



ASSOCIATED STUDENT GOVERNMENT

Mt. Hood Community College
Elections Handbook

2020-2021

**ASG Elections
Packet**

“BE THE CHANGE YOU WANT TO SEE”

Dear Potential Candidate,

The Associated Student Government (ASG) of Mt. Hood Community College has the unique opportunity to effect change at the highest levels of the institution. Selections are a time for candidates to present their visions and for students to voice their opinions. It is a hectic, yet rewarding time for all involved. The Elections Committee wishes you all the success possible as you head into this process, and we are here to help you on your way.

This is the official handbook for those desiring to run for ASG President and Vice President. Please read over the documents contained in this handbook thoroughly, as it provides everything you need to know in order to be a qualified and informed candidate. Take time to thoroughly read the packet, a description of the positions' responsibilities and time commitments for the positions. Also, you will find the rules and regulation for the electoral process. It is essential to your success that you are familiar with the policies and procedures associated with ASG Selections.

To assist in your success be sure to complete your application on ASG webpage (<https://www.mhcc.edu/ASG/>).

We want this selection process to be fun, informative and a good experience for all involved. If you have any questions or concerns, please feel free to stop by any of the Office of Student Life and Civic Engagement, call us, or email us. Once elected by the students of Mt. Hood Community College, one of the first tasks that you will take part in is to work with a committee in hiring key personnel to fill the Associated Student Government.

Rozina Lethe – 503-491-7232 rozina.lethe@mhcc.edu

Sincerely,
The Selections Committee

Elections Committee 2020



Mt. Hood Community College

MISSION

Transforming Lives / Building Communities

VISION

Mt. Hood Community College is nationally recognized as the choice for life-long education and is a leader in state-of-the-art learning environments and innovation; the college is celebrated by residents for its economic, social, cultural and recreational contributions to the district.

Core Themes

Learner Success

The College provides the necessary state-of-the-art tools so that anyone committed to learning may establish, make progress towards and ultimately accomplish the goals that define their individual success.

Community Pride

The College continually seeks out educational, economic and cultural opportunities to engage and partner with its surrounding populations in an effort to be a responsive, responsible neighbor, and a college that the community can proudly and confidently support.

Partner Innovation

The College works closely with businesses, government agencies and nonprofits to proactively reassess current and future trends so that it may provide relevant skills and educational training while eliminating barriers and maximizing efficiencies and service quality.

Values

- Staying abreast of educational and technological challenges, trends and innovations and transforming the college to meet the changing needs of our community. We are decisive, intentional and forward thinking.
- Cultivating an environment that celebrates and supports diverse communities, peoples, backgrounds and points of view. We are inclusive and respectful.
- Creating an active, friendly, welcoming and open environment for our staff, students and community. We are accessible, positive and responsive
- Providing innovative educational programs, methods and assistive technologies while also building strong community and business partnerships. We are collaborative, focused and purposeful.
- Being responsible stewards of the physical and financial resources entrusted to us by the residents of the district. We are accountable, transparent and honest.
- Exceeding expectations in all customer service interactions. We are reliable, dedicated and empathetic.

Diversity and Inclusion Statement

MHCC believes that supporting and empowering diversity is a cornerstone to serving the richness that characterizes our campus and community. MHCC welcomes, values and promotes all aspects of diversity by cultivating a respectful, inclusive and accessible learning environment, developing the capacity to understand issues of difference, power and social justice and fostering personal and professional development, which increases effectiveness within diverse contexts.



ASSOCIATED STUDENT GOVERNMENT

Associated Students of Mt. Hood Community College

Associated Students of Mt. Hood Community College exists to enhance the general welfare of students through student advocacy, representation, projects, initiatives, and representation for all students at MHCC.

ASG serves as the liaison between the administration and the student body. ASG delegates the authority to Student Activities and Student Clubs and Organizations to offer a broad range of programs, events, and activities designed to meet the needs and interests of a diverse student body. All students who are registered at Mt. Hood Community College and have paid their student fees are members of the Associated Students of Mt Hood Community College (ASMHCC).

ASG leadership is provided by twelve (12) members, which consists of ten (10) selected officers. Members of ASG represent MHCC students, their issues and concerns to the administration, community leaders and state officials. Student Life provides leadership for the student government, leadership opportunities for students, to teach leadership skills and principles to students serving in the organization that enhance their educational experience.

Listed below are the summary and main responsibilities and duties of the ASG and the individual positions.

The Associated Student Government (ASG) of MHCC

The Associated Student Government (ASG) of Mt. Hood Community College (ASMHCC) is the official governing body and budget authority for the Associated Students of Mt. Hood Community College. The Associated Student Government exists to enhance the college experience through student advocacy, projects, initiatives, and representation for all students at Mt. Hood Community College. The organization serves as the liaison between the administration and the student body. The ASG delegates the authority to Student Activities and Student Clubs and Organizations to offer a broad range of programs, events, and activities designed to meet the needs and interests of a diverse student body.

