Butte College
ASSOCIATED STUDENTS

Spring 2014

Dear Candidate,

Hello and thank you for choosing to run for a position with the Butte College Associated Students Executive Board. We on the A.S. Executive Board admire your decision to become an involved student.

Please review all contents of this packet carefully. **Submit your application to the A.S. Office, Campus Center 145, no later than April 10th by 5 p.m. All Candidate Packets will be reviewed for eligibility and all eligible applicants will receive approval notification by April 11th, 2014.** After your application has been approved, you may begin campaigning. The *All Candidate Orientation* for eligible applicants will be held on April 14th at 4 p.m. in the ICC Lounge, Campus Center, 116. Please read the AS Bylaws and AS Constitution before running for office. Copies of the AS Constitution and Bylaws are available at http://www.butte.edu/as/meetings_agendas.html

This packet includes:

- A.S Board Member Position List and Eligibility Requirements
- A.S. Board Member Position Descriptions and Responsibilities
- A.S. Board Member Application
  - Application
  - A.S. Voter Guide Form – must submit with application
  - Candidate Orientation/Forum Information – must submit with application
  - Conference Attendance Policy – must submit with application
  - Photo Release Consent Form – must submit with application
- Campaign and financial guidelines
- Election Codes and Procedures, which MUST be read

Elections will be held April 29th and 30th 2014 from 9 a.m. to 3 p.m. at the A.S. Chico Center Student Lounge and at the Main Campus. Election results will be posted no later than May 2, 2014.

Thank you and good luck!

A.S. Elections Committee
Butte College Associated Students
Campus Center Room 145
(530) 895-2392
www.butte.edu/as
secretaryas@butte.edu

Butte College
ASSOCIATED STUDENTS

Associated Student Board Member Position List and Requirements

Officer Positions:
President
Vice President of Internal Affairs
Vice President of External Affairs
Academic Affairs Director
Business Affairs Director
Satellite Campus Director
Sustainability Director
Legislative Analyst
Outreach Director
Social Director
Cultural Affairs Director
Student Trustee
Interclub Council Director
Health and Wellness Director
Parliamentarian
Technology Director

2013/14 Officer Stipends
President $1,000 per semester
Vice Presidents $700 per semester
ICC Director $700 per semester
Officers $450 per semester

Eligibility Requirements to run for a position:

- Maintain a 2.0 GPA each semester
- Enrolled in at least 5 units at Butte College
- One semester and 9 units completed at Butte College at the time of application submission (Student Trustee 12 units)
- Not employed by the Associated Students
- Able to attend Board Meetings – Every Tuesday from 2 p.m. – 3:30 p.m.
- Must be elected and abide by the A.S. Election Code Policy

Officer Responsibilities:

- Attend Leadership Academy – June 2-5, 2014, 8 a.m. – 5 p.m. (at Butte College)
- Attend Summer Retreat – August 21-23, 2014 (overnight trip)
- Attend Roadrunner Rush – August 21, 2014 (at Butte College)
- Attend Winter Retreat – January 16, 8 a.m. – 5 p.m. (at Butte College)
- Maintain 3 Office hours per week for all officers except for the Vice Presidents and ICC Director who are required to complete 6 office hours a week and President who is required to complete 10 hours per week.
- Attend on-going AS committees and collaboration events with off-campus organizations (i.e. City of Chico, Chico State, etc.) as needed.
- Register in CSL/POS 90 (Seminar in Leadership) *Recommended, not mandatory
- Participate in campus issues and events
- Attend semester CSU, Chico collaboration efforts - May 9, remaining dates TBD

Call or stop by the A.S. office to learn more about the positions
895-2392 or Campus Center 145 or email
secretaryas@butte.edu

Butte College
ASSOCIATED STUDENTS

Associated Students Executive Board Member Application

Due APRIL 10th by 5 p.m. in the A.S. Office, Campus Center Room 145

Eligibility Requirements:

- Maintain a 2.0 GPA each semester
- Enrolled in at least 5 units at Butte College
- One semester and 9 units completed at Butte College at the time of application submission (12 units for Student Trustee)
- Not employed by the Associated Students
- Able to attend Board Meetings – Every Tuesday from 2 p.m. – 3:30 p.m.
- Must be elected and abide by the A.S. Election Code Policy

Personal Information (please print)

