



Essex County College Student Government Membership Application Packet

The Student Government Association (SGA), is a student-based organization created to promote school spirit and leadership among students. Students, participating in any level of the SGA, will maintain a high standard of professional and personal conduct. All council members will show leadership qualities by demonstrating good examples of behavior through their words and actions. All members are required to participate in approved school and SGA activities, which is to enhance the quality of the environment of the school.

The purpose of the Student Government is to:

- Develop positive attitudes and to practice good citizenship.
- Promote growth throughout all clubs and organizations.
- Enhance relationships between students and faculty.
- Promote and enhance school morale and general welfare.
- Provide an open forum for student expression.
- Plan and coordinate special events and projects.

The benefits of being involved in Student Government include:

- Gaining experience in public speaking.
- Learning to effectively communicate.
- Learning how to plan out and prepare events for clubs.
- Make a positive impact on the school and community environment.

In addition, SGA serves as a chance to meet new friends and work with a diverse group of people.

Objectives of the Student Government are:

- To provide a platform in which students can address school related issues which affect their lives.
- To maintain open communication between students, administration and faculty.
- To train students in the duties and responsibilities of good citizenship.

Members of the SGA will be very responsible students who are willing to work hard and are committed to serving the students and the community at large. As a Student Government member, you will be called to serve others by representing their issues.

Student Government will be involved in many community-minded projects such as:

- School beautification: Clean up, painting, repairing, etc.
- Community outreach (Community Relations) Food drives, recycling projects, coat drives.
- Student opinion polls.
- Park clean ups.



Student Council Expectations

- I agree to conduct myself in a manner that reflects respect from my faculty and staff, peers, and the community at all times both during and after school hours.
- I understand that members of the SGA must have and maintain a record of good citizenship throughout the entire term of office which includes attending and being on time to all classes on regular basis.
- I understand that I must serve a minimum of 3 hours a week for Student Government purposes.
- I understand that I must currently have and maintain a cumulative un-weighted GPA of 2.0.
- I understand that I am required to wear a business casual wear every Thursday for Council meetings. Failure to comply will result in disciplinary actions.
- I understand that while social media has a large impact on advertising and the success of events, I am solely responsible for what is posted on social media sites. I realize that it may be monitored and there may be consequences for postings that do not reflect myself, my organization, or my school in the best possible light.

Student Government Hierarchy

The Student Government is comprised of the E-Board and council members. Each position in the Student Government holds a specific role. All members combined uphold the strength and integrity of the Student Government as a whole. The hierarchy goes as follows:

- President
- Vice President
- Treasurer
- Secretary
- Senators
- Council members

Each member combined is what makes the Student Government functional as an official Student Organization. Each position has different roles and tasks. With each position filled, this makes the Student Government stronger for the Student Body.

Here is a brief overview of the hierarchy:

- **President** is the head of the Student Government. He/she is the mediator between the Student Body and Academic Advisors. The president is in charge of the design of weekly meeting with the Executive Board and Council Members. Also, as president, he/she presides at monthly meetings held by the school. The president is the individual who is the main representation of the Student Government at various functions.



- **Vice President (VP)** is the second in command after the President. In the absence of the President, the VP will serve in the President's place. While in meetings, the Vice President helps keep all members engaged in the meeting. While alongside the President, the Vice President also attends monthly meetings held by the school.
- **Treasurer** is the money person of the Student Government. The Treasurer must keep a detailed account of all money earned and spent by the Student Government monthly. Also, with keeping detailed accounts, the Treasurer prepares a report of expenditures and transactions received monthly. With these records, the Treasurer reports to the President and Vice President with monthly budget spreadsheets.
- **Secretary** is the assistant to the President and the Vice President. He/she assists in the daily entry of data for both the President and the Vice President. While in meetings, he/she is in charge of taking attendance and note taking alongside, keeping accurate records of meetings. The Secretary types the minutes of each meeting and reports the minutes from the previous meeting to the President and Vice President.
- **Senators** are in charge of the day to day tasks required according to specific councils they are placed over. Each Senator has council initiatives that must be completed timely in order to promote growth and enhancement of each council. Each Senator reports to the President and Vice President with completed initiatives and new initiatives started.
- **Council members** are the foot soldiers of the Student Government. Each council member attends student council meetings. Council members bring ideas and suggestions from class mates to the meetings. Also, council members help with the development of projects for the Senator and the Student Government at large.

