2017-2018
STUDENT GOVERNMENT ELECTIONS
CANDIDATE INFORMATION PACKET

ASSOCIATED STUDENTS
1897-2017
SAN JOSE STATE UNIVERSITY
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Important Dates

APPLICATIONS AVAILABLE: Thur., February 9

Elections Information Sessions: All info sessions will be held at the A.S. House Board Room
Get to know more about Associated Students and the elections process.

- Session #1: Mon., February 13, 2:00pm – 3:00pm
- Session #2: Wed., February 15, 5:00pm – 6:00pm
- Session #3: Thur., February 16, 9:00am – 10:00am

Mandatory Candidate Orientation & Ethics Sessions: Candidates must attend ONE session to be eligible to participate in elections.

- Session #1: Tue., February 21, 10:00am - 11:30am, Student Union, Meeting Room 3B
- Session #2: Wed., February 22, 8:30am – 10:00am, Student Union, Meeting Room 3A
- Session #3: Mon., February 27, 5:00pm - 6:30pm, Student Union, Meeting Room 4B
- Session #4: Thur. March 2, 2:00pm - 3:30pm, Student Union, Meeting Room 2B
- Session #5: Fri. March 3, 11:00am - 12:30pm, Clark Hall, Room 547 (5th floor)

APPLICATIONS DUE: Fri., March 10 no later than 4:00pm at the A.S. House

Candidate Eligibility Notification: Wed., March 15

CAMPAIGNING BEGINS: March 16

Voter Information Guide (VIG):
- CONTENT DUE: Fri., March 17 by 4pm to student-elections@sjsu.edu
- VIG Available: Mon., March 27 online and Mon., April 3 in print

Mandatory Candidate Events: Candidates must attend 2 events and Candidate Debates

- Elections Kickoff Event: Tues., March 21, 2:00pm – 4:00pm, Smith/Carlos Lawn
  Kick off this year's election season, meet fellow candidates and get endorsements!
- Meet the Candidates Event: Thurs., April 6, 5:00pm – 7:00pm, Smith/ Carlos Lawn
  Great event for students, and the last chance for candidates to seek endorsements!
- Candidate Debates: Mon., April 10, 5:00pm - 7:00pm, Student Union, Meeting Room 1A/B.
  Debate with fellow candidates about important campus issues!
- Elections Results Party: Thurs., April 13, 12:00pm – 1:30pm, Smith/Carlos Lawn
  Come celebrate the end of elections with us and find out who won!

Candidate Endorsements Due: Fri., April 7 by 9:00am (endorsements are accepted throughout campaigning and added to the online VIG as they are received)

VOTING BEGINS: Mon., April 10, 7:00pm
VOTING ENDS: Thurs., April 13, 8:00am
ATTENTION!

CANDIDATES **MUST BE PRESENT** for at least **ONE (1)** Mandatory Candidate Orientation & Ethics Session and must attend a minimum of **TWO (2)** Candidate Events and 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. 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. HOUSE FRONT DESK NO LATER THAN 4:00PM ON FRIDAY, MARCH 10th.**

**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 FRIDAY MARCH 17TH.**
Candidate Application Checklist

☐ Pick-up Candidate Application Packet from the A.S. Student Government Office, Suite 2300 in the Student Union, or at the front desk of the A.S. House

☐ Attend one of the Mandatory Candidate Orientation Sessions

☐ Take official headshot at one of the Orientation sessions. If you need to reschedule your photo shoot, please set up an appointment by emailing edilbert.signey@sjsu.edu

☐ Complete the Candidate Application Contract

☐ Complete and submit your complete Candidate Application to the A.S. House **by 4:00 p.m. SHARP on Friday, March 10.** Late submissions will not be accepted.

Submissions Include:

- Candidate Application Contract
- A Campaign Worker form for every authorized Campaign Worker
- The Confidentiality Form
- Your bio and statement for the VIG for efficiency

☐ Begin working on your campaign! Campaigning begins Thurs., March 16.

☐ Submit your accountability forms to the SEC at student-elections@sjsu.edu at least 24 hours prior to scheduled classroom presentation.

☐ Submit candidate bios and statements for inclusion in the VIG **by 4:00 p.m. SHARP on Friday, March 17** (to student-elections@sjsu.edu). If photo was taken at Orientation or by appointment, please indicate so in your email.

