



Calbright College Student Body Organization
GOVERNING DOCUMENTS

Adopted 01/31/2023

CALBRIGHT COLLEGE STUDENT BODY ORGANIZATION CONSTITUTION

PREAMBLE

We, the students of Calbright College, recognizing the need for self-governance and student representation, do hereby establish the Student Body Association titled Calbright College Student Body Organization (CCSBO) and assume the powers and responsibilities of self-government and shared governance as authorized by the Board of Trustees of the Calbright Community College District pursuant to California Education Code § 76060.

MISSION

The mission of the Calbright College Student Body Organization (CCSBO) will be to enhance sound student governance; to promote respect and access regardless of race, religion, national origin, sexual orientation, age, geographical location, or gender; to ensure that all students voices are heard; to express the general will of the students to the administration; and to ensure representation among the College, legislature, and Chancellor's Office.

ARTICLE I: NAME AND INSIGNIA

- Section 1. Recognition.** The Calbright College Student Body Organization (CCSBO) shall serve as the official voice of the student body of Calbright College.
- Section 2. Name.** The Calbright College Student Body Organization shall be referred to in short form for official purposes as CCSBO.
- Section 3. Insignia.** The official colors of the CCSBO shall be the Calbright College official colors.

ARTICLE II: MEMBERSHIP AND PRIVILEGES

- Section 1. Membership.** All students currently enrolled at Calbright shall be recognized as members of CCSBO. Alumni will also be able to serve in certain positions, as stated in the bylaws.
- Section 2. Privileges.** All members shall have the right to run or apply for appointment to all CCSBO Board Officer positions, subject to any requirements set forth in this Constitution and the CCSBO Bylaws.

ARTICLE III: REPRESENTATIVE OFFICIALS

- Section 1. Officers.** The CCSBO President, and CCSBO Vice President shall be the elected Board Officers of CCSBO in accordance with the Election Code Bylaw.
- In case of a tie, a run-off election shall take place. The run-off election

voting period could be half of the regular election voting period.

A. Appointment of Board Officers. All other Board Officers, aside from the elected positions, shall be appointed by the CCSBO President and ratified by the CCSBO Board with a majority vote. If there isn't a candidate running for Vice President, once elected, the CCSBO President shall appoint a Vice President.

B. Removal of Board Officers. Any CCSBO Board Officer violating any section of the CCSBO Constitution, CCSBO Bylaws, Calbright College Policies, Protocols, or Procedures may be impeached in accordance with the Impeachment Bylaw.

C. Vacancies. All vacancies in the CCSBO Board shall be filled as soon as possible in accordance with the CCSBO Bylaws.

Section 2. Term of Office

A. Term Length. The CCSBO President and Vice President shall serve a term of 12 months, starting January 1. All other CCSBO Board Officers shall serve a term equal to their time enrolled at Calbright College.

B. Term Limits. Students in CCSBO Board Officer positions (President and Vice President) may serve up to two terms. Students or alumni may be voted in for an additional term if there are no other students or alumni eligible and they have not met the maximum term limit. CCSBO Board Officers can serve up to either 3 total years or 6 total terms in any position within the CCSBO Board.

Section 3. Prerequisites for Potential Board Officers

A. Eligibility. CCSBO Board Officers must be enrolled at or be an alumnus of Calbright College.

Alumni who have completed a program can serve as a CCSBO Board Officer for up to 12 months after receiving their Certificate of Competency.

B. Academic Requirements. CCSBO Board Officers must be progressing, as defined in the Bylaws, through their coursework.

C. Enrollment Requirements.

1. All CCSBO Board Officers must be enrolled in one program pathway at Calbright College.
2. Alumni will be able to hold a position after finishing a program while waiting for another program or up to 12 months after receiving their Certificate of Competency.

Section 4. Requirements of Officers.

A. Attendance. CCSBO Board Officers must attend CCSBO Board meetings during their term, in accordance with the Section 3 of Bylaw IV, Meeting Protocol.

ARTICLE IV: ELECTIONS

Section 1. General Election. The elections for the positions of the CCSBO President and CCSBO Vice President shall be held in December. The elections for the CCSBO shall be under the direction and supervision of the CCSBO Advisor and the Election Committee, in accordance with the Election Code Bylaw.