Within the Student Government, we have 6 senators that comprise the Senate Board. The Senate Board consists of:

- Senator of Academic Affairs
- Senator of Communications
- Senator of Community Relations
- Senator of Grievance
- Senator of Scholarships
- Senator of Technology
- Senator of West Essex Campus

Each Senator plays a specific role in the makeup of the Senate Board. With each Senators' role, the Student Government can effectively represent the students and the community at large.

Here is a brief overview of the duties of each senator:



- **Senator of Academic Affairs** covers a wide range of areas. The Senator of Academic Affairs reports to meetings held by the Dean or President of the school. Anything in regard to students' classes and setup all relate to the Senator of Academic Affairs. All student based academic clubs such as Biology Club and Math Club report any new events to this Senator, who then makes this information known to the Student Government and the Student Body at larger.
- **Senator of Communications** is in charge of the “talking” and communication for the Student Government. The Senator of Communications' goal is to spread information around through all means possible. The Senator of Communication also manages the SGA social media pages. All school events are posted on the SGA social media pages as a means of communicating all current events in the school.
- **Senator of Community Relations** is the person in charge of bridging the gap between the school and the community. The Senator of Community Relations promotes student life through the businesses and other schools in the area. The Senator of Community Relations ensures participation of the community and student in events going on in Essex County College and within the community as needed.
- **Senator of Grievance** is considered the “ears” of the Student Government. Any complaints or personal issues will be handled through the Grievance Senator. Once a grievance complaint is received, it will be reviewed by the grievance council and sent through the necessary channels for necessary actions to be taken.
- **Senator of Scholarships** is as the name implies. The Senator of Scholarships is responsible for organizing and arranging the scholarships Essex County College and its organizations has to offer. He/she ensures students are informed of available scholarships and how to apply to them.
- **Senator of Technology** is responsible for the information technology involved with the Student Government. From organizing the Student Government documents to typing official documents, the Senator of Technology oversees the information technology process. He/she has a handle with the Engineering and Technology departments of the school to bridge the gap between students and technology.
- **Senator of West Essex Campus** is placed in charge of the West Essex Campus of Essex County College. He/she is the glue that fuses these two campuses together to one common goal, “exceeding expectations.” All the latest events and happenings in the West Essex Campus are reported to the Student Government here at the main campus. This Senator is designated at the West Essex Campus.



**Essex County College
Student Government Association
MEMBERSHIP APPLICATION**

Name: _____ ID#: _____ - _____ - _____

Address: _____
Street City State Zip Code

Phone#: (_____) _____ - _____ Email: _____

Secondary Email: _____

Major of Study: _____

Current GPA or High School Equivalent (2.0 and above): _____

How many semesters have you attended at Essex County College? _____

Have you ever been involved in any student club/organization? Yes No

If yes, please list the name of the club/organization and dates of involvement:

What title/position did you hold while serving in this club/organization? _____

Circle each that interests you:

President	Vice-President	Academic Affairs	Communications	Community Relations
Secretary	Treasurer	Grievance	Scholarship	Technology

Why do you want to become an active member of SGA?

Application Submission Checklist

- One letter of recommendation from an Essex County College Faculty Staff
- An unofficial transcript
- A completed application form

I certify that the entries above are true and accurate statements. I understand that if I am selected by one of the Student Government Committees, any omissions or false statements on this application will constitute reason for dismissal. I recognize that being a representative and member of Student Government carries privileges and responsibilities. If chosen, I promise to act as a role model and an ideal student for all students at Essex County College and in accordance with the bylaws of the Student Government's Constitution. I will also follow the policies and procedures set forth in the Student Handbook-Lifeline.

Signature

Date