

THE ASSOCIATED STUDENT BODY OF LASSEN COLLEGE

# CHARTER

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THE ASSOCIATED STUDENT BODY OF LASSEN COLLEGE  
**I. ASB CONSTITUTION**

**PREAMBLE**

We, the Students of Lassen College, being a diversified group of individuals seeking self governance, unified representation, and activities which will stimulate our intellect and social life, do ordain and establish this Constitution of the Lassen Community College Associated Student Body, pursuant to Board Policies of the Lassen Community College District, the Education Code of the State of California, Roberts Rules of Order, and The Brown Act.

**ARTICLE I - STUDENT BODY; ASSOCIATED STUDENT BODY; ASB GOVERNMENT**

**Section 1.**The "Student Body" are those persons who are currently enrolled in any Lassen College course.

**Section 2.**The student body association of Lassen College shall be known as the "Associated Student Body of Lassen College," hereinafter called the ASB.

**Section 3.**The ASB shall uphold the following provisions:

Clause (a) All currently-enrolled Lassen College students who have purchased a current ASB card shall be considered members of the ASB.

Clause (b) All members of the ASB are entitled to reduced or free admission to all of its activities.

Clause (c) No ASB card may be transferred but may only be used by the student who purchased it.

**Section 4.**The governing body of the Associated Student Body shall be known as the "Associated Student Body Government of Lassen College," hereinafter called the ASB Government.

**Section 5.** The ASB Government shall be organized in the following bodies:

Clause (a)The Advisory Council is that body of ASB Government which is made up of student representatives who serve on committees, task forces, or other governance groups of the Lassen Community College District, or on the Governing Board thereof (i.e., the Student Trustee); who represent the Student Body before the District as determined by the ASB Government, by virtue of the ASB's recognition as the representative of the Student Body ; and who have advisory powers and duties enumerated in the Bylaws.

Clause (b) The Executive Council is that body of ASB Government which is made up of Officers who have executive powers and duties enumerated in the Bylaws; who, in conjunction with the Student Senate, determine the exercise of the powers of the ASB Government; and whose presiding officer is the ASB President, elected by the Student Body.

Clause (c) The Student Body Council, also known as the Student Senate, is that body of ASB Government which, in conjunction with the Executive Council, determines the exercise of the powers of the ASB Government; and whose presiding officer is the ASB Vice-President.

## **ARTICLE II - POWERS OF ASB GOVERNMENT**

**Section 1.** The ASB has the power to participate in Governance of College and District. Through the following Student Representatives:

- (a) Student Trustee
- (b) President
- (c) Vice-President
- (d) Secretary/Treasurer
- (e) Book Rental Representative
- (f) Student Senate

**Section 2.** The ASB has the power to Raise, Expend, Disburse Funds. The ASB Government has the following fiscal powers:

Clause (a) Power to raise funds by the following means:

- (a) Charge for membership
- (b) Charging admission for any activities it holds.
- (c) Selling or distributing products or services on campus.

Clause (b) Power to order the expenditure of its funds;

Clause (c) Establishment of the Student Representation Fee;

Clause (d) Power to invest its money in permanent improvements to District facilities.

**Section 3.** The ASB has the power to Regulate Student Organizations using the following regulatory powers:

Clause (a) Under the authority of Board Policy, the ASB Government, in conjunction with the Dean of Students, has the power to determine the degree to which faculty advisors will exercise authority with respect to the activities and policies of the clubs which they advise.

Clause (b) The ASB Government has the power to enforce Club Guidelines, delegated to it by the Dean of Students, as follows:

- (a) Power to obtain from every newly-established club a statement of its intention to organize.
- (b) Through it's Advisor, has the power to approve or disapprove club's purchase orders and requisitions.
- (c) Through it's Advisor, has the power to approve or disapprove club activities.

Clause (c) The ASB Government has the power to enforce Board Policy, delegated to it by the Dean of Students, by penalizing students for their acts of misconduct by:

- (a) Removing those students from club activities;
- (b) Suspending those students from club activities;
- (c) Suspending the club itself and freezing its account at the Business Office.

### **ARTICLE III - ASB OFFICERS**

"ASB Officer" means every ASB member who holds office, whether elected or appointed to office.

