



**Prairie State College**  
**Student Government**  
**Association**

**Officer Candidate Packet**  
**2021-2022**

**Please read over all materials.**  
Complete and return by email to  
[hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu)

**Deadline:**  
**March 26, 2021**  
**4 p.m.**

Spring 2021

Dear Student,

I would like to congratulate you on taking the first step towards a more fulfilling and exciting education here at Prairie State College. Being a part of the Student Government Association is a challenging and rewarding experience that can help you in whatever future endeavors you choose to embark on. The leadership experience you gain from Student Government will help make your classroom education more valuable and make you more marketable to other institutions and future employers.

Within this packet you will find all the information you need to have your name on the official ballot for the Spring 2021 Student Government Association Election of Officers.

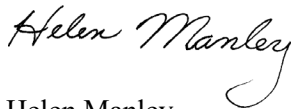
- **Please complete the necessary forms in this packet and return them by email to [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu) by 4 p.m. on March 26, 2021.**
- **Campaigning may begin on March 30, if told you have met all requirements.**
- **All campaign materials must be approved and stamped before distribution or posting.**

The election will be tentatively held on two days: Tuesday, April 6 and Wednesday, April 7. The winners will be announced on Thursday, April 8.

If you have any further questions please contact me at (708) 709-3910 or [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu).

I wish you luck in your campaign.

Sincerely,



Helen Manley  
Student Government Association Advisor

# Prairie State College

## Student Government Association Officer Candidate Election Information packet Student Government Association Elections Spring 2021

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### Qualification for Candidates

Membership in the Student Government Association shall consist of registered Prairie State College students in good standing. Students must attain a cumulative and previous semester's grade point average of 2.5 or better and be current in their financial obligations to the college. In addition, students must maintain personal and social behavior which is respectful of others and appropriate to the pursuit of higher education and deemed it "good standing" by the Student Government Association constitution.

The following criteria shall be met for individuals interested in seeking and holding office in any level of the Student Government Association, regardless of the position.

- The individual shall have a 2.5 cumulative grade point average, which shall be maintained during the tenure of office.
- All members must be enrolled in at least one class during tenure of office. The only exceptions are the President and Vice President, who shall be enrolled in at least six (6) credit hours during tenure of office. The President and Vice President must also have accumulated 12 credit hours at PSC before running for office.
- College transfer students who enter Prairie State College with a 2.5 or greater cumulative grade point average from a previous institution may be eligible to hold office.

### Election Process

1. Return the candidate packet by email to [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu)
  - Candidate Enrollment Verification Form
  - About the Candidate Form[Ballot positions will be listed in alphabetical order of completed petitions.]
2. Campaigning may begin on March 30, if you meet all requirements/eligibility. All campaign materials must be approved and stamped by the Coordinator of Student Life and/or SGA Advisor, and be on file (see attached Election Rules and Guidelines).

Computer ballots will be counted on Wednesday, **April 7** by the ITR department at the close of the election. Ties will be decided by a vote of the SGA Election Committee. Results will be posted on Thursday, **April 8** throughout the College. The winners will be notified by phone as well.

# Prairie State College

## Student Government Association

**Position Title:** President

**Reporting and Supervisory Relationship:** Direct Reporting to the SGA Advisor

### Essential Duties:

- Must attend and preside over all SGA Executive Board meetings and general (Full Board) meetings.
- Must develop the meeting agenda for SGA Executive Board meetings and general meetings.
- Must learn and apply Robert's Rules of Order during SGA Executive Board meetings and general meetings.
- Must attend Board of Trustees meetings held the last Tuesday of each month at 5 p.m.
- Must attend College Council meetings held once a month on a Friday morning.
- Must be available two hours per week at a designated time for the student body populace
- Should attend as many PSC Foundation events as possible.
- Primary contact is Helen Manley (advisor) for day-to-day operations of SGA, Constitution updates, issues concerning SGA and for information on the activities of the clubs & organizations, and use of the Student Leadership Center. Executive Assistant for information on Board of Trustee meetings, along with support from Vice President of Student Affairs and Jennifer McCorkle, Administrative Assistant. The Advisor is a resource for policies and procedures regarding SGA, and may act as a consultant for changes to the Constitution or other issues regarding SGA finances.
- Will represent PSC at a variety of events.
- Please see SGA Constitution Article V, section 11 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### Minimum Qualifications:

- Must be enrolled for 6 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.

