APPLICATION CHECKLIST
AS Executive Vice President

A checklist is provided for the items in this packet which need to be returned to BMU 220 no later than the deadline, Feb. 5, 2018, at NOON. No late or incomplete applications will be accepted.

The AS Executive Vice President (EVP) is a voting member of the AS Board of Directors, chairs the Government Affairs Committee, and serves as the Chief Budget Officer for Activity Fee funded programs. This is a paid position and as such has minimum job requirements including 10 office hours a week in addition to scheduled committee/board meetings. A full description of the Executive Vice President position and job requirements can be found at https://as.csuchico.edu/wp-content/uploads/AS17_Duties_ExecutiveVicePresident0920.pdf

If you have any questions regarding the application process or the position, please contact Nan Timmons at Ntimmons@csuchico.edu.

BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS:

☐ Completed & Signed Application
☐ Completed & Signed Records & Work Status
☐ Signed Conditions of Eligibility Agreement
☐ Signed Appointed Position Agreement
☐ Please attach your responses to these two supplementary questions:
  • Please share your knowledge of the AS Executive Vice President’s role within Government Affairs.
  • What issues are you passionate about and what would be your goals in office for the remainder of this academic year?

Are you available for weekly Monday meetings 4:00 – 5:30 pm? ☐ Yes ☐ No
Are you available for bi-weekly Wednesday meetings 3:30-5:00 pm? ☐ Yes ☐ No

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED
DEADLINE IS NOON, Feb. 5, 2018
PACKETS NEED TO BE RETURNED TO BMU 220
530.898.5701
APPLICATION

POSITION SOUGHT:  AS Executive Vice President

NAME:  ____________________________________________________________
       (AS LISTED WITH THE UNIVERSITY REGISTRAR)

NAME:  ____________________________________________________________
       (PREFERRED NAME)

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)

TOTAL UNITS CURRENTLY ENROLLED AT CSU, Chico:   _____________________________

TOTAL UNITS COMPLETED AT CSU, Chico:  _____________________________

TOTAL SEMESTERS COMPLETED AT CSU, Chico:  ________ CUMULATIVE GPA:  _______

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.

_________________________________________  ___________________________
Applicant’s Signature  Date
RECORDS & INFORMATION RELEASE

Vacancy for Executive Vice President

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 apply and am subsequently selected to fill the position that this consent shall remain in effect until revoked by me in writing or until the end of my term of office.

__________________________________________
Applicant’s Portal ID (List All Zeros)

__________________________________________
Applicant’s Printed Name

__________________________________________
Applicant’s Signature Date

WORK STATUS

I, the undersigned student, do hereby state that I am legally able to work in the United States and in the State of California. I understand that, IF SELECTED, I must provide the acceptable documents required for Employment Eligibility Verification.

__________________________________________
Applicant’s Printed Name

__________________________________________
Applicant’s Signature Date

Are you currently employed by the Associated Students? □ Yes □ No

Have you ever worked for the Associated Students? □ Yes □ No

If Yes, what was your: Separation Date:__________________

Are you eligible for rehire? __________

Nan Timmons, Election Supervisor Date
CONDITIONS OF ELIGIBILITY AGREEMENT

All OFFICERS AND SENATORS must meet the student criteria listed below to be eligible to continue their position with the Associated Students.

- Enrolled in 6 units for undergraduates
- Enrolled in 4 units for graduates
- Maintain GPA as listed in the AS bylaws

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

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

The Executive Vice President applicants shall possess at the time they apply for and/or hold office the following minimum qualifications: (1) If enrolled as an undergraduate student, they must be enrolled in and earn at least nine units of credit per semester while holding office. They must have a 2.5 cumulative GPA when applying; (2) if enrolled as a post-baccalaureate student, 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 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 150 college class units at the time of applying, 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 assumes office and be enrolled as a student at CSUC for the semester immediately following such completed semester at the time he or she 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 holds office.
In consideration of declaring my application for the Executive Vice President 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 selected, 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 selected 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 apply 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: ____________________________, 2018

Applicant’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 fill the vacancy for the Executive Vice President 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 – Nan Timmons

Date