

City Colleges of Chicago: District Student Government Association Constitution

Article I. Name and Purpose

The name of the authorized and exclusive representative of the student body of this college shall be the City Colleges of Chicago Student Government Association.

Section 1.1 The object of the student government association shall be:

- (a) To represent and serve as a 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 that has now or may have responsibility for or interest in the student and academic affairs at that college.
- (b) To structure the affairs of the student body according to and in conformity with laws and rules, regardless of their local, state or foreign origin.
- (c) To 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) To 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.
- (e) To provide general oversight of all campus student clubs, groups, and organizations through initial club ratification and fiscal authority.

Article II. Membership Criteria

Membership is open to all City Colleges of Chicago students currently enrolled in credit courses, including students enrolled in pre-credit classes.

Section 2.1 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 2.5 or greater. Candidates can only run for office at one campus per academic year.

Section 2.2 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 2.3 or greater. Candidates can only run for office at one campus per academic year. A candidate shall run for no more than one (1) position during an election cycle.

Section 2.3 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 Student Government Association president. In the event the Student Government Association president becomes ineligible, the vice president will assume the duties and title of the Student Government Association president.

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Article III. Duties and Responsibilities of Executive Officer

Section 3.1 President

As chief executive officer of the student body the president's duties are as follows:

- (a) Presiding at regularly scheduled meetings as set forth herein order.
- (b) Signing, when necessary, all acts, orders and proceedings of the student body declaring its will and obeying its commands.
- (c) Serving as an ex-officio member (non-voting except in the case of a tie) of all committees of the association.
- (d) Creating ad hoc committees for specific purposes and for limited duration.
- (e) Representing the student body in the City Colleges of Chicago District Council and before the faculty and administration of this college.
- (f) Appointing any person to a position deemed necessary by the president and by a majority vote of the executive board and senators.

Section 3.2 Vice President

As second officer, the vice president's duties are to succeed to the duties of the president in absences, and as follows:

- (a) Presiding at regularly scheduled legislative meetings as set forth herein.
- (b) Presiding as the chairperson of committees, unless formally relieved by the President.
- (c) Assisting the president in his or her duties of representation.
- (d) Performing other necessary duties as assigned by the President or the student body resolution.
- (e) Resolve constitutional inquiries as well as ensure that proper procedures are carried out to enforce student decisions.

Section 3.3 Secretary

As third officer, the secretary's duties are to succeed to the office of Vice-President in absences, and as follows:

- (a) Keeping up-to-date contact details of all members, executive as well as legislative board.
- (b) Issuing notice of all regular and special meetings.
- (c) Recording the business of the student government association in minutes and reports and publishes these documents at least 2 days prior to the next scheduled meeting.
- (d) Keeping and calling the roll of members.
- (e) Preparing the agenda or order of business for General meetings; maintaining a list of unfinished business from previous meetings.
- (f) Acting as custodian of records other than those of the treasurer. Having the guidelines, constitution, bylaws, and a book of Robert's Rules of Order at each General meeting.

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Article III. continued.

- (g) Compiling and posting office hours for each Officer.

Section 3.4 Treasurer

As fourth officer, the treasurer's duties are to succeed to the office of Secretary during his or her absence, and work with the college director of business and operational services and the associate dean/dean of student services in the management of the following items:

- (a) Maintaining public records of requisitions for funds, approval of requisitions, fund receipts, fund disbursements, fund balances.
- (b) Reporting the fund balances of the student government account on a monthly basis to the executive board at regular or special meetings.
- (c) Chairing committees on budget and/or finance if and when created; events or other student activities with the supervision of the director of business and operational services and/or associate dean/dean of student services.
- (d) Shall adhere to all purchasing policies and procedures as set forth by the CCC board rules.

Section 3.5 Elections

Elections shall be held during the spring semester of each school year, at least 30 days prior to the end of the semester. A special election to fill vacancies may be held during the fall semester, if needed.

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Article IV. Meetings

Section 4.1 General meetings

General meetings are convened to discuss the business of the SGA and the place where SGA officers, senators, and committee members report the progress of their specific activities. These meetings are open to the student body and must be publicized.

