Student Government
2012 Election Packet

ASCOM Board

President
Vice-President
Treasurer
Secretary
Director of Student Activities
Director of Student Services
Director of Public Relations
Director of Technology
Student Trustee
(3) IVC Senators-at-Large
Student Senate Representative; California Community Colleges (SSCCC)
Contents of Packet:
- Eligibility Requirements
- Campaigning Requirements

REQUIREMENTS TO RUN:
Qualifications to run for office shall be to have completed 12 units, with a minimum GPA of 2.0. You must be currently enrolled in at least six units and be in good academic standing as determined by the Director of Student Affairs. You must follow all of the election policies of the Associated Student Board (see ASCOM Election Codes) and comply with deadlines.

REQUIREMENTS WHEN ELECTED:
You must be enrolled in a minimum of 6 units and maintain a GPA of 2.0 while in office for the Fall and Spring semester. All ASCOM Board members will need to serve four office hours per week and will be expected to attend weekly board meetings. For more information on the specific duties of each elected official, including the Student Trustee and the Student Senators at Large, please refer to the ASCOM Constitution.

CAMPAIGNING:
Each candidate is responsible for providing their own campaigning materials. We suggest 40 4.25X5.5 in. fliers and 15 8.5X11 sheets for posters. Materials should be approved by the election committee. Feel free to enquire to the Reprographics department for your printing needs.

*Note: One may not begin their campaign until one have completed and submitted this packet.

IF YOU HAVE ANY OTHER QUESTIONS, OR WOULD LIKE TO SUBMIT YOUR INFORMATION ELECTRONICALLY, E-MAIL DR. ARNULFO CEDILLO AT ARNULFO.CEDILLO@MARIN.EDU.
FAQ

What is ASCOM?
ASCOM is the College of Marin’s Student Government. ASCOM traditionally operates within the college, working with the administration and teachers to represent student interests. ASCOM is the parent organization to all of the clubs, and can allocate funds to support them. ASCOM also organizes student events, such as film nights, barbeques, and even occasional concerts.
The Student Trustee represents College of Marin at the governmental level. The Student Trustee sits on the Board of Trustees, and represents student interests outside of the college. The Student Trustee and delegate are part of a larger organization which represents Community Colleges as a whole on the state and federal level.

What do I do?
First of all, read this packet. Get in contact with any of the Student Government board members, chat with them. See if you like what they say, see what position you’d like to run for.

Once you’ve decided what position you’d like to run for, fill out this form and give it to the Elections Chair, or Vickie Lamke, Administrative Assistant to the Director of Student Affairs, Dr. Arnulfo Cedillo.

Then, begin campaigning. Please submit campaign materials to the elections chair. As with all materials, do not be offensive in any way. Negative campaigning will not be permitted, and will likely work against you. It is a good idea to put your name, face, and position on the materials. The election comes quickly. Get the word out fast.

Soon enough, the election comes and people vote.

If you have any other questions, or would like to submit your information electronically, e-mail Dr. Arnulfo Cedillo, Arnulfo.Cedillo@marin.edu
### Spring 2012 Elections Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>April 6 (Friday)</td>
<td><strong>Candidacy Statements Due:</strong> This is the statement of intent. May be made available to students. Give all statements to Vickie Lamke at Student Services 250 by 12 noon or E-mail <a href="mailto:Vickie.lamke@marin.edu">Vickie.lamke@marin.edu</a>.</td>
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<td>April 9-13</td>
<td><strong>Spring Break</strong></td>
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<td>April 9 - April 20</td>
<td><strong>Campaigning</strong></td>
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<td>April 23-27,</td>
<td><strong>Election Week!</strong></td>
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<td>Election to be conducted electronically!</td>
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<tr>
<td>April 30</td>
<td><strong>Counting of Ballots and Official Elections Results Posted</strong> (by end of business day)</td>
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DECLARATION OF CANDIDACY

Candidate’s Name: Arnulfo Cedillo
Social Security Number: N/A
Position Running For: President
Address: 835 College Ave., Kentfield, Ca
Telephone: 415-485-9375
E-Mail Address: Arnulfo.cedillo@marin.edu

I, Arnulfo Cedillo, hereby declare my candidacy for the position of President on the ASCOM board.

- I understand that I must be an enrolled student at the College of Marin, and I must also be carrying at least six credit units for the entire year in which I will hold office.
- I understand that I must have and maintain at least a 2.0 grade point average.
- I understand that violation of the ASCOM election codes may result in my candidacy being terminated.
- I understand that standing for an elected position on the ASCOM Board is a commitment of service to the students of College of Marin; that holding an elected position is a privilege granted me by the students, and that it is my duty to be committed to ethical practices in my capacity as an ASCOM official at all times.
- I understand that I will be subject to disciplinary procedures as laid down by the ASCOM Constitution and its bylaws, if I am deemed to have failed in this duty.

