

QUALIFICATIONS FOR CANDIDATE ELIGIBILITY

- Must be a California Resident.
- Must be enrolled and maintain at least six (6) units (or in a full-time program as defined by college policy) at Riverside Community College District at the time of application submission and for the duration of the semester
- Must meet and maintain a 2.5 GPA at Riverside Community College District at the time of application submission and for the duration of the term of office.
- Must have Student Services Fee paid upon submission of application and throughout the term of office.
- Must have complied with all election procedures and guidelines.
- Dropping below these requirements will result in immediate dismissal.

QUALIFICATIONS FOR HOLDING OFFICE

- Must be enrolled and maintain at least six (6) units (or in a full-time program as defined by college policy) at Riverside Community College District with a minimum grade point average of 2.5 during term of office
- Must have Student Services Fee paid throughout the term of office.
- Must fulfill all duties and responsibilities as outlined in RCCD AP 2015
- Must meet all standards of student conduct as outlined in RCCD AP 5500
- Dropping below these requirements will result in immediate dismissal

If you are interested in this position please NOTE the following (NOT required but Highly Recommended):

- Possess a valid driver's license
- Be able to stay overnight at locations across the state when participating in conferences/ trainings/ workshops/orientation
- Do not schedule any classes after 2pm on Tuesdays
- Allow for time to travel to all three colleges and visit the AS Senate meetings.

**For more information please refer to BP and AP 2015 and Student Trustee By Laws (attached)*

DUTIES AND RESPONSIBILITIES

- The Student Trustee shall meet with the RCCD Chancellor on a monthly basis and report to the associated students organizations on any student related issues/policy changes/or other student related matters.
- Chair regular meetings of the SDCC.
- The Student Trustee must participate in at least one statewide trustee training conference/workshop during the duration of their term.
- The Student trustee's home college shall be responsible for all related expenses

ATTENDANCE POLICY

- The Student Trustee shall attend and be on time for all of the regular Board of Trustees Committee and Board of Trustees general meetings
- An absence shall be defined as not being present fifteen (15) minutes after the meeting has been called to order
- The Student Trustee shall be allowed only two (2) unexcused absences from any regular Board of Trustees meeting or from any regular Board of Trustees Committee meeting
- Upon a third (3rd) unexcused absence from a regularly scheduled meeting of the Board of Trustees (committee or regular board meeting), the Student Trustee will be subject to removal from office by the RCC, ASMVC, and ASNC legislatures
- Upon a fourth (4th) unexcused absence, the Student Trustee is automatically removed from office

SDCC MEETINGS

- The SDCC shall meet once a month, face to face, prior to the regular Board of Trustees Committee meetings at the college that the Board of Trustees Committee meetings take place
- All SDCC members must be available on said dates and all SDCC meetings must be held between 4:30 pm and 5:45pm. Associated students organization presidents may dispatch designees in case of unforeseeable emergencies or special circumstances.
- All SDCC members are required to allow for time to travel from college to college and are entitled to gas/mileage reimbursement from their respective associated students organization budget
- All members of the SDCC shall be invited and participate in formal training during a district wide retreat held no later than the month of June
- Each associated students organization president will be responsible for nominating and appointing student members, from their home college, to all Board of Trustees Committee meetings during said district wide retreat
- Each college will have the responsibility to develop a budget for students to participate in said retreat.

REMOVAL OF STUDENT TRUSTEE

- In addition to recall, and as prescribed in AP 1015, the Student Trustee may be subject to removal from office on the following grounds:
 - Improper Conduct
 - Neglect of duty
- A Student Trustee removed from office shall be ineligible to run for the position in any subsequent election within the RCCD
- Improper Conduct shall be defined as follows:
 - Willfully violating any sections/articles/guidelines/policies /standards of the California Education Code, State and Federal law, Student Code of Conduct, Board Policy, Administrative Policy and these bylaws
 - Failure to meet minimum requirements or making false statements and misrepresenting one's self
- Neglect of Duty shall be defined as follows:
 - Failure to fulfill duties as prescribed in AP 1015, BP3405, and these bylaws
 - Accumulation of excessive unexcused absences as defined in these bylaws
- The Student trustee shall be subject to removal through the following process:
 - Any of the associated students' organizations within the RCCD may place an item on their agenda for removal of the RCCD Student Trustee for consideration by their Legislature/Senate
 - If said item is placed on the agenda, the student activities coordinator of that campus will immediately notify the Vice Presidents of Student Services at all three Colleges
 - The item must be submitted and considered pursuant to the Brown Act and the meeting must meet all minimum requirements as prescribed in Robert's Rules of Order
 - The Student Trustee shall receive written notification (including email) of such meeting from the President(s) of any of the associated students organization(s) at least three (3) days prior to appearing before said Legislature (s)/Senate(s)
 - Said notification must outline that the item "Removal of Officer" has been properly placed on the agenda and indicate specific alleged violations and in accordance with these bylaws
 - The RCCD associated students Legislature(s)/Senate(s) must vote on the proposed removal and a two thirds (2/3rds) vote must be secured for removal, quorum maintained
 - The Student Trustee will be removed if two (2) out of the three(3) Legislatures/Senates within the RCCD secure a two thirds vote (2/3rds) during said proceedings
 - The Student Trustee has the right to bring forward witnesses, answer questions, offer rebuttals, and/or have a proxy at the meeting if they are not able to attend
 - If the Student Trustee cannot attend the meeting the removal proceedings can take place in their absence. No automatic removal will be allowed if the Student trustee is unable to attend the meeting
 - Videoconference and/or teleconference must be available options in the instance that the Student Trustee is unable to attend the meeting
 - If more than one college is holding removal proceedings they must not hold said meetings at the same calendar day nor at the same time.
 - "Removal of Officer" agenda items must not be time limited and all proceedings may be videotaped or recorded in accordance with the Brown Act
 - If the nature of any complaint against the Student Trustee with regard to improper conduct warrants formal College disciplinary review/action, the designated Student activities Coordinator/ Advisor shall notify the Dean of Student Services and initiate further action. If the Student Trustee has been found in violation of the Student Code of Conduct or any other RCCD Policies, upon the conclusion of any formal disciplinary process, they shall be immediately removed from office.

