

CANDIDATE APPLICATION CHECKLIST

Commissioner for Student Organizations and Resources

A checklist is provided for the items in this packet that need to be returned to the Government Affairs front desk located in BMU 220 no later than the deadline, **NOON, Friday, December 6, 2019** No late or incomplete applications will be accepted.

The Commissioner for Student Organizations and Resources is the chair of the Event Funding Allocation Council, and a voting member of the Government Affairs Committee. This is a scholarship position and as such has minimum requirements including 5 office hours a week in addition to scheduled committee and council meetings as listed below. A full description of the Commissioner of Student Organizations and Resources position and requirements can be found at: https://as.csuchico.edu/wp-content/uploads/AS18_DutiesforCommStudentOrgsandResources_121218.pdf

If you have any questions regarding the application process or the position,
please contact Eliza Miller at Emiller27@csuchico.edu OR
Jon Slaughter, Director of AS Programs & Govt. Affairs Jslaughter@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 these **two** supplementary questions:
 - Describe in your own words how you would proactively support student based clubs and organizations on Chico State's campus within the Commissioner role?
 - What specific experiences do you bring to the position and how do you see those as helping you be successful as the Commissioner of Student Organizations and Resources?

For spring training, it is preferred that you are available for all of the following meeting times:

Are you available for bi-monthly meetings on Mondays, from 12:00pm - 1:30pm ☐ Yes ☐ No

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

I understand that I must be available to attend the Officers Retreat All Day Wednesday, Jan. 15 – Thursday, January 16, 2020. This includes an overnight stay. (Please initial_____)

If offered the position, I understand that I must complete all paperwork and submit acceptance of the position paperwork as outline in the offer letter. (Please initial_____)

I understand that if I am offered the role, I must coordinate a meeting with the Assistant Director of AS Programs and Government Affairs to discuss transition by Friday, December 20th @ 5PM (Please initial_____)

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED
DEADLINE IS NOON, FRIDAY, DECEMBER 6, 2019
PACKETS NEED TO BE RETURNED TO BMU 220 – phone: 530.898.5701

CANDIDATE APPLICATION

POSITION SOUGHT: Commissioner of Student Organizations and Resources

NAME: _____
(AS LISTED WITH THE UNIVERSITY REGISTRAR)

NAME: _____ PRONOUNS: _____
(PREFERRED NAME) (PREFERRED GENDER PRONOUNS)

ADDRESS: _____

LOCAL PHONE: _____ MESSAGE PHONE: _____

E-MAIL ADDRESS: _____

PORTAL ID # (LIST ALL ZEROS): _____

MAJOR: _____

GENERAL REQUIREMENTS

*(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.

Candidate's Signature

Date

RECORDS & INFORMATION RELEASE

Vacancy for Commissioner of Diversity 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.

Candidate's Portal ID (List All Zeros)

Candidate's Printed Name

Candidate's Signature

Date

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) 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 must also maintain a post-baccalaureate minimum cumulative campus GPA of 3.0; (3) each 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; (4) each shall have been enrolled in and shall have completed at least one semester at CSUC immediately preceding that in which he or she files for and/or assumes office and be enrolled as a student at CSUC for the semester immediately following such completed semester at the time he or she files for and/or assumes office of the corporation; and, (5) neither he nor she shall be on academic or disciplinary probation at any time during any semester in which he or she runs for or holds 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. 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, 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 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

Signature

Date

APPOINTED POSITION AGREEMENT

Commissioner of Student Organizations and Resources

In consideration of declaring my application for a Commissioner 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 elected, 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).
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).
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: _____, 2019

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 **OR**
Jon Slaughter, Director of AS Programs & Govt. Affairs

Date