

**2019-2020**

STUDENT GOVERNMENT ELECTIONS

**CANDIDATE  
INFORMATION  
PACKET**



**ASSOCIATED STUDENTS  
SAN JOSÉ STATE UNIVERSITY**

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## Important Dates

**APPLICATIONS AVAILABLE: Mon., January 28**

**Mandatory Candidate Orientation & Ethics Sessions:** *Candidates must attend ONE session for the position that they are interested in to be eligible to participate in elections.*

<b>Executive Positions</b>	President, Vice-President, and Controller
<b>Director Positions</b>	Academic Affairs, Business Affairs, Community and Outreach,, Co-curricular Affairs, Intercultural Affairs, Internal Affairs, Legislative Affairs, Student Resource Affairs, Student Rights and Responsibilities, Sustainability

### **Executive Candidate Orientation and Ethics Sessions**

- Session #1: Mon., February 11, 10:00am - 12:00pm, Student Union, Meeting Room 3A
- Session #2: Thurs., February 14, 11:00am - 1:00pm, Student Union, Meeting Room 2A
- Session #3: Wed., February 20, 2:00pm - 4:00pm, Student Union, Meeting Room 3B
- Session #4: Tues., February 26, 5:00pm - 7:00pm, Student Union, Meeting Room 3A
- Session #5: Fri., March 1, 11:00am - 1:00pm, Student Union Meeting Room 3A

### **Director Candidate Orientation and Ethics Sessions**

- Session #1: Thurs., February 7, 3:00pm - 5:00pm, Student Union, Meeting Room 2A
- Session #2: Wed., February 13, 10:00am - 12:00 pm, Student Union, Meeting Room 1B
- Session #3: Tues., February 19, 5:00pm - 7:00pm, Student Union, Meeting Room 2B
- Session #4: Mon., February 25, 11:00am - 1:00pm, Student Union, Meeting Room 2A
- Session #5: Fri., March 1, 1:00pm - 3:00pm, Student Union Meeting Room 1B

**APPLICATIONS DUE: Fri., March 1:** No later than 5:00pm at A.S. Government Front Desk (Student Union Suite Rm 2330)

**Fri., March 8:** Candidate Eligibility Notification Deadline

**Tues., March 12:** Candidate Bios and Voter Information Guide content due by 4pm to [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu)

**Fri., March 16:** Accountability and Campaign Workers Forms Due by 5pm

**CAMPAIGNING BEGINS: Mon., March 18**

**Mandatory Candidate Events:** *Candidates must attend 3 out of 4 events, including Debates*

- **Elections Kickoff Event:** Mon., March 18, 12:00pm – 3:00pm, 7th Street Plaza (Rain Location: TBA)

*Kickoff this year's election season, meet fellow candidates and get endorsements!*

- **Meet the Candidates Event:** Wed., April 10, 11:00am – 2:00pm, Smith-Carlos Lawn (Rain Location: TBA)
- **Candidate Debates:** Mon., April 15, 5:00pm -7:00pm, Diaz Compean Student Union, Meeting Room 1B. *Debate with fellow candidates about important campus issues!*
- **Elections Results Party:** Thurs., April 18, 12:00pm – 1:30pm. Location Student Wellness Center Room 122A. *Come find out your newly elected student government!*

**Voter Information Guide (VIG) Available:** Mon., March 18 (online) and Thurs., March 21 in print

**Wed., April 10:** Candidate endorsements due by 5:00pm (endorsements are accepted throughout campaigning and added to the online VIG as they are received)

**VOTING BEGINS: Mon., April 15, 7:00pm** (immediately following the Candidate Debates)

**VOTING ENDS: Thurs., April 18, 8:00am** (results announced 12-1:30pm Location TBA)

## **ATTENTION!**

CANDIDATES **MUST BE PRESENT** for at least **ONE (1)** Mandatory Candidate Orientation & Ethics Session and must attend a minimum of **THREE (3) Candidate Events, including the Candidate Debates**. Candidates are strongly encouraged to attend all four (4) Candidate Events to engage with the student body.

If you are unable to attend any of the Mandatory Orientation & Ethics Sessions or at least three Candidate Events, you must notify the SEC **five (5) days prior**. Submit your request to the A.S. Students' Election Commission at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu). Failure to do so may result in your disqualification from the election process by the A.S. Students' Election Commission.

**YOUR COMPLETE CANDIDATE APPLICATION MUST BE SUBMITTED TO THE STUDENT ELECTIONS' COMMISSION AT THE A.S. GOVERNMENT FRONT DESK BY 5:00PM ON FRIDAY, MARCH 1st.**

**YOUR VOTER INFORMATION GUIDE BIO AND STATEMENT MUST BE SUBMITTED IN MS WORD FORMAT TO STUDENT-ELECTIONS@SJSU.EDU NO LATER THAN 4:00PM ON TUESDAY MARCH 12<sup>TH</sup>.**

