The Codes of the Bakersfield Renegade Association (COBRA)

Created and established by the Senate of the 90th Session of Bakersfield College Student Government Association

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TITLE I. Codes of the Bakersfield Renegade Association

Chapter 1. PRELIMINARY

Section 01: Purpose

a) The purpose of the Codes of the Bakersfield Renegade Association (COBRA) is to provide a single, well-organized document that encloses all the established bylaws, codes, protocols, procedures, agreements, etc. of the Bakersfield College Student Government Associated (BCSGA) at Bakersfield College (BC) in Bakersfield, California.

Section 02: Contents of the COBRA

a) Each Code shall be its own Chapter.
b) Each Chapter shall bear a title.
c) Each Chapter shall state the purpose for which it is established.
d) Codes that reference BCSGA Officers shall specify the election and appointment requirements, powers, and responsibilities of that position. It shall also contain a section stipulating regulations by which the position described shall be governed.
e) Codes that reference BCSGA Committees or Departments shall specify the scope, membership, responsibilities, and other pertinent information to run the committee or department.

Section 03: Hierarchy

a) The hierarchy of the COBRA shall be:
    1) TITLE:
    Titles are the largest grouping, and are ordered successively in roman numerals.
    2) CHAPTER:
    Chapters are sub-groupings of Titles, and are ordered successively within the Title, with the hundreds value equal to the parent Title.
    3) SECTION:
    Sections are numbered consecutively beginning at 01
    4) SUBSECTIONS:
    Any subsections will be outlined in the following division of levels: a) 1) i)

Section 04: Referencing Parts of the COBRA

a) References to a section of the COBRA are listed in the manner of Chapter then Section.
    1) Section 02 of Chapter 4 within Title 1, would be written as follows: COBRA 104.02
    2) Section 18 of Chapter 7 within Title 5, would be written as follows: COBRA 507.18
b) Referencing a subsection within a section, the subsection is added to the section within parentheses.
    1) Subsection h in Section 02 of Chapter 4 within Title 1, would be written as follows: COBRA 104.02(h)
    2) Subsection d in Section 18 of Chapter 7 within Title 5, would be written as follows: COBRA 507.18(d)
c) Referencing subsections is the lowest referencing point for COBRA.

Section 05: Accepting and Amending Procedure

a) Any proposed COBRA change shall be submitted to the BCSGA Advisor for investigation as to its constitutionality and conformity with the BCSGA Constitution and any regulations set down by the State of California, KCCD Board Policy, or BC Administration.
b) The BCSGA Senate shall require a period of one (1) week after distribution of the proposed COBRA change at a regular Senate meeting, before a vote may be taken on the aforementioned COBRA change.

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c) A two-thirds (2/3) vote shall be required to approve a proposed COBRA change.
d) In the event of adding a new Title, Chapter, or Section by a bill, it shall be assigned the lowest consecutive free number, unless a more appropriate number is deemed necessary. This shall be done by the BCSGA Advisor.
e) Once both the BCSGA President and BCSGA Advisor sign a bill, the COBRA shall be immediately updated and the newest version posted on the official BCSGA website to reflect change in law.

Section 06: Publishing of the COBRA

a) COBRA shall be posted on the official BCSGA website, available to the public, near or around the BCSGA Constitution.
b) In the event of an amendment to a COBRA, it shall be immediately updated and the newest version posted on the website within seven (7) instructional days.
c) At the end of every Session for BCSGA, the COBRA shall be bound and archived as a historical reference.

Section 07: Preset Sections

a) There shall be Sections preset to have a specific and consistent purpose as listed and defined in the following examples:
    1) Authorization of Appropriations
        i. PURPOSE/INTENT:
        The purpose of Section 91 is to establish in law a procedural authorization of appropriations as necessary for the BCSGA operations.
        ii. LANGUAGE:
        Where utilized, the content of Section 91 shall be in the following form:
            1. SECTION ##: Authorization of Appropriations
            There is hereby authorized to be appropriated such sums as may be necessary for the support of this Chapter.
    2) Re-Authorization
        i. PURPOSE/INTENT:
        The purpose of Section 92 is to ensure the BCSGA Senate ability to exercise assessment and re-approval of BCSGA Departments, Programs, and Services.
        ii. LANGUAGE:
        Where utilized, the content of Section 92 shall be in the following form:
            1. SECTION ##: Re-Authorization
            BCSGA Senate shall re-authorize or deny re-authorization of COBRA ###.## by date mm/dd/yyyy.
    3) Sunset Clause
        i. PURPOSE/INTENT:
        The purpose of Section 93 is to establish in law the date of automatic expiration of any provision or amendment within the COBRA.
        ii. LANGUAGE:
        Where utilized, the content of Section 93 shall be in the following form:
            1. SECTION ##: Sunset Clause
            COBRA ###.## shall be terminated as of date mm/dd/yyyy.
b) In the event of a Sunset Clause or a Denial of a Re-Authorization directive, the Chapter containing the Sunset Clause or Re-Authorization directive is automatically amended by repealing the Chapter.

Section 08: Severability of Provisions

a) Should any provisions or amendments of the COBRA be proven invalid, said invalidity implicates neither the entirety of the COBRA nor those persons who acted pursuant to the invalid statement.

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TITLE II. BCSGA

Chapter 1. THE ASSOCIATION AS A WHOLE

Section 01: Overview

a) The Bakersfield College Student Government Association (BCSGA) is the organization established to promote the general welfare, the morale of the students, and advocate behalf of the student voice.
b) The official BCSGA is that organization, authorized by the Bakersfield College administration in accordance with the provisions of Kern Community College District (KCCD) Board Policy, whose officers are elected by students who are officially enrolled at Bakersfield College.
c) BCSGA is not a separate legal entity.
d) The governing body of BCSGA shall have responsibility for and the authority over the raising and expending of the BCSGA funds under the trusteeship of the College President, or designee, subject to review by the Chancellor and/or Board of Trustees, and in conformity with policies governing BCSGA finance.

Section 02: BCSGA Advisor

a) The BCSGA Advisor for the Association is determined by the President of Bakersfield College
b) The Director of Student Life at Bakersfield College is deemed the BCSGA Advisor
c) The BCSGA Advisor and the Director of Student Life maybe used interchangeably

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Chapter 2. PARTICIPATORY GOVERNANCE

Section 01: Purpose

a) In order to provide students the opportunity to participate effectively in college governance, students shall be provided an opportunity to participate in formulation and development of college policies and procedures that have or will have a "significant effect on students". This right includes the opportunity to participate in processes for jointly developing recommendations regarding such policies and procedures.

Section 02: Authority

a) The KCCD Board of Trustees recognizes BCSGA as the representative body of the students to offer opinions and to make recommendations to the Bakersfield College President on college policies and procedures that have or will have a significant effect on students.

Section 03: Participatory Governance

a) The Association shall consult with the Bakersfield College President, or his/her designee, on all matters that affect the students of Bakersfield College.
b) The BCSGA President shall notify the appropriate college or district employee to consult whenever it is believed that changes in college or district policy/procedures will have an effect on students.
c) Matters having a significant effect on students include the following:
    1) Grading policies
    2) Student Conduct Code
    3) Academic disciplinary procedures
    4) Curriculum development
    5) The initiation or discontinuance of courses or programs
    6) Processes for institutional planning and budget development
    7) Standards and policies regarding student preparation and success
    8) Student services planning and development
    9) Student fees that are within the authority of the district to adopt and/or change
    10) Any other college policy, procedure, or related matter that the College President determines will have a significant effect on students.
d) BCSGA shall make every effort to include day and evening student representatives, as well as non-main campus students.
e) The BCSGA President shall appoint BCSGA Officers to all college-wide committees.
f) BCSGA Officers serving on college-wide committees shall provide both a written and oral report during the BCSGA Senate meeting following said committee meeting.

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Chapter 3. MEETINGS WITHIN BCSGA

Section 01: Purpose

a) The purpose is to provide a definite course of action for the production, filing, and retrieval of public documents produced by all Association meetings.

Section 02: Administration

a) Unless the context indicates otherwise, the chief administrator of all meeting shall be:
    1) the BCSGA Secretary, with respect to the Senate and its committees; and
    2) the Director of Student Life, with respect to all documents kept in custody, and any other public bodies of BCSGA.
b) The Executive Board room within the Bakersfield College's Campus Center shall be the permanent seat of government for Association meetings.

Section 03: Meetings of the Association

a) Action taken at any meeting is not considered legal unless simple majority of voting members of the governing body and the BCSGA Advisor, or designee, are present, unless otherwise stipulated by the BCSGA Constitution or COBRA.
b) Minutes shall be taken at each meeting and shall include the name of the advisor, members present and absent, public forum speakers, the date, time, and the place of the meeting.
c) The Association is governed by:
    1) The California Education Code
    2) The Ralph M. Brown Act
    3) Rules of the Kern Community College District Board Policies
    4) Bakersfield College Rules and Regulations
    5) BCSGA Constitution
    6) COBRA
    7) Robert's Rules of Order, newly revised

Section 04: Quorum

a) Quorum for any Association meeting shall be set at majority (50% plus one), unless stated otherwise
b) If, at any time during a meeting, a question shall be raised by a member as to the presence of a quorum, the Chair shall direct the Secretary to call the roll and announce the result, without debate
c) Whenever such roll is taken and quorum is not present, a majority of the members present may direct the Chair to request adjournment or the attendance of the absent members. Until a quorum is reestablished, neither debate nor motion, except to adjourn, to recess, or to take other measures to obtain quorum, shall be in order.

Section 05: Policy regarding Open Meeting Law

a) All meetings of the Association are subject to the open meeting requirements of the Ralph M. Brown Act.
b) In the State of California, the Ralph M. Brown Act requires a public body to make available for inspection all public records of that body. The law also requires that copies of certain documents be provided free of charge to any member of the public who so requests.

Section 06: Meetings at the Call of the Chair

a) The Chair, or the individual who leads an Association meeting, shall call meetings as deemed appropriate.
b) Additional meetings must be approved by the BCSGA Advisor

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Section 07: Meetings at the Call of the BCSGA Advisor

a) The BCSGA Advisor may also call a meeting of any Association body as deemed appropriate.

Section 08: Meetings by Petition of Members

a) At any time outside of a meeting, a petition to call a meeting, setting the date and time of the meeting and signed by at least half of all qualified members, may be submitted to the Chair or the BCSGA Advisor
b) Upon receipt of a valid petition, the Chair shall provide notice of the additional meeting to all members, provided that the petition is submitted in ample time in advance of the date and time of the meeting as indicated in the petition
c) Additional meetings must be approved by the BCSGA Advisor

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Chapter 4. BCSGA AGENDAS AND MINUTES

Section 01: Purpose

a) The purpose is to provide a definite course of action for all agendas and minutes produced by Association meetings.

Section 02: Association Meeting Agendas and Supporting Materials

a) The presiding officer of a meeting, committee, or department under the jurisdiction of BCSGA:
    1) Shall have the appropriate power to set the agenda for the respective entity
    2) Shall publish and post agendas in accordance with the Ralph M. Brown Act
    3) Shall file an original copy of the agenda and all supporting material with:
        i. The BCSGA Secretary
        ii. The Director of Student Life
b) Supporting material includes, without limitation, any item provided to a public body for consideration of an agenda item. For the purposes of the Association, this includes applications, budget requests, letters, and any other relevant document.
c) Distribution of agendas and supporting materials shall:
    1) Be distribute as directed by law
    2) Be made available for public inspection
d) Cancellation Notice
    1) In the event of a meeting cancellation, the presiding officer shall arrange for the posting and distribution of a cancellation notice.
e) Each agenda shall contain the following elements, pursuant to the Ralph M. Brown Act:
    1) The time, place, and location of the meeting
    2) A list of all topics scheduled to be considered during the meeting including a clear description of each item on the agenda.
    3) A clear denotation of items on which action may be taken.
    4) An item designated for public comment.
    5) Agendas shall also include the follow statements:
        i. “Unless otherwise marked by an asterisk, all agenized items are action items upon which the Senate may take action.”
        ii. “Agendas are posted before 9:00 a.m., at least three (3) business days, (72 hours), before the meetings commences in accordance with the Ralph M. Brown Act.”
        iii. “Agendas are posted at the BCSGA Office in the Bakersfield College Campus Center and online at www.bakersfieldcollege.edu/bcsga”
        iv. “If you would like to request a copy of any of the agenda items or supporting materials listed, please contact Office of Student Life at 661-395-4614 or studentlife@bakersfieldcollege.edu.”
    6) Agendas may also include the following statement:
        i. Action may not be taken on the matters considered during this period until specifically included on an agenda as an “Action Item”.
        ii. Public comment may be limited to three minutes per person at the discretion of the chair.
        iii. Public comment may be taken on each action item.
        iv. Action items may be taken out of the order to be presented at the discretion of the Chair.
    7) A statement regarding assistance and accommodations for ADA assistance must be included:
        i. “BCSGA supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to provide accommodations to people with disabilities attending the meeting. Please call the Office of Student Life at (661) 395-4614 as soon as possible to arrange for appropriate accommodation.”

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f) Posting of Agendas shall be posted in the following manner:
    1) A copy shall be posted on the BCSGA Bulletin Board within the Campus Center
    2) An electronic copy shall be posted on the official BCSGA website for meetings.
    3) Each copy shall be posted no later than 9 a.m. three (3) working days prior to a meeting
    4) Only the current agenda and the prior meeting's agenda should remain posted at any physical location
b) A copy of the agenda with all supporting material shall be filed with the Office of Student Life. Such filing shall serve as the proof of posting by the presiding officer
c) Printing of Agendas:
    1) The BCSGA Secretary shall print and distribute a copy of the agenda and supporting material for each member of the public body; and
    2) The presiding officer, chair, shall e-mail a copy of the agenda and supporting material to all the BCSGA membership and the Director of Student Life.
d) The Director of Student Life is authorized to create a template for each Association body to assist the Officers in the preparation of the agenda and to provide for a uniform appearance of all government documents

Section 03: BCSGA Meeting Minutes

a) "Secretary" means the person appointed to carry out the functions of the secretary of the public body.
b) The Secretary shall:
    1) Take minutes at assigned meetings and as required by law
    2) Make proper arrangements for the audio recording of each meeting
    3) Distribute paper and electronic copies of draft and approved minutes within three (3) instructional days of the adjournment of the meeting
c) Approved minutes shall be distributed within five (5) instructional days after the Association meeting to the BCSGA Advisor and any others who request it.
d) Any changes to the budget reported in approved minutes must be approved in writing by the BCSGA Advisor before any action is taken.
e) For entities which a secretary has not been assigned, the committee shall appoint a member to act as secretary who shall carry the role of the secretary
f) The BCSGA Secretary and the Director of Student Life shall be the custodian of documents, and shall make arrangements with the secretary for the proper filing of all records
g) Content of Minutes:
    1) A record of the roll call at the beginning of the meeting, which should make note of the presiding officer, the secretary recording the minutes, the attendance of members, and any public attendance
    2) After any recess of a body, the minutes shall make note of the attendance of the members
    3) The disposition of each motion
    4) The substance of all matters proposed, discussed or decided
    5) The substance of remarks made during public comment and remarks
    6) Any other item ordered to be included in the record.
h) In the process of maintaining the minutes, the BCSGA Secretary shall:
    1) Maintain an original file of exhibits to include the following:
        i) Roll call vote tally sheets
        ii) Audience sign-in sheets
        iii) Reports to the body
        iv) Material submitted for the body's consideration
        v) Other items ordered to be included with the record
    2) Publish signed draft minutes, after an Association meeting, to be approved by that body:
        i) Present approved minutes to the presiding officer
        ii) Publish signed approved minutes after a board has approved the draft minutes
        iii) Provide the BCSGA Advisor with copies of draft and approved minutes

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i) The Director of Student Life is authorized to create a template for each public body to assist the presiding officer in the preparation of the minutes and to provide for a uniform appearance of all government documents

Section 04: Printing of Minutes

a) Draft minutes shall be provided in paper and electronic form to each member of a body.
b) Approved minutes shall be posted to the BCSGA Website in electronic form.
c) Electronic documents shall be published in searchable PDF format whenever possible.
d) Any copy print of minutes shall be double-sided whenever feasible.

Section 05: Filing of Documents

a) When the approved minutes of a meeting have been published, the following items shall be filed within three (3) instructional days with the Office of Student Life:
    1) A copy of the agenda
    2) The approved minutes
    3) Roll call Sheet
    4) All supporting materials to the minutes

Section 06: Book of Minutes

a) At the conclusion of each session of the Association, the BCSGA Secretary in assistance with the BCSGA Advisor shall prepare a book of minutes for all Association entities. The book shall contain the original records listed below for each meeting in the following order:
    1) The agenda
    2) The approved minutes
    3) Roll call Sheet
    4) All supporting materials to the minutes

Section 07: Production and Filing of Audio Recordings

a) BCSGA shall audio record each meeting
b) The BCSGA Secretary or a designated person shall be responsible for recording each meeting
c) The Office of Student Life shall provide for the appropriate filing of each recording

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Chapter 5. OATHS OF OFFICE

Section 01: Officials Authorized to Administer

a) The President of Bakersfield College shall be authorized to administer the oath or affirmation required by the BCSGA Constitution to the BCSGA President and Vice President.
b) The BCSGA Parliamentarian shall be authorized to administer the oath or affirmation required by the BCSGA Constitution, or COBRA, for all BCSGA Officers, witness, or other person in respect to any matter within the jurisdiction of BCSGA.
c) The BCSGA Vice President shall be authorized to administer the oath or affirmation required by the BCSGA Constitution, or COBRA, for all BCSGA Senators.

Section 02: Deadline for Administering and Taking Oaths

a) The oaths of office required to be administered and taken no later than two (2) instructional weeks following the appointment to Office.
b) If a person who must take the oath is unavailable at the time provided, the oath may be administered by an authorized individual, or taken before a public notary, who together shall provide a written certificate that the oath required by law was administered and taken.
c) Any member who fails to take the oath shall be considered to be suspended from Office.

Section 03: Oath for an BCSGA Office

a) The oath or affirmation shall be administered in the following form:
    1) "I, *state your name*, do solemnly swear (or affirm) that I will support the Constitution of the Bakersfield College Student Government Association; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter."
b) This oath does not affect other oaths required by law.

Section 04: Oath for the BCSGA Parliamentarian or Justice

a) The BCSGA Parliamentarian or Justices shall take the following oath or affirmation, in addition to other oaths required by law, before performing the duties of the office:
    1) "I, *state your name*, do solemnly swear (or affirm) that I will administer justice without respect to persons, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me under the Constitution of the Bakersfield College Student Government Association."

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Chapter 6. BCSGA SEAL

Section 01: BCSGA Seal

a) The design of the BCSGA Seal is as follows:

b) The seal shall be kept in the custody of the Office of Student Life
c) The seal shall be affixed to legislations, proclamations, and such other official documents as determined by the Director of Student Life.

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Chapter 7. NOMINATIONS AND RESIGNATION

Section 01: Officer-elect Membership

a) A qualified Officer-elect occurs upon the receipt of a election certification after elections or appointment
b) Before such a qualified Officer-elect may assume office, the Officer-elect shall be administered the oath of office

Section 02: Submission of Nomination to Senate

a) When an appointment requires the confirmation of the Senate, the President shall send a memo to the Senate through the Vice President to be placed on the next scheduled Senate agenda, in the following form:
    1) "To the Senate of the Bakersfield College Student Government Association:
    I nominate [name] to the Office of [name of position].
    [State briefly the reasons and qualifications.]
    [Original signature of appointing authority.]"
b) The President shall also send the applications, cover letter, and resume of the appointment.

Section 03: Resolution of Confirmation

a) When Senate grants its consent to a nomination, the Vice President, with assistance from the Secretary, shall send to the President an enrolled resolution of proper form confirming the Senate's consent to the appointment.

Section 04: Submit Nominations

a) The President shall start submitting nominations to the Senate within one week of the President taking office for all Executive Cabinet Members.

Section 05: Appointments Turnaround Time

a) In the event that the Senate reports an executive appointment unfavorably, the President shall present a new appointment to the Senate within the following two weeks of the said Senate meeting.
b) In the event that the appointing party is unable to find a qualified candidate within those two weeks, the President must address the Senate and explain the circumstances.
    1) Further action to be taken will be at the discretion of the Senate.

Section 06: Resignation from Office

a) When a BCSGA Officer wishes to resign, the resigning officer must send a letter to the President, Vice President, and the BCSGA Advisor to be placed on the next scheduled Senate meeting.

Section 07: Appointment to Fill Vacant Office

a) Whenever a vacancy exists, the Vice President shall enable qualified members of the Association to petition for appointment to the seat.
b) The Vice President shall, at a minimum, with the assistance of the BCSGA Advisor place an advertisement, at minimum, in The Renegade Rip to solicit applicants for a vacant seat.

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Chapter 8. SUCCESSION

Section 01: Resignation or Refusal of Office of the President

a) When either the President wishes to resign, the resigning officer must send a letter to the BCSGA Advisor and Vice President to be placed on the next scheduled Senate meeting.

Section 02: Line of Succession

a) Succession of the BCSGA President
    1) If, because of death, resignation, removal from office, inability, or failure to qualify, there is no President to discharge the powers and duties of the office of President, then the Vice President shall, upon the resignation as Vice President, act as President.
b) Succession of the BCSGA Vice President
    1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Vice President to discharge the powers and duties of the office of Vice President, then the BCSGA Senate pro-Tempore shall, upon the resignation as BCSGA Senate pro-Tempore and as Senator, act as Vice President.
c) Succession of BCSGA Senate pro-Tempore
    1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President, Vice President, nor Senate pro-Tempore to discharge the powers and duties of the office of President, then the BCSGA officer who is highest on the following list, and who is not under disability to discharge the powers and duties of the office of President, shall act as President:
        i. Director of Clubs & Organizations
        ii. Director of Activities
        iii. Director of Legislative Affairs
        iv. Director of Finance
d) An individual acting as President under this subsection shall continue so to do until the expiration of the then current Presidential term.

Section 03: Compensation

a) During the period that any individual acts as President under this Chapter, compensation shall be paid at the rate provided by law and established by the BCSGAannual budget.

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Chapter 9. TRANSITION OF SESSIONS

Section 01: Roll of Senators-elect

a) Before the convening meeting of each session of the Senate, the Secretary shall make a roll of the Senators-elect from the Elections Certification Sheet given by the Elections Chair.
b) In case of an absence or inability of the Secretary to discharge the duties imposed, those duties shall delegated onto the Parliamentarian or Vice President of the preceding session.

Section 02: Duty of Vice President of the preceding session

a) The Vice President of the preceding session shall convene the following session until the Vice President-elect is sworn in.
b) At the commencement of each session of the Senate, the Vice President of the preceding session shall call the all the Officers-elect to order and proceed to record their presence in alphabetical order.
c) Pending the swearing in of the Vice President-elect, the Vice President of the preceding session shall preserve order and decorum.

Section 03: Announcement of Vacancies

a) The Vice President of the preceding session shall announce to the Senate the existence of any vacancies at the time of its assembly, due to resignation or otherwise.

Section 04: Preparation of Convening Agenda

a) The Secretary shall prepare the agenda, which shall include the following general items in the order given below, and such additional language as is required to satisfy the requirements of the laws:
    1) Convening of the [SESSION NUMBER] Session of the BCSGA Senate
    2) Opening Ceremonies
    3) Ascertainment of Quorum
    4) Administration of Oath by the Bakersfield College President
        i. President
        ii. Vice President
        iii. Director of Student Organizations
    5) Administration of Oath by the Vice President
        i. Senators
    6) Election or Appointment of Senate Officers
    7) Adoption of Rules of the Senate
    8) Disposition of Vacant Seats
    9) Appointment of Senators to Committees
    10) Additional Business
    11) Receipt of Petitions and other Correspondence Addressed to the Senate
    12) Comments and Announcements
    13) Public Comment
    14) Adjournment
b) Additional Business
Any two Senators-elect may petition the BCSGA Advisor to include additional items of business on the Senate's convening agenda. Such petition shall be filed with the Secretary no later than five (5) instructional days prior to the posting of the convening agenda of the Senate.

Section 05: Election of Legislative Officers

a) After all elected officers have been sworn in, the Vice President of the preceding session shall hand the gavel over to the newly sworn in Vice President.

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b) All nominees for Legislative Officer Positions shall come from the Senate body. When no further nominations have been received, the Vice President shall recognize each nominee to deliver a 5 minute presentation to the Senate.
c) The Senate shall be able to question and debate all nominees. At no time during the election of officers shall the Vice President recognize any person not entitled to the floor of the Senate, unless the Senate orders otherwise.
d) At the conclusion of debate, the Vice President shall put the question of the election of the officer by roll call vote. The Secretary shall call the roll and each Senator shall indicate by surname the nominee of choice. A majority is required for the election of any BCSGA Officers.
e) In the event that a single candidate does not receive a majority of votes, the Vice President shall call for rounds of voting, eliminating the candidate with the fewest votes, each round until a single candidate receives a majority of the votes In the event two or more candidates are tied with the least amount of votes, a run off-vote will occur between those candidates to identify which candidate to remove from voting.