**Section 1.** Every ASB Officer must have taken the following oath:

*"I, [full name], solemnly affirm that I will perform my duties as [name of office] to the best of my ability, and that I will faithfully abide by the Constitution of the Associated Student Body of Lassen College."*

**Section 2.** Offices of the ASB shall be filled either by a Student Body election or by nomination and appointment at one of its meetings:

Clause (a) The elective officers shall be:

- (a) Student Trustee,
- (b) President,
- (c) Vice-President,
- (d) Student Senator,

These offices shall be filled according to the procedure in the ASB Election Code, which is made part of this Constitution by reference.

Clause (b) The appointive offices shall be:

- (a) Secretary-Treasurer, which may be divided into the offices of Secretary and Treasurer;
- (b) Any elected ASB senator offices not filled by an election shall be filled according to the procedures in the by-laws.

- (c) Activities Chair
- (d) Book Rental Representative

**Section 3.** Every ASB Officer, as well as the Student Trustee, shall attend all ASB meetings.

**Section 4.** Every Officer of the ASB Advisory Council shall attend all meetings of the District committee, task force, governance group, or Governing Board on which he or she has been selected to serve.

**Section 5.** Every Officer of the ASB, as well as the Student Trustee is subject to recall from office by reason of the Officer's willful or negligent violation, or failure to perform, his or her duties of the office; or by reason of the Officer's violation of this Constitution (or breach of this contract of association).

Clause (a) The recall procedure shall at all times be supervised by the ASB Advisor and shall be conducted in the presence of the Student Senate by the Executive Council, who shall try the facts of the alleged matter warranting the recall of the Officer. The recall procedure shall begin with a "trial" wherein the President, or other Officer appointed to hear it, shall recite each of the alleged facts warranting the recall, after which the accused Officer may reply and may introduce any evidence, including the testimony of witnesses, in his or her defense. Both sides in the recall procedure, namely the Prosecution and the Defense, shall be given the opportunity to make a rebuttal and to cross-examine the witnesses on the other side [R.R.O. § 69].

Clause (b) Then, the recall procedure shall continue with a meeting, in the accused Officer's absence, wherein the Executive Council shall report the facts found at trial to the Student Senate. The accused Officer may then re-enter the meeting room and be given the opportunity to make his or her final statement. The re-call procedure shall conclude with the Student Senate's vote on whether to recall the accused and tried Officer, which may only be carried by a two-thirds majority of the total number of Senators currently in office [R.R.O. § 69]. The recall vote shall be taken by ballot, the contents of which shall not be kept secret [G.C. § 54953(c)].

Clause (c) If it comes to the attention of the Student Senate that a matter may warrant the recall of the President or another Executive Officer, the Senators shall nominate and appoint another Officer, in whom they have appraised a judicious temperament, to meet with them and try the Officer before casting their "recall vote" according to the procedure in this section.

## **ARTICLE IV - STUDENT RIGHTS**

**Section 1.**Members of the Student Body have the right to vote freely in every Student Body election.

**Section 2.**Members of the public, including the Student Body, have the right to read the agenda for each regular meeting of the ASB, including a brief general description of each matter of business to be discussed or transacted there.

**Section 3.**Members of the public, including the Student Body, have the right to attend every ASB meeting and, to give testimony before the ASB Government on matters of interest to them.

**Section 4.**Members of the public, including the Student Body, have the right to criticize the policies, procedures, programs, or services of the ASB Government or the acts or omissions of the ASB Government; provided, however, that no person is privileged for expression beyond that otherwise provided by law [G.C. § 54954.3(c)]. In the event that an ASB meeting is willfully interrupted by a group or groups of persons so that its orderly conduct has become unfeasible and order cannot be restored by removing the individuals who are willfully interrupting it, the ASB Officers conducting that meeting may order the meeting room cleared, except for non-disruptive representatives of the news media, and continue only that business which was is on the agenda [G.C. § 54957.9].

**Section 5.**Any person attending an ASB meeting shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera, unless and until the ASB Government has reasonably found that the recording cannot continue without noise, illumination, or obstruction of view that makes, or would make, a persistent disruption of its proceedings [G.C. § 54953.5(a)].

**Section 6.**Provided that the Student Representation Fee has been established, the Student Body has a right to petition the ASB Government to call a Student Body election to terminate the fee. To trigger the calling of such an election, such a petition must be signed by 100 students currently enrolled at Lassen Community College.

