



Sigma Gamma Rho Sorority, Inc.

**Application for Nomination
Regional Board of Directors**



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Regional Nominating Committee

Contact Information & Official Deadlines

Applications for Nomination to Regional Elected Offices can be submitted electronically to the Regional Nominating Committee Chair at:

seregionnominations@gmail.com

Hard-copy applications may be mailed to:

Sigma Gamma Rho Sorority, Inc.

ATTN: SER Nominating Committee Chair Samantha Betton

5900 Townsend Road #724

Jacksonville, FL 32244

Electronic submissions (an email of scanned documents) **are strongly encouraged.**

A hard-copy application is not required.

2016-2018 Regional Nominating Committee

Samantha Betton, Nominating Committee Chair- Florida

Jannique Baxter-Lee – Alabama

Makeda Pinkney – Alabama

Irene Hansford – Florida

Natasha Birt – Georgia

Donna Scott – Georgia

Dena Sharper – South Carolina

Denise Lawson - Tennessee

****Applications submitted via US Postal and electronically must be received by 11:59 PM EST on December 30th to be considered “RECEIVED BY THE DEADLINE”.**

(REF: Southeastern Region Bylaws (2014 Revision), Article III,
Section 3, subsection K, #4)

(Please retain this sheet for your records)



Required Documentation

The **Application for Nomination** packet has been designed to ensure that members of Sigma Gamma Rho Sorority Incorporated who intend to pursue an elected office on the **Regional Board of Directors** are thoroughly vetted per the parameters outlined in the Sigma Gamma Rho Bylaws and Standard Operating Procedures Manual. The forms included in this packet have been developed to capture the required information concisely, and ensure that information is gathered completely, consistently, and with optimal accountability and accuracy.

A **complete** application packet should contain the following forms and documentation before it is submitted to the Regional Nominating Committee Chair.

- Candidate Application
- Statement of Financial Status Form (***to be completed by the chapter Grammateus***)
- Academic Credentials (copy of undergraduate degree/sealed transcript)
- Candidate biographical information (***separate sheet***)
 - § Explain your experience and knowledge within the sorority as it relates to the office.
 - § Leadership ability: List any organizations in which a leadership position was held.
- Full Color print quality headshot (***via email in JPEG format to seregionnominations@gmail.com***)
- List of Campus and Student Activities (***separate sheet***) *****YSC candidates only***

Prospective Candidates must also review:

- Nomination Guidelines
- Campaign Rules
- Frequently Asked Questions

(Please retain this sheet for your records)



Listing of Elected Offices

Elected Offices Open for Nomination

Syntaktes

Undergraduate Chapter Coordinator

Youth Services Coordinator (undergraduate candidates only)

Regional Grammateus

Regional Anti-Grammateus

Regional Tamiochus

Regional Epistoleus

Nominations Chair

Elections Chair

Information regarding the eligibility requirements for the above offices can be found in the Southeastern Region Bylaws (2014 Revision), Article III, Section 2.

Candidates are expected to be familiar with the mandates and expectations of the office to which they wish to be elected (REF: Southeastern Region Bylaws (2014 Revision), Article III, Section 3).

PLEASE NOTE: Each elected position comes with a responsibility of time, travel, and the use of the officer's personal financial resources. As an elected officer you are expected to be in attendance at board meetings, conferences, and respective area meetings, and to provide accurate reports at those meetings. You are also expected to monitor, retain, and submit expense documentation, be accessible by phone or email, and support national, regional, and local sorority programming in your area.

(Please retain this sheet for your records)



Nominations & Elections Timeline

July 1st – December 30th: Applications should be submitted to the Regional Nominating Chair by December 30th.

NOTES:

- Applicants will be notified electronically after their packet has been received. Please be sure to have an active and accurate email address listed on your application, and add seregionnominations@gmail.com to your Safe Senders list.
- Upon receipt of the packet, applicants are verified for eligibility by the Nominations Committee as outlined in the Constitution & Bylaws (REF: Southeastern Region Bylaws (2014 Revision), Article III, Section 3, subsection K, #4-6).
- Applicants will be notified of their eligibility status within two weeks of confirmation of receipt of the Application for Nomination. This timeline is contingent upon completion of the verification process; **incomplete or inaccurate information can potentially delay this phase.**
- Only those applicants who have submitted a complete packet by the deadline and have been verified and approved by the Regional Nominating Chair will be included as candidates on the proposed slate of officers.
- § Applicants wishing to submit their application for nomination after the deadline **must be nominated by a registered and physically present Soror, from the floor, at the Regional Conference.**
- Applicants who are nominated from the floor must have a complete application prepared to submit to the Regional Nominating Chair in order to be verified for eligibility. Incomplete applications and missing documentation will disqualify a Soror nominated from the floor.
- Applicants who *intend* to be nominated from the floor are encouraged to submit an Application for Nomination prior to the Regional Conference to ensure proper verification.
- The Nominations Committee shall compile and mail one copy of the proposed slate of officers to each chapter at least sixty (60) days prior to the Regional Conference. (REF: Southeastern Region Bylaws, Article III, Section 1-4 and Article V)

