



## The Student Senate for California Community Colleges Eligibility and Verification Policy and Process

### Background

The Student Senate for California Community Colleges (SSCCC) Board of Directors and Region Officers shall continuously meet the requirements specified in Education Code 76061 to be eligible to serve on either the SSCCC Board of Directors or Region Board. A student who is elected as a Board Officer, Director, or Region Officer of the SSCCC shall meet both the following requirements.

- (a) The student shall be enrolled in the community college at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.
- (b) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

The following policy and process will guide the verification process of the SSCCC.

### Initial Verification Due

Each Board of Directors members including Board Officers and Region Officers shall submit the following forms within two weeks of their election to [verification@studentsenateccc.org](mailto:verification@studentsenateccc.org):

- Disclosure Consent Form
- SSCCC Liability Waiver
- Emergency Contact Form
- Code of Conduct Agreement
- Current college enrollment schedule

In addition, each individual is required to take the [AB1234 Ethics Training Requirement](#) and submit the certificate within the two weeks.

### Timeline for Additional Verification

To remain eligible to serve on the Student Senate for California Community Colleges Board of Directors or the Region Board each term eligibility must be recertified. The timeline for recertification is as follows:

- Fall term – First week of August and November
- Spring term – First week of February and April

The following documents must be submitted by the timeline above. If they are not, then representatives will lose their ability to attend the next meeting of the SSCCC Board of Directors or Region or may permanently be removed from either board.

- Copy of scheduling documenting the minimum requirements have been met.
- Consent form – since this is a recertification, the consent form does not need to be signed by an advisor.