

**ASSOCIATED STUDENTS, MT. SAN ANTONIO COLLEGE  
SENATE APPLICATION**

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**Check with Student Life Office, 9C (909)274-4525 for deadline information**

**What Skills are Required to be an Effective Senator?**

Becoming a Senator requires representing student concerns objectively, acting with integrity and performing all duties and responsibilities in an honest and tactful manner. It involves a commitment of time directed toward serving a diverse student population. It means wanting to take an active leadership role, which may require making tough decisions.

Effective Senators:

- Have a global campus view and work on behalf of all students at Mt. SAC
- Are able to put their personal needs/interests aside for the common good
- Have strong ethical and moral values
- Understand and respect other cultures and diverse experiences
- Are honest, have integrity and trust others
- Have an open mind and are able to welcome new ideas
- Are confident to share ideas
- Are leaders doing what is right for others without being influenced or intimidated

Before committing to become a Senator it is important that you understand the vision of the Associated Students Senate. It will be your responsibility to uphold the principles expressed within the Vision Statement found below.

**Vision Statement:**

We passionately serve the personal growth of every student, as well as the enrichment of our Mt. SAC community. We fulfill this responsibility with an informed voice, mutual respect and partnership in our college's shared governance, in other venues and celebrations. We wholeheartedly pledge to conduct ourselves in all endeavors, with utmost humanity, stewardship and integrity. We strive to nurture and preserve our A.S. spirit, traditions and legacy for students yet to come.

**General Information**

- Each Senator shall remain in office for two semesters, unless action is taken against them for failure to comply with Senate performance criteria. If elected or appointed, an A.S. officer cannot serve as an officer in any ICC recognized club or organization.
- Every Senator is required to serve on one college or A.S. committee or standing committee each semester and to attend one Mt. San Antonio College Board of Trustees meeting each semester. Also, senators must attend 2 Executive Board meetings per semester.
- Every Senator must participate in all A.S. hosted events, as specified in the Organizational Directive.
- All A.S. officers must submit progress reports for a minimum of 5 units during the 8<sup>th</sup> week of the semester to the A.S. Advisor for review and recommendations. Failure to comply could result in removal from office.
- An A.S. officer must comply with all rules and regulations set forth by the College. Any violation of the Student Standards of Conduct Policy is grounds for removal from office **or ineligibility to apply.**

*Senate Application*

*Revised May 18, 2018 – ljb.afs*

## SENATOR CRITERIA

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### *Requirement Check List*

- 1. I do **not** have any disciplinary record with the college.
- 2. I have completed at least a minimum of one semester with six (6) graded units and will have a minimum of a 2.5 Mt. SAC cumulative grade point average by the end of the current semester.
- 3. I am currently enrolled in five (5) credit units at Mt. SAC.
- 4. I will be available, if appointed, every Tuesday and Thursday from 3 - 4:30 p.m. for Senate meetings, Tuesdays from 4:30 – 5:30 p.m. to attend two Executive Board Meetings during each semester, and Fridays from 9 – 10 a.m. for Activities Committee meetings (for positions that sit on the Activities Committee).
- 5. I understand that I am eligible to hold office as long as I maintain five (5) graded units at Mt. SAC and a 2.0 Mt. SAC grade point average per semester in addition to having a 2.5 Mt. SAC cumulative grade point average.
- 6. I have paid the current \$11 Student Activities fee and will continue to pay each semester so long as I am a senator.
- 7. I understand prior to meeting with the Senate, I must attend four (4) meetings to be considered for a Senate position. Meetings include 1 Senate interview, Senate, Executive Board, Activities or Inter Club Council Meetings. Meetings attended shall be listed and verified by an Advisor on the attached Volunteer/Meeting form. **Meetings MUST be within the same semester applying, not from previous semesters.**
- 8. I understand prior to my Senate interview, I must verify on the attached Volunteer/Meeting Form my involvement in four (4) hours of Associated Students related activities. **Verification of these hours must be submitted with application.**
- 9. I understand I will be required to attend an interview as indicated on the Associated Students website.
- 10. I understand I will be required to attend officer training(s). Date and time to be determined.

