

Student Government General Elections Spring 2013

Candidate Information and Application

**Candidacy Filing Period:
April 17, 2013 at 12 p.m. –
April 30, 2013 at 5 p.m.**



**Associated Students, Inc. California
State University, East Bay**

Candidate Information:

The following information pertains to the required procedures, regulations, and policies in order to be a candidate for any positions on the Associated Students, Inc. Board of Directors, and the Academic Senate. Students elected to positions will begin their responsibilities in the Summer Quarter 2013 and continue through Spring Quarter 2014. All positions are classified as “major positions” and as such each candidate must meet minimum academic and residency eligibility requirements, as defined by the CSU Office of the Chancellor. These requirements are defined on Eligibility Form A, page 6 of this packet.

Steps for Candidacy:

1. Review the available positions, responsibilities, and eligibility requirements. Determine which candidate position you are interested in.
2. Download and complete the **Eligibility Review Form (Form A), Candidacy Form (Form B) and Personal Statement Form (Form C)**, turn them in to the Student Life and Leadership Office, (New University Union Room 2011), **before 5 p.m. on Tuesday, April 30, 2013**. Printed copies of the Candidate’s Application Forms are also available at the Associated Students Business Office in UU Room 314, Student Life and Leadership Office, and the ASI Program Coordinator’s Office at the Concord Campus.
3. **You must attend one of the mandatory Candidates’ Meetings -- on Thursday, May 2, 2013, (time TBD), or Friday, May 3, 2013, (time TBD) in the Student Club and Orgs Center/New Union. Contact Elections Chair ASAP if you are unable to attend. In order to be certified as a candidate, you must attend a Candidates’ Meeting prior to campaigning.** At this meeting, each candidate will be asked to submit a brief statement and a photograph will be taken for use in the official online ballot.
5. Once approved at the Candidates’ Meeting, you may begin campaigning immediately (from Monday, May 6, 2013, through the end of the elections on May 24).

As soon as you complete the Candidate’s Application Forms, please file them with Student Life and Leadership located in the New University Union, Room 2011, to ensure no delays in processing your application. All applications will be kept confidential.

Election Timeline:

- Wed., April 17, 2013:** Candidate information available online and at the Hayward Campus in the ASI Business Office, Student Life and Leadership. Concord Campus candidates may pick up hard copies of the information from the ASI Program Coordinator’s Office. Filing for candidacy and eligibility verification begins.
- Tues., April 30, 2013:** **5pm deadline for Candidate Filing;** candidate verification begins.
- Thurs., May 2, 2013 or Fri., May 3, 2013:** **Mandatory Candidates’ Meeting** (time TBD) in the Student Life and Leadership Office in the New Union (Rm. 2011). **You cannot begin Campaigning until you’ve attended one of the mandatory meetings or met with the Elections Chair – no exceptions.**
- Week of May 13, 2013:** Open Candidates Forum/BBQ, (Agora Stage, time TBD)
- Mon., May 20, 2013:** Voting begins at 8:00 a.m. through the “Blackboard” website. **Additional on-site polls are located in the foyer of the University Union and in the Concord campus library/computer labs.**
- Fri., May 24, 2013:** Voting ends at 11:59 p.m.
- Tues., May 28, 2013:** **5 p.m.: Deadline** for filing for grievance at Student Life and Leadership, (New UU Room 2011)

Election Timeline – cont.

Wed., May 29, 2013:	Grievance hearings (if necessary)
Mon., June 3, 2013:	Run-off Election – Voting Begins (if needed)
Tues., June 4, 2013:	Run-off Election – Voting Ends (if needed)
Wed., Jun 5, 2013:	5 p.m.: Deadline for filing for grievance at Student Life and Leadership, (New UU Room 2011)
Thurs., Jun 6, 2012	Grievance hearings (if necessary)
Thurs., Jun 6, 2012	Announcement of Results (immediately after grievance meeting) via Pioneer Web TV
Fri., Jun 7, 2012	Post election results

Available Positions:

ASSOCIATED STUDENTS, INC. BOARD OF DIRECTORS (14 positions)

Candidates for the Executive positions can be of any major. Students for the four academic colleges must have a declared major from the College for which they wish to serve as Director. Students for the Concord Campus Director positions can be of any major or class level but must be enrolled in at least one course at the Concord Campus while in office. All students must meet minimum academic qualifications and be in good standing with the University.

