



United Student Association (Student Government)

Spring 2011 Student Government (USA)

Election Information Packet

Please read this packet thoroughly if you are interested in participation in student government elections.

This election information packet includes:

- Mandatory Candidate Orientation Meeting Dates and Times
- General Information
- Election timeline – Spring 2011
- Candidate Qualifications (General)
- Overall USA Student Leader Expectations
- Position Descriptions
- USA Election Campaign Rules and Regulations

Mandatory Candidate Orientation Meeting Times:

You must attend **ONE** of these candidate orientation meetings to be able to participate in USA elections.

You must attend the entire hour to be eligible.

The actual USA Election Application will only be provided at these sessions.

<input checked="" type="checkbox"/>	Wednesday, April 6	11 am – JMB 128	1:30 pm – JMB 140
<input checked="" type="checkbox"/>	Friday, April 8	11 am – JMB 128	1:30 pm – JMB 140
<input checked="" type="checkbox"/>	Wednesday, April 13	11 am – JMB 128	1:30 pm – JMB 140
<input checked="" type="checkbox"/>	Friday, April 15	11 am & 1:30 pm – JMB Student Center 128	
<input checked="" type="checkbox"/>	Tuesday, April 19	11 am & 5 pm – JMB Student Center 128	

If you have any questions, or are unable to attend the above sessions, please feel free to contact:
Monica Lundberg, USA Advisor. E-mail: mlundberg@sccd.ctc.edu Phone: (206) 768-6750 JMB Student Center 126

Daiting Zheng, Elections Committee Chair. Email: dzheng247@southseattle.edu

Tami Haleva, USA President. E-mail: thaleva@sccd.ctc.edu

Visit the USA website for complete by-laws, constitution, links to minutes, reports and more:

<http://studentlife.southseattle.edu/government.html>

<http://sites.southseattle.edu/usa>

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GENERAL INFORMATION

WHAT IS THE U.S.A?

The **United Student Association (USA)** is the official student government of South Seattle Community College. The USA is responsible for representing students' interests to the college administration and for providing services and programs to enhance the student experience during their time at South Seattle. A significant USA responsibility is proposing a yearly budget for the expenditures of Student Programs and Activities fees (S&A Fees) that fund such programs such as: child care, clubs and organizations, cultural center, fitness center, recreational programs, student activities and events, The Sentinel (student newspaper publication) and women's programs.

USA MEMBER BENEFITS:

There are many benefits for those who serve on the USA. Student USA members are paid to assist with school expenses. USA members also receive leadership training and have the opportunity to develop and practice skills in time management, goal setting, cross-cultural communication, budgeting, teambuilding and group dynamics, conflict resolution and helping to support programs and services which improve the college for the future.

USA MEMBER EXPECTATIONS:

Students elected to the student government are expected to make a serious commitment to the responsibilities and obligations of the position of an elected representative. **You are being paid to be a role model (in both academics and student advocacy).** USA members are charged with the responsibility of representing the interests and needs of the diverse students at SSCC. USA members should be ready and able to listen to students' needs and ideas and address issues that best serve the interests of the student body. USA members should also be able to work cooperatively with other members and students in group decision making processes, keeping in mind the multicultural issues within a diverse student body.

USA MEMBERSHIP:

The United Student Association is made up of up the following EIGHT (8) team members:

✓ President	15 hours per week	\$10.30 per hour
✓ Vice President	14 hours per week	\$9.80 per hour
Six Officers:	13 hours per week	
✓ Communication		\$9.55 per hour
✓ Community Service		\$9.55 per hour
✓ Issues and Concerns		\$9.55 per hour
✓ Marketing		\$9.30 per hour
✓ Social Activities		\$9.55 per hour
✓ Treasurer		\$9.55 per hour

* *Note that all positions and rates of pay must be confirmed pending S & A fee Board Budget Approval & may be subject to change due to USA by-law accordance.