Section 06: Transition Training

a) As early as within one week after the BCSGA General Elections, there shall be a sequence of at least one orientation and four trainings sessions.
    1) The sessions will be focused on various aspects of the Association with one session solely on the development and protocols of the Annual Budget.
    2) All current and newly elected officials shall be required to attend the orientation session unless they cannot make it due to extenuating circumstances.
b) Training shall be divided amongst the branches of the Association, in addition to training among branches, all BCSGA Officers will be trained for proper operating procedures, will attend a sexual harassment policy workshop, and participate in team building exercises.
c) All trainings will be developed, conducted, and presented by the BCSGA Advisor who may call upon BCSGA officers of the preceding session and other BC Administration.

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Chapter 10. RETENTION OF BCSGA RECORDS

Section 01: Purpose

a) The purpose is to provide a definite course of action for the production, filing, and retrieval of public documents produced by the Association.

Section 02: Document Classification

a) All documents shall be classified as one of the following three classifications:
   1) Class 1: Permanent Records
      i. Class 1: Permanent Records shall be retained indefinitely unless copied or reproduced in accordance with Title 5, California Code of Regulations, section 59022(e).
      ii. Whenever an original Class 1: Permanent Record is photographed, micro-photographed or otherwise reproduced on film or electronically, the copy thus made is classified as a Class 1: Permanent Record.
   2) Class 2: Optional Records
      i. Any Record that is not a Class 1: Permanent Record shall be classified as Class 2: Optional Record and shall be retained until reclassified as Class 3: Disposable Record.
      ii. If the Records of a prior year are not classified before July 1, all Records of the previous year shall be classified as Class 2 (Optional) until they are classified.
      iii. Such classification must occur within one year.
   3) Class 3: Disposable Records
      i. All Records, other than continuing Records, not classified as Class 1: Permanent or as Class 2: Optional Records shall be classified as Class 3: Disposable.
      ii. These Records include but are not limited to: Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets and canceled check stubs, student body and cafeteria fund Records, etc.); detail Records used in the preparation of any other report; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

Section 03: Classification of Association Records

a) The following Association records shall be considered Class 1: Permanent Records
   1) Annual reports, which include the official budget reports;
   2) Financial reports of all funds, including audit reports of all funds;
   3) Other major annual reports, including, activities, financial condition or transactions, and those other reports declared by the KCCD Board of Trustees to be permanent.
   4) Records of official actions of the Association, which include agendas and minutes of Association meetings and Association committee meetings, including the text of rules, regulations, policies or resolutions not included verbatim in the minutes but by reference only.

Section 04: Public Access to Materials

a) Copies of the above permanent records can be obtained through the KCCD's public records policy.
b) The Secretary shall provide, upon request, agendas of public meetings and copies of public records to be discussed at public meetings to members of the Student Body including representatives of newspapers, television and radio.
c) Procedures governing public requests for copies of written material discussed at Association meetings are similar to the process outlined in the KCCD Board Policy.
d) If requested, writings that are public records shall be made available in appropriate alternative formats to be accessible to persons with a disability.

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e) All Association minutes are deemed public records. Requests for minutes and exhibits shall be subject to the KCCD Board Policy.
f) Documents kept in the custody of BC Archives are not subject to this policy.
g) The Association shall endeavor to provide access for inspection to public records kept in its custody free of charge.
h) The Association will maintain custody of documents for three (3) years after their production.

Section 05: Authenticity of Records

a) Official Association files and records shall be housed in the Office of Student Life and then maintained in accordance with KCCD Board Policy on the retention and destruction of records.
b) Except as otherwise provided by COBRA or by law, only the designated original printed copy of agendas, minutes, legislation and other documents shall be considered the document of record.
c) Documents requiring signature(s) shall be official only when they bear an original signature of the proper official.

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TITLE III. THE LEGISLATIVE BRANCH

Chapter 1. LEGISLATIVE OFFICERS

Section 01: Composition

a) The Legislative Branch is composed of the BCSGA Vice President and twelve (12) Senators. The Senators can also be designated as Chairs of Committees, Vice Chairs of Committees, and the Speaker pro-Tempore.

Section 02: Vice President

a) ESTABLISHMENT:
Hereby establishes the BCSGA Vice President, elected by the Bakersfield College student body and who shall serve as the Chair of the Senate Body as a voting member.

b) DUTIES:
The following shall be considered the duties of the Vice President:
1) Host four office hours per week.
2) Be the decisive voting member of the Senate
3) Call meetings of the Senate as stated by law.
4) Create and post agendas for the Senate meetings in accordance with Brown Act
5) Produce the Senate agenda for any given meeting and give proper time for officer reports, committee reports, and items of business.
6) Call meetings of the Senate as stated by law and direct the Senate to maintain proper decorum during meeting
7) Serve as an Ex-officio member of all Senate Committees
8) Manage Senator resignations and place the announcement of such resignations on the agenda.
9) Publicize and, at minimum, place advertisement in the BC student newspaper for vacant Legislative positions.
10) Sign all enrolled bills and resolutions of the Senate.
11) Insure Senate is following all protocols and laws dictated
12) Act as the signing authority for all accounts under control of the Senate.
13) Administer oaths and affirmations.
14) To assist, the President, in preparing and maintaining the Annual Budget.
15) Perform all other duties as needed by the Office of the Vice President

Section 03: Senators

a) ESTABLISHMENT:
The Senators, elected by their peers, serve a broad set of functions within the Association. However, the primary role of a Senator is that of legislator, amending, and generating bills and resolutions, which best reflect the needs and voices of the students during the term as Senator. The Senator is in the prime position to communicate between students and heads of colleges.

b) DUTIES:
The duties of the Senator include, but are not limited to:
1) Host two office hours per week.
2) Be a voting member of the BCSGA Senate
3) Represent the interests of their Constituent Community and of the Student Body
4) Attend the convening of the Senate body
5) Attend Senate committees or departments to which the Senator has been assigned
6) Spend at least one (1) hour per week speaking with members of the Student Body about issues and concerns held by the students
7) Report Senator activities since previous meetings including monthly constituency reports.

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8) Shall be expected to participate at BCSGA events, work in the Renegade Pantry, and help in any way that does not conflict with the other Senatorial Duties
9) Perform all other duties as needed by the Office of the Senator

Section 04: Senate Pro-Tempore

a) ESTABLISHMENT:
The Senate shall elect from its membership a Senate Pro-Tempore (pro-Temp), subject to the majority approval of the Senate. The pro-Temp will adopt the duties of the Vice President when in absence or appropriate, serving at the discretion of the Vice President.

b) DUTIES:
The duties of the pro-Temp include, but are not limited to the following:
1) Run weekly meetings of the Senate body in absence of the Vice President
2) In the case of illness, leave, or omitted to make such an appointment of the Vice President, the pro-Tempore may perform the duties of the Vice President for a period not exceeding 14 days
3) In the case of a vacancy in the Vice President, the pro-Temp shall act as Vice President until the election of a new Vice President.
    i. Pending such election the pro-Temp may exercise such authorities of the Vice President as may be necessary and appropriate.
4) Chair the Senate Standing Committee on Academic Affairs;
5) Perform all other duties as needed by the Office of the Senate pro-Temp.

Section 05: Term Limits of Legislative Officers

a) All legislative Officers serve for a term of one year beginning at the convening meeting of the Senate until the beginning of the next convening meeting of the Senate.

Section 06: Compensation of Subsidiary Officers

a) Due to the nature of this civic servant position, Subsidiary Officers within the Legislative Branch of the Association are not compensated monetarily for their public servant duty.
b) Subsidiary Officers may receive other incentives as deemed appropriate by the BCSGA Advisor and BC Administration.

Section 07: Participatory Governance

a) All Legislative Officers must serve on at least one (1) BC Participatory Governance Committee and two internal BCSGA Committees or Departments
b) Other members of the Legislative Branch or any member of the Association may serve on BC Participatory Governance committees with the approval of Senate
c) All members serving on participatory governance committees must report to Senate on a monthly basis.

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Chapter 2. BCSGA Senator Composition

Section 01: Allocations of Senators

a) The BCSGA Senators shall be twelve (12) Community at Large Senators elected from the Bakersfield College student body.

Section 02: Distribution of Senators

a) The following constituent communities and BC affiliated satellite campuses each shall be represented by the elected Senators. The constituent communities are in alignment with BC's institutional organizational chart.
    1) Humanities
    2) Social Sciences
    3) STEM
    4) Allied Health
    5) Renegade Athletics
    6) Disabled Student Programs and Services
    7) Veterans
    8) Rural Initiatives
    9) Equity and Inclusion
    10) Community at Large
    11) Community at Large
    12) Community at Large

Section 03: Re-Distribution of Senators

a) On the first instructional day of December, the BCSGA Advisor may submit to the Senate a statement showing the whole number of students in each constituent community and inform the Senate if Bakersfield College Administration is developing additional constituent communities.

Section 04: Compensation of Senators

a) Due to the nature of this civic servant position, Senators are not compensated monetarily for their public duty.
b) Senators shall receive other incentives as deemed appropriate by the BCSGA Advisor and BC Administration.

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Chapter 3. SENATE MEETINGS

Section 01: Meetings Times

a) Senate shall meet at least once every two full weeks of instruction
b) The regular meeting date and time of the Senate shall be on Fridays no earlier than 9:00 a.m., unless the Senate orders otherwise

Section 02: Meetings at Call of Senate

a) At any time the Senate is in session, it shall be in order as a motion for any Senator to move to schedule an additional meeting, for the date and time prescribe in the motion.
b) Such a motion shall be not be debatable and shall require a simple majority of the Senate.

Section 03: Meetings by Petition of Senators

a) At any time outside of a meeting, a petition to call a meeting, setting the date and time of the meeting and signed by at least half of all qualified Senators, may be submitted to the Vice President and the BCSGA Advisor
b) Upon receipt of a valid petition, the Vice President shall provide notice of the additional meeting to all Senators, if the petition is submitted in ample time in advance of the date and time of the meeting as indicated in the petition.
c) Additional meetings must be approved by the BCSGA Advisor

Section 04: Documenting Attendance

a) The Chairs of each committee or department will report the attendance of individual members during their report to the Senate
b) All attendance reports of Chairs will be consolidated by the Secretary and then given to the Parliamentarian for review

Section 05: Order of Business Agenda

a) After being called to order, any customary opening ceremonies, and establishing quorum, the Senate shall proceed with its business as follows:
    1) Approval of the minutes of the previous meeting(s)
    2) Public comment
    3) Receipt of petitions and other correspondence addressed to the Senate, and subsequent referral to committees
    4) Reports of BCSGA Officers, in rank order
    5) Reports of BCSGA Special and Standing Committees, in alphabetical
    6) Comments and Announcements
    7) Motions to fast-track appointments
    8) Approval of appointments of Senators and other Officials
    9) Election of Officers
    10) Veto Messages from the President
    11) Consent Agenda
    12) First Reading of legislation
    13) Motions to fast-track
    14) Referrals to committee
    15) Second Reading of legislation
    16) Miscellaneous Business
    17) Comments and Announcements
    18) Public comment

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Section 06: Approval of Minutes

a) At the appointed time in the Senate meeting, the minutes of the preceding meeting shall be introduced by date and read
b) When any motion shall be made to amend or correct the minutes, it shall be motioned by the Senate to amend
c) After approval of the minutes, the Secretary shall maintain the authority to amend all records to accurately and effectively reflect the official business of the Senate

Section 07: Officer Reports

a) At the appointed time, the Vice President shall recognize any BCSGA Officer to offer a written report on official activities since the previous meeting
b) Officers shall make a summary announcement for no longer than five minutes

Section 08: Committee Reports

a) At the appointed time, the Vice President shall recognize the chair of each committee, in alphabetical order,
b) Each Committee shall report for no longer than five minutes on the committee's activities since the previous meeting

Section 09: Comments and Announcement

a) At the two appointed times, the Vice President shall recognize in turn Officers requesting the floor for a period not to exceed two minutes
b) The total time for Comments and Announcements before the first reading of legislation shall not exceed fifteen minutes

Section 10: Consent Agenda

a) At the appointed time, the Vice President shall sequentially proceed through such acts of legislation that have been previously been placed on the Senate agenda
b) Such acts shall be considered adopted by consent, unless a single Senator rises in objection
c) All such acts so objected are immediately placed on the end of the agenda for second reading

Section 11: Motions to Adjourn

a) Motion to Adjourn
    1) All motions to adjourn shall be understood to adjourn the Senate to the next date and time scheduled, whether already placed on the schedule or added later by the Vice President
    2) No other business shall intervene subsequent to an ordering for adjournment except the taking of public comment if not yet heard during the meeting
b) Motion to Adjourn Sine Die
    1) The Senate shall adjourn sine die only by resolution
    2) Such a resolution shall set the date of adjournment sine die as the Friday immediately prior to the expected convening meeting of the following session

Section 12: Assignment on the Floor

a) Recognition of Officers
    1) Senators who seek recognition shall raise their hand to address the Vice President, and shall wait to be recognized before addressing the Senate further
b) Recognition of Non-Officers
    1) No one, save members of BCSGA, shall be extended the floor except by the Vice President
    2) No one, save members of BCSGA, shall be recognized in debate except during designated public comment periods as designated by the Vice President

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3) Unless otherwise specified by the Vice President or the Senate, the Vice President may elect to take comment from the public on each action item, which shall not exceed three minutes per person

Section 13: Questions in Debate

a) Once a debate has begun, a Senator speaking in debate shall be entitled to yield the floor to other Senators for questions
b) A Senator desiring to ask a question of the speaking Senator may not interrupt and shall wait until the speaking Senator has completed

Section 14: Decorum

a) Decorum of Officers
    1) The Vice President shall maintain the proper decorum of the Senate meetings
    2) All Senators shall observe decency of speech, avoid disrespect of personalities, engage in conversations, and avoid walking about during the meeting in a manner that is disruptive to the proceedings
    3) All Officers shall be wearing business casual attire during all Association meetings
b) Decorum of Visitors
    1) Visitors to the Senate meeting shall be seated in the designated gallery
    2) Visitors shall refrain from disrupting the business of the Senate
    3) The BCSGA Advisor may ask any visitor to leave the meeting at any time for disorderly conduct

Section 15: Voting during Senate Meetings

a) Voting Rights
    1) Every Member shall vote on each question put, unless he or she has a direct personal or pecuniary interest in the event of such question
    2) Presence by phone or videoconference shall qualify as if the Officer were physically present at the meeting
    3) Senators may not authorize any other persons to cast their vote or record their presence in the Senate or at a Committee meeting
    4) No other person may cast a Senator's vote or declare a Senator's presence in the Senate or the Committee meetings
b) Vice President's Discretion in Voting
    1) The Vice President only votes when the vote would be decisive

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Chapter 4. SENATE COMMITTEES

Section 01: Appointment of Standing Committees

a) The Senate shall elect the standing committees after the convening of each session of the Senate
b) The Senate shall write a binding resolution proposing to change the composition of a standing committee
c) The Senate shall fill a vacancy on a standing committee by binding resolution

Section 02: General Duties of the Committees

a) Standing committees shall be responsible for the consideration of all questions referred to them by the Senate or the Vice President
b) Standing committees shall prepare legislation deem necessary for the welfare of the Student Body

Section 03: Committee Size

a) Each committee shall be composed of at least three but not to exceed nine members unless prescribed by the Senate
b) Each senator shall serve on at least two committees or departments
c) Should membership of a committee fall below its allotted minimum, the Committee Chair shall inform the Senate and seek Senators who wish to transfer to the committee
d) Should a committee be unable to obtain the prescribed minimum number of members, it may continue to operate, if a quorum of the committee shall be a simple majority of its minimum prescribed membership

Section 04: Committee Officers

a) The Senate may choose one Senator to serve as the chair of each standing committee
b) Each committee shall elect a Vice Chair from its membership at its first meeting
c) The committee or the Chair may designate additional officers or liaisons

Section 05: Senate Committee Chair

a) ESTABLISHMENT:
One Senator shall be elected to the position of chair per committee of the Senate; any individual Senator may not chair more than one committee.
b) DUTIES:
The duties of a Committee Chair include, but are not limited to, the following:
    1) Write agendas which reflect the intentions and projects of the Committee;
    2) Committee chairpersons shall be responsible for such duties typical of the office of chairperson including but not limited to:
        i) Coordinating committee meetings;
        ii) Recording the attendance of committee members and determining excused or unexcused absences; and
        iii) Consolidate Reports of individual members of the Committee.
    3) Sit on the Committee on Government Operations;
    4) Deliver a report of the proceedings to their respective Committee during the weekly meeting of the Senate, which will include highlights of Senators, topics considered, and results of interviews and audits performed in committee.
    5) Insure committee is following all protocols and laws dictated, including the California Brown Act.
    6) Other duties as pertained to the position of a Senate Committee Chair.

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Section 06: Senate Committee Vice Chair

a) ESTABLISHMENT:
A Vice Chair is elected by each committee to serve as a substitute for the absence of the Committee Chair or Recording Secretary.

b) DUTIES:
The duties of a Committee Vice Chair include, but are not limited to, the following:
   1) Assume the responsibility in absence of a Committee Chair
   2) Draft Minutes for the Senate Committees
   3) Other duties as pertained to the position of a BCSGA Senate Committee Vice Chair

Section 07: Standing Committees Duties

a) The Senate shall elect members to the following standing committees and its duties:
   1) COMMITTEE ON ACADEMIC AFFAIRS
      i. The Committee on Academic Affairs shall be responsible for policies regarding academic reform, College academic policy, evaluation of professorships and courses, calendar issues, and library operations. The Committee on Academics shall affect liaison with the Faculty Senate committee with similar jurisdiction, the office of the Vice President, and the Office of Admissions and Records. The Committee shall also be responsible for promotion of the Association among the Student Body, creation and distribution of materials concerning BCSGA, and communication between BCSGA and the Bakersfield community.
   2) COMMITTEE ON GOVERNMENT OPERATIONS
      i. The Committee on Government Operations shall be responsible for reviewing BCSGA Constitution and the COBRA, creating new initial interview of appointments, and all internal Senate matters.
   3) COMMITTEE FOR THE ADVANCEMENT OF BAKERSFIELD COLLEGE
      i. The Committee for the Advancement of Bakersfield College shall voice student concerns regarding the Bakersfield College Tuition and Fees and review all matters of student concern external to the college. This committee shall liaison with the BC Director of Marketing and Public Relations. The Committee shall be responsible for policies concerning the College safety, buildings and grounds, parking and transportation, campus planning, construction, the Student Health Center, Food Services, environmental issues, and other BC related programs.

Section 08: Special Committees

a) Appointment of Special Committees
   1) The formation of a Special committee may occur at the discretion of the Vice President or by motion or resolution of any Senator, with the approval of the Senate.
   2) The Vice President shall appoint the Chair and other members of the Special committee, unless the motion creating the committee specifies some other method of selection.

b) Meetings and General Duties
   1) Special committees shall meet at the discretion of the Chair, subject to any conditions, which may be stated in the committee's formation.
   2) Special committees shall be responsible for the consideration of all questions referred to them by the Senate and the preparation of legislation as directed by the Senate in their formation or subsequent instructions.

Section 09: Power to Sit and Act

a) For the purpose of carrying out any of its functions and duties, a Senate Committee is authorized to sit and act at such times and places within the State of California, whether the Senate is in session, has recessed, or has adjourned, and to hold such hearings as it considers necessary.

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Chapter 5. LEGISLATION

Section 01: Types of Legislation

a) The Senate shall recognize two types of legislation, which shall be known as Bills and Resolutions.

Section 02: Requirements of Style

a) The Director of Student Life is authorized to create a template for each public body to assist the presiding officer in the preparation of the legislation and to provide for a uniform appearance of all government documents

Section 03: Expiration of Legislation

a) Upon adjournment sine die of a session, all legislation not definitely disposed of by the Senate is to be considered postponed indefinitely and can only be brought up in a new session by reintroduction.

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Chapter 6. LEGISLATIVE SENATE RESOLUTION PROCEDURE

Section 01: Generating a Senate Resolution

a) Any legislation pertaining to the voice of the student body, including but is not limited to, making suggestions, recommendations, or commendations.
b) All resolutions must be submitted to the Vice President to be placed on the next available Senate agenda.
c) All resolutions must be submitted within Senate Resolution Template.
d) Resolutions may be generated and submitted in one of three (3) ways:
    1) Via a Senate Committee
    2) By an individual Senator
    3) By a member of the BC Student Body and sponsored by a Senator.

Section 02: Senate Resolutions

a) The first enacting clause of all Senate Resolutions shall be in the following form:
    a. "*Be it resolved by the Senate of the Student Government Association*;"
b) Any subsequent clause shall be in the following form:
    a. "*Let it be further resolved*;"
c) The last clause of any Senate Resolution shall be a directive as to who and where the resolution should be sent and addressed to.

Section 03: Binding Senate Resolutions

a) Any Binding Senate Resolution shall be used for:
    1) Selection and appointment of any BCSGA Officers of the Speaker pro-Tempore
    2) Selection and appointment of any Legislative positions
    3) Selection and appointment of members to and committees or departments
    4) Creation of Special Committees
    5) Other solely Senate related matters
b) Binding Resolutions are written by the Secretary at the Senate table and only needs a majority vote to confirm

Section 04: Enrollment of Resolution

a) Every resolution passed by the Senate shall be printed and such printed copy shall be called the Enrolled Resolution
b) When the Senate has favorably passed a resolution, the Secretary shall ensure that the resolution accurately and exactly reflects the actions of the Senate. The Secretary shall attach to the resolution a certificate proving to its proper enrollment, which shall be signed in the following form:
    1) *"I certify that this resolution originated by the Senate of the Bakersfield College Student Government Association on (insert here the date)."*
c) Enrolled Resolution shall be printed on paper of suitable quality as shall be determined by the Secretary and the BCSGA Advisor.

Section 05: Signatures of the Enrolled Resolution

a) The Secretary will keep a track of all Enrolled Resolutions throughout the session.
b) Enrolled Resolutions shall then be signed by the Vice President, which all shall be signed in the following form:
    1) *"We the Bakersfield College Student Body support this resolution on (insert here the date)."*
c) The Vice President is mandated to sign all Enrolled Resolutions within five (5) instructional days of the Senate meeting during which resolution was passed.
d) If the Vice President does not sign the Enrolled Resolution after the five (5) instructional days, the Enrolled Resolutions shall be sent to the BCSGA Advisor for further inquiry.

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Section 06: Presentment of Enrolled Resolution to the BCSGA Advisor

a) The final Enrolled Resolution, subsequent to being signed by the Secretary and the Vice President, shall be presented to the BCSGA Advisor.
    1) Such presentment must be done in person, by the Vice President.
b) The BCSGA Advisor, with assistance from the Secretary, will send the resolution as directed by the Senate within the final clause of the Enrolled Resolution.

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Chapter 7. LEGISLATIVE SENATE BILL PROCEDURE

Section 01: Generating a Senate Bill

a) Any legislation creating or affecting a change in law within the legislative powers of the Senate, or providing for the budgeting and appropriation of Association funds, shall be presented in the form of a Senate Bill.
b) All bills must be submitted to the Vice President to be placed on the next available Senate agenda.
c) All bills must be submitted within Senate Bill Template.
d) Bills may be generated and submitted in one of three (3) ways:
    1) Via a Senate Committee
    2) By an individual Senator
    3) By a member of the BC Student Body and sponsored by a Senator.

Section 02: Senate Bills

a) The first enacting clause of all Senate Bills shall be in the following form:
    a. "*Let it be enacted by the Senate of the Bakersfield College Student Government Associated*,"
b) Any subsequent clause shall be in the following form:
    a. "*Further enacted*,"
c) The style and title of all Senate Bills making appropriations for the support of the Association shall be substantially as follows:
    a. *"An Act making appropriations (insert here the object) for the fiscal year (insert here the fiscal year) from (insert here debit account number and line item) to (insert here credit account number and line item)."*
d) The last clause of any Senate Bill shall be an enacting clause as to when the bill shall take place or directive as to next steps.

Section 03: Appropriation Senate Bills

a) Any Appropriation Senate Bills shall be used for:
    1) Declaring the transfer of Association funds
    2) Changes within the Annual Budget
    3) Adoption of the Annual Budget
    4) Other changes within the Association allocations
b) Appropriation Bills are written by the Chair of the Finance Committee and submitted to the Vice President to be placed on the next available Senate agenda
c) Appropriation Bills only need a majority vote to confirm

Section 04: Enrollment of Senate Bills

a) Every bill passed by the Senate shall be printed and such printed copy shall be called the Enrolled Bill
b) When the Senate has favorably passed a bill, the Secretary shall ensure that the bill accurately and exactly reflects the actions of the Senate. The Secretary shall attach to the bill a certificate proving to its proper enrollment, which shall be signed in the following form:
    1) "I certify that this bill originated by the Senate of the Bakersfield College Student Government Association on (insert here the date)."
c) Enrolled Bills shall be printed on paper of suitable quality as shall be determined by the Secretary and the BCSGA Advisor.