5 Executive positions:	President, Executive Vice President, Vice President of Finance, Vice President of Internal Affairs, & Vice President of External Affairs
1 position:	Director, College of Letters, Arts, and Social Sciences
1 position:	Director, College of Business and Economics
1 position:	Director, College of Education and Allied Studies
1 position:	Director, College of Science
1 position:	Director, University Union
1 position:	Director, Concord Campus
1 position:	Director, Public Relations
1 position:	Director, Environmental Affairs
1 position:	Director, Legislative Affairs
1 position:	Director, Recreation and Wellness

ACADEMIC SENATE (3 Positions) **Students can be of any major and class level.**

3 positions:	Student Representative to the Academic Senate
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Duties & Responsibilities:

A. Associated Students, Inc.

Associated Students, Inc. (A.S.) is a nonprofit public benefits corporation, designated by the California State University Chancellor's Office as an auxiliary organization of the University. Founded in 1959, and incorporated in 1990, the corporation's function is to promote and advance common interests of the student body and the welfare of California State University, East Bay (CSUEB). Today A.S. fulfills its charges through a diversity of programs and services. A.S. serves the students and the CSUEB community through the operation and sponsorship of programs and services established to meet the needs of students, in conjunction and cooperation with other agencies and operations on campus; through expression of on and off-campus interests, and expression of student political opinion regarding actions taken on campus, local, state, federal and international levels that affect students; by providing an opportunity for students to develop leadership and career skills through involvement in campus affairs; and by supporting the strengthening of cultural, social, and academic and recreational opportunities on campus, and by encouraging healthy civic and campus involvement. The Board of Directors of A.S. has fiduciary responsibility for maintaining the integrity and long term viability of the corporation. This includes ensuring that the corporation fulfills its mission, oversees the interests of the membership, acts as the official student voice of CSUEB students on all matters, and satisfies the financial obligations and needs of the corporation. The Board of Directors shall appoint committees, conduct business and work in conjunction with the University to provide programs and services for the campus community. The Board of Directors shall appoint student members to a variety of boards, committees and commissions that include students, administrators, faculty, and staff officers.

Associated Students Board of Directors' Responsibilities

Directors are responsible for evaluating and implementing the mission of Associated Students Inc. and ensuring the Board of Directors fulfills its duties. Directors shall serve on Associated Students standing committees, and other committees of the corporation and the University, as necessary. Directors have the obligation to learn and understand the operation of the corporation, the University, and the California State University System. Directors shall make decisions for the corporation based on information provided by the management and resulting from self-initiated research. Directors shall draft and debate legislation pertinent to the interest of the corporation. Directors shall provide leadership for the members of the corporation.

B. Student Academic Senate

Student Academic Senators represent the interests of all students during the meetings of the Academic Senate involving recommendations to the University regarding policies and development in research, instruction, student affairs, general campus planning, and general coordination of Academic Senate Committee work.

Thanks for your interest!

Gain valuable leadership skills while serving the University as the official voice of CSUEB students!

Questions?

Call ASI Business Office (510) 885-4843

Student Life & Leadership at (510) 885-3657

**Elections Committee Chair – Monserrat Rueda,
monserrat.rueda-hernandez@csueastbay.edu**

Procedures For Candidate Eligibility

Each candidate must observe the following procedures to obtain certification of eligibility to be a candidate for a position on the Associated Students, Inc., Academic Senate or the University Union Board of Directors.

- 1. Carefully read all information as listed on the Minimum Academic Qualifications for all student office holders.**
- 2. Complete the Eligibility Review Form (Form A), the Candidacy Form (Form B), and the Personal Statement Form (Form C), completely and legibly, and submit them to the Student Life and Leadership Programs office, New University Union, room 2011 no later than 5 p.m., Tuesday, April 30, 2013.**
- 3. Allow one working day for your records to be reviewed and your eligibility determined. It is your responsibility to call or stop by Student Life and Leadership, University Union, room 2011, (510) 885-3657, to obtain the status of your eligibility.**
- 4. If your eligibility was not approved, you may arrange for an appointment to discuss your status with the Judicial Affairs Officer, Carol Nowicki, at (510) 885-3763.**

The deadline for submitting your eligibility verification to the Student Life and Leadership Program office is 5 p.m., Tuesday, April 30, 2013.

HOWEVER ... candidates are URGED to submit their Eligibility form (Form A), Candidacy Form (Form B), and Personal Statement Form (Form C) as soon as possible before this date.

