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1.0 [Student Body Associations](#)

- 1.1 Each College student body association authorized by the Los Rios Community College Board of Trustees shall establish a constitution and each authorized component of that student body association shall establish bylaws that are consistent with District Policies and Administrative Regulations. These constitutions and bylaws are subject to the approval of the appropriate College officials and the Board of Trustees.
- 1.2 Each student elected as an officer in the **student body association** and each of its components shall, at a minimum, meet and maintain both of the requirements of Education Code section 76061, as follows:
 - 1.2.1 Shall be enrolled in the college at the time of election and throughout the fall and spring semesters of his or her term, with a minimum of five (5) semester units.
 - 1.2.2 Shall meet and maintain the minimum standards of scholarship prescribed for community college students by the District (good standing with a minimum 2.0 GPA).

2.0 [Constitutions](#)

- 2.1 Each student body association and each of its components at each College shall be governed by a constitution that shall provide the basic structure of the association.
- 2.2 A model student body association constitution will be developed as an attachment to this regulation.
- 2.3 The constitution for each student body association and each of its components shall be ratified at a student election in the Spring of 2011, or in Spring 2012 if the Vice Chancellor grants an extension as allowed under P-2311, Section 7.2.

3.0 [By-laws](#)

- 3.1 Each Student Senate, Clubs and Events Board and Joint Budget Committee of the student body association shall adopt bylaws that detail the procedures that must be followed to conduct business in an orderly manner.
- 3.2 By-laws may not contradict or negate any part of the constitution, District Policies

or Administrative Regulations.

- 3.3 By-laws should address the place and time of meetings, the protocol for meetings, including, but not limited to, the manner in which meetings are to be run, motions made, seconded and voted upon, procedures for recall of elected or appointed members and the filling of any vacancies, and decorum.

4.0 Elections

- 4.1 The elections for the student body association and each of its components shall take place under the direction and supervision of the Vice President of Student Services or designee. The elections shall be held in April. The election shall be held on the same days at each college. The April election dates shall be scheduled within thirty (30) days after the election of the previous year. Special elections may be held only for (a) changes in the constitution; (b) the creation of a new elective office in the student body association; or (c) after an election, all elective offices of the Student Senate or Clubs and Events Board of the student body association remain vacant.
- 4.2 Only students who are enrolled in the Colleges of the District may vote in student body association elections. A student may vote in the student body association election at each college they are enrolled in at the time of the election.
- 4.3 Polling places shall be made available at locations on the main campuses of the Colleges as established by the Vice President of Student Services, or designee, at each College, in his or her discretion. The Vice President of Student Services, or designee, may make polling places available at the educational centers in his or her discretion. At each polling place, notices shall be posted informing students of the number of offices to be elected and that students are not required to vote for every member of a slate of candidates.
- 4.4 Where the use of Student Records (as defined in LRCCD R-2265) is necessary to verify voter eligibility, college administrators, faculty or staff shall participate in the verification process to protect the confidentiality of those Student Records.
- 4.5 The Vice President of Student Services, or designee, shall ensure that candidate biographies and statements are made public at each of the Colleges in the form of a pre-election voter guide, and this information shall be posted prior to the election and shall be distributed widely at least one week prior to the election.
- 4.6 There shall be at least one public candidate forum held at each College at which all candidates are invited to participate.
- 4.7 Students shall be provided with appropriate space to cast their vote privately and without assistance unless a student needs assistance due to a disability. No posting, campaigning or distribution of campaign materials may occur within one hundred feet of the polling place.

4.8 Candidates will be listed on the ballot in an order determined by a random selection process.

5.0 Campaigning

5.1 Campaigning is defined as any activity which promotes the candidacy of one or more individuals for an office in the student body association and each of its components. This includes, but is not necessarily limited to: scheduling appearances; lobbying a voter; posting, publication or distribution of advertisements, correspondence or literature. Campaigning does not include nomination petition signing. Campaign expenditures include all funds and/or donations used in campaigning and include money used to purchase goods or services related to campaigning, and the fair market value of goods or services given or donated to a candidate. Campaign expenditures do not include the provision of goods or services by a College or the student body association to all candidates on an equal basis.

5.2 Posting signs for place-holding before the start of campaigning is not permitted.

5.3 Campaigning is permitted in the open areas of the College campus in compliance with LRCCD Policy and Administrative Regulation 1411. Campaigning is permitted in classrooms only with permission of the faculty member. Campaign messages should be focused on subjects within the purview of the student body association. Colleges are encouraged to provide candidates with access to computers, equipment, and office supplies to produce campaign materials as space and budgets allow.

5.4 Posters may be placed on the College campuses only on appropriate areas subject to approval by appropriate College officials in compliance with LRCCD Policy and Administrative Regulation 1313.