ASG supports the growth and development of co-curricular programs on campus and is instrumental in supporting the College Athletics department including facilitating the athletic finance council. ASG Members receive ongoing leadership development and year-round support from the Office of Student Life.

Each member of the Associated Student Government (ASG) shall:

- Serve as a voting member of the ASG with voting rights and privileges (the Administrative Assistant shall serve as a non-voting member)
- Support student rights, freedoms, and responsibilities by effectively representing all students of MHCC
- Support MHCC ASG initiatives, events, projects and activities
- Uphold the by-laws of the ASMHCC and support action items as approved by the ASG
- Maintain at least twelve (12) office hours per week (unless otherwise directed) as directed by the ASG President or the ASG Advisor(s)
- Serve on at least one college or ad-hoc committee to represent student needs
- Meet weekly with the ASG Executive officers and the advisor(s) of the ASG
- Serve one hour in Barney's Pantry per week
- Maintain detailed electronic records and files of all activities and events
- Attend all regular meetings and leadership training and orientation sessions
- Maintain satisfactory academic progress as defined in the standard operating procedures
- Shall teach, guide and model exemplary behavior for students on campus
- Shall encourage fellow student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques
- Perform other duties as assigned by the ASG President or advisor(s)

ASG President

The ASG President serves as the chief executive officer and representative of the Associated Students of Mt. Hood Community College. They serve as the liaison and spokesperson to the administration and Board of Education. The ASG President will seek student opinion and guide the efforts of a diverse team of student leaders to help address and resolve student issues and bring resources to students at MHCC.

The ASG President:

- Shall preside over all meetings of the ASG and appoint members to governance and college committees when student representation is necessary
- Shall annually develop goals/objectives and work to achieve strategic outcomes
- Shall be responsible for appointing ad-hoc committees to research ideas, develop initiatives, and support student ideas and concerns
- Shall be responsible for the executive and administrative work of the ASG and represent the needs and concerns of members of the ASMHCC to the administration and Board of Education
- Shall serve as the representative for all students including all MHCC locations
- Shall uphold the by-laws of the ASMHCC and sign all official documents and action items as approved by the ASG

- In consultation with the ASG advisor, shall develop the weekly agenda, distribute assignments and manage the daily affairs of the ASG
- Shall work in conjunction with the ASG advisor(s) to develop a training program that assists students with professional and personal growth of student leaders
- Shall facilitate meetings and have no discussion or vote as a member of the ASG except to create or break a tie
- Shall attend the Board of Education meetings and other governance committees and be responsible for informing the ASG of business conducted by the Board of Education and other institutional committees
- Shall represent the ASG at public events or gatherings and serve as the official spokesperson when necessary
- Shall be the designated official to make position appointments with the ratification of the ASG, unless otherwise specified in the by-laws
- Shall work closely and support the Legislation Affairs Representative on statewide legislative issues that affect Mt. Hood Community College
- Shall teach, guide and model exemplary behavior for student leaders.
- Shall encourage student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques
- Shall meet weekly with each member of the ASG team and the ASG advisor(s)
- In the event of a vacancy, the President shall appoint a new officer, which requires ratification from the ASG
- Shall maintain at least 19.5 office hours per week. The President will be required to work during the summer as directed by the advisor(s) of the ASG and approved by the Director of Student Life.

ASG Vice President

The Vice President serves as an executive officer, assisting the ASG President with management of the leadership team. In the absence of the President, the Vice President will chair the regular and special meetings of the ASG. They will also work in conjunction with the President to facilitate student initiatives and projects and serve as a liaison to the administration, faculty and staff. The ASG Vice President will seek student opinion and assist with coordinating the efforts of a diverse team of student leaders by helping address and resolve student issues and bring resources to students at MHCC.

The ASG Vice President:

- Shall be a voting member of the ASG and assume the duties of the President in their absence
- Shall serve as the Regulations Committee chair and oversee proposed by-law amendments
- Shall serve as the student liaison to the MHCC Foundation Board
- Shall oversee the coordination of presentations for all ASG funding requests
- Shall work with the Student Life office to process funding requests

- Shall attend the Board of Education meetings and other governance committees with the ASG President
- Shall work to coordinate forums and focus groups to gather student input on ASG initiatives and projects
- Shall work with the District Communications office to promote initiatives and projects.
- Shall maintain at least fifteen (15) office hours per week. The Vice President will be required to work during the summer as directed by the advisor of the Associated Student Government and approved by the Director of Student Life.