☐ Remove all campaign materials for the general elections by 3:30pm on Thurs., April 13.

☐ Candidates wishing to file an election(s) grievance must do so by 8:00 am on Sat., April 15th, to the SEC at 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.
# Differing Roles of Associated Students Officers

The officers of Associated Students are advocates and leaders in service to over 33,000 San Jose State University students. Particular positions on the board may be considered to be more advocacy-driven than others, however all positions advocate for and serve students, and are integral to representing the student body as a whole.

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The pursuit of influencing outcomes can change the course of our campus. 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. A.S. officers in this type of position advocate to bring about change in other students’ lives. However, advocacy has many interpretations. 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.

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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.
Duties and Responsibilities

The following pages list the general responsibilities and duties for the Board of Directors and each position. More details about individual positions, Board responsibilities, the Bylaws and ERM, and candidate requirements will be provided at the Candidate Orientation and Ethics Meeting.

Board of Directors’ Meetings, Trainings, and Participation

While Board members must be present for all assigned committee and board meetings and various trainings, being a board member often extends beyond stated responsibilities in the A.S. Bylaws. Expectations also include participation in A.S. events, program planning committees, speaking engagements, presentations, taking part in other University committees or participating in collaborative campus activities. Below is a list to help you be prepared:

1. A.S. Committee Meetings: Held on 1st and 3rd Wednesdays of the month, or as determined by the Chair.
2. A.S. Board Meetings: Held on 2nd and 4th Wednesdays of the month at 3pm during the academic year.
3. 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.
4. A.S. Boot Camp Training: As determined by the Chair.
5. Board In-Service Trainings: Held monthly on the first Saturday of the month or as determined by the Chair, Board, venue or facilitator availability.
6. Board Retreats: Summer and winter retreats are 3-4 day intensives with a focus on teambuilding, leadership, and skill building. They are held prior to the start of each semester as determined by Board and venue availability.
7. CSUnity Conference: Tentatively scheduled for August 3-6, 2017 at Fresno State University (optional but highly recommended, especially for new board members).
8. Meetings: meet regularly with the A.S. Vice President and your assigned A.S. advisor.
9. Summer Requirements: Board of Directors serve in a 12-month position and should be available during the summer for board meetings, trainings, and to help with Freshman Orientation sessions. If you are unable to serve during the summer, you must notify the Vice-President in advance to request to be excused.

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 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 Committee Chair or the A.S. Vice President. Unexcused absences from duty are amendable and debatable, and must be passed by a majority vote of the Executive Committee or Board of Directors.

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. Regular attendance is essential to Associated Students, Inc.’s efficient operation and proper representation of the students of San José 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. Attendance at retreats is mandatory, including overnight hours. Attendance at A.S. In-Services is mandatory. Should extenuating circumstances arise, a director shall submit to the Executive Committee their reason for absence in order to distinguish its excusableness.

   b. Directors are allowed three (3) excused absences from regularly scheduled A.S. Board meetings, A.S. committee meetings and University committees they serve on per semester. Should a Director have two (2) unexcused absences or exceed their maximum of two (2) absences from Board meetings, it is within the jurisdiction of the Board of Directors to declare his or her position vacant.

   c. An unexcused absence is defined as any absence from A.S. meetings, 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 advance.

      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.

   d. Any excuses or explanations shall be submitted in writing by the Director to the Executive Committee within seven calendar days before or three calendar days after an absence.

   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 (2/3) vote of the Board of Directors, normal operating procedures, pursuant to Article VI Section III, for vacancies would take effect immediately.

3. 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. 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 with the exception of the A.S. President and A.S. Controller for the purpose of direction support and feedback regarding issues related to their respective position and A.S. at large.

5. Directors are required to attend and participate in each regular and special Board meeting.

6. Directors shall provide a written report for each regular Board meeting of the areas of his or her responsibility as directed by the Chair 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 twice a semester and shall report on its status and activities at the following A.S. Board meeting.

8. Directors 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 and coordinating with fellow Directors in areas where responsibilities overlap.

10. Directors are encouraged to discuss issues concerning their areas of responsibility with members of the campus community prior to making decisions or voting.

