

**Associated Students
of Diné College**



**Academic Year 2021-2022
Election Packet**

Nominations due: Friday, June 4th by 4:00 pm

Online Election: June 7th - 9th

Oath of Office for newly elected Officers: July at BOR Meeting

Oath of Office for newly elected ASDC President: July at BOR Meeting



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What is ASDC?

The primary purpose of the governing body of Associated Students of Diné College (ASDC) is to serve Diné College as the representative student voice at the campus, local, state, and national levels, by way of *Nitsáhákees*, *Nahat'á*, *Íiná*, *Siihasin*, through social guidance, well-being, learning diversity, accountability, unity and student leadership. ASDC officials are to become informed on every issue concerning Diné College and communicate that knowledge and information to the students. In order to accomplish this, opportunities for students must be provided for them to have their opinions heard by creating an atmosphere that seeks student input and student involvement.

Why should I join ASDC?

ASDC is a great way to become involved on campus and in the community. You can help shape school policies and provide needed services to fellow students and the community. Additionally, we have a lot of fun, and it is a great way to get involved! Students involved in student organizations tend to do better in school.

What do I have to do in ASDC?

All ASDC members upon winning their seats in student elections will be expected, regardless of position, to:

- Attend all ASDC meetings.
- Attend any special ASDC meetings as called by the President.
- Hold a weekly office hour. *ASDC office is located in the Student Union Building, adjacent to Warrior Snack Bar.*
- Volunteer at various ASDC sponsored events and community service initiatives.
- Serve on campus committees as appointed by the ASDC President.
- Regularly check Email and ASDC Facebook and Twitter for important communications.
- Attend ASDC Fall, Spring and Summer Retreat, Trainings, and Conferences.
- Be professional, responsible, reliable, articulate, and be able to reach out to students to bring a student perspective where is needed.

****Extreme violation of institutional policies (local, state, federal law) may constitute removal from office or candidacy.***

What ASDC Positions are open?

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Student Activities Chair
6. Senator – Tsailé Campus
7. Senator – Shiprock Branch
8. Senator – Crownpoint Center
9. Senator – Window Rock Center
10. Senator – Chinle Center
11. Senator – Tuba City Center
12. Senator – Online Students



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13. Senator – International Students
14. Senator – School of Arts, Humanities and English
15. Senator – School of Diné Studies and Education
16. Senator – School of Science, Technology, Engineering and Math
17. Senator – School of Business and Social Science

How do I get on the ballot to run for ASDC?

- Nominate yourself (or have a friend nominate you) and complete a nominee form and return it to Student Success Center by due date.
 - All nominees must sign the compliance section on the nomination form that they will immediately begin following ASDC policies and procedures. Failure to affirm will prevent candidates from appearing on the ballot.

When is the nomination period?

- Beginning of Spring semester (*Forms MUST be turned into Student Success Center due date*)

When are elections?

- New officers are elected every spring semester in March. This spring semester, elections will take place June 7th - 9th.
- All voting is conducted online via emailed Survey Monkey.
- Elections will be held online.

Who can vote?

- All students! However, students may only vote for nominees who would directly represent them. The online voting system will set restrictions and only permit students to vote for whom they are eligible to vote.



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What you can do to campaign!

Some students are stumped or frightened to violate the rules above, so we've witnessed general lack of campaigning in the past.

- Use your personal Social Media accounts. Create a Facebook page and invite your friends and other students to notify them that you are running for office, or create a Twitter tag. I.e.: #reeverson4senate

Eligibility/Qualifications of Officers

To be eligible for a position with Associated Students of Diné College (ASDC) students must meet certain eligibility/qualifications according to the ASDC Constitution.

- All officers must have an interest in the governance process and commitment to ASDC.
- All officers must be a current degree seeking student at Diné College.
- All officers must have earned 12 college credits or more at Diné College.
- All officers must maintain a minimum term and cumulative 2.0 GPA
- All officers must be enrolled in at least 6 credit hours or more each semester.
- All officers must be in good academic and social standing.
- All officers must have no history of violating the College's Student Code of Conduct.
- All officers should strive for excellence in both the classroom and College community, and act as a role model to their peers.

Terms of Office

All officers will serve for one academic year, with the option of running for a second term if qualifications are met. The Vice President, Treasurer, and Secretary assume office at the July 2021 BOR Meeting. For the purpose of consistency the outgoing officers will meet in an advisory role with the newly elected officers for the first two meetings following the spring elections.

