

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ASCE STUDENT CHAPTER



Officer Board Application
2023-2024

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CPP ASCE Officer Board Application 2023-2024

Prospective Officer Information

Dear Prospective Officer,

I appreciate your interest in becoming an officer of the CPP ASCE Student Chapter. This unique opportunity will allow you to develop yourself in many ways, as well as provide a great service to your fellow classmates and local community. Our ASCE Student Chapter is one of the strongest in the nation, and this is only made possible through the hard work of our members, officers, faculty, and department.

Opportunities like this do not present themselves often and the experience of being on the ASCE Officer Board is very fulfilling. Becoming an Officer is a great way to grow personally and professionally, expand your knowledge of ASCE, and create relationships that will last a lifetime.

I highly encourage you to apply and put forth your full effort as selection is very competitive. Becoming an ASCE Officer will benefit you in many ways and I look forward to reading your application. Please read and complete the following information thoroughly. You will only need to submit the last page.

All the Best,



Anndrea Mendoza, S.M.ASCE
ASCE Student Chapter President, 2022-2023
California State Polytechnic University, Pomona
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CPP ASCE Officer Board Application 2023-2024

Officer Duties and Eligibility

Please review the full excerpt from the Student Chapter Constitution & Bylaws for officer position eligibility guidelines, duties, and responsibilities. Below is a summary of the most important information.

Article V – OFFICERS

Section 2 – General Duties.

The Student Chapter Officer Board shall be responsible for planning, organizing and executing all Student Chapter affairs, programs and events while setting an example of professionalism and leadership. These duties include, but are not limited to the following:

1. **Attendance.** Must attend all Class I events, three-fourths (3/4) of Class II events, one-half (1/2) of Class III events and one-fourth (1/4) of Class IV events; AND
 - 1.1. **Annual Events.** Attend the Annual Officer Retreat, Pacific Southwest Conference (PSWC), Alumni Golf Tournament and the Department Banquet; AND
 - 1.2. **Meetings.** Be available during U-Hour on even Tuesdays and Thursdays throughout the academic year in order to attend Officer and General Meetings; AND
 - 1.3. **Registration Booth.** Work a minimum of four (4) thirty-minute (30) booth shifts per week during any week a Registration Booth is present.
2. **Paperwork.** Submit ASCE, ASI, OSLCC, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction; AND
3. **Officer Meeting Minutes.** Complete Officer Meeting Minutes one (1) hour prior to any Officer or Special Meeting; AND
4. **General Meeting Slides.** Complete General Meeting Slides by 5:00 PM the Wednesday prior to any meeting in which they are presenting; AND
5. **Transition Notes and Meeting.** Complete Officer Transition Notes by the second to last Officer Meeting in the Spring Semester. Have a Transition Meeting with the incoming Officer for their position before the fifteenth (15) week of Spring Semester.

Section 3 – Specific Duties.

Please review the Student Chapter Constitution & Bylaws excerpt for full position duties.

Section 4 – Eligibility.

Officers shall maintain the following qualifications during their tenure to remain eligible for their respective Office.

1. **University Standard.** At the time of assuming office and during tenure in Office, Officers must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 units (undergraduate students) / 3 units (graduate students) during office; and be in good judicial standing with the University.
 - 1.1. **Additional Standard.** The Student Chapter will enforce an additional minimum 2.5 term and cumulative GPA that is to be monitored by the Faculty Advisor. If an Officer's academic performance suffers during their tenure, the Faculty Advisor has the right to suspend or remove.
2. **Additional Requirements.** Student Chapter Officers must be paid registered Active Student Chapter Members and Society-Level Student Members.



ASCE Student Chapter

California State Polytechnic University, Pomona

STUDENT CHAPTER
California State Polytechnic
University, Pomona

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- 2.1. Officer Board.** Student Chapter Officers may only have one (1) additional board position for another club or organization on campus. Prior to accepting a second board position for another club or organization on campus, the Officer must have a consultation meeting with the current President, President-Elect and Faculty Advisor.
- 2.2. Executive Board.** The Executive Board may not serve as a President, Vice President, Treasurer, or Secretary for another club or organization on campus; and cannot be Project Manager of any technical team at Cal Poly Pomona.
- 2.3. President.** The President may not have any position for another club or organization on campus during their tenure in Office.

CPP ASCE Officer Board Application 2023-2024 Submission Guidelines and Requirements

Submission Guidelines

GPA Requirement

Candidate GPAs will be verified by the Faculty Advisor, Dr. Seema C. Shah-Fairbank.

Application, Questionnaire, and Resume

Completed applications with the questionnaire and resume are due in PDF format and are to be submitted via email to the CPP ASCE President, Anndrea Mendoza at cppasce.president@gmail.com. Please title your application and email subject line “ASCE Officer Application - FirstName LastName”.

