Student Government Association
Officer Election Process & Guidelines

Thank you for your interest in the MUSC Student Government Association. The election process and campaign guidelines have been established to make the 2017-2018 elections fair to all candidates and, hopefully, to give the student body equal opportunity to become acquainted with the candidates in order to vote.

Election Process:

1) Applications are online at musc.edu/sga and due by Wednesday, February 28 at 5:00 PM.

2) Elections will be held from 8:30 AM, Wednesday, March 28 through 5:00 PM Thursday, March 29.

3) Voting will be conducted online. A voting website will be activated at 8:30 AM, Wednesday, March 28. The website will include candidates’ personal statements and photos. Voting will end at 5:00 PM, Thursday, March 29 and votes will then be tallied. The website will be secured to prevent any student from voting more than once.

4) Elections will be publicized via Student Broadcast Email, on campus bulletin boards and SGA TV, and on the SGA website. Also, please see Campaign Guidelines.

5) Winners will be decided by plurality vote.

6) Caroline Hendricks, current president of the MUSC SGA, will notify all candidates of results the evening of March 29.

7) In the event of a tie, campus-wide, run-off elections shall be held until one candidate receives a plurality of votes. The Executive Council will determine dates of additional elections.

8) The new MUSC SGA Officers will be announced via Student Broadcast Email and on the SGA website and TV.

9) If you have reason to contest the election process or results, you must submit a detailed, written complaint by 5:00 pm, Friday, April 6, to the Office of Student Programs and Student Diversity. The Elections Committee will review your complaint that evening and appropriate action will be taken.

Campaign Guidelines:

1) Candidates may not form alliances or “parties.”

2) Student Broadcast email cannot be used for campaign purposes. “Stuffing” of on-campus mailboxes with flyers, campaign materials, etc. is also prohibited. Student Programs and Student Diversity will publish candidates’ personal statements and photographs on the MUSC SGA website.

3) Posters and flyers are encouraged but should be no larger than standard poster board size (11in x 17in). Please post only one flyer or poster per bulletin board. A list of suggested publicity locations is included in this packet. Posters and flyers found in non-compliance will be removed.

4) Candidates are encouraged to introduce themselves to students in the six different colleges. Contact info for student organization leaders may be found on the Student Programs and Student Diversity website at musc.edu/spsd.

Use the area below to keep track of your ideas.
Officer Position Descriptions,
Responsibilities & Rewards

SGA officers, who compose the MUSC SGA’s Executive Committee, meet every other Monday night beginning at 5:00 PM from mid-August through April. The full SGA meets on the Wednesday of that same week beginning at 5:30 PM. Additionally, there is an important planning meeting in May and another meeting before fall classes begin. Meeting and event calendar is set at the May and July Executive Officers’ planning meetings for the upcoming academic year.

The responsibility, expected productivity and time commitment of each officer is recognized by the payment of stipends at the end of both fall and spring semesters. The President receives $2,500/semester and the other officers each receive $1,500/semester.

In addition to the financial reward, holding a MUSC SGA office offers the intrinsic rewards of serving your fellow students and enhancing the campus environment. Officers have the opportunity to interact and socialize with key MUSC administrators while gaining significant management/leadership experience to use throughout their careers.

Position Descriptions per the MUSC SGA’s constitution:

President:

- Shall be the chief executive officer of the SGA.
- Shall be the official representative of the student body of the Medical University of South Carolina, including attending meetings of the Board of Trustees, faculty/administration meetings, taking part in ceremonies and events, and other responsibilities.
- Shall be responsible for the overall operation of programs, finances and continuity of the MUSC SGA.
- Shall chair the Executive Committee and preside over regularly scheduled meetings of the SGA.
- Shall chair the Student Welfare Committee.
- Shall oversee completion of a Campus Safety Walk in conjunction with Public Safety and Parking Management to be held every two years.
- Shall organize and chair at least one annual meeting of all MUSC campus-wide student organization presidents.
- Shall plan and conduct SGA elections as chairman of the Executive Committee, unless running for re-election.
- Shall draft swift public responses to notable public tragedies and have said draft reviewed and agreed upon by the SGA executive board before distributing it to the MUSC student body.
- Shall work closely with Parking Management to make plans for, publicize, and coordinate Returning Student Parking Registration, including the approval of proxies.
- Shall be in Charleston over the majority of the summer to make plans for the upcoming year.
- Shall keep in close contact with Student Programs staff to ensure proper organization of all procedures and activities.
- Shall have the power to veto any decision made by the SGA.

