

BYLAWS OF THE STUDENT ASSOCIATION AMERICAN RIVER COLLEGE

STATUTE I STUDENT ASSOCIATION (S.A.) STATUTES

The adoption, amendment, repeal, and suspension of these statutes will be vested in the student council.

Act I. Adoption

These statutes shall become effective when ratified by a two-thirds (2/3) vote of the student council.

Act II. Amendments

These statutes may be amended by a two-thirds (2/3) vote of the student council, providing previous notice was given two (2) weeks in advance.

Act III. Repeal

These statutes may be repealed by a two-thirds (2/3) vote of the student council providing previous notice was given two (2) weeks in advance.

Act IV. Suspension of Statutes

These statutes may be suspended by a three-fourths (3/4) vote of the student council and may only be suspended for that current meeting. At adjournment, these statutes become effective again.

Act V. Maintenance

1. The maintenance of these statutes shall be the responsibility of the vice president.
2. Student council shall have the power to request maintenance of these statutes at any time.

STATUTE II STUDENT ASSOCIATION MEMBERSHIP

All registered students attending class at this college holding current student association membership cards shall be members of this organization. Student association presidents, if they complete their whole term in office, and distinguished service award recipients shall be honorary lifetime members of the student association and shall receive a lifetime student association card.

Act I. Benefits

Student association membership entitles the member to the following:

1. The right to hold office, elected or appointed.
2. Eligibility for the privileges and services as determined by student council.

Act II. Lifetime Membership

Lifetime membership entitles the members to the following:

1. Lifetime student association membership.
2. Free or reduced admission to all home athletic games, theatrical, and musical events as determined by student council.
3. Admission to other activities at reduced rates, as determined by the student council.
4. The right to hold office, elected or appointed, as stated in Article VII of the student association constitution.

**STATUTE III
STUDENT ASSOCIATION PUBLICITY STATUTE**

All student association publicity shall be subject to campus regulations. All student association off-campus publicity shall be of such quality as to maintain an acceptable image of American River College.

For the purpose of identification, all events have been classified into one of the following:

- a. Campus Events: Shall be any event sponsored by the student association, a campus club, or any on-campus organization.
- b. Community Events: Shall be any educational or cultural event of interest to students sponsored by off-campus organizations.
- c. Elections: Shall be when candidates are running for the position of Los Rios Community College District student trustee or student association officer.

Act I. Regulations

All student association publicity will comply with the following:

1. The student association shall follow the guidelines established by the American River College and the Los Rios Community College District regulations.
2. The director of public relations and/or director of activities and the activities office shall be responsible for all publicity.
3. Student association publicity shall be posted a maximum of ten (10) school days preceding the event. Shall, with the approval of the student activities office, have the authority to post/publicize earlier for any event.

4. The director of public relations and/or director of Activities, with the approval of the activities office, shall have the authorization to extend the poster size for any event.

Act II. Student Association Marquee

1. The director of public relations or designee shall be responsible for maintaining the marquee, as follows:
 - a. Overseeing the storage and maintenance of the material used for the marquee, including the use of padlocks.
 - b. Select information to be posted on marquee using the following priority list:
 - i. Student association sponsored events.
 - ii. Student association student government news and requests.
 - iii. American River College administrative information.
 - iv. American River college areas and departments, (i.e., music, theater, sports, etc.).
 - v. I.C.C. sponsored events.
2. Anyone wishing to use the marquee must file a marquee request form with the activities office. Request forms shall be turned in three (3) weeks prior to the scheduled event, and shall contain the following:
 - a. Name of group.
 - b. Representative of group or contact person.
 - c. Phone number.
 - d. Event and message.
 - e. Date of event.
 - f. Admission charge of event.
 - g. Date request was made (for reservation purposes).
3. The student association marquee will in no way be used as a political sign.

Act III. Complimentary Tickets

1. The director of activities may distribute a maximum of ten (10) complimentary tickets for each student association sponsored event. These tickets can be given to media personnel or other personnel as deemed necessary by the director of activities.
2. Complimentary tickets shall not exceed ten (10) in number, unless additional tickets are approved by a majority vote of the student council, acting on a recommendation of the director of activities.

Act IV. Enforcement

1. Any club, organization, or individual violating these publicity statutes shall be brought before the board of justice.
2. No unauthorized person shall remove or deface any unapproved poster.

3. Any poster in violation of these statutes shall be removed immediately by the director of public relations or the activities office.

