



SAN JOSÉ STATE
UNIVERSITY

ASSOCIATED STUDENTS

2012 ELECTIONS

CANDIDATE
APPLICATION
PACKET

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January 25, 2012

Dear Applicant,

First, I would like to thank you for your interest in becoming a 2012-13 Associated Students officer. San José State University is lucky to have students eager to make a difference and to give back to our campus in such an extraordinary way. Throughout the election process of about two and a half months, there are deadlines and rules that are vital to your continued qualification. We ask that you be available to the A.S. Students' Election Commission so that we can work together to make this election cycle and process as smooth as possible. ***Please Note:** If you are a financial aid recipient, please be certain to check with your financial aid counselor on how receiving a monthly stipend (if you should be elected) may affect your financial aid status.*

Two of the first requirements as candidates are that you attend, for the full duration, a Candidate Orientation Session **AND** a Rules, Regulations, and Ethics Meeting. A candidate unable to attend a scheduled Orientation Session and/or a Rules, Regulations, and Ethics Meeting must submit, in writing, his or her request for an alternate accommodation no later than five (5) days prior to the first scheduled Orientation or Meeting.

Please see the attached list of important dates you must know for this election cycle, and read this packet carefully as you will be responsible for **ALL** information herein. The application-filing deadline is **Wednesday, March 1, 2012 by 5:00 p.m. SHARP** at the **A.S. Students' Election Commission office**, in Student Involvement (Clark 140).

In conclusion, thank you again for your interest and enthusiasm for the Associated Students General Election and we look forward to working with you! If you have any questions, comments and/or concerns, feel free to contact the A.S. Students' Election Commission at student-elections@sjsu.edu or by phone at (408) 924-5656.

Sincerely,

Desne James
Chief Elections Officer

Important Dates

Jan	25 (Wed.)	Candidate Application Packets Available , 9 a.m., Clark 140, A.S. House, and website
Feb	9 (Thurs.) 13 (Mon.) 21 (Tues.)	Candidate Orientation Session , 12-1:30 p.m., Clark 140F Candidate Orientation Session , 4-5:30 p.m., Clark 100H Candidate Orientation Session , 3-4:30 p.m., Clark 100H
March	1 (Thurs.) 8 (Thurs.) 13 (Tues.) 19 (Mon.)	Completed Candidate Application Packets (including Referenda and Initiatives) Due , 5 p.m., Clark 140 Candidate Rules, Regulations, & Ethics Meeting , 12-2 p.m., Clark 140F Referenda and Initiatives Opposition Language Due , 5 p.m., Clark 140 Voter Information Guide and Ballot Submissions Due , 5 p.m., Clark 140 Candidate Rules, Regulations, & Ethics Meeting , 3-5 p.m., Clark 140F Campaigning for General Elections Begins , 6 p.m.
April	3 (Tues.) 4 (Wed.) 5 (Thurs.) 10-12 (Tues-Thurs) 12 (Thurs.) 30 (Mon.)	Candidate Open Forum , noon-2 p.m., In front of Tommy Smith and John Carlos Statues Candidate Open Forum , 6-8 p.m., CVB-Resident Activity Center Candidate Debates , noon-2 p.m., Student Union Costanoan Room Meet the Candidates Barbecue , noon-2 p.m., Associated Students House General Elections Balloting/Polls Open (10 a.m. on 4/10 to 8 a.m. on 4/12) Campaign Materials for General Elections Removed , by 10 a.m. Meet Your New 2012-13 A.S. Officers Barbecue , noon-2 p.m., Associated Students House (General Elections Results Posted, By 2 p.m., A.S. House and Clark 140) Deadline for Grievances , 5 p.m., Clark 140

Please understand that candidates must be present for at least **ONE (1)** Candidate Orientation Session; at least **ONE (1)** Rules, Regulations, and Ethics meeting; and for **ALL** five (5) Candidate events occurring April 3-5 and 12. These events are for the purpose of engaging the student body with the candidates. If you are unable to attend an event, you must submit, in writing, your request to be excused no later than **five (5) days prior** to the event. Address this request to the A.S. Students' Election Commission and submit it to the A.S. Students' Election Commission office in Student Involvement, Clark 140. Failure to do so will result in your disqualification from the election process by the A.S. Students' Election Commission.

