



San Bernardino  
**Valley College**

# **ASSOCIATED STUDENT GOVERNMENT (ASG)**

## **Spring 2009 GENERAL ELECTIONS PACKET**

Please direct questions to:  
Nikki Schaper, M.A., Director  
Office of Student Life  
(909)384-8986

[nschaper@valleycollege.edu](mailto:nschaper@valleycollege.edu)

# ASSOCIATED STUDENT GOVERNMENT (ASG) — GENERAL ELECTIONS Spring 2009 Timeline

Applications available	Monday, January 12, 2009 Office of Student Life
Filing period begins Supreme Court/Elections Meetings	Monday, January 12, 2009 Thursdays, 3-4pm, Campus Center 222
Candidates Meetings	Check with Office of Student Life
Filing period ends To appear on the Elections Ballot (turn in to Office of Student Life, Campus Center 128)	Friday, February 27, 2009, 5pm
Candidates Forum	Tuesday, March 31, 2009, Time & Location(TBD)
Elections - ONLINE	Monday, April 6, 2009 from 8:00 am to Thursday, April 9, 2009 until 11:59 pm
Formal complaints due	Friday, April 10, 2009 by 12 Noon
Write-in Candidates Applications due	Friday, April 10, 2009 by 12 Noon
Possible Run-Off Election - ONLINE	Wednesday, April 16, 2009
08-09 AS Representatives take Oath of Office	Thursday, May 7, 2009, 1-2pm, CC 139
2009-2010 Term Begins	Monday, June 1, 2009

\*ASG & Bylaws CONSTITUTION AVAILABLE AT: [www.valleycollege.edu/student\\_government](http://www.valleycollege.edu/student_government)

# Associated Student Government Candidate Eligibility Application

## Petition for Candidacy in the Associated Student Government at San Bernardino Valley College

### Personal Information:

Name: \_\_\_\_\_ Student I.D. No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Cell Phone No.: (\_\_\_\_) \_\_\_\_\_

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

Have you ever served on the Associated Student Government? If yes, please indicate title(s) and academic year(s):

Office Selection (Please check one. Please see ASG Constitution for roles & responsibilities):

- PRESIDENT**
- VICE PRESIDENT**
- EXECUTIVE ASSISTANT**
- ADMINISTRATIVE SUPPORT SERVICES DIRECTOR**
- CAMPUS EVENTS DIRECTOR**
- FINANCE DIRECTOR**
- LEGISLATIVE AFFAIRS DIRECTOR**
- PUBLIC RELATIONS DIRECTOR**
- STUDENT CENTER AFFAIRS DIRECTOR**
- STUDENT ORGANIZATIONS DIRECTOR**
- STUDENT SUPPORT SERVICES DIRECTOR**
- INSTRUCTIONAL SUPPORT SERVICES DIRECTOR**
- STUDENT TRUSTEE**

### Qualifications for Candidacy for SBVC positions:

1. Must be currently registered at San Bernardino Valley College
2. Each candidate shall:
  - Be enrolled in five or more units when declaring candidacy and during the term of office.
  - Hold a cumulative Grade Point Average (GPA) of 2.0 or higher upon filing for candidacy and maintain a cumulative GPA of 2.0 or higher during the term of office.
3. Must be a current ASB Card holder. Please provide a copy of your Student ID card w/ current ASB Sticker.
4. Must not have previously served three terms on the Associated Students and no more than two in the position of President, Vice President or Executive Assistant.

### Qualifications for Candidacy for Student Trustee:

1. Must be currently registered at San Bernardino Valley College
2. Be enrolled in twelve or more units when declaring candidacy and during the term of office.
3. Hold a cumulative Grade Point Average (GPA) of 2.5 or higher upon filing for candidacy and maintain a cumulative GPA of 2.5 or higher during the term of office.
  - a. Must be a current ASB Card holder. Please provide a copy of your Student ID card w/ current ASB Sticker.
  - b. Must not have previously served two terms on the Associate
  - c. d Students.

I have completed this application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy and I meet the stated qualifications. I understand that any falsification on this application is grounds for disqualification and may be construed as a violation of the elections codes. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit original completed application and a copy of your current ASB Card (front and back) to the Office of Student Life located in the Campus Center. Questions: (909)384-8986.

Verification (for Office of Student Life Use Only)		
Unit Load: <input type="checkbox"/> Yes <input type="checkbox"/> No	GPA: <input type="checkbox"/> Yes <input type="checkbox"/> No	ASB Card: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____
Director of Student Life	Elections Chairperson	

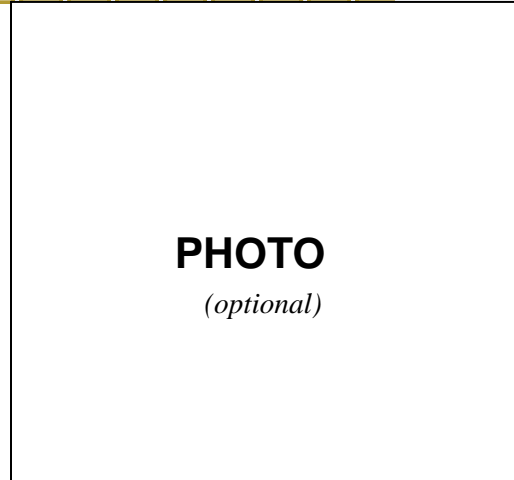
**Candidate Platform Statement – Please email to nschaper@valleycollege.edu**



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

Candidate for: \_\_\_\_\_

Major: \_\_\_\_\_



**PHOTO**

*(optional)*

**What education, skills or experience would you bring to this office?**

**What are your specific goals or what ideas or programs would you strive to implement, if elected to this office?**

# Designated Campaign Assistants



I have designated the following student campaign assistants to serve during my campaign for the position of \_\_\_\_\_:

Name	Address	Phone#	Email	Student ID#
Please Print:				Student ID#:
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*I understand and agree that:*

- Designated Campaign Assistants must comply with the AS-SBVC Election Procedures, the SBCCD Student Elections Policy, the campus posting policies and campaign procedures; *and*
  - Candidates are responsible for the actions of campaign assistants and campaign managers, and are accountable for any violations by their assistants or managers of the AS-SBVC Student Election Procedures, the SBCCD Student Election Policy, the campus posting policies or campaign procedures.
- Please check here if you will NOT have any campaign assistants.

Signature: \_\_\_\_\_

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

# Petition for Candidacy

This petition, signed by at least (50) currently enrolled students at San Bernardino Valley College (SBVC), allows \_\_\_\_\_, to run for the office of the Associated Student Government as long as the above stated student is a current ASB Card holder, has not served two or more terms with the Associated Students and maintains at least a 2.0 (2.5 for Student Trustee) cumulative GPA and minimum of 5 units (12 for Student Trustee) enrolled throughout his/her tem. All signatures will be verified by the Office of Student Life or designee. If for some reason a name and/or student identification is illegible, that signature will not be counted.

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# Petition for Candidacy, Continued

#	PRINT NAME	SIGNATURE	LAST 3-DIGITS OF STUDENT ID#
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# Campaign Expenditure Report Form

Campaign Expenditure Not to Exceed \$500 per Candidate  
Submit completed forms no later than 12 noon after the close of polls.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Candidate for:

<b>Itemized Costs</b>		DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**TOTAL EXPENDITURES \$** \_\_\_\_\_

*(Attached additional sheets, if necessary)*

*Submit the completed Campaign Expenditure Form to the Office of Student Life by the close of the Election period as indicated by the Elections Calendar.*

*Attach to the Campaign Expenditure Form original detailed receipts for all expenditures.*

I understand that failure to provide a complete and accurate report, with original receipts, or exceeding the campaign expenditure limit, may result in disqualification for the elected position.

Signature: \_\_\_\_\_

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

# ACCEPTANCE OF PACKET AND ACKNOWLEDGEMENT OF RESPONSIBILITY



I, \_\_\_\_\_,  
*(print full name)*

herewith declare my intention to be a candidate for the office of \_\_\_\_\_

\_\_\_\_\_.

By signing below, I state that:

- I have received the complete Election Packet for the office I am seeking.
- I have attended the mandatory Candidates' Meeting and the distribution and discussion of the contents of the Election Packet.
- I understand that I am expected to read the materials contained in the Election Packet in full.
- I understand that I will be held responsible for knowing and understanding those materials.
- I understand that I will be held to the deadlines and all campaign procedures set forth in the materials in the Election Packet.
- I understand, if elected, I must maintain a minimum level of eligibility to participate in the Associated Student Government.

