

**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 in-coming 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.
 - x) Serve as a liaison and regularly attend SBVC Classified Senate meetings.
- 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) Stays 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 at 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 (SSCCC) Region IX meetings and functions.
 - ix) Serve as the voting delegate at all of the SSCCC 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 SSCCC 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.

ARTICLE III: Judicial Branch

SECTION A: Specific Duties

- 1) Chief Justice:
 - a. Duties:
 - i) Prepare agendas and Chair meetings of the ASG Court.
 - ii) Create and implement a promotional plan for ASG Elections.
 - iii) Submit a written report of ASG Supreme Court activities, if any, to the BOD at least once (1) a month.

- 2) Court Clerk:
 - a) Duties:
 - i) Record and provide weekly minutes of all Student Supreme Court meetings.
 - ii) In collaboration with the Public Relations Director, ensure all agendas and minutes of the ASG Supreme Court are updated on ASG website.
 - iii) Develop and provide an attendance report of all Judicial members once a month.
 - iv) Type memos and other correspondence for the ASG Supreme Court functions.
 - v) Play an active role in the coordination and promotion of ASG Elections.

- 3) Associate Justices:
 - a) Duties:
 - i) Play an active role in the coordination and promotion of ASG Elections.
 - ii) Research and present information on student issues brought forth to the ASG Supreme Court.

ARTICLE IV: 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) Read agendas and supporting materials prior to meetings.
- 2) Solicit feedback, issues and concerns of students and channel to the appropriate authority.
- 3) Develop and provide an end-of-the-year report to the appropriate branch that demonstrates the accomplishments relative to their individual position.
- 4) Ensure comprehensive transition of information and records relative to their individual position.
- 5) Learn and apply pertinent federal, state, and local laws, codes, and regulations including applicable sections of the California Education Code, Title 5, SBCCD Board Policies, SBVC Policies, and other legal requirements related to community colleges.
- 6) Participate in ASG, SBVC and SBCCD sponsored activities as reasonably allowed in their schedule.
- 7) Serve on SBVC and SBCCD ad-hoc committees, task forces and/or work groups as needed.
- 8) Serve on SBVC Student Disciplinary Hearing Committees as needed.

9) Assume other duties as deemed necessary.

ARTICLE V: ASG COMMITTEES

Section A. Committee Members Eligibility

- 1) As a prerequisite to entering office, all elected or appointed officers shall:
 - a) Be registered students in good standing as defined by the college catalog and SBCCD Board Policy 5500.
 - b) Maintain a cumulative 2.0 minimum G.P.A and 5 units (except Summer semester).
 - c) Have a current ASG Sticker

Section B. Appointment Process

- 1) Complete and submit an ASG Committee Application and attach all necessary documentation.
- 2) Standing Committees
 - a) Be interviewed by the ASG Vice President or Interview Committee at the discretion of the ASG Vice President.
 - b) Upon recommendation from the ASG Vice President, be approved by the ASG BOD by simple majority vote.
- 3) Ad-Hoc Committees
 - a) Be interviewed by the ASG President or Interview Committee at the discretion of the ASG President.
 - b) Upon recommendation from the ASG President, be approved by the ASG BOD by simple majority vote.

Section C. Committee Member Privileges

- 1) The ability to participate in discussion, make motions and cast a vote during committee meetings.
- 2) The ability to bring business forth to the committee by requesting items to be placed on the committee's agenda.
- 3) Utilize the Campus Center Board of Directors work area for committee business.

SECTION D: Attendance & Impeachment

- 1) The ASG Student Supreme Court shall have the power to dismiss committee members with a two-thirds (2/3) majority vote.
- 2) The following actions shall be regarded as grounds for dismissal:
 - a) Failure to meet all qualifications, as dictated by the ASG Bylaws.
 - b) Three (3) or more unexcused absences per semester.
 - c) Inability to perform duties as outlined in the Constitution and By-Laws.
 - d) Violation of the Oath of Office.

Section E. Standing Committees

- 1) Campus Center Committee
 - a) Purpose: In conjunction with the Student Center Affairs Director, create, implement and promote programs and services within the Campus Center to support the campus community.
 - b) Responsibilities:
 - i) Provide policy recommendation for the use of the Cyber Lounge, Student Lounge and the Senate/Club Workroom to the BOD for approval.

- ii) Provide feedback to the Office of Student Life regarding the daily management of the Cyber Lounge, Student Lounge and Senate/Club Workroom.
 - iii) Provide feedback to SBVC administration regarding any Campus Center building issues.
 - iv) Approve the use of funds from the Student Body Center Fee.
 - c) Membership
 - i) Committee chaired by the Student Center Affairs Director and includes at least three (2) SBVC students not currently in the Board of Directors.

- 2) Campus Events Committee
 - a) Purpose: to plan, organize and oversee ASG events for the purpose of promoting the ASG and student participation in education and the social life of the campus.
 - b) Responsibilities:
 - i) Establish a schedule of events for the academic year to be submitted to the BOD by the third (3rd) meeting of the BOD each Fall.
 - i. In the absence of the committee, the Campus Events Direction will create an events schedule to be presented to the BOD in the timeframe stated.
 - ii) Obtain BOD approval for each large event (over \$500) by the 5th meeting of the BOD, for timely submission to the SBCCD Board of Trustees for approval.
 - iii) Facilitate the plans and paperwork as needed for each event.
 - c) Membership:
 - i) Committee chaired by the ASG Campus Events Director and includes at least three (2) SBVC students not currently serving on the BOD.

