

**Constitution of the
Associated Students of San Bernardino Valley College
(Revised 9/97)**

Preamble

We, the students of San Bernardino Valley College, in order to establish an effective student government to represent students' interests practices 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 Students of San Bernardino Valley College. **(Amended Fall 97)**

Article I – Organization

1. The name of this organization shall be “Associated Students of San Bernardino Valley College,” hereafter referred to as A.S. – S.B.V.C.

Article II – Membership

Section A:

1. All members of this association shall be students of San Bernardino Valley College. **(Amended Fall 97)**

Section B:

1. All members of this association shall be eligible to: **(Amended Fall 97)**
 - a. Vote in elections.
 - b. Attend all meetings of the Student Government in a non-voting capacity.
 - c. Representation by A.S. –S.B.V.C. officers.

Section C:

1. Active Associated Student card holders shall be eligible to:
 - a. Hold an office or a Student Senate seat.
 - b. Participate in Senate and Club Sponsored Activities.

Article III – Governmental Organization

Section A: Executive Branch

1. The President
 - a. The President of the Associated Student Body is the official representative of the students of San Bernardino Valley College, and therefore represents the student body and the student government on appropriate occasions.
 - b. The President is responsible for the implementation of programs that are established by the Student Senate and the Associated Students' budget.
 - c. Convenes and resides at all executive board or cabinet meetings.
 - d. President may create new positions on the executive cabinet as he or she deems prudent.
 - e. Shall appoint and/or remove officers and members of the executive cabinet with the consent of the Student Senate.

- f. The President is responsible for the presentation of the annual budget that is submitted for the Senates' approval.
 - g. The President must approve or veto any legislation passed by the Senate within five (5) school days. To approve legislation, the President must sign the legislation, and to veto legislation, the President must submit a written statement of objections to the Senate within five (5) school days. If no actions are taken within five (5) school days, the legislation becomes law or policy, unless the Senate has adjourned its session.
 - h. The President shall appoint members to the Student Supreme Court, subject to confirmation of the Student Senate.
 - i. The President shall appoint committee members to represent student's interest as set forth by shared governance policy in accordance with the Education Code. All appointments are subject to confirmation by the Student Senate.
 - j. Performs other duties as may be required by the office.
2. Vice President
- a. The Vice President shall assume the duties of the President in his/her absence, and assumes the office.
 - b. The Vice President shall be the President of the Senate and the Chairperson of that elected body, and shall cast a vote only in the case of a tie.
 - c. The Vice President is a member of the Executive Cabinet and the Executive Branch
 - d. Performs other duties as may be required by the office (**Amended Spring '97**)
3. Treasurer
- a. Oversees all finances and processes all allocations and bills approved by the Associated Student Senate.
 - b. Shall present weekly reports to the Student Senate on the status of the Associated Student Budget.
 - c. Shall act as the Chairperson of the Budget Development Committee and the Senate Finance Committee in accordance with the Associated Students Finance Policy. (Amended spring '97)
 - d. Shall compile the prepared fiscal budget for final approval as mandated by the Associated Students Finance Policy.
 - e. Performs other duties as may be required by the office.
4. Secretary (Amended Spring 96)
- a. Shall be an elected office with the duties as follows:
 - b. Record official senate minutes.
 - c. (When requested) provide assistance to official AS-SBVC committees.
 - d. Present weekly reports to the Student Senate.
 - e. Act as official secretary to Senate Budget Development Committee.
 - f. Inform clubs of their AS-SBVC allotments as they appear in the Senate Budget.
 - g. To perform any other duties as may be required by the office.

