IMPERIAL VALLEY COLLEGE

Handbook for Faculty Advisors and Student Leaders 2012 - 2013

IVC Empowered

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CONSTITUTION OF THE ASSOCIATED STUDENTS GOVERNMENT OF IMPERIAL VALLEY COLLEGE

(Adopted April 11, 1967)
Modified April 2, 2007 & April 30, 2012

PREAMBLE

We, the Associated Students Government of Imperial Valley College, in order to promote the recreational and social needs of students, to develop skills in self-government, and to contribute to the general welfare of Imperial Valley College, do hereby establish this constitution; pledging ourselves to exercise the privileges of self-government with caution and discretion.

ULTIMATE AUTHORITY

All powers of governance exercised under this Constitution shall require the consent of the governing board of the Imperial Community College District or its agents-by law or agents-in-fact. Any act of the Association, or the officers thereof, which conflicts with any regulation established by the governing board or its agents, shall be null and void.

ARTICLE I
(Membership in the Association defined)

All students of Imperial Valley College enrolled for at least six units of course work who hold valid membership stickers shall be regular members of the Association and all students of Imperial Valley College enrolled for fewer than six units of course work who hold valid membership stickers shall be associate members of the Association.

All members of the Association shall have the right to vote under this Constitution; to participate in the collegiate and community activities of the Association; and to enjoy any other benefits of the Association established pursuant to this Constitution.

ARTICLE II
(Minimum qualifications for President and Senate Members under the Constitution)

No student shall hold the office of President or Senate member under this Constitution who is not a regular member of the Association, who has failed to maintain at least a 2.0 (C) grade point average over all course work attempted and during the last semester of attendance, at Imperial Valley College and other institutions of higher learning (or, such as the case may be, who fail to maintain an average grade of "C" in the senior year of high school).

No student shall hold such an office or continue to serve in any office who is under any form of probation, or who failed to meet any qualifications specified elsewhere herein or any rules enacted pursuant to this Constitution.

ARTICLE III
(Organization and powers of the Senate)

All legislative powers granted under this Constitution shall be vested in a Senate of the Associated Students Government of Imperial Valley College. The senate shall be composed of thirteen members of the Association elected at large in the manner set forth below for a period of one calendar year.

Except as otherwise provided for herein, eight members of the Senate shall have completed one semester of course work at Imperial Valley College at the time of their election, and shall be deemed Senior Senators. Five members of the Senate shall have completed fewer than six units of course work at Imperial Valley College at the time of the their election and shall be deemed Junior Senators.

When vacancies occur in the Senate they shall be filled by a majority vote of the Senate. No limitations of course work shall be imposed upon any student selected to fill a vacancy; but the term of any member selected to fill a vacancy shall end at the conclusion of the spring semester of the academic year in which the member has been appointed.

A majority of the Senate members shall constitute a quorum to do business. The Senate shall provide for its own rules, and may require the attendance of its members. Each Senate member shall have one vote, and each may hold an appointive office under this Constitution.

The Senate shall meet at least once in each five-day class week throughout the academic year except during final examinations and vacations. It shall also meet pursuant to a call by the President of the Association or by an official of Imperial Valley College, or on the petition of one-third of the entire Senate.

The Senate shall elect from its own membership a president pro-tempore who shall be ex-officio Vice-President of the Associated Students Government of Imperial Valley College. The president pro-tempore shall exercise the office of President in the absence of the latter, and shall succeed to the office of President on the disqualification or resignation of the President.

The Senate may establish any forms of membership in the Association not otherwise provided for herein as it deems fit; establish rules governing the price and use of membership stickers in the Association; establish rules governing the election of all officers under this Constitution; establish rules governing the recognition and regulations of any campus organization of students; authorize an annual budget and establish rules governing the expenditure of funds of the Association; establish and those of recognized campus organizations; enact any rules and regulations which shall be necessary to carry out the provisions of this Constitution; and enact any rules necessary and proper to promote the general welfare of the Association.

The Senate may provide for, as it deems fit, the selection of class officers, cheerleaders, song leaders, editors of campus publications, or any other officers of the Association; provide for a council representing all campus student organizations; and establish the qualifications and duties for any office created pursuant to this Constitution.

The Senate may impeach and remove from office any elected or appointed officer under this Constitution by a four-fifths vote of all Senate members.

ARTICLE IV
(Organization and powers of the student President)

All executive powers granted under this Constitution shall be vested in a President of the Associated Students Government of Imperial Valley College who shall be elected for a period of one calendar year. The term of the President shall begin on the last regularly scheduled meeting of the spring semester and end on the last regularly scheduled meeting of the following spring semester.

No student shall hold the office of President who has not completed at least six (6) units of course work at Imperial Valley College at the time of the presidential election, and who has not been in residence at Imperial Valley College for two semesters as a regular member of the Association (including the semester in which the presidential election is held).

The President shall be the official representative of the Association and shall be an ex-officio member of all committees or other organs of the Association. The President shall receive compensation to be determined by the Senate, but the amount shall be neither diminished nor increased for any incumbent President.

The President shall have no vote in the Senate except to break a tie; and shall veto no rule, resolution or other action of the Senate.

The members of the Association reserve the right to recall any elected officer under this Constitution on the petition of twenty-five percent of all regular members. The Senate shall prescribe rules governing the recall of elected officers, but no officer shall be recalled from office unless sixty percent of those voting approve.

ARTICLE V
(Initiative, referendum, and recall)

The members of the Association reserve the right to initiate rules and regulations pursuant to this Constitution on the petition of twenty-five percent of all regular members. The Senate shall prescribe rules governing initiatives, but no initiative shall be enacted unless approved by two-thirds of those voting. No initiative under this Constitution shall be amended or rescinded except by initiative.

The members of the Association reserve the right to hold a referendum on any rule or regulation enacted by the Senate (except those concerned with the fiscal affairs of the Association) provided that twenty-five percent of all regular members of the Association petition for referendum within twenty-one class days after enactment. The Senate shall prescribe rules governing referenda, but no act of the Senate shall be rescinded unless a referendum is approved by a simple majority of those voting.

The members of the Association reserve the right to recall any elected officer under this Constitution on the petition of twenty-five percent of all regular members. The Assembly shall prescribe rules governing the recall of elected officers, but no officer shall be recalled from office unless sixty percent of those voting approve.

ARTICLE VI
(Amendments to Constitution)

This Constitution may be amended by a two-thirds vote of all members of the Senate and two-thirds of the members of the Association voting on the amendments. The Constitution may also be amended by initiative.

ARTICLE VII
(Enabling provisions)

This Constitution shall take effect when approved by a majority of the ballot votes cast by voters who were qualified to vote under the previous constitution. All rules and regulations enacted under the previous constitution not in conflict with this constitution shall remain in force until altered by the Senate. The executive board organized under the previous constitution shall be authorized to establish rules by which the first President of the first Senate shall be elected; and enact any other rules necessary to implement this Constitution.

BOARD OF TRUSTEES RESOLUTION NO. 3401

Adopted 9-13-72

WHEREAS The constitution of the Associated Students Government provides that only paid members of this organization shall have the right to vote, and

WHEREAS the Associated Students Government are not currently charging membership fees,

THEREFORE BE IT RESOLVED that this board assume the authority with the approval of the Associated Students Government Senate to franchise all regularly enrolled part-time and full-time students to vote on issues coming before the student body.

RULES GOVERNING THE ASSOCIATED STUDENTS GOVERNMENT SENATE PURSUANT TO THE CONSTITUTION

Amended by Board of Trustees action, 8/4/71, 8/15/73, 9/10/75, 8/9/78, 8/8/79, 9/10/80, 11/14/84, 12/11/85, 10/14/87, 10/9/91, 11/12/97, 03/31/03, 6/1/11, 4/30/12

Policy directed by Associated Students Government Senate.

BE IT RESOLVED that the following offices and commissions be established by the Senate in the manner set forth:

TITLE I - GENERAL PROVISIONS

(1) Except as otherwise provided for herein, no student shall hold an office under this resolution who: 1) is not enrolled in at least six units of course work; 2) is not in good standing; or 3) has completed (70 degree applicable units).

a) For the purpose of definition, "Good Standing" shall be interpreted to mean that the student has attained at least a 2.0 grade point average for all course work attempted and during the last semester of attendance.

(2) Except as otherwise provided for herein, nothing in this resolution shall prohibit a Senate Member from holding any office authorized herein.

(3) Notices of vacancy for every office authorized under this resolution shall be posted ten (10) days before the President of the Association nominates students to fill such vacancies. The Association shall provide a form on which students may petition for appointment to offices under this resolution. Except as otherwise provided for herein, all members of the Association shall be eligible for appointment.

(4) No students shall take office under this resolution until the appointment has been confirmed by the Senate. Except as otherwise provided for herein, all appointees under this resolution shall serve at the pleasure of the President.

(5) Every student appointed to an office under this resolution shall receive a "Certificate of Appointment" signed by the President of the Association.

(6) The office of the President shall be vacated automatically on the last scheduled Senate meeting of the Spring Semester of each year; all other offices authorized herein shall be vacated automatically on the last scheduled Senate meeting of the Spring Semester of each year.

(7) The Senate may authorize a salary to any officer appointed under this resolution.

(8) If a Senate Member misses five regularly scheduled Senate meetings during a semester, the Associated Students Government President may request the individual's resignation.

(9) Any student who meets the unit requirements to hold an elected or appointed office at the time the student is elected or appointed shall be allowed to complete that term of office even though the student's total units may exceed the limit.

(10) No student may serve as Associated Students Government President for more than one term, unless the student assumed the position of President in the absence or disqualification of the President.

(11) No student may hold the office of Senate Member during more than two Senates.
(a) A student who has held the office of President may not serve on the Senate, unless the assumed the position in the absence or disqualification of the President.

TITLE II - OFFICERS OF THE ASSOCIATION

(1) There may be the following officers of the Association, viz: A Treasurer, a Secretary, Parliamentarian and an Election Officer.

(2) The Treasurer of the Association should draft and submit an annual budget of the Association, make reports to the Senate and the Association generally on the fiscal affairs of the Association and serve as Fiscal Control Officer.

(3) The Secretary of the Association shall keep the records and conduct the correspondence of the Association and the Senate.

(4) The Parliamentarian of the Association shall maintain the rules of the Senate, provide parliamentary information to the presiding officer of the Senate and keep a permanent record of the rules and regulations governing the Association generally.

(5) The Elections Officer of the Association shall conduct all elections of the Association, but no student shall serve as Elections Officer in any election in which he or she is a candidate.

(6) Each officer appointed under this title shall have the power to appoint temporary assistance.

(7) The officers appointed under this resolution may establish under their own authority reasonable procedures governing the operations of their respective activities, provided such procedures do not conflict with the Constitution and rules of the Association.

TITLE III - SENIOR EDITORS OF ASSOCIATION PUBLICATIONS

(1) Each publication of the Association shall have one senior editor who shall be appointed by the President of the Association (with the approval of the Senate) for a period ending the following first day of April.

(2) The senior editors of Association publications shall hold tenure in their positions for the duration of their appointed term and shall not be removed from office except by impeachment in the Senate.

(3) No student shall hold the office of senior editor or continue to serve in such office who fails to meet the requirements for constitutional officers as stated in Articles II of the Constitution of 1967, or who has completed 70 degree applicable units.

(4) No senior editor shall be required, as a condition of office, to enroll or maintain enrollment in any course of journalism.

(5) The senior editor of Association publications shall be appointed no earlier than the first day of April. The President of the Association shall appoint (with the approval of the Senate) such editors whenever the offices are vacated by resignation or disqualification.

(6) The senior editors of Association publications shall be free to appoint and dismiss subordinate officers and reporters, Title I of this resolution notwithstanding, and conduct the operations of their respective publications.

(7) Any publication produced under this resolution shall be the sole legal and editorial responsibility of the editors and shall include appropriate disclaimers and a list of the editorial staff.

TITLE IV - COMMISSIONS OF THE ASSOCIATION

(1) There shall be the following commissions of the Association, viz: an Athletics Commission, a Campus Culture Commission, a Student Affairs Commission and a Student Publicity Commission.

(2) The President of the Association shall designate a chairperson of each commission. The chairperson of each commission shall designate a vice-chairperson. The chairperson of each commission shall be the presiding officer thereof and the vice-chairperson shall be its secretary. Each commission member shall have one vote.

(3) Each commission shall have no fewer than three nor more than seven members. No more than two members of each commission may be Senate Members. No student shall serve concurrently on more than two commissions.

(4) The chairperson of each commission appointed under this title shall have the power to appoint temporary assistants to the commission, Title I of this resolution notwithstanding.

(5) Each commission of the Association may establish under its own authority reasonable procedure governing the operation of its respective activities, provided such procedures do not conflict with the Constitution and rules of the Association.

(6) The Athletics Commission shall help coordinate an intramural athletic program and perform such other duties related to campus athletics assigned to it by the President.

(7) The Campus Culture Commission shall conduct art shows and musical productions in cooperation with the Dean of Student Development & Campus Events and perform other duties related to campus culture assigned to it by the President.

(8) The Student Activities Commission shall conduct Basketball Homecoming, Arab Sweetheart Coronation, and perform other duties related to student activities assigned by the President.

(9) The Student Affairs Commission shall conduct Freshman and general student orientation to the campus, implement the awards policy of the Association and perform other duties related to student affairs assigned by the President.

(10) The Student Publicity Commission shall organize and maintain an official calendar of student activities, publicize the activities of the Association both on and off campus and perform other duties related to student publicity assigned by the President.

(11) The President of the Association may establish ad hoc commissions of the Association for a period not to exceed one calendar year under the authority of this resolution, provided that such commissions are organized in the manner set forth herein.

(12) Each commission of the Senate may request the advisory service of a faculty or staff member who will be allowed to vote on the commission. The Dean of Student Development & Campus Events is advisor to all commissions.

TITLE V - REPRESENTATIVES TO ORGANIZATIONS OUTSIDE THE ASSOCIATION

(1) The President of the Association or his/her appointed designate shall represent the Association before any organization outside the Association.

