



## Associated Students of Cosumnes River College (ASCRC) Clubs and Events Board ❖ Student Senate

### Declaration of Candidacy Information Sheet

#### **General Duties:**

The Associated Students of Cosumnes River College (ASCRC) is the official organization that represents all CRC students. Its presiding bodies, the Student Senate and the Clubs and Events Board, achieve this goal by representing and serving, to the best of their ability, the opinions and interests of the students at Cosumnes River College. The Student Senate has primary responsibility for student advocacy on campus, in the district, and on local, state, and federal levels. The Clubs and Events Board has primary responsibility for promoting student activities via clubs and campus-wide events.

#### **Meetings:**

All elected and appointed members are required to attend regularly scheduled meetings, which are held weekly. The Clubs and Events Board meets on the first and third Thursdays, 1:30-3:00 p.m. The Student Senate meets on second and fourth Thursdays, 1:30-3:00 p.m. Occasional Friday meetings and trainings will be required of all ASCRC Board and Senate members.

#### **Specific Job Functions:**

The specific functions of each official are further explained in the ASCRC Constitution and Bylaws. These documents are available at [www.crc.losrios.edu/Studentlife/elections](http://www.crc.losrios.edu/Studentlife/elections).

#### **Open Positions:**

**Clubs & Events Board:** Commissioner, Vice Commissioner, Secretary, Director of Finance, 10 At-Large Representatives

**Student Senate** President, Vice President, Secretary, Treasurer, Director of Legislative Affairs, 11 Senators

#### **Qualifications:**

**Clubs & Events Board:** All candidates for Commissioner and Vice Commissioner must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units of academic/core classes. An At-Large Representative shall be defined as a currently enrolled CRC student who may or may not have a club affiliation.

**Student Senate:** All Presidential and Vice Presidential candidates must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units of academic/core classes. Senators shall note an emphasized social or academic demographic of the student body to represent and serve.

#### **All Candidates:**

- ◆ Candidates shall not run for more than one position at a time.
- ◆ We encourage you to enroll in SGVT 300, T TH 1:30 PM – 3:20 PM, 2 Units, (CSU transferrable)
- ◆ New students that have not acquired a GPA will still qualify to run in the election and serve in the ASCRC.

**Petition Due in Student Life & Leadership Center, T-108  
By 5:00pm on Monday, March 19, 2018**

# Important Dates

## Overview of the Process

Highly encourage all Candidates and those interested to attend **ONE** of the following Candidate Orientation sessions held in room WINN 103 shown below.

**Tuesday 3/6: 1:30 PM - 2:20 PM | 2:30 PM – 3:20 PM**

**Thursday 3/8: 2:30 PM – 3:20 PM**

**Tuesday 3/13: 11AM – 11:50 AM**

**Wednesday 3/14: 9:00 AM – 10:20 AM**

**Thursday 3/15: 2:30 – 3:20 PM**

**By appointment, email Winnie LaNier at lanierw@crc.losrios.edu (enter “Candidate Orientation” on the subject line).**

Mar 19	<b><u>Turn in your petitions to run in the elections</u></b> by 5:00 PM in SLLC, room T - 108
Apr 2 - 11	<b><u>Campaign Period</u></b>
Apr 4	<b><u>Candidates Forum. Quad Area 12:00 PM</u></b> where candidate speeches are presented
Apr 6	Campaign Expenditure Form due at 3:00 PM to Winnie LaNier, SLLC room T-108
Apr 10	<b><u>Promote the Vote BBQ</u></b> , 11:30 AM until the food runs out, Quad
Apr 10 - 11	<b><u>Election Days, 5:00 AM - 11:30 PM</u></b> Online voting through your eServices account. Click on the VOTE Tab
Apr 12	<b><u>Deadline to remove all campaign materials and postings.</u></b> <b><u>CRC Election results Posted</u></b> by 4:30 PM
May 3	<b><u>Installation Ceremony. 1:30 PM - 3:30 PM</u></b>
May 18	<b><u>ASCRC Officers Orientation &amp; Training Seminar. 9 AM - 4 PM</u></b>

**We encourage you to enroll in  
Introduction to Student Government, SGVT 300 for the Fall Semester.  
T TH 1:30 PM - 3:20 PM  
2 Units, (CSU transferrable)  
Your service as a Leader is the Lab portion of the course.**

Contact Winnie LaNier for information - 916.691.7669, SLLC, room T-108.

**Mandatory ASCRC Training:** Beginning with Orientation on May 18, 2018, all ASCRC members are required to attend sessions during the 2018-19 year (July 1, 2018 – June 30, 2019). Training topics, dates, times, locations, and other details TBA.