- I have submitted a completed Senate Application to the Student Life Office to review my eligibility. I understand that I will not be interviewed until my eligibility has been determined.

**ASSOCIATED STUDENTS, MT. SAN ANTONIO COLLEGE**  
**SENATE APPLICATION**  
Part 1 of 4

Name: \_\_\_\_\_  
*Last First Middle*

Student I.D. # \_\_\_\_\_ Phone #( \_\_\_\_\_ ) \_\_\_\_\_

Mt. SAC e-mail: \_\_\_\_\_ @student.mtsac.edu

Print Clearly

*I am interested in the following Senate positions: (You must list four positions, in order of preference):*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*How did you learn about Associated Students:*

- A.S. Website     Social Media     Word of Mouth     A flyer  
 email     The Student Portal     At a campus event     Classroom Presentation  
 Other: \_\_\_\_\_

**For Office Use Only**

Currently enrolled in 5+ units \_\_\_\_\_ Mt. SAC Cumulative GPA \_\_\_\_\_

Completed 6+ Graded Units \_\_\_\_\_ Paid Student Activities fee \_\_\_\_\_

Senate meetings attended (4) \_\_\_\_\_

Disciplinary File \_\_\_\_\_

Student is eligible to run for office Yes \_\_\_\_ No \_\_\_\_

**ASSOCIATED STUDENTS, MT. SAN ANTONIO COLLEGE  
SENATE APPLICATION**

Part 2 of 4

*My signature below authorizes the checking of my academic records at any time.*

I understand the duties and responsibilities of the position for which I am applying. If appointed, I agree to uphold the A.S. Constitution and Directives, abide by College policies and procedures, and execute all obligations, fiscal and judiciary, in an objective and ethical manner.

I have no discipline record with the college. I agree to abide by the Standards of Conduct Policy, maintain enrollment in five (5) graded units per semester and maintain a Mt. SAC grade point average of no less than **2.0 each semester and a minimum Mt. SAC cumulative grade point average of 2.5**. Failure to meet and maintain these requirements will result in me being deemed ineligible **and removed from office by the A.S. Advisor or designee**.

I understand that my signature authorizes the release of all of my information pertaining to my student status at Mt. San Antonio College. (i.e. academic, financial or disciplinary records) in order to verify my eligibility. I also understand that I must pay the Student Activities fee for the semester, prior to submitting this application and each semester throughout my term of office.

Failure to adhere to these requirements will result in me being ineligible.

I also understand that the College has the right to use photographs of me for publicity and advertising purposes.

My signature verifies that I have read, understood and agree to the requirements of appointment for Senate for the Associated Students at Mt. San Antonio College.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print*

**ASSOCIATED STUDENTS, MT. SAN ANTONIO COLLEGE  
SENATE APPLICATION  
Part 3 of 4**

**Please respond to the following questions on a separate (*typed*) sheet of paper and attach it to your application. 12 point font, double spaced, 1 page maximum**

1. What are some important issues/concerns on this campus that should be addressed by Senate?
2. What are your strengths and weaknesses as a leader?

**ASSOCIATED STUDENTS, MT. SAN ANTONIO COLLEGE  
VOLUNTEER/MEETING ATTENDANCE FORM**

**Part 4 of 4**

*\*Advisor verification MUST be obtained on the date of the activity or meeting.*

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

Activity (Event Name) or Meeting name	Date	Time In	Time Out	Responsibility (what did you do?)	*Advisor initial	A.S. Officer Initial	# of hours
<b>TOTAL VOLUNTEER HOURS COMPLETED</b> (Minimum four (4) hours required)							

<b>TOTAL NUMBER OF MEETINGS ATTENDED</b> (Minimum of four (4) meetings attended, interview date counts as one)	
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This form MUST be completed before the appointment process.