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 By-laws, 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) 924-5656.

Associated Students By-laws

The Associated Students By-laws set forth the following qualifications for office:

1. Each individual seeking to become or remain an Officer or Director must comply with the academic requirements established by the California State University and San José State University. (See Executive Order 1068 and University Policy S05-4)
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 or in the A.S. Executive Branch 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 overall on-campus 2.0 grade point average (GPA) each term, 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.

The following pages list the general responsibilities and duties for each position, as listed in the A.S. By-laws and Rule III. You will be given specific details about each position, their responsibilities, the By-laws, Rule III, ERM, and Act 15 at your Candidate Orientation Meeting.

Executive Officer Position Responsibilities

(As stated in the A.S. By-laws)

- I. President
 - a. To be Chief Executive Officer of this Association.
 - b. To be the official representative of the Associated Students.
 - c. To be responsible for the implementation of all legislation including the coordination of the Associated Students committee system.
 - d. To make such appointments as the Bylaws requires, subject to a two-thirds (2/3) majority approval of the total membership of the Board of Directors, and to fill all vacancies (unless otherwise provided for in the Bylaws of legislative acts, in accordance with Article VII, Section III).
 - e. To dismiss (with stated cause) any individuals in positions appointed by the president subject to two-thirds (2/3) majority approval of the total membership of the Board of Directors. The President shall not extend any individual appointed by him/her to fill the vacancy of an elective office.
 - f. To perform other duties as authorized by the Board of Directors.
 - g. To submit to the Board of Directors for their consideration the budget of the Association for the subsequent fiscal year. This shall be submitted not later than the first board meeting in April.
 - h. To assist the Associated Students Vice-President in the planning, coordination and implementation of the internship program for the incoming Board of Directors and Executive Officers.
 - i. To issue Executive Orders (defined as an order issued by the President concerning implementation of a provision of legislation or fiscal action adopted by the Board).
 - j. To serve as a member of the Executive Committee

2. Vice President

- a. To serve as the Chief Administrative Officer of the Board of Directors
- b. To be the Chairperson of the Board of Directors, including the duties of presiding over Board of Directors' meetings, proper enforcement of the Bylaws, signing all legislation passed by the Board, and preparing all legislation in the proper format after the Board's final action.
- c. To provide liaison between the legislative and executive branches.
- d. To perform the duties of the President during his/her incapacity or extended absence.
- e. To keep a complete and permanent record of the Associated Students Bylaws and legislation passed by the Board of Directors.
- f. To plan, coordinate and implement a training program for Board of Directors members and Executive Officers.
- g. To administer the oath of office to the newly elected executives and directors
- h. To serve as a member of the Executive Committee

3. Controller

- a. To be the Chief Financial Officer of this Association.
- b. To administer the financial affairs of the Association.
- c. To be responsible for the execution of all fiscal legislature.
- d. To submit to the Board of Directors a report of the General Fund of the Associated Students on a bi-weekly basis.
- e. To work in consultation with the Associated Students President in preparation of the budget assumptions for the subsequent fiscal year budget as provided for in the Bylaws.
- f. To publicize financial reports to the general student body at least semi-annually.
- g. To perform such other duties as directed by the Associated Students President.
- h. To assume all duties of the Secretary/Treasurer position as required by the California Corporations Code
- i. To serve as a member of the Executive Committee

Board of Directors Position Responsibilities

(As stated in the A.S. Bylaws)

SECTION I. GENERAL DUTIES**A. Assuming Office**

1. The oath of office must be taken before someone elected or appointed to the Board of Directors starts his/her 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 Board members shall read, sign, and adhere to the conflict of interest statement and the Memorandum of Understanding (MOU) developed by the Vice President with the approval of the President and Controller prior to the receipt of his/her first legislative stipend.
3. Directors shall contact the Chairs of their prescribed committees immediately upon being sworn in or upon appointment.

