



*Associated Student Government*

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**Executive Officer Application**



**Please return all completed forms to the office of the Associated Student Government, SU-123C or the Student Leadership Center, SU-123D.**

**For questions or concerns regarding this packet please call, ASG 623-845-3533.**



## Purpose

The purpose of this association is to promote and maintain, with the cooperation of the administration and the faculty, a democratic college community life that meets the intellectual, moral, physical, and social needs and interests of the student body and community and to foster the rights and privileges of all students.

## Executive Officer Elections

The ASG Executive Officers are the President, Vice President, Treasurer, Secretary, and Public Relations. The Executive Officers shall be elected by the ASG Board. Candidates are selected from the Elected Board Members. Elections shall take place on the last meeting of the spring semester. A simple majority vote by secret ballot will determine the successful candidate. In the event of no clear winner, a runoff election of the two candidates with the greatest number of votes will occur until a simple majority is attained. The term of office shall begin immediately after commencement in the spring semester and end with the swearing in of the new ASG Officers at the end of the following spring. ASG Executive Officers may not hold concurrent Executive Officer positions with any other student Club at GCC. All Executive Officers shall be entitled to the remuneration as determined by the ASG and Maricopa County Community College District Administrative Regulations.

## <sup>1</sup>Qualifications for Associated Student Government (ASG) Executive Officer

The Student must:

- Be an ASG Board Member
- Carry six (6) or more credit hours at a GCC campus
- Maintain a 2.50 cumulative GPA (4.0=A), unless his/her first semester
- Be available on Tuesdays from 1:00 to 4:00 p.m.
- The term of office shall begin immediately following elections in the fall semester and end the following spring with the final meeting.
- Not be an officer of another club
- Submit an Executive Officer Application to the Student Leadership Center or the ASG office for signature verification at least one (1) week prior to elections.

The Associated Student Government of Glendale Community College is always looking for students willing to contribute to its success and experience the satisfaction of involvement.

For more information, please contact: Student Leadership Center at 623-845-4474 or Associated Student Government at 623-845-3533.

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<sup>1</sup> Once discharged, an officer or a member may not be reinstated. Any ASG member/officer removed for a just cause from the ASG board as outlined by the ASG Constitution in Article IV Section IV may not run for election indefinitely.

# The Executive officer duties are as follows:

## President shall:

- Call, preside over and conduct ASG meetings
- Appoint committee chairpersons with the approval of the ASG
- Serve as the official representative of the ASG. Conduct business previously approved by vote of the ASG
- Vote on issues that have resulted in a tie
- Meet with faculty advisor for planning and updates
- Review and approve, potentially by signature, all financial documents
- Coordinate and integrate all activities and duties of officers, members and volunteers
- Facilitate the preparation of agendas with the secretary, executive officers and faculty advisor

## Vice-President shall:

- In the absence of the President, perform the duties of the President
- In the event the President office is vacated, the Vice President will fill the vacant office. The new President will then preside over the election of the new Vice President
- Assign GCC students to committees upon their request
- Assist in spokesperson duties
- Keep an updated list of active clubs, advisors and information on events
- Keep track of ASG office hours
- Present funding requests at ASG meetings, upon treasurer's requests
- Serve as the chair of the standing Rules Committee

## Treasurer shall:

- Purchase ASG supplies
- Prepare, present and keep records of money matters and report these at the ASG open business meetings
- Prepare all financial documents and submit to Student Leadership Center  
Work with clubs to complete funding requests, present, and ask VP to present if necessary
- Handle all petty cash in accordance with fiscal office rules
- Prepare and present the year-end financial report
- Serve as the chair of the standing Finance Committee
- Appoint, as necessary, and assistant to aid in duties outlined above. The Treasurer's Assistant must meet the Member requirements as under Article IV, section II of the constitution

### **Secretary shall:**

- Record, publish and distribute minutes of all regular and special council meetings
- Prepare and post agendas
- Maintain all archives and office files
- Circulate attendance sheet, take roll call and record minutes for ASG and club representatives
- Submit minutes to Student Leadership Center after each meeting
- Record club representative attendance
- Copy, file and share all incoming/outgoing correspondence with ASG
- Appoint, as necessary, an assistant to aide in duties outlined above. The Secretary's
- Assistant must meet the Member requirements under Article IV, Section II of the constitution

