

## **AP 5410 Associated Students of Gavilan College (ASGC) Body (ASB) Elections**

### **Reference:**

***Education Code Section 76061***

The Associate Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students of Gavilan College (ASGC) Body (ASB) shall meet the requirements in BP 5410.

The ASGC Associated Student Body shall conduct annual elections to elect officers.

Any student elected as an officer in the ASGC Associated Student Body shall meet the requirements established by the Board approved ASGC ASB Constitution and By-laws.

### **Elections and Appointments**

Section 1: Elections shall be held in accordance with specific provision of the by-laws or this constitution.

Section 2: Appointments shall be filled in accordance with the specific provisions of the by-laws.

*Approved by the general student body election, April 1995*

#### **• Elections**

1. An election committee shall be chaired by the ASGC ASB Vice President of Coordinated Services or his/her designee with senate approval.
2. Elections shall be held during the last two (2) academic weeks of April, except special elections.
3. Elections shall be made available to both day and evening students.
4. Petitions for office, excluding the student trustee, must be signed by one hundred fifty (150) currently registered students and candidate's qualifications (five [5] units minimum and 2.0 GPA) must be certified by the registrar's office.
5. The candidates for student trustee must obtain ten (10) percent of the total fall enrollment of the most recent fall semester in accordance with the California Education Code which does not allow write in candidates for this position.
6. All petitions for office must be received at least ten (10) business days prior to first day of balloting.
7. Members of the election committee, the senate, employees of the Gavilan College District and members of the Board of Trustees shall refrain from endorsing any candidate or campaigning in student elections.
8. No campaigning, posters, advertising, or speeches will be allowed within one hundred (100) feet of the polling place during elections or in the ASGC ASB office at anytime.

9. An election forum or other means of announcing candidates and their views may be held at least five (5) election days prior to the election to allow each candidate to express his/her views and opinions to the college community.
10. All student voters will identify themselves to a representative of the election committee in order to vote.
11. Voting location is to be determined by the election committee.
12. The ballots shall not be removed from the ballot box until the elections are completed.
13. No candidate may serve as an election official or be present when ballots are counted.
14. All defaced ballots will be voided.
15. Each candidate may designate an aide to monitor the ballot counting. This aide may not be a member of the election committee or help operate the elections.
16. Candidates must receive a majority of the votes cast in order to win. If no candidate receives a majority, the two students receiving the highest number of votes shall run in a run-off election.
17. An election may be protested by any student if a violation of the election procedures occurs. Protests are to be submitted to the senate within five (5) in-session school days of the alleged violation. The senate will determine the outcome.
18. Write-in candidates will only be considered official candidates for a run off election if they receive at least 25% of the total votes cast in the election.
19. All candidates who have followed established procedure for elections per these by-laws may place a fact sheet and photo at voting location.

Article 6, Elections, By-laws of the Associated Student Body of Gavilan College,  
Revised and Approved May 1997

## **BP 5410 Associated Students of Gavilan College (ASGC) Body (ASB) Elections**

Reference:

***Education Code Section 76061***

The Associated Students of Gavilan College ~~Body~~ shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President of the District College.

Any student elected, as an officer in the ASGC Associated Student Body shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see Board Policy 4220 and related administrative procedures).
- A Gavilan College student elected by the ASGC Associated Student Body of Gavilan College shall serve as a member of the Gavilan College Board of Trustees in accordance with the laws of the State of California, the policies of the Gavilan Joint Community College District, and the Constitution By-laws of the ASGC Associated Student Body of Gavilan College. (Educational Code §72023.5).
- The Student Trustee shall serve for one (1) full year commencing the first day of June. (Educational Code §72023.5).

**See Administrative Procedures #5410**

## **AP 5420 Associated Students of Gavilan College (ASGC) Body (ASB) Finance**

### **Reference:**

#### ***Education Code Sections 76063-76065***

- Associated Students of Gavilan College (ASGC) Funds are maintained in accordance with the following procedures:
- ASGC Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of ASGC ASB funds are submitted to the Associate Vice President of Business Services or designee and the ASGC ASB Adviser.
- Audit information, except that containing personnel or other confidential information, shall be released to the ASGC Associated Student Body and ASGC Adviser by the Associate Vice President of Business Services or designee.
- ASGC Associated Student Body funds shall be deposited with and disbursed by the District's Associate Vice President of Business Services or designee.
- The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:
  - Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
  - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
  - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
  - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadiums and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Student Body subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- The Superintendent/President of the College or designee;
- The officer or employee of the District who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

## **BP 5420 Associated Students of Gavilan College (ASGC) Body (ASB) Finance**

### **Reference:**

***Education Code Sections 76063–76065***

Associated Students of Gavilan College (ASGC) funds shall be deposited with and disbursed by the Superintendent/President of the District College or designee.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the ASGC Associated Student Body and the District's College's Fiscal Services Office subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Vice President of Student Services or designee;
- The employee who is the designated adviser of the particular student body organization;  
and
- A representative of the student body organization

The funds of the ASGC Associated Students shall be subject to an annual audit.

## **AP 5400 Associated Students of Gavilan College (ASGC) Body (ASB) Organization**

### **Reference:**

#### ***Education Code Section 76060***

- Gavilan College shall have one Associated Students of Gavilan College ~~Body~~ (ASGC) ~~Organization~~ (ASB).
- Both day and evening student representatives shall be encouraged.
- A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.
- A simple majority of the ASGC ~~ASB~~ Senate approved voting members of the Associated Student Body shall constitute a quorum.
- ASGC ASB shall have a constitution and/or bylaws. All provisions of the ASGC ASB constitution and/or bylaws are subject to the approval of the Gavilan College Board of Trustees.
- All meetings held under the auspices of the ASGC ASB will be open and public and will follow the guidelines of the California Brown Act.

## **BP 5400 Associated Students of Gavilan College (ASGC) Body (ASB) Organization**

### **Reference:**

***Education Code Section 76060***

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Students of Gavilan College (ASGC) Body (ASB) of the District.

The ASGC ASB organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Superintendent/President of the District College. The ASGC Associated Students activities shall not conflict with the authority or responsibility of the Board, its officers or employees.

The ASGC ASB shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President of the College.

The ASGC ASB shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President of the College. Such use shall not be construed as transferring ownership or control of the premises.

**See Administrative Procedures #5400**