

**American River College
Clubs and Events Board
By-Laws**

**Statute I
Clubs and Events Board Statutes**

Act I. Adoption

1. These statutes shall become ratified by a two-thirds (2/3) vote of quorum.
2. Once ratified, status will come into effect.

Act II. Amendments

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

**Statute II
Clubs and Events Board Elections Statute**

Act I. Application

The rules and procedures specified in these guidelines shall apply to all elections conducted by the American River College Associated Student Body and are intended to supplement provisions of the constitution. Actions by the Elections Committee require approval by a majority vote of the Student Senate and the Clubs and Events Board.

Act II. Commissioner of Elections

1. The Vice Presidents of the Student Senate and the Clubs and Events Board shall serve as the Co-Commissioners of Elections. In the event that either or both of the Vice Presidents are candidates in the election, the President of the respective board shall appoint a replacement that is not a candidate in the election. In the event that the Vice President seat is vacant, the President of the Board will appoint a Commissioner of Elections in their place.
2. The Co-Commissioners of Elections shall form an ad hoc committee which will consist of:
 - a. The two (2) Co-Commissioners of Elections
 - b. Two (2) members appointed by the Clubs and Events Board President
 - c. Two (2) members appointed by the Student Senate President
 - d. The Office of Center For Leadership and Development Coordinator who shall serve as advisor
 - e. One (1) faculty member not associated with the Office of Center For Leadership and Development if available.
 - f. The chairperson of the Elections Committee shall be determined by the members of the committee by majority vote. All members of the committee, except for the chairperson when determined, shall be voting members. The chairperson shall only vote in the event of a tie.
3. Tabulation of votes shall be conducted by the Co-Commissioners of Elections and the Associated Student Body Advisor, or designee.
4. The Co-Commissioners of Elections shall certify the official election results within two (2) school days after the election.
5. After certification, the Co-Commissioners of Elections shall post the official results in various public places around the campus, as determined by the Elections Committee, for a period of at least five (5) school days.

Act III. Election Committee

1. The Election Committee Duties:
 - a. Shall sponsor a Candidates Workshop no later than two (2) weeks before a general or special election candidate packet is due to inform candidates of election guidelines and the candidate/election process.
 - b. The Co-Commissioners of Elections shall have the responsibility of overseeing the completion of the workshop.
 - c. A list of poll workers shall be posted no later than three (3) school days prior to the election.
 - d. Polling places must be attended by at least two (2) poll workers at all times.
 - e. The procedures for printing and posting campaign platforms shall follow Los Rios Community College District's policies and regulations regarding printing and posting for campaigns. The Elections Committee may determine any additional procedures for printing and posting.
 - f. The elections committee will sponsor at least one mandatory public candidate's forum during Campaign Week at which the candidates shall state their platforms.

Act IV. Candidate Eligibility

See Article VII, Section 2 and Article VIII, Section 2 of the Associated Student Body Constitution.

Act V. Verification of Eligibility

Upon filing a nomination petition by a candidate, the Office of Center For Leadership and Development shall inspect candidate's records for verification of eligibility.

Act VI. Nominations

All candidates for office shall be nominated by a petition containing signatures of fifty (50) American River College students. Petitions shall be made available during Petition Week and must be filed in the Office of Center For Leadership and Development by 4:00 p.m. on the Friday of Petition Week (or by the deadline set by the Co-Commissioners of Elections). Petitions shall be made available to the student population no later than two (2) weeks prior to the submission deadline.

Act VII. Election Campaign and Publicity

1. All candidates shall comply with the following:
 - a. Registered candidates will be responsible for their campaign. In addition, candidates will be responsible for the actions of their election campaign personnel.
 - b. At the discretion of the Elections Committee, and per District policy and regulations, a limit may be set as to the number of campaign personnel. A list of campaign personnel may be requested to be filed with the Elections Committee.
 - c. Any person actively involved in a candidate's campaign shall be considered campaign personnel.
 - d. If any candidate does not comply with all campaign regulations, the Co-Commissioners of Elections shall submit a recommendation to the Board of Justice for that candidate's disqualifications from the elections.
 - e. Upon receipt of a recommendation of disqualification, the Board of Justice may disqualify any candidate who is not in compliance with these statutes.
2. The American River College policy on posting of materials shall be followed unless otherwise stated.

