



# ASSOCIATED STUDENTS

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## NAPA VALLEY COLLEGE

### 2019-2020 Election Packet & Candidate Application

Congratulations on your decision to run for office!

Student government provides an excellent leadership training experience and makes a great addition to any academic or professional resume. The experience also brings excellent opportunities to meet others in leadership and develop long lasting relationships.

Benefits include:

- Stipend
- Eligibility for enroll in NVC Leadership Academy and/or Leadership Credit Courses
- Annual Leadership Retreat
- Parking Pass
- Free Admission to all NVC and ASNVC events/performances

The Associated Students of Napa Valley College Board is essential to the operation of the college and success of its student body. Thank you for your commitment to this leadership role and your fellow students. If you have any questions regarding the Election Packet & Candidate Application, contact the Office of Institutional Advancement at (707) 256-7110.

**All Election Packets and Candidate Applications must be turned into the Office of Student Life in room 1342 no later than 5PM on Monday, April 8, 2019.**

### Important Dates

Milestone	Date(s)
Candidate Application Packet Available	3/18/2019
Candidate Applications Due	4/8/2019
Ballot Language Finalized and Released	4/10/2019
<i>Spring Break</i>	4/15-4/18
<i>NVC holiday</i>	4/19/2019
Voting (over 2 days)	4/24 - 4/25
Release Election Results	5/1/2019
Student Trustee Sworn In	5/9/2019
Student Trustee Takes Office	5/15/2019
All Other ASNVC Officers Take Office	6/1/2019

## Candidate Eligibility

To be considered an eligible candidate you must complete the following:

- Complete an ASNVC Election Packet.
- Attach a current copy of your NVC transcript showing you have maintained a cumulative 2.00 GPA, are currently enrolled in 5 or more units, and that you have successfully completed or will complete 5 units by the Spring 2019 semester. If elected, candidates must maintain at least a 2.00 GPA while in office. In accordance with the Americans with Disabilities Act, any student with ADA support may waive the 5-unit requirement. Contact the ASNVC front office for more information.
- Candidate must have read the ASNVC Constitution and Bylaws. *Candidates must sign Student Contract, if elected.* <http://www.napavalley.edu/studentaffairs/ASB/Pages/default.aspx>
- Turn in ASNVC Election Packet to Office of Student Life, Rm. 1342 by 4/8/19 at 5 PM.
- OPTIONAL:* Interview the person who is currently holding the position you are seeking to become or the Coordinator of Student Life.

## Campaign Regulations

All candidates must adhere to campaign regulations listed below:

- Only candidates who have turned in an Election Packet & Candidate Application may campaign.
- Candidates may use ASNVC white copy paper and copier to make 25 copies a week. Document the copies on audit binder located next to the printer in The Office of Student Life, Room 1342.
- On Election Day, candidates must stand at least 50 feet away from polling stations and cannot leave campaign material within 50 feet of the polling stations.
- Posters or any other visual campaign material must follow campus posting regulations:
  - Candidates may hand out flyers to students, staff, and faculty.
  - Publicity (flyers, posters, or any form of social media) may not be libelous, contain profanity or be negative towards another candidate.
  - Candidates may **not** post campaign materials on white boards, doors, or in classrooms.
  - Candidates will be responsible for the removal of their campaign posters within one week following the election.

For more information, please contact the ASNVC Office.

*Election Commissioners and the Coordinator of Student Life will determine if any candidates have violated campaign regulations and provide an appropriate corrective action if necessary.*

# **ASNVC Board Opportunities**

The ASNVC Board shall consist of the President, Vice President, Secretary, Student Trustee, Treasurer, Events Coordinator, and five Senators-at-Large.

## **PRESIDENT**

- Serves as chairperson of ASNVC Board meetings.
- Serves on Napa Valley College's Council of Presidents.
- Responsible for giving notice of all ASNVC Board meetings as required by the Brown Act, and ensures that minutes are prepared for permanent record of Board action. (See Secretary)
- The ASNVC President shall not serve as President or Vice President of another NVC student club or organization.

## **VICE PRESIDENT**

- Becomes President of ASNVC Board in the absence of President.
- Responsible for coordination of student representation on campus committees.
- The ASNVC Vice President shall not serve as President or Vice President of another NVC student club or organization.
- Shall ensure that Board performs their General Obligations. (See next page)

## **SECRETARY**

- Responsible for creation and posting of all ASNVC Board meeting minutes, in collaboration with ASNVC President.
- Responsible for replying to correspondence addressed to ASNVC Board.
- Responsible for tracking attendance at ASNVC meetings and events.

## **STUDENT TRUSTEE**

- Serves as liaison between ASNVC and the Napa Valley Community College District Board of Trustees.

## **TREASURER**

- Responsible for tracking and processing all financial activities of the ASNVC Board.
- Responsible for maintaining an accurate, up-to-date budget.
- Responsible for working with the District's Business Office to ensure financial oversight and compliance.

## **EVENTS COORDINATOR**

- Shall facilitate planning of events hosted by any member of the Board, ensuring their compliance with necessary procedures.
- Shall promote ASNVC events and initiatives.

## **SENATORS-AT-LARGE**

- Each senator shall act as a liaison between student body, college staff, and ASNVC.
- Shall seek potential funding sources for the Board.
- Shall interface with the student body in an effort to advocate for their issues and concerns.

## **General Obligations**

In addition to the specific responsibilities of their individual offices, all ASNVC Board members must perform the following duties:

- Maintain and uphold ASNVC Constitution.
- Attend ASNVC meetings, perform service hours, and perform other duties in accordance with the ASNVC Bylaws.
- Shall appoint a liaison between ASNVC Board and Student Senate for California Community Colleges.
- Shall provide a weekly report to Board Secretary as set forth in ASNVC Bylaws.
- Shall represent the interests and concerns of the student body in the college governance process, and other areas of the campus.

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