



Hello ASDU Candidate,

I commend you for taking the initiative in getting involved in your campus community and student governance. Students who are elected into the Associated Students of Dominican University demonstrate outstanding commitment to the University, have a clear vision, and work tirelessly in an effort to enhance the overall student experience. Being an elected representative of the DU student body is a significant responsibility, but also one that is very rewarding.

The following packet contains important information about the elections process, the open positions, and the requirements for the 2016-2017 Academic Year. **PLEASE READ THIS CAREFULLY.** There are several important dates and deadlines that you must follow in order to be eligible for running in the ASDU Elections as well as after being elected onto the General Council. You must also meet minimum qualifications to remain an elected member of the ASDU General Council.

Campaign Manager

You have the opportunity to choose a Campaign Manager who will assist you throughout the elections process. The Campaign Manager plays an integral role in the marketing of the candidate, or slate. The Campaign Manager will serve as the main contact for any campaign concerns or altercations; which is to say that should an issue arise the listed Campaign Manager as well as the candidate will be contacted.

Slates vs. Independent Candidates

A slate allows several students to run on the same ticket with the same slogan and campaign message. You may campaign together and encourage people to vote for your entire slate. Each person will still run for a different position, but it will give you all the opportunity to support one another. If you do not want to run on a slate, you may run as an independent candidate and will not need to rely on members of a slate to manage your campaign. Voting will still be up to the individual and students will not be obligated to vote for every single member of your slate. One Campaign Manager can be chosen to represent an entire slate.

Please contact me if you have any questions about the elections process.

Best,

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IMPORTANT DATES

- **February 22** – ASDU Candidacy Applications released
- **February 26, March 4 or March 18** – **Must** attend one of these ASDU meetings to be eligible to run for office; ASDU meetings are held on Fridays at 1PM in Library 207
- **March 24** – Declarations & Candidate Statements DUE by **5pm** to Lauren Castro's office
- **March 28** – Mandatory meeting with Director of Student Activities & Leadership by appointment only
- **March 29** – At 8AM, campaigning may begin
- **April 1-2** – Debates recorded and posted online
- **April 5-7** – Electronic voting, sent by email, and at campus polling stations during lunch
- **April 11** – Elections results posted and all campaign materials must be removed by 5PM
- **April 22** – Transition Meeting with current ASDU Council members, Library 207, 1PM
- **May 12** – Mandatory meeting of elected ASDU Council members, Location/Time TBD
- **August 5-7** – Mandatory retreat for elected ASDU Council members, Location/Time TBD

REQUIREMENTS TO RUN FOR ASDU OFFICE

Serving on student government is a rewarding experience – but also one that requires a significant commitment of time and energy. The following requirements have been established to ensure that those individuals participating in the various leadership positions are able to manage multiple competing priorities without compromising their academic progress. In order to serve as a member of ASDU, students must meet and adhere to the following eligibility requirements.

- Candidates must have a minimum cumulative Grade Point Average (GPA) of 2.75 at the time of election or appointment;
- Candidates may not be on academic or disciplinary probation at the time of election;
- Candidates may not be a Student Ambassador Captain, Resident Advisor (RA Liaison is only exception), or member of the Residence Hall Association;
- Candidates running for the office of President, Vice President, or Treasurer must have no less than junior standing at the beginning of intended office term and must have attended the University for at least one academic semester (fall or spring semester);
- Candidates must attend one ASDU General Council meeting before campaigning period begins;
- Candidates running for any position **MUST** meet with the Election's Commissioner or Director of Student Activities & Leadership prior to campaign period;
- Candidates shall not hold more than one elected position at a time, and candidates may not run for more than one office in the same election;
- Candidates must attend all mandatory ASDU transition meetings, trainings, and retreats once elected.

ATTENDANCE POLICY FOR ASDU MEMBERS ONCE ELECTED

ASDU officers are required to attend all regularly scheduled ASDU General Council meetings and make a good faith effort to attend ASDU activities and events. ASDU officers are also required to serve at least two (2) office hours on a weekly basis. Meetings are traditionally held on Friday afternoons.