3. The assessed monies that may be expended, for all elective office campaigns, must follow the limitations set forth in the District policies and regulations. This includes the assessed value of all material donations in which a receipt is not provided. The assessed value of campaign materials will be determined by the Co-Commissioners of Elections and the Elections Committee. Only the Co-Commissioners of Elections can request receipts from an candidate.
4. No election publicity or campaigning of any kind will be allowed within one-hundred (100) feet of any polling station in accordance with Los Rios Community College District Regulation R-2311 4.7.
5. All candidates must follow the Los Rios Community College District's policies and regulations regarding tickets/slates.

Act VIII. Voter Eligibility

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

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

1. The Co-Commissioners of Elections shall follow these guidelines in establishing the dates:
 - a. The spring general election for fall semester officers shall be scheduled by the Los Rios Community College District policies and regulations.
 - b. The spring special election shall take place on the first Tuesday of February.
 - c. The fall special election shall take place on the second Tuesday of September.

Act. X. Special Elections

1. Any offices vacant after the general election should be filled by a special election. However, the Student Senate and/or Clubs and Events Board may, by a two-thirds (2/3) vote, move to override a special election, if both of the following condition is met:
2. The offices of President If the Student Senate and/or Clubs and Events Board overrides the special election, then the following guidelines shall be used to select the most qualified persons:
 - a. Information concerning the vacant positions shall be publicized for a period of not less than one (1) week after the office is declared vacant.
 - b. All aspirants for office shall complete an appointment packet and turn it in to the Office of Center For Leadership and Development by the deadline set by Student Senate and/or Clubs and Events Board.
 - c. Applications must meet all qualifications set in the Associated Student Body Constitution and Bylaws for elective-appointive office. The Associated Student Body Advisor will determine the eligibility of each aspirant.
 - d. A special committee formed by the two (2) Vice Presidents or Designees voted on by the retrospective board shall oversee the appointment process for the remaining vacancies.
 - i. The structure of this special committee shall follow the structure of the Elections Committee.

Act XI. Violations of Elections Guidelines

1. The Elections Committee shall investigate all written complaints of campaign violations submitted to the Office of Center For Leadership and Development no later than five (5) school days after the election.
2. Once a complaint has been submitted, the Elections Committee shall have no longer than five (5) days to investigate the complaint and determine its validity.
3. After investigation of a complaint, the Elections committee shall forward a copy of the findings to the Board of Justice for final determination within two (2) school days.

Act XII. Voting and Ballots

1. Elections shall be by electronic ballot.
 - a. The name of the candidate which appears on the ballot shall be the same as that which appeared on the candidate's petition of candidacy.
 - b. The order in which candidate's names appear on the ballot shall be randomized.
 - c. A space shall be provided on each ballot to vote "No" for any office for which there is only one (1) candidate.
 - d. No voter shall cast or attempt to cast more than one ballot in any election.

Act XIII. Tabulation of Votes

1. Tabulations of votes shall be conducted by the Office of Center For Leadership and Development staff, , in accordance with, and pursuant to, the procedures set forth by the Associated Student Body and the Los Rios Community College District.

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

1. Candidates shall be elected by a plurality vote.
2. In the case of a tie vote, the winner shall be determined by a special election. If a special election is unsuccessful, the President, or Executive Officer next in succession, of the Student Senate or Clubs and Events Board shall appoint one of the candidates running in the election with council confirmation.

Act XV. Swearing in of Officers

Newly elected officers shall be sworn in to office by the President of their respective board (Student Senate and/or Clubs and Events Board), in the first meeting after the election or appointment and before assuming any and all duties and responsibilities of office.

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

Statute III

Clubs and Events Board Internal Elections Statute

Act I. Procedures

1. The Clubs and Events Board President shall be responsible for the Clubs and Events Board position appointments.
2. All nominees for office must be nominated by a Clubs and Events representative and/or Clubs and Events Board Officer.
3. Executive officers may simultaneously serve as a CAEB representatives, however.
 - a. Executive officers may not vote if their club has a separate representative; each club gets one vote.

