

# FLORIDA **A&M** UNIVERSITY

## Student Government Association

### Application for Employment



Please submit application to:

[kelton1.williams@fam.u.edu](mailto:kelton1.williams@fam.u.edu)

Carbon Copy:

[artise1.lewis@fam.u.edu](mailto:artise1.lewis@fam.u.edu)

[zachary1.bell@fam.u.edu](mailto:zachary1.bell@fam.u.edu)

Deadline to Apply:

September 22, 2021, by 5:00 pm.

Contact Information:

Kelton Williams

(850) 619-9926

*"Excellence With Caring"*

## 2021 – 2022 Senate Details

### **Duties of Senators**

1. Each Senator is required to serve at least three (3) weekly office hours in the Senate office. These office hours may not coincide with regular Senate session or committee meetings. Chairpersons must serve five (5) office hours weekly, and Vice-Chairperson must serve four (4) office hours weekly.
2. Senators shall attend at least one meeting per semester of their assigned Activity & Fee funded Agency if that Agency holds meetings.
3. All Senators shall give a report of their agencies progress to the Senate at least once an academic term following the scheduled time determined by the A&S liaison.
4. Each senator shall author at least one (1) piece of legislation per academic year

### **The Judicial and Rules Committee (J&R):**

1. To debate, amend, revise, ratify, pass and/or reject measures pertaining to the Constitution, Statutes, and the Rules of Procedure and work in conjunction with the Constitutional Convention of the SGA.
2. To serve as the official investigative body of the Senate as it relates to alleged documented improprieties of Student Government officials, students, and all others protected by the governing documents of the Student Senate (pursuant to Chapter Law 2002- 188) and to recommend measures to the Senate to rectify any improprieties.
3. To investigate improprieties within the Student Senate, as it relates to individual Senators fulfilling their official responsibilities and duties; and make recommendations to the Student Senate for the removal of Senators from their respective position(s).
4. To ensure that all business relating to the Student Government Association and the Student Body, do not violate federal, state, and local laws, city ordinances or university policies.
5. To broaden the awareness of the Student Body to the rules and rights that affect their matriculation.
6. To consider nominees who have passed through the Elections and Appointments Committee for judgeship on both the Student Supreme Court and Traffic Court and present a recommendation to the Student Senate.

### **The Elections and Appointments Committee (E&A):**

1. To debate, amend, revise, pass and/or reject measures pertaining to the Election Codes section of the Student Body Statutes in conjunction with the Electoral Commissioner.
2. To recommend favorable Presidential and Senate appointments to the Student Senate.
3. To advertise all vacated Senate positions occurring during the period of regular sessions within ten (10) business days of the vacancy. The committee will then have five (5) business days after the completion of the advertisement period to recommend a candidate for the vacated Senate position.
4. To interview all applicants for Presidential appointments and vacated Senate seats.
5. To serve as ex-officio, non-voting, members of the Electoral Commission.

6. To broaden the awareness of the student body as to voting and election information university-wide and nationally.
7. All Elections and Appointments Committee members are required to remain on committee throughout the duration of all election seasons. If a member is a Candidate/Ticket, he/she must submit a letter of temporary resignation from the committee to the Senate President and the Committee Chairperson two weeks prior to the declaration of candidacy of that particular ticket.

#### **The Organization and Finance Committee (OFC):**

1. To debate, amend, revise, pass, and/or reject measures pertaining to the Finance Codes section of the System of Student Body Statutes in conjunction with the Student Government Association Comptroller.
2. To handle budget revisions in conjunction with the Student Government Association Comptroller.
3. Comptroller.
4. To approve all Appropriation Bills before being presented on the Senate floor.
5. To present a weekly account balance of the Senate Unallocated Account to the Senate upon request of any Senator.
6. To provide proper knowledge of funded agencies accounts.
7. To host a mandatory A&S Fee Workshop during the Fall and Spring Semester for registered organizations on campus.

#### **The Student Relations Committee (SRC):**

1. To debate, amend and/or revise all resolutions.
2. To adhere to the needs and concerns of the students of Florida A&M University.
3. To plan, organize, and execute projects and activities in order to increase pride and awareness amongst the student body.
4. To screen and present Lobbying and Speakers Forum at regular Senate meetings.
5. To work in conjunction with the SGA Presidential cabinet on various projects and initiatives, that will benefit the student body as a whole.
- 2.

**STUDENT GOVERNMENT ASSOCIATION**

Application for Employment

**Please complete all sections as required**

**ATTACHMENTS:**

- Please attach a copy of your collegiate resume.
- Faculty or Staff Letter of Recommendation
  - One letter of recommendation must come from a Florida A&M University faculty or staff member
  - The Recommender should be chosen from faculty or staff most familiar with your involvements and endeavors here at Florida A&M University.
  - This recommendation should describe your qualifications for the desired position and the recommender must not have any family relationships with you.
- Student Leader Letter of Recommendation
  - One letter of recommendation must come from a student leader at a public or private university or college.
  - The Recommender are not limited to Florida A&M University student leaders.
  - This recommendation should describe your qualifications for the desired position and the recommender must not have any family relationships with you.

**IDENTIFICATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

**PERSONAL Information:**

1. Have you ever worked for any Student Government Association? Please circle one.

Yes    No

If yes, please explain duties performed, stating when and where:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have you ever been convicted of an offense with the University Judicial Office?\*

Please circle one.

Yes No

If yes, please explain Offense including date:

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3. Have you pleaded nolo contendere (no contest) to, or been convicted of, a first-degree misdemeanor or a Felony? Please circle one.

Yes No

If yes, please explain Offense including date:

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**\*A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merit with respect to time, circumstances, seriousness, and the position for which you applied.\***

**EDUCATION:**

Classification: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

G.P.A: \_\_\_\_\_ Expected Hours to be Enrolled in the Fall: \_\_\_\_\_

Total Credits Hours Earned: \_\_\_\_\_

**CAMPUS INVOLVEMENT:**

Organizations:

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Leadership Experience:

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Initiatives that you've spearheaded:

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**Short Answer Questions**

**Please use Microsoft Word to answer essay questions and submit document with application.**

1. What role are you applying for and what tangibles or experience do you possess that can aid you in carrying out the duties of this position?
2. Why are you interested in applying for this position and serving in SGA?

**Please read and sign for the following statement:**

*"I hereby authorize the Student Senate Elections and Appointments Committee to confirm with the University Registrar, only, that I am presently enrolled as a student at FAMU in good standing and that I currently have the constitutionally required GPA."*

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_