



## **2009-2010 ASMCC Executive Officer Selection Packet**

Applications are due: **Friday, May 8<sup>th</sup>, 2009**  
in the Office of Student Life and Leadership

**\*Please return this completed selection packet to the front desk of the  
Office of Student Life and Leadership by 5pm the day of\***

Received by Office of Student Life: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Associated Students of Mesa Community College Positions:

The Executive Board consists of the President, Executive Vice President, the Vice President of Communications, and Vice President of Fiscal Affairs. The **Executive Officers' Powers and Duties** can be found in the **ASMCC Constitution (Article IV, Section 1, C)**. This year, Chairs will be appointed to head the Commission of Special Events, Commission of Accountability, Commission of Publicity, Commission of Media Arts, and the Commission of Inter-campus Relations. The requirements for Commission Chairs and their Positions and Duties can be found in the **ASMCC Bylaws (Title II)**. Please review and become familiar with these sections (a copy of each is attached to this packet).

Application Checklist:

- Complete Selection Packet
- Include two references from former or current supervisors (job, club, etc.)
- Sign Release to Contact Supervisors
- Return application to the front desk of the Office of Student Life and Leadership before 5 p.m. on Friday, May 8<sup>th</sup>, 2009.

Name: \_\_\_\_\_

Student Identification number: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

How many college credit hours have you completed? \_\_\_\_\_

What is your cumulative Grade Point Average? \_\_\_\_\_

Are you a convicted felon? \_\_\_\_\_

Will you be attending MCC for the full 2009-2010 school year? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously held an ASMCC Officer position?

If yes, which one? \_\_\_\_\_ Year: \_\_\_\_\_

Are you available to meet every Tuesday from 2-5pm? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe your involvement with ASMCC or events on campus (ie., activities, clubs, Senate, etc.)

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Why are you interested serving in ASMCC in the 2009-2010 school year? \_\_\_\_\_

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Please describe a time when you were able to recruit students and/or volunteers to support an event or function.

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In your opinion, what makes a good leader? How would you apply this in the ASMCC position?

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Are you available for a summer retreat in the month of June or July? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you available to meet once a week in the mornings throughout the summer? Yes \_\_\_\_\_ No \_\_\_\_\_

The following positions are open for selection (please indicate which positions you are interested in):

- Vice President of Communications
- Vice President of Fiscal Affairs

Please list the position(s) you are interested in being considered for: \_\_\_\_\_

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Are you interested in other appointments within ASMCC, if you are not selected for the desired position?  
\_\_\_yes \_\_\_no

Please sign below to acknowledge that you have read and understand the **Executive Officers' Powers and Duties** (Article IV, Section 1, C) in the ASMCC Constitution and the **Commissions** section of the ASMCC Bylaws (Title II) as included in this packet. Your signature also indicates that you are prepared to fill the current and future duties of the office, should you be selected.

\_\_\_\_\_  
SIGNATURE

Date: \_\_\_\_\_

Term of office for Executive Officers begins on May 16<sup>th</sup>, 2009 and continues to commencement day in 2010 (Article IV, Section 1, D) and is subject to Senate approval. The structure of the ASMCC organization is currently under review and it is understood that some aspects pertaining to responsibilities and compensation may be modified.

Release to Contact Recommenders

○ Recommender 1: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

○ Recommender 2: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Your signature below indicates that you authorize a staff member of the Office of Student Life and Leadership to contact the recommender(s) you have listed above. Thank you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print your Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Please Print Witness Name

Date: \_\_\_\_\_

## **ARTICLE IV EXECUTIVE BRANCH**

The management and administration of ASMCC shall be vested in the Executive Branch, which shall appoint any necessary staff and shall maintain student administration as hereinafter provided.

### **SECTION 1 EXECUTIVE BOARD**

The Executive Board shall maintain the necessary standards by using initiative and effective management of available resources, such that the Executive Board fulfills its obligations to the membership of ASMCC.

#### **A. MEMBERSHIP**

1. The Executive Board shall consist of the President, Executive Vice President, Vice President of Communications, and Vice President of Fiscal Affairs as voting members.
2. One non-voting faculty/staff advisor appointed by the College President and approved by the Executive Board.
3. Executive Board members shall not serve as an officer of any MCC sponsored club, organization, or special interest group.