Academic Vice President:

- Shall assist the President in the execution of SGA policies and operations.
- Shall chair the Academic Affairs Committee.
- Shall plan and conduct a constitutional review and/or update every two years.
- Shall attend meetings and/or maintain contact with the administrations of the Offices of Enrollment Services and the Library and report any changes in policy to the SGA.
- Shall organize and chair at least 2 meetings of college honor council presidents (the University Honor Council) each semester.
- Shall attend university-wide Academic Affairs committee meetings.
- Shall act as Parliamentarian to interpret and enforce “Robert’s Rules of Order.”
- Shall act in lieu of the President if the President is unable to perform the duties of the office and shall succeed the office if a vacancy occurs.
- Shall keep in close contact with the Student Programs Office to assure proper organization of all procedures and activities.
Programs Vice President:

- Shall chair the Programs Committee.
- Shall work closely with the Student Programs staff to assure that all programs are properly organized. At certain times of the year, this will require daily communication with the Student Programs Office.
- Shall help plan and manage Fall Retreat for all SGA Members.
- Shall keep in close contact with the Student Programs Office to assure proper organization of all procedures and activities.
- Shall be in Charleston over the majority of the summer to make plans for the upcoming year.
- Shall report on expenses incurred for all SGA social, cultural, recreational and educational programs on a monthly basis.

Service Vice President:

- Shall chair the Service Committee.
- Shall work closely with MUSC Gives Back to organize service projects and communicate volunteer opportunities to the SGA.
- Shall be involved in any fundraising for volunteer service projects deemed desirable or necessary by the SGA.
- Shall maintain close contact with the Student Programs staff to assure proper organization of all procedures and activities.

Communications Vice President:

- Shall chair the Communications Committee.
- Shall maintain all official records of the SGA on the SGA’s website, including membership, rosters, agendas, and minutes.
- Shall be responsible for the accuracy and effectiveness of SGA’s organizational web page.
- Shall notify SGA representatives of scheduled meetings.
- Shall take roll and manage the attendance policy.
- Shall handle all SGA correspondence and the posting of minutes.
- Shall maintain close contact with the Student Programs Staff to assure proper organization of all procedures and activities.

Diversity and Inclusion Vice President:

- Shall chair the Diversity and Inclusion Committee.
- Shall maintain close contact with the Student Programs and Student Diversity staff to assure proper organization of all procedures and activities.
- Shall communicate with diversity faculty within each college about college-specific issues.
- Shall sit on the board of the Student Diversity Advisory and Inclusion Council and provide the link to SGA.
- Shall coordinate at least one large-scale event among affinity groups and shall be a point-person for issues and ideas brought forth by affinity group representatives.
- Shall coordinate semesterly town hall meetings among affinity groups and other college-specific minority organizations to voice any concerns or opinions about diversity and inclusion at MUSC.
- Shall plan at least one annual initiative focused on institutional change for Diversity and Inclusion on a campus-wide level.
- Shall plan at least one campus-wide program or event related to Diversity and Inclusion.
- Shall inform on SGA social, cultural, recreational and educational programs and ensure that they are inclusive.
- Shall implement a diversity training for all SGA members.

Thanks for considering holding an office on the 2018-2019 MUSC Student Government Association. You are encouraged to contact the officer holding the position you are interested in to learn from their experience about the time commitment, responsibilities and the positives/challenges of each position.