This will allow adequate time for the resolution of any problems that may arise concerning your eligibility!



Name

(Last)

(First)

(Middle)

Student Net ID #

Phone #

(Day)

(Evening)

(Cell)

Position Name

(The position that you are declaring your Candidacy for CANNOT change once this form is filed!)

MINIMUM ACADEMIC QUALIFICATIONS

Grade Point Average: Students must be matriculated at CSUEB, maintaining both a campus and overall GPA of 2.00 or above **each** quarter and not be on probation of any kind.

Unit Load: Undergraduate students must be enrolled in a minimum of 9 units. Graduate students must be enrolled in a minimum of 4 units.

Maximum Allowable Units: Undergraduate students can earn a maximum of 225 units or 125% of the units required for a specific bachelor's degree objective, whichever is greater. Graduate students may earn a maximum of 75 units or 167% of the units required for the graduate or credential objective, whichever is greater. Students exceeding their limit will no longer be eligible to hold office.

Residency: Undergraduate students must have completed two quarters at CSUEB prior to appointment and have earned a minimum of 9 units at CSUEB. Graduate students must have completed at least 2 quarters at CSUEB prior to appointment and have earned a minimum of 9 units at CSUEB as a new graduate student. Graduate students who received a bachelor's degree or credential within the past three years from CSUEB must have earned a total of 18 units during their last year as an undergraduate to be eligible.

Financial Obligations: In order to be eligible to serve on any campus auxiliary organization governing board, the student must not have a financial, contractual or transactional interest or conflict with any aspect of that organization.

Presidency Eligibility: Candidates for President must have served at least two quarters on the ASI Board or on an ASI Committee to be eligible to run.

I have read and understand the eligibility regulations listed above for student government positions. I further agree that if I do not meet all of the listed minimum requirements, I may be declared ineligible to be a candidate, and/or to complete the position that I have been elected/appointed to serve.

Signature: _____

Date: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Major:
Quarter(s) completed at CSUEB:
CSUEB GPA:
Overall GPA:
Verified by:
Eligible:

CSUEB Units Completed:
Total Units Completed:
Last CSUEB Term Prior to Current Quarter:
CSUEB Units in Progress:
Date:
Ineligible:



Please Print

Name

_____ (Last) (First) (Middle)

Address

_____ (Street) (Apt #)

_____ (City) (State) (Zip)

Phone

Email

Status

_____ (Major) (Undergraduate or Graduate)

A. Check the box for the position you wish to apply for (one only)

- ASI Board of Directors, President/CEO
- ASI Board of Directors, Executive Vice President/Chief of Staff
- ASI Board of Directors, Vice President of Finance/CFO
- ASI Board of Directors, Vice President of Internal Affairs
- ASI Board of Directors, Vice President of External Affairs
- ASI Board of Directors, College of Letters, Arts & Social Science
- ASI Board of Directors, College of Business & Economics
- ASI Board of Directors, College of Education & Allied Studies
- ASI Board of Directors, College of Science
- ASI Board of Directors, Concord Campus
- ASI Board of Directors, Public Relations
- ASI Board of Directors, Legislative Affairs
- ASI Board of Directors, Environmental Affairs
- ASI Board of Directors, University Union
- ASI Board of Directors, Recreation and Wellness
- Academic Senate, Student Member

B. Print your name legibly as you wish it to appear on the ballot

Name: _____

C. I hereby certify that I have read, understand, and will abide by all attached regulations established for the conduct of this general election. I understand that violating the election regulations may result in my disqualification from the election.

Name: _____

Date: _____



Return no later than Tuesday,
April 30, 2013 at 5 p.m. to
Student Life & Leadership

Please submit either on an attached sheet of paper, or in digital format (*.txt, *.rtf, or *.doc ONLY), a legibly typed Personal Statement of no more than 500 words.

This statement is VOLUNTARY, and shall appear alongside your photo (to be taken at a later date) and your brief biographical information on the electronic ballot.

You may use the sample questions below as suggestions in composing your personal statement.

The Office of Student Life and Leadership reserves the right to edit for space or libel as necessary.

Ex. Why do you want to become a member of the Associated Students, Inc., Board of Directors? Ex.

If you became a Board Member, would you make any changes? If so, what?

Ex. How knowledgeable are you about the Associated Students, Inc. Board of Directors and its functions?

Ex. How would you address the needs of all students on such a diverse campus?

Ex. What are three major concerns students face at CSU, East Bay? What are your solutions?

