

The Voice  
of Students

SGA

Officer Election Information

**SGA**

The logo consists of a dark blue speech bubble shape pointing downwards. Inside the bubble, the words "The Voice of Students" are written in a white, sans-serif font. "The Voice" is on the top line and "of Students" is on the bottom line.

## The Voice of Students

# 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 2024-2025 elections fair to all candidates and hopefully, to give the student body equal opportunity to become acquainted with the candidates in order to vote.

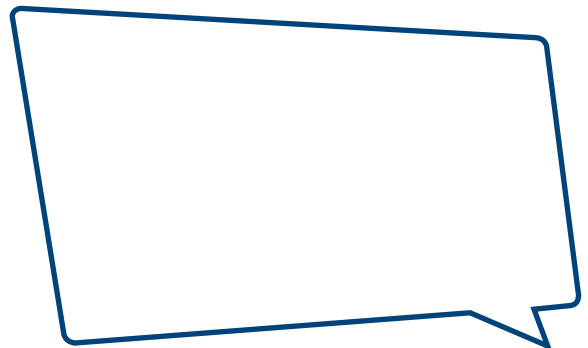
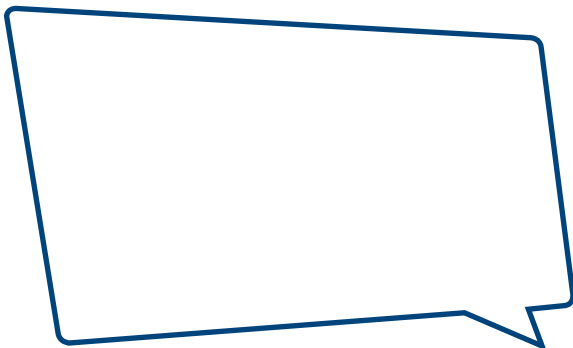
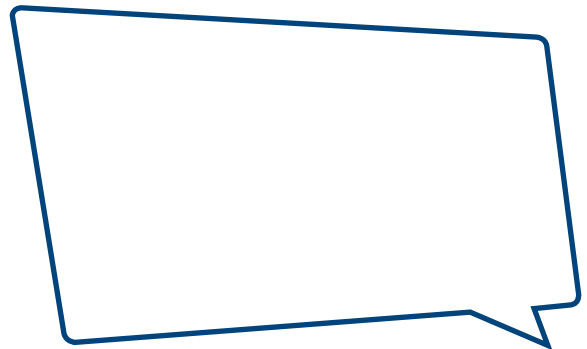
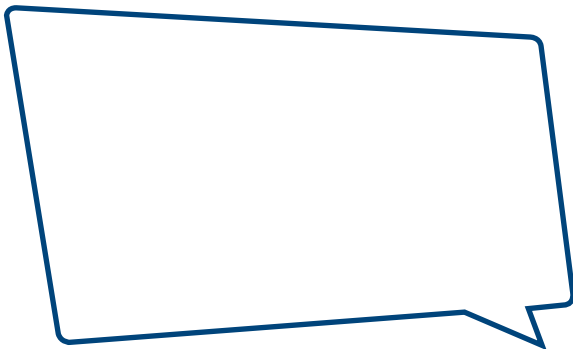
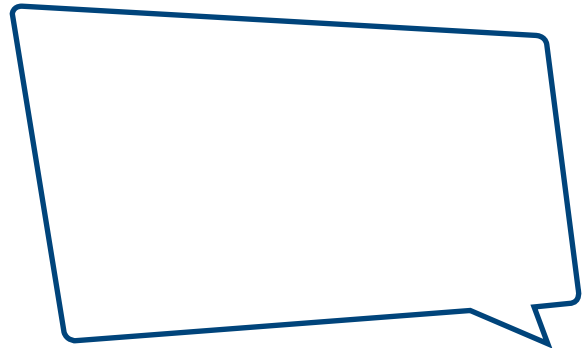
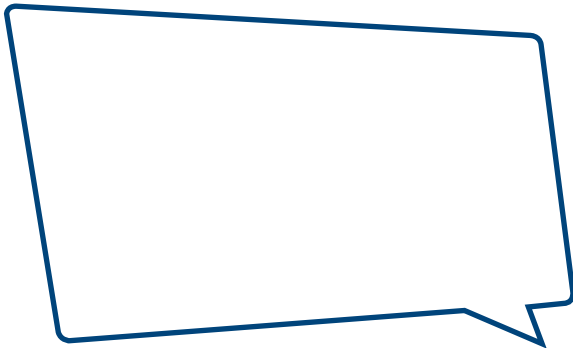
### **Election Process:**