- 3) Finance Committee
 - a) Purpose: To review and monitor the management of ASG financial resources and the financial risks, including procedures with respect to funding or allocations and other significant financial actions.
 - b) Responsibilities:
 - i) Establish a financial structure for current ASG processes by:
 1. Recommend Financial Bylaws according to Article X of the ASG Constitution.
 2. Providing a Funding Guide for Clubs and Departments
 3. Creating deadlines for Funding Annual Requests
 - ii) Monitor the financial statements (for General Fund & Student Rep. Fee) and ensure information is reported to the Board of Directors.
 - c) Membership:

- i) Committee chaired by the ASG Finance Director and includes at least (2) SBVC students not currently in the Board of Directors.
 - ii) The ASG Executive Assistant will serve as an ex-officio member of the Finance Committee.
- 4) Public Relations Committee
 - a) Purpose: to promote and support the marketing of ASG programs, events and services.
 - b) Will implement the ASG Marketing Plan as presented by the Public Relations Director.
 - c) Responsibilities:
 - i) Ensure and maintain the proper use of the ASG logo, publications and marketing materials.
 - ii) Support the Public Relations Director in marketing the ASG.
 - iii) Create and implement recruitment activities for the ASG.
 - d) Membership
 - i) Committee is chaired by the Public Relations Director and includes at least three (3) SBVC students not currently in the Board of Directors.

Section F. Ad-Hoc Committees

- 1) Definition: a committee concerned or dealing with a specific subject, purpose, or end.
- 2) May be formed at the discretion of the ASG President or upon approval by the BOD by a simple majority vote.

ARTICLE VI: INTER CLUB COUNCIL

Section A. Registration

- 1) Established clubs shall be re-registered upon the yearly submittal of the proper application forms by the 5TH week of the semester.
- 2) At any time during the academic year, new clubs and organizations can petition for registration. A minimum of five currently registered SBVC students and a faculty advisor is required to establish a student organization.
- 3) The BOD must approve all new clubs and organizations by a majority vote.
- 4) Should a club fail to submit the proper application form two or more years consecutively, the club's financial account shall be frozen and all remaining account monies shall revert back to the Associated Student Government.
- 5) To be reinstated after privileges have been revoked, a club or organization must submit the proper applications and must be approved by the BOD for reinstatement. No monies, once reverted to the ASG, shall be returned.

Section B. Attendance

- 1) Registered clubs may have no more than three (3) unexcused absences at ICC Meetings per semester.

- 2) All clubs who are recognized by the ASG and would like to be eligible to apply for ASG funding, must have no more than (3) unexcused absences per semester.
- 3) The Student Organizations Director may place clubs on probation with a simple majority vote from the ASG Supreme Court.
 - a) Probation may result from a club's failure to meet the attendance policy and/or failure to follow club rules and regulations.
 - b) The ASG Supreme Court may determine the probationary sanctions, including but not limited to:
 - i) Loss of fundraising privileges
 - ii) Loss of use of Club workroom equipment and space
 - iii) Loss of eligibility to apply for ASG funding
- 4) A registered club may be excused from ICC attendance when mandatory class attendance of a nature that would affect program or enrollment status, conflicts with regularly scheduled ICC Meetings in such a way that all members of a club are affected, whereby no other suitable representative can be found.
 - a) An excused absence for educational purpose shall be granted upon receipt of notification, from the Division Dean to the Office of Student Life, stating that the program's structure does not afford a club representative the opportunity to be present at ICC meetings.
 - b) Such notice shall be provided at the time of registration and each subsequent semester.
 - c) ICC quorum shall not include those members excused for educational purpose.

VI. Elections Bylaws (approved 1/12/09)

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:
 - i) Election Committees to be formed, Call for Candidates to be posted and published, and Candidate Applications made available
 - ii) Election Packets created
 - iii) Candidates Meeting(s) scheduled to distribute packets and explain materials
 - iv) Forms and Petitions due back from candidates
 - v) Mandatory Candidates Meeting
 - vi) Campaigning and Candidates Forum(s)
 - vii) 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.
 - viii) All challenges to the election process and campaigns are due by 12 Noon the day after the polls close.
 - ix) 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. Election 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.
 - a) No candidate or campaign manager or assistant may serve as a member of the Elections Committee.

- b) No member of the Elections Committee may endorse a candidate or participate in campaign activities of any kind.
 - c) 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.
 - d) 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:
- a) Prepare the Elections Calendar, which shall specify at a minimum, the information set forth in Section V.
 - b) Prepare the Call for Candidates to be posted on the campus.
 - c) 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.
 - d) 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.*
 - e) Advise candidates of their rights and responsibilities during the campaign and election.
 - f) Oversee the organization and running of one or more Candidates' Forums on the campus and/or any off campus class sites for that campus.
 - g) 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.
 - h) Oversee the posting of and distribution of any campaign materials in compliance with the college's posting rules, both for content and location.
 - i) Be responsible for all publicity regarding the elections on campus. This shall include:
 - i) 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.
 - ii) 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.
 - iii) Notification of the need for a special or runoff election.
 - j) Confirm the information contained in the "Statement of Accuracy" regarding the tabulation of the ballots of the election.
 - k) 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:
 - a) Be enrolled in five or more units when declaring his or her candidacy and during the term of office.
 - b) 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 1st 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.

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.