Election Process

This section includes the Nomination Process and Election Rules to be followed throughout the process of running for a position with ASDC.

1. Nomination Process

- a. Pick up a nomination form from ASDC Office or ASDC Advisors.
- b. Set-up a meeting with the ASDC Advisors to discuss the expectations of the position in which you are running.
- c. This is a two week period immediately prior to the spring and fall elections.
- d. Nominations must be supported by:
 - i. 5 letters of recommendation from other students



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- e. Submit letters of recommendation to asdcadvisors@dinecollege.edu

2. Elections

- a. All Diné College students currently enrolled are eligible to vote in general student elections at the campus and/or site which they are enrolled for the majority of their classes.

3. Supervision

- a. Will be organized by the ASDC Advisors and any ASDC officer not pursuing re-election and designated staff at center and/or other sites.
- b. For the positions of President, Vice President, Secretary, and Treasurer Elections will take place during the late spring approximately four weeks prior to graduation.
- c. For the position of Senators elections will take place approximately two weeks after the start of the fall semester.
- d. Elections will be held in a public location recognized as a student gathering area.
 - i. Ballots cannot leave this location
- e. Voting:
 - i. Voting will be by secret ballot
 - ii. Students are allowed to vote electronically through the designated voting site.
 - iii. Each student is allowed to vote one (1) time either in person or on-line.

4. Results

- a. All results will be tabulated by the election committee and the candidate with the largest number of votes will be the winner.
- b. Tabulation and results will be confirmed through ASDC Advisors and Vice President of Student Affairs. Their decision on election matters is final.



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Officer Positions, Descriptions and Expectations

Officer Positions and Descriptions

1. President

- a. Head of ASDC Executive Branch.
- b. Hosts ASDC meetings based on consensus of ASDC.
- c. Chairs all ASDC meetings and maintains parliamentary procedures.
- d. Calls special meetings of the organization.
- e. Facilitates executive board meetings.
- f. Delegates responsibilities to other ASDC officers.
- g. Main liaison between the students, faculty, and administration.
- h. Responsible for recognizing and organizing current issues and assigning them to the appropriate committee or executive officer.
- i. Prepares and files any report required.
- j. Appoints committee chair people.
- k. Maintains contact with Director of Career Advancement.
- l. Maintains contact with organization alumni.
- m. Serves as main spokesperson and representative of the entire student body.
- n. Represents the students on the Board of Regents (BOR) of Diné College.
- o. Serves as a spokesperson for the organization.
- p. Assists all executive officers.
- q. Provides follow-up to organizational tasks.
- r. Organizes executive board retreats.
- s. Coordinates executive board officer transitions.
- t. Remains fair and impartial during organization decision making processes.
- u. Provides encouragement and motivation to fellow officers and organization members.

2. Vice President

- a. Assists the President.
- b. Serves as the President in the absence of the elected President.
- c. Directs Constitutional updating and revisions.
- d. Facilitates election of officers.
- e. Recruits new members.
- f. Makes arrangements for workshops and forums on issues affecting ASDC, appointing individuals to facilitate each group.
- g. Organizes and schedules speakers, programs, and entertainment.
- h. Serves as a spokesperson for the organization.
- i. Organizes an end-of-year celebration.
- j. Represents organization at official functions.
- k. Remains fair and impartial during organizational decision making processes.
- l. Performs other duties as directed by the President.



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- m. Oversees clubs or organizations which are recognized by ASDC and assures that they adhere to the rules and regulations as derived from the ASDC constitution and the Club constitution.

3. Treasurer

- a. Is familiar with accounting procedures and policies.
- b. Keeps accurate financial records of all accounts of the ASDC.
- c. Presents weekly financial report to ASDC.
- d. Presents weekly bills to ASDC.
- e. Keeps all financial records of the organization.
- f. Prepares an annual budget.
- g. Responsible for the issuance of purchase requisitions utilizing ASDC funds and for budget submissions and revisions after approval by executive officers.
- h. Prepares and submits financial reports to the members.
- i. Maintains a financial history of the organization.
- j. Provides Office of Career Advancement with summary of financial records at the end of the academic year.
- k. Coordinates fundraising drives.
- l. Coordinates solicitations.
- m. Files reports on all stolen and lost equipment.
- n. Maintains an inventory of all equipment and its condition.
- o. Represents organization at official functions.
- p. Remains fair and impartial during organization decision making processes.
- q. Performs other duties as directed by the President.

