



2023-2024 Candidate Information and Application

Congratulations on your decision to run for office!

The Associated Students of Napa Valley College (ASNVC) 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 to your fellow students.

Benefits include:

- Stipend
- Eligibility to enroll in NVC Leadership Academy and/or Leadership Credit Courses
- Annual Leadership Retreat
- Free Parking Permit OR Bus Pass (20 rides)
- Free Admission to ASNVC events/performances
- Participate in Professional Development Opportunities & Expand your Resume

Please refer to the table below for key dates and deadlines.

Important Dates

Milestone	Date(s)	Academic Days
Candidate Application Packet Available	04/10/2023	--
Candidate Applications Due	04/21/2023	10
Electronic Voting	05/01/2023 – 05/05/2023	5
Release Election Results	05/08/2023	--
Student Trustee Sworn In	05/18/2023	--
All Other ASNVC Officers Take Office	06/05/2023	--

Candidate Eligibility

To be considered an eligible candidate you must:

- ☐ Complete this Candidate Application.
- ☐ 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 Fall 2023 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.
- ☐ Be free of any student disciplinary actions over the last 5 years.
- ☐ Read the ASNVC Constitution (located at the end of the packet). See pages 5-6 for ASNVC roles and responsibilities.
- ☐ Submit via DocuSign or bring a printed and signed ASNVC Candidate Application to the Office of Student Life, building 1300, room 1342 by 04/21/2023 at 4 PM.
- ☐ Recommended but optional: Interview the person who is currently holding the position you are seeking to become or the Manager of Student Life.

Campaign Regulations

All candidates must adhere to campaign regulations listed below:

- ☐ Only candidates who have turned in a Candidate Application may campaign.
- ☐ Candidates may use white copy paper and copier to make 25 copies a week. Record the number of copies in the audit binder located next to the printer in the Office of Student Life, Room 1342.
 - Students may use off campus resources to create campaign materials
 - Posters are limited to 8.5 inches x 11 inches paper
- ☐ 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.
- ☐ On Election Day, if voting takes place in person, candidates must stand at least 50 feet away from polling stations and cannot leave campaign material within 50 feet of the polling stations.
- ☐ Any other regulations or procedures defined by Student and College Code of Conduct

Notice: The Elections Committee shall maintain the right to amend the regulations on a case-by-case basis. Candidates will be notified through email and social media of any changes, after a notification is sent, the rule will be applied.

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



ASSOCIATED STUDENTS
NAPA VALLEY COLLEGE

ASNVC Candidate Application

Name: _____ Birthday: _____

Desired Position: _____

Address: _____ City: _____

Zip Code: _____

Phone Number: _____ Email: _____

Student ID Number: _____

Units Completed: _____ GPA: _____ Major: _____

Please submit the following:

- ☐ An unofficial NVC transcript
- ☐ Attest that you have read a copy of the ASNVC Constitution by checking this box.
- ☐ A statement explaining why you are wishing to be appointed.

Please provide a statement of up to 100 words to be printed on general campaign material about your candidacy. Your name and major will also be advertised with this statement.

***Please make sure to follow all instructions. All items asked of candidates are required and anything extra will not be accepted/included. Once the items have been submitted, it WILL NOT be changed in any way. ***

Applicant Signature: _____ Date: _____

FOR ASNVC OFFICE USE ONLY

Reviewed by Manager of Student Life: _____ Date: _____

Notes: _____

Reviewed by Elections Commissioner: _____ Date: _____

Notes: _____



Name of ASNVC Member interviewed: _____

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MISSION STATEMENT

We the students of Napa Valley College (NVC), in order to protect and defend our rights as students, represent the interests of students in the college governance process; promote activities which stimulate intellectual, cultural, and social life of our college; and encourage a high standard of education, high ideals, and freedom of expression; do hereby establish this constitution for the Associated Students of Napa Valley College.

