

# **The Dalton State College Student Government Association**



## **Elected Official Expectations**

(Revised February 2020)

### **Introduction**

In the interest of creating an environment conducive to students' pursuit of academic excellence, supportive of student involvement and achievement, and to maintain a dialogue between faculty, staff, and students, having assumed the power and duties of government delegated to us by the President of Dalton State College and the Board of Regents of the University System of Georgia, an elected official for the Dalton State College (DSC) Student Government Association (SGA) shall abide by the enacted DSC SGA Constitution in its fullness and entirety.

### **Standards, Duties, and Obligations**

#### **Section I. Behavioral Standards**

1. As a member of the Student Government Association, I realize that my conduct must be beyond reproach at all times, on and off campus.
2. I will uphold the Student Government Association Constitution and my oath of office for the duration of my term.
3. I will act as a liaison between the students and the administration in a respectful and informed manner at all times.
4. I will display a collegiate manner representative of all persons at Dalton State College when serving on state-wide committees, attending events both on and off campus, and representing Dalton State College at other institutions.
5. I understand that if my conduct is not representative of the Student Government Association, I will receive an oral warning (documented with a follow up email), a final

written warning, and then impeachment if I have shown to be in violation of the Student Government Association Constitution and this signed agreement of expectations.

6. I understand that if I am placed on academic probation or found to have violated the Student Code of Conduct, I will be removed from my elected position on the Student Government Association, immediately.
7. Failure to comply with any of the aforementioned rules may result in my removal from office as determined by the Student Government Association.

## Section II. Duties and Obligations

A student elected by their Dalton State College peers shall agree to the following:

1. Serve for at least one year and attend **all** calendared events and meetings.
  - a. Absences must be submitted in writing to both the SGA President & SGA Advisor with at least a week's notice.
    - i. Excused absences include, but are not limited to:
      1. Required academic responsibilities
      2. An immediate family member's death, with a provided obituary
      3. Illness (will require a note from a physician)
      4. Required county/state court appointments
      5. Representing SGA in another facet on the state level
    - ii. In order for an absence to be excused documentation must be provided within 5 business days or the officer will be marked as having an unexcused absence.
    - iii. Two unexcused late arrivals will equal one absence
  - b. After one unexcused absence the officer will receive a written warning. After receiving a second unexcused absence, the impeachment process will begin at that time.
2. Represent the views and opinions of your constituents to the best of your abilities
3. Represent the school and students in a manner of respect and dignity
4. Actively support SGA legislation once it has been passed
  - a. When voting in cabinet each person is allowed to vote in favor of the area they represent.
  - b. Once the issue has been voted on the response with the majority vote will be how the cabinet votes in the general meeting.
5. Serve as a liaison for RSO's and the Vice-president
6. All executive board members must complete five office hours each week
7. Executive Board members will be compensated with an annual stipend of \$500 (\$250/semester) for books or a meal plan on campus. Should an executive board member leave their position either from resignation or impeachment, the executive board member will be responsible for repaying Dalton State College a pro-rated amount of the stipend.
8. All Senators at Large must complete two office hours each week
9. Abide by all rules, regulations, and expectations set forth in the SGA Constitution

10. Always be in appropriate dress code as outlined
  - a. SGA Meetings shall be conducted in business casual attire with name badge
  - b. Events hosted by SGA shall be conducted in SGA approved attire
11. Have monthly follow-up meetings with the Dean or Director in their respective area
12. Represent SGA on all social media sites in a manner conducive with the views of the SGA (**Section III**)

### **Section III. Social Media Policy**

Social Media networks provide elected officials useful and important tools to influence the student body on matters pertaining to the SGA and gaining direct knowledge on issues and problems from USG students. The Dalton State College Student Government Association Social Media Policy serves as a deterrent to non-collegiate behavior negatively effecting the SGA and as a reminder on proper ethical guidelines when posting on Social Media platforms.

1. Basic Principles
  - a. Avoid writing, publishing, or posting anything that would embarrass, hinder action, or compromise your ability to perform the duties of your office
  - b. Do not make false claims or representations about DSC programs or services, and do not speculate or guess if you do not know the information
  - c. Assume that whilst online, your personal life and elected-official life will unite online
  - d. Even if you use privacy tools to protect your identity, assume that anything and everything you write, exchange, receive, publish, or post on a social media site is public for all to see
  - e. Understand that joining a particular group on one side of a debate can be perceived as your participation and acceptance of that group's activities
  - f. You are personally responsible for any and all content that you may publish on the internet
  - g. When speaking or writing on matters that pertain to the SGA, do so in first person. While on SGA, your opinion is that of the SGA. Any retraction from the opinion or the values of the SGA, may be used against you as grounds for impeachment. Where appropriate, share content directly from DSC's social media pages rather than duplicating it
    - i. State that it's your personal opinion when you are posting online and do not include your position or the name of the organization in your post. Be sure that you are not acting as a representation of DSC and/or SGA
  - h. Always respect your audience whether they be students, community members, alumni, professors, or faculty and staff.
    - i. Any use of ethnic slurs, personal insults, obscenity, or engaging in conduct not conducive with the values and ethics of the SGA may be grounds for immediate impeachment

## Acknowledgement of Expectations

I, (print name) \_\_\_\_\_, recognize and accept the following duties and obligations expected of me as a member of Dalton State College Student Government Association. With my signature, I agree to the expectations of my position and accept that I may be brought before Student Conduct and/or the Student Government Association and held accountable should I not meet the items above.

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SGA Cabinet Member **Signature**

**Date**

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Advisor **Signature**

**Date**