(2) The President of the Association shall publish the names of organizations before which the Association is represented and the names of the students authorized as his/her designates.

TITLE VI - CABINET OF THE PRESIDENT OF THE ASSOCIATION

(1) The provisions of Title I of this resolution shall not apply to this Title.

(2) There shall be a Cabinet of the President of the Association composed of the presidents of all chartered campus student organizations and the vice president of the Senate.

(3) The presiding officer of the Cabinet shall be the President of the Association. In the absence of the President the vice president shall be the presiding officer.

(4) The Cabinet shall meet monthly and advise the President on matters concerning the welfare of campus student organizations.

(5) Chartered campus student organizations who fail to comply with the above requirements are subject to loss of chartered status.

RULES GOVERNING THE ASSOCIATED STUDENTS GOVERNMENT SENATE OF IMPERIAL VALLEY COLLEGE

Amended by Board of Trustees action, 8/4/71, 8/15/73, 9/10/75, 8/9/78, 10/14/87, 10/09/91

Policy directed by Associated Students Government Senate

RULE I - OFFICERS OF THE SENATE

(1) There may be the following officers of the Senate, viz: a presiding officer, a secretary and a parliamentarian.

(2) The President of the Association shall be the presiding officer of the Senate. In the absence of the President, the vice president shall be the presiding officer. In the absence of the two officers, the parliamentarian of the Association shall be the presiding officer of the Senate.

(3) The secretary of the Association shall be the secretary of the Senate. In the absence of the secretary, the presiding officer shall designate a Senate Member to assume temporarily the duties of secretary. The secretary shall keep the minutes of the Senate.

(4) The parliamentarian of the Association shall be the parliamentarian of the Senate. In the absence of the parliamentarian, the presiding officer shall designate a Senate Member to assume temporarily the duties of parliamentarian. The parliamentarian shall maintain the rules of the Senate and provide parliamentary information to the presiding officer.

(5) The vice president of the Senate shall be elected at the first meeting of each new Senate session following the regular fall election, by a majority vote of the members. The vice president shall hold the office during the life of the Senate, unless the individual resigns, succeeds to the office of the President, is disqualified from holding an office in the Senate, or is removed from office by a majority vote of all members. The Senate shall fill the office of vice president whenever vacated.

RULE II - COMMITTEES OF THE SENATE

(1) There shall be the following permanent committees of the Senate, viz: a Committee on Rules and a Committee on Finance. The Senate may authorize the establishment of ad hoc committees as it deems fit. No student other than a Senate Member may serve as a voting member of a committee of the Senate.

(2) The President of the Association shall appoint (with the approval of the Senate) five Senate Members to each committee, one of whom shall serve as chairperson. No appointments to committees of the Senate shall be made for longer than the life of the Senate.

(3) Each committee of the Senate may request the advisory service of a faculty member who will be allowed to vote. The Dean of Student Development & Campus Events is the advisor to all committees.

(4) The Committee on Rules shall initiate, draft and report on all proposed rules, resolutions and other substantive actions regarding:

(a) The recognition and regulation of campus student organizations.
(b) The organization of the Association government under the Constitution.
(c) The forms of membership in the Association established pursuant to the Constitution.
(d) The qualifications for offices created pursuant to the Constitution.
(e) Amendments to the Constitution.
(f) Plebiscites of the Association.
(g) The election of officers under the Constitution and all other elective offices.
(h) The administration of elections.
(i) The initiative, referendum and recall provisions of the Constitution.
(j) Relations with the ultimate authority and the faculty of the College.
(k) The awards policy of the Association.
(l) Parliamentary procedure in the Senate.
(m) Nominations for appointments to Association offices.
(n) The general welfare of the Association.

(5) The Committee on Finance shall initiate, draft and report on all proposed rules, resolutions and other substantive actions regarding:

(a) The compensation of the President and other officers of the Association.
(b) The price and use of activity cards in the Association.
(c) Travel to and from student conferences and all other matters related to intercollegiate student conferences.
(d) Fund-raising projects of the Association and recognized campus student organizations.
(e) The securing of revenue for use by the Association.
(g) Concessions of the Association.
(h) Preparation and submission of the budget the Association at least one week prior to adoption.
(i) All other fiscal matters of the Association

(6) The President of the Association shall be an ex-officio member of all committees of the Senate, but may not serve as chairperson of a committee, or have voting privileges.

(7) The parliamentarian of the Association shall be an ex-officio member of the Committee on Rules and the treasurer of the Association shall be an ex-officio member of the Committee on Finance.

RULE III - MEETINGS OF THE SENATE

(1) The Senate shall meet each Monday at 1:30 p.m. during the Fall and Spring semesters. In instances where Monday is a holiday the weekly meeting shall be held on Wednesday at 1:30 p.m. Regular meetings shall not be held during final examination week, vacation periods and summer session.

(2) The Senate shall also meet pursuant to a call by the President of the Association, or on the written petition of any five Senate Members.

RULE IV - MINUTES OF THE SENATE

(1) There shall be minutes kept of each meeting of the Senate in which the proceedings of the Senate shall be briefly and accurately stated.

(2) All official messages, the texts of all motions, resolutions, and other actions of the Senate shall be entered into the minutes.

(3) The minutes shall be printed weekly after each meeting of the Senate and copies of the minutes shall be posted on campus in public view.

(4) The minutes shall become official after being approved by the Senate and signed by the Associated Students President and the Dean of Student Development & Campus Events.

RULE V - ORDER OF BUSINESS IN THE SENATE (with procedure annotations)

(1) The following shall be the order of business in the Senate, unless by unanimous consent the Senate chooses to alter any portion of the order of business. Provided, that neither the Call to Order nor the Pledge of Allegiance to the Flag of the United States shall ever be altered in the order of business in the Senate:

(a) Call to order by the presiding officer:

Roll call of members of the Senate, recognition of Association officers who are not members of the Senate and recognition of visitors. No motion permitted except a motion to adjourn.

(b) Pledge of Allegiance to the Flag of the United States:

No motions permitted except a motion to adjourn.

(c) Approval of the Agenda of the Senate:

The President announces the agenda for the meeting. A motion may be offered to approve the agenda. Once approved a motion to amend the agenda requires a two-thirds vote.

(d) Approval of the minutes of the Senate:

The Secretary submits the minutes of the previous meeting and any correspondence received since the last meeting. The following motions may be offered:

(1) A motion to waive the submission of the minutes
(2) A motion to correct errors in the minutes
(3) A motion to adopt the minutes

If correspondence is read, the chair shall ask for questions concerning it. If there are questions, the Senate proceeds to item (d). No other motions permitted except a motion to adjourn.

(e) Reports of officers of the Association in the following order: President, Treasurer, Secretary, Parliamentarian, Elections Officer, chairperson of the five permanent commissions and other officers:

Each officer must make a report or state that there is no report. After each report the presiding officer shall ask for questions concerning the report. During reports the following motions may be offered:

(1) A motion to request an officer to make a report on a particular matter at a later date.
(2) A motion to refer a report of an officer to a committee of the Senate. No other motions permitted except a motion to adjourn.

(f) Legislative proposals:

The committee chairperson shall introduce proposals or state that there is no report. If there are no committee reports, the Senate proceeds to item (f). If there are legislative proposals, the following procedure shall be used in each instance:

(1) The chairperson shall distribute copies of the proposal
(2) The chairperson shall read the proposal
(3) The chairperson shall move for the adoption of the proposal

Proposals from committees of the Senate shall not require a second.

When a proposal has been moved the presiding officer shall open debate. While a committee proposal is pending before the Senate no other motions shall be recognized except the following (in order of precedence):

(1) A motion to adjourn
(2) A motion to recess
(3) A motion to end debate (previous question)
(4) A motion to lay on the table
(5) A motion to postpone consideration
(6) A motion to refer to a committee
(7) A motion to amend

(g) Other Business:

The chair shall call for other business. Any item of business may be brought up under this section of the order of business. All motions are subject to the same precedence of motions as in section (e).

RULE VI - MOTIONS

(1) All motions shall require a second, except those of committee chairperson to adopt legislative proposals.

(2) Any motion, except the motions of committee chairperson to adopt legislative proposals, may be withdrawn or modified by the maker (without second) at any time before the motion is amended and voted upon.

(3) When no motion is pending before the Senate the presiding officer may entertain any appropriate motion.

(4) The following motions may be debated: (a) a motion to adopt a proposal; (b) a motion to lay on the table; (c) a motion to postpone consideration; (d) a motion to commit or recommit to a committee; and (e) a motion to amend. No other motions shall be debated and all motions shall be decided by a majority vote of members present (unless prohibited elsewhere in the Constitution and rules of the Association).

RULE VII - DEBATE IN THE SENATE

(1) The presiding officer of the Senate shall secure the right of all members to speak, subject only to the rules governing the Senate. For the purposes of this rule the Dean of Student Development & Campus Events shall be considered a participant of the Senate.

(2) The presiding officer may permit members of the audience to speak.

(3) The presiding officer may pass the gavel to the next succeeding officer to the chair in attendance who will accept, in order that the presiding officer may participate in debate on the floor. The gavel shall be returned upon conclusion of the matter at hand.

RULE VIII - VOTING IN THE SENATE

(1) All voting in the Senate shall be by viva voce, unless three members request a roll call vote of all members present.

(2) Roll call votes in the Senate shall be noted in the minutes of the Senate.

RULE IX - PROCEDURAL AUTHORITY IN THE SENATE

(1) Ruling on the procedure of the Senate, not in conflict with the stated Rules of the Senate, shall be made by the presiding officer thereof. Any ruling of the presiding officer may be reversed or modified by a majority of the Senate.

(2) All procedural rulings in the Senate shall be noted in minutes of the Senate.

(3) The official handbook of procedure for the Senate besides these rules shall be the most recent edition of **ROBERT'S RULES OF ORDER.**

COMMISSIONS OF THE ASSOCIATED STUDENTS GOVERNMENT SENATE OF IMPERIAL VALLEY COLLEGE

Amended by Board of Trustees action, 8/9/78, 10/09/91, 12/09/98, 9/14/09, 4/30/12

Policy directed by Associated Students Government Senate

(1) **Athletics Commission**

The chairperson of the Athletics Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Athletics Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Senate Members.

The Athletics Commission shall be responsible for assisting in coordinating the intramural sports program.

The Commission shall also be responsible for originating programs that encourage local athletes to attend Imperial Valley College. The chairperson shall submit a resume of each major activity held during the year.

(2) **Campus Culture Commission**

The chairperson of the Culture Commission shall be designated by the Associated Students President. The vice-chairperson shall be designated by the chairperson.

The Culture Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Senate Members.

The Culture Commission shall be responsible for support and student direction of programs originating from the Imperial Valley College Humanities Department and such other cultural activities as may be assigned to it by the Associated Students President.

(a) The Culture Commission shall provide student support in planning and directing Imperial Valley College music and language festivals and various dramatic and music productions.

(b) The Culture Commission shall provide student support in planning and directing on-campus community cultural programs.

(c) The extent to which the Culture Commission participates in the aforementioned programs shall be determined by the Cultural Commission chairperson and the director of the respective event with the approval of the Culture Commission members.

(3) **Student Activities Commission**

The chairperson of the Student Activities Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Student Activities Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Activities Commission shall be responsible for Basketball Homecoming, Arab Sweetheart Coronation, and other duties related to student activities as assigned by the Associated Students President.

The responsibilities of the Committee for each of these events are:

(a) Basketball Homecoming: (Schedule permitting) The Student Activities Commission shall plan such activities as a homecoming dance and selection/and coronation of a homecoming queen.

(4) **Student Affairs Commission**

The chairperson of the Student Affairs Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Student Affairs Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Affairs Commission shall be responsible for conducting Freshman and general student orientation to the campus, executing the awards policy of the Association and performing other duties related to student affairs that may be assigned by the Associated Students Government President.

The specific duties of the Student Affairs Commission are as follows:

(a) Freshman Orientation: The Student Affairs Commission shall assist the counseling department with orientation programs, for the Fall Semester.

(b) Registration: The Student Affairs Commission shall be responsible for assisting students during registration.

(c) Promotion: The Student Affairs Commission shall assist the Counseling Department in promoting the College.

5) **Student Publicity Commission**

The chairperson of the Student Publicity Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Student Publicity Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Publicity Commission shall be responsible for organizing and maintaining an official calendar of student activities, publicizing the activities of the Association and performing other duties related to publicity as assigned by the Associated Students Government President.

The duties of the Student Publicity Commission are as follows:

(a) Creating Publicity Materials: The Student Publicity Commission shall be responsible for preparing posters and printing notices as needed to publicize campus events.

(b) Securing Off-Campus Publicity: The Student Publicity Commission shall be responsible for obtaining publicity off-campus by means of newspapers, radio and television.

(c) Organizing and Maintaining the Official Student Activities Calendar: The Student Publicity Commission shall maintain a campus activities calendar so that scheduling conflicts in programs and events can be avoided.