11. Directors shall be subject to Legislative Directives pursuant to Article III, Section V.

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, 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 a two-thirds (2/3) vote of the total voting membership if a member has been absent two (2) or more consecutive times or has accumulated three (3) 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 Article III, Section III, Subsection B. 2.

3. The Board 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 all prescribed duties.

4. 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 his or her term.

**Specific Duties**

*As stated in the A.S. Bylaws*

**ARTICLE III: BOARD OF DIRECTORS**

**SECTION IV: SPECIFIC DUTIES**

1. **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 nominations in accordance with Article VI, Section II, subject to a two-thirds (2/3) majority approval of the voting membership of the Board of Directors, and to fill all vacancies unless otherwise provided for in these Bylaws.
   e. To dismiss with stated cause any individuals in positions nominated by the President, subject to two-thirds (2/3) majority approval of the voting membership of the Board of Directors. The President shall not dismiss any individual nominated by him/her to the vacancy of an elected office.
   f. To perform other duties as authorized by the Board of Directors.
   g. To submit to the Board of Directors, the budget for the subsequent fiscal year as created in consultation with the Associated Students Controller. This shall be submitted no later than the first board meeting in April.
   h. To assist the Associated Students Vice President in the planning, coordination, and implementation of the training program for the incoming Board of Directors and Executive Officers.
   i. The A.S. President, as Chief Executive Officer has the ability to issue Executive Orders.
   j. 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 A.S. Board.
   k. 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 A.S. Board.

2. **Vice President**
a. To serve as Chief Administrative Officer of the Board of Directors.
b. To be the Chairperson of the Board of Directors.
c. The Chairperson's duties shall be:
d. To preside over the board of directors meetings (The Vice-Chairperson shall preside in his or her absence).
e. To be responsible for the proper enforcement of these Bylaws with assistance of The Director of Internal Affairs
f. The Chairperson shall sign all legislation passed by the Board of Directors.
g. The Chairperson shall be responsible for the preparation of all legislation in the proper form after the Board has taken final action and shall present all legislation to the Associated Students 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.
h. To perform the duties of the President during the President's (i) incapacity or (ii) extended absence resulting in the President's unavailability to perform the duties identified in Article IV, Section I, Section III A.
i. To keep a complete and permanent record of the Associated Students Bylaws and legislation passed by the Board of Directors
j. To plan, coordinate, and implement the training program for incoming Board of Directors members and Executive Officers.
k. The Chairperson is also responsible in administering the oath of office to the newly elected executives and directors. If the Chairperson is not available at the time set for installations, the current A.S. President would be responsible for this duty. If the A.S. President is not available, the A.S. Advisor would then be responsible.

3. **Controller**
   a. To be the Chief Financial Officer of the Association.
   b. To administer the financial affairs of the Association.
   c. To be responsible for the implementation of all fiscal legislation.
   d. To submit to the Board of Directors a report of the Student Organization Fund of the Associated Students on a bi-weekly basis.
   e. To work in consultation with the Associated Students President in the preparation of the budget assumptions for the subsequent fiscal year budget as determined by Article IV, Section I, Section III A 8.
   f. To publicize financial reports to the general student body at least semi-annually.
   g. To perform such other Associated Students duties as requested by the Associated Students President.
   h. The Controller shall assume all duties of the Secretary/Treasurer position as required by the California Corporations Code.

4. **Director of Business Affairs** shall:
   a. Serve as a Chair of the A.S. Operations Committee.
   b. Serve as the Vice-Chair of the Finance Committee.
   c. Serve on the A.S. Personnel Committee pursuant to Article IV, Section VII.
   d. Serve as a member of the A.S. Executive Committee
   e. Serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
   g. Work with the A.S. Controller on revisions to budget policies.
5. **Director of Co-curricular Affairs** shall:
   a. Serve as the Vice-Chair of the A.S. Programming Board pursuant to Article IV, Section VIII.
   b. Serve as a member of the Homecoming Selection Committee.
   c. Serve as a member of the A.S. Operations Committee.
   d. Serve as a member of the Athletics Board.
   e. Provide a liaison report on the status and activities of Spartan Recreation, Residence Hall Association (RHA), the Department of Intercollegiate Athletics, and Student Involvement including Fraternity and Sorority Life (FASL), to the Board to advocate a sense of community for San Jose State University students.
   f. Advocate and serve to promote and enhance outreach and accessibility of co-curricular involvement on campus through collaborations with the University.