ARTICLE I - DEFINITIONS

- A. The name of the student body organization shall be the Associated Students of Napa Valley College; hereafter referred to as ASNVC.
- B. The elected or appointed representatives of ASNVC shall be collectively referred to as the ASNVC Board.

ARTICLE II - OBJECTIVE

The purpose of this association shall be to coordinate, harmonize, defend, and integrate students, student groups, clubs, and organizations within the realm of the Napa Valley Community College District (NVCCD). The ASNVC Board shall provide student representation through the process of shared governance, and shall participate in the Student Senate of California Community Colleges (SSCCC). (CA Ed Code 76060.5, §(c))

ARTICLE III - RULE PRIORITY

- A. Rules, laws, policies, or regulations will have precedence in the following order: Federal, State, Local, College, ASNVC Constitution, and ASNVC Bylaws.
- B. All other rules, laws, policies, or regulations adopted by the ASNVC Board must be subject to this constitution.

ARTICLE IV - CONSTITUTIONALITY

The provisions of the ASNVC Constitution are legal and constitutional. Any article, section, sub-section, sentence, clause or phrase that is held to be illegal or unconstitutional will not invalidate the entire document, article or section. It will invalidate only that which is held to be illegal or unconstitutional.

ARTICLE V - CONSTITUENCY

All currently enrolled Napa Valley College students shall be represented by the ASNVC Board. All current students may fully participate in this organization in accordance with the provisions set forth in the ASNVC Constitution, ASNVC Bylaws, and Napa Valley Community College District (NVCCD) policies of the Napa Valley College Board of Trustees.

ARTICLE VI - SHARED GOVERNANCE

SECTION 1 - DEFINITION

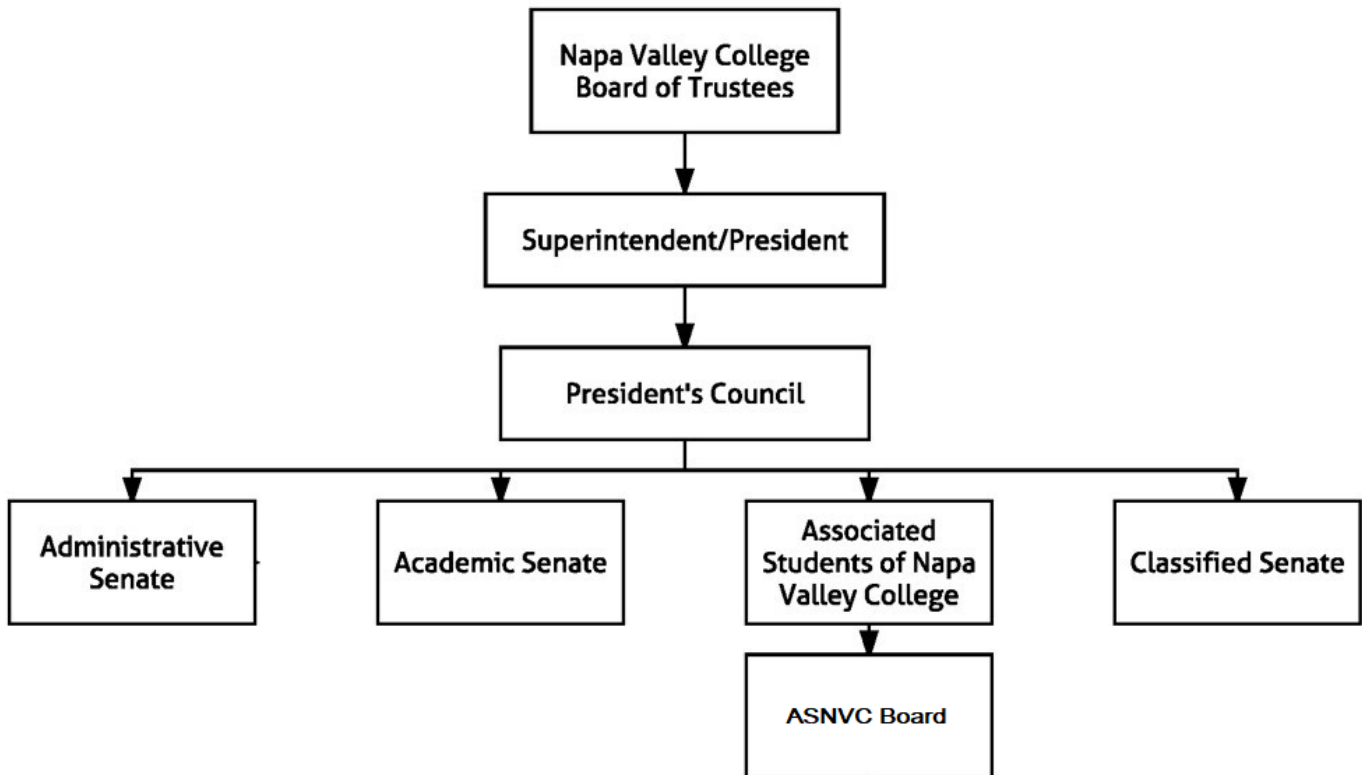
Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and developing policies, regulations, and recommendations. Refer to the current NVC Board of Trustees policy on participatory governance and AB1725 for details relating to shared governance.