B. Maintaining Office

1. Directors must fulfill all duties prescribed to him/her unless extenuating circumstances occur and the Director is excused by the Chair. Excuse from duty is amendable and debatable, and must be passed by a majority vote of the total voting membership.
2. 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, which shall include

- the months of May and August). Regular attendance is essential to Associated Students, Inc.'s efficient operation and proper representation of the students of San Jose State University. All Board Members, 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, Inc.:
- a. An excused absence is defined as any absence from A.S. meeting, training, etc that does not meet the excused absence definitions listed below or those determined by the Executive Committee to be excused.
 - i. Absence from an official University recognized program including Associated Students business at which a member's attendance is required. In this case the Chair will be notified in advanced.
 - ii. Absence due to illness of a director or a member of his or her family requiring the director's care, or the bereavement of the director's family member.
 - iii. Absence due to individual circumstances, due cause and excusableness of which are to be determined by the Executive Committee on a case-by case basis to determine negligence or ill intent.
 - b. Directors are allowed two (2) excused absences from regularly scheduled Board meeting per semester. Should a director have an unexcused absence or exceed their maximum of two (2) absences or should their two (2) absences take place during two consecutive Board meetings, it is within the jurisdiction of the Board of Directors to declare his or her position vacant.
 - c. Attendance at A.S In-Service is mandatory; however, directors may miss two in-services per year after notifying the Chair. These absences will not count against the two (2) excused absences for Board of Directors meetings allotted to each Director per semester.
 - d. Attendance at retreats is mandatory, including overnight hours. Should extenuating circumstances arise, a director shall submit to the Executive Committee their reason for absence in order to distinguish its excusableness.
 - e. 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 vote of the Board of Directors, normal operating procedures pursuant to the Bylaws for vacancies would take effect immediately.
 - f. Any excuses or explanations shall be submitted in writing by the Director to the Executive Committee within seven calendar days following their absence.
3. Members 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 in the A.S. Government office for the purpose of student accessibility.
 4. Directors are required to meet with the Chairperson at least once a month unless deemed otherwise by the members of the Executive Committee.
 5. Members are required to attend and participate in each regular and special meeting of the Board.
 6. Members shall provide a written report for each regular Board meeting of the areas of his or her responsibility as directed by the Chairperson and the Board of Directors.
 7. Directors who serve as a liaison to University or A.S. departments shall meet with an appropriate representative at least once a month and shall report on its status and activities at the following A.S. Board meeting.
 8. Director shall be expected to seek adequate knowledge of student affairs and of the corporate affairs of Associated Students, SJSU, so as to make informed and intelligent decisions on matters brought before the Board of Directors.
 9. Directors shall be responsible for communicating with their appropriate fellow Director and coordinating mutual effort in areas where responsibilities overlap.

10. Directors are encouraged to discuss issues concerning their areas of responsibility with other members of the Board prior to making decisions or voting.
11. Directors shall be subject to Legislative Directives pursuant to the Bylaws.
12. The Board may censure a member by a vote of two-thirds 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, the California Education Code, Policies and Procedures for CSU Auxiliary Organizations, A.S. Bylaws, A.S. Acts, A.S. and CSU Executive Orders, and Robert's Rules of Order.

C. Conclusion of Term of Office

1. Failure to meet minimum qualifications as mandated by the CSU Chancellor's Executive Order 1068 and San José State University Policy S05-4, "Minimum Academic Qualification for Student Office Holders," will result in immediate forfeiture of the position.
2. The Board of Directors may declare a seat vacant by a 2/3 vote of the total voting membership if a member has been absent two or more consecutive times or has accumulated three or more absences per semester from regular Director responsibilities (including but not limited to, office hours, one-on-ones, meetings and other activities of the Board), excluding excused absences which have been processed pursuant to AS Bylaws.
3. The Board may declare a seat vacant by 2/3 vote of total voting membership as recommended by consensus of the President, Vice President, and Controller if a member fails to complete all prescribed duties.
4. A.S. will seek to 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 his or her term.