Section 05: Signatures of the Enrolled Bills

a) The Secretary will keep a track of all Enrolled Bills throughout the session.
b) Enrolled Bills shall then be signed by the author(s) of the bill, which all shall be signed in the following form:

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1) *"I sponsor this bill of the Bakersfield College Student Government Association into law on (insert here the date)."*

c) Enrolled Bill shall then be signed by the Vice President, which all shall be signed in the following form:
   1) *"We the Bakersfield College Student Body approve this bill on (insert here the date)."*
d) The author(s) of the bill and the Vice President are mandated to sign all bills within five (5) instructional days of the Senate meeting during which bill was passed.
e) If the aforementioned members do not sign the Enrolled Bill after the five (5) instructional days, the Enrolled Bill shall be given to the BCSGA Advisor for further inquiry.

Section 06: Presentment of Enrolled Bills to the President

a) The final enrolled bill, subsequent to being signed by the Secretary, author(s) of the bill, the Vice President, shall be presented to the President.
   1) Such presentment must be done in person, either by the author(s) of the bill or the Vice President.
b) The President is mandated to sign the Enrolled Bill within five (5) instructional days thereafter the signature of the Vice President, which all shall be signed in the following form:
   1) *"I approve this bill of the Bakersfield College Student Government Association into law on (insert here the date)."*
c) Whenever an Enrolled Bill, having been approved or not having been by the President, surpasses the five (5) instructional days time limit of the President, the Enrolled Bill is then moved favorable to the BCSGA Advisor.

Section 07: Presentment of Enrolled Bills to the BCSGA Advisor

a) The final enrolled bill, subsequent to being signed by the Secretary, author(s) of the bill, the BCSGA Vice President, and the President, shall be presented to the BCSGA Advisor.
   1) Such presentment must be done in person, either by the author(s) of the bill the Vice President, or President.
b) The BCSGA Advisor is mandated to sign the Enrolled Bill within five (5) instructional days of receiving the bill, which all shall be signed in the following form:
   1) *"I support this bill of the Bakersfield College Student Government Association into law on (insert here the date)."*
c) Whenever an Enrolled Bill, having been approved or not having been by the BCSGA Advisor, surpasses the five (5) instructional days time limit of the BCSGA Advisor, the Enrolled Bill is then tabled until further inquiry is made by the President.

Section 08: Return of Bill

a) If the President or BCSGA Advisor disapproves of the Enrolled Bill, either shall return the bill back to the Vice President to be placed on the agenda of the next schedule Senate meeting within five (5) instructional days of receiving the bill.
b) The President or BCSGA Advisor shall veto or line-item veto the bill by marking or making alterations to the bill, and attach a memo as to the decision of denial or recommendation of changes, which shall be addressed and begin as follows:
   1) "To the Senate of *Bakersfield College Student Government Association*, I am returning herewith without my approval S. B. [number] entitled '[official title]', Line(s) [number(s)]."
c) Whenever a Enrolled Bill is returned to the Senate by either the President or BCSGA Advisor with objections, Senate must review the memo and make alterations as deemed necessary and resume the Enrolled Bill approval process.

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Chapter 8. CONSTITUTIONAL AMENDMENT PROCEDURE

Section 01: Proposal an Amendment to the BCSGA Constitution

a) When a proposed amendment to the BCSGA Constitution occurs, the Elections Commission must follow protocol pursuant to the BCSGA Constitution.

Section 02: Placement on the Ballot

a) When an amendment to the Constitution is received after February 1st of a given year, the Elections Chair may cause the amendment to appear on the official BCSGA Elections Ballot for the next following Spring Elections.

Section 03: Certification to the Bakersfield College President

a) When an amendment to the Constitution has been ratified by the membership of the Association, pursuant to the provisions of the BCSGA Constitution, the BCSGA Advisor shall immediately inform the Bakersfield College President that the amendment was ratified and is now awaiting the final approval from the Bakersfield College President to take effect.

Section 04: Authority of Change

a) No person or entity, except the membership of the Association voting in an election held for the purpose of ratifying an amendment to the Constitution, retains the power and authority to make changes to the BCSGA Constitution once an amendment has been properly proposed pursuant to the BCSGA Constitution; and
b) No person or entity retains the authority to make changes, alterations, or other adjustments to an amendment to the BCSGA Constitution subsequent to its proper proposal to the membership of the Association.

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TITLE IV. THE EXECUTIVE BRANCH

Chapter 1. EXECUTIVE CABINET

Section 01: Establishment

a) Hereby establishes the BCSGA Executive Cabinet.

Section 02: Mission

a) To assist the President in carrying out the functions of the Association
b) To be solely advisory; members are under the authority of the Office of the President as staff and are not considered officers of the Senate in any way, save the Vice President

Section 03: Composition

a) The composition of the Executive Cabinet is as follows:
    1) President
    2) Vice President
    3) Director of Student Organizations
    4) Director of Student Activities
    5) Director of Legislative Affairs
    6) Director of Finance
    7) Public Relations Manager
    8) KCCD Student Trustee
    9) Secretary
    10) BCSGA Advisor

Section 04: Shared Governance with BCSGA Senate

a) The Executive Cabinet members shall report to Senate twice a month, or as requested by Senate, on matters of the respective departments or office.
b) Executive Members must work with Senators to development Senate Bills to amend COBRA on respective departments or develop resolutions.

Section 05: Participatory Governance with Bakersfield College

a) All members of the Executive Cabinet, save President, must serve on at least one (1) BC Participatory Governance Committee
b) The President must serve on the Bakersfield College's College Council
c) Other members of the Executive Branch or any member of the Association may serve on BC Participatory Governance committees with the approval of Senate
d) All Executive Officers serving on participatory governance committees must report to Senate on a monthly basis.

Section 06: Town Hall Meetings

a) The members of the Executive Cabinet shall host campus-wide forums at least once a semester for the purpose of constituents to meet and request information from any of the BCSGA Officers.
b) If an Executive Cabinet Officer is not able to attend, the member can appoint a designee to attend in their place.

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Chapter 2. EXECUTIVE OFFICERS

Section 01: BCSGA President

a) ESTABLISHMENT
Hereby establishes the President of the Bakersfield College Student Government Association, elected by the Bakersfield College student body.

b) DUTIES
The following shall be considered the duties of the President of SGA:
1) Create and post agendas for Executive Cabinet meetings in accordance with the Ralph M. Brown Act
2) To appoint Association Members to all BC Participatory Governance Committees, with the approval of the Senate
3) Shall have the authority to veto all Senate Legislation that are found to be in contrary to the interests of the BC Student Body
4) May serve as an Ex-officio member of all Association committees and departments
5) To appoint and remove all BCSGA Officers of the executive branch unless otherwise specified by law
6) To attend meetings of the Kern Community College Board of Trustees
7) To attend meetings of the Alumni Association Council
8) To communicate regularly with the Bakersfield College President and College Council
9) Shall have the power to co-sponsor events through the Office of the President, subject to Senate funding
10) To establish a strategic plan for the association at the beginning of a new term
11) To submit the BCSGA Annual Budget to the Senate for approval
12) Shall work to establish relationships with local leaders that will serve to benefit the students of Bakersfield College
13) Shall have the power to issue proclamations, or opinions of the Office of the President
14) Perform all other duties as needed by the Office of the President

Section 02: Public Relations Manager

a) ESTABLISHMENT
Hereby establishes the Public Relations Manager of the Bakersfield College Student Government Association, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.

b) DUTIES
The duties of the Public Relations Manager include, but are not limited to the following:
1) Responsible for data, assessment, and technology in order to ensure data fidelity and use of technological resources
2) To form committees of campus affiliates to examine related concerns and issue recommendations to the Association
3) To focus on increasing the prevalence of the Association in the greater campus, local, state, and national communities
4) To draft press releases for the Association with Presidential and BCSGA Advisor approval
5) To establish an annual strategic plan for community outreach
6) Perform all other duties as needed by the Office of the Public Relations Manager

Section 03: Director of Finance

a) ESTABLISHMENT:
Hereby establishes the Director of Finance of the Bakersfield College Student Government Association, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.

b) DUTIES:
The duties of the Director of Finance include, but are not limited to the following:

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1) Host four (4) office hours per week.
2) Attend all meetings of the Finance Committee
3) Plan, implement, and evaluate all department-sponsored activities
4) Responsible for securing volunteers to aid in department activities
5) Meet with the Directors on a monthly basis to review budget revenues and expenditures
6) Keep complete and accurate records of all Association purchases by Executive Cabinet, expenditures, and revenues and make this information available to any member of the Student Body upon request
7) To provide advice and recommendations to the President
8) Prepare a budget for the Executive Cabinet to be included in the President's Annual Budget proposal.
9) Aid the President on preparing the BCSGA Annual Budget
10) Perform all other duties as needed by the Office of the Director of Finance

Section 04: Term Limits of Executive Officers

a) All Executive BCSGA Officers serve for a term of one year beginning with the swearing of the oath at a meeting of the Senate until the beginning of the next convening meeting of the Senate.
b) On the expiration of the term, the officer may continue to perform the duties of the office until a successor is appointed.

Section 05: Compensation of Executive Officers

a) All members of the Executive Cabinet, save BCSGA Advisor, are compensated partially for their administrative duties according to the allocations confirmed by Senate within the Annual budget. Once confirmed by Senate, allocations cannot be changed for the given term.
b) Due to the nature of the civic servant positions, Executive Officers are not compensated monetarily for their public duty.
c) Executive Officers shall receive other incentives as deemed appropriate by the BCSGA Advisor and BC Administration.

Section 06: Compensation of Subsidiary Officers

a) Due to the nature of this civic servant position, Subsidiary Officers within the Executive Branch of the Association are not compensated monetarily for their public servant duty.
b) Subsidiary Officers may receive other incentives as deemed appropriate by the BCSGA Advisor and BC Administration.

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Chapter 3. KCCD STUDENT TRUSTEE

Section 01: Purpose

a) The purpose is to outline and define the duties and responsibilities of the KCCD Student Trustee during the selection and representative term on behalf of Bakersfield College, once every three years.
b) The KCCD Student Trustee offers a student's perspective and advice to the KCCD Board of Trustees at monthly and special Board meetings. The student trustee is educated on upcoming programs, policies, and expenses that will be presented to the Board for approval. Using knowledge collected from the college's history, administrators, faculty, and staff but most importantly the students.

Section 02: Eligibility

a) The KCCD Student Trustee from Bakersfield College shall be currently enrolled students who was either elected or appointed in accordance with the BCSGA Constitution.
b) The Student Trustee must have a BC cumulative and semester GPA of at least 2.0 in order to be elected or appointed.
c) Candidates for Student Trustee must have completed at least one (1) semester at Bakersfield College in order to be eligible for election or appointment.
d) The Student Trustee from Bakersfield College shall be directly responsible for the discharge of their duties to the KCCD Board of Trustees, Bakersfield College, and the Association

Section 03: Student Trustee from Bakersfield College

c) ESTABLISHMENT:
Hereby establishes the Student Trustee from Bakersfield College, appointed by the President, approved by the BCSGA Advisor and President of Bakersfield College, and confirmed by the Senate.
d) DUTIES:
The duties of the Student Trustee from Bakersfield College include, but are not limited to the following:
    1) Attend all meetings of the Board of Trustees
    2) Shall be seated with the members of the KCCD Board of Trustees and shall be recognized as a full member of the Board at all meetings, which includes receiving all materials presented to Board members and participating in the questioning of witnesses and the discussion of issues
    3) Shall not be included in determining the vote required to carry any measure before the board
    4) Shall not be liable for any acts of the Board
    5) May make and second motions, attend closed sessions, other than closed sessions on personnel or collective bargaining matters, and receive compensation at the discretion of the Board
    6) Shall maintain awareness of college programs, procedures and policies, and meet regularly with the College President
    7) Perform all other duties as needed by the Office of the Student Trustee from Bakersfield College

Section 04: Selection of the Student Trustee

a) The KCCD Student Trustee from Bakersfield College is a student member of the student body from one of the three KCCD colleges.
b) Only one student will serve as the member of the student KCCD Board of Trustees at a time.
c) Student membership is rotated annually, with the rotation starting over after the cycle has been completed, as follows:

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1) June 1, 2014-May 31, 2015 Bakersfield College
2) June 1, 2015-May 31, 2016 Cerro Coso Community College
3) June 1, 2016-May 31, 2017 Porterville College
4) June 1, 2017-May 31, 2018 Bakersfield College
5) And so forth as the cycle continues.

Section 05: Voting of the Student Trustee

a) When in turn, the Bakersfield College student population shall vote upon the Student Trustee.
b) The voting occurs during the spring BCSGA General Elections preceding the term of service, and commences the term of office at the first KCCD Board of Trustees Meeting in June of the given year.
c) If no student candidate runs for Student Trustee during the BCSGA General Elections in the spring, appointment may be made following a campus-wide posting and application period of two weeks, open to all eligible students at Bakersfield College. Applicants who have submitted all required application documents on or before the deadline, and who meet the required qualifications, will be guaranteed interviews by the Student Trustee Selection Committee, which shall be composed of the BCSGA Executive Cabinet, a Student Representative, and the President of Bakersfield College, or designee.

Section 06: Resignation of the Student Trustee

a) Should the Student Trustee resign or be ineligible for office prior to the expiration of the term of office, the President shall select a replacement, approved by the BCSGA Advisor and the President of Bakersfield College, and then confirmed by the BCSGA Senate.
b) In the event that a Student Trustee is not selected, the next college in alphabetical order will be asked to do so and the annual rotation will continue.

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TITLE V. BCSGA DEPARTMENTS

Chapter 1. DEPARTMENT OF STUDENT ACTIVITIES

Section 01: Establishment

a) There is hereby established the BCSGA Department of Student Activities as a program within BCSGA. The Department of Student Activities ("Activities Department") works collaboratively with the Office of Student Life, as well as with other college departments, to ensure vibrant and well-balanced opportunities for campus activities and programming.

Section 02: Mission

a) The Department of Student Activities is to inspire and unite the Bakersfield College students through programming derived from traditions, cultural diversity, large-scale entertainment, academia, and athletics. The Department of Student Activities is a programming entity committed to providing the Bakersfield College community with multicultural, social, recreational, educational, and entertaining programs in alignment with the BCSGA's mission statement. The Department of Student Activities exists to enhance the BC experience by providing programs to enhance the intellectual, intercultural, social, spiritual, physical, and recreational aspects of students' lives. The Department of Student Activities provides a wide range of activities to students, consisting of new and different events as well as traditional programs. The Department of Student Activities encourages student engagement on campus to attract a diverse range of involvement and ideas, creativity in event planning, and excellence in event implementation and leadership.

Section 03: Responsibilities

a) The primary responsibilities of the Activities Department are:
    1) Execute the laws and functions related to the affairs of student activities for the Association
    2) Plan, supervise, and present all Association sponsored activities
    3) Plan and implement traditional campus themed activities
    4) Act as a liaison with the BC Athletics Department and other BC Departments as needed
    5) Inform the Student Body traditions through homecoming, orientation, rallies, or by any other methods
    6) Other matters related to the Department of Student Activities.

Section 04: Composition of Department

a) Members within the Activities Department is composed of the following individuals:
    1) Director of Student Activities, chair
    2) Three (3) BCSGA Senators
    3) One (1) Department Member
    4) One (1) student-at-large (appointed by the Director of Student Life)
    5) The Director of Student Life (ex-officio)

Section 05: Director of Student Activities

a) ESTABLISHMENT
Hereby establishes the Director of Student Activities, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.

b) DUTIES
The duties of the Director of Student Activities include, but are not limited to the following:
    1) Host four office hours per week.
    2) Chair all meetings of the Activities Department

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3) May delegate any of the Director's duties to any member of the Activities Department
4) Create and post agendas for meetings of the Activities Department in accordance with Brown Act
5) Appoint Student Activities Manager and Department members
6) Keep complete and accurate records of all BCSGA sponsored or collaborated activities
7) Plan, implement, and evaluate all Association-sponsored activities
8) Responsible for securing volunteers to aid in department activities
9) Keep and maintain a master calendar of all Association events, to be made available to any member of the Student Body upon request
10) Coordinate with the Director of Student Organizations to engage student organizations in BC events and related activities
11) To act as a liaison to campus department entities in regards to the planning and preparation of institutional events or activities
12) To provide advice and recommendations to the BCSGA President
13) Prepare a budget for the Activities Department to be included in the President's Annual Budget proposal
14) Perform all other duties as needed by the Office of the Director of Student Activities

Section 06: Student Activities Manager

a) ESTABLISHMENT:
Hereby establishes the Student Activities Manager, appointed by the Director of Student Activities, approved by the President and the BCSGA Advisor, and confirmed by the Senate.

b) DUTIES:
The duties of the Student Activities Manager include, but are not limited to the following:
1) To manage the budget and operations of Student Activities
2) To assist the Director in program management and marketing efforts of department activities
3) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department; and
4) Act as the Director of Student Activities in the absence of or at the request of the Director
5) Perform all other duties as needed by the Office of the Student Activities Manager

c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of the Activities Department.
1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 07: Department Members

a) ESTABLISHMENT
Hereby establishes the Department Members for the Activities Department, appointed by the Director of Student Activities and approved by the BCSGA Advisor.

b) DUTIES
The duties of the Department Members include, but are not limited to the following:
1) To assist the Director and Student Activities Manager in program management and marketing efforts of department activities
2) Any other duties as assigned by the Director.

c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of the Activities Department.
1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 08: Programming Activities

a) The Department of Student Activities shall be expected to plan, implement, and evaluate activities for the following events:

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1) Traditional events
2) Homecoming Week
3) Welcome Week(s)
4) Spring Fling
5) Family Weekend
6) Monthly cultural-themed events
7) Large named speaker(s)
8) Competition/Reality based events

b) In addition to these weeks, the Activities Department will be responsible for the planning and execution of periodic holistic events, varying in topic and scale, designed to unite and inspire the Student Body. These events should include but are not limited to speakers, large-scale entertainment, campus diversity, athletics, and events centered on academic success.

Section 09: Authorization of Appropriations

a) There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department of Student Activities and its entities.

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Chapter 2. DEPARTMENT OF STUDENT ORGANIZATIONS

Section 01: Establishment

a) Here establishes the Department of Student Organizations ("StudOrg Department") as a program within the Association. The StudOrg Department works collaboratively with the Office of Student Life, as well as with other college departments, to ensure vibrant and well-balanced opportunities for campus student organizations.

Section 02: Mission

a) The Department of Student Organizations engages students in the development of their strengths, skills, and leadership using student organizations as foundation by way of programs, workshops, conferences, and leadership positions.

Section 03: Department Responsibilities

a) The primary responsibilities of the StudOrg Department is to:
   1) Execute the laws and functions related to the affairs of Student Organizations at Bakersfield College.
   2) Manage the affairs of registered Student Organizations.
   3) Serve as a resource for Student Organizations and a clearinghouse for information.
   4) Mange and allocate Student Organization Finance grants
   5) Host various workshops in related affairs
   6) Establish monthly communications and continuous communication with StudOrgs
   7) Coordinate collaborations of StudOrgs through Inter-Club Council meetings
   8) Other matters relating to the Department of Student Organizations.

Section 04: Composition of StudOrg Department

a) The StudOrg Department is composed of the following individuals with voting authority:
   1) Director of Student Organizations, chair
   2) Three (3) SGA Senators
   3) One (1) Department Members
   4) One (1) student-at-large (appointed by the Director of Student Life)
   5) The Director of Student Life (ex-officio)

Section 05: Director of Student Organizations

a) ESTABLISHMENT
   Hereby establishes the Director of Student Organizations of the Bakersfield College Student Government Association, elected by the Bakersfield College Student Body.

b) DUTIES
   The duties of the Director of Student Organizations include, but are not limited to the following:
   1) Host four office hours per week.
   2) Chair all meetings of the StudOrg Department and the Inter-Club Council (ICC) meetings
   3) May delegate any of the Director's duties to any member of the StudOrg Department
   4) Create and post agendas for meetings of the StudOrg Department and the Inter-Club Council in accordance with the Brown Act
   5) Coordinate and allocate Student Organization Finance grants
   6) Appoint Student Organization Funding Manager and Department members
   7) Keep complete and accurate records of the names of StudOrg Leadership (advisors and officers), and the organization's constitutions of all registered StudOrgs
   8) Plan, implement, and evaluate all Association-sponsored StudOrg activities
   9) Responsible for securing volunteers to aid in department activities
   10) Keep and maintain a master calendar of all Association StudOrg events, to be made available to any member of the Student Body upon request

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11) Coordinate with the Director of Activities to engage student organizations in BC events and related activities
12) To act as a liaison to StudOrgs in regards to the planning and preparation of StudOrg events or activities
13) To provide advice and recommendations to the BCSGA President
14) Prepare a budget for the StudOrg Department to be included in the President's Annual Budget proposal.
15) Perform all other duties as needed by the Office of the Director of Student Organizations

Section 06: Student Organization Funding Manager

a) ESTABLISHMENT
Hereby establishes the Student Organization Funding Manager, appointed by the Director of Student Organization, approved by the President and the BCSGA Advisor, and confirmed by the Senate.
b) DUTIES
The duties of the Student Organization Funding Manager include, but are not limited to the following:
    1) To manage the budget and operations of Student Organization Funding grants
    2) To assist the Director in account management and financial advisement of recognized student organizations
    3) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department;
    4) Act as the Director of Student Organization in the absence of or at the request of the Director
    5) Perform all other duties as needed by the Office of the Student Organizations Funding Manager
c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of the StudOrg Department.
    1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 07: Department Members

a) ESTABLISHMENT
Hereby establishes the StudOrg Department Members, appointed by the Director of Student Activities and approved by the BCSGA Advisor.
b) DUTIES
The duties of the BCSGA Department Members include, but are not limited to the following:
    1) To assist the Director and Student Organization Funding Manager in program management and marketing efforts of department activities
    2) Any other duties as assigned by the Director.
c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of the StudOrg Department.
    1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 08: Registration of Student Organizations

a) A Student Organization ("StudOrg") is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.
b) The authority of registering StudOrg annually is given to the Office of Student Life and each StudOrg must be registered with the Office of Student Life.
c) All registered StudOrg must understand and agree to all the protocols, procedures, and conditions set forth by the Office of Student Life in accordance with BC Student Organization Handbook or information established annually by the BC Office of Student Life.

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d) Recognition shall be given based on the StudOrg's compliance with the registration requirements within the Student Organization Registration Process established annually by the Office of Student Life.
e) The constitution, bylaws, and other governing documentation of the StudOrg shall be submitted and the content thereof must be in compliance with the Student Organization Conditions and Procedures established annually by the Office of Student Life.
f) Any registered StudOrg that is affiliated with a local, state, federal, or international organization must provide the BC Office of Student Life a formal letter of recognition during the StudOrg registration process.

Section 09: Student Organization Funding

a) Student Organization Funding (SOF) Grants are available to any registered StudOrg for operational, programmatic, fundraising, or travel expenditures that enhance overall quality of student life on campus. SOF Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities. These guidelines and process comply with district, federal, state, and local laws as well as BC policies.
b) Allocation of SOF shall be given based on the StudOrg's compliance with the Student Organization Funding Grants Conditions and Process established annually by the BC Office of Student Life.
c) The authority of accepting and processing the SOF Grants is given to the BC Office of Student Life and each StudOrg must comply with the BC Office of Student Life for SOF Grants.
d) The StudOrg Department will review and hear SOF requests only from recognized StudOrgs.
e) The Director will place all properly completed SOF Grants on the next scheduled StudOrg Department agenda for allocation approval.

Section 10: Inter-Club Council Meetings

a) Inter-Club Council (ICC) Meetings are held twice a month during the fall and spring instructional semesters
b) Each registered StudOrg should send their ICC Representative (ICC Rep) to the meetings
    1) If the ICC Rep is not able to attend, it is the responsibility of the StudOrg Leadership to send an alternative member to the ICC Meeting or connect with the Director to receive missed information.
    2) The ICC Rep cannot be the an established elected or appointment BCSGA Officer
c) ICC Meetings are a platform where
    1) StudOrgs are able to inform the Association of StudOrg affairs
    2) StudOrgs are able to connect and collaborate with other StudOrgs for events and initiatives
    3) Bills and resolutions are created to be added to the next available Senate agenda
    4) Members can host collective conferences, workshops, events, etc.
    5) BCSGA Officers or the BCSGA Advisor can inform StudOrgs on new conditions and procedures
    6) BCSGA Officers or the BCSGA Advisor is able to aid StudOrgs in their affairs
    7) Other affairs related to the StudOrg matters.