**KEEP THIS PAGE YOUR RECORDS**



## Standards of Conduct for Associated Students of Cosumnes River College (ASCRC) Leaders

You have a responsibility as a member of the Associated Students of Cosumnes River College (CRC) Student Senate and Clubs and Events Board to represent the college, on and off campus, at the highest standards of conduct. As a leader, you are expected to act with integrity and role model the best behavior for CRC students.

All ASCRC leaders must agree to comply with these standards of conduct, along with the ASCRC Constitution and Bylaws, the CRC Honor Code, and LRCCD Policies and Regulations. Failure to comply will result in consequences as determined by the ASCRC Advisor, the Vice President of Student Services, and/or other campus officials.

### ***Standards of conduct include, but are not limited to:***

- **Conduct yourself ethically and legally.** Note that theft, property damage, weapons, drugs, alcohol, hazing, gambling, and more will be considered violations. (Reference: LRCCD Policies and Regulations.)
- **Inform appropriate personnel, as necessary, of medical matters, including the use of prescription drugs.** Note that prescription drugs need to be taken as prescribed and that personnel must be notified when prescription drugs will be required on a trip.
- **Be honest.** Note that dishonesty such as cheating, plagiarism, furnishing false information, forgery, alteration or misuse of college documents or records, and more will be considered violations. (Reference: The CRC Honor Code, and LRCCD Policies and Regulations.)
- **Adhere to college rules and regulations, including those concerning student organizations and college facilities.** For example: unauthorized entry to or use of college facilities will be considered violations. (Reference: The CRC Honor Code, and LRCCD Policies and Regulations.)
- **Act in a manner that contributes to student success, including but not limited to learning and ASCRC business and other related activities.** Note that behavior and language that is disruptive, lewd, obscene, indecent, erratic, and/or violent will be considered violations. (Reference: The CRC Honor Code, and LRCCD Policies and Regulations.)
- **Work respectfully with those around you, including faculty, staff, managers, and students.** Note that continued disruptive behavior, willful disobedience, and/or the persistent defiance/abuse of the authority of college personnel will be considered violations.  
(Reference: LRCCD Policies and Regulations.)
- **Represent the students, ASCRC, and CRC in a civil and respectful manner appropriate to the school and work environment.** Note that inappropriate behavior, including but not limited to, yelling, fighting, name-calling, and discrimination, harassment and abuse - or the threat of abuse - of any kind are prohibited. (The CRC Honor Code, and LRCCD Policies and Regulations.)

***Continued on next page.***

- **Adhere to computer-related policies and engage in social media in manners that are compliant with these standards.** Note that cyber-bullying is unacceptable. (Reference: LRCCD Policies and Regulations.)
- **Maintain the qualifications required for your position.** (Reference: ASCRC Constitution and Bylaws.)
- **Complete all orientation/training requirements in a timely manner.**
- **Attend meetings and other activities as required for your position.** Note that willful disturbance at any college meeting will be considered a violation. (Reference: ASCRC Constitution and the CRC Honor Code.)
- **Perform the duties of your position at your best and address performance-related concerns.** (Reference: ASCRC Constitution and Bylaws.)

**Consequences include, but are not limited to:**

- Warnings – verbal and written
- Commensurate consequences/restitution
- Removal from a meeting
- Referral to the appropriate branch of the ASCRC for action
- Position declared vacant
- Referral to CRC Discipline
- Probation from the ASCRC
- Suspension from the ASCRC
- Expulsion from the ASCRC

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## **Specific Campaigning Guidelines that each Candidate MUST Follow**

Los Rios Community College District Regulations, R-2311

Pay particular attention to items in **bold** print.

### 5.0 Campaigning

5.1 Campaigning is defined as any activity which promotes the candidacy of one or more individuals for an office in the student body association and each of its components. This includes, but is not necessarily limited to: scheduling appearances; lobbying a voter; posting, publication or distribution of advertisements, correspondence or literature. Campaigning does not include nomination petition signing. **Campaign expenditures** include all funds and/or donations used in campaigning and include money used to purchase goods or services related to campaigning, and the fair market value of goods or services given or donated to a candidate. Campaign expenditures do not include the provision of goods or services by a College or a student body association to all candidates on an equal basis.