## **ARTICLE V - AMENDMENTS HERETO**

The Student Body reserves the right to amend this Constitution by a two-thirds vote [R.R.O. § 69] in a Student Body election called and held in lawful accordance with the ASB Election Code, which shall be made a part of this Constitution by reference. An amendment may be proposed by either a Student Senator, provided that two-thirds of the Student Senate have voted in support thereof; or the President, provided that two-thirds of the Student Senate have not voted in opposition thereto.

### **AUTHENTICATION**

The above-written Constitution, or contract of association, of the Associated Student Body of Lassen College, was adopted by the Student Body on January 26, 1995.

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Brian LaFave, ASB President

Changes to the Constitution were authored March 12, 2004, by a committee consisting of: Advisor Dr. William Mark, President Joanne Sherman, Vice President Craig Collins, and Secretary Chris Sullivan. On March 18, 2004, at ASB regular 11:00 a.m. meeting these Changes to the Charter were presented, voted upon, and passed by majority vote.  
Joanne Sherman, ASB President

Further changes to the Charter were authored October 15, 2004, by a committee consisting of: Advisor Bernadette Chavez, President Sandy Edeauch, Secretary Chris Sullivan, Senator Orrin Winton, and Senator /CalSACC Representative Darrell Betz. On November 9, 2004, at the ASB regular 1:00 p.m. meeting, these changes to the Charter were presented, voted upon, and passed by majority vote.  
Sandy Edeauch, ASB President

Further changes to the Charter were authored April 7, 2009, at the ASB Elections. These changes to the Charter were presented and voted upon by the Lassen Community College Student Body, and passed by majority vote.  
Tammy Younger, ASB Secretary / Treasurer

THE ASSOCIATED STUDENT BODY OF LASSEN COLLEGE

## II. BYLAWS

### ARTICLE I - ASB MEETINGS

#### Section 1

Clause (a) The ASB Officers, Senators, as well as the Student Trustee, shall meet weekly in a room on the Lassen College campus, and the room shall be accessible to disabled.

Clause (b) At every ASB meeting held during the spring and fall semesters, any Senator may move to adjourn to meet on a specified day and time. Unless such a motion is carried into effect, the next regular meeting shall be held at the regular meeting time.

Clause (c) Whenever a matter of ASB business must be transacted expeditiously, a special meeting may be called by the Executive Council or a simple majority of the Student Senate. Notice of the special meeting must be received by every ASB Officer at least 24 hours before it is held.

Section 2. ASB meetings shall be called, held, and conducted in full compliance with the Ralph M. Brown Act. The order of business at a regular meeting of the ASB shall run as follows:

- (a) Delete from, propose additions to, the agenda; adopt agenda.
- (b) Direct the ASB Secretary to place business on a future agenda.
- (c) Approve the minutes of previous meeting(s).
- (d) Hear Officers' and Advisor's reports.
- (e) Hear members of the public (including the Student Body) speak on matters of interest to them.
- (f) Conduct unfinished business.
- (g) Move to determine a need to conduct business not appearing on the posted agenda: If said motion carries, conduct that business.
- (h) Conduct new business that did appear on the posted agenda
- (i) Again hear members of the public (including the Student Body) speak on matters of interest to them.
- (j) Move to adjourn.

Section 3. A quorum is defined as the number of Senators who are present to conduct business. That number shall be thirty percent (30%) of the total current membership of the Student Senate, unless that number computes to less than five in which case it shall be five.



## **ARTICLE II - ASB OFFICE**

**Section 1.** The ASB office shall be in Room 101 of the Humanities building.

**Section 2.** All use of the ASB office is subject to the Policies of the Lassen Community College District.

**Section 3.** Officers should keep in their office all property belonging to the ASB, including but not limited to an incoming-mail tray for each of them; a Board Policy Manual; a copy of *Robert's Rules of Order*; the Chairperson's gavel; and the binder containing the minutes of their meetings (also known as the ASB minute-book). The office of the ASB should also be equipped with desks for its Secretary; and the office should be made available for use by all Officers.

**Section 4.** To use their office during afterhours, ASB Officers must obtain permission from the Administration of Lassen College, who may forward written permission to the Facilities Manager.

## **ARTICLE III - EXECUTIVE POWERS, DUTIES**

The Executive Council of the ASB Government may consist, at a minimum, of the President, Vice-President, Secretary and/or Treasurer, and Student Trustee.