Section 11: Use of Certain Names, Symbols, or Charters Prohibited

a) No Student Organization may use the name, symbol, and charter of a national club or organization unless recognized by the national club or organization and by the Office of Student Life.

Section 12: Authorization of Appropriations

a) There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department of Student Organizations and its entities.

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Chapter 3. DEPARTMENT OF LEGISLATIVE AFFAIRS

Section 01: Establishment

a) Here establishes the Department of Legislative Affairs ("Leg. Affairs") as a program within the Association. Leg. Affairs works collaboratively with the BC Office of Student Life, as well as with other college departments, to voice the BC Student ideals to the local, regional, state, and federal environments.

Section 02: Mission

a) Leg. Affairs is accountable and transparent to inform the BC Student Body, the Bakersfield community, where various laws are proposed and passed that affect our students and the community. Leg. Affairs stays updated with all legislation that is pertinent to the BC Student Body, KCCD District, Bakersfield City, Kern County, and the State of California, and Federal legislations and affairs. Leg. Affairs is to be a representing voice of BC Students to the California Community College System.

Section 03: Responsibilities

b) The primary responsibility of the department is:
   1) To track local, state, and federal legislation that affects higher education and/or students directly.
   2) To advocate on behalf of BC Student Body to the City and County officials, the KCCD Office of the Chancellor, California State Government, and the California Congressional Delegation.
   3) To report to the Association on legislative happenings of the aforementioned bodies, and offer possibilities for involvement or collaboration.
   4) To educate students about legislative issues that affects them.
   5) To execute general campaign strategies adopted by the Leg Department.
   6) Other matters that relate to the Leg Department.

Section 04: Composition of Legislative Department

a) Leg. Affairs is composed of the following individuals:
   1) Director of Legislative Affairs, chair
   2) Three (3) SGA Senators
   3) One (1) Department Member
   4) One (1) student-at-large (appointed by the Director of Student Life)
   5) KCCD Student Trustee (ex-officio)
   6) The Director of Student Life (ex-officio)

Section 05: Director of Legislative Affairs

a) ESTABLISHMENT:
   Hereby establishes the Director of Legislative Affairs, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.

b) DUTIES:
   The duties of the Director of Legislative Affairs include, but are not limited to the following:
   1) Host four (4) office hours per week.
   2) Chair all meetings of Leg. Affairs
   3) May delegate any of the Director's duties to any member of Leg. Affairs
   4) Create and post agendas for meetings of Leg. Affairs in accordance with the Brown Act
   5) Appoint Legislative Affairs Manager and Department members
   6) Plan, implement, and evaluate all department-sponsored activities
   7) Responsible for securing volunteers to aid in department activities
   8) Keep and maintain a master calendar of all department events, to be made available to any member of the Student Body upon request

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9) Coordinate with the Director of Student Activities to engage the BC Student Body in related activities
10) Be the primary representative of the Association for Region V of the Student Senate for California Community Colleges (SSCCC)
11) Be the Delegate to the SSCCC General Assembly
12) To provide advice and recommendations to the President
13) Prepare a budget for Leg. Affairs to be included in the President's Annual Budget proposal.
14) Perform all other duties as needed by the Office of the Director of Legislative Affairs

Section 06: Legislative Affairs Manager

a) ESTABLISHMENT:
Hereby establishes the Legislative Affairs Manager, appointed by the Director of Legislative Affairs and approved by the BCSGA Advisor.
b) DUTIES:
The duties of the Legislative Affairs Manager include, but are not limited to the following:
    1) Help coordinate and oversee the logistics, programming, research and policy analysis of the Department
    2) Serve as support in conducting student-led lobbying efforts at all levels of government
    3) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department; and
    4) Act as the Director of Legislative Affairs in the absence of or at the request of the Director
    5) Perform all other duties as needed by the Office of the Legislative Affairs Manager
c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of Leg. Affairs.
    1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 07: Department Members

a) Establishment:
Hereby establishes the Leg. Affairs Members, appointed by the Director of Legislative Affairs and approved by the BCSGA Advisor.
b) Duties:
The duties of Leg. Affairs Members include, but are not limited to the following:
    1) To assist the Director and Legislative Affairs Manager in program management and marketing efforts of department activities
    2) Any other duties as assigned by the Director.
c) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of Leg. Affairs.
    1) The Director will produce any and all documentation relating to this appointment process to the Senate upon request.

Section 08: SSCCC Representation

a) The Director of Legislative Affairs shall be the primary representative of the BCSGA for Region V of the Student Senate for California Community Colleges (SSCCC) and shall attend all Region V meetings if possible.
    1) If the Director of Legislative Affairs is unable to attend a meeting, another member of Leg. Affairs may be nominated by the Director of Legislative Affairs, approved by the BCSGA Advisor, to attend the meetings.
b) The Director of Legislative Affairs shall be the Delegate to the SSCCC General Assembly whenever the Assembly meets.

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1) If the Director of Legislative Affairs is unable to attend General Assembly, the Senate may nominate any BCSGA Officer (elected or appointed) as a replacement Delegate, if not determined by the BCSGA Advisor.

Section 09: Relationship with KCCD

a) The Director of Legislative Affairs, or designee, shall attend KCCD Board of Trustee meetings and report on the meetings to the Senate.
b) The Director of Legislative Affairs, or designee, shall advocate for the needs of the Student Body to the Board of Trustees along with the KCCD Student Trustee.

Section 10: Relationship with KCCD Student Trustee

a) The KCCD Student Trustee should be invited to all Leg. Affairs meetings and be an active and informative member of the Department.
b) Leg. Affairs should inform the KCCD Student Trustee of the BC Student Body view regarding BC and KCCD matters.

Section 11: Authorization of Appropriations

a) There is authorized to be appropriated such sums as may be necessary to carry out the provisions of the Department of Legislative Affairs and its entities.

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Chapter 4. DEPARTMENT OF THE SECRETARY

Section 01: Purpose

a) Here establishes the Department of the Secretary as a program within the Association. The Department is under the direction and supervision of the BC Office of Student Life to ensure the Association follows and complies with all BC, local, state, and federal policies and procedures.

Section 02: Composition of the Department

a) The Department is composed of the following individuals with voting authority:
    1) Secretary
    2) Historian
    3) Committee Secretaries or like positions
    4) The Director of Student Life

Section 03: Secretary

a) ESTABLISHMENT
There is hereby authorized the creation of the Secretary as an employee necessary for the operation of the Association. The Director of Student Life shall be the direct supervisor of the Secretary.

b) DUTIES
The duties of the Secretary include, but are not limited to the following:
    1) Ensures all agendas created and posted for meetings are in accordance with the Brown Act
    2) Keep complete and accurate records of all Association meetings
    3) Responsible for securing volunteer secretaries for Association meetings
    4) Keep and maintain a master calendar of all Association events, to be made available to any member of the Student Body upon request
    5) Shall take roll at and record the minutes of all meetings of the Senate, the Judicial Review Board, and the Executive Board meetings
    6) Compile, edit and maintain the Public Laws, Resolutions, and COBRA in accordance with the laws governing such
    7) Enroll all bills and present them to the proper parties with certification after the Senate has passed them
    8) Maintain office hours and attendance for all Senators, as to provide record
    9) Ensure accurate, verbatim as necessary, minutes be recorded and documented, both in text and audio format, for all Association meetings, as to abide by the Brown Act
    10) Monitor Association meeting attendances as to ascertain and keep a proper quorum
    11) Ensure the creation and availability of drafts of minutes and bills for all appropriate persons
    12) Perform all other duties as needed by the Office of the Secretary

Section 04: Historian

a) ESTABLISHMENT
There is hereby authorized the creation of the Historian as an employee necessary for the operation of the Association. The Director of Student Life shall be the direct supervisor of the Historian. When a Historian is not hired, all duties fall under the preview of the Secretary.

b) DUTIES
The duties of the Historian include, but are not limited to the following:
    1) Assemble a book of minutes for the body, which shall contain the original records for each meeting in the following order:
        i) The agenda
        ii) Supporting material to the agenda
        iii) The approved minutes

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iv) The exhibits to the minutes
v) Miscellaneous material

2) Organize in chronological order, bind and index the following:
   i) Agendas and minutes of all public bodies meeting within BCSGA, including the Senate, Senate Committees, Elections Commission, and the Department of Student Organizations, etc.
   ii) Records of Judicial Review Board cases and opinions including: copies of charge sheets, written briefs and documents used in each case, and final judgments of the Council
   iii) Copies of the Annual Budget and any related and clarifying budget material
3) Maintain the Association Facebook, Twitter, and all other social media accounts to publicize events, increase student awareness, and improve the image of the Association
4) Assist in maintaining the Association website and shall make available on it the most current editions of the BCSGA Constitution, COBRA, meeting agendas and minutes, and contact information for all BCSGA Officers
5) Assist the Secretary with the enrollment of Senate Bills and Resolutions
6) In the event of vacancy or additional assistance of the Secretary is needed, the Historian shall assume the powers and duties of the Secretary
7) Perform all other duties as needed by the Office of the Historian

Section 05: Committee Secretaries

a) IN GENERAL
The Secretary may recruit additional Committee Secretaries, who are designated to each department or committee and can assist the Secretary in all matters concerning the meetings.

b) DUTIES
The duties of a Committee Secretary shall include but are not limited to the following:
   1) Attend and transcribe the minutes of the Association meetings.
   2) Assist the Secretary in tracking the attendance of BCSGA Officers during meetings.
   3) Ensure the committee meetings abide by the standing rules of order.
   4) Abide by the Brown Act
   5) Provide printed versions of the agenda for the public.
   6) Provide the Secretary with copies of drafts and approved minutes.
   7) Shall record each meeting for the public.
   8) Work jointly with the Secretary to appropriately file each recording.
   9) Perform all other duties as needed by the Office of the Committee Secretaries

Section 06: Authorization of Appropriations

a) There is authorized to be appropriated such sums as may be necessary to carry out the provisions of the Department of the Secretary and its entities.

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Chapter 5. ADVISORY BOARDS

Section 01: Establishment

a) The following shall be the process for establishing an advisory board:
    1) The President or the BCSGA Advisor may establish by executive directive an advisory board for any purpose relating to Association matters
    2) Any Director within the Association may establish an advisory board for any purpose relating to the Director's department, with approval from the BCSGA Advisor.

Section 02: Powers and Governance

a) The advisory board shall have no authority or power, and shall function only in an advisory manner.
b) The advisory board must follow all state, district, and BC administration policies and procedures.
c) The advisory board shall be governed by the same stipulations placed upon all Association committees or departments.
d) The directive forming an advisory board shall declare in an official Association memo stating:
    1) The objective of the advisory board;
    2) The method for selecting members for the advisory board;
    3) A facilitator for the advisory board; and
    4) The date of dissolution for the advisory board.

Section 03: The Facilitator

a) The Facilitator shall be responsible for such duties typical of a facilitator for an advisory board and shall include but not be limited to:
    1) Coordinating advisory board meetings;
    2) Recording the attendance of board members; and
    3) Preparing meeting reports for the President and Senate.
b) A Facilitator shall:
    1) Be a student enrolled at Bakersfield College;
    2) Meet the requirements for student employment; and
    3) May be any inferior officer or employee of a Department.

Section 04: Compensation of Advisory Board

a) No members of the advisory board shall receive monetary compensation for their work.
b) Members may receive refreshments during meetings of the advisory board, with approval from the Director of Finance and the BCSGA Advisor.

Section 05: Authorization of Appropriations

a) There is authorized to be appropriated such sums as may be necessary to carry out the provisions of the Advisory Board.

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TITLE VI. FINANCE CODE

Chapter 1. INTRODUCTION

Section 01: Overview

a) The BCSGA Fee is an optional $15 fee collected at the time of registration per instructional semester. This fee, although collected by the District, is given to the Association for disbursal throughout the campus, aiding programs and services, and supporting the welfare of the student body and organizations. Students receive a BCSGA Kern Value Card Discount Sticker (otherwise known as the "BCSGA KVC Sticker Fee") for their BC ID cards. The Association provides benefits as a "thank you" for those students who have paid the fee. These benefits include free academic supplies, discount tickets programs, free admission to home football games, student activities events, discounts at local businesses, access to the BCSGA Scholarships and Grants, etc.
b) At Bakersfield College, as at our neighboring colleges, this fee is a "negative check off" wherein the fee is automatically assessed at registration. Students then have the option of waiting to pay for their classes and coming to the Office of Student Life for a waiver, which is then presented to the Business Services Office along with payment. Deadlines for the waiver are the second week of the fall and spring semesters. The fee is not collected over the winter and summer sessions.
c) The following students are NOT currently assessed the fee:
    1) K-12 Concurrently enrolled
    2) Study Abroad
    3) Staff and Faculty
d) Examples of programs and services supported by this fee:
    1) Student welfare and materials for academic support
    2) Student organization workshops and grants
    3) Student activities programs
    4) Student Government operations
    5) Student Services specialized events
    6) Renegade Athletics support
    7) Renegade Pantry Program
    8) BCSGA Scholarships and Grants
    9) Office of Student Life services, programs, and operations

Section 02: Purpose

a) The Finance Code is to define the financial parameters in which the Association can operate and outline the acceptable use of fees and revenues accrued by the College in connection with the Association activities, programs, events, initiatives, and assist supplemental funding for registered BC student organizations.
b) All revenues and expenditures are subject to the policies, regulations, and procedures set forth by the State of California, the Kern Community College District, and Bakersfield College.

Section 03: General Principles

a) The BCSGA KVC Sticker Fee is established to promote the general welfare and morale of the students, shall be a common treasury, and expended in such a way as to benefit the current and long-term interest of BC students.
b) Stewardship of the BCSGA KVC Sticker Fee rests with the elected representatives of BCSGA under the trusteeship of the BCSGA Advisor.
c) The BCSGA Advisor shall be directly responsible for the conduct of all Association financial activities and shall be governed in this exercise by the KCCD Board Policies.
d) All funds raised or expended in and for the common treasury and general welfare of the Association shall be maintained by the BCSGA Advisor, in keeping with all District policies and

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procedures, in consultation with the Vice President of Student Affairs, under the direction of the President of Bakersfield College.

e) Management of the BCSGA KVC Sticker Fee shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the KCCD fiscal policies.
f) Representation by members of the Association shall be required in the raising and expending of Association funds.
g) The BCSGA Advisor shall have veto power over any action of the Association or the Finance Committee. The BCSGA Advisor shall provide a written explanation for the veto to the President.
h) The Vice President of Student Affairs shall be the final decision.

Section 04: Amending the Finance Code

a) The Finance Code shall serve as the final and absolute document pertaining to financial procedures for the Association and amendments are to be enforced only after the amendment process is official and complete.
b) All appropriation bills that amend the Finance Code should be advertised to the BC Student Body before being voted upon by the Senate.
c) Any part of the Finance Code can only be amended by at least a two-thirds (2/3) majority vote of the Senate's total voting membership and approval of the BCSGA Advisor.

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Chapter 2. FINANCE COMMITTEE

Section 01: Establishment

a) Here establishes the Finance Committee as an entity of the Association, which works collaboratively with the BC Office of Student Life, as well as with other college departments, to maintain the Association budget and its affiliated accounts.

Section 02: Mission

a) The Finance Committee manages the accounts of the Association. The Finance Committee establishes a transparent way to inform the constituents regarding the expenditures and revenues of BCSGA. The Finance Committee shall ensure responsible expenditure of Association funds. The committee shall review finance bills, review spending practices, regularly review the current balances sheets, inspect budgets and expenses of committees and departments, and generally have within its charge the finances and budget of the Association.

Section 03: Responsibility

a) The responsibilities of the department is:
    1) Review all Association financial accounts quarterly
    2) Assist the President to plan, approve, and submit the initial Annual Budget.
    3) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.
    4) Oversee fiscal accountability of Association funds.
    5) Monitor, evaluate, and assist the Director of Finance in the execution of the Association budget expenditures and record keeping.
    6) Review the Annual Budget along with the Department budgets to ensure expenses and projected expenditures agree with the Finance Code
    7) Review and update the Finance Code as needed
    8) Advise the Senate on budgetary matters, and shall recommend appropriate action to keep expenditures within the current budget
    9) Other matters that relate to the Finance Committee.

Section 04: Composition of Finance Committee

a) The Finance Committee is composed of the following individuals with voting authority:
    1) Thee (3) BCSGA Senators (one of which will act as the Finance Chair)
    2) Director of Finance
    3) One (1) student-at-large (appointed by the Director of Student Life)
    4) The Director of Student Life

Section 05: Responsibilities of the BCSGA Advisor

a) The BCSGA Advisor is responsible for ensuring that all actions by Finance Committee are in accordance with BC and KCCD Board Policies, and is required to report to the College President any potential violations.
b) Act as custodian of the BCSGA KVC Sticker Fee, and shall be responsible, under the direction of the President of Bakersfield College, for all cash collection of student funds, and for maintaining records as prescribed by KCCD Board Policy.
c) Furnish information to the Finance Committee necessary for the preparation of the Annual Budget, and prepare related reports as otherwise required. This includes prior year information and estimated income.
d) Provide the Finance Committee quarterly financial reports on revenue (actual and expected) and expenditures on all accounts.
e) Inform the Finance Committee of the need, and extent of any required budget adjustments, based upon estimated revenues, which may require adjustments to conform to actual income.

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f) Ensure that all expenditures are in accordance with the approved budget and in compliance with appropriate rules and regulations.
g) Provide access to books and records of Association activities to any BCSGA officers.
h) Requests for this information from other students must be made as public records requests, following KCCD procedures.

Section 06: Finance Manager

a) ESTABLISHMENT:
Hereby establishes the Finance Manager, selected from the Finance Committee membership and approved by the BCSGA Advisor.
b) DUTIES:
The duties of the Finance Manager include, but are not limited to the following:
    1) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department; and
    2) Act as the Director of Finance in the absence of or at the request of the Director
    3) Perform all other duties as needed by the Office of the Finance Manager

Section 07: Finance Committee Procedures

a) Action taken at any Finance Committee meeting is not considered legal unless there is a quorum of three voting members and the BCSGA Advisor.
b) A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.
c) Association expenditures from the approved Annual Budget line items do not require Finance Committee approval prior to those expenditures. However, all requests pertaining to the alteration of the initial Annual Budget must be referred to the Finance Committee before submission to the Senate for action. Recommendations of the Finance Committee on all requests received must be reported in Senate Appropriation Bills.
d) Actions of the Finance Committee may be overridden or amended by a 2/3 of the Senate, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Finance Committee for further consideration.
e) Only the BCSGA Advisor shall have the authority to determine the budgetary source or sources of budget line items.
f) The BCSGA Advisor shall review all proposed Association fund expenditures and may disallow inappropriate expenditures. If the BCSGA Advisor disallows expenditures, the BCSGA Advisor shall notify the Finance Committee.

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Chapter 3. ASSOCIATION ACCOUNTS

Section 01: Association Accounts

a) Association accounts are to be used exclusively for Association matters.
b) No funds, unrelated to the Association or any registered student organization activities, may be deposited in Association Accounts.

Section 02: TA 100: General Fee – "BCSGA KVC Sticker Fee"

a) The purpose of a student body organization, defined in the California Education Code, authorizes a college district governing board to establish regulations for student body activities. All students have the right to request a refund for a BCSGA Discount Card. These requests will only be honored during the first and second weeks of each full-length semester.

Section 03: TB 150: Campus Center Fee

a) Education Code Section 76375 authorizes the governing board of a community college district to establish an annual building and operating fee for financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center. The fee may not exceed one dollar ($1) per credit hour and may not exceed ten dollars ($10) per specified student per fiscal year. Fees collected pursuant to ECS 76375 shall be placed in a fund known as the Student Body Center Fee Fund; custody of these moneys shall be the responsibility of the Chief Business Officer of the district. The Chief Business Officer and the student body government, or its designee, must approve expenditure of these moneys. The appropriate use of the fee income and the student body center facility shall be the responsibility of the Association for whom the fee was collected. Until needed for authorized purposes, all moneys collected pursuant to ECS 76375 shall be deposited or invested in one or more of the following ways:
    1) In certificates or withdrawal shares in state chartered savings and loan Associations and savings accounts of federal savings and loan Associations, if the Associations are doing business in California and have their account insured by the Federal Savings and Loan Insurance Corporation;
    2) In securities authorized for investment by Section 16430 of the Government Code;
    3) In funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools;
    4) In certificates or withdrawal shares in federal or state credit unions, if the credit unions are doing business in California and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully recovered by that insurance.

Section 04: TA 200: Student Representation Fee

a) Assembly Bill 2576 allows college student governments to charge a one dollar ($1) voluntary student fee. The purpose of the annual budget is to provide a guideline for financing the Student Center Fee programs and services. The budget is established yearly and is subject to continuous review.
b) The College with all other fees will collect the Student Representation Fee at the time of registration.
c) The funds generated from the Student Representation Fee will be disbursed as defined by the Finance Code, except in the following circumstances:
    1) If the Association cannot convene a regular or special meeting under the Brown Act to vote on the disbursement of the fee prior to a particular activity or event, the BCSGA Advisor, in concurrence with the Vice President of Student Affairs, may authorize the disbursement of funds.
        i) At the next available meeting of the Senate, the expenditure must be placed on the agenda as an item for ratification.

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2) The BCSGA Advisor may disallow expenditure of the fee if determined the expenditure will not support a permissible use. If the BCSGA Advisor disallows the expenditure, the Director of Finance will be notified of the disallowance in writing with an explanation or reason supporting such decision.

d) The Student Representation Fee is a mandatory fee, however, a student may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee. The student's refusal shall be submitted in writing on the same form used by the college to collect all the fees at the time the student pays for all other fees collected by college officials.
e) The funds generated from the collection of the Student Representation Fee must be deposited in a separate restricted fiduciary fund established only for the Student Representation Fee.
f) The BCSGA Advisor will have custody of the funds collected from the Student Representation Fee.
g) The Student Representation fee may only be spent on activities that provide the Association the means to state their positions and viewpoints before city, county, district, and/or state government agencies. This includes attending conferences that provide students with training for stating their opinions and any conference that meets for the purpose of gathering student opinions in order to express them before city, county, district, and/or state government agencies. The Director of Student Life approves expenditures of monies collected from the Student Representation fee.

Section 05: Department Allocations

a) A self-operating budget is determined for each Departments or Committees through the allocations set within the Annual Budget
b) These departments or committees are chaired by either an appointed or elected member of the Association
c) The chairs and directors are to be allocated their own operating budgets as established by the Annual Budget
d) The Finance Committee will monitor the chairs' and directors' spending to ensure adherence to the Finance Code.
e) Chairs and Director must submit an outline of their operational budgeting process to the Finance Committee and the BCSGA Advisor for review.
f) Chairs and Directors may appeal to the Finance Committee for a budget increase. This appeal will come before the Finance Committee for review.
g) Funds allocated to the departments or committees must be used within the context of their purview and constituency
h) All funds expended by the chairs and directors must benefit the Association and may not be used for profit or personal gain.

Section 06: Renegade Pantry Account

a) The Association may host a Renegade Pantry account for the purpose of holding funds for distribution that support the mission and wellness of the Renegade Pantry Program.
b) Such account may be housed and managed within the Bakersfield College Foundation Office.

Section 07: General Reserves

a) The BCSGA Advisor shall provide the Finance Committee with quarterly reports on the status (including interest and expenditures) of all reserves.
b) Reserves may be established from current operating funds, gifts, or by segregation of available surplus.
c) Interest earned by such funds may be credited to the selected reserves earning it. Establishment of, addition to, or reduction of a Reserve must be approved by the BCSGA Advisor.

Section 08: Project Reserves

a) The Association may, by action of the Senate and with the approval of the BCSGA Advisor, set aside funds for a specific future project, which shall be classified as a "Project Reserve".

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b) The BCSGA Advisor must review all established Project Reserves annually and recommend any adjustments to the Finance Committee, which shall make recommendations to the Senate and then the Vice President of Student Affairs for approval.
c) The BCSGA Advisor has the authority to cancel Project Reserves as deemed necessary to assure that the Association funds are conducted in a fiscally responsible manner.

Section 09: Contingency Reserves

a) The Association may, by action of the Senate and with the approval of the BCSGA Advisor, set aside funds for contingencies.
b) Contingency Reserves shall be reviewed annually by the BCSGA Advisor and adjustments recommended to the Finance Committee, which shall make recommendations to the Senate and the Vice President of Student Affairs for approval.

Section 10: Scholarship Accounts

a) Association Scholarship Accounts must be established for scholarship granted to the students enrolled at Bakersfield College.
b) Such scholarship-based accounts must be housed and managed within the Bakersfield College Foundation Office.
c) BCSGA may raise and/or set aside funds for scholarships.
d) BCSGA scholarship accounts are established only by transfer of Association funds and/or by donations from individuals or groups
e) BCSGA scholarship accounts shall be established only with the prior written approval of the BCSGA Advisor.
f) If interest is earned by the scholarship, the interest shall be credited back to the scholarship account(s).

