ASSOCIATED STUDENTS
Norco College

ARTICLE I MEMBERSHIP

Section 1 All newly elected/appointed members of the ASNC Legislature must complete a minimum of three (3) workshops on Parliamentary Procedure (Robert's Rules of Order and the "Brown Act") and local shared governance.

Section 2 All workshop dates and times shall be established by the ASNC Office and in consultation with the ASNC Executive Committee.

Section 3 Satisfactory completion of the aforementioned workshops shall be determined by the ASNC Advisor and communicated to the ASNC Vice President of Administration in a timely manner.

Section 4 Any member of the ASNC Legislature that fails to comply with this article will be subject to removal from office and in accordance with Article X of these Bylaws.

Section 5 Representatives at Large are exempt from this requirement.

Section 6 All newly elected ASNC Officers will assume all official duties of their position on July 1st of each fiscal year.

Section 7 The ASNC advisor is a member ex officio to the ASNC legislature. The ASNC advisor must be present for every official meeting where the ASNC legislature or the ASNC executive committee is conducting business. The ASNC advisor shall not have an official voting right, but is granted an advisory vote.

ARTICLE II LEGISLATIVE BRANCH

Section 1 The ASNC Executive Committee, and in consultation with the ASNC Advisor, reserves the right to introduce/sponsor legislation that would establish/dissolve/merge a standing committee of the existing ASNC Legislative Branch.

Section 2 The ASNC Legislature must approve any changes to the Legislative Branch structure by a two-thirds (2/3) vote of the ASNC Legislature membership, quorum maintained.

Section 3 If any changes are ratified by the ASNC Legislature, said action must comply with the Amendment process defined in the ASNC Constitution (Article XI).

ARTICLE III LEGISLATIVE PROCEDURE

Section 1 All regular and special meetings of the ASNC Legislature must be conducted in accordance with "The Brown Act" and Robert's Rules of Order.

Section 2 The ASNC Executive Committee shall be responsible for any official ASNC business during the summer and winter inter sessions.

Section 3 The Associated Students of Norco College (ASNC) Legislature shall make recommendations to the Norco College Administration with regard to changes of the Student Services Fee and/or the establishment of additional student fees.

Section 4 Such recommendations must be approved by a two-thirds majority vote of the ASNC Legislature (quorum maintained).

Section 5 The executive committee shall meet within the first 3 weeks of July for a special meeting to appoint senators for each committee to form the new ASNC legislature.

ARTICLE IV DUTIES OF OFFICERS

Section 7 All ASNC Officers shall fulfill their duties as specified in the ASNC Constitution as well as all duties specified in these Bylaws.

Section 8 In addition to the duties specified in Article VI and Article VII in the ASNC Constitution, the duties of the Vice President of Campus Activities and the Campus Activities Committee shall be:

a. All members of the Campus Activities Committee must arrange their schedules to be as free as possible or as free as needed to fulfill their duties during ASNC sponsored events.

Section 9 In addition to the duties specified in Article VI and Article VII in the ASNC Constitution, the duties of the Vice President of Finance and the Finance Committee shall be:

a. Members of the Budget Committee shall not be members of any organization/club that receives funding from ASNC.

b. Any ASNC Officers who are members of any club/organization sponsored by the ASNC must recuse themselves from the budget process. Failure to do so will result in initiation of removal of officer proceedings as specified in Article X of these Bylaw

Section 10 In addition to the duties specified in Article VI and Article VII in the ASNC Constitution, the duties of the Vice President of Campus Organizations and the Campus Organizations Committee shall be:

a. The members of the ASNC Campus Organizations Committee must not be directly affiliated with any ASNC sponsored clubs or organizations on campus.

Section 11 All ASNC Officers must promptly respond to Official ASNC Business related emails and group texts. If an Officer cannot receive or reply to a group text, he/she is to only be contacted via email, or reply through email to the sender. (If an email or group text does not require a reply by the sender, Officers do not have to respond.)

ARTICLE V SPECIAL MEETINGS

Section 1 A special meeting shall be defined as any meeting outside the regular ASNC meeting schedule with the purpose of dealing with any of the following:

a. Unforeseen and unexpected budgetary/financial matters.
b. Items that require the attention and/or action of the ASNC Legislature during the time of summer and winter inter sessions and whenever the ASNC Legislature is not in session.
c. Items that are of time sensitive nature and cannot be resolved within the regular ASNC Legislature meeting schedule.

Section 2 The ASNC President or a two-thirds (2/3) majority of the ASNC Legislature can call for a special meeting at any time and in accordance with "The Brown Act."

ARTICLE VI ATTENDANCE POLICY AND PROCEDURE

Section 1 Absences, as stated and defined in Article X of the ASNC Constitution, include the following:

a. Any absence from a regular Legislature meeting.
b. Any absence from a regular Committee meeting.
c. Any absence from a regular Executive committee meeting. (This pertains only to the President and Vice Presidents of the Legislature.

d. Any absence from the appointed member's regular shared governance committee meeting. (In the event of an emergency or unexpected circumstance, a proxy can take the regular member's place in the committee meeting in accordance with Article VIII, Section 9, thus making the regular member's absence void.)

Section 2 Any member of the ASNC Legislature who has accumulated three (3) unexcused absences will be subject to removal from office, as specified by Article IV, Section 6 and Article X, Section 9 of the ASNC Constitution and Article X
of these Bylaws, after receiving a written notice from the Vice President of Administration that he/she has two (2) absences.

Section 3 A letter of resignation shall not be accepted if it is submitted subsequent to the accumulation of a third absence.