President: Caroline Hendricks hendrick@musc.edu
Academic VP: Aimee Weber weber@musc.edu
Service VP: Lendrum Morrow morrowd@musc.edu
Programs VP: Steven Holshouser holshou@musc.edu
Communications VP: Jaime Randise randise@musc.edu
Diversity & Inclusion VP: Keeland Williams willikee@musc.edu
Sample Personal Statements

President

As students at MUSC we are afforded the opportunity to affect change and voice concerns within the University for our own betterment through the SGA. The SGA deserves an experienced leader to continue to raise and address students’ concerns to the administration. As students we all have concerns regarding our education and I believe it is our duty to raise these issues so that they may be addressed. In my service as SGA President, the SGA has initiated a collaborative Student Academic Series, advocated ferociously for more student parking, diligently pursued a more diverse environment among students, and garnered a tremendous amount of respect from every group at MUSC. These items that have occurred under my leadership will provide the stepping stones for anything students want to accomplish. Also, I am continuing to try to eliminate smoking in highly visible and highly traveled thoroughfares on campus, which will happen this year under my leadership. Finally, I am working to strengthen relations with other state institutions that I established over the past two years to better influence the state ideology for higher education. Having said this, there is much more that needs to be done in these changing times. I plan to continue beneficial projects currently ongoing as well as address others. SGA, under my leadership, will continue to offer the many exciting non-academic functions as well. In closing, I ensure you that I am committed to be the leader for SGA into 2013 and beyond. I would appreciate your vote.

During the past two years, I have had the opportunity to serve my class as a representative to the SGA. As a member of the SGA, I have not only met, but exceeded my requirements while serving on both the Service and Programs committee. The past two years have been very rewarding; however, after having the opportunity to interact with the other colleges and programs, I feel it is necessary to run for an office in which I can voice the concerns of all students at MUSC. As a student at MUSC, you deserve an experienced leader who will continually raise and address the concerns of the students to the administration. As your Academic Vice President, I will work with Financial Services to reach an agreeable compromise regarding direct deposit of refund checks, as well as continuing the negotiations of student health insurance. As the chair to the Honor Council, I will continue to uphold the integrity of this university and ensure fair representation for all students. Also, I will continue to work with the Library to address more online journal subscriptions, as well as a means to accommodate students' long hours, safety, and reach an agreement regarding printing costs. Finally, I pledge to work with the SGA President and the administration to address the increasing tuition and to act as a liaison between the students of each college at MUSC and the administration, so every voice of each and every student is heard and acknowledged. Thank you for your support!

For the past two years, I have had the privilege of serving as an SGA representative for COP. I have been an active member on SGA, attended 100% of all meetings and met or exceeded my obligations. Having served on the Communications and Programs Committees, I have learned a lot about SGA and various programs at MUSC. It is important for an executive officer to not only represent their own college, but all students at MUSC. The student body is comprised of students from a wide variety of backgrounds and cultures. MUSC should address this diversity with a breadth of programs that all students can enjoy. My experience as Event Coordinator for the Winetasting and Alhambra will stand me in good stead as Programs VP. Additionally, I have been able to build a strong relationship with the Student Programs Office. By listening to students’ comments and bringing new ideas to the table, I expect to enhance the variety of programs and enrichment value to those who attend. During my pharmacy educational career, I have participated in numerous volunteer projects, served on various committees and chaired other tasks while maintaining excellent grades. A positive attitude and commitment to people are characteristic of the type of leadership I convey. In closing, I assure you that I am dedicated to this position and care about what students want. I bring a large measure of enthusiasm, creativity and a strong work ethic to make next year’s events memorable and enjoyable for all.
Hello students! I am running for Service Vice President of the SGA. I am currently a sophomore in the College of Dental Medicine where I serve as Vice President of my class. This has been a very rewarding experience, but I am seeking to expand that experience to include MUSC as a whole. When I look at MUSC, I see an outstanding academic institution with a lot of room for improvement. I feel that our daily lives as students could be, and should be better. I believe it is vital for us to elect representatives who recognize this and actively work to improve upon every aspect of student life. That is my mission. As Service Vice President of the SGA, it would be my main duty to chair the service committee. These responsibilities give me a great opportunity to make a difference at this school, and it is my goal to make a difference at MUSC. If elected as your Service Vice President, I would work whole-heartedly and to the best of my ability to improve your life as a student. I am extremely excited and enthusiastic about running for this position, and I would greatly appreciate your vote on March 23rd and 24th. Thank you.