Section 11: Investments

a) Association funds, including scholarship funds, may be invested only with the written approval of the Vice President of Student Affairs.
b) Such investments must be housed and managed within the Bakersfield College Foundation Office.

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Chapter 4. STUDENT ORGANIZATION CLUB ACCOUNTS

Section 01: Student Organization Club Accounts

a) Student Organization ("StudOrg")Club Accounts ("Club Accounts") may be established and credited with funds raised through:
    1) Dues, assessments, and donations from members
    2) Income from events
    3) Sales of goods or club merchandise
b) All Club Accounts must be deposited with the BC Business Services Office.
c) Student Organization collections and disbursements are handled through the Business Services Office.
d) All collections and expenditures shall be approved by the StudOrg Advisor, President, BCSGA Advisor, and supported with receipts and invoices.

Section 02: Closure of Club Accounts

a) Any remaining balance in a Club Account after the student organization has not registered with the Office of Student Life or has been inactive for two instructional years from last entry, will revert to the Association Reserves fund.
b) The last StudOrg Advisor on file and the Director of Student Organizations must be informed of the impending closure of such accounts at least fourteen (14) instructional days prior to such closure.

Section 03: Account Violations

a) Any violation(s) of the Finance Code in whole or in part may result in restricting funding. Further action may be taken at the discretion of the Director of Student Life.
b) These actions may involve:
    1) Freezing an account,
    2) Taking executorships over the account,
    3) Closing the account
    4) Redistribution of funds, and/or
    5) Disqualification from consideration of requests
c) Any inquiry made to the student organization by the Director of Student Life or Director of Student Organization, regarding an account must be responded to in writing within ten (10) instructional days or the account may be frozen until the concern is addressed.

Section 04: Fundraising Campaigns by Student Organizations

a) All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value, or any other fundraising techniques or activities must be approved by the Director of Student Life
b) All fundraisers by registered Student Organization must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The StudOrg advisor and the club president must sign those minutes.
c) Copy of the minutes and detailed plans of the fundraiser must be submitted to the Director of Student Life and the Director of Student Organizations for their approval in order for the event to take place.
d) The detailed plans must include:
    1) The purpose of the fund raising campaign
    2) Organizations that will participate
    3) Organizations or individuals that will benefit
    4) Method of soliciting funds raised
    5) Method of distributing funds raised
    6) Safeguards taken for all cash collections including checks

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e) All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in KCCD Board Policies.
f) Valid receipts along with purchase requisition forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.
g) If tickets or items are sold for five dollars ($5.00) or more, numbered receipts must be issued and delivered to the Business Services Office upon depositing funds.
h) All funds collected will be deposited with the Business Services Officer no later than the next instructional day.

Section 05: External Banking Club Accounts

a) StudOrgs are not permitted to external (off-campus) bank accounts
b) Deposits in private banks are prohibited
c) Any StudOrg found having off-campus bank accounts will be requested to close and adjudicated accordingly as directed by the Director of Student Life

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Chapter 5. ANNUAL BUDGET FOR THE ASSOCIATION

Section 01: Annual Budget of the Association

a) The Annual Budget of the Association ("Annual Budget") shall outline and control in detail the entire Association student financial program for each fiscal year.
b) If the Association fails to adopt an annual budget, the BCSGA Advisor is authorized to adopt the immediately preceding fiscal year's budget to ensure continuity of operations.
c) Until the Annual Budget is adopted, the BCSGA Advisor may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments.
d) Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.
e) Budget adjustments of $1,000 or more to the Annual Budget must follow the same budget development procedure as the original Annual Budget through a Senate Appropriation Bill.

Section 02: Annual Budget Development

a) No later than the first Monday in June of each year, the BCSGA Advisor shall provide the Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.
b) No later than the last week in June of each year, the President and the BCSGA Advisor, with assistance from the Executive Cabinet, must develop, plan, prepare, and present the Annual Budget to the Finance Committee.
c) No later than two (2) instructional weeks after the presentation of the Annual Budget, the Finance Committee shall review, approve, and submit the proposed budget for the upcoming fiscal year, to the BC Vice President of Student Affairs for approval.
d) After the approval from the Vice President of Student Affairs, the President will bring the Annual Budget for adoption before the Senate via a Senate Appropriation Bill.
e) The Annual Budget for the fiscal year, commences July 1, shall be completed and approved by the Senate and submitted to the President of Bakersfield College for Board of Regents approval no later than August 1st of each instructional year.

Section 03: New Annual Budget Line Items

a) Any Co-Sponsorship request for funding (e.g. student organizations, departments, divisions, grants, or individuals) shall be presented to the Finance Committee.
b) Those requesting a line item in the Annual Budget shall be required to resubmit a written proposal for funding per year, for a max total of five (5) years, in order to be considered for a Annual Budget line item.
    1) The proposal does not have to be sponsored within five consecutive years.
c) The Budget Request process and forms will be development and managed by the Office of Student Life.
d) The Office of Student Life shall distribute budget request forms to all entities seeking allocations from BCSGA. These forms must be turned into the Office of Student Life within the announced time.

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Chapter 6. ACCOUNT MANAGEMENT

Section 01: Expenditures

a) The BCSGA Advisor is designated by the President of Bakersfield College as trustees of the Association Funds. All funds expended are subject to procedure established by Finance Code, and are subject to the approval of each of the following three persons prior to any such expenditures:
    1) The BCSGA Advisor
    2) The BC Employee who is designated as the budget signatory for the account
    3) The President of Bakersfield College
b) These three signatories will verify that established procedures have been followed.
c) The BCSGA Advisor shall review all proposed Association Fund expenditures and may disallow inappropriate expenditures. If expenditures are disallowed, the BCSGA Advisor shall notify the Director of Finance in writing.
d) Requests for the Association approved expenditures specifically listed below must be submitted to the Vice President of Student Affairs for approval.
    1) Buildings or other structures to be installed on school premises, or fixtures to be installed into existing structures
    2) Equipment, which will be attached to the premises
    3) Contributions to any out-of-college organization
    4) Purchases made from any KCCD employee
e) The BCSGA Advisor and the Vice President of Student Affairs shall be the only two persons designated who may withdraw funds for expenditures.
f) Evidence supporting all expenditures must be kept on file, in the Office of Student Life. Signed receipts, timesheets, invoices, or other properly approved documents are acceptable. Cancelled checks do not meet this requirement.
g) The Association funds shall not be obliged to pay for any expenditure made by a student or KCCD Employee, or by any other person prior to appropriate approvals as delineated in the Finance Code.
h) Confirming purchase orders covering the prior year's Association approved purchases shall only be issued by the BCSGA Advisor.

Section 02: Requisitions for Purchase

a) All requisitions for purchase shall be filled out completely and given to the Business Services Office before Association finances are expended.
b) The StudOrg Advisor, StudOrg Treasurer, or authorized student officer, and the BCSGA Advisor must sign the requisition to indicate approval of said expenditure.
c) Proper documentation must accompany the requisition (i.e. invoices and minutes).
d) The Business Services Office will process the purchase order, request for a transfer of funds, or disburse checks.
e) Three informal quotes are required on all purchases, which total more than one thousand dollars ($1,000). These quotes must be received in writing.

Section 03: Emergency Purchases

a) When the BCSGA or StudOrg Advisor needs to purchase items (limit of $250 or less) for an activity or event at the last minute, the private funds of the Advisor may be used and reimbursements will be made if the Advisor presents receipts to the Business Services Office for all expenditures.

Section 04: Unauthorized Purchases

a) Any purchase made willfully or through neglect, that does not comply with the purchasing procedure of the Finance Code shall not be a financial liability of the Association or the StudOrg.

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Section 05: Prohibited Purchases

a) Student funds are prohibited for the following expenditures:
    1) Equipment, supplies, forms and postage for curricula or classroom use, or for district business;
    2) Repair and maintenance of equipment;
    3) Salaries or supplies that are the responsibility of the district, not including stipends issued for BCSGA Officers;
    4) Articles for the personal use of district employees;
    5) Gifts, loans, credit, or the purchase of accommodations for district employees or others.

Section 06: Donations and Fundraising

a) All donations and funds raised shall subject to all applicable Bakersfield College regulations, policies and procedures.
b) The BCSGA Advisor shall be informed in writing of all such gifts and funds at the time the gifts or funds are made.
c) All gifts to the Association shall be accepted by the Bakersfield College Foundation Office in accordance with college policies.
d) Collections, solicitations, contributions, or donations of money or materials shall not be initiated or accepted without the specific authorization of the BCSGA Advisor.
e) Authorized collections, solicitations, contributions, or donations shall be conducted in accordance with regulations established by the Bakersfield College Foundation Office.

Section 07: Equipment

a) All equipment purchased with Association funds is the property of Bakersfield College.
b) The use of equipment purchased solely with Association funds shall be at the discretion of the Senate with approval from the BCSGA Advisor.
c) The use of equipment purchased partially with Association funds and partially with District funds shall be agreed upon mutually between the Senate and the BC Administration.
    1) Any proposed disposal or sale of equipment acquired fully or partially through District funds is subject to Education Code sections 81450-81460 et seq., and the District's Asset Management Policies and Procedures
d) Any proposed disposal or sale of equipment acquired solely through Association funds is subject to the approval of the BCSGA Advisor.

Section 08: Contracts

a) The BCSGA Advisor must approve all contracts in advance.
b) All contracts must be in writing and in accordance to KCCD fiscal policies.
c) Contracts are not binding until signed by the appropriate KCCD Employees and the contracting party.

Section 09: Profits from Association Events

a) Profits from any Association related event or activity are Association funds, and may not be credited to another account, or later diverted to accounts of special groups, or the college general fund.
b) Sharing of income and expenses from activities co-sponsored by the Association and the District must be agreed to in writing prior to initiation of the activity.

Section 10: Loans

a) The Association may co-sponsor or loan funds to student organizations or other campus entities through written agreement with either the Senate or a Department.
b) Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Finance Committee and approval of the BCSGA Advisor.

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c) Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

Section 11: Use of Association Funds to hire KCCD Employees

a) Association funds may be used to hire classified and unclassified KCCD Employees to assist in Association operations, in accordance with all KCCD Human Resources policies and procedures.
b) Association may not hire or employ individuals as “BCSGA Employees”
c) KCCD Employees employed using Association funds shall be under the supervision of the appropriate District employee.

Section 12: Audit

a) The Association fund books, financial records, and/or procedures are subject to annual audit.
b) The Association may also request an external audit, but the cost of that audit will be paid out of BCSGA funds.
c) Reports of the audit are submitted to the BCSGA Advisor, President, and the Vice President of Student Affairs.
d) Audit information, except that contains confidential information, shall be released to the Association by the BCSGA Advisor.

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Chapter 7. CAMPUS COLLABORATIVE ACTION GRANTS

Section 01: Purpose

a) To establish a direct method where campus community entities can request financial assistance from the Association to further the mission of their office while collaborating with the Student Body.

Section 02: Mission

a) Campus Collaborative Action (CCA) Grants are available to any Bakersfield College affiliated department, service, or office (BC Agency) for programmatic assistance that enhances overall quality of student life on campus. CCA Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities.

Section 03: Funding

a) These allocations for these grants are funded through the purchases of the BC Kern Value Student Discount Card.
b) Grants are contingent on availability of students purchasing the KVC Student Discount Card sticker at the time of registration.
c) The Finance Committee must allocate and award annual no less than $5,000 annually.
f) Allocation of CCA shall be given based on the BC Agency compliance with the Campus Collaborative Action Conditions and Process established annually by the BC Office of Student Life.
g) The authority of accepting and processing the CCA Grants is given to the BC Office of Student Life and each BC Agency must comply with the BC Office of Student Life for CCA Grants.
h) The Finance Committee will review and hear CCA requests only from recognized BC Agencies.
i) The Finance Chair will place all properly completed CCA Grants on the next scheduled Finance Committee agenda for allocation approval.
j) BC Agencies may request grants from the Association. These grants are intended to support organization activities, but not to fully fund them.
k) BC Agencies are not guaranteed funding.
l) Grant funding for an organization will be based on the Finance Committee's evaluation of the BC Agencies' requested event, submitted budget request, available funds, and information gathered during the presentation.

Section 04: Application

a) The CCA application must request and include the following items for the grant proposal:
    1) Proposal description;
    2) Methods of advertisement;
    3) Methods of evaluation;
    4) A statement of support from other collaborators;
    5) The itemized budget report; and
    6) The quotes/proof for all item requested.
b) The CCA Application process and forms will be development and managed by the Office of Student Life.
c) The Office of Student Life shall distribute CCA forms to all entities seeking allocations from the Association. These forms must be turned into the Office of Student Life within the announced time.

Section 05: Eligibility of the CCA Grant Requests

a) Any BC Agency that meets the following criteria is eligible to apply for CCA Grants:

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1) Fully established department, service, or office at Bakersfield College;
2) Is not already receiving funds from BCSGA or the Office of Student Life; and
3) The BC Agency is in good standing with the College.

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TITLE VII. BCSGA ELECTIONS

Chapter 1. COMMISSION ON ELECTIONS

Section 01: Establishment

a) Hereby establishes the Elections Commissions as an entity of the Association. The Association authorizes the BCSGA Advisor and the BC Office of Student Life to ensure an equitable and fair annual elections process for the Association.

Section 02: Mission

a) The mission of the Elections Commission is to provide for a fair and efficient election for the Association. The Elections Commission provides an avenue for motivated BC students to start their understanding of a career in public service. BCSGA Officers are engaged in local as well as national politics and are instilled with a deep sense of leadership and civic responsibility that contributes to the development of engaged citizens.

Section 03: Responsibilities

a) The primary responsibilities of the Elections Commission are to:
    1) Host workshops on civic engagement and leadership
    2) Create a fair and equitable Elections for the Association
    3) Instill the civic duty and citizenship in all BC Students
    4) Remove illegally posted elections campaign material
    5) Publicize all information pertaining to elections
    6) Enforce the Elections Code regarding all election affairs
    7) Other matters related to the Elections Commission.

Section 04: Composition of the Commission

a) Members within the Elections Commission
    1) BCSGA Advisor, or designee, Chair
    2) Two (2) BCSGA Senators
    3) Two (2) Commission Member
b) The BCSGA Advisor will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting members of the Elections Commission.

Section 05: Prohibition of the Commission

a) No member of the Elections Commission can sit on the commission and run for a BCSGA Officer seat
b) No member of the Elections Commission may support or oppose any candidate, or proposition in a BCSGA Election while serving on the Commission.
    1) Failure to abide by this provision shall be held to be grounds for impeachment and removal from office.

Section 06: Officer Term

a) The Senate must appoint two Senators to the Commission BCSGA Advisor within twenty (20) instructional days of each new session.
b) Members of the Commission shall serve in their position until a successor has taken office.
c) Any vacancy occurring in the membership of the Commission shall be filled in the same manner as in the case of the original appointment.
d) Members shall be chosen based on their experience, integrity, impartiality, and good judgment.

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Section 07: Role of the BCSGA Advisor

a) ESTABLISHMENT:
Hereby establishes the BCSGA Advisor as the official person in charge for the BCSGA Elections, annual or otherwise needed.

b) DUTIES:
The duties of the BCSGA Advisor ("Director") include, but are not limited to the following:

1) Chair all meetings of the Elections Commission
2) May delegate any of the Director's duties to any member of the Elections Commission
3) Create and post agendas for meetings of the Elections Commission in accordance with Brown Act
4) Appoint members on the Elections Commission
5) Keep complete and accurate records of all Elections Commission activities
6) Plan, implement, and evaluate all Elections Commission activities
7) Responsible for securing volunteers to aid in Elections Commission activities
8) Coordinate with BCSGA Directors to engage the BC Student body in Elections Commission events and related activities
9) To take the complete administrative charge for all details and operations of BCSGA Elections and the Commission
10) To conduct, or delegate the conduction of, the Candidates' Meeting and other events that pertain to the elections
11) To be in charge of issuing warnings for violations of the Elections Code
12) To recruit sufficient workers and material for each physical poll location
13) To ensure that proper conduct is maintained in the vicinity of polling locations
14) To coordinate and execute events pertaining to all candidates
15) Prepare a budget for the Elections Commission to be included in the President's Annual Budget proposal.

Section 08: Election Staff

a) The Civic Engagement Coordinator works with the BCSGA Advisor to assist in recruiting and engaging candidates in the election process.

b) The duties of the Civic Engagement Coordinator include, but are not limited to the following:

1) To design and provide all filing forms
2) To maintain a file of all Commission records, papers, forms, reports, or statements filed by each candidate, group, and to serve as secretary to the Commission
3) To verify the validity of all filing form information, including candidate names, as outlined in the Election Code and to inform affected candidates, so far as possible, of any problems or inconsistencies
4) To arrange for the setting up and removal of polls and to arrange for a sufficient number of polling booths at physical polling locations
5) To clearly mark all physical polling locations so that they will be easily identifiable.
6) To organize any orientation materials and workshops for recurting candidates to run for elections
7) To coordinate and execute events pertaining to all other candidates
8) To coordinate and host a minimum of four (4) events or workshops to engage constituents with their civic responsibility
9) Any other duties as assigned by the BCSGA Advisor.

c) The Public Relations Coordinator works with the BCSGA Advisor to assist in advertising and marketing plan for election processes.

d) The duties of the Public Relations Coordinator include, but are not limited to the following:

1) To assist the Director in program management and marketing efforts of the Elections Commission
2) To serve as the Secretary of the Elections Commission through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Elections Commission

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3) Collaboratively work with the Commission to develop and deliver programs during BC Orientations
4) To provide extensive publicity of the candidate filing period and election, in such a manner to ensure that all elements of the campus community will receive equal notice.
5) To place advertisement in The Renegade Rip or similar before and throughout the candidate-filing period and during the election and any additional times deemed necessary.
6) To send flyers out to all Student Services departments, academic departments, student organizations, etc. by the first day of the filing period and the first day of General Elections.
7) To place posters on campus anywhere that is deemed necessary throughout the filing period and prior to the General Elections.
8) To design the ballot and arrange for its printing and any other details which involve the ballot.
9) To develop monthly programming that engages constitutes in local and national elections
10) To provide extensive publicity prior to the election of all physical polling locations, and times that each will be open.
11) To create and provide for the publication of the Voters' Guide (online and print)
12) Any other duties as assigned by the BCSGA Advisor.

e) COMMISSION MEMBERS
1) Commission Members, appointed by the BCSGA Advisor, or designee, to assist the Elections Commission in program management and marketing efforts of department activities.

Section 09: Duties of the Parliamentarian

a) Along with the BCSGA Advisor the BCSGA Parliamentarian shall have the following duties with respect to BCSGA Elections:
1) To investigate alleged violations of the Election Code and prosecute offenders.
2) To prosecute any case filed by a third party, even in cases where the plaintiff seeks to dismiss the charge.
3) To ensure that all regulations concerning petitions are followed fully.
4) To deliver all petitions for initiative and referendum to the Elections Commission before the Candidates' Meeting.
5) To carry out such other functions and duties as required under the constitution and laws.
b) The Parliamentarian shall not prosecute any case to which the Parliamentarian is a party or in which the Parliamentarian has an interest in the outcome. When such a conflict occurs, the BCSGA Advisor, or designee, shall act as a special prosecutor to act as and perform the elections duties of the Parliamentarian.
c) The BCSGA Advisor shall have the privilege of attending or sending a representative to all physical polling locations and places where ballots are kept and tabulated, provided such representative is not a candidate or agent in the election.

Section 10: Voting, Delegation, and Authority

a) VOTING:
1) All decisions of the Elections Commission with respect to the exercise of its duties and powers under the provisions of the Election Code shall be made by a majority vote of the members of the Commission.
b) DELEGATION:
1) Members of the Commission may not delegate to any person their vote or any decision-making authority or duty vested in the Commission by the provisions of the Election Code unless specifically provided for otherwise in the Election Code.
c) AUTHORITY:

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1) The Commission shall generally administer, seek to obtain compliance with, and formulate policy with respect to the provisions of the Election Code.
2) Nothing in the Election Code shall be construed to limit, restrict, or diminish any investigatory, informational, oversight, supervisory, or disciplinary authority or function of the Senate or any committee of the Senate with respect to BSGA Elections.

Section 11: Commission Meetings

a) The Elections Commission shall meet on a weekly basis during instructional weeks or as often as is necessary for the proper exercise of its duties as decided by the BCSGA Advisor or petitioned by two (2) of the Elections Commission members.
b) All Elections Commission meetings must be agenized and comply with the Brown Act.

Section 12: Authorization of Appropriations

a) There is hereby authorized to be appropriated such sums as may be necessary for the support of the Elections Commission and its entities.

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Chapter 2. ELECTIONS CODE

Section 01: Establishment

a) Hereby established the Elections Code for all Association elections related events and elections.

Section 02: Purpose

a) The purpose of the Elections Code is to provide for the conduct of all Association elections. The Elections Code is intended to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office, and proponents and opponents of initiatives, referenda, and other petitions are afforded an equal opportunity for their respective victory.

Section 03: Election Dates

a) BCSGA Elections shall be held in accordance with the BCSGA Constitution and COBRA.

Section 04: Polling of Elections

a) All polling locations are classified as either a “physical polling location” or an “electronic polling location”.
    1) PHYSICAL POLLING LOCATION:
    Any location through in which individuals can vote for the BCSGA Elections.
    2) ELECTRONIC POLLING LOCATION:
    Any active device (laptop computer, mobile phone, workstation, etc.) through which BCSGA Elections Ballots may be obtained.

b) Polling Locations
    1) Required: Any election of BCSGA shall have a physical polling location within the Campus Center, which shall be open for voting at a minimum between the hours of 8 a.m. and 6 p.m., each day voting is taking place
    2) The Commission may determine, if necessary, another on-campus location in the interests of the student body provided that such additional locations are open:
        i. On each day of polling;
        ii. To all members of the campus community; and
        iii. For no fewer than two (2) hours each day.
    3) The Commission shall place the physical polling locations so as to avoid congestion and provide easy access to the voter.
    4) The locations of the polling locations shall be well-publicized before and during the election.
    5) The Commission shall provide sufficient ballot boxes at each location to avoid crushing of ballots.

c) Closing of Physical Polling Locations
    1) No person in line to vote at the time the physical polling location closes shall be prevented from voting at that place and time.

d) Campaigning at Polling Locations
    1) The Commission shall determine areas where campaigning is not allowed prior to the Candidates’ Meeting.
    2) The polling area(s) shall not have campaign signs, posters, or other literature and candidates shall not be allowed to campaign in or near it.
    3) There shall be no loitering at the physical polling locations.
    4) No candidate or agent of a candidate shall actively or passively campaign to any voter from within a distance of 25 feet of the location.
    5) No candidate or agent of a candidate shall actively campaign to any individual accessing an electronic polling location.

e) Staffing of the Polls
    1) Each physical polling location shall have at least two poll workers or members of the Commission.

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Section 05: Voters' Guide

a) PURPOSE:
The Voters' Guide shall provide an opportunity to candidates, and proponents and opponents of petitions to express their opinions on the BCSGA Elections, and for information to be disbursed to the voters about the Association, the voting procedures, the candidates, and the petitions.

b) SPECIFICATIONS:
The Voters' Guide shall include
1) Candidate statements or platforms along with other relevant information,
2) The full text of all petitions and constitutional amendments,
3) An explanation of voting procedures, and
4) A brief description of the duties of all elected BCSGA Officers.

c) DISTRIBUTION:
The distribution of the Voters' Guide shall include, but is not limited to:
1) Physical polling locations,
2) Study areas (such as Library),
3) The Renegade Rip,
4) Other areas deemed by the Commission.

Section 06: Candidate Debates

a) RESPONSIBILITY
1) The Elections Commission is responsible for other debates related to the BCSGA Elections

b) DEBATES
1) Debates shall be held at least two (2) instructional days prior to the commencement of the Elections.
2) All candidates must be made aware for the debates and can opt out of the debates
3) The Elections Commission may elect to host a debate with the candidates running for a particular seat
4) All candidates must be made aware for the debates and can opt out of the debates

c) FORMAT OF DEBATES
1) Questions for the debates
    i) All questions shall be derived by the Elections Commission
    ii) Questions shall pertain to any and all current events being discussed in media and on campus
2) Moderator of the debates shall be non-partisan and determined by the Elections Commission, approved by the BCSGA Advisor
3) Time frame and layout of the debates shall be determined by the Elections Commission

Section 07: Candidates

a) ELIGIBILITY:
1) Each candidate must meet the requirements of eligibility for the office for which they are running as stated in the BCSGA Constitution.
2) Each candidate must have completed at least twelve (12) units of coursework through Bakersfield College, excluding first-semester freshmen.
    i) The Commission shall confer with the BC Office of Student Life, or designee, to verify the student status of each candidate.
    ii) First-year freshmen shall have a cumulative 3.0 high school grade point average, determined by their official transcript.
3) Incumbent candidates must have completed and passed twelve (12) units during the course of the past academic year that they held office. All candidates declared ineligible to run shall be notified by the BC Office of Student Life, or designee,

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4) Any candidate on disciplinary, academic, or social probation will not be eligible for candidacy, unless otherwise permitted by the BCSGA Advisor, the Vice President of Student Affairs, and the College President or his/her designee.
5) Candidates for Senate who are members of multiple academic departments shall file under only one department of their preference.
6) Candidates may only file for one office

a) CANDIDATE NAME:
   1) In any election, the name of a candidate presented on a ballot must be the given name and surname of the candidate
   2) NICKNAME
      i) A contraction or familiar form of the candidate's given name can be used followed by the candidate's surname.
      ii) A nickname may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate.
      iii) A nickname must not be vulgar or threatening and must not indicate any political, economic, social, or religious view, or affiliation and must not be the name of any person, living or dead, whose reputation is known on a campus-wide, statewide, nationwide, or worldwide basis, or in any other manner deceive a voter regarding the person or principles for which he is voting.
   3) In any election if two (2) or more candidates have the same surnames or surnames so similar as to be likely to cause confusion, the middle initials, if any, of the candidates must be included in the names of the candidates as presented on the ballot.
   4) The BCSGA Advisor, or designee, shall verify the validity and legality of all candidate names, as submitted on the filling form by the candidates, and shall inform all affected candidates of any problems or inconsistencies.
      i) This shall be done, as far as possible, prior to the submission of information for the Voter's Guide, in order to permit corrections.

