

ASWCC

Associated Students of
Woodland Community College



2024-2025
Election Packet

Associated Students of Woodland Community College

Election Nomination Packet

The Associated Students of Woodland Community College (ASWCC) is the student government for Woodland Community College. ASWCC provides leadership and support for the student body under the guidance of the Vice President of Student Services and the designated advisor(s) by ensuring student representation on college and district committees and supporting student activities for intellectual and social development. Any student at WCC may participate in student government by volunteering to serve as a student representative on committees, attending ASWCC meetings as a guest, or running for an officer position.

ASWCC Election Timeline (EXTENDED)

March 4:	Election packets are available via hard copy or digital.
April 22:	Election packets are due to the Office of Retention and Student Life by 5pm.
April 23:	Student eligibility screening period. Campus administration will verify eligibility; students will be notified by 5pm, April 23 of their status.
April 24-April 30:	Campaign period.
May 1-2:	Online voting.
May 4:	Election results posted at by 4pm.
May 16:	Oath of Office 12pm.

Qualifications for ASWCC Officers

As provided for in the Constitution of ASWCC (Article III, Section 3), all student government officers must meet the following minimum qualifications:

- Maintain a GPA of 2.0 or higher while in office;
- Completed or enrolled in at least 5 units;
- Enrolled in 5 or more units per semester while in office;
- Complete ethics training;
- Able to attend weekly meetings;
- Must attend all meetings in May until they are installed;
- Able to attend transition retreat (**Date TBD**);
- Cannot concurrently hold more than one Student Council positions;
- **President and Vice President** must complete a minimum of 12 units at the college to be eligible.

Students who want to get involved but do not meet the qualification are highly encouraged to volunteer for committees and attend ASWCC meetings.

Open Positions for Elections

As provided for in the Constitution of ASWCC (Article III, Sections 1-2), the membership of ASWCC is as follows:

THE PRESIDENT

- Serves as the official representative of the Student Body in Public Settings;
- Sets the Agenda for Council meetings 72 hours prior to the meeting in accordance with the Brown Act;
- Chairs all Council Meetings;
- Facilitates Communication Between the Council and All Administration, College Committees, Faculty Senate, and Student Groups and Reports Information to the Council;
- Signs all Requisitions for the Disbursement of Funds Authorized by the Council, unless directed otherwise;
- Appoints Students to College Committees with the Majority Consent of the Council;
- Meets with the College President at least monthly;
- Has the Power to Call Special and Emergency Meetings (as defined by the Brown Act);
- Enforces the Constitution;
- Delivers a Commencement Address for the Woodland Campus;
- Holds Office Hours Weekly (1 hour);
- Votes only in the Event of a tie;
- Sits on at Least One Participatory Governance Committee

THE VICE PRESIDENT

- Presides over the Council in the Absence of the President;
- Represents the Student Body at Official Functions in the Absence of the President;
- Present at all Council Meetings;
- Trains and Provides Orientation for all New Student Council Members;
- Rules on All Questions Regarding the Constitution;
- Ensures Council Members Fulfill Their Obligations to Serve on Participatory Governance Committees;
- Holds Office Hours Weekly (1 hour);
- Sits on at Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE SECRETARY

- Keeps Completed and Accurate Minutes of All ASWCC Meetings;
- Posts Approved Minutes in a Public Forum Following Each Council Meeting;
- Prepares Information for Elections;
- Chairs Council Elections Committee;
- Holds Office Hours Weekly (1 hour);
- Sits on at Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE DIRECTOR OF FINANCE

- Supervises All Financial Matters in Consultation with the ASWCC Advisor(s);
- Completes and Manages All Business Transactions for ASWCC
- Signs All Authorized Council Requisitions for the Disbursement of Funds;
- Keeps Organized and Accurate Records of All Financial Transactions of ASWCC;
- Establishes and Recommends Annual Budget with the President and Advisor for the Following Year,

Presenting to Council for Approval prior to May 15.

- Provides ASWCC Budget Updates at Every Council Meeting;
- Raises Funds to Finance ASWCC Operations on- and off- Campus;
- Provides Assistance to Chartered Student Organizations in their Fundraising;
- Maintains End-of-Year Balances for Chartered Student Organizations;
- Chairs Council Finance Committee;
- Holds Office Hours Weekly (1 hour);
- Sits on at Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE DIRECTOR OF STUDENT AFFAIRS

- Promotes Activities for ASWCC and Subsidiary Organizations;
- Works with Office of Retention and Student Life to Monitor the Status of All Active Campus Clubs and Reports back to Council;
- Oversees Distribution of Information to All Campus Clubs Regarding ASWCC Sponsored Programs and Events;
- Makes Arrangements for such Activities as may be Decided Upon by the Council;
- Maintains a Calendar of Student Activities and Events;
- Chairs Council Events Committee;
- Holds Office Hours Weekly (1 hour);
- Sits on at Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE DIRECTOR OF COMMUNICATIONS