- b. Each officer may only collect incentive points for one club. The club that receives the incentive points will be determined by the sign in sheet and may not be revised.
- 4. All nominees must fulfill all eligibility requirements as stated in the appointment packet, By-laws, and Constitution.
- 5. Appointments may be made near the end of the Spring semester for positions starting July 1st.
- 6. Appointments will be held at regularly scheduled meeting, or a special meeting may be called given two (2) week prior notification.
- 7. Elections for the offices of President, Vice President, and Director of Finance shall be held per the constitution.
- 8. If positions are left vacant post the spring election, the appointment nominations are to be held at the beginning of the semester, and the appointment election for the vacant positions are to be held two (2) weeks after the nominations are opened.
- 9. In the case of positions remaining vacant, nominations and elections are to be held until all positions are filled.
- 10. In the event that there are three or more candidates and no one person receives a simple majority of votes, then the top two (2) candidates will participate in a recall vote.
- 11. In the case of a tie vote, the winner shall be determined by a run-off election. If there is another tie, the President of the Clubs and Events Board shall cast the tie-breaking vote.
- 12. Candidates must be present to be nominated and elected, at the discretion of the board.

Statute IV

Clubs and Events Board Finance Statute

No amount of money (excluding line item accounts) shall be dispersed from the Clubs and Events Board treasury without the approval by majority vote of the Clubs and events Board.

Act I. Purpose

The purpose of this statute is to ensure the most effective, fair, and equitable distribution and management, in a controlled and transparent manner, of all funds collected and disbursed by the Associated Student Body.

Act II. Budget

- 1. Formulation of Budget:
 - a. The budget for the Associated Student body shall be formulated by the Joint Budget Committee (JBC) into a summer/fall preliminary budget and a spring final budget based up the fiscal year from July 1st through June 30th of the previous or current year.
 - i. The Joint Budget Committee shall determine expected revenue and expenditures from formulated budgets gathered and include such information in the budget.
 - b. The final budget for the current fiscal year shall be completed by February 14th.
 - c. Preliminary budgets for the next fiscal year shall be completed by April 15th.

Act III. Campus Financial Support

1. Any clubs requesting financial support (of up to \$200 per grant, per semester) from the Clubs and Events Board must file a Request for funds Form with the Office of Center For Leadership and Development or online at www.arc.edu.
2. In the case where the amount requested is in excess of the Clubs and Events Board's allowable amount, the club may request the remainder of the amount from the Student Senate.
3. A Request for Funds Form may be obtained from the Center for Leadership and Development or online at www.arc.edu.
4. The Request for Funds Form must be submitted to the Center for Leadership and Development in accordance to the times and dated on the form.

Act IV. Responsibilities of the Director of Finance

1. The Director of Finance
 - a. Shall be responsible for the execution of this code and shall be bound by the directives of the Associated Student Body.
 - b. Shall be a chairperson and presiding officer of the Finance Committee.
 - i. Shall be responsible for calling the meetings of the Finance Committee.
 - ii. Shall, with approval of the Finance Committee, appoint a vice-chair of the Finance Committee.
 - c. Shall report to the Clubs and Events Board regarding the finances of the Associated Student Body during the last meeting of every month, and make recommendations for expenditures.
 - d. Shall make financial records and documents available upon written request.
 - e. Shall provide budget recommendations upon the request of the Student Senate or Clubs and Events Board.

Act V. Treasury

The Treasury of the Associated Student Body shall be the American River College Business Office.

Act VI. Expenditures

1. All expenditures shall be disbursed through a payment requisition or a purchase order.
 - a. Prior to disbursement, a completed bill, documentation, or invoice of the expenditure must be attached to a completed requisition and turned in to the Director of Finance ten (10) working days prior to the date in which funds are needed.
 - b. For all reimbursements, original receipts must be produced and attached to the requisition. Failure to do so will result in no reimbursement.
 - c. The signatures of the President and Director of Finance of the respective board, Center for Leadership and Development Supervisor, the Dean of Student Services, and the Vice President of Administration must be secured to enable the release of said funds.
2. Expenditures for travel shall not exceed the standard rate established by the LRCCD.
3. All property and equipment purchased by or with the Associated Student Body funds shall remain the exclusive property of the Associated Student Body unless donation, transfer, sale, or rejection of such property is approved by a majority vote of the Student Senate and/or Clubs and Events Board.

