



## **Vice President of Business and Finance**

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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, Wednesday, April 20th, 2022.**

**No late or incomplete applications will be accepted.  
Packets must be turned in via Email to [emiller27@csuchico.edu](mailto:emiller27@csuchico.edu).**

The Vice President of Business and Finance is a voting member of the AS Board of Directors and chairs the AS Business Committee. This role represents the students in decision-making around AS businesses like AS Dining Services, and the bookstore. Additionally, this position serves on campus-wide committees such as the Campus Fee Advisory Committee and the University Budget Committee. A full description of this position and requirements can be found at: [as.csuchico.edu/duties-codes-and-policies](http://as.csuchico.edu/duties-codes-and-policies). 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**
- ☐ **Additional Filing for VPBF (and Unofficial Transcript)**
- ☐ **Include your responses to the following supplementary question below:**

1. Please share a few reasons you feel qualified for this position. Answer in the space below.

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED  
DEADLINE IS NOON, WEDNESDAY, APRIL 20<sup>th</sup>, 2022  
PACKETS NEED TO BE EMAILED TO EMILLER27@CSUCHICO.EDU

# APPOINTMENT APPLICATION

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POSITION SOUGHT: \_\_\_\_\_ Vice President of Business and Finance \_\_\_\_\_

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

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

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

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

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

## GENERAL REQUIREMENTS

- a) **PLEASE NOTE:** Graduating seniors who have applied for admission to a graduate program at CSU, Chico, must have a cumulative GPA of 2.0 and cannot have earned or completed in excess of 150 units at the time of filing.

TOTAL UNITS **COMPLETED** as shown on current CSUC transcript: \_\_\_\_\_  
(To be eligible, you CANNOT have earned or completed MORE than 135 total units as of the end of Fall 2021.  
NOTE: This includes units earned through AP courses and/or transferred from other institutions)

TOTAL UNITS **COMPLETED** at CSU, Chico: \_\_\_\_\_  
(Minimum 12)

TOTAL UNITS **CURRENTLY ENROLLED** for Spring 2022: \_\_\_\_\_

TOTAL **PLANNED** UNIT LOAD for Fall 2022: \_\_\_\_\_  
(If appointed, you cannot exceed 150 total earned or completed units by the end of the Fall 2022 semester)

TOTAL SEMESTERS **COMPLETED** at CSU, Chico (do **not** include Spring 2022): \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ ANTICIPATED GRADUATION DATE \_\_\_\_\_  
(Minimum cumulative GPA of 2.0)

## 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 elected representative position 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 seek a determination of my eligibility to apply for appointment to an elected office in the AS Spring 2022 Election.

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Candidate's Signature

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Date

# ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, CHICO

## Receipt and Acknowledgment Form

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 six units while running for and earn at least nine units of credit per semester while holding office. They must have a 2.0 cumulative GPA and maintain a 2.0 campus GPA each semester in office; (2) undergraduate students shall have completed a minimum of 45 college class units but no more than 135 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 2.0; (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.

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Name

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Signature

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Date

# CONDITIONS OF ELIGIBILITY AGREEMENT

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You are not eligible if:

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

I understand that as an elected representative, I must comply with the Bylaws of the AS and particularly the provisions thereof dealing with the position which I hold 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).

I 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 <https://as.csuchico.edu/index.php/government-affairs/election/>)

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.

I 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.

I acknowledge and agree that should I fail or neglect to perform the duties of the position that the compensation for my position to which I am otherwise entitled may be withheld or reduced by the AS Board of Directors, as provided in the Bylaws.

I 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) effective the first day of my term in office.

I have been given adequate time to read and consider the conditions of my position with the Associated Students. I further acknowledge that failure to comply with the AS Bylaws or any AS policy may result in disciplinary action up to and including termination of my position.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# APPOINTED POSITION AGREEMENT

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In consideration of submitting my application for the elected representative position of Vice President of Business and Finance for the Associated Students (AS) of California State University, Chico & to qualify for and serve in such position if appointed, & as both a condition to & as a continuing qualification of serving in such position I,

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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)
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 [as.csuchico.edu](http://as.csuchico.edu), or [this link](#))
4. Agree that if I am elected 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) beginning May 15th, 2022.
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: \_\_\_\_\_, 2022

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Candidate's Signature

# RECORDS & INFORMATION RELEASE

2022-2023

## 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 the appointment process or, if appointed, until the end of my term of office.

\_\_\_\_\_  
Candidate's Portal ID (List All Zeros)

\_\_\_\_\_  
Candidate's Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eliza Miller, Election Supervisor

\_\_\_\_\_  
Date

## Important to note:

**If appointed, the following scheduled events are mandatory. Initial to acknowledge each date.**

Meet with the current elected representative about the position	No later than May 4 <sup>th</sup>	
Representatives meet with AS Professional Staff	No later than May 4 <sup>th</sup>	
GAO Transition Ceremony	Thursday, May 5 <sup>th</sup> , 2022 1 PM-4 PM	
VPBF attends final ASBC meeting of 2021-22	May 9 <sup>th</sup> @ 2:00 pm	
<b>Fall Training: All Elected Reps</b>	August 8-16 <sup>th</sup> , 2022	
Winter Training	Saturday, January 28 <sup>th</sup> , 2023	

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, KCSC, or the STAR Center)?

☐ Yes ☐ No

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

If appointed, I would like my pronouns included on my nametag: ☐ Yes ☐ No

Polo/Shirt Size: \_\_\_\_\_

# Additional Filing for VP of Business and Finance

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## AS General Elections 2022

The following information is required as proof of eligibility to apply for the position of **AS Vice President of Business and Finance** as stated in the AS Bylaws (available online at <https://as.csuchico.edu/duties-codes-and-policies>).

This information is confidential and will not be released.

For eligibility, you **must have completed at the time of filing** the courses required for the Pre-Business Prerequisite Core curriculum for a Bachelor of Science in Business Administration as defined in the California State University, Chico catalog with a minimum of **2.0 GPA**. In the list below, please write the grade you earned for each class. **Attach an unofficial transcript to verify course completion.** (Unofficial transcripts can be obtained through the Records Office in SSC 220 or your *Student Center* located on your portal account.)

**7 courses required:** (Some required classes vary for catalog years prior to 2018-19)

<u>Course</u>	<u>Units</u>	<u>Grade</u>
ACCT 201: Intro to Financial Accounting	3.0	_____
ACCT 202: Intro to Managerial Accounting	3.0	_____
BLAW 203: Introduction to Business Law	3.0	_____
ECON 102: Principles of Macro Analysis	3.0	_____
ECON 103: Principles of Micro Analysis	3.0	_____
MATH 107: Finite Math for Business	3.0	_____
MATH 108: Statistics of Business and Economics	3.0	_____

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I certify the above is a true and correct representation of classes taken and grades received.

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Candidate's Printed Name

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Candidate's Signature

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Date

I hereby release my transcripts to the Associated Students for the purpose of verifying my eligibility for candidacy for the office of Vice President of Business and Finance.

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Candidate's Signature

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Date