**Student Government Election Policy**

**Statement of Intent:**

The University recognizes that students may become involved constructively in efforts of individuals and organizations to improve physical and social conditions of the University, to increase the effectiveness of the University, to increase the effectiveness of the processes of learning and development of maturity, and to create larger opportunities for self-government characterized by orderly procedures and the exercise of mature judgment.

**Graduate and Undergraduate Student Government Mission Statement:**

The Student Government Association is to represent the graduate and undergraduate student body in all matters concerning academics, welfare, administration, social activities, and other matters specific to students; to work with the Administration Office and the Office of Dean of Students in promoting greater recognition of education on and off campus; to promote closer student-faculty-administration relations; and to stimulate interest in and appreciation of graduate and undergraduate education both on and off campus.

**Student Government Association Officer Positions:**

**President-**The President shall have the general responsibility for coordinating the activities of the Student Government and for directing and overseeing the publicizing of the affairs of the Student Body. S/he shall preside at all Student Government meetings. The President shall not have voting privileges, except in the case of a tie vote, during which s/he must cast the deciding vote. The President shall be the lead representative of the Student Body in dealings with BAU International faculty and staff, and with the community. S/he shall be the officially appointed student representative at meetings of the administration.  The President shall present an account of her/his activities to the Student Council at every Student Council meeting.

**Vice President-**The Vice-President shall share the duties and responsibilities of the President. The Vice-President shall chair committees, and shall be the officially appointed student representative at meetings of the BAU International Faculty meetings and GPI events. S/he shall serve as the Parliamentarian and procedure guide of the Student Government meetings and shall, in the absence of the President, preside at Student Government events

**Treasure-** The Treasurer shall keep all financial records, disburse funds, and present monthly and annual accounts of financial status of the Student Association to the Student Government and the Director of Student Services. The Treasurer shall chair the Budget Committee and has the power to disburse otherwise unallocated amounts no larger than $250 a month upon the unanimous approval of the Officers, but must report any such allocations to the Bursar and Director of Student Services as well as at the next Student Government meeting. S/he is also the signing officer of all Student Council’s budgetary expenses and reimbursements. S/he shall preside at Student Council meetings in the absence of the President and Vice-President.

**Secretary-** The Secretary shall be responsible for recording the minutes and acting as official timekeeper of all Student Government meetings. The Secretary shall maintain the permanent records of the Student Government and he/she will assist the Director of Student Services and Student Liaison Officer in composing correspondence on behalf of the Student Government. S/he shall ensure that copies of the minutes of all Student Council meetings shall be distributed in a timely manner to all Student Council Officers, the Student Council permanent records, and the Student Council Online domain. S/he shall preside at Student Council meetings in the absence of the President, Vice-President, and the Treasurer.

**Student Liaison Officer-** The Student Liaison Officer shall be responsible for maintaining updated content on the Student Government Blog, Student Government Facebook Page, and other Student Government media. S/he will also be responsible for publicizing the affairs of the Student Government and issues pertaining to the Student Body. The Student Liaison Officer will work closely with the Director of Student Services, Secretary and President to ensure that all meeting minutes and agendas are made public in a timely manner on the Student Government Blog and webpage.

**Student Activities Chair-** The Student Activities Chair shall head the Student Activities Committee as well as help created and put on campus wide events, and decorating (Holidays, Events, Parties, etc.). S/he shall work closely with the Director of Student Services to ensure campus community support for relevant events in the greater D.C. area and on campus. The Student Activities Chair shall be responsible for ensuring that regular opportunities are provided for intercultural events. Additionally, s/he shall be responsible for providing opportunities for students to share their feedback on campus community building.

**Requirements for Student Officer of Student Government Association:**

* Student must be an active student.
* Students must maintain a 3.0 GPA to participate in Student Government Association.
* Students must show excellent writing and communications skills.
* Students show a strong sense of responsibility, reflected in class preparedness, participation and timeliness on assignments.
* Student Government Association is an extra curricular activity and student officers will be expected to participate outside of class hours.
* Students must list other extracurricular activities that may interfere or effect their position as an officer.
* Students must have the recommendation of two individuals; a faculty member and a student peer.

**Process of Election of Officers for Student Government Association:**

* Students interested in participation must complete a position application and specify which office they want to run for.
* Upon completion of application student’s references (2) will be contacted and verified.
* Academic Administration approves or denies students application.
* An election campaign will be held for two weeks once a semester within the first month of classes. Student candidates may (with permission) place posters and address classes as to their candidacy and validity of office.
* Following the two-week campaigns an election survey will be sent to all students via email for them to cast their vote for Student Government Officers. This will last for 48 hours.
* After the 48 hours, the Director of Student Services will tally the votes and the newly elected students will take office. An announcement will be emailed, posted on the BAU webpage and posted on noticed boards to inform students of the newly elected officers.
* The student government webpage will be updated to have the new officers added in a timely manner.
* Within the first week of office, all officers must meet with administration officials to allocate tasks and duties, transitions of power will occur in this time. Old officers may act as an advisor to a new officer for two weeks after election results to assure a smooth transition period.

**Student Government Association Constitution**

**\*\*\*TO BE ATTACHED or REWRITTEN\*\*\***