# Prairie State College

## Student Government Association

**Position Title:** Vice President

**Reporting and Supervisory Relationship:** SGA Advisor

### **Essential Duties:**

- Must attend all SGA Executive Board meetings and general (Full Board) meetings.
- Will act as an ex-officio member of all SGA Standing and ad-hoc committees.
- Must be available two hours per week at a designated time for the student body populace.
- Must attend all PSC Foundation Board meetings held once a month.
- Must attend all College Council meetings (if he or she cannot attend, may assign a Senator to attend and report back on the information).
- Assumes pro tempore duties of the President in his or her absence.
- Ensures that all officers perform required office hours.
- Delegates responsibilities to Senators (see more details under Senators).
- Will represent PSC at a variety of events.
- Please see SGA Constitution Article V, section 12 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### **Minimum Qualifications:**

- Must be enrolled for 6 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.

# Prairie State College

## Student Government Association

**Position Title:** Secretary

**Reporting and Supervisory Relationship:** SGA Advisor

### Essential Duties:

- Must attend all SGA Executive Board meetings and general (Full Board) meetings.
- Must be proficient with the English language (speaking and writing).
- Will work with the SGA President to develop the agenda.
- Responsible for ensuring each club & organization has a name plate at each meeting. Must collect and distribute them at each meeting.
- Must be available two hours per week at a designated time for the student body populace
- Will take minutes during all meetings and disseminate these minutes via email to each SGA officer and club representative. In addition, will ensure minutes and agendas are placed in a PDF file online on the SGA website.
- Will monitor general meeting attendance and check club meeting attendance sheets, twice per month.
- The Secretary will report on club attendance, e.g. disclose the number of absences a club has had at the SGA general meetings, and keep attendance records for leadership workshop and conference attendance.
- Will keep the schedule of leadership training and workshops.
- Along with the Director of Public Relations, will ensure the SGA website is updated/accurate.
- Will develop an email listserv for all club reps, officers and Advisors in order to distribute important information.
- Will develop a Recognized Club and Organization Directory based on the Recognition packets, with contact and club meeting information of each club officer and advisor.
- Please see SGA Constitution Article V, section 13 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Have a hard copy of the minutes to present to each Board Member.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### Minimum Qualifications:

- Must be enrolled for 2 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.

# Prairie State College

## Student Government Association

Position Title: Treasurer

**Reporting and Supervisory Relationship:** SGA Advisor

### **Essential Duties:**

- Must attend all SGA Executive Board meetings and general (Full Board) meetings.
- Must be available two hours per week at a designated time for the student body populace.
- With the assistance of the Budget Review Committee, will create the SGA Budget for approval by the SGA Executive Committee and the PSC Board of Trustees.
- Will monitor all expenses and revenue in the budget from each line item.
- Consult with advisor on a weekly basis in order to develop the budget report, which will include all revenue generated and expenses (matching funds to clubs, programming, purchases, etc.) spent by SGA.
- With the assistance of the advisor, will develop budget spreadsheets to disseminate to be recognized clubs and organizations and their advisors on a monthly basis.
- Will remind the various clubs & organizations on the appropriate way to their spend money.
- Will report on the budget at each SGA meeting.
- Along with the Budget Review Committee, will assist with preparing lockers for rental.
- Please see SGA Constitution Article V, section 14 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### **Minimum Qualifications:**

- Must be enrolled for 2 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.