Statute V

Clubs and Events Board Attendance, Vacancy, and Participation

Act 1. Executive Attendance

1. All Clubs and Events Board Executives must attend all scheduled meetings and sanctioned events made by the Clubs and Events Board President and/or Clubs and Events Board Advisor unless excused by the Clubs and Events Board President and/or Clubs and Events Board Advisor as determined by the following criteria:
 - a. Illness
 - b. School-related functions
 - c. Emergencies
 - d. Legal matters
2. If the criteria stated are not met, the absence will be recorded as unexcused. If an executive accrues two (2) unexcused absences, his/her position may be declared vacant. Two (2) unexcused tardies will constitute one (1) unexcused absence.

Act II. Executive Vacancy

1. Any Executive failing to meet the attendance requirements as outlined in Act I of this statute may have his/her position declared vacant as follows:
 - a. The Clubs and Events Board President or designee must, through e-mail or written notice, make an attempt to contact the officer in question; whereby, the individual shall have five (5) school days to respond to said communication.
 - b. If the member in question can provide proper documentation that excuses the absences the matter shall be considered resolved.
 - c. If the officer in question fails to respond within the specified time, the Clubs and Events Board may recommend a declaration of vacancy.
 - d. A seat may be declared vacant through a unanimous vote of the remaining executive board members (President, Vice President, and Director of Finance).
2. Neglect and Dereliction of Duty
Any executive failing to meet his/her duties and requirements as outlined in Statute XII of the Clubs and Events Board Bylaws and Article X, Sections 7 and 8 of the Associated Student Body Constitution may have his/her position declared vacant as follows:
 1. A written complaint against an Executive for neglect and/or dereliction of duty must be filed with the Clubs and Events Board President and the Clubs and Events Board Advisor one (1) week prior to being presented for action.
 2. The Clubs and Events Board Director of Communications or designee must notify the accused officer through email or written notice of the pending action within five (5) school days prior to the date action is to be taken.
 3. A seat may be declared vacant through a unanimous vote of the remaining elected members (President, Vice President, and Director of Finance).
3. According the Article XIII of the Associated Student Body Constitution (Vacancies in Office) any Executive can also be subject to vacancy through: illegal conduct, ineligibility, and performance.

Act III. Executive Participation

1. All Executives are required to participate in mandatory office hours. Each Executive will be required to be in the college's Office of Center For Leadership and Development for a minimum of one (1) hour per week scheduled through the Clubs

and Events Board Advisor and/or Office of Center For Leadership and Development staff.

2. Failure to comply with scheduled participation may result in Executive Vacancy.

**Statute VI
Brown Act**

Act I. Requirements

1. Under California state law, all agendas for the Clubs and Events Board, their committees, and ad-hoc committees must be posted 72 hours before a meeting.
 - a. The Clubs and Events Board will honor the 72 hours as school days.
 - b. The Clubs and Events Board will require a time and date stamp by the college's Center for Leadership and Development on every agenda before being posted for the public.
2. Any business item that is added to the agenda after the time period expired must get two-thirds (2/3) approval of the Clubs and Events Board.
3. The Clubs and Events Board, its committees, and ad-hoc committees must provide minutes no later than five (5) school days after the previous meeting.

