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## General Guidelines

Please detach and return the Declaration of Intent to Run for Office, the Declaration of Candidacy along with a Letter of Intent to Run for Office, proof of College ID, and ASMC card to the Student Services Office in Ukiah no later than **5 p.m. on Friday, May 6, 2016.**

### Qualifications:

1. Must be in good standing with the college.
2. Must have a minimum G.P.A. of 2.0.
3. Must enroll in five (5) or more units during the intended term.
4. Must have a current Mendocino College student I.D. with a valid ASMC discount card (available at Admissions and Records)
5. Must fill out the Declaration of Intent to Run for Office.
6. Must obtain the signatures of a minimum of 25 currently enrolled students who support your candidacy.

### ASMC Positions:

President ● Vice President ● Secretary ● Treasurer ● Student Trustee  
● Student Ambassador ● Activities Director ● Publicity Director ●  
Ecology Director ● Student Rights Advocate ● Parliamentarian ● Ukiah  
(campus) Representative ● Lake County (campus) Representative ●  
Willits (campus) Representative

All terms of office are June 1, 2016 to May 31, 2017 with the exception of the Student Trustee whose term is May 15, 2016 to May 14, 2017.

All persons interested in running for ASMC Student Senate are invited to attend meetings held Wednesdays from 4:30 p.m. to 5:30 p.m. in Room 750.

## Election Regulations

Campaigning by candidates or their representatives must be conducted in good taste in the manner of expressing ideas. No language, pictures, drawings, or photographs used in any campaigning material distributed, displayed, or circulated may be vulgar or profane.

1. There shall be no distribution in a classroom while a class is in session without the express permission of the instructor. The place and activity of distribution is not to interfere with the normal flow of traffic within the college corridors and walkways, or impede entry to and from the college property.
2. No campaigning material shall be placed on the private property of other persons or agencies (telephone poles, vehicles, bicycles, etc.) or any painted walls and surfaces.
3. No campaigning material shall be placed over previously posted materials or on direction, emergency, or warning signs.
4. No campaigning shall be allowed within 100 feet of the official voting area.
5. All printed material must be approved by the ASMC.
6. Once elected, an officer cannot serve more than three (3) terms.

In the event that any of the above stated regulations are deemed by anyone to be violated, that violation is to be brought before the ASMC Election Committee. The Election Committee will then review the complaint, hear testimony from both sides, make a decision, and impose penalties if necessary. Those penalties could be, but are not limited to, removal of propaganda, being prohibited from speaking in public about the election, and/or removal of the candidates name from the ballot. The candidate whose name is removed from the ballot may not be allowed to run for office for one year.

## Responsibilities of Each Position According to the ASMC By-Laws

### **President**

Shall be the chief executive officer of the Associated Students of Mendocino College (ASMC). Shall preside over the Student Senate. Shall have the power to call all meetings of the Student Senate. Shall make all necessary appointments with the approval of the Student Senate. Shall vote only in case of a tie. Shall veto or sign all legislation within three (3) school days following its passage by the Student Senate. All legislation not signed or vetoed will become law on the fourth (4) school day following its passage. Shall be the official representative of the ASMC to the President of the college, the Academic Senate, and appropriate leadership committees. Shall be responsible for setting the agenda of the Student Senate meetings.

### **Vice President**

Shall be responsible for assisting the President with duties as assigned. Shall assume the Presidential duties and the vacated office in the absence of the President. Shall be the representative of the ASMC Clubs to the Student Senate. Shall be responsible for chairing the Inter-Club Council, updating club packets, holding a club day event each semester, and developing and maintaining a list of all active clubs and their officers. Shall be responsible for the disbursement of club account monies to the clubs when requested by clubs at the approval of the Student Senate.

### **Treasurer**

Shall be responsible for the accounting of the ASMC monies. Shall prepare a financial summary to be included on the agenda for each meeting of the Student Senate. Shall prepare, within thirty (30) days prior to the end of each year, a proposed budget for the upcoming year. Shall make recommendations to the Student Senate on all financial matters relating to ASMC expenditures. Shall be responsible for being knowledgeable of cash amount in all ASMC accounts. Shall submit cumulative financial reports at the end of each semester. Shall co-chair the Activities/Budget standing committee with the Activities and be a member of the Scholarship committee. Shall be responsible for evaluation of interest income distribution according to the process set forth in the By-laws.