Signature: ___________________________ Date: ________________

Statement of Intent
This will be available at polling stations.
I am running for the position of

ASCOM President

Why are you running for this position?

Have experience in leading organizations. Very committed to advocating for students. Want to improve student activities on campus.

What would you like to accomplish during your term?

Have more events on campus, work closely with campus administration, develop more clubs on campus.
ASCOM BOARD POSITIONS

President:
01. Is the Chairperson and Chief Executive Officer for the Associated Students of the College of Marin and official representative of the student body of the College of Marin.
02. Has the power to call meetings of the ASCOM Board.
03. Chairs meetings of the ASCOM Board.
04. Is responsible for setting and posting the agenda with input from members 72 hours before regularly scheduled meetings in compliance with the Ralph M. Brown Act (CA Govt. Code sec. 54950, et seq.)
05. Facilitates meetings and maintains direction for completion of the agenda.
06. Delegates duties as necessary regarding the completion of tasks.
07. Attends meetings of the Marin Community College District Board of Trustees and reports on the activities of the ASCOM Board.
08. Meets with students interested in serving in some capacity on the ASCOM Board.

Vice-President:
01. Assumes the duties of the President during absences of the President.
02. Services as the initial chair of the Inter-Club Council and works with the ICC to develop its officers and the implementation of its by-laws.
03. Serves as a direct liaison to the ASCOM Board regarding the activities of the ICC.
04. Attends all ICC meetings.
05. Works with the Student Affairs office to provide Club Membership forms for all clubs and reports to the ASCOM Board on all currently active clubs and their activities.
06. Makes a Club Brochure describing all of the currently active clubs on campus.
07. Works with ICC executive officers to assign club meeting space.
08. Reviews ICC Budget and informs the ICC about the distribution of ICC Funds. The Vice-President needs to sign all ICC Purchase Requisitions and reports these to the ASCOM Board.
09. In conjunction with the Student Affairs office, reports all Student Activity Requests to the ASCOM Board for approval and reports the decisions of the Board to the appropriate club.
10. Maintains a file on all Club purchase requisitions, activity forms, and club membership rosters.
11. Assists with the constitutions of new and reactivated clubs.
12. Collects three office hours for all board members by the second week of the semester and posts them publicly the following Monday.
13. Monitors and keeps a record of the use of SS 124.
14. Welcomes and orients all new auxiliary members.

Secretary:
01. Records and publishes all official minutes of the ASCOM Board and posts one copy on the ASCOM bulletin board.
02. Maintains a file of all minutes and important correspondence.
03. Checks the mailroom for mail and ensures proper delivery of all correspondence.
04. Maintains all forms necessary for the business of the ASCOM Board.
05. Prepares drafts of letters of memoranda for the ASCOM Board and distributes them upon approval.
06. Monitors and replenishes all supplies for the ASCOM Board.
07. Oversees, monitors, and keeps records of all the activities of the auxiliary members and reports to the ASCOM Board when necessary.
08. Receives and archives auxiliary member activity reports.

Treasurer:
01. Is the Chief Financial Officer of the Associated Students of the College of Marin.
02. Prepares and reviews all purchase requisitions for the ASCOM Board.
03. Ensures that all purchase orders have proper documentation before submission to the fiscal services department.
04. Works with the fiscal services office to verify purchase requisitions and deposits of income.
05. Distributes all checks to the appropriate persons for payment of services or completion of contracts.
06. Monitors, in conjunction with the appropriate other Board members, the operation and funding of vending contracts and income.
07. Reviews budget and monitors expenses according to budget guidelines and reports budgets analyses at board meetings.
08. Recommends to the ASCOM Board any revision that is necessary regarding the current budget.
09. Fills out all cash receipts and forwards the money to the fiscal services department.
10. Notifies all the clubs, organizations, and support services of the amount of money in their budget each fall and January.
11. Contacts clubs, organizations, and support services asking for their proposals for the new budget.
12. Keeps records of all issues relating to ASCOM grants to other on campus organizations.
13. Makes recommendations to the ASCOM Board regarding continued support by ASCOM to the other on-campus organizations.
14. Prepares the next fiscal year’s budget and presents to the ASCOM Board for approval.
15. Works with the fiscal services department regarding projected income for the following fiscal year.

Director of Public Relations:
01. Is the Public Information Officer of the Associated Students of the College of Marin.
02. Is responsible for the promotional materials for all ASCOM functions.
03. Presents posters, flyers, and other informational pieces to the ASCOM Board for approval.
04. Works with the campus Office of Community Relations to issue press releases.
05. Is responsible for scheduling and updating ASCOM display cases and bulletin boards.
06. Submits a written report on the activities of the ASCOM Board to the Echo Times.
07. Organizes tours at the request of the Director of Student Affairs and Health Center.