5.2 Posting signs for place-holding before the start of campaigning is not permitted.

5.3 Campaigning is permitted in the open areas of the College campus in compliance with LRCCD Policy and Administrative Regulation 1411. Campaigning is permitted in classrooms only with permission of the faculty member. Campaign messages should be focused on subjects within the purview of the student body association. Colleges are encouraged to provide candidates with access to computers, equipment, and office supplies to produce campaign materials as space and budgets allow.

5.4 **Posters may be placed on the College campuses only on appropriate areas subject to approval by appropriate College officials** in compliance with LRCCD Policy and Administrative Regulation 1313.

5.5 A slate is the listing of multiple names by candidates on a single piece of campaign literature, campaign publication or other document whether paper or electronic. **Each candidate or slate is limited to expending the following maximum amount of money for campaign expenditures** in any single election: at CRC it is **\$80** (The amount is based upon \$80 per 10,000 unduplicated students enrolled in the College.)

5.6 All campaign contributions to student body association candidates must be from individuals. Individual candidates and slates may not solicit campaign contributions in excess of the maximum amounts listed in section 5.5 above. Money from corporations and political action committees is prohibited.

5.7 **Each candidate or slate must document campaign expenditures to the office of student life (Student Life & Leadership Center at CRC) and file an expenditure form, complete with receipts, by 3 p.m. two business days prior to the first day of the election.** Receipts can be requested at any time. Expenditure forms must be filed even if there are no expenditures. **Supplemental final reports are due by 3:00 p.m. the day after the election closes.** Each candidate or slate is subject to disqualification, as determined by the student life coordinator, if expenditure reports are filed late or if total expenditures exceed the limits of section 5.5 above. **All campaign materials must be accounted for** on the expenditure form, including but not limited to: posting and publishing materials, advertisements, holding charity events such as concerts, rallies or other social gatherings, distributing literature.

***Continued on next page.***

5.8 Elective offices for the student body association and each of its components shall be nonpartisan. Candidates may not align to combine campaign expenditures except as allowed by this section and subject to the campaign expenditure limitations in section 5.5, above. A candidate for President and a candidate for Vice President may align to form a slate, but shall not form a slate with any candidate for any other office. A group of up to a maximum of four individuals may form a slate to campaign for the positions of Senators, but shall not form a slate with any other candidates for any other office. Any effort to violate this section shall be cause to disqualify each candidate participating in the slate. An individual college student body association may decide against allowing slates in their elections.

**5.9 No College or District sponsored organization shall be allowed to finance the campaign of any candidate** for a student body association office, nor may any individual finance the campaign of a candidate in the name of a District or College sponsored organization.

5.10 The District, Colleges and the student body association may utilize incentives to encourage students to vote in elections, but not for or against any particular candidate. **As part of campaigning, candidates and individuals who support or oppose any candidates may not use food, money, gifts, or alcohol.**

**Materials Student Life & Leadership Center Provides:**

According to R-2311 section 5.3, the Student Life & Leadership Center provides poster paper and paint for six (6) 3' x 3' posters and two (2) 3' x 6' banners; a maximum of 30 copies of a flyer on white or pastel paper and blue masking tape. The Student Life & Leadership Center, the Associated Students of CRC Student Senate, and Clubs and Events Board cannot provide any other materials or equipment use.

**Publicity (R-2311 section 5.4):**

- Posters and banners may be posted on brick walls only or wooden stakes. 8 1/2 inch flyers may be posted on brick walls or bulletin boards.
- Flyers may be distributed hand-to-hand but may not be left unattended for pickup at any location.
- No publicity may be placed at a height requiring a ladder or mechanical device to post.
- All postings require BLUE PAINTER'S TAPE
- Chalking is **not** permitted.
- Candidates shall remove all campaign materials within twenty-four (24) hours following the close of the polls.

**Posting locations at CRC Main campus:**

- Business/Social Science (BS)
- Communication, Visual and Performing Arts (VPAC)
- Learning Resource Center (LRC)
- Physical Education/Athletics (PE)
- Cafeteria (CC)
- Science (S)
- Technology (T)
- Library Building (L)

Questions, contact:

Advisor Winnie LaNier at 916.691.7669, lanierw@crc.losrios.edu

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## STATEMENT OF INTENT GUIDE

**Email** your statement in a MS Word document as an attachment to Winnie LaNier, lanierw@crc.losrios.edu (ENTER **“Statement of Intent”** on the subject line).

**Must be received by 5:00 PM March 19<sup>th</sup>.**

**The statement must not exceed 500 words. Do not handwrite your statement on this page. Use a computer to address each item below.** Remember to use the grammar and spell check of your software program because your statement will be shared publicly. Use Arial, Calibri, Times or Times New Roman font size 12.