Elected Positions

Please make sure to submit the following by **11:59 PM on Friday, March 31st**:

- Completed Officer Application (Application Form, Questionnaire, and Resume)
- Headshot in an image file format (.jpg or .png)
- Biography in a .pdf format (200 words maximum)
- Nominations will take place at ASCE’s 11th General Meeting on Thursday, March 16th during U-Hour OR may be submitted via email with a completed application by **March 31, 2023**. Candidates may only run for ONE Elected Position.
- Elections will take place at ASCE’s 12th General Meeting on Thursday, April 6th during U-Hour. Candidates will be allocated 2-3 minutes to present a speech in front of the general body.

Appointed Positions

Please make sure to submit the following by **11:59 PM on Monday, April 10th**:

- Completed Officer Application (Application Form, Questionnaire and Resume)
- Interviews will take place on Saturday, April 15, 2023 at a time to be determined.
 - Interview location and format is to be announced.

Please Note: Late or incomplete applications will not be considered.

CPP ASCE Officer Board Application 2023-2024
Application Timeline

Date	Event or Deadline
Wednesday, March 1, 2023 (Week 6)	Officer Application Opens
Tuesday, March 14, 2023 (Week 10)	11th Officer Meeting - Open Meeting (U-Hour; Location: Bldg 9 Rm 333)
Thursday, March 16, 2023 (Week 8)	11th General Meeting - Nominations (U-Hour; Location: Bldg 15 Rm 1807)
Friday, March 31, 2023 (Spring Break)	Elected Position Applications Due by 11:59 PM
Tuesday, March 14, 2023 (Week 10)	11th Officer Meeting - Open Meeting (U-Hour; Location: Bldg 9 Rm 333)
Thursday, April 6, 2023 (Week 10)	12th General Meeting - Elections (U-Hour; Location: Bldg 15 Rm 1807)
Monday, April 10, 203 (Week 11)	Appointed Position Applications Due by 11:59 PM
Saturday, April 18, 2023 (Week 11)	Appointed Position Interviews (Time & Location TBD)
Tuesday, May 2, 2023 (Week 14)	14th Officer Meeting - Officer Intros (U-Hour; Location: Bldg 9 Rm 333)
Thursday, May 6, 2023 (Week 14)	14th General Meeting - Officer Intros (U-Hour; Location: Bldg 15 Rm 1807)

Contact Information

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Frequently Asked Questions

Below are some common questions regarding the officer application. If you have any additional questions, please contact Maryn Santiago at cppasce.president@gmail.com.

Question: What is my class standing?

Answer: Please indicate your class standing as of Fall Semester 2023.

Question: What should I base my housing and work answers off of?

Answer: Please indicate your housing plans for Fall Semester 2023. For work, please indicate your plans for Fall Semester 2023 and estimate how many hours you anticipate working.

Question: Do I have to be a CPP ASCE Member to apply?

Answer: Yes. If you are not already a member and would still like to apply, you must complete all registration steps before the application deadline. Visit the [CPP ASCE MyBAR](#) page for more information.

Question: If I am applying for more than one position, do I write 500 words for each position?

Answer: No. Either write about the position you want most or briefly write about all positions within the 500 words.

Question: Can I apply for both an elected and appointed position?

Answer: Yes. If you do not receive an elected position, you are able to then run for an appointed position.

Question: How can I find out more about what ASCE Officers do?

Answer: We will be having two open officer meetings on Tuesday, March 14th and Tuesday, April 4th during U-Hour (Bldg 9 Rm 333 or Zoom ID: cppasce) for members to see how we plan for general meetings and events.

Question: If I am elected or appointed for an officer position, do I have to attend anything this year?

Answer: Yes. If elected or appointed, you must attend the 14th Officer Meeting on Tuesday, May 2nd, as part of our Officer Board Transitions. You must also attend the 14th General Meeting on Thursday, May 4th.



CPP ASCE Officer Board Application 2023-2024
Application Form

Applicant Information

Applicant Name: _____

Major and Option: _____

CPP GPA: _____ Core GPA: _____ Units Completed: _____

Class Standing (Soph/Junior/Senior): _____ Projected Grad Date: _____

Projected Unit Enrollment (Fall/ Spring): _____ / _____

Phone Number: _____ CPP Email: _____

CPP ASCE Member (Y/N)? _____ Years Involved: _____ Involved in an ASCE committee (Y/N)? _____

Do you live on campus? Yes | No

Do you work? Yes, _____ hours | No

Position Applying for (1st Choice): _____

Position Applying for (2nd Choice): _____

Position Applying for (3rd Choice): _____

Questionnaire (Please limit each response to 500 words, typed.)

1. Why do you feel that you are the ideal candidate for this position? Becoming a CPP ASCE Officer requires dedication, hard work, enthusiasm, innovation, and teamwork skills. Explain a time when you demonstrated these characteristics.
2. What are your future intentions for ASCE involvement? If elected/appointed, what new ideas do you have to bring to ASCE?
3. Is there any other personal information you would like to share?

Applicant Consent

I have read and understand the general duties and eligibility requirements associated with holding an Officer position and declare that I am willing and able to perform the duties of my desired position(s). I am aware that all information I disclose will only be reviewed by the Faculty Advisor and Executive Board. All information will be kept confidential by all parties who review this application.

Signature: _____ Date: _____