Requirements to run for SGA Secretary

1. Shall have been a voting member of the SGA for at least one (1) semester.
2. Shall have a minimum GPA of 2.5.
3. Shall be carrying minimum six (6) academic credits.
4. Shall present a petition of one hundred (100) signatures from the student body, to the SGA excluding SGA members. (see petition attached)
5. Shall submit an essay to the SGA advisors describing why they want to run for SGA secretary

All paperwork shall be submitted to the Director of Student Activities 2 weeks prior to SGA elections for verification. Please contact Karen Blake, Student Activities Director at KBlake@nvcc.commnet.edu if you have any questions or call 203-575-8269.

Responsibilities of the SGA Secretary

As stated in the SGA Constitution: Secretary

1. Shall maintain and record all minutes of the SGA meetings.
2. Shall post approved minutes of the SGA meetings on the SGA board in a reasonable time after the meeting and before the next meeting.
3. Shall keep on file all minutes of the officers meetings.
4. Shall be responsible for maintaining all attendance records.
5. Shall prepare the meeting agenda.
6. May not be an officer of any other organization on campus.
7. Shall distribute copies of approved minutes to all clubs, Director of Student Activities, Dean of Students, and College President.
8. Shall distribute all SGA minutes and agendas in club mailboxes at least 24 hours before the next SGA meeting.
Naugatuck Valley Community College
Student Government Association Election Petition

Name: __________________________              Email Address:__________________________
Banner ID: ___________________________       Phone: ________________________________

I, __________________________, resolve to contend for the office of Secretary of the
Naugatuck Valley Community College Student Government Association. The
undersigned petitioners deem that I am competent to satisfactorily fulfill the duties and
obligations of the Secretary position, as stated in the Student Government Association
Constitution.

1. ____________________________  26. ____________________________
2. ____________________________  27. ____________________________
3. ____________________________  28. ____________________________
4. ____________________________  29. ____________________________
5. ____________________________  30. ____________________________
6. ____________________________  31. ____________________________
7. ____________________________  32. ____________________________
8. ____________________________  33. ____________________________
9. ____________________________  34. ____________________________
10. ____________________________ 35. ____________________________
11. ____________________________ 36. ____________________________
12. ____________________________ 37. ____________________________
13. ____________________________ 38. ____________________________
14. ____________________________ 39. ____________________________
15. ____________________________ 40. ____________________________
16. ____________________________ 41. ____________________________
17. ____________________________ 42. ____________________________
18. ____________________________ 43. ____________________________
19. ____________________________ 44. ____________________________
20. ____________________________ 45. ____________________________
21. ____________________________ 46. ____________________________
22. ____________________________ 47. ____________________________
23. ____________________________ 48. ____________________________