Act V. Suggestion Boxes

1. Suggestion box forms shall be changed at least once a month and may be changed as deemed necessary by the representative caucus committee regarding issues pertaining to ARC students.
2. Suggestion boxes shall be emptied weekly by the representative caucus chair or designee.
3. The caucus chair shall designate a representative(s) to write a response to the assigned submitted suggestion. The response shall then be submitted to the representative caucus committee for approval by a majority vote within five school days. Thereafter, the suggestion and respective response will be reported to council by the representative caucus chair on a weekly basis.
4. The author(s) of the response shall post responses along with the respective suggestions in the S.A. bulletin board in the cafeteria.
5. A copy of each response(s) accompanied by the respective suggestions shall be filed by the representative caucus chair in the arcade office.

**STATUTE IV
STUDENT ASSOCIATION ELECTIONS STATUTE**

Act I. Application

The rules and procedures specified in these guidelines shall apply to all elections conducted by the American River College Student Association and are intended to supplement provisions of the constitution. Actions by the elections committee require approval by a majority vote of the student council.

Act II. Commissioner of Elections

1. The vice president shall serve as the commissioner of elections, unless a candidate; whereas, the president shall appoint.
2. The commissioner of elections, serving as chairperson, shall form an ad hoc committee.
3. Tabulation of votes shall be conducted by the election commissioner and the student association advisor.
4. Commissioner of elections shall certify the official election results within two (2) school days after the election.
5. After certification the commissioner of elections shall post the official results in various public places around the campus for a period of at least five (5) school days.

Act III. Election Committee

1. The Election Committee Duties:

- a. Shall sponsor a candidates workshop no later than one (1) week before a general or special election to inform candidates of election guidelines and the candidate/election process.
- b. The commissioner of elections shall have the responsibility of overseeing the completion of the workshop.
- c. The number and location of polling stations shall be determined by the elections committee. The committee shall report the number and places of the polling stations to the student council at least one (1) week prior to an election. However, should inclement weather cause one or more polling stations to be inaccessible, the election committee may relocate those polling stations.
- d. A list of poll workers shall be posted no later than three (3) school days prior to the election.
- e. Ballot boxes shall be collected by the commissioner of elections or designee.
- f. Polling places must be attended by at least two (2) poll workers at all times.
- g. If ballots are to be stored overnight, they must be placed in a locked container to which only the student association advisor has the key.
- h. The procedures for printing and posting campaign platforms shall be determined by the elections committee and shall be announced to all candidates for office.
- i. The elections committee shall sponsor at least one public candidates forum per election at which the candidates may state their platforms.

Act IV. Candidate Eligibility

See Article VII of the constitution.

Act V. Verification of Eligibility

Upon filing a nomination petition by a candidate, the student association advisor shall inspect candidates records for verification of eligibility.

Act VI. Nominations

All candidates for office shall be nominated by a petition containing signatures of fifty (50) American River College students. Petitions are available during petition week and must be filed in the activities office by 4:00 p.m., Friday of petition week (or by the deadline set by the commissioner of elections).

Act VII. Election Campaigning and Publicity

1. All candidates shall comply with the following:
 - a. Registered candidates will be responsible for their campaign. In addition, candidates will be responsible for the actions of their election committee personnel.

- b. At the discretion of the election committee, a limit may be set as to the number of committee personnel. A list may be requested to be filed with the election committee.
 - c. Any person actively involved in a candidate's campaign shall be considered committee personnel.
 - d. If any candidate does not comply with the publicity regulations, the vice president/commissioner of elections shall submit a recommendation to the board of justice for that candidate's disqualifications from the election.
 - e. Upon receipt of a recommendation of disqualification, the board of justice may disqualify any candidate who is not in compliance with these statutes.
2. The American River College policy on posting of materials shall be followed unless otherwise stated.
 - a. For each candidate there shall be a maximum of eight (8) posters.
 3. The assessed monies that may be expended, for all elective office campaigns, may not exceed fifty (50) dollars by each candidate or campaign personnel. This includes the assessed value of all material donations, in which a receipt is not provided. The assessed value of campaign materials will be determined by the commissioner of elections and the election committee. Only the commissioner of elections can request receipts from any candidate.
 4. No election publicity or campaigning of any kind, will be allowed within fifty (50) feet of the polls during election hours.

Act VIII. Voter Eligibility

All students registered at American River College shall have the privilege of voting in all student association elections. Any student wishing to vote must present a photo ID at the polls before receiving a ballot.

Act IX. Time, Date, and General Manner of Elections

1. The time, date, and general manner of holding elections shall be determined by the vice president/commissioner of elections subject to the approval of student council.
2. The commissioner of elections follows these guidelines in establishing the dates:
 - a. The fall general election for spring semester officers should take place on the third Tuesday in November.
 - b. The spring general election for fall semester officers should take place on the third Tuesday in April, and should be coordinated with the annual election of the student trustee to the governing board of the Los Rios Community College District.
 - c. The fall special election should take place on the second Tuesday of September.
 - d. The spring special election should take place on the first Tuesday of February.