#### **B. POWERS AND DUTIES**

1. Management of the Executive Branch shall be vested in the Executive Board, who shall utilize staff and resources, and maintain student administration.
2. The Executive Board shall have the power to make decisions on behalf of ASMCC, except where such a decision is specifically given to another ASMCC officer or assembly.
3. The Executive Board shall convene whenever called upon by an Executive Board Officer of ASMCC, the Director of Student Life and Leadership, the Dean of Student Services, the Vice President of Student Services, or the College President.
4. Stewardship over the Associated Students Executive Board account shall rest with the Executive Board, in cooperation with the Office of Student Life and Leadership.
5. The members of the Executive Board shall maintain office hours on a weekly basis.

#### **C. EXECUTIVE OFFICERS' POWERS AND DUTIES**

##### **PRESIDENT**

1. Shall be the official representative and spokesperson for ASMCC.
2. Shall preside at and conduct all Executive Board meetings.
3. Shall serve as an ex-officio member of all ASMCC committees.
4. Shall preside at and conduct all cabinet meetings.
5. Shall have the power to create and appoint any committee deemed necessary by the Executive board.
6. Shall supervise all business activities of ASMCC.
7. Shall establish and maintain good communication with the Administration and faculty.
8. Shall develop agendas for the Executive Board and Cabinet.
9. May delegate powers except where such delegation is expressly prohibited by this Constitution, the Statutory Law, or the current Bylaws.
10. Shall have other powers as stated or described elsewhere in this Constitution, the Statutory Law, or the Bylaws.
11. Shall appoint Executive Officers in the event of their vacancy, subject to the approval of the Executive Board and the Student Senate.
12. Shall appoint Commissioners as stipulated in this Constitution, the Statutory Law, and in the Bylaws, with recommendations of that Commission's Chair.

### **EXECUTIVE VICE PRESIDENT**

1. Shall assist the President in the performance of the duties of that office.
2. Shall serve as a member of the Executive Board, and the Student Senate.
3. Shall serve as an ex-officio member of the Cabinet.
4. Shall preside as Chair and conduct all Senate meetings unless the duty is delegated to a Chair Pro Tem.
5. Shall develop agendas for Student Senate meetings.
6. Shall assume the duties of the President during his/her absence and shall succeed to that office should it become vacant.
7. Shall serve on campus committees as appointed by the President.
8. Shall perform other duties as assigned.

### **VICE PRESIDENT OF COMMUNICATIONS**

1. Shall record the minutes of the Executive Board and Student Senate meetings.
2. Shall ensure that office files for the minutes of the Executive Board, Cabinet, and Student Senate meetings are maintained.
3. Shall ensure that copies of all minutes are sent to the following: College President, Dean of Student and Community Service, Director of Student Leadership, Cabinet members, Executive Board members.
4. Shall distribute copies of all Executive Board and Senate Meeting minutes to the following: College President, Vice President of Student Services, Dean of Student Services, the Director of Student Life and Leadership, Cabinet Members, and Executive Board Members.
5. Shall ensure that all ASMCC files and materials are organized and maintained in a professional and useful manner.
6. Shall be responsible for matters deemed necessary by the President.
7. Shall serve as a member of the Executive Board and the Student Senate.
8. Shall serve as an ex-officio member of Cabinet.
9. Shall perform other duties as assigned.

### **VICE PRESIDENT OF FISCAL AFFAIRS**

1. Shall manage all budgets related to ASMCC.
2. Shall notify, within 5 business days, all organizations that are allocated ASMCC funds.
3. Shall present regular ASMCC fiscal reports to the Senate and to any Senator upon request.
4. Shall serve as a member of the Executive Board and the Student Senate.
5. Shall serve on campus committees as appointed by the President.
6. Shall serve as an ex-officio member of the Cabinet.
7. Shall assist in drafting ASMCC budget proposals in cooperation with the Executive Board.
8. Shall perform other duties as assigned.

**D.** Elected or appointed officers shall hold office starting from the day after Commencement to the day of Commencement of the following year.

## **TITLE II      COMMISSIONS**

### **ARTICLE 1      COMMISSIONS**

#### **SECTION 1**

The Executive Board Commissions of ASMCC shall be:

- A.      Accountability Commission
- B.      Publicity Commission
- C.      Satellite Commission
- D.      Special Events Commission
- E.      Media Arts Commission

### **ARTICLE 2      DUTIES OF EACH COMMISSION**

#### **SECTION 1      ACCOUNTABILITY COMMISSION**

The Accountability Commission shall:

- A.      Act as General Counsel on behalf of ASMCC in all adversary actions before the Student Court.
- B.      Know the Bylaws and Constitution of the ASMCC for all legal matters.
- C.      Maintain communication between the Cabinet and Student Court.
- D.      In times of election, act in the capacity of the election committee, inheriting the following responsibilities:
  - a.      Establish all rules, regulations and guidelines for elections, in cooperation with the Director or Student Life and Leadership.
  - b.      In case of election violations, shall file petitions with the Student Court.
- E.      Encourage student participation in campus activities by designing and executing campus and community service events and projects.
- F.      Work to encourage and support high standards of academic achievement of students.
- G.      Act as an ASMCC liaison to campus recognized honor societies and academic groups.
- H.      Act as an ASMCC liaison to Mesa Community College Departments on issues pertaining to students and faculty.
- I.      Act as an ASMCC liaison to the Mesa Community College Financial Aid and off campus institutions that offer financial assistance to students.
- J.      Assess the academic needs of students at Mesa Community College.
- K.      Ensure that all clubs comply with ASMCC policies and procedures.
- L.      Ensure that violations of ASMCC policies will be brought to the attention of the Accountability Commission for review.
- M.      Assist the Executive Vice President with preparing Senate materials.
- N.      Report to the Executive Vice President about the plans and activities of the Accountability Commission.

#### **SECTION 2      PUBLICITY COMMISSION**

The Publicity Commission shall:

- A.      Be responsible for informing students of all ASMCC events through various media.
- B.      Assist the Vice President of Communications in the timely maintenance of Student Government Bylaws, records and archives.
- C.      Work to maintain contact information of ASMCC alumni.
- D.      Report to the Vice President of Communications about the plans and activities of the Publicity Commission.

### SECTION 3 SATELLITE COMMISSION

The Satellite Commission shall:

- A. Encourage student participation in campus activities at all Satellite Campuses by designing and promoting such activities.
- B. Promote, design and assist in developing necessary services to all Satellite Campuses.
- C. Assist in promoting ASMCC events and activities to the Satellite Campuses.
- D. Act in the capacity of ASMCC liaison to Satellite Campuses.
- E. Report to the President of ASMCC about the plans and activities of the Satellite Commission.

### SECTION 4 SPECIAL EVENTS COMMISSION

The Special Events Commission shall:

- A. Plan, organize and execute events that ASMCC has decided to sponsor after the approval of the event, plan and budget for the event by the Executive Board.
- B. Be informed about club activities and ready to assist clubs in their events if needed.
- C. Plan, organize and execute all Homecoming activities and decorations.
- D. Act as the liaison between the ASMCC and the Athletics Department.
- E. Provide regular reports and inform ASMCC members of Athletic Departments activities.
- F. Act in the capacity of ASMCC liaison to recognized special interest groups.
- G. Plan, organize and execute events that facilitate the relationship and communication between students and faculty.
- H. Report to the Vice President of Fiscal Affairs about the plans and activities of the Special Events Commission.

### SECTION 5 MEDIA ARTS COMMISSION

The Media Arts Commission shall:

- A. Attend all ASMCC sponsored events.
- B. Capture memories of ASMCC events using still photography and “videography.”
- C. Make promotional videos for ASMCC.
- D. Perform technical assistance to allow for the efficient use of the ASMCC web pages and other ASMCC Internet Services.
- E. Work with Student Activities to produce special flyers, posters and other promotional media.
- F. Collect, compile and document general material related to ASMCC for historical records.
- G. Preserve the institutional memory of the ASMCC.
- H. Report to the President of ASMCC about the plans and activities of the Media Arts Commission.

## ARTICLE 3 COMMISSION CHAIR RESPONSIBILITIES

### SECTION 1

All Commission Chairs shall:

- A. Keep minutes of all meetings and submit copies of minutes to the designated Executive Board Officer within four (4) business days of the meetings.
- B. Attend and give regular committee reports to the Cabinet.
- C. Attend and give reports to the Student Senate as needed.
- D. Recruit volunteers for their commission.

ARTICLE 4            QUALIFICATIONS FOR APPOINTMENT TO COMMISSION CHAIR

SECTION 1

To be considered for the appointment of Commission Chair, candidates shall meet the following qualifications:

- A.     Candidates must be enrolled in at least six (6) credit hours at Mesa Community College.
- B.     Have a cumulative GPA of at least 2.0 at Mesa Community College, or if it is a student's first semester at Mesa Community College, must have a GPA of 2.0 or higher at a previously attended institution.

SECTION 2            APPOINTMENT OF COMMISSION CHAIRS

The President of the ASMCC must submit legislation to the Student Senate requesting the confirmation of Commission Chairs. Commission Chair confirmations require a simple majority (50%+1 vote) vote in the affirmative of the Student Senate.