AWARDS ACT OF 1967

Adopted 3/28/67, amended 4/10/69, 5/12/69, 5/22/69, 4/27/70, 10/15/73, 8/9/78, 8/8/79, 9/10/80, 11/14/84, 10/09/91, 04/07/03

Policy directed by Associated Students Government Student Affairs Commission

(1) **Ms. Freshman, Mr. Freshman, Ms. Sophomore and Mr. Sophomore Awards**

(a) The Associated Students Government Student Affairs Commission selects three nominees for each award (minimum 2.0 grade point average applies)
(b) Ballot to be submitted to student body during Spring campus election - no publicity permitted
(c) Perpetual plaque
(d) Recipients receive certificate at Spring Awards Program

(2) **Special Award**

(a) Student award only
(b) Student Affairs Committee approves nominees
(c) Recipients selected by Associated Students Government Student Affairs Commission
(d) Need not be an annual award - may be more than one recipient each year
(e) Recipients receive plaques
(f) Recipients announced at Spring Awards Program
(g) Awarded to students on the basis of extraordinary contributions and services rendered to the campus and the students of Imperial Valley College
(h) Winning another award should not be used as criteria for this award

(3) **Arab Award**

(a) Imperial Valley College's highest activities program award for any person on campus or in the community
(b) Need not be an annual award - may be more than one recipient each year
(c) Individual award
(d) Recipients announced at Spring Commencement
(e) Student Affairs Committee reviews nominees

(4) **Framed Thank You Letters**

(a) Need not be an annual award - may be more than one winner each year
(b) Recipients nominated by Associated Students Government Student Affairs Commission
(c) Recipients shall be selected by the Associated Students Government President
(d) Letters written and signed by the Associated Students Government President
(e) Presented at Spring Awards Program

(5) **Outstanding Club of the Year Award**

(a) Clubs submit resumes
(b) Student Affairs Committee selects winners jointly with Associated Students Government Student Affairs Commission
(c) Perpetual plaque

(d) Signed certificates for each member of the organization
(e) Presented at Spring Awards Program

(6) **Outstanding Athlete-Scholar Award**

(a) Coaches submit their nominees to Director of Athletics
(b) Director of Athletics nominates three sophomores with at least a 3.0 grade point average for all course work completed
(c) Associated Students Government Student Affairs Commission selects winner
(d) Plaque presented to recipient by the Associated Students at the Spring Awards Program

(7) **American Legion Award**

(a) Male and Female Student Award
(b) Faculty nominations to be received by the Dean of Student Development & Campus Events
(c) Recipients selected by a secret faculty vote
(d) Individual awards presented by the American Legion at Spring Commencement

(8) **Associated Students Government President's Honorary Life Membership in Imperial Valley College Associated Students**

(9) **Division Award**

(a) Division chairperson submits name of one winner
(b) Student Affairs Commission will provide a plaque for each Division winner
(c) Presented at the Spring Awards Program

(10) **Department Award**

(a) Division chairperson submits the name of one winner from each department within his/her division
(b) Student Affairs Commission will provide a certificate for each recipient
(c) Presented at Spring Awards Program

(11) **Perpetual Plaques**

(a) The Student Affairs Committee approves nominees
(b) The Associated Students Government Affairs Committee selects winner (s)
(c) Need not be awarded annually
(d) For extraordinary contributions to the school as a whole by students, faculty or community groups or individuals

BUDGET AND ACCOUNTING ACT OF 1968

Amended 5/21/68, 12/12/68, 8/15/73, 11/14/84, 10/14/87, 10/09/91, 12/09/98, 6/1/11, 4/30/12

Policy directed by Associated Students Government Finance Committee

TITLE I - THE FISCAL AFFAIRS OF THE ASSOCIATION

(1) It is the sense of the Student Senate that the Associated Students Government of Imperial Valley College should be free to conduct their fiscal affairs consistent with the Education Code of the State of California.

(2) It is the sense of the Student Senate that all income received by the Association, regardless of source, is for the general use of the Association to meet its obligations and to provide for its social and recreational needs.

(3) It is the sense of the Student Senate that funds should not be appropriated or expended from the treasury of the Association for which there is no prior authority set down in its rules, resolutions and budgets.

(4) It is the sense of the Student Senate that the officers and members of the Association are entitled to accurate and periodic reports of its income and expenditures.

(5) It is the sense of the Student Senate that the Association Treasurer serves as the Fiscal Control Officer of the Associated Students Government.

TITLE II - THE BUDGET OF THE ASSOCIATION

(1) The Association shall budget its projected income and expenditures and other accounts for each calendar year. The fiscal year of the Association shall correspond to that of the District.

(2) The Association budget shall be organized similar to that of the District.

(3) No later than May 1 of each year the Finance Committee of the Senate shall submit to the Senate a preliminary budget for the next fiscal year.

(4) The preliminary budget shall set forth proposed estimates of income, expenditures and all other accounts of the Association.

(5) The Senate shall make adjustments it deems necessary and approve the preliminary budget no later than the last regularly scheduled meeting of the Spring Semester.

(6) The approved preliminary budget shall be published and distributed to the members of the Association.

(7) The preliminary budget of the Association shall become the final approved budget of the Association upon Senate approval.

TITLE III - ACCOUNTING

(1) Encumbrances against the general expense, capital outlay and reserve accounts of the Association shall be authorized by the Fiscal Control Officer of the Association. All encumbrances shall be supported by requisition, purchase order, or other appropriate document.

(2) Encumbrances against the accounts of the Association shall be charged to the appropriate line item account, but no general expense, capital outlay, or reserve account shall be encumbered more than fifty dollars ($50) in excess of its authorized appropriation without the prior approval of the Senate.

(3) Encumbrances against the general expense and capital outlay accounts of the Association for which there is no authorized appropriation shall not be sanctioned without the prior approval of the Senate and the Fiscal Control Officer of the Association.

(4) No funds budgeted by the Associated Students Government shall be transferred for deposit into any other account without the prior approval of the Senate.

(5) All changes of authorized appropriations and line item accounts in the approved budget shall require the prior approval of Senate and the Fiscal Control Officer of the Association. Such changes shall be recorded by written budget transfers.

(6) The accounts of the Association shall be kept in a manner consistent with generally accepted accounting practices.

(7) The Treasurer of the Association shall publish a monthly record on the status of all income and expense accounts on or about September 10 and on or about the tenth day of each succeeding month through May 10 in every fiscal year.

TITLE IV - RESERVE ACCOUNTS OF THE ASSOCIATION

(1) Funds shall not be appropriate or expended from any reserve account of the Association without the prior approval of the Senate.

(2) Funds shall not be appropriated from the Loan Fund Reserve or any Special Reserve without the prior approval of the Senate and the Fiscal Control Officer of the Association.

(3) Funds shall not be appropriated or expended from any restricted reserve after the last day of April and before the fifth day of October in any year. Funds shall not be appropriated or expended from any restricted reserve unless approved by a majority of all members of the Senate in the manner prescribed below.

(4) Any resolution to appropriate or expended funds from the restricted reserves of the Association shall be approved twice by the Senate before the appropriation or expenditure shall be considered authorized. After a resolution to appropriate or expend such funds has been approved by the Senate, the members of the Association shall be informed of the action. Members of the Association shall be informed of the names of those Senate Members voting for and against the resolution and the purpose of the proposed appropriation or expenditure. Members of the Association shall then be given the opportunity to speak for or against the proposed appropriation or expenditure at the next regular meeting of the Senate. The Senate shall not consider for twenty class days the second resolution providing for the appropriation or expenditure of reserve funds.

TITLE V - OTHER FISCAL PROCEDURES

(1) Bids for goods and services against the accounts of the Association shall not be released without the prior approval of the Senate. All bids shall be processed in conformity with accepted District practice.

(2) No check or purchase orders shall be issued against Association accounts before completing the prescribed procedures for spending Associated Students Government funds.

(3) The Fiscal Control Officer of the Association shall have the authority to issue regulations to secure compliance with the provisions of this Act.

(4) A detailed financial report showing all funds spent and encumbered in the accounts of the Associated Students Government shall be submitted monthly to the Senate Finance Committee.

PROCEDURES FOR SPENDING ASSOCIATED STUDENTS GOVERNMENT SENATE FUNDS

Questions should be directed to the Associated Students Government Treasurer

(1) All persons wishing to expend Associated Students Government funds must comply with the following procedures:

(a) Requisitions, complete with prices and full description of items to be purchased, must be submitted for approval at least two days prior to the needed purchase date.

(b) Completed requisitions must be submitted to the Association Treasurer. Upon approval, the requisition will be forwarded to the Associated Students Government's designated Bookkeeper.

(c) All requisitions must be signed and approved by the Association Treasurer, the Dean of Student Development & Campus Events and/or Agents by Law or Agents in fact, and the Vice President of Student Services. The expenditure or contribution of student funds is prohibited where the purpose of the expenditure or contribution would be for any of the following:

(1) An illegal or improper purpose
(2) A purpose which would conflict with the authority
(3) An activity which is not sponsored on behalf of all the members of the Associated Students Government.
(4) The person or entity to which the contribution or expenditure is made is not properly accountable for use of the funds
(5) The person or entity to which the expenditure or contribution is made is not properly identified or organized to assure that the use of students funds will be for a purpose meeting the criteria established above.

(d) Any appeals which are made due to failure to receive the Association Treasurer's approval of a requisition shall be referred to the Senate Finance Committee.

(e) The Associated Students Government's designated Bookkeeper will process the requisition to determine if sufficient funds are budgeted in the line item account.

(f) If funds are not budgeted, or if the line item account is overspent, the requisition will be submitted to the Senate Finance Committee and then to the Senate for approval.

(g) If appropriate approvals are obtained, the line item account is budgeted and sufficient funds are available, a purchase order will be issued by the Associated Students Government's designated Bookkeeper.

(h) All items purchased shall be processed through the College receiving department. Payment will not be issued unless this procedure has been followed.

(i) The Association shall make payment to the Imperial Community College District and amount per requisition (to be determined by the College Business Office) for accounting services.

PROCEDURES FOR SPENDING CAMPUS ORGANIZATION FUNDS

Questions should be directed to the Associated Students Government's designated Bookkeeper

(1) All persons wishing to spend funds in a Campus Organization account must comply with the following procedures

(a) Requisitions, complete with prices and full descriptions of items to be purchased, must be submitted for approval at least two days prior to the needed purchase date.

(b) All requisitions must be signed and approved by the Club Advisor, Club Officer, the Dean of Student Development & Campus Events and/or Agents by Law or Agents in fact, and the Vice President of Student Services. The expenditure or contribution of campus organization funds is prohibited where the purpose of the expenditure or contribution would be for any of the following:

(1) An illegal or improper purpose.
(2) A purpose which would conflict with the authority.
(3) An activity which is not sponsored on behalf of all the members of the campus organization.
(4) The person or entity to which the contribution or expenditure is made is not properly accountable for the use of the funds.
(5) The person or entity to which the expenditure or contribution is made is not properly identified or organized to assure that the use of student funds will be for a purpose meeting the criteria established above.

(c) The Associated Students Government's designated Bookkeeper will process requisitions to determine if sufficient funds are available.

(d) If sufficient funds are available, a purchase order will be issued by the Associated Students Government's designated Bookkeeper.

(e) All receipts must be submitted to the Associated Students Government's designate Bookkeeper.

(f) Clubs will be charged a bookkeeping fee in the amount of $2.50 per semester for accounting services.

(g) Funds deposited in chartered club accounts will not bear interest unless $1,000.00 or more is left on deposit at the end of the fiscal year.

CAMPUS ORGANIZATION ACT

Amended by Board of Trustees action, 8/4/73, 8/15/73, 9/10/75, 8/8/79, 9/10/80, 12/11/85, 10/14/87, 10/09/91

Policy directed by Associated Students Government Rules Committee

Students are free to organize and join campus clubs, organizations, or associations for educational, political, social, religious, or cultural purposes. Groups of students may, upon meeting the conditions contained herein, be recognized as "chartered" organizations.

I. PRIVILEGES OF CHARTERED ORGANIZATION

Chartered organizations shall have the following rights and privileges:

(a) Use of the name of the College.

(b) The right to recruit members on campus.

(c) The right to hold meetings, forums, symposiums and social functions on campus.

(d) Use of College facilities, including the use, in common with other clubs and under the auspices of the Associated Students Government, of the Student Affairs Building.

(e) The right to publicize activities on campus as provided for in the On-Campus Literature Act.

(f) The right to invite persons to speak on campus in accordance with campus speaker regulations.

(g) Use of an organization mail box.

(h) Use of the College's banking facilities.

II. APPLICATION FOR CHARTER

In order to become a chartered organization, sponsoring students must make application to the office of Student Affairs. The application shall contain the following:

(a) A roster showing that the organization includes at least eight (8) students who shall be enrolled in at least six units.

(b) A statement that the proposed club is not a secret club or fraternity (within the meaning of Education Code, Section 10604) and that it does not discriminate on the grounds of race, religion, color, or national origin.

(c) The signature of a certificated faculty member who shall act as advisor.

(d) A statement showing that club officers will be elected in a democratic manner.

III. RULES AND REGULATIONS

Chartered clubs and organizations shall be subject to the following requirements:

(a) Club and organization activities shall comply with College Standards of Student Conduct.

(b) Charter clubs shall file a written constitution and roster of officers and members in the Student Affairs office.

(c) Officers shall be regular students (as defined in Section I of the Associated Students Government Constitution) who are in "Good Standing" and who have not completed 70 degree applicable units. A current list of officers shall at all times be on file in the office of the Dean of Student Development & Campus Events.

(d) Members of the club shall be enrolled in at least 6 units. Academic and honor clubs may have fewer than eight members when approved by the Student Affairs Committee.

(e) Organizations shall avail themselves to faculty members and shall secure the services of a certificated faculty advisor.

(f) All club receipts and expenditures must be maintained by the College's banking facilities and shall be subject to review by the Vice President of Student Services. All receipts and expenditures must be consistent with the club's stated purposes.

(g) The club advisor must be present at all club meetings.

(h) Organizations must comply with Associated Students Government and District regulations and procedures for approval of and for planning activities.

(i) Chartered clubs who fail to comply with the above requirements are subject to loss of chartered status.

(j) Any student who meets the unit requirements to hold an elected or appointed office at the time the student is elected or appointed shall be allowed to complete that term office even though the student's total units may exceed the unit limit requirement.

IV. DISCIPLINARY ACTION

Campus organizations are subject to the same Standards of Conduct as are individual students. An organization may be subjected to the same disciplinary actions as are contained in the Standards of Student Conduct. Due process requirements shall apply with equal force to campus clubs and organizations.

SOCIAL FUNCTION ACT

Amended by Board of Trustees action, 8/9/78, 8/8/79, 10/09/91
Policy administered by the Dean of Student Development & Campus Events.

(1) There may be three Association dances held during the school year: the Arab Sweetheart Coronation, a Fall Dance and a Spring dance. These dances may be bid out by the Activities Commission.

