

*2011 - 2012*

**Hawai'i Pacific University  
Student Government Association**

*General Election Packet*





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## GENERAL REQUIREMENTS FOR ALL POSITIONS

*To qualify for any HPU SGA Position:*

- ✓ *You must be enrolled full-time and maintain a minimum of a 2.5 cumulative grade point average.*
- ✓ *All candidates need to be in good standing within the University. You must maintain both statuses throughout your term in office and*
- ✓ *Be available to attend HPU SGA functions, events, retreats, conference calls and meetings.*
- ✓ *Senators must be able to attend HPU SGA Business Meetings held Wednesdays at 4:00pm.*
- ✓ *CAB members must be available to attend the scheduled CAB meeting as set by the CAB Chairperson.*

*You may only run for a single position within each branch: President's Council, Student Senate, and Campus Activities Board. However, individuals may serve concurrently in separate branches. For example, a Senator can serve on the Campus Activities Board, and vice-versa.*

**By 5pm on Tuesday, September 20, 2011:**

You must turn in your **Candidate Packet**, to include: Candidate Packet Cover Sheet, Intent to Abide Form, Eligibility and Academic Release, petition, and unofficial Transcript, to **Megan Kaptik**, HPU SGA Co-Advisor, by dropping it off in the Center for Student Life and First-Year Programs in MP105 (1188 Fort St. Mall 8:00am -5:00pm).

You must also email a short biography about yourself (no more than 300 words) and a recent photo of yourself, which is suitable for posting on the online ballot to the Director of Elections **David Tveraas** ([dtveraas@my.hpu.edu](mailto:dtveraas@my.hpu.edu))

I CANNOT make exceptions for packets turned in late due to technical or other difficulties. You will receive a confirmation email that materials were received within 24 hours of submission. If you do not receive such a confirmation, please contact me immediately.

All this documentation must be **RECEIVED** no later than **5:00pm** on **Tuesday, September 20, 2011**.

Attached you will find a details explaining each available position, important dates to remember, the campaign rules, and the Candidate Packet. You may contact me if you have any questions regarding the election. Good luck to all of you in your campaign!

Mahalo,

David Tveraas  
530.300.2923  
[dtveraas@my.hpu.edu](mailto:dtveraas@my.hpu.edu)  
Director of Elections



Graduate Student Senator, Student Government Association

## POSITION REQUIREMENTS & RESPONSIBILITIES

### President's Council -

Student Body President: *In order to qualify for the President position, candidates must have served at least 150 days as a member or senator of SGA. They should have superior diplomatic, managerial, and planning skills. A potential candidate must be very organized and dedicated to the University student body and must be willing to make SGA a full-time responsibility.*

### Student Senate -

**The Student Senate is the legislative and oversight branch of the Student Government Association.**

Business Administration Senators: *In order to qualify must be a student within the College of Business Administration. The Business Administration Senators are required to meet with the dean of the College of Business Administration, the faculty of the College of Business Administration and the students within the College of Business Administration regularly.*

Humanities and Social Sciences Senators: *In order to qualify you must be a student within the College of Humanities and Social Sciences. The Humanities and Social Sciences Senators are required to meet with the dean of the College of Humanities and Social Sciences, the faculty of the College of Humanities and Social Sciences and the students within the College of Humanities and Social Sciences regularly.*

Nursing and Health Sciences Senators: *In order to qualify you must be a student within the College of Nursing and Health Sciences. The Nursing and Health Sciences Senators are required to meet with the dean of the College of Nursing and Health Sciences, the faculty of the College of Nursing and Health Sciences and the students within the College of Nursing and Health Sciences regularly.*

Downtown Campus Senator: *In order to qualify you must be enrolled in a degree program on the Downtown Campus. The Downtown Campus Senator must.....*

Military Senator: *In order to qualify you must be a member of one of the branches of the United States Military, a ROTC Cadet, or be taking a majority of your classes on an HPU military campus, and be a full-time HPU student.*



**Campus Activities Board –**

**The purpose of the Campus Activities Board (CAB) is to serve as the central student-run programming arm of the student body. CAB plans and executes social, extracurricular, and co-curricular activities on the Hawai'i Loa Campus and the Downtown Campus.**

*Chairperson: The Chair shall supervise the affairs of the CAB, and ensure the execution of official action taken by the CAB.*

*Downtown Members: Downtown Members shall take no less than half of their classes on the Downtown Campus during the fall and spring semesters in which they serve.*

*Hawai'i Loa Members: Hawai'i Loa Members shall take no less than half of their classes on the Hawai'i Loa Campus during the fall and spring semesters in which they serve.*



## IMPORTANT DATES FOR ELECTION

When running for a position in HPU SGA, please keep these important dates in mind:

**Wednesday, August 31, 2011** - Election Packets Available to students

- Packets are available for pick up in the Sea Warrior Center, the Center for Student Life and First-Year Programs in MP 105, and online at [hpu.edu/sga](http://hpu.edu/sga) and [facebook.com/sgahpu](https://www.facebook.com/sgahpu).

**Wednesday, August 31, 2011** - Candidate Packets can be submitted. This includes:

- Photo and bio emailed to **David Tveraas**, Director of Elections at [dtveraas@my.hpu.edu](mailto:dtveraas@my.hpu.edu)
- **Candidate Packet**, to include: Candidate Packet Cover Sheet, Intent to Abide Form, Eligibility and Academic Release, petition, and unofficial Transcript, to **Megan Kaptik**, HPU SGA Co-Advisor, by dropping it off in the Center for Student Life and First-Year Programs in MP105 (1188 Fort St. Mall 8:00am -5:00pm).