SECTION 2. SPECIFIC DUTIES

A. Director of Business Affairs shall:

1. Serve as the Vice-Chair of the Finance Committee.
2. Report on Audit Committee results.
3. Serve as a chair of the A.S. Operations Committee.
4. Serve on the A.S. Personnel Committee pursuant.
5. Serve on the Campus Planning Board of the Academic Senate.
6. Serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
7. Report quarterly on the A.S. strategic planning progress.
8. Report on the status of financial development for University Advancement.
9. Work with the A.S. Controller on revisions to budget policies.

B. Director of Communications shall:

1. Serve as a member of the A.S. Programming Board.
2. Serve as a member of the Committee on Committees of the Academic Senate.
3. Serve as a member of the A.S. Operations Committee.
4. Serve as a member of the A.S. Lobby Corps.
5. Assist the Board in publicizing the activities of Associated Students through methods such as the Spartan Daily, A.S. website, press releases, emails, and newsletters.
6. Advocate and establish a public relations strategy to educate the campus community regarding the role of the Associated Students Board of Directors.
7. Prepare advertisements concerning A.S. meetings, programs, services, and vacancies on University and A.S. boards and committees in coordination with the Chairperson of the Board and the Executive Director.

8. Shall maintain any social networking sites that A.S. participates in.
9. Provide a liaison report for the Office of Public Affairs.

C. Director of Community and Environmental Affairs shall:

1. Serve as a member of the A.S. Programming Board.
2. Serve on the Campus Planning Board of the Academic Senate.
3. Provide a liaison report on the status and activities of the Environmental Resource Center, University Housing Services, the University Police Department (UPD), the University Safety and Risk Services Office and FD&O Recycling and Moving Services, Energy & Utilities Division and AS Transportation Solutions.
4. Report on decisions concerning, and proposed changes in, policies affecting the campus community to the Board.
5. Advocate and educate A.S on campus issues pertaining to sustainability recycling and related activities.
6. Work with the University administration, city authorities, student organizations, and campus groups to advocate a sense of community for San José State University students.
7. Raise and address issues concerning sustainability pertaining to the campus, the surrounding community, and/or the globe.

D. Director of External Affairs shall:

1. Term commences June 1 pursuant to being a CSSA member. Otherwise term shall commence August 1.
2. Serve as Chair of the A.S. Lobby Corps.
3. Serve as a Student Senator in the Academic Senate.
4. Serve as a student-at-large on the Instruction and Student Affairs Committee in the Academic Senate.
5. 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.
6. Organize all Associated Students, SJSU voter registration, education and mobilization efforts in coordination with the Programming Board.
7. Work with other universities and colleges in combined efforts with regard to legislation and voter registration.
8. Submit recommendations concerning California State Student Association (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 in coordination with the A.S. President.
9. Attend every CSSA Plenary Meeting as the Associated Students, SJSU, proxy holder.

E. Director of Extracurricular Affairs shall:

1. Serve as the Vice-Chair of the A.S. Programming Board.
2. Serve as a member of the Homecoming Selection Committee.
3. Serve as a member of the A.S. Operations Committee.
4. Serve as a member of the Athletics Board.
5. Provide a liaison report on the status and activities of A.S. Campus Recreation, Club Sports, the Community Housing Association of Leadership Councils (CHALC), the Department of Intercollegiate Athletics, Fraternity and Sorority Life (FASL), and Student Involvement to the Board.
6. Advocate and serve to promote and enhance outreach and accessibility of community service on campus through civic engagement collaboratives of the University.