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

Student ID#: \_\_\_\_\_



**CONSTITUTION OF THE  
ASSOCIATED STUDENT GOVERNMENT OF SAN BERNARDINO VALLEY COLLEGE**  
**APPROVED APRIL 3, 2008**  
**EFFECTIVE JUNE 1, 2008**

**PREAMBLE**

We, the students of San Bernardino Valley College (SBVC), in order to establish an effective student government to represent students' interests, practice the democratic process, promote personal and civic growth, and to recognize the inherent rights and responsibilities of self-government, do hereby establish this Constitution of the Associated Student Government of San Bernardino Valley College as provided for by the State Legislature through the California Education Code and Title 5 of California's State Code, and as delegated by the Board of Trustees of the San Bernardino Community College District.

**ARTICLE I. Title of Organization and Framework**

**Section A. Title**

The organization established herein shall be known as the Associated Student Government of San Bernardino Valley College, hereafter referred to as ASG.

**Section B. Purpose**

The purpose of the organization shall exist to serve the collective needs of the students at SBVC. Furthermore, the ASG shall endeavor to achieve these goals with excellence, and impart that standard to future ASG members.

**Section C. Composition**

The Associated Student Government shall consist of the Board of Directors, the Inter Club Council, and the Judicial Branch.

**ARTICLE II. Membership & Eligibility**

**SECTION A. Members**

All registered students at SBVC shall be members of the ASG and shall be subject to this Constitution, By-Laws, and Code of Ethics.

1. Privileges:
  - a. The right to seek and hold office if all other qualifications are met as set forth in this document, in the ASG Election By-Laws.
  - b. The right to vote in all elections held under the authority of the ASG.
  - c. The right to seek an appointment from the ASG Board of Directors to serve on Shared Governance, Standing, and Procedural Committees.
  - d. Any other rights and privileges as determined by the ASG Board of Directors.

**SECTION B. Officer Eligibility**

Officers include ASG Board of Directors positions, and Judicial positions.

1. Officer Eligibility:

As a prerequisite to entering office, all elected or appointed officers shall:

  - a. Be registered students in good standing as defined by Admissions and Records

- b. Maintain a cumulative 2.0 minimum G.P.A and 5 units (except Summer semester)
- c. Have an active ASG Sticker

### **Section C. New Officers**

New positions can be created by the President with a two-thirds (2/3) affirmative vote by the Board of Directors.

## **ARTICLE III. The Board of Directors**

### **SECTION A. Paraphrase**

The ASG Board of Directors may be referred to as the Board of Directors within this document.

### **SECTION B. Composition**

The ASG Board of Directors shall consist of all elected and appointed officers.  
For Specific Duties of the Board of Directors see the ASG By-Laws.

1. President:
  - a. Role:
    - i. Shall serve as the official representative of the students of San Bernardino Valley College, and therefore represents the student body and the ASG on appropriate occasions.
    - ii. Be responsible for all executive functions of the ASG Board of Directors, and be responsible for carrying out all legislation, sanctions, and resolutions as effectively as possible.
    - iii. Serve as a liaison between the college administration and the ASG and ensure students play a role in participatory governance.
    - iv. Be responsible for filling vacant ASG and committee positions as stipulated in the ASG Constitution.
2. Vice President:
  - a. Role:
    - i. Shall, in the temporary absence of the President, assume all the responsibilities and powers of the President's office.
    - ii. Serve as the chairperson of the Board of Directors and carry out the administrative functions of the Board of Directors.
    - iii. Manage the day-to-day operations of the Board of Directors and report to both the ASG President and Advisor.
    - iv. Assist all committees and members of the Board of Directors in ASG matters.
3. Executive Assistant:
  - a. Role:
    - i. Assist the President, Vice President, and Board of Directors with secretarial functions of the ASG.
    - ii. Be responsible for coordinating, managing, and maintaining all records and materials generated by the ASG.
    - iii. Work to establish proper and responsible record keeping, internal office procedures, and general ASG office support.
4. Administrative Support Services Director:
  - a. Role:
    - i. Serve as a liaison to Administrative Services departments and provide feedback that will help to enhance and improve such services.
    - ii. Collaborate with Administrative Services departments on potential services and programs to increase persistence and retention of students.
5. Campus Events Director:
  - a. Role:
    - i. Develop and implement a strategic plan of campus events and activities that serve a diverse student population to create a positive campus community.
    - ii. Serve as the chairperson of the Campus Events Committee and lead the committee in their annual goals and objectives.
6. Finance Director:

- a. Role:
  - i. To provide general supervision and management of all ASG finances.
  - ii. Shall have primary responsibility for the preparation and development of the fiscal year budget for the ASG.
  - iii. Shall be an authorized signatory on all financial processes and procedures related to the ASG finances.
- 7. Instructional Support Services Director:
  - a. Role:
    - i. Serve as a liaison to Instructional Services departments and provide feedback that will help to enhance and improve such services.
    - ii. Collaborate with Instructional Services departments on potential services and programs to increase persistence and retention.
- 8. Legislative Affairs Director:
  - a. Role:
    - i. Assist the President and Board of Directors in coordinating advocacy efforts on behalf of student interests and shall represent the ASG to off-campus entities as delegated by the President or the Board of Directors.
    - ii. Serve as the ASG representative to Statewide Student Senate and Region IX.
- 9. Public Relations Director:
  - a. Role:
    - i. Create and implement a strategic marketing plan that will promote the ASG, its programs and services.
    - ii. Maintain a positive public image for the ASG, nurture good will and mutual understanding with the SBVC and SBCCD community.
- 10. Student Center Affairs Director:
  - a. Role:
    - i. Serve as the chairperson to the Student Center Committee and lead efforts in implementing services to increase persistence and retention.
    - ii. Ensure that areas within the Student Center that are under the purview of the ASG are functioning and operating efficiently.
- 11. Student Organizations Director:
  - a. Role:
    - i. To serve as a liaison between the ASG Board of Directors and all registered student organizations at SBVC and provide assistance and guidance to those organizations.
    - ii. To serve as the Chair of the Inter Club Council and facilitate programs and services that would benefit all registered student organizations.
- 12. Student Support Services Director:
  - a. Role:
    - i. Serve as a liaison to Student Services departments and provide feedback that will help to enhance and improve such services.
    - ii. Collaborate with Student Services departments on potential services and programs to increase persistence and retention.

### **SECTION C. Legislative Authority**

The Board of Directors shall have the legislative authority to:

1. Create and amend the By-Laws of the ASG.
2. Create and act upon motions, proposals, and resolutions.
3. Fix and collect membership fees for the ASG.
4. Sponsor, plan, and/or implement activities on behalf of the ASG.
5. Determine the annual Budget for the forth-coming year.
6. Authorize expenditures as specified in the Finance By-Laws and to develop new sources of income for the ASG.
7. Develop policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Board of Directors.
8. Take a position on pending local, state, and federal legislation on behalf of the students

- enrolled at SBVC.
9. Hold the Board of Directors and any appointed officer within the Board of Directors accountable to uphold all federal, state, university, and ASG policies and procedures.
  10. Approve the annual Budget, which shall be made public.
  11. Approve all appointments made to the Board of Directors in accordance with the process outlined in the By-Laws.
  12. Stay informed of SBVC issues and policies by attending meetings, performing research, contacting members of the SBVC community, and any other means that are necessary to carry out this responsibility.
  13. Perform all other duties that may be assigned by the Constitution or By-Laws.
  14. The ASG is created with the approval of, and is subject to the control and regulation of, the Board of Trustees of the San Bernardino Community College District and the California Education Code. The Board of Directors shall not violate any rules or regulations of these entities/documents or any other laws of the State of California and/or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.
  15. The Board of Directors shall keep a record of all meetings and decisions.

#### **SECTION D. Appointments**

Only those individuals appointed by the Board of Directors to fill vacant elected positions, as provided for in this document, shall be considered appointed officers.

#### **SECTION E. Voting**

All officers of the ASG, in both elected and appointed positions, shall have only one vote each on the Board of Directors.

1. No proxy voting will be permitted.
2. The President, Vice President and Executive Assistant shall not vote in the Board of Directors meeting. In the event of a tie, the Vice President may cast one vote to break the tie.
3. All legislation that has been passed by the Board of Directors shall be subject to Presidential approval. If the President approves, the legislation shall be signed and enacted. If the Presidential veto is used and the President provides the Board of Directors with the required written documentation of his or her objections, the Board of Directors may override the veto by a two-thirds (2/3) vote of the Board of Directors and enact the legislation.

#### **SECTION F. Responsibilities**

The Board of Directors shall have the responsibility for conducting the day-to-day business of the ASG.

#### **SECTION G. Distribution of Powers**

All legislative, financial, and executive powers of the ASG-SBVC shall be vested in the Board of Directors, with the guidance of the Board's Advisor.

#### **SECTION H. Representation**

The Board of Directors shall be the sole representative and decision-making unit of the students enrolled at San Bernardino Valley College to all on and off campus entities.

### **ARTICLE IV. Inter Club Council**

#### **SECTION A. Purpose**

The purpose of the Inter Club Council (hereby referred to as "ICC") is to encourage student life, diversity, and learning outside of the classroom. The Inter Club Council will serve as the representative body to coordinate, and promote communication and cooperation among student clubs & organizations on campus. Furthermore, the ICC serves as an outlet to locate important information they need to be effective advocates for their clubs, campus, and community.