# Candidate Application Checklist

- Pick-up Candidate Application Packet from the A.S. Student Government Office, Suite 2300 in the Student Union.
- Read through the ENTIRE application packet and review the Election Regulation Manual and Associated Students Bylaws (located in the USB stick provided).
- Attend one of the Mandatory Candidate Orientation Sessions and decide on a position to run for.
- Take official photo at one of the Orientation sessions with the A.S. Multimedia Associate. If you are unable to attend or want to reschedule your photo shoot, please set up an appointment by emailing [antonia.avelar@sjsu.edu](mailto:antonia.avelar@sjsu.edu).
- Complete the Candidate Application Contract.
- Complete and submit your Candidate Application to the A.S. Government Office **by 5:00 p.m. SHARP on Fri., March 1**. Late submissions **will not** be accepted.
  - Include the Candidate Application Contract
  - You may also include your bio and statement for the VIG for efficiency
- Submit candidate bios and statements for inclusion in the VIG **by 4:00 p.m. SHARP on Tues., March 12** (to [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu)). If photo was taken at Orientation or by appointment, please indicate so in your email.
- Submit your Campaign Worker form(s) with your Candidate Application as directed above on **Fri., March 15 by 5pm**.
- Submit your accountability forms to the SEC at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu) as needed and at least 24 hours prior to scheduled classroom presentation and by **Fri., March 15 no later than 5pm**.
- Begin working on your campaign! Campaigning may begin **Mon., March 18**.
- Remove all campaign materials for the general elections by **1:30 p.m. on Fri., April 13**.
- Candidates wishing to file an election(s) grievance must do so by **8:00 a.m. on Mon., April 16**, to the SEC at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu).

# Eligibility for A.S. Government Office

In order to be eligible to run for, and remain in office, candidates must meet the qualifications set forth in three documents: the Associated Students Bylaws, Executive Order 1068 from the California State University (CSU) Office of the Chancellor, and (SJSU) University Policy S05-04. These documents are summarized below. Please read and if you have any questions feel free to contact the A.S. Students' Election Commission at student-elections@sjsu.edu or by phone at (408) 924-6242.

## Associated Students Bylaws

The Associated Students Bylaws set forth the following qualifications for office:

1. Must have a cumulative GPA of 2.0 and semester GPA of 2.0
2. No student shall hold more than one Associated Students office, excluding committee memberships, during the tenure of office.
3. Executive officers shall have attended San José State University at least two (2) of the preceding three (3) semesters before the first day of October following elections.
4. All officers shall maintain at least six (6) units of credit at the time of election and during the entire tenure of office.
5. No student shall hold any one position on the Associated Students Board of Directors for more than two academic years and no student shall serve in any office in the Associated Students, exclusive of A.S. committees and boards, for more than three academic years.

## Minimum Academic Qualifications for Student Office Holders

*(SJSU) University Policy S05-04 and Executive Order 1068*

All student representatives must be matriculated at a CSU campus maintaining a minimum cumulative GPA of 2.0 and semester GPA 2.0, must be in good standing, and must not be on probation of any kind. This requirement applies to the major student government offices (A.S. officers) and minor representative officers (Presidents and Treasurers of recognized student organizations).

1. Residency: Undergraduate candidates for office must have been enrolled at SJSU and have completed at least one of the two semesters (fall or spring) immediately prior to the semester of the election, earning a minimum of 6 (six) semester units during that semester. Graduate and credential candidates for office must earn 6 (six) semester units per term of continuous attendance as a new graduate or credential student to be eligible. Additionally, graduate and credential students who received a bachelor's degree or credential within the past three years from SJSU must have earned a total minimum of 12 (twelve) semester units during their last year as an undergraduate to be eligible.
2. Unit Load: Undergraduate students must be enrolled in and complete at least 6 (six) units of credit and graduate and credential students must be enrolled in and complete at least 3 (three) units of credit at SJSU each fall and spring semester while holding office, as well as during the semester running for office. This requirement does not pertain to summer and winter terms, nor may units earned then be used to meet this requirement. Students must meet unit load requirements prior to the last day to add classes each semester. Failure to complete or enroll in the required number of semester units by the end of the semester or add deadline, respectively, makes the student immediately ineligible to continue to hold or to assume office.
3. Maximum Allowable Units: Undergraduate students are allowed to earn a maximum of 150

semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Double majors do not exempt the student from this requirement. Students holding over that number of units are not eligible for major student government office. Students who do not currently exceed the maximum allowable units, but who would do so in meeting the candidate unit load requirement are ineligible to run for or continue to hold office.

4. Non-conflict of Interest Statement: Students elected to office are required to sign a “Certification of Non-Conflict of Interest”. A portion of that statement includes: “In addition, I am aware and will follow corporate policy, which prohibits a member of the Board from simultaneously serving as a director or chair of a corporate program or service where there is a stipend or grant-in-aid awarded by Associated Students. Employment of any kind with Associated Students is also prohibited.”
  
5. Fiduciary and Legal Responsibilities: As elected officials of Associated Students, you are bound to comply with California Education Code, Title V and the California Corporations Code regarding fiduciary and legal responsibilities. Fiduciary responsibilities involve a confidence or trust of the public’s money with Board members required to act in a prudent and responsible manner. Additional information will be discussed at the internship program and training workshops for elected officers.

