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 Secretary KBlake@nv.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 CEO.
8. Shall distribute all SGA minutes and agendas in club mailboxes at least 24 hours before the next SGA meeting.
Naugatuck Valley Student Government Association

Election Petition – Secretary

Name:_________________________   Email Address:_________________________

Banner ID:_____________________   Phone:______________________________

I,__________________________, resolve to contend for the office of Secretary of the Naugatuck Valley 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. __________________________
24. __________________________  49. __________________________
25. __________________________  50. __________________________