



Office of Student Activities
www.jtcc.edu/studentactivities
studentactivities@jtcc.edu

UPDATED 8/2021

2021-2022
John Tyler Community College
Student Government Association
Officer Application



**Please submit your completed application to the Office of Student Activities
(or email application to sga@jtcc.edu)**

Chester Campus: 13101 Jefferson Davis Highway, Chester, VA, 23831, Nicholas Center—N122
Midlothian Campus: 800 Charter Parkway, Midlothian, VA, 23114, Hamel Hall—H103

John Tyler Community College
Student Government Association
Election Timeline
2021-2022

August 30th – Office of Student Activities will begin accepting SGA Candidate Applications

September 9th – Application Submission Deadline

September 10th – Notification of candidacy approval

Candidates will receive an email from the Office of Student Activities with approval.

September 13th – September 22nd – Candidates are allowed to campaign

With many guidelines in place due to the coronavirus pandemic, the typical campaign period will look different. Candidates will work with the Office of Student Activities to draft platforms on why they are running. Additionally, candidates will set up a time with Che, the Student Activities Coordinator to talk with them via Instagram on why they hope to become a Student Government Association Officer.

September 23rd – Election Day!

September 24th – Winners announced to the student body!

Winners will be announced via Tyler social media channels and in an email to faculty, staff, and students.

October 8th – First Student Government Association Senate Meeting

John Tyler Community College
Student Government Association
Campaign Guidelines
2021-2022

- Campaigning may begin after approval and approval of SGA Candidate Application
- A candidate running for Tyler Student Government Association Office shall conduct themselves in a professional manner at all times
- Violation of campaign regulations will be grounds for disqualification as determined by the Office of Student Activities
- Reminder the Student Government Association will represent the entire student body including the Midlothian Campus, the Chester Campus, and the Nursing Education Center

I have read and understand the Campaign Guidelines and agree to abide by these rules.

Candidate Printed Name: _____

Candidate Signature: _____

John Tyler Community College

Student Government Association Election

I, _____, request to be considered as a candidate for one of the offices below in the Student Government Association for the 2020-2021 academic year.

President Vice President Secretary Treasurer Communications Coordinator

I have enclosed the items below:

_____ Completed Application

_____ Faculty Member Recommendation

Personal Information

Name: _____ Student ID Number: _____

VCCS Email: _____ Program: _____

Phone Number: _____ GPA: _____

Polo Size: _____ Shirt Size: _____

Signature: _____

IMPORTANT: You must *turn in* a completed application, and letter of recommendation from a Tyler faculty or staff member to Student Activities (or email application to sga@jtcc.edu).

Faculty Recommendation for Student Government Association Officer

I, _____ endorse _____
to be nominated as a candidate for a Tyler Student Government Association Officer Position.

Comments: _____

Faculty Name (Print): _____

Faculty Title: _____

Faculty Signature: _____

Student Government Association Executive Board Job Descriptions

In accordance to Article III-Section 1 of the John Tyler Community College Student Government Association Constitution, the following are job descriptions for each position:

President — the SGA President shall have the following duties:

- To call and preside over all meetings of the Student Senate
- To uphold and execute the constitution and by laws
- To serve as a liaison to the college and the student body as official representative of the SGA.
- Liaison to the Student Activities Coordinator
- To vote when a tiebreaking vote is required

Vice President — the SGA Vice President shall have the following duties:

- To execute the duties of the President in their absence
- To fill in for the Secretary in their absence
- To work with the President and Treasurer to prepare the calendar and budget
- Assists the Secretary with preparing the meeting agenda
- Has a voting right when not fulfilling the duties of the President

Secretary — the SGA Secretary shall have the following duties:

- Record and publish the minutes from all Senate meetings
- Record minutes of all Executive Committee meetings
- Take attendance at all SGA meetings
- Assist with maintaining all SGA and student club files and documents
- Maintain accurate contact information on SGA members, faculty advisors, and student clubs
- Maintain club contact page and online forms
- Has a voting right in the Senate

Treasurer — the SGA Treasurer shall have the following duties:

- Oversees SGA expenses and revenues in conjunction with the Student Activities Coordinator
- Maintains an accurate and detailed financial record of all SGA and club expenses
- Prepares the financial proposals for the budget meetings
- Collects club monies, give receipts, and deposits into proper accounts with the Business Office
- Works with the President and Vice president to create the budget
- Has a voting right in the Senate

Communications Coordinator — the SGA Communications Coordinator shall have the following duties:

- Keep the student body informed of events, fundraisers, and service projects
- Assist with managing and maintaining the Student Government website
- Manage and monitor social media pages for SGA and student clubs
- Works with the Student Activities Coordinator to proof and edit student club flyers and media
- Has a voting right in the Student Senate