## Duties and Responsibilities

The following pages list the general responsibilities and duties for the Board of Directors and each position. To learn more about individual positions, Board responsibilities and candidate requirements please refer to the Election Regulation Manual and Associated Students Bylaws.

### Board of Directors' Meetings, Trainings, and Participation

Board members must be present for all assigned committee and board meetings and various trainings as outlined below (this list does not represent all requirements of the board or individual position). Being a board member often extends beyond stated responsibilities and includes participation in other A.S. events, program planning committees, speaking engagements, presentations, etc. Additionally, board members are asked to represent the student body by joining the Board of other auxiliaries, taking part in other University committees, and participating in a wide variety of campus activities.

1. **Board Retreats:** Generally both are during the summer and winter breaks (**Summer Retreat : June 2019**)
2. **A.S. Boot Camp Training:** Held on **August 2019** or as determined.
3. **A.S. Committee Meetings:** Held on 1st and 3rd Wednesdays of the month, or as determined by the Chair
4. **A.S. Board Meetings:** Held on 2nd and 4th Wednesdays of the month at 3pm
5. **University Committee Meetings:** Academic Senate meetings are generally **held the second Monday of the month at 2pm**. Other University and Senate policy committees meet as determined by the committee Chair.
6. **Board In-Service Trainings:** Held monthly on the first Saturday of the month or as determined by the Chair, Board, venue or facilitator availability.
7. **CSUnity Conference:** In the summer, dates to be determined (optional but highly recommended, especially for new board members)

### General Duties and Responsibilities

*(As stated in the A.S. Bylaws)*

ARTICLE III: BOARD OF DIRECTORS

SECTION III: GENERAL DUTIES AND RESPONSIBILITIES

#### A. Assuming Office

1. The oath of office must be taken before someone elected or appointed to the Board of Directors starts that term of office. In the event that all members do not take the oath of office at the first meeting, the total membership of the Board is reduced accordingly pursuant to A.S. Bylaws.
2. All members of the Board of Directors shall read, sign, and adhere to the conflict of interest statement and required paperwork prior to the receipt of the first legislative stipend.
3. Members of the Board of Directors shall contact the Chairs of their prescribed committees immediately upon being sworn in or upon appointment.



**B. Maintaining Office**

1. Each member of the Board of Directors must fulfill all duties prescribed unless extenuating circumstances occur and the Director is excused by the Chair of the Committee(s) on which the Director serves, or the A.S. Vice President. Unexcused absences from duty are amendable and debatable, and must be passed by a majority vote of the A.S. Executive Committee or Board of Directors.
2. Regular attendance is essential to the Associated Students' efficient operation and proper representation of the students of San José State University. All members of the Board of Directors including Executives, are expected to conduct themselves in a professional manner during the course of their service, and to fully participate in the activities of Associated Students. Members of the Board of Directors shall abide by the following attendance policy (in which semesters shall be defined as the first day of instruction and concluding the last day of finals, with the exception of the Fall semester):
  - a. Attendance at retreats is mandatory, including overnight hours. Attendance at A.S. In-Service is mandatory. Should extenuating circumstances arise for a Board member, a director shall submit to the A.S. Executive Committee the reason for the director absence in order to distinguish its excusableness.
  - b. Each member of the Board of Directors is allowed a limited number of excused absences from a combination of regularly scheduled A.S. Board meetings, A.S. Committee meetings, and University committee meetings on which the Board member serves
  - c. It is within the jurisdiction of the Board of Directors to declare that position vacant if a member:
    - i. Has two (2) unexcused absences; or
    - ii. Exceeds their maximum of two (2) absences from Board meetings.
  - d. An unexcused absence is defined as any absence from A.S. Board or Committee meetings, Academic Senate, retreats, in-service, trainings, etc. that is determined by the A.S. Executive Committee to be unexcused.
  - e. Any excuses or explanations for absences shall be submitted in writing by the Board Member to the A.S. Executive Committee within seven (7) calendar days before or three (3) calendar days after an absence.
  - f. It is within the jurisdiction of the Board of Directors to declare a position vacant if it is determined that the attendance policy has been breached. Should the position become vacant by a two-thirds (2/3) vote of the Board of Directors, normal operating procedures for vacancies would take effect immediately, pursuant to Article VI Section III.
3. Members of the Board of Directors are required to keep a minimum of three (3) office hours a week during regular academic semesters, excluding meeting times. The office hours shall be posted on the A.S. Government website for the purpose of student accessibility.

4. With the exception of the A.S. President and A.S. Controller, members of the Board of Directors are required to meet with the A.S. Vice President at least once a month unless deemed otherwise by the A.S. Vice President for the purpose of direction, support, and feedback regarding issues related to their respective position and A.S. at large.
5. Members of the Board of Directors are required to attend and participate in each regular and special Board meeting.
6. Members of the Board of Directors are required to provide a written report for each regular Board meeting of the areas of their responsibility. Board members who serve as a liaison to University or departments shall meet with an appropriate representative at least twice a semester and report on its status and activities at the following A.S. Board meeting.
7. Members of the Board of Directors shall be provided adequate knowledge of SJSU matters and of the corporate affairs of A.S. to discuss issues concerning their areas of responsibility prior to making decisions or voting.
8. Members of the Board of Directors shall be subject to Legislative Directives pursuant to Article III, Section V.
9. The Board of Directors may censure a Board member by a two-thirds (2/3) vote of the voting members present for violation of policies and procedures which may include, but are not limited to: the Gloria Romero Open Meeting Act of 2000, California Education Code, CSU Auxiliary Organizations Compliance Guide, A.S. Bylaws, A.S. and CSU Executive Orders, and Robert's Rules of Order.