Section 08: Elections Time Frame

a) The BCSGA Advisor determines all BCSGA Election dates.
b) The Filing Period for candidates shall be open for no less than two (2) instructional weeks.
c) Once the Filing Period ends, Elections process may not exceed more than four (4) instructional weeks.
d) Once the General Election dates have been announced publicly, the dates cannot be changed unless passed by Senate or the BC Administration.
e) Voting must be open for no less than four (4) consecutive instructional days.

Section 09: Candidate Filing Form:

a) Each candidate shall file a Candidate Filing Form with the Commission during the Filing Period.
b) Candidates for all positions must indicate their desire to run by completing an official Candidate Filing Form during the Filing Period.
c) The Candidate Filing Form shall be provided by the Elections Commission and made available to the public.
d) Candidate Filing Forms may be filed online via the Association official website.
e) The Candidate Filing Form shall include, at minimal:
   1) The candidate's name as it is to appear on the election ballot;
   2) The office the Candidate is seeking;
   3) Contact information
   4) n of the candidate;
   5) A list of campaign managers or individuals who are directly affiliated with the candidate's campaign;
   6) Eligibility Requirement Verification: An electronic signature or acknowledgement that informs the candidate giving permission only for the BCSGA Advisor to verify the

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candidate's GPA, units, status, etc. to determine whether that candidate is eligible for elections.

7) Candidate Platform or Statement shall consist of a maximum of two hundred (200) words.
8) A statement relating that the candidate is responsible for all information contained in the Election Code and the information that will also be presented at the Candidates' Meeting.

Section 10: Candidate Application Packets

a) The Candidate Application Packet shall consist of:
    1) Information about the Association and the various elected positions
    2) An activity deadline sheet that outlines the dates for the elections process
    3) An eligibility requirements
    4) A Candidate Filing Form
    5) The Election Code
    6) Any other material deemed needed by the Election Commission or the BCSGA Advisor

Section 11: Deadline for Withdrawal

a) Candidates may withdraw their name from the election by filing a written notice with the BCSGA Advisor, or designee, stating their withdrawal.
b) The deadline for withdrawing from the Primary Elections, without penalty, shall be by the end of the Candidates' Meeting.
c) The deadline for withdrawing from the General Elections, without penalty, shall be ten (10) instructional days prior to the General Elections.

Section 12: Qualifications of Voters

a) Students shall either show their BC Student ID card at the polling location prior to voting to verify voter eligibility.
b) Students shall vote in the academic area to which they belong.
c) The student must be a member of the academic area by the close of the late registration period for the semester (date established by the BC Administration) in which the election is held in order to qualify as a voter in that particular academic area.
d) Students who are members of multiple academic areas shall vote for the senate positions of only one college or school of their preference.
e) No student may vote in any BCSGA Elections more than once.

Section 13: Petitions for Initiative and Referendum

a) DEFINITIONS:
    1) A petition is any initiative or referendum which will be placed before the student body in an BCSGA Election, in pursuance of constitutional definitions of initiative and referendum.
    2) An initiative is defined as any item of enactment may be put to a vote of the students by petition. No measure repealing a prior action shall be done by initiative.
    3) A referendum shall be used to repeal any item of enactment of the Senate.
    4) A Primary Proponent of a Petition is any student that submits a petition. The Primary Proponent(s) of any petition is responsible for the conduct of the campaign in support of the petition.
    5) A Proponent of a Petition is any person, including the Primary Proponent(s) of a petition, who acts in support of a petition by delegation, either explicitly or implicitly, of one or more of the Primary Proponents of that petition.
        i) This shall include any person who circulates or attempts to circulate a petition.
        ii) This shall not be construed as to include individuals who act in support of a petition independently and without the knowledge of the Primary Proponent(s).
    6) Opponent(s) of a Petition is any person, including the Primary Opponent(s) who acts in opposition to a petition by delegation, either explicitly or implicitly, of one or more of the Primary Opponents of that petition.

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7) The Primary Opponent may then submit to the Commission a statement for the Voters' Guide, and submit to the Parliamentarian and the BCSGA Advisor a statement acknowledging that he or she is responsible for the conduct of the campaign in opposition to the petition.

b) DATE OF VOTING:
   1) The vote on an initiative or referendum shall take place at the following spring semester election following receipt of the petition, provided that the date of receipt is before the end of the candidate filing period for the spring election; otherwise, the vote shall take place at the next spring election thereafter.

c) PETITION STATEMENT REQUIREMENTS:
   1) The statement of each petition must be at most two (2) sentences in length.
      i) The first sentence may state the issue to be voted on in an unbiased manner.
      ii) The last sentence shall be a neutrally worded question to which an answer of "yes" or "no" is appropriate.
   2) The Primary Proponent of a Petition is The Parliamentarian, , and BCSGA Advisor, or designee shall be the persons in charge of writing the statement.

d) NOTIFICATION TO THE COMMISSION:
   1) It shall be the responsibility of the Parliamentarian to provide all of the petitions for each election to the Commission before the Candidates' Meeting.

e) REQUIRED VOTES FOR PETITIONS:
   1) Unless otherwise stated in the Constitution or laws, (or in the case of student fee questions, applicable to BC policies or protocols), a favorable vote of a majority of the votes cast for and against the petition shall be necessary for adoption of the petition.

f) POSITIONS CHANGED BY CONSTITUTIONAL AMENDMENT:
   1) In the case where a constitutional amendment will delete an elected position and create a different one with substantially the same duties, a person elected to the old position shall be considered elected to the new position if the constitutional amendment passes.
   2) The Elections Commission shall indicate that such a case exists by titling the position, on the ballot and in its other literature, with a juxtaposition of the old and new titles (e.g. "Officer Title X/Officer Title Y").

g) PROVISIONS FOR CONSTITUTIONAL AMENDMENTS:
   1) A petition for a constitutional amendment shall be filed with the Parliamentarian in the same manner as a petition for initiative or referendum, who shall submit it to the Senate once it has been qualified.
   2) No constitutional amendment shall be placed on the ballot without action of the Senate.

h) SUBMISSION OF PETITION:
   1) Prior to circulating any petition, the Proponent(s) shall submit to the BCSGA Advisor and Parliamentarian the proposed question.
   2) The Proponent(s) shall submit a statement to the BCSGA Advisor and Parliamentarian that declare the Primary Proponent of the petition, and who is responsible for the conduct of the campaign in support of the petition.
   3) The BCSGA Advisor and Parliamentarian shall certify that the question is an impartial and accurate description of the proposal, and shall assign the petition an Official Name and Number.
      i) If the petition creates a law, the BCSGA Advisor and Parliamentarian shall prepare an Official Summary of the petition.
      ii) The BCSGA Advisor and Parliamentarian shall confer with the BCSGA Advisor, or designee, for approval of language on questions of student fees.
   4) The BCSGA Advisor and Parliamentarian shall create the petition and return to the Primary Proponent three (3) copies of the petition.

i) CONTENT OF PETITIONS:
   1) The petition shall contain the full title and statement of the petition as it is to appear on the ballot on each page on which signatures are to appear.
   2) The petition shall contain the Official Summary of the petition on each page on which signatures are to appear in Roman type not smaller than 12-point.

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3) The petition must have room for the signature of each petition signer and the printed name. Signature spaces must be consecutively numbered commencing with the number 1 for each page.
4) Attached to each page of the petition on which signatures are to appear shall be any other material not in the text of the petition.

j) CIRCULATION OF PETITION:
1) Identical petitions must be circulated by various people.
2) Petitions may only be circulated only by registered BC Students.
3) Each petition circulator who obtains signatures must complete a declaration attached to the petition stating:
i) The petition circulator is a registered BC Student;
ii) The petition circulator witnessed the appended signatures being written;
iii) To the best of the petition circulator's information and belief, each signature is the genuine signature of the individual whose name it purports to be; and
iv) The printed name, address, and telephone number of the petition circulator soliciting the signatures.
4) If any information given under this statement is false, the entire petition shall not be used.

k) PETITION SIGNATURES:
1) Each signer must personally place on the petition a signature, printed name, and BC Student ID number.
2) None of the above may be preprinted on the petition.
3) Any signature line which is not legible or complete shall not be counted.
4) Each signer may sign a petition only once.

l) PRESENTATION OF COMPLETED PETITION:
1) A petition shall be considered presented when it has been physically presented to the BCSGA Advisor and Parliamentarian.
2) To prevent unauthorized petitions from circulating and unauthorized persons from filing petitions, only the Primary Proponent(s) of a petition may submit the petitions to the BCSGA Advisor and Parliamentarian.
i) Any other petitions submitted will be disregarded by the BCSGA Advisor and Parliamentarian.
3) Once submitted, petitions may not be amended except by order of the BCSGA Advisor.

m) VERIFICATION OF THE PETITION:
1) The Parliamentarian and the BCSGA Advisor shall verify that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition.
2) Any signatures or pages of signatures not in compliance with the petition shall not be counted towards the minimum number of signatures necessary for qualification.
3) If the verifying official discovers that the petition submitted lacks sufficient valid signatures, the BCSGA Advisor and Parliamentarian shall immediately notify the Primary Proponent(s) and no further action is taken on the petition.
4) If a petition has not been verified in time for the Candidates' Meeting, the petition shall be treated as valid until the verification is complete.

n) PLACEMENT OF PETITION ON BALLOT:
1) Once a petition has qualified for the ballot, the Parliamentarian shall transmit the petition to the BCSGA Advisor for inclusion on the Elections Ballot.

Section 14: Recall Elections

a) Before a petition to recall a public officer is circulated, the individuals proposing to circulate the petition must file a notice of intent with the BCSGA Advisor and Parliamentarian.
b) After the notice of intent has been filed, the petitioner may begin collecting the constitutionally required number of signatures to initiate a recall election.
c) If the number of signatures is achieved the special election shall be held in accordance with the BCSGA Constitution by the Elections Commission.

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d) The Recall Election shall be held in compliance with the Election Code as deemed appropriate by the Elections Commission.

Section 15: The Informational Session

a) The Commission must hold at least three (3) non-committal, Informational Session within the last four weeks of the fall semester previous to the semester the General Elections is held. The date, time, location, and agenda of this meeting shall be posted on the official BCSGA website.
b) FUNCTION OF THE INFORMATIONAL SESSION:
    1) Acquaint students with the basic structure, functions, and authority of the BCSGA;
    2) Acquaint students with the culture of the BCSGA and the election process; and
    3) Answer any and all of the questions students may have about the BCSGA and how to become involved within it.

Section 16: The Candidates' Meeting

a) The BCSGA Advisor, or designee, shall hold at minimum of two (2) mandatory Candidates' Meeting during the filling period and one (1) on the Friday of classes following the end of the Filing Period.
b) All candidates are responsible for all information that is disseminated at the meeting.
c) The date, time, location, and agenda of this meeting shall be placed on the official BCSGA website.
d) All candidates are warned of the consequences if any Election Code is violated.
e) FUNCTION OF THE CANDIDATES' MEETING:
    1) To acquaint all candidates with the basic structure, functions, and authority of the BCSGA and of the Election Code,
    2) To discuss problems which have arisen in past elections,
    3) To discuss BCSGA Advisor decisions and policies regarding elections, specifically the list of punishable infractions and their respective punishments
    4) To discuss the administrative details of the election,
    5) To explain requirements for each candidate for the Voters' Guide, and
    6) Answer any and all of the questions candidates may have about BCSGA and the election process.

Section 17: Campaign Rules

a) NO MALICIOUS ASSAULT:
The purpose of this subsection is to hold candidates and petitioners responsible for malicious assault on the most fundamental foundation of democracy, and to define and provide equitable remedy for the same. Any person, candidate, proponent, or opponent of a petition found before the BCSGA Advisor to have committed a malicious assault on the most fundamental foundation of democracy through any feasible related acts shall be subject to punishment by the guidelines as set forth by the Election Code.
b) NO ETHICAL BREACHES:
The purpose of this subsection is to hold candidates and petitioners responsible for serious ethical breaches, which threaten the validity of the BCSGA's commitment to fairness, democracy, and the legal institutions empowered to protect that democracy, as well as to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or opponent of a petition found before the BCSGA Advisor to have committed the serious ethical breaches stated in this section through any feasible related acts shall be subject to punishment by the guidelines as set forth by this Election Code. This may include, but not limited to:
    1) Willfully violating a lawful order from the BCSGA Advisor .
    2) Intentionally falsifying information on any BCSGA forms or in the Voters' Guide.
    3) Refusing to appear before the BCSGA Advisor, if subpoenaed by the Board; the candidate shall be exempt from appearing before the Council if he or she can show a valid excuse. It shall be the BCSGA Advisor's obligation to ascertain the validity of any claim as to the above.

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4) Soliciting unpaid political advertising in a media or publication
5) Using BCSGA authority, facilities, funds, or resources for campaign purposes, including for long term or bulk storage of campaign materials.
6) Knowingly and actively campaigning within 25 feet of a polling location on the day of a BCSGA Elections.
7) Badgering or threatening witnesses subpoenaed by the BCSGA Advisor.
8) Obstructing an investigation by the Elections Commission or the Parliamentarian.
9) Exceeding the campaign finance spending limits as defined in the Election Code.
10) Violation of an election rule promulgated by the BCSGA Elections Commission or the Office of Student Life.

c) INTERFERING AND SAFETY:
The purpose of this subsection is to hold candidates and petitioners responsible for interfering with the mission of the BCSGA, and for threatening the safety of the campus, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or opponent of a petition found before the BCSGA Advisor to have interfered with the mission of the BCSGA or threatened the safety of the campus through any feasible related acts shall subject to punishment by the guidelines as set forth by the Election Code. This may include, but not limited to:
1) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of BCSGA groups or business operations which bring revenue to the BCSGA.
2) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers which advertise functions, meetings, events, or existence of BCSGA sponsored student groups and publications.
3) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of other candidates for office in the BCSGA Election.
4) Persistently blocking any entrance or tight space, or otherwise significantly restricting the flow of vehicular or pedestrian traffic on campus.

d) VIOLATIONS OF INTERNAL PROCESSES:
The purpose of this subsection is to hold candidates and petitioners responsible for violations of important legal protocols which transcend the internal processes of the BCSGA, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent or opponent of a petition found before the BCSGA Advisor to have committed violations of important legal protocols through any feasible related acts shall be subject to punishment by the guidelines as set forth by the Election Code. This may include, but not limited to:
1) Filing malicious, frivolous, or bad faith charges against any candidate.
2) If another candidate engages a third party to file such charges, both parties shall be held responsible.
3) Using e-mail lists or posting boards to campaign, with spam, which is defined as e-mail that does not meet any of the following conditions:
    i) The author has a pre-existing relationship with the recipient(s).
    ii) The author has permission from the leadership of the organization.
    iii) The author is a member of the organization.
4) Claiming an endorsement of an individual, group, or party without consent. Candidates should, but are not required, to obtain endorsements in writing.

e) VIOLATIONS OF ELECTIONS CODE OR COLLEGE GUIDELINES:
The purpose of this subsection is to hold candidates, and petitioners responsible for violations of BCSGA and BC Guidelines provide equitable remedy for all. For this reason, any person, candidate, proponent or opponent of a petition found before the BCSGA Advisor to have committed violations of BCSGA and BC Guidelines through any feasible related acts shall be subject to punishment by the guidelines as set forth by the Election Code: This may include, but not limited to:
1) Posting campaign literature of any candidate on restricted bulletin boards or any structured or natural feature of the campus such as, but not limited to, doors, windows, buildings, surfaces of walkways or roads, fountains, posts, waste receptacles, fences, or

trees. This rule does not limit posting on campus public access bulletin boards and kiosks, or in areas in which the proper permission has been obtained.

2) Failing to file two copies of all campaign material with the Commission, or in the event that an actual copy cannot be submitted, one picture of each campaign material, within 48 hours of dissemination. The intent of the requirement to turn in copies of campaign material is to make sure that in the event of a case, there will be a record of all relevant literature.
3) Not appropriately arching sandwich boards, picket signs, or other displays to the ground using University Grounds guidelines.
4) Attaching or leaning sandwich boards, picket signs, or other displays against campus vertical features including but not limited to buildings, doors, fountains, posts and fences, waste receptacles, and trees.
5) Willfully placing campaign material in any College building, including classrooms, libraries, bathrooms, and on chalkboards, but excluding the posting of campaign material on public access bulletin boards and kiosks within College buildings.
6) Failing to attend and participate in the Mandatory Clean-up day that shall be established by the Elections Commission on the designated day following the election, unless campaign materials are cleaned up prior to the Clean-up day.
7) Claiming endorsements without bearing the disclaimer, “Titles for Identification Purposes Only” in the same size font as the majority of the text of the endorsements is written.
8) Failing to turn in Campaign Finance receipts, as required by the Elections Code.
9) Interfering with, or campaigning within 10 feet of any official Commission sandwich boards or banners.
10) Unintentionally falsifying information on any Commission forms or in the Voters’ Guide.
11) Failure to meet the deadline for withdrawal.

f) TEMPORARY RULES:
   1) Temporary rules may be implemented by the BCSGA Advisor, or designee, where an urgent situation necessitates temporary additions, amendments, or a suspension of a portion of the Election Code, provided all candidates are affected equally.
   2) A Temporary Rule shall not take effect until approved by a majority vote of the BCSGA Elections Commission and approval of the BCSGA Advisor with at least three (3) members present.
   3) These new rules must be sent electronically to each candidate and posted in a designated area of the Campus Center so that all candidates have access to them.
g) SUSPENSION OF RULES:
   1) Election Rules may be suspended by the BCSGA Advisor, or designee, where an urgent situation necessitates temporary additions, amendments, or a suspension of a portion of the Election Code, provided all candidates are affected equally.
   2) A suspension of a rule shall not take effect until approved by a majority vote of the BCSGA Elections Commission and approval of the BCSGA Advisor with at least three (3) members present.
   3) These new rules must be sent electronically to each candidate and posted in a designated area of the Campus Center so that all candidates have access to them.

Section 18: Conduct of Campaign:

a) A candidate shall be considered guilty of a violation of the Campaign Rules by an agent of that candidate acting within the scope of the candidate’s delegated authority.
b) A candidate may deny the action of any individual who violated the Campaign Rules in favor of some candidate or group by denying said violator is the candidate’s agent within 24 hours after the violation has been discovered and reported by the Elections Commission to the candidate. This shall be done in written form to the BCSGA Advisor, or designee.
c) It is the intent of this subsection to hold a candidate responsible for violations committed by the candidate’s agents if those agents are involved in that general area of the campaign.
d) If any Proponent of a Petition is found to have violated the Election Code, the petition shall be assessed the corresponding sanction, up to and including the disqualification of the petition.

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Section 19: Penalty for Violations of Campaign Rules

a) The BCSGA Advisor shall be vested with the authority to hear and decide allegations of violations of the Election Code, pursuant to its rules and regulations as set forth in BCSGA Constitution and laws.
b) All candidates are warned of the consequences of these censures at the Candidates' Meeting.
c) A finding of violation of the conduct prohibited by this Election Code shall be punishable as determined by the BCSGA Advisor.
d) Sanctions for any acts or violations by a candidate, whether before, during, or after, which are not specifically addressed in the BCSGA Constitution and laws shall not be imposed by the BCSGA Advisor and at any time.
e) A candidate will be disqualified if the entirety of the Candidate's deposit is withheld.
f) A finding of violation of the conduct prohibited the Election Code shall be punished as determined by the BCSGA Advisor.

Section 20: The Ballot

a) All voting for the elections shall be conducted via electronic ballot.
b) There shall be no write-in candidates
c) The order of the names on the ballot shall be arranged in alphabetical order by last name, first name, middle initial (if available).
d) The elections shall be held in a form that does not conflict with the Election Code.
e) PETITIONS:
   Ballots for petitions shall be presented separately, as not to include multiple petitions on one page or screen.
   1) Ballots shall begin with the petition title and petition question, as approved by the BCSGA Advisor.
   2) Ballots for petitions shall include options, vertically, for yes, no, and abstain.
   3) Voters shall not be able to proceed without marking one of the options on the ballot.
   4) No option will be selected by default when the ballot is presented to the voter

Section 21: Tallying of Votes

a) BALLOT TABULATION:
   1) Preliminary ballot tabulation shall commence within one (1) hour following the closing of the final day of voting.
   2) If any candidates should be disqualified following the preliminary tabulation, second and final ballot tabulation will commence following all decisions and settlements of lawsuits regarding elections by the BCSGA Advisor.
   3) The BCSGA Advisor and the Parliamentarian shall supervise ballot tabulation.
   4) After the preliminary tabulation, the BCSGA Advisor and the Parliamentarian shall release the results of the elections as soon as possible, this is known as the "Certification of the Election Results".
      i) The results shall be posted on the official BCSGA website, in the Campus Center, as well as in any other relevant places so that all persons shall have access to these results.
      ii) They shall be clearly marked as preliminary and uncertified results.
b) CERTIFICATION OF THE ELECTION RESULTS
   1) The election results for all elected officials positions, as certified by the Commission, shall only be effective when the BCSGA Advisor, or designee, reads the names into the Minutes of a Senate meeting. Such item shall be agenized in the BCSGA Senate agenda.
   2) The election results for all elected official positions may be certified separately from all petitions.
c) HANDLING OF INVALID VOTES:

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1) A vote shall be declared invalid, and excluded from the counting in a particular race, only if there is not one distinguishable preference.
2) The invalidity of a vote in one race shall not affect its validity in another race.
3) Individuals who have casted two votes in a particular race, both votes shall be declared invalid and not tabulated for the final count.

d) TABULATION OF VOTES:
1) The winner of the Executive vote shall be the candidate who received the majority vote.
2) In the Senate the number of seats available for each academic unit shall be given to the same number in rank of most votes received by candidates.
3) In the event of a tie in a contested race, the current session of the BCSGA Senate shall have a majority vote to determine the winner.

e) TALLYING OF BALLOT PETITION:
1) The "Yes" and "No" votes for each petition shall be counted.

Section 22: Safeguards

a) STORAGE OF BALLOTS:
1) All ballots, computer printouts, tally sheets, programs, and databases will be held by the Commission for three (3) months after the certification of the Election. After such time, all materials, except the computer printouts and tally sheets may be destroyed unless appeal, recount, or reelection is pending, in which cases they shall be held until the dispute is resolved.
2) The computer printouts must be digitized and permanently.

b) SAFEGUARDS:
1) Observers representing various candidates shall be allowed to be present at all handling, counting, and tabulating operations.
2) This privilege includes the right to inspect all equipment and machinery used for collection, transportation, and tabulation or ballots, but not to do so in a way that interferes unduly with the orderly and efficient operation of the Elections Commission.
3) When not being officially handled or tabulated, the ballots must be kept in a neutral, safe and secure location at all times.

Section 23: Void an Election

a) Any student may petition the BCSGA Advisor to void an election, on grounds of the integrity of the Commission, its mismanagement of the election, or the mechanism of the count, prior to the expiration of the Statute of Limitations stated in this Election Code
b) The BCSGA Advisor will consult with the Vice President of Student Affairs shall review the case and submit its finding to the Senate.
c) The BCSGA Advisor may not void an election on any other grounds or by any other procedure, as stated in the Election Code.
d) Only the BCSGA Advisor may void an election.
e) If the BCSGA Advisor voids an Election, the BCSGA Advisor shall provide for a new special election to be held on the next full week of instruction no later than one week from the decision to settle the outcome of the affected portion of the elections.