## **SECTION B. Composition**

The ICC shall be composed of the Student Organizations Director, ICC Assistant Director, ICC Secretary, and an ICC Representative from each of the actively registered clubs & organizations on campus. For Specific Duties see the ASG By-Laws.

1. Student Organizations Director – See Article III
2. ICC Assistant Director:
  - a. Role:
    - i. Chair the ICC in the absence of the Student Organizations Director and to assist all clubs and organizations in ASG matters.
3. ICC Secretary:
  - a. Role:
    - i. Assist the Student Organizations Director and ICC Assistant Director with secretarial functions of the ICC.

## **SECTION C. ICC Legislative Authority**

1. Elect an ICC Assistant Director and ICC Secretary from within the Inter Club Council.
2. The ICC has the ability to make written resolutions and recommendations to the Board of Directors on club or event funding issues by a majority vote of the ICC.
3. No representative of the ICC shall represent more than one club. The strict policy of one club, one vote shall adhere to at all times.
4. All clubs and organizations that are actively registered and expect to receive ASG funds must be in compliance with the attendance policy.

# **ARTICLE V. Judicial Branch**

## **SECTION A. Paraphrase**

The judicial powers of the ASG are vested in the Student Supreme Court.

## **SECTION B. Composition**

The Student Supreme Court shall consist of five (5) following appointed Officer positions referred to as the Justices.

For Specific Duties see the ASG By-Laws.

1. Chief Justice:
  - a. Role:
    - i. Chair and facilitate all business of the Student Supreme Court.
2. Court Clerk:
  - a. Role:
    - i. Coordinate, manage, and maintain all records, communications, and materials generated by the Student Supreme Court.
3. Associate Justices:
  - a. Role:
    - i. To address all issues brought forth to the Student Supreme Court.

## **SECTION C. Purpose & Jurisdiction**

The purpose of the Student Supreme Court shall be to ensure that there is adequate, equal, and fair student representation in the judicial process for the ASG. The judicial power of the Student Supreme Court shall extend to all cases related to but not limited to:

1. Questions of the constitutionality of actions by ASG groups, organizations, and/or their representatives.
2. Violations of the ASG Constitution and By-Laws.
3. Conflicts between student groups.
5. Violations of the ASG ethics code.
6. Appeals from the ASG Elections Committee.
7. Advisory opinions, which may be requested by any member of the ASG.
8. Issuing any writ necessary and proper to the complete exercise of the Student Supreme Court jurisdiction.



#### **SECTION D. Student Supreme Court Authority**

The Student Supreme Court shall:

1. Elect a Chief Justice and Court Clerk from within the court.
2. Upon the request of a member of the ASG, interpret the constitution and review the constitutionality of any legislation which is enacted.
3. Decide all matters brought before it, as designated in the Constitution and By-Laws, and in accordance with district policy.
4. Coordinate all ASG election processes including the actual voting, advertising, and the planning of candidate forums.
5. Review and make recommendations to all club Constitutions before submission to the Board of Directors.
6. Have the final decision on all impeachment proceedings.
7. All issues and grievances that relate directly to ASG must be in writing and presented to Student Supreme Court for appropriate action. In so doing, the Student Supreme Court has the ability to approve certain disciplinary actions, if deemed appropriate.

#### **SECTION E. Voting**

1. No proxy voting will be permitted.
2. A simple majority vote is required for the adoption of Student Supreme Court decisions.
3. The Court Clerk and Associate Justices shall have one (1) vote each. In the event of a tie, the Chief Justice may cast one (1) vote to break the tie.

#### **SECTION F. Appointments and Terms**

1. Justices of the Student Supreme Court shall be appointed by the President of the ASG and subject to the confirmation of the Board of Directors.
2. All Justices shall serve in accordance with Article XIII.

## **ARTICLE VI. General Duties & Responsibilities of all Officers**

### **SECTION A. General Responsibilities**

All members of the ASG shall assume the duties of the office he/she was elected or appointed to as defined in the By-Laws of the ASG. In addition, each officer shall:

1. Attend all regularly scheduled ASG meetings relative to their position and shall attend all other meetings required by their position.
2. Make an honest attempt to make all other meeting/activities at which their presence/participation is required.
3. Take on individual commitments for projects, activities, special events, committees, and/or other work necessary to fulfill the goals and objectives set by the ASG for the current year.
4. All officers shall provide a written report of ASG and committee activities, if any, to the Board of Directors at least once (1) a month.

## **ARTICLE VII. Seating, Succession, and Resignations**

### **SECTION A. Seating**

If the office of the President is vacant for any reason, the Vice President shall assume the office and duties of the President. In this event, a Vice President may be appointed or elected as provided for in Article VI. Section B.

### **SECTION B. Succession**

If any elected position is not filled in a general election, or if it is left vacated by resignation or dismissal of the office holder, then it may be deemed an appointed position and shall be filled by a nomination from the President and two-thirds (2/3) majority vote of the remaining members of the Board of Directors, or it may be filled in a special election, if desired, by the Board of Directors as shown by a two-thirds vote.

### **SECTION C. Resignations**

All resignations must be submitted in writing to the President of the ASG.

## **ARTICLE VIII. Elections**

### **SECTION A. General Elections**

General elections shall be conducted no later than April 30 of the Spring semester.

### **SECTION B. Term Duration**

The term of office shall run from June 1 of the Associated Student Government's general election year through May 30 of the following year. Any mid-term appointments will serve through May 30th of the current term.

### **SECTION C. Ineligibility**

With the exception of Shared Governance Committees, no officer shall serve more than three (3) terms, with no more than two (2) terms in the position of President, Vice President or Executive Assistant. A student may only serve in one office in the ASG concurrently. If at any time, before election, appointment, or during term in office, an officer fails to meet any of the qualifications set forth in this Constitution, he/she will be disqualified from holding office in the ASG.

### **SECTION D. Special Elections**

Special elections may be called at the discretion of the Board of Directors for any purpose provided for in this document and the ASG By-Laws.

### **SECTION E. Special Election Authorization**

A two-thirds (2/3) vote of the Board of Directors is required to authorize a Special Election, and a majority vote is required to set the dates for the Special Election, with the exception of recall elections.

## ARTICLE IX. Impeachment & Recall

### SECTION A. Impeachment

The Board of Directors shall have the power to enact impeachment proceedings against the President and all other elected and appointed officers of the ASG with a two-thirds (2/3) majority vote of the total Board of Directors. Impeachment proceedings shall be referred to the Student Supreme Court for the adjudication of the impeachment process. The following actions shall be regarded as grounds for impeachment:

1. Failure to meet all qualifications, as dictated by the Constitution.
2. Three (3) or more unexcused absences per semester.
3. Inability to perform duties as outlined in the Constitution and By-Laws.
4. Violation of the Oath of Office.

### SECTION B. Recall

1. Any elected or appointed officer may be the subject of a recall special election, and removed from office. This process requires a petition that has been signed by 12% of the student headcount. The petitions must state specific charges and have signatures and student identification numbers in order to be valid.
2. The following actions shall be regarded as grounds for a recall petition:
  - a. Failure to meet all qualifications, as dictated by the Constitution.
  - b. Three (3) or more unexcused absences per semester.
  - c. Violation of the oath of office.
3. The Student Supreme Court has the responsibility to verify and confirm the petitions and its charges. Only verifiable charges can be used as grounds to initiate a recall election. A recall election shall be organized by the Student Supreme Court within fifteen (15) school days. A majority of two-thirds (2/3) votes cast in the affirmative shall be required to recall and remove any elected or appointed officer.

## ARTICLE X. Initiative, Referendum & Amendments

### SECTION A. Initiative

Any member of ASG may initiate legislation by petition. The petition must have the signatures and student identification numbers of at least ten (10) percent of the current headcount. This Petition shall be submitted to the Board of Directors for verification and further action. The Board of Directions shall consider the legislation within ten (10) school days. A majority of votes cast favor by the Board of Directors shall enact the initiative into laws.

### Section B: Referendum

Any member of the ASG may initiate a petition. The petition must have the signatures and student identification numbers of at least ten (10) percent of the current enrollment. The petition for a referendum shall be submitted to the Board of Directors for verification and shall be considered within ten (10) school days.

### Section C: Amendments

Amendments to the Constitution may be proposed by a three quarters (3/4) vote of the Board of Directors or by a petition signed by at least (10) percent of the headcount of the ASG of San Bernardino Valley College and presented to the Board of Directors.

1. Headcount shall be determined by the previous Fall semester.
2. Proposed amendments to this Constitution shall be posted on campus in at least three (3) different areas for at least (3) school days and no more than seven (7) school days before submission to the students for adoption in a special or general election. Simple majority of votes cast shall be necessary for adoption.
3. By-Laws of the Constitution shall be considered procedural matters. Any substantive changes require an amendment to the Constitution.