**Section 1.** Duties of President: The President shall serve as the Chief Officer of the ASB, shall serve as its Chief Representative, and shall serve as the Chief Officer of the student organizations on campus that are chartered by it:

**Clause (a)** As the Chief Officer of the ASB, the President shall attend all of its meetings, shall indicate the passage of every Executive Bill and Senate Bill by his or her signature thereon, and shall approve every expenditure of its funds that has been properly ordered.

**Clause (b)** The President may delegate to one or more elective ASB Officers any of his or her duties set forth in this Section, provided that those duties are performed in a reasonably continuous manner. If the President chooses to delegate his or her authority to represent the ASB before the California Student Senate (Region 1), the Delegate should be nominated and appointed according to the procedure in Article V of these Bylaws.

**Clause (c)** As the Chief Representative of the ASB, the President shall attend all meetings of the Consultation Council, and all meetings of Region I of SSCCC. Representing the ASB before local businesses, the President shall manage the ASB discount card program, in which local businesses offer ASB members a discount in return for the ASB's on-campus advertising of them. The President shall direct to the attention of *Cougar* staff all important articles in the *SSCCC Newsletter* and all news releases from the Chancellor's Office.

Clause (d) As the Chief Officer of Clubs, the President shall be in a position to advise the student organizations chartered by the ASB, and shall attempt to become personally familiar, on an equal basis, with both their members and their faculty advisors;

Clause (e) The President may introduce an Executive Bill that shall be approved by the advisor, and be agreed upon by 2/3rds of the Executive Council. The Bill will then be automatically carried into effect, thereby becoming an order or official act of the ASB, unless the said Bill is overruled by a two-thirds majority of the Student Senate.

Clause (f) The President may veto any Senate Bill or motion that he or she has found to be contrary to Board Policy or has deemed a discouragement to the Student Body from participating in the governance of Lassen College.

**Section 2.** Powers, Duties of Vice-President: The Vice-President shall serve as a Student Senator and may assist the President in the performance of his or her duties. But in case the office of the President becomes vacant, the Vice-President shall no longer serve as a Student Senator but shall fill the office of the President.

Clause (a) If the Student Senate ever has to conduct a meeting in special session, the Vice-President will Chair that meeting

**Section 3.** Powers, Duties of Treasurer: The Treasurer shall attend all ASB meetings;

Clause (a) Keep records of all budgets of the ASB Government;

Clause (b) At every ASB meeting will give a summary report on the ASB's current financial status;

Clause (c) Two (2) times a semester will give a detailed report of the ASB's current Account Status;

Clause (d) Approve every expenditure of ASB funds that has been properly ordered;

Clause (e) Will meet with the ASB Advisor and the Dean of Student Services in the spring semester of every year for the purpose of proposing the ASB's annual budget, which is subject to revision throughout the school year.

**Section 4.** Powers, Duties of Secretary: The Secretary shall attend all ASB meetings and:

Clause (a) Shall take the minutes thereof; The minutes shall be typewritten and contain, at a minimum;

- (a) the type of meeting;
- (b) the date on which it was held;
- (c) the times at which it was called to order and adjourned;
- (d) the roll call;

(e) All principal motions made and/or discussed at the meeting, and whether they died without a second, failed, or were carried into effect, thus becoming orders of the ASB;

(f) All Senate Bills and Executive Bills introduced, discussed, and/or voted on at the meeting and whether they failed, were suspended, or became orders;

(g) All resolutions and reports presented at the meetings and whether they were rejected or adopted.

(h) If an office of the ASB was filled by appointment at one of its meetings, the minutes of that meeting must state the names of all nominees and the name of each ASB Officer attending the meeting, and whether he or she voted in the affirmative or negative ("Aye" or "No") on the candidate who was successful.

(i) Further-more, the minutes must state the names and votes of every Senator voting on a principal motion except when the vote is taken by general consent [R.R.O. §§ 1 and 65] or when each side of the vote ("Aye" or "No") is taken collectively.

Clause (b) Shall, as directed by the ASB Officers during their meeting;

(a) Place matters of business on the agenda for a future meeting;

Clause (c) Shall prepare the agenda according to Section 2 of Article I of these By-laws;

(a) Shall post, in a location that is freely accessible to the public, a copy of the agenda for every ASB meeting at least 72 hours before it is held;

(b) Shall distribute copies of the agenda to the ASB Officers, their Advisor, and Campus Wide through electronic e-mail.