Academic Affairs Representative

The Academic Affairs Representative is responsible for advocating for students issues and concerns pertaining to academic success. Their responsibilities include *actively seeking student opinions/concerns and effectively researching possible solutions to the problems. They will collaborate with faculty and administration to improve the college experience for all students.*

The Academic Affairs Representative:

- Shall work to represent student interests in academic decisions at MHCC
- Shall seek opportunities and partnerships with academic departments
- Shall work to involve students in the tenure review process of faculty members if requested by the faculty senate
- Shall serve as a member of the Textbook Affordability Team
- Shall advocate for expanded course offerings based on student input and interest
- Shall assist in educational efforts regarding Open Education Resources (OER)
- Shall actively seek out issues and concerns relating to classes
- Shall work with the Textbook Affordability Team and support events, activities, and programs that support the promotion of textbook affordability

Campus Affairs Representative

The Campus Affairs Representative is responsible for representing student concerns and addressing student needs for on-campus services and resources. The Campus Affairs Representative works with departments on campus that are designated as Student Support Services. This includes communicating with Counseling Services, Veteran's Services, Disability Services, Career Services, TRIO, Transitions/Transiciones, Childcare Services, and the STEP program. The position also is responsible for Barney's Pantry, supporting housing and transportation initiatives for students.

The Campus Affairs Representative:

- Shall support and advocate for student resources at Mt. Hood Community College and make them available to students
- Shall educate students and market the services of Barney's Pantry
- Shall work with the ASG advisor to manage inventory, stock and create a staffing schedule for Barney's Pantry
- Shall work with the ASG advisor to train team members on food safety and

handling procedures

- Shall host one comprehensive food drive per term
- Shall seek innovative ways to combat food insecurity for MHCC students
- Shall provide a housing information board to assist students with affordable housing
- Shall work with the AVID center and promote tutoring services to students
- Shall meet regularly with staff members in the Career Planning Center, Veteran's Services and Counseling Center to provide student feedback

Campus Safety and Sustainability Representative

The Campus Safety and Sustainability Representative is responsible for advocating for student concerns related to campus safety and sustainability initiatives. The representative will work closely with public safety department to implement and educate students on safety projects and initiatives. They will also be heavily involved in sustainability matters on campus.

The Campus Safety and Sustainability Representative:

- Shall serve as the advocate for students regarding public safety issues on campus including involvement in events, projects, and initiatives
- Shall serve as the liaison for initiatives and projects related to campus sustainability and serve on the college sustainability committee
- Shall work to enhance awareness of the campus sustainability fair and serve as an active member of the club
- Shall advocate for continued improvement of safety on campus including regular meetings with the Director of Public Safety
- Shall meet regularly with Environmental Health & Safety Specialist to be apprised of current trends or projects
- Shall sponsor educational programs and speakers for the students of MHCC

Communication and Media Affairs Representative

The Communication Affairs Representative is responsible for the creation, promotion, and distribution of communication efforts for the ASG. They are responsible for the print and electronic advertisement, marketing, communication, social media and public messaging. The representative will coordinate marketing efforts, distribute messages to campus and serve as the communication link between students and the rest of the campus.

The Communication & Media Affairs Representative:

- Shall manage weekly updates and run consumer reports for Social Media pages
- Shall post all ASG/SA/Student Life upcoming events and other student interactions across the college on social media pages
- Shall post at least 4 times a week on social media
- Shall communicate regularly with the college newspaper and District Communications
- Shall assist the Student Life staff with the production of the Call of Nature News

- Shall develop promotional materials for ASG sponsored events
- Shall take photographs at ASG events and activities
- Shall assist the Student Life staff with updates to the website
- Shall work in conjunction with the Student Life staff to market the ASG including purchasing promotional items for students
- Shall work with Student Life staff to coordinate Social Media accounts
- Shall be responsible for executing a Social Media plan, as well as promote events and engage students and the community
- Shall coordinate communication with team members to market ASG initiatives

Community and Outreach Affairs Representative

The Community Affairs and Outreach Representative is responsible for providing community based outreach and education activities for MHCC students. The representative will be responsible for coordinating volunteers to assist with MHCC activities. They will strive to help build and foster stronger community relationships, campus involvement, and service learning opportunities.

The Community Affairs and Outreach Representative:

- Shall organize one community service activity at the Gresham campus per term
- Shall coordinate volunteer efforts with campus partners and develop student opportunities to serve the campus in a volunteer capacity
- Shall work with the SOAR team to explore recruitment opportunities for the MHCC leadership program
- Shall provide service learning opportunities for students to engage in the local and extended community
- Shall work with the ASG advisor to develop a summer leadership conference
- Shall work with the Director of Student Life to create service learning opportunities as part of the Leadership course
- Shall work closely with the Campus Affairs Representative to create volunteer opportunities for Barney's Pantry

Diversity, Equity and Inclusion Representative

The Diversity, Equity and Inclusion Representative is responsible for advocating and promoting diversity and equity initiatives to create and foster an open and inclusive environment at MHCC. The representative will develop programs and activities to create a respectful, safe, and culturally vibrant campus. They will serve on the campus access and diversity committee, work with departments and clubs, and work with the Diversity Resource Center to sponsor activities and events.

The Diversity, Equity, and Inclusion Representative:

- Shall work with college officials to create solutions to reduce barriers for enrolled and prospective students at MHCC
- Shall serve as the student representative on the Access and Diversity council.