**Tuesday, September 20, 2011** - Candidate Packets must be submitted by 5PM!

- This includes Candidate Packet Cover Sheet, Intent to Abide Form, Eligibility and Academic Release, petition, and unofficial Transcript, photo, and bio.

**Wednesday, September 21, 2011 – Wednesday, September 28, 2011** - Candidate Campaigning Period

- All Flyers and campaign posters must be approved by the Center for Student Life and First-Year Programs.

**Thursday, September 22, 2011** - Election Speeches and Meet and Greet on Downtown Campus

**Monday, September 26, 2011 – Wednesday, September 28, 2011** - General Campus Elections

- Election will be conducted electronically via HPU Pipeline.

**Wednesday, September 28, 2011** - Candidate Campaigning is Over

- All flyers, posters and other campaign materials must be removed by Thursday, September 29, 2011.

**Wednesday, September 28, 2011** - Voting is Over

**Monday, October 3, 2011** - Election Results Announced

- Election Results will be announced electronically via HPU Pipeline

**TBD** - Swearing-in Ceremony

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## ELECTION CAMPAIGNING RULES

1. Abide by HPU's *Code of Student Conduct*.
2. Campaign is only available **Wednesday, September 21, 2011** through **Wednesday, September 28, 2011**. This includes all posters, flyers, newspapers ads, online advertisements (i.e. Facebook groups, flyers, or other solicitation of votes using the internet), messages, and websites.
3. Campaigning **may not** take place in the **HPU Computer Center** or any **HPU Library**.
4. Illegal actions as a means of campaigning are not permitted in any fashion (i.e. distributing bootlegged CDs and DVDs or any other illegal actions).
5. All flyers and materials to be distributed or posted on either campus must be approved by the Center for Student Life and First-Year Programs prior to posting or distribution. In addition, they must be approved by the department that controls the bulletin board on which they will be posted (for a listing, see Student Life). Flyers can only be posted on HPU bulletin boards, not on other businesses' private property without their consent.
6. Candidates must request permission from the Center for Student Life and First Year Programs to have a Campaign table on Fort St. Mall. A limited number of tables are available and will be reserved on a first-come first-serve basis.
7. Campaign posters and flyers cannot be placed random walls, doors, bathrooms, etc.
8. Candidates are not to use negative or derogatory campaigning in regards to other candidates. Candidates should also not touch or tamper with other Candidate's campaign materials.
9. All flyers, posters and other campaign materials must be **removed by Thursday, September 29, 2011**. It's your responsibility to remove your own advertisements.



### STUDENT GOVERNMENT ASSOCIATION 2011-2012 ELECTIONS CANDIDATE PACKET COVER SHEET

Name \_\_\_\_\_

Student ID @ \_\_\_\_\_

Local/Cell Phone \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_ . \_\_\_\_

Email \_\_\_\_\_@my.hpu.edu

Position Applying For:

President's Council  
(only check one)

Student Body President

Student Senate  
(only check one)

- Business Administration Senator  
(2 positions available)
- Humanities and Social Sciences  
Senator (1 positions available)
- Nursing and Health Sciences  
Senator (1 positions available)
- Downtown Campus Senator
- Military Senator

Campus Activities Board  
(only check one)

- Chairperson
- Downtown Member of the  
CAB (3 positions available)
- Hawai'i Loa Member of the  
CAB (3 positions available)

Election Packet Check List:

- \_\_\_\_\_ Intention to Abide Form
- \_\_\_\_\_ Eligibility and Academic Information Release
- \_\_\_\_\_ Candidate Petition
- \_\_\_\_\_ Attached unofficial Transcript **from HPU Pipeline**
- \_\_\_\_\_ Emailed Bio to Director of Elections David Tveraas, [dtveraas@my.hpu.edu](mailto:dtveraas@my.hpu.edu)
- \_\_\_\_\_ Emailed Photo to Director of Elections David Tveraas, [dtveraas@my.hpu.edu](mailto:dtveraas@my.hpu.edu)

*Please return your completed election packet to **Megan Kaptik** in the Center for Student Life and First-Year Programs on the Downtown Campus in MP 105, (1188 Fort St. Mall 8:00am - 5:00pm). By **5pm** on **Wednesday March 16, 2011**.*



### INTENT TO ABIDE FORM

I, \_\_\_\_\_, intend to be in school as a full-time student at least two (2) consecutive semesters (excluding summer semester) immediately following the election semester; currently have at least 2.5 cumulative G.P.A; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am running.

I have read and thoroughly understand all of the Election Campaigning Rules and I intend to abide by the Election Campaigning Rules for this election.

I understand the possibility of penal action and/or disqualification should I fail to abide by the said provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ELIGIBILITY AND ACADEMIC INFORMATION RELEASE

Under the provisions of the Family Educational Rights and Privacy Act of 1974, my signature gives permission to the Registrar's Office at Hawaii Pacific University to release the academic information listed on the Elections Application to the Director of Elections, Center for Student Life and First Year Programs. I understand my signature gives permission to the Center for Student Life and First Year Programs to release academic information to Student Government Association's Director of Elections regarding my G.P.A. and status as a "currently enrolled & continuing student" at Hawaii Pacific University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ELECTION PETITION

I, \_\_\_\_\_, am running for the position of \_\_\_\_\_.

I certify that these forty (40) student signatures are all accurate and true. (Please solicit signatures from your status peers only i.e. Military Senator collects signatures from Military students).

**X**

Candidate's signature

Date

Print Name	Sign	Print Name	Sign
1.		21.	
2.		22.	
3.		23.	
4.		24.	
5.		25.	
6.		26.	
7.		27.	
8.		28.	
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11.		31.	
12.		32.	
13.		33.	
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18.		38.	
19.		39.	
20.		40.	