4. The Board of Directors may pass By-Laws to the Constitution with a two-thirds (2/3) vote in the affirmative.

## **ARTICLE XI. Parliamentary Authority/Rules**

### **SECTION A. Meetings**

The Board of Directors shall meet regularly throughout the term of office and at times that may be called by the Vice President.

### **SECTION B. Parliamentary Authority**

All business shall be conducted according to Parliamentary Procedure as outlined in Robert's Rules of Order, Newly Revised Edition and according to the procedures established by this Constitution. The regulations of the Brown Act shall apply to the ASG.

### **SECTION C. Quorum**

All meetings must have quorum present to conduct official business. Quorum is defined as fifty percent plus one (50% +1) of the total voting members needed.

### **SECTION C. Rules**

All other rules and policies shall be contained in the By-Laws of this organization and, if not otherwise specified in this document or in the By-Laws, the By-Laws shall be amendable by a majority vote of the Board of Directors.

## **ARTICLE XII. Advisor**

### **SECTION A. Advisor**

The ASG shall have an official SBVC staff Advisor. The Advisor shall serve as a non-voting ex-officio member of the ASG.

### **SECTION B. Purpose**

The Advisor is expected to provide structure to the ASG through mentorship, leadership training, transitions, and the resources to help foster an environment for ASG Officers and Representatives to successfully serve the students' needs and interests of SBVC.

## **ARTICLE XIII. Legal Conflicts**

### **SECTION A. Legality**

Should any portion of this document be found illegal, the remainder of this document shall remain in effect, until otherwise changed by amendment.

### **SECTION B. Conflicts**

Should any local, state or federal law, regulation, or code be found to be in conflict with this document, then the portion in this document which is in question shall be considered to be null and void, however the remainder of the document will remain in full force. The law, regulation, or code from highest-ranking authority shall take precedence over all others and will be obeyed by the ASG.

## **ARTICLE IXV. Oath of Office**

### **SECTION A. Recitation**

All office holders of the ASG shall recite the Oath of Office within one week after their election or appointment, in public or private ceremonies administered by the Student Supreme Court or the President of the ASG.

### **SECTION B. Oath of Office**

I, (Name), due hereby swear to adhere and uphold the Constitution and the By-Laws of the Associated Student Government of San Bernardino Valley College, the State of California, and the Constitution of the United States of America, I understand that by doing so, that I am to oversee and

conduct myself in accordance with these documents, and promote through example the principles that are instilled in them. I swear to promote the issues and concerns of all students, to provide the necessary independent action; as well as cooperation with constituencies of this college, to provide services and coordinate activities for the entire student body.

**BY-LAWS OF THE  
ASSOCIATED STUDENT GOVERNMENT OF  
SAN BERNARDINO VALLEY COLLEGE  
(APPROVED 11/20/08)**

**ARTICLE I: Framework**

**SECTION A: Purpose**

These By-Laws contain the operating procedures and rules of the SBVC ASG. Their purpose shall be:

1. To serve as the procedures and regulations for all members of the ASG.
2. To serve as the official interpretation of the ASG Constitution.

**ARTICLE II: The Board of Directors**

**SECTION A: Specific Duties**

1) President:

a) Duties:

- i) Help to establish overall objectives and plans of the ASG; initiate and participate in overall program planning.
- ii) Fill vacant Shared Governance and SBVC Ad-Hoc committees with a simple majority of the ASG BOD.
- iii) Communicate college policies and mission to ASG members.
- iv) Recommend to the consideration of the ASG such actions as felt necessary, and may convene special meetings of the ASG when deemed necessary.
- v) Give monthly reports to SBCCD Board of Trustees.
- vi) Meet with the ASG Advisor at least once (1) a month.
- vii) Meet with the SBVC President when necessary.
- viii) Work with the ASG BOD Legislative Director to keep informed with state, region, and local legislation which may be of concern to students.
- ix) Encourage a continuous program of research to improve college's programs and meet the educational needs of the community.
- x) Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of ASG goals.
- xi) Attend or ensure adequate representation on SBVC College Council Committee meetings.
- xii) In conjunction with the ASG Vice President meet with the out-going and incoming officers to discuss expectations and goals and re-cap the previous term of office to facilitate a smooth transition.

2) Vice-President:

a) Duties:

- i) Prepare, in collaboration with ASG members, an agenda for the BOD meeting.
- ii) Chair, if necessary, ASG Standing Committees.
- iii) Fill vacant ASG Standing Committees with simple majority of the ASG BOD.
- iv) Assist ASG Stand Committees in analyzing problems, identifying alternative solutions, project consequences of proposed actions, and implement recommendations in support of the ASG goals.
- v) Recommend to the consideration of the BOS such actions as felt necessary, and may convene special meetings of the BOD when deemed necessary in accordance with the Ralph M Brown Act.
- vi) Meet with the ASG President and Advisor at least once (1) a month.

- vii) Provide and encourage training and work direction to the ASG BOD.
- viii) In conjunction with the ASG Vice President meet with the out-going and in-coming officers to discuss expectations and goals and re-cap the previous term of office to facilitate a smooth transition.
- ix) Regularly attend or ensure adequate representation to the SBVC Accreditation Committee.

3) Executive Assistant:

a) Duties:

- i) Keep ASG Constitution and By-Laws updated and available in office.
- ii) Develop and maintain standardized computer formats for reports; establish new and revised office procedures as appropriate and assure that work is performed in a timely and accurate manner; review, update, and inform ASG members of essential timelines.
- iii) Type memos and other correspondence for the ASG BOD including requests and inquiries from students, staff, or the public.
- iv) Assume additional duties as assigned by the President or Vice President.
- v) Recommend expenditures for office equipment, materials, and supplies; initiate contact with vendors for various products and services and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment.
- vi) Adapt to changing technologies and learn functionality of new equipment and systems.
- vii) Record and provide weekly minutes of all ASG BOD meetings.
- viii) Keep agendas and minutes updated on website.
- ix) Collect monthly reports from all ASG members and representatives.
- x) Develop and provide an attendance report of all ASG members and representatives to the ASG BOD once a month.
- xi) Inform ASG members and representatives of attendance policy when attendance starts to become abused.
- xii) Maintain an active roster of all ASG officers.
- xiii) Provide an information handbook to all new and returning members that includes at least; an ASG roster, Constitution and By-Laws, California Ed Code, Brown Act, and Robert's Rules of Order.
- xiv) Update ASG member info with affiliated groups.
- xv) Be responsible for the maintaining the cleanliness and organization of the ASG storage room.
- xvi) Meet at least monthly with the ASG President, Vice President, and Advisor, respectively.

4) Administrative Support Services Director:

a) Duties:

- i) Maintain a current knowledge of SBVC Administrative Services and direct a continuous program of research and recommend enhancement of programs and services as appropriate to improve the SBVC campus community.
- ii) Stays informed and follow up with appropriate administrators and committees to reconcile any issues that may fall under the SBVC Administrative Services Division.
- iii) Stay informed about developments and emerging technology issues (ie wireless services, new labs, new software or programs)
- iv) Initiate and recommend changes to support safety and security policies and programs.
- v) Analyze long term facility and campus needs; makes recommendations to appropriate chain of command on additions, deletions or changes in the SBVC five-year-plan including maintenance and remodeling of the campus.
- vi) Inform ASG BOD of a one year plan and a separate five-year projection-plan for administrative services projects (ie. parking garage, new buildings, remodels).

- vii) Update the campus on environmental issues and help organize and promote, in cooperation with the Campus Events Director, environmental awareness events.
  - viii) Stay informed and follow up with appropriate administrators and committees to reconcile any issues that may fall under the SBVC Administrative Services Division.
  - ix) Inform ASG members of SBVC administrative-related strategic initiatives.
  - x) Meet with the Vice President of Administrative Services as needed.
  - xi) Regularly attend or ensure adequate representation on the SBVC Facilities and Safety, Technology, and Master Plan Committees.
- 5) Campus Events Director:
- a) Duties:
    - i) Prepare the agenda and Chair meetings of the ASG Campus Events Committee.
    - ii) Facilitate and coordinate ASG BOD events and activities in collaboration with the Campus Events Committee.
    - iii) Develop and implement a plan to ensure at least one large event per semester.
    - iv) Develop and implement a plan to ensure the monthly Wolverine Days events.
    - v) Coordinate publicity, in collaboration with the Public Relations Director, for ASG BOD activities.
    - vi) Regularly attend or ensure adequate representation on SBVC Diversity and Equity Committee.
- 6) Finance Director:
- a) Duties:
    - i) Review, update, and provide the ASG BOD budget reports at least once a month.
    - ii) Prepare agendas and Chair meetings of the ASG Finance Committee.
    - iii) In collaboration with Finance Committee coordinate fundraising efforts as deemed necessary (ie. grants, expected sales income, sponsorship).
    - iv) Provide financial assistance and direction to the BOD and ASG committees.
    - v) Research, recommend changes to, and provide information (ie. breakdown, allocations) on student fees.
    - vi) Ensure the ASG Financial Bylaws are being followed.
    - vii) Prepare any required financial reporting and purchase requisitions or purchase orders.
    - viii) Maintain full and accurate accounts of all receipts and disbursements.
    - ix) on internal account system.
    - x) Identify any additional financial risks facing the organization and recommend appropriate action.
    - xi) Present an annual proposed budget for the next fiscal year according to the ASG Financial Bylaws.
    - xii) Regularly attend or ensure adequate representation to the SBVC Budget Committee.
- 7) Instructional Support Services Director:
- a) Duties
    - i) Work with instructional administrators and faculty to develop strong collaborative relationships toward the common goal of student development and student success.
    - ii) Ensure evaluation procedures for faculty are maintained through tracking mechanisms and electronic means to ensure students play a participatory role in the process.
    - iii) Inform ASG members of SBVC academic-related strategic initiatives.
    - iv) Maintain a current knowledge of SBVC Instructional Services & academic programs; direct a continuous program of research and recommend

enhancement of programs and services as appropriate to improve the SBVC campus community.