Act X. Special Elections

1. Any offices vacant after the general election should be filled by a special election.
However, student council may, by a two-thirds (2/3) vote, move to override a special election, if both of the two (2) following conditions are met:
 - a. The offices of president and vice president have been filled by the general election.
 - b. There are seven (7) or fewer positions vacant (not including president and vice president).
2. If either of the above conditions are not met, the vote to override the special election by student council shall be considered void, and a special election will be conducted.
3. If student council overrides the special election, then the following guidelines shall be used to select the most qualified persons:
 - a. Information concerning the vacant positions shall be publicized for a period of not less than one (1) week after the office is declared vacant.
 - b. All aspirants for office shall complete a "Student Association Appointment Position Application" and turn it in to the Student Activities Office by the deadline set by student council.
 - c. Applicants must meet all qualifications set in the S.A. constitution and bylaws for elective-appointive office. The student association advisor will determine the eligibility of each aspirant.
 - d. A special committee formed by the Vice President, consisting of two representatives and one other officer, shall oversee the recommendations to council for the remaining vacancies.

Act XI. Violations of Election Guidelines

1. The election commission shall investigate all written complaints of campaign violations brought to their attention no later than five (5) school days after the election.
2. After investigation of a complaint, the elections committee shall decide the validity of the complaint and the commissioner shall forward a copy to the board of justice for final determination.

Act XII. Voting and Ballots

1. Elections shall be by secret ballot.
2. The name of the candidate which appears on the ballot shall be the same as that which appeared on the candidate's petition of candidacy.
3. In the presence of the student association advisor, the commissioner of elections shall randomly draw election packets from the ballot box. The order in which the names are drawn shall be the order in which they appear on the ballot.
4. A space shall be provided on each ballot to vote "No" for any office for which there is only one (1) candidate, or for the office of representative when there are less than ten (10) candidates.
5. No voter shall cast or attempt to cast more than one ballot in any S.A. election.

6. No write-in votes shall be counted, acknowledged, or accepted in the student association election.

Act XIII. Tabulation of Votes

1. Tabulation of votes shall be conducted by the election commissioner in accordance with and pursuant to procedures approved by the S.A. council within the bylaws.
2. In computing the number of votes necessary for election to a particular office, a majority shall be defined as one more than half of the total votes cast for all candidates for that particular office.
3. Ballots which are unmarked or disqualified as to a particular office shall not be counted in determining the results for that office.

Act XIV. Election by Plurality Vote, Tie Vote, Majority Vote

1. Candidates shall be elected by a majority vote.
2. A plurality vote shall be sufficient to elect a candidate to office.
3. In the case of a tie vote, the winner shall be determined by a run-off election. If a run-off election is unsuccessful, the president shall appoint one of the candidates running in the election with council confirmation.

Act XV. Swearing in of Officers

Newly elected officers shall be sworn in to office by the student association president, in the first meeting after election or appointment before assuming any and all duties and responsibilities of office.

Student Council Oath: *I (state your name) do hereby solemnly swear to uphold the Constitution and Bylaws of the ARC Student Association and to perform all of my stated duties herein.*

Act XVI. Vacancies in Office

1. A vacancy shall exist if an elective or appointive office is under any of the following: removal from office, resignation, disqualification, withdrawal from the college, succession to higher office, or no aspirant to office.
2. A special election shall be called each semester to fill any vacancies in office, not filled by the general election, or the appointment procedure.

**STATUTE V
STUDENT ASSOCIATION FINANCE STATUTE**

No amount of money (excluding line item accounts) shall be dispersed from the student association treasury without the approval and vote of the student council.

Act I. Purpose

The purpose of this statute is to insure the most effective, fair, and equitable distribution and management in a controlled manner of all monies collected and disbursed by the student association

Act II: Budget

1. Formulation of Budget:

- a. The budget for the student association shall be formulated into a summer/fall preliminary budget and a spring final budget based upon the fiscal year from July 1st through June 30th of the previous or current year.
- b. Each member of the executive council of each semester shall formulate budgets (income and expenditures) for the budget pertaining to their areas of responsibility by the second week of each semester.
 - i. The director of finance shall determine expected revenue and expenditures from formulated budgets gathered and included such information in the budget.
- c. The final budget for the current fiscal year shall be completed by February 14th.
- d. Preliminary budget for the next fiscal year shall be completed by April 15th.
- e. The budget shall indicate which accounts will be line-item, restrictive line-item and bill accounts.
 - i. Line-item account status allows money to be expended without following a bill procedure. Line-item accounts may be established by a two-thirds (2/3) vote of student council. Line-item accounts are approved with the passage of the budget. These accounts are generally for agreements, service, maintenance, or contracts.
 - A. These accounts include: photo supplies, typewriter maintenance, copy machine supplies, copy machine maintenance, arcade payroll, arcade employee benefits, athletic department card benefits, S.A. returned check fund, scholarships, inter-club council fund, drama and music department card benefits, bike locker maintenance, literary review.
 - ii. Restricted line-item accounts allow requests of \$250.00 or less to be expended without following a bill procedure. Restricted line-item accounts are approved with the passage of the budget. These expenditures will be spent only with two-thirds (2/3) of council's approval. Any amount over \$250.00 must follow the bill procedure.
 - A. These accounts include: S.A. noon hour events, S.A. events supplies, S.A. operational, publicity, bookstore supplies, BOJ operational, awards gratuities, computer supplies, dimensions of wellness.

