

University of Bridgeport

Student Government Association



Application Form 2018-2019 Academic Year

Thank you for your interest in becoming a member of the University of Bridgeport's Student Government Association. Please complete the below application in its entirety and submit all the necessary paperwork by the provided deadline.

All paperwork should be returned to the SGA Office, Room 117 of the John J. Cox Student Center by Monday, March 5th at 5pm.

If you have any questions or concerns, please contact us at sga@bridgeport.edu or stop in during the posted office hours.

Personal Information: PLEASE WRITE NEATLY.

Name: _____ Graduating Class: _____
Major: _____ Current GPA: _____
Student ID Number: _____ *GPA does not apply to first semester applicants
Phone Number: (_____) - _____ - _____
UB Email: _____@my.bridgeport.edu

Position you are applying for: _____
Have you served on the SGA's [E-Board or Joint Congress] previously? Yes / No
If yes, what position, and how long? _____

Essay Questions:

Please answer the following questions and attach them to your application (approximately 100-300 words each).

- 1. What contributions would you like to make to the position you are applying for?*
- 2. What do you hope to personally gain through this experience?*
- 3. What does being a member of the Student Government mean to you?*

KnightLife Description:

*Please write a 300-word description that would support your candidacy and we ask for a headshot with a white background for SGA to use on the Knightlife Website that students will use to cast their votes. **Please send the picture and the description to sga@bridgeport.edu***

Resume:

Please attach your most updated resume. Be sure to highlight any leadership experience or other experience that supports your application.

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Support for your candidacy:

*Each applicant is required to collect signatures from fellow students who endorse their candidacy. Executive Board applicants are required to obtain at least **50** signatures. Class Representatives, Senators, and Commuter Representatives must obtain at least **25** signatures on the attached sheets. All signatures must be submitted with your application.*

Speeches and Elections

*Each applicant is required to prepare and deliver a **3-minute speech** outlining your qualifications, goals, and ideas. Attendees will be permitted to ask of you three questions. Please dress in business attire and arrive 5 minutes early on election night. Candidates will be permitted to campaign (i.e. flyers, social media publications, etc.), however, no defaming of other candidates will be permitted and will result in immediate invalidation. **Speeches will be held on Tuesday the 20th of March at 8:30PM in the Great Room of the Student Center.***

Requirements

*Please see attached and refer to the SGA Constitution found on the SGA page via bridgeport.edu to confirm that you understand your SGA position specific requirements. Attendance at all meetings and SGA events are mandatory. **All SGA meetings are held during lunchtime from 12:20 – 1:20pm on Mondays and Wednesdays.** There will be retreats, trainings, fairs, and events, that are requirements for SGA members. Please be aware that you will be required to attend the SGA Retreat on April 6th (time TBA) and attend the Student Leadership Awards in April.*

By signing below, I _____ agree that I have read the entirety of this application and that all information stated is true. I agree to abide by the policies and procedures as described in the “key to UB.”

Applicant Signature _____ Date _____

The Executive Board appreciates your application. Please be sure to check your **UB email** daily, to receive all future confirmations and correspondences from the Student Government Association.



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Joint Congress Positions

School Senator:

The Student Senate consists of an **Undergraduate** Senator and a Co-Senator, and a **Graduate** Senator from each School or College with undergraduate and graduate programs. Shall be a full-time undergraduate or full-time graduate student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office in the School he/she is representing. All Senators and Co-Senators will sit on the Joint Congress. **The Senate shall have jurisdiction over any and all academic matters.** The Senate will follow its own governing procedures that do not conflict with the Constitution. Amendments to these governing procedures may be made by a majority vote. Either the Senator or Co-Senator is responsible for attending the University Senate Meeting and serve as a liaison between Joint Congress and the University Senate. Shall be responsible for **holding a Town-Hall meeting at least once a month, a minimum of three each semester and report to the Vice-President of the SGA during Senate Meetings held bi-weekly.**

Positions available (2 Undergraduate Senators & 1 Graduate Senator from each School or College)

Class Representative:

Shall be a full-time **undergraduate** student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office. The student running for Class President receiving the greatest number of votes shall be Class President. The student running for Class Vice-President receiving the greatest number of votes shall be Vice-President. Class Presidents, Vice-Presidents and Commuter Reps shall be responsible for **holding Town-Hall meetings at least once a month, a minimum of three Town-Hall meetings per semester.** Class Presidents, Vice-Presidents and Commuter Reps **Must be present at the House of Representatives Meetings and report to the Speaker of the House of the SGA during Representatives Meetings held bi-weekly.**

Positions available (2 Representatives from the following classes; 2018, 2019, and 2020)

Commuter Representative:

Commuter Reps Shall be held to the same responsibilities as the Class Reps when representing the Commuter Students. Commuter Reps shall be responsible for **holding Town-Hall meetings at least once a month, a minimum of three Town-Hall meetings per semester.** Commuter Reps **Must be present at the House of Representatives Meetings and report to the Speaker of the House of the SGA during Representatives Meetings held bi-weekly.**

Positions available (2 Commuter Representatives)

Executive Board Positions

*** Shall have, at the time of holding office, have held an SGA position for at least 1 year. ***

Assistant Secretary:

The Assistant Secretary shall be responsible for the minutes of all House of Representatives and Representatives meetings. He/she shall keep the minutes of meetings designated by the Executive Secretary at the beginning of the semester. *Must have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office

Executive Secretary:

The Executive Secretary shall be responsible for the minutes of all Joint Congress and Student Senate meetings. He/she shall be responsible for verifying the validity and accuracy of any and all petitions presented to the SGA. He/she shall be in charge of and handle any and all correspondence pertinent, directly and indirectly, to the work of the SGA, and any and all other official correspondence. He/she shall oversee the UBSGA email and be responsible for all correspondence with Joint Congress members on behalf of members of the Executive Board. Shall be responsible for all administrative duties, including booking rooms and A/V for any meetings and events. The Executive Secretary may seek support from the Assistant Secretary in performing these duties. The Executive Secretary has the authority to delegate responsibilities to the Assistant Secretary. *Must have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office

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Public Relations Officer:

The Public Relations Officer shall be responsible for all branding, marketing, and advertising for SGA. This includes but is not limited to: advertising and promotion of events via social media, the creation, printing, and distribution of flyers, correspondence with students, faculty, and administration in regards to all SGA events, and creation of all SGA publications and promotional materials. Creating and maintaining the SGA image through marketing and public relations collateral. He/she shall be responsible for maintaining and updating the SGA UB webpage. *Must have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office.

Assistant Financial Officer:

The Assistant Financial Officer shall assist the Chief Financial Officer in all financial matters as charged under this condition. He/she shall be Chairperson of the Financial Allocation Meetings of the SGA in the absence of the Chief Financial Officer. He/she shall compile official record of all funds allocated to clubs/organizations and Joint Congress members. He/she will be responsible for all in-house SGA finances such as purchases and monetary requests. *Must have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office.

Chief Financial Officer:

The Chief Financial Officer shall be Chairperson of the Financial Allocation Meetings of SGA. He/she shall report directly to the President of SGA. He/she shall function in all financial matters as charged under this condition. He/she shall tender a financial report at regular SGA meetings. He/she shall be completely responsible for all financial matters and shall be the sole authority in matters and methods of bookkeeping. He/she shall have the right to inspect and audit the financial books of any student organization or the Programming Board upon the request of a member of the said organization or the SGA. *Shall be a full-time undergraduate student and have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office.

Speaker of the House:

The Speaker of the House will chair all House of Representative and Representatives meetings and shall be a member of the Executive Board. He/she will be responsible for all matters regarding the House of Representatives. He/she shall report directly to the President of SGA. His/her responsibilities include all House of Representatives responsibility including assisting and advising the Executive Board in all matters related to student life, club life, Greek life and other social aspects of Campus Activities. Shall be responsible for organizing and overseeing SGA events. *Shall be a full-time undergraduate student and have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office.

Vice President:

The Vice-President shall serve as the chair all Senate meetings and shall be a member of the Executive Board. He/she shall report directly to the President of SGA. He/she shall be responsible for all committees of the SGA, unless he/she designates another member of Joint Congress to do so. He/she shall be ready in any and all matters to assist the President. *Shall be a full-time undergraduate student and have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office.

President:

The President chairs all the meetings of the Joint Congress, except as provided for in the Constitution. He/she shall maintain liaison with the President of the University, the Dean of Students, and Campus Activities and Civic Engagement Directors. He/she, or his/her designate shall be the Student Body representative at all official University ceremonies. He/she shall hold a seat on the University Senate. He/she shall see to it that the purposes and goals of the SGA are carried out. The President of the SGA must be knowledgeable in the rules and regulations set forth in the Key to UB, and Roberts Rules of Order. At all meetings, the President as chair, or his/her designee must maintain proper decorum and maintain the Rules of Order as specified in those two documents. *Shall be a full-time undergraduate student and have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office.

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Student Endorsement
Signee must be a student.

I endorse _____ as a candidate for the position of _____
_____ in the Student Government Association.

Name (Printed)

Signature

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
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9.	_____	_____
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20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____

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Student Endorsement
Signee must be a student.

I endorse _____ as a candidate for the position of _____
_____ in the Student Government Association
(Endorsements continued below for those seeking Executive Board positions)

Name (Printed)

Signature

26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
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45.	_____	_____
46.	_____	_____
47.	_____	_____
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49.	_____	_____
50.	_____	_____