**Statute VII
Special Allocations**

Act I. Club Grants

1. Recognized clubs must have a representative attend Clubs and Events Board meetings to be eligible to request grants
 - a. If absent during the grant readings, discussion, or vote, the grant shall be dismissed.
2. Request for Funds is approved by a majority vote.
 - a. The grant must go through at least two (2) readings before it can be brought to a vote.
3. Clubs may receive a total of three hundred and fifty dollars (\$200.00) in grants each semester.
4. Clubs may request funds as follows:
 - a. New Club Grant: A maximum of one hundred dollars (\$100) for clubs to get started on campus.
 - i. Clubs which are new on campus.
 - ii. Clubs recognized by the Center for Leadership and Development as having been inactive for four (4) or more semesters.
 - iii. Active clubs which have never received a new club grant.
 - b. Enrichment Project Grant: A maximum of one hundred and fifty dollars (\$150) to be used to enhance the clubs and its membership.
 - i. For growth and development of organizations on campus.
 - ii. Can be used for the purchase of clothing apparel, food sales, fund raising projects, etc.
 - c. Campus Fund Grant: A maximum of two hundred dollars (\$200) to be used in a manner reflective of the club and must:
 - i. Benefit or promote the entire campus.
 - ii. Clubs must provide a tentative budget in addition to the request for funds form
 - iii. After completion of the event the club shall present a report (not to exceed one page) summarizing the event and its benefit for the campus.
5. The final date to request funds from the Clubs and Events Board will be four (4) weeks before "Dead Week", determined by the Center For Leadership and Development Center for Leadership and Development.

6. Allocations to clubs will be on a “first come, first serve” basis, and will be awarded as stated in the Constitution and By-Laws.

Statute VIII Incentive Program

Act I. Organization of an Incentive Program

1. The Clubs and Events Board President may initiate an Incentive Program to increase club participation in the Clubs and Events Board.
2. The Incentive Program shall begin with the first Clubs and Events Board meeting and continue to the last meeting of the semester.
3. A record of Incentive Points shall be kept by the Director of Finance and reviewed by the Clubs and Events Board President.

Act II. Rules of Incentive Program

1. The Incentive Program shall be based upon a point system, with the club obtaining the most points receiving the highest award.
2. Clubs must have a representative attend Clubs and Events Board meetings to be eligible to participate in Clubs and Events Board incentive program and events.
3. Points shall be awarded for:
 - a. Each regularly scheduled meeting attended.
 - b. Club Day attendance.
 - c. All other Clubs and Events Board activities attended.
 - i. Workshops, trainings ,etc.
 - d. Active participation on Clubs and Events Board committees .
 - e. Special/Emergency meeting attendance.
4. The amount of money for each point shall be set by the President by February 14th, s
5. Incentive points will be included in the monthly report by the director of finance.
6. Points shall be calculated and awarded at the close of the year.

Statute IX Meetings and Procedures

Act I. Meetings

1. All meetings are considered mandatory meetings.
2. Executive Board meetings will be held per Presidents request.
3. The meetings will be governed by Robert’s Rules of Order, Newly Revised, except in cases which conflict with the Constitution or By-Laws.
4. Records and minutes of meetings shall be available to the public.

Act II. Voting

1. Each club representative will only have one vote in all Clubs and Events Board matters, including the executive board.
2. The President shall only vote in case of a tie.
3. Quorum shall be defined as one-half (1/2) plus one of all active club representatives.

Statute X Campus Events

Act I. Club Day

1. The Clubs and Events Board shall hold Club Day at least once each semester.
2. Clubs may sell items at Club Day as a fundraiser. Items are encouraged to be non-food related, and all items sold shall be in accordance with the guidelines set by the Center for Leadership and Development.

3. Committees may be formed to organize and/or run special/ additional events.
4. Clubs who agree to participate in such events shall be held accountable for that commitment. Contracts outlining accountability and club commitment may be necessary as determined by the executive board and the Center for Leadership and Development

Statute XI

Clubs and Events Board Representative and Executive Duties and Requirements

Act I. Club Representatives

1. Qualifications/Requirements
 - a. To be a Club and Events Board representative you must be a member of an active club.
 - b. A representative shall be elected, or appointed, each academic year by their individual club.
 - c. The appointed representative shall have the right to one (1) vote on the behalf of that club.
 - d. No individual representative shall represent more than one club at the CAEB meeting.
2. Duties of a CAEB representative are as follows:
 - a. Attend all CAEB meetings.
 - b. Keeping CAEB informed of concerns that the clubs may have.
 - c. May serve as a member on committees deemed necessary by CAEB.
 - d. Voting as a member of CAEB.
 - e. Being responsible for communicating the actions and events of CAEB to their respective clubs

