

# CANDIDATE APPLICATION CHECKLIST

## Commissioner of Community Affairs

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A checklist is provided for the items in this packet that need to be emailed to AS Election Supervisor, Eliza Miller: [Emiller27@csuchico.edu](mailto:Emiller27@csuchico.edu) no later than the deadline, **Noon, Friday, September 3rd, 2021.**

**No late or incomplete applications will be accepted.**

The Commissioner of Community Affairs acts as the link between the Associated Students and the local community. This position chairs the [Community Affairs Council](#). Together they are responsible for developing active partnerships with local agencies and organizations in an effort to promote community events, facilitate community outreach and participate in campus and community activities. Additionally, this position serves on campus-wide committees and act as a liaison between students and college administrators to increase communication, interaction, and cooperation between administration, the community, and the Associated Students. A full description of Commissioner of Community Affairs position and requirements can be found at: [www.as.csuchico.edu](http://www.as.csuchico.edu), under "About Us." If you have any questions regarding the application process or the position, please contact Election Supervisor, Eliza Miller at [Emiller27@csuchico.edu](mailto:Emiller27@csuchico.edu).

### BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS:

- ☐ **Completed & Signed Candidate Application**
- ☐ **Completed & Signed Records Release**
- ☐ **Signed Conditions of Eligibility Agreement**
- ☐ **Signed Appointed Position Agreement**
- ☐ **Attach your responses to both supplementary questions:**
  - When you think of the Chico State "community" what do you imagine? Groups/Goals/Needs/etc?
  - What makes you the **best** person for this position?

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Are you available for bi-weekly meetings on Wednesdays from 2:30pm - 4:00pm.    ☐ Yes   ☐ No

Please initial the following statement to indicate that you understand that this is a mandatory expectation of the position:

**I understand that I must be available to attend the Winter Training on Saturday, January 29<sup>th</sup>, 2022. (Please initial \_\_\_\_\_)**

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED  
DEADLINE IS NOON, FRIDAY, SEPTEMBER 3rd, 2021  
PACKETS NEED TO BE EMAILED TO EMILLER27@CSUCHICO.EDU

## CANDIDATE APPLICATION

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POSITION SOUGHT: \_\_\_\_\_

NAME: \_\_\_\_\_  
(AS LISTED WITH THE UNIVERSITY REGISTRAR)

NAME: \_\_\_\_\_ PRONOUNS: \_\_\_\_\_  
(PREFERRED NAME) (PREFERRED GENDER PRONOUNS)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PORTAL ID # (LIST ALL ZEROS): \_\_\_\_\_

MAJOR: \_\_\_\_\_

### GENERAL REQUIRMENTS

*(Keep in mind that remedial class units **do** count towards total units)*

TOTAL COMPLETED UNITS on current transcript: \_\_\_\_\_  
(includes units transferred from other institutions) (141 units is the maximum at time of filing)

TOTAL UNITS CURRENTLY ENROLLED AT CSU, Chico: \_\_\_\_\_

TOTAL UNITS COMPLETED AT CSU, Chico: \_\_\_\_\_

TOTAL SEMESTERS COMPLETED AT CSU, Chico: \_\_\_\_\_ CUMULATIVE GPA: \_\_\_\_\_

ANTICIPATED GRADUATION DATE: \_\_\_\_\_

### CERTIFICATION

**I certify that the above information is correct and verifiable**, that I am a member of the Associated Students of California State University, Chico, that I meet the requirements for the above office as stated in the Bylaws of the Associated Students of California State University, Chico, that I am making reasonable progress toward an educational goal in order to meet requirements of the Board of Trustees, and that I place my name on file for the above stated office of my own free will.

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Candidate's Signature

Date

# RECORDS & INFORMATION RELEASE

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Vacancy for Commissioner of Community Affairs

## EDUCATIONAL RECORDS

I, the undersigned student, hereby authorize California State University, Chico to release the specified educational records and information in accordance with this FERPA Release:

**Records to Release: All Educational Records and Information**

**To: The Associated Students, Government Affairs Office**

I understand that if I am deemed eligible to file for and subsequently seek an elected position that this consent shall remain in effect until revoked by me in writing or until the end of my term of office.

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Candidate's Portal ID (List All Zeros)

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Candidate's Printed Name

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Candidate's Signature

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Date

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Are you currently employed by the Associated Students?

☐ Yes      ☐ No

If yes, where? \_\_\_\_\_

Are you currently employed in an Associated Students Contract program (CLIC, CCLC, GSEC or the STAR Center)?