**C. Conclusion of Term of Office**

1. The individual members of the Board of Directors must maintain a semester and cumulative on-campus (SJSU) GPA of at least 2.0 while in office and the semester running for office. Failure to meet these qualifications will result in immediate forfeiture of the position.
2. The Board of Directors may declare a seat vacant by two-thirds (2/3) vote of total voting membership as recommended by consensus of the Board, if a member fails to complete their prescribed duties.
3. A.S. will place a registration hold on the records of any A.S. Director or Executive who fails to return all A.S. property which may include but is not limited to keys, laptops, binders, and confidential materials upon completion of the term.

## **Specific Duties**

*(As stated in the A.S. Bylaws)*

ARTICLE III: BOARD OF DIRECTORS  
SECTION IV: SPECIFIC DUTIES

1. **A.S. President**
  - a. To be Chief Executive Officer of this Association.
  - b. To serve as the Chair of the A.S. Executive Committee.
  - c. To serve as the Chair of the A.S. Personnel Committee.
  - d. To serve as an ex-officio member of the A.S. Lobby Corps.
  - e. To serve as a Student Senator on the Academic Senate.
  - f. To serve as a member of the Executive Committee of the Academic Senate.
  - g. To serve as a member of the Committee on Committees of the Academic Senate.
  - h. To serve as a member of the Instruction and Student Affairs Committee.
  - i. Membership on the following committees may be delegated by the A.S. President to a Board member designee:
    - i. Accreditation Review Committee (ex officio) of the Academic Senate
    - ii. Athletics Board of the Academic Senate
    - iii. Budget Advisory Committee of the Academic Senate
    - iv. Strategic Planning Steering Committee (ex officio) of the Academic Senate
    - v. University Library Board (ex officio) of the Academic Senate
    - vi. Spartan Shops Board of Directors
  - j. To be responsible for the implementation of all legislation, including the coordination of the Associated Students committee system
  - k. To make such nominations for vacant Board positions, in accordance with Article VI, Section IV, subject to two-thirds (2/3) approval of the voting membership of the Board of Directors, and to fill all vacancies unless otherwise provided for in these Bylaws.
  - l. To dismiss with stated cause any individuals in positions which require nomination by the University President, subject to two-thirds (2/3) approval of the voting membership of the Board of Directors.
  - m. To work in consultation with the A.S. Controller and the A.S. Executive Director in the preparation of the budget for the subsequent fiscal year. This shall be submitted no later than the first Board meeting in April.
  - n. To assist the A.S. Vice President in the planning, coordination, and implementation of the training program for the incoming Board of Directors and Executive Officers.
  - o. To maintain regular attendance and engagement at the California State Student Association ("CSSA") meetings in coordination with the Director of Legislative Affairs.
  - p. To work in coordination with the A.S. Director of Legislative Affairs to promote the interests of SJSU and its students with local government officials and legislative offices.
  - q. To work in coordination with the A.S. Director of Legislative Affairs to submit recommendations concerning CSSA proposals from the California State-Wide Academic Senate, the California State University system, the California State Legislature, and U.S. Congress that affect the interests of SJSU and its students to the Board of Directors.
  - r. To issue Executive Orders.
    - i. An Executive Order is defined as an order issued by the A.S. President concerning implementation of a provision of legislation or fiscal action adopted by the Board.
    - ii. An Executive Order is effective immediately and shall remain in effect until the end of the issuing term on May 31st or rescinded in writing by the A.S. President or by two-thirds (2/3) vote of the voting membership of the Board.
  - s. To provide a liaison report on the status and activities of the University President and the Vice President for Student Affairs.
2. **A.S. Vice President**

- a. To be the Chief Administrative Officer of the Association.
- b. To serve as the Vice-Chair of the A.S. Executive Committee.
- c. To serve as the Vice-Chair of the A.S. Personnel Committee.
- d. To serve as a Student Senator on the Academic Senate.
- e. To serve as a member of the Professional Standards Committee of the Academic Senate.
- f. To serve as the Chair of the Board of Directors. Duties as Chair shall be:
  - i. To preside over the Board of Director meetings.
  - ii. To be responsible for the proper enforcement of these Bylaws with assistance of the Director of Internal Affairs.
  - iii. To sign all legislation passed by the Board of Directors.
  - iv. To prepare all legislation in the proper form after the Board has taken final action and to present all legislation to the A.S. President no more than five (5) business days after the meeting in which the final action was taken. This section shall not apply in the event that the business is carried over to the next regular meeting.
- g. To perform the duties of the A.S. President during the President's incapacity or "extended absence."
- h. To keep a complete and permanent record of the A.S. Bylaws and legislation passed by the Board of Directors.
- i. To plan, coordinate, and implement the training program for Board of Directors.
- j. To administer the Oath of Office to the newly elected Board of Directors.
  - i. If the Chair is not available at the time of installations, the current Director of Internal Affairs (Vice-Chair) shall be responsible for this duty.
  - ii. If the Director of Internal Affairs is not available, the A.S. President shall be responsible for this duty.
- k. To report on proposed changes in retention, tenure, promotion ("RTP") and other policies pertaining to faculty affairs and professional standards to the Board of Directors.
- l. To provide a liaison report on the status and activities of the Office of Strategic Communications and Public Affairs.