(2) At least two weeks before any chartered club social function, the Imperial Valley College Activity Function Form should be filed with the Student Affairs Office. Dance-type activities sponsored by chartered clubs at which money is raised must be approved by the Associated Students Government Senate.

(3) Before any student social function may start there must be full-time faculty or administrative sponsors present and they must remain present at all times during the function. The sponsors must be confirmed prior to the submission of the Activity Function Form. The organization shall pay all costs. The Associated Students Government Finance Committee may arrange a payment fee for faculty chaperones if such a need develops.

(4) The gates for all Association and chartered club social functions shall be operated by the Dean of Student Development & Campus Events in consultation with the sponsoring organization. The organization shall pay all costs.

(5) There must be appropriate police patrol arranged by the Dean of Student Development & Campus Events. The organization shall pay all costs.

(6) If entertainers (band, singers, etc.) are hired for the function, they are not permitted the privilege of bringing guests. Entertainers must park in the regular parking lot area. Performance contracts are available in the Student Affairs Office and must be co-signed by the Dean of Student Development & Campus Events. Information about bands is available through that office.

(7) Only registered Imperial Valley College students and their dates, faculty members, and previously invited guests (approved by the Dean of Student Development & Campus Events) may attend Imperial Valley College social functions. **The Public may not be invited and will not be admitted.**

(8) Publicity for Imperial Valley College Association and chartered club social functions is limited to the campus, unless prior permission is granted by the Dean of Student Development & Campus Events.

(9) Faculty and administrative sponsors are in charge of the event during the scheduled hours. They shall make all decisions regarding beginning and closing the event.

(10) In the event a social function is terminated early, no refunds may be given at the gate. The organization shall determine the manner and schedule for refunds, if any, at a later date.

(11) Prior to the social function the Dean of Student Development & Campus Events shall:
- (a) Contact the faculty and administrative chaperones, the organization advisor and the organization president to review plans.
- (b) Inform the Sheriffs Office about the function.

ELECTIONS CODE ACT OF 1968

Amended by Board of Trustees action, 8/4/71, 8/15/73, 9/10/75, 12/11/85, 10/14/87, 10/09/91, 5/2/07, 9/14/09, 6/1/11

Policy directed by the Associated Students Government Rules Committee

I. GENERAL PROVISIONS

(a) Publicity regulations must be followed and candidates may begin their campaign at any time during the academic year.

(b) All properly certified candidates must be present at a meeting at which the rules governing the election shall be explained by the Elections Officer. This meeting shall take place at the Elections Officer's pleasure.

(c) Polls shall be open from 8:45 a.m. to 4:00 p.m. and from 6:30 p.m. to 9:00 p.m. on the first day of voting and from 8:45 a.m. to 2:00 p.m. on the second day.

(d) No campaigning may take place within 50 feet of the polls.

(e) An ad hoc Elections Committee may be appointed by the President with approval of the Senate, and shall consist of three members, with the Elections Officer serving as chairperson. No member of the committee may be a candidate in the election.

(f) In the event of Elections Code violations, the Elections Committee may recommend that the Senate invalidate the election results and/or disqualify the candidate (s).

(g) The returns of the election shall be posted outside of the Student Affairs Office as soon as they have been tabulated. All campaign material must be removed from the campus the following day.

(h) Defeated candidates shall have ten (10) school days from the announcement of the winner(s) to contest the election results. Ballots may not be destroyed within this ten school day period.

(i) The Oath of Office for elected and appointed officials will be administered by the incumbent Associated Students Government President as follows:

"On behalf of the Associated Students, I charge you with the trust and responsibility of the Associated Students Government of Imperial Valley College. Will you devote the necessary time, uphold the Constitution, and guard the rights of the Associated Students Government of Imperial Valley College?"

(Oath response is: "I WILL")

"I declare you duly empowered and installed."

(j) All ballots for Associated Students Government elections shall be headed as follows:

Imperial Valley College
Election Ballot

INSTRUCTIONS TO VOTERS:

To vote for the candidate of your election, place a cross (+) in the voting square to the right of that candidate's name. Where two or more candidates for the same office are to be elected, place a cross (+) after the names of the candidates for that office for whom you desire to vote, not to exceed, however, the number of candidates who are to be elected.

All other marks or erasures are forbidden and will make the ballot void. If you wrongly mark, tear or deface this ballot, return it to the inspector of election and obtain another.

(k) The California Elections Code will be the reference for all questions concerning elections.

(l) Candidates shall retain the privileges of withdrawing from the ballot until one week before the election.

(m) Candidates' names and a three-word title will appear on the ballot as specified by the candidate on his petition for nomination. The name and title are subject to approval by the elections committee. Candidates' names will appear on the ballot in alphabetical order according to their last name, with the exception of the incumbents who will be listed first (also in alphabetical order) with the title "incumbent" printed under each incumbent's name.

(n) All students will be eligible to vote in any and all elections of the Association.

II. RULES PERTAINING TO THE PRESIDENTIAL ELECTION

(a) The election of the President of the Association shall be held on Monday and Tuesday of the first full class week in April.

(b) Candidates for the office of President must file a written petition with the Student Affairs office no later than 4:00 p.m. on Friday, 17 days before the election.

(c) The names of properly certified candidates will be posted outside of the Student Affairs office no later than 12:00 noon on Monday, 14 days before the election.

(d) In accordance with Article II and Article IV, Para. 2 of the Constitution of the Associated Students Government of Imperial Valley College, no student may hold the office of President who has not completed at least six (6) units and be enrolled with at least six (6) units of course work at Imperial Valley College at the time of the presidential election. No student shall hold the office of President who does not comply with Article 2 of the Constitution, or who has completed 70 degree applicable units.

(e) The candidate receiving the greatest number of votes cast will be declared the elected candidate, provided that the candidate receives at least forty (40) percent of the votes cast. If no candidate receives at least forty percent of the votes cast, a run-off election will be held. The two candidates who receive the greatest number of votes in the first election will be the

candidates in the second election. The candidate receiving the greatest number of votes in the run-off election will be declared the winner. The run-off election, if required, will be held on the Thursday and Friday of election week.

(f) The duly elected President of the Associated Students Government will take office during the last regularly scheduled senate meeting of the Spring Semester.

III. RULES PERTAINING TO THE ELECTION OF THE SENATE

(a) The election of the eight (8) Senior Senate Members of the Associated Students Government of Imperial Valley College will be held the first full week of April. The election of the five (5) Junior Senate Members of the Associated Students Government of Imperial Valley College will be held at the beginning of the third week after the start of the Fall Semester.

(b) Candidates for the office of Senate Members must file a petition with the Student Affairs office no later than 4:00 p.m., ten (10) calendar days before the election.

(c) The names of all properly certified candidates will be posted outside of the Student Affairs office no later than 12:00 noon on Monday, seven (7) days prior to the election.

(d) There will be eight (8) senior and five (5) junior Members of the Senate. Any candidate, who has completed two semesters of credit at Imperial Valley College, or any other college, will be deemed a senior. Likewise, any candidate who has completed less than two semesters of credit will be deemed a junior. No student shall hold the office of Senate Member who does not comply with Article II of the Constitution, or who has completed seventy (70) degree applicable units.

(e) The eight (8) senior and five (5) junior candidates receiving the highest number of votes will be declared elected. If two candidates for senior or junior tie for the 8th or 5th seat, respectfully, a run-off election between those candidates will be held on Thursday and Friday of election week.

(f) All members of the Association may vote for both senior and junior candidates.

(g) The eight (8) duly elected Members of the Senate shall take the oath of office during the last regularly scheduled Senate meeting of the Spring semester; the five (5) duly elected Junior Members of the Senate shall take the oath of office during the second regularly scheduled Senate meeting proceeding the end of Elections.

IV. RULES PERTAINING TO BALLOT COUNTING

(a) The Elections Officer will submit a report to the Senate one week prior to the election outlining the method and procedures for ballot counting.

(b) Immediately following the closing of polls in the Presidential, Senate and other major elections a ballot count will take place in a predetermined room on campus. The Elections Committee, with the Elections Officer presiding, and not less than ten (10) counters must be present for the count.

(c) Once the count has started, no counter may leave the room until the count has been completed.

(d) Each candidate may have one representative present during the count as an observer. They may not take an active part in the ballot counting and shall abide by all rules concerning ballot counting.

(e) The validity of all ballots will be determined by the Election Officer.

PLEBISCITE CODE OF 1974

Policy directed by the Associated Students Government Rules Committee

I. GENERAL PROVISIONS

(a) Publicity regulations must be followed and publicity may begin at any time during the academic year.

(b) Polls shall be open from 8:45 a.m. to 4:00 p.m. and from 6:30 p.m. to 9:00 p.m. on the first day of voting and from 8:45 a.m. to 2:00 p.m. on the second day.

(c) No campaigning may take place within 50 feet of the polls.

(d) An ad hoc Elections Committee may be appointed by the President, with approval of the Senate, and shall consist of three members, with the Elections Officer serving as chairperson.

(e) In the event of Elections Code violations, the Elections Committee may recommend that the Senate invalidate the election results, and/or disqualify the candidate(s) involved in the violation.

(f) The results of the election shall be posted outside the Student Affairs Office as soon as they have been tabulated. All campaign materials must be removed from the campus the following day.

(g) Candidates shall have ten school days from the announcement of returns to contest the election results. Ballots may not be destroyed within this ten school day period.

(h) All ballots for the Associated Students Government election shall be headed as follows:

Imperial Valley College
Election Ballot

INSTRUCTIONS TO VOTERS:

To vote, place a cross (+) in the voting square next to your selection. Where two or more choices for the same item are to be selected, place a cross (+) next to the choices for which you desire to vote, not to exceed, however, the total number of choices to be selected.

All other marks or erasures are forbidden and make the ballot void.

If you wrongly mark, tear or deface this ballot return it to the inspector of election and obtain another.

(i) The California Elections Code will be the reference for all questions concerning elections.

(j) All students will be eligible to vote in any and all elections of the Association.

(k) The Rules Committee shall draft all ballots for plebiscites for Senate approval.

(l) Plebiscites shall be held no sooner than two (2) weeks following Senate approval.

II. RULES PERTAINING TO BALLOT COUNTING

(a) The Elections Officer will submit a report to the Senate one week prior to the plebiscite outlining the method and procedures for ballot counting.

(b) Immediately following the closing of the polls, a ballot count will take place in a predetermined room on campus. The Elections Committee, with the Elections Officer presiding, and not less than ten (10) counters must be present for the count.

(c) Once the count has started, no counter may leave the room until the count has been completed.

(d) The validity of all ballots will be determined by the Elections Committee and/or Elections Officer.

MAN AND WOMAN OF THE MONTH AWARD ACT OF 1970

Amended by Board of Trustees action, 10/2/72, 8/8/79, 9/10/80, 4/30/12

Policy directed by the Associated Students Government Senate

(1) The purpose of this Act is to make possible the recognition of students for service given to the College or a campus organization during any given month of the academic year.

(2) A chairperson shall be appointed in April by the Associated Students Government President and confirmed by the Senate for a term ending the following April.

(3) The co-chairperson shall be a different Senate Member each month during the academic year starting in September, in alphabetical order through the Senate.

(4) The advisor shall be a different faculty member each month during the academic year. This faculty member shall be a Division chairperson starting inverse alphabetical order through the names of the divisions. If a Division Chairperson cannot serve, he will be replaced by the Division Chairperson next in line.

(5) The fourth member shall be a different club president each month rotating in alphabetical order by club name.

(6) The award does not have to be given monthly.

(7) A student may not receive the award more than once during an academic year.

ON-CAMPUS LITERATURE ACT

Amended by Board of Trustees action, 8/4/71, 9/10/75, 9/8/76, 8/9/78, 12/11/85, 10/14/87, 10/09/91

Policy directed by Associated Students Government Rules Committee

As provided in the Standards of Conduct, students have freedom of expression and the right to communicate ideas. Students and campus organizations in good standing may circulate petitions, circulars, newspapers and other printed matter and are entitled to use campus posting areas. The College shall encourage students and campus organizations to express opinions, to take stands, to support causes and to present ideas.

Students' rights to distribute circulars and other printed matter are subject to reasonable time, place and manner restrictions and prohibitions shall apply to all students and campus organizations:

I. CIRCULATION OF PETITIONS, CIRCULARS, NEWSPAPERS AND OTHER PRINTED MATTER

Students may distribute petitions, circulars, leaflets, newspapers and other printed matter. Distribution shall be subject to the following limitations:

(a) Time: The time of distribution shall be such so as not to disrupt classes or other campus activities.

(b) Place: The place of distribution shall be only in such areas and in such a manner that does not restrict the normal flow of traffic within school exterior corridors and entrance ways.

(c) Manner: The manner of distribution shall be subject to the following conditions:

(1) Coercion may not be used to induce students to accept printed matter, or to sign petitions.

(2) Only that number of persons may distribute printed matter and petitions at any one time that will not cause undue disruption of classes or other activities on campus.

(3) Students or campus organizations wishing to distribute printed matter or petitions must present a copy of each item to the Dean of Student Development & Campus Events prior to distribution for information purposes only.

(4) All circulars, petitions, newspapers, or other written matter must contain the following disclaimer clause:

"This publication does not necessarily reflect the views of Imperial Valley College."

(5) Funds or donations shall not be collected for petitions, circulars, newspapers and other printed matter distributed on campus unless prior approval has been granted by the Associated Students Government Senate.

(6) In order to avoid littering, materials printed for distribution shall not be left undistributed or stacked for pickup while unattended at any place on the campus, or in the buildings. Such materials must be placed in a partially confined container to prevent dispersal by the wind.

(7) No printed material or petition which violates any listed prohibition or restriction may be distributed on campus.

II. BUTTONS, BADGES, INSIGNIA AND OTHER FORMS OF SYMBOLIC EXPRESSION

Students shall be permitted to wear buttons, badges, armbands and other insignia as a form of expression, subject to listed prohibitions and restrictions.

