

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
**ASCE STUDENT CHAPTER**



**Officer Board Application**  
**2020-2021**

**Version 2.0**  
Revised March 19, 2020

## **CPP ASCE Officer Board Application 2020-2021**

### **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. 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.

Again this is a unique opportunity to be a part of our Officer Board for the upcoming year. I highly encourage you to apply and put forth your full effort as selection could become 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.

Sincerely,



Matthew Jacobson, S.M.ASCE  
President ASCE Student Chapter, 2019-2020  
California State Polytechnic University, Pomona  
cppasce.president@gmail.com | (909) 693-2699



## **CPP ASCE Officer Board Application 2020-2021**

### **Officer Duties and Eligibility**

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

#### **Article V – OFFICERS**

##### Section 1 – Categories of Officers.

The Student Chapter Officer Board shall be composed of Elected, Appointed and Honorary Officers each composed of the following listed below.

1. Elected Officers. Elected Officers shall be the President, Vice President Internal, Vice President External, Treasurer, and Secretary to form the Executive Board of Directors.
2. Appointed Officers. Appointed Officers shall be the Alumni Relations Chair(s), Conference Chairs, Event Chairs, Membership Chair, Outreach and Community Service Chair(s), Publicity Chair, Strategic Communications Chair and First Year Representative(s).

##### Section 2 – General Duties.

The Student Chapter Officer Board shall be responsible for the planning, organizing and execution of all Student Chapter affairs, events and activities falling under their jurisdiction. Officers shall be generally responsible for (1) providing help with all Student Chapter affairs, event and activities as requested; (2) completing and submitting ASCE, ASI, University and CSU paperwork in a timely manner for events and activities falling under their jurisdiction; (3) and set an example of professionalism and sociability.

##### 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 9 units (undergraduate students) / 4 units (graduate students) during office; and be in good judicial standing with the University.
  - 1.1. Additional Standard. The CPP ASCE Student Chapter will enforce an additional GPA standard of 2.5 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 said Officer at their discretion.
2. Additional Requirements. Student Chapter Officers must: (1) be paid registered Student Chapter and Society-Level Student Members; (2) be available during U-Hour on even Tuesdays and Thursdays throughout the academic year in order to attend Officer and General Meetings; (3) must attend the Annual Officer Retreat, Pacific Southwest Conference (PSWC), Alumni Golf Tournament and Civil Engineering and Construction Department Banquet. Additionally, Elected Officers may not serve as President, Vice President, Treasurer, or Secretary for any other club or organization; and cannot be Project Manager of any

technical team at Cal Poly Pomona. The President may not serve any position for any other club or organization.

## **CPP ASCE Officer Board Application 2020-2021**

### **Submission Guidelines and Requirements**

#### **Submission Guidelines**

##### Application, Questionnaire and Resume

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

##### Unofficial Transcripts

Unofficial Transcripts are due in PDF format and are to be submitted via email to the Faculty Advisor, Dr. Seema C. Shah-Fairbank at [shahfairbank@cpp.edu](mailto:shahfairbank@cpp.edu) by the corresponding date listed below. Please title your transcript and email subject line “ASCE Unofficial Transcript - FirstName LastName”.

#### **Elected Positions**

Please make sure to submit the following by **11:59 pm on Wednesday, March 25, 2020:**

- Unofficial Transcript
- Complete Officer Application (Application Form, Questionnaire and Resume)
- *Personal Statement and Headshot - New Requirement*
  - Elections will take place online using candidate personal statements of 200 words or less
  - Sample Candidate Statements and Headshots can be seen from the [ASI Elections here](#)
- Nominations will take place at ASCE’s 11th General Meeting on Thursday, March 12 during U-Hour in 15-1807 OR can submitted via email with a completed application by March 25, 2020

#### **Appointed Positions**

Please make sure to submit the following by **11:59 pm on Friday, April 17, 2020:**

- Unofficial Transcript
- Complete Officer Application (Application Form, Questionnaire and Resume)
- Interviews will take place on a time to be determined on Saturday, April 25, 2020
  - Interviews will be conducted via Zoom calls

## **CPP ASCE Officer Board Application 2020-2021**

### **Application Timeline**

CPP ASCE is committed to protecting the health and safety of our members and event participants. In response to the developing situation of the coronavirus (COVID-19), we have closely monitored the situation with the University and the CSU along with state and federal officials. Under the current direction and instruction from both [campus administration at Cal Poly Pomona](#) and [the CSU](#), there are several changes that have been made to the way we will conduct our application, election and interview process. Please review the modified application timeline below.

| <b>Date</b>                         | <b>Event or Deadline</b>                                        |
|-------------------------------------|-----------------------------------------------------------------|
| Wednesday, March 25, 2020 (Week 10) | Elected Position Nominations/Applications Due by 11:59 pm       |
| Thursday, March 26, 2020 (Week 10)  | Elections Voting Begins at 7 AM (Slides & Voting Posted Online) |
| Friday, March 27, 2020 (Week 10)    | Elections Voting Closes at 11:59 PM                             |
| Friday, April 17, 2020 (Week 12)    | Appointed Position Applications Due by 11:59 pm                 |
| Saturday, April 25, 2020 (Week 13)  | Appointed Position Interviews (Time TBD)                        |
| Tuesday, April 28, 2020 (Week 14)   | 14th Officer Meeting - Officer Transitions (Hosted via Zoom)    |
| Thursday, April 30, 2020 (Week 14)  | 14th General Meeting - Officer Intros. (Slides Posted Online)   |

## **CPP ASCE Officer Board Application 2020-2021**

### **Frequently Asked Questions**

Below are some common questions regarding the officer application. If you have any additional questions please contact Matthew Jacobson, President at [cppasce.president@gmail.com](mailto:cppasce.president@gmail.com) for review.

**Question:** What is my class standing?

**Answer:** Please indicate your class standing as of Fall Semester 2020.

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

**Answer:** Please indicate your housing plans for Fall Semester 2020. Again for work, please indicate your plans for the fall semester 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 pay and apply before the application deadline.

**Question:** Are the references required?

**Answer:** No, but they are highly encouraged.

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

**Answer:** No, either write about the position you want most or briefly write about all positions within 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:** 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 would attend the 14th Officer Meeting on Tuesday, April 28 as part of our Officer Board Transitions.



**CPP ASCE Officer Board Application 2020-2021**  
**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 of Directors. All information will be kept confidential by all parties who review this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_