

Guidelines
For the
Organization and Operation
of
Student Government Associations

REVISED

Effective May 20, 2014

The City Colleges of Chicago
226 W. Jackson Blvd.
Chicago, IL. 60606

ARTICLE I – INTRODUCTION

1.1 Purpose of Manual

This policy manual is designed to delineate the rights, responsibilities, and code of ethics policies of the Student Government Association (SGA) as well as specifying guidelines and recommended procedures for implementation. This policy manual identifies the need to develop comprehensive guidelines and procedures for the management of student organizations. This manual also contains information governing the creation and management of student clubs, groups, and organizations

1.2 Standards of Conduct

To achieve the mission and purpose of the Student Government Association, all members (including Executive officers, Legislative members, and appointed representatives) will represent themselves and the City Colleges of Chicago (CCC) student body in the most positive and professional manner possible, working in the best interest of the City Colleges of Chicago community according to the *Student Policy Manual, Standards of Conduct*.

All members (including Executive officers, Legislative members, and appointed representatives) will maintain a level of good standing related to conduct within their respective college.

1.3 Non-Discrimination Policy

Except as allowed by law, the Board of Trustees prohibits discrimination by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, transgender, genetic predisposition or carrier status, marital status, disability, status as victim of domestic violence, veteran status or the exercise of rights guaranteed by local, state or federal law. "Discrimination" shall include harassment or the creation of a hostile work environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability, veteran status or the exercise of rights guaranteed by local, state or federal law. Any employee, student or other person who believes that he or she has been the victim of prohibited discrimination shall file a complaint within 180 days of the occurrence of the discrimination in accordance with the procedures set forth below.

Purpose of SGA

The purposes of the student government association shall be to:

- A. Represent and serve as liaison between the student body of the college in all matters including, but not limited to, relations with the college administration, the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and any other society, individuals or body has now or may have responsibility for or interest in the student affairs at that college.

- B. Structure the affairs of the student body according to and in conformity with laws and rules, regardless of local, state, or foreign origin.
- C. Provide a forum for open exchange of views on matters of importance to the student body and facilitate the resolution of issues to the benefit of the student body.
- D. Provide general oversight of all campus student clubs, groups, and organizations through initial club ratification and fiscal authority.
- E. Abide by the rights and responsibilities of students as contained in the Rules of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois.

ARTICLE II – ORGANIZATION OF A STUDENT GOVERNMENT ASSOCIATION

2.2 General Organization

The Student Government Association shall be organized in two branches: the Executive and Legislative.

2.2 (a). The Executive Branch shall be composed of a President, Vice President, Secretary and Treasurer, herein after referred to as Officers.

2.2(b). The Legislative Branch shall be composed of the Legislative Members, herein after referred to as Senators.

2.2 (c) Students at each college have a right and responsibility to organize and establish a student government under the CCC SGA Guidelines and corresponding CCC SGA Constitution. The CCC SGA Constitution is subject to review and ratification by a minimum of 10% of the eligible student body.

2.3 Right to Organize

The students have the right to organize provided that the CCC SGA Constitution is not contrary to applicable law, the rules enacted by the Board of Trustees of CCC, or any guidelines or procedures for the management of Student Government Organizations promulgated by the Chancellor.

2.4 Student Participation in College Governance

The student government at each campus may be allowed to designate a student representative for each of the policy making committees at its college. Said representative shall be entitled to the same notice afforded members of each committee. The purpose of this provision is to present the views of the student body to each of the committees.

2.5 Eligibility Requirements

Membership is open to all City Colleges of Chicago students currently enrolled in credit courses, including students enrolled in pre-credit classes. City Colleges of Chicago students that have earned 64 or more credits toward graduation at the time of petition or have earned an Associates' Degree at any of the City Colleges of Chicago are not eligible to serve as an executive officer in the Student Government Association. First semester students are granted a grade point average waiver and may serve until a grade point average is established.

2.5(a) In order to be eligible to serve as an officer of the Executive Branch of the student government, a student must maintain a minimum of 6 credit hours with a cumulative grade point average of **2.75 or greater**. Candidates can only run for office at one campus per academic year.

2.5(b) In order to be eligible to serve as a member of the Legislative Branch of the student government, a student must maintain a minimum of 3 credit hours with a cumulative grade point average of **2.5 or greater**. Candidates can only run for office at one campus per academic year.