Position Applying For_____

Name :_____

Address:_____

_____

Phone No. _____ Cell No. _____

E-mail Address :_____

Student ID No.:_____

For Office Use Only

Units Completed (previous semester) _____

G.P.A. (previous semester) _____ G.P.A. (cumulative) _____

Academic Status _____

Office Signature_____

Butte College
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Academic History

High School or GED: _____

City/State/Zip:_____

Colleges/Universities Attended:

Name of Institution	Address	Major	Dates of Attendance	Units Completed

Employment History

Name of Employer	Contact Number	Date of Employment	Reason for Leaving

References
(3 Butte College Instructors or Staff/Other)

Name	Phone	Title

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Voter Guide Form – submit with application

Due APRIL 10th by 5 p.m. in the A.S. Office, Campus Center Room 145

The information provided below will be included in the official 2014 Butte College Associated Student Voter Guide. The Voter Guide provides students with information about how, where and when to vote. It also provides a snap shot of candidates running as well as other voting opportunities on the ballot. What you provide on this form will be used in the voter guide.

Name: _____

Position Running for: _____

Major: _____

Academic Goals (i.e. a Bachelors in Biology or Associates Degree in Art):_____

_____

_____

Career Goals: _____

_____

_____

Candidate Statement (Your candidate statement should provide voters with why you feel qualified for this position or why they should vote for you. This can include your experience or goals for the position. Limit to 50 words.)

_____

_____

_____

_____

_____

_____

_____

***CANDIDATE PHOTO: EMAIL a photo of yourself to hansenbe@butte.edu by APRIL 10**

Butte College
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A.S. Candidate Forum Information - submit with application

Due APRIL 10th by 5 p.m. in the A.S. Office, Campus Center Room 145

Candidates running for A.S. officer positions are responsible for attending the All Candidate Orientation and participating in the Candidate Forum. The purpose of the All Candidate Orientation is to provide eligible candidates an overview of the A.S. Board and guidelines for campaigning. The purpose of the Candidate Forum is to allow students to become better acquainted with candidates before the elections.

ALL CANDIDATE ORIENTATION

Main Campus: April 14 from 4 p.m. – 5 p.m. in the ICC, Campus Center 116 on the first floor of the Campus Center.

___ I plan to attend the orientation (please initial)

___ I cannot attend the orientation (please initial)

CANDIDATE FORUM

Main Campus: April 29th from 2 p.m. – 3 p.m. in the Campus Center Lounge on the first floor of the Campus Center.

___ I plan to attend the forum (please initial)

___ I cannot attend the forum (please initial)

At the forum, the candidates will be asked to give a brief one to two minute introduction of themselves. In addition, they will need to be prepared to answer a few questions from the mediator.

Butte College
ASSOCIATED STUDENTS

OFFICE OF BUTTE COLLEGE ASSOCIATED STUDENTS/STUDENT ACTIVITIES CONFERENCE ATTENDANCE AND ALCOHOL AND DRUG USE POLICY
Due APRIL 10th by 5 p.m. in the A.S. Office, Campus Center Room 145

When attending any conference as a Butte College Associated Students Officer and/or while representing Butte College, you will be expected to adhere to the following agreements:

- As a representative of Butte College and a Student Organization, I understand inappropriate conduct is not acceptable and I am expected to conduct myself in a responsible manner. Inappropriate conduct includes, but not limited to, conduct which is likely to endanger the health or safety of myself or any other person(s), conduct which is likely to cause damage to property, or conduct in violation of any local, state, or federal law or district policy. During the entire time that I am at the conference/visitation, from the time of arrival to the time of departure, I am subject to all standards of student conduct as outlined in the Butte College Student Code of Conduct;
- I will not consume alcohol at any time;
- I will not leave the conference setting without the knowledge and approval of the A.S. Advisor;
- I will attend all conference activities;
- I will not use illegal drugs at any time;
- I am personally financially responsible if my conduct causes an injury or damage to real or personal property of another;
- I will not bring along any unauthorized guests; and
- In the event that I cannot or choose not to go after fees have been incurred, I will be personally financially responsible for repaying any non-refundable fees to the AS. Cancellations due to serious and compelling reasons may be excused upon review by the **AS Advisor or AS Board**.
- Furthermore, should I, as a student conference participant, be found in conflict with any of the above conditions or violate any hotel or conference rules or policies, I may be asked to leave the conference immediately, and return home at my own expense.

