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 2014-2015 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 council. You must also meet minimum qualifications to remain an elected member of the ASDU Council. Should you have any questions, please contact me or the Elections Commissioner.

**What is a Campaign Manager?**
Something new being introduced this year is the opportunity for candidates to choose a Campaign Manager who will help them throughout the elections process. The Campaign Manager plays an integral role in the marketing of the candidate, or slate. The Elections Commissioner will consider the Campaign Manager 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.

**What is a Slate?**
Introduced in last year’s elections process, a slate allows several students to run on the same ticket or slate with the same slogan and campaign statement. You can 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 can still run independently. 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.

Best,

Lauren Castro
Director of Student Activities & Leadership
2nd Fl, Edgehill Mansion
Lauren.castro@dominican.edu
W: 415-485.3282
C: 415-302-7738

**Elections Commissioner Contact Information**
Amanda Garren- amanda.garren@students.dominican.edu
916-770-6349
Important Dates

- **March 4** - ASDU Applications released
- **March 9** – Must send email indicating interest in running to Elections Commissioner
- **March 16-19** – Mandatory meeting with Elections Commissioner by appointment only
- **March 20** – Declarations & Candidate Statements DUE by 5pm to Lauren Castro’s office
- **March 23** – Campaigning may begin, posters and appropriate material’s may go up
- **March 28-29** – Verbal Debates recorded and posted online
- **April 7, 8, 9** – Electronic Voting, sent by email and encouraged with on campus voting stations
- **April 10** – Elections results posted and all campaign materials must be removed by 5 pm
- **May 8** - Transition Meeting with current ASDU Council members, Legacy Hall, 2:30PM
- **May 14** - Mandatory meeting of elected ASDU Council members, Legacy Hall, 12:30-3:30PM
- **August 10-12** - Mandatory retreat for elected ASDU Council members, CYO Camp Occidental

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 Regular 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. Members of ASDU may be elected from the undergraduate day population; as 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)
- Serves and/or designates a representative on the Academic Executive Council, Budget Committee, Alumni Board, Campus Utilization and Policy Committee, Curriculum and Education Policy Committee;
- Meets regularly with University Administration and other groups on campus;
- Serves on ASDU Executive Committee;
- Has weekly meetings with ASDU Advisor;
- Communicates with constituency to discuss student issues and ideas;
- MUST BE JUNIOR/SENIOR status in Fall 2015 term.

**Vice President** (Stipend: $500 per semester)
- Serves as a member of the Student Life Committee;
- 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 Committee;
• Creates ASDU Budget for the academic year;
• MUST BE JUNIOR/SENIOR status in Fall 2015 term.

**Director of Communications** (Stipend: $500 per semester)
- Responsible for all official ASDU announcements and sending all official ASDU correspondence;
- Is the web manager for ASDU;
- Is responsible for collecting and posting ASDU meeting minutes;
- Is responsible for the monthly updating of the master calendar and maintaining accessible methods of communications with all ASDU members;
- Serves on ASDU Executive Committee.

**Director of Programming** (Stipend: $500 per semester)
- Is responsible for the development and implementation of ASDU sponsored activities/programs;
- Works with Director of Student Activities & Leadership to develop, plan, and coordinate activities and events;
- Works with Director of Communications to develop a master activities calendar;
- Assists students in the planning and implementation of activities and events;
- Serves on ASDU Executive Committee;
- Works with the Vice President to budget for student events.

**Senior Representative (must be senior status and graduating in May 2015)** (Stipend: $300 per semester)
- Works with Student Life staff in the planning of traditional University events such as Shield Day/Convocation, Mass of the Holy Spirit, etc;
- Serves as primary liaison between constituency and ASDU;
- Responsible for the design and theme of Freshmen Class Shield;
- Responsible for the development and execution of senior themed events.

**Class Community Representative - (2 Sophomores and 2 Juniors)** (Stipend: $300 per semester)
- Works with Student Life staff in the planning of traditional University events such as Shield Day/Convocation, Mass of the Holy Spirit, etc;
- Serves as primary liaison between constituency and ASDU;
- May serve as a member of a University Governance Committee as appointed by President;
- Responsible for holding 1-2 community townhalls each semester to get feedback from constituency.
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 so as to ensure that those individuals participating in the various leadership positions are able to manage multiple competing priorities without compromising their academic progress.