Section 2. Special Election. In the event that the CCSBO President position is vacant, the CCSBO Vice President shall fulfill this role and take the President Oath of Office at the next CCSBO Board meeting. If the Vice President is neither interested nor eligible, the CCSBO may accept applications for the vacant position and hold a special election to elect the new President for the remainder of the term.

Section 3. Constitutional Special Election. All Constitutional Amendments will need to be brought to an election. In the case of a constitutional amendment, an election may be held at any time or can be part of another election. The amendment may be considered for a constitutional election with approval from the CCSBO Board by a $\frac{2}{3}$ vote of the CCSBO Board Officers at the CCSBO Board Meeting.

ARTICLE V: AMENDMENTS

Section 1. Proposing Constitutional Amendments. A constitutional amendment may be proposed by any CCSBO Board Officer. The item will be placed as a discussion item on the future CCSBO Board Officer meeting agenda.

Section 2. Constitutional Amendments. The amendment must be approved by a $\frac{2}{3}$ vote of the CCSBO Board Officers. It shall then be ratified by a majority vote of the membership of the CCSBO voting in the election.

Section 3. Prior Notice. The CCSBO Board shall present all proposed constitutional amendments to the membership of the CCSBO at least 10 days before the specific election date(s).

Section 4. Amendment History. A list of revision dates of all amendments to the CCSBO Constitution must be kept in the current version of the constitution, underneath the last article.

ARTICLE VI: RULES OF ORDER

- Section 1. Order.** CCSBO Board Officer meetings should be conducted under the latest version of Robert's Rules of Order.
- Section 2. Brown Act.** It is intended that CCSBO Board Officer meetings shall adhere to the California Brown Act at all times, unless otherwise determined and set forth in CCSBO Bylaws, given that Calbright College is a statewide and fully online community college.

ARTICLE VII: BYLAWS

- Section 1. Enaction.** The CCSBO shall enact Bylaws that govern their day to day operation.
- Section 2. Amendment.** The Bylaws may be adopted or amended by a majority vote of the Board Officers in any CCSBO scheduled Board Officer meeting.
- Section 3. Revision History.** A list of revision dates of all amendments to the CCSBO Bylaws must be kept in the current version of the Bylaws, underneath the last article.

BYLAW I
**GOVERNING BOARD COMPOSITION, ELIGIBILITY,
OFFICER RESPONSIBILITIES
AND OATH OF OFFICE**

Section 1. CCSBO Board. The Officers of the CCSBO Board shall include:

1. CCSBO President
2. CCSBO Vice President
3. CCSBO Chief Executive Assistant
4. Commissioner of External Affairs
5. Commissioner of Academic Affairs
6. Commissioner of Academic Affairs
7. Commissioner of Academic Affairs
8. Commissioner of Student Support Services
9. Commissioner of Alumni Relations
10. CCSBO Event Coordinator

The CCSBO Board shall be assisted by the CCSBO Advisor, who is a member of the Calbright College Student Engagement Department or designee.

Section 2. Board Officer Eligibility.

Student Eligibility. Any enrolled student who is progressing through their coursework is eligible to serve as a CCSBO Board Officer. Progressing through coursework means:

1. Completed an academic activity during the first 30 days.
2. Remain active through their coursework.

Students who withdraw from their coursework (unless alumni) are no longer eligible to serve in a CCSBO Board Officer position.

Alumni Eligibility. Alumni who have completed a program from Calbright College can serve as a CCSBO Board Officer for up to 12 months after receiving their Certificate of Competency.

Section 3. Duties, Jurisdiction, and Meetings of the CCSBO Board.

The CCSBO Board Officers will hear all business being brought to them during the CCSBO Board meetings.

1. The CCSBO Board Officers shall be responsible for approving, by means of voting during meetings or during the College CCSBO elections, all matters concerning the business of the CCSBO, including appointments, CCSBO events, policies, bylaw amendments, and all disciplinary actions that may arise regarding the CCSBO Officers.
2. The CCSBO President and Vice President, with advice from the CCSBO Board Officers, shall be responsible for determining each term's goals and objectives.
3. The official meeting schedule for the CCSBO Board shall be established by the CCSBO President and approved by CCSBO Board Officers.
4. Given that Calbright College is a statewide and fully online community college, CCSBO meetings shall be held in a virtual environment.
5. The CCSBO Board meeting agenda shall be prepared and shared 72 hours prior to the corresponding meeting.
6. Special meetings may be called with a 24 hour prior notice.