☐ Yes      ☐ No

If yes, where? \_\_\_\_\_

## CONDITIONS OF ELIGIBILITY AGREEMENT

Per the Associated Students By-Laws these eligibility requirements must be met by applicants:

### **For Executives, Directors, and Commissioners**

(Article VIII, Section 2. of the Restated Bylaws of the Associated Students of California State University, Chico)

(a) The Student Directors shall possess at the time they file for and/or hold office the following minimum qualifications: (1) If enrolled as undergraduate students, they must be enrolled in and earn at least nine units of credit per semester while running for and/or holding office. They must have a 2.5 cumulative GPA and maintain a 2.3 campus GPA each semester in office; (2) undergraduate students shall have completed a minimum of 45 college class units but no more than 132 college class units at the time of filing, 12 of which shall have been earned at CSUC; (3) if enrolled as post-baccalaureate students, they must be enrolled in and earn at least six units of credit per semester, and be enrolled and making satisfactory progress in a degree program while running for and/or holding office. They also must have and maintain a post-baccalaureate minimum cumulative campus GPA of 3.0; (4) graduate students must have completed a minimum of six units earned at CSUC, but no more than 38 graduate class units overall at the time of filing. If undergraduate work was taken at CSU, Chico, those undergraduate units will count towards the six required units; (5) undergraduates and graduate students shall have been enrolled in and shall have completed at least one semester at CSUC immediately preceding that in which they file for and/or assume office and be enrolled as a student at CSUC for the semester immediately following such completed semester at the time they file for and/or assume office of the corporation; and, (6) neither shall they be on academic or disciplinary probation at any time during any semester in which they run for or hold office. In addition, the AS Vice President of Business and Finance shall possess such additional qualifications, if any, that may be determined from time to time by the Board. These may include, but not be limited to, the successful completion of undergraduate or graduate college classes in the subject areas of business, accounting, finance, economics, and law.

AS. Bylaws (Restated Constitution) page 5 The additional elected officers of the corporation (the "Commissioners") who serve on the Government Affairs Committee also shall possess all of the same qualifications of the Student Directors as listed above, including the requirement that they shall have completed and earned 12 college class units at CSUC if an undergraduate, or 6 if a graduate student, but they shall not be required (i) to have completed a minimum of 45 college class units or (ii) to have been enrolled in and completed at least one semester at CSUC immediately preceding that in which they file for and/or assume office. The Student Directors and Commissioners are sometimes referred to herein collectively as the "Elected Officers."

### **For College Senators**

(Section VI, 2. Student Academic Senate Code)

One (1) student elected annually by the members of the AS from each of the seven (7) Academic Colleges, known henceforth as "Senators." Senators shall possess all of the same qualifications of Commissioners of the AS set forth in Article VIII., Section 2. of the Restated Bylaws of the AS, in addition to being a declared major in the college they represent.

You are NOT eligible if:

- You are a CSU student enrolled in Continuing Education – this includes taking classes through Open University
- You are a Butte College student

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Signature

Date

## APPOINTED POSITION AGREEMENT

### Commissioner of Community Affairs

In consideration of declaring my candidacy for an elected position for the Associated Students (AS) of California State University, Chico and to qualify for and serve in such position if selected, and as both a condition to and as a continuing qualification of serving in such position I, \_\_\_\_\_,

1. Understand that my eligibility for the position I am seeking has been reviewed and confirmed. If appointed, I understand my eligibility will be reviewed several times during my term.
2. Have read and fully understand the Bylaws of the AS and particularly the provisions thereof dealing with the position which I seek and the obligations and duties thereof. (Bylaws available online at <http://as.csuchico.edu> under the "About Us" tab or a copy can be provided to you in BMU 220).
3. Have read and fully understand the statement of duties for the office and the codes and the policies of the AS applicable to such position. (Available online at [www.as.csuchico.edu](http://www.as.csuchico.edu)).
4. Agree that if I am appointed to the position, I shall fully and faithfully perform the duties of such position as set forth in the Bylaws and in the statement of duties for the position or as otherwise provided by law and adhere to all codes and policies of the AS and University applicable to such office or generally to directors, officers and senators of the AS.
5. Understand if I am serving in a Board of Directors position that during my term of Office as a BOD member, I may not be employed elsewhere by the Associated Students (AS).
6. Acknowledge and agree that should I fail or neglect to perform the duties of the position, I may be removed from the position and a vacancy in such position declared by the AS Board of Directors, as provided in the Bylaws.
7. Acknowledge and agree that should I fail or neglect to perform the duties of the position that the compensation for my position which I am otherwise entitled may be withheld or reduced by the AS Board of Directors, as provided in the Bylaws.
8. Agree that the acknowledgments and agreements set forth herein are a material consideration for the AS allowing me to file and campaign for an elected position and constitute both conditions precedent and conditions concurrent to and continuing qualifications of my serving in such position.

Executed at Chico, California on: \_\_\_\_\_, 2021

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
(For Office Use Only)

#### ELIGIBILITY CERTIFICATION

In consideration of the foregoing acknowledgments and agreements, the Associated Students of California State University, Chico hereby agrees that the above applicant may be considered as an appointee for a Commissioner position and serve in such position if selected so long as all eligibility conditions and qualifications remain satisfied.

Associated Students of California State University, Chico

\_\_\_\_\_  
Signature of AS Election Supervisor – Eliza Miller

\_\_\_\_\_  
Date