*UPDATED 6/2025*

**2025-2026**

**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**](mailto: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**

**2025-2026**

**September 4th:** Office of Student Activities will begin accepting SGA Candidate Applications online at [studentactivities@brightpoint.edu](mailto:studentactivities@brightpoint.edu).

**September 16th:** Application submission deadline.

*Candidates should have availabilities for meeting times ready at application submission.*

**September 17th – 22nd:** Zoom interviews.

**September 24th & September 26th:** In-Person interviews.

**September 26th:** Applicants will be notified of the final decision.

**September 29th:** Winners announced to the student body!

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

**October 7th & October 15th:** Confirmed Officers will interact and connect with the student body during the Get Connected events located at the Midlothian and Chester campus, respectively. Officers do not need to be present at both events, if unable.

**October 10th:** First Student Government Association Senate meeting with newly elected officers.

**November 14th – 16th:** 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.

**Brightpoint Community College**

**Student Club Council**

**Campaign Guidelines**

**2025-2026**

* 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:

**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 2025-2026 academic year. Please rank the positions 1-4 with 1 as your first choice.

\_\_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:

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](mailto:studentactivities@brightpoint.edu)).

**Faculty Recommendation for Student** **Government Association Leader**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ endorse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to be nominated as a candidate for a Brightpoint Student Government Association Leadership Position.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Faculty Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Faculty Signature:

**Student Government Association 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