1. Applications are online at [musc.edu/sga](https://musc.edu/sga) and due by Friday, March 1 by 5:00 PM. A candidate cannot run for more than one SGA Executive Officer position at the same time.
2. All candidates for Student Body executive offices shall be self-nominated and submit a completed nomination packet to the Office of Student Engagement, and upon such nomination, the candidate will sign a form stating that they have read the entire Constitution and agree to follow current stated regulations and amendments.
3. All SGA officers must be students who paid student activity fees and are in good professional standing at the Medical University of South Carolina as determined by the individual colleges under their respective grading systems and the Honor Code.
4. Elections will be held from 8:30 AM, Wednesday, March 20 through 5:00 PM Friday, March 22.
5. Voting will be conducted online. A voting website will be activated at 8:30 AM, Wednesday, March 20. The website will include candidates' personal statements and photos. Voting will end at 5:00 PM, Friday, March 22 and votes will then be tallied. The website will be secured to prevent any student from voting more than once.
6. Elections will be publicized via Student Broadcast Email, on SGA TV, and on the SGA website. Also, please see Campaign Guidelines below.
7. Winners will be determined by the candidate with the most votes.
8. Nour Hijazi, current President of the MUSC SGA, will notify all candidates of results the evening of March 22.
9. In the event of a tie, campus-wide, run-off elections shall be held until one candidate receives a plurality of votes. The Executive Committee will determine dates of additional elections.
10. The new MUSC SGA Officers will be announced via Student Broadcast Email and on the SGA website and TV.
11. If you have reason to contest the election process or results, you must submit a detailed, written complaint to the Office of Student Engagement, within two working days of the closing of the elections. The Elections Committee will review your complaint that evening and appropriate action will be taken.
12. The term of 2024-2025 MUSC SGA officers will begin on May 1, 2024.

**Campaign Guidelines:**

1. Candidates may not form alliances or “parties.”
2. Candidates may not negatively campaign against an opponent.
3. Student Broadcast Email cannot be used for campaign purposes. The Office of Student Engagement will publish candidates’ personal statements and photographs on the MUSC SGA website.
4. 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.
5. 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 Engagement website at <https://musc.campuslabs.com/engage/submitter/form/start/623588>.

**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 calendars are 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. If you do not fully fulfill your Executive Officer duties, a portion of or all of your stipend may be reduced/removed, to be determined by the Executive Director of the Office of Student Engagement with advisement from the Executive Officer's Advisor.

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:**

### **The President shall:**

- Be the chief executive officer of the SGA.
- Be the official representative of the student body of the Medical University of South Carolina, This duty shall include attending meetings of the Board of Trustees, faculty/administration and other administrative meetings, participation in ceremonies and events (including speaking at MUSC Commencement on behalf of the student body) and participation in various other activities in conjunction with the SGA General Body or administration.
- Be responsible for the overall operation of programs, finances and continuity of the MUSC SGA.
- Chair the Executive Committee and preside over regularly scheduled meetings of the SGA.
- Chair the Student Welfare Committee.
- Oversee completion of a Campus Safety Walk in conjunction with Public Safety and Parking Management to be held every two years.
- Plan and manage Fall Retreat for all SGA members.
- Organize and chair at least one annual meeting of all MUSC campus-wide student organization presidents.
- Plan and conduct SGA elections as chairperson of the Executive Committee, unless running for re-election.
- 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.
- Work closely with university representatives to make plans for, publicize, and coordinate Returning Student Parking Registration.
- Maintain close contact with the Office of Student Engagement staff to ensure proper organization of all procedures and activities as needed.
- Have the power to initiate the veto process for any SGA decision.
- Work closely with the Office of Student Engagement to assist with annual revenue-generating fundraising for the SGA.
- Be available over the majority of the summer to make plans for the upcoming year.