Clause (d) Shall distribute to every person in attendance at ASB meetings a copy of any document which is distributed to all or a majority of all the ASB Officers in attendance.

Clause (e) May not (nor may any other Officer) require members of the public, including the Student Body, attending an ASB meeting to identify themselves, to give any other information, or to do anything as a condition of their attendance .

Clause (f) If the Secretary is eligible for the Work-Study Program, he or she should receive up to ten (10) hours per week. The Secretary should also apply to the Work Experience Education program to earn up to two (2) semester units.

**Section 5.** Powers, Duties of Book Rental Representative: The Book Rental Representative shall serve as the primary person responsible for the Book Rental Program;

Clause (a) Shall attend all ASB meetings;

Clause (b) Shall be the main person responsible for checking in and out all rented books;

Clause (c) Shall be aware of all aspects and process's of the rental program;

- (a) Inventory of books
- (b) Monies process at the Business Office (You shall not handle any money from the student; it all goes through the Business Office.)
- (c) Current program books
- (d) Upcoming program books
- (e) Recruiting new books for the program from instructors
- (f) Dealing with delinquent accounts and non-returned books
- (g) Through the Advisor, putting and releasing holds on student's accounts.

Clause (d) Shall at least once a month give a detail report on activities occurring in the program to the ASB during a regular meeting; the busiest time is at the beginning and end of each semester; at the end of each semester you will give an overview of all books that were rented for this the current semester;

Clause (e) Shall give a report to the Lassen College Foundation Board of Trustees, and the Dean of Administrative Services at least once a semester;

Clause (f) Shall immediately contact the Advisor, and ASB President if there is a major problem (ex: returned checks and make a list of those who had a check return, books not returned at the end of the semester) with the program;

Clause (g) Shall make a diligent effort during their term to recruit as many new books for the program, with the instructors agreeing to adopt the new edition for at least 3 years and the cost to the ASB over \$100;

Clause (h) Shall keep a spreadsheet with all the names and amounts of those who are renting the book. This will help you at the end of the semester on who has what books and who still has them out.

**Section 6.** Powers, Duties of Student Trustee: The Student Trustee shall attend all ASB meetings;

Clause (a) Shall be the Students voice on the Governing Board of Lassen Community College;

Clause (b) Shall attend all Governing Board meetings;

Clause (c) Shall remember at all times he/she is the Student Body Voice, not just his or her own opinion;

Clause (d) Shall report to the ASB all items of Student importance on an upcoming Board Agenda; with the purpose of getting the Students viewpoint;

Clause (e) Shall report any Important Issues involving the ASB to the Governing Board;

If the office of Student Trustee becomes vacant for any reason after the election, a new election will be held according to the election code within a reasonable amount of time.

#### **ARTICLE IV - SENATE SEATS; POWER, DUTIES; ASB MEMBERSHIP CHARGE**

**Section 1.** The Student Senate, also known as the Student Body Council, shall consist of twenty (20) active seats.

**Section 2.** In conjunction with the President (who attends ASB meetings and can introduce Executive Bills to them and can veto them), the Student Senators shall determine the extent of use, of the ASB's powers, set forth in Article II of its Constitution.

**Section 3.** At ASB meetings, a Senator has the power:

Clause (a) To direct the Secretary to place on a future agenda a matter or matters of business regarding the exercise of the ASB's powers;

Clause (b) To discuss or debate a matter when it has been moved and seconded to take the matter up;

Clause (c) To object to a summary decision on a matter of business by the Chairperson and to vote individually and freely on the matter;

Clause (d) To vote with a simple majority of the Senators present in making an order (that may be vetoed by the President) determining the exercise of the ASB's powers;

Clause (e) To vote with an absolute (two-thirds) majority of the Senators in overriding either the President's veto or the President's Executive Bill, thus making the final determination on all matters regarding the exercise of the ASB's powers.

**Section 4.** The charge for membership in the ASB shall be \$3 (three dollars) per semester, for which the ASB card shall be issued. The term of ASB membership shall begin running from the first day of the each semester, or the date of purchase, and shall expire on the first day of the next semester.

#### **ARTICLE V - METHOD OF APPOINTING MEMBERS TO OFFICE**

The appointed offices shall be the Secretary-Treasurer or, if that office has been divided, the Secretary and the Treasurer; the Region 1 Voting Delegate; and the ASB Advisory Council Officers, also known as student representatives, who serve on District committees, task forces, or other governance groups. The president of the ASB shall appoint these positions.

During an ASB meeting any officer may nominate a candidate to fill a vacant appointed position. The senate must then vote to approve or not the, candidate nominated. If the senate votes to approve the President shall appoint the elected candidate to ASB position.

**Each ASB senator office shall be filled according to the following procedure:**

**Section 1.** During an ASB meeting any senator shall nominate a candidate to fill a vacant senator position. The senate must then vote to approve or not the, candidate nominated. If the senate votes to approve the President shall appoint the senate elected candidate to ASB senator.

**AUTHENTICATION**

The above-written Bylaws of the Associated Student Body of Lassen College were properly adopted by both its Student Senate and President on February 2, 1995.

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Shannon Haines, Chairperson

Changes to the Bylaws were authored March 12, 2004, by a committee consisting of: Advisor Dr. William Mark, President Joanne Sherman, Vice President Craig Collins, and Secretary Chris Sullivan. On March 18, 2004, at the ASB regular 11:00 a.m. meeting, these changes to the Bylaws were presented, voted upon, and passed by majority vote.

Joanne Sherman, ASB President

Further changes to the Bylaws were authored October 15, 2004, by a committee consisting of: Advisor Bernadette Chavez, President Sandy Edeauch, Secretary Chris Sullivan, Senator Orrin Winton, and Senator/ CalSACC Representative Darrell Betz. On November 9, 2004, at the ASB regular meeting, these changes to the Bylaws were presented, voted upon, and passed by majority vote.

| Sandy Edeauch, ASB President

Further changes to the Bylaws were authored May 1, 2009, by a committee consisting of: Advisor Sandy Beckwith, President Abel Ramoz, Vice-President Alexander McElrath, Secretary Tammy Younger, Student Trustee Christian Younger, Senator Shawn Hubbard, Senator Seanne McElrath, and Senator Jason Dillow. On May 8, 2009 at the ASB regular meeting, these changes to the Bylaws were presented, voted upon and passed by majority vote.

Tammy Younger, ASB Secretary / Treasurer

THE ASSOCIATED STUDENT BODY OF LASSEN COLLEGE

# III. ELECTION CODE

## ARTICLE I - ASB ELECTIONS; COMMITTEE FORMATION

**Section 1.** "Student body election" means an election held open to each member of the Student Body, defined in Section 1 of Article I of the ASB Constitution. Every Student Body election shall be held in accordance with this Election Code.

**Section 2.** During the spring semester the ASB Government should call and, within two to six weeks thereafter, hold a Student Body election on two or more consecutive regular school days. The polling place shall be accessible and in a well-suited area on campus. The elections shall be kept open continuously during the maximum feasible number of hours from 8:00 a.m. to 8:00 p.m.

**Section 3.** Student Body elections may be held for the following purposes:

- (a) Filling vacant offices of the ASB;
- (b) Polling the Student Body on any matter of ASB business;
- (c) Polling the Student Body on any measure before the College administration, District Governing Board, the Consultation Counsel, District committee, task force, or other governance group;
- (d) Polling the Student Body on their evaluation of College administrators, faculty members, and/or ASB Officers [V C.R. § 51023.7(c)];
- (e) Any other purpose the ASB Government deems will serve the interest of the Student Body, or that will encourage them to participate in the governance of Lassen College [E.C. § 76060].

**Section 4.** The ASB Government should form an ad hoc Election Committee at least ten (10) school days or two calendar weeks before the holding of the Student Body election. The Election Committee should consist of at least one (1) Officer, two (2) Senators and as necessary, any member of the Lassen College staff who qualifies under the conditions in the following section.

**Section 5.**

- (a) No candidate running for office of the ASB shall serve on the Election Committee formed for the same election.
- (b) No person who has publicly campaigned for any candidate in an election should serve on the Election Committee having a possible conflict of interest that might interfere with faithful performance of his or her duties thereon should resign from it.

## **ARTICLE II - ELIGIBILITY REQUIREMENTS FOR OFFICE**

**Section 1.** Candidates for all offices, including the Student Trustee, shall be enrolled in Lassen College at the time of their election, and throughout their terms of office, with a minimum of five (5) semester units.

- (a) Candidates for the office of Student Trustee shall meet and maintain a GPA of at least 2.5 throughout their terms of office [E.C. § 72023.5(a); Board Policy #1120].
- (b) Candidates for every other elective office shall meet and maintain a GPA of at least 2.5 throughout their terms of office.

**Section 2.** The Election Committee may verify candidates' membership in the ASB. Every candidate for an office of the ASB must purchase an ASB card by reason of the following:

- (a) All currently-enrolled Lassen College students who have purchased a current ASB card, which shall be available for sale of them at the same price, shall be members of the ASB [Const., Art. I, § 3(a)].
- (b) "ASB Officer" means every ASB member who holds office, whether elected or appointed to office [Const., Art. III].

**Section 3.** All candidates must complete and timely submit a three-page application form, available to anyone, which must be turned in at least two (2) weeks before the holding of a Student Body election at the ASB Office.

### **On the form, candidates:**

- (a) Shall each make a signed statement that they are eligible under the requirements stated in Section 1 of this Article, and giving the Dean of Students permission to verify their eligibility;
- (b) Shall obtain the signatures of 50 members of the Student Body, the number of students hereby required to nominate each of them for placement on the ballot;
- (c) To inform voters, answer a question: "What qualifications would you bring to the office?"

**Section 4.**In the spring semester ASB Officers should enroll in Political Science 11, *Student Leadership*, during every semester in which they serve in office.

**Section 5.** In the event that an elective office becomes vacant or is unfilled by the most recent Student Body election, according to the procedure in Article V of the ASB Bylaws, a runner-up or other qualified ASB member may be nominated and appointed to fill that office until the next Student Body election is held.



### **ARTICLE III - TERMS OF OFFICE; TERM LIMITS; CONFLICTS OF INTEREST**

**Section 1.** At the beginning of and during all of his or her first three(3) years of service in office, any eligible ASB member, by being successfully elected or appointed, may secure and begin serving in any elective office, whether President, Vice-President, Senator, or Student Trustee.

**Section 2.** However, no member may ever hold the office of President concurrently with that of Vice-President, Secretary and/or Treasurer, or Senator; and no member may ever hold the office of Vice-President concurrently with Secretary and/or Treasurer, nor ever hold more than one Senatorial seat; and no student may ever hold the office of Student Trustee concurrently with that of President, Vice-President, or Senator. Nor may any member serve as the Chairperson of the same meeting at which he or she serves as the Secretary.

**Section 3.** A Senator seeking the office of President or Vice-President; a Vice-President seeking the office of President or Students Trustee; a President seeking the office of Student Trustee; a Student Trustee the office of the president; or any Officer seeking another office as allowed under this Article may tender his or her resignation, which shall take effect upon securing the office sought.

(a) A person may never run for two (2) offices at the same time.

**Section 4.** The term of office of the President and Vice-President shall begin running on June 1 and shall expire June 1 of the following year, or at which time the member serving as the President, Vice-President Secretary and / or Treasurer will have completed three (3) years of service.

(a)The term of office of Senator shall begin when voted in by the\_Senate and shall expire after they have completed three (3) years of services.

(c)The term of office of the Student Trustee shall begin running on June 1 and shall expire exactly one (1) year thereafter [Board Policy #1120 and E.C. 72023.5 (b) (4)]. No student may serve as the Student Trustee for more than two (2) one-year terms, provided that a Student Trustee filled by a vacancy in that office may service in it for the unexpired portion of the term and then, if successful, be elected to serve two one-year terms.

**Section 5** Upon completing three (3) years of service, no Officer may serve; in any Executive office other than Secretary, regardless of whether or not the Officer ever applied for, sought, secured, held, or served as the President, Vice-President, or Student Trustee during his or her first three (3) years of service in the ASB. But at any time after completing three (3) years of service, any Officer may be either elected or appointed as a Senator, and if so elected, serve a one (1) year term in that office.

(a)No officer be it elected or appointed, President, Vice President, Student Trustee, or Senator, may be allowed to serve more than four (4) years in any combined office service.

## **ARTICLE IV - CAMPAIGNING FOR OFFICE**

**Section 1.** Every candidate for an office of the ASB should be photographed by *Cougar* staff if available in time for publication before the election.

**Section 2.** Every assembly held on campus shall be subject to Board Policy #5500.

**Section 3.** Every poster, flyer, or other media relating to a campaign shall be no larger than 18" x 24", dated, and affixed to a bulletin board but not to any painted surface [Board Policy #5510].

**Section 4.** No candidate shall campaign, whether verbally or by posting or distributing written material or other media, within the building where a Student Body election is being held on the same day.

**Section 5.** Anyone who distributes materials or otherwise campaigns on behalf of a candidate shall be subject to this Code.

## **ARTICLE V - COMMITTEE DUTIES**

The members of the Election Committee shall have the following duties:

**Section 1.** They should draft a letter to inform the candidates of the offices to be filled by the upcoming election, the eligibility requirements thereof, the powers and duties thereof, and any other information deemed necessary by the Committee. This cover letter may be attached to the three-page application form required under Section 3 of Article III of this Code.

**Section 2.** They should draft a ballot-form with the candidates' names and offices, provided by the Advisor. The ballot-form should include each candidate's name as per his or her application, the office which he or she seeks, and shall explicitly show the means by which voters may indicate the candidate(s) of their choice. Voters may be required to vote to fill no more than the number of seats actually open in the Student Senate and no more than one candidate for any other open office; further-more, notwithstanding Section 38 of Robert's Rules of Order, voters shall be restricted to vote for only those names appearing on the ballot. In the case where two (2) or more candidates are running for the same office or Senate seat, their names should be listed in alphabetical order by the last name, and no unusual differences in appearance should be allowed to exist between them.

**Section 3.** On separate shifts, each Election Committee member shall supervise the polling area. During their shifts, the Committee members should encourage students to vote but should never in any way indicate for which candidate(s) they should or should not vote. But if a student asks for information about a candidate, they may encourage the student to read the applications completed by all candidates.

**Section 4.** Likewise, if one or more measures have been placed on the ballot and a student asks for information, they may encourage the student to read objective information available for reading in the polling place.

**Section 5.** On a copy of the Alpha List (the student roster furnished by the Lassen College Dean of Students), they should cross off the name of each student as they hand the student a ballot; and should see to it that no student votes more than once in the same election.

**Section 6.** As they hand a student a ballot, the Election Committee members should make eye contact with the student and thank the student for voting.

**Section 7.** They should see to it that no ballot ever leaves the polling place, but that every ballot is deposited in the ballot box promptly after the student completes it.

**Section 8.** They should see to it that the ballots so deposited are never inspected or counted except under the ASB Faculty Advisor's supervision, or the supervision of the Advisor's designee.

**Section 9.** Under the Faculty Advisor's supervision, or under the supervision of the Advisor's designee, they should accurately count the total number of ballots and accurately tally the number of votes received by each candidate.

**Section 10.** They should announce the results of the election in a report of the ASB Election Committee; and promptly forward copies of that report to each candidate in the election, to the *Cougar* newspaper for publication, and to the President of the ASB to report at its next meeting.

#### **AUTHENTICATION**

Changes to this (1995) Election Code were authored March 12, 2004, by a committee consisting of: Advisor Dr. William Mark, President Joanne Sherman, Vice President Craig Collins, and Secretary Chris Sullivan. On March 18, 2004, at the ASB regular 11:00 a.m. meeting, these changes to the Election Code were presented, voted upon, and passed by majority vote.

Joanne Sherman, ASB President

Further changes to the Election Code were authored October 15, 2004, by a committee consisting of: Advisor Bernadette Chavez, President Sandy Edeauch, Secretary Chris Sullivan, Senator Orrin Winton, and Senator/ CalSACC Representative Darrell Betz. On November 9, 2004, at the ASB regular 1:00 p.m. meeting, these changes to the Election Code were presented, voted upon, and passed by majority vote.

Sandy Edeauch, ASB President

Further changes to the Election Code were authored February 6, 2009 by a committee consisting of: Advisor Sandy Beckwith, President Abel Ramoz, Vice-President Alex McElrath, Secretary Tammy Younger, Senator Shawn Hubbard, Senator Jason Dillow, Senator Seanne McElrath, and Student Trustee Christian Younger. On February 6, 2009 at the ASB regular 1:00 p.m. meeting these changes to the Election Code were presented, voted upon, and passed by majority vote.

Tammy Younger