Section 4 Any member of the Legislature who has three (3) unexcused regular meeting absences may be subject to removal from office, as specified by Article X of these Bylaws, after receiving a written notice from the Vice President of Administration that he/she has two (2) absences. If an officer is not removed by the Legislature after the third (3rd) absence, any subsequent absence will result in immediate removal.

ARTICLE VII ATTENDANCE PROCEDURE –Standing Committee Meetings

Section 1 All guidelines set forward by Article X of the Constitution and Article VI of these Bylaws shall apply for all standing committee meetings.

ARTICLE VIII SHARED GOVERNANCE COMMITTEES

Section 1 Every ASNC Legislature member, appointed or elected with the exception of the Representative at Large, shall be appointed to at least one (1) shared governance committee no later than the third regular meeting of the ASNC Legislature.

a. ASNC Legislature members may be appointed at a later time to any shared governance committee as necessary and in order to fill vacancies.

Section 2 Legislature member who are newly appointed shall be assigned a governance committee no later than the following regular legislative meeting.

a. Failure to commit to at least one shared governance committee will result in the member being subject to removal from office in accordance with Article X of these Bylaws.

Section 3 The Vice President of Administration shall submit names of students to serve on Shared Governance Committees to the ASNC President and the ASNC Advisor.

Section 4 All final appointments to shared governance committees will be reviewed by the ASNC President and the ASNC Advisor.

Section 5 Any changes or adjustments to said appointments shall be facilitated through the ASNC President and ASNC Vice President of Administration.

Section 6 The names of the ASNC Officers appointed to shared governance committees will be recorded and updated by the Vice President of Administration and shall be made available upon request.

Section 7 The ASNC Legislature will be responsible for maintaining one hundred percent (100%) participation in local shared governance.

Section 8 The following shall constitute minimum qualifications for a student representative serving at the local shared governance level:

a. Member of the Associated Students.
b. Currently registered at Norco College in the semester for which they will serve.

Section 9 The Responsibilities of Student Representatives shall include:

a. Attending all regular shared governance meetings and reporting out to the ASNC Legislature.
b. Appoint a proxy to attend all governance committee meetings as needed.
c. Written notice of the proxy shall be submitted to the Vice President of Administration in advance of the meeting.
d. The written notice shall include the name of the proxy.
e. Must attend all appointed standing committee meetings
f. Standing committees will be limited to two Representatives at Large.

ARTICLE IX SPECIAL/AD HOC COMMITTEES

Section 1 A special/ad hoc committee will perform a specific task and will automatically cease to exist upon completion of its assigned mission.

a. The president shall oversee all special/ad hoc committees as specified by Article VI Sec. 1 (j) of the Constitution.
b. The president shall assign a chairperson and oversee the functions of the committee.
c. The chairperson of a special/ad hoc committee shall be appointed by a two-thirds (2/3) vote of the ASNC Legislature.

ARTICLE X REMOVAL OF OFFICER

This procedure applies to all matters of proposed discipline/action with regard to attendance, improper conduct and neglect of duty. An agenda item regarding removal of officer may be submitted to the Vice President of Administration by any elected or appointed member of the ASNC Legislature.

Section 1 Any ASNC Officer, elected or appointed, may be removed from office on the following grounds:

a. Improper conduct.
b. Neglect of duty.

Section 2 An ASNC Officer removed from office shall be ineligible to run for, hold, or be appointed to any ASNC office until one (1) complete semester has elapsed since the ratification of the removal.

Section 3 Improper conduct shall be defined as follows:

a. Any ASNC Officer who willfully or excessively violates any sections/articles/guidelines/policies/standards or the ASNC Constitution, ASNC Bylaws, ASNC Elections Code, ASNC Finance Code, ICC Bylaws, Student Activities Office Handbook.
b. Any ASNC Officer who violates RCCD's Standards of Student Conduct.
c. An officer who violates RCCD's Board and Administrative Policies.

Section 4 Neglect of duty shall be defined as follows:

a. Any ASNC Officer who fails to fulfill their duties as stated in Article IV, V, VI, VII and X of the ASNC Constitution.
b. Any ASNC Officer who fails to fulfill their duties as stated in Article IV and VI of these Bylaws.
c. Any ASNC Office that accumulates an excessive amount of absences as stated in Article X in the ASNC Constitution and Article VI of these Bylaws.
d. Not responding to Official ASNC Business related emails or group texts.

Section 5 Procedure for Removal of ASNC Officer:

a. Any ASNC Officer shall be defined as any elected or appointed member of the Associated Students of Norco College.
b. Any ASNC Officer charged with improper conduct or neglect of duty as defined by Article X, Section 3 and 4 of these Bylaws shall be subject to removal through the following procedure:

1) The ASNC Officer shall receive written notification (including email) from the Vice President of Administration at least three (3) days prior to appearing before a regularly scheduled ASNC Legislature meeting and prior to the official posting time of the ASNC agenda. Such notification will outline that the item of "Removal of Officer" has been properly place on the agenda for the next regularly scheduled ASNC Legislature meeting.

2) The ASNC Legislature must vote on the proposed removal of ASNC Officer after the official notice has been received and placed on the agenda.

3) Only in the case of excessive absences, the following will apply:
    a. Failure of the ASNC Officer to appear at the regularly scheduled ASNC meeting as stated in the written notification by the Vice President of Administration shall result in automatic removal from ASNC office.
4) For all cases involving improper conduct and/or neglect of duty, the ASNC Legislature will vote to determine further action including, but not limited to, the removal of office.
5) In all instances, a two-thirds (2/3) majority vote by the ASNC Legislature, quorum maintained, is required for removal of officer.