- v) Recommend new programs and services as appropriate.
- vi) Participate in public information activities to promote and publicize educational programs in the integration of outreach and retention strategies and in support of a student-centered learning environment.
- vii) Stay informed about developments and emerging technology issues (ie. wireless services, new labs, e-books).
- viii) Ensure ADA accessibility to the SBVC academic programs.
- ix) Meet with the Instructional Services Vice President as needed.
- x) Regularly attend or ensure adequate representation to the SBVC Curriculum and Academic Standards & Policies Committees.
- xi) Attend the SBVC Academic Senate meetings as a guest and if unable to attend, ensure adequate representation, in order to facilitate the distribution of information attained.

8) Legislative Affairs Director:

a) Duties:

- i) Research federal, state and local legislative issues and educate students regarding said issues.
- ii) Develop and implement a student advocacy plan for the academic year.
- iii) Coordinate advocacy efforts on behalf of student interests. Efforts include; forums, letter writing and email campaigns, in-person lobbying, rallies, etc.
- iv) Meet with the ASG President at least once (1) a month.
- v) Inform the ASG of any local, state or federal legislation and Board of Trustees actions which may be of concern to students.
- vi) Ensure that the BOD understands the issues being advocated by the ASG, and provide all necessary documentation and presentations to that end.
- vii) Attend and participate in professional advocacy conferences, workshops, as well as local, state, regional and national activities on behalf of the ASG.
- viii) Regularly attend or ensure adequate representation at all of Statewide Student Senate of California Community Colleges (SSCC) Region IX meetings and functions.
- ix) Serve as the voting delegate at all of the SSCC Region IX meetings and functions.
- x) Provide written status report after the General Assembly regarding all actions taken and resolutions voted on at the General Assembly to the BOD.
- xi) In the event that the Legislative Affairs Director is unable to be present at a General Assembly, there will be an alternate selected and approved by the BOD by a simple majority.
- xii) Stay abreast of the SSCC issues, resolutions, & activities.
- xiii) Present monthly reports to the BOD that reflects statewide issues, in addition to local and regional issues, and any actions that occurred over the month.

9) Public Relations Director:

a) Duties:

- i) Evaluate and update the ASG Marketing Plan as needed.
- ii) Maintain and update the ASG website.
- iii) Photograph activities and events sponsored by the ASG and integrate into appropriate publicity mechanisms.
- iv) Participate and coordinate outreach and recruitment activities.
- v) Maintain a list of local newspapers, television and radio stations for use in publicizing activities of the ASG
- vi) Oversee the preparation and distribution of press releases and on-air promotions.
- vii) Meet with the SBVC Director of Marketing as needed.
- viii) Assist ASG members with the publicity and promotion of ASG sponsored activities through the use of flyers, posters, banners, marquee, etc.



- ix) Maintain and update ASG brochures and flyers.
- x) Post ASG flyers on campus bulletin boards and distribute brochures to SBVC departments.
- xi) Act as the communications link between campus and community media (The Arrowhead, KVCR Radio Station, Student Life Newsletter, etc.) to promote the ASG and its sponsored events.
- xii) Maintain contacts within and outside the SBCCD community, especially with non-profit organizations.
- xiii) Serve as the chairperson of the ASG Public Relations Committee.
- xiv) Market and promote all ASG programs and services.
- xv) Assist the ASG Supreme Court with the promotion of ASG elections.
- xvi) Regularly attend or ensure adequate representation to the SBVC Enrollment Management Committee.

10) Student Center Affairs Director:

a) Duties:

- i) In conjunction with the Campus Center Committee, create, implement and promote programs and services within the Campus Center to support the campus community.
- ii) Recommend new programs and services as deemed appropriate.
- iii) Advocate for appropriate programs and services to be housed in the Campus Center.
- iv) Prepare agendas for and Chair meetings of the ASG Campus Center Committee.
- v) Review, update, and provide the ASG BOD Student Body Center fee budget reports at least once a month.
- vi) Research, recommend changes to, and provide information (breakdown, allocations) on Student Body Center Fee.
- vii) Identify any additional financial risks facing the Campus Center and recommend appropriate action.
- viii) Regularly attend or ensure adequate representation to a related SBVC Shared Governance or Ad-Hoc Committee.

11) Student Organizations Director:

a) Duties:

- i) Prepare agendas and Chair meetings of the ICC.
- ii) Report information and updates on programs and activities of the ASG to ICC.
- iii) Coordinate and implement Club Rush at least once a semester.
- iv) Develop and implement activities and programs to promote club registration and encourage student participation.
- v) Identify fundraising opportunities for clubs and present to ICC.
- vi) Serve as an advocate and liaison to address issues affecting all clubs.
- vii) Contact clubs at least once a month to provide assistance as needed.
- viii) Coordinate publicity, in collaboration with the Public Relations Director, for ICC activities.
- ix) Meet with the ICC Advisor at least once a month.
- x) Regularly attend or ensure adequate representation to the Campus Life Advisory Committee.

12) Student Support Services Director:

a) Duties:

- i) Work with instructional administrators and faculty to develop strong collaborative relationships toward the common goal of student development and student success.
- ii) Maintain a current knowledge of SBVC Student Services programs; direct a continuous program of research and recommend enhancement of programs and services as appropriate to improve the SBVC campus community.
- iii) Recommend new programs and services as deemed appropriate.

- iv) Participate in public information activities to promote and publicize educational programs in the integration of outreach and retention strategies and in support of a student-centered learning environment.
- v) Inform ASG members of SBVC student services-related strategic initiatives.
- vi) Meet with the SBVC Student Services Vice President as needed.
- vii) Regularly attend or ensure adequate representation to the SBVC Matriculation, DSPS Advisory, and Student Services Committees.

**\*For a complete copy of the ASG Bylaws visit our website at [www.valleycollege.edu/student\\_government](http://www.valleycollege.edu/student_government)**

## **VI. Elections Bylaws (Approved 1/7/09)**

### **Section A. Mission Statement**

The purpose of these Election Bylaws is to ensure that:

1. Students of the San Bernardino Valley College are provided equal and unbiased access to information in order to select the elected representatives of their choice, to the Associated Student Government, and that
2. Candidates for elected offices have the right to present their platforms to the student body without fear of discrimination or censorship, and that
3. Students will be empowered to install their agents and officers responsibly, with autonomy and sovereignty.

### **Section B. Preamble**

- 1) All participants in the election process are charged with the knowledge of the contents of and are to abide by these ASG-SBVC Elections Bylaws and SBCCD Board Policy 5500 Standards of Conduct.
- 2) Those who fail to do so are subject to the penalties set forth in the Bylaws, and to all appropriate Disciplinary Action portions of the Bylaws for any proven action that violates either Election Bylaws.

### **Section C. General Statements for the ASG-SBVC Elections**

- 1) All candidates, whether declared or write-in, are bound by the contents of both the SBCCD Student Election Policy and the ASG-SBVC Elections Bylaws.
- 2) All successful candidates will assume office no later than June 1 and serve no longer than one year, and in any event shall serve no longer than the following May 31.
- 3) Candidates may run for only one position on the ballot for one election period.
- 4) These Bylaws will be included in the Election Packet for each candidate for office, and be made readily available through the Office of Student Life.
- 5) By inclusion, any reference to the Director of Student Life includes any alternate designee of the College President assigned responsibility for student elections.
- 6) The Elections Committee with the Director of Student Life shall interpret all unclear language and decide all matters not addressed in the content of both Elections Bylaws as those matters that relate to the Associated Student Government election.
- 7) Quorum in the Elections Committee shall be defined as fifty percent plus one (50% + 1) of the total voting members needed.