2.5(c) Officers and Senators must not have incurred any disciplinary infractions in the past or while in office. To do so would result in immediate disqualification or removal from office. Any elected officer who does not maintain the stated membership criteria ceases to be an elected officer or senator and is ineligible to run for future elected positions until the requirement is met. In the event that an elected officer or senator becomes ineligible during his/her term of office, an eligible replacement shall be selected by the SGA president to serve the remaining portion of the academic year pursuant to the CCC SGA Constitution. In the event the SGA president becomes ineligible, the vice president will assume the duties and title of SGA president.

2.15 Calendar of Events

Following notification of Board Allocated Funds, the student government will share a calendar of student government association activities with CCC administration.

ARTICLE III – ELECTIONS

3.1 Eligibility to Vote

In order to be eligible to vote in the election of student government, a student must be registered for a minimum of 2 credit hours the semester in which the voting takes place.

3.2 Petitions for Election

(a) Any student who meets all eligibility requirements (2.5) to become an officer of the student government association, and is interested in having his/her name placed on the election ballot, must complete the petition and obtain the signatures of at least 100 currently enrolled students on his/her petition.

(b) Any student who meets all eligibility requirements (2.5) to become a senator of the student government association, and is interested in having his/her name placed on the election ballot, must complete the petition and obtain the signatures of at least 50 currently enrolled students on the petition.

Nominating petitions can be obtained from the election committee or the student government office.

3.3 Election Committee

A standing election committee shall be formed as stated in the CCC SGA Guidelines and will be in charge of all election proceedings, including establishing campaign guidelines for candidates, advertising in appropriate locations (newspapers, daily bulletins, bulletin boards), and shall be responsible for resolving any conflicts that may arise.

The election committee shall be composed of representatives of student government, faculty, staff, and administration. The committee chairperson shall be the highest ranking graduating member of the Student Government Association. The chairperson shall appoint committee members from the student government membership and/or student body at-large. Students running for student government positions may not be members of the election committee. A simple majority is sufficient to pass any proposal of the election committee. In the event the SGA Election Committee Chairperson, or all other Student Government Association officials are unable to fulfill the responsibilities of the Election Chairperson, the Dean of Student Services, or designee will chair the committee by default.

The election committee shall be responsible for conducting and advertising elections. The election committee shall make available a standard nominating petition to be used by any nominee interested in running for student government.

Each college may develop additional procedures for the elections and referenda conducted on campus. Any such additional procedures shall not be inconsistent with the provisions set forth herein. Every effort should be made to secure adequate publicity for the election campaign.

The election committee shall requisition the necessary ballots for polling the student body and will establish polling locations in areas accessible to all students. In addition to containing the names of candidates for student government offices, the ballot may include one or more items placed before the student body in the form of a referendum. A referendum is the submission of a proposal to direct a popular vote. Proof of enrollment will be required to exercise this vote. At the end of each day's polling, the ballots will be collected by a member of the election committee and kept in a secure place as determined by the supervising administrator.

The polling location is to be advertised in the appropriate college sources. The election committee will ensure that the polling location is attended during voting hours. Candidates or members of their campaign may not operate a polling station. At the

polling station, the election committee will check each voter's name on the alphabetical roster or other such official college registration to verify current enrollment as shown on the student data system.

3.4 Election of Officers

Officers and senators of student government shall be elected by secret ballot in a democratic manner. Elections should be held before the end of each spring semester by a simple majority of the eligible student body that chooses to vote in said election, provided that votes are cast by a minimum of 10% of the eligible student body. In the event there is **NOT** ten percent (10%) of the eligible student body that votes in the election, the college president may appoint the student(s) who received the highest number of votes as acting student government officers or senators to serve for the academic year for which the election was held.

In the event there is a question regarding the validity of an election, a candidate may appeal an election by submitting a written appeal to the election committee the appeal shall include the reason for the appeal within 24 hours after the close of the polls. The election committee shall respond within 5 business days. As a result, the committee shall be prepared to receive an appeal within 48 hours after the election. The response must acknowledge the receipt of the appeal and, if possible, address the issue and make a decision.

3.5 Election Results

After the final votes are tabulated the Dean of Student Services/Associate Dean, or designee will forward the information to the College President and the Associate Vice Chancellor of Student Affairs.

The successful candidates will be notified in writing. The student body will be notified through appropriate college sources. The college may prepare a press release of the election results to be issued through District office.