3. **A.S. Controller**

- a. To be the Chief Financial Officer of the Association.
- b. To serve as the Chair of the A.S. Finance Committee.
- c. To serve as a Vice-Chair of the A.S. Operations Committee.
- d. To serve as a member of the A.S. Executive Committee.
- e. To serve as a member of the A.S. Personnel Committee.
- f. To serve as a member of the. Scholarship Selection Group.
- g. To serve as a member of the Campus Fee Advisory Committee.
- h. To have signing authority for fiscal matters for the Operating Fund.
- i. To administer the financial affairs of the Association.
- j. To be responsible for the implementation of all fiscal legislation.
- k. To submit to the Board of Directors a report of the Student Organization Fund of the Associated Students on a bi-weekly basis.
- l. To work in consultation with the A.S. President and the A.S. Executive Director in the preparation of the budget and budget assumptions for the subsequent fiscal year budget,
- m. To ensure the financial reports are publicized to the general student body annually.
- n. To assume all duties of the Secretary/Treasurer position as required by the California

Corporations Code. To report on decisions of the California State Legislature affecting student fees to the Board in coordination with the A.S. Director of Legislative Affairs.

- o. To provide a liaison report on the status and activities of the Vice President of Administration and Finance and the Financial Aid Scholarship Office.
- p. To work with the A.S. Director of Business Affairs on developments to the budget.

4. **A.S. Director of Academic Affairs**

- a. To serve as the Chair of the A.S. Academic Affairs Committee.
- b. To serve as a Student Senator on the Academic Senate.
- c. To serve as a member of the Curriculum and Research Committee of the Academic Senate.
- d. To serve as a member of the Undergraduate Studies Committee of the Academic Senate.
- e. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
- f. To advocate and serve by promoting University activities affecting the student educational experience.
- g. To work in coordination with the Student Senators to submit proposals to the Board of Directors and the Academic Senate that initiate changes in academic policies relating to academic advising, continuing education, curriculum and research, faculty affairs, and general education.
- h. To provide a liaison report on the status and activities of the California Faculty Association and the Associate Vice President for Student and Faculty Success.

5. **A.S. Director of Business Affairs**

- a. To serve as the Chair of the A.S. Operations Committee.
- b. To serve as the Vice-Chair of the A.S. Finance Committee.
- c. To serve as a member of the A.S. Executive Committee.
- d. To serve as a member of the A.S. Personnel Committee.
- e. To serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
- f. To serve as a member of the Campus Planning Board of the Academic Senate.
- g. To report quarterly on the A.S. strategic planning progress.
- h. To work with the A.S. Controller on developments to the budget.

6. **A.S. Director of Co-Curricular Affairs**

- a. To serve as the Chair of the A.S. Programming Board.
- b. To serve as the Vice-Chair of the A.S. Campus Life Affairs Committee
- c. To serve as a member of the University Homecoming Selection Committee.
- d. To advocate and serve by promoting and enhancing outreach and accessibility of co-curricular involvement on campus through collaborations with the University.
- e. To advocate for the A.S. Board member participation in campus-wide events and activities.
- f. To attend, if possible, the National Association for Campus Activities conference or other event annually as determined by the A.S. Leadership and Government Coordinator.
- g. To provide a liaison report on the status and activities of Spartan Recreation, Residence Hall Association ("RHA"), the Department of Intercollegiate Athletics, the New Student & Family Programs, and Student Involvement (including Fraternity and Sorority Life, or "FASL") to the Board to advocate a sense of community for San Jose State University students.

7. **A.S. Director of Community and Outreach**

- a. To serve as the Vice-Chair of the A.S. Lobby Corps.
- b. To serve as the Vice-Chair of the A.S. Programming Board.
- c. To serve as a member of the A.S. Operations Committee.
- d. To serve as a member of the Outstanding Professor Award Committee of the Academic Senate.
- e. To serve as a member of the University Library Board of the Academic Senate.
- f. To advocate and serve by increasing awareness of A.S. resources and establishing connections within the campus and surrounding community.
- g. To provide a liaison report on the status and activities of CommUniverCity, the Center for Community Learning & Leadership (“CCCL”), and Alumni Association.

8. **A.S. Director of Intercultural Affairs**

- a. To serve as a member of the A.S. Campus Life Affairs Committee.
- b. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
- c. To serve as a member of the International Programs and Students Committee of the Academic Senate.
- d. To serve as a member of the Veterans Advisory Committee.
- e. To report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board of Directors.
- f. To advocate for ethnic/cultural, international, and non-traditional student groups, which may include but are not limited to disabled, LGBT, re-entry, veteran, and graduate students.
- g. To provide a liaison report on the status and activities of the African-American/Black Student Success Center, the Gender Equity Center, the International House, the Latinx/Chicanx Student Success Center, the MOSAIC-Cross Cultural Center, the PRIDE Center, the UndocuSpartan Student Resource Center, and the Veterans Resource Center.