5. Executive Cabinet

- a. The Cabinet shall meet once a week during the semester and as deemed necessary by the President.
- b. Business of the Cabinet shall be recorded in the Cabinet minutes.
- c. The Executive Cabinet serves as an advisory body to the President and can be enlarged at his or her discretion.
- d. The appointed Executive Cabinet members shall serve no longer than the President.
- e. The Executive Cabinet shall consist of the following elected and appointed officers
 - 1) President
 - 2) Vice President
 - 3) Treasurer
 - 4) Secretary
 - 5) Inter-Club Council (ICC) Commissioner
 - 6) Others as deemed necessary

6. Election of the Executive Branch

- a. 1. The President, Vice President, Treasurer, and Secretary shall be elected separately in a general election by the student body in strict accordance with election policy.
- b. In the absence of a CalSACC Spring Conference, the Presidential election shall be conducted no earlier than fifty (50) school days and no later than thirty (30) schooldays before the end of the spring semester.
- c. The officers elect shall recite the oath of office within one week after the election results are made public, before the student body in a special assembly. (**Amended Spring'97**)
- d. The President, Vice President, Treasurer, and Secretary shall assume their respective duties on the first day following the spring commencement exercises.
- e. The terms of office for the President, Vice President, Treasurer, and Secretary shall be from spring commencement to the spring commencement of the following year.

Section B: Legislative Branch

1. Student Senate

- a. The Associated Student Senate shall be elected from the student body. The number of seats shall be determined by a scale based on the population of the Student body.
- b. One (1) seat per every 500 students up to 10,000 students
- c. One (1) seat per every 1,000 students enrolled over 10,000
- d. The number of seats to be filled shall be determined by the student census of the year before.
- e. Student Senate vacancies shall be filled by Presidential appointment and subject to Senate approval for the remainder of the term.

2. Duties and Powers

- a. The Senate may pass legislation (bills and resolutions) to propose amendment to the Constitution, to enact by –laws initiate programs and activities
- b. The Senate may pass by – laws to the Constitution with a two-thirds (2/3) vote in the affirmative.

- c. The Senate shall approve all revenue issues, and approve the Associated Students budget.
 - d. All legislative that has been passed by the Senate 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 Senate with the required written documentation of his or her objections, the Senate may override his veto by a two-thirds (2/3) vote of its total membership and enact the legislation.
 - e. The Student Senate shall confirm by majority vote all appointments to offices that are specified in the constitution. If a confirmation is declined by the Senate, the President of the Senate shall choose two Senators, one pro and one con, to provide written documentation of the logic behind the vote.
 - f. The Student Senate shall keep a record of all meetings and decisions.
3. **Elections, Terms and Sessions**
- a. Senate elections shall be conducted no sooner that thirty (30), and no later that ten (10), school days prior to Cal SACC Spring Conference (**Amended Spring '97**)
 - b. The senators-elect shall recite the oath of office within one week after the election results are made public (**Amended Spring '97**)
 - c. The term of the Senate shall be from the day after commencement to the day of commencement the following year. (**Amended Spring '97**)
 - d. The Senate shall meet regularly throughout the term of the office, at times as may be called by the Chairperson of the Senate. (**Amended Spring '97**)
4. **Inter-Club Council**
- a. Inter-Club Council shall be composed of the I.C.C. Commissioner, Vice-President, Secretary and a representative from each campus club in good standing.
 - 1. The I.C.C. Commissioner shall have the following powers and duties:
 - a) Shall serve as the President of the Inter-Club Council and acts as Chairperson of all Inter-Club Meetings.
 - b) Maintain the master calendar of all club organizations on campus.
 - c) Supervise and assist all new clubs or organizations on campus.
 - d) Maintain an active roster of all campus clubs and organizations.
 - 2. The Vice Commissioner of the I.C.C. shall have the following duties and powers:
 - a) The Vice Commissioner shall be elected from the Inter-Club Council and assume the duties of the I.C.C. Commissioner on case of his/her absence.
 - b) Assist the I.C.C. Commissioner in the coordination and planning of activities.
 - c) Assist in the promotion of better communication between clubs.
 - 3. The I.C.C. Secretary shall have the following duties and powers:
 - a) The I.C.C. Secretary shall be elected from the Inter-Club Council and keep a written account of the business of the Council.
 - b) Assist with I.C.C. bulletins and publications.
 - c) All clubs and organizations who are recognized by the I.C.C. and expect to receive A.S.-S.B.V.C. funds must attend all meetings.