- Shall work collaboratively with the SAB Contemporary Issues Coordinator to bring educational and cultural events to campus
- Shall work with the Diversity Resource Center Coordinator to increase the DRC Library offerings and resources
- Shall work with designated college officials to educate students on Diversity, Equity and Inclusion initiatives
- Shall organize, coordinate and assess educational and cultural programs, training, events, and activities for the Associated Students of MHCC

Financial Affairs Representative

The Financial Affairs Representative is responsible for facilitating the annual student fee process in conjunction with the advisor to the Associated Student Government. This process includes the development of communication, budget timeline, serving as chairperson of budget meetings, and facilitation of regular planning meetings. The Financial Affairs Representative will also work with the ASG Advisor to provide regular updates to members of the ASG regarding account balances.

The Financial Affairs Representative:

- Shall prepare monthly financial reports for the ASG officers in conjunction with the Associated Student Government Advisor
- Shall serve as the representative for all student fee presentations to the Board of Education or as the official representative for any financially related matters
- Shall work with the ASG Advisor and serve as liaison between ASMHCC and MHCC business office for budget projections
- Shall organize and serve as the presiding officer and chairperson of the ASMHCC Finance Council, Athletic Council, and assist SOC when necessary
- Shall oversee the ASG Administrative Assistant for Finance Council proceedings
- Shall annually review the Student Financial Code and other appropriate documents related to student fees
- Shall plan and implement the timeline for the Student Fee Budget Committee

Legislative Affairs Representative

The Legislative Affairs Representative is responsible for serving as the official external liaison of the MHCC ASG. The representative will work to engage students in the voter registration process, lobbying efforts and serve as the representative to the Oregon Community College Student Association. They will also work with ASG to coordinate efforts in gathering feedback from students on legislative issues, advocating for affordable tuition and fees, and in soliciting voter registrations.

The Legislative Affairs Representative:

- Shall serve as the chairperson of voter registration efforts throughout the academic year
- Shall serve as the official representative and voting member to the Oregon

Community College Student Association (OCCSA)

- Shall work to enhance student awareness of legislation and lobbying efforts impacting community college students
- Shall represent ASMHCC on college committees that have legislative or college affordability impact
- Shall work with college officials to organize student trips to the capitol for appropriate rallies or to testify on behalf of students
- Shall provide education to students regarding local, regional, and national legislation impacting community college students

Maywood and Bruning Representatives

Maywood and Bruning Representatives are advocates for the students at MHCC and are there to help resolve their issues and concerns. Their responsibilities includes but not limited to going out to students and actively seek out their issues and concerns, effectively researching the issues and thoughtfully considering all possible solutions to problems, and collaborating with faculty and administration to improve the college experience as a whole. Maywood and Bruning Representatives represent the student's voices regardless of their academic or social standing. The Representative serve as advocates for students and should look for opportunities to be out among the students, especially in the region they are assigned to represent. Each Representative must complete at least 6 office hours per week at their respective campuses.

The Maywood and Bruning Representatives:

- Shall attend ASG Meetings
- Shall attend all necessary meetings and trainings including Thursdays during summer
- Shall post and detail required hours using daily
- Shall complete 6 office hours a week at their respective campuses
- Shall read ASG minutes weekly
- Shall attend Committee meetings you are assigned to
- Shall plan and attend all ASG programs including but not limited to elections, constitutions day, and so on
- Shall help promotes ASG activities/Programs at their respective campuses

Student Organizations and Clubs Coordinator

The Student Organizations and Clubs Coordinator is the liaison between the ASG, clubs and organizations and the Student Life department. They are responsible for facilitating the chartering/renewing and assisting with the management of events/activities. They are responsible for training, supporting, and interpreting policies for SOC representatives. They also coordinate the planning and execution of quarterly club fairs, collaborative events, and manage the funding process.

Student Organizations and Clubs Representative:

- Shall serve as the presiding officer and chairperson of SOC and publish the weekly agenda and minutes
- Shall sponsor a clubs/organizations fair each term to help market SOC
- Shall regularly attend club/organization meetings to help support programs
- Shall facilitate club/organization funding requests for SOC (under \$500.00) and to the ASG (over \$500.00)
- Shall update the clubs/organizations board in the Student Union and marketing materials for SOC
- Work closely with SAB to collaborate and organize events for the campus
- Shall recognize, review and present new student organizations to SOC and ASG
- Shall recommend changes to the Clubs & Organizations Policies and Procedures Manual in consultation with the SOC advisor
- Shall be responsible for updating and maintaining a SOC contact list

ASG Administrative Assistant

The ASG Administrative Assistant is a non-voting support position that helps with the administrative functions of the ASG and SOC organizations. They are responsible for the timely recording, composing, and publishing of the minutes and agendas for both organizations. They assist with the general operation of the office including coordinating the ordering of supplies and materials with the ASG advisor.

The ASG Administrative Assistant shall:

- Shall record, compose, publish and distribute agendas and minutes of the ASG and SOC at least 48 hours prior to regularly established meetings
- Shall work with the Student Life staff to recommend changes to the ASG website.
- Shall order office supplies for the ASG office
- Shall develop and maintain files and other records of the ASG and SOC meetings
- Shall work with the ASG advisor(s) to develop the annual OCCSA Certification Binder
- Shall assist the ASG advisor and ASG President with managing office hours for members of the ASG
- Shall be a non-voting, ex-officio member of the ASG
- Assist the President to complete their responsibilities and duties, which may include correspondence, agendas, memos, notices, etc.
- Organizes all individual meetings with officers and the ASG President
- Attend meetings as assigned by the President

Student Activities Team

The Student Activities Team is a constituent of the Student Life department and Associated Student Government of Mt. Hood Community College. It is comprised of a Student Activities Coordinator and five student coordinators who initiate, plan, promote, and execute a variety of educational, cultural, recreational, and social events for the campus and community. Students participating in the program work collaboratively with the Associated Student Government to solicit feedback from students regarding programs and events to sponsor on campus. The Student Activities Coordinator will serve as a liaison to the Associated Student Government.

The Student Activities Team is responsible to the Director of Student Life or their designee. Students will be selected annually in the spring by a committee comprised of the Director of Student Life, the Student Government Advisor, and two current student leaders selected by the Director of Student Life. The positions shall include Special Events Coordinator, Health & Recreation Coordinator, Contemporary Issues Coordinator, Arts & Entertainment Coordinator, and Graphic Designer.

Each Student Activities Events Coordinator shall:

- Initiate, plan, and develop activities soliciting input from the campus and community
- Negotiate dates, prices, place, and time of the event with the respective agents and performers.
- Plan and promote activities and events that involve administration, faculty, and staff and encourages participation from the community.
- Ensure that all facility and support service requirements (i.e. facility, sound, staging, set-up, stagehands etc.) have been arranged with the appropriate offices/agencies
- Provide all necessary information to the Promotions Coordinator, in a timely manner, to ensure proper advertisement and promotion of events
- Be responsible for promoting and seeking others to assist in the promotion of each sponsored event
- Be responsible for the removal of any promotion within 24 hours of the conclusion of the event
- Ensure that processing of all contractual and financially related paperwork for each event has been processed through the Student Life and Business Office
- Complete a Student Activities evaluation form for each event along with the recommendations that shall be presented at each general meeting
- Mail thank you letters and any other final items needed to wrap up the event or activity
- Shall work to diversify the dates, times, locations, and cost for all events in order to involve a variety of students
- Maintain detailed electronic records and files of all activities and events

- Be available to greet performers and introduce the event or activity sponsored by your department
- Maintain daily office hours and attend all regular meetings and leadership training and orientation sessions
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities

The Student Activities Coordinator

The Student Activities Coordinator is responsible for managing the event coordinators in the Student Activities organization. They serve as the voting liaison on the Associated Student Government and ensure that communication and collaboration exists between the two critical student organizations. The Activities Coordinator is responsible for ensuring that a comprehensive program is annually planned including educational, social, cultural, and recreational programs.

The Student Activities Coordinator:

- Shall serve as the presiding officer for all official meetings of the Student Activities organization
- Shall serve as the liaison between the Associated Student Government and the Student Activities organization bringing proposals forward for approval or reporting information
- Work in conjunction with the Director of Student Life to develop and execute a comprehensive, entertaining and educational program for students, staff, faculty, and the community
- Shall serve as a voting member of the Co-Curricular Finance Council and as a voting member of the Associated Student Government
- Shall work in conjunction with the Director of Student Life to interview, select, and oversee the activities of all Student Activities officers
- Shall establish goals/objectives for the Student Activities organization and oversee the daily functions of the office
- Shall work to ensure that all contracts and financial forms have been processed through the office of Student Life
- Shall meet weekly with the Director of Student Life to discuss the planning, execution and logistical components of upcoming activities
- Shall oversee the preparation and expenditures of budgets on a quarterly and annual basis as directed by the Director of Student Life
- Complete all other duties as may be assigned by the Director of Student Programs

Special Events Coordinator

The Special Events Coordinator is responsible for developing programs that involve a wide array of students and stakeholders on campus. The Special Events Coordinator organizes Welcome Week and works with the college to plan large scale events for the students. This includes co-sponsoring events with other student organizations and athletics that are designed to meet the needs and recommendations of a diverse group of students.

The Special Events Coordinator:

- Shall be responsible for the initiation, planning, and execution of seasonal events, campus wide events, and signature events sponsored by Student Activities
- Shall work in conjunction with the Arts & Entertainment Coordinator to coordinate the booking of artists that may be integrated into a Special Event
- Shall work to develop other special events that focus on special holidays such as Halloween, Valentine's Day events, and other applicable holidays or events
- Shall sponsor outreach events that collaborate with the community
- Shall seek input from the student body in order to determine the type of events that he/she will plan throughout the year
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities

Health and Recreation Events Coordinator

The Health and Recreation Events Coordinator is responsible for developing programs that appeal to the recreational needs of the students at Mt. Hood Community College. This includes leisure activities that may not require physical activity as well as the development of health education programs designed to meet the needs of a diverse group of students.

The Health and Recreation Events Coordinator:

- Shall be responsible for organizing campus recreation programs including indoor recreation events (volleyball, dodgeball etc.) and outdoor recreation events (hiking, ski trips etc.)
- Shall sponsor programs related to student health and wellness and initiatives that engage students in healthy living
- Shall sponsor activities that appeal to the leisure interests of students and community
 - Activities shall include, but not be limited to, bowling nights, movie nights, and indoor activities
- Shall sponsor leisure activities that engage students on campus and in the local community
- Shall assist with discount ticket sales to a variety of local sports, leisure, and recreational activities
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities

Current Issues Events Coordinator

The Current Issues Events Coordinator is responsible for developing programs that appeal to the educational needs of the students at Mt. Hood Community College. This includes sponsoring events and activities that address current events, popular topics, trends, and relevant subjects designed to meet the interests of a diverse group of students.

The Current Issues Events Coordinator:

- Shall be responsible for educating the campus and community with workshops, awareness weeks, or special events that appeal to issues affecting the campus, community, region, nation, or world
- Shall coordinate events with faculty members in order to involve classroom participation and further enhance classroom education through the lecture/awareness series
- Shall seek out pertinent social, economic, or cultural issues and promote forums and discussions to be included as part of the lectures/awareness series
- Shall promote events that include, but are not limited to, alcohol and substance abuse, the environment, sexual assault, culture and ethnicity, disability, crime prevention, health and wellness, legislation, education, and current political and global issues
- Shall coordinate awareness weeks and special events that are nationally and locally recognized
 - This shall include, but not be limited to, Cultural Events, Alcohol Awareness Week, National Sexual Awareness Week, World Food Day, Earth Day, etc.
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities

Arts & Entertainment Events Coordinator

The Arts & Entertainment Events Coordinator is responsible for developing programs that appeal that appeal to the entertainment needs and interests of students. This includes sponsoring events and activities that involve students in music, variety acts, art, and interactive entertainment designed to meet the interests of a diverse group of students.

The Arts & Entertainment Events Coordinator:

- Shall facilitate the booking of entertainment activities of a diverse nature including the booking of comedians, bands, solo artists, games/group activities, variety entertainment, and events
- Shall be responsible for working with the Student Life office to sponsor the Student Union Art Gallery
- Shall work to book musical and vocal performance groups and assist with the growth of students and community members through educational workshops, master classes, and discussion groups

- Shall actively pursue the booking of theatre performances which include one-act plays, stage productions and touring organizations
- Sponsor workshops that educate the community on artistic expressions and design
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities

Graphic Design & Promotions Coordinator

The Graphic Designer and Promotions Coordinator is responsible for coordinating communication efforts for the Student Activities organization. This includes designing promotional materials for activities and events on campus. In addition, the position is responsible for facilitating communication with the ASG Communication and Media Affairs Representative to highlight events on ASG social media channels. Finally, the Coordinator will develop messages to students, staff and faculty in order to promote activities and events sponsored by Student Activities.

The Graphic Designer and Promotions Coordinator:

- Shall be responsible for conception and design of all Student Activities fliers, advertisements, and public relations tools that are distributed to the campus and community
- Shall be responsible for coordinating the posting of information on Associated Student Government social media sites
- Shall be responsible for promoting all activities of the Student Activities Organization and work specifically with the campus and local media to publicize activities
- Shall coordinate ticket sales for any events which require the purchase, organization, and distribution of tickets
- Complete all other duties as assigned by the advisor or Coordinator of Student Activities or advisor

APPLICATION PROCESS AND GUIDELINES

- Individual must fill out an application online and select the position in which they are applying for
 - They must choose the position they are applying for; President or a Vice President
- Submit a completed Academic Eligibility Release to be verified by the Office of Admissions and Records
- A platform, which must contain a declaration of candidacy for the specific office, a list of qualifying experience, goals to be achieved when elected, and a diversity, equity and inclusion statement

QUALIFICATIONS OF PRESIDING OFFICERS AS STATED IN THE ASMHCC CONSTITUTION

- An individual seeking a position must be enrolled in a minimum of 6 credits during the elections process at MHCC
- A student seeking a position must have achieved a minimum cumulative **GPA of 2.5 prior to elections** with the exception of first term students
- When elected, the student leader must **maintain a cumulative GPA of 2.5** and complete a minimum of 6 credit hours for fall, winter, and spring term at MHCC
- A student may serve in the ASG for a maximum of nine terms
- An officer may not serve more than one academic year in an elected or appointed office

RULES AND REGULATIONS FOR STUDENT ELECTIONS

1. Elections procedures:

- A. Running and campaign is on individual basis
- B. Candidates may choose to campaign together during campaigning
- C. There will be a general election and, if necessary, a run-off election in the case of a tie
- D. There will be two separate categories: President and Vice President
- E. The candidate the receives the most votes in the President category is the winner
- F. The candidate that receives the most votes on the Vice President category is the Winner
- G. In the case of a tie, the tied the candidate will be placed on the run-off ballot
- H. In the case of a run-off election, each candidate will be given a spending amount of \$50 to campaign an additional week
 - I. The amount for spending will not be authorized until Elections Committee confirms a run-off election

2. Write-Ins:

- A. The candidate who does not submit their elections application by the deadline, will not appear on the ballot and will have to campaign as a write-in ticket
- B. Write-ins cannot campaign until a completed elections packet is turned in, reviewed, and approved
- C. Write-in candidate shall not appear in the voter's pamphlet
- D. Write-ins are not allowed in the run-off election

3. Publicity:

- A. All publicity must follow the MHCC posting policy
- B. All marketing materials must be approved by the Elections Committee
- C. All posters must have Student Union staff approval before distribution
- D. Chalk may not be used on any part of the MHCC campus
- E. The spending cap for each ticket is \$200 total per ticket
- F. Each ticket will be reimbursed by the ASG upon presentation of receipts and proof of utilization for campaigns
- G. Students must have receipts in order to get reimbursed
- H. There will be no reimbursement until after all of the candidate's advertisements are removed from the campus
- I. The Elections Committee recognizes that many students utilize social networks to campaign it is important to abide by the MHCC code of conduct

- J. Students may not engage in slanderous language toward the opposition
- K. Social networking should promote your platform and encourage voting
- L. Disciplinary actions will be given to any violators of this stipulation
- M. Candidates are responsible for the actions of all persons campaigning on their behalf
- N. If a candidate wishes to campaign in a manner that is not covered by the rules and regulations, it is the candidate's responsibility to obtain approval from the Election Committee before proceeding
- O. All voting promotions and events are coordinated by the Elections Committee
- P. Candidate or those campaigning on their behalf, must be 50 feet away from all voting stations and computer labs
- Q. They cannot prompt or promote use of electronic devices to encourage students to for a candidate within 50 feet of the student voting
- R. The Elections Committee will remove any poster not having an approval stamp from the Student Union
- S. Posters are only allowed in the free speech boards, Student Life glass cases and inside departments with department approval
- T. ASG A-frames will be used to market all tickets
- U. The Elections Committee will post on the A-frames on behalf of all tickets
- V. Advertising is not allowed in any natural areas, such as the lake, or flower beds
- W. Poster sizes are limited to 8 ½" x 11" or 11" x 17". Banners are limited to 4' x 8'

REGULATIONS ON ONLINE CLASS FORUMS

Candidates can post in an online class forum as many times as they want. Any slander or inappropriate markings will be reported to the Elections Committee.

GRIEVANCES & ELECTIONS

Questions, complaints, challenges and grievances will be considered with the utmost sincerity by the Elections Grievance Committee. Grievances are the means by which any suspected misconduct can be reported, addressed, and fairly assessed.

Grievances regarding candidate misconduct must be submitted in writing (physically or electronically) to the Elections Grievance Committee Chair. The Elections Grievance Committee reserves the right to dismiss any unsubstantiated complaints. All grievances must be filed within **2 hours** of the occurrence, and any grievances which occur on the final day of voting must be submitted by midnight. Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Grievance Committee at this time. Candidates who have a grievance filed against them will be notified by the Elections Committee Chair that their

presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved, and posted publicly in the Student Life Office within 12 hours.

Time will be allotted for all involved parties to voice their concerns to the Elections Grievance Committee and answer questions the committee may have before a final decision is made. All rulings by the grievance committee must be passed before the announcement of the election results.

Any grievances filed up to two (2) hours before the hearing will be reviewed and assessed by the Committee at the designated meeting. Candidates who have a grievance filed against them will be notified by the Elections Committee Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved immediately.

Additional grievance hearings will be held as required at the discretion of the Grievance Committee Chair and committee members. All candidates will be notified of any additional grievance hearings that may be scheduled.

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a point value. The rubric to assign the point value of a grievance will be determined by the nature of the grievance, relating specifically to who committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). As such, a minor infraction incurred by someone unaffiliated with the campaign would be worth relatively few points, while a serious infraction by the candidate themselves in front of many students would be worth more points. As the point value of an infraction increases, so does the severity of the sanction. Please see elections sanctions guidelines below for details for point value.

In addition to ensuring a fair judgment for all through the Elections Grievance Committee hearings, the point system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the process and will be disqualified.

After the Elections Committee has reached a decision, if a candidate does not feel a fair decision has been made, they may file an appeal in writing to the Director of Student Life within 24 hours from when they were notified. If, at any time, a student feels the Elections Grievance Committee has acted in an unfair manner, a grievance can be filed in writing to the Director of Student Life.

ELECTION SANCTIONS GUIDELINES

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a tiered value. The tiers below assigns the grievance and a consequence to be determined by the nature of the grievance. It is specifically related to whom committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). As such a minor infraction incurred by

someone unaffiliated with the campaign would be classified as a tier 1 offense, pending the decision from the Election Grievance Committee. As the infractions increase, so does the severity of the consequence. These sanctions apply to candidates and their supporting campaign team members.

To ensure fair judgment for all through the Election Grievance Committee, the tier system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the elections process and will be disqualified.

- **Tier 1: Minor Offenses.**
 - Normally infractions resulting in a fine between 30 to 60 minutes deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as, pre-campaigning, minor electronic violations, placing campaigning posters in illegal places, e.g., car windshields, posted inside buildings, etc.

- **Tier 2: Moderate Offenses**
 - Normally resulting in a fine between one to three hours deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as late financial reports, intentional campaign sabotage (such as a candidate's supporters tearing down an opponent's signs unbeknownst to the candidates), and supporters' tactics too aggressive while campaigning, etc.

- **Tier 3: Serious offenses.**
 - Normally resulting in a fine between four to six hours of sanction from their campaigning hours per infraction. Tier 3 offenses can result in disqualification. Examples of such infractions, include but not limited to things such as, falsified documents, intentional campaign sabotage, voting fraud or coercion, serious ethics and/or Student Code of Conduct etc. Repeated Tier 2 violations may also be classified as Tier 3.



MT. HOOD COMMUNITY COLLEGE POSTING POLICY

Note: There is a limit of 30 posters per ticket. The limit on marketing materials, such as handbills or bookmarks, is 1,500 per ticket. No supporting materials may be left unattended other than posters.

1. Posters must include the full name and registered acronym of the sponsoring organization (ASG Elections).
2. Prior to printing a master copy of the poster will need to be cleared by the Election Committee and the Student Union staff.
3. ADA information and the ASMHCC logo must be present somewhere on the poster. Both of these will be provided to the ticket to integrate into their poster. All required items needed for posters will be emailed to the candidates.
4. Stamped approval/pull date by the Student Union staff must be indicated on all posters prior to any copies being printed.
5. All posters without an approval stamp will be promptly removed.
6. Before an activity, event, or class is advertised, space must be reserved through the Office of Student Life.

It is the responsibility of the tickets to remove outdated posters.

All tickets are prohibited from posting approved posters on the concrete and brick walls and pillars of the college campus.



ASSOCIATED STUDENT GOVERNMENT

Mt. Hood Community College
Elections Committee

Certificate of Academic Release – ASMHCC President

Name:

Student ID:

Phone number:

Email:

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This form should be submitted when filing for candidacy. It will be sent forward for verification via signature of an authorized Admissions and Records staff in order to run for an Associated Student Government presiding officer position:

1. The student is currently enrolled for 6 or more credit hours at Mt. Hood Community College; and
2. The student has a minimum cumulative grade point average of 2.5 (or this is the student's first term at the college).
3. The minimum cumulative Grade Point Average requirement is waived for students in their first term at the college during the election process.

Name of MHCC Employee

Signature of MHCC Employee

Date



Mt. Hood Community College
Elections Committee

ASSOCIATED STUDENT GOVERNMENT

Certificate of Academic Release – ASMHCC Vice President

Name:

Student ID:

Phone number:

Email:

=====

This form should be submitted when filing for candidacy. It will be sent forward for verification via signature of an authorized Admissions and Records staff in order to run for an Associated Student Government presiding officer position:

4. The student is currently enrolled for 6 or more credit hours at Mt. Hood Community College; and
5. The student has a minimum cumulative grade point average of 2.5 (or this is the student's first term at the college).
6. The minimum cumulative Grade Point Average requirement is waived for students in their first term at the college during the election process.

Name of MHCC Employee

Signature of MHCC Employee

Date



ASSOCIATED STUDENT GOVERNMENT

Election Platform

*The platform **must** contain the following items. Please note all platforms will be submitted to the student news publication, the Advocate.*

1. Declaration of candidacy for specific office
2. List of qualifying experience
3. Goals to be achieved if elected
4. A diversity, equity and inclusion statement



ASSOCIATED STUDENT GOVERNMENT

Mt. Hood Community College
Elections Committee

President Contract

I, _____, as a candidate for the office of ASMHCC **President**, intend to fulfill any and all of the responsibilities associated with the office in executing the obligation of representing the student constituency of Mt. Hood Community College. I accept the responsibility to execute these Presidential duties but *in addition*, realize the necessity of attendance, and service, on a number of standing committees within the college framework.

Signature

Date



ASSOCIATED STUDENT GOVERNMENT

Mt. Hood Community College
Elections Committee

Vice President Contract

I, _____, as a candidate for the office of ASMHCC **Vice President**, intend to fulfill any and all of the responsibilities associated with the office in executing the obligation of representing the student constituency of Mt. Hood Community College. I accept the responsibility to execute these Vice Presidential duties but *in addition*, realize the necessity of attendance, and service, on a number of standing committees within the college framework.

Signature

Date