Noncompliance with this policy will result in review by the AS Board and possibly the immediate removal from participation in the AS.

I have read the above policy and will abide by the terms

_____ _____

Name Date

Butte College
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Photo Release Consent Form – Submit with Application

Due APRIL 10th by 5 p.m. in the A.S. Office, Campus Center Room 145

I consent to the use by Butte College, the Butte College Associated Students, and clubs and organizations sponsored by Butte College (hereinafter referred to as "the College", of my image or voice as recorded on a video-graphic, photographic, artwork, essays, audio-graphic or other medium, (i) in or as instructional materials; (ii) in its catalogs, brochures and other print materials; and (iii) for any other purpose. This consent is granted whether the image or voice is used for advertising, publicity, fundraising or any other purpose.

I waive all claims for compensation or damages based upon the use of my image or voice by the College or its agents, successors or assigns.

I waive any right to inspect or approve the finished product or the particular use made of the image or voice. I understand that my image or voice may be modified or retouched in any way, and I release the College and its agents, successors and assigns from any liability virtue of any blurring, distortion, alteration, misnaming, mislabeling or other modification that might occur.

I understand this consent is perpetual, that I may not revoke it, and that it is binding on me and my heirs and assigns. I further understand this consent is not affected by any change in my status, if applicable, as a trustee, director, employee, student or agent of the College.

I represent and warrant that I am of legal age and have the capacity and right to execute this consent. I further warrant that I have read this consent and understand its contents.

Signature _____ Date _____

Print Name _____

Student ID _____ Phone _____

Email _____

Address _____

_____

Butte College
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Campaign and Financial Guidelines

Election Dates, Locations and Times:
April 29: Main Campus and Chico Center Student Lounge (rm 146). 9 a.m. – 3 p.m.
April 30: Main Campus and Chico Center Student Lounge (rm 146). 9 a.m. – 3 p.m.

A packet and a poster will be sent to the Glenn Center on the appropriate dates

Rules and Regulations:

- Candidates can put up posters, banners, and handbills and these can be left up until **5 p.m. on Friday, May 2nd.**
  - Campaign materials cannot be posted on any doors, windows or glass walls and must adhere to campus posting policies.
  - No campaign materials are allowed in the parking lots, especially on or in cars.
  - Candidates are responsible for the cleanup of their campaign material.

- It is suggested that the candidates refrain from any mudslinging or slander in connection with the election of any of the candidates, officials, or booth workers.

- Candidates will not falsify any information on the application.

- Campaign funds shall be limited to maximum of $150.00 (of their own money) per candidate and this amount shall include all donations and contributions.
  - Candidates must keep all receipts in order for the election committee to verify campaign funds.

- During voting, no campaign material is to be within 100 feet of the polling booths in any direction. The election committee will measure off the 100 feet and will mark it accordingly.

- Also during voting, no person shall attempt to influence verbally, physically, psychologically or in any subtle or otherwise insidious manner, any persons in or around the voting booths, specifically within 100 feet in any direction of said booths.

- Candidates must maintain and complete at least 5 units with a 2.0 or better, before and while holding office.

- Ballots will be counted by **Friday, MAY 2nd 2014**. Announcement of the winners will not be declared until the whole process of counting of the ballots is completed.

Butte College
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A.S. Candidate IMPORTANT DATES TO REMEMBER
KEEP FOR YOUR RECORDS

CANDIDATE APPLICATIONS DUE
April 10th 2014 by 5 p.m. to the A.S. Office, Campus Center Room 145

ELECTION CAMPAIGNS BEGIN
April 11th 2014, once eligible candidates have been notified

ALL CANDIDATE ORIENTATION
April 14th 2014 from 4 p.m. – 5 p.m. in the ICC, Campus Center 116 on the first floor of the Campus Center.

CANDIDATE FORUM
April 29th 2014 from 2 p.m. – 3 p.m. in the Campus Center Lounge on the first floor of the Campus Center.

*At the forum, the candidates will be asked to give a brief one to two minute introduction of themselves. In addition, they will need to be prepared to answer a few questions from the mediator.

ELECTIONS TO BE HELD
April 29th 2014 and 30th 2014 from 9 a.m. – 3 p.m. at the Main Campus and Chico Center

ELECTIONS RESULTS
No later than May 2nd 2014 online and posted at the Main Campus in the A.S. Office and Chico Center Student Lounge