Ex. If elected, what assets would you bring to Associated Students Inc. Board of Directors?

Name: _____ Date: _____

ASI Positions and Duties

President:

- Shall have the authority to and shall discharge the duties ordinarily conferred upon and discharged by the chairperson of a corporation until such time as the Board of Directors shall limit, enlarge, or otherwise prescribe the authority and duties of the officer.
- Shall be responsible for following up on previous legislation and actions passed by the previous board if there are no conflicts on such actions.
- Shall be the official student representative to the University
- Shall serve as an ex-officio member or appoint a designee on all ASI standing committees.
- Shall preside as Chair at all Executive Committee meetings, and shall be a voting member of said committee.
- Shall disseminate all necessary information to all other executives enabling them to carry out the functions of their respective offices.
- Shall serve as a CSSA representative and hold proxy.

Executive Vice President:

- Shall assume the duties of the President in the absence of the President
- Shall aid in the orientation of appointed student representatives on ASI standing committees and the Board of Directors.
- Shall serve as Chair of the Personnel Committee
- Shall inform and recruit participation in student leadership conferences.
- Shall assume the responsibility of the parliamentarian

Vice President of Finance:

- Shall assume the duties of the President in the absence of the President and the Executive Vice President.
- Shall serve as Chair of the Finance Committee.
- Shall serve as a voting member on the Executive, Personnel, and University Union Committees.
- Shall serve as a voting member of the Campus Fee Advisory Committee.

Vice President of Internal Affairs:

- Shall keep the Board of Directors informed of all student activities presented and sponsored by the ASI.
- Shall serve or designate a student representative to serve on the University wide planning committee.
- Shall serve as an ex-officio on the Finance Committee
- Shall keep the Board of Directors informed of the actions in regards to student service operations carried out in the office

Vice President of External Affairs:

- Shall keep the Board of Directors informed of all issues that affect the student population.
- Shall plan and Coordinate ASI Monthly Town Hall meetings.
- Shall serve as an academic senator.
- Shall serve as a CSSA representative in place of the President or Director of Legislative Affairs.

Director of Legislative Affairs:

- Shall monitor, interpret and evaluate all State and Federal legislation that directly affects the California State University system or its students.
- Shall submit a typewritten report on said legislation to the President and to the Board of Directors.
- Shall submit recommendations concerning policies, issues and legislation affecting students of CSUEB and higher education.

Director of Public Relations:

- Shall ensure the positive perception of the Associated Students, Inc., through the coordination and dissemination of information.
- Shall develop and coordinate a strategic plan consisting of advertising and marketing methods to promote the mission and the actions of the Associated Students, Inc.
- Shall establish any ad-hoc committee concerned with the formation of said strategic plan
- Shall evaluate the effectiveness of the advertising and marketing campaigns.

Director of Environmental Affairs:

- Shall ensure active participation in environmental and sustainability affairs on campus
- Shall actively pursue environmental changes in the direction of sustainability
- Shall report all findings and activities in the end of the year campus sustainability report to the Board of Directors

- Shall chair the Environmental Affairs Committee
- Shall coordinate with the various departments on campus to provide various environmental and sustainable programs.
- Shall work with facilities to implement a yearlong energy services infrastructure improvement including but not limited to heating upgrade, energy management system replacement, lighting retrofit, and water conservation.

Director of Recreation and Wellness:

- Shall represent students' concerns in matters pertaining to the ASI Recreation/Wellness Program and facilities and convey reports back to the Board of Directors, and, which when necessary, further investigate these matters.
- Shall determine policy and direction for the Recreation/Wellness program with final approval for such by the full Board of Directors of the ASI.
- Shall chair committee meetings for the Recreation and Wellness (RAW) Committee.

Director of Colleges: (Business & Economics, Education & Allied Studies, Letters, Arts & Social Sciences, Science, and Concord Campus):

- Shall represent students' concerns in matters pertaining to their colleges and convey reports back to the Board of Directors, and, when necessary, further investigate these matters.
- Shall meet monthly with the Dean of the College and develop ad-hoc committees with student representatives and host quarterly town hall meetings to discuss matters regarding the College.
- Shall attend at least one University-wide Committee as well as the Internal Affairs and External Affairs Committee.
- Shall work with clubs and organizations affiliated with their colleges.
- Shall coordinate quarterly events for their colleges.
- Shall serve as academic senator and attend the academic senate meetings.