F. Director of Faculty Affairs shall:

1. Serve as Chair of the A.S. University Affairs Committee.

2. Serve as a Student Senator in the Academic Senate.
3. Serve as a member of the Professional Standards Committee of the Academic Senate.
4. Serve as a member of the Outstanding Professor Award Selection Committee of the Academic Senate.
5. Report on proposed changes in retention, tenure, promotion (RTP) and other policies pertaining to faculty affairs and professional standards to the Board.
6. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in academic policies pertaining to faculty affairs.

G. Director of Intercultural Affairs shall:

1. Serve as a member of the Faculty Diversity Committee of the Academic Senate.
2. Serve as a member of the International Programs and Students Committee of the Academic Senate.
3. Provide a liaison report on the status and activities of Counseling Services, the Disability Resource Center, the International House, the International and Extended Studies Programs, MOSAIC, and the Women's Resource Center.
4. Report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board.
5. Advocate for ethnic/cultural, international, and non-traditional student groups, which may include but are not limited to disabled, LGBT, re-entry, veteran, graduate, and night students.

H. Director of Internal Affairs shall:

1. Serve as Chair of the A.S. Rules Committee.
2. Serve as a member of the Organization and Government Committee of the Academic Senate.
3. Serve as a member of the A.S. University Affairs Committee.
4. Serve as a Student Senator on the Academic Senate.
5. Report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board.
6. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.

I. Director of Programming Affairs shall:

1. Term commences June 1.
2. Serve as Chair of the A.S. Programming Board.
3. Serve as Chair of the A.S. Homecoming Court Selection Committee.
5. Provide a liaison report on the activities of A.S. Special Events.
4. Advocate for the A.S. Board member participation in campus-wide events and activities such as but not limited to: Fall Welcome Days, Academic Integrity Week, Student Organization Leadership Conference, Tunnel of Oppression, and events and activities hosted by Associated Students, SJSU.
5. Attend the National Association for Campus Activities conference or event annually as determined.

J. Director of Student Fee Affairs shall:

1. Serve as a member of the A.S. University Affairs committee.
2. Serve as a member of the Campus Fee Advisory Committee.
3. Serve as a member of the A.S. Lobby Corps.
4. Serve as a member on the Traffic, Transit, and Parking Committee of the Academic Senate.
5. Serve as a resource and advocate for subsidies made available for students such as: alternative transportation solutions, book loan program, laptop rental, and scholarships and financial aid.
6. Provide a liaison report on the status and activities of the Office of Financial Aid and Scholarships.

7. Report on decisions in the California State Legislature affecting student fees to the Board in coordination with the Director of External Affairs.
 8. Participate in the annual California State Student Association Budget Summit.
- K. Director of Student Resource Affairs shall:
1. Serve as a member of the A.S. University Affairs Committee.
 2. Serve as a Student Senator in the Academic Senate.
 3. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
 4. Serve as a member of the Student Success Committee of the Academic Senate.
 5. Provide a liaison report on the status and activities of Admissions, Student Outreach and Recruitment, Testing Office and the Learning Assistance Resource Center (LARC).
 6. Report decisions and proposed changes by the Academic Senate related to instruction and student affairs to the Board.
 7. Submit proposals to the Board and the Academic Senate that recommend changes in academic policies pertaining to student resources in coordination with the Student Senators.
- L. Director of Student Rights and Responsibilities shall:
1. Serve as a member of the A.S. University Affairs Committee.
 2. Serve as a Student Senator in the Academic Senate.
 3. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
 4. Serve as a member of the Campus Fee Advisory Committee.
 5. Submit proposals recommending changes in academic policies pertaining to student rights and responsibilities to the Board and the Academic Senate in coordination with the Student Senators.
 6. Provide a liaison report on the status and activities of the Ombudsman's Office and the Office of Student Conduct and Ethical Development.
 7. Report on proposals under consideration by the Academic Senate to change academic and administrative policies and procedures affecting student rights and responsibilities to the Board.
 8. Promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.
- M. Director of University Advising Affairs shall:
1. Serve on the A.S. University Affairs Committee.
 2. Serve as a Student Senator in the Academic Senate.
 3. Serve as a member of the Curriculum and Research Committee of the Academic Senate.
 4. Serve as a member of the Undergraduate Studies Committee of the Academic Senate.
 5. Provide a liaison report on the status and activities of Enrollment and Academic Services relevant to the operation and function of Associated Students.
 6. Providing a liaison report for Academic Advising and Retention Services.
 7. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate that initiate changes in academic policies relating to curriculum and research, general education, continuing education, and academic advising.