# Prairie State College

## Student Government Association

**Position Title:** Director of Public Relations

**Reporting and Supervisory Relationship:** SGA Advisor

### Essential Duties:

- Must attend all SGA Executive Board meetings and general (Full Board) meetings.
- Must be available two hours per week at a designated time for the student body populace.
- Must provide a weekly report regarding website updates and requests for information to be placed in the student newspaper.
- Must maintain and update all SGA Bulletin Boards (the 12 boards around the campus).
- Responsible for ensuring the clubs and organizations keep their bulletin boards up to date, located outside the Student Leadership Center, and assist with maintaining these boards as well.
- Will assist the Secretary and the Program Director with updates to the SGA website.
- Will work with the clubs & organizations to update or to help create websites for them.
- Will design flyers and other promotional literature to help publicize club events.
- Will ensure clubs in the Health Tech building receive information about activities on the main campus.
- Will work with the student newspaper to ensure SGA events are publicized in the newspaper.
- Will serve as the Vice Chair of the Campus Programming Board.
- Will report all activities the various clubs and organizations plan to host and provide it to the Information Center staff for them to add to the electronic boards.
- Please see SGA Constitution Article V, section 16 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### Minimum Qualifications:

- Must be enrolled for 2 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.



# Prairie State College

## Student Government Association

**Position Title:** Program Director

**Reporting and Supervisory Relationship:** SGA Advisor

### **Essential Duties:**

- Must attend all SGA Executive Board meetings and general (Full Board) meetings.
- Must be available two hours per week at a designated time for the student body populace.
- Must provide a weekly report regarding upcoming programs, and the status of the programming budget-can request that clubs solicit for co-sponsorship.
- Will serve as Chair of the Campus Programming Committee and work directly with the Coordinator of Student Life to plan and implement programs for the student body.
- Will be responsible for the programming budget approved by SGA and reporting those expenditures at each SGA meeting.
- Will look for opportunities to co-sponsor activities with clubs & organizations.
- Will attend conferences, which enhance ideas for programming.
- Will work with the Director of Public Relations to ensure the student body is aware of the various programs SGA hosts.
- Will assist the Secretary and the Director of Public Relations with updates to the SGA website.
- Please see SGA Constitution Article V, section 15 for more details on the office.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### **Minimum Qualifications:**

- Must be enrolled for 2 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.

# Prairie State College

## Student Government Association

**Position Title:** Senator (Election for this position takes place in the Fall Semester)

**Reporting and Supervisory Relationship:** SGA Advisor

### Essential Duties:

- Must attend all SGA and general (Full Board) meetings.
- Must be available two hours per week at a designated time for the student body populace.
- Will report to the Vice President.
- Will serve on the Campus Programming Board and Budget Review Committee, as well as hold membership in another club or organization.
- Be responsible for soliciting student concerns and opinions.
- Will serve as Ambassadors at various College events, such as Info Nights, club sponsored programs and events, etc.
- Must present a report at each general meeting (the report may consist of student concerns, student achievements, etc.).
- May periodically develop student surveys and poll the student populace to gauge SGA effectiveness.
- Will assist the Budget Review Committee with preparing lockers for rental.
- To be well versed with the SGA Constitution and Robert's Rules.
- Must submit a written report at the Executive Board Meeting.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/tools used:** Student utilizes standard office equipment to perform the duties of this job.

### Minimum Qualifications:

- Must be enrolled for 2 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.