(Please retain this sheet for your records)



Application for Nomination (Regional Office)

This Soror is being nominated as a candidate for the office of: _____

BASIC INFORMATION (Complete all fields – please print)

Name: _____ Membership Status: Alumnae Undergraduate

Chapter: _____ Chapter's City/State: _____

Region: Northeastern Southeastern Central Western Southwestern

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Home/Work Phone: _____ Cell Phone: _____

Email Address: _____ *Please add seregionnominations@gmail.com to your Safe Sender's list!

CREDENTIALS (Complete all fields – please print)

Undergraduate Institution: _____

Degree Attainment: Bachelors Masters Doctorate Undergraduate (with at least 2 yrs. remaining in her undergraduate studies)

Professional/Academic Area: _____

ELECTED Sorority Offices Held (include a separate sheet, if needed):

Local: _____

Regional: _____

International: _____

Conference Attendance (year/city): (list only those conferences attended in the last 5 years)

Regional Conference: _____

Boulé: _____

Printed name of person completing this form: _____

BY SIGNING THIS DOCUMENT, I CERTIFY THAT THIS INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND CONFIRM MY UNDERSTANDING AND COMPLIANCE WITH THE NOMINATION GUIDELINES AND CAMPAIGN RULES.

Signature (required): _____

Date: _____



Statement of Financial Status Form

(TO BE COMPLETED BY THE NOMINEE'S CHAPTER GRAMMATEUS)

Name of Candidate: _____ Chapter: _____
(First) (Last) (Name) (State)

Please verify the above applicant's financial status:

Local	-	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial
Regional	-	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial
National	-	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial

Grammateus Name: _____ Date: _____
(Please Print)

Grammateus Signature: _____ Witnessing Officer Initial Here: _____

Witness Name/Office: _____

FOR COMMITTEE USE ONLY (Do NOT write in this area)

Committee Member Completing Verification: _____
(First Name) (Last Name)

			Date	Initials
National status verified as	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial	_____	_____
Regional status verified as	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial	_____	_____
Local status verified as	<input type="checkbox"/> Fully Paid/Financial	<input type="checkbox"/> Funds Due/Not Financial	_____	_____

Committee Member Signature: _____

Committee Chair Signature: _____



Nomination Guidelines

1. This application does not guarantee that the applicant will be placed on the election ballot.
2. This application does not guarantee that the applicant will be elected to her desired position.
3. Information provided in this application is subject to verification with Local, Regional, and National records by a member of the Regional Nominating Committee.
4. The applicant is required to register for the Regional Conference at which she hopes to be elected.
5. Candidates will be notified when their application has been received and processed.
6. If an application is incomplete, the candidate will be notified by the Regional Nominating Chair and the missing information should be submitted within 24 hours of notification.
7. Applicants are required to be in good financial standing with the Sorority on all levels at the time the application is submitted.
8. Candidates should have no active and/or pending disciplinary actions or any open legal actions against the Sorority at the time the application is submitted.
9. The applicant is solely responsible for meeting the Nomination Application deadline and understanding the guidelines of this application.
10. Applicants may be nominated for more than one Regional office, but may only accept one nomination.
11. Applicants who are nominated by an individual Soror, a chapter, or her region must still complete the verification process before she can be included on the slate: the application must be completed and credentials must be submitted.

(Please retain this sheet for your records)



Campaign Rules

Sigma Gamma Rho Sorority will allow members to make an intent statement to run for office at regional conferences by the registered prospective candidate or her registered designee. Once the initial statement of intent is made, the prospective candidate must wait to campaign until they are approved based on the Application for Nomination guidelines and the start of the campaign period.

Campaigning is defined as, but not limited to, actively seeking votes via: brochures, campaign speeches, electronic mail*, hand bills, mailings*, phone calls**, Regional and Chapter meeting campaign visits, social media, websites, and webinars.

** Regional Board does not provide members phone numbers.

1. Applicants may begin campaigning once they have been ruled an eligible candidate for elected office by the Regional Nominating Chair.
2. The campaign period begins January 15th and continues through Regional Conference.
3. Applicants who are ruled ineligible by the Regional Nominating Chair are restricted from all campaigning efforts.
4. Candidates for office are prohibited from campaigning during Plenary Sessions and Workshops, except where designated times are listed in the conference agenda that is developed and provided by the Regional Syntaktes.
5. Campaign receptions or mixers should be held during “on your own” meal functions, hospitality time, or other times not in conflict with Regional conference or Regional Conference agenda.
6. Candidates will be provided an opportunity to address the body during the Regional Conference as specified by the conference agenda. (i.e. – Candidate’s Forum)
7. No esoteric information of the sorority (e.g. – sorority pledge, divulging its secrets, etc.) is to be included on any campaign material.
8. Campaign material may only include information about the candidate; nothing about an opponent or current officer.
9. Campaign material must reflect the standards of Sigma Gamma Rho - tasteful, professional and classy.
10. Candidates shall not campaign within 50 feet of the voting area during polling hours.