- iii. Bill accounts are approved with the passage of the budget.
 - A. These accounts include: S.A. support community events, S.A. support college events, speakers, literary magazine, scholarships, instructional area donations, chemistry contest prizes.
 - f. The budget must indicate a reserve account under expenditures which must be five percent (5%) of the projected total revenue.
- 2. Passage of the Budget
 - a. Approval of the budget reflects the appropriations for each account that may be expended during that fiscal year.
 - b. The student association shall not give financial approval of the proposed budget until at least one (1) week after it has been received, and the recommendations of the finance committee through the director of finance also has been received.
 - c. The preliminary and final budgets shall be considered passed when it is approved by two-thirds (2/3) majority vote of the student association.
 - d. The preliminary budget shall be presented to the business office for recording by the fiscal year date July 1.
- 3. Amendments to the budget
 - a. The budget may be amended by a two-thirds (2/3) majority vote of the student association one week after changes have been received.
- 4. Unexpected Budget Balances
 - a. Unexpected budget balances at the end of the term revert to the general fund of the student association.

Act III. Price (S.A. Membership)

The price of student association membership shall be determined by the student council, in conjunction with the other LRCCD campuses.

Refunds on student association cards shall be made only to students who are withdrawing from American River College and who have not had their identification cards made or have not used their coupons.

Act V. Campus Financial Support

- 1. Anyone (departments, clubs, individuals, etc.) wishing financial support from the student association must file a financial assistance request form with the student activities office.
 - a. There shall be no monies awarded for the purpose of aiding clubs in attending or sponsoring off-campus conferences.
 - b. A financial assistance request form may be obtained from the student association office or the student activities office.
 - c. The request must be filed with the student activities office three (3) weeks prior to the date the money is needed to be considered by the student association.

- d. The student association president will assign a student council officer to produce a bill and present the request to the student association.
- e. Any club wishing financial support from the student association must be a member of the inter-club council.
 - i. In the case where the amount requested is less than \$150.00, the club must have proof that there was an attempt made to obtain the funds from the Inter-Club Council.
- f. No request will be considered by student council after the event has taken place.

Act VI. Responsibilities of the Director of Finance

- 1. The Director of Finance
 - a. Shall be responsible for the execution of this code and shall be bound by the directives of the student council.
 - b. Shall be chairperson and presiding officer of the finance committee.
 - i. Shall be responsible for calling the meetings of the finance committee.
 - ii. Shall, with approval of the finance committee, appoint a vice-chair of the finance committee.
 - c. Shall report to the student association regarding the finances of the student association during the last meeting of every month.
 - d. Shall make financial records and documents available upon written request.

Act VII. Treasury

The treasury of the student association shall be the American River College Business Office.

Act VII. Expenditures

- 1. All expenditures shall be disbursed through a payment requisition or a purchase order.
 - a. Prior to disbursement, a completed bill, documentation, or invoices of the expenditure must be attached to a completed requisition and turned in to the director of finance five (5) working days prior to the date funds are needed.
 - b. For all reimbursements, receipts must be produced and attached to the requisition. Failure to do so will result in no reimbursement.
 - i. All receipts must be submitted to the director of finance within one (1) week after the event in question has taken place.
 - c. The signature of the student association director of finance, the student association president, student association advisor, the dean of student services, and the vice president of administration must be secured to enable the release of said funds.
- 2. Expenditures for travel shall not exceed the standard rate established by the LRCCD.
- 3. All property and equipment purchased by or with student association funds shall remain the exclusive property of the student association unless donation, transfer,

sale, or rejection of such property is approved by a majority vote of the student council.