The Differing Roles of Associated Students Officers

The officers of Associated Students serve in two different capacities, with each officer taking-on a primary role, while also exhibiting, to a lesser degree, characteristics of the other role. Below, please find descriptions of each of the two roles (types of officer), as well as a list of the Associated Students Directors and three Executives divided into their primary roles. In deciding upon which position you are interested, please consider its primary role and whether it is a good fit with your experiences and interests.

Advocacy

*Community and
 Environmental Affairs
 External Affairs (Lobby Corps)
 Faculty Affairs
 (University Affairs Committee)
 Intercultural Affairs
 President
 Student Fee Affairs
 Student Resource Affairs
 Student Rights and
 Responsibilities
 University Advising Affairs*

The pursuit of influencing outcomes — including policy and resource allocation decisions — that directly affect people's lives. Therefore, advocacy can be seen as a deliberate process of speaking out on issues of concern in order to exert some influence on behalf of ideas or persons. Based on this definition, A.S. officers in this type of position advocate to bring about change in other students' lives. However, advocacy has many interpretations depending on the issue at hand, which can be different from this initial value-neutral definition. Individuals serving in these positions need to be self-starters and self-directed, independent, good communicators, and deal well with positions that don't layout specific or detailed tasks and service responsibilities.

Service

*Business Affairs
 (Operations Committee)
 Communications
 Controller (Finance Committee)
 Extracurricular Affairs
 Internal Affairs (Rules Committee)
 Programming
 (Programming Board)
 Vice President
 (Board of Directors)*

In the case of Associated Students, program or service-type positions indicate services provided by the A.S. government for its members and community, either directly (by that particular officer) or by financing departmental services carried-out by others (A.S. Departments). A.S. officers in this type of position have specific day-to-day tasks, programs or other responsibilities, and are aided by the committees that they lead. Individuals serving in these positions need to be detail-oriented, have an ability to work well with groups, be results/task-oriented, and deal well with positions that layout the parameters for their work and positions.

Candidate Application Checklist

Pick-up Candidate Application Packet.

Read through the ENTIRE application packet.

Attend a Candidate Orientation Session and decide on a position to run for.

Complete the Candidate Application Contract on page 19.

Complete the Candidate Application Form on page 17.

Complete Candidate Bio and Statement, information on page 16. Please remember to proofread your information before submission.

Compile your Candidate Application. Include your bio, statement and photo CD for efficiency (unless it will be emailed).

Turn in your complete Candidate Application to the Election Board Office in Student Involvement (Clark 140) by 5:00 p.m. SHARP on Wednesday, March 1, 2012.

Attend a Rules, Regulations, and Ethics Meeting.

Submit candidate bios, statements and photos by 5:00 p.m. SHARP on Wednesday, March 8, 2012 (via CD or emailed).

Begin working on your campaign! Campaigning may begin at 6 p.m. on Monday, March 19, 2012!

Campaign materials for the general elections must be removed by the candidate(s) by 10:00 a.m. on Thursday, April 12.

Candidates wishing to file an election(s) grievance must do so by 5:00 p.m. on Monday, April 30 to the Election Board Office in Student Involvement (Clark 140).

