



ASI BOARD OF DIRECTORS WRITE-IN CANDIDATE PACKET

Academic Year 2019-20

ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

A Message from ASI Recruitment & Elections Chair, Maggie Cheung

Dear Cal Poly Student,

My name is Maggie Cheung, and as chair of the ASI Recruitment and Elections Committee, I am so excited that you are interested in joining ASI Student Government! As the collective voice of the campus community and an integral part of Associated Students, Inc. (ASI), this body is committed to developing student leaders and strives to create positive contributions both on and off campus.

Each and every student is unique and has different ideas and opinions to share. If elected, this leadership role will give you the opportunity to represent your constituents and create a better Cal Poly. In what ways will you “Be the voice” of Cal Poly students?

As a Student Government member, you will have the responsibility of respecting, advocating, and finding solutions for the concerns of Cal Poly students while upholding ASI’s vision of connecting students to their ultimate college experience. If elected to this position, you will grow in a leadership role that will positively impact the students you serve. This organization allows you the freedom of creativity and provides you with the tools to accomplish your goals and support your constituents.

The 2019–20 candidate packet provides important information and the requirements you will need to complete before becoming an eligible candidate in the ASI election. It is vital that you read through the packet to obtain necessary forms and meeting information. The ASI Election Code is the governing document for ASI elections and can be found on the ASI website.

If elected to the ASI Board of Directors or as ASI president, a mandatory Student Government training will take place in August 2019. More information will be provided at the Board of Directors mandatory candidate meeting on Feb. 28 and the ASI president mandatory candidate meeting on March 1.

Please reach out to me if you have any questions, concerns, requests, or would like more information. Thank you for your interest in Student Government.

Sincerely,

Maggie Cheung
Chair - ASI Recruitment and Elections Committee
Associated Students, Inc.
Ph: 805-756-1291 | Fx: 805-756-6166
[Email Recruitment & Elections Chair¹](mailto:asielectionschair@calpoly.edu)

Blanca Martinez-Navarro
Assistant Dean of Students
Dean of Students Representative
Ph: 805-756-2472
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ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA POLYTECHNIC STATE UNIVERSITY AT SAN LUIS OBISPO

ASI ELECTION TIMELINE

Due to the ASI Student Government Office within 24 hours of closing of the polls

We are excited about your interest in representing the students of Cal Poly in the leadership of the Associated Students, Inc.

Your election Candidate Packet must be submitted to **ASI Student Government**, no later than **Friday, February 22, 2019 at 4 p.m.** Once received, your packet will be reviewed to ensure that it is complete.

PLEASE NOTE: (reference dates below)

1. Attendance is mandatory at the ASI Board of Directors Candidates Meeting
2. Attendance is mandatory at the ASI Presidential Candidates Meeting
3. Attendance is strongly encouraged at Media Day, Candidate Meet & Greet, & the Presidential Candidate Debate
4. **REQUIRED CANDIDATE PACKET COMPLETION INCLUDES:**
 - Candidate Filing Form
 - Candidate Statement of Honesty and Campaign Integrity
 - Campaign Team Declaration and Statement of Integrity
 - ASI Presidential Petition (Not required for Board of Directors Candidates)
 - Candidate Campaign Close-Out Statement
 - Candidate Statement

DATES TO REMEMBER:

Candidate Filing Opens:	Monday, February 4, 2019 at 8 a.m.
Candidate Information Booths:	Thursday, February 7, 2019 at 11 a.m., Dexter Lawn Tuesday, February 19, 2019 at 11 a.m., UU Plaza
Candidate Information Sessions:	Wednesday, February 13, 2019 at 6 p.m., Rec Center Training Room Thursday, February 21, 2019 at 11 a.m., UU221
Open House Board of Directors Meeting:	Wednesday, February 20, 2019 at 4:30 p.m., UU220
Candidate Filing Closes:	Friday, February 22, 2019 at 4 p.m.
Mandatory Candidate Meeting - Board:	Thursday, February 28, 2019 at 11 a.m., UU220
Mandatory Candidate Meeting - President:	Friday, March 1, 2019 at 11 a.m., UU216
Candidate Media Day:	Wednesday, April 10, 2019 at 6 p.m. – 8 p.m., UU220
Active Campaigning Begins:	Sunday, April 14, 2019 at 5 p.m.
Presidential Debate:	Thursday, April 18, 2019 at 11 a.m., UU Plaza Stage
Campaign Close-out Statement Due:	Tuesday April 23, 2019 at 4 p.m.
Candidate Meet & Greet:	Tuesday, April 23, 2019 at 11 a.m., UU Plaza
Election Begins:	Wednesday, April 24, 2019 at 9 a.m.
Election Ends:	Thursday, April 25, 2019 at 9 a.m.
Election Announcement:	Thursday, April 25, 2019 at 11: a.m. UU Plaza Stage

Please contact the ASI Recruitment and Elections Committee Chair, Maggie Cheung at (805) 756-1291 or [Recruitment & Elections Chair](#)¹ for more information.