Section 6 In the nature of any complaint against an ASNC Officer with regard to improper conduct warrants formal College disciplinary review/action, the ASNC Advisor shall notify the Dean of Student Life and initiate further action. If an ASNC Officer has been found in violation of the Student Code of Conduct or any other Norco College or RCCD Policies, upon the conclusion of any formal disciplinary process, said Officer shall be immediately removed from office.

ARTICLE XI AMENDMENTS

Section 1 All ASNC Bylaws may be amended by the following procedure:

a. Recommendations regarding any ASNC Bylaws may be put forward by any member of the ASNC Legislature, when properly place on the agenda and in accordance with "The Brown Act."
b. Recommendations regarding any ASNC Bylaws may be put forward by a written request of fifteen percent (15%) of the Associated Students (active membership only), when properly placed on the agenda and in accordance with "The Brown Act."

Section 2 The ASNC Legislature shall review and ratify amendments to the ASNC Bylaws with a two-thirds (2/3) majority vote, quorum maintained.

ARTICLE XII VACANCIES IN OFFICE

Section 1 Article V, Section 4 of the ASNC Constitution shall temporarily apply for any vacancy to the Presidency, including recall and removal of officer.

Section 2 Articles VI, Section 1 (i) of the ASNC Constitution shall temporarily apply for any vacancy to any Vice President position.

Section 3 Vacancies to the Presidency, Vice President, and Senator positions may by permanently filled by appointment or by a special election.

Section 4 The ASNC Executive Committee shall recommend (simple majority) candidates for appointment and the ASNC Legislature must confirm/ratify with a minimum of a two-thirds (2/3) majority vote, quorum maintained.

Section 5 Special elections to fill vacancies shall be conducted in accordance with the ASNC Elections Code and Article XII of these Bylaws.

ARTICLE XIII INITIATIVE AND RECALL

Section 1 Initiative

a) Any currently enrolled and/or registered member of the Norco College student body may initiate legislation by petition. The petition shall have signatures of at least five (5) percent of the Norco College current semester enrollment. This petition shall be submitted to the ASNC Legislature as an agenda item and in accordance with "The Brown Act."

b) The ASNC Legislature reserves the right to take action on said petition. If denied, said petition shall be referred back to the Norco College student body, no later than seven (7) calendar days following the ASNC Legislature decision, for a vote. In case the ASNC Legislature takes no further action on said petition, the guidelines in Article XIII, Section 1 (a) of these Bylaws shall apply. For any action taken with regard to any initiative petition a simple majority vote shall be required.

Section 2 Recall

All elected and/or appointed officers of the ASNC Legislature shall be subject to recall by the Norco College student body. A written petition with signatures of at least fifteen percent (15%) of the Norco College current semester enrollment shall constitute a request for recall. Any recall will be forwarded to the ASNC Advisor, or Norco College designee, for review and verification. Once said petition is verified, it shall be placed on the ASNC Legislature agenda for the next regularly scheduled meeting and in accordance with "The Brown Act." The ASNC Legislature will then be responsible for the planning implementation of a recall election no later than seven (7) calendar days after the request has been placed on the ASNC Legislature agenda.

a. A two-thirds (2/3) majority of the votes cast shall be required to recall an elected and/or appointed officer, with this number being at least two-thirds (2/3) the number of votes cast in the officer's original election.
b. If the officer has been appointed, then a two-thirds (2/3) majority will be required from the total number of students participating in the recall election.
c. Vacancies created by recall election shall be filled in accordance with Article XII of these Bylaws.

ARTICLE XIV DECORUM

Section 1 All members of the ASNC Legislature are expected to properly represent their constituents and demonstrate high levels of professional and appropriate behavior.

Section 2 All members of the ASNC Legislature are expected to adhere to the RCCD Code of Conduct and present themselves accordingly during all official ASNC functions and events as well as their preparations.

Section 3 Misrepresentation of the ASNC and unlawful use of ASNC name, logos, equipment, policies, and materials shall constitute grounds for removal or discipline.

Section 4 All ASNC Legislature members are expected to follow Robert's Rules of Order during all meetings.

ARTICLE XV OFFICE QUALIFICATIONS

Section 1 The ASNC Legislature reserves the right to allow for the following special condition in terms of office qualifications (ASNC Constitution, Article VIII):

a. Any currently registered Norco College student enrolled in at least six (6) units at Norco College and a current GPA no lower than 2.5 may be appointed as a member of the ASNC Legislature, quorum maintained.
b. All other office qualifications as stated in Article VIII of the ASNC Constitution must be observed.
c. The candidate for appointment must not have an overall cumulative GPA lower than 2.0
d. Officers may not run for the same position multiple times if they have won the election

Section 2 ASNC members in the following positions may not concurrently be an active member of any student group(s) that are officially chartered with the ASNC and may not be associated with events that receive financial sponsorship/assistance from the ASNC:

a. The President

b. Vice President of Finance.

c. Members of the Committee charged with budget development for the upcoming fiscal year.

Section 3 Any and all elected or appointed ASNC Officers must have completed a current and comprehensive Student Educational Plan (SEP) before the end of his/her first ASNC semester.

Section 4
a) The President of the ASNC shall be an active member of the ASNC Legislature for at least one full semester by the time he/she gets sworn in or appointed to his/her position.
b) In the case that no candidate shall meet the qualification, it is up to the ASNC advisor and executive committee to select a fit candidate.

Section 5
a) All executive officers of the ASNC legislature must have completed at least one full semester at Norco College by the time he/she gets sworn in or appointed to his/her position.
b) In the case that no candidate shall meet the qualification, it is up to the ASNC advisor and executive committee to select a fit candidate.