III. POSTING AREAS

The College provides reasonable posting space (two kiosks, the southeast and northeast walls of the College Center, the wall between the men's and women's dressing room on the East side of the Multi-Purpose building, and the northwest and southeast walls of the Counseling Building) for signs and flyers. Student and campus organization announcements shall show the date the announcement is posted. The announcement shall be removed by the organization the day following the date on which the event advertised occurs, or two weeks following posting. Announcements posted shall be subject to all written prohibitions.

IV. PROHIBITIONS

The following forms of expression shall be prohibited on campus (this section applies to all student publications, including the student newspaper):

(a) Material which is obscene according to current legal definitions.

(b) Material which incites students so as to create a clear and present danger of commission of unlawful acts, or of the substantial material disruption of the orderly operation of the school.

(c) Material which expresses or advocates racial, ethnic, or religious prejudice.

(d) Material which advocates the violation of a campus rule, statute, ordinance, or other valid regulation.

(e) Material which advocates the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(f) Material which is distributed in violation of the time, place and manner requirements set forth above.

V. DISCIPLINARY ACTION

Any student or organization who willfully and knowingly violates any rule or regulation contained herein is subject to disciplinary action as set forth in the Standards of Student Conduct.

All rules and regulations pertaining to the On Campus Literature Act shall be subject to the discretion and jurisdiction of the Associated Students Government Senate.

REVENUE AND TREASURY ACT OF 1968

Amended by Board of Trustees action, 8/4/71, 8/15/73, 1/4/74, 9/10/75, 8/9/78, 8/ 8/79, 10/9/91, 9/14/09, 6/1/11

Policy directed by Associated Students Government Finance Committee

I. CHARGES, FEES AND ADMISSIONS OF THE ASSOCIATED STUDENTS GOVERNMENT

(a) There may be a voluntary activities sticker on sale to all students registered at Imperial Valley College. The charge for the sticker shall be $5.00 per semester. The holders of the sticker shall receive free admission to all athletic events and other benefits as approved by the Associated Students Government Senate.

(b) All students are considered regular (full-time) or associate (part time) members of Associated Students Government with appropriate voting and club membership privileges, whether or not they choose to purchase an activities sticker.

(c) Since the Associated Students Government activities stickers are voluntary, there shall be no refund policy.

(d) Questions concerning damaged or lost activities stickers, or benefits to cardholders should be referred to the Associated Students Government Finance Committee.

(e) There shall be no admission charge to any lecture and/or concert program sponsored by and funded in whole, or in part, by the Associated Students Government.

(f) Except as otherwise provided for herein, no charges, fee, admissions, rates, prices, or any other levy shall be assessed on members of the Associated Students Government without the prior approval of the Senate and the Dean of Student Development & Campus Events.

II. CAMPUS STUDENT ORGANIZATIONS

(a) The Senate may award bids to recognized campus student organizations for the annual Arab Sweetheart Dance.

(b) Funds left on deposit by a defunct campus student organizations (one which has been dissolved or disbanded for two consecutive semesters) shall be escheated to the Associated Students Government. The Associated Students Government shall not be responsible for the debts or other obligations of any campus student organization.

(c) Fees or other charges shall not be levied upon campus student organizations without the prior approval of the Senate.

(d) Loans may be advanced to recognized campus student organizations from the Loan Fund Reserve free of interest, provided that such loans shall be repaid in full within sixty days.

III. SALES ON CAMPUS

(a) The right to conduct sales of items (food, novelties, art work, etc.) is limited to chartered campus student organizations and is subject to the approval of the Associated Students Government Senate.

(b) Individual faculty members, staff, students and invited guests who wish to conduct sales of items (food, novelties, art work, etc.) must receive approval from the Student Affairs Committee.

(c) Chartered student organizations may conduct on-campus dances or other fund-raising activities subject to the advance approval of the Associated Students Government Senate.

IV. BUSINESS OFFICERS OF THE ASSOCIATION

(a) There may be business officers of the Association.

(b) Each business officer shall take office no earlier than the first day of May in each year and serve until the last day of April in the following year, subject to the conditions set forth below.

(c) Each business officer shall be elected by a majority of the Senate from a list of three candidates submitted by the Associated Students Government President. No student shall be elected to the office, or shall continue to serve in the office, who fails to meet the requirements for constitutional officers set forth in Article II of the Constitution of 1967.

(d) Each business officer shall be free to conduct the operations of the office, including the establishment of rates and prices, subject to the rules of the Association and the supervision of the Dean of Student Development & Campus Events, and shall continue in office for the elected term so long as he or she performs the duties of the office. The Senate shall remove any incumbent business officer from office on the written recommendation of the Associated Students Government President or Dean of Student Development & Campus Events.

(e) Each business officer shall keep appropriate records and comply with the budget and accounting, and treasury and revenue procedures of the Associated Students Government and the Imperial Community College District.

ROYALTY ACT OF 1968

Amended by Board of Trustees action, 8/15/73, 8/9/78, 8/8/79, 10/09/91

Policy directed by Associated Students Government Rules Committee

Royalty may be selected for the traditional Arab Sweetheart Coronation held during the year. There may be a "queen" or "sweetheart" and two princesses, except in cases of a tie in the voting. In such cases there may be up to four princesses.

STUDENT DEMONSTRATION ACT

Amended by Board of Trustees action, 8/4/71, 9/10/75, 8/9/78, 10/09/91

Policy directed by Associated Students Government Rules Committee

Students shall have the right of peaceful assembly for the purpose of exchanging ideas and taking stands and positions on current issues and controversies. Peaceful demonstrations and picketing, provided they are conducted in a non-violent and non-disruptive manner, are legitimate modes of expression. However, peaceful dissent must be distinguished from gatherings which disrupt the educational process.

Demonstrations and picketing involve elements of speech and conduct. Demonstrators have no right to deprive others of the opportunity to speak or to be heard, or to unduly obstruct the movement of others, or to otherwise disrupt the educational process in any way that interferes with the safety and freedom of others. The following rules shall apply to demonstrations and picketing on campus:

(1) Students shall be allowed to demonstrate and peacefully picket in the following open areas on campus:

(a) The ramada area southeast of the College Center and northwest of the 800 Building;
(b) The campus amphitheater;
(c) At other areas or facilities agreed to by the Dean of Student Development & Campus Events, upon proper application to the Student Affairs Office.

(2) Demonstrations and picketing shall not take place inside of buildings, or be conducted at any entrance or other areas in such a manner as to obstruct traffic or interfere with the rights of others.

(3) Pickets and demonstrators shall not engage in violence or threatened violence; nor shall they intimidate others, use obscene language, or violate any campus rule or State law.

(4) Pickets shall maintain a reasonable distance between one another and shall not use or brandish picket signs in a manner threatening violence.

(5) Electrical amplification for individual speakers shall be provided by the Student Affairs office for use in the amphitheater only. Only one person shall use or be in control of a microphone or amplification device at any one time.

(6) Student pickets and demonstrators shall not use bullhorns or other means of voice amplification, except as provided for herein.

STUDENT OFFICES ACT OF 1971

Adopted 10/11/71, 10/09/91

Policy directed by the Associated Students Government Rules Committee

(1) The term of office lease shall be one semester. Applications may be submitted to the Rules Committee by any chartered campus organization or student leader desiring office space and indicating the nature of need for the office. An interview of the club representative or student leader may be required in addition to the application. Upon recommendation of the Rules Committee, selection of tenants for each office will be made by the Associated Students Government Senate.

Applications for Fall semester occupancy will be accepted no later than Friday of the first full school week. Assignments will be made the second week of the semester.

All leases will terminate on the last day of final examinations.

A cleaning deposit of $10.00 will be required of each club or student leader occupying an office. The deposit must be paid by the second week of occupancy. Damages to the office, if any, will be assessed by the Maintenance Department one week before the termination of the lease.

A refund of the cleaning deposit will be made to each occupant one week after the termination of the lease if the Maintenance Department finds no damage to the office.

(2) Use of one office may be reserved for the student newspaper staff. More than one club or student leader may be assigned to an office. Office facilities will be shared equally by multiple users of the office.

The Association will provide furniture for the offices consisting of a desk and file drawer with lock. Keys to the file may be checked-out through the secretary to the Dean of Student Development & Campus Events.

Each club or student leader may install and use a private telephone. All expenses and responsibilities of such telephones are assumed by the club or student leader. The Association disclaims any liability related to club or student leader office telephones.

(3) Offices may not be used for club meetings, since adequate facilities are provided by the Conference Room and other rooms scheduled by the Student Affairs office.

(4) The Rules Committee may at any time evaluate the use of the offices and report their findings to the Senate.

(5) The Senate reserves the right to terminate the lease of a club office at anytime. A two-thirds vote shall be required.

CERTIFICATES OF ELECTION OR APPOINTMENT

Amended by Board of Trustees action, 8/9/78, 10/09/91

Policy directed by the Associated Students Government Senate.

Certificates of Election or Appointment shall be signed by the Associated Students Government President and the Dean of Student Development & Campus Events for the following positions:

1. Associated Students Government President
2. Associated Students Government Vice President
3. Associated Students Government Secretary
4. Associated Students Government Treasurer
5. Associated Students Government Parliamentarian
6. Associated Students Government Members
7. Associated Students Elections Government Officer
8. Members of Associated Students Government Committee on Rules
9. Members of Associated Students Government Committee on Finance
10. Chairperson and vice-chairperson of Associated Students Government Athletics Commission, Campus Culture Commission, Student Activities Commission, Student Affairs Commission, and the Student Publicity Commission.

IMPERIAL VALLEY COLLEGE HEARING PROCESS

Adopted by Board of Trustees action, 9/15/76; amended 8/9/78, 8/8/79

Formerly and currently enrolled students are entitled to seek and receive responses to questions related to their educational programs in accordance with Imperial Community College District educational philosophy.

There are four formalized structures which may provide hearing procedures for students and campus organizations seeking responses to educational questions. They are:

1) Standards of Student Conduct
2) Access to Student Records and Challenge Procedure
3) Grievance Procedure Policy in Matters of Non-Discrimination (Sex, Race, National Origin, Color)
4) Admissions, Registration and Petitions Committee Procedure

The Superintendent/President has designated the Dean of Student Development & Campus Events as the coordinator of the petition and hearing process as related to the problems of students and campus organizations seeking answers related to their educational programs. Problems related to student grades issued by instructional staff should be referred to the Vice President for Academic Services.

Students and campus organizations are requested to summarize their problem in writing (in many cases forms are provided) and submit it directly to the appropriate committee chairperson listed above. However, if a student does not know the proper procedure or committee, the individual may, regardless of the nature of the problem, submit it to the Dean of Student Development & Campus Events who will assist and direct the student to the proper hearing process. The Dean of Student Development & Campus Events will respond in writing not later than five (5) school days after receiving notification of the problem in writing from the student. The Dean of Student Development & Campus Events may request informational conferences among parties designated to review the problem and its possible resolution, prior to assignment of a hearing process. Matters related to students' grades will not be included in this process.

STANDARDS OF STUDENT CONDUCT

Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91, 3/21/12

Questions should be directed to the Dean of Student Development & Campus Events

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

(1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.

(2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.

(3) Dishonesty, such as cheating, or for knowingly furnishing false information to the College.

(4) Willful persistent smoking where smoking has been prohibited.

(5) Unauthorized entry to, or use of College facilities.

(6) Forgery, alteration, or misuse of College documents, records, or identification.

(7) Disruption of classes, administration, disciplinary procedures, or authorized College activities.

(8) Theft of, or damage to property belonging to the College, a member of the College community, or a campus visitor.

(9) Disorderly, lewd, indecent, or obscene conduct or expression.

(10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.

(11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.

(13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

DISCIPLINARY ACTION

Students and campus organizations must comply with the Standards of Student Conduct established by the Board of Trustees of the Imperial Community College District in collaboration with the College faculty, administration and students. Violations of such rules are subject to the following types of disciplinary action which shall by administered by appropriate College authorities in accordance with the Due Process Disciplinary Procedures. Penalties are listed in degree of severity, but not necessarily in chronological order of administration.

(1) WARNING - Notice to the student or organization that continuation or repetition of specified conduct may be cause for further disciplinary action.

(2) REPRIMAND - Written reprimand for violation of specified rules. A student or organization receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in formal disciplinary action.

(3) DISCIPLINARY ACTION - Exclusion from participation in privileges or extra-curricular College activities set forth in the notice of disciplinary probation for a specified period of time. The imposition of disciplinary probation shall include notification in writing of the reason for disciplinary probation to the student and his/her parents or guardian where the student is a minor, or to a designated officer where a student organization is involved.

(4) RESTITUTION, REIMBURSEMENT FOR DAMAGE OR MISAPPROPRIATION OF PROPERTY - Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

(5) SUSPENSION- A student may be suspended by the Governing Board, the Superintendent/President or his designee, or by an instructor for good cause as related to College activity or attendance. The Superintendent/President or his designee may suspend a student: (a) from one or more classes for up to 10 (ten) days of instruction; (b) from one or more classes for the remainder of the school term; or (c) from all College classes and activities for one or more terms.

Removal by Instructor - An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to the Superintendent/President. During the period of removal the student may not be returned without the consent of the instructor.

(6) EXPULSION - An expulsion is a long-term or permanent denial of all campus privileges, including class attendance. When applied to a campus organization, expulsion refers to denial of all charter privileges for a like period of time. Students and campus organizations may be suspended from all campus privileges, including class attendance, while appeals and hearings are in progress. The Governing Board may expel when: (a) other means of conviction fails to bring about proper conduct, or (b) presence of the student causes a continuing danger to the physical safety of the student or others

CONDUCT OF NON-STUDENTS

(1) Persons who are not students or employees of the College, while on College property, shall be required to adhere to the Standards of Conduct applicable to students and to abide by campus policies and regulations. Non-College persons shall address meetings on campus only pursuant to an invitation from the Governing Board, members of the teaching staff, administration, or chartered student organizations (See Campus Speakers Policy).

(2) All persons on College property shall be responsible for reasonable cause to identify themselves upon request by a College official and to state the purpose for which they have entered the campus.