ASSOCIATED STUDENTS, INCORPORATED
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SAN LUIS OBISPO

OVERVIEW OF ASI OFFICER ROLES & BOARD OF DIRECTORS ATTENDANCE OBLIGATIONS

ASI Officer Roles

ASI has three (3) corporate officers: the ASI President, the Chair of the Board, and the Chair of the University Union Advisory Board (UUAB).

1. The ASI President is elected by a majority vote of the Members (students at large) during the Annual Spring Election.
2. The Chair of the Board for the upcoming year is elected by a majority vote of the current Board of Directors members each spring quarter. The chair position is open to any Board member properly elected by their academic college during the Annual Spring Election.
3. The Chair of the UUAB for the upcoming year is elected by a simple affirmative majority vote of the UUAB student members each spring quarter. The chair position is open to any currently enrolled Cal Poly student who meets UUAB membership requirements.

Board of Directors Attendance Obligations

All Directors are responsible for attending all Board of Directors meetings, workshops, their respective committee meetings, their College Club Council meetings, and student leader training sessions.

Board Workshops

Board Workshops are held Mondays at 5:10 pm fall, winter and spring quarters. In the event of a holiday falling on a Monday, the Board Workshop will be held the next business day.

Board Meetings

Board Meetings are held Wednesdays at 5:10 p.m. on a bi-weekly basis during the fall, winter, and spring quarters; however, no regular meetings are held during the week of final exams and/or dead week unless called by the Chair of the Board.

College Club Council Meetings

Directors are expected to attend their respective College Club Council meetings. Each representative shall make every effort to see that the members of their academic College Club Council are kept informed concerning meetings and activities of the Board by providing reports to that group.

Additional Meetings

Board members are also required to sit on at least one Academic Senate Committee and/or one Universitywide Committee, in addition to an ASI Standing Committee. Each Director will also be called to attend various other ASI events as necessary.

Candidates are urged to consider the responsibility required by this position prior to elections.

In order for the Board of Directors to be effective and represent the student body to their fullest potential, it is essential that all members of the Board of Directors are present and active in the corporation.

Disclaimer

No substantial part of the activities of ASI shall consist of carrying on propaganda or otherwise attempting to influence legislation in any political campaign on behalf of any individual campaign of any candidate for public office.

ASI reserves the right to publish general candidate information.



ASI Board of Directors Responsibility Guide

Board approved - January 10, 2018

Student Government members have important duties and responsibilities to the Cal Poly student body. These responsibilities are derived from the ASI bylaws; often, the responsibilities change as the organization grows and changes.

It is a conflict of interest for ASI to employ members of ASI Student Government and require those individuals to have the responsibility of governing and making decisions regarding the organization by which they are employed. Because of this conflict, it is necessary to separate the roles by not allowing a student to simultaneously hold a position in ASI Student Government and be employed by ASI.

University Learning Objectives

ASI is committed to supporting the aspirations of the University Learning Objectives. Our student leaders are expected to make reasoned decisions based on ethics, respect for diversity, and an awareness of issues of sustainability. Additionally, they will work productively as individuals and in groups while communicating effectively.

ASI Board of Directors

The ASI Board of Directors serves as the legislative body of ASI and official representative voice of Cal Poly students. Members of the Board of Directors are elected representatives of a 501(c)3 non-profit corporation. The term of office is one year and is elected annually during the spring election. The Board of Directors meets bi-weekly to conduct official business of ASI and to represent the official voice of Cal Poly students.

Corporate Responsibilities (per ASI Bylaws)

- Provide feedback to the Executive Director regarding corporate issues, as appropriate
- Provide input regarding corporate operations and student advocacy of ASI
- Participate in the overall ASI assessment, planning, and goal setting
- Serve on Universitywide committees as appointed
- Represent students from elected college
- Participate in Board of Director outreach and recruitment
- Ensure proper use of mandatory student fees
- Represent Cal Poly students at local, state, and national level
- Attend Leadership Development Workshops
- Members of the Board of Directors are responsible for attending all Quarterly Kick-off trainings (Note: The annual Fall Kickoff will take place before the start of Fall Quarter, dates to be determined by the ASI Leadership Team)
- Members of the Board of Directors are considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI Policy as a condition of their volunteer assignment

