

Associated Students of Columbia College

Elections Packet



Thank you so much for your interest in the Associated Students of Columbia College. Representing your fellow students means more than just speaking at Campus-Wide meetings, but strengthening the relationships the entire campus has with each other.

The Elections Ad-Hoc Committee, consisting of graduating ASCC members, wish you luck in your elections and whatever the next school year has in store for you.

-Your ASCC

CONTENTS

Pg. 3 | Descriptions of Positions

Pg. 5 | Intent to Seek Office Form

Pg. 6 | Senate Application

Pg. 7 | Election Petition Form

Associated Students of Columbia College

Descriptions of Positions

President

- Will run the meetings.
- Create and post the agenda in adherence to the [Brown Act](#).
- Non-voting member, except to break a tie.
- Will meet with the President of the College/Dean of Students at least once a month.
- Present reports on ASCC activities to the YCCD Board of Trustees meetings.
- Assume the duties of the Executive Council in the event of a vacancy of position.
- Shall enforce and maintain the Constitution and Bylaws.
- Appoint members to standing committees.

Vice President

- A voting member.
- Run meetings in the absence of the President.
- Overseeing the Constitution and Bylaws and to make sure it meets the needs of the ASCC
- Meet with each member of the Executive Council to make sure each position is filled satisfactorily.

Treasurer

- A voting member
- Prepare and present reports of the current status of the ASCC budget.
- Maintain current records of all ASCC budget line items.
- May be a signature on all expenditures of ASCC funds.
- Meet once a month with the Chief Fiduciary Officer of the College for the purpose of developing a financial plan and budget for the ASCC.

Secretary

- A voting member
- Create the [minutes](#) after a meeting.
- Maintain chronological records of the agendas and minutes.
- Distribute agenda and meetings to members of ASCC 72 hours before the meetings is to take place

Director of Activities

- A voting member
- Oversee all planning of ASCC sponsored activities and events.
- Make sure that all Activities packets for all activities be turned into the Advisor following approval from the ASCC.

Director of Publicity

- A voting member
- Marketing leader for all ASCC Activities
- Maintain all bulletin boards on campus.
- Keep the web page up to date by giving suggestions to the Advisor

Director of Club Affairs

- A voting member
- Oversee the creation or reinstating of clubs
- Ensure that all club activities will be developed, implemented, and coordinated in cooperation with the ASCC.
- Present reports of active club activities to ASCC meetings.
- Post club accounts for each club by the first of every month.

Senators

- Voting members
- Student advocates
- Help with planning, budgeting, implementing, coordinating, and evaluating all ASCC activities.

Associated Students of Columbia College

Intent to Seek Office Form

(Fill in the blanks)

I, _____

intend to seek the office of

in the 2023 election for the Associated Students of

Columbia College Board.

*Return this form to the Student Center (Ponderosa building) office of
Courtney Sutton on or before **April 3rd by 5:00 pm***

Associated Students of Columbia College

Election Petition Form

All applicants must have 15 signatures from current Columbia College Students! Exceptions are permitted, email suttonc@yosemite.edu with questions.

Return form April 3rd before 5 pm to the Student Center or emailed to suttonc@yosemite.edu

Applicant Name: _____

	Signature	W#
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		