- A. Excused Absences: Officers are limited to no more than two (2) excused absences per semester, which include the following:
 - 1. Illness or medical appointment;
 - 2. Family emergency;
 - 3. Participation as an athlete at a regularly scheduled game (excludes practice);
 - 4. Attendance at a mandatory academic event, as required by the instructor, and to also include clinicals, internship training, and other required academic events.
- B. Unexcused Absences: Officers are limited to no more than two (2) unexcused absences per semester. If an officer is found to be in violation of this policy, s/he may be asked to reevaluate her/his commitment to the Council. The officer may:
 - 1. Be asked to leave office immediately upon violation;
 - 2. Have stipend reevaluated and/or revoked completely.
- C. Office Hours: Members of the Executive Board and Senate Board are required to complete at least two (2) office hours per week in the ASDU office. The number of hours can be discussed at a regularly scheduled ASDU General Council meeting.

MANDATORY ASDU TRANSITION MEETING, TRAINING & RETREAT ONCE ELECTED

Participation in the ASDU Transition Meeting, Training and Retreat is MANDATORY for all elected members.

The **Transition Meeting** is scheduled for April 22, 2016 in Library 207 at 1PM. This will be an opportunity for the officers-elect to see how ASDU meetings are run and it will give you a chance to meet with current members of the ASDU Council.

The **Spring Training Meeting** is scheduled for May 12, 2016, location and time to be determined. This will be your official first meeting and ASDU members will start learning about their positions and how ASDU fits into the college.

The **ASDU Retreat** will be held on August 5-7, 2016, location and time to be determined. This retreat will help ASDU members build leadership skills and relationships before the fall semester starts.

More details regarding these meetings and trainings will be released once you have been elected to the ASDU Council. If you will not be able to attend these events because of a prior commitment, please speak with the Director of Student Activities & Leadership immediately before running for a position.

ASDU MEMBERSHIP

The following provides brief information about the various positions on ASDU. Please review the requirements for each, and be sure you are able to perform the duties as assigned and meet the obligations of the office. All members of ASDU are required to hold regular office hours (will be scheduled at the start of each semester), attend weekly ASDU General Council meetings, attend ASDU-sponsored events and activities, plan and coordinate events according to the job description, and positively represent Dominican University of California and the student body at University committees and public events. All regularly admitted and enrolled full-time and part-time undergraduate day students of the University, and only such persons, will be eligible to run for office. ASDU members are stewards of the student activities budget, and since this budget is collected only from undergraduate day students, Pathways and Graduate students are not eligible to run for office.

President (Stipend: \$500 per semester)

The ASDU President shall have the responsibility to oversee and regulate the operations and conduct of the Council. The President shall be responsible for the general welfare, safety, and action of the Council.

- Serves as commanding and presiding officer of the ASDU General Council meetings and Executive Board meetings;
- Serves and/or designates a representative on various University committees;
- Meets regularly with University administration and other groups on campus;
- Communicates with constituency to discuss student issues and ideas;
- Serves on the ASDU Executive Board;
- Must have no less than Junior standing at the beginning of Fall 2016 office term and must have attended the University for at least one academic (fall or spring) semester.

Vice President (Stipend: \$500 per semester)

The ASDU Vice President shall have the responsibility of overseeing and regulating the operations, affairs, and conduct of the Senate Board, as well as assist the President in his or her duties.

- Serves as the chair of the ASDU Senate Board meetings;
- Maintains order among all members in meetings with Robert's Rules of Order;
- Temporarily assumes the duties of the President if that officer is absent;
- In the event that the Office of President becomes vacant for any reason, the Vice President assumes the duties of President on a permanent basis;
- Serves on ASDU Executive Board;
- Must have no less than Junior standing at the beginning of the Fall 2016 office term and must have attended the University for at least one academic (fall or spring) semester.

