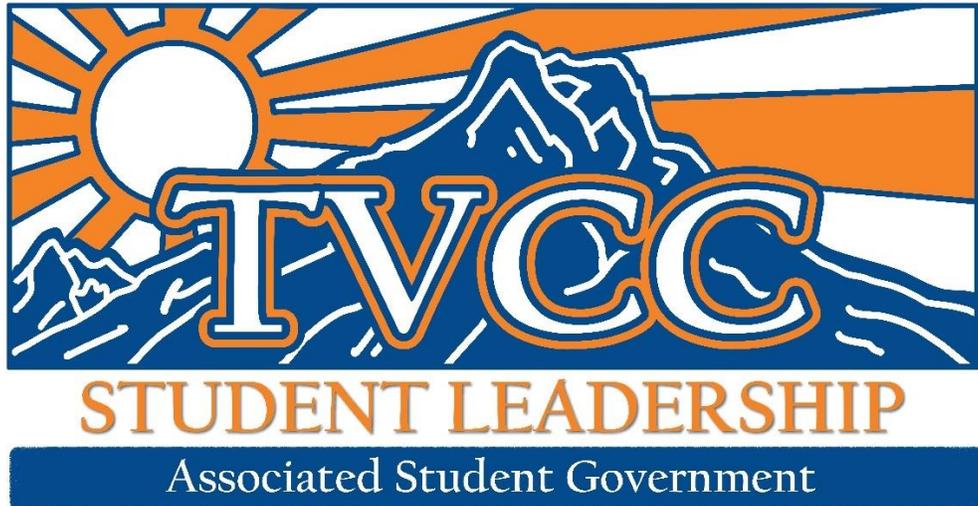


Treasure Valley Community College

Associated Student Government



Student Government Officer Application

THIS PACKET IS DUE: Friday, April 19th, 2024

**(By 5pm in the Student Programs Drop box or via email
to Hope Spaugh at hspaugh@tvcc.cc)**

Academic Year 2024-2025

This packet includes information and forms for:

President

Vice President

TVCC STUDENT GOVERNMENT ELECTIONS: 2024 Spring Election Timeline

Advertising Begins for Elections

Monday, April 1st, 2024- Friday, April 19th, 2024 (Posted on CWIS, campus flyers, TVCC Mobile App, social media, and TVCC e-mail)

Election Packets Available

Monday, April 1st, 2024 - Friday, April 19th, 2024 (located outside of ASG office, available on TVCC website, or delivered via email)

Election Packets Due

Friday, April 19th, 2024, by 5pm in the ASG Office Drop Box or via email to Director of Student Programs. All candidacy information must be returned at this time. Late packets will not be accepted.

Mandatory Candidate Orientation and Preparation Meeting

As a candidate, you MUST contact the Director of Student Programs and make arrangements for your orientation/preparation meeting prior to your caucus. Inability to schedule this will forfeit your application.

Caucuses

Candidates must participate in one or more of the following caucus sessions as outlined in Article V, Section 5.

Week of April 22, 2024: Time and location TBD

Executive Interview

President—TBD, Clubs Center (Weese Building)

Vice President—TBD, Clubs Center (Weese Building)

TVCCASG Election Process Rules & Regulations

(As outlined in the TVCCASG Constitution)

Article V Elections and Appointments

- Section 1. Elections shall be held for the Associated Student Government President and Vice President. Elections are conducted in the manner prescribed in Article V, Section 5. To be eligible for office, a student must meet the requirements of Article V, Section 2. It is encouraged, but not required, that candidates have completed one successful term at TVCC in the previous academic year. The Secretary, Academic, Administrative Senators, Outreach Coordinator and Student Activities Coordinator shall be appointed to office. No previous college experience is required to apply for these positions. The appointment process shall be conducted through an application and interview process overseen by the Director of Student Programs. The Secretary, Academic, Administrative Senators, Outreach Coordinator, and Student Activities Coordinator shall interview with the outgoing and incoming Associated Student Government Presidents and Vice Presidents or their designees. Based on the recommendation of this committee, the Director of Student Programs and election committee will review and appoint the five respective offices. The Director of Student Programs will have the final authority to appoint students in good standing to their respective offices. Associated Student Government applicants for the Secretary, Academic, Administrative Senators, Outreach Coordinator, and Student Activities Coordinator will be appointed no later than July 1.
- Section 2. All Student Government officers or candidates for office must be a student in good standing with Treasure Valley Community College. A student in good standing is defined as one who is currently registered for twelve (12) or more credits and has maintained a quarterly and cumulative GPA of 2.50 or higher. Successful candidates must remain a student in good standing while serving their respective term in office.
- Section 3. The tenure of the Associated Student Government Officers shall begin on July 1st of the election year and conclude the following year on June 30th.
- Section 4. An Election Committee shall be appointed by the Director of Student Programs and current Associated Student Government President, which will serve as the final authorities concerning election to office. The committee will also oversee campaign rules, regulations, and issues for the annual election process. The committee shall be comprised of no less than two students, one faculty or staff member, the Director of Student

Programs and Student Programs Coordinator. No candidate for office shall be a member of the Election Committee.