SECTION 2 -GROUPS

The four constituent groups that participate in shared governance, along with their compositions, are:

- A. **Administrative Senate** - Composed of campus administrators.
- B. **Academic Senate** - Composed of full-time & part-time instructors, librarians, and counselors.
- C. **Classified Senate** - Composed of support staff.
- D. **ASNVC** - Composed of the student body, along with ASNVC Board members.

SECTION 3 -HIERARCHY



ARTICLE VII - ASNVC BOARD MEMBERSHIP

SECTION 1 -REPRESENTATIVES

- A. Members of ASNVC Board serve as representatives of the constituency by being elected to an ASNVC Board position in the spring semester prior to the academic year of service.
 - 1. The ASNVC Board may fill vacant positions through the appointment process.
- B. The ASNVC Board shall consist of the President, Vice President, Secretary, Student Trustee, Treasurer, Events Coordinator, and five Senators-at-Large.

SECTION 2 - ACADEMIC & EDUCATIONAL REQUIREMENTS

- A. All ASNVC Board members must be students enrolled at Napa Valley College who:
- B. Hold at least a 2.0 cumulative grade point average (GPA) during their time of candidacy.
- C. Maintain at least a 2.0 cumulative GPA throughout their term.
- D. Carry an academic load of at least 5 units. In accordance with the Americans with Disabilities Act, any student may waive the 5-unit requirement with supporting documentation.
- E. ASNVC Board shall continuously meet requirements specified in Education Code 76061:
 - 1. “The student shall be enrolled in the community college at the time of election and throughout their term, with a minimum of five semester units, or its equivalent during primary terms.”
 - 2. “The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.”
- F. Academic eligibility will be verified by the Superintendent/President or designee each semester.

SECTION 3 - STUDENT CODE OF CONDUCT

ASNVC Board members must follow the NVC Student Code of Conduct and the Academic Honesty policy at all times.

SECTION 4 - TERM OF OFFICE

- A. Elected ASNVC Board members shall serve for a term of one year, beginning June 1st of the year elected and ending May 31st of the following year.
- B. Appointed ASNVC Board members shall serve for a term effective upon the date of their appointment and ending May 31st of the same academic school year.
- C. No student shall hold the same position on the ASNVC Board for more than three terms within a five-year period.
- D. If the ASNVC Board membership (of elected or appointed board members) falls below the number of members necessary to establish a legal quorum, the Superintendent/President, with at least two other members of the current ASNVC Board may appoint additional members until a quorum is reached.

SECTION 5 - VOTING

All Board members shall have one vote and retain the privilege to vote on all ASNVC matters.

