

AR 5400 ASSOCIATED STUDENTS ORGANIZATION

NOTE: The language in red ink is legally advised if the Board of Trustees has established a student body organization under Education Code Section 76060. Local practice may be inserted here. The following are the minimum standards required.

The District shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

❖ From current SMC AR 4420 Enrollment and Scholarship Standards for Participation in SMC Student Government

Enrollment and Scholarship Standards for Participation in SMC Student Government

For the purpose of this regulation AR 4420, an “officer” is a student who is elected or appointed to any student government position.

1. Determination of Eligibility for Candidacy:

The Student Government Administrator or designee shall determine eligibility of all student government leaders in accordance with this Administrative Regulation, and shall serve as the advisor to all governing bodies. All candidates for Associated Students officer must have a minimum semester GPA of 2.0 in the fall semester immediately preceding the semester in which they are elected, and a cumulative GPA of 2.0 in all work completed at Santa Monica College. All candidates for Associated Students officer must be in good standing (no current disciplinary sanction pursuant to SMC BP 5500 Standards of Student Conduct ~~Board Policy 4420~~).

- a. Candidates for Associated Students President and Vice President must have completed a minimum of twenty units at Santa Monica College. They must have completed a minimum of eight of those units in the fall semester immediately preceding the semester in which they are elected.

In addition, candidates must meet one of the following criteria:

- i. They must serve as an Associated Students Director, Inter-Club Council Officer, Student Trustee, or Associated Students Commissioner in the semester in which they are elected; or
 - ii. They must serve as an active delegate of the Inter-Club Council or a club officer in any semester prior to the semester in which they are elected.
- b. Candidates for Associated Students Board of Directors in the student government of Santa Monica College must be enrolled in Santa Monica College at the time of election, and throughout his/ or her term, with a minimum of eight semester units.

- c. Candidates for Student Trustee in the student government of Santa Monica College shall be enrolled in Santa Monica College at the time of election and throughout his/ or her term with a minimum of five semester units. Per California Education Code (Section 66016.3), only students exempted from nonresident tuition may serve as student trustee.

2. Maintaining Eligibility

- a. Elected or appointed Associated Students Board Directors who fail to complete each semester during their term with a minimum of eight units with a 2.0 GPA will be automatically removed from office, and will be ineligible for appointment to any Judicial Board, Joint Council, and Inter-Club Council position for the remainder of the original term of office.
 - i. If a student is enrolled in six units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is July 1 to June 30.
- b. If the Student Trustee fails to complete each semester with a minimum of five units with a 2.0 GPA, he/she will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (e.g., Judicial Board, Joint Council, primary commissioner, ICC) during the remainder of the term of office.
 - i. If the student is enrolled in five units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
 - ii. The term of office, defined in the Associated Students Constitution, is June 1 to May 31.

3. Office Terms and Limitations for Elected Positions

- a. The Associated Students Board of Directors, the Inter-Club Council Chairperson /Vice Chairperson, and the Inter-Club Communication Officer shall hold no more than one elected or appointed office during their one (1) year term from July 1 to June 30.
 - i. No person shall serve in any one office of the Board of Directors positions for more than one (~~4~~) academic year term, nor shall any person serve on the Board of Directors for more than two (~~2~~) academic year terms total.
 - ii. No person shall serve in any combination of elected or appointed student government positions for more than three (~~3~~) academic year terms.
- b. The Student Trustee shall hold office from June 1 to May 31. The Student Trustee shall serve for **no more than one term**. ([Also see BP/AR 2015 Student Trustee and BP/AR 2105 Election of Student Trustee](#)).

4. Vacant Positions

- a. The Associated Students shall establish policies and procedures for filling vacant positions.
- b. The Associated Students shall fill Board vacancies in accordance with the regulations governing the filling of vacancies described in the A.S. Constitution.
- c. Directors who are appointed to the Board of Directors must meet the same eligibility standards as elected officers.

5. Other Student Government Positions

All candidates for Associated Student officer must be in good standing (no current disciplinary sanction pursuant to SMC [BP 5500 Standards of Student Conduct](#) ~~Board Policy 4420~~).

a. Associated Students Commissioners:

To be eligible for appointment and to hold office, Commissioners to Associated Students Directors must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and have a cumulative GPA of 2.0 in all work completed at Santa Monica College at the time of appointment and throughout the term of service.

b. Student Representatives to Campus Committees:

Students serve on campus committees in accord with [BP/AR 2510 Participation in Local Decision-Making](#) ~~Board Policy 2230 on Participatory Governance~~. They must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.

c. Student Club Officers:

Officers of student clubs must be enrolled in and complete a minimum of six units each semester with a minimum GPA of 2.0, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.

- i. Officers of student clubs may serve in the same office for a maximum of one year.
- ii. Students may serve as officers of a club or clubs for a maximum of three years.