6. **Director of Communications** shall:
   a. Serve as a member of the A.S. Programming Board pursuant to Article IV, section VII.
   b. Serve as a member of the Committee on Committees of the Academic Senate.
   c. Serve as a member of the A.S. Operations Committee.
   d. Serve as a member of the A.S. Lobby Corps pursuant to Article IV, Section V.
   e. 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.
   f. Advocate and establish a public relations strategy to educate the campus community regarding the role of the Associated Students Board of Directors.
   g. Prepare advertisements concerning A.S. meetings, programs, services, and vacancies on University and A.S. boards and committees in coordination with the Chair of the Board and the Executive Director.
   h. Shall maintain any social and digital media sites that AS participates in (Google+, Facebook, etc.).
   i. Provide a liaison report for the Office of Strategic Communications & Public Affairs.

7. **Director of Community and Sustainability Affairs** shall:
   a. Serve on the Campus Planning Board and Sustainability Board of the Academic Senate.
   b. Serve as a member of University Affairs Committee.
   c. Serve as a member of Programming Board.
   d. Provide a liaison report on the status and activities of the Environmental Resource Center, FD&O Recycling and Moving Services, University Housing Services, University Safety and Risk Services Office, FD&O Energy and Utilities Division, A.S. Transportation Solutions and Spartan Shops, CommUniverCity, and Center for Community Learning & Leadership (CCLL).
   e. Advocate and educate A.S. on campus issues pertaining to sustainability, recycling, and related activities.
   f. Report on decisions concerning, and proposed changes in, policies affecting the campus community to the board. Raise and address issues concerning sustainability pertaining to the campus, the surrounding community, the nearby region, and/or the global environment.

8. **Director of External Affairs** shall:
   a. Term commences June 1 pursuant to being a CSSA member. Otherwise term shall commence August 1.
b. Serve as Chair of the A.S. Lobby Corps pursuant to Article IV, Section V.
c. Serve as a Student Senator in the Academic Senate.
d. Serve as a student-at-large on the Instruction and Student Affairs Committee in the Academic Senate.
e. 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.
f. Provide a liaison report on the status and activities of the Division of Student Affairs, Campus and Community Relations and Office of Strategic Communications & Public Affairs, Government Relations, Consult.
g. Organize all Associated Students, SJSU voter registration, education, and mobilization efforts in coordination with the Programming Board.
h. Work with other universities and colleges in combined efforts with regard to legislation and voter registration.
i. Will fulfill the role of the CSSA Representative with sole voting rights.
j. 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. **Director of Faculty Affairs** shall:
   a. Serve as Chair of the A.S. University Affairs Committee pursuant to Article IV, Section X.
b. Serve as a Student Senator in the Academic Senate.
c. Serve as a member of the Professional Standards Committee of the Academic Senate.
d. Provide a liaison report on the status and activities of the California Faculty Association (CFA).
e. Serve as a member of the Outstanding Professor Award Selection Committee of the Academic Senate.
f. Report on proposed changes in retention, tenure, promotion (RTP) and other policies pertaining to faculty affairs and professional standards to the Board.
g. 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.

10. **Director of Intercultural Affairs** shall:
    a. Serve as a member of the Faculty Diversity Committee of the Academic Senate.
b. Serve as a member of the International Programs and Students Committee of the Academic Senate.
c. Serve as a member of the Veterans Advisory Committee and Violence Prevention Coalition.
d. Provide a liaison report on the status and activities of Counseling Services, the Accessible Education Center, the International House, MOSAIC, PRIDE Center, Veterans Resource Center and the Gender Equity Center.
e. Report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board.
f. 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.
11. **Director of Internal Affairs** shall:
   a. Serve as Chair of the A.S. Internal Affairs Committee.
   b. Serve as Vice-Chair to the A.S. Board of Directors.
   c. Serve as a Student Senator on the Academic Senate.
   d. Serve as member of the A.S. Executive Committee
   e. Serve as a member of the A.S. University Affairs Committee pursuant to Article IV, Section X.
   f. Serve as a member of the Organization and Government Committee of the Academic Senate.
   g. Report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board.
   h. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.