ADDENDUMS

FINANCE CODE

ARTICLE I INTRODUCTION

It is the purpose of the ASNC to fund campus wide events that will benefit the student body and/or the community. The ASNC through the ICC provides a comprehensive budget that is available for all student groups that officially charter with the ASNC. All events that receive finical sponsorship/assistance from the ASNC will also receive consideration for any additional available resources. ASNC and ICC funds are limited, therefore financial sponsorship and/or additional funding could be denied based on the availability of funds for the fiscal year.

ARTICLE II BUDGETARY AUTHORITY

Section 1 All budgetary authority resides with the ASNC legislature, and all budget recommendations must originate from the Finance Committee.

a. The Finance Committee shall consist of the VP of Finance, three Senators of Finance, and a Representative at Large.
b. The ASNC VP of Finance shall be responsible for initiating and overseeing the entire budget process.
c. For the purpose of the Budget Process, and in the instance of vacancies in the Finance Committee, replacement members may be chosen from the ASNC by recommendation from the VP of Finance and the approval of the Senate. These members shall not be active members of any student group officially chartered by the ASNC or part of any event that receives financial sponsorship/assistance from the ASNC.

Section 2 The Finance Committee shall be responsible for all budget hearings, deliberations, and final recommendations to the ASNC legislature.

a. The VP of Finance shall act as Chairperson of the Finance Committee.
b. The VP of Finance shall vote only in the case of a tie.

Section 3 Budget Process Timeline

a. No later than the first week of March of each year, the Finance Committee, as directed by the VP of Finance, shall initiate the budget development for the upcoming fiscal year. The VP of Finance shall distribute budget request forms to all RCCD Organization and Athletic Advisors.
b. The Budget Hearings must take place on at least two separate days of the same calendar week.

c. The Finance Committee shall formulate a budget and submit the proposed budget to the ASNC Senate no later than the first week of May.

Section 4 Any Club/Organization that fails to charter for the current semester will automatically forfeit any line item assigned to them.

Section 5 The ASNC President reserves the right to veto any line item or the entire budget as specified in Article VI Section 1(c) of the ASNC Constitution.

a. The ASNC President may veto the entire budget within five (5) calendar days of approval. If the President does not take action within this specified period, the proposed budget shall become law.
b. In the event of a budget veto, the President must submit to the Senate a new recommended budget in time for the next regularly scheduled meeting. The Senate may then, by two-thirds (2/3) vote of its membership, override the President's veto and pass the original budget. If the Senate does not override the President's veto the new budget as proposed by the President shall become law.
c. The ASNC President can veto line items in the budget within five (5) calendar days of approval. If the President does not take action within this specified period, the proposed budget shall become law.
d. In the event of a line item veto, the President must submit to the Senate the recommended revisions for the line item(s) changed in time for the next regularly scheduled meeting. The Senate may then, by two-thirds (2/3) vote of its membership, override the President's veto and pass the original budget. If the Senate does not override the President's veto the amended budget. If the Senate does not override the President's veto and amended budget as proposed by the President shall become law.

Section 6 Any remaining ASNC funds at the end of the fiscal year shall be rolled over into the ASNC reserve account(s) or specified trust funds(s) maintained by the Accounting Services.

Section 7 The ASNC fiscal year shall be from July 1 through June 30.

Section 8 The VP of Finance shall prepare for the Senate a weekly balance report of all ASNC accounts, and a list of all expenditures from ASNC accounts. Copies of actual requisitions will be on file in the ASNC Office and the Accounting Services.

ARTICLE III <u>ACCOUNTING SERVICES POLICIES, EXPENDITURES, WITHDRAWALS & DEPOSITS</u>

Section 1 Expenditures from specified line items of the approved ASNC budget shall be

authorized by the following persons:

a. The VP of Finance.
b. The ASNC Advisor.
c. The Dean of Student Life.

Section 2 In the case of an emergency (an item that cannot wait 24 hours for approval) or a prolonged absence by the VP of Finance, the ASNC President may authorize the request in place of the VP of Finance in accordance with Article III, Section 1 of this Finance Code.

Section 3 In the case of a prolonged absence by the ASNC Advisor, any of the Norco College Student Services Officers may authorize the request in place of the ASNC Advisor in accordance with Article III, Section 1 of this Finance Code.

Section 4 In the case of a prolonged absence by the Dean of Student Life, any of the Norco College Student Services Officers may authorize the request in place of the Dean of Student Life and accordance with Article III, Section 1 of this Finance Code.

Section 5 Expenditures from ASNC contingency accounts, ASNC reserves, transfers from one line item to another, or from one found to another, or non-budgeted expenditure require ASNC Senate review and subsequent action. A copy of the minutes of the meeting in which the expenditure was approved must be attached to the Requisition.

Section 6 Reimbursements are not guaranteed without prior approval by the Dean of Student Life and/or ASNC Advisor, All reimbursements require proper documentation, including receipts, invoices, or any other proof of payment.

Section 7 The ASNC Advisor and the Dean of Student Life reserve the right to veto any expenditure authorized by the ASNC or the ICC.

Section 8 All cash advances must be made out to an RCCD employee. Any cash advance exceeding $3000.00 may only be issued to the ASNC Advisor.

Section 9 All deposits must be made to an account with the Accounting Services.

ARTICLE IV ICC

Section 1 Funds from ASNC line items or reserves may not be used for fundraisers.

Section 2 Expenditure of funds from ICC accounts must be approved by a majority of the ICC membership in attendance and must follow the official process for approval set forth in BP 5420.

Section 3 All officially charted clubs/organizations may request funding from ICC accounts for student related activities on and off campus.