Section 4. Duties and Responsibilities of CCSBO Board Officers. Along with their respective duties and responsibilities, CCSBO Board Officers shall contribute to the overall function and mission of the CCSBO.

1. The **CCSBO President** shall:
 - a. Schedule and chair CCSBO Board meetings and other ad-hoc committee meetings.
 - b. Attend, or send a delegate, to share updates at the Calbright Board of Trustee meetings, on behalf of the CCSBO.
 - c. Be in attendance at CCSBO programs and activities.
 - d. Work with the Vice President and Chief Executive Assistant to develop CCSBO Board meeting agendas and address organizational issues.
 - e. Ensure the agenda for Board meetings are posted and distributed.
 - f. Serve as a notetaker for CCSBO Board meetings, in the absence of the Chief Executive Assistant or CCSBO designee.
 - g. Work with the CCSBO Advisor to provide updates on CCSBO's finances once per term or when requested by the CCSBO Board Officers.
 - h. Represent the CCSBO at official college and community events or appoint a designee from the CCSBO Board.

- i. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
- j. Meet with appropriate constituent groups (i.e., Academic Senate, Classified Senate, Board of Trustees), faculty, staff, administrators, or students, as directed by the CCSBO to address, resolve, and clarify concerns and any immediate needs.
- k. Appoint CCSBO Board Officers to vacant positions.
- l. Will work with the CCSBO Board Officers and Advisor to delegate CCSBO responsibilities due to vacant positions.
- m. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- n. Participate in leadership development opportunities.
- o. Dedicate a weekly commitment of up to 10 hours.

2. The **CCSBO Vice President** shall:

- a. Chair CCSBO Board and other ad-hoc meetings, in the President's absence.
- b. Fill vacancies in participatory governance by CCSBO members.
- c. Serve as the CCSBO Parliamentarian during meetings.
- d. Maintain and organize CCSBO's cloud storage to be accessible to the public.
- e. Inform and collaborate with the President on any duties deemed appropriate.
- f. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Board.
- g. May be asked to complete certain tasks, if willing, when other positions are vacant.
- h. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- i. Participate in leadership development opportunities.
- j. Dedicate a weekly commitment of up to 10 hours.

3. The **CCSBO Chief Executive Assistant** shall:

- a. Update and oversee CCSBO social media platforms.
- b. Develop, post, and distribute CCSBO Board meeting agendas and minutes.

- c. Assist in carrying out CCSBO's marketing and outreach strategy, including creating and posting content on multiple CCSBO social media platforms.
- d. Oversee the production and distribution of a CCSBO newsletter.
- e. Create press releases or statements on key issues and oversee their distribution to relevant parties.
- f. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
- g. May be asked to complete certain tasks, if willing, when other positions are vacant.
- h. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- i. Participate in leadership development opportunities.
- j. Dedicate a weekly commitment of up to 5 hours.

4. The **Commissioner of External Affairs** shall:

- a. Serve as the CCSBO Delegate to the Student Senate for California Community Colleges (SSCCC).
- b. Serve in a regional leadership role for SSCCC if schedule permits.
- c. Organize any lobbying efforts on behalf of the CCSBO at the local, state and federal levels.
- d. Research local, state and federal legislation impacting Calbright College and CCSBO; to develop recommendations for CCSBO President to consider.
 - i. Update the CCSBO on matters of legislative disposition that impact its members.
 - ii. Make recommendations of official positions for the Student Senate to take on certain bills or issues that have significant effect on college students.
- e. Attend conferences to represent and vote on behalf of Calbright College students.
- f. Seek input from the CCSBO on upcoming resolutions for vote, in accordance with the CCSBO membership.
- g. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
- h. May be asked to complete certain tasks, if willing, when other positions are vacant.