5.5 A slate is the listing of multiple names by candidates on a single piece of campaign literature, campaign publication or other document whether paper or electronic. Each candidate or slate is limited to expending the following maximum amount of money for campaign expenditures in any single election:

	Maximum expenditure for each individual where only individuals are candidates for a particular office	Maximum expenditure for each slate in a campaign where only slates of two or more persons are candidates for a particular office	Maximum expenditure for each individual and each slate where a slate of two or more persons and individual(s) are candidates for a particular office
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ARC	\$240	\$480	\$240
CRC	\$80	\$160	\$80
FLC	\$80	\$160	\$80
SCC	\$160	\$320	\$160
These amounts are based upon \$80 per 10,000 unduplicated students enrolled in the College.			

- 5.6 All campaign contributions to student body association candidates must be from individuals. Individual candidates and slates may not solicit campaign contributions in excess of the maximum amounts listed in section 5.5 above. Money from corporations and political action committees is prohibited.
- 5.7 Each candidate or slate must document campaign expenditures to the office of student life and file an expenditure form, complete with receipts, by 3 p.m. two business days prior to the first day of the election. Receipts can be requested at any time. Expenditure forms must be filed even if there are no expenditures. Supplemental final reports are due by 3:00 p.m. the day after the election closes. Each candidate or slate is subject to disqualification, as determined by the student life coordinator, if expenditure reports are filed late or if total expenditures exceed the limits of section 5.5 above. All campaign materials must be accounted for on the expenditure form, including but not limited to: posting and publishing materials, advertisements, holding charity events such as concerts, rallies or other social gatherings, distributing literature.
- 5.8 Elective offices for the student body association and each of its components shall be nonpartisan. Candidates may not align to combine campaign expenditures except as allowed by this section and subject to the campaign expenditure limitations in section 5.5, above. A candidate for President and a candidate for Vice President may align to form a slate, but shall not form a slate with any candidate for any other office. A group of up to a maximum of four individuals may form a slate to campaign for the positions of Senators, but shall not form a slate with any other candidates for any other office. Any effort to violate this section shall be cause to disqualify each candidate participating in the slate. An individual college student body association may decide against allowing slates in their elections.
- 5.9 No College or District sponsored organization shall be allowed to finance the campaign of any candidate for a student body association office, nor may any individual finance the campaign of a candidate in the name of a District or College sponsored organization.
- 5.10 The District, Colleges and the student body association may utilize incentives to encourage students to vote in elections, but not for or against any particular candidate. As part of campaigning, candidates and individuals who support or oppose any candidates may not use food, money, gifts, or alcohol.

6.0 Election Challenges

- 6.1 Any challenges to the validity of the student body association election shall be submitted to the Vice-President of Student Services' office in writing within five calendar days after the date of the conclusion of the election. The President, or designee, shall respond to those challenges in writing. The President's determination of those challenges shall be final.
- 6.2 In the event the President, or designee, concludes there was a material irregularity in the election, the President, or designee may make any determination that fairness requires, including, but not limited to, invalidating the election.
- 6.3 Election irregularities include, but are not limited to, the following:
 - 6.3.1 The polling place workers were guilty of misconduct;
 - 6.3.2 A candidate was not at the time of election eligible to hold office;
 - 6.3.3 A candidate gave or offered a bribe or reward or conspired with someone else to do so, for the purpose of procuring the election;
 - 6.3.4 Irregularities in the polling hours or eligibility determinations;
 - 6.3.5 Illegal votes were cast;
 - 6.3.6 The students conducting the election made errors sufficient to change the result of the election;
 - 6.3.7 There was an error in vote counting or summaries of ballot counts; or
 - 6.3.8 Any other issues that affected the fundamental fairness of the election.

7.0 Vacancies

- 7.1 Vacancies shall be determined and filled in the following manner:
 - 7.1.1 The existence of a vacancy based on unexcused absences, unexcused tardies, no election, resignation or recall, shall be determined by a two-thirds (2/3) vote of the remaining members of the body in which the vacancy occurs.
 - 7.1.2 The existence of a vacancy based upon illegal conduct shall be determined by the student life coordinator with other college officials, including but not limited to the college disciplinary officer.

7.1.3 The existence of a vacancy based upon ineligibility shall be determined solely by the student life coordinator, or designee.

7.1.4 In consultation with the student life coordinator, the body in which a vacancy occurs shall fill vacant positions by appointment by the body or alternatively by a special election. Special elections may only be held with the concurrence of the student life coordinator.

7.1.5 Where the Student Senate of the student body association is the entity charged with determining whether a vacancy exists or with filling the vacancy, but there are no Student Senate officers or members, the Club and Events Board shall be charged with the vacancy-related functions of the Student Senate of the student body association.

7.1.6 Where the Club and Events Board of the student body association is the entity charged with determining whether a vacancy exists or with filling the vacancy, but there are no Club and Events Board officers or members, the Student Senate of the student body association shall be charged with the vacancy-related functions of the Club and Events Board of the student body association.

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