SECTION 6 - GENERAL OBLIGATIONS

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

- A. Maintain and uphold the ASNVC Constitution.
- B. Attend ASNVC meetings, perform service hours, and perform other duties in accordance with the ASNVC Bylaws.
- C. Shall appoint a liaison between the ASNVC Board and the SSCCC.
- D. Shall provide a weekly report to the Board Secretary as set forth in the ASNVC Bylaws.
- E. Shall represent the interests and concerns of the student body in the college governance process, and other areas of the campus.

SECTION 7 - BOARD OBLIGATIONS

PRESIDENT

- A. Serves as the chairperson of ASNVC Board meetings.
- B. Serves on the Napa Valley College's Council of Presidents.
- C. 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
- D. The ASNVC President shall not serve as the President or Vice President of another NVC student club or organization.

VICE PRESIDENT

- A. Becomes President of the ASNVC Board in the absence or disability of the President.
- B. Responsible for the coordination of student representation on campus committees.
- C. The ASNVC Vice President shall not serve as the President or Vice President of another NVC student club or organization.
- D. Shall ensure that the Board performs their General Obligations.

SECRETARY

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

STUDENT TRUSTEE

- A. Serves as the liaison between ASNVC and the NVCCD Board of Trustees.

TREASURER

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

EVENTS COORDINATOR

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

SENATORS-AT-LARGE

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

ARTICLE VIII - INTER CLUB COUNCIL RELATIONS

- A. The Inter-Club Council, hereafter referred to as ICC, shall serve as the representative body of student clubs and organizations.
- B. The ASNVC Board shall appropriate annual funding to ICC.

ARTICLE IX - REGULAR ELECTIONS

SECTION 1 - TIME & PLACE

- A. Elections shall be held annually in the spring, and the ASNVC Board shall approve the official election dates.
- B. The elections will take place over a two-day period and shall be held in an accessible area at the Napa Valley College main campus and available to all enrolled students, including through online voting
- C. Candidacy sign-ups shall be described in the ASNVC Bylaws.

SECTION 2 -SUPERVISION

- A. The ASNVC Board will approve the selection of the members of the Ad hoc Election Committee.
- B. Ad hoc Elections Committee members' terms will expire at the end of their term of office.
- C. The Ad hoc Elections Committee shall organize and ensure that elections are properly conducted.

SECTION 3 -CANDIDACY

- A. Each candidate must complete and submit the election packet available in the Office of Student Life.
- B. Violations of the Student Code of Conduct or a record of academic dishonesty at NVC will render the student ineligible for candidacy.
- C. All candidates must adhere to campaign regulations as prescribed by the ASNVC Bylaws.

SECTION 5 - BALLOTS

- A. The plurality system shall be used to determine the results of all ASNVC elections.
- B. The elections shall be by secret ballot. Each voting student shall be accounted for to prevent duplicate votes.

SECTION 6 - ELECTION RESULTS

- A. Results of each regular election shall take effect on June 1st of the same year.
- B. The Ad Hoc Elections Committee members, the Superintendent/President designee, and one non-student college employee shall supervise the counting of the ballots.
- C. All ballots must be counted, regardless of how many candidates are running for each position.
- D. Election results shall be posted on the college website, following the certification of the election.
- E. In the event of a tie for any office, the outgoing ASNVC Board shall vote between candidates by secret ballot at a special meeting called for this purpose.
- F. All disputes regarding election outcomes must be directed to the Superintendent/President or designee within thirty (30) days of the election.
- G. Digital records of election results must be maintained by the ASNVC Board and Superintendent/President or designee for a period of no less than sixty (60) days from the posting of the election results, during which time said records may be viewed by anyone under the supervision of both the Ad hoc Election Committee chair and Superintendent/President or designee.

SECTION 7 - APPOINTMENT

- A. Candidates for appointment to a vacant ASNVC Board position must submit a completed Vacancy Appointment application available in the Office of Student Life.