VACANCY/LINE OF SUCCESSION

- In addition to AP 1015, if a vacancy occurs for any reason, including removal from office, the line of succession will be as follows:
 - The President of the associated students organization of the College the Student Trustee has indicated as their home campus will serve as the Student Trustee Pro Tempore and continue to serve as the President of associated students' organization of their college.
 - A special election may be held if a vacancy occurs prior to the end of the Fall semester and no later than three weeks before the week of finals for said semester.

STUDENT TRUSTEE ELECTION GUIDELINES/PROCEDURES

- Campaign election procedures/ guidelines and information should be distributed by the college Student Activities Offices and members of the associated students' organizations. The following documents must be included in the Student Trustee Election packet: BP 1015, AP 3405, Student Trustee Elections Procedures/Guidelines, Student Trustee/SDCC By Laws. It is the responsibility of each college to disseminate all information to their student body and to ensure that their college has appropriate representation on the College Student Trustee Elections Committee that will complete the tally and announce the winners.
- All candidates must complete the proper forms to be placed on the ballot by the set deadline. Any candidate who does not turn in the forms by the deadline will not be placed on the ballot.
- The Election Information Packet shall include the pictures and statements of all candidates and must be available online at the time of the election dates.
- Candidates' pictures and statements may be posted online.
- All students running for Student Trustee MUST have submitted a candidate statement and an application for candidacy as outlined in the Candidate Time Table.
- Prior to the candidates' meeting, candidates may ONLY campaign verbally and via social media. Verbal campaigning is defined as speaking to groups no larger than two RCCD students.
- Only complete applications will be considered for approval.
- After all Student Trustee Candidate Packets are approved by the Student Activities Coordinators, candidates must attend the candidates' meeting as outlined in the Candidate Time Table. Attendance at the candidates' meeting is mandatory. Following the candidates' meeting, campaign commences for those deemed eligible to run.
- Results of the election will be tabulated by each campus and submitted for a total vote count. The winner will be determined by a simple majority of votes cast and announced by their home campus. Student Activities Coordinators will validate results.
- Failure to comply with any of the stated procedures/guidelines may result in a grievance hearing and/ or disqualification. Action taken will depend on the severity of the infraction.
- The Student Trustee Elections Committee will handle all election procedures and interpretation of guidelines regarding candidate's conduct during the election process.

CAMPAGINING GUIDELINES

- Prior to the candidates meeting, candidates may ONLY campaign verbally. Verbal campaigning is defined as speaking to groups no larger than two RCCD students.
- The use of campaign posters and distribution of flyers or goodies will be permitted ONLY during the official campaign period. Candidates may be disqualified if violations of campaign guidelines are reported and substantiated.
- All eligible candidates are allowed to campaign via public social media. All social media handles must be submitted in the application.
- All eligible candidates are allowed to campaign to all students in the district and in accordance with individual college posting policies and these guidelines. POSTERS & FLYERS - Must be approved by Student Activities before posting on campus. Posters Only (10) ten (8 1/2" by 11") small posters and (2) two large (no larger than 24" x 36") posters can be posted per college and per candidate. They may only be passed out and NOT left unattended on campus. Flyers are to be no larger than 8 1/2"x 11". The number of flyers to be handed out is unlimited.
 - Riverside City College: For posting locations and other inquiries contact the Student Activities Office-951-222-8570
 - Norco College: For posting locations and other inquiries contact the Student Activities Office-951-372-7125.
 - Moreno Valley College: For posting locations and other inquiries contact the Student Activities Office-951-571-6105.
- The Elections Committee of all colleges will handle all election procedures and interpretation of guidelines regarding candidate's conduct during the election process.
- All students running for Student Trustee MUST have a candidate statement and a request to be placed on the ballot and must include valid students name and district email address.
- Campaign election guidelines and information should be distributed via college Student Activities Offices and members of the associated students' organizations. It is the responsibility of each college to disseminate all information to their student body and to ensure that their college has appropriate representation on the Elections Committee that will complete the tally and announce the winners
- All campaign materials must be removed, by the candidate, within all time deadlines as set forward in the Candidate Timeline. If a candidate has no access to secured areas, the Student Activities Office will be responsible for the removal of posting materials.
- **Failure to comply with any of the stated guidelines may result in a public grievance hearing or disqualification. Action taken will depend on the severity of the infraction.
- **All grievance/disqualifications will be handled by the Elections Committee. All grievances must be submitted via email to any of the Student Activities Offices within the RCCD and no later than seven (7) calendar days after the official posting day of election results.
- ** All grievances/disqualifications will be handled by the Student Trustee Elections Committee which consists of one Student Activities Coordinator and/or college official designee within the RCCD and One member of each college associated students' organization within the RCCD.
- **For details of the grievance process please contact the designated Student Activities Coordinator overseeing the Student Trustee Elections Committee for said election.