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ELECTION TIMELINE – SPRING 2011

Monday, April 4, 2011	First Day of Spring Quarter Information Packets Available for Student Officer Elections
Tuesdays, April 5, 12 & 19 2:45 pm – 4 pm JB 128	USA meetings- You must attend one meeting prior to submitting application
April 6, 8, 13, 15, 19 11 am & 1:30 pm JMB 128 & 140	Mandatory Candidate Informational Meetings – You must attend one meeting of your choice. (Actual applications will be given out at these informational Meetings) . Sessions in JMB Student Center 128 & 140. Details on page 1.
Monday, April 25 3:00 pm	Applications Due, JMB 135
Friday, April 29	Final Verification of Candidate Eligibility by Student Life Staff Candidate Campaign Preparation Meeting
May 2	Election Orientation for candidates 2pm, JMB 128
May 4, 5, 6,9	Campaigning for Student Elections
May 9 & 10 12:00 – 1:30 pm Cafeteria & Little Theatre	Elections Candidate Forums/ and Presidential Debate
May 10 & 11	USA 2011-2012 Elections ON-LINE
May 18	Grievance Deadline
May 19	Final Election Results Posted
May 20, 24 TBD)	Introduce outgoing & incoming USA officers (Cafeteria, USA meeting, Time TBD)
May 27, June 3	Spring Orientation for new 2011-12 USA Officers 2 pm – 5 pm, JMB 128
Tuesday, May 24, 2011	USA Meeting attendance required 2:45 pm – 4pm JMB 128
Tuesday, May 31, 2011	USA Meeting attendance required 2:45 pm – 4pm JMB 128
Tuesday, June 7, 2011	USA Transition Meeting required 2:45 pm – 4 pm JMB 128
Sept 6-23, 2011	USA Mandatory training required, including Conference in Wenatchee Sept 7, 8 & 9

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CANDIDATES QUALIFICATIONS (GENERAL)

(Apply to all eight positions. Note that there are some specific requirements for some positions. Refer to pages 6 to 14.)

1. Currently enrolled at SSCC
 - i. Must be currently enrolled student at South Seattle Community College for at least five (5) academic credits (during fall, winter and spring quarters) throughout period of employment
2. Currently have at least a cumulative 2.5 grade point average (GPA)
 - i. GPA is defined as the accumulative grade point average as recorded in the SSCC records office and will be verified by the members of the Student Life Staff.
 - ii. Must maintain a cumulative 2.5 grade point average (GPA) throughout period of employment
3. Must be in good academic standing (not on academic probation) for the term prior to selection and during entire period of employment.
4. Students currently under disciplinary sanctions within the South Seattle Community College conduct process are not eligible for student leadership positions within the United Student Association.
5. Be able to attend weekly senate meetings throughout the academic year Fall 2010-Spring 2011
 - i. Spring Quarter 2011 weekly Senate Meetings are held Tuesdays from 2:45 pm – 4 pm
 - ii. Plan on attending one meeting in April, and meetings in May
6. Participate in a variety of mandatory leadership workshops and training
 - i. Spring Orientation for USA Officers
May 24, 31 & June 7, 2011 2:45 pm – 4pm, JMB 128
 - ii. September Student Leadership Conference in Wenatchee September 7, 8 & 9, 2011
 - iii. Additional September Trainings tentative: September 6-23, 2011
 - iv. Winter Retreat to be scheduled
7. Work a minimum number of hours required by individual positions
 1. If elected as president, vice president of finance or committee chairperson position, you are expected to work a minimum number of hours during summer quarter and participate in student leadership training just prior to the beginning of fall quarter.
 2. If elected, you must have or obtain a social security card.

OVERALL USA STUDENT LEADER EXPECTATIONS

(Apply to all eight positions. Note that there are some specific requirements for some positions. Refer to pages 6 to 14.)



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ADMINISTRATIVE

1. Have a complete understanding of the USA constitution and bylaws.
2. Must check mailboxes in the Office on a daily basis Monday - Friday after 12 noon.
3. Must check email account on daily basis (Monday- Friday).
4. Attends weekly United Student Association (USA) Senate meetings and Committee meetings.
5. Will be required to complete administrative tasks on a regular basis in a detailed and timely manner. These include: programming paperwork, budgets, purchase requests, weekly and quarterly reports, and weekly hours/timecards.
6. Must complete specified weekly work hours (including meeting attendance and office hours).
7. Must wear nametag/id badge while conducting United Student Association (USA) business or in any official capacity as representative of South Seattle Community College.
8. Committee Chairs must send all members of the USA electronic copies of their meeting minutes on a weekly basis. In addition, they must post their committee meeting minutes on the USA bulletin board for members of the study body to access.