DUE PROCESS DISCIPLINARY PROCEDURES

(1) PURPOSE AND SCOPE - The following policies regulating student disciplinary actions are adopted for the purpose of creating a uniform method of disciplining students and organizations, thus according them fair and objective treatment. These policies shall not apply to suspensions from classes or the College imposed by members of the certificated staff of the District pursuant to Section 76031 of the Education Code, not to sanctions imposed for the failure of students to satisfy the academic standards of the College or State law.

(2) DISCIPLINARY AUTHORITY - The Superintendent/President has designated the Dean of Student Development & Campus Events as the Disciplinary Authority. In his/her absence, the Vice President for Academic Services, the Vice President for Business Services, or Vice President for Student Services may act as the Disciplinary Authority. It is the responsibility of these persons acting individually, or in concert, to recommend disciplinary action against students and organizations in the manners prescribed herein.

(3) DISCIPLINARY APPEALS BOARD - The College shall establish a Disciplinary Appeals Board which shall be made up of the members of the Student Affairs Committee. The Disciplinary Appeals Board shall select one faculty member to act as chairperson. In no event shall the Dean of Student Development & Campus Events sit or act as a member of the Disciplinary Appeals Board.

(4) PROCEDURES PRELIMINARY TO DISCIPLINARY ACTION - Disciplinary action may be recommended by the Disciplinary Authority for violation of one or more of the Standards of Conduct. In advance of the imposition of disciplinary action, the Disciplinary Authority shall interview the concerned student or organization officers for the purpose of discussing the misconduct of which the student or organization is accused and the disciplinary action, if any, which will be recommended.

(5) INITIATION OF DISCIPLINE - At, or after the conclusion of the interview referred to in section 4 (or after the student or organization representatives fail to attend the interview, proper notice having been given) disciplinary action may be recommended by the Disciplinary Authority by serving upon the student charged, and, if he/she is a minor, by also sending by registered mail to a parent, guardian, or adult responsible for the student identified in the student's file to the last known address therein, or to the organization's president, a notice of disciplinary action within ten (10) days from the date of the originally scheduled interview, which shall include the following:

(a) A copy of these policies;
(b) A detailed statement of the specific acts and/or omissions upon which the charges are based;
(c) Grounds for disciplinary action as contained in these policies;
(d) The specific disciplinary action to be recommended;
(e) If any form of probation or expulsion is to be imposed, notice thereof and the reason therefore, and a card or a paper, the filling-out and filing of which constitutes a sufficient notice of appeal. The card shall specify the last date on which an appeal may be filed.

(6) RIGHT OF APPEAL - Not later than (10) school days after the service of the notice of recommendation for any form of probation or expulsion upon a student or organization president, or the mailing of said notice to the responsible parent or guardian, whichever is later, the student or his/her parent or guardian, or the organization president, may appeal the disciplinary action to the Disciplinary Appeals Board by filling-out and filing notice of appeal with the Dean of Student Development & Campus Events.

If the student, parent, guardian, or organization's president fails to appeal the disciplinary action in the manner prescribed above, the matter of discipline shall be referred to the Superintendent/President for approval. If the Superintendent/President decides to recommend expulsion, his decision shall be referred to the Governing Board for approval, rejection, or modification.

(7) HEARING BY DISCIPLINARY APPEALS BOARD - If the student, or his/her parent, guardian, or the campus organization appeals the notice of disciplinary action recommendation described in Section 5 in the manner prescribed in Section 6, the Disciplinary Appeals Board shall conduct a hearing upon the charges contained in the notice of disciplinary action. The appellant shall be given not less than forty-eight (48) hours advance notice of the time, date and place of said hearing. The Disciplinary Authority recommending the discipline shall be present at the hearing and the appellant and his/her parent or guardian shall have a right to be present.

Both the appellant and the Disciplinary Authority may be represented by counsel.

The hearing will concern itself with the question of whether the alleged act and/or omission contained in the notice of disciplinary action and giving rise to the recommended disciplinary action, did in fact occur, and whether the act and/or omission constituted a violation of the standards cited in the notice, and, if so, what disciplinary action should be recommended. During the hearing the Disciplinary Authority shall be allowed to present evidence in support of the charges contained in the notice of disciplinary action and concerning the propriety of the discipline recommended. The appellant shall have the right to present evidence refuting such charges and explaining the impropriety of the discipline recommended. Either party or their counsel may cross-examine witnesses at the hearing.

Hearings shall be conducted in a closed meeting, unless the appellant has expressly requested an open hearing. The Disciplinary Committee shall record the proceedings either by use of a tape recorder, or by a stenographic reporter. At the conclusion of the hearing, the Committee shall render a written decision, based upon a majority vote, which shall contain finding of fact and conclusion regarding the issue of whether the act and/or omission charged occurred, whether it constituted a violation of the Standards of Student Conduct, and the type of disciplinary action, if any, which it recommends.

(9) DECISION BY COLLEGE PRESIDENT - The disciplinary action recommended by the Disciplinary Appeals Board shall be transmitted to the Superintendent/ President for his approval, rejection, or modification. Neither the student nor his/her parent or guardian or the organization where applicable, shall have a right to a hearing by the Superintendent /President. If the Superintendent/President decides to recommend expulsion, his decision shall be referred to the Governing Board of the District for approval, rejection, or modification.

(10) ACTION BY THE GOVERNING BOARD - A full record of all disciplinary proceedings which are referred to the Governing Board of the District for decision shall be presented to the Board of Trustees in advance thereof. Any decision of the Governing Board shall be based upon the record established before the Disciplinary Appeals Board. In those instances where the student or student organization has not appealed the disciplinary action to the Disciplinary Committee in the manner prescribed by these rules, it shall be conclusively presumed that the charges contained in the notice of disciplinary action are true. The Governing Board may permit argument on the record by the parties to the action. The decision of the Governing Board shall be final and any discipline imposed shall take effect from and after the date of said decision.

(10) UPON SUSPENSION OR EXPULSION for misconduct involving violations or California Penal Code Section 245 (assault with a deadly weapon or force likely to produce great bodily harm) the Superintendent/President or his designee shall notify the appropriate law enforcement agency.

ACCESS TO STUDENT RECORDS AND CHALLENGE PROCEDURE

Adopted by Board of Trustees action, 9/10/75; amended 8/9/78, 8/8/79, 10/09/91

Questions should be directed to the Dean of Student Development & Campus Events

(1) RELEASE OF STUDENT RECORDS

In accordance with Federal regulations, Imperial Community College District will provide students who are, or have been in attendance at Imperial Valley College an opportunity for a hearing to challenge the content of such students' educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.

When applicable, the consent of the student must be obtained before records, or any part thereof, may be released. The consent must be in writing, signed and dated by the student. It must also include a specification of the records to be released, the reason for the release and the names of those to whom the records are to be released.

Where consent is required, a copy of the records must be provided, on request to the student. There will be a reasonable charge made to the student for reproduction costs.

Imperial Valley College will maintain a record of access which shall be kept with the education records of each student under the direction of the Registrar. It must indicate all individuals, agencies, or organizations which have requested or obtained access. It must also indicate specifically the legitimate interest in obtaining the information. The record of access is to be available to the school official and his/her assistants who are responsible for the custody of the records. It shall also be available to school officials and specified representatives of governmental agencies as a means of auditing the access system. When applicable, the student consent issued by the student must be on file. The following files, records and documents shall be maintained by the College and classified as "Education Records": scholastic records, test scores, registration card, transfer transcripts, graduation petitions, general education certification, incomplete verification, veteran folders, nursing department folders and placement office folders.

(2) STUDENT RECORD CHALLENGE PROCEDURE

(a) Purpose and Scope - The following policies regulating student record challenge are adopted for the purpose of creating a uniform method of according fair and objective treatment.

(b) Student Record Challenge - The President of the College has designated the Registrar as the Student Record Challenge Authority. In the registrar's absence the Vice President for Academic Services, Vice President for Business Services, or Vice President for Student Services may act as Student Record Challenge Authority. It is the responsibility of these persons acting individually, or in concert, to resolve student record challenges in the manner prescribed herein.

(c) Student Record Challenge Appeals Board - The College shall establish a Student Record Challenge Appeals Board which shall be made-up of faculty and student representatives of the Admissions, Registration and Petitions Committee. The Board shall select one member to act as chairperson. In no event shall the Registrar sit, or act as chairperson.

(d) Procedures Preliminary to Student Record Challenge Process - An enrolled student wishing to challenge any information contained in his/her educational records at Imperial Valley College shall contact the Registrar and shall provide a written explanation of the basis for the challenge.

(e) Initiation of Student Records Challenge - At, or after, the conclusion of the interview (or after the student fails to attend the interview, proper notice having been given) by the student, record challenges may be resolved by the Student Record Challenge Authority. The student shall be notified by certified mail of the action taken.

(f) Right of Appeal - If the student wishes to appeal the decision he/she may do so by filling out and filing the card or paper contained in the certified notice, which shall constitute sufficient notice of appeal. The card or paper shall specify the last date on which an appeal may be filed.

(g) Hearing by Student Record Challenge Appeals Board - If the student appeals the notice of student record action described in Section (e), in the manner described in Section (f) the Student Record Challenge Authority recommending the action shall be present at the hearing and the appellant shall also have a right to be present.

Both the appellant and the Student Record Challenge Authority may be represented by counsel.

The hearing will concern itself with the question as stated in the written request described in Section (d). During the hearing, the Student Records Challenge Authority shall be allowed to present evidence in support of his/her decision and the appellant shall have the right to present evidence supporting his/her request. Either party, or either counsel may cross examine witnesses at the hearing.

Hearings shall be conducted in a closed meeting unless the appellant has expressly requested an open hearing. The Student Record Challenge Appeals Board shall record the proceedings either by use of a tape recorder, or by a stenographic reporter. At the conclusion of the hearing the committee shall render a written decision, based upon a majority vote, which shall contain findings of fact and conclusions reached regarding the issue.

(h) Decision by College Superintendent/President - The student record appeal action recommended by the Student Record Challenge Appeals Board shall be transmitted to the College President for approval, rejection, or modification. The student shall have a right to a hearing by the College President. The decision of the president shall be final and any action shall take effect from and after the date of said decision. Any decision by the College President does not prelude the individual's right to file a complaint with the Federal Department of Health, Education and Welfare as provided by law.

IMPERIAL VALLEY COLLEGE
STUDENT'S COMPLAINT POLICY

Adopted by the Board of Trustees 11/15/95, 3/21/12

The purpose of these procedures is to provide a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith or incompetence as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. This complaint policy applies to unfairness as it relates to areas such as but not limited to:

Assignment of grades	**Deviation from course content**
Access to classes	**Refusal of instructor to confer with a student**

This policy does not apply to:

1. Student Code of Conduct issues.

2. Allegations of discrimination based on race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). For complaints of this nature, please refer to the Discrimination Complaint Form.

For a clarification regarding student conduct issues of discrimination issues, the student may contact the Dean of Student Development & Campus Events, Director of Disabled Student Programs and Services or Title IX Officers.

INFORMAL RESOLUTION

A complaint must be initiated within twenty (20) instructional days of the alleged act or decision. If the alleged circumstance or act occurs during the last twenty (20) instructional days of the Spring semester, the complaint must be made prior to the end of the third Friday of the Fall semester.

Step 1 Discuss the problem with the individual involved or his/her counselor.

Step 2 If a mutually satisfactory understanding has not been reached with the other person, the student may, within five (5) instructional days, present the complaint to the immediate supervisor.

If Complaint is About:	**Contact:**
Classified Staff	Dean of Human Resources
Faculty	Instructional or Student Services Dean
Department Chair	Instructional Dean
Instructional Dean	Vice President for Academic Services
Administrator	Dean, Vice President or President
Another Student	Dean of Student Development & Campus Events

The supervisor must respond orally within ten (10) instructional days of the complaint.

FORMAL RESOLUTION

Step 3 If an informal resolution does not occur within ten (10) instructional days of the supervisor's response, a student may submit a complaint form (form may be found at the back of the handbook) to the Vice President for Academic Services regarding academic matters or the Dean of Student Development & Campus Events regarding non-academic matters.

The Vice President for Academic Services, Vice President for Student Services or the Dean of Student Development & Campus Events will respond in writing to the complaint within ten (10) instructional days of receipt of complaint.

Students' Complaint forms are available from:

Dean of Student Development & Campus Events	Student Affairs	Bldg. 1000
Director of Disabled Student Programs & Services	DSP&S Office	Bldg. 2100
Title IX Officer	Counseling Center	Bldg. 100

Step 4 If a student is not satisfied with the decision made by the Vice President for Academic Services or the Vice President for Student Services or the Dean of Student Development & Campus Events, a student may request a hearing within five (5) instructional days of that decision (form may be found at the back of the handbook).

Academic matters will be heard by the Admissions, Petitions and Registration Committee. Non-Academic Matters will be heard by the Student Affairs Committee.

A REQUEST FOR A HEARING SHALL BE FILED NO LATER THAN THIRTY (30) INSTRUCTIONAL DAYS FOLLOWING THE INITIATION OF THE COMPLAINT (STEP 2). IF A COMPLAINT IS FILED WITHIN THE LAST THIRTY (30) INSTRUCTIONAL DAYS OF THE SEMESTER THE PRESIDENT OF THE COLLEGE MAY DELAY ANY FURTHER ACTION ON THE COMPLAINT UNTIL THE NEXT SEMESTER.

Any committee member who has a direct involvement with the complaint shall be excluded from reviewing that complaint or participating in any manner in the determination of the ultimate outcome of that complaint.