Treasurer (Stipend: \$500 per semester)

The ASDU Treasurer shall serve as the custodian of all ASDU funds, and shall work closely with the Executive Board and Student Life staff to ensure all fiscal impacts are properly reviewed.

- Shall maintain all financial records and present monthly budget reports;
- Present semester accounts of the financial status of the ASDU budget, including an expenditure report at the last General Council meeting of each semester;
- Assists with the development of short and long term strategic planning for successful events;
- Serves on ASDU Executive Board;
- Must have no less than Junior standing at the beginning of the Fall 2016 office term and must have attended the University for at least one academic (fall or spring) semester.

Director of Programming (Stipend: \$500 per semester)

The ASDU Director of Programming shall have the responsibility for the implementation, regulation and general oversight of major ASDU-sponsored activities and student-run programs within the University.

- Works with Director of Student Activities & Leadership to develop, plan, and coordinate activities and events;
- Works with Executive Board to develop a master calendar of activities;
- Assists the Senate Board with Senate-sponsored events;
- Assists the student body in the planning and implementation of activities and events;
- Works with Treasurer to manage budget of ASDU events;
- Serves on ASDU Executive Board.

Director of Communications (Stipend: \$500 per semester)

The ASDU Director of Communications shall have the responsibility and authority to oversee all official ASDU announcements and correspondence.

- Responsible for publicity and advertisement of all ASDU-sponsored events via social media, electronic communication, physical postings, word-of-mouth, etc.;
- Shall have the graphic design skills to create publicity materials for ASDU;
- Shall collect and post ASDU meeting minutes;
- Responsible for updating the master calendar monthly, and maintaining accessible methods of communications with all ASDU members;
- Serves on ASDU Executive Board.

Senior Class Senators (2) (must be Senior standing and graduating in May 2017) (Stipend: \$300 per semester)

- Serves as the primary liaison between the senior class constituency and ASDU;
- Works with Student Life staff in the planning of traditional University events;
- Responsible for design and theme of the Freshmen Class shield for Shield Day;
- Responsible for the development and execution of senior themed events;
- Shall be a member of the Commencement Committee;
- Shall work with Alumni Relations to support Senior Class gift campaign;
- Serves on ASDU Senate Board.

Junior Class Senators (2) (must be Junior standing in Fall 2016) (Stipend: \$300 per semester)

- Serves as the primary liaison between the junior class constituency and ASDU;
- Works with Student Life staff in the planning of traditional University events;
- May serve as a member of a University Governance Committee as appointed by President;
- Shall plan and execute at least one program or event per semester;
- Serves on ASDU Senate Board.

Sophomore Class Senators (2) (must be Sophomore standing in Fall 2016) (Stipend: \$300 per semester)

- Serves as the primary liaison between the sophomore class constituency and ASDU;
- Works with Student Life staff in the planning of traditional University events;
- May serve as a member of a University Governance Committee as appointed by President;
- Shall plan and execute at least one program or event per semester;
- Serves on ASDU Senate Board.

CAMPAIGN RULES AND ELECTION POLICY

Review the following campaign rules and election policy before the campaign period begins.

- A. Each candidate may create publicity materials for their campaign; however, the candidate must abide by the following:
 1. Use bulletin boards titled “For Your Information” to post campaign materials
 2. Campaign posters may not be larger than 11”x17”
 3. Quarter-sheet flyers, stickers, buttons, etc. can be passed out in person
 4. Do not post campaign materials on doors, windows or walls in any academic building or residence hall on campus
 5. Do not remove or touch campaign materials that are not your own
 6. ONLY post Youtube videos, Facebook, Tumblr or Instagram posts, Tweets, Vines, and Snapchats on your personal accounts and pages; you CANNOT post campaign materials or brand-associate ASDU on Dominican-affiliated accounts, websites, and message boards
 7. Use only BLUE Painter’s tape to post or hang any campaign materials
 8. You will not be reimbursed for any campaign materials you create and produce
- B. Each candidate must:
 1. Run a clean campaign and avoid slandering competitors
 2. Remain outside of Caleruega and any academic buildings when campaigning
- C. ASDU officers running for re-election must adhere to the following in addition to the previously stated campaign rules:
 1. Shall not ask a current member of ASDU to assist with your campaigning
 2. Shall not wear anything ASDU-related when campaigning
 3. Shall not wear anything ASDU-related in your campaign materials
 4. Shall not campaign at any ASDU-sponsored event or out of the ASDU Office
 5. Shall not use ASDU Moodle to send messages about your Elections campaign
 6. Shall not post flyers or posters on their own residential hall door (if living on campus) for other campaigning officers because you cannot endorse members of the General Council in this way.