CAMPUS and COMMUNITY RESPONSIBILITIES

1. Are strongly encouraged to participate in New Student Orientation prior to classes starting at the beginning of each quarter.
2. Are strongly encouraged to participate in campus programs such as high school tours and community outreach events such as College Night, Gifts of Earth, quarterly club fair, Graduation, etc.
3. Must work with campus departments and community groups to develop programs and support services for both current and future students of South Seattle Community College.
4. Works cooperatively with other members of the Senate and members of the Student Life Staff.
5. Maintains clear and direct communication with members of the Student Life staff.
6. Participates in all senate discussions and decision making processes.
7. Seeks student opinions in a timely matter as is required of a student representative.

ROLE MODELING

1. Must be approachable and professional at all times.
2. Serves as an advocate on student issues.

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3. Must demonstrate leadership abilities including assertiveness, effective communication, delegation and motivation.
4. Must be fair and consistent and show good judgment in performing job responsibilities.
5. Must maintain a positive working relationship with the other members of the United Student Association (USA), clubs and organizations, Student Life, faculty, staff, and other members of the campus community.

POLICY/PROCEDURES

Must uphold the laws of the state of Washington in general and the policies and procedures of South Seattle Community College.

POSITION DESCRIPTIONS

1. President	Page 6
2. Vice President	Page 8
3. Communication Officer	Page 9
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5. Issues and Concerns Officer	Page 11
6. Marketing Officer	Page 11
7. Social Activities Officer	Page 13
8. Treasurer	Page 13

1. The President

The USA President's duties are to:

- (1) Preside over the USA and be responsible for the overall administration.
- (2) Have a working knowledge of the Seattle Community College Rules and Regulations, Student Services and District Policies and Procedures.
- (3) Chair weekly USA meeting (work with Secretary and Advisor to develop agenda and minutes).
- (4) Work directly with officers to support their responsibilities. This includes:
 - i) One-on-one meetings every other week.
 - ii) Quarterly evaluations with USA advisor.
- (5) Appoint USA members to committees, including Ad-Hoc Committees.
- (6) Schedule special meetings of the USA as necessary.
- (7) Be a member of Budget Committee and Bylaws Committees.
- (8) Write monthly Board of Trustees report- a summary of USA activities.
- (9) Attend monthly Seattle Community College Board of Trustee meetings (2nd Thursday of each month during the academic year), and the SSCC President's Cabinet meeting (on a quarterly basis).
- (10) Meet weekly with the USA advisor.
- (11) Meet quarterly with the SSCC President
- (12) Coordinate quarterly USA visit by the SSCC President, VP of Student Services and Student Life Dean as needed.
- (13) Attend bi-monthly Student Life staff meetings.
- (14) Attend MOSS (Managers of Student Services) Meetings on a quarterly basis.

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- (15) Compile an annual report of the United Student Association in June to Student Life Dean and USA Advisor.
- (16) Give the State of the USA speech at the Annual President's Day Convocation in September and a welcome speech at First Friday.
- (17) Give the Student Commencement Address at the Graduation Ceremony in June.
- (18) Extend invitations to other campuses in SCCD to a Community College meet and greet discussing goals, issues, and events.

Qualifications for President Position:

To be eligible to apply for the position of President, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) **Have minimum one year prior experience in an SSCC student leadership position** (within the USA, Student Life departments, divisions, clubs/organizations), or another college or university, or equivalent work/management/activism experience.
- (2) **Previous experience leading meetings, facilitating decisions, chairing committee/group/team.** Provide specific details on job resume.
- (3) Previous experience with legislative affairs or issues is not required, but highly preferred.
- (4) Have prior public speaking experience in large group settings.
- (5) Be able to speak, understand, read, write and communicate in the English language.
- (6) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (7) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (8) Have maintained a cumulative GPA of 2.5 or above.
- (9) Have successfully completed ENG101.