Step 5 Hearing Procedures

a. The appropriate committee will meet within ten (10) instruction days of the request for a hearing.

b. The student shall bear the burden of proving the allegations of his/her complaint.

c. Hearings and the investigation and gathering of evidence conducted pursuant thereto shall be considered confidential unless all parties and the committee agree to a public hearing. The proceeding shall be recorded either by tape or electronic recorder.

d. This is not a legal court proceeding, however all parties may have counsel or other representative present.

e. At the conclusion of the hearing, the Committee shall meet privately to reach its decision by majority vote and prepare a written statement containing findings of fact, conclusions and its recommendation to the President/Superintendent for his/her approval, rejection or modification. The student will be instructed to contact the Dean of Student Development & Campus Events the day following the hearing to be informed verbally of the Committee's recommendation. The Committee's recommendation will also be sent to the student by certified mail within two (2) instructional days after the hearing.

f. No reprisal of any kind will be taken by the President/Superintendent, any member of the Committee, faculty, staff of the administration, or the Board of Trustees against any aggrieved person, or any witness in the complaint procedure by reason of the required participation.

Step 6 Appeals

If the student desires to appeal the Hearing Committee's recommendation, this appeal must be made in writing directly to the President/Superintendent within five (5) instructional days of the hearing.

The President/Superintendent may approve, reject or modify the Hearing Committee's recommendation within five (5) instructional days after the appeal is received.

If the student is not satisfied with the decision of the President/Superintendent, he/she may make a final appeal to the Board of Trustees.

In order for this appeal to be placed on the Board agenda, a request must be submitted at least ten (10) instructional days prior to the next Board meeting. The Board shall then notify the student(s) of its decision within five (5) instructional days of the meeting.

If your complaint cannot be resolved at the campus level, you may present your issues to Accrediting Commission for Community and Junior Colleges or to the California Community College Chancellor's Office at http://carlifforniacommunitycolleges.cccc.edu/ComplaintsForm.aspx

Definitions

A "Student" is a person enrolled at Imperial Valley College within 30 days of the alleged act or decision.

"Instructional days" are those days when the college is in session and classes are being held, excluding Saturdays and Sundays.

ADMISSIONS, REGISTRATION AND PETITIONS COMMITTEE PROCEDURE

Adopted by Board of Trustees action, 9/15/76; amended 8/9/78, 8/8/79

Questions should be directed to the Director of Admissions & Records

Imperial Valley College will provide students who are, or who have been in attendance an opportunity for a hearing upon petitions filed requesting deviation from regulations such as course substitutes for graduation, reinstatement after automatic withdrawal, late admissions, etc. The chairperson of this committee shall be the Director of Admissions & Records and the following members shall be appointed by the Superintendent/President: one student for admission and registration matters and members of the College faculty.

The following regulations shall apply to the Student Petition Process:

(a) Purpose and Scope - The following policies regulating the student petition process are adopted for the purpose of creating a uniform method of according fair and objective treatment.

(b) Student Petition Process Authority - The Superintendent/President has designated the Director of Admissions & Records as the Student Petition Process Authority. It is his/her responsibility to resolve student petitions in the manner prescribed herein.

(c) Student Petition Committee – The College shall establish a Student Petition Committee which shall be made up of the faculty and student members of the Admissions Registration and Petitions Committee. The Student Petition Committee shall select one member to act as chairperson. In no event during the hearing process shall the Dean of Admission sit on, or act as chairperson of the Committee.

(d) Procedures Preliminary to Student Petition Process – An enrolled, or formerly enrolled student wishing to petition matters related to his/her education at Imperial Valley College shall contact the Director of Admissions & Records and provide a written explanation, on the form provided, concerning the basis for his/her petition.

(e) Initiation of Student Petition Process – At, or after the submission of the petition, the student's petition request may be resolved by the Student Petition Process Authority. The student shall be notified by mail of the action taken. If the student wishes to appeal the decision he/she may do so by filing the card or paper contained in the notice which shall constitute sufficient notice of appeal. The card or paper shall specify the last date on which an appeal may be filed.

(f) Right to Appeal – Not later than ten (10) school days after service of the notice of the action, the student may appeal the student petition process action to the Student Petition Committee by filling-our the notice of appeal with the Director of Admissions & Records. If the student relinquishes his/her right to a further hearing.

(g) Hearing by Student Petition Committee - If the student appeals the notice of student record action described in Section 5 in the manner described in Section 6, the Student Petition Process Authority recommending the action shall be present at the hearing and the appellant shall have a right to be present.

Both the appellant and the Student Petition Process Authority may be represented by counsel. The hearing will concern itself with the question requested in the written petition described in Section 4. During the hearing the Student Petition Process Authority shall be allowed to present evidence in support of his/her decision and the appellant shall have his/her request. Either party, or either counsel may cross examine witnesses at the hearing.

Hearing shall be conducted in a closed meeting unless the appellant has expressly requested an open hearing. The Student Petition Committee shall record the proceedings either by use of a tape recorder, or by a stenographic reporter. At the conclusion of the hearing the committee shall render a written decision, based upon a majority vote, which shall contain findings of fact and conclusions reached regarding the issue.

(h) Decision by Superintendent/President - The student records appeal action recommended by the Student Petition Committee shall be transmitted to the Superintendent/President for approval, rejection, or modification. The decision of the Superintendent/President shall be final and any action shall take effect from the date of said decision.

OFF-CAMPUS CODE OF CONDUCT FOR IMPERIAL VALLEY COLLEGE AND THE CALIFORNIA COMMUNITY AND JUNIOR COLLEGE ASSOCIATION

Adopted CCJCA Executive Board 5/29/64
Adopted by the Board of Trustees with Amendments 8/8/79

Questions should be directed to the Dean of Student Development & Campus Events

Since it is fundamental to the continuance of off-campus trips and activities that the rights of the majority shall not be jeopardized by the actions of a few, this Code of Conduct is adopted:

(1) BASIC RESPONSIBILITIES

(a) Each participant, student or faculty member, shall recognize his/her responsibility for proper conduct at conferences, athletic events, performances, trips, etc.

(b) Each faculty member in charge shall recognize his/her responsibility for the actions of the group.

(c) The group shall establish any procedure deemed necessary for the encouragement of proper conduct. This shall include publicizing the Code of Conduct in advance of the event so that responsibilities of each participant are clarified.

(d) Prior to the event the faculty member responsible shall inform each participant of this Code of Conduct.

(2) REGULATIONS OF CONDUCT

(a) It is contrary to California State Law to possess, serve, or consume alcoholic beverages at any college function, including the off-campus conferences of recognized community college groups, regardless of the age of those participating. Furthermore, anyone who appears at these events under the influence of alcoholic beverages, or is present where they are being consumed or served, shall be subject to disciplinary action. This article also refers to the time spent going to and returning from the event.

(b) When overnight trips are scheduled, mixed gatherings of men and women, regardless of where or when held, shall be restricted to public rooms on the main floors, or rooms officially designated, or in all areas in the company of an advisor or non-student personnel member approved by the advisor.

(c) The responsibility for property damage shall rest with individuals as defined by law.

(d) All participants are expected to show proper consideration for the rights and welfare of others. Undue noise and disturbances shall be considered violations of this code.

(e) The student(s) to whom a room is registered will be held responsible for the conduct of those in that room.

(3) DISCIPLINARY ACTION

(a) Any violation of the Code of Conduct shall be referred for action to the Dean of Student Development & Campus Events, or other appropriate College administrator.

(b) Any action by the College such as conduct probation, suspension, etc., shall be in addition to action taken by the group, conference organization concerned, or law enforcement.

(4) RESPONSIBILITIES OF FACULTY MEMBERS AND CLUB ADVISORS ON OFF-CAMPUS TRIPS

(a) Each faculty member is responsible for the actions of his/her students.

(b) Violations of the Code of Conduct should be reported to the Dean of Student Development & Campus Events, or other appropriate College administrator immediately upon return to the campus.

(c) Disciplinary action shall be taken at the event and shall include disqualification from participation in the event. In some cases the conference itself may have a code and disciplinary rules with which each advisor should be familiar. Should disciplinary action take place at the event, the College may take further action after the matter has been taken under consideration by the Dean of Student Development & Campus Events, or other appropriate College administrator.

(d) It is highly desirable that, whenever possible, the advisor's room be located adjacent to those of the students.

(e) Student participants are to accompany the group both to and from the event, unless prior approval has been granted by the Dean of Student Development & Campus Events, or other appropriate College administrator.

CAMPUS SPEAKER POLICY

Amended by Board of Trustees action, 8/4/71, 9/10/75, 10/09/91
Questions should be referred to the Dean of Student Development & Campus Events

One of the objectives of Imperial Valley College is to serve as an educational and cultural center for the residents of Imperial County. This objective is furthered through the conduct of public forums, symposiums and lecture and concert series on campus. Additionally, inviting educational guest speakers to address students and faculty is encouraged.

Faculty members, members of the administration and governing board, as well as chartered student organizations, may, subject to the regulations herein, extend invitations to persons to speak on campus. Prior to any invitations being extended to a person off-campus, a request must be submitted to the office of the Dean of Student Development & Campus Events. Requests should be submitted at least ten (10) days prior to the speaking date contemplated.

Speaker requests must contain the following information:

(a) The name of the sponsoring individual or organization
(b) The speaker's name and affiliation
(c) The proposed time and place of the address
(d) The topic for presentation
(e) A statement indicating that the sponsoring organization's faculty advisor has assented to the request.

The Dean of Student Development & Campus Events shall, within five (5) days of the filing request, signify his approval or disapproval of the request. The Dean of Student Development & Campus Events may seek out the advice of the Student Affairs Committee in making his determination concerning the request. The Dean shall deny a request only upon determining that a speaker's appearance would create a clear and present danger of violence, or that the speaker's presence would cause substantial disruption of the educational process.

The Dean of Student Development & Campus Events shall endeavor to encourage opportunity for the expression of a variety of viewpoints over a period of time.

The individual or group wishing to invite a speaker shall, with the supervision of the Dean of Student Development & Campus Events, make arrangements for use of facilities, provisions for amplification, etc. Where possible, all speaking engagements shall be noted on the weekly calendar of campus events. Publicity announcing a campus speaker shall not be released prior to the issuance of an invitation.

All speakers attending upon invitation offered under these rules shall be subject to compliance with the Standard of Conduct established for non-students. The Dean of Student Development & Campus Events may require:

(1) That the speaking occasion be chaired by a faculty advisor, faculty member or other person approved by the Student Affairs Committee.

(2) That a complete and accurate resume of the speaker’s background and affiliation be presented to the audience during the speaker’s introduction.

(3) That there be a question and answer period following the address.

INTRODUCTION OF GUEST SPEAKERS

Questions should be referred to the Dean of Student Development & Campus Events

The Student Affairs Committee recommends that the following procedure be promulgated throughout the campus as a means of coordinating all campus appearances of guest lecturers (excluding rental of facilities under the Civic Center Act). This procedure, of course, must allow for flexibility.

(1) All guest lecturers' programs shall be controlled by a faculty member who shall introduce the speaker and conduct the question and answer period.

(2) A complete and accurate resume of the speaker's background shall be presented to the audience during the introduction.

(3) During the question and answer period the instructor shall maintain control of the microphone, ask for questions and repeat questions to the lecturer.

(4) All questions that are directed to the speaker should be clear, concise, related to the issue at hand and respectful of the speaker. The speaker should attempt to answer questions that have relevance and propriety.

(5) These guidelines shall be shared with the speaker prior to his/her presentation.

MODEL CONSTITUTION FORM

Policy directed by Associated Students Government Rules Committee

A. General Comments

A constitution and bylaws for any club or organization provide needed continuity. As membership changes, the constitution and bylaws remain and guide the members so that the original purpose and principles of the organization are not forgotten or lost.

The constitution should lay down the fundamental principles on which the organization is to operate. The bylaws establish the rules by which it is to function. The bylaws should be more easily amended and altered than the constitution. The constitution should be simple enough to allow the members some flexibility as to the conduct of the organization. A constitution should fit the needs of the organization and not be a carbon copy of the constitution of another organization.

Procedures must be included for amending the constitution. Through experience it will at times become obvious that certain changes will benefit the group.

At other times a constitution may become so outdated that it will need to be completely rewritten or revised. In these cases the constitution is rewritten and approved or rejected by a vote of the membership. If adopted, the old constitution is discarded and the new constitution becomes the governing instrument of the organization.

All changes or revisions of constitutions must be presented to the Dean of Student Development & Campus Events.

B. Model Constitution

Article	I.	Name
Article	II.	Purpose (s)
Article	III.	Membership
Section	1	Composition
	2	Qualifications
Article	IV.	Officers
Section	1	Election
	2	Eligibility
	3	Term of Office
	4	Responsibilities or duties
	5	Impeachment
	6	Which officers shall compromise the Executive Board
	7	Vacancies

Article	V.	Meetings
Section	1	When to be conducted
	2	Number per term
	3	Method of calling special meetings
	4	Quorum
Article	VI.	Committees
Section	1	Names
	2	Manner of comprising such committees
Article	VII.	Voting
Section	1	Proportion of voters required for legislation should be stipulated
	2	Who Votes?
	3	Officers
Article	VIII.	Method of Amending Constitution
Section	1	Time for notice
	2	Proportion of members necessary to pass

C. **Model Bylaws**

(Usually contains the specifies of conducting the affairs of the group).

Article	I.	How to remain in good standing
Article	II.	Dues (amount, when paid)
Article	III.	Duties of Officers
Article	IV.	Executive Board
Article	V.	Committees
Article	VI.	Order of Business
Article	VII.	Parliamentary Authority

GUIDE TO PARLIAMENTARY PROCEDURE

This guide to parliamentary procedure will be an aid to the chairperson in performing his/her job. He/she should refer to Robert's Rules of Order for final decisions.

ROBERT'S RULES OF ORDER
Revised Edition
Final and complete authority on parliamentary procedure.
Hard Cover Edition

(1) TO PRESENT AND DISPOSE OF A MOTION

- (a) Member rises and addresses the chair.
- (b) Member receives recognition by chair.
- (c) Member proposes a motion.
- (d) Another member seconds motion.
- (e) Chair calls for a vote on the motion.
- (f) Senate debates or discusses motion.
- (g) Chair calls for a vote on the motion.
- (h) Chair announces results of the vote.