Section 24: Campaign Materials

a) Campaign material is defined as material initiated by a candidate, with the intent to contact voters publicly, that explicitly speaks, pleads, or argues in favor of the election or defeat of a candidate.
1) Campaign materials that are controlled by a candidate's campaign that mention a candidate's name, or the office a candidate is seeking, shall be defined as explicitly speaking, pleading, or arguing in favor of the election of a candidate. Therefore, it will be included in the definition of campaign material.

b) Electronic mail and telephone calls will be assessed a zero cost.
c) News or editorial articles in a publication not run by a candidate, not controlled by candidate, not receiving a significant portion of their funding from a candidate, or not operating under a specific

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agreement between the publication and a candidate, shall not be included in the definition of campaign material.

d) Any material produced by a group or organization not run by a candidate, not controlled by a candidate, not receiving a significant portion its funding from a candidate, or not operating under a specific agreement between the group or organization and a candidate, shall not be included in the definition of campaign material.
e) Material in which voters initiate's contact, such as a Website, instant message, away message, or telephone request for information, shall not be included in the definition of campaign material.
f) Any funds used for the purposes of designing content on a Website that falls under this Election Code shall be included in the definition of campaign material.
g) Any negative campaigning shall count toward the budget of the candidate that produced the material.

Section 25: Campaign Finance Rules and Regulations

a) Enforcement of the campaign finance regulations shall be the responsibility of the BCSGA Advisor.
b) The public has the right to obtain any candidate's spending information, but the information is not required to be widely disseminated by the Commission.
c) It shall be the responsibility of the candidate to provide two copies of all campaign material to the Commission before any campaign materials have been disbursed.
d) It shall be the responsibility of the candidate to provide the purchase of campaign materials within 48 hours. If unable to provide a receipt, they may indicate so and instead provide an estimate of fair market value. Receipts must be provided beginning with the Candidates' Meeting and thereafter.
e) The Commission shall have the responsibility of determining fair market value for any campaign material not accompanied by a receipt. The interpretation of fair market value may be appealed to the BCSGA Advisor.
f) Campaign materials that count as part of a candidate's spending, must have been produced, or authorized, by the candidate.
g) Any campaign material advocating, by name, office seeking, or ballot number, more than one candidate, shall have its cost divided equally among all candidates listed on the material.
h) The candidates or parties involved in the election shall have the responsibility of providing the Commission with all documentation and receipts. Receipts must include information on what was purchased and the amount spent.
i) As with any other violation of the BCSGA campaign rules, the BCSGA Parliamentarian shall be responsible for investigating alleged violations of these rules and prosecuting them before the BCSGA Advisor.
j) All disputes or arbitration that arise over these rules shall be handled by the BCSGA Advisor.
k) No one (1) individual, organization, or business may contribute more than fifteen dollars ($15.00) to any one (1) candidate
    1) The individual making the contribution must be listed with the amount contributed.
l) Student Organizations shall not contribute Club Funds to any candidate.
m) CAMPAIGN FINANCE LIMITS:
    1) Candidates running for election are limited to spending as follows:
        i) Executive Candidates, $200.00
        ii) Judicial Candidates, $175.00
        iii) Legislative Candidates, $150.00

Section 26: Posting Policy

a) Campaign Material as defined in the Elections Code is prohibited from being posted before the mandatory Candidates' Meeting.
b) All candidates must abide by all Association and BC Positing Regulations.

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Section 27: Administration of Electronic Filing of Documents

a) The Commission may allow for the electronic filing of documents and shall provide such regulations as may be necessary.

Section 28: Severability

a) If any provision of this Elections Code, or the application of such a provision to any person or circumstance, is held to be unconstitutional, the remainder of the Elections Code, and the application of the provisions of this Elections Code to any other person or circumstance, shall not be affected by such holding.

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TITLE VIII. JUDICIAL REVIEW BOARD

Chapter 1. JUDICIAL REVIEW BOARD

Section 01: Establishment

b) Here establishes the Judicial Review Board ("Review Board") as a Board within the Association. The Review Board works collaboratively with the BC Office of Student Life, as well as with other college departments, to maintain the integrity and conduct of the Association.

Section 02: Mission

a) The Review Board shall be responsible for evaluating the nature of BCSGA Officer absences, reviewing personnel matters, and conducting investigations regarding the impeachment of BCSGA Officers, in accordance with the Association punitive powers.

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Chapter 2. JUDICIAL REVIEW BOARD COMPOSITION

Section 01: Composition

a) The Judicial Branch is comprised of four Justices and the Parliamentarian, each appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate to serve a term.
b) The only qualification to serve in these positions is to be a member of the Association and fulfill the requirements laid out in the constitution.

Section 02: Parliamentarian

a) ESTABLISHMENT:
Hereby establishes the Parliamentarian of the Bakersfield College Student Government Association, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.
b) DUTIES:
The duties of the Parliamentarian include, but are not limited to the following:
    1) Shall issue advisory opinions concerning the law, legislation, or any other act of the Association.
        i) Copies of the Parliamentarian's opinions will be distributed to the President, Vice President, and all Senators
        ii) The opinions are to also be made available to anyone upon request.
        iii) All requests for the Parliamentarian to issue advisory opinions must be made in writing except those requests made on the Senate floor.
    2) Designated the responsibility to publish current editions of the Constitution and COBRA
    3) Delegate operating duties of the Review Board as defined in COBRA 302 to Associate Justices.
    4) Determine operating procedures for the Review Board not defined in the governing documents of the Association.
    5) Administer oaths of office as necessary to officers in the Association.
    6) Perform all other duties as needed by the Office of the Parliamentarian

Section 03: Justice

a) ESTABLISHMENT:
Hereby establishes the Justices of the Bakersfield College Student Government Association, appointed by the President, approved by the BCSGA Advisor, and confirmed by the Senate.
b) The duties of an Justice include, but are not limited to:
    1) Interpret the legal and governing documents of the Association
    2) Hear all charges brought against the Association
    3) Review past decisions of previous Review Boards in order to establish foundation for precedent.
    4) Meet no less than twice per semester to discuss and review matters of legality and constitutionality within the Association.
    5) Administer oaths of office as necessary to BCSGA Officers whenever the Parliamentarian is not available.

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Chapter 3. BCSGA Officer Code of Conduct

Section 01: Purpose

a) The purpose is to define the conduct of all BCSGA officers, members, employees, and staff members of the Association at BCSGA-sponsored events, BC events, events hosted by other Student Organizations, or events where members of the Senate are representatives of Bakersfield College, its students, faculty, staff, and administration.

Section 02: Code of Conduct

a) All BCSGA Officers shall be expected to
    1) Perform their duties with the best and/or expressed interests of the Student Body in mind;
    2) Treat their fellow students with respect and courtesy regardless of their appearance, beliefs, or lifestyle;
    3) Refrain from participating in illegal activities, including illegal drug use and underage drinking;
    4) Adhere to both the rules contained in the Bakersfield College Student Handbook and to any additional rules set out by the Administration, while representing Bakersfield College;
    5) Accomplish all of the duties required of their offices and to provide assistance to members of the Student Body when necessary;
    6) Be a role-model for their fellow students by attending class regularly and striving to achieve academically at BC;
    7) Treat members of the BC Faculty and Administration with respect and a cooperativeness;
    8) Strive to fulfill commitments they have made, to be on time to meetings and events, and to inform the Association and other necessary individuals if they will be late to or can no longer attend an event;
    9) Hold all BCSGA Officers to the standards listed above, in order to protect the interests of the Student Body.

Section 03: Violation of the Code of Conduct

a) Any interested party may file a written claim within thirty (30) calendar days of violation of the above standards of conduct to the BCSGA Advisor or the Vice President of Student Affairs.
b) Any claim of violation, excluding violations by staff members, will be heard before the Review Board to determine if a violation has occurred and what, if any, penalties will be given for the violation.
c) If a violation has occurred, the Review Board may impose any of the following penalties with a 2/3 vote of its total voting membership:
    1) Written reprimand;
    2) Removal from position or office, if applicable; and
    3) Suspension of any tangible benefits from position or office.
d) In the event the parties to any violation comprise the aforementioned majority of the Review Board, penalties shall be assessed by the BCSGA Advisor and Vice President of Student Affairs, in consultation with the President of Bakersfield college, and may include, but are not limited to:
    1) Written reprimand;
    2) Removal from position or office, if applicable;
    3) Suspension of any tangible benefits from position or office;
    4) Recommendation for suspension or expulsion from Bakersfield College

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Chapter 4. ACCOUNTABILITY OF MEMBERSHIP

Section 01: Points

a) The Review Board shall calculate attendance upon the following point formula:
    1) An unexcused absent office hour shall be equivalent to two points.
    2) An unexcused absence from a meeting of the Senate shall be equivalent to two points.
    3) An unexcused absence from an Association meeting shall be the equivalent to one point.
    4) Three instances of unexcused tardiness at Association meetings shall be equivalent to one point.
    5) Failure of a BCSGA Officer to report when agenized regardless of presence during Senate shall be the equivalent to one point

Section 02: Attendance

a) No BCSGA Officer shall be absent from the service without leave.
b) The Review Board shall conduct a hearing on the Officer's attendance on the fifth accumulated point in which the officer shall be afforded an opportunity to present either oral or written testimony defending or admitting to the absences. The Review Board shall determine if the absences merit the imposition of disciplinary action against the officer.
c) Upon verifying the fifth accumulated attendance point, the Review Board shall recommend a censure of the offending officer.
d) Any officer's first censure shall include, at minimum, a recommendation that the officer in question release a public statement or apology to the public (i.e. Renegade Rip). Additional punitive action, which may include suspension from BCSGA, will be recommended upon the accumulation of additional points.
e) Reports of Attendance and Absence as well as respective points gained toward censure shall be reported during each meeting of the Senate and consolidated by the Secretary and Parliamentarian.

Section 03: Office Hours

a) Each paid Officer must hold at least four office hours per instructional week.
b) Each unpaid Officer must hold at least two office hours per instructional week.
c) Office hours shall be held between during regular operating hours of the Office of Student Life during instructional days, in the Association Office or approved alterative campus locations
d) Of the required hours, half must take place in the Office of Student Life. The other is up to the discretion of each Officer.
e) The Secretary shall post a sign in sheet at the front desk of the Office of Student Life every Friday before the Senate meeting commences.
f) Sign-in sheets shall be maintained in the same manner as the minutes
g) The Secretary shall maintain a list of each Officer's office hours. Officers who choose to hold office hours outside of the Office of Student Life must indicate so on the sign in sheet and record them within 24 hours of holding the hours
h) Each Officer will sign-in and out when holding office hours
i) Missed office hours may be excused upon the petition to the Parliamentarian. Officers may petition the Parliamentarian via writing to excuse missed office hours within one week of the missed office hours. The Parliamentarian shall review all petitions on a case-by-case basis with the Review Board and the BCSGA Advisor.
j) In the case of holidays, emergencies, or actions that result in facility closures, the Parliamentarian may decrease the number of office hours needed within a given week.

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Chapter 5. The Judicial Rules of Procedure

Section 01: Establishment of Rules

a) The following is established as the Rules of the Review Board of the Association

Section 02: Rule 1: Establishment

a) Scope and Purpose:
These rules govern the procedure in all proceedings in the Review Board or any other judicial body within the jurisdiction of the Association. The purpose of these Review Board Rules of Procedure is to establish guidelines for the conduct of the Review Board, and members of the Association, and to provide for the proper execution of its duties laid forth in the BCSGA Constitution.

b) Equal Protection:
These rules of procedure ensure that the Review Board provides every individual or group with an equal opportunity to receive fair and just protection under the BCSGA Constitution, and under all other rules and regulations of the Association.

c) Accommodations to Disabled Persons:
The Review Board shall make reasonable efforts to provide accommodations to people with disabilities, as required under the Americans with Disabilities Act and other related laws or regulations.

Section 03: Rule 2: Power to Issue Orders

a) The Review Board shall have the power to issue orders to ensure the proper execution of its responsibilities and authority derived from the BCSGA Constitution and from the laws, rules and regulations of the Association

Section 04: Rule 3: Pre-Hearing Procedures

a) Initiation of Actions:
    1) Review Board may summon anybody of the Association that seeks to affect the Review Board or its actions to a hearing to determine the legality of the body's actions.
        i) Should the body refuse to appear, the Review Board may continue to behave according to these Rules or the status quo.
    2) A written request for judicial action or remedy may be brought to the Review Board by any member of the Association. Such written materials will be considered from the time they are submitted and reviewed in a regular Review Board meeting.
    3) Failure to abide by the guidelines for the filing of documents set forth by these rules of procedure may result in a Default Judgment at the time of the hearing.

b) Consultation of Procedural Matters:
Justices of the Review Board will be available for consultation on procedural matters.

c) Conflicts of Interest:
If at any time a Justice recognizes a conflict of interest, the Justice shall be relieved from all matters concerning the hearing.

d) Types of Hearings:
    1) General Hearing:
    For a general hearing, the hearing shall take place no sooner than seven (7) instructional days after the case is accepted and no later than fourteen (14) instructional days after the day of acceptance.
    2) Expedited Hearing:
    Any form of hearing may proceed according to an expedited schedule if the Review Board deems it necessary The hearing will take place after all parties have been notified and have had an appropriate amount of time to prepare argument; however, the hearing must take place within seven instructional days after the case has been accepted.

e) Initiating the Hearing Process:

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1) CHARGE SHEET:
    i) To request a hearing, a charge sheet must be filed in writing with the Review Board. Copies of the charge sheet must also be filed with the Parliamentarian, and with the BCSGA Advisor. The Review Board requests six copies of the charge sheet.
    ii) PUBLIC RECORDS:
        1) Charge sheets are accessible to the public once they are filed.
        2) Charge sheets are not accessible to anyone other than the Justices if the petitioner files the sheet under seal. The Review Board may unseal the charge at anytime.
    iii) Charge sheet forms will be made available at the Review Board's office and on the BCSGA website, if at all possible.
    iv) THE CHARGE SHEET SHALL INCLUDE:
        1) The names, mailing addresses, phone numbers, and e-mail addresses of the person(s) filing charges.
        2) The list of persons charged, along with e-mail addresses and phone numbers when available.
    v) For all cases, list all parties that could be directly affected by the outcome of the hearing.
        1) All specific violations the petitioner complains about.
        2) All relevant supporting evidence, or detailed descriptions of such evidence.
        3) Statements as to the constitutional, statutory, and/or regulatory provisions allegedly violated.
        4) The type of judicial relief sought.
        5) Requests for Preliminary Injunctions and the rationale (regarding irreparable harm) for the request.
        6) Requests for an expedited hearing, and the rationale for the request.
        7) Whether the Charge Sheet is being filed under seal.
2) REVIEW OF CHARGE SHEETS:
    i) After the filing of a charge sheet, the Review Board shall meet within seven (7) instructional days to determine if the case should be accepted
    ii) In order to accept a case, the Review Board must find that four conditions are met:
        1) The case is within its jurisdiction.
        2) The factual allegations constitute violations of the Constitution, statutory, and/or regulatory provisions stated on the charge sheet.
        3) The constitutional, statutory, and/or regulatory provisions cited provide adequate grounds for the remedies requested.
        4) The case is filed in good faith. The following are non-restrictive guidelines for determining this condition:
            a) Election violation cases are considered filed in good faith if they are originally filed before 4 p.m. on the Tuesday following the close of polls.
            b) Appeals for election violation cases are considered filed in good faith if they are filed within seven (7) days following the release of the original decision.
            c) Cases to invalidate an election are considered filed in good faith if they are filed within seven days after the election count.
            d) A case is not filed in good faith if it can be shown that the petitioner has a malicious intent to delay or interfere with the judicial process.
    iii) Charge sheets shall be construed in the most favorable light possible in favor of the petitioner in order that a case may proceed to the issuance of summons to a respondent. The acceptance of a case is without prejudice to the respondent challenging the bringing of a case on procedural grounds (e.g. jurisdiction,

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standing, justifiability, etc.). The intent of initial in camera review is to ensure the proper filing of a charge sheet and not to rule on substantive matters.

iv) A majority vote of those Justices participating at a meeting shall determine if the case is accepted.

v) The Review Board shall review the charge sheets in closed sessions.

vi) In the extreme event the Review Board does not believe a hearing will provide any substance to its consideration of the controversy brought to its attention, the Review Board may issue a summary judgment directly after considering and accepting the case. The Review Board may issue such a judgment without prior consultation with, or consent from, either party involved in the case.

3) NOTIFICATION:

i) If the Review Board rejects the case, the petitioner(s) shall be notified of the decision. Explanation shall be given in writing.

ii) If the Review Board accepts the case, all parties shall be notified of the time and place of the hearing.

1) The Parliamentarian shall assign a Justice to consult with the participants in a hearing regarding procedural matters and aid in the smooth progression of prehearing matters.

iii) If the respondent does not wish to contest the charge, the respondent must so indicate to the petitioner and the Justice assigned to oversee their case.

iv) When not inconvenient, notice shall be given of the hearing by posting in a conspicuous location such that parties with interest in the hearing will be notified.

f) PRELIMINARY INJUNCTION:

The Review Board will issue a Preliminary Injunction when there is adequate reason to believe irreparable harm will be done prior to a formal hearing of the Review Board. Such an order will preserve the status quo of the situation at the time of filing, and shall be rescinded upon a decision of the Review Board.

1) EMERGENCY PRELIMINARY INJUNCTION:

i) Any Justice may order an Emergency Preliminary Injunction if there is adequate reason to believe irreparable harm will be done before the Review Board can meet.

ii) Before issuing such an order, a Justice must consider, in a best opinion, that the four criteria for accepting a case are met by the petitioner's charges.

iii) Before issuing such an order, a Justice will make a good faith attempt to contact the opposing party and offer the opportunity, within the applicable time constraints, to issue rebuttal to argumentation for irreparable harm against the petitioner and/or to offer their own argumentation for irreparable harm against the defense.

1) The Justice will not wait longer than the maximum time before, in a best opinion, irreparable harm would be done.

iv) Before issuing such an order, a Justice will attempt to contact the Parliamentarian and/or the BCSGA Advisor for consultation.

v) An Emergency Preliminary Injunction is considered to be an order of the Review Board en banc if it is not rescinded at the meeting immediately following its inception.

g) REQUEST FOR APPEARANCE AND INFORMATION:

1) Request for Appearance and Information: Any Justice may authorize the issuance of a summons, which is an order compelling the appearance of person(s) at a hearing

2) REQUESTS FOR INFORMATION: Counsels for both sides are responsible for providing the Review Board with names and contact information of the people and a list of all relevant evidence they wish to introduce at the hearing.

h) WITNESSES AND EVIDENCE:

1) WITNESS LISTS:

A list of all witnesses testifying in a hearing shall be submitted to the Review Board and opposing parties five (5) instructional days prior to the time briefs are due.

2) EVIDENCE:

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i) All evidence relevant to a hearing must be submitted to the Review Board and opposing parties five (5) Instructional days prior to the time briefs are due.
ii) If it is not logistically feasible to submit the actual evidence to the Review Board and the opposing parties prior to the hearing, a list with detailed descriptions of the evidence may be submitted instead.
1) Individual Justices may compel the parties in a hearing to submit the actual evidence prior to the brief's due date if the Justice believes it is logistically feasible to do so.

3) INFORMATION REQUESTS:
A list of all information requested shall be submitted to the Review Board and opposing parties five (5) instructional days prior to the time briefs are due.

i) BRIEFS:
1) A brief shall include a summary of the party's arguments and all relevant evidence.
2) A written brief must be filed and e-mailed to the Review Board by both the petitioner(s) and the respondent(s) no later than ten (10) instructional days before a general hearing.
3) Six copies of the brief must be filed with the Review Board, and a copy delivered to the opposing party or parties.
4) An amicus curiae brief may be submitted by an interested party before the hearing only if the brief is also submitted to both parties five (5) instructional days before the hearing.

j) JUDICIAL REMEDIES:
The following remedies may follow as the result of a hearing:
1) DIRECT JUDGMENT: The direct judgment states the rights of the parties or expresses the opinion of the Review Board on a matter of law.

k) INFORMAL RESOLUTION
1) If a respondent does not wish to contest the charge, the respondent must notify the petitioner and a Justice of their decision. The Justice will then forward the notification to the rest of the Review Board for judicial consideration and approval.
2) In the event the petitioner and respondent come to an agreement regarding a remedy for a legal controversy, they may present it to the Review Board for judicial consideration and approval. Such presentation may take the form of briefs or a hearing, or any other forum the Review Board deems fit.

l) OFFICIAL MEANS OF SUBMISSION:
1) The official means of submission of filing with the Review Board are restricted to e-mail or physical delivery.
2) E-mail deliveries should be made to the Parliamentarian and BCSGA Advisor.
3) Physical deliveries should be made to the Parliamentarian and BCSGA Advisor mailboxes.

Section 05: Rule 4: Hearing Procedures

a) DEFAULT JUDGMENT:
If either party to a hearing fails to meet any of the requirements set forth in Rule 3 of these Rules of Procedure, or fails to appear at the hearing, the Review Board may declare a Default Judgment against the delinquent party if a majority of the Review Board determines that the violation prevented the opposing party from receiving a fair hearing. In applying this rule, the Review Board shall first consider all other judicial remedies.

b) CONFLICT OF INTEREST:
1) A charge of conflict of interest may be brought against a Justice participating in the hearing by a petitioner or respondent before the Oral Arguments. Any petitioner or respondent may enter arguments on the question of whether a Justice should be dismissed from the case for conflict of interest.
2) In order for a Justice to be dismissed from a case for conflict of interest, it must be demonstrated to the Review Board that the Justice has personal or financial interests that would lead to personal concern over the outcome of the case.
3) The Justice in question shall have an opportunity to speak to the allegations.

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4) A motion for dismissal on the grounds of conflict of interest shall be decided by a majority vote of all Justices present, excluding the Justice in question. The charged Justice shall not sit as a member of the Review Board during consideration of the motion and shall not participate in the Review Board's deliberations concerning his or her alleged conflict of interest. The Review Board shall not be subject to quorum requirements in considering such a motion.

c) SPOKESPERSON FOR EACH PARTY:
   1) The official spokesperson for each party must be designated and duly recognized by the Review Board before the opening of oral arguments.
   2) Only those designated and recognized spokespersons may address the Review Board during oral arguments to make arguments, present evidence, examine witnesses, and raise objections.
   3) Each party shall have one spokesperson, unless the requesting party can demonstrate to the Review Board a compelling need for more than one spokesperson. The Parliamentarian and the BCSGA Advisor shall rule on the request.
   4) Spokespersons for the various parties in a hearing will be members of the Association. The intent of this provision is to bar attorneys from representing parties in a case in Review Board.

d) ORDER OF ORAL ARGUMENTS AND PRESENTATION OF EVIDENCE:
   1) Hearing Procedures
      i) The petitioner shall be given 30 minutes to present oral arguments, witnesses, and evidence on the matter before the Review Board.
      ii) The respondent shall be given 30 minutes to present oral arguments, witnesses, and evidence on the matter before the Review Board.
      iii) The petitioner and the respondent each will be allotted ten minutes for Cross Examination and Closing Arguments.
      iv) The Parliamentarian shall be given 30 minutes to present the position of the Association in the matter when the Association is not otherwise involved, but only when the Parliamentarian has filed to express the interests of the Association, or when invited to do so by the Review Board.
      v) The Justices may ask questions of the speakers at any time.
      vi) With the approval of the BCSGA Advisor, presentations may be modified in any way that allows the petitioner and the respondent equal time to present their arguments.

e) RULES OF EVIDENCE:
   1) Evidence is anything offered to the Review Board to prove or disprove an alleged fact.
   2) All evidence presented to the Review Board must be relevant to the proceedings. Relevant evidence is that which tends to prove or to disprove the factual issue in the complaint.
   3) Evidence shall be submitted with the brief, or at any time prior to the brief's due date. Any evidence not submitted by deadline for brief submission may be suppressed by the Review Board if the opposing party has not had sufficient time to prepare cross examination or counter evidence.
   4) Evidence that violates a petitioner's rights may not be submitted unless the respondent waives such rights.
   5) All parties have the right to examine all evidence once submitted to the Review Board.
   6) All evidence presented is admitted if there are no valid objections.

f) RULES OF WITNESSES:
   1) A witness is any individual other than a spokesperson who provides testimony before the Review Board in a hearing.
   2) Witnesses must, to the best of their ability, provide the Review Board with relevant and truthful testimony.
   3) Witnesses who are testifying may not speak, or be spoken to, except to answer questions directed to them through direct examination, cross examination, or Review Board questioning.

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i) Witnesses must be physically separated from all other individuals at a hearing while they are testifying. It is up to the discretion of the Review Board to separate witnesses for the duration of the hearing.