- Must have at least a 2.5 cumulative GPA;
- May not be an Ambassador Captain;
- May not be a Resident Advisor (RA Representative is only exception);
- Candidates running for any position MUST meet with Election’s Commissioner prior to campaigning.

ATTENDANCE POLICY FOR ASDU MEMBERS ONCE ELECTED:

All Officers are required to attend all regularly scheduled meetings with the exceptions of excused absences. Meetings are traditionally held on Friday afternoon.

Excused Absences include the following:

- Illness or medical appointment;
- Family emergency;
- Participation as an athlete at a regularly scheduled game (excludes practice);
- Attendance at a mandatory academic event, as required by the instructor.

Members of ASDU are limited to no more than two (2) unexcused absences per semester. If you are in violation of this policy, you may need to reevaluate your commitment to ASDU and be asked to leave office.

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 May 8th, 2015 in Legacy Hall of Edgehill Mansion at 2:30PM. 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 14, 2015 in Legacy Hall of Edgehill Mansion at 12:30PM. This will be your official first meeting and ASDU members will start learning about their positions and how you fit into the college.

The ASDU Retreat will be held on August 10-12, 2015 at the CYO Camp in Occidental, CA. This will also serve as a joint retreat with Campus Ministry and Residence Life, and 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 the ASDU retreat because of a prior commitment, please speak with the Director of Student Activities & Leadership immediately before running for a position.
CAMPAIGNING AND ELECTION INFORMATION
Running for office requires that candidates be diligent in making their interest in the position known to their constituents. You may campaign through marketing, personal appearances, and townhalls. The following overview provides you with the information necessary to begin campaigning for elections.

Campaign Policy

The following must be adhered to during the campaign period:

- Run a clean campaign, avoid slandering competitors;
- You may campaign outside of Caleruega and any academic buildings only;
- Campaign posters may not be larger than 11”x17”, quarter-sheet flyers can be passed out;
- Publicity materials (posters, flyers, etc) shall NOT be placed on doors, windows, or walls within Academic Buildings or in Residence Halls; you may post in designated areas of Guzman, Conlan and Caleruega. You may also use bulletin boards titled “For Your Information;”
- You can post Youtube videos and facebook messages on your personal pages ONLY; you cannot post campaign messages on ASDU or Dominican websites;
- **ONLY USE BLUE PAINTER’S TAPE – signs/flyers with any other kind of tape will be removed immediately;**
- Do not remove nor touch materials that are not yours;
- You are required to remove all publicity materials by April 10, 2015 at 5pm after the elections results are posted.

Violation of campaign policy: If a candidate violates any campaign policy, the Director of Student Activities & Leadership will investigate, and decide whether the candidate can continue to run.

In order to reach as many voters as possible, you should submit a campaign statement as an independent or slate candidate outlining your platform and reasons for running for office. If you are part of a slate, only one statement for the entire slate is necessary. This statement will be sent out to the entire student body after the declaration deadline. Please adhere to the following guidelines:

- 750 words or less; 12 point font – Times New Roman
- NO pictures or graphics
- **Due March 20, 2015 at 5pm via email to lauren.castro@dominican.edu and amanda.garren@students.dominican.edu**

Voting Process

Voting will be held on **April 7, 8 & 9**. The votes are cast electronically and the online polls will close at 11:59 the night of April 9. The votes will be verified and counted on April 10, and all candidates will be notified of the results that day. Please note the following:

- Candidates with the most number of votes will be chosen.
- All Candidates will be notified by phone - If you cannot be reached by phone, an email will be sent to you.
- 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): □ FRESHMAN □ SOPHOMORE □ JUNIOR □ SENIOR

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 20th at 5:00pm
Please bring 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: _________________________________________________

Current Class Level (of candidate): □ FRESHMAN □ SOPHOMORE □ JUNIOR □ SENIOR

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 20th at 5:00pm
Please bring to Lauren Castro – Student Activities, 2nd floor Edgehill Mansion