6. Students with Disabilities:

Any unit requirement in this ~~a~~Administrative ~~r~~Regulation may be reduced to not less than five units by the student making a request to the Coordinator, Disabled Students Programs & Services (DSPS), or designee, in accordance with AR 4353-1 [5140 Disabled Student Programs and Services](#) and obtaining approval for such request.

Revised: 7/11/2016

Reference: Education Code, Section 76061, 66016.3

NOTE: The information in **blue ink** below is sample language from other districts and is included for consideration.

Sample 1 from another District:

The college shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged.

A governing body shall be elected/appointed that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected/appointed voting members of the Associated Students Organization governing body shall constitute a quorum.

Responsibilities for Associated Students Activities

The Director, Student Life and the Dean, Student Services shall be responsible for the activities of the Associated Students.

Minutes

The Associated Students Student Government Association shall cause its secretary to keep minutes of all meetings of the respective groups within Student Government.

Contracts

No contract running for over one year may be entered into by the Associated Students without the approval of the Student Government Advisor and the Chief Student Services Officer.

Concessions

No concession shall be granted by the Associated Students for the sale of merchandise on school premises unless such concession has received approval of the Student Government Advisor and the Chief Student Services Officer.

Inter Club Council

The Council is composed of College-sponsored club and organization presidents or their representatives. The function of the group is to coordinate the activities of the clubs and to sponsor activities for the benefit of the campus. The Director, Student Life or designee is the advisor of the Council.

The Student Life Office publishes a handbook for club officers and advisors to aid them in carrying out activities and responsibilities. Copies may be obtained at the Student Life Office.

Standards for Campus Organizations

All campus organizations must meet the requirements set forth in the Inter Club Council (ICC) Club Officers' and Advisors' Handbook. The college catalog also contains information regarding the Associated Students. This document is updated annually for currency and correctness.

Sample 2 from another District:

The District shall have one Associated Students Organization which shall be known as the Associated Students (AS).

A governing body shall be elected which shall be known as the AS Executive Board. It shall keep an account of its meetings, expenditures, authorizations, and policies established. Minimum standards for membership to the AS Executive Board shall be defined by the association's constitution and bylaws. The governing body will coordinate and integrate its own and the activities of all campus clubs and organizations of the District, and will control the funds of the AS organizations and all related organizations operating under its authority. Both day and evening student representatives shall be encouraged.

A simple majority of the elected voting members of the AS governing body shall constitute a quorum.

Students will exercise their opportunity to participate in campus governance through AS and through appointments to campus committees that review, analyze, and formulate District policies and

procedures. Student appointments to these committees will be made by the AS.

Sample 3 from another District:

The District shall have one Associated Students Organization, which is officially recognized as the Associated Students Student Senate (AS Student Senate).

All students, registered for a minimum of 5 units and maintaining a minimum 2.0 GPA, shall be encouraged to join the AS Student Senate.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the AS Student Senate governing body shall constitute a quorum. The AS Student Senate shall make every effort to appoint a student representative to all District participatory governance committees, e.g. College Planning Council, Safety Committee, faculty, staff and administrative search and selection committees, Hearing Committee, Facilities Planning Committee, Bookstore Committee, Transportation Committee, etc.

The Dean of Student Services and the Student Activities Coordinator, or other designee by the Dean of Student Services, shall serve as advisers to the AS Student Senate.

AS Student Senate members traveling beyond Region IV for AS Student Senate official business must be accompanied and supervised by an adviser. Expenses for travel by the adviser(s) shall be paid by the AS Student Senate.

The offices of the AS Student Senate shall be housed in the Student Activity Center and Building 100 at the Center. It is a requirement, due to a number of liability concerns, that use of these facilities shall only be made available when part-time or full-time, permanent staff oversight and supervision is provided.

(NOTE: Also see sample language from other Districts included in the notebook)

References:

Education Code, Sections 66016.3, 76060, and 76061;

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SMC AR 4420 Enrollment and Scholarship Standards for Participation in SMC Student Government approved on April 29, 2003 and revised on September 23, 2014 and July 11, 2016. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval.

Approved: April 29, 2003

(Replaces SMC AR 4420)

Revised: September 23, 2014; July 11, 2016; _____

76060.

The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

The governing board of the community college district may authorize the students of a college to organize more than one student body association when the governing board finds that day students and evening students each need an association or geographic circumstances make the organization of only one student body association impractical or inconvenient.

A community college district may assume responsibility for activities formerly conducted by a student body association if the student body association is dissolved. A student body association employee who was employed to perform the activity assumed by the district pursuant to this section shall become a member of the classified service of the district in accordance with Section 88020.

66016.3.

(a) Any student, including a person without lawful immigration status, or a person who is exempt from nonresident tuition pursuant to Section 68130.5, may serve in any capacity in student government at the California State University or the California Community Colleges and receive any grant, scholarship, fee waiver, or reimbursement for expenses incurred connected with that service to the full extent consistent with federal law.

(b) The University of California is requested to comply with this section.

(c) The Legislature finds and declares this section is a state law within the meaning of subsection (d) of Section 1621 of the United States Code.