



**The Associated Student Body**  
**2008-2009 ELECTION PACKET**  
**TIME LINE**

- Friday March 28<sup>th</sup> - Election packets available online
- Monday March 31<sup>st</sup> - Election packets available in ASB office
- Thursday April 3<sup>rd</sup> – ASB meeting
- Thursday April 10<sup>th</sup> – ASB meeting
- Thursday April 17<sup>th</sup> – ASB meeting
- Monday April 21<sup>st</sup> – Last day to turn in ASB applications WITHOUT 25 signatures. Due by 4:00 p.m.
- Thursday, April 24<sup>th</sup> – ASB meeting
- Monday April 28<sup>th</sup> – Last day to turn in ASB applications WITH 25 signatures. Due by 4:00 p.m.
- Tuesday April 29<sup>th</sup> – ASB Candidate Rush 12:30-1:30PM in the quad.
- Thursday May 1<sup>st</sup> – ASB meeting
- Tuesday May 6<sup>th</sup> – Election Day (10:00 a.m. to 6:00 p.m.) in the campus mall
- Wednesday May 7<sup>th</sup> - Election Day (10:00 a.m. to 6:00 p.m.) in the campus mall
- Thursday May 8<sup>th</sup> – Election results 12:30 p.m. in the cafeteria
- Thursday May 15<sup>th</sup> – ASB Transition Board Meeting
- Friday May 30<sup>th</sup> – First ASB Board 2008-2009 Event: volunteering at NVC Graduation Reception (mandatory for all new board members)
- **Applicants MUST attend a total of three hours of ASB interaction. This can be achieved by attending ASB meetings (hour and a half long), volunteering at the ASB office (maximum of half an hour a day), or participating in campus events (maximum of an hour per event) before April 28<sup>th</sup>. All ASB meetings are held in the Student Lounge Tuesdays from 4:00 p.m. to 5:30 p.m. More information in room 1133**

March 28<sup>th</sup>, 2008

Dear potential candidate,

Let us begin by congratulating you on your dedication to upholding the excellence of this institution by considering candidacy for an officer position on the 2008-2009 Napa Valley College Associated Student Body Board. It takes courage and commitment to step into a leadership role, and picking up this application is the first step.

### **Candidacy**

*To be considered an eligible candidate you must complete the following:*

- Attend a total of three hours of ASB interaction prior turning in your application.
- Interview a current ASB board member. We recommend you interview the person who is currently holding the position you would like to run for.
- Complete ASB Election Packet. Only one position can be applied for.
- Turn in a copy of your current transcript showing you have maintained a 2.25 GPA\*, are currently enrolled in 6 or more units at Napa Valley College, and that you have completed 12 units by the Fall 2007 semester. (In accordance with the Americans with Disabilities Act any student with ADA support may waive the 6-unit requirement). *Student Trustee candidates are only required to hold a 2.0. G.P.A.*
- Read and sign a copy of the ASB Constitution.
- Turn in ASB Election Packet by Monday, April 21<sup>st</sup>, 4pm.
- Students, who fail to turn in election packets by Monday, April 21<sup>st</sup> 4pm, **MUST** present a petition of twenty-five student signatures by Monday, April 28<sup>th</sup>, 4pm.

*\*Pending voter approval of a constitutional amendment, the G.P.A. requirement will reduce from the current 2.5 to a proposed 2.25.*

### **Campaign Regulations**

*All candidates must adhere to campaign regulations listed below:*

- Only candidates who have turned in their election packet may campaign
  - Posters or any other visual campaign material must follow campus posting regulations and may ONLY be posted on:
    - Campus Event Bulletin Boards
    - Rock walls building
    - Concrete polls near the glade, outside the 800 bldg. and outside the cafeteria.
    - Smoking area bulletin boards
- For more information on NVC posting guidelines visit [www.napavalley.edu/asb](http://www.napavalley.edu/asb)*
- Candidates can hand out flyers to students, staff and faculty.
  - Publicity (either on flyers, posters, or networking websites) may not be libelous, contain profanity or be negative towards another candidate. Otherwise candidates will be disqualified.
  - All candidates will be responsible for the removing of their campaign posters within one week following the election.
  - Candidates may use ASB white copy paper and copier to make 50 copies a week. Document the copies on clipboard located on the wall next to the printer.
  - Candidates may use ASB large paper and markers to make campaign signs.

### **Day of Candidate Rush**

*ASB will be hosting a Candidate Rush. This event allows candidates a table to pass out information about themselves and a chance for the voters to meet the candidates.*

*Candidates will be given a chance to address the crowd.*

- Candidates cannot provide food at their tables.
- Candidate may be the only person sitting at their table during the event.
- Candidate is encouraged to bring flyers, pamphlets and other campaign material.