3.6 Special Election to Fill Vacancies

All vacancies in the roles of officers or senators shall be filled. For the fall semester, the special election should be scheduled no later than the fourth (4th) week of the semester. Officers elected during a special election shall serve until the next regular election as long as they continue to be eligible to hold office. In the event that an officer becomes ineligible during his or her term in office, an eligible replacement will be selected by succession. If succession cannot take place, then the executive branch will select the officer, and the appointment will be made by the president to serve the remaining portion of the term.

3.7 Term of Office

Student government officers and senators are elected in the spring of each year and will remain in office for one year (May 31 – May 30). A student may be a candidate for, and elected to, a student government office in consecutive years provided the student meets the eligibility requirements.

3.8 Forfeiture of Office

The following infractions are grounds for forfeiture of office:

- Refusal or negligence of duties
- Misrepresentation of CCC
- Misuse of funds
- Failure to maintain membership criteria
- Disciplinary Infractions
- Violations of the CCC SGA Guidelines and Constitution

Article IV- Student Government Constitution and By-Laws

4.1 Developing a Constitution

The role of the student government, both its general and specific responsibilities, shall be written in the form of a CCC SGA constitution. The actions of the student government within the areas of its own jurisdiction shall be reviewed through orderly and prescribed procedures.

4.2 Developing By-Laws

Each student government may develop by-laws for its respective campus.

Article V Student Clubs, Groups, and Organizations

5.1 Eligibility

Any CCC student with a minimum of a 2.0 cumulative GPA and enrolled in at least three (3) credit hours each semester may join any approved college club, group, or organization.

5.2 Officers

Any student serving as an officer of an approved college clubs, groups, or organizations must be enrolled for at least three (3) credit hours and maintain a cumulative 2.3 G.P.A. during each semester in which the student is an officer.

5.3 Club, Group, or Organization Establishment Requirements

- **Club/Group – Internal group of students operating within the college**
- **Organization – Affiliated with a larger governing body**

A student or group of students may form a new college club, group, or organization with the approval of the dean of students or designee and provide the following information:

- a) Completion of a request for Official Recognition for Student Organization Form
- b) Statement of purpose for the proposed club, group, or organization
- c) Constitution
- d) Related by-laws
- e) Standard statement of nondiscrimination
- f) List of officers or organizers; and
- g) Proposed club/group/organization advisor (full-time faculty or administrator)

5.4 Advisory Groups

While the right to establish a club, group, or organization is intended for credit students, advisory representation may be extended to students in other programs (i.e. Adult Education, Skills). This right also allows these advisory members to form a club/group/organization.

5.5 Use of College Facilities

Approved college clubs, groups, and organizations may be allowed to use college facilities free-of-charge during normal college operating hours, when such use does not interfere with instructional or other activities at the college. All officially recognized clubs, groups, and organizations **MUST** follow established college procedures to reserve space/facilities.

Article VI- Advisors

6.1 Purpose

All clubs, groups, and organizations must have a primary advisor and that advisor must be a City Colleges of Chicago employee. A secondary advisor may also be selected. In the absence of the primary advisor, the secondary advisor is responsible for fulfilling the duties of the primary advisor.

Article VII- City Colleges of Chicago District Student Government Association

7.1 Role of District Student Government Association

The CCC District SGA is a council of student government presidents, who serve in an advisory capacity to the Chancellor or designee, via the Associate Vice Chancellor – Student Affairs. The CCC District SGA shall elect its own officers and use Robert's Rules of Order for conducting business. The CCC District SGA may its their own by-laws that operate under CCC guidelines. Student government presidents may be requested to represent the student body on various committees or at specific meetings such as negotiations or hearings.

7.2 District Student Government Association Membership

The elected student government presidents from each CCC campus serve as ex-officio member(s) of the CCC District Student Government Association.

7.3 Selection of District Student Government Association Chairperson and Officers

Before the end of each spring semester, the student government presidents from each college will select, by secret ballot, one of their members to serve as chairperson as well as other needed officers who will serve for the subsequent academic year.

7.4 Eligibility of District Student Government Association Chairperson and Officers

The conditions for continuing, as a CCC District SGA officer shall be pursuant to the requirements as stated in officer membership criteria. In the event that the chairperson or any other officer becomes ineligible during an academic year, an eligible replacement

will be selected to serve for the remainder of the year, in accordance to the requirements of term of office for officers as stated in the constitution.