Section 4 Requisitions to fund student related activities must be accompanied by the following: Approved ICC proposal, ICC minutes, and Club/Organization Advisor signature.

Section 5 All officially chartered clubs/organizations can use funds from their individual trust funds to support their fundraisers.

ARTICLE V CONTRACTS

Section 1 The ASNC and all officially charted clubs/organizations may enter into a written contract with performers, caterers, vendors, and any other type of commercial and business service providers only with regard to an activity that directly benefits the student body.

Section 2 All contracts must be in writing and are final upon approval and authorization from all parties involved.

Section 3 All contracts must be approved by the following: service provider, the applicable club/organization Advisor, one club/organization student representative, the ASNC Advisor, and the Dean of Student Life.

Section 4 Full payment of contracts will only be completed after services are rendered, no earlier than 1 hour after the event has transpired, and only after all conditions of the contract are satisfied.

Section 5 All service providers entering into a contract with any Norco College club/organization must submit a detailed invoice, a hold harmless agreement, and a W9 form to the ASNC Advisor no later than one week prior to the date of the event

Section 6 The ASNC Office and the ASNC reserve the right to withhold or cancel payment in the occasion of cancellation of the event or breach of one or more of the contract terms on the part of the service provider.

Section 7 The ASNC Office and the ASNC reserve the right to reschedule any event, and therefore withhold payment for such event, due to unforeseen circumstances.

Section 8 Unforeseen circumstances shall include but not be limited to: weather conditions, natural disasters, state of emergency, or any other event that causes class and/or college operation disruption.

Section 9 Contract(s) are valid only when entered into with good faith and full discloser of facts.

Section 10 No club/organization may enter into a contract that will exceed the amount of $10,000 without the expressed and written authorization of the ASNC Advisor, the Dean of Student Life, and the VP of Business Services.

ARTICLE VI VENDORS

Section 1 The Fee Schedule for Vendors shall be as follows:

a. Business:
   Daily Vendor Fee: $200/day
   Five Day Package Fee: $950
   Ten Day Package: $1800
   Club Sponsorship: Minimum 10% of campus generated revenues
b. Sole Proprietor Businesses
   Daily Vendor Fee: $75/day
   Five Day Package Fee: $355
   Ten Day Package: $675
   Club Sponsorship: Minimum 5% of campus generated revenues
c. Non-Profit Vendors:
   Vendors that will not enter into any financial transactions with students or solicit any type of service from students at Norco College will not be charged the Daily Vendor Fee.
d. Canopy Rental: $10/day

ARTICLE VII VIOLATIONS

Section 1 All clubs/organizations shall comply with all policies set forth in this document with no exceptions.

Section 2 If any of the club/organizations and/or their members willfully violates any of the sections of this Finance Code they will be subject to disciplinary action according to guidelines set forth by the Riverside Community College District and/or the Board of Trustees.

Section 3 The following shall constitute violations: misuse of all ASNC/ICC funds, misuse of Trust Fund accounts, misuse of equipment and/or facilitates owned by the district, failure to disclose.

Section 4 In the instance of a club/organization violating these guidelines the ASNC and the ASNC Office reserves the right to pursue reimbursement/ replacement and in that process the ASNC may garnish trust fund accounts.

ELECTIONS CODE

ARCTICLE I The following shall apply for all standard elections of the ASNC Legislature.

Section 1 All positions of the ASNC, with exception of Representative at Large and Senators, shall be elected positions with a term of one year.

a. A full term is defined as serving in office for two full semesters; where a full semester counts when a student served more than six weeks, from the moment the student assumes all duties and responsibilities of his or her office, counting only weeks where ASNC is in Session.

Section 2 All elections shall be concluded no later than the third week of May of each academic year.

Section 3 All legislature elections must be held on Tuesday and Wednesday from 8:00am to 2:00pm and from 4:00pm to 6:30pm.

Section 4 Results must be posted no later than 24 hours after the closing of the polls on the second day of the legislature elections, regular or special, at a pre-disclosed location fully accessible to the public. All results are considered unofficial until seven calendar days after posting and/or after the conclusion of any appeals process.

Section 5 The timeline for all ASNC Elections shall be as follows:

a. The ASNC Office shall release elections packets for all candidates and have them available for all students for 15 school days before the third week of May.
b. All candidates will be responsible for returning the packet completed to the ASNC Office no later than the deadline for submission.
c. All Qualified Candidates that have submitted completed packets by the aforementioned deadline will be required to attend a mandatory candidates' meeting as scheduled by the Elections Committee.
d. All Qualified Candidates will also be required to attend any public forums prior to elections as scheduled by the Elections Committee.
e. All Qualified Candidates will be responsible for their own campaign materials throughout the duration of the campaign week as scheduled by the Elections Committee, and adhere to all campaign material guidelines. All campaign materials must be removed from the college prior to the deadline set by the Elections Committee.
f. All Qualified Candidates must remain at least 20 feet from any voting booth location.

Section 6 All qualified candidates are allowed to enter the voting booth location within the 20 feet requirement only once, to exercise their right to vote.

Section 7 All candidates must submit no less than 200 valid signatures of registered Norco College students, a written candidate's statement, a current photograph and a current schedule of classes within the packet submission deadline. Failure to do so will result in automatic disqualification.

Section 8 The Elections Committee will determine the manner in which the elections are administered (voting booth location or online) and release all pertinent information to the student body in a timely manner.

Section 9 All legislature positions shall be determined by a simple majority of those voting in the current election.