### **Day of Elections:**

- Candidates must stand 50 feet away from polling stations.
- Candidates cannot leave campaigning material near the polling stations.

*Election Commissioners and The Coordinator of Student Life will determine if any candidates have violated campaign regulations and provide an appropriate corrective action.*

**If you have any questions, please contact us at 253-3060. Good Luck!**

### **Who is the ASB?**

The Associated Student Body is a student elected board who has the opportunity to promote campus wide activities, protect student rights, and represent the student voice on campus committees.

### **Why should I run for ASB?**

- Create a life outside of the classroom!
- ASB is fun way to meet new people,
- Learn how to plan events,
- Gain the basic knowledge for running a professional meeting,
- Meet and get to know campus Administrators,
- Make a difference, and grow as a student.
- ASB is a great way to link your major to professional development. It does not necessarily have to be accounting, management or politics. You could simply improve your people skills and learn how to work with a large group of people.
- If you are thinking of transferring, ASB participation is a great way to distinguish you from other transfer students!

### **What are examples of ASB in Action?**

ASB produced, sponsored and coordinated such events as:

- Annual African American Celebration Dinner
- Club Rush
- Guest Speakers
- Measure L Campaign

### **ASB Board members have the opportunity to join campus committees such as:**

- Curriculum—This committee shall evaluate and make recommendations on matters related to the credit and non-credit curriculum. Course and program additions, deletions, or significant changes in program requirements or in course outlines must be acted upon by this committee.

- Budgeting—The ASB CFO as part of their ASB responsibilities will be required to attend monthly Budget Committee meetings. The NVC Budget Committees discuss changes and additions to the main college budget that could affect all department budgets including ASB.
- Facilities—The Senator of Environment, as part of their ASB responsibilities, attends bi-weekly Facilities and Planning meetings as the student representative. The Facilities and Planning Committee meetings discuss issues related to the Measure N bond, parking and the environment of the campus.
- Planning—This campus committee focuses on NVC goals, mission, department program evaluations and annual accreditations. The student who serves as the student representative.
- Student Standards and Practice—This committee shall provide advocacy for students and faculty on student standards and practices that promote and inspirational and fair learning environment.

**ASB Board Benefits:**

- **FREE** attendance at the California Community Colleges Student Affairs Association Student Leadership Conference (CCCSAA)
- **FREE** parking pass
- 10% Discount on Books
- **FREE** ASB ID Card
- **FREE** attendance at Fall and Spring Leadership Retreats
- ASB scholarship and graduation stole

**Now is your time! Start the process today! Good Luck!**

Sincerely,

*Chris Sprott, ASB Legislator Advisor II and Elections Commissioner,  
Tamera Melvin, ASB Secretary and Elections Commissioner,  
2007-2008 Napa Valley College Associated Student Body,  
Victoria Estrella, Coordinator of Student Life and ASB Advisor*

# **Associated Student Body Positions**

## **President**

- Coordinates matters of mutual concern with the faculty, administration, Board of Trustees, and community.
- Is responsible for enduring student representation on all committees, standing or special. The President serves on the once a month President Council meetings.
- Act as chairperson at all A.S.B. Board meetings.
- *To be eligible for candidacy of president, you must have held an ASB position or and Executive position on a campus club or organization for 1 year.*
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.
- *Pending voter approval of constitutional amendments, ASB president may not serve as the president or executive vice-president of another NVC student club or organization.*

## **Vice-President**

- In the absence or disability lasting more than thirty days, the Vice-President performs all the constitution, codes, and policies.
- Must organize and run bi-weekly Inter-Club Council meetings.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.
- *Pending voter approval of constitutional amendments, ASB Vice-president may not serve as the president or executive vice-president of another NVC student club or organization.*

## **Chief Financial Officer**

- Keeps and maintains up to date and accurate books and records of all related Associated Student Body financial accounts.
- Responsible for keeping track of all Associate Student Body properties, business transactions, and monies in possession of the A.S.B.
- Is responsible for all related paperwork and services on Monthly Budget committee meetings.
- Makes at least one financial report a semester on the state of all monies and properties at a regular scheduled A.S.B. meeting.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

## **Student Trustee**

- The Student Trustee is an integral member of the Board of Trustees. It is the responsibility of the Student Trustee to accurately represent the voice of the students at Napa Valley College.
- Attend all Board of Trustee's meetings which often are the 3<sup>rd</sup> Thursday of the month at 7pm.
- Acts as a liaison between the Associated Student Body & the Board of Trustees.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

## **Public Relations Officer**

- Responsible for press releases and advertising.
- Shall maintain a master calendar of all A.S.B. activities, clubs and vendors.
- Shall collaborate with the NVC Community Relations Coordinator to arrange publicity for events.

- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Secretary**

- The Secretary is responsible for giving all newly elected officers and senators copies of the Associate Student Body Constitution, codes, and policies.
- Will keep a book of activities, records, and minutes, to ensure that all vital and necessary information pertaining to the smooth operation of all Associated Student Body activities is maintained through out the year.
- Is responsible for taking the minutes.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Legislator Advisor 1**

- The Legislator Advisor 1 is the A.S.B.'s Region 2 Representative who will represent Napa Valley College at the Student Senate level.
- They must have knowledge of the workings and procedures of the Student Senate and A.S.B.
- This position requires attending one meeting a month at a different college. All travel will be reimbursed or advanced by the A.S.B. Most meeting happen on the weekend.
- This position does not require a specific major, however the student must follow the same entry requirements as all A.S.B. members
- Must attend weekly A.S.B. board meetings, keep one office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Legislator Advisor 2**

- The Legislator Advisor 2 will be responsible for the coordination of student representation on campus senate and hiring committees.
- This position does not require a specific major, however the student must follow the same entry requirements as all A.S.B. members
- Will represent NVC at the Student Senate level if the Legislator Advisor 1 is unable to attend
- Must attend a weekly A.S.B. Board meeting, keep one office hour per week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Administration of Justice**

- Must major in: Corrections/Probation, Law enforcement, Paralegal, Wildlife Law Enforcement, or is enrolled in the Basic Police Academy.
- Will serve on a campus committee.
- Will be a liaison between the Criminal Justice Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Athletics**

- Must participate in an athletic program on campus, be athletically involved in the community, or majoring in Physical Education.
- Will serve on a campus committee.
- Will be a liaison between the Athletic Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Business**

- Must be majoring in Accounting and Finance, Business and Commerce, Computer Studies, Management and Marketing, Office Administration, or Real Estate.
- Will serve on a campus committee.
- Will be a liaison between the Business and Computer Studies Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Environment**

- Must address environmental issues of the students that are related to Measure N Bond until the Bond is completed.
- Will serve on the Facilities Department Committee.
- Will serve as a liaison between the Facilities Department and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Entertainment**

- The responsibility of this position includes booking and organizing groups or individuals who perform on the campus or in events which relate to A.S.B.
- They will be responsible for coordinating expenses with the CFO.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Fine Arts**

- Must be a student in the Arts, Drama, Music, Philosophy, or Photography Technician.
- Will serve on a campus committee.
- Will serve as a liaison between the Fine and Performing Arts Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Health Occupations**

- Must be enrolled, enrolling\*, or on the waiting list for Health Occupation programs such as: Psychiatric Technician, Registered Nursing or Respiratory Technician, or Vocational Nursing Program, or other health occupation program.
- Will serve on a campus committee.
- Will serve as a liaison between the Health Occupations Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

*\*Pending voter approval of a constitutional amendment*

### **Senator of Natural Sciences**

- Must major in: Astronomy, Anthropology, Biology, Chemistry, Geology, Math, or Physics.
- Will serve on the a campus committee.
- Will be a liaison between the Math, Science, and Engineering Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

### **Senator of Special Services**

- Must be involved in Disabled Student Programs (DSPS), Diagnostic Learning Services, or Workability III.
- Will serve as a liaison between the ASB and Special Services.
- Must join a campus committee.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

#### **Senator of Social Science**

- Must be majoring in: Child/Family Studies, Geography, History, Humanities, Journalism, Political Science, Psychology, Sociology, or Human Services.
- Will serve on a campus committee.
- Will serve as a liaison between the Social Science Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

*Pending voter approval of a constitutional amendment a new position will be created. (A student can run for this position)*

#### **Senator of Language and Developmental Studies**

- *Must be majoring in: Speech, English, Foreign Languages, or ESL*
- *Will serve on a campus committee*
- *Will serve as the liaison between the Language and Developmental Studies Division and the A.S.B.*
- *Must attend weekly A.S.B. Board meetings, keep one office hour per week, have a designated posting area and be part of a monthly planning group.*

#### **Senator of Technical Program**

- Must be majoring in Biomedical Electronics Technology, Communications/CATV Technology, Cosmetology, Drafting Technology, Digital Design Graphics, Electronics Technology, Engineering Horticulture, Machine Tool Technology, Telecommunications Technology, Viticulture and Winery Technology, or Welding Technology.
- Will serve on a campus committee.
- Will serve as a liaison between the Technical Division and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.