- i. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
 - j. Participate in leadership development opportunities.
 - k. Dedicate a weekly commitment of up to 5 hours.
5. The **Commissioner(s) of Academic Affairs** shall:
- a. There will be three vacancies for this position.
 - i. Each officer will represent one or more program pathways at Calbright College.
 - ii. Two positions may be filled by a Calbright College Alumni.
 - b. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
 - c. Share updates on programs to the CCSBO.
 - d. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
 - e. May be asked to complete certain tasks, if willing, when other positions are vacant.
 - f. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
 - g. Participate in leadership development opportunities.
 - h. Dedicate a weekly commitment of up to 4 hours.
6. The **Commissioner of Student Support Services** shall:
- a. Work with Student Support Services to communicate new and upcoming programs and processes.
 - b. Disseminate all available Student Support Services to the CCSBO Board Officers.
 - c. Share deadlines and upcoming events and workshops with the CCSBO Board.
 - d. Collaborate with departments to share resources and information with the CCSBO.
 - e. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
 - f. May be asked to complete certain tasks, if willing, when other positions are vacant.
 - g. This position may be filled by a Calbright College Alumni.

- h. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- i. Participate in leadership development opportunities.
- j. Dedicate a weekly commitment of up to 4 hours.

7. The **Commissioner of Alumni Relations** shall:

- a. Engage with alumni and develop communication to address needs of current students and alumni.
- b. Work with alumni to attend events and remain connected to Calbright College.
- c. Develop and host alumni events.
- d. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
- e. May be asked to complete certain tasks, if willing, when other positions are vacant.
- f. This position may be filled by a Calbright College Alumni.
- g. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- h. Participate in leadership development opportunities.
- i. Dedicate a weekly commitment of up to 4 hours.

8. The **CCSBO Event Coordinator** shall:

- a. Develop and host events for the students at Calbright College.
- b. Develop marketing materials to promote student events.
- c. Serve as lead planner for the Awards Ceremony for the CCSBO.
- d. Assist Commissioner of Alumni Relations with the planning and hosting of alumni events and activities.
- e. Serve in Calbright Participatory Governance and submit reports when requested by the CCSBO Vice President.
- f. May be asked to complete certain tasks, if willing, when other positions are vacant.
- g. This position may be filled by a Calbright College Alumni.
- h. Use Calbright-issued communication channels (Slack, CCSBO emails, etc.)
- i. Participate in leadership development opportunities.
- j. Dedicate a weekly commitment of up to 4 hours.

Section 5. Oath of Office.

I, (Board Officer's name), do solemnly affirm that I shall faithfully execute the duties and responsibilities entrusted to me by virtue of office and shall to the best of my ability, assist in preserving, protecting, and enforcing the Constitution of the Calbright College Student Body Organization (CCSBO) as well as advocate for the needs of the students at Calbright College.

BYLAW II
VACANCIES

A. Vacancies. All vacancies of CCSBO Board Officers shall be filled by appointment by the CCSBO President, except in the case of a vacancy of the Presidency. The line of succession for the President shall be: Vice President. Vacancies of Board Officers are filled by the procedure outlined in the Election Procedure Bylaw.

1. If the Presidency is vacated, the Vice President will fill in the role. If the Vice President is unable or unwilling to serve in this role, the CCSBO Board will hold a special election within 45 days after notice of the vacancy to fill the position. If the Vice President accepts the role of President for the remainder of the term, they may appoint another Vice President from the CCSBO Board.

BYLAW III
IMPEACHMENT

Section 1. Any CCSBO Board Officer may move to have another CCSBO Board Officer removed from office (impeached). In order for impeachment proceedings to commence, the motion would need a $\frac{2}{3}$ affirmative vote from the CCSBO Board during a regular or special meeting.

Section 2. A meeting schedule will be developed by the CCSBO Advisor and the Election Committee. This information shall be shared with the Officer in concern to allow for a fair and equitable process which allows for the Officer in question to hear the allegations and be able to respond to the concerns. All communication will be shared to the Officer's Calbright College issued email address.

Section 3. In order for the impeachment proceedings to conclude, the motion to

impeach a CCSBO Board Officer requires a $\frac{2}{3}$ affirmative vote from the CCSBO Board.