7.5 Attendance at District Student Government Association Meetings

In order to provide complete representation of all CCC student governments, each student government president should attend all regularly scheduled and all special student government meetings called by the CCC District SGA chairperson. Each student government president shall designate two substitutes in writing (listed in order of priority and who are officers of the student government association) one of whom shall attend in the absence of the student government president. The designated substitute will have the right to vote as a proxy of the absent president. All student government officers and members are welcome to attend the CCC District Council meetings.

Article VIII – Student Government Representative to the Board of Trustees

Pursuant to provisions of Chapter 122, section 103-7.24 of the Illinois Public Community College Act (eff. 10/1/77), a student non-voting member of the Board of Trustees shall be elected. The student board member shall be selected from one of the seven colleges on a rotating basis and shall be elected to the position by the students of the selected college.

8.1 Eligibility of the Student Board Member

The eligibility requirements and the term of office for the student board member shall be the same as those of student government officers as stated in the *CCC SGA Guidelines, Article II:2.5(a)*. In the event the student board member becomes ineligible during his/her term, the Board shall appoint the runner-up from the Student Board Member election. The runner-up will serve for the remainder of the one-year term. If this procedure is not feasible, a special election shall take place at the same college to fill the vacancy.

Article IX – Financial Responsibilities

9.1 General Information

Each fall semester, the Board of Trustees will appropriate an amount per college credit hour of the prior fiscal year, per college to be used for allocation by the student government for student activities during the academic year. All monies allocated are the property and/or fiduciary responsibility of the Board of Trustees and will be deposited into the appropriate account. Unexpended funds of this amount will be determined as part of the annual budget, may be added to the next fiscal year allocation at the beginning of the next fiscal year.

No commitment or obligation may be made on behalf of the college without prior written approval of the college president or designee. Failure to obtain the necessary written

approval shall result in the student(s) being held personally responsible for debts incurred.

Receipts must be obtained and submitted to verify all reimbursable expenditures. No reimbursements will be made without receipts and prior approval.

9.2 Board Allocated Funds

The student government association may determine the allocation of the student activity fund in accordance with the rules set forth and with the approval of the college president or the president's designee(s). Failure to obtain approvals shall result in the student being held personally responsible for debts incurred.

Student government must submit requests to the appropriate administrative offices of the college for expenditure of these funds. These requests must be consistent with applicable law, board rules, local college policy and procedures. Board allocated funds approved for use by student government, clubs and organizations may not be reallocated to groups or entities outside of City Colleges of Chicago.

9.3 Board Regulations Regarding Expenditures

Students may not bind the college to contractual agreements or otherwise authorize the expenditure of college funds. When making purchases, students must follow the procedures outlined below, which require the authorized college administrator's pre-approval on purchase authorization documents as required by college and district purchasing policy or an authorization for payment and district expenditure procedures.

If the college denies any student government request for expenditure of monies, the college president shall submit the reasons to the student government in writing.

9.4 Student Government Responsibility for Club/Group/Organization Funds

Student government is required to develop budget guidelines for the allocation of club, group, and organization funds and is responsible for the administration of the budget within the rules and guidelines of the college and district.

9.5 Purchases

All purchases made by the student government association, clubs, groups, and organizations ***MUST abide*** by the procedures established by the college and upheld by the Board Rules regarding all purchases. The Director of Student Activities should review and submit for approval all purchases.

9.6 Student Travel

Students must follow the same guidelines regarding travel as City College personnel.

9.7 Establishing and monitoring funds

The Executive Director or designee shall report to the SGA Treasurer at the end of each month and submit a detailed budget report.

9.8 Budgeting Guidelines

Student government association expenditures may not exceed the board allocated funds appropriated by the Board of Trustees in the annual City Colleges budget. If a student orders materials or commits the college to financial obligations without the appropriate college approval, the student will be subject to disciplinary action and will be personally responsible for debts incurred.

Each college student government association should develop and approve its budget upon receipt of Board Allocated Funds.

9.9 Agency Account

The business office may establish an agency account for the student government association and each student club, group, or organization as required. All profits collected during fund-raising events, such as dances or concerts, will be deposited in the appropriate account through the business office within two (2) college working days after the event.

All fund-raising activities must be approved in advance. In accordance with Illinois State law, sales of raffle tickets are not permitted. Fundraising events may not use any board allocated funds.

Withdrawals from an agency account, if fully covered and justified, shall be made through the use of a requisition signed by the proper club, group, or organization officers and college administrators. If a withdrawal is denied, the club, group, or organization president shall consult the student government. If the student government considers the denial invalid, the college president or designee(s) shall adjudicate the matter.