#### **Senator of Upper Valley Campus**

- Is required to take one class at or visit the Upper Valley Campus once a week.
- Will serve as a liaison between the Upper Valley Campus and the A.S.B.
- Must attend weekly A.S.B. Board meetings, keep one hour of office hour a week, have a designated posting area and be part of a monthly activity planning group.



## **ASB Application for Candidacy**

Name: \_\_\_\_\_

Position you are running for: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Units Completed: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

Major: \_\_\_\_\_ Birthday \_\_\_\_\_

T-Shirt Size: small medium large extra large other \_\_\_\_\_  
(circle one)

Sweatshirt Size: small medium large extra large other \_\_\_\_\_  
(circle one)

- please attach a non-official NVC transcript.
- review and sign off that you have read the ASB Constitution in the ASB office Minutes and Agenda Binder.
- attend 2 ASB board meetings prior to turning in application.

Please write a 30 words or less statement about your candidacy to be printed in the May edition of the Napa Valley College Newsletter and on general campaign material. Your name, major, and G.P.A. will also be advertised with this statement.

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**Applicant's Signature** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **For ASB use only**

Reviewed application: ASB Election Commissioner _____ Date _____
Reviewed application: Coordinator of Student Life initials _____ Date _____
Reviewed ASB Constitution      DATE: _____

**Board Member Interview**

Interviewing a current ASB member will help candidates learn more about the position they are running for and will help them gain an understanding about the responsibilities associated with their position. Ask lots of questions (You may use the space provided to write at least three questions as well as the ASB board members responses); remember, the more you learn now the better prepared and organized you will be for the upcoming school year.

Name of ASB member interviewed: \_\_\_\_\_

Position held by ASB member: \_\_\_\_\_

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## Candidate Interview

Now, it's the ASB board members turn to interview the candidate!

**What type of leadership skills do you feel like you possess?** How would you describe yourself as a leader? What type of skills would you like to develop?

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**How would you contribute to the ASB board and the campus?**

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**What goals are you setting for yourself?** Is there an event that you would like to plan? What things would you like to bring to the campus?

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**Are there any skills that you need to work on in order to be successful in your position?** Better communication skills, organization, time management?

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**Why are you running for ASB?** Remember that your position represents over 7,000 students. You will be responsible for adhering to the ASB Constitution and NVC policies. You will also be given the responsibility of creating or revising those standards and determine what role the ASB Board 2008-2009 will have.

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**If you MISS the Monday, April 21<sup>st</sup> Deadline, you MUST complete the following sheet by Monday, April 28<sup>th</sup> to be turned in with your application into the ASB office by 4pm.**

**Name:** \_\_\_\_\_

**Position you are running for:** \_\_\_\_\_

You need to ask 25 students on campus to sign this petition saying they support your candidacy.

	"I support this candidate in running for the above position."	# Units taking
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# Volunteer / Meeting Attendance Sheet

Due Monday, April 28<sup>th</sup>, 2007

Note:

- For Campus Volunteer Events, candidate attendance has to be initialed by the events advisor (Maximum one hour per event)
- For ASB meetings, candidate attendance has to be initialed by an Election Commissioner or the ASB President. Candidate must attend at least one hour and a half of the meeting duration.
- For Volunteering in the ASB Office, Candidate attendance has to be initialed by the office assistant present during that day.  
(Maximum of half an hour per day)

Campus Volunteer Opportunity 1:

**SAVS Clothesline Project:**

April 8<sup>th</sup> and 9<sup>th</sup>, 10am-1:30pm in the campus mall

Advisor's Name: \_\_\_\_\_

Advisor's initials: \_\_\_\_\_

Campus Volunteer Opportunity 2:

**Alex Valdez Guest Speaker:**

April 10<sup>th</sup>, 11am-12:30 or 12:30-1:30 pm in the library

Advisor's Name: \_\_\_\_\_

Advisor's initials: \_\_\_\_\_

Campus Volunteer Opportunity 3:

**Earth Day:**

April 19<sup>th</sup>, 10am – 3pm on the NVC soccer field

Advisor's Name: \_\_\_\_\_

Advisor's initials: \_\_\_\_\_

ASB Meeting 1:

Election Commissioner initials: \_\_\_\_\_

ASB Meeting 2:

Election Commissioner initials: \_\_\_\_\_

ASB Office Volunteering Time and Date (max half and hour per day)	ASB Office Assistant Name and Initials:

<p>For ASB USE only:</p> <p>Reviewed sheet: ASB Election Commissioner initials _____ Date _____</p> <p>Reviewed sheet: Coordinator of Student Life initials _____ Date _____</p>
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