administration of his/her duties, as needed.
3. To fulfill any duties as delegated by the ICC SGA Executive Council.
4. To serve as a voting member of the ICC SGA Executive Council and Student Senate.
5. To communicate with Clubs and Club Advisors about activities as approved by the approval ICC SGA Executive Council and Senate.
6. To serve as liaison to all clubs and organizations and communicate with student leaders regarding activities, events and procedures.
7. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 3.0 or better GPA and good academic standing.

**RESPONSIBILITIES OF SGA SECRETARY:**

1. To serve both as recording and corresponding secretary of the Student Senate and Executive Council with a voting right in the student senate.
2. To keep and make available to the Student Senate a permanent record of the Constitution and Student Manual of the Student Government Association.
3. To maintain the correspondence of the ICC SGA.
4. To perform such duties as the president of the Student Government Association may assign to him/her subject Senate approval.
5. To serve as a voting member of the ICC SGA Executive Council and Student Senate.
6. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 2.5 or better GPA and good academic standing.

**RESPONSIBILITIES OF SGA TREASURER:**

1. To work with the Student Activities Coordinator to prepare a budget of projected revenues and expenditures for each fiscal year (July 1 – June 30) and present budget to Executive Council for approval.
2. To meet monthly with Student Activities Coordinator to create a treasurer's report to be presented to SGA Executive Council and Student Senate of budget related expenses.
3. To serve as a voting member of the ICC SGA Executive Council and Student Senate.
4. To assist in all other areas related to financial matters as deemed necessary by the Executive Council and the Student Activities Coordinator.
5. To establish and maintain an audit system for the Student Government Association.
6. To collect and maintain records of all monies collected at Student Government Association events.
7. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 2.5 or better GPA and good academic standing.

**RESPONSIBILITIES OF SGA PARLIAMENTARIAN:**

1. To know and maintain parliamentary order of all business meetings of the Student Government Association senate.
2. To act as an advisor to the Executive Council in the interpretation of the constitution and Student Leaders Manual.
3. To oversee all elections of executive council members and other special elections.
4. To establish proper parliamentary procedures in all business meetings of the student senate and executive council and to assist in all areas related to parliamentary procedures.
5. To serve as an advisor and to help educate student organizations about parliamentary procedure and the use of Roberts Rules of Order.
6. To serve as a voting member of the ICC SGA Executive Council and Student Senate.
7. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 2.5 or better GPA and good academic standing.

**RESPONSIBILITIES OF PUBLIC INFORMATION OFFICER:**

1. To create flyer and publicity information for the Student Government Association for all campus activities.
2. To coordinate maintenance of bulletin boards across campus and make sure all are up to date
3. Keeping notebook/scrapbook of events in Student Center up to date.
4. Keeping flyers, materials for clubs and Student Government Association up to date on table outside of Student Activities Office/student lounge.
5. To coordinate social media coverage of events when appropriate and posting about events before and after. Coordination of taking photographs, pictures for events and submitting to social media.
6. To serve as a voting member of the ICC SGA Executive Council and Student Senate.
7. To be enrolled at ICC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 2.5 or better GPA and good academic standing.

**OVERALL EXPECTATIONS OF STUDENT GOVERNMENT ASSOCIATION LEADERS:**

1. To serve as role model for others.
2. To represent the student body in institutional decision making as a representative of the Student Government Association and as a voice for the student body and program area/club or organization.
3. To represent the SGA and Isothermal Community College at all public student activities and functions and help with coordination of events.
4. To volunteer to help with coverage of Student Activities office during school hours, according to schedule
5. To report to Senate meetings about club or program area updates and to report back to those organizations about decisions made and upcoming events.
6. To attend Mental Health First Aid Training during the term of service as an SGA Senator (Free training to be offered at ICC)
7. To adhere to the following expectations of Isothermal Community College as a leader and student:

**WHAT ISOTHERMAL EXPECTS OF STUDENTS**

- *Accept responsibility for learning*
- *Attend and participate in all*
- *Complete required exercises and assignments as directed*
- *Develop a time management plan that includes adequate time for study*
- *Maintain an open-minded attitude toward learning*
- *Strive to become independent critical thinkers*
- *Seek help as needed from appropriate sources*
- *Be respectful and considerate of others*
- *Assume responsibility for knowing and adhering to all college policies*
- *Acknowledge that learning how to learn is the ultimate objective of education*
- *Recognize that struggle and discomfort often precede the rewards that accompany goals and completion and success.*

I, \_\_\_\_\_, by signing this document agree to maintain these expectations that are held for Student Government Executive Council Members to uphold these as a representative of the student body of Isothermal Community College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation from Instructor/Advisor:**

Please have an instructor/advisor to fill out the following recommendation form in order to participate as a senator in the Student Government Association:

Name of Student: \_\_\_\_\_

SGA position and/or Club/organization/program representing:

\_\_\_\_\_

Instructor's name: \_\_\_\_\_

I recommend that this student be chosen to be a member of the Isothermal Community college Student Government Senate:

- Yes
- No

Please write a brief recommendation for this student and why they might be a great senator and be a part of the Student Government Association.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return recommendation to  
Laura Horbal (Lala), Student Activities Coordinator, Student Center, Office 18A,  
Isothermal Community College Spindale Campus*