Responsibilities to the Board of Directors

- Ensure compliance with the meeting notice requirements of the Gloria Romero Open Meetings Act
- Appoint Chair of the Board
- Serve as a voting member of the Board of Directors
- Serve on the Board of Directors Standing Committees
- Create legislation through Bills, Resolutions, and Endorsements
- Provide oversight of Officers
- Actively participate in all Board Meetings, workshops, trainings, and ad-hoc meetings
- Approve annual Budget Request and monitor annual Operating Budget
- Ratify Chief of Staff and Vice Chair of the Board of Directors
- Accept the selection of the Vice Chair of UUAB
- Create, revise, and monitor ASI Policy

Summary of Typical Involvement

- Attend regular College Council and/or Advisory meetings
- Attend weekly Board of Director Workshop meetings
- Attend bi-weekly Board of Director meetings
- Attend Board of Director Standing Committee meetings as appointed
- Attend Universitywide committee meetings as appointed

- Participate in ASI Student Government initiatives

Support

The Coordinator –Government Affairs will serve as the advisor to the ASI Board of Directors. In this role, the Program Coordinator will be responsible for providing education and advising on ASI and University-related issues. In addition, the Program Coordinator will serve as a resource regarding upcoming items of business.

During their term of office, members of the ASI Board of Directors must maintain compliance with all CSU and ASI requirements, as outlined in the ASI Student Government Qualifications for Office Summary.

The ASI Board of Directors receives priority registration and ASI vehicle privileges, if eligible.

Chair of the Board Responsibility Guide

Board approved March 7, 2018

ASI Student Government members have important duties and responsibilities to the Cal Poly student body. These responsibilities are derived from the ASI Bylaws; often, the responsibilities change as the organization grows and changes.

It is a conflict of interest for ASI to employ members of ASI Student Government and require those individuals to have the responsibility of governing and making decisions regarding the organization by which they are employed. Because of this conflict, it is necessary to separate the roles by not allowing a student to simultaneously hold a position in ASI Student Government and be employed by ASI.

University Learning Objectives

ASI is committed to supporting the aspirations of the University Learning Objectives. Our student leaders are expected to make reasoned decisions based on ethics, respect for diversity, and an awareness of issues of sustainability. Additionally, they will work productively as individuals and in groups while communicating effectively.

Chair of the Board

The Chair of the Board is the facilitator of policy development, review and modification. Policy development is realized through regular meetings of the Board of Directors, standing committees, and ad hoc committees.

Corporate Responsibilities

- Provide direct oversight of the Board of Directors in day-to-day activities.
- Provide general oversight of the Vice Chair of the Board.
- Oversee the operation of Board of Directors standing committees in day-to-day activities.
- Ensure continuous development of the Board of Directors.
- Serve as member of the ASI Officer Team.
- Serve as a voting member of the ASI Business and Finance Committee.
- Ensure continuous development of the ASI Officer Team.
- Provide feedback to the ASI Executive Director regarding corporate issues as appropriate.
- Provide input regarding the corporate operations and student advocacy of ASI.
- Participate in the performance evaluation of the ASI Executive Director in collaboration with the ASI President and the Chair of the University Union Advisory Board.
- Provide general oversight of the ASI Student Government annual budget, including signature authority.
- Facilitate the process of ensuring student representation on the Cal Poly Foundation Board.

The Chair of the Board of Directors is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI Policy as a condition of their volunteer assignment.

Responsibilities to the Board of Directors

- Ensure compliance with the meeting notice requirements of the Gloria Romero Act.
- Appoint Board of Directors members to appropriate internal ASI committees and the University Union Advisory Board.
- Convene and chair all Board of Directors meetings and approve agenda items as proposed by the ASI Executive Director, ASI President, designee or (Board) members.
- Appoint chairs of and directors to all standing committee of the Board of Directors.
- Appoint club funding liaisons.
- Appoint the Vice Chair of the Board, with approval of Board of Directors.
- Ensure the education and awareness of the ASI Budget and annual Operating Budget.

Summary of Typical Involvement

- Serve on ASI internal committees as appropriate.
- Serve as an ASI representative on the Academic Senate.
- Participate in the overall ASI assessment, planning, and goal setting.

- Participate in Quarterly Kickoff events.
- Attend Leadership Development workshops.
- Meet bi-weekly with the University Vice President for Student Affairs.
- Meet monthly with the University Vice President of Administration and Finance.
- Meet weekly with the ASI officers.
- Meet bi-weekly with the ASI Executive Director.
- Meet weekly with the Vice Chair of the Board.
- Attend ASI Leadership Team meetings.
- Attend Universitywide and Academic Senate committee meetings as appointed.