Hours per week

- (1) Academic Quarter: Fifteen (15) hours per week
- (2) Summer Quarter: Approx Eight (8) hours per week during July – discuss/ negotiate with US A Advisor

Sample schedule for President's 15 hours a week:

- 1.5 hour weekly United Student Association Meetings
- 5 hour weekly Training Sessions
- 4 hours weekly office hours
- 2 hour committee meetings
- .5 hour USA meeting prep
- .5 hour Executive Committee prep
- 1 hour Executive Committee meetings
- 1 hour weekly all Student Life staff meetings
- 1 hour campus-wide committee participation
- 2 hours weekly front desk hours
- .5 hour Seattle Community College District Board of Trustees Meeting
- .5 hour weekly one on one meeting with Advisor to USA



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Remuneration: Hourly Rate – \$10.30

2. The Vice President.

The USA Vice President's duties are to:

- (1) Create 3 three programs per quarter, addressing legislative issues (include, but are not limited to: inviting legislators to speak on campus, College Civics Week, trip to Olympia, voter registration drives, textbook forums, etc).
- (2) Provides information to student body about legislative happenings in Olympia (tuition, other issues) via USA website, blog, bulletin board
- (3) Coordinate with SCCD Director of External Affairs in early fall quarter to plan legislative activities for the year.
- (4) Maintains the Volunteer application process.
- (5) Serve as the Parliamentarian of the USA.
- (6) Coordinate annual bylaws revision committee beginning in the second half of fall quarter.
- (7) Assigns other USA members certain sections of the bylaws to review.
- (8) Chairs the USA in the absence of the President.
- (9) Meets weekly with the USA President and Advisor.
- (10) Collaborate with the Communication to chair the bylaws revision process.

The Chairperson of the USA: In the absence of the President and Vice President, the Chairperson assumes the duties of the President on a pro-temp basis. The position is served by the USA Vice President who serves as a Parliamentarian of the United Student Association (USA).

Qualifications:

To be eligible to apply for the position of Vice President, a person must meet all of the following requirements and be able to demonstrate proficiency in the following:

- (1) General understanding of the Washington State Legislative process. Previous experience with legislative affairs or issues is highly preferred.
- (2) One year previous student leadership experience.
- (3) Have prior public speaking experience.
- (4) Be able to speak, understand, read, write and communicate in the English language.
- (5) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (6) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (7) Have maintained a cumulative GPA of 2.5 or above.
- (8) Have successfully completed ENG101.

Hours per week:

Academic Quarter: Fourteen(14) hours per week

Sample Vice President 14 hours a week schedule:

- 1.5 hours weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)



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.5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.80

3. Communications Officer

Duties:

- (1) Record meeting minutes, record corrections, and distribute via email. Post minutes on USA bulletin board(s), website, etc. The secretary is responsible for making sure guests sign the guest log with area of representation and email with contact information. Compile all minutes in a notebook and binder.
- (2) Distribute agenda in conjunction with USA president.
- (3) Prepare meeting room, projector, room set-up, and clean-up.
- (4) To complete an annual archive of the current year's activities, project, events and staff.
- (5) Cooperate with other USA members with promoting their assigned public events

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be able to speak, understand, read, write and communicate in English language.
- (2) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (3) Prior office experience highly preferred.
- (4) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (5) Have maintained a cumulative GPA of 2.5 or above.
- (6) Have successfully completed or be currently enrolled in ENG102.

Applicant must take a short written examination as part of applying for this position (See Election Committee Chair).

Hours per week:

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association (USA) Meetings
- .5 hour weekly Training Sessions
- 2 hours weekly front desk hours
- 2 hours weekly office hours
- 2 hours standing and ad-hoc committee meetings
- 2 hours open/work/planning hours
- 1 hour committee meeting prep
- 1 hour executive board meetings
- 1 hour campus-wide committee participation

Remuneration: Hourly Rate – \$9.55

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4. Community Service Officer

Duties:

- (1) Plan, organize, develop and implement community service/service learning programs /opportunities. Quarterly programs include, but are not limited to:
 - a) Two (2) off-campus service learning experiences (e.g. Union Gospel Mission).
 - b) One (1) social awareness workshop (e.g. homelessness).
 - c) One (1) blood drive/bone marrow drive.
 - d) One (1) food drive, clothing drive, fundraiser.