- Section 4.** Upon the approval of impeachment, the charged CCSBO Officer shall lose access to CCSBO emails, communications, and property.
- Section 5.** If the impeached Officer is removed from Office, the CCSBO Advisor will direct the Officer on exit protocols.
- Section 6.** If the charged Officer is not removed from Office then that Officer shall have full rights to CCSBO digital drives re-established.
- Section 7.** If an Officer is impeached, that Officer shall relinquish all CCSBO property including those awarded to CCSBO Board Officers for a full term worth of service. If the Officer is impeached, they forfeit all other positions that are included with the Board Officer duties (participatory governance, leadership development opportunities, other roles acquired based on the position within the CCSBO, etc.)
- Section 8.** If an Officer commits any crimes, violates any Calbright College policy or the Standards of Conduct, they may be asked to resign from their position in the CCSBO; and from any club/organization leadership and other co-curricular involvement/activities, as an alternative to impeachment.

BYLAW IV **MEETING PROTOCOL**

- Section 1. Seated Officer.** A seated Officer of the CCSBO is a student who is enrolled (Learner Status ‘Started Program Pathway’) at or an alumnus (Learner Status ‘Completed Program Pathway’) of Calbright College, meets eligibility requirements, and has:
1. Been elected in a general or special election, or
 2. Been appointed by the President and approved by majority vote by the CCSBO Board Officers at their first CCSBO Board meeting.

Vacancy. An office that does not contain an eligible Officer shall be

considered vacant.

Quorum of Members. Quorum shall be the majority of the seated Officers of the CCSBO Board. Quorum, shall consist of 50% of the filled positions + 1 Officer.

Losing Quorum. When quorum is lost the President shall either:

1. Recess the meeting and attempt to regain quorum.
2. Adjourn until the next stated or special meeting.
3. Continue the meeting, without taking further action.

Section 2. Voting Procedure.

Member Voting Rights.

1. Only seated CCSBO Board Officers present at the meeting may vote on CCSBO business.
2. The Chair has the ability to vote.
3. All members have the right to abstain from a vote.
4. All members will cast their votes after hearing pro and con discussions until the time the results are formally being tallied.

Methods of Voting. The chair may choose one of the following methods to conduct a vote:

1. A roll call vote conducted by the Chief Executive Assistant or designee.
2. Unanimous decision by the CCSBO Board Officers.
3. Electronic Ballot (in accordance with the Brown Act, votes conducted by electronic methods shall not be secret).

Determining a Voting Result. Actions taken by the CCSBO Board shall be approved by a majority vote of the CCSBO Board in attendance. A majority is defined as more than half of the votes cast by members entitled to vote, excluding blanks or abstentions.

Two-Thirds Votes. Two-thirds majority means at least two thirds (66%) of the votes cast by persons entitled to vote, excluding blanks or abstentions.

Motions Which Require a Two-Thirds Vote (As stated in CCSBO Constitution and Bylaws):

1. Constitutional Amendments.
2. Appointment of CCSBO Board Officers.
3. Suspend the rules during a meeting.
4. Call the previous question.
5. Impeachment

Section 3. Attendance. Board Officers shall attend all CCSBO Board meetings.

Absences. Board Officers must notify the CCSBO President of any absence. An absence is considered 'Excused' if notified prior to the meeting. In case of an emergency, the Board Officer must notify the CCSBO President within 72 hours after the missed meeting. If the Board Officer fails to inform the CCSBO President of an absence, the absence will be 'Unexcused'. If three unexcused absences occur, the absentee Board Officer may receive a performance review by the CCSBO President and CCSBO Vice President.

Section 4. Meetings.

Meeting Schedule. The CCSBO Board Officers will meet at least once per month.

Meeting time. At the first meeting with a newly elected CCSBO President, the CCSBO Board Officers will establish a meeting schedule and will advertise said schedule to all CCSBO members.

Agenda. The CCSBO agenda shall be set for the stated meeting, in accordance with the CCSBO Constitution and Brown Act. Changes to the agenda shall be completed in accordance with the latest version of Robert's Rules of Order and the Brown Act.

Section 5. CCSBO Advisor. The CCSBO Advisor or designee must be present at every CCSBO meeting.