# Prairie State College

## Student Government Association

**Position Title:** Student Trustee

**Reporting and Supervisory Relationship:** Direct Reporting to the Coordinator of Student Life/SGA Advisor

**Essential Duties:**

- Must attend Board of Trustees meetings.
- Must attend all SGA Executive Board meetings and general meetings.
- Responsible for being the ICCB/SAC representative and attending meetings.
- Attend conferences dedicated to training Trustees.
- Must be available two hours per week at a designated time for the student body populace (student forums count toward these hours whenever they are held).
- This person should share details on the monthly Board meeting with the general SGA General Board in his or her report.
- This person should help disseminate information regarding new Board Policies to the student body.
- This person should hold monthly forums (if necessary) to share information on the new topics important to the students, changes in student services, etc.
- Serve as the student spokesperson during Student Advocacy Day.
- Should attend as many PSC Foundation events as possible.
- Primary contacts are Vice President of Student Affairs and Administrative Director, President's Office and Board of Trustees, with support from Jennifer McCorkle and Helen Manley.
- See Article V, Section 2 for more details on the requirements of this office.

**Working Conditions/Requirements:** Student is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

**Equipment/Tools Used:** Employee utilizes standard office equipment to perform the duties of this job.

**Minimum Qualifications:**

- Must be enrolled for 6 or more credit hours.
- Must maintain a 2.5 GPA during the tenure of office.
- Must abide by the Student Code of Conduct.
- Ability to effectively communicate and work with a diverse population of college community groups.
- Must not have over 60 credit hours at the time of elections or accrue over 60 during their term.
- Must be in good financial standing with the college.
- Must not possess 60 credit hours or more; or have graduated from Prairie State College on the date of filing for candidacy.

Officer Candidate Election Information Packet  
Student Government Association Elections  
Spring 2021

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**Candidate Enrollment Verification**

*Please print legibly or type*

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Position Sought: \_\_\_\_\_

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

County of Residence:                      Will                      Cook                      Other: \_\_\_\_\_

Phone:                      Home:                      (     ) \_\_\_\_\_

                                    Cell:                      (     ) \_\_\_\_\_

                                    Email Address: \_\_\_\_\_

\_\_\_ I certify that I am in good standing with the College, according to the Prairie State College Catalog and Student Handbook.

\_\_\_ I understand that upon being elected, my phone number and/or e-mail address will be available to other campus leaders.

\_\_\_ I certify that I am running for the position listed above in good faith.

\_\_\_ I certify that I have read and understand the Spring 2021 SGA Officer Candidate Packet.

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

**For Administrative Use Only**

Student Cumulative GPA: \_\_\_\_\_

No. of Spring Credit Hours: \_\_\_\_\_

Total No. of Credit Hours: \_\_\_\_\_

Verified by: \_\_\_\_\_

*Staff Member Signature*

Officer Candidate Election Information Packet  
Student Government Association Elections  
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**About The Candidate**

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

Student ID No.: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Are you available between 2 and 4 p.m. every Monday? \_\_\_\_\_

How many semesters have you been at PSC? \_\_\_\_\_

What is your major? \_\_\_\_\_

What student, community or volunteer organizations have you been previously involved with?

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What do you hope to accomplish with your involvement in the Student Government Association?  
(Why should students vote for you?)

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Officer Candidate Election Information Packet  
 Student Government Association Elections  
 Spring 2021

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## Availability Schedule

Please fill in the schedule below using the provided instructions. **Place an X in each time slot in which you will not be available** due to classes, meetings, or other scheduled activities. This availability schedule will assist in meeting planning, scheduling of office hours and program times.

Your schedule will be coordinated with others. Please try to be flexible!!!

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

Phone: \_\_\_\_\_

| TIMES             | MONDAY | TUESDAY | WED. | THURSDAY | FRIDAY |
|-------------------|--------|---------|------|----------|--------|
| 9 a.m. - 10 a.m.  |        |         |      |          |        |
| 10 a.m. - 11 a.m. |        |         |      |          |        |
| 11 a.m. - Noon    |        |         |      |          |        |
| Noon - 1 p.m.     |        |         |      |          |        |
| 1 p.m. - 2 p.m. * |        |         |      |          |        |
| 2 p.m. - 3 p.m. * |        |         |      |          |        |
| 3 p.m. - 4 p.m. * |        |         |      |          |        |
| 4 p.m. - 5 p.m.   |        |         |      |          |        |
| 5 p.m. - 6 p.m.   |        |         |      |          |        |
| 6 p.m. - 7 p.m.   |        |         |      |          |        |

\* Must be available during this time, plus an additional two hours a week for office hours and two hours a month for Atrium hours.