12. **Director of Programming Affairs** shall:
   a. Serve as Chair of the A.S. Programming Board pursuant to Article IV, Section VIII.
   b. Serve as Chair of the A.S. Homecoming Court Selection Committee.
   c. Provide a liaison report on the activities of A.S. Events.
   d. 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.
   e. Attend the National Association for Campus Activities conference or event annually as determined.

13. **Director of Student Fee Affairs** shall:
   a. Serve as a member of the A.S University Affairs committee.
   b. Serve as a member of the Campus Fee Advisory Committee.
   c. Serve as a member of the A.S. Finance Committee.
   d. Serve as a member of the A.S. Operations Committee.
   e. Serve as the Vice Chair the A.S. Lobby Corps pursuant to Article IV, Section V.
   f. Serve as a member on the Traffic, Transit, and Parking Committee of the Academic Senate.
   g. 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.
   h. Provide a liaison report on the status and activities of the Office of Financial Aid and Scholarships.
   i. Report on decisions in the California State Legislature affecting student fees to the Board in coordination with the Director of External Affairs.

14. **Director of Student Resource Affairs** shall:
   a. Serve as the Vice chair of the A.S. University Affairs Committee pursuant to Article IV, Section X.
   b. Serve as a member of the Internal Affairs Committee.
   c. Serve as a Student Senator in the Academic Senate.
   d. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
e. Serve as a member of the Student Success Committee of the Academic Senate.
f. Serve as a member of The Student Health Advisory Committee.
g. Provide a liaison report on the status and activities of the Registrar, Testing Office, Enrollment Services and Peer Connections.
h. Report decisions and proposed changes by the Academic Senate related to instruction and student affairs to the Board.
i. 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.

15. Director of Student Rights and Responsibilities shall:
   a. Serve as a member of the A.S. University Affairs Committee pursuant to Article IV, Section X.
b. Serve as Vice Chair of Internal Affairs Committee.
c. Serve as a Student Senator in the Academic Senate.
d. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
e. Serve as a member of the Alcohol and Drug Abuse Prevention Committee (ADAPC)
f. Serve as a member of the Campus Fee Advisory Committee.
g. 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.
h. Provide a liaison report on the status and activities of the Ombudsman’s Office, Office of Student Conduct, Ethical Development, and University Police Department (UPD).
i. 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.
j. Promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.

16. Director of University Advising Affairs shall:
   a. Serve on the A.S. University Affairs Committee pursuant to Article IV, Section X.
b. Serve as a Student Senator in the Academic Senate.
c. Serve as a member of the Curriculum and Research Committee of the Academic Senate.
d. Serve as a member of the Undergraduate Studies Committee of the Academic Senate.
e. Providing a liaison report for Admissions, Student Outreach and Recruitment, Academic Advising and Student Academic Success Services.
f. 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.
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) 924-6219.

Candidate Information

<table>
<thead>
<tr>
<th>Position you are running for</th>
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<tr>
<th>Name, as you wish it to appear on the official ballot</th>
<th>Student ID Number</th>
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<table>
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<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<table>
<thead>
<tr>
<th>Preferred E-Mail Address</th>
<th>SJSU Email Address</th>
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**Candidate Signature:** I have read, understood and will abide by the policies outlined in the A.S. By-laws and ERM, as well as Time, Place, and Manner. I meet all qualifications for candidacy, authorize San José State University to verify my eligibility and convey the results of such verification to the A.S. Students' Elections Commission. I also agree to complete and submit a Waiver of Confidentiality attached herein required by the Office of Conduct and Ethical Development to verify I am currently in good standing with the University. 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.

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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The following must be submitted **by Fri. March 10 at 4pm to the A.S. House** (or as indicated below).

1. Candidate Application Form
2. Candidate Application Contract
3. Confidentiality Form
4. Campaign Worker Form(s)
5. Bio/ Statement (submit with application or by Friday, March 17, at 4pm for inclusion in the Voter Information Guide).
Candidate Application Contract

Please complete this form and submit it with your Candidate Application Form to the A.S. House, no later than Friday, March 10, 2017 by 4:00 p.m. Applications WILL NOT be accepted after this deadline.

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.