### **The Academic Vice President shall:**

- Assist the President in the execution of SGA policies and operations.
- Chair the Academic Affairs Committee.
- Plan and conduct a constitutional review and/or update every two years.
- Attend meetings and/or maintain contact with the administrations of the Offices of Enrollment Management and the Library and report any changes in policy to the SGA.
- Attend university-wide Academic Affairs committee meetings.
- Act as Parliamentarian to interpret and enforce "Robert's Rules of Order."
- 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.
- Maintain close contact with the Office of Student Engagement staff to assure proper organization of all procedures and activities as needed.

- Be responsible for drafting and submitting the budget to the SGA General Body, as outlined in Article VI, Section I. This includes keeping a running log of SGA expenses throughout the year and reporting on all expenses at the general meeting following each expense.
- Be available over the majority of the summer to make plans for the upcoming year.

**The Program Vice President shall:**

- Chair the Programs Committee.
- Work closely with the Office of Student Engagement staff to ensure that all SGA social, cultural, recreational, and educational programs are properly planned and organized.
- Help plan and manage Fall Retreat for all SGA Members.
- Maintain close contact with the Office of Student Engagement staff to ensure proper organization of all procedures and activities as needed. At certain times of the year, this will require daily communications.
- Be available over the majority of the summer to make plans for the upcoming year.

**The Service Vice President shall:**

- Chair the Service Committee.
- Work closely with MUSC Gives Back to organize service projects and communicate volunteer opportunities to the SGA.
- Be involved in any fundraising for volunteer service projects or causes deemed desirable or necessary by the SGA.
- Maintain close contact with the Office of Student Engagement staff to ensure proper organization of all procedures and activities as needed.
- Be available over the majority of the summer to make plans for the upcoming year.

**The Communications Vice President shall:**

- Chair the Communications Committee.
- Maintain all official records of the SGA on the SGA's website, including membership, rosters, agendas, and minutes.
- Assist with the Returning Student Parking Registration process.
- Be responsible for the accuracy and effectiveness of SGA's website and all social media platforms.
- Notify SGA representatives of scheduled meetings.
- Take roll and manage the attendance policy.
- Handle all SGA correspondence and the posting of minutes.
- Maintain close contact with the Office of Student Engagement staff to ensure proper organization of all procedures and activities as needed.
- Be available over the majority of the summer to make plans for the upcoming year.

**The Diversity and Inclusion Vice President shall:**

- Chair the Diversity and Inclusion Committee.
- Maintain close contact with the Office of Student Engagement staff to ensure proper organization of all procedures and activities as needed.
- Communicate with appointed diversity faculty within each college about college-specific issues.
- Sit on the board of the Student Diversity Advisory and Inclusion Council, University College Diversity Officers Committee, and the Multicultural Equity Advisory Council and be the SGA liaison.
- Coordinate at least one large-scale event among Affinity Groups.
- Be a point-person for issues and ideas brought forth by Affinity Group representatives.
- 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.
- Plan at least one annual initiative focused on institutional change for Diversity and Inclusion on a campus-wide level.
- Plan at least one campus-wide program or event related to Diversity and Inclusion.
- Inform on SGA social, cultural, recreational and educational programs and to ensure they are inclusive.
- Implement a diversity training for all SGA members.
- Be available over the majority of the summer to make plans for the upcoming year.

**Thanks for considering holding an office on the 2024-2025 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: Nour  
Hijazi  
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Program VP:  
Cecile Frereux  
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Academic VP: Alain  
Greige  
[greige@musc.edu](mailto:greige@musc.edu)

Communications VP:  
Christina Kingsley  
[kingslec@musc.edu](mailto:kingslec@musc.edu)

Service VP:  
Emma Hughes  
[hughese@musc.edu](mailto:hughese@musc.edu)

Diversity & Inclusion VP:  
Caren Doueir  
[doueir@musc.edu](mailto:doueir@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!

### Academic VP

### Programs VP

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.

## Service VP

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 22nd through 23rd. Thank you.

## Communications VP

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](http://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!

## Diversity & Inclusion VP

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 be submitted when you complete your online application, along with a photo to appear on the SGA elections website.**



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[musc.edu/sga](http://musc.edu/sga)