Associated Students of Highline College (ASHC) Elections Packet 2022-2023

ASHC VISION STATEMENT

As the Associated Students of Highline College, we are committed to breaking barriers. We dedicate ourselves to providing an honest and accurate representation for all students. We strive to create access on all levels and make it a priority to keep students at the forefront of our work.

ASHC Elections Requirements:

In order to be eligible to run for a position on the ASHC Executive Council, candidates must maintain a cumulative grade point average (GPA) of 2.5 or above each quarter and must be enrolled for at least six (6) credit hours at Highline College.

A completed ASHC Elections Packet, including any additional application materials, must be turned in by **Tuesday, April 26, by 5 p.m.** via email. All materials should be emailed to ASHC at ashc@highline.edu.

To declare candidacy for a position, candidates must:

1. **Attend at least one ASHC Council Meeting.**
   - April meetings are April 12 and 26, 1:20-2:30 p.m., Zoom Meeting ID: 810 8668 5685, Passcode: ASHC22
2. **Attend an ASHC Information Session** (optional but highly recommended).
   - April 12, immediately following ASHC Council Meeting
   - April 14, 1-2 p.m., Campus View 5th Floor Community Space
3. Submit one completed **ASHC Elections Packet**, which includes:
   - **Two Letters of Endorsement** (at least one from a Highline affiliation)
     - Highline College faculty/staff member
     - Highline College current student (No more than 1 out of the 2 letters)
     - Previous Employer
     - Community Member
   - **Application for ASHC Student Government Office**
   - **Responses to ASHC election questions**
   - **Unofficial Transcript**
   - **Release and Assignment Form** to allow your photo and letters to be published to the public, such as the Thunderword, CLS elections page, etc.
4. Attend the **Mandatory Candidates Meeting** on Wednesday, April 27, 12-1 p.m., on Zoom. The meeting link will be sent to candidates through the email provided in the submitted packets.
5. Participate in the **Candidates Forum** on Monday, May 2, 1:30-2:30 p.m., responding to questions from the Highline student community. The forum will be held on Zoom and recorded, and the recording will be sent to the Highline student email listserv after the forum.

Important Dates

Date	Time	Location	Event
April 12	1:20-2:30 p.m.	Zoom Meeting ID: 810 8668 5685, Passcode: ASHC22	**ASHC Council Meeting***
April 12	approx. 2:30 p.m.	Zoom Meeting ID: 810 8668 5685, Passcode: ASHC22	**Candidate Info Session**
April 14	1-2 p.m.	Campus View 5th floor community space	**Candidate Info Session**
April 26	1:20-2:30 p.m.	Zoom Meeting ID: 810 8668 5685, Passcode: ASHC22	**ASHC Council Meeting***
April 26	5 p.m.	Email to ashc@highline.edu	**Election packets due**
April 27	12-1 p.m.	Zoom link to be emailed	**Mandatory Candidates Meeting**
May 2	1:30-2:30 p.m.	Zoom Meeting ID: 823 2190 7934	**Candidates Forum**
May 4	TBD	TBD	**Student Life Leadership Positions Group Interview (optional)**
May 10-11	12 a.m. May 10 – 11:59 p.m. May 11	Vote at elections.highline.edu	**Election polls open**
May 12	12 p.m.		**Election results announced on social media and through student email**
May 13	Arranged	Zoom link to be emailed	**Student Life Leadership Positions Individual Interviews** (for any non-elected candidates)
May 17	1:30-2:30 p.m.	TBD	**Mandatory Meeting for Newly Elected Officers**
May 25	3:30-5 p.m.	Zoom Meeting ID: 865 7722 2604 Passcode: 271936	**Student Legacy Awards**
August 9			**Student Life Leadership Training begins, runs through September**

**Candidates must attend at least one ASHC Council meeting*

Associated Students of Highline College (ASHC)

All Student Government Officers

Preamble to the ASHC Constitution

We (the Associated Students of Highline College) assume responsibilities and privileges of participation in self-government, to represent student interests, needs and welfare within the college community, initiate and coordinate active student involvement, provide the opportunity to develop individual leadership qualities and an understanding of group action, and supplement and complement formal education at Highline College, do affirm and establish this Constitution.

ASHC Team Expectations:

- Attend all ASHC Executive and Associated Council meetings
- Attend all ASHC sponsored events
- Participate on various campus committees, as decided upon by the Executive Council
- Attend various club meetings, as decided upon by the Executive Council
- Work on assigned projects under the supervision of the ASHC Advisor
- Maintain accurate records and information on all programs, responsibilities, and materials
- Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution

Characteristics Desired:

- Interest and personal connection to advocacy and stewardship
- Flexibility and reliability
- Excellent communication skills
- Desire for student leadership experience
- A commitment to social justice and equity

Work Expectations:

- Registered for at least six credits with a GPA of at least 2.5
- Students will participate in a reflective evaluation at the close of project and the end of each quarter to help identify leadership strengths and challenges during the duration of the position
- Student is required to work 15 hours per week. This position pays minimum wage

Core Services Leadership Team (As a staff member of CLS)

- Volunteer to help at events, attend signature/important office events
- Recruit and spark prospective students into leadership opportunities and involvement with CLS & MCA
- Lead initiatives that build and strengthen communities of leaders
- Assist broadly with recruitment activities especially for Leadership Development Programs, Student Recognition Programs, and Campus Event Committees
- Facilitate and prepare for Core Staff Meetings and Core Team Projects
- Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution.

Associated Students of Highline College (ASHC)
President

Position Description:

This is a student hourly paid service role in Student Government. The ASHC President serves as the primary advocate for the student body and student government by acting as the direct liaison to the administration and the Board of Trustees. This position provides leadership and organization for the actions of the ASHC executive council by providing oversight to all student committee appointments and serving as the students' representative at key college governance meetings. This position requires working as a part of the Student Government team, so responsibilities extend from administrative duties to the Center for Leadership & Service and overall campus representation duties as well. This is a fifteen hour per week position with flexible work hours.

The President's duties are as follows:

- Act as the official liaison between the ASHC and the Highline College Board of Trustees, college administration faculty, and community
- Build community and leadership skills to all officers and appointed officials of the Student Government
- Serve on the Services and Activities (S&A) Budget Committee
- Appoint students to serve on various campus committees
- Schedule and serve as presiding officer of all regular Executive Council meetings
- Hold responsibility for studying and reporting ASHC perspectives/opinions on state and federal government actions and their effect on students
- Work with campus administrators to plan legislative awareness programs
- Commencement Ceremony responsibilities as assigned
- Schedule quarterly meeting with college President
- Maintain 15 hours per week, with at least 10 posted office hours
  Increase involvement in ASHC (i.e. legislative academy, statewide initiatives, student- based leadership opportunities)
- Serve as the primary student public relations officer for the ASHC
- As a representative of the Executive Council, create and appoint students to campus committees
- Facilitate other projects as taken on by the ASHC
- Attend bi-weekly ASHC meetings and participate as a servant leader and voting member
- Attend weekly ASHC executive meetings
- ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council

Associated Students of Highline College (ASHC)

Vice-President

Position Description:

This is a student hourly paid service role in Student Government. This position serves as the primary administrator of Associated Students of Highline College (ASHC) internal affairs. Additionally, the Vice President facilitates ASHC sessions and coordinates ASHC annual projects. This position requires working as the leader of Student Government's extended leadership council, so responsibilities extend from coordinating ASHC services and functions with overall Center for Leadership and Service. This is a fifteen hour per week position with flexible work hours.

The Vice President of ASHC duties are as follows:

- Schedule, coordinate, promote and preside over all business meetings of the Associated Council
- Develop agenda and implement decisions for all Associated Council meetings
- Serve as student representative on Faculty Tenure Review Committee
- Lead ASHC in the maintenance of the Constitution and By-Laws of the ASHC
- Serve on the S&A Budget Committee and work with the ASHC Advisor(s) to stay current on expenditures
- Serve as the chairperson of the ASHC Election Committee (if the Vice-President is running for an office, the chairperson will be appointed by a majority vote of the Executive Council)
- Work with ASHC Executive Council to develop needed trainings for student leaders
- Monitor and maintain the ASHC contingency balance and funding process
- Participate on campus committees as appointed by the ASHC Executive Council
- Maintain 15 hours per week, with at least 10 posted office hours
- Create leadership and direction for involvement in ASHC, especially in the bi-weekly ASHC Council Meetings.
- Facilitate other projects as taken on by the ASHC
- Attend bi-weekly ASHC meetings and participate as a servant leader and voting member
- Attend weekly ASHC executive meetings
- ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council

Application for ASHC Student Government Office

I am running for the following ASHC Student Government position:

_____

Title of Position

I hereby certify that I am a currently enrolled student with at least 6 credit hours at Highline College, and I have a cumulative grade point average of at least 2.5.

I understand that should I be elected, I must uphold these two requirements during my entire term as an ASHC officer.

Name: _____

Address: _____

Phone Number: _____

ctcLink ID Number: _____

Highline Student Email Address: _____

_____ _____

Signature of Applicant Date

I hereby authorize release of my college records to ASHC for verification:

_____

Please Initial

If not elected, I am interested in utilizing this application for other available Core Services Leadership Team positions in CLS and CCIE. ____ Yes ____ No

Do Not Write Below This Line - For Official Use Only

Fall Quarter 2021	Winter Quarter 2022	Spring Quarter 2023
Grade Point Average:_____ Credit Load:_____	Grade Point Average:_____ Credit Load:_____	Grade Point Average: _____ Credit Load:_____

SAMPLE LETTER OF ENDORSEMENT

Please type or print in black ink, using format below, on your own paper.

DATE:

TO: ASHC Elections Committee

FROM:

Name:
Street Address:
City, State, Zip Code:
Phone Number:
E-mail:
Association/Service Unit:

SUBJECT: Letter of Endorsement for (insert Candidate Name)

I. **RELATIONSHIP:**

II. **FOCUS OF CANDIDATE'S WORK:**

III. **IMPACT OF THEIR WORK:**

IV. **OTHER PERTINENT INFORMATION THAT MAY BE HELPFUL**

SIGNATURE

ASHC Election Questions

The answers to the following questions will aid students in voting for their candidate. Responses will be posted online on the CLS website and sent to the *Thunderword*. Responses to each individual question shall not exceed 150 words. Individual responses over 150 words will be shortened to only include the first 150 words in your response. Microsoft Word "word count" function will be used to count the length of your statements.

1. Why are you interested in this position? What contributions will you bring to the ASHC? (Limit 150 words)
2. What personal qualities and experience make you a good representative for students, and how do they relate to this position and the ASHC vision? (Limit 150 words)
3. How do you hope to serve others as a student leader by giving back to Highline in each of the following areas: (Limit 500 words)
    a. Building Communities
    b. Developing Leaders
    c. Social Justice
    d. Global Awareness

Please attach your responses as a Microsoft Word document or PDF when submitting your completed packet to the ASHC email, ashc@highline.edu.

Highline College Cultural Diversity Policy:

Highline College actively promotes and supports a learning and work environment which ensures social justice, mutual respect, understanding, civility and non-violence. Highline College is committed to the elimination of discrimination based on biological sex, gender identity and expression, sexual orientation, race, ethnic background, national origin, class, economic status, age, military and veteran status, disability, language, culture and religious beliefs.

Approved by the Highline College Board of Trustees, 2016

In accepting elected positions, candidates acknowledge and commit to the prior page of pre-scheduled training dates. Any conflicts must be addressed to the ASHC Student Government Advisor, Amy Bergstrom, prior to the acceptance of your position.

The following information will be the primary focus of the April 27 Mandatory Candidates Meeting.

Spring Elections Guidelines/Regulations –
ASHC Elections Committee

1. No candidate may knowingly misrepresent the platform of another candidate
2. Each candidate is personally responsible for their own conduct and the conduct of those promoting their campaign
3. Only members of the Association may campaign for or endorse candidates. Endorsements must be confirmed before utilizing endorsements. The elections committee reserves the right to ask for confirmation of endorsement
4. No campaign materials will be placed in such a way as to be visible from a designated polling place
5. No candidate or their designee shall be closer than 50 feet to a designated polling place, except when casting a ballot or en route to or from a class in which the candidate, or designee, is currently enrolled
6. The use of any college materials, supplies, staff or equipment in the manufacture of campaign material is prohibited, except what is permitted in the elections packet
7. No candidate may expend more than 100 dollars total, or utilize services or materials donated that exceed a fair market value of 100 dollars for their campaign. A candidate, upon request, shall present to the Elections Committee bills of sale for any or all materials and/or services purchased, and descriptions or samples of materials and/or services donated.
8. All HC posting rules apply to candidates running for election.

Fair market value – The cost of your campaign must not exceed $100.00. The elections committee will use the fair market value of your publicity to determine the costs, not the costs that you actually paid out of your pocket. This is done to level the playing field of the elections and not give undue advantage to those who have access to below market value resources (for example: the candidate who owns a Kinko's Copy Center could plaster the campus with paper goods at no documented cost)

Supplies – It is assumed that the supplies used by candidates will be supplies from "around the house" and not specially purchased for the campaign. Supplies that are needed and used as gimmicks will need to be purchased from the $100.00 of campaign funds. For example, string needed to hang a poster is assumed to be not specially purchased. String used to tie on the fingers of voters so that they remember to vote for you is a campaign gimmick and needs to be financially documented if requested by the elections committee.

Volunteer help – So long as your volunteers are acting as independent members of the Association, their help is free and approved. Remember, there are rules about endorsement by official clubs and organizations (please see above or ASHC Advisor for details.) People who are campaigning for you who would normally charge a fee for services, particularly non-students, are considered a gimmick and the price for the services will be considered at fair market value.

All candidates shall conform to the rules stated herein or become subject to penalty, deemed appropriate by the Elections Committee and confirmed by ASHC Executive Council. Sanctions for breaking election regulations may include a warning, removal from the ballot, disqualification as a candidate and/or a referral to the Highline College Student Conduct Officer.

Campaign Rules – Publicity Policy

Flyers, Banners and Posters

After your official election packet has been submitted and you are ready to begin preparing for your campaign, you are entitled to the following resources from our office:

- **A total of *30 copies* on 8.5 in. x 11 in. paper, black-and-white print.**
  - Flyer must be stamped and approved by the Center for Leadership and Service (CLS).
  - You must submit the flyer to CLS with a work request form to have the copies completed.
  - To clarify, candidates must provide their own campaign designs and originals to copy. CLS will not provide design services or full-color copies for candidates.
- **Two 4ft. sections of butcher paper for poster making.**
  - Banners and posters must be approved by CLS before posted.
- **Access to markers, paint, tape, and staples. (No glitter, please.)**
  - Check with CLS about availability.
- **All other supplies not defined here are the responsibility of the candidate.**

ON-CAMPUS CAMPAIGN POSTING IS LIMITED TO THE DATES PROVIDED IN THE ATTACHED SCHEDULE. HOWEVER, OTHER TYPES OF CAMPAIGNING (VERBAL, PERSONAL HANDOUTS, ETC.) ARE PERMISSABLE ONCE YOUR ELECTIONS PACKET HAS BEEN SUBMITTED.

- **All Campus Posting Rules must be followed:**
  - For posting on bulletin boards, please use **ONLY push pins!**
  - For posting of all other posters, banners, etc., **please obtain poster approval from the CLS Office.**
- **Areas where signs may NOT be posted:**
  - Glass doors, in restrooms, on buildings, cars, trees and benches. Or any non-bulletin board space.
- **Removal of Signs:**
  - You will be responsible for removing all Elections promotional material within 24 hours immediately following the Election.

HIGHLINE COLLEGE

Release and Assignment

Giving Highline permission to use your photo and/or words

I give full permission and consent irrevocably and in perpetuity to Highline College and/or its clients, affiliates, agents and assignees, hereinafter called Grantees, to make or reproduce throughout the world, either alone or in conjunction with other material and photographs, audio recordings, films and videotapes or other media made in connection with Highline College incorporating my name, photograph, likeness and/or voice, either in whole or in part, in material prepared for purposes of advertising, research and client presentation.

It is further understood that Grantees may use said material with or without my name and that Grantees may make reasonable changes in testimonial copy, if any, provided the spirit and content of my remarks are not distorted.

I further waive any right of approval with respect to use of said materials and thereby release and discharge Grantees from any claim or liability, including without invasion of privacy or defamation of character based upon such use.

Printed Name: _____

Signature: _____Date: _____

Note: The information you provide on this form will ne kept confidential, in accordance with and as may apply under, FERPA—the Family Educational Rights and Privacy Act. This form will be kept in the program or department office that asked you to sign it. Thank you for your participation.

Please complete sections 1 & 2 or 1 & 3 below whichever apply to you.

1. Candids and Portraiture

I am (check the appropriate selection):

☐ STUDENT ☐ FACULTY ☐ CLASSIFIED ☐ EXEMPT

☐ OTHER (please elaborate) _____

Department/Program: _____

Title/Position: _____

Employee or Student Identification Number: _____

Email: _____ Phone: _____ Mail Stop: _____

Mailing Address: _____

2. Digital ID *(for ID cards, campus newsletter use only)*

I understand that professional portraits for promotional use and for uses affiliated with work at the college may be obtained at my expense.

_____

(please initial)

3. Minors *(to be completed by legal parent or guardian)*

I am the parent and guardian of the minor named herein and have the legal authority to execute the above release. I approve the foregoing and waive any rights regarding the foregoing matter.

_____

Parent/Guardian Name

_____

Parent/Guardian Signature