### **Section D. Campaign Timetable**

- 1) The Director of Student Life, in conjunction with the ASG Supreme Court, will coordinate the student election process, including establishing the date of the General Election.
- 2) The General Election shall be held no later than April. Any vacancies will be filled by appointment as stated in the ASG-SBVC Constitution.
- 3) Special elections shall be held as needed, upon the death, disability or withdrawal from school of an Associated Student Government Officer.
- 4) A runoff election shall be held the week after the general election, if needed.
- 5) The Timetable for a General Election shall include dates for the following events:
  1. Election Committees to be formed, Call for Candidates to be posted and published, and Candidate Applications made available
  2. Election Packets created
  3. Candidates Meeting(s) scheduled to distribute packets and explain materials
  4. Forms and Petitions due back from candidates
  5. Mandatory Candidates Meeting
  6. Campaigning and Candidates Forum(s)
  7. A minimum of two days (2) of elections scheduled to be held, including poll times to be open a sufficient number of hours that best accommodates the SBVC student population.

8. All challenges to the election process and campaigns are due by 12 Noon the day after the polls close.
9. Scheduled date of a runoff election to be utilized if needed. Any runoff election needed is to be held within the week following the General Election. Polling locations and times for a runoff are to be the same as for a general election. Any runoff election shall be a one-day election.
- 6) An ASG BOD meeting is held to receive election results. A special BOD meeting may be called, if necessary, to comply with the timelines set forth in these Bylaws.

#### **Section E. Elections Committee**

- 1) The ASG Supreme Court in conjunction with the Director of Student Life will serve as the Elections Committee. In the absence of the 3 or more Supreme Court Justices, the Director of Student Life will identify additional students to form the Elections Committee. Their only authority will be to conduct ASG-SBVC Elections and implement the ASG-SBVC Elections Bylaws.
  1. No candidate or campaign manager or assistant may serve as a member of the Elections Committee.
  2. No member of the Elections Committee may endorse a candidate or participate in campaign activities of any kind.
  3. No individual member of the Elections Committee speaks for the entire Committee. Decisions on elections issues must be made by a quorum of the Committee in a scheduled Committee meeting.
  4. Only the Elections Committee members and the Director of Student Life have the right to view the personal information of candidates provided within a candidate's records.
- 2) The Elections Committee shall:
  1. Prepare the Elections Calendar, which shall specify at a minimum, the information set forth in Section V.
  2. Prepare the Call for Candidates to be posted on the campus.
  3. Host at least one general Candidates' Meeting to disseminate Elections Packets and assist with the explanation of the materials in the packets. A powerpoint presentation and any other necessary explanatory materials may be utilized.
  4. Assist candidates in completing the required forms, including the Declaration of Candidacy, Candidate Platform Statement, and Designated Campaign Assistants, and Acceptance of Packet and Acknowledgement of Responsibility forms. *Each candidate is responsible for knowing and understanding the contents of all forms necessary to participate in student elections.*
  5. Advise candidates of their rights and responsibilities during the campaign and election.
  6. Oversee the organization and running of one or more Candidates' Forums on the campus and/or any off campus class sites for that campus.
  7. Administer the general election and any special or runoff elections needed in compliance with the Bylaws set forth in these Bylaws and in the SBCCD Student Elections Policy.
  8. Oversee the posting of and distribution of any campaign materials in compliance with the college's posting rules, both for content and location.
  9. Be responsible for all publicity regarding the elections on campus. This shall include:
    - a. Notification of the election to be held, including offices available for election, application deadlines, date and location and voting hours for all polls. This information shall be publicized through the campus newspaper (and television station if applicable) and by posters, on the campus marquee and through any other available means, for a minimum of seven class days prior to any deadlines established by the Elections Committee.

- b. Notification of the results of the election. This information shall be posted within 24 hours of the closing of the polls on the final day of each election – whether regular, general, special or runoff.
  - c. Notification of the need for a special or runoff election.
10. Confirm the information contained in the “Statement of Accuracy” regarding the tabulation of the ballots of the election.
  11. Oversee the removal of all campaign materials from the campus, and cite any candidate whose materials are not removed within 24 hours from the end of the polling period – unless a runoff or special election has been declared for the race that candidate was involved in, and the candidate is still competing for the position.

## **SECTION F. Requirements for Associated Student Government Candidates**

- 1) Each candidate for an Associated Student Government position must be a resident of California and a currently registered student at San Bernardino Valley College.
- 2) Each candidate for an Associated Student Government position must complete an Associated Student Government Candidate Eligibility Application. The application is available in the Office of Student Life.
- 3) Petitions for all elected positions require fifty (50) signatures, from members of the SBVC student body, per candidate. The last 3 digits of the student’s student identification number must accompany all signatures.
- 4) Each candidate shall:
  1. Be enrolled in five or more units when declaring his or her candidacy and during the term of office.
  2. Hold a cumulative Grade Point Average (GPA) of 2.0 or higher upon the filing of the Associated Student Government Candidate Eligibility Application and maintain a cumulative Grade Point Average (GPA) of 2.0 or higher during the term of office. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office.
- 5) The Director of Student Life will verify that each candidate has met all requirements before a written approval of candidacy is issued.

## **SECTION IV CANDIDACY FOR ASSOCIATED STUDENT GOVERNMENT POSITIONS**

- A. The Election Calendar will be available in the Office of Student Life at least two weeks in advance of the initial Candidates’ Meeting.
- B. Candidates’ Meeting: All potential candidates for Associated Student Government positions must attend a Candidates’ Meeting at the college where they will run for election. *No candidate may initiate any campaign activities any prior to his or her attendance at the mandatory Associated Student Government Candidates’ Meeting (Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007).*
- C. All candidates will be responsible for knowing and adhering to the Associated Student Government of San Bernardino Valley College Election Bylaws. Candidates shall sign an **Acceptance of Packet and Acknowledgement of Responsibility Form** indicating that they have received a complete packet appropriate for the position they are competing for, that they understand that they are to read the materials in full and that they understand that they will be held responsible for knowing and understanding the contents and the deadlines of the materials in the packet.

**SECTION V  
ELECTION PACKET  
FOR ASSOCIATED STUDENT GOVERNMENT CANDIDATES**

- A. Candidates must complete the Associated Student Government Candidacy Eligibility Application, meet the specific qualifications contained in the Election Bylaws, be declared qualified in writing, and complete all materials (with the exception of the Campaign Expenditure Form) in the Election Packet *before initiating any campaign activities*.
- B. The Election Packet will contain the following documents for Associated Student Government elections:
- a. Declaration of Candidacy and Compliance with Election Bylaws (Form No. 1.DC)
  - b. Candidate Platform Statement (Form No. 2.PS)
  - c. Campaign Expenditure Report Form (Form No. 3.CEF)
  - d. Designated Campaign Assistants (Form No. 5.DCA)
  - e. A copy of these Bylaws
  - f. A copy of the campus posting policy
  - g. Acceptance of Packet and Acknowledgement of Responsibility (Form No. 7. AP/AR)
- C. All candidates shall complete the **Associated Student Government Candidate Eligibility Application, Declaration of Candidacy, Petition for Candidacy, Compliance with Election Bylaws Form**, the **Candidate Platform Statement Form**, and the **Designated Campaign Assistants Form** prior to the qualification of a candidate, and not two weeks prior to Elections.
1. Each Candidate shall sign an **Acceptance of Packet and Acknowledgement of Responsibility** upon receiving the packet at the Candidates' Meeting. The Acceptance of Packet and Acknowledgement of Responsibility Form indicates that the candidate received a complete packet for the appropriate position, that the candidate understands that he or she is to read the materials in full and that he or she understands that he or she will be held responsible for knowing and understanding the contents and the deadlines of the materials in the packet.
  2. Candidates must meet the specific qualifications contained in Sections III and IV of the ASG-SBVC Elections Bylaws and complete all materials (with the exception of the Campaign Expenditure Form, due after the campaign,) in the Election Packet *before initiating any campaign activities*.
  3. The **Designated Campaign Assistant Form** contains the name and student identification number of each campaign assistant designated to support a candidate's campaign and indicates agreement to comply with the ASG-SBVC Elections Bylaws and Bylaws. *Candidates are responsible for the actions of their campaign assistants and are accountable for any violations by those assistants of the ASG-SBVC Elections Bylaws, as if the candidate committed the violation.* Campaign Assistants:
    - a. Must be listed on the Designated Campaign Assistants Form.
    - b. Must be currently enrolled students at San Bernardino Valley College.
    - c. Are required to comply with ASG-SBVC Elections Bylaws at all times.
    - d. The candidate and the designated campaign assistants are the only people permitted to distribute or post the candidate's campaign materials or to engage in campaigning.
  4. Violation of an Elections Bylaws by a Campaign Assistant is considered to be a violation on behalf of the candidate and with the candidate's knowledge and approval. The candidate and the assistant may both be held responsible for any such violation.
  5. Endorsements are limited to students and members of student organizations at SBVC.
    - a. Candidates may use garnered valid endorsements in their campaign materials and at campaign forums.