9. **A.S. Director of Internal Affairs**

- a. To serve as the Chair of the A.S. Internal Affairs Committee.
- b. To serve as the Vice-Chair of the A.S. Board of Directors.
- c. To serve as a member of the A.S. Academic Affairs Committee.
- d. To serve as a member of the A.S. Executive Committee.
- e. To serve as a member of the A.S. Operations Committee.
- f. To serve as a Student Senator on the Academic Senate.
- g. To serve as a member of the Organization and Government Committee of the Academic Senate.
- h. To report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board of Directors.
- i. To work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.
- j. To assist the A.S. Vice President with the enforcement of these Bylaws.

10. **A.S. Director of Legislative Affairs**

- a. To serve as a CSSA member with a term that commences on June 1. To serve as the Chair of the A.S. Lobby Corps.
- b. To serve as a Student Senator on the Academic Senate.
- c. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.

- d. To work with local government officials and legislative offices to promote the interests of San José State University and its students in coordination with the A.S. President.
- e. To organize all Associated Students, SJSU voter registration, education, and mobilization efforts
- f. To fulfill the role of the CSSA Representative with sole voting rights.
- g. To submit recommendations concerning CSSA proposals from the California State-Wide Academic Senate, the California State University system, the California State Legislature, and U.S. Congress that affect the interests of San José State University and its students to the Board of Directors in coordination with the A.S. President.
- h. To provide a liaison report on the status and activities of the Government Relations Consultant.
- i. To work in coordination with the A.S. Controller to report on decisions of the California State Legislature affecting student fees to the Board.

**11. A.S. Director of Student Resource Affairs**

- a. To serve as the Chair of the A.S. Campus Life Affairs Committee.
- b. To serve as a member of the A.S. Academic Affairs Committee.
- c. To serve as a member of the A.S. Internal Affairs Committee.
- d. To serve as a Student Senator on the Academic Senate.
- e. To serve as a member of the Student Success Committee of the Academic Senate.
- f. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
- g. To serve as a member of the Student Health Advisory Committee.
- h. To submit proposals to the Board of Directors and the Academic Senate that recommend changes in academic policies pertaining to student resources in coordination with the Student Senators.
- i. To provide a liaison report on the status and activities of the Accessible Education Center, Counseling and Psychological Services (CAPS), Peer Connections, and Undergraduate Admissions and Outreach.

**12. A.S. Director of Student Rights and Responsibilities**

- a. To serve as the Vice-Chair of the A.S. Internal Affairs Committee.
- b. To serve as the Vice-Chair of the A.S. Academic Affairs Committee.
- c. To serve as a Student Senator on the Academic Senate.
- d. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
- e. To serve as a member of the Alcohol and Drug Abuse Prevention Committee (ADAPC) of the Academic Senate.
- f. To serve as a member of the Campus Fee Advisory Committee.
- g. To submit proposals to the Board of Directors and the Academic Senate recommending changes in academic policies pertaining to student rights and responsibilities, in coordination with the Student Senators.
- h. To promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.
- i. To provide a liaison report on the status and activities of the University Ombudsperson, Office of Student Conduct and Ethical Development, and University Police Department (“UPD”).

**13. A.S. Director of Sustainability Affairs**

- a. To serve as a member of the A.S. Lobby Corps.
- b. To serve as a member of the A.S. Campus Life Affairs Committee.

- c. To serve as a member of the A.S. Programming Board.
- d. To serve as a member of the Spartan Shops Board of Directors
- e. To serve as a member of the Campus Planning Board of the Academic Senate.
- f. To serve as a member of the Sustainability Board of the Academic Senate.
- g. To serve as a member of the Traffic, Transit, and Parking Committee of the Academic Senate.
- h. To advocate and educate A.S. on campus issues pertaining to sustainability, recycling, and related activities.
- i. To raise, address and report on issues concerning sustainability pertaining to the campus, the surrounding community, the nearby region, and/or the global environment.
- j. To provide a liaison report on the status and activities of the A.S. Cesar E. Chavez Community Action Center (“CCCAC”) Community Garden, Environmental Resource Center, Facilities Development and Operations (“FD&O”) Sustainability, Spartan Shops, A.S. Transportation Solutions, and Risk Management Office.



# Candidate Application Form

The following information must be provided by every candidate in an Associated Students General Election and shall be maintained on file. Every candidate must meet the eligibility requirements for candidacy as set forth in the A.S. By-laws, CSU Chancellor's Office Executive Order 1068, and University Policy S05-04. Violations may result in prosecution and/or disqualification from the election. Primary communication and questions should be directed to the Students' Election Commission Chief Election Officer at student-elections@sjsu.edu. Secondary communication may be directed to the Students' Election Commission Advisor by phone at (408) 924-6045.