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 shall be responsible for compliance with the provisions of the By-laws, the Election Regulation Manual, and Time, Place, and Manner. 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 (SJSU) University Policy S05-04. Violations may result in prosecution and/or disqualification from the election. Questions should be directed to the Associated Students Election Board Chief Election Officer at student-elections@sjsu.edu or by phone at (408) 924-5656.

Candidate Information

Position you are running for

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

Student ID Number

Mailing Address

City, State

Zip Code

Permanent Address (if different than above) City, State

Zip Code

Home Phone

Work Phone

Cell Phone

E-Mail Address

I have read, understand, and will abide by the policies in the A.S. By-laws and ERM, as well as Time, Place, and Manner. I meet all qualifications for candidacy and authorize San José State University to verify my eligibility and convey the results of such verification to the A.S. Students' Elections Commission. Additionally, I authorize the A.S. Students' Election Commission to release my name, email address, telephone number, and title of the office I am seeking to representatives of the media.

Signature

Date

Candidate Bio, Statement and Photo Submission Instructions

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY, TWICE.

1. Your Candidate Bio, Statement and Photo must be submitted by **5:00 p.m. SHARP on Thursday, March 8, 2012 at the Election Board Office in Clark 140**. We recommend submitting this information with your completed application packet.
2. Candidate Bios, Statements and Photos must be submitted either via CD (provided by the candidate) or by email (to student.elections@sjsu.edu). If submitting the information via email, please do so return receipt requested in order to maintain record of submission.
3. You will not be able to proof your Bio, Statement or Photo before the Voter Information Guide (VIG) is published.
4. SPELL CHECK your submissions because what we receive will be copied and pasted into the VIG for publication. **We will not be making corrections to grammar, spelling, etc.**
5. Your Bio and Statement must be in **Microsoft Word Format (.doc)**. No other formats will be accepted. Your black and white photo must be in .eps (preferred) or .jpg format.
6. Please, do not include any graphics or images in your bio or statement.
7. You are limited to **250 words**. Any words over 250 will be omitted from the VIG.
8. Please be descriptive in your filename. Statement.doc or bio.doc, for example, is not acceptable. **JohnDoe_FacultyAffairs_Bio.doc** is preferred.
9. If you have any questions, please email student-elections@sjsu.edu subject: VIG/ballot submissions.

Your disk or email should include 3 (three) files: your bio, statement and photo.

Bio

1. Name
2. Position you are running for
3. Party affiliation, if any. If none, please indicate so.

Statement

Your statement is limited to 250 words. Your 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. Please keep in mind that we will not be editing your statement for grammar or spelling. Submit your statement with the styling you wish to have published, i.e. **bold**, *italics*, underline, and CAPS.

Candidate Application Contract

Please complete this form and submit it with your Candidate Application paperwork to the A.S. Students' Election Commission office in **Student Involvement (Clark Hall 140)**, no later than **Thursday, March 1, 2012 at 5:00 p.m.** sharp. Applications **WILL NOT** be accepted after this deadline.

All paperwork/forms within this packet must be typed. Handwritten applications will not be accepted.

Name: _____ Student ID: _____

Phone: _____ E-Mail: _____

By signing below, I acknowledge that I have read this Candidate Application Packet in its entirety, and that I completely understand the information herein. Should I decide to run for office, I understand that I **MUST** attend **ONE** of the following Candidate Orientation Sessions:

Date	Location	Time
Thursday, February 9	Clark 140F (<i>Student Involvement</i>)	12-1:30 p.m.
Monday, February 13	Clark 140H (<i>fishbowl classroom</i>)	4-5:30 p.m.
Tuesday, February 21	Clark 140H (<i>fishbowl classroom</i>)	3-4:30 p.m.

We strongly encourage you to attend one of the Candidate Orientation Sessions BEFORE you turn in your completed Candidate Application Packet.

If you have any questions, please do not hesitate to contact the A.S. Students' Election Commission at student-elections@sjsu.edu or by phone at (408) 924-5656.

Signature _____ Date _____

Received By (Student Involvement Receptionist) (*please print*) _____ Date _____