*One of the aforementioned activities should be co-sponsored with another student organization.
- (2) Collaborate with the USA Marketing Executive to promote events.

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Have previous experience with event planning, organizing volunteers, service projects.
- (2) Demonstrate organization skills.
- (3) Has a wide range of volunteer experience, which includes, but is not limited to: working with diverse communities.
- (4) Has prior leadership experience.
- (5) Has networking and communication skills, which includes but is not limited to: coordinating with other organizations and leaders.
- (6) Be able to speak, understand, read, write and communicate in the English language.
- (7) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (8) Have maintained a cumulative GPA of 2.5 or above.
- (9) Have successfully completed or be currently enrolled in ENG101.

Hours per week

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)
- .5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.55

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5. Issues and Concerns Officer

Duties:

- (1) Hear student issues and concerns and assist with any plans of action.
- (2) Coordinate minimum three (3) student forums and workshops as needed to meet student needs.
- (3) Represent student interests on textbook, book loan program, by serving on book store committee and other supporting committees.
- (4) Address safety, security and transportation issues.
- (5) Work with designated student grievance officer to assist with student grievance process. To promote understanding of grievance process.
- (6) Conduct surveys each quarter to evaluate student body needs.
- (7) Coordinate with Vice President as needed to address student issues concerning legal matters.
- (8) Maintain Textbook Exchange Bulletin Board and website.

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be able to speak, understand, read, write and communicate in the English language.
- (2) Has prior public speaking experience.
- (3) Has prior experience with planning and leading meetings and/or events.
- (4) Demonstrate organization skills.
- (5) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (6) Have maintained a cumulative GPA of 2.5 or above.
- (7) Have successfully completed or be currently enrolled in ENG101.

Hours per week

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)
- .5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.55

6. Marketing Officer:

Duties:

- (1) Develop a marketing plan for the USA including both print and electronic format.
- (2) Work with Student Life staff to update USA website & Facebook on a regular basis.

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- (3) Support officers in distributing announcements and flyers of USA events, activities, and programs.
- (4) Work in conjunction with USA and campus to facilitate mutual exposure in every way possible.
- (5) Schedule weekly tabling/outreach on campus and ensure it is conducted.
- (6) Take photos at all USA events and post on USA Facebook & website.
- (7) Ensure USA presence in campus-wide activities involving outreach (both on campus and off campus).
- (8) Serve as member of a campus-wide committee on Marketing.
- (9) Marketing Executive Officer will participate in extensive training directly related to marketing: Publisher, Digital Camera, Scrapbooking, Web Design, etc.

Applicants will need to demonstrate graphic design experience with a short brief sample (See committee Chair)

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Previous experience with design project with software, which includes but is not limited to: Adobe Photoshop, Adobe Firework, Adobe Illustrator, Painter, and Publisher.
- (2) Demonstrated graphic design skills.
- (3) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (4) Be able to speak, understand, read, write and communicate in the English language.
- (5) Experience of image handling (including editing, printing etc.) is highly preferred.
- (6) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (7) Have maintained a cumulative GPA of 2.5 or above.
- (8) Have successfully completed or be currently enrolled in ENG101.

Hours per week

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)
- .5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.30

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7. Social Activities Officer:

Duties:

- (1) Plan, organize, develop and implement 3 (three) social activities per quarter . Sample programs may include, but are not limited to: pizza night, movie night, pancake breakfast, board games, wacky Olympics, end of year student body celebration, dance, etc.
- (2) Survey students on a quarterly basis to determine types of desirable activities.
- (3) Collaborate with SSCC Clubs & Organizations, and other Student Life departments and/or organizations as needed.
- (4) Collaborate with the USA Treasurer to monitor expenditures.
- (5) Collaborate with the USA Marketing Executive to promote events.