### **Student Rights Advocate**

Shall advise students as to their rights, existing and new, within the campus community. Shall bring to the attention of the Student Senate any suggestions, criticisms, and/or violations of student's rights on behalf of the Mendocino College student populace. Shall be involved in student orientation activities and needs assessments. Shall serve on the Curriculum and Academic Review Committees.

### **Student Trustee**

Shall be the official representative of the Student Senate to the Board of Trustees. Shall be responsible for representing the ASMC to the Board of Trustees. Shall promote student input into Board activities. Shall make regular reports to the Student Senate regarding Board activities. Shall receive a maximal 50% of the allowable stipend per attended Board of Trustees meeting, plus transportation allocation, to be paid by the District (Board Policy 007). The term of office shall commence May 15<sup>th</sup> and end May 14<sup>th</sup> each year elected (Education Code 72023.7).

**Publicity Director**

Shall supervise all ASMC on-campus publicity, including the ASMC bulletin board according to the college regulations. Shall meet with the Public Relations Officer at least once a semester to discuss Mendocino College publicity regulations. Shall be responsible for off-campus relations and publications for the ASMC. Shall be responsible for ASMC involvement with alumni relations. Shall work with the Activities to set up and insure maintenance of an activities calendar as approved by the Student Senate and post the calendar in designated area.

**Parliamentarian**

Shall be knowledgeable of all parliamentary procedures. Shall be knowledgeable of the ASMC Constitution and By-laws. Shall be knowledgeable of the Brown Act. Shall be knowledgeable of all Mendocino-Lake District Policies as pertain to students and student government. Shall be knowledgeable of the Education Code as it pertains to community colleges and student government. Shall assist the President and the Student Senate in following the above rules, regulations, guidelines, and the ASMC Constitution.

**Activities Director**

Shall promote student input into the activities phase of student government. Shall co-chair the Activities/Budget committee with the Treasurer. Shall work with the Publicity to set up and insure maintenance of an activities calendar as approved by the Student Senate and post this calendar in a designated area.

**Secretary**

Shall be the secretary to the Student Senate. Shall keep accurate minutes of all minutes of the Student Senate and shall be responsible for distributing and maintaining copies of said minutes to college officials. Shall conduct all official correspondence in the name of the ASMC when so directed by the Student Senate. Shall keep accurate files of all said correspondence and such other records as deemed necessary for the smooth functioning of the Student Senate.

**Student Ambassador**

Shall serve as the primary representative of the ASMC to other student government institutions outside of Mendocino College. Shall serve as the voting representative for the ASMC, should the ASMC elect to be a member of CalSACC, ASACC, or similar organization. Shall be held accountable for all other qualifications, expected of Student Senate Members. When serving as the voting representative of the ASMC to ASACC, CalSACC, or similar organizations, the Student Ambassador shall report the contents of those meetings to the ASMC.

**Ecology Director**

Shall be responsible for getting student input on campus ecological process. Shall act as a liaison between the students and the ASMC for ecological issues. Shall promote public and student awareness on ecology programs. Shall serve on safety and PRMPC committees.

**Willits, Lake Country, and Ukiah Representative**

Shall represent the student population for which they are elected. Shall oversee and maintain the Merchant Discount program. Shall use all means available to gain student input at the college campuses concerning student activities and student governance. Shall be responsive to the needs and desires of Willits, Lake County, and Ukiah students in all areas. Shall help coordinate the ASMC survey assessments and report the results to the Student Senate.

## Declaration of Intent to Run for Office

By my signature on this declaration, I do solemnly swear that I have met the conditions outlined by the ASMC Student Constitution for the office I am seeking. I understand the responsibilities that coincide with being a Student Senator. I will attend all regularly scheduled, special, and emergency meetings. I will abide by all local, state, and federal election laws and/or regulations.

### Position Running For:

Print Full Name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_  
All Other Names Used: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

### Contact information

Cell: \_\_\_\_\_  
Home: \_\_\_\_\_  
Email: \_\_\_\_\_

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

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### FOR OFFICE USE ONLY

Received By: \_\_\_\_\_.

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

Meets Requirements?                      Yes                      No

## Declaration of Candidacy

I, \_\_\_\_\_ do hereby petition to run for the office of \_\_\_\_\_ of the ASMC Student Senate. I have demonstrated the support for my intentions by collecting the valid signatures of twenty-five (25) or more currently enrolled students of Mendocino College. **It is recommended to obtain extra signatures in case some are invalid.**

**PRINT NAME** as seen in your student record

*(First, Middle Initial, Last name)*

**SIGNATURE**

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