

2012 - 2013

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

General Election Packet





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.
- ✓ Be available to attend HPU SGA functions, events, retreats, conference calls and meetings.
- ✓ Senators must be able to attend HPU SGA Meetings held weekly, to be determined by the standing council.
- ✓ 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. A potential candidate cannot run for a senate position and President or become the VP.

By 5pm on Friday, March 23rd, 2012:

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 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 **Rachel O'Hara** (rohara@my.hpu.edu)

We 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 us immediately.

All this documentation must be **RECEIVED** no later than **5:00pm** on Friday, **March 23rd, 2012**.

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,

Rachel O'Hara
770-820-6263

rohara@my.hpu.edu

Director of Elections

Humanities Student Senator, Student Government Association



POSITION REQUIREMENTS & RESPONSIBILITIES

President's Council -

Student Body President

In order to qualify for the President position, candidates should have proven leadership skills. 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.

Vice-President (By Appointment Only)

The vice president must be familiar with all the responsibilities of the President and must be ready to preside when called on. At all times the vice president should work in close cooperation with the President.

Student Senate -

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

Business Administration Senators (2)

In order to qualify, candidates 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 (2)

In order to qualify candidates 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 (2)

In order to qualify candidates 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.

Natural and Computational Sciences Senators (2)

In order to qualify candidates must be a student within the College of Natural and Computational Sciences. The Natural and Computational Sciences Senators are required to meet with the Dean of the College of Natural and Computational Sciences, the faculty of the College of Natural and Computational Sciences and the students within the College of Natural and Computational Sciences regularly.

**Downtown Campus Senator (1)**

In order to qualify a candidate must be enrolled in a degree program on the Downtown Campus. The Downtown Campus Senator must take no less than half of their classes on the Downtown Campus during the fall and spring semesters in which they serve and be a full-time HPU student.

Hawai'i Loa Campus Senator (1)

In order to qualify a candidate must be enrolled in a degree program on the Hawai'i Loa Campus. The Hawai'i Loa Campus Senator must take no less than half of their classes on the Hawai'i Loa Campus during the fall and spring semesters in which they serve and be a full-time HPU student.

Military Senator (1)

In order to qualify a candidate 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.

Senator At-Large (1)

The legislative focus of the Senator At-Large are to be determined by the platform upon which they were elected. The Senator At-Large shall have such other powers and perform other duties as may be assigned by the President, Constitution, Bylaws, or Standing Rules. The Senator At-Large will address issues not being handled by other senators and collaborate with other officers on multiple projects throughout the organization.

Graduate Senator (1)

In order to qualify a candidate must be a student within a Graduate Program. The Graduate Senator is required to meet and/or collaborate with the staff of The Center for Graduate and Adult Services, the faculty of the faculty Graduate Programs and the students within the Graduate Programs regularly.

Electorates that are running for Student Government positions are encouraged to build a staff while campaigning, so that if elected, they will fulfill staff positions within your respected seats. Such positions that should be considered are, Chief of Staff, Secretary, Public Relations officer, etc. These are critical positions to the success of your seat. Senate staff allows the SGA Senator to focus on the mission of SGA and brings leadership opportunities to individuals holding this particular position. Furthermore, Senate staff gains opportunities for further advancement, scholarships, university recommendations, and much more. Do not take this on alone. Show leadership skills by building a staff that can carry your vision to success.



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 (1)

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

Downtown Members (3)

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 (3)

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:

Friday, February 3rd, 2012 - Election Packets Available to students

- Packets are available for pick up in the Sharky's Cove, the SGA office, the Center for Student Life and First-Year Programs in MP 105, and online at hpu.edu/sga and facebook.com/sgahpu.

Thursday, March 1st, 2012 - Candidate Packets can be submitted. This includes:

- Photo and bio emailed to **Rachel O'Hara**, Director of Elections at rohara@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 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).

Friday, March 23rd, 2012 - 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.

Monday, April 2nd, 2012 – Friday, April 13th, 2012 - Candidate Campaigning Period

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

Tuesday, April 3rd, 2012 - Election Speeches and Meet and Greet on Downtown Campus

Monday, April 9th - Friday, April 13th, 2012 - General Campus Elections

- Election will be conducted electronically via HPU Pipeline.

Friday, April 13th, 2012 - Candidate campaigning is over.

- All flyers, posters and other campaign materials must be removed by 5pm on Monday, April 16th, 2012.

Friday, April 13th, 2012 - Voting Ends.