## Candidate Information

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Position you are running for

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Name, as you wish it to appear on the official ballot Student ID Number

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Mailing Address City, State Zip Code

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Permanent Address (if different than above) City, State Zip Code

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Home Phone Work Phone Cell Phone

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Preferred E-Mail Address SJSU Email Address

*Candidates **MUST** attend **ONE** of the following seven Candidate Orientation Sessions*  
**TIP: Pick a Candidate Orientation Session to attend BEFORE you turn in your completed Candidate Information Packet.**

EXECUTIVE POSITIONS MANDATORY CANDIDATE ORIENTATION		
Date	Location	Time
Monday, February 11	Student Union Meeting Rm 3A	10:00 a.m. - 12:00 p.m.
Thursday, February 14	Student Union Meeting Rm 2A	11:00 a.m. - 1:00 p.m.
Wednesday, February 20	Student Union Meeting Rm 3B	2:00 - 4:00 p.m.
Tuesday, February 26	Student Union Meeting Rm 3A	5:00 - 7:00 p.m.
Friday, March 1	Student Union Meeting Rm 3A	11:00 a.m. - 1:00 p.m.
DIRECTOR POSITIONS MANDATORY CANDIDATE ORIENTATION		
Thursday, February 7	Student Union Meeting Rm 2A	3:00 - 5:00 p.m.
Wednesday, February 13	Student Union Meeting Rm 1B	10:00 a.m. - 12:00 p.m.
Tuesday, February 19	Student Union Meeting Rm 2B	5:00 - 7:00 p.m.
Monday, February 25	Student Union Meeting Rm 2A	11:00 a.m. - 1:00 p.m.
Friday, March 1	Student Union Meeting Rm 1B	1:00 - 3:00 p.m.

**Candidate Signature:**

The Family Educational Rights and Privacy Act (FERPA) protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student's education records, including (but not limited to) student conduct records.

In order to be eligible to serve on the Associated Students Board of Directors, you must be in good standing with the university. As such, Associated Students needs to verify that you do not have a conduct record and meet academic eligibility requirements.

\_\_\_\_\_ By initialing this box, you agree that Student Involvement at SJSU may disclose information from your academic records to Carole Dowell , Interim Executive Director of Associated Students, to determine your eligibility for \_\_\_\_\_. This release of information is no longer valid after May 2019. (Position Name)

\_\_\_\_\_ By initialing this box, you agree that Student Conduct and Ethical Development at SJSU may disclose information from your disciplinary records to Carole Dowell, Interim Executive Director of Associated Students, to determine your eligibility for \_\_\_\_\_. This release of information is no longer valid after May 2019. (Position Name)

\_\_\_\_\_ By initialing this box, you verify that you understand and acknowledge that: (1) you have the right not to consent to the release of information contained in your conduct records (2) this consent is of limited duration and may be revoked by you at any time by submitting your request, in writing, to Student Conduct and Ethical Development, but any such revocation shall not affect disclosures made prior to the receipt of the written revocation, and (3) Student Conduct and Ethical Development is not responsible for the way in which, nor how, the information released under this authorization is used or distributed.

I have read, understood and will abide by the policies outlined in the A.S. Bylaws and Election Regulation Manual. I meet all qualifications for candidacy and authorize San Jose State University to verify my eligibility pursuant to Policy S05-4 (Academic Qualifications for Student Office Holders). I certify that the information contained in this application is correct to the best of my knowledge. Additionally, I authorize the A.S. Students' Election Commission to release my name, email address, and telephone number to representatives of the media as needed.

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**Signature**

**Date**

The following must be submitted **by Fri., March 1st no later than 5pm to the A.S. Government Office (Student Union Suite 2330):**

1. Candidate Application Form
2. Campaign Worker Form(s)
3. Bio/ Statement (submit with application or by Tuesday, March 12, at 4pm for inclusion in the Voter Information Guide).

## Candidate Bio, Statement and Photo Submission Instructions for the Voter Information Guide (VIG)

Your Bio/ Statement is where you tell the student body who you are, why you are running, and what you feel students need to know about your candidacy. Below are the requirements for inclusion in the VIG:

1. Your Candidate Bio/ Statement must be submitted by **4:00 p.m. SHARP on Tuesday, March 12, 2018** to the Students' Election Commission at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu).
2. Your Bio/ Statement is limited to **250 words**. Any words over 250 will be omitted.
3. Bios/ Statements **must be submitted in Microsoft Word Format (.doc) only**.
4. SPELL CHECK and proofread your Bio/ Statement submissions. What we receive will be copied into the Voter Information Guide (VIG) exactly as it appears. **We will not be making corrections to grammar, spelling, etc.**
5. All Bios/ Statements will be printed using the same font. You may submit your Bio/ Statement with the style you wish to have published, i.e. **bold**, *italics*, underline, and CAPS; we will do our best to maintain formatting, but it's not guaranteed. We also reserve the right to modify paragraph breaks or do other minor formatting so each candidate's statement appears on one page.
6. Please, do not include any graphics or images in your bio or statement.
7. Please be descriptive in your filename. Statement.doc or bio.doc, for example, is not acceptable. **JohnDoe\_FacultyAffairs\_Bio.doc** is preferred.
8. Submit by email (to [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu)). If submitting the information via email, select 'return receipt requested' to maintain record of submission. Please be sure to include the following: **Name, position you are running for, personal bio/ statement**.
9. Photographs used in the VIG will be taken by an A.S. photographer. A photographer will be available during Mandatory Candidate Orientation Sessions to take your official photograph, so please come photo ready. Photo appointments may be arranged after these dates according to photographer's availability. Please contact [edilbert.signey@sjsu.edu](mailto:edilbert.signey@sjsu.edu) to set up your make-up appointment.
10. If you have any questions, please email [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu).