Act IX. Student Rep Fee

1. Under provision of California Education Code section 76060.5 and California Administrative Code sections 54801-54805, the students of American River College have established a student representation fee of one dollar (\$1.00) per semester.
2. The money collected from the student representative fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before officers of the state and federal government.
3. The chief fiscal officer of American River College shall have custody of the money collected. The Los Rios Community College district may retain a portion of the fees collected and deposited that is equal to the actual cost administering these fees up to, but not more than, seven percent (7%).
4. All expenditures of the Student Representation Fee shall be in accordance with the following guidelines:
 - a. Payment for expenses for student advocacy must be approved by the student council a minimum of one week (5 working days) prior to the activity/trip. Documentation supporting the legislative intent of the activity/trip must be submitted at this time.
 - b. All expenses and travel procedures, in and out of state, shall be in accordance with District Policy. If an advisor accompanies the student representative, the student representation fee may be used to cover their expense as well.
 - c. All expenditures shall be disbursed through a campus trust funds payment or purchase order requisition and follow the procedures as outlined as Statute V, Act VIII, Section 1 of this document.
 - d. All expenditures of the student representation fee shall follow a bill procedure as prescribed in Statute VI, Act II of this document.
 - e. A student representation fee use report must be completed within ten working days upon returning from the activity/trip. The report must be filed with the student activities office within this time frame.
 - f. If an individual utilizes student representation funds and fails to submit a student representation fee use report, the individual is responsible for full reimbursement to the student association for all expenses and future access of the funds will be prohibited.
5. Appropriate use of student representation fees:
 - a. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations.
 - b. Organizational dues and/or special donations to CalSACC or any other non-partisan student organization.

- c. Purchase of equipment used for lobbying and/or advocacy such as computers, printers, modems, faxes and software.
- d. Subscriptions to newsletters and/or magazines such as the Chronicle of Higher Education or the California Journal.
- e. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
- f. Travel expenses for lobbying and/or advocacy for students.
- g. The cost of attending conferences that are for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
- h. Hosting conferences on legislative issues for either the general student body, the state organization, or one of the recognized caucuses within the state organization.

STATUTE VI STUDENT COUNCIL PROCEDURES

All measures brought before the student council must comply with specific processes of presentation and follow-through before going into effect.

Act I. Labeling of Measures

Matters for consideration on the student council agenda (Bills, Resolutions, and Consent Actions) shall be assigned a number by the president, continuing in numeric sequence starting July 1st and ending on June 30th of each year.

Act II. Types of Student Council Measures

There are three (3) types of student council measures: bills, resolutions, and consent actions. All measures must be brought to the floor by a voting member.

1. **BILLS.** Bills deal with matters relating to the general welfare of the student body, not in conflict with the student association constitution, bylaws, or any district or school policy. The term “general welfare” relates to funding, activities, budget items, etc. Approval of a bill must be by a two-thirds (2/3) vote.
 - a. A bill, under normal procedure, must be read to student council three (3) times (one reading per meeting). This procedure may be waived by declaring the bill action item.
 - i. First reading is for information and clarification and designation of bill to appropriate committee(s).
 - ii. Second reading is for further information and debate.
 - iii. Third reading is for final debate and vote.
 - b. **Action item.** In case of an emergency (as deemed necessary by student council), student council may decide to take final action on any item not having three (3) readings, by a three-fourths (3/4) vote.

- c. **Committee Approval.** A bill under normal procedure must have the vote of approval from the proper committees (finance and at least one of the following: governance, activities, public relations and legislative affairs) unless the bill is an action item. In case of an amendment to the bill resulting in a significant monetary amount or change of intent, the student council will refer the bill back to the committee for approval.
 - d. **Property.** The bill is considered the “property” of its author until the bill’s third reading. The author may amend, or make any changes he/she feels appropriate up until the bill is read for the third time. On the third reading the bill becomes the “property” of student council.
 - e. **Signature of Bills.** Upon passage, the author shall present the final bill to the president for signature.
 - f. **Implementation.** The author is responsible for all action necessary to complete implementation.
2. **RESOLUTIONS.** Resolutions deal with the formal, official opinion or will of the student association. Student council approval of a resolution must be by a two-thirds (2/3) vote.
- a. A resolution will have two (2) readings (one per meeting) 1 before a vote is taken.
 - b. Upon passage of a resolution, the author is responsible for all action necessary for implementation of the resolution.
 - c. Upon second reading, the resolution becomes the property of student council.
3. **CONSENT ACTIONS.** Consent actions are neither a bill nor a resolution which require council approval and can be decided in a single vote.
- a. A council proposal must be complete and filed, by an officer, with the student activities office one (1) week prior to being presented for council approval.
 - i. The author of the proposal is responsible for all action necessary for implementation.
 - b. Consent calendar items must be completed and filed, by an officer, with the student activities office one (1) week prior to being presented for council approval.
 - i. The author of the Consent Calendar Item is responsible for all action necessary for implementation.

Act III. Standing Rules

Student council shall have the power to adopt, by a two-thirds (2/3) vote, standing rules of procedures. If adopted, these rules may be amended or suspended by two-thirds (2/3) vote. No student council standing rule shall be effective for longer than one (1) semester unless it is passed into statutory form.