BYLAW V

APPOINTMENT PROCEDURE FOR CCSBO BOARD OFFICERS

- Section 1.** The CCSBO Board shall attempt to fill all vacant Board Officer positions as soon as possible.
- Section 2. Procedure.** All CCSBO Board appointments to fill vacancies, with the exception of President and Vice President, will be held using the following steps:
1. All vacancies shall be shared with the CCSBO with an application and deadline to apply.
 2. Applicants must be eligible per the standards set in the CCSBO governing documents.
 3. All applicants may be interviewed by the President and Vice President to select the best candidate for each position in the CCSBO Board.
 4. Applicants selected to serve on the CCSBO Board will be invited to the CCSBO Board meeting to introduce themselves and share why they want to fill the vacant position.
 5. The CCSBO Board Officers will vote to fill the vacancies.
 6. The ballots shall then be counted by the sitting CCSBO Advisor.
 7. A candidate may participate in multiple positions (up to three positions) within the CCSBO Board, only if there is no one else eligible for the other position(s).
 8. Officers, except the President and Vice President, may hold more than one position but they will receive a stipend for only one position and will submit only one vote.

BYLAW VI

APPOINTMENT PROCEDURES FOR CCSBO PRESIDENT AND VICE PRESIDENT

- Section 1.** Any member of the CCSBO who meets student eligibility requirements set forth in Bylaw I, Section 2 may run for these positions.
- Section 2. The Appointment Procedure.** The appointment process for the CCSBO President and Vice President shall adhere to the CCSBO elections.
- President Vacancy.** If the CCSBO President position is vacant:

1. The CCSBO Vice President shall fulfill this role, taking the Oath of Office at the next CCSBO Board meeting.
2. If the Vice President is not interested or ineligible, CCSBO will accept student applications for CCSBO President and hold a special election.
3. During the voting period, CCSBO members will vote via electronic ballot and choose their presidential candidate. Whichever candidate receives the most votes is elected. In the event of a tie, the CCSBO Board Officers will vote on which candidate to elect at their next meeting.
4. The CCSBO will announce the winner on the following business day after the voting period.

Vice President Vacancy. If the CCSBO Vice President position is vacant:

1. The CCSBO President shall select a Board Officer to fulfill this role, taking the Oath of Office at the next CCSBO Board meeting.
2. If the Board Officers are not interested or ineligible, CCSBO will accept student applications for CCSBO Vice President and hold a special election.
3. During the voting period, CCSBO members will vote via electronic ballot and choose their vice presidential candidate. Whichever candidate receives the most votes is elected. In the event of a tie, the CCSBO Board Officers will vote on which candidate to elect at their next meeting.
4. The CCSBO will announce the winner on the following business day after the voting period.

BYLAW VII

ELECTION CODE

Section 1. Election Committee. An Election Committee may be formed and chaired by a designee approved by a majority vote of the CCSBO Board Officers.

Membership. The Committee shall include a minimum of three (3) and maximum of five (5) voting members of CCSBO Board Officers. Committee members shall not be candidates in the election or a campaign aid. Committee members shall be approved by a majority vote of the CCSBO.

Duties of the Committee. The Election Committee shall:

1. Enforce the CCSBO Election Code and CCSBO governing documents.
2. Select the dates for elections, application deadlines, campaigning, and orientation.
3. Plan and oversee the virtual election conference.
4. Disqualify candidates found in violation of the CCSBO Election Code or CCSBO governing documents.
5. Listen and make decisions on issues pertaining to the CCSBO elections, including: complaints, grievances, requests, reports of misconduct by candidates or campaign aids, and amendments to the Election Code.
6. Work with the CCSBO Advisor to determine candidate eligibility.
7. Have the power to disqualify and/or sanction candidates based on their actions or the actions of their campaign aids.
8. Remove Election Committee members running for office or endorsing candidates.

Restrictions. Members running for office or endorsing candidates are not eligible to sit on the Election Committee.

Section 2. Requirements for Candidacy. All candidates shall abide by the following requirements.