# Campaign Worker Form

In accordance with the A.S. Elections Regulation Manual (ERM), Article IV Section III, this Campaign Worker Form must be completed and signed by both the candidate and each individual SJSU student that is authorized to assist a candidate's campaign in any manner.

This form grants the declared students the right to work on the candidate's campaign or to campaign on behalf of that candidate. This agreement verifies that both parties, campaign worker and candidate, have reviewed the relevant rules and regulations of the ERM. Completion of this form indicates that the campaign worker agrees to abide by these terms and is aware that the candidate will be held liable for any infraction of the campaign worker.

All candidates will be held responsible for conduct by their campaign workers related to the candidate's campaign. Candidates and their campaign workers shall use the highest standards of ethics when campaigning and talking about other candidates.

One form per campaign worker is to be submitted to the SEC along with your candidate application **by Friday, March, 15 at 5:00pm** to the A.S. Government Office (Student Union Suite 2330). The SEC will maintain a campaign party worker list on behalf of each candidate.

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**Elections Candidate Signature** **Date**

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**Campaign Worker Signature** **Date**

*Form must be submitted with the Candidate Application to the A.S. House.  
For additional Campaign Worker Forms, please download at: [as.sjsu.edu/vote](http://as.sjsu.edu/vote).*

# Candidate Accountability Form

In accordance with the A.S. Elections Regulation Manual (ERM), Article IV Section IV, this Accountability Form must be signed by the candidate and any faculty member that gives permission to a candidate to speak in front of a class, or in the case of online classes, post a video or statement on Canvas.

All candidates will be held responsible for conduct related to their campaign. This agreement verifies that both parties, student candidate and Professor, have reviewed the relevant rules and regulations of the ERM. The Professor therefore agrees to abide by these terms and is aware that the candidate will be held liable for any infraction. Examples of violations may include, but are not limited to, a Professor expressing support or publically endorsing the candidate in class, online, over email and on social media.

Per the ERM, candidates may not solicit nor accept any materials, funds, assistance, or endorsements from any SJSU faculty, staff, or administrative personnel. Any candidate found by two-thirds vote of the Students' Election Commission voting members to have engaged in such behavior is subject to removal from the ballot.

This form is to be submitted by the candidate to the SEC at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu) or in person at the A.S. House **at least 24 hours prior** to scheduled class presentation.

**Date of Presentation:** \_\_\_\_\_

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**Student Candidate Signature**

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**Date**

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**SJSU Faculty Member Signature**

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**Date**

*Form must be submitted via email to [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu).*

*For additional Candidate Endorsement Forms, please download at: [as.sjsu.edu/vote](http://as.sjsu.edu/vote).*

# Candidate Endorsement How-To Sheet

## ***What is an endorsement?***

When a Recognized Student Organization (RSO) is publicly expressing their support of your campaign, that group “endorses” a candidate.

## **Step 1:**

Find a RSO on campus that is willing to endorse you and your campaign! (It is recommended to present your ideas to a RSO by requesting to be added to their meeting’s agenda to speak to the officers and members). A good place to seek endorsements is also at Candidate Events.

To view full list of RSOs, visit: <http://www.sjsu.edu/getinvolved/studentorgs/>

## **Step 2:**

Fill out the endorsement form. The form must be signed by a president or an authorized designee of the RSO that is endorsing your campaign.

## **Step 3:**

Submit completed and signed endorsement forms as they are received to [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu) or by Wednesday, April 10 at 5pm at the latest. Please scan or photograph your form (information and signature must be legible in the uploaded document/image).

**The deadline to submit an endorsement form is Wednesday, April 10 at 5PM.**

**NOTE:** Endorsements will appear in the online VIG only (not in print), and will be posted by the time voting begins.

Questions? Please contact the Student's' Election Commission by email at [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu)

# Candidate Endorsement Form\*

WE ARE PLEASED TO ENDORSE

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FOR THE POSITION OF

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IN THE 2019-2020 ASSOCIATED STUDENTS ELECTION.

Name of Recognized Student Organization (RSO):

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Contact Person (Print): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THE CANDIDATE ABOVE HAS OUR SUPPORT/ ENDORSEMENT.**

President/ Authorized Designee of RSO

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Name and Title

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Signature

Date

*\*Please read the Candidate Endorsement How-To sheet before submitting this form!  
Must be submitted to the A.S. House or [student-elections@sjsu.edu](mailto:student-elections@sjsu.edu) by Wednesday 4/10 at 5pm.  
For additional Candidate Endorsement Forms, please download at: [as.sjsu.edu/vote](http://as.sjsu.edu/vote)*