4. Secretary

- a. Takes minutes of ASDC meetings.
- b. Presents previous minutes at ASDC meetings.
- c. Post all approved minutes on ASDC website.
- d. Assists the President in the development of an ASDC meeting agenda.
- e. Handles all correspondences necessary for the functioning of ASDC.
- f. Responsible for ASDC mailings.
- g. Obtains appropriate facilities for organization activities.
- h. Keeps a record of all members of the organization.
- i. Keeps a record of all activities of the organization.
- j. Prepares an agenda with the President for all meetings.
- k. Notifies all members of meetings.
- l. Prepares organization's calendar of events.
- m. Keeps the organization informed of both organizational and College business.
- n. Keeps and distributes minutes of each meeting of the organization.
- o. Creates and distributes agendas for each meeting of the organization.
- p. Maintains attendance at all meetings.



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- q. Maintains organizational records, storage, and office.
- r. Prepares and files any report required.
- s. Handles all official correspondence of the organization.
- t. Represents organization at official functions.
- u. Remains fair and impartial during organization decision making process.
- v. Performs other duties as directed by the President.

5. Student Activities Chair

- a. Organizes and implements student activities.
- b. Encourages and guides activities sponsored by other organizations, and develops new or improved student-related activities as necessary.
- c. Surveys the school community to find out what types of activities would encourage student involvement.
- d. Presides at all Student Committee meetings, organize appropriate committees and enforce deadlines.
- e. Develops a plan for student involvement. Sets reasonable goals based on available resources and the desired outcome.
- f. Publicizes activities through newsletters, fliers, marquees, school website, e-mail blasts, social media, personal telephone calls and local newspapers.
- g. Evaluates activities/accomplishments at least once a year. This will show how students were actively involved, and how students can continue to be involved in ASDC activities.
- h. Encourages students to have an active voice.
- i. Works as a collaborative team with students, faculty, staff and community members to bring about positive change.
- j. Coordinates Diné College involvement in promotional efforts at events such as but not limited to: Warrior Week, Orientation and at other all-campus activities and events.

6. Senator

- a. Attends all meetings as called by the President
- b. Acts as a liaison between their campus/department/school and ASDC.
- c. Posts Student Senate minutes, agenda, and suggestion box on Senate bulletin boards at your campus, branch, center or department/school.
- d. Serves as the directly elected representative and advocate for your College campus, branch, center or department/school.
- e. Apprises students of current and proposed policies and procedures.
- f. Provides written and oral reports at meetings.
- g. Keeps a good working relationship with other Senators.
- h. Brings new initiatives and students needs for consideration and approval.
- i. Be actively involved in Student Affairs or Academic Affairs.
- j. Reads the minutes and agenda and be prepared to discuss and vote on pertinent issues.



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Expectations

1. Show respect for all presenters, members, advisors, and all ideas presented.
2. Maintain an unbiased, consistent, and professional approach to all presentations.
3. Actively participate in discussions throughout selection process.
4. Make funding decisions in the best interest of the student body.
5. All final decisions, regardless of disagreements, are a team decision.
6. Attendance is critical, therefore, it is vital that all members communicate with ASDC Advisors when unable to attend due to sickness, family emergency, and other extenuating circumstances.
7. Maintain a professional image at all Diné College events.

Questions?

- Contact ASDC Advisors
 - Email: asdcadvisors@dinecollege.edu
 - Tsaile Student Success Center (928) 724-6855
 - Shiprock Student Success Center (505) 368-3621

Remember what you're signing up for!

ASDC isn't your typical campus club or organization. You have important responsibilities and to make sure you fulfil your duties you must sign off on your nomination form. Failure to fulfil your responsibilities can result in your impeachment. Below is the agreement you will turn into the ASDC Advisors with your picture and bio. All documents must be completed for consideration to hold a position in ASDC and retain candidacy.

Candidate Biography:

Before Candidates nomination forms are to be accepted candidates must submit a brief biography via email to asdcadvisors@dinecollege.edu. Candidate bios will be posted on the ASDC election website. The biography must be under 500 words and can include your platform, experience, etc. Nomination forms will not be accepted if a bio has not been submitted at the time of submission.