Section 10 If a tie occurs between two or more candidates, a runoff election will be scheduled no later than a week after results are posted. The Elections Committee, in consultation with the ASNC Advisor, shall be responsible for setting the timeline and manner of the runoff election.

Section 11 The following shall constitute violations of the ASNC Elections Code:

a. Failure to comply with Section 5 (a-g) of this Election Code.
b. Behavior that violates:
    1. The ASNC Constitution, Bylaws and/or Finance Code.
    2. RCCD's Standards of Student Conduct.
    3. RCCD's Board and/or Administrative Policies.
c. Failure to meet and maintain minimum standards of qualifications to run as set in the ASNC Constitution Article VIII Section 2 (a-b).
d. Any attempt to tamper/manipulate/interfere with or otherwise intentionally disrupt the election process.

Section 12 Any violation of Election Code Section 11 (a-d) as set forth in these Bylaws will result in immediate disqualification from candidacy/office.

Section 13 The following shall constitute the complaint/grievance process for all ASNC Elections:

a. Any registered student of the RCCD may file a written, including email correspondence, complaint with the ASNC Advisor or the Elections Committee throughout the elections timeline or no later than 7 calendar days after official results are posted.
b. The complaint must cite the specific section(s) of the Elections Code and/or any other policy that was violated.
c. The ASNC Advisor and the Elections Committee will review the complaint and determine appropriate course of action in consultation with the Dean of Student Life.
d. If a violation did occur, and depending on the nature of the violation, the ASNC Advisor and/or the Dean of Student Life shall determine the

course of action and/or disciplinary measures. If the violation falls solely under the Elections Code disqualification of the candidate may be enforced. If the violation falls under the code of student conduct and/or any RCCD Board Policies/Regulations the Dean of Student Life shall determine the course of action.

e. All findings are subject to appeal within a predetermined time period as set forward by the ASNC Advisor and/or the Dean of Student Life.
f. For complaints that fall under the ASNC jurisdiction and Elections Code the ASNC advisor shall set forth the appeals process. Such process will include the ASNC Advisor and the Elections Committee.
g. Once the appeals process is concluded the matter is considered settled and no further action may be taken.

ARTICLE II CAMPAIGNING

a. Campaigning shall be defined as activities including dissemination of printed campaign and/or ballot issue material, public statements for or against any candidate or ballot issue.
b. Candidates may begin campaigning on the official campaigning start date as determined by the Elections Committee. Campaigning at any other time shall be grounds for disqualification. Campaigning shall consist of flyers, posters, giveaways, any other form of public advertising, or public speaking regarding a candidate's running in the ASNC election.
c. No candidate shall interfere with the campaigning of any other candidate, nor shall they interfere with the dissemination of information by any student publication.
d. All candidates and their assigned campaign workers shall be responsible for the quality, content, and distribution of any campaign materials.
e. All qualified candidates shall have access to any college equipment/resources available through the ASNC Office on a first come first serve basis.
f. No candidate shall publish or post campaign materials featuring factually inaccurate information about any ASNC candidate.
g. No candidate shall attempt to gain additional votes by defacing campaign materials of other candidates or engaging in libelous behavior with intent of fraudulently shifting public confidence away from other candidates.
h. All candidate campaign materials must state clearly their name and position for which they are running.
i. Use of the ASNC Office display boards is prohibited unless permission is granted by both the ASNC Office and the Elections Committee.
j. Campaign materials will be posted in accordance with the following rules. No campaign materials may be posted:
    1. Outside of Norco College.
    2. On any motor vehicle.
    3. On any doors or windows.
    4. On any vendor booth, kiosk, or table.
    5. On any light point or other such permanent fixture, such as vending machines and trash receptacles.

6. On any piece of campus artwork.
7. In any manner that the ASNC Advisor and Elections Committee would reasonably judge as being damaging to college property, including all vegetation. For these reasons, staples, tacks, nails, and non-approved tapes that can cause damage by peeling paint or leaving residue are considered as being damaging.
8. In any manner that the ASNC Advisor and the Elections Committee would reasonable judge as being conducive to littering the campus.
9. In any manner that the ASNC Advisor and the Elections Committee would reasonably judge as being disruptive to the normal workings of the college.

k. Each candidate shall not spend more than $200.00 on campaign materials for the election. Any donated materials must be assessed at retail value and clearly itemized as part of this $200.00 limit.

l. Each candidate shall submit a report of all campaign related expenditures to the ASNC Office on the first business day after the last day of polling by 4:00pm. Failure to do so may be grounds for disqualification. The ASNC Advisor and the Elections Committee shall review all candidates' expenditure reports prior to official certification of the election. Any substantial inaccuracies in an expenditure report shall be grounds for disqualification. Expenditure report must include:
    1. Receipts clearly itemizing any personal funds, and donations.
    2. All sources of gifts, donations, and/or other services to be used in the election.

ARTICLE III ORIGIN OF JURISDICTIONAL POWERS OF THE ASNC ELECTION COMMITTEE AS DEFINED IN ARTICLE IV OF THE ELECTIONS CODE

Section 1 As defined in Article VI, Section 2(e) of the Constitution, the Vice President of Administration shall serve as Election Commissioner as defined in Article IV of these Election Codes.

Section 2 As defined in Article VII, Section 4(e) of the Constitution, it is the responsibility of the Administration Committee to oversee and manage all ASNC and Student Trustee Elections.

Section 3 The Election Committee, as defined in Article IV of these Elections Codes, is a subsidiary body of the Administration Committee. As such, the power of the Election Committee is, through these bylaws, duly delegated to the Election Committee.