Hello again! Thank you for having given me the opportunity to serve as your MUSC SGA Secretary in the past. It has been an enriching experience to be involved in the decision making process with the task of representing your needs on a University-wide level. The MUSC SGA website (www.musc.edu/sga) has become a valuable tool for communication among SGA representatives and the student body as a whole, and I am looking forward to continue to maintain and improve it. I have enjoyed participating in SGA’s mission to facilitate the exchange of information and ideas among the six colleges and all students, and witnessing how our input makes a difference at MUSC. Thus, I am looking forward to working with the new Executive Board and SGA representatives to continue to help provide a more pleasant and constructive learning environment for our diverse student body. The experiences I have gained while being on the SGA Executive Board in the past will help me to serve you even better, and I am excited about the possibility of being able to represent your needs and serve you as SGA Communications Vice President for yet another year. Therefore, I would appreciate your support during this election. Thank you!

Since beginning my journey at MUSC, I’ve spent much of my time dedicated to fulfilling leadership positions that allowed me to hear and elevate voices of underrepresented and minority students on campus. These voices are a valuable and significant part of changing what’s possible in healthcare and as the Vice President for Diversity and Inclusion I would like to continue to elevate those voices and be the link between our student body and administrators as it relates to supporting the diverse student population at our great institution. Additionally, I believe that students can and should play a vital role in the advancement and success of the university’s diversity and inclusion strategic plan. I’d like to facilitate programs that create a more inclusive community, as well as allow us to expand our knowledge and skills about communities that are different than ours. In addition to town halls that help us get student input, I’d like to facilitate diversity dialogues and bring in a diverse lineup of professionals to talk about their work and the challenges, opportunities and benefits of a diverse academic healthcare environment. I appreciate your support as take this next step in representing every individual of our student body and strive to create a more inclusive community. Please reach out to me if you have any questions, concerns or ideas that you would like to share. Thank you.

Your personal statement should submitted when you complete your online application, along with a photo to appear on the SGA elections website.
Bulletin Board Locations

Campaign posters may be placed in the indicated areas.
Posters may not exceed tabloid size (11 X 17)

A Harper Student Center (2 copies)
- 1 on bulletin board outside Student Programs Office
- 1 on glass window of SPO entrance

B 30 Bee Street (1 copy)
- 1 on bulletin board outside Student Health

C Basic Science Building (8 copies)
  First Floor:
  - 1 cork bulletin board next to BSB 100 stage door
  Second Floor:
  - 1 on bulletin board outside classroom 202
  Third Floor:
  - 1 on bulletin board outside classroom 302
  Fourth Floor:
  - 1 on bulletin board by elevators (middle of building)
  - 1 on bulletin board in Dental Student Lounge, rm. 436
  - 1 on bulletin board outside classroom 402
  Fifth Floor:
  - 1 on bulletin board by elevators (middle of building)
  - 1 on bulletin board outside classroom 502

D Hospital (1 copy)
- 1 in glass case near cafeteria (in hallway near Children’s Hospital)

E Library/Education Building (6 copies)
  First Floor:
  - 2 Boards – (1) near room 121, (1) near room 118
  - 1 near restrooms or room 101
  Second Floor:
  - 1 on bulletin board above copy machine
  Third Floor:
  - 1 on bulletin board in common study area (take left when coming up the stairs; it’s between 2 desks on the right wall)
  Fourth Floor:
  - 1 in glass case above bank of computers

F College of Health Professions (1 copy)-151 Rutledge Avenue
- 1 on 1st floor bulletin board outside Cyber Café

G College of Pharmacy (3 Copies)
- 1 to the right of QF 304
- 1 bulletin board by QE 222
- 1 on bulletin board in lobby of Baruch Auditorium

* Some bulletin boards require key access. Keys may be checked out from Student Programs for 2 hours at a time. Please email hammonmi@musc.edu to reserve.
Student Programs and Student Diversity
Harper Student Center
45 Courtenay Drive
Charleston, SC 29425
843-792-2693