Act IV. Override of President

Student council may override or bypass the decision of the president, by a two-thirds (2/3) vote.

Act V. Parliamentary Session

The student association president shall call a parliamentary procedure session for all student council members at the beginning of each semester, and at any time deemed necessary.

Act VI. Committee Reports

The chairperson of each standing and special committee shall make available to all student council members a written report of all committee recommendations, upon request.

Act VII. End of Office Report

Each member elected or appointed holding office within the student association, shall prepare an end of term report, citing the year's proceedings, pending items and recommend actions. The end-of-office report shall become part of the official turnover file.

Act VIII. Photography and Tape Recording

No person will be denied access to student council for the purpose of photographing or tape recording the meetings of the student council, providing the following guidelines are observed:

1. All photographers will station themselves in an area that does not interfere with the normal operation of the student council meetings.
2. Any person may tape record any meeting of the student council. **However, it must be announced that said meeting is being taped.**

Act IX. Committee Items

1. All proposals shall be referred to the appropriate committees for review. The committee shall submit a written report of their findings as a recommendation to student council within one (1) week.
2. If student council wishes to bypass the committee's, such action requires a two-thirds (2/3) vote.
3. If student council wishes to override the committee's recommendation, such an action shall require a three-fourths (3/4) vote.

**STATUTE VII
STUDENT ASSOCIATION STANDING COMMITTEES**

The standing committees of the student association shall be: governance, finance, legislative affairs, activities, public relations, executive, representative caucus, and any additional committee deemed necessary by the student council.

Act I. Committee Structure and Procedure

1. Standing committees, with the exception of the executive, representative caucus and special or ad hoc committees, shall consist of a chairperson as outlined in the constitution, article IV, section 1, a co-chair as deemed necessary by the committee and American River college students.
2. Only approved members shall be allowed to vote, except the chair, who shall vote only in the case of a tie.
3. Approved members shall be individuals who attend two (2) consecutive meetings and commit to attending regular and special committee meetings for the remainder of the respective semester.
4. At the first regularly scheduled meeting, all new members shall be allowed to vote.
5. All student association representatives on a committee must regularly attend meetings and complete at least one (1) project for the committee.
6. Any member having more than three (3) unexcused absences may be dropped from the committee.
7. All matters sent to a committee shall be reviewed and a written report of their findings shall be submitted to the council within one (1) week.
8. All proceedings and actions of the committee shall be recorded, filed with the secretary and turned over to the incoming officers.
9. Official, approved, minutes and report of findings shall be filed with the student association secretary.

Act II. Executive Committee

1. The chairperson, shall be the student association president.
2. Shall further consist of: vice president, director of finance, director of legislative affairs, director of activities, director of public relations, representative caucus chair, secretary and the ICC president.
3. All members shall have one (1) vote, except for the chairperson, who will vote only in case of a tie.
4. The duties of the executive committee shall be to make recommendations to the student council, and standing committee on any matter under their consideration.
5. No action can be taken by the executive committee with less than four members.

Act III. Representative Caucus

1. The caucus shall meet weekly, or as deemed necessary by the present chairperson.
2. The chairperson of the caucus shall be chosen by a majority vote of all caucus members. This position shall be revolving, with each person serving as chair for four (4) weeks.

Act IV. Special Committee

1. The student council may establish any special or ad hoc committee deemed necessary.

2. All special and ad hoc committees shall be formed under a resolution stating the reason of the committee, its composition, and the outcome requested from the committee.
3. The student association president shall appoint the chairperson(s).
4. Each committee shall establish its own guidelines, and rules not in conflict with the constitution or bylaws.
5. All special committees and ad hoc committees shall, upon completion of their assigned functions, cease to exist

STATUTE VIII ATTENDANCE AND PARTICIPATION

Act I. Student Council Attendance.

Each student council member must attend every meeting, unless he/she notifies the president and advisor and is excused as determined by the following criteria:

- a. Illness.
 - b. Death in the immediate family.
 - c. School-related function.
 - d. Emergencies (as determined by the student association advisor).
 - e. Legal matters.
2. If the criteria stated are not met, the absence will be recorded as unexcused. If a student council member accrues three (3) unexcused absences, he/she may be subject to removal from office. Three (3) unexcused tardies will constitute one (1) unexcused absence.

Act II. Higher Body Attendance

Each student council member shall attend at least one (1) meeting of a higher body (Los Rios Board of Trustees, California Community College Board of Governors, CalSACC, California Legislature).