ARTICLE IV NATURE OF THE ASNC ELECTION COMMITTEE & ITS PROCESS OF APPOINTMENT

Section 1 For the purposes of overseeing election the process of the ASNC, an oversight committee, named "The ASNC Election Committee", is to be formed during and for the purposes of monitoring the election cycles of the ASNC.

Section 2 The ASNC Election Committee shall be a permanent standing committee of the ASNC.

Section 3 The ASNC Election Committee will be composed of the following:

1. The Dean of Student Life in an observatory role.
2. The Advisor to the ASNC in an advisory role.
3. 8 members of the student body who wish to serve, chosen by the Administration Committee.
4. 1 member of the Administration Committee.
5. The Election Commissioner:

a. Either the Vice President of Administration or a designated alternate by the Vice President of Administration shall serve as the Election Commissioner, as defined under Section 2 of Article 6 of the Constitution of the ASNC.

Section 5 The Election Commissioner of the ASNC Election Committee shall have the following responsibilities:

a. To Chair meetings of the ASNC Election Committee.
b. To Assist in the Enforcement and Interpretation of ASNC election laws.
c. To Certify ASNC election results in tandem with the rest of the Committee, who shall submit the results to the Dean of Student Life by a unanimous vote.

Section 4 No members— besides those specified under Section 3 of Article III of this Election Code—of the Legislature of the ASNC, its Executive Committee, nor candidates currently running for election may be members of this Election Committee, unless no suitable candidates were found outside the ASNC. In such an event, the Legislature may appoint its own candidates by simple majority, but may not appoint a running candidate.

Section 5 Section 4 of Article III of the Election Code may only be enacted in an election cycle upon a simple majority of the Administration Committee and the advice and consent of the President of the ASNC

ARTICLE V <u>ELECTIONS COMMITTEE DUTIES</u>

The ASNC Election Committee shall be responsible for the following:

a. Creating the Elections timeline and overseeing all matters relating to the elections process up to the conclusion of the election.

b. All election timelines must be submitted to the ASNC legislature no later than the second week of March.
c. Assembling, making available, and promoting election packets for the entire student body.
d. Organizing and overseeing all public forums and meetings related to the ASNC elections.
e. Identifying locations for the voting booth(s), maintaining the integrity of the voting booth(s), providing adequate staffing for the voting booth(s), securing ballots, counting the votes, and posting the results in accordance with these Bylaws.
f. Participating in the complaint/grievance process in accordance with these Bylaws.
g. Maintaining confidentiality of all results until posted as in accordance with these Bylaws.
h. Refraining from endorsing any candidate, distributing any campaign materials, disclosing any information about the candidates and/or preliminary ballot counting.
i. Maintaining impartiality of any ballot measure.
j. Participating in the voting process if they choose to do so and in accordance with these Bylaws.
k. If any member of the Elections Committee, including the Elections Commissioner, violates Election Code Section 11(a-d) of these Bylaws, they will be subject to disciplinary action as determined by the ASNC Advisor and/or the Dean of Student Life. Such action may include removal from the Elections Committee, and/or removal from any ASNC position if they are members of the ASNC Legislature.

<u>RIVERSIDE COMMUNITY COLLEGE DISTRICT STUDENT TRUSTEE ELECTIONS</u>

ARTICLE I The following sections shall apply for all Student Trustee elections.

Section 1 All Student Trustee elections must be held on Monday and Tuesday from 8:00am to 2:00pm and from 4:00pm to 6:30pm.

Section 2 Results must be posted no later than 24 hours after the closing of the polls on the second day of the Student Trustee elections, at a pre-disclosed location fully accessible to the public.

Section 3 The timeline for all Student Trustee Elections shall be as follows:

1. The Associated Students Office on each respective college shall release election packets for all candidates and have them available.
2. All candidates will be responsible for returning the packet completed to the Associated Students Office no later than the deadline for submission.

3. All Qualified Candidates that have submitted completed packets by the aforementioned deadline will be required to attend a mandatory candidates' meeting.
4. All Qualified Candidates will be responsible for their own campaign materials through the duration of the campaign week, and adhere to all campaign material guidelines. All campaign materials must be removed from the college prior to the deadline.
5. All Qualified Candidates will be required to attend any public forums prior to elections as scheduled by each respective Associated Students Office.
6. All Qualified Candidates are prohibited from campaigning during the scheduled election dates.
7. All Qualified Candidates must remain at least 50 feet from any voting booth location.

ARTICLE II STUDENT TRUESTEE DUTIES

Section 1 Please refer to AP 2015 (available at any of the Associated Students Offices within the RCCD) for the duties of the Student Trustee.

ARTICLE III STUDENT TRUSTEE QUALIFICATIONS

Section 1 Qualifications for candidacy:

a. Any student with the following qualifications is eligible to run for Student Trustee:
    1. Completed at least (12) units at Riverside Community College District prior to election.
    2. A minimum grade point average of 2.5 for the prior semester's work, before the Trustee election, and a minimum 2.0 cumulative grade point average on all RCCD course work attempted.
    3. Complied with all election procedures.
    4. An active member of the Associated Students (Student Government).
    5. Enrolled and maintain at least six (6) units (or in a full-time program as defined by college policy) at Riverside Community College District with a minimum grade point average of 2.5 during term of office.
    6. A resident of California.

ARTICLE IV STUDENT TRUSTEE EELCTIONS GUIDELINES

Section 1 Documents to be circulated for signatures may ONLY include copies of the supplied signature sheet and a copy of the supplied form of the candidate's statement.

Section 2 Prior to the candidates meeting, candidates may ONLY campaign verbally, while on campus. Verbal campaigning is defined as speaking to groups no larger than five RCCD students.