Filing for Candidacy. Candidate election packets shall include:

1. Candidate application
2. Election rules and regulations
3. CCSBO governing documents
4. Calendar of dates for orientation meetings

Eligibility. All candidates must meet the minimum requirements specified in California Education Code, Calbright College policies, and CCSBO governing documents. Candidates shall not run for more than one elected CCSBO position.

Candidate Orientation Meetings. All candidates must attend at least

one candidate orientation meeting to avoid disqualification. The meetings shall be decided by the Election Committee and the CCSBO Advisor.

Section 3. General Elections. The General election for the CCSBO shall occur once a year before the President and Vice President can take office on January 1.

Time and Duration. There shall be one General Election to elect the CCSBO President and Vice President, who shall take office on January 1. The elections will be held between November and December of the preceding year. The election dates will be determined by the Elections Committee.

Voting. The Election Committee shall oversee the electronic voting process, which ensures CCSBO members only vote for one candidate for each position.

Voter Eligibility. To confirm eligibility to vote, the CCSBO Advisor will:

1. Verify a student's enrollment status at the time of voting.
2. Limit voting to CCSBO members.

Results. The CCSBO Advisor shall be responsible for informing candidates and the student body of election results. Results will be posted on the CCSBO website or social media platform. The individual who receives a higher number of votes shall be considered as the winning candidate. In the event of a tie, the determination shall be made by a majority vote of the CCSBO Board.

Special Elections. Special Elections shall be conducted in the case of a vacancy, or where otherwise necessary. A Special Election may be held in accordance with Section 2, Article IV of the CCSBO Constitution.

Section 4. Campaigning. Candidates must abide by the following:

Campaign Period. Candidates may begin campaigning once their application has been approved by the CCSBO Election Committee.

Restrictions. Candidates may not campaign on any CCSBO run website, social media page, or post, unless otherwise permitted by the Election Committee. Violations will be referred to the Election Committee for review.

Slates. If candidates wish to campaign together, they must sign a form stating their partnership (slate) before campaigning, to be approved by the CCSBO Election Committee and Advisor. Slates are two (2) or more candidates wishing to campaign together.

Campaign Aids. Candidates having aid in campaigning are responsible for all individuals assisting their campaign.

Campaign Materials. Each candidate in the slate may only use the campaign materials approved by the Election Committee to advertise for their slate. Digital campaign materials may be used and can include, but are not limited to:

1. Exchange of emails
2. Mass webpages
3. Social networking sites
4. Personal webpages
5. Advertisements on webpages
6. Digital video
7. Short message service (SMS)
8. Multimedia message service (MMS)

Campaign Material Approval. Before a candidate can begin campaigning, it must be approved by the Elections Committee Chair or designee. No campaign material may contain false statements, slander, or an attack on another person's character. Failure to abide by this section will result in the offending materials being removed. Violation of this section will be referred to the Election Committee for review. If a current Officer or Club Officer decides to run for a subsequent term, no campaign activities or efforts should take place during CCSBO business. No CCSBO supplies, materials, or equipment may be used for campaigning purposes, unless otherwise permitted by the Elections Committee. No campaigning may take place on social networking sites or

internet sources that are operated and maintained by the CCSBO. CCSBO emails may not be used to send or receive campaign materials. Violations will be referred to the Election Committee for review.

Section 5. Eligibility of Voters. Any student who is enrolled (Learner Status ‘Started Program Pathway’) at or an alumnus (Learner Status ‘Completed Program Pathway’) of Calbright College, meets eligibility requirements to vote.

BYLAW VIII

STIPEND DISBURSEMENTS AND REMUNERATION

Section 1. Stipends. CCSBO Board Officers will be offered a stipend for their participation and involvement in the CCSBO Board at the end of each term.

Section 2. Stipends shall be paid for meeting attendance, CCSBO related work, participatory governance, leadership development opportunities, and special projects.

Section 3. All CCSBO Board Officers shall track, in writing, hours spent on projects, training, and meetings.

Section 4. After successfully completing each term, and meeting all obligations and requirements of the position the Officer is serving in, CCSBO Board Officers shall receive a stipend.

Stipend Amounts. President: \$1,200 per term, Vice President: \$1,000 per term, Chief Executive Assistant: \$800 per term, all other Officer Positions: \$600 per term.