- b. Soliciting, receiving and/or utilizing an endorsement from a faculty member, staff person, administrator, outside group, or member of the Board of Trustees is a violation of these Bylaws. No current or previous Student Trustee may endorse any candidate for any student office, including the student trustee office.
- c. The Elections Committee may require the use of a **Campaign Endorsement Form**, indicating the name, title, term of office, and signature of an individual's and/or a campus organization's approval (shown in its minutes) willing to endorse a specific candidate and to lend its name to be used for campaign purposes.
- 6. The Elections Committee may require the use of a **Campaign Material Approval Form** prior to the posting of campaign materials. Campaign materials must comply with the requirements set forth below. If a Campaign Material Approval Form is used, the original (if it needs to be stamped) or an example of the campaign material must be attached to the form and submitted to the Elections Committee. The stamped original and a copy of the approval form will be returned to the candidate for their records.
- D. All candidates for each office must complete and sign the **Campaign Expenditure Report Form** (documentation outlining all campaign expenditures) and submit it to the Chair of the Elections Committee or the Director of Student Life by the close of the election period as indicated in the Elections Calendar.

**SECTION VI  
WRITE-IN CANDIDATES  
FOR ASSOCIATED STUDENT GOVERNMENT POSITIONS**

Each write-in candidate must:

- 1. Meet the general requirements of the candidate for a specific position as set forth in this ASG-SBVC Elections Bylaws and the SBCCD Student Elections Policy;
- 2. Meet the units and grade point average requirements for the specified position as set forth; and
- 3. Submit a completed candidate Election Packet, pursuant to Section XVIII of these Bylaws, (in order to document that all qualifications are met) to the Office of Student Life no later than 12:00 noon the day following the election.
- 4. Comply with filing a complete, signed Campaign Expenditure Report Form as required by the Elections Calendar.
- 5. Comply with all campus regulations.

**SECTION VII  
CAMPAIGNING FOR ASSOCIATED STUDENT GOVERNMENT POSITIONS**

- A. No candidate for an Associated Student Government position may begin campaigning prior to having (*Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007*):
  - 1. Completed the Application Form,
  - 2. Been qualified as a candidate,
  - 3. Received written approval as a candidate from the Office of Student Life.
  - 4. Attended a Candidates' Meeting and having completed all required forms as set out in the Bylaws.
- B. Campaigning is defined as:
  - 1. Handing out flyers
  - 2. Talking to students about the candidate, the issues or campaign platforms
  - 3. Making a speech
  - 4. Presenting a recorded message
  - 5. Posting signs and posters

6. Making signs, posters, flyers, buttons, cards or other campaign memorabilia available to students
  7. Leaving such materials in locations available to students
  8. All forms of paid publicity, including advertisements in the student newspaper
- C. All candidates, whether formal or write-in, are responsible for being familiar with all information contained in these Bylaws and the SBCCD Student Elections Policy.
- D. A candidate may name another student as a Campaign Manager. *However, the candidate is responsible for the actions of any Campaign Manager or Campaign Assistant and is not relieved of that responsibility by the designation of a Campaign Manager.*
- E. The Election Committee shall organize one or more events (Campaign Forums) on the campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Election Committee is solely responsible for publicity related to such event(s).
- F. Campaign literature posted at San Bernardino Valley College for ASG-SBVC Elections purposes is subject to the following posting guidelines. Posting of campaign materials is permitted ONLY on bulletin boards that are open to public on campus (Outside of North Hall, inside of the Chemistry Building, inside of the Women's Gym, inside the Language Arts Building and inside the Cafeteria).
1. Candidates may post on departmental bulletin boards with prior written approval from the department.
  2. Candidates shall not "paper" any bulletin board, kiosk or other specified campaigning area - no more than two campaign materials for a candidate may be posted adjacent to one another or on any one side of a bulletin board, kiosk or other specified campaigning area.
  3. Posted or displayed campaign materials may be no larger than 11" x 17". In a series of duplicate posters, the Director of Student Life or designee must stamp the original poster. The Elections Committee may remove materials not previously approved.
  4. Elections materials may not be posted on any painted surfaces or glass surfaces.
  5. Elections materials may not be placed on vehicles parked on campus.
  6. Any materials being disseminated to students, faculty, staff or administration must have prior approval from the Elections Committee by submitting a **Campaign Material Approval Form**.
  7. Candidates must receive the approval of the instructor or professor to campaign in a classroom.
  8. Destruction or removal of a candidate's publicity by another student, candidate or campaign assistant is a violation of the Student Conduct Code and subject to the Student Conduct Code and all appropriate disciplinary action portions of the Student Conduct Code.
  9. No candidate may campaign within a 20 feet of the entrances and windows of any building during the day(s) of the times that polls are open.
    - a. The only exception would be that posters may remain on the designated public bulletin boards (Section VII F).
  10. No candidate or agent of a candidate shall actively or passively campaign to any voter from within a distance of 20 feet from any on-campus physical network or any wireless device that may be accessing the ASG Elections online ballot during the time polls are open.
  11. Candidates are responsible for removing all posted campaign materials within twenty-four hours following the last day of the election. Any candidate who fails to remove all posted campaign materials within the time frame may be charged with the reasonable cost to clean up and remove the materials.



**SECTION VIII  
CAMPAIGN EXPENDITURES  
FOR ASSOCIATED STUDENT GOVERNMENT CANDIDATES**

- A. Each candidate, whether successful or unsuccessful in his or her campaign, must complete a **Campaign Expenditure Report Form** listing all campaign expenditures. Associated Student Government candidates must submit the completed and signed Report to the Office of Student Life. The deadline for submitting completed and signed Campaign Expenditure Report Forms is the close of the polls on the final day of elections. Even if a runoff is declared in an individual race, the forms are due at the close of the final day of the initial election (*Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007*).
- B. Campaign expenditures shall not exceed \$500 for an individual Associated Student Government candidate, including any Runoff Election.
- C. Candidates may not utilize supplies or equipment belonging to the District or the college (including the Associated Student Government organization) to prepare or deliver campaign materials.
- D. Candidates may not use Associated Student Government, College or District funds for any campaign purpose.
- E. All material preparation costs will be included in the Campaign Expenditure Report.
  - 1. Attach original, detailed receipts for all campaign expenses to the Campaign Expenditure Report Form.
  - 2. Donations to the Campaign must be listed on the Campaign Expenditure Report Form, count towards the total amount a candidate may spend on the campaign, and the candidate must identify the donor, specify the amount received, and the use of the donation.
  - 3. In-kind donations, whether of goods or services, must be reported on the Campaign Expenditure Report and valued at their fair market value.
  - 4. Candidates are responsible for the actions of their campaign assistants during the preparation and distribution of campaign materials.
  - 5. A candidate may choose to utilize a translator in the preparation of campaign materials. The cost of utilizing a translator is not chargeable as a campaign expense and need not be listed on the Campaign Expenditure Report.

**SECTION X  
CAMPAIGN FORUMS FOR  
ASSOCIATED STUDENT GOVERNMENT CANDIDATES**

- A. The Election Calendar created by the Elections Committee will include the dates, locations and times of all Candidate Forums. The Committee may provide an emcee for the event so that each candidate shall have an equal opportunity to address those present.
- B. A Candidate Forum is an official, scheduled event hosted by a student organization that permits all candidates who have been approved to run for a position to address or debate student issues relevant to the office they are seeking. Student organizations are encouraged to host Candidate Forums. The Election Committee should be informed of all Candidate Forums scheduled prior to the creation of the Election Calendar, so that all candidates may be notified of all Forums and plan to attend. A candidate may obtain additional opportunities to speak on campus by filing a request with the Elections Committee for additional Forums (for all candidates for a specific position) or by seeking permission of a student organization to speak at their authorized meeting or event. Clubs and organizations that host candidates are encouraged to invite all candidates for the same position so that all may be heard.
- C. A candidate may choose to utilize a translator for all or part of a Candidate Forum or while campaigning. The cost of utilizing a translator is not considered campaign expenditure and need not be listed on the Campaign Expenditure Report.

**SECTION XI  
COMPOSITION OF BALLOTS FOR THE  
ASSOCIATED STUDENT GOVERNMENT ELECTION**

The composition of election ballots shall be as follows:

- A. The Associated Student Government positions will be on a ballot and will be listed alphabetically (last name first, then first name) under the office for which they are seeking election, beginning with Associated Student Government President position.
- B. If a candidate for an Associated Student Government position is unopposed, there will still be an election for the position, and the sole candidate will be listed on the ballot.
- C. There will be space for write-in votes for each position on each ballot.