- Organizes Efforts to Promote ASWCC and Other Student Organizations Through the Use of Multimedia and Social Media Platforms;
- Oversees Publicity of ASWCC Sponsored Events and Programs;
- Maintains and Updates ASWCC Sponsored Bulletin Boards;
- Assures Public Announcement of Vacancies in Council Positions;
- Facilitates Outreach to other Associated Student Organizations;
- Keeps the Meeting Attendance Record of Each Council Member;
- Chairs Council Media Committee;
- Holds Office Hours Weekly (1 hour);
- Sits on At Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE DIRECTOR OF SUSTAINABILITY

- Promotes Sustainable Practices on the Campus;
- Engages Staff, Faculty, Administrators, and Students to Increase Sustainable Practices;
- Chairs Council Sustainability Committee;
- Holds Office Hours Weekly (1 hour);
- Sits on At Least One Participatory Governance Committee;
- Carries out Duties Delegated by the President and/or Council

THE SENATORS

- Take an Active Role in Planning and Assisting with ASWCC Sponsored Events and Programs;
 - Participates in ASWCC Council Meetings Actively, Offering Input and Feedback on Student/Campus Issues;
 - Represents the Students in Their Respective Constituencies;
 - Holds Office Hours Weekly (1 hour);
 - Sits on At Least One Participatory Governance Committee;
 - Sits on At Least One ASWCC Committee;
 - Carries out Duties Delegated by the President and/or Council
- **Senator for Business, Hospitality, and Entrepreneurship:** Acct., Econ., Bus., Medical Office Specialist, Entrepreneurship, Culinary, Baking
 - **Senator for Natural Resources and the Environment:** Ag., Earth Science, Enviro. Hort., Geology, Nat. Sciences, Plant Protection
 - **Senator for Arts, Communication, and Culture:** Anthropology, Arts & Humanities, Chicana/o Studies, Child Dev., Comm., ECE, Engl., History, Psych., Span.
 - **Senator for Social Justice and Public Service:** AJ, Chicana/o Studies, Human Services, Law Enforcement, Law Public Policy & Society, PoliSci., Social & Behavioral Science, Social Justice, Social Work, Sociology
 - **Senator for STEM, Health, and Applied Technology:** Bio., Chem., Drinking Water & Wastewater Tech, EMT, Math, Nutrition & Dietetics, Pre-Health, Welding
 - **Senator for Lake County Campus:** represents the student body of Lake County Campus
 - **Senator Colusa County Campus:** represents the student body of Colusa County Campus
 - **Senators (General) x3**

Nomination Instructions

If you wish to run for office in ASWCC, please submit the following by **5pm, Friday, March 29, 2024** to the Office of Retention and Student Life (Eagle's Perch, Building 800, Room 802/809), wccstudentlife@yccd.edu.

- **Candidate Information Sheet & Waiver (attached)**
- **Statement of Candidacy:** Include your name, the position for which you are running, reasons for your interest in that position, and relevant qualifications. Statement must be typed and no more than 200 words.
- **Photo:** Include a photo of yourself to accompany your Statement of Candidacy on the ASWCC bulletin board and website. If you do not have a photo, contact ASWCC to arrange to have one taken.

Also submit electronic copies of Candidate Information Sheet & Waiver, Statement of Candidacy, and Photo to wccstudentlife@yccd.edu for use on the ASWCC election website.

Application is not complete and candidate will not be screened for eligibility until all materials are submitted in the proper formats.

ASWCC CANDIDATE INFORMATION & WAIVER

Name: _____
Last, First MI (Nickname)

Student ID: _____ **Semesters at WCC:** _____ **Major:** _____

Address: _____
Street/City/State/Zip Code

Phone: _____ **Email:** _____

I am interested in the following position (choose ONE):

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Senator for Business, Hospitality, and Entrepreneurship |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Senator for Natural Resources and the Environment |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Senator for Arts, Communication, and Culture |
| <input type="checkbox"/> Director of Finance | <input type="checkbox"/> Senator for Social Justice and Public Service |
| <input type="checkbox"/> Director of Student Affairs | <input type="checkbox"/> Senator for STEM, Health, and Applied Technology |
| <input type="checkbox"/> Director of Communications | <input type="checkbox"/> Senator for Lake County Campus |
| <input type="checkbox"/> Director of Sustainability | <input type="checkbox"/> Senator for Colusa County Campus |
| <input type="checkbox"/> General Senators x3 Positions | |

I am interested in participating in the **Candidate Open Forum on Thursday, April 11 at noon.**

WAIVER: By signing below, I certify that I meet minimum qualifications for office, understand and agree to the duties and time commitment of the position for which I am running, and release my photo and Statement of Candidacy for the ASWCC bulletin board and website.

Sign: _____ **Date:** _____

Office Use Only	
Received by: _____	GPA: _____
Date: _____	Units Completed: _____
Complete: Y / N	Units Enrolled: _____