Support

Administrative Support:

Administrative support is provided to the Chair of the Board by the Administrative Assistant. As a support professional, the Administrative Assistant serves the business needs of the officers and maintains an efficient and effective business environment. The Administrative Assistant functions in an auxiliary role at the direction of the ASI Officers and is not authorized to represent or act on behalf of any ASI Student Government member.

Professional Development/Mentoring:

Professional development/mentoring to the Chair of the Board will be provided by the ASI Executive Director or designee. As a mentor, the ASI Executive Director or designee will provide constructive feedback and guidance on a regular basis to assist the Chair of the Board in their personal and professional development.

Qualifications for Office

During their term of office, the Chair of the Board must maintain compliance with all CSU and ASI requirements as outlined in the ASI Student Government Qualifications for Office Summary.

Scholarship

The ASI Chair of the Board receives a quarterly scholarship equal to 75% of the cost of education, priority registration and ASI vehicle privileges, if eligible.



Qualifications for Office

ASI Student Government positions include the ASI President, ASI Chief of Staff, ASI Executive Cabinet, Chair of the Board, Vice Chair of the Board, ASI Board of Directors, Chair of the University Union Advisory Board, Vice Chair of the University Union Advisory Board, and the University Union Advisory Board.

Qualifications

1. Must be regularly admitted and enrolled as a matriculating student at Cal Poly earning a minimum of 9 undergraduate units per quarter or 4 graduate units per quarter while holding office
 - a. The ASI President must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
 - b. The ASI Chair of the Board must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
 - c. The Chair of the University Union Advisory Board must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
 - d. ASI Chief of Staff must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
 - e. The ASI Vice Chair of the Board must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
 - f. The Vice Chair of the University Union Advisory Board must maintain 12 undergraduate units per quarter or 8 graduate units per quarter while holding office in order to receive the scholarship
2. Undergraduate students are allowed to earn a maximum of 225 quarter units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 75 quarter units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office
3. A minimum 2.0 cumulative Cal Poly GPA and a minimum 2.3 quarterly GPA at the time of filing for office (based on Winter Quarter GPA), which reflects a current academic status that is above average
4. Maintain a minimum of a 2.0 quarterly GPA during office, as required by the CSU Trustee.
5. Must be available during term of office. The ordinary term of office for Corporate Officers shall be one year, commencing on the day after the close of Spring Quarter and ending on the last day of the following Spring Quarter
 - a. The ASI President is required to be on campus during their full term.
 - i) If enrolled in summer classes at Cal Poly, the summer scholarship award shall be for the full cost of education for the summer term, including both the living expense and academic components. If not enrolled in summer classes at Cal Poly, the scholarship award shall be limited to the amount of the living expense component of the cost of education for the summer term.
 - b. The Chair of the Board of Directors and Chair of the University Union Advisory Board.
 - i) If residing in San Luis Obispo during the summer for at least 9 weeks, the scholarship amount awarded shall be the living expense component of the cost of education for the summer term. If not residing in San Luis Obispo during the summer or for at least 9 weeks, there will be no scholarship awarded for summer quarter. Must not be on academic, disciplinary or administrative probation.

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BOARD OF DIRECTORS CANDIDATE FILING FORM

(Form A)

Due to the ASI Student Government Office within 24 hours of closing of the polls

Name (as it will appear on the ballot):

EMPL ID:

Phone:

Cal Poly E-mail:

College:

Major:

Expected Graduation Date:

I confirm I have a minimum 2.0 cumulative Cal Poly GPA and a minimum 2.3 quarterly GPA.

Candidate Initials:

Date:

I confirm I have read all Important Documents found in the ASI Candidate Packet.

Candidate Initials:

Date:

By initialing and dating this form, I attest that the information provided is accurate and will be bound to the provisions set forth in the ASI Election Code.

Candidate Initials:

Date:

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**BOARD OF DIRECTORS CANDIDATE STATEMENT OF HONESTY, TIME COMMITMENT,
AND CAMPAIGN INTEGRITY**

(Form B)

Due to the ASI Student Government Office within 24 hours of closing of the polls

Please read and sign the following statement:

1. I have answered all questions truthfully and to the best of my knowledge.
2. I have read all of the filing materials and understand the duties, responsibilities, and obligations therein.
3. I hereby grant authority to ASI and the Dean of Students Office to review my academic and disciplinary record to verify eligibility to run for office. Additionally, I understand that if elected, my academic and disciplinary record will be verified on a quarterly basis to verify eligibility.
4. I understand that my name, academic college, and candidate statement will be published in ASI Election related materials.

