

# APPLICATION FOR STUDENT OFFICE SBA Executive Election

University of South Carolina School of Law  
2019-2020 School Year

\_\_\_\_\_

Full Name

\_\_\_\_\_

Preferred Name on Ballot

\_\_\_\_\_

Email Address

\_\_\_\_\_

Phone Number

Running for (please circle one):

President

Treasurer

Vice President

Secretary

Filing Deadline:	<b>Monday, March 18th at 5 p.m.</b>
Mandatory Candidate Forum	<b>Monday, March 25th at 12:40 p.m.</b>
Election Voting on Twen	<b>Tuesday, March 26th at 9 a.m. until 7 p.m.</b>

Place your completed application in the box in the SBA office or email a scanned copy to [rccapps@email.sc.edu](mailto:rccapps@email.sc.edu), before the deadline. If you miss the deadline, you miss your opportunity to participate in this year's election, no exceptions.

\*\*Campaigning may not begin until Tuesday, March 19th at 9 a.m.\*

## CERTIFICATION

I \_\_\_\_\_ do solemnly swear to practice in good faith as a Representative for my class. I have read and understand the:

(Please initial by each document) \_\_\_\_\_ SBA Constitution,

\_\_\_\_\_ SBA Bylaws,

\_\_\_\_\_ SBA Election Code,

\_\_\_\_\_ and I agree to be bound by these documents.

*I acknowledge by running to be on the SBA Executive Board, I understand I am required to attend the mandatory meetings that are required by the Vice President by Article 3 of the SBA Bylaws. I understand I may only miss up to two meetings per semester and that I will be required to complete at least 5 service hours per semester as prescribed by Article 4 of the SBA Bylaws.*

*I do hereby swear that I attended one of the mandatory informational meeting or spoke with the SBA Parliamentarian or SBA President about my inability to attend one of the meetings and received the necessary information to apply for this position.*

*By signing below, I certify I am a **paying member of the USC Student Bar Association**, and I will conduct myself professionally and responsibly in the election and any future office I hold.*

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Signature

Date

*This is a true and accurate copy of the application that was submitted to me in a timely fashion by April 1, 2019.*

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SBA Parliamentarian

Date

## **SBA Position Descriptions:**

If you have any questions about any of these issues please feel free to reach out to the current executive members, or the SBA Parliamentarian, Richard Capps.

President: Sam Sanders  
Vice-President: Brenae Jacobs  
Treasurer: Christian Greene  
Secretary: Nuri Aujla

### **SBA President:**

The SBA president should be attentive to the organization and be willing to donate their time in not only the form of the five (5) service hours per week but also be available to not only SBA Representatives, members but to the student body as a whole. The president shall respond to all requests and inquiries in a timely fashion. The president shall oversee all events that are hosted by SBA and be readily available if needed. The president must be able to communicate with faculty, staff and students to further the goals of the student bar association. The president shall oversee all committees and may establish and appoint committees as necessary to establish the goals of the organization.

SBA has eleven standing committees listed here:

1. Election Committee
2. By-Law Committee
3. Alumni/Faculty Committee
4. Student Voice Committee
5. Peer Mentor Committee
6. Student Organization Committee
7. Social Committee
8. Philanthropy Committee
9. Programs Committee
10. Social Media & Website Committee
11. Membership Committee

**\*The 2019-2020 executive board may implement any committees as they see fit!**

To run for SBA President you must be a **rising 3L** in good academic standing.

### **SBA Vice President:**

The Vice President is a 2L or a 3L. The Vice-President of SBA is responsible for communicating with Student Affairs in the coordinating, planning, and overseeing of the orientation sessions held in the fall of each year. Additionally, the Vice- President is responsible for updating and distributing a Legislative Meeting Agenda prior to Legislative Council meetings. The Vice- President is responsible for scheduling and heading the Legislative Council meetings (conducting votes, yielding the floor for comments, and distributing the agenda). Throughout the school year, the Vice-President is responsible for overseeing the Peer Mentors and Peer Mentor Advisors and, for being a point of contact for questions and concerns. The Vice-President must be in constant communication with Student Affairs regarding any decision making for the Peer Mentor Program. As Vice-President, you are responsible for working with all other executive members! This past year the Vice-President worked closely overseeing the SBA Student Organization Liaisons and worked with the Student Organization Finance Chair.

## **SBA Treasurer:**

Treasurer is the Chief Financial Officer of SBA. The Treasurer of SBA must create and submit a budget to the executive council and the legislative body for their approval. For SBA as a whole, if there is a financial interest in any component of what is planned, the interested parties will involve the Treasurer. Additionally, while a member of the executive council, you are the financial arm of the legislative body. The Treasurer, along with the President, will have access to all bank accounts, Z-Funds and be responsible and liable for the money that is spent and deposited. The Treasurer shall submit a report of the transactions to the legislature and make it available for public viewing so that SBA can be as transparent as possible. The treasurer is responsible to the student body to make sure that the allocations and money management are being handle correctly. The treasurer is heavily involved with other student organizations and departments in the law school to plan events that benefit students! This is a wonderful position that will allow you to interact and gain great experience in working with other student organizations, faculty, and members of the Columbia community.

## **SBA Secretary:**

Being Secretary of SBA is one of the most time consuming, but also one of the most rewarding positions on the executive board. Not only are you really making a difference for the student organizations by helping to promote them, but you are also making sure the rest of the student body receives all the necessary information they need to know about upcoming events that have to do with the Law School. That means it is your job to stay up to date with not just all the events SBA has coming up, but with what other student organizations, Career Services, student affairs and any other office in the law school is doing to make sure the student body is informed! It is your job to not only keep track of legislative attendance, minutes and service hours but also help promote events, create advertisements and be in the know about what is going on in the law school. This year SBA began releasing a monthly newsletter, this could be determined if it continues by the 2019-2020 exec board. In addition, you are in charge of all forms of social media. You are a resource for students and faculty to help promote events. In every sense you are the PR Representative and head of communications for the student bar association. You are also in charge of the SBA website and keeping it up to date. In addition, this past year the standing committee SBA membership was under the secretary's jurisdiction. This means you are in charge of promoting the SBA membership, keeping the membership list up to date, and always informing the SBA members of what is going on. Being Secretary means you will constantly be doing something for SBA, but everything you do is very important not just for the organization, but for the study body as a whole!