<table>
<thead>
<tr>
<th>MANDATORY CANDIDATE ORIENTATION SESSIONS</th>
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<tbody>
<tr>
<td><strong>Candidates MUST attend ONE of the following five Candidate Orientation Sessions</strong></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Location</td>
</tr>
<tr>
<td>Tuesday, February 21</td>
<td>A.S. House, Board Room</td>
</tr>
<tr>
<td>Wednesday, February 22</td>
<td>A.S. House, Board Room</td>
</tr>
<tr>
<td>Monday, February 27</td>
<td>A.S. House, Board Room</td>
</tr>
<tr>
<td>Thursday, March 2</td>
<td>A.S. House, Board Room</td>
</tr>
<tr>
<td>Friday, March 3</td>
<td>A.S. House, Board Room</td>
</tr>
</tbody>
</table>

TIP: Pick a Candidate Orientation Session to attend BEFORE you turn in your completed Candidate Information 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) 924-5950.

__________________________
Signature

__________________________
Date

__________________________
Received By (A.S. House Receptionist) (please print)

__________________________
Date
WAIVER OF CONFIDENTIALITY
Authorization for Release of Information

Student | SJSU ID | Date
---------|--------|--------

Student’s Phone # |       | Student’s Address

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. To learn more about the rights granted to students via FERPA by clicking on this link. For SJSU information related to FERPA and the release of records, click this link.

By signing this form, you agree that this office, or its authorized agents at San José State University, may disclose information from your conduct records to a third party (or parties) as indicated:

I, the undersigned, authorize the office (and its authorized agents at San José State University) to release the following education records and any information contained therein (please specify):

- All records and information contained in my Conduct File; or
- The following record(s):

These records may be disclosed to (name and address of person/agency authorized to receive records/information):

<table>
<thead>
<tr>
<th>Person/Agency</th>
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<tbody>
<tr>
<td>Address (Person/Agency)</td>
<td></td>
</tr>
<tr>
<td>Phone Number (Person/Agency)</td>
<td></td>
</tr>
</tbody>
</table>

I understand and acknowledge that: (1) I have the right not to consent to the release of information contained in my education records (2) this consent shall remain in effect until revoked by me, in writing, but that any such revocation shall not affect disclosures made prior to the receipt of any written revocation, and (3) the office is not responsible for the way in which and of the information released under this authorization is used.

Student’s Signature

University Housing Services
Campus Village B (2nd Floor)
P: 408-795-5600 F: 408-795-5678

Student Conduct and Ethical Development
Administration Building, Room 269
P: 408-924-5985 F: 408-924-5883

Date

Date Received: / /  
Staff Initials:  
Records Released By (print name):  

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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 Friday, March 17, 2017 to the Students’ Election Commission at 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 proof read your Bio/ Statement submissions. What we receive will be copied into the Voter Information Guide (VIG) exactly as it appears. We will not make 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). 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 to set up your make-up appointment.

10. If you have any questions, please email 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 10th at 4:00pm to the A.S. House. The SEC will maintain a campaign party worker list on behalf of each candidate.

_________________________________________________________________

Elections Candidate Signature

Date

_________________________________________________________________

Campaign Worker Printed Name

Student ID

_________________________________________________________________

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.
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 or in person at the A.S. House at least 24 hours prior to scheduled class presentation.

Date of Presentation: ______________________________

___________________________________________________  _____________________

Student Candidate Signature

Date

___________________________________________________  ___________ __________

SJSU Faculty Member Signature

Date

Form must be submitted via email to student-elections@sjsu.edu.
For additional Candidate Endorsement Forms, please download at: 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 or by Friday, April 7 at 9am 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 Friday, April 7 at 9AM.

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
Candidate Endorsement Form*

WE ARE PLEASED TO ENDORSE

______________________________________________

FOR THE POSITION OF

______________________________________________

IN THE 2017-2018 ASSOCIATED STUDENTS ELECTION.

Name of Recognized Student Organization (RSO):

______________________________________________

Contact Person (Print): ____________________________

Phone: _________________________________________

Email Address: _________________________________

THE CANDIDATE ABOVE HAS OUR SUPPORT/ENDORSEMENT.

President/ Authorized Designee of RSO

______________________________________________

Name and Title

______________________________________________

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 by Friday 4/7 at 9am. For additional Candidate Endorsement Forms, please download at: as.sjsu.edu/vote