VIOLATION OF CAMPAIGN POLICY

- A. Any formal complaint, destruction or theft of another candidate’s property shall be reported to the Election Commission and Director of Student Activities and Leadership, and subsequently there will be an investigation of the allegations. The Director of Student Activities and Leadership will meet with all parties involved in the complaint and shall reach a decision when all parties have had their chance to explain the situation.
- B. The decision of the Director of Student Activities and Leadership is final.
- C. If the candidate is found responsible this could result in disqualification from the election process.

VOTING PROCESS

Voting will be held on **April 5-7, 2016**. The votes are cast electronically and the online polls will open at 8AM on April 5th and close at 11:59PM on April 7th. The votes will be verified and counted on April 8th, and all candidates will be notified of the results that day. Please note the following:

- Candidates with the most number of votes will be elected.
- All candidates will be notified by phone of the results
- Once all candidates have been notified, an email will be sent to the entire student body.

Thank you for your interest in ASDU – good luck to all the candidates!



Declaration Form for Independent Candidates

(Please type or print clearly)

If you wish to run as an independent candidate, please complete this form.

Position Seeking: _____

Name: _____

DU Email: _____

Cell Phone: _____

Major: _____ GPA: _____

Campaign Manager (if you have one): _____

Campaign Manager Contact Info: _____

Class Level of candidate in Fall 2016: SOPHOMORE JUNIOR SENIOR

Submit a campaign statement as an independent candidate outlining your platform and reasons for running for office. This statement will be sent out to the entire student body before voting begins. Please adhere to the following guidelines: 750 words or less, 12 point font, Times New Roman, and NO pictures or graphics allowed. **Due March 24, 2016 at 5pm via email to lauren.castro@dominican.edu.**

By signing this form, I acknowledge that I have read all the information provided in this packet. Furthermore, I understand the terms and conditions stated and I agree to abide by all the aforementioned regulations and policies. I understand that failure to abide by these guidelines and/or policies may result in my disqualification.

Candidate Signature

Date

Campaign Manager Signature

Date

THIS FORM IS DUE ON MARCH 24, 2016 at 5:00pm
Please submit to Lauren Castro – Student Activities, 2nd floor Edgehill Mansion



Declaration Form for Slates

(Please type or print clearly)

All members wishing to run on a slate must individually complete this form. A slate campaign statement may be submitted to represent each member of the slate.

Name of Slate or Platform: _____

Position Seeking: _____

Name: _____

DU Email: _____

Cell Phone: _____

Major: _____ GPA: _____

Campaign Manager (if you have one): _____

Campaign Manager Contact info: _____

Class Level of candidate in Fall 2016: SOPHOMORE JUNIOR SENIOR

Submit a campaign statement as a slate candidate outlining your slate platform and reasons for running for office. Only one statement for the entire slate is necessary. This statement will be sent out to the entire student body before voting begins. Please adhere to the following guidelines: 750 words or less, 12 point font, Times New Roman, and NO pictures or graphics allowed. **Due March 24, 2016 at 5pm via email to lauren.castro@dominican.edu.**

By signing this form, I acknowledge that I have read all the information provided in this packet. Furthermore, I understand the terms and conditions stated and I agree to abide by all the aforementioned regulations and policies. I understand that failure to abide by these guidelines and/or policies may result in my disqualification.

Candidate Signature

Date

Campaign Manager Signature

Date

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