Act II Executive Board

1. Qualifications/Requirements

All executive officers must carry at least five (5) units and at least a 2.5 grade point average during the term of office.
2. Duties of a CAEB Executive Board Member are as follows:
 - a. The duties of the President shall include:
 - i. Setting the time and date for all CAEB meetings.
 - ii. Presiding over CAEB meetings.
 - iii. Serving as the liaison to the Student Senate at the Student Senate meetings. In case the President cannot attend, an officer or member may be appointed to attend as a CAEB representative in the Senate meeting.
 - iv. Acting on behalf of the will of the representatives of CAEB by voting on Associated Student Body issues, using the presidents best judgment unless otherwise directed by CAEB.
 - v. Reporting on CAEB business to the Student Senate, and seeking support or assistance as needed.
 - vi. Recognizing and assigning additional duties to executive officers as needed.
 - vii. In accordance with Brown Act, posting the agenda 72 hours in advance of scheduled meetings.
 - viii. Assuring executive officers are aware of and are fulfilling their duties, and offering assistance and guidance when needed for completion of those duties.
 - b. The duties of the Vice President are as follows:

- i. Acting as primary preliminary officer of CAEB, insuring adherence to the constitution and by-laws, preliminary procedure, and the Brown Act.
 - ii. Establishing trainings for club representatives as needed or requested such as voluntary and/or mandatory workshops.
 - iii. Performing the duties delegated by the president.
 - iv. Performing the duties of the president when the president is unable to do so.
 - c. The duties of the Director of Finance are as follows:
 - i. Presenting to the board a budget and incentive points overview, and providing a final budget report by the February 14th.
 - ii. Keeping records of all finances.
 - iii. Making the financial record available upon written request.
 - iv. Taking roll for the incentive points.
 - v. Tracking, maintaining, and posting a record of the incentive points throughout the semester.
 - vi. Performing the duties delegated by the president.
 - d. The duties of the Director of Communication are as follows:
 - i. Organizing and updating all CAEB files including business records and correspondence.
 - ii. Recording and keeping minutes for all CAEB meetings and submitting them to the president within two (2) school days.
 - iii. Performing the duties delegated by the president.
 - e. The duties of the Director of Activities are as follows:
 - i. Coordinating all CAEB activities including club days, school gatherings, and banquets.
 - ii. Scheduling and maintaining a calendar of CAEB events.
 - iii. Submitting and confirming all paperwork in a timely manner as needed for events to the Center for Leadership and Development.
 - iv. Performing the duties delegated by the president.
 - f. The duties of the Director of Public Relations- Publicity are as follows:
 - i. Creating posters and flyers to advertise CAEB events in a timely manner (including but not limited providing advertising for the digital monitors and The Current)
 - ii. Placing and removing signage around campus as needed for advertisement of CAEB events in a timely manner.
 - iii. Acting as contact for outside radio, television, and newspaper sources, including but not limited to submitting press releases as needed.
 - iv. Performing the duties delegated by the president.
 - g. The duties of the Director of Public Relations- Media are as follows:
 - i. Creating, maintaining, and updating campus CAEB websites including but not limited to maintenance of member enrollment, uploading of files, posting current calendar, training members on usage, and making corrections when needed.
 - ii. Creating, maintaining, and updating social network CAEB websites including but not limited to maintaining security of the passwords, uploading files, posting current calendar, keeping site current, training and making corrections as needed.
 - iii. Performing the duties delegated by the president.
 - h. The duties of the Whip are as follows:
 - i. Coordinating cooperative efforts among club representatives
 - ii. Performing all other duties delegated by the president.

- i. The duties of the Historian are as follows:
 - i. Distributing and collecting sign in sheets and surveys at Club Days and CAEB meetings.
 - ii. Performing all other duties delegated by the president.
- j. The duties of the Senate President are as follows:
 - i. Sit on CAEB as an ex-facto member of the Executive Board.