- d) No representative of the I.C.C. shall represent more than one club.
The strict policy of one club, one vote shall adhere to at all times.

b. **Duties and Powers**

- 1) The I.C.C. has the ability to make written resolutions and recommendations to the Student Senate on the Club or event funding issues by a majority vote of the I.C.C.
- 2) The I.C.C. Commissioner may place clubs on probation with the approval of the Supreme Court. Probation will result from a club's failure to meet the attendance policy and/or failure to follow club/organization rules and regulation.
- 3) The I.C.C. Commissioner may suspend clubs for repeated infractions of the terms of probation, and may lead to the suspension of a club from campus activities by the I.C.C. Commissioner, with the approval of the Supreme Court.
- 4) Clubs under suspension may not hold meetings, fund raising or any other while under sanctions.
- 5) Duration of said probation or suspension shall be decided by the Student Supreme Court.

Section C: Judicial Branch

1. **Student Supreme Court**

- a. The judicial powers of the Associated Students of San Bernardino Valley College are vested in the Student Supreme Court.
- b. The Student Supreme Court shall consist of five (5) court justices. Each justice shall have an equal vote in all decisions.
- c. The Student Supreme Court shall elect a Chief Justice and Court Clerk from within the court.
- d. The Chief Justice shall act as the chair and facilitator for all meetings. The Chief Justice shall assign justices to write opinions and correspondences as deemed necessary.
- e. The Court Clerk shall be elected from the Student Supreme Court and shall have the responsibility to compile and create an agenda.

2. **Duties and Powers**

- a. The Student Supreme Court shall, upon the request of the member of the Associated Students, interpret the constitution and review the constitutionality of any legislation which is enacted.
- b. The Student Supreme Court shall decide all matters brought before it, as designated in the Constitution and by-laws, and in accordance with district policy.
- c. The Chief Justice shall preside over impeachment proceedings against the President, Vice-President, Treasurer, or Secretary as initiated by the senate.
(Amended Spring '97)
- d. The Student Supreme Court shall be charged with the official responsibility of all Associated Students government elections.

- e. The Student Supreme Court shall hold monthly public forums for student issues, and then submit the findings to the Student Senate in written form within seven (7) school days.
 - f. The Student Supreme Court shall be charged with reviewing all club constitutions submitted to the Senate for approval, in accordance with the Associated Students Constitutions and by-laws.
 - g. All issues and grievances that relate directly to student government must be in writing and presented to the Court Clerk to be presented before the Student Supreme Court for appropriate action.
3. **Appointments and Terms**
- a. Justices of the Student Supreme Court shall be appointed by the President of the Associated subject to the confirmation of the Student Senate.
 - b. The Student Supreme Court Justices shall serve terms of one calendar year. Terms shall begin the first day after spring commencement ceremonies to the spring commencement ceremonies of the following year.
 - c. Justices may remain in office as long as eligibility is maintained, but no more than two (2) terms.

Article IV – Impeachment and Recall

Section A: The Senate shall have the power to enact impeachment proceedings against the President and all other elected and appointed officers of the Associated Student Government with a two-thirds (2/3) majority vote of the total Senate members.

Section B: 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.
- 4. Violation of the oath of office.

Section C: Impeachment proceedings shall be referred to the Student Supreme Court for the adjudication of the impeachment process

Section D: Recall

- 1. Any elected 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 population. The petitions must state specific charged and have verifiable signatures and student identification numbers and/or Social Security 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 officer.

Article V – Qualifications

Section A: Qualifications for all elected and appointed officers are as follows:

1. Must currently be enrolled in and maintain at least five (5) units.
2. Must have a minimum cumulative grade point average of 2.0
3. Must conduct oneself in a manner that reflects favorably on the Association.
4. Must be an active Associated Student.

Section B: General Qualifications rules for all Student Government Participants:

1. A student may not hold any office for more than a total of two (2) terms in student government.
2. A student may only serve in one office, or position, in student government concurrently.
3. 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 or position in Student Government.

Article VI – Oath of Office

All office holders of the A.S.-S.B.V.C. shall recite the oath of office in public or private ceremonies, administered by the Supreme Court of the President of the Student Body. (**Amended Spring '97**)

I, (state your name), due hereby swear to adhere and uphold the Constitution and the By-laws of the Associated Students 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.