Officer Candidate Election Information Packet  
Student Government Association Elections  
Spring 2021

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## **Election FAQ's (Frequently Asked Questions)**

### **What are the qualifications to run for office?**

You must be a current PSC student, currently taking classes, and should be enrolling for at least one more academic year. All candidates must have a cumulative GPA of at least 2.5/4.0 at the time they are seeking office.

### **What happens once I am elected?**

Once you are elected, you will be notified by phone. At that time you will be informed of any other requirements.

### **What are my time commitments once elected?**

All officers are required to attend weekly, monthly, and periodic meetings:

- SGA Full Board Meetings – 2 & 4 Mondays at 3 p.m. (1 hours)
- SGA Executive Board Meetings – Mondays at 2 p.m. (1-2 hours)
- College Council Meetings – 1 Friday of the month at 10 a.m. (1 hour) (time may change)
- College Board Meetings – Last Tuesday of every month (2 hours)
- PSC Foundation Full Board Meeting (VP only) – 7:30 a.m.; six meetings per year (1 hour)
- Officer Training

In addition, Officers are required to be available to the student body **at least two hours per week** and actively participate on standing committees, as needed throughout the year, in addition to planning and facilitation of SGA events and activities.

### **How long is the term?**

SGA Officer terms are one academic year. Terms officially begin at the last meeting of the regular school year, and end one year later at the same meeting.

### **Can I be a freshman and hold office?**

Yes, as long as you have a cumulative GPA of 2.5. Incoming freshmen (students with no college credit or in their first semester) may run for the position of Senator only.

### **Can I hand out my own campaign materials to students?**

Yes. However, all campaign materials, whether you distribute them yourself or request them to be posted throughout the school, must be approved by the Office of Student Life.

### **Will I be able to campaign to the student body?**

Yes. Candidates may hold forums to address the student body, but you must get authorization and approval from the Office of Student Life. If you wish to make a statement to a class, you must get that instructor's permission beforehand.

### **What if I have more questions?**

Contact Helen Manley at [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu).

Office Candidate Election Information Packet  
Student Government Association Elections  
Spring 2021

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## Candidate Final Checklist

- Meet all criteria:
  - Have 2.5 cumulative GPA of 2.5/4.0  
(Incoming freshmen with no college credit may run for the position of Senator only)
  - Have not accumulated, nor plan to accumulate 60 credit hours prior to the end of the term of office
  - Be enrolled in at least one class (six credit hours for the President, vice-President and Student Trustee) during the term of office
  - Have not graduated from PSC already
  
- Submit completed Officer Candidate Packet by **March 26, 2021 at 4 p.m.** by email to [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu):
  - **Candidate Enrollment Verification** Form
  - **About the Candidate** Form
  
- Be available for:
  - Officer Training
  - Standing Committee Meetings
  - SGA Officer Retreat
  - Leadership Team Building Outing
  - SGA Executive Board Meetings: every Monday at 2p.m. (1-2 hours)
  - SGA Full Board Meetings: 2<sup>nd</sup> & 4<sup>th</sup> Mondays at 3p.m. (1 hour)
  - Board of Trustee Meetings: last Tuesday of every month (2 hours)  
(President and Student Trustee)
  - College Council Meetings: 1st Friday of every month (1 hour)  
(President and Vice President Only)
  - PSC Foundation Full Board Meeting: 7:30a.m. (1 hour)  
(Vice President Only)
  - Office Hours: weekly, at your discretion (2 hours)
  - Atrium Hours: monthly, at your discretion (2 hours)
  - Some SGA sponsored events