Associated Students of Lewis & Clark College

Application for Election Packet for the 2013-14 Academic Year

If you are interested running for ASLC President, Vice President, Treasurer, Student Organizations Coordinator, Student Academic Affairs Board Chair or Chief Justice for the 2013-14 academic year, please review the following position descriptions and responsibilities and fill out the following application and signature petition forms. ***Completed applications and signature petitions must be submitted to the ASLC President's Office no later than 12:00 PM on Monday, April 1, 2013*** *(incomplete applications will not be accepted)****.*** *The information you provide will be included in the ASLC Election Voters Pamphlet, which will be made available to all Lewis & Clark undergraduate students.*

Position Descriptions

I. **President** – The President is expected to attend and preside over weekly meetings of the Cabinet and attend weekly meetings of the Student Senate (as a non-voting member). The President shall review all legislation (Bills and Resolutions) from the Student Senate and pass on all Senate records along to the succeeding President. The President shall assume office upon the conclusion of the College's Annual Commencement Exercises. In cooperation with the President of the College and/or Provost may attend Meet and Confer sessions with the College's Executive Council and/or Operations Council. The President is the official liaison between the student body and both the Faculty and Administration, as well as monitor the actions of the Faculty and Administration to ensure students' rights are preserved. The President may establish *ad hoc* committees at his/her discretion. The President is expected to meet regularly with the President of the College, Dean of the College of Arts and Sciences, Dean of Students, President of the Student Bar Association and the President of the Graduate Student Union Network. The President will attend and represent the student body at the meetings of the Lewis & Clark College Board of Trustees. The President will report to the Student Senate all matters concerning the student body that arise from open discussions, including any meetings with Faculty, Administrators and Trustees. The President shall address the student body as a whole in a well-publicized State of the Student Body address at least two weeks before the end of the spring semester.

Candidates for the Office of President must have served for one academic year in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate or Liaison).

II. **Vice President** – The Vice President is expected to attend weekly meeting of the Cabinet and attend and preside over weekly meetings of the Student Senate (as a non-voting member). If the President is unable to perform his/her duties the Vice President will assume the duties of the President. The Vice President will also supervise an Administrative Assistant who will serve as the Secretary of the Cabinet and the Student Senate and will also be responsible for maintaining the ASLC websites. The Vice President will assist in the planning and arrangements of the leadership development programs offered by the College prior to the beginning of each semester. The Vice President is also responsible for planning and facilitating the Cabinet and Student Senate retreats prior to the start of each semester. The Vice President assigns Senators to all Standing Committees of the Student Senate, with consideration of specific Senators' skills, preferences, experiences and the needs of the Student Senate.

Candidates for the Office of Vice President must have served for one academic year in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate or Liaison).

III. **Treasurer** – The Treasurer is expected to attend weekly Cabinet and Student Senate meetings (as a voting member of both). If the President and Vice President are unable to perform his/her duties the Treasurer will assume the duties of the President. The Treasurer shall chair all Finance Committee meetings. The Finance Committee is responsible for allocating funds that are available to students and student organizations from the Student Initiatives Fund. The Treasurer will also supervise an Administrative Assistant who will assist the Treasurer with the facilitation of the work of the Finance Committee. The rules, regulations and procedures for the Finance Committee can be found in the Bylaws of the Committee that are maintained by the Treasurer. The Treasurer serves as a non-voting member of the Student Organizations Committee.

Candidates for the Office of Treasurer must have served for at least one semester in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate, Liaison, Board Member or Committee Member).

Associated Students of Lewis & Clark College

Application for Election Packet for the 2013-14 Academic Year

IV. **Student Organizations Coordinator** – The Student Organizations Coordinator is expected to attend weekly Cabinet and Student Senate meetings (as a voting member of both). If the President, Vice President or Treasurer is unable to perform their duties the Student Organizations Coordinator will assume the duties of the President. The Student Organizations Coordinator shall attend and preside over meetings of the Student Organizations Committee (SOC). The SOC is responsible for allocating funds to all recognized student organizations for the upcoming academic year with fairness and integrity for the benefit of the Lewis & Clark community. The rules, regulations and procedures of the SOC can be found in the Bylaws of the Committee that are maintained by the Student Organizations Coordinator. Throughout the academic year, the Student Organizations Coordinator is responsible for collecting student organization registration forms and presenting them to the Student Senate for formal recognition. The Student Organizations Coordinator is charged with creating cooperation and coordination between student organizations.

Candidates for the Office of Student Organizations Coordinator must have served for at least one semester in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate, Liaison, Board Member or Committee Member).

V. **Student Academic Affairs Board Chair** – The Student Academic Affairs Board Chair is expected to attend weekly meetings of the Student Senate (as a voting member). The Student Academic Affairs Board Chair shall attend and preside over meetings of the Student Academic Affairs Board (SAAB). The SAAB Chair shall be one of the two student representatives to the College of Arts & Sciences Curriculum Committee. The SAAB Chair will appoint and supervise a Vice Chair who will assist SAAB Chair with the facilitation of the work of the SAAB and the SAAB Chair will also supervise the SAAB Tutoring Program Director and appoint the student chair of the College Honor Board. The rules, regulations and procedures for the Student Academic Affairs Board can be found in the Bylaws of the Board and are maintained by the SAAB Chair.

Candidates for the Office of Student Academic Affairs Board Chair must have served for at least one semester in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate, Liaison, Board Member or Committee Member).