Include the following:

- a) Your Name
- b) Position of Candidacy
- c) Interest in Serving in the Position
- d) Main Issue or Concern to be addressed
- e) Leadership Experience and Qualifications

**Your statement will also be part of the online ballot. Therefore, give a summary of the items above in 50 words or less – not counting your name and position.**

# DECLARATION OF CANDIDACY VERIFICATION FORM

**Due by 5:00 PM on March 19, 2018 to:**  
Winnie LaNier, Student Life & Leadership Center, T-108

Check one:  **Clubs and Events Board**       **Student Senate**

I, \_\_\_\_\_, hereby announce my candidacy for  
(Print Your Name)

the office of \_\_\_\_\_.

I, the undersigned, hereby state that:

- ✓ I have reviewed the ASCRC Constitution and Bylaws;
- ✓ I am a CRC student in good standing (academic and student conduct) and meet all of the requirements to run for office;
- ✓ If elected, I will maintain the minimum eligibility requirements and perform the duties of my position in accordance with the Constitution and Bylaws;
- ✓ My "Statement of Intent," is included that notes my interest in serving in the position, an issue or concern I will address if elected, and a description of my leadership experience and qualifications (see other side for the format guide);
- ✓ The endorsement sheet with at least fifty (50) signatures of enrolled CRC students is included.

STUDENT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PHONE (Indicate if Home, Work or Mobile) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-mail \_\_\_\_\_

## CANDIDATE PUBLIC INFORMATION SECTION

Do you have previous student association experience? \_\_\_ Yes \_\_\_ No. If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for seeking Office: \_\_\_\_\_

\_\_\_\_\_

By signing below, I agree that the information provided on the "Candidate Public Information" section, including my photo, and "Statement of Intent" may be published in any CRC publication or website.

STUDENT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_



Please print clearly.

## ASCRC Petition

I, \_\_\_\_\_, am circulating this petition in order to run for the position of \_\_\_\_\_ on the

Check one:  Clubs and Events Board       Student Senate

for the 2018-2019 academic year. Each candidate must file a nominating petition containing signatures of at least 50 students enrolled at CRC for the current semester. It is recommended that I gather 24 additional signatures to assure that I meet the requirement for a minimum of 50 enrolled students. Missing or illegible names or Student ID #'s are considered invalid and will not be counted among the 50 required signatures.

### ENDORSEMENTS FOR CANDIDATE PETITION

As a currently enrolled student of Cosumnes River College, I do hereby, endorse this candidate.

#	PRINT NAME CLEARLY	STUDENT ID NO.	SIGNATURE
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## ENDORSEMENTS FOR CANDIDATE PETITION

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## ENDORSEMENTS FOR CANDIDATE PETITION

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***To be completed by the Student Life & Leadership Center:***

Date Submitted: \_\_\_\_\_ GPA Verification: \_\_\_\_\_ Petition Verification: \_\_\_\_\_

SGVT 300 or 495: \_\_\_\_\_ Candidacy: \_\_\_\_\_ Staff: \_\_\_\_\_

Forum Participation: \_\_\_\_\_ Orientation: \_\_\_\_\_ Staff: \_\_\_\_\_

**Associated Students of Cosumnes River College  
CAMPAIGN EXPENDITURE FORM**

Submittal is in accordance with LRCCD Regulation R-2311 section 5.7

**\*\* This form is due even if you have no expenditures. \*\***

**Attach receipts and submit by 3:00pm on Friday, 4/6/18 to:  
Winnie LaNier, Student Life & Leadership Center, T-108**

Candidate's Name: \_\_\_\_\_

Receipt Attached	Item/Service	Vendor/Provider	Date Purchased	\$ Amount Expended

**\*\* Copy and attach additional sheets as needed. \*\***

Supplemental **Final Expenditure** Form is **due by 3:00pm on Thursday, 4/12/18**; submit to:  
Winnie LaNier, Student Life & Leadership Center, T-108

**Associated Students of Cosumnes River College**  
**CAMPAIGN FINAL EXPENDITURE FORM**

Submittal is in accordance with LRCCD Regulation R-2311 section 5.7

**\*\* This form is due even if you have no expenditures. \*\***

**Attach receipts and submit by 3:00pm on Thursday, 4/12/18 to:  
Winnie LaNier, Student Life & Leadership Center, T-108**

Candidate's Name: \_\_\_\_\_

Receipt Attached	Item/Service	Vendor/Provider	Date Purchased	\$ Amount Expended

**\*\* Copy and attach additional sheets as needed. \*\***