### **Public Relations shall:**

- Prepare releases to the media and have approved by the Dean of Student Life
- Publicize Associated Student Government events to clubs and student body
- Develop an annual Public Relations Plan to provide publicity for ASG and to advertise events
- Assist the clubs in promoting club events through campus resources
- Develop a proposed advertising budget
- Have material promoting ASG events approved by the Office of the Student Life, and post and remove ASG publications
- Work with the GCC campus newspaper (The Voice) and the Public Relations Department to advertise services and events
- Facilitate the special events calendar with Student Life office
- Develop and maintain ASG website with an online calendar by utilizing campus resources
- Serve as the chair of the standing Publicity Committee
- Appoint as necessary, an assistant to aide in duties outlined above. The Public Relations Assistant must meet the Member requirements under Article IV, section II of the constitution



(Please PRINT legible)

Date of Application: \_\_\_\_\_

<sup>2</sup>Position Sought: (Check One)

ASG President\_\_\_

ASG Public Relations\_\_\_

ASG Vice-President\_\_\_

ASG Secretary\_\_\_

ASG Treasurer\_\_\_

ASG Board Member\_\_\_

Name (Last, First, Middle) \_\_\_\_\_ SID# \_\_\_\_\_

Mailing Address (Street, City, Zip)

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Major/Field of Study: \_\_\_\_\_

Current Class Standing (Please check one): Freshman\_\_\_ Sophomore\_\_\_

First Semester at GCC? Yes\_\_\_ No\_\_\_

Expected Graduation Date: \_\_\_\_\_

Degrees/Honors Held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of semesters/years involved with ASG/GCC: \_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> Some of the positions sought could be filled; however, we can always use an aide for that position (with the exception of President and Vice President). Please note that serving as an aide is not a guarantee that you will automatically fill the position if vacant. After having served as a board member you will become eligible to run for any officer position when vacated.

Will you be able to attend all meetings this year? \_\_\_\_\_

Do you currently belong to, or have you ever belonged to any groups on campus besides the Associated Student Government (ASG)? Yes \_\_\_ No \_\_\_ If yes please list the groups

\_\_\_\_\_

Are you familiar with the ASG mission, vision and strategic goals? Yes \_\_\_ No \_\_\_ If no, do you know where you can access a copy of the Associated Student Government Mission, Vision, and Strategic Goals? Yes \_\_\_ No \_\_\_

Are you familiar with any of the ASG committees? Yes \_\_\_ No \_\_\_ If yes, will you participate in them? Yes \_\_\_ No \_\_\_

Have you ever been an officer of ASG? \_\_\_ Yes \_\_\_ No; If yes, what position? \_\_\_\_\_

Why are you interested in becoming an ASG officer?

\_\_\_\_\_

What experiences can you bring to share as a part of the ASG team?

\_\_\_\_\_

What are your short and long term goals at GCC?

\_\_\_\_\_

I understand that I must have and maintain a minimum 2.5 GPA, and as an executive officer in the Associated Student Government (ASG) I may not be an executive officer of another club or organization. I must also meet all other eligibility requirements as listed in the Qualifications of and Rules for Election to the Associated Student Government (ASG) to qualify for and keep my ASG seat. I also understand that I must abide by the election rules, and pledge to do so under penalty of disqualification. Additionally, I understand that if elected I must abide by the ASG Constitution and By-Laws and pledge to do so under penalty of dismissal from ASG. Further, I understand that I must be available for meetings of the ASG (Tuesdays from 1:00 to 4:00 p.m.).

By signing this document, I hereby certify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
received by:

\_\_\_\_\_  
date & time received:



# Nomination Form

## *Associated Student Government*

Name of candidate: \_\_\_\_\_

(Please print name as it is to appear on the ballot)

Position Seeking: \_\_\_\_\_

I am currently a registered student of Glendale Community College carrying 3 or more credit hours and wish to nominate the student listed above for the executive officer position he/she is seeking on Associated Student Government of Glendale Community College.

For enrollment verification purposes, please print your name legibly next to your signature and birth date.

Name: (Please Print)	Signature:	Date of Birth: (mm/dd/yy)
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