



## Officer Application

*To be considered for a position on Butler's SGA, you are required to complete and sign an application form, complete a purpose statement and include a letter of recommendation. Interviews and/or elections will follow the application process.*

Full Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street/PO Box City State Zip

Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) for which you are applying for:

- ☐ President – Executive
- ☐ Vice President – Executive
- ☐ Secretary/Treasurer – Executive
- ☐ Coordinator

At which campus:

- ☐ Butler of El Dorado (BOE)
- ☐ Butler of Andover (BOA)

List all BCC SGA experience and other BCC student organization experience (if applicable).

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List all prior leadership experiences and activities in high school and/or college.

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G.P.A. \_\_\_\_\_ Credit Hours enrolled for Fall/Spring \_\_\_\_\_

**Employment History (if any)**

Employer Name: \_\_\_\_\_  
Company Immediate Supervisor

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

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Company Immediate Supervisor

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

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Company Immediate Supervisor

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

Reason for Leaving: \_\_\_\_\_

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### **SGA Requirements and Responsibilities / Code of Conduct**

1. Shall abide by all rules and regulations and perform all duties as described in the Student Government Association Constitution and By-Laws in regards to the above position.
2. Shall serve a term of one academic year. In the event that the above student vacates or is removed from the position, their scholarship will be prorated for time served.
3. Shall attend all Open Session meetings, but shall be granted one excused absence per semester. This absence must be approved in advance by the SGA President and/or Advisor.
4. Shall maintain and document 10\* office hours per week (5-10 hours per week for Coordinators) in the SGA Office. These hours will be monitored by the SGA President and Advisor. *\*Office hours will be defined as hours spent working in the SGA Office or time spent outside of the Office doing SGA related business. Time spent in an Open Session or Committee meeting shall not count as office hours.*
5. Shall support and participate in 90% of all SGA sponsored activities and events on their respective campus, as well as all major traditional events such as GrizzFest Welcome Week, Homecomings, and Spring Fling.
6. Shall attend all training sessions. All excused absences should be made up with the Advisor and the SGA President.
7. Once cleared through Butler's Facilities Management, shall drive college fleet vehicles to college sponsored events when necessary.
8. Applicant will agree to observe the standards of conduct related to behavior and discipline included in the student handbook.

9. Activity scholarship recipients must be enrolled and complete the minimum 12 credit hours in order for the scholarship to be honored as stated above.
  10. Officers must maintain a minimum GPA of 2.0 at the time of nomination/appointment and throughout the tenure of office.
  11. Executive Officers must have prior leadership experience.
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify by my signature that all statements are true and correct and I understand the duties and responsibilities of being a SGA officer at Butler Community College. It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Upon signing this application, I hereby give my consent under the Family Education Rights and Privacy Act to enable the Department of Student Life and the Butler Community College Student Government Advisors to certify that eligibility requirements are correct.*

## **Purpose Statement and Letter of Recommendation**

1. **On a separate sheet of paper, please express:**
  - (A) **Why you are applying for a SGA Officer position**
  - (B) **What you would like to accomplish if you are selected for a position**
  - (C) **Anything else you would like to say about yourself.**
2. **Please attach at least one letter of recommendation to your application and purpose statement.**

**\*\*ALL APPLICATIONS MUST BE TURNED INTO THE SGA Office or Student Life Office at  
Andover or El Dorado.**

**Incomplete applications will not be considered.**

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**Responsibilities of SGA Officers  
Butler Community College**

*(Applicant keep this section of the application)*

**Powers and Duties of SGA President:**

- A. The President will represent SGA in the monthly Board of Trustees meetings held on the Butler of El Dorado campus (2000 Bldg., Welcome Center). In addition, the President will speak on behalf of SGA when deemed necessary by the SGA Advisors. The President represents the interests of the current and prospecting BCC students as a liaison between students and school administration. The President schedules and conducts meetings with his/her executive staff, advisors, students, faculty and administrators.
- B. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
- C. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
- D. Instruct and require reports from executive officers and committee chairs.
- E. Call and preside over bi-monthly meetings of the SGA, Executive Branch and Special meetings.
- F. Serve, or appoint a member of the elected body of the SGA to serve, on the Discipline Committee, Student Activities Advisory Committee, and other appropriate institutional committees.
- G. Keep regular, posted SGA office hours – ten (10) hours a week - approved by the SGA Advisors.
- H. Not holding the Office of President in any other Butler Community College club or organizations.
- I. Serve in all other proper and necessary capacities as assigned by the SGA Advisors.
- J. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
- K. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an "as needed" basis.

**Powers and Duties of SGA Vice-President:**

- A. Campus liaison between the SGA and the campus clubs and organizations.
- B. Weekly report to the SGA Officers and Advisors.
- C. Responsible for communicating SGA meeting times and event times to senate representatives of each student organization by providing up to date contact.
- D. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
- E. Actively participate in weekly SGA meetings to discuss upcoming projects.
- F. Keep regular, posted SGA office hours – ten (10) hours a week - approved by the SGA Advisors.
- G. Attend all open sessions, Executive, and Special meetings.
- H. Represent BCC SGA at various community meetings as requested.
- I. Act as a Liaison between Butler and its Community.

**Powers and Duties of SGA Secretary/Treasurer:**

- A. Record and report the minutes of each meeting of the SGA, Executive Branch, and Special meetings.
- B. Submit to the SGA President and SGA Advisors typed minutes of the SGA, Executive Branch, and Special meetings.
- C. Serve as corresponding secretary for the Executive Branch.
- D. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
- E. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
- F. Work with their campus President and SGA Advisors to manage all financial transactions.
- G. Forward all invoices and receipts to Accounts Payable in a timely manner.
- H. Keep the SGA Constitution updated as it is amended.

- I. Keep regular, posted SGA office hours – ten (10) hours a week – approved by the SGA Advisors.
- J. Attend all open sessions, Executive, and Special meetings.

**Powers and Duties of SGA Coordinators:**

- A. Responsible for promoting SGA activities and events.
- B. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
- C. Serve in all other proper and necessary capacities as assigned by the SGA President and/or Advisor.
- D. Responsible for creating and completing one survey a semester, as see fit by the SGA President and Advisor.
- E. Keep regular, posted SGA office hours – ten (10) hours a week – approved by the SGA Advisor.
- F. Attend all open sessions and Special meetings.