

UPDATED 6/2023

2024-2025
Brightpoint Community College
Student Government Association
Officer Application



Student Government
Association

Please submit your completed application to the Office of Student Activities (or email application to sga@brightpoint.edu)

Chester Campus: 13101 Jefferson Davis Highway, Chester, VA, 23831, Nicholas Center—N122
Midlothian Campus: 800 Charter Parkway, Midlothian, VA, 23114, Hamel Hall—H103

Brightpoint Community College Student Government Association Election Timeline 2024-2025

September 5th – Office of Student Activities will begin accepting SGA Candidate Applications Online at sga@brightpoint.edu

September 16th – Application Submission Deadline

September 19th – Notification of candidacy approval

Candidates will receive an email from the Office of Student Activities with approval.

September 23rd – September 27th – Candidates are allowed to campaign

Candidates will work with the Office of Student Activities to draft platforms on why they are running.

September 30th – Official Election Day!

October 1st/2nd – Winners announced to the student body!

Winners will be announced via Brightpoint social media channels and in an email to faculty, staff, and students in the Weekly Newsletter.

October 11th /18th – First Student Government Association Senate Meeting

Brightpoint Community College
Student Government Association
Campaign Guidelines
2024-2025

- Campaigning may begin after approval of SGA Candidate Application during week of campaigning.
- A candidate must be a current Brightpoint Student in good standing with an established gpa at the college.
- A candidate running for the Brightpoint Student Government Association Office shall conduct themselves in a professional manner at all times and abide by Brightpoint's Code of Conduct.
- Violation of campaign regulations will be grounds for disqualification as determined by the Office of Student Activities.

**Note the Student Government Association will represent the entire student body including the Midlothian Campus, the Chester Campus, and the Nursing Education Center.

I have read and understand the Campaign Guidelines and agree to abide by these rules.

Candidate Printed Name: _____

Candidate Signature:

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Brightpoint Community College

Student Government Association Election

I, _____, request to be considered as a candidate for one of the offices below in the Student Government Association for the 2024-2025 academic year.

President Vice President Secretary Treasurer Communications Coordinator

I have enclosed the items below:

_____ Completed Application

_____ Faculty Member Recommendation

Personal Information

Name: _____ Student ID Number: _____

VCCS Email: _____ Program: _____

Phone Number: _____ GPA: _____

Polo Size: _____ Shirt Size: _____

Signature:

IMPORTANT: You must *turn in* a completed application, and letter of recommendation from a Brightpoint faculty or staff member to Student Activities (or email application to sga@brightpoint.edu).

Faculty Recommendation for Student Government Association Officer

I, _____ endorse _____ to be nominated as a candidate for a Brightpoint Student Government Association Officer Position.

Comments: _____

Faculty Name (Print): _____

Faculty Title: _____

Faculty Signature: x _____

Student Government Association Executive Board Job Descriptions

In accordance to Article III-Section 1 of the Brightpoint Community College Student Government Association Constitution, the following are job descriptions for each position:

President — the SGA President shall have the following duties:

- To call and preside over all meetings of the Student Senate
- To uphold and execute the constitution and by laws
- To serve as a liaison to the college and the student body as official representative of the SGA
- To serve as a liaison to the Student Activities Coordinator
- To vote when a tiebreaking vote is required

Vice President — the SGA Vice President shall have the following duties:

- To execute the duties of the President in their absence
- To fill in for the Secretary in their absence
- To work with the President and Treasurer to prepare the and budget
- Assists the Secretary with preparing the meeting agenda
- Has a voting rights when not fulfilling the duties of the President

Secretary — the SGA Secretary shall have the following duties:

- Record and publish the minutes from all Senate meetings
- Record minutes of all Executive Committee meetings
- Take attendance at all SGA meetings
- Assist with maintaining all SGA and student club files and documents
- Maintain accurate contact information on SGA members, faculty advisors, and student clubs
- Maintain club online forms
- Has a voting right in the Senate

Treasurer — the SGA Treasurer shall have the following duties:

- Oversees SGA expenses and revenues in conjunction with the Student Activities Coordinator
- Maintains an accurate and detailed financial record of all SGA and club expenses
- Prepares the financial proposals for the budget meetings held with the Assistant Program Coordinator and the Student Activities Coordinator.
- Works with the President and Vice resident to create the budget
- Has a voting right in the Senate

Communications Coordinator — the SGA Communications Coordinator shall have the following duties:

- Keep the student body informed of events, fundraisers, and service projects
- Assist with managing and maintaining the Student Government Social Media accounts
- Monitor Social Media pages created by student clubs
- Works with the Student Activities Coordinator to proof and edit student club flyers and media
- Has a voting right in the Student Senate

CAMPAIGN RULES AND GUIDELINES

Campaign Guidelines:

- All flyers, posters, and other candidate information must be submitted to the Office of Student Activities.
- A candidate must use their personal funds for campaigning supplies.
- The defacing or destruction of campaign materials of a candidate is strictly prohibited.
- A candidate running for Brightpoint Student Government Association Office shall conduct themselves in a professional matter at all times.
- A candidate may not campaign within 25 feet of the voting station or “polling place”
- Violation of campaign regulations will be grounds for disqualification as determined by the Office of Student Activities.
- To reserve a campaign table, you must request through the Office of Student Activities. Email: studentactivities@email.vccs.edu
- Candidates are reminded that they represent the entire student body including the Midlothian Campus, the Chester Campus, and the Nursing Education Center.
- The campaign must not mention nor have any political or controversial language, nor should the mission statements imply such topics.

Examples of professionalism/unprofessionalism:

1. Interacting with others appropriately and respectfully, communicating clearly and directly.
2. Excessive displays of PDA on campus (making-out, sitting in someone’s lap, getting sat on, hugs from behind, catcher hug/koala hugs...etc) may be seen as unprofessional.

Examples of Political language & Controversial Language:

1. Anything that is critical of or personally attacks your opponent.
2. Language that mentions comparison to oneself to a political figure and no usage of slogans existing in politics. (this includes international examples)
 - a. “Ask not what your county can do for you - ask what you can do for your country” → “Ask not what your school can do for you - ask what you can do for your school”