I agree to abide by all campus policies, city, and county laws and ordinances. I acknowledge that an E-Plan must be completed in accordance with E-Plan procedures, (including approval from the Dean of Students Office Representative) for all on and off campus campaign activities.

I agree to conduct my campaign with integrity and will not remove, deface, or cover another candidate's campaign material. Additionally, I agree to conduct my campaign in a professional manner, refraining from any harassment, intimidation, undue influence, or threats to others.

I acknowledge that any violation of this agreement or the ASI Election Code is subject to disciplinary action. Disciplinary action includes, but is not limited to, disqualification at the recommendation of the ASI Recruitment and Elections disciplinary subcommittee and the approval of the ASI Board of Directors.

I have reviewed the Board of Director Responsibility Guide, and Qualifications for Office Summary, and I recognize the commitment and responsibilities of this position. I will make the Associated Students, Inc. a priority, if elected.

I will represent my fellow students to the best of my ability while maintaining my own conscience.

Candidate Name:

By initialing and dating this form, I attest that the information provided is accurate and will be bound to the provisions set forth in the ASI Election Code.

Candidate Initials:

Date:

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BOARD OF DIRECTORS CAMPAIGN TEAM DECLARATION AND STATEMENT OF INTEGRITY
(Form C)

Due to the ASI Student Government Office within 24 hours of closing of the polls

All candidates will be held responsible for actions taken by their campaign workers, as they relate directly to the candidate's campaign. The term "Campaign Worker," means any individual, whether declared or undeclared, who provides support for a Candidate, Pre-Candidate, or Write-in Candidate whom the Candidate, Pre-Candidate, or Write-in Candidate has expressly or impliedly authorized to provide support to his or her campaign for election. All campaign workers must be identified and sign the Campaign Team Declaration and Statement of Integrity form in the Candidate Packet. If a campaign worker joins a campaign after submission of the form, the candidate must register the campaign worker by submitting a subsequent Campaign Team Declaration and Statement of Integrity form to the Chair of the ASI Recruitment and Elections Committee as soon as practicable.

All candidates will be held responsible for conduct by their campaign workers related to the candidate's campaign. A candidate shall be subject to disciplinary action if any individual acts as a campaign worker without being declared as such by the candidate.

By signing below, I declare that I will be serving as a campaign worker for and agree to abide by the following:

- All campus policies, city, and county laws and ordinances. I acknowledge that an E-Plan must be completed in accordance with E-Plan procedures, (including a signature from the Dean of Students Office Representative) for all on and off campus campaign activities.
- I agree to represent the candidate's campaign with integrity and will not remove, deface, or cover another candidate's campaign material. Additionally, I agree to conduct myself in a professional manner, refraining from any harassment, intimidation, undue influence, or threats to others.
- I acknowledge that any violation of this agreement or the ASI Election Code is subject to disciplinary action including fines and disqualification at the discretion of the ASI Recruitment & Elections disciplinary subcommittee.

Campaign Worker Name _____

Campaign Worker Signature _____

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BOARD OF DIRECTORS CAMPAIGN CLOSE-OUT STATEMENT

(Form E)

Due to the ASI Student Government Office within 24 hours of closing of the polls

Please read and sign the following statement:

I acknowledge that I have followed all campaign policies and procedures listed in this packet, and have abided by all campus policies, city, and county laws and ordinances. I have conducted a campaign with integrity and have not removed, defaced or covered another candidate's campaign material. Additionally, I have conducted my campaign in a professional manner, refrained from any harassment, intimidation, undue influence or threats to others.

I have removed all campaign material, such as posters, sandwich boards, or any other item used during this election from all public locations.

*** Failure to remove all campaign material by Monday, April 29, 2019 at 4 p.m. will result in a monetary fine for facility services.**

Candidate Signature

Date

CAMPAIGN CLOSE-OUT STATEMENT - Optional for Board of Directors Candidates

Please include all receipts and/or proof of purchase or donation for any listed item. Candidates must attach receipts or invoices of all itemized expenditures. Please label receipt with the corresponding line-item number from the table above. (Example: For the first item on the table above, the corresponding receipt will be labeled "1".)

Campaign Material (Please Itemize below)

	Materials	Distributor	Quantity	Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
				Total Cost \$

Please use additional paper if more space is needed.

Candidate Name:

By initialing and dating this form, I attest that the information provided is accurate and will be bound to the provisions set forth in the ASI Election Code.

Candidate Initials:

Date: