



ASMC Campaign and Appointment Regulations

2017-2018

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Important Information

Election Timeline

- February 13th - Application goes live
- February 16th & 21st - Info Session/Tabling
- February 28th - Mandatory Meeting
- March 3rd - Applications Due
- March 4th - March 13th - Campaigning
- March 13th - Speeches
- March 14th-16th - Voting
- March 17th - Results
- March 27th - Shadowing Begins

Contact Information

ASMC President – Erin Clark; asmcpresident@mills.edu

ASMC Vice President – Sarah Dreher; asmcvp@mills.edu

ASMC Internal Affairs Chair – Amanda Benton; asmcinternal@mills.edu

The Application and Election Process

- i. Campaigning will commence after the candidates' meeting and will end at midnight on the day voting begins; length of campaigning may be altered to fit any holidays so that elections are held in a timely manner.
- ii. All candidates must have a petition of 20 signatures to have their name added to the ballot.
- iii. All non-graduating undergraduate students can vote. Votes will be tallied under the supervision of the ASMC Internal Affairs chair and the ASMC Advisor after all votes have been cast.
- iv. The ASMC shall appoint a committee of no less than three (3) individuals to count the ballots. There will be no announcement of the election results until the last ballot has been counted. In the event of an exact tie, the vote will be retaken via online polling and counted. The votes will be confirmed by the ASMC Internal Affairs Chair and Elections Committee. They shall notify each petitioner prior to making a public announcement. Results will be posted via Student Forum.
- v. There will be no write-in candidates for elections.

General Information

ASMC is composed of Executive Board Officers and Senators. The Senate is composed of elected positions that act as a legislative body for students. Each Senator is required to serve on a committee that is headed by an Executive Board member. All class Historians serve as Senators and committee members; they function as a liaison between the class officers and ASMC. The Executive Board and Senators meet every Monday, whereas Class Councils have their own meetings at their preferred time.

1. ASMC Executive Board
 - a. Elected Positions
 - i. President
 - ii. Vice President/ Social Justice and Diversity Chair
 - iii. Academic Chair
 - iv. Judicial Chair
 - v. Student Services Chair
 - vi. Internal Affairs Chair
 - vii. Public Relations Chair
 - b. Appointed Positions
 - i. Historian
 - ii. Accountant
2. Senate: Senators represent the following undergraduate constituencies at Mills:
 - a. Three (3) Senator-at-Large Positions
 - b. On Campus Housing Communities (one senator per housing community):
 - i. First Year Residential Community Representative
 - ii. Continuing Residential Community Representatives
 - iii. East Representative: Ege & White Halls
 - iv. West Representative: Mary Morse & Ethel Moore Halls
 - v. Independent Living Community Representative
 - c. OSA Designated Communities (one senator per lounge):
 - i. Commuter Community
 - ii. Resumer Community
 - iii. Parenting Community
 - iv. Solidarity Lounge (serves on Diversity & Social Justice Committee)
 - d. Academic Divisions (one senator per division, serve on Academic Committee):
 - i. Education
 - ii. Fine Arts
 - iii. Letters
 - iv. Natural Sciences
 - v. Social Sciences
 - vi. Specific Populations/Issues (one senator per population):
 - vii. APER
 - viii. Disability
 - ix. Health (serves on Student Services Committee)
 - x. Sustainability (serves on Student Services Committee)
 - xi. Transfers
 - xii. Clubs & Organizations

- xiii. Technology
- xiv. Class Council (2016, 2017, 2018, 2019)
- xv. President
- xvi. Vice President
- xvii. Accountant
- xviii. Historian; also serves as a senator

Senate Responsibilities

(Taken from Article 5.3 of ASMC Constitution)

- A. To review reports and activities of the Executive Board and its individual officers to ensure that the student government is running efficiently and effectively.
- B. To report any case in which the Executive Board and/or individual members are failing to comply with the duties and responsibilities of their position.
- C. To approve any change in ASMC spending that would divert funding away from other previously allotted categories (e.g., the special funding request allotment).
- D. To sign a contract each semester stating attendance at all required ASMC meetings.
 - a. Senators are allotted three excused absences per semester, as well as one unexcused absence in a semester.
 - b. An absence is “excused” if at least 24 hours’ notice is given, via email to asmc@mills.edu or asmchistorian@mills.edu.
 - c. An absence is considered “unexcused” if less than 24 hours’ notice is given, or if a Senator arrives at meeting after roll call ends.
 - d. Absences are to be inclusive of all meetings the individual is required to attend based on the Constitutional duties associated with their position, which may include Full Board meetings, committee meetings, and/or Executive Board meetings.
- E. To hold at least one office hour per month in their community space to talk about student concerns and updates on current affairs regarding their position.
- F. To be a member of the group they are representing (e.g. the Commuter Senator should be a commuter student).
- G. To publicize their senator position by creating an information sheet that includes the following:
 - a. Name
 - b. Picture
 - c. Contact info
 - d. ASMC position
 - e. Must be placed in the location of the community they represent.
 - f. To serve on the ASMC committees.
- H. To host at least one event, dialogue, or workshop with the intention to serve the constituents within their community

Specific Senator Responsibilities

(Taken from Article 5.4 of ASMC Constitution)

- I. ON CAMPUS HOUSING COMMUNITY REPRESENTATIVES
 - i. Meet at least once a month with the staff of Residential Student Life, such as the RA's, AC's, or the Director of Residential Life, and communicate with them about any concerns or problems of residents.
 - ii. Live in one the residential hall or independent living units they represent.
 - iii. Attend at least one hall meeting and present themselves as residential senators to ensure their constituents know who to voice their concerns to.
 - i. Report back at committee meetings.
- II. OSA COMMUNITY REPRESENTATIVES
 - i. Directly be affiliated with the community they represent.
 - ii. Meet with each respective lounge managers and the corresponding departments of the Division of Student Life at least once per month. Communicate with them any concerns or problems the members of their community have and discuss how to correct them.
 - iii. Report back at Committee Meetings.
 - iv. Publicize their ASMC position to their respective community.
- III. ACADEMIC SENATORS
 - i. Attend each of their respective Division Meetings throughout the year.
 - ii. Take notes on every major topic and issue in the Division Meeting. These notes will be sent to the Academic Affairs Chair within seventy-two (72) hours of the Division Meeting.
 - iii. Be familiar/knowledgeable with the "Academic Regulations for Undergraduates" section of the Undergraduate Catalog on the Mills website.
 - iv. Participate in the Mills Academic Research Journal (MARJ) publication process.
- IV. CLUBS & ORGANIZATIONS SENATOR
 - i. Act as a liaison between ASMC and Student Clubs/Organizations. They must be up- to-date with basic club forms and regulations from both OSA and ASMC.
 - ii. Be available for the general campus community and for clubs requiring advice (i.e. publicity and special funding).
 - iii. Attend at least one Board of Presidents and Board of Treasurers meeting per semester.
 - iv. Be affiliated with an undergraduate club or organization.
- V. TECHNOLOGY SENATOR
 - i. Be informed about technology issues (e.g. computer rooms in residential halls & IT updates), and report this information to ASMC (i.e. during Full Board Meetings when relevant, and during Committee Meetings).
 - ii. Act as liaison to IT department.
 - iii. Provide social media support to ASMC.
 - iv. Publicize their ASMC position to the community.
- VI. COMMUNITY LIAISON SENATORS
 - i. Report to the head of the community they represent, be informed about community issues, and report this information to ASMC.
 - ii. Attend at least one event sponsored by the community they represent as ASMC

- representatives.
- iii. Be affiliated with the community they represent.
- iv. Publicize their ASMC position to the community.

Note: Senators-at-Large and Class Historians must follow the general senate responsibilities.

Class Council Detailed Descriptions

All class officers are responsible for communicating with their designated class advisors, who are Division of Student Life professional staff. Class Councils decide on their own meeting time and are not required to meet with the Executive Board and Senate during Monday meetings; however, each class Historian is required to attend the meetings and serves as a Senator.

- VII. PRESIDENT
 - i. Presides over class council and class meetings. In collaboration with the class council, creates and plans initiatives, events, and fundraising opportunities for the class.
- VIII. VICE PRESIDENT
 - i. Works with the class president and other officers in planning, organizing, and implementing class programs. In the absence of the president, the vice president exercises the powers and duties of the president.
- IX. ACCOUNTANT
 - i. Responsible for the financial resources and liabilities of the class. The treasurer budgets and disburses class funds to pay necessary and authorized charges, and maintains all financial records of the class.
- X. HISTORIAN
 - i. Serves as committee members on the Senators, including a role on an ASMC committee. Takes minutes at all class officer and class meetings. Distributes information regarding the class initiatives, events or fundraising to all members of the class.
- XI. TRADITIONAL EVENTS

Aside from fundraising and hosting events throughout the year, each council hosts “traditional” events and activities, such as the following:

 - i. FIRST-YEAR CLASS
 - i. Bone Marrow Drive
 - ii. SOPHOMORE CLASS
 - i. Halloween Ghost Tour
 - ii. Blood Drive
 - iii. JUNIOR CLASS
 - i. Junior/Senior Class Celebration
 - ii. Fundraising for class gift
 - iii. Nomination of Commencement Speakers
 - iv. SENIOR CLASS
 - i. Senior Pin Dinner and Award
 - ii. Senior Week Activities, including Senior Paint of Rothwell Wall
 - iii. Fundraising for class gift
 - iv. Selection process of commencement speaker

Eligibility

- i. Be a student in good standing according to Mills policy.
- ii. Have a minimum cumulative GPA of 2.5 at the time of application and continue to maintain a minimum cumulative GPA of 2.5 throughout the term.
- iii. Complete, sign, and return the election petition and the honor form to the ASMC Office by the posted deadline.
 - a. Adhere to ASMC Campaign Regulations and all applicable campus policies.
 - b. Applicants for elected and appointed positions must attend or send a proxy to the candidates' meeting at the designated time.
 - c. First-semester entering students are only eligible for student government positions in the following situations:
 - i. The position sought is a first year class officer or senator
 - ii. The position sought was not filled during the preceding spring election

Behavioral Guidelines

- i. Any violation of campaign regulations can result in disqualification. Violations should be brought to the attention of the ASMC Internal Affairs Committee, who then should notify the Judicial Chair. The Judicial Chair is responsible for adjudicating violations of these regulations, as deemed appropriate under the Judicial Board Guidelines and the Mills Honor Code.
- ii. If conflict of interest arises with regard to the Judicial Chair's participation in such a process, the current ASMC President shall assume the role of the Judicial Chair.
- iii. All candidates are responsible for actions taken in their name. Thus, if any Mills student violates any aspect of these regulations in a candidate's name and that candidate is aware of the violation, the candidate represented will also be held accountable for the violator's actions.
- iv. Harassment of polling officers and/or voters is prohibited.
- v. Destruction or removal of campaign materials during the campaigning is prohibited, except when done under the expressed direction of the Internal Affairs Chair.

Campaign Materials

Any form of slander throughout the allotted campaign time and used in any campaign materials, including electronic distribution, posters and flyers, is forbidden.

- i. **Publications:** All candidates shall be charged equally for advertising in all campus publications. The price of any advertisement is considered part of the candidate's \$15.00.
- ii. **Electronic Distribution:** Campaigning via any electronic device is limited to the following.
 - a. Telephone- texting & calls are allowed, soliciting phone numbers is prohibited.
 - b. Email-email messages to organizations you are affiliated with is allowed. There will be an ASMC facilitated link to a student online community elections page for information about the candidates. Use of student news regarding your campaign is prohibited.
 - c. Social Networking sites-the use of Facebook, Twitter, and other social networking sites is allowed but limited to one post per day throughout the campaigning period.
- iii. **Flyers:** A "flyer" is defined as any piece of paper 8 1/2 inches by 11 inches in size or smaller. Flyers shall be posted in accordance with the posting policy outlined in the "Posting" section of these regulations.
- iv. **Banner:** A "banner" is defined as any piece of paper larger than 8 1/2 inches by 11 inches, but not exceeding 3 by 5 feet in size. Banners shall be posted in accordance with the posting policy outlined in the "Posting" section of these regulations.
- v. **Sticker/Button:** Stickers and/or buttons can be worn on the person of any Mills student anywhere on campus, except within twenty-five (25) feet of the polling place during voting. Each candidate is responsible for ensuring that items are removed. Stickers and/or buttons shall not be placed upon any item other personal fabric items, such as an individual's clothing or backpacks.

Campaign Expenditures and Reimbursements

- i. Campaign expenditures by Senator Candidates shall not exceed \$15.00 and campaign expenditures for the Executive Board shall not exceed \$25.00. Candidates cannot join their individual limits to create a sum in excess of the \$15.00 or the \$25.00. In the case of co-candidates, expenditures are not to exceed the allotted \$15/25.
- ii. The ASMC will reimburse each candidate's campaign expenses up to the \$15.00/\$25.00 limit. No candidate shall use her own money to increase her \$15.00/\$25.00 limit. Reimbursements are to be requested from the ASMC Accountant no later than 3:00pm on the last day of campaigning.
- iii. If any candidate has access to free resources, such as materials for making flyers and/or banners, those resources cannot be used unless supplied by the Office of Student Activities (OSA). All supplies used for campaigning must be purchased, and receipts for such purchases shall be given to the ASMC Internal Affairs chair and Accountant along with the candidate's request for reimbursement.
- iv. Campaign contributions, monetary or non-monetary, are prohibited.

Posting Policy

- i. This section sets forth where posting of campaign materials are allowed. Posting of any campaign materials outside of these parameters is prohibited. All campaign materials shall be posted in a manner that is not destructive and can be easily removed.
- ii. Each candidate can place one banner (maximum size of 3 by 5 feet) in each of the Halls and Lounges with appropriate permission from Resident Directors and Community Assistants. Permission or refusal to allow the hanging of banners shall equally apply to all candidates. Banners can only be hung in the common reception area of the Halls. Banners are prohibited in common hallway areas, hall restrooms, dining areas, and recreation room areas.
- iii. Candidates and their supporters who live in halls can post campaign materials on the door of their dorm room only.
- iv. No campaign materials shall be placed inside of and/or distributed within classrooms. Using classroom chalkboards for campaign promotion is prohibited. However, a candidate can post one flyer upon each common bulletin board in academic buildings.
- v. Posting campaign materials and/or campaigning by any means is prohibited inside Mills Hall, Cowell Center, the main room of the Student Union, and Olin Library.
- vi. Posting campaign materials is not allowed in restrooms.
- vii. Other than the front window area facing Suzies', no campaign materials shall be posted in the Tea Shop area, including the hallways near the Post Office, facing Toyon Meadow and Bookstore.
- viii.

Post Campaign Clean-Up

- i. All campaign materials shall be removed within 72 hours of the last day of voting. During the clean-up period, any Mills student can remove and properly discard of campaign materials.
- ii. A \$5.00 per day fine will be levied against any candidate who has campaign material posted after the 72 hour clean up period ends. The fines will accumulate on a daily basis until removal is complete. Any fines collected will be deposited into the ASMC General Fund.
- iii. Each candidate shall be responsible for recycling campaign materials.

Polling Places

- i. Elections will take place via Student Online Community with links to the ballot sent out to students.
- ii. There will also be polling places available to vote electronically located in front of the Tea Shop and Founders Commons. All locations will be posted.
- iii. The candidates must remove all campaign materials posted within twenty-five (25) feet of the polling place by the end of the business day (5:00pm) on the eve of the first day of voting.
- iv. During voting, no candidate shall be present within twenty-five (25) feet of the polling place unless they are placing their vote or is passing through the area on a legitimate purpose.
- v. During voting, no endorsement for any candidate shall be made within twenty-five (25) feet of the polling place.
- vi. Unless under the direction of the ASMC Elections & Internal Affairs chair, no Mills student

shall remain in the area immediately surrounding the polling place unless they are placing their vote.

Violations

- i. Any violations of the campaign regulations should be reported to the ASMC Elections and Internal Affairs chair and the Judicial Chair.
- ii. The Judicial Chair holds discretion in proceeding unless deemed biased, at which time the issue will be handled by the outgoing President in consultation with the ASMC advisor.