(2) PURPOSE OF MOTIONS

- (a) Main motion – brings questions before the senate for consideration.
- (b) Subsidiary motion – for the purpose of modifying or disposing the main motion under discussion.
- (c) Privileged motions – have no connection with main motion, but are of importance to demand consideration.
- (d) Incidental motions – miscellaneous motions which cannot be placed in any of the three groups listed.

(3) USE OF MOTIONS

- (a) May it interrupt a speaker?
- (b) Does it require a second?
- (c) May it be debated?
- (d) What vote is required to carry it?
- (e) Are there other motions that apply?
- (f) May it be proposed again if lost?
- (g) What is its rank or precedence?

(4) SIGNIFICANCE OF THE RANK OF MOTIONS

- (a) The motions are in order of precedence.
- (b) The specific main motions have no precedence.
- (c) No two main motions may be pending at the same time.
- (d) Incidental motions have no order of precedence among themselves.
- (e) Any one of them may be proposed when a situation arises that requires it.

(5) CHART OF PRECEDENCE OF MOTIONS SYMBOLS:

INSP - May interrupt a speaker; NSR - no second required; ND - not debatable; LD - limited debate; OMQ - opens main question to limited debate; OMQ - opens main question to debate; 2/3 - requires 2/3 vote for adoption.

(a) Privileged Motions:

To fix time at which to adjourn (LD)
To adjourn (unqualified) (LD)
To take a recess (LD)
To rise to a question of privilege
(INSP, NSR, ND)
To call for orders of the day
(INSP, NSR, ND)

(b) Subsidiary Motions:

To lay on the table (ND)
To call for the previous question (ND, 2/3)
To limit or extend limits of debate (LD, 2/3)
To postpone definitely (LD)
To refer to a committee (LD)
To amend (LD)
To postpone indefinitely (OMQ)

(c) Main Motions:

General Main Motions
Specific Main Motions
To take from the table (ND)
To reconsider (INSP, OMQ)
To reconsider and have entered in the minutes (INSP, OMQ)
To rescind (OMQ, 2/3)
To expunge (OMQ, 2/3)
To adjourn (qualified)
To create orders (2/3)
To adopt resolution
To amend (constitution, etc.) (2/3)

(d) Incidental Motions:

To suspend the rules (ND, 2/3)
To withdraw a motion (NSR, ND)
To read papers (ND)
To object to consideration (INSP, NSR, ND, 2/3)
To rise to a point of order (INSP, NSR, ND)
To rise to a parliamentary inquiry (INSP, ND)
To appeal from the decision of the chair (INSP, LD)
To call for a division of the senate (NSR, INSP, LD)

APPENDIX

The following forms
Can be picked up in the
Student Affairs Office

ACTIVITY FUNCTION FORM

Any Questions should be referred to the Dean of Student Development & Campus Events

A. Activity

1. Name of Organization_____
2. Type of Event_____
3. Location of Event_____
4. Date of Event_____
5. Times of Event_____

B. General Information

1. This form must be submitted two weeks or two regularly scheduled senate meetings in advance of the event to the Student Affairs Office.
2. Enter the event for tentative approval on the campus master calendar through the Student Affairs Specialist.
3. Submit the necessary facility request and work orders with this form to the Student Affairs Office.
4. Complete ticket sale, requisitions, police patrol, and/or custodial service arrangements with the Student Affairs Specialist.
5. Use of off-campus sites and the gym must be approved by the Student Affairs Committee.
6. Submit a summary of the event plans signed by the organization sponsor and the club president. When it is a major social function it must also have the signatures of at least four organization members who will be at the event.

C. Signatures indicating approval of necessary arrangements:

1. Student Affairs Specialist:

_____ Date:_____

2. Club Representatives (Social Function Act reviewed when applicable): **(<u>Four</u> signatures required for major social function)**

Print Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____

3. Club Advisor (Social Function Act reviewed when applicable):

_____Date:_____

4. Faculty or administrative sponsors attending the social event (when applicable; also indicates review of Social Function Act):

_____ Date:_____

_____ Date:_____

_____ Date:_____

_____ Date:_____

5. Associated Student President:

_____ Date:_____

6. Dean of Student Development & Campus Events: (final approval)

_____ Date:_____

Office use only:

_____ **Approved** _____ **Disapproved** **Date:**_____

ON-CAMPUS FOOD SALES FORM

Adopted by Board of Trustees resolution #3437, 10/11/72
Amended 10/8/73, 9/10/75, 9/9/81, 10/09/91

A. ACTIVITY

(1) Name of Organization_____

(2) Type of Event_____

(3) Type of Food_____

(4) Location of Event_____

(5) Date of Event _____ Time:_____

All requests for Food Sales (or Gifts) must be submitted **two weeks or two regularly scheduled Senate Meetings in advance**. Supervision shall be by the Food Sales Committee and any additional persons the Administration may appoint from time to time.

B. POLICY

(1) Food sold or given away (Gifts) on campus must be prepared or supervised by a Certificated Food Handler. (Food Handing Permits should be processed through the County Health Department at least two weeks in advance.)
(2) Food, if transported, must meet county regulations.
(3) Food sales or gifts my only be conducted by properly chartered campus organizations in good standing.
(4) County regulations must be followed at all times.
(5) The food sale and gift policy shall be administered equally and fairly to all applicants without regard to race, religion, sex, or political belief.
(6) No more than 3 food sales permitted during a 90 day period.

C. <u>SIGNATURES INDICATING APPROVAL OF REQUEST</u>
(not necessarily in indicating order):

(1) Club Officer_____ Date:_____

(2) Club Advisor_____ Date:_____

(3) Student Affairs Specialist_____ Date:_____

(4) A.S.G. President_____ Date:_____

(5) Dean of Stu. Development & Campus Events_____Date:_____

REQUEST FOR CHARTERED STATUS

(must be resubmitted each semester)

SEMESTER_____

Policy directed by Associated Students Government Rules Committee

NAME OF ORGANIZATION_____

LIST OF OFFICERS:

	Print Name	Signature	Student I.D #
President			
Vice-President			
Secretary			

We have reviewed the Campus Organization Act and understand the requirements of chartered status:

	Print Name	Signature
CLUB PRESIDENT		
FACULTY ADVISOR		

LIST OF CLUB MEMBERS (minimum of eight (8) members who are students).

PRINT NAME	SIGNATURE	Student I.D #

Administratively approved for renewal of club charter:

_____ _____

Chairperson, A.S.G. Rules Committee Date

_____ _____

Dean of Student Development & Campus Events Date

PERMANENT RECORD OF STUDENT ACTIVITIES FORM

Policy directed by Dean of Student Development & Campus Events

On petition of the student, it is possible for participation in Student Activities to be entered on the permanent record of the individual. Two types may be included:

1. **Elective offices**
2. **Scholastic honors**

The student should list below the activities that he/she wishes to have entered on his/her permanent record, and obtain the signatures of the sponsor of the organization concerned.

Elective Office	**Inclusive Dates**	**Sponsor**

Scholastic Honors	**Date**	**Sponsor**

I hereby petition that the above information be entered on my permanent record at Imperial Valley College.

_____
Signature

_____
Student I.D #

_____
Date

ELECTION APPLICATION

Policy directed by Associated Students Government Rules Committee.

I, _____ Student I.D #_____
(Print name as it is to appear on ballot)

hereby request that my candidacy be certified for the office of President/Senate member of the Associated Students Government of Imperial Valley College. If my candidacy is certified, I agree to abide by the regulations governing this election.

Date _____

Phone#_____ **_____**
Candidate's Signature

Three-word title to appear on ballot
(OPTIONAL):_____

****

I hereby certify the eligibility of _____ for the office of President/Senate member of the Associated Students Government.

Date_____

_____
Dean of Student Development & Campus Events

Office use only:

_____ Approved **_____ Disapproved** **_____ Student Notified**

PRESIDENTIAL ELECTION APPLICATION

Policy directed by Associated Students Government Rules Committee.

Name_____ Student I.D #_____

Please answer the following questions in the space provided. Your responses will be used as a method of evaluating your candidacy.

(1) Why do you feel you are qualified to be President?

(2) What do you feel you could accomplish as a President that would benefit the student campus?

_____ _____
Candidate's Signature Date

Telephone #_____

****

Office use only:

_____ Approved _____ Disapproved _____ Student Notified

I hereby certify the eligibility of _____ for the office of President of the Associated Students.

_____ Date_____
Dean of Student Development & Campus Events

ASSOCIATED STUDENTS GOVERNMENT APPLICATION

Policy directed by Associated Students Government Rules Committee.

Name_____ **Student I.D #**_____

Please answer the following questions in the space provided. Your responses will be used as a method of evaluating your candidacy.

(1) Why do you feel you are qualified to be a member of the Senate?

(2) What do you feel you could accomplish as a Senate member that would benefit the student body?

Candidate's Signature_____ **Date** _____

Telephone #_____

****

I hereby certify the eligibility of _____ for the office of Senate member of the Associated Students.

_____ Date:_____

Dean of Student Development & Campus Events

Office use only:

_____ Approved _____ Disapproved _____ Student Notified

IMPERIAL VALLEY COLLEGE
Student Affairs Committee
P.O. Box 158
Imperial, CA. 92251

STANDARD ENGAGEMENT AGREEMENT

The undersigned Artist(s) and Purchaser agree to the following terms and conditions for the engagement herein described below:

1. **Name under which ARTIST(S) operates:**

_____

2. **Name of Purchaser:**

_____

City: _____ **State:** _____ **AC & Phone:** _____

3. **Date of Agreement:** _____

4. **Official Institution Representative:** _____

5. **Agreed price for engagement & how paid:** _____

6. **Performance Date & Day:** _____

7. **Performance Place:** _____

   Address: _____

8. **Length of Performance:** _____ **9. Arrival Time:** _____

10. **Show time:** _____ **11. Rehearsal Time:** _____

12. **Type of Engagement:** _____

13. **Personnel Reports To:** _____

14. **If riders are to be made apart of this agreement indicate below:**

    Purchaser _____ **Artist** _____ **Agent** _____

15. **Additional agreement provisions:** _____

_____

It is understood that the Artist(s) executes this agreement as an independent contractor and is not an employee of the Purchaser and the Artist(s) shall have the exclusive control over the means, method and details of fulfilling his/her obligation under this contract, except for performance time(s) and minimum and maximum length of act.

Artist(s) agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including but not limited to Social Security laws, Workers' compensation Insurance, Income Taxes, State Employment, Insurance taxes, or contributions, Public Liability Insurance; and Artist(s) will hold purchaser harmless against any such laws as well as against all Union claims for welfare payments.

Artist(s) represent(s) that in performing his/her (their) act under the terms of this contract, they are not infringing on the property right, copyright, patent right or any other right of anyone else; and if any suit is brought or a claim made by anyone that anything in conjunction with the ownership or the presentation of said act or appearance is an infringement on the property right, copyright, patent right or other rights, Artist(s) will indemnify the Purchaser against any and all loss, damage cost, attorney fee or other loss whatsoever by reason of Booking Agency permitting or allowing the presentation of the act or attraction called for herein.

The agreement of the Artist(s) to perform and the Purchaser to complete the terms of this contract is subject to proven detention by sickness, accidents, riots, strikes, epidemics, act of God, or any other legitimate conditions beyond their control.

Any controversies arising between the Artist(s) and the Purchaser pertaining to this contract shall be resolved by the Courts of the State wherein the engagement is performed.

The Purchaser, in signing this contract warrants that he/she sign as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of the contract.

Date:_____ **Contact Person:**_____

ARTIST:_____ **PURCHASER:**_____

Address:_____

Address:_____

Agreed by:_____ **Agreed by:**_____
(Artist or Authorized Signature) **(Official Institution Representative)**

By:_____ **By:**_____

IMPERIAL VALLEY COLLEGE
STUDENT COMPLAINT FORM

Please print or type this form and return it to:

Check one:

Academic Matter _____ (Submit to V.P. for Academic Services)

Non-Academic Matter _____ (Submit to Dean of Student Development & Campus Events)

Name:_____ Student I.D #:_____

Address:_____ City:_____ State:_____ Zip: _____

Residential
Telephone No. ( ) _____

Work or Other
Telephone No. ( ) _____

1. My complaint is about: (Please check only one which applies.)

   a._____ Faculty

   b._____ Department Chairperson

   c._____ Administrator

   d._____ Classified Staff

   e._____ Another Student

   f._____ Other (Please specify)

   _____

2. Name of person, college person, etc. _____

   Have you discussed this with the person involved? Yes _____ No _____

3. Statement of allegation/complaint: (Attach additional sheets if necessary)

   _____

   _____

   _____

   _____

   _____

4. Date allegation/complaint occurred:_____

5. What resolution(s) do you propose?

_____

_____

_____

_____

_____

I certify that the above information is correct.

_____ _____

Signature of Complaint Date

_____ _____

Signature of District Person Receiving Complaint Date

FOR OFFICE USE ONLY

Resolved:_____ Y _____ N Date_____ Referred_____ Date_____

Request for Hearing:_____ Y _____ N Signature_____ Date_____

IMPERIAL VALLEY COLLEGE

REQUEST FOR A HEARING FORM

Please print or type this form and return it to:

Check one:

Academic Matter _____ (Submit to V.P. for Academic Services)

Non-Academic Matter _____ (Submit to Dean of Student Development & Campus Events)

Name:_____ Student I.D #_____

Address:_____ City:_____ State:_____ Zip: _____

Residential
Telephone No. ( ) _____

Work or Other
Telephone No. ( ) _____

Person(s) making decision giving rise to complaint:

_____

_____

Date of alleged act or circumstances which led to the complaint:_____

Nature of decision giving rise to complaint. (Provide complete details and dates. Attach any materials you want to support your grievance).

_____

_____

Resolution sought:

_____

_____

PLEASE ATTACH A COPY OF THE WRITTEN RESPONSE TO COMPLAINT MADE BY THE VICE PRESIDENT OF ACADEMIC SERVICES OR THE DEAN OF STUDENT DEVELOPMENT & CAMPUS EVENTS.

I certify that the above information is correct.

_____ _____
Signature of Complaint Date

_____ _____
Signature of Complaint Date