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be able to speak, understand, read, write and communicate in English language.
- (2) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (3) Has prior leadership experience.
- (4) Have previous activities planning experience.
- (5) Has networking and communication skills, which includes but is not limited to: coordinating with other organizations and leaders.
- (6) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (7) Have maintained a cumulative GPA of 2.5 or above.
- (8) Have successfully completed or be currently enrolled in ENG101.

Hours per week

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- . 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)
- .5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.55

8. Treasurer:

Duties:

- (1) Responsible for the overall administration of the USA budget, reporting on a weekly basis to the Executive Committee, the USA, and USA Advisor.

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- (2) Maintain weekly spreadsheet of USA expenses; monitor FMS. Every two weeks prepares a report of amounts expensed and remaining (in dollars and percentages) for each line item on the budget.
- (3) Serve as Chair to the Budget Committee, develops agenda, minutes.
- (4) Provide budget committee meetings minutes to Secretary to post on USA bulletin board and website.
- (5) Serve as a member of the Services and Activities Fee Board and report back to Budget Committee and USA regarding issues, topics, concerns regarding student fees.
- (6) Serve as a member of the UT Fee Committee and report back to Budget Committee and USA regarding issues, topics, concerns regarding student technology fees.
- (7) Works directly with Student Life Secretary Staff to monitor USA inventory.
- (8) Prices new supplies needed, ensure that the USA budget can afford them, and submits order to Advisor.
- (9) Complete the financial sections and activity/program project list of the bi-weekly, quarterly and annual reports. These include the budget vs. actual expense report for each activity as well as the Year-to-Date Expense Summary report.

Qualifications:

To be eligible to apply for this position, a person must meet all the following requirements and be able to demonstrate proficiency in the following:

- (1) Be able to speak, understand, read, write and communicate in English language.
- (2) Be able to process work on Microsoft Word, Excel and PowerPoint.
- (3) Has previous experience of financing or equivalent or is currently enrolled in accounting class.
- (4) Have enrolled at minimum five (5) credits per quarter at SSCC during the entire period of employment.
- (5) Have maintained a cumulative GPA of 2.5 or above.
- (6) Have successfully completed or be currently enrolled in ENG101.

Applicant must take a short Excel exam as part of applying for this position (See Election Committee Chair).

Hours per week

Academic Quarter: Thirteen (13) hours per week

Mandatory 13 hours a week includes:

- 1.5 hour weekly United Student Association Meetings.
- .5 hour weekly Training Sessions.
- 2 hours weekly front desk hours
- 3.5 hours work hours program planning
- 1 hour campus-wide committee participation (College Council)
- .5 hour weekly one on one meeting with USA Advisor.

Remuneration: Hourly Rate – \$9.55

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ELECTION CAMPAIGN RULES AND REGULATIONS

1. ELECTION COMMITTEE MEMBERSHIP

No candidate shall be a member of the Election Committee. Any incumbent who is running for office must decline his/her membership on the Election Committee. The USA Advisor/Dean of Student Life serves as ex-officio members of the Election Committee.

2. CANDIDATE INFORMATION MEETING

All candidates are required to attend a mandatory candidate orientation meeting to inform them of the rules, which govern the election process and to answer any questions.

- a. There will be at least three different options with differing dates/times for the mandatory orientations.
- b. At this meeting, candidates shall sign the document, which states they have read, understood, and agreed to obey all the rules, which govern the election.
- c. Only in case of an extreme circumstances: if a candidate is unable to attend the mandatory meeting, he/she must notify the Office of Student Life prior to the last candidate orientation meeting to arrange to meeting time with Election Committee Chair and Dean of Student Life.
- d. If a candidate, due to extreme circumstances, has not met within one week prior to Election Day with the chair of the Election Committee and signed the document, then the candidate shall be disqualified and their name will not appear on the official ballot.

3. CANDIDATE SCREENING

Members of the Student Life Staff shall screen all candidates before the election process to ensure that a candidate meet all requirements set down in the election rules and regulations.

4. CHANGING POSITIONS APPLYING FOR

An individual who has submitted both application and signature petitions for an office may change candidacy to another position up to and including the mandatory candidates meeting if any other positions are open.