- Section 5. The Election Committee shall announce election dates, caucuses, rules, and regulations, at least three weeks prior to election. All candidates for President and Vice President will be required to participate in at least one caucus sessions to be held on campus. Candidates will present platforms, information, and ideas to the student body during these sessions. Students will be afforded an opportunity to provide feedback and select a candidate based on the caucus sessions. The Election Committee will review feedback and participation in the campaign process as a portion of the criteria when making the final selection. Elections shall be held no later than the sixth week of the spring quarter and officers shall assume their duties officially on July 1.
- Section 6. Any student meeting the established criteria for office must file a petition gathering at least 75 signatures of the ASTVCC membership. One letter of recommendation will be required for President applicants and are encouraged for Vice President. At least two references are also encouraged, but not required.
- Section 7. In the case that there are no candidates for election, officers from the prior year are asked to remain in office until suitable replacements are found and a special election can be conducted.
- Section 8. If all offices are unopposed and there are no “write-in” candidates that have met all specifications of the established election rules and regulations, elections are still to be held and will be considered valid.
- Section 9. Elections shall be determined by the appointed Election Committee. Criteria for selection includes feedback from the student body (through the caucus sessions), involvement in the campaign process, platform, and demonstrated experience in the interview process.

Position Descriptions & Duties

(As outlined in the TVCCASG Constitution)

Article VIII Duties

Section 1. Duties of the Associated Student Government President

- A. The President shall serve as the chair of the ASTVCC and Associated Student Government and appoint members to governance and college committees where student representation is necessary.
- B. Shall have no vote as a member of the Associated Student Government except to create or break a tie.
- C. Shall attend the Board of Education meetings and inform the Associated Student Government of business conducted in this setting.
- D. Shall serve on the Executive Governance Council
- E. Shall be responsible for the executive and administrative work of the Associated Student Government and represent the needs and concerns of members of the ASTVCC.
- F. Shall serve as a representative for all students at TVCC and uphold the constitution of the ASTVCC at all times.
- G. Shall sign all official documents and action items of the Associated Student Government.
- H. Shall work with the Secretary to develop the weekly agenda and work to distribute assignments to the Associated Student Government.
- I. Shall be the official TVCC student representative and contact regarding federal and state legislative issues, and within the Oregon Community College Student Association (if applicable).
- J. Shall work in conjunction with the Director of Student Programs to interview, select, and oversee the Associated Student Government members.
- K. Shall serve as a liaison between the ASG and Student Activities team and bring forth reports and information
- L. Shall represent the Associated Student Government at public events or gatherings and serve as the official spokesperson when necessary.
- M. Shall be the designated official to make all appointments with the ratification of the Associated Student Government unless otherwise specified in the Associated Student Government constitution
- N. Shall be authorized to approve funding requests from the capital and reserve accounts and oversee and prepare expenditures of budgets as directed by the Director of Student Programs
- O. Complete all other duties that may be assigned by the Director of Student Programs and or her/his designee

Section 2. Duties of the Vice President

- A. The Vice President shall be a voting member of the Associated Student Government.
- B. Shall assume the duties of the President in his/her absence.
- C. Shall serve as the student representative on the TVCC Foundation Board and at least one other college governance committee
- D. Shall work with the Academic Senator to coordinate events such as forums, surveys, and focus groups to gather student input.
- E. Shall work alongside the Public Information Officer and Student Programs Coordinator to create posters which advertise the ASTVCC Student Leadership Team and initiatives on campus.
- F. Shall work closely with all team members to plan and initiate the current 10 in 10 projects as well as work to create the next 10 in 10 plans.
- G. Shall work in conjunction with team members to initiate the annual Student Discount Program and collaborate with local businesses
- H. Shall work with the President and Administrative Senator to involve TVCC students, staff, faculty, and administration in the annual development of large capital projects.
- I. Shall work with the Director of Student Programs to biannually update the Associated Student Government website
- J. Shall serve as the official representative to draft press releases pertaining to the Associated Student Government team.
- K. Shall annually review, update, and create Associated Student Government promotional materials.
- L. Shall work in conjunction with the President and Director of Student Programs to interview and select Associated Student Government members throughout the year.
- M. Shall work in conjunction with the Director of Student Programs and TVCC Admissions office to advertise TVCC and Student Leadership opportunities.
- N. Shall work in conjunction with the Student Activities team to initiate and encourage community events and activities.
- O. Complete all other duties that may be assigned by the President or Director of Student Programs and or her/his designee.

CANDIDATE PETITION

I support the candidacy of _____ for the office of Student Government _____ for the academic year of _____.

Please sign and print your name and student identification number. You must be a currently enrolled student at Treasure Valley Community College to endorse a potential candidate.

SIGNATURE

NAME (printed)

Student ID Number

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Describe your vision of a diverse, comprehensive, and engaging Student Programs Department (Associated Student Government and Student Activities Team).

What are your greatest strengths? What areas do you feel you need to improve upon?

If you receive an interview and are not selected for the position in which you are applying, would you be willing to accept another position? If so, which other position(s)?

Is there anything else you would like to include?

Please note that if you are selected for any position, there is a MANDATORY spring and fall retreat you **MUST attend. Your inability to attend this retreat will disqualify your application. The official dates of said retreats will be discussed during the interview process.**

Disclaimer and Signature

I hereby state that all the above information is true and accurate. I also understand that all information contained herein is subject to official verification by TVCC Student Programs Department. I also state that I have read the official job description and understand the responsibilities outlined within the document.

Signature

Date

Return this application by 5PM on April 19th, 2024 to the TVCC Student Programs Office at 650 College Boulevard, Ontario, OR: Weese Building (room 103) or via email to hspaugh@tvcc.cc.