- (a) There must be a quorum consisting of at least 2 Executive Board members and at least 50% plus 1 of the Senate in order to conduct a meeting. A meeting cannot be conducted without an advisor or a member of the college administration present; unless excused by the Student Government Executive Board.
- (b) All General Student Government meetings shall be held at least monthly during the fall and spring semesters when classes are in session.
- (c) The Executive Board shall meet to set the agenda and post for the general student body in a conspicuous place prior to general meetings.
- (d) The Executive Board reserves the right to set the time and place of all regular meetings.
- (e) All meeting cancellations must be announced in writing by the SGA Secretary at least 24 hours in advance.
- (f) All meetings shall be conducted in accordance with the rules contained in the current edition of Robert's Rules of Order.

Section 4.2 Special Meetings

Special Meetings are convened to handle specific tasks pertinent to the business of the SGA Standing Committees or other miscellaneous business. Like General Meetings, these meetings are open to the student body. These meetings must be publicized.

The Chairperson of the corresponding committee reserves the right to appoint the time and place of the meetings. All business conducted at these meetings must be recorded in a corresponding record of minutes. These minutes must be presented to the SGA Executive Board at the SGA General and emergency Meetings.

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Article V. Senators

Section 5.1 Duties of Senators

The SGA Senate, herein referred to as the Senate, is the legislative branch of the Student Government Association. The Senate shall be composed of a body of Senators. Each CCC Campus's By Laws shall stipulate the amount of seats each Senate shall be composed of.

- (a) Represent and communicate with their constituents.
- (b) Participate in at least one (1) senate standing committee, convening a minimum of once per month.
- (c) Create and participate on at least one (1) senate subcommittee to tackle specific issues at the respective campus, convening a minimum of once per month.
- (d) Identify and bring issues to the senate floor for discussion, consideration, and/or action.
- (e) Write and pass resolutions, as specified in the SGA bylaws of their respective college.
- (f) Meet regularly with the advisors, if appropriate.
- (g) Approve expenditure requests from the Financial Committee, if applicable.
- (h) Other duties as specified in the SGA bylaws of their respective college.

Section 5.2 Elections of Senators

- (a) The Election Committee, comprised of individuals not running for office in the upcoming election, shall manage senate elections in accordance with the approved election guidelines.
- (b) Campus Senators will be elected from the student body of that campus.
- (c) Senate elections are to be held concurrent with the Executive Board elections.

Section 5.3 Vacancies

For all vacancies that occur within the Senate, appointments of new Senators shall be made using the following procedures:

- (a) All Senate candidates wishing to fulfill the vacancy must complete a basic petition for candidacy including: a fifty (50) signatures petition from the general population; a 250 word platform statement; being eligible for the position as described in Article 2; and other stipulations as dictated by the campus bylaws. (For number of senators refer to respective campus bylaws.)
- (b) Each Senate candidate must then appear before the Senate for interviewing, as directed by the bylaws of that campus.
- (c) The Senate will then vote on the candidates to fill the vacancy, as directed by the bylaws of that campus. A majority vote is needed to appoint new candidates to the Senate.
- (d) Appointments will be announced to the general membership and the executive branch of SGA as soon as possible.

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Article V. continued.

Section 5.4 Meetings

- (a) The Senate will meet a minimum of once (1) per month during the fall and spring semesters, unless one of these days is a holiday. If a meeting is scheduled to take place on a holiday, the Senate shall vote to alter the meeting day to the day before or the day after the meeting, or cancel the meeting.
- (b) The quorum of the Student Senate shall be fifty percent plus one of the current number of senators.
- (c) Each Senator shall be entitled to one vote, which shall be counted equally.
- (d) In cases of reversing a veto from the SGA President, the Senate must have a two thirds (66%) vote to repeal the decision. In all other cases, the Senate may make decisions based on majority vote, with no minimum to meet.

Section 5.5 Senate Committees

- (a) Each SGA Campus's Bylaws shall dictate the nature, structure, and number of Standing Senate Committees and subcommittees it shall establish.

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Article VI. Removal of Student Government Officer

Section 6.1 Removal of Student Government Officer

- (a) An officer may be removed from office by a two-thirds (2/3) majority vote at a special meeting called for that purpose.
- (b) A Senator who has 