Article VII - Seating, Succession, and Resignations

Section A: Executive Branch

1. To be elected to the position of President, Vice-President, Treasurer, and Secretary the candidate that receives a simple majority shall become the elected officer. In the case of a tie and election shall be held, between the two candidates with the highest votes, within five (5) school days. (**Amended Spring '97**)
2. If the office of the President is vacant for any reason, the Vice President shall assume the office and duties of the President.
3. If the office of the Vice President is vacant for any reason, the President shall nominate a Senator for the office of the Vice President, and upon confirmation by the Senate, shall assume the full duties and office of the Vice President.

4. If the office of the Treasurer is vacant for any reason, the President shall nominate a Senator for the office of the Treasurer, and upon confirmation by the Senate, shall assume the full duties and office of the Treasurer.

Section B: Student Senate

1. The Student Senate seats available shall be determined by the student enrollment as previously set forth, shall be filled by the candidates receiving, in descending order, the highest number of votes.
2. All vacancies on the Student Senate may be filled by the President, with confirmation from the Senate. However, if the vacancy total is more than fifty (50) percent of the total senatorial seats, a special election shall be called to fill the Senatorial vacancies.

Section C: Student Supreme Court

Judicial seats shall be filled by appointment, by the President and Student Senate.

Section D: Resignations

All resignations must be in writing, and turned into the President of the Association to be official.

Article VIII – Initiative and Referendum

Section A: Initiative

Any member of student body may initiate legislation by petition. The petition must have the signatures and student identification and/or Social Security numbers of at least ten (10) percent of the current enrollment. This Petition shall be submitted to the Student Senate for verification and further action. The Student Senate shall either pass the legislation or submit it within ten (10) school days. A majority of votes cast favor by the Associated Students shall enact the initiative into laws.

Section B: Referendum

Any member of the student body may initiate a petition. The Petition must have the signatures and student identification numbers and/or Social Security numbers of at least ten (10) percent of the current enrollment. The petition for a referendum shall be submitted to the Student Senate shall recognize the petition and either rescind the action specified in the petition or submit it within ten (10) school days. A majority of votes cast in favor by the Associated Students shall rescind the specific action.

Article IX-Amendments

1. Amendment to the Constitution may be proposed by a three quarters (3/4) vote of the Student Senate or by a petition signed by at least (10) percent of the Associated Students of San Bernardino Valley College members, as determined by the previous semester of the year before and presented to the Student Senate.
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.

Article X-Ratification

The ratification of this document shall require a simple majority casting their ballots in the affirmative. This document shall then be established as the Constitution of the Associated Students of San Bernardino Valley College.

**By-laws of the AS-BVC Constitution
(Amended 2/07)**

I. Inter Club Council

Section A: Registration

1. Established clubs and organizations shall be re-registered upon the yearly submittal of the proper application forms at the beginning of fall 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 Senate must approve all new clubs and organizations by a majority vote.
4. Should a club or organization 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 Students.
5. To be reinstated after privileges have been revoked, a club or organization must submit the proper applications and must be approved by the Senate for reinstatement. No monies, once reverted to the Associated Students, shall be returned.

II. Finance Policy

Section A: Purpose Statement

1. It is the purpose of the A.S.-S.B.V.C. to fund campus wide events that will benefit the student body and/or the community. These events may be organized and implemented by a club or another student group. This policy recognizes and acknowledges the unique difficulties of the new clubs and organizations in their attempt to secure line item funding. New clubs are encouraged to seek funding, i.e. seed money, from the Student Senate. However it is not the purpose of the A.S.-S.B.V.C. to fund exclusive club events, that is, and event a club plans for its members. These events should be paid for by the club from its own resources. If the club has an event they would like to plan or attend but lack the funds, then they may submit a request to the Student Senate for a loan or subsidy. However, it must be kept in mind that A.S.-S.B.V.C. has limited funds that must be spent for the good of all students.

Section B: Budget Expenditures

1. Expenditures from specified line items of the approved A.S.-S.B.V.C. budget shall be authorized by the signatures of the Treasurer. In the case of an emergency, or item that cannot wait 24 hours for approval, or prolonged absence by the Treasurer, the President and the Vice President must authorize the request. In all cases, authorization must come from the Student Government Advisor and the Vice-President of Student Services.
2. Expenditures from contingency accounts, transfers from one line item to another, or from one fund to another, or non budgeted expenditure request require Senate Finance Committee review and subsequent Student Senate action. The Executive Cabinet must also be notified in the event of any action.