(Please retain this sheet for your records)



Campaign Rules Continued

11. No candidate may sabotage, steal, or commit any unfair act against another candidate or her campaign.
12. Suspected violations of the campaign rules should be reported to a member of the Regional Nominating Committee for review.
13. **ANY CANDIDATE FOUND IN VIOLATION OF THESE CAMPAIGN RULES IS SUBJECT TO DISQUALIFICATION.**

(Please retain this sheet for your records)



Candidates Forum

General Guidelines

The Candidates Forum is an opportunity during the Regional Conference for sorors in pursuit of elected roles to communicate their platform and goals to the body so that sorors can make informed voting decisions.

Forum Outline:

- The moderator [*Nominating Chair*] will pose questions (that have been submitted by sorors prior to the forum) to the candidates, and will maintain order and decorum for the event.
- Each candidate will have an equal and fair opportunity to answer the questions.
- A time keeper will be used to notify the candidate of their time allotments.
- The forum is not a debate between candidates.

General Forum Rules:

1. Candidates will be allowed time to present their platforms, and will address the body in order of office from lowest to highest ranking officer roles. The length of time each candidate will have to speak will be confirmed after the conference agenda has been finalized. This time is subject to change based on conference changes or delays.
2. Only verified candidates who have been included on the election ballot are allowed to participate in the forum. Sorors who have been nominated from the floor may participate if their verification is complete at the time the forum opens.
3. Questions submitted by sorors prior to the start of the forum will be screened for duplication, integrity and clarity. The moderator will read the questions to the candidates.
4. Responses to questions will be limited to give each candidate the chance to answer.
5. No substitutes, stand-ins, or pre-recorded statements for candidates are allowed during the forum.
6. Speaking off topic, explicitly to or about another candidate, distasteful remarks, or speaking on or alluding to confidential sorority matters will not be permitted during the forum.
7. Candidates are prohibited from distributing campaign material during the forum. Materials may be handed out before and immediately after the forum has taken place.

Note: *The Candidate's Forum is not mandatory, and its inclusion in the conference agenda is at the discretion of the Syntaktes.*

(Please retain this sheet for your records)



Frequently Asked Questions

Important Notes for Potential Candidates

1. **When is the application deadline, and what documentation is required?** *Applications for Nomination are due **December 30th** of the year preceding the Regional Conference. Required documentation is itemized on **Page 1** of this application.
 - a. **Statement of Financial Status Form**
Submit this form by scanning and emailing it to the Regional Nominating Chair or by uploading it to Dropbox.*
2. **What will happen if my application is received after the deadline?** *The Regional Nominating Chair will notify the candidate of receipt and the verification process will continue; however, she will need to be nominated from the floor (Page 3). She is therefore unable to campaign for office until she is ruled an eligible candidate at Regional Conference.*
3. **Can I withdraw my candidacy at any time?** *Yes. Notify the Regional Nominating Chair in writing at any point prior to the finalization of the ballot (which happens at Regional Conference) to formally withdraw your candidacy.*
4. **When can I start campaigning?** *Applicants may begin campaigning once they have been notified in writing that they have been ruled an eligible candidate for elected office by the Regional Nominating Chair (**Page 7**).*
5. **How many people can work on my campaign?** *There is no regulation limiting the size of a campaign team.*
6. **When and where can I campaign at the conference, and what kind of campaign material is allowed?** *Please reference the Campaign Rules (**Page 7**).*
7. **Does campaign material have to be approved before it goes out?** *This is not required; however the Regional Nominating Committee is available and willing to review any material that may be questionable. Please note that if material is found to be in violation of the Campaign Rules (**Page 7**), the candidate may be subject to disqualification.*
8. **Am I allowed to host a reception/mixer during the conference?** *Yes. Please reference the Campaign Rules (**Page 7**).*
9. **How do I report negative campaigning?** *You may notify the Regional Nominating Chair in confidence by phone or email, and she will investigate to determine if a candidate is in violation.*
10. **Once my application has been approved, can I change the office I would like to be a candidate for?** *Yes. To ensure that you are properly represented on the slate, please submit your update in writing to the Regional Nominating Chair.*
11. **How do I obtain contact information for chapters for my campaign?** *You may submit a request in writing to Regional Headquarters.*

(Please retain this sheet for your records)