- a. A new application and signature petition must be turned in within three (3) class days after the candidates meeting in order to qualify for candidacy for the new office.

5. CANDIDATE FORUM/DEBATE

The Election Committee and Student Life Staff will sponsor a candidate forum that will allow the student body at large to listen to the candidate's campaign statement, which will be followed by a short question and answer directed toward the candidates. All candidates are required to participate. If in class at the scheduled time, another opportunity will be provided.

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6. On-line Elections & Campaigning

- a. The elections will be held on-line. The ballot will be designed vertically and candidates will be listed alphabetical, based on last-name. The website address will be announced minimum one week prior to elections. All registered South students are eligible to vote once.
- b. Campaigning can take place only between May 3-11 (through election day). There are no restrictions on using technology such as email, Facebook, to campaign but marketing must be respectful and not cover any categories listed in item 10 a-g.
- c. Campaign material must be approved by the USA advisor before posted. Materials must be respectful and not slander candidates. Election Committee will provide up to 40 free photocopies once the flyer has been approved by the USA advisor. Posting may only take place on designated bulletin boards. Only one flyer per bulletin board. No additional signage is allowed. Distributing handouts is permissible.
- d. The USA election committee will have a polling table outside the Library, or inside the Library foyer if rain, with a laptop to promote voting during 10 am – 2 pm and 5:30 pm – 7 pm . Committee members shall not wear any campaign materials or endorse a candidate while around the areas of the polling table during election.
- e. The election committee members will be able to vote at a time other than while working at the polling table. Any violation will result in temporary closure of the polling table and immediate removal of the individual from the polling area.
- f. During the election, candidates shall not loiter near polls. It is advised that candidates try to avoid anything that could be misconstrued by some as violations of the rules. A 25 foot taped boundary will be set.
- g. Class visits are only allowed once approved by the USA advisor. The advisor will solicit requests from instructors in which both candidates will be provided equal opportunity to speak (either at the same class, or another date, but the same amount of time).

7. REMOVAL OF CAMPAIGN MATERIALS/FLYERS

Each candidate shall be responsible for removing all of his/her campaign materials no later than the day after elections. Ballots will be counted once clean up is complete.

8. BALLOT COUNTING

The Election Committee, provided the Election Rules have been followed, shall count/monitor ballots the morning following the election and Regulations have been met. The campus web designer, USA advisor and USA Election chair shall monitor and verify the results.

9. ELECTION RESULTS

Announcement of newly elected officers will be made within five (5) class days (excluding weekends) after the election.

United Student Association (Student Government)

10. ELECTION GRIEVANCES

All members of the Election Committee shall check on all reported infractions of the election rules and are required to report findings to Dean of Student Life. The election grievance form will be provided to all candidates at the orientation.

Any candidate found by the Election Committee Chair, and/or the Dean of Student Life & USA Advisor to have violated the Election Rules, the Student Code of Conduct or any other SSCC document may be disqualified.

The Election Committee Chair, and/or the Dean of Student Life & USA Advisor have the discretion to find other behavior and/or actions, which do not meet the spirit and intent of campaigning, as grounds for disqualification. Violations of campaign practices are grounds for disqualification and include, but are not limited to the following:

- a. Improper use of SSCC office, club, program, or college resources.
- b. Repeated offenses related to campaign publicity, including missing/incorrect information and posting/distribution of materials.
- c. Misrepresenting program, club, activity, or college information.
- d. Negative remarks or written statements about integrity, character, personality, or ability of fellow candidates.
- e. Fraudulent endorsements of your campaign.
- f. Unsolicited support which has been found to have been encouraged by the candidate or campaign party.
- g. Violations committed by campaign volunteers.

The Election Committee will issue a written notification of infraction to any candidate in violation of the election rules. The student shall be brought before the committee and Dean of Student Life, and if found in violation of the election rules, the candidate will be bound by the decision of the committee and may be disqualified. The next qualified runner up shall be the winner.

Any complaints or grievances with respect to any aspect of the election shall be addressed to the Dean of Student Life/Election Committee in writing no later than five (5) class days (excluding weekends) after the election. If there has been no written complaint or grievance, the results of the election are final.