VI. **Chief Justice** – The Chief Justice is expected to attend weekly Student Senate meetings (as a non-voting member). The Chief Justice will ensure that the Student Senate follows Parliamentary Procedure (Robert's Rules of Order) and operates within the guidelines of the ASLC Constitution and Student Senate Bylaws. The Chief Justice shall attend and preside over meetings of the Peer Review Authority (PRA). The PRA is responsible for the adjudication of violations of the Code of Conduct. The PRA can also help to resolve disputes within the student community that fall outside of the purview of the Code of Conduct. The Chief Justice will obtain FERPA certification through the college, and will maintain confidentiality regarding PRA business and discussions therein. The Chief Justice will also supervise the Associate Justice who will assist the Chief Justice with the facilitation of the work of the Peer Review Authority. The rules, regulations and procedures of the PRA can be found in the Bylaws of the Authority that are maintained by the Chief Justice.

Candidates for the Office of Chief Justice must have served for at least one semester in the Student Senate (i.e. as a member of Cabinet, Senator, Representative, Delegate, Liaison, Board Member or Committee Member).

- *Specific information about the ASLC offices, the Cabinet and Student Senate please consult the ASLC Constitution and the Bylaws of the Student Senate, which can be found at go.lclark.edu/aslc.*

Associated Students of Lewis & Clark College

Application for Election Packet for the 2013-14 Academic Year

Responsibilities and Expectations of the Cabinet

- Discuss the annual goals and objectives of the Cabinet and Student Senate prior to the start of each semester.
- Confirm the weekly Student Senate meeting agenda.
- Attend and participate in any Meet and Confer session with the College's Executive Council and/or Operations Council when called.
- Make decisions on behalf of the Student Senate in cases of emergency, when less that seventy-two hours is available to convene a meeting of the Student Senate, when all attempts to hold a full or special meeting of the Student Senate have been exhausted.
- Make a full report of all of the activities of the Cabinet at the next meeting of the Student Senate, insofar as a report does not violate any matters of confidentiality.
- Schedule and staff a minimum of five hours a week in the ASLC offices where you are available to meet with constituents and perform tasks associated with your office.
- Attend and participate in the leadership training programs offered by the College prior to the beginning of each semester (an excuse from these programs due to extraordinary circumstances may be granted at the discretion of the Director of Student Activities).

This list is not comprehensive, and intended to act as a broad summary for ASLC Cabinet duties.

ASLC Election Timeline

- Monday, April 1 – Election Application and Signature Petitions due to the ASLC President by 12:00 PM
- Monday, April 1 – Candidate Meeting; 5:00 PM, Geary
- Tuesday, April 2 – Campaigning begins
- Tuesday, April 2 – Candidate Debates
- Thursday, April 4 – Polls open at 12:00 PM
- Sunday, April 7 – Polls close at 12:00 PM
- Monday, April 8 – Election results announced

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Please type or print (in blue or black ink). Incomplete applications will not be accepted.

Full Name: _____ L&C ID Number: _____

L&C E-Mail Address: _____ Phone Number: _____

Class Standing (please circle): FY SO JR SR

Major(s)/Minor(s) or Prospective Major(s)/Minor(s): _____

Anticipated Residency for 2013-14 (please check): _____On-Campus _____Off-Campus

If you are currently overseas/away from campus, please indicate your proxy: _____

(Your proxy is responsible for collecting signatures, campaigning on your behalf and representing your candidacy in your absence)

What position do you wish to file for (please check)?

_____ President _____ Chief Justice _____ Student Organizations Coordinator

_____ Vice President _____ SAAB Chair _____ Treasurer

Candidate Questions

Answer the following question on separate sheet(s) of paper (must be typed), or in a word document e-mailed to aslc@lclark.edu. Responses that you provide will be included in the ASLC Election Voters Pamphlet, which will be made available to all Lewis & Clark undergraduate students.

Specific information about the ASLC offices, the Cabinet and Student Senate please consult the ASLC Constitution and the Bylaws of the Student Senate, which can be found at go.lclark.edu/aslc.

1. Please outline your organizational experience relevant to your performance if you are elected.

2. Please present your campaign statement. Identify your goals for the office and your reasons for running. Please do not exceed one hundred and fifty words.

3. If elected, what specific action(s) will you take to accomplish the goals you have presented in your campaign statement?

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Election Terms & Conditions

- I am currently enrolled as a full-time student in the College of Arts & Sciences at Lewis & Clark College.
- I am currently in good academic and disciplinary standing with the College.
- All information submitting in the application is true and correct.
- If elected, I commit to serving for a full term (two semesters).
- If elected, I commit myself to attending all required meetings and officer transition meetings scheduled by the Director of Student Activities.
- I do not have any conflict of interest in filing this application and will comply with all policies and procedures outlined for the ASLC elections. I understand that not complying with these policies and procedures maay result in my application being voided and my votes/election being declared null and void.
- I certify that I have served for at least one semester in the Student Senate (including boards and committees) if I am running for the office of Treasurer, Student Academic Affairs Board Chair, Student Organizations Coordinator, Community Relations Coordinator and Chief Justice. If I am running for President or Vice President, I have served for one academic year in the Student Senate (as a Senator, Representative, Delegate or Liaison).
- I grant the Director of Student Activities permission to verify any of this information at any point during the election process.
- **Note:** Any prerequisite can be waived, if deemed appropriate, by the Director of Student Activities, the ASLC President, and the ASLC Chief Justice.

Signature of Applicant: _____

Applicant's Printed Name: _____

Date Filed: _____

Completed applications and signature petitions must be submitted to the ASLC President's Office no later than 12:00 PM on Monday, April 1, 2013.

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I, _____am running for the position of _____.
ASLC Election Guidelines require that I obtain the names, ID Numbers and Signatures of 100 current students to support my candidacy and official put my application into effect.

Please supply the information requested below if you support my candidacy. This form will not be used to cast your vote!

	Name	**ID Number**	**Signature**
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