3. Requisitions for reimbursement for expenses may be authorized if deemed appropriate by the Treasurer. In the case of an emergency, an item that cannot wait 24 hours for approval or prolonged absence by the Treasurer, the President and the Vice President must authorize the reimbursement. Reimbursement is not guaranteed without prior approval by the Vice-President of Student Services and the Student Government Advisor.
4. The Treasurer shall prepare for the President, Executive Cabinet, and Student Senate a monthly balance of all A.S.-S.B.V.C. accounts. Copies of actual requisitions will be on file in the A.S.-S.B.V.C. office. The report is subject to Senate Finance Committee action and subsequent action.

Section C: Senate Finance Committee

1. The President of the Senate shall appoint a standing Finance Committee. It shall be composed of a minimum of three (3) senators and subject to approval by the Senate
2. The Committee has the authority to:
 - a. Review and recommend modification to the existing Finance Policy bylaws.
 - b. Recommend and advise the Senate on financial matters.
 - c. Review budget transfers and expenditures from contingency accounts.
 - d. Take action on the Treasurer's expenditure reports.
3. The Treasurer, President, Vice President and any active member of A.S.-S.B.V.C. may be a nonvoting member of the Student Finance Committee.

Section D: Budget Process

1. The A.S.-S.B.V.C. fiscal year shall be from July 1 through June 30
2. No later than the first week of March of each year, the Treasurer, as directed by the President, shall initiate the budget development for the upcoming fiscal year. The treasurer shall distribute the budget request forms to club presidents, advisors, and treasurers, to all student government officials, and to all interested parties.
3. The Treasurer shall collect and compile these requests, formulate a budget, and submit it as the proposed budget to the Senate no later than May 1.
4. The President of the Senate shall appoint a Budget Development Committee, subject to Senate approval. The Treasurer shall act as Chairperson of the Budget Development Committee, as a nonvoting member. In the event of a tie the Treasurer shall cast the tie breaking vote.
5. The Senate Budget Development Committee shall hold budget hearings not more than sixty (60) days prior to the last day in April and not less than fifteen (15) days prior to the last school day in April. Upon the adoption of the budget by the Senate, the chairperson shall present the adopted budget to the President.
6. The President shall accept or veto the line items in the budget within five (5) school days. If the President does not take action within this specified period, the legislation shall become law, unless the Student Senate has adjourned its session.
7. In the event of a budget veto, the President shall submit to the Senate a recommendation budget for their approval. The Senate may then, in reconsideration, by two-thirds (2/3) vote of its membership, pass the original measure of the amended measure and enact it as law.

II. Election By-laws

A. Mission Statement

The purpose of these Election Procedures is to ensure that:

1. Students of the San Bernardino Community College District are provided equal and unbiased access to information in order to select the elected representatives of their choice, to the Associated Students, 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.

B. Preamble

All participants in the election process are charged with the knowledge of the contents of and are to abide by these AS-SBVC Elections Procedures. Those who fail to do so are subject to the penalties set forth in the Procedures, and to the Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures for any proven action that violates either Election Procedures.

C. General Statements for the AS-SBVC Elections

1. All candidates, whether declared or write-in, are bound by the contents of both the SBCCD Student Election Policy and the AS-SBVC Elections Procedures.
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 Procedures 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 Director of Student Life shall interpret all unclear language and decide all matters not addressed in the content of both Elections Procedures as those matters that relate to the Associated Students election.