4) If a witness is unable to attend the hearing, they may submit an affidavit for the Review Board's consideration. Prior to the affidavit's submission to the Review Board, all parties in a hearing must be notified and have their questions addressed in the affidavit.
    i) If all parties in a hearing have not had their questions addressed by the witness' affidavit, they may request the affidavit be suppressed.

g) RULES FOR RAISING OBJECTIONS:
1) Objections may be raised at any time by any recognized spokesperson of either party or by a Justice.
2) Objections may be raised to challenge any of the following:
    i) The relevance of evidence presented.
    ii) A witness may be speculating.
    iii) An examiner is badgering a witness.
    iv) A question has already been asked of a witness, and that witness has already answered the question.
    v) A party has not had sufficient time to examine submitted evidence, or evidence submitted at a hearing.
    vi) A spokesperson is being argumentative.
3) The party that did not raise the objection may respond to the objection.
4) The Parliamentarian or BCSGA Advisor shall rule on all objections raised.

h) RULINGS OF THE PARLIAMENTARIAN OR BCSGA ADVISOR:
1) The Parliamentarian or BCSGA Advisor may deviate from these rules to facilitate or ease the progress of a hearing when necessary to protect the interests of justice and so long as no individual's or party's rights are substantively harmed by the deviation.
2) The Parliamentarian or BCSGA Advisor may issue compelling orders to maintain hearing stability.
3) All rulings made by the Parliamentarian or BCSGA Advisor during a hearing shall be subject to review by the rest of the Review Board if an objection is raised. The Parliamentarian or BCSGA Advisor shall explain the ruling.

i) BEHAVIOR OF PARTICIPANTS:
1) All participants in a Review Board hearing shall truthfully, accurately, and concisely answer any question addressed to them.
2) The participants must also conduct themselves in a courteous manner. Violation may result in the removal of the party from the hearing.
3) The Review Board may declare, either during or after a Review Board hearing, a participant may be dismissed by the Review Board for any of the following actions before the Review Board:
    i) Interrupting Justices or participants in the hearing intentionally.
    ii) Disrespectful behavior or disregard for the formality due the Review Board.
    iii) Defying an order of the Review Board, either issued by the Review Board en banc or by an individual Justice.
    iv) Disparaging a Justice.
    v) Malicious requests for information.
    vi) Knowingly providing false or misleading testimony or evidence to the Review Board.

Section 06: Rule 5: Post-Hearing Procedure

a) JUDGMENT:
1) After a hearing, the Review Board shall discuss and consider the case in closed deliberation in order to arrive at a decision The Review Board must reach a decision and produce their ruling which must be distributed to the parties involved within two weeks after the hearing.

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2) In order to find the respondent in violation of the BCSGA Constitution or COBRA, the Review Board shall decide that the following conditions have been met:
    i) The factual allegation(s) are supported by clear and convincing evidence.
    ii) The conduct in question violates a stated provision in the BCSGA Constitution or COBRA.
    iii) The remedy arrived at is proportionate to the severity of the offense and in full compliance with the BCSGA Constitution and COBRA.
3) A decision is formulated at any time the Review Board comes to a formal opinion on a matter before the Review Board. If a decision cannot be reached for lack of a majority opinion, the Review Board may request advice from the legal advisor.
    i) When a fragmented Review Board decides a case and no single rationale explaining the result enjoys the assent of a majority of the Justices, the holding of the Review Board may be viewed as that position taken by those Justices who concurred in the judgments on the narrowest grounds. In the final decision, the Review Board shall state the narrowest rationale for the decision.
4) If the reason for which any hearing was held is not satisfied by that hearing, or if for any other reason the Review Board decides that the hearing should not have taken place, or cannot render a reasonable decision or remedy due to lack of evidence in the matter, the case may be dismissed with explanation. No consequence follows as a result.
5) The judgment of the Review Board shall be held in strict confidence until a formal written judgment can be approved and issued by the Review Board.
6) A copy of the Review Board's decision will be given to petitioner(s), respondent(s), Secretary, Review Board, BCSGA Advisor, and Vice President of Student Affairs within a reasonable amount of time after a hearing.
7) Every Justice participating in the decision (either majority or dissenting) must read the decision and give their approval to the language for it to be released.

b) REHEARING:
1) To request a rehearing, a petition for rehearing must be filed in writing with the Review Board
2) The Review Board will grant a rehearing for any of the following reasons:
    i) Introduction of newly discovered evidence of a significant nature which could not have been introduced before.
    ii) Demonstration that previously introduced evidence is false.

c) APPEAL:
1) When appealing, the burden of proof rests on the petitioner. Appeals may be granted for any of the following:
    i) Demonstration that a reversible error with regard to a conclusion of law may exist.
    ii) Demonstration that judgment was significantly influenced by a violation of due process, as set forth in these rules of procedure.

Section 07: Rule 6: Administrative Provisions

a) ORDERS:
1) Orders issued by the Review Board as a whole may only be rescinded by the Review Board as a whole.
2) Orders issued under the authority of the Review Board by individual Justices are subject to review by the Review Board. Such orders may be rescinded by the Justice who issued the order or by the Review Board as a whole.
3) The Parliamentarian or BCSGA Advisor may stay an order issued by another Justice. Individual orders issued by the Parliamentarian or BCSGA Advisor may be stayed upon an agreement of the next two Justices.

b) PERMANENT RECORD OF THE REVIEW BOARD:
1) A written, audio, or video recording will be made at all official hearings for the future use of all Justices.

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2) A Permanent Record of hearing material for all hearings shall be kept including the charge sheet, briefs, decisions, and all other relevant material.
    i) The Secretary shall maintain copies of the Permanent Record, beginning with the start of the academic year, and ending at the next academic year.
    ii) When the Permanent Record for an academic year is complete, one copy will be held in the Association's archives (or succeeding organization), and one copy will be retained by the Secretary of the Review Board such that the records will be immediately available to the Review Board.
3) The permanent record shall be available to all members and employees of the Association.

c) DECISIONS:
1) Justices must have been participating during oral arguments and deliberations in order to participate in a judgment.
2) No decisions may be handed down without a written statement of the Review Board's conclusions.
3) Those participating Justices in disagreement are entitled to write a minority or dissenting opinion(s), which shall be included along with the majority decision for distribution.

d) THE PARLIAMENTARIAN OR BCSGA ADVISOR:
1) The Parliamentarian or BCSGA Advisor is responsible for calling all meetings, arranging all hearings of the Review Board, conducting all meetings, maintaining order at hearings, and is generally responsible for all administrative functions of the Review Board.
2) These duties include maintaining attendance records of the Review Board, proposing the Review Board's budget to the Senate, reporting the Senate on the status of pending cases, and any other duties within these Rules of Procedure.
3) The Parliamentarian or BCSGA Advisor may delegate any responsibilities to any other Justice.

e) RESIGNATION:
1) A Justice is considered resigned from the Review Board when he or she provides written notice of the same to the President, Parliamentarian, and the BCSGA Advisor.

f) SECRETARY:
1) The Secretary shall assist the Justices with the functions of the Review Board. Such duties shall include any tasks delegated to the Secretary including, but not limited to: issuing and delivering requests for information, contacting participants in Review Board proceedings, scheduling proceedings before the Review Board, collecting briefs and charge sheets, and making copies of Review Board documents.
2) The Review Board shall have the option of selecting as many Secretaries as the Review Board deems necessary.
3) Secretaries will be accepted and released upon a majority vote of the Review Board.
4) Secretaries' responsibilities will be expanded or limited at the discretion of the Review Board, by majority vote.

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TITLE IX. ASSOCIATION AGREEMENTS

Chapter 1. PUBLICITY GUIDELINES

Section 01: Purpose

a) Hereby establishes the agreement for On-Campus Publicity to define the policies related to publicity and posting procedures on the Bakersfield College campus(es).

Section 02: Administration

a) The Office of Student Life shall administer the Publicity Guidelines.
b) The Office of Student Life will manage on-campus publicity for the Association and removing outdated publicity on campus.

Section 03: Definition

a) Publicity is defined as any written public notice that is posted or handed out on the Bakersfield College campuses.

Section 04: Authority

a) The Association authorizes the Director of Student Life to uphold the responsibility of ensuring the publicity guidelines.
b) Anything not explicitly dealt with this agreement shall be left to the discretion of the Director of Student life, or designee.
c) Any publicity from a source outside of Bakersfield College must obtain a stamp of approval from the Office of Student Life in order to be posted.
d) Failure to abide by the Publicity Guidelines may result in the suspension of publicity privileges or other sanctions placed by the Director of Student Life.

Section 05: Publicity Guidelines

The following are guidelines set for any publicity to be placed on the Bakersfield Campus(es):

a) No publicity shall cover any other publicity.
b) All publicity shall be tacked down. Publicity not tacked down shall be removed.
c) Sizes of publicity are as follow:
    1) Handbills may not exceed 8 inches by 11 inches.
    2) Posters must not be greater than or equal to 11 inches by 17 inches or less than or equal to 36 inches by 36 inches.
    3) Banners greater than 11 inches by 17 inches must be approved by the Director of Student Life.
d) No publicity shall be posted in the following locations:
    1) Painted or glass surfaces
    2) Doors or windows
    3) Memorial Stadium
    4) Designated Bulletin Boards for Academic or Office Departments
e) Publicity may be posted in classrooms with the approval of the professor who instructs in said classroom.
f) Any publicity that is obscene, libelous, slanderous, advocates the use of illegal drugs or alcohol, or that promotes any activity that could interfere with the daily function of the Bakersfield College campuses may be refused by the Director of Student Life
g) The Director of Student Life may add any additional publicity guidelines.

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Section 06: Publicity on Vehicles

a) Any automobile or vehicle that is used for publicity shall be on a first-come first-served basis and must be regulated by the Department of Public Safety.
b) Advertising placed on any automobiles or vehicles must have the approval of both the Directors of Public Safety and Student Life.

Section 07: Publicity Responsibilities

a) All publicity must be approved prior to distribution/posting.
b) Registrants are responsible for reading the Publicity Guidelines and filling out the Responsibility Form in the Office of Student Life.
c) The Office of Student Life shall keep a copy of all approved publicity on record.
d) Publicity that damages property in any way is strictly prohibited and may result in additional charges
e) All persons or parties are responsible for the removal of all publicity related to or concerning said individuals.
f) Any damages occurring from publicity are the responsibility of said individual(s) posting or removing publicity.

Section 08: Advertising Units

a) The Office of Student Life will be responsible for the operations and maintenance of all advertising units located at the BC Grounds
b) Advertising Unites include, but not limited to:
    1) The Marquee
    2) Bulletin Boards
    3) Kiosks
    4) Table Tents
    5) Banner Spaces
    6) BCSGA brochures and handouts

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Chapter 2. SUBSIDIARY EMPLOYEES

Section 01: Authorizations

a) There is hereby authorized the creation of subsidiary employee positions as are necessary for the operation of the Association.

Section 02: Administration

a) The Office of Student Life or KCCD District employee shall administer the BCSGA employees.

Section 03: Approval of the Senate

a) The Senate shall grant approval of any created position by appropriating funding for said position within the Annual Budget presented by the President.

Section 04: Positions Covered by this Title

a) The following BCSGA employee positions are covered:
    1) BCSGA Secretary
    2) All Office of Student Life student employees
    3) Any other position created by the Director of Student Life
    4) Any other position created by the President
    5) Any other position legislated by the Senate

Section 05: Authorization of Appropriations

a) There is hereby authorized to be appropriated such sums as may be necessary to support these subsidiary employee positions and its entities.

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Chapter 3. FIELD TRIPS AND EXCURSIONS

Section 01: Definitions

a) A Field Trip or excursion is defined as an activity sponsored by the Association or its registered student organizations that is external to District facilities

Section 02: Requirements

a) In accordance with KCCD Board Policies, the Association and its student organizations may conduct field trips or excursions to and from places in the State, any other State, the District of Columbia or a foreign country, subject to the following requirements:
    1) All Association members involved in the field trips or excursions must be accompanied by the BCSGA Advisor or a District employee
    2) Persons other than students and District employees, whose services are essential to the BCSGA-related activities, must have the written approval of Vice President of Student Affairs in order to ride in any vehicle rented, leased, or chartered by BCSGA for transporting students to an event.
    3) Subject to applicable legal limitations, Association Funds and Student Representation Fee moneys may be used for transportation, accommodations and/or meals in direct connection with the event.
    4) The most economical accommodations available, which are reasonably close to the event, shall be used.
    5) If the Association contracts to provide group transportation, the contract shall include provisions for the vehicle and the driver, unless the driver is an authorized District Employee with the appropriate license(s).
    6) Those Association members and other participating individuals using their own vehicles to transport themselves or others must comply with the automobile liability insurance requirements under California law and provide the BCSGA Advisor with a copy of their proof of automobile liability insurance coverage and a copy of a current driver's license.
    7) If travel is to and from outside the state of California or to a foreign country, the sponsoring group hosting the field trip shall contact the BCSGA Advisor at least sixty (60) days before the travel is scheduled to take place so that a determination can be made whether additional liability insurance is necessary and the proper procedures are met.

Section 03: Student Code of Conduct

a) All provisions of the Student Code of Conduct apply to the students during the duration of all field trips and excursions. Violations are subject to the Office of Student Life for adjudication.
    1) In addition to student discipline contained in KCCD Board Policy violations of the Student Code of Conduct may result in the immediate suspension from the activity; in which case, the student will bear responsibility for any additional expenses occurring after the immediate suspension. Students may also be required to pay restitution under the provisions of discipline procedures.
    2) Disorderly conduct will constitute a violation of the Student Code of Conduct, which applies to all District sanctioned events and field trips, under the supervision of a designated advisor(s).

Section 04: Expenses and Waivers

a) Expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation may be paid with BCSGA funds.
b) Travel expenses of instructors, chaperons and other personnel participating in a field trip or excursion authorized by this regulation may be paid from Association funds.
c) Allowances may be given for meals for students and advisors, except that ALL intoxicating spirits are prohibited. Receipts must be submitted for reimbursement.

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d) Reimbursement or payment for BCSGA-related student travel will be in accordance with the Business Services Office.
e) Pursuant to California Code of Regulations, Subchapter 5, Section 55450, all persons, including students, taking the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness, or death occurring during or by reasons in connection with the field trip or excursion.
    1) All adults taking field trips or excursions and all parents or guardians of minors taking field trips or excursions shall sign a statement waiving such claims.
f) Any person or parent or guardian of a minor who does not sign the waiver will not be permitted to attend the field trip or excursion.

Section 05: Alcohol and Drugs

a) KCCD Board Policy specifically prohibits use, possession, distribution or presence of alcoholic beverages, narcotics, or other dangerous drugs such as marijuana or lysergic acid dilhylanide (LSD) on a campus or at any college/BCSGA sponsored functions. This includes travel to and from events.
b) Any student who violates this shall be subject to disciplinary actions by the Office of Student Life.

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TITLE X. SCHOLARSHIPS AND AWARDS

Chapter 1. SCHOLARSHIPS IN GENERAL

Section 01: Scholarships Not Governed by Statute

a) When a scholarship is awarded by the Association but has not been provided for in statute, the President shall establish a selection committee for the purpose of awarding the scholarship, in accordance with the terms of the scholarship as established by the Director of Student Life or designee.

Section 02: General Scholarship Stipulations

a) Applicants shall not serve on committees for BCSGA scholarships for which they applied
b) Students shall not receive more than one scholarship for which BCSGA oversees the selection of recipients
    1) In the case that a student is selected for more than one scholarship, the student shall be awarded the scholarship with the greatest value.
c) Appropriate safeguards shall be implemented to ensure that confidential or sensitive applicant data is not compromised
d) Recipient names shall not be published without proper consent from each recipient.

Section 03: Administration of Scholarship

a) The Office of Student Life shall administer the BCSGA Scholarships on behalf of the Association
b) Applications for scholarships shall be made available on the designated website

Section 04: Promotion of BCSGA Scholarships

a) The Association shall make a concerted effort to ensure that all eligible students are made aware of the availability of BCSGA-funded scholarships through a variety of means.
b) On the first day scholarship applications are made available, an email to the undergraduate listserve shall be sent announcing the opening of the scholarship applications and shall include a link to the scholarship website
c) Around two weeks before applications are due an email from the undergraduate listserve shall be sent reminding students of the due date.
d) The Office of Student Life, or designee, shall ensure that there are plenty of promotional materials in regards to the scholarships available to students during the time leading up to the scholarship deadlines.

Section 05: Publication of Recipients

a) The Director of Student Life shall publish the names of the recipients of each scholarship awarded in a medium that is suitable for recognizing the recipients.

Section 06: Funding of Awards

a) The Association shall meet the financial obligations of scholarships through the following sources, in rank order:
    1) Interest earned from the Association Scholarship Endowments
    2) The Association Endowment Income Account
    3) Association fundraised monies
b) An annual scholarship contribution from the Association Foundation Account

Section 07: Reservation of Rights

a) The Association reserves the right to modify a scholarship via Senate legislation.

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Chapter 2. BCSGA General Student Scholarship Program

Section 01: Establishment

a) There is established the BCSGA General Student Scholarship Program.

Section 02: Selection Committee

a) A committee is established to select the recipients of the scholarship from applications received. The Committee is composed of four members as follows:
    1) The President, or designee if the President is an applicant for the award
    2) Two BCSGA Officers appointed by the President
    3) A member of the College Faculty
    4) The Director of Student Life, or designee
b) The President (or the person serving in place of the President) shall be the chair of the Committee and is charged with organizing the Committee's business.
c) The Committee shall meet at the call of the chair.

Section 03: Scholarship Awards

a) There is to be awarded two scholarships valued at $500 each.
b) Scholarships under this section shall be for a period of one academic year and may not be renewed.
c) Scholarships awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

Section 04: Initial Eligibility

a) To be eligible for a scholarship, a student shall:
    1) Be enrolled at Bakersfield College
    2) Have an cumulative 2.5 grade point average or above
    3) Be enrolled in at least 6 credits.

Section 05: Continuing Eligibility

a) All recipients shall maintain at least a 2.5 GPA and be enrolled in at least 6 credits during the term of the award.

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Chapter 3. GRACE VAN DYKE BIRD LEADERSHIP AWARD

Section 01: Establishment

a) Here establishes the Grace Van Dyke Leadership Award program.
b) The Grace Van Dyke Bird Leadership Award is given annually to one freshman student attaining the highest standards of leadership, citizenship, service and overall accomplishments while a student attending Bakersfield College.

Section 02: Basis for the Award

a) The Director of Student Life, or designee, shall be responsible for administering the award
b) The criteria for the award shall be a freshman student who excels in:
    1) Leadership (20 points)
       To instill in others the desire to achieve excellence by his/her actions.
    2) Citizenship (20 points)
       Demonstrated interest and participation in the college governance system.
    3) Community Service (20 points)
       The service a student does for the betterment of his/her community.
    4) Accomplishments (40 points)
       The overall participation in the college over a period of two years. Special honors and selections will be considered

Section 03: Selection Committee

a) A committee is established to select the recipients of the scholarship from applications received.
b) The Selection Committee is composed of the following members:
    1) The current BCSGA President, or designee (Chair)
    2) Two current BCSGA Officers
    3) One Student-at-Large
    4) One administrative member or faculty member
    5) The Director of Student Life, or designee
c) The President (or the person serving in place of the President) shall be the chair of the Committee and is charged with organizing the Committee's business.
d) The Committee shall meet at the call of the chair.

Section 04: Scholarship Award

a) The award is valued at $500; distributed half in the fall semester ($250) and the other half in spring semester ($250).
b) The award shall be for a period of one academic year and may not be renewed.
c) The recipient's name shall be engraved on a perpetual plaque displayed in the Office of Student Life.
d) The award shall be presented annually at a student leadership awards and recognition reception.

Section 05: Eligibility

a) To be eligible for a scholarship, a student shall:
    1) Have a minimum 2.30 cumulative GPA
    2) Be currently attending Bakersfield College
    3) Be in good standing with Bakersfield College
    4) Have not received this award previously

Section 06: Continuing Eligibility

a) The recipient of this award shall maintain at least a 2.3 GPA and be enrolled in at least 6 credits during the term of the award.

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Chapter 4. ALUMNI ASSOCIATION HONOR TROPHY

Section 01: Establishment

a) Here establishes the Alumni Association Honor Trophy program.
b) The Alumni Association Honor Trophy is given annually to one sophomore student attaining the highest standards of leadership, citizenship, service, and overall accomplishments while a student attending Bakersfield College.

Section 02: Basis for the Award

a) The Director of Student Life, or designee, shall be responsible for administering the award
b) The criteria for the award shall be a sophomore student who excels in:
    1) Leadership (20 points)
    To instill in others the desire to achieve excellence by his/her actions.
    2) Citizenship (20 points)
    Demonstrated interest and participation in the college governance system.
    3) Community Service (20 points)
    The service a student does for the betterment of his/her community.
    4) Accomplishments (40 points)
    The overall participation in the college over a period of two years. Special honors and selections will be considered

Section 03: Selection Committee

a) A committee is established to select the recipients of the scholarship from applications received.
b) The Selection Committee is composed of the following members:
    1) The current BCSGA President, or designee (Chair)
    2) Two current BCSGA Officers
    3) One Student-at-Large
    4) One administrative member or faculty member
    5) The Director of Student Life, or designee
c) The President (or the person serving in place of the President) shall be the chair of the Committee and is charged with organizing the Committee's business.
d) The Committee shall meet at the call of the chair.

Section 04: Scholarship Award

a) The award is valued at $500; distributed half in the fall semester ($250) and the other half in spring semester ($250).
b) The award shall be for a period of one academic year and may not be renewed.
c) The recipient's name shall be engraved on a perpetual plaque displayed in the Office of Student Life.
d) The award shall be presented annually at a student leadership awards and recognition reception.

Section 05: Eligibility

a) To be eligible for a scholarship, a student shall:
    1) Have a minimum 2.30 cumulative GPA for the last three (3) semesters (excluding summer)
    2) Be currently attending Bakersfield College
    3) Be in good standing with Bakersfield College
    4) Have not received this award previously

Section 06: Continuing Eligibility

The recipient of this award shall maintain at least a 2.3 GPA and be enrolled in at least 6 credits during the term of the award.

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Chapter 5. McCall Outstanding Professor of the Year Award

Section 01: Purpose

a) Hereby establishes the agreement for the Samuel W. McCall Outstanding Professor of the Year Award founded in 1980 by BCSGA (Associated Student Body at the time). This code will define the criteria and guidelines related to the recruitment, selection, and disbursement of the award at Bakersfield College.

Section 02: Administration

a) The Office of Student Life shall administer the Samuel W. McCall Outstanding Professor of the Year Award on an annual basis.
b) The Office of Student Life will establish the timeline, marketing efforts, selection process, and award presentation by the beginning of each spring instructional semester.

Section 03: Definition

a) The Samuel W. McCall Outstanding Professor of the Year Award is given annually to a Bakersfield College Faculty member who has been nominated and selected by the students.
b) The Samuel W. McCall Outstanding Professor of the Year Award spotlights the college's "super teachers".
c) All finalists are outstanding faculty members in their own right and represent the many, many fine faculty members who can be found in every department across the campus.

Section 04: Authority

a) BCSGA authorizes the Director of Student Life to uphold the responsibility of the Samuel W. McCall Outstanding Professor of the Year Award.
b) Anything not explicitly dealt within this agreement shall be left to the discretion of the Director of Student Life, or designee.
c) The Director of Student Life reserves the right to add any additional criteria and guidelines to establish a fair and just selection process.

Section 05: Criteria for Nomination

a) The recipient of the Samuel W. McCall Outstanding Professor of the Year Award shall poses the following characteristics:
    1) Exhibits current and substantial knowledge of subject;
    2) Is thoroughly prepared and organized;
    3) Communicates effectively;
    4) Is honest and fair with students;
    5) Contributes to the students' learning;
    6) Demonstrates a sense of caring for the students;
    7) Displays extraordinary co-curricular involvement with students; and
    8) Demonstrates commitment to the mission and core values of Bakersfield College.
b) Nominator is responsible for submitting all application materials by the established protocol and deadline.
c) Any incomplete applications from the nominator will be discarded.
d) Any applications that are obscene, libelous, or slanderous may be refused by the Director of Student Life.

Section 06: Award Guidelines

a) The following are guidelines set for only the Samuel W. McCall Outstanding Professor of the Year Award:

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1) Approximately one month prior to each Spring BCSGA General Elections, information is submitted to the Study Body requesting students to submit faculty names to the Office of Student Life.
2) The Office of Student Life shall keep a copy of all applications received.
3) The Director of Student Life, the BCSGA President, the BCSGA Vice President, and the BCSGA Director of Student Organizations will determine at most five names from the pool of applications to be submitted as finalists for this award.
4) The BCSGA Senate Body shall study the finalists and select a recipient based on the Criteria for Nomination from the top five candidates received.
5) The Director of Student Life will serve as a non-voting member of the selection process

Section 07: Award Presentation

a) The BCSGA President, or designee, shall present the finalists and the recipient at an annual student leadership awards ceremony at Bakersfield College.
b) The recipient shall receive a custom individual plaque.
c) The recipient's name shall be scribed onto a perpetual plaque.
d) The recipient will be given the opportunity to address the graduating class at that year's spring commencement ceremonies.

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