**Director of Student Activities:**
01. Establishes a calendar for the year of all planned activities including concerts, picnics, dances, film series, and special activities and brings the calendar to the ASCOM Board for input and approval.
02. Is responsible for sending and verifying all contracts regarding performers and/or speakers and films.
03. Works with clubs to help plan events to ensure overall calendar coordination and guidelines for activities on campus.
04. Is responsible for evaluating events and reporting the evaluation to the ASCOM Board.
05. Works with the Treasurer to review the activities budget and makes allocations within the budget guidelines.
06. Is responsible for upkeep of activities equipment.
07. Presents a list of all scheduled concerts to the Director of Student Affairs and provides a notice to the faculty and administration.
08. Chairs the coordinating committees of all ASCOM events and activities.

**Director of Student Services:**
01. Is responsible for establishing and chairing a food service committee between the various student organizations with the food service vendors and the Vice-President of College Operations.
02. Is responsible for establishing and chairing a bookstore committee between the various student organizations with the bookstore and the Vice-President of College Operations.
03. Works with the vending machine vendor, and the Vice-President of College Operations to address student concerns regarding vendor contracts.
04. Reports all findings regarding food service, the bookstore, and vending machines to the ASCOM Board.
05. Works with the Director of Students Affairs and Health Center, the Health Center Supervisor, and the other Board members regarding AIDS Awareness Week, Drug and Alcohol Awareness Week, and other special issues.
06. Is responsible for addressing special concerns raised by students regarding parking, safety and the student services.
07. Works with the Directors of Student Activities and Public Relations ID sale procedures.
08. Works with the Director of Public Relations to prepare and update a benefits booklet listing available discounts to be distributed to students purchasing ID cards.
09. Prepares and updates informational packets regarding student government.
10. Acts as liaison between the ASCOM Board and the various student services.
11. Establishes and updates a policy for administering ASCOM scholarships and grants with the Treasurer.

Director of Technology:
01. Is responsible for advocating for the development and proper implementation of technology for students at College of Marin.
02. Monitors the operations of the ASCOM office computers, equipment, and technological supplies.
03. Serves on College Technology Committee.
04. Establishes and oversees ASCOM e-mail addresses, computer files, and the student government website.

IVC Senator at Large
01. Be elected every year at the ASCOM elections
02. Act as a liaison, reporting to ASCOM on the activities on the IVC campus.
03. Attend regular ASCOM meetings as voting Board member.
04. Can be removed from office by a two thirds (2/3) majority vote of the ASCOM Board for not fulfilling duties as outlined in the ASCOM, Constitution.
05. Represent ASCOM at various events and functions.

Student Trustee
01. Hear informal grievances, respond and provide assistance to students.
02. Maintain open interpersonal communications with the Superintendent/President, deans, director of modernization, the student constituency, and the California Community College Trustees organization.
03. Maintain constitution and legal adherence.
04. Oversee major facets of the governance system to insure student participation is successful and that the student voice is a contributing factor in decision making.
05. Personally respond to student communications
06. Seek out the needs and wants of students and potential students.
07. Maintain portion of Student Resource and Advocacy Library. This portion consists of information needed by all future trustees in order to guarantee smooth transitions as well as continuity after elections. It will also contain information on current events and advocacy issues being taken up by the trustee along with any information being used by the trustee to make decisions. It will further contain all information received from the California Community College Trustees organization.
08. Advocate for all students and future students on all current issues and propose issues when necessary.
09. Propose major planning and oversee major organizing
10. Maintains files containing confidential information gathered from students on their own behalf.
Student Senate Delegate California Community Colleges

01. Advocate for all College of Marin students and future students on current issues and propose issues when necessary. Seek out the needs and wants of students, as well as potential students.

02. Maintain communications between ASCOM and Region III of Student Senate for California Community Colleges (SSCCC).

03. Attend all Region III meetings, regardless of where they are located. Send another ASCOM Board member in your place if you cannot attend a meeting. Ensure the Chair and/or the Advisors for Region III are aware of the circumstances surrounding your absence in a timely manner.

04. Report to the Region the activities of ASCOM, as well as report to ASCOM regularly about activities taking place within the SSCCC, if you are not able to make the meeting make certain to send an electronic version of your school report to the Chair and/or Secretary of Region III.

05. Attend all ASCOM meetings, and assist in advocating and lobbying on the behalf of College of Marin students. Notify the ASCOM President in case of an absence in a timely manner.

06. Help ASCOM oversee major facets of the governance system to ensure student participation is successful, and that the student voice is a contributing factor in decision making.

07. Maintain SSCCC portion of Student Senate Resource and Advocacy Library. This portion consists of information needed by all future SSCCC Delegates in order to guarantee smooth transitions as well as continuity after elections. It will also contain information on current events and advocacy issues being taken up by the SSCCC.