

UPDATED 7/2024

2024-2025
Brightpoint Community College
Student Government Association Application



Student Government Association

Please submit your completed application to the Office of Student Activities (or email application to studentactivities@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 6th: Office of Student Activities will begin accepting SGA Candidate Applications Online at studentactivities@brightpoint.edu

September 16th: Application submission deadline

September 17th – 24th: Zoom or In-Person interviews

Candidates will receive an email from the Office of Student Activities to coordinate meeting times. Please have your availabilities ready.

September 26th: Winners announced to the student body!

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

September 30th - October 3rd: Confirmed Officers will interact and connect with student body.

October 4th – 6th: Attend VCCS Student Leadership Conference (invite only). Elected leaders are encouraged to attend the conference held in Roanoke, VA. Lodging, travel, and meals are provided by the college

October 11th – First Student Government Association Senate Meeting

Brightpoint Community College
Student Club Council
Campaign Guidelines
2024-2025

- Interviews will begin after approval of SGA Candidate Application.
- A candidate must be a current Brightpoint Student in good standing with an established gpa at the college.
- A candidate running for a Brightpoint Student Government Association Leadership Position shall conduct themselves in a professional manner at all times and abide by Brightpoint's Code of Conduct.
- Failure to maintain professional conduct and Brightpoint's Code of Conduct 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: X _____

Brightpoint Community College Student Club Council Election

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

President Vice President Secretary Treasurer

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: X _____

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 studentactivities@brightpoint.edu).

Student Club Council Leadership Committee

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 Government Association
- To uphold and execute the constitution
- To serve as a liaison to the college and the student body as official representative of the SGA
- Liaison to the Student Activities Coordinator
- Stay informed on meetings when student affairs are under consideration as it is communicated with the Student Body
- 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
- Fill-in for the Secretary in their absence
- Assist the Secretary with preparing the meeting agenda
- Work with the President and Treasurer to review the budget
- Work with the Student Activities Coordinator to proof and edit student club flyers and media
- Monitor Social Media pages created by student clubs
- Has a voting right when not fulfilling the duties of the President

Secretary — the SGA Secretary shall have the following duties:

- Record and publish the minutes from all Student Government Association Senate meetings
- Record minutes of all Senate meetings
- Take attendance at all Senate meetings
- Assist with maintaining all SGA and student club files and documents
- Maintain accurate contact information on SGA members, faculty advisors, and student clubs
- Keep the student body informed of events, fundraisers, and service projects
- Has a voting right in the SGA.

Treasurer — the SGA Treasurer shall have the following duties:

- Oversees SGA expenses and revenues in conjunction with Students Activities Coordinator
- Maintain an accurate and detailed financial record in a spreadsheet or flash drive of all SGA expenses and club expenses
- Communicate with the Senate on the balance available for club use
- Fill-in for the Secretary in his/her absence in the event the President is also absent
- Has a voting right in the SGA