**SECTION XII  
VOTING BYLAWS FOR THE  
ASSOCIATED STUDENT GOVERNMENT ELECTION**

- A. All students registered no later than the 1<sup>st</sup> day of the 9 week short-term class schedule as indicated in the Spring Schedule, will be eligible to vote.
- B. The Director of Student Life will work with District Computing Services to establish passwords and logins for such students, in collaboration with the third party online elections provider.
- C. Each authorized voter will be allowed to cast one electronic ballot.
- D. The Director of Student Life must receive written, signed notification of any violation of the Bylaws no later than 12 Noon the next working day after the close of the polls on the last day of voting.
- E. Only the Director of Student Life will have administrative access to the online voting system.
  - a. The online voting system shall have an audit function whereas, all actions performed under the administrative access will be recorded and may be reported on.
  - b. A candidate may request up to one (1) audit of the administrative function during the elections process.

**SECTION XIII  
TABULATING THE BALLOTS FOR THE  
ASSOCIATED STUDENT GOVERNMENT ELECTION**

- A. Tabulating the ballots for Associated Student Government positions:
  - 1. Ballot counting for Associated Student Government positions shall be completed no later than 5:00 p.m. on the day following the final day of the election.
    - a. The Elections Committee will tabulate the votes online via a third party provider
    - b. The decision to count or not to count a specific ballot shall be made by the Chair of the Election Committee, under the supervision of the Director of Student Life or third party provider.
    - c. Votes not included in the tally for any reason shall be kept and identified as such until all challenges to the election for the Associated Student Government positions are resolved.
    - d. A ballot may be invalid if it is blank; contains votes for every candidate on the ballot; contains multiple votes for fictitious persons; or is sufficiently unclear in its mark for any specific candidate or candidates.
    - e. A ballot may be partially invalid if more candidates are voted for in a specific race than is permitted under the instructions.
  - 2. The candidate receiving the majority of votes cast (plurality) for each office will be the winner.

3. The Chair of the Election Committee and the Director of Student Life will prepare and sign a "Statement of Accuracy" regarding the results of the tabulated ballots for the Associated Student Government positions.
    - a. The original "Statement of Accuracy" and tabulation summary for the Associated Student Government election shall be delivered to the College President or the President's designee.
    - b. The Associated Student Government President shall receive the election results for the Associated Student Government positions and a copy of the signed "Statement of Accuracy".
    - c. Copies of the signed "Statement of Accuracy" and all Associated Student Government ballots will be placed with the Director of Student Life or College President's designee in the Election Committee file to be maintained for a period of one year.
  4. If a tie vote occurs for any office, a one-day runoff election will occur during the following week.
  5. The Election Committee chairperson will refer to the previously identified date, time and locations for polling places for the runoff election specified on the Election Calendar, and will designate campaign Bylaws for the runoff election after approval by the Director of Student Life.
  6. The Chair of the Elections Committee or Director of Student Life shall post the election results for the Associated Student Government positions and notify the college newspaper for that campus of the election results within four days of the last day of the election.
- B. Any allegation of election misconduct must be presented in writing, be signed and presented to the appropriate parties in a timely fashion as set forth below (See Section XIV, B 1 and B 2). Election misconduct that may cause an election to be challenged may include but not be limited to the following.
1. An allegation that a student voted more than once
  2. An allegation that a voter was not a registered student
  3. An allegation that ballots were tampered with
  4. An allegation that a signature of a voter was forged
  5. An allegation that the Election Bylaws, college policy, or state, local and federal laws relating to elections were violated.

**SECTION XIV  
CHALLENGES TO THE ASSOCIATED  
STUDENTS ELECTION AND APPEALS**

- A. A candidate who is proven to have violated any section of these Bylaws or the SBCCD Student Elections Policies may be disqualified.
- B. Alleged Violations of the Associated Student Government election:
  1. The Director of Student Life must receive written, signed notification of any alleged violation of the ASG-SBVC Elections Bylaws related to the Associated Student Government election by 12 Noon the day after polls close, excluding holidays and weekends – regardless of the need for any runoff election.
  2. The complainant will submit a copy of any charge of alleged violation of the ASG-SBVC Elections Bylaws to the Director of Student Life. The Director of Student Life or the Chair of the Elections Committee if so designated will notify any student or candidate charged in the complaint of the allegations the same day, if at all possible, but at the very latest within 24 hours of receiving the copy from the complainant.
  3. The campus Elections Committee shall have initial jurisdiction over the enforcement of the ASG-SBVC as the Bylaws relate to the Associated Student Government election.
    - a. Each charge of an alleged elections Bylaws violation shall be decided by a simple majority vote of a quorum (50%+1) of the Election Committee members with the Director of Student Life present. A candidate charged with a violation shall have an opportunity to refute the charge prior to a

decision by the Elections Committee. The burden of proof shall be on the complainant. The Election Committee shall render, in writing, their decision on each allegation within two days, excluding holidays and weekends.

- b. A candidate may appeal a ruling by the Election Committee in a matter of a charged violation of the ASG-SBVC Elections Bylaws related to the Associated Student Government election within 48 hours to the Dean of Student Development. The appeal must be in writing, setting forth the alleged illegal action by the candidate, the section of the Bylaws alleged to have been violated, and the ruling being appealed, and a copy provided within four hours to the Director of Student Life. The Director of Student Life shall notify any student involved in an appeal of such a ruling by the Election Committee within 24 hours, so that the student shall have a right to fully participate in the appeal. The Dean of Student Development shall have two days, excluding holidays and weekends to rule in writing on the appeal and notify the complainant of their decision in the matter. The Director of Student Life shall be present for all discussions related to the appeal, including the final decision on the appeal. The candidate or student charged with the violation shall have an opportunity to refute the charge prior to a decision by the Dean of Student Development. The burden of proof shall be on the complainant. The Dean of Student Development shall be the final opportunity for appeal for all issues related to Associated Student Government elections, shall consider the evidence presented by both sides, and shall attempt to rule on any appeal brought forth to that level with all reasonable speed.
  - c. At any level of reviewing a charge of an election Bylaws violation, the hearing body (Elections Committee or Dean of Student Development) may determine that:
  - d. The violation was *de minimus* (minimal) and that the candidate is not to be disqualified, or
  - e. The charged violation was significant and that the Bylaws set forth in Sections XV. C and D will apply.
4. A candidate may be referred to the appropriate Dean for action pursuant to the SBCCD Board Policy 5500- Standards of Conduct and all appropriate Disciplinary Action portions of the Bylaws for any proven activity that violates either Elections Bylaws.

C. Disqualification of a candidate:

1. If a candidate is charged with a violation of ASG-SBVC Elections Bylaws during the Associated Student Government election, and
2. If that candidate is found to have violated either (or both) Bylaws(s), and
3. If the candidate's appeals have been exhausted or abandoned, then the candidate may be disqualified for the violation(s),
4. If the final level appealed to (Elections Committee or Dean of Student Development) decides that is the appropriate resolution for the matter.

D. Bylaws with a Challenged Candidate:

1. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate's name will not be placed on the ballot. Any allegations of additional violations of the Election Bylaws shall be treated as set forth in these Bylaws.
2. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Election Calendar.
3. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.

4. If all candidates for an Associated Student Government position are successfully challenged for violations of the Bylaws, a new election will be held.
- E. Other allegations of violations:
1. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation of procedure by the Election Committee, or other students or parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the appropriate party, as set forth in Section XIV, B1. and B2.).
  2. The complaint will be reviewed in a manner consistent with this section of the Bylaws.
  3. If the complaint is found to be valid, the final body involved in the appeal of the matter in an Associated Student Government position election, may:
    - a. Determine that the violation was *de minimus* (minimal) and the election stands; or
    - b. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.
  4. The final body involved in the appeal of the matter in an Associated Student Government position election may recommend that any party involved in the violation, whether ruled *de minimus* or significant, be prosecuted pursuant to SBCCD Board Policy 5500 – Standards of Conduct and all appropriate Disciplinary Action portions of the Bylaws.
- F. Any candidate, and only a candidate, with the sole exception of the College President, may request a recount of the position sought by that candidate in the election, if such request is made in writing and signed by the candidate by 12 Noon the next working day after the polls close and delivered to the appropriate party. Only one recount may be requested for each office, unless the requestor is the College President.

**SECTION XV  
CONTINUING ACADEMIC REQUIREMENTS FOR ELECTED  
ASSOCIATED STUDENT GOVERNMENT OFFICERS**

Associated Student Government elected officers must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher during their term of office. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office. The Director of Student Life will verify each elected Associated Student Government official's academic standing at the end of each semester. Failure of the elected official to maintain the required academic standards for office holders will result in automatic removal from office, with no action required by the College President, the Associated Student Government or the Board of Trustees. If an elected official is removed from office pursuant to this section, that office shall be declared vacant, and the position shall be filled as follows:

1. A vacancy in the Office of the President of the Associated Student Government shall be filled by the Vice President of the Associated Student Government, and a vacancy declared in the Vice President position.
2. A vacancy in an Associated Student Government position shall be filled pursuant to the Associated Student Government' Constitution.