Tuesday, April 17th, 2012 - Election Results Announced

- Election Results will be announced electronically via HPU Pipeline.

Friday, May 4th, 2012 - Swearing-in Ceremony



ELECTION CAMPAIGNING RULES

1. Abide by HPU's *Code of Student Conduct*.
2. Campaigning is only allowed **Monday, April 2nd, 2012 - Friday, April 13th, 2012**. 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 **5pm on Monday, April 16th, 2012**. It's your responsibility to remove your own advertisements.



STUDENT GOVERNMENT ASSOCIATION 2012-2013 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-

All positions are available

(only check one)

- Business Administration Senator
(2 positions available)
- Humanities and Social Sciences
Senator (2 positions available)
- Nursing and Health Sciences
Senator (2 positions available)
- Natural and Computational Sciences
Senator (2 positions available)
- Downtown Campus Senator
(1 position available)
- Hawai'i Loa Campus Senator
(1 position available)
- Military Senator
(1 position available)
- At-Large Senator
(1 position available)
- Graduate Senator
(1 position available)

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
- _____ Unofficial Transcript from HPU Pipeline (Available in Pipeline Quicklinks)
- _____ Emailed Bio to Director of Elections Rachel O’Hara, rohara@my.hpu.edu
- _____ Emailed Photo to Director of Elections Rachel O’Hara, rohara@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 Friday, March 23rd, 2012.***

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 Hawai’i 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 Hawai’i 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). Any attempt to change any part of this petition will result in denial of application and dismissal of election candidacy.

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.	
9.		29.	
10.		30.	
11.		31.	
12.		32.	
13.		33.	
14.		34.	
15.		35.	
16.		36.	
17.		37.	
18.		38.	
19.		39.	
20.		40.	



8 Reasons Why You Should Join Your Student Government Association

Many students do not realize the importance or value behind joining their Student Government Association. They just complain, “SGA is full of politics” and often form their opinion based out of someone else’s comments or their personal experience. Here are some good reasons to join your SGA!

There are many reasons why one should join a student organization. Some help you with career, some help you with social skills, and some help you with personality development.

1. **Networking:** The easy and best way to network with students who have similar interests is joining student organizations. It can help you with your career, hobby or anything that you are passionate about.
2. **Social Skills:** As a student you want to learn how to talk to other people from different cultures and countries. As an international student, it is your opportunity to build your skills.
3. **Professional Experience:** If you join professional student organizations, you will be exposed to professional career opportunities which will help you build professional networks. For instance, if you’re a PoliSci major, joining SGA will help you get a feel for your professional career.
4. **Personal Development:** If you join SGA, your communication skills may improve because you are interacting with different people. You can learn even more if you are on the executive branch. You learn to balance education and organizational work focusing on your goals.
5. **Leadership Skills:** If you become part of the SGA, you take up the responsibility and challenge of being a leader. The organization will help you by giving you training and instilling good leadership skills.
6. **Alumni Networking:** Student organizations usually try to bring in alumni and ask them to share their experiences. It is a wonderful opportunity for you learn from graduates and get connected to them. It helps you with job search and mentoring.
7. **Organization and Management Skills:** Many of us are not familiar with how an organization works and how to manage everything. If you are a part of CAB, you get to learn how fundraising works, how finances work, how to market for an event, and how to work as a team. It helps you in the job search process or if you’re starting your own business.
8. **Friendships and Rewards:** Life is not just about career and making money. It is about building friendships and having fun. You get a chance to meet people and establish good relationships. You will be part of activities and will gain so much from being a part of a team.



What Student Government Teaches You

How to Work with Others

One of the best lessons you will learn is how to work with other people who don't always share your ideas or views. Putting on events or learning about politics as a group, teaches students how to interact. Since it isn't in an actual class setting, there is more room to be open and interpret projects differently. The ability to work with diverse groups of people will help students throughout their entire lives.

Leadership Skills

People involved with student government learn how to be good leaders. The skills students learn while leading meetings or planning events will be put to good use later when the students are in the workforce. Student leaders often have to answer a lot of questions from other students, so this is also a good way for these leaders to learn more about what they are working on.

Leaving the Safety Net

Students involved in leadership often learn things about themselves they didn't know before. When you are given the opportunity to experience new things, and leave your area of comfort, you might find that you can do a lot more than you ever thought.

Learning About Different Political Structures

Every school runs their student governments differently. Students who are involved in student government on different levels, in different schools, have the opportunity to learn about the different ways governments can be structured. Any students interested in going into politics can learn simply by being a student leader.