Act III. Removal from Office

Any officer failing to meet the attendance and participation requirements as outlined in Act I of this statute may be subject to removal from office as follows:

1. Executive council must, through certified letter, make an attempt to contact the officer in question; whereby, the individual shall have five (5) school days to respond upon receipt of said letter.
2. If the member in question can provide proper documentation that excuses the absences, the matter shall be considered resolved.
3. If the officer in question fails to respond within the specified time, student council may recommend the removal of the officer from office.
4. The officer may be removed from office by 3/4 vote.

Act IV. Neglect and Dereliction of Duty

1. A written complaint against an officer for neglect and/or dereliction of duty must be filed with the president and the student association advisor one (1) week prior to being presented for council action.
2. The secretary must notify the accused officer by certified letter of the pending action within five (5) school days prior to the date action is to be taken.
3. Impeachment of the officer shall require a three fourths (3/4) vote.

**STATUTE IX
STUDENT ASSOCIATION BOARD OF JUSTICE**

The qualifications for membership on the board of justice shall be outlined in the S.A. Constitution, Article VII.

Act I. Secretary

1. The board of justice shall have a recorder, appointed by the chairperson, shall meet the membership requirements as set forth in the S.A. Constitution, Article IX.
2. Shall be responsible for maintaining accurate minutes of all board hearings, and shall file them with the student association advisor.
3. Tape recording of all hearings shall be made and all tapes filed with the student association advisor.

Act II. Referral Procedures

If a case is to be heard, a summons with a copy of the hearing procedures attached must be issued, one to the defendant, and one copy to the plaintiff, within ten (10) school days.

Act III. Appeal

Any decision of the board of justice may be appealed to the appropriate college officials.

Act IV. Appointment of Board

1. The board of justice shall be appointed in the spring semester after the general elections, to assume office on June 10th.
2. There will be an active board available at any time during the year.
3. Should the board fail to be appointed prior to the end of the spring semester, then the president may appoint the board at the earliest possible time thereafter.

Act V. Board Procedure

The board shall comply with the following rules of procedure for the hearing:

1. The chairperson shall call the meeting/hearing to order.
2. The board shall hear the charges, as stated by the plaintiff.
3. After the plaintiff, the defendant shall state his/her defense (i.e., Guilty or Not guilty, etc.)
4. Only one (1) person may represent the defendant. This shall not be interpreted to forbid the plaintiff or defendant from representing their respective sides. Either party may appeal to the chairperson for a change in counsel.
 - a. The chosen counsel must have knowledge of board procedure.
 - b. Any student may be used as counsel.
5. The board, after hearing both sides in the case, shall allow additional cross-examination time to both parties.
6. The plaintiff or his representative presents the case and evidence at this time.
7. The defendant or his/her representative presents case and evidence at this time.
8. The members of this board and the counsel representing each side shall have the opportunity to place questions after testimony on each side has been heard, providing they are recognized by the chair.
9. After the hearing, the board will recess and deliver the decision of the board within five (5) school days.
10. After the board reconvenes, the chairperson will announce the board's decision. A statement of the majority and minority opinion shall be delivered to the student association advisor, and each party involved within two (2) school days of the decision.
11. The chairperson of the board shall arrange a special hearing to announce the sentence, and this special hearing shall be called within two (2) school days of the announced decision of the board.
12. No member of the board of justice shall discuss or reprint any item pertaining to a case that is before the board. All communication shall be confidential and for the information of the board only.

Act VI. Motions

The chairperson of the board shall either sustain or overrule objections to the following:

1. Irrelevance of material.
2. Arguing with the witness.
3. Disrespect for the witness.
4. Unlawful procedure or procedures suggesting lack of knowledge or proceedings which lead to disorder in the hearing.
5. Hearsay evidence, and leading questions.

Act VII. Contempt of Hearing Procedures

1. A student shall be held in contempt for the following reasons:
 - a. Disorderly conduct during hearing.
 - b. Continual disobedience of board rulings.
 - c. Refusal to acknowledge prescribed decisions.

- d. Failure to heed summons issued by board.
- e. Smoking in board room during the hearing.
- f. Making unrecognized comments.

Act VIII. Punishment

The board shall have the power to issue the following punishment:

- 1. Expulsion of member from the student association.
- 2. Any other disciplinary action as deemed necessary by the board not in conflict with the Los Rios Community College District’s Student Rights and Responsibilities policies.

Act IX. Recess

All motions for recess shall be ruled out of order, except a recess made by the board.

Act X. Absenteeism

Any board member who has missed two (2) or more hearings without an excuse from the chairperson, shall be dismissed from the board. However, all dismissals shall be reviewed by the advisor and/or student council.

Act XI. Recommendations to Amend, Modify or Change Judicial Statute

The board may, by majority vote, make recommendations as to amending, modifying, or changing any of the foregoing provisions of Statute IX, Act V through Act X. Any recommendations made will be submitted to student council for approval and will not take effect until the next case.