- B. If only one person is being nominated for a position, then a 2/3 majority vote is required from the ASNVC Board to appoint the candidate.

ARTICLE X - SPECIAL ELECTIONS

The ASNVC Board shall have the authority to call for special elections in the following cases:

- A. Amendments to the ASNVC Constitution
- B. Vacancy in the Student Trustee position, pursuant to CA Education Code 72023.5.
- C. Any Recall or Referendum action as outlined in Article XIV.
- D. The ASNVC Board may call for a special election no less than two (2) weeks after a public announcement of the election has been made at a meeting of the ASNVC Board.

ARTICLE XI -MEETINGS

SECTION 1 - REGULARMEETINGS

- A. Agendas shall be prepared according to the Brown Act.
- B. All meetings of the ASNVC Board shall abide by provisions set forth in the Brown Act.

SECTION 2 - SPECIAL MEETINGS

- A. ANY ASNVC Board member may request a special meeting following procedures established by the ASNVC Bylaws.
- B. Special Meeting Agendas must be posted publicly no later than twenty-four (24) hours prior to the meeting in accordance with the Brown Act.

ARTICLE XII - OFFICIAL POLICIES

All officially adopted ASNVC policies, documents, and procedures will be registered and filed with the Secretary and Superintendent/President designee after ASNVC Board approval.

ARTICLE XIII - IMPEACHMENT & REMOVAL

Failure to comply with the Student Code of Conduct, ineligibility, malice, misconduct, neglect, or dereliction may be cause for impeachment or removal from office. Given due cause to impeach, any member of the ASNVC Board may proceed with the impeachment process as follows:

- A. Meeting with the Superintendent/President or designee and ASNVC President to discuss the concern for wanting to impeach or remove a member; if the action is concerning the ASNVC

president, the Superintendent/President will proceed in a manner that ensures the process

- B. Placement of an informational agenda item to request impeachment or removal from office, after which said agenda item shall return as an action item, at a subsequent meeting
- C. Impeachment of the member requires a 2/3 majority vote by the present ASNVC Board.

The Superintendent/President or designee and the Vice President of Student Services shall reserve the right to unilaterally remove any member of the ASNVC Board at any time, provided that there is substantial reason and evidence for the removal.

ARTICLE XIV - RECALL & REFERENDUM

SECTION 1 - RECALL

Any ASNVC Board member may be recalled if a petition is signed by no less than five percent (5%) of the student body at the most recent census, which will result in a special election. Any charges of misconduct or dereliction of duty shall be presented to the Superintendent/President or designee for review and sent to the ASNVC Board for generation of the ad hoc Election Committee for the purpose of a special election. An officer shall be recalled if a majority of the votes cast during the election are in the affirmative.

SECTION 2 - REFERENDUM

Referendum is the right of the students to reject policies, procedures, and regulations adopted by the ASNVC Board. A referendum shall be placed on the ballot of any election if a petition is signed by no less than five percent (5%) of the student body at the most recent census. The referendum action shall be ratified if a majority of the votes cast during the election are in the affirmative.

SECTION 3 - PROCEDURE

If the above conditions are met for recall or referendum, then a special election shall be called no later than four weeks after the receipt of a valid petition. In the event that a general election is six or fewer weeks away, the petition shall be voted on at the general election.

ARTICLE XV - AMENDMENTS TO THE CONSTITUTION

Students wishing to amend sections of the constitution may make those suggestions to the ASNVC Board. Before an amendment may be put on a ballot, it must be approved by a 2/3 majority of the ASNVC Board after it has received two readings during two regularly scheduled ASNVC Board meetings. The ASNVC Constitution may be amended by a simple majority vote of the total ballots received in a general or special election.

ARTICLE XVI - AMENDMENTS TO ASNVC BYLAWS

Revisions to the ASNVC Bylaws may be adopted and amended by a 2/3 majority vote of the ASNVC Board. The revisions shall be voted after the second reading, held no less than two regularly scheduled meetings after the initial reading.