Section 3 The use of campaign posters and distribution of flyers or goodies will be permitted ONLY during the official campaign period. Candidates may be disqualified if violations of campaign guidelines are reported and substantiated.

Section 4 The Associated Students Advisors of all colleges will handle all election procedures and interpretation of guidelines regarding candidate's conduct during the election process.

Section 5 All students running for Student Trustee MUST have submitted a petition with 250 valid signatures, a candidate statement and a request to be placed on the ballot for candidacy to any Associated Students Office within the RCCD. All valid signatures must include student ID number and student name.

Section 6 After all forms are approved, by the Associated Students, candidates must attend the candidates' meeting. Attendance at the candidate's meeting IS MANDATORY. Following the candidates' meeting, campaign commences for those deemed eligible to run.

Section 7 All eligible candidates are allowed to campaign on all college campuses and in accordance with individual college posting policies and these guidelines.

Section 8 All candidate packets must be forwarded to the Associated Students Advisor of each college for validation. The advisor will check for GPA's, for complete packets, etc. Only complete packets will be considered for approval.

Section 9 Campaign election guidelines and information should be distributed via college Associated Students Offices and members of the associated students' organizations. It is the responsibility of each college to disseminate all information to their student body and to ensure that their college has appropriate representation on the Elections Committee that will complete the tally and announce the winners.

Section 10 Failure to comply with any of the stated guidelines may result in a public grievance hearing or disqualification. Action taken will depend on the severity of the infraction.

Section 11 All grievance/disqualifications will be handled by the Elections Committee. All grievances must be submitted in writing to any of the Associated Students Offices within the RCCD and no later than seven (7) calendar days after the official posting day of the election results. For details of the grievance process, please

contact the designated Associated Students Advisor overseeing the Elections Committee for said election.

Section 12 The Elections Committee must be comprised by the following:

a. One Associated Students Advisor or college official designee within the RCCD.
b. One member of each college associated students' organization within the RCCD.
c.

ARTICLE V RESPONSIBILITIES OF THE STUDENT TRUSTEE ELECTION COMMITTEE AND PROCESS OF APPOINTMENT

Section 1 For the purposes of overseeing election the process of Student Trustee, an oversight committee, named "The ASNC Student Trustee Election Committee", is to be formed during for the purposes of monitoring the election cycles of Student Trustee to the RCCD Board of Trustees.

Section 2 The ASNC Student Trustee Election Committee shall be a permanent standing committee of the ASNC.

Section 3 The Composition this Election Committee of the shall be left to the Legislature, but the ASNC Student Trustee Election Committee must include the following:

1. The Advisor to the ASNC in an observatory role.
2. The Dean of Student Life in an advisory role.

ARTICLE VI CAMPAIGNING

Section 1 All posters and flyers must be approved by the Associated students before posting.

Section 2 The Associated Students Office, at any college, must approve all other campaign tactics before being used.

Section 3 Only (10) ten (8 ½" x 11") small posters and (2) two large (no larger than 24" x 36") posters can be posted per college and per candidate.

Section 4 Flyers may only be passed out and NOT left unattended on campus. Flyers are to be no larger than 8 ½" x 11". The number of flyers to be handed out is unlimited.

Section 5 All campaign materials must be removed, by the candidate, prior to the end of campaigning week and within all-time deadlines as set forward in the Election Timeline. If a candidate has no access to secured areas, the Associated Students Office will be responsible for the removal of posting materials.

Section 6 For posting locations and other inquiries, please contact the Associated Students

Office of the respective college.

Section 7 There are no restrictions on the number of election goodies to be passed out by the candidates. The Associated Students Advisor at each college prior to distribution MUST APPROVE all goodies. No candidate is allowed to spend more than $200 total for campaigning purposes. All receipts must be submitted to any of the Associated Students Offices within the RCCD.

Section 8 Clubs/Organizations can endorse one or more candidates in this election, but only the club members who are not running can post or pass out flyers, which endorse a certain candidate. Endorsement, however, does not include financial support. Candidates CANNOT put up flyers on behalf of a club.

Section 9 For any questions or problems, please contact any Associated Student Advisor, in the Associated Students Office, on each respective college.

ARTICLE VII VOTING AREA LOCATIONS

Section 1 Campaigning is not allowed during voting dates. Engaging in such activities within the designated voting area must be reported to the members of the Elections Committee or any of the Associated Students Advisors within the RCCD. If the incident continues or recurs, disqualification may result.

Section 2 Each college will designate their own voting areas and in accordance to individual college policies and guidelines. Voting areas must be fully accessible by all members of the student body within the RCCD.

ARTICLE VIII VOTING PROCEDURES

Section 1 All currently enrolled/registered students within the RCCD, regardless of units, may vote.

Section 2 Each currently enrolled/registered student may vote ONLY once at any college within the RCCD.

Section 3 Candidates must remain a minimum of 50 feet away from any polling place (voting area) during the scheduled operating times of the election, as outlined in the Elections Timeline. All qualified candidates are allowed to enter the voting booth location within the 50 feet requirement only once, to exercise their right to vote.

Section 4 For write in candidacy please refer to the Elections Timeline. Write in candidates may not have their statement and or picture at the polling place (voting area).

Section 5 Candidates' pictures and statements may be posted at the polling place (voting area).

Section 6 Polling place volunteers, elections committee members, and others assisting in the election MUST not be affiliated to any of the candidates' campaign team. They MUST not endorse or offer information with regard to any of the candidates. Such activities may result in disqualification of the candidate, removal of the volunteer, and or other consequences.

Section 7 The Associated Students Office from each college will be responsible for securing ballot boxes and safeguarding the integrity of the election process.