SECTION I CAMPAIGN TIMETABLE

- A. The Director of Student Life, in conjunction with the Student Supreme Court, will coordinate the student election process, including establishing the date of the General Election.
- B. The General Election shall be held in April. Any vacancies will be filled by appointment as stated in the AS-SBVC Constitution.
- C. Special elections shall be held as needed, upon the death, disability or withdrawal from school of an Associated Students Officer.
- D. A runoff election shall be held the week after the general election, if needed.
- E. The Timetable for a General Election shall include dates for the following events:
 - a. Election Committees to be formed, Call for Candidates to be posted and published, and Candidate Applications made available

- b. Election Packets created
 - c. Candidates Meeting(s) scheduled to distribute packets and explain materials
 - d. Forms and Petitions due back from candidates
 - e. Mandatory Candidates Meeting
 - f. Campaigning and Candidates Forum(s)
 - g. Two days of elections scheduled to be held, including poll times to be open a sufficient number of hours that best accommodates the SBVC student population.
 - h. Scheduled date and time challenges are due. All challenges to the election process and campaigns are due within 24 hours after the election closes.
 - i. 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.
- F. On final day of polling, ballot box is escorted to the Office of Student Life or other secure location for tabulation of AS positions.
- G. An AS board meeting is held to receive election results. A special board meeting may be called, if necessary, to comply with the timelines set forth in these Procedures.

SECTION II ELECTION COMMITTEES

- A. The Student 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 form a committee of 3 students to form the Elections Committee. Their only authority will be to conduct AS-SBVC Elections and implement the AS-SBVC Elections Procedures.
- a. No candidate or campaign manager or assistant may serve as a member of the Election Committee.
 - b. No member of the Election Committee may endorse a candidate or participate in campaign activities of any kind.
 - c. No individual member of the Election 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 Election Committee members and the Director of Student Life have the right to view the personal information of candidates provided within a candidate's records.
- B. The Election Committee shall:
- 1. Prepare the Election 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 Election 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 procedures set forth in these Procedures and in the SBCCD Student Election 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. Staff the polls or recruit and assist a third party such as the members of the League of Women Voters, or members of the Associated Student Body hired by the Election Committee, with the approval of the Director of Student Life or the College President's Designee. Two or more poll workers must staff each polling place at all times. Poll workers may not be running for any office, or be designated campaign assistants or campaign managers for any candidate.
11. Maintain order at the polls. A candidate may designate a campaign assistant to observe the polling process, although absolutely no campaigning may occur within the polling area. No campaigning is allowed within a 100-foot radius of the polls, and that radius is to be clearly defined. Campus police may be used if security at the polls is an issue in the view of the Election Committee.
12. Oversee the ballot tabulation for the Associated Students election.
13. Confirm the information contained in the "Statement of Accuracy" regarding the tabulation of the ballots of the election.
14. 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 III

REQUIREMENTS FOR ASSOCIATED STUDENTS CANDIDATES

- A. Each candidate for an Associated Students position must be a resident of California and a currently registered student at San Bernardino Valley College.
- B. Each candidate for an Associated Students position must complete an Associated Students Candidate Eligibility Application. The application is available in the Office of Student Life.
- D. Petitions for all elected positions require fifty (50) signatures, from members of A.S.-S.B.V.C., per candidate. The last 3 digits of the student's student identification number must accompany all signatures.
- C. 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 Students 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.
- D. 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 STUDENTS 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 Students 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 Students Candidates' Meeting.*
- C. All candidates will be responsible for knowing and adhering to the Associated Students of San Bernardino Valley College Election Procedures. 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.
- D. Distribution and review of the contents of Election Packets will occur at the Candidates' Meetings. No Election Packets will be available before the initial Candidates' Meeting, unless so ordered by the College President.

SECTION V ELECTION PACKET FOR ASSOCIATED STUDENTS CANDIDATES

- A. Candidates must complete the Associated Students Candidacy Eligibility Application, meet the specific qualifications contained in the Election Procedures, 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 Students elections:
- a. Declaration of Candidacy and Compliance with Election Procedures (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 Procedures
 - 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 Students Candidate Eligibility Application, Declaration of Candidacy, Petition for Candidacy, Compliance with Election Procedures 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 AS-SBVC Election Procedures 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 AS-SBVC Elections Procedures campaign procedures. *Candidates are responsible for the actions of their campaign assistants and are accountable for any violations by those assistants of the AS-SBVC Election Procedures, 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 AS-SBVC Elections Procedures 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 Procedures 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 Procedures. 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 STUDENTS POSITIONS**

Each write-in candidate must:

1. Meet the general requirements of the candidate for a specific position as set forth in this AS-SBVC Elections Procedures 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 Procedures, (in order to document that all qualifications are met) to the Office of Student Life no later than 12:00 p.m. on the Friday 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 STUDENTS POSITIONS**

- A. No candidate for an Associated Students position may begin campaigning prior to having:

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 Procedures.
- 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 Procedures 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 may 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 AS-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.
1. 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.
 2. 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.
 3. Elections materials may not be posted on any painted surfaces or glass surfaces.
 4. Elections materials may not be placed on vehicles parked on campus.
 5. 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**.
 6. Candidates must receive the approval of the instructor or professor to campaign in a classroom.
 7. 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.

8. No candidate may campaign within a 100-foot radius of a designated polling site on the day(s) of the Election. Said radius shall be clearly designated by the Elections Committee.
9. 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 STUDENTS 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 Students 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.
- B. Campaign expenditures shall not exceed \$500 for an individual Associated Students candidate, including any Runoff Election.
- C. Candidates may not utilize supplies or equipment belonging to the District or the colleges (including the Associated Students organization) to prepare or deliver campaign materials.
- D. Candidates may not use Associated Students, 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 IX
CAMPAIGN ENDORSEMENTS
FOR ASSOCIATED STUDENTS CANDIDATES**

- A. Candidates may solicit endorsements from students and members of student organizations. Candidates may use valid endorsements in their campaign materials and at campaign forums at the discretion of the Associated Students Elections Committee.
- B. Soliciting, receiving or utilizing an endorsement from a faculty member, staff person, administrator, outside group, or member of the Board of Trustees is a violation of the AS-SBVC Elections Procedures. No current or previous Student Trustee may endorse any candidate for any student office, including the student trustee office

**SECTION X
CAMPAIGN FORUMS FOR
ASSOCIATED STUDENTS CANDIDATES**

- A. Candidate Forums may be held at the discretion of the Director of Student Life and/or the Elections Committee, if so designated. Candidate Forums are for the presentation of all candidates (or a candidates' assistant if the candidate cannot attend) and discussion of their issues and platforms.
- B. 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.
- C. 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.
- D. 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 STUDENTS ELECTION**

The composition of election ballots shall be as follows:

- A. The Associated Students 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 Students President position.
- B. If a candidate for an Associated Students 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 PROCEDURES FOR THE ASSOCIATED STUDENTS ELECTION

- A. At the request of the Director of Student Life, each college Election Committee may appoint a third party to assist during all hours that each campus or off-campus polling place is open.
- B. All ballots used for AS-SBVC Elections are to be either online (via a third party provider), scantron, typed/computer generated ballots or marked by hand.
- C. Voting shall be by secret ballot. Each ballot must be so marked as to be identifiable as a valid ballot. Ballots will be regulated by the total number created, compared with the number cast, the number destroyed and the number remaining at the end of the election period.
- D. All voting students must present a valid photo ID to the poll worker who will verify that the picture matches the likeness of the student. Any photo ID acceptable to qualify for an Associated Students identification card is acceptable identification for voting in a student election.
- E. The voting student must record his or her college ID number and signature on the campus Voter Registration List.
- F. Each authorized voter will receive one ballot packet.
- G. Voters must vote in a booth at the polling location.
- H. A locked ballot box must be maintained for the Associated Students Election. All ballot boxes must remain locked from the opening of the polls on the first day until they are opened for counting the ballots. Failure to maintain the lock on a ballot box will invalidate all ballots in the box, and invalidate the election, requiring a special election to occur. The Director of Student Life shall hold the keys to the ballot boxes during the period of the election. Ballot boxes will be secured in an office near the polling place at any time the poll must close temporarily. The Elections Committee will designate secure places.
- I. Leaving the polling area with a ballot is a violation of the AS-SBVC Election Procedures. Ballots completed in violation of these Procedures will be invalid.
- J. The Director of Student Life must receive written, signed notification of any violation of the Procedures no later than 12 pm the next working day after the close of the polls on the last day of voting.
- K. Only members of the Elections Committee, the Director of Student Life, or Chancellor's designee shall move the ballot boxes at the end of balloting.

