

**This is not an official application**

This document is intended as reference.  
If you are interested in running for office, please pick-up  
an **official copy** from **BMU 220**, starting on **2/28/19**.

# INTENT TO FILE CHECKLIST

## AS Election 2019

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Prior to submitting my Intent to File application, I \_\_\_\_\_ hereby state that I have read the following documents related to the eligibility and duties associated for the elected position I seek.

- AS Corporate Bylaws or the Student Academic Senate Code pertaining to eligibility and terms of elected positions. Language for either may be found on the AS website at <http://as.csuchico.edu> under the "About Us" tab.
- DUTIES FOR THE POSITION I SEEK: Complete duties for all elected positions can be found at: <https://as.csuchico.edu/index.php/duties-codes-and-policies/>

### Included in this packet are the following forms completed forms:

- Intent to File
- Receipt Acknowledgment of Eligibility Requirements
- Records Release
- Additional Filing for VP of Business & Finance (if applicable)

### THE INTENT TO FILE DEADLINE IS NOON, FRIDAY, MARCH 15, 2019.

Your packet must be received and reviewed by Eliza Miller, AS Election Supervisor, BMU 224A. Please schedule an appointment to review your packet by calling 898-4988 or emailing [Emiller27@csuchico.edu](mailto:Emiller27@csuchico.edu) prior to the deadline.

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Eliza Miller

Date

I understand that I will be notified of my eligibility status by the campus email address I have provided no later than noon, MARCH 25, 2019. If determined to be eligible, I may pick up a **Declaration of Candidacy** packet at noon on MARCH 25, 2019 at Government Affairs, BMU 220. The completed **Declaration of Candidacy** packet will be due by NOON on MARCH 28, 2019 to the Election Supervisor in BMU 224A

# INTENT TO FILE

## AS Spring 2019 Election

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

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

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

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

LOCAL PHONE: \_\_\_\_\_ MESSAGE PHONE: \_\_\_\_\_

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

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

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

### GENERAL REQUIREMENTS

- a) **PLEASE NOTE:** To be eligible to run for any elected office you **CANNOT** have earned or completed **MORE** than 132 total units as of the end of the Fall 2018 semester and you must also have a minimum cumulative GPA of 2.5. In addition, if elected, you cannot exceed 150 total earned or completed units by the end of the Fall 2019 semester. Graduating seniors who have applied for admission to a graduate program at CSU, Chico must have a cumulative GPA of 2.5 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: \_\_\_\_\_  
(NOTE: This includes units earned through AP courses and/or transferred from other institutions)

TOTAL UNITS **COMPLETED** at CSU, Chico: \_\_\_\_\_

TOTAL UNITS **CURRENTLY ENROLLED** for Spring 2019: \_\_\_\_\_

TOTAL **PLANNED** UNIT LOAD for Fall 2019: \_\_\_\_\_

TOTAL SEMESTERS **COMPLETED** at CSU, Chico (do **not** include Spring 2019): \_\_\_\_\_

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 elected 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 determination of my eligibility to run for elected office in the AS Spring 2019 Election.

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

\_\_\_\_\_  
Date

ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, CHICO  
Receipt and Acknowledgment Form

**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.

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Name (please print)

Signature

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Date

## CONDITIONS OF ELIGIBILITY AGREEMENT

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

I understand that as an elected officer, 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/duties-codes-and-policies/>)

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 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

# RECORDS & INFORMATION RELEASE

2019-2020

## 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 2019 AS General Election or, if elected, until the end of my term of office.

Are you currently employed by the Associated Students?  Yes  No

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Important to note:

**If elected, the following scheduled events are mandatory:**

Newly Elected Officers and Senators Orientation	Saturday, April 27 <sup>th</sup> Time TBD
Officers and Senators Transitions And Work Shadowing	Wednesday, May 1 <sup>st</sup> through Wednesday, May 15 <sup>th</sup>
New Officers and Senators Induction Ceremony	Wednesday, May 8 <sup>th</sup> Time TBD
BOD Training Begins	Friday, August 9 <sup>th</sup>
Commissioner Training Begins	Tuesday, August 13 <sup>th</sup>
Senator Training Begins	Tuesday, August 13 <sup>th</sup>
January 2020 Retreat	Wednesday, January 15 <sup>th</sup> and Thursday, January 16 <sup>th</sup>

\*some dates are subject to change\*

# Additional Filing for VP of Business and Finance

AS General Election 2019

The following information is required as proof of eligibility to run for the position of **AS Vice President of Business and Finance** as stated in the AS Bylaws (available online at <http://www.aschico.com/dutiescodesandpolicies> or in BMU 220). This information is confidential and will not be released.

For eligibility you **must have completed at the time of filing** the courses (21 units) 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 in your *Student Center* located on your portal account.)

<u>Course</u>	<u>Units</u>	<u>Grade</u>
<b>6 courses required:</b>		
ACCT 201: Intro to Financial Accounting	3.0	_____
ACCT 202: Intro to Managerial Accounting	3.0	_____
BADM 101: Understanding Global Business	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	_____
<b>1 course selected from:</b>		
BADM 103: Statistics of Business & Econ	3.0	_____
MATH 105: Statistics	3.0	_____
MATH 108: Statistics of Business & Econ	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