I, _____ (*full name*) do attest that all information is true and accurate, to the best of my knowledge. I have completed all information in the fields, including my name, Warrior ID number, and submitted my candidate biography to asdcadvisors@dinecollege.edu. I am eligible to run as a candidate for the office of the ASDC, and 5 letters of recommendation. I have read the Nomination form package and understand the electoral rules and policies and understand that I must abide by them to remain a candidate. I understand that I must also sign to accept my nomination, in the presence of an ASDC Elections Officer, upon submission. It is my responsibility to know the rules.

Candidate Signature _____ Date _____



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NOMINATION FORM

(SELF)

Full Name	_____	Warrior ID#	_____
Warrior Email	_____	Contact Number	_____
Date of Birth	_____	Gender	_____
Term GPA	_____	Credits Completed	_____
CGPA	_____	Resident/Commuter?	_____
Major(s)	_____	Minor(s)	_____
Anticipated Graduation Date from Diné College		_____	
Are you in good financial standing with Diné College?		_____	
Do you have an outstanding disciplinary or grievance actions with Diné College?		_____	
Are you currently or have you ever served on ASDC as an Officer or Senator?		_____	
Are you currently or have you ever served as a Club Officer or Club Representative?		_____	

Select Only ONE of the following offices in which you intend to run: (Position descriptions listed above. Please verify that you qualify to run for the seat you select)

- | | | |
|--|---|--|
| <input type="checkbox"/> Senator: School of Arts, Humanities and English | <input type="checkbox"/> Senator: Tuba City Center | <input type="checkbox"/> Student Activities Chair |
| <input type="checkbox"/> Senator: School of Diné Studies and Education | <input type="checkbox"/> Senator: Shiprock Branch | <input type="checkbox"/> House of Representative |
| <input type="checkbox"/> Senator: School of Science, Technology, Engineering and Math | <input type="checkbox"/> Senator: Crownpoint Center | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Senator: School of Business and Social Science | <input type="checkbox"/> Senator: Window Rock Center | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Senator: Online Student Representative | <input type="checkbox"/> Senator: Tsaile Campus | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Senator: International Student Representative | <input type="checkbox"/> Senator: Chinle Center | <input type="checkbox"/> President |

If appointed, please list position title here: _____

“I assert that if elected I will immediately adhere/attend all ASDC policies and events listed below. I understand that failure to do so could result in removal from office.”

- Attend all ASDC meetings.
- Attend any special ASDC meetings as called by the ASDC President.
- Volunteer for various ASDC sponsored events and community service initiatives.
- Serve on committees as appointed by the ASDC President.
- Check email, ASDC Facebook and Twitter for important communications.



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- Maintain a minimum **term** and **cumulative** 2.00 GPA
- Attend ASDC Fall, Summer & Spring Retreat and Trainings.
 - Spring Banquet: TBA

(Excuses will be made on a case by case scenario for missing each event vetting rational and unavoidable situations with other inexcusable ones.)

****Extreme violation of institutional policies and/or local, state, and federal law may constitute removal from office or candidacy on ballot.***

Review the College's Student Code of Conduct and ASDC Constitution & Bylaws, violation of either can result in suspension or invalidation of your campaign. Do not begin campaigning until you are instructed to do so.

Contact asdcadvisors@dinecollege.edu for any questions about the election rules or this nomination form.

Warrior ID Number _____

Contact Number _____

Warrior Email _____

Candidate Print Name _____

Candidate Signature _____

Date _____

Please answer the following questions and attach to this document.

- 1) Do you have any prior Student Government experience?
- 2) How have you shown your leadership abilities? Give examples.
- 3) What prompted or encouraged you to run this year?
- 4) What is your platform?
- 5) What experience makes you fit for this position?
- 6) What is your favorite thing to do outside of school? Are there hobbies that you have may interest your voters?
- 7) Is there anything else about you that you would like your voters to know?



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NOMINATION FORM (NOMINATOR)

We, the undersigned students of Diné College, as defined by the ASDC Bylaws do hereby nominate _____ (name of nominee) for the office of _____.

Please fill out the candidate's information below:

Name of Candidate as it should appear on the ballot: _____

Candidate Warrior ID#: _____

Contact Address: _____

Contact Number: _____

Candidate Warrior Email: _____

Please answer the following questions and attach to this document.

- 1) How do you know this candidate?
- 2) How have you shown your leadership abilities? Give examples.
- 3) How does this candidate serve as a role model for you and others?
- 4) How does this candidate support involvement in student organizations and/or community activities?