SECTION XIII TABULATING THE BALLOTS FOR THE ASSOCIATED STUDENTS ELECTION

- A. Tabulating the ballots for Associated Students positions:
 - 1. Ballot counting for Associated Students positions shall be completed no later than 5:00 p.m. on the day following the final day of the election.
 - 2. The Elections Committee will tabulate the votes either online (via a third party provider), scantron or paper ballot, whichever is appropriate for the method of voting used by the student voters at that college. If the names are counted by hand:
 - a. Candidates' names will be listed on a master tally sheet.

- b. One committee member will call out the vote from the ballot to another committee member, who will accurately mark the master tally.
 - c. A third member of the committee will observe both committee members.
 - d. If there are a large number of ballots, the committee members may be divided in groups of three – each taking a portion of the ballots to count in a like manner.
 - e. All ballots will be recounted to verify accuracy. Recounts will continue until discrepancies are resolved. The master tally sheet will be turned into the Director of Student Life to assist with the creation of the “Statement of Accuracy” and shall be kept with the ballots in the Election Committee File.
3. Only members of the Election Committee, the Director of Student Life, and the College President or President’s designee may be present during the tabulation of ballots.
 - a. Only properly marked votes shall be tallied.
 - 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 Students 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.
 4. The candidate receiving the majority of votes cast (plurality) for each office will be the winner.
 5. 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 Students positions.
 - a. The original “Statement of Accuracy” and tabulation summary for the Associated Students election shall be delivered to the College President or the President’s designee.
 - b. The Associated Students President shall receive the election results for the Associated Students positions and a copy of the signed “Statement of Accuracy”.
 - c. Copies of the signed “Statement of Accuracy” and all Associated Students 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.
 6. If a tie vote occurs for any office, a one-day runoff election will occur during the following week.
 7. 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 procedures for the runoff election after approval by the Director of Student Life.

8. The Chair of the Elections Committee or Director of Student Life shall post the election results for the Associated Students positions and notify the college newspaper for that campus of the election results within four days of the last day of the election. The newspaper shall also be notified of any upcoming runoff election, should a runoff be necessary.
- 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 Procedures, 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 Procedures or the SBCCD Student Elections Policies may be disqualified.
- B. Alleged Violations of the Associated Students election:
1. The Director of Student Life and the Elections Committee Chair must receive written, signed notification of any alleged violation of the AS-SBVC Elections Procedures related to the Associated Students election within 24 hours of the final day of the initial election, 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 AS-SBVC Elections Procedures to the Director of Student Life and the Elections Committee Chair on the same day. 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 AS-SBVC as the Procedures relate to the Associated Students election.
 - a. Each charge of an alleged elections Procedures 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 AS-SBVC Elections Procedures related to the Associated Students election within 48 hours to the Vice President of Student

Services. The appeal must be in writing, setting forth the alleged illegal action by the candidate, the section of the Procedures 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 Vice President of Student Services 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 Vice President of Student Services. The burden of proof shall be on the complainant. The Vice President of Student Services shall be the final opportunity for appeal for all issues related to Associated Students 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 Procedures violation, the hearing body (Elections Committee or Vice President of Student Services) 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 procedures 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 Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures for any proven activity that violates either Elections Procedures.

C. Disqualification of a candidate:

1. If a candidate is charged with a violation of AS-SBVC Election Procedures during the Associated Students election, and
2. If that candidate is found to have violated either (or both) Procedures(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 Vice President of Student Services) decides that is the appropriate resolution for the matter.

D. Procedures 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. If the disqualified candidate then campaigns as a write-in candidate, completes all the requirements of the write-in candidates (Section XIX) and is not found to have committed any additional violation of the Election Procedures, then said election shall stand. Any allegations of additional violations of the Election Procedures shall be treated as set forth in these Procedures.
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 Students position are successfully challenged for violations of the Procedures, 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 Procedures.
 3. If the complaint is found to be valid, the final body involved in the appeal of the matter in an Associated Students 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 Students position election may recommend that any party involved in the violation, whether ruled *de minimus* or significant, be prosecuted pursuant to the Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures.
- 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 within 24 hours of the last day of the election 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 STUDENTS OFFICERS**

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