**STATUTE X
STUDENT ASSOCIATION AWARDS**

Act I. Distinguished Service Award

- 1. Any faculty member or student may nominate a student for the Distinguished Service Award (D.S.A.)
- 2. The D.S.A. shall be awarded to students having at least a “C” average (2.0 GPA) who have shown outstanding achievement in one or more of the following areas:
 - a. Service to the college.
 - b. Service to the student association.
 - c. Service to the clubs and/or organizations on campus.
 - d. Service to the community which reflects favorably on the college.
- 3. There shall be a maximum of three (3) Distinguished Service Awards given each semester. There shall be no more than five (5) Honorable Mention D.S.A.,

awards given out each semester. The selection committee will determine the number of awards.

- a. The D.S.A. award will include the following:
 - i. Plaque
 - ii. Lifetime student association card
 - b. Honorable Mention D.S.A. shall receive the following:
 - i. Certificate with honorable listed
4. All awards shall be given in May of each school year.
 5. The selection committee shall be composed of the following: student association advisor, five (5) representatives of the student council selected by random draw, one (1) faculty member selected by the representatives and one (1) member of the current staff. No nominated representative may serve on the selection committee.

Act II. Instructor of the Year Award

1. Nomination - Any American River College student may nominate one (1) ARC instructor for this award. All forms can be obtained from the activities office.
2. One (1) instructor shall be selected by the committee appointed to screen applications. The instructor shall be primarily selected based on the information provided on the nomination form; additional information by discussion may be included.
3. The student, in nominating the instructor shall comment on three (3) or more of the following areas:
 - a. Exceptional and/or innovative lectures
 - b. Fair grading policies
 - c. Use of students' time to their greatest advantage
 - d. Concern for the students' individual needs
 - e. Concern for the educational and personal development of students
 - f. Students may make additional comments
4. Award - The award is a plaque and a lifetime student association card.
5. The selection committee shall consist of the student association advisor, five (5) representatives chosen by draw, one (1) administrator chosen by the student council and one (1) member of the Current staff. The members may choose a chair. No member of the selection committee may nominate an instructor for this award.
6. Selection Committee Procedures
 - a. The S.A. resident shall chair selection committee.
 - b. Each member shall have one (1) vote
 - c. Each committee member shall read all nominations, and rank them in order of preference.
 - d. The committee shall then meet as a group. At this time the top three (3) choices shall be determined by ranking all candidates per members' choices. The three (3) ranked highest shall be the candidates. During this time

no discussion will be allowed between committee members on any of the candidates.

- e. From the top three (3) the committee will determine who will receive the award.

Act III. Awards Night

1. At Awards Night each year, one award shall be given by the student association to students who have shown the greatest achievement, improvement or advancement in a particular field of study.
2. The particular fields of study are listed as follows:
Art, Behavioral/Social Science, English, Humanities, Instrumental, Journalism, Math/Engineering, Orchestra, P.E./Recreation, Science, Technical/Vocational, Theatre, and Vocal.
3. A memo will be sent to each department dean or person in charge of the above mentioned departments, in a least a month of advance, to advertise the fact that the S.A., will be giving out these awards.
4. The department head will be responsible for selecting a candidate who shall receive the award.

**STATUTE XI
STUDENT CONDUCT**

Students' Rights and Responsibilities are printed in the Student Handbook and ARC catalogue as approved by the Los Rios Community College District Board of Trustees. These booklets are available at the activities office.

**STATUTE XII
INTER-CLUB COUNCIL**

Act I. Inter-Club Council

Membership. The membership of the ICC shall be composed of appointed representatives of the recognized clubs of American River College.

Act II. Purpose

The purpose of the ICC is to coordinate, serve, unify, and represent the student organizations on campus

**STATUE XIII
BROWN ACT**

Act I. Requirements

1. Under California law all agendas for S.A., I.C.C., their committees and ad-hoc committees must be posted 72 hours before the meeting.
2. Any business item that is added to the agenda after the time period expired must get 2/3 approval in council.
3. The S.A., I.C.C. and their committees and ad-hoc committees must provide minutes no later than five (5) school days after the previous meetings.

Amendments Approved and Adopted:	January 6, 1984
Amendments Approved and Adopted:	June 2, 1987
Amendments Approved and Adopted:	May 31, 1988
Amendments Approved and Adopted:	December 7, 1989
Amendments Approved and Adopted:	November 19, 1991
Amendments Approved and Adopted:	May 12, 1992
Amendments Approved and Adopted:	May 12, 1994
Amendments Approved and Adopted:	August 24, 1995
Amendments Approved and Adopted:	May 30, 1996
Amendments Approved and Adopted:	April 24, 1997
Amendments Approved and Adopted:	March 23, 2004