



2025-2026

Brightpoint Community College  
Student Government Association Application

Please [email your application](#) or submit a printed copy of your completed application to the Office of Student Activities:

[Chester Campus](#)

13101 Jefferson Davis Highway  
Chester, VA, 23831  
Nicholas Center, Room N122

[Midlothian Campus](#)

800 Charter Parkway  
Midlothian, VA, 23114  
Hamel Hall, Room H103

## 2025-2026 SGA Election Timeline

- **February 11:** Office of Student Activities will begin accepting SGA Candidate Applications
- **February 23:** Application submission deadline\*

*\*Please keep in mind: faculty recommendations will be emailed to verify their statements.*

- **February 24 – March 3:** Zoom interviews\*

*\* Candidates should know availability for meeting times before submitting their applications.*

- **March 11 – 16:** In-person interviews
- **March 18:** Applicants will be notified of the final decision
- **March 20:** Winners announced to the student body

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

## Student Club Council Campaign Guidelines

- 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 must 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.

Please note: The Student Government Association will represent the entire student body, including the Midlothian Campus, the Chester Campus, and the Nursing Education Center.

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Sign below to confirm your agreement with the following statement:

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

Candidate Printed Name:

Candidate Signature:

## 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. 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

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### 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 a letter of recommendation from a Brightpoint faculty or staff member to Student Activities.

## Faculty Recommendation for Student Government Association Leader

I, \_\_\_\_\_ endorse

to be nominated as a candidate for a Brightpoint Student Government  
Association Leadership Position.

Comments:

Faculty Name (Print):

Faculty Title:

Faculty Signature:

# Student Government Association Leadership Committee

## Job Descriptions

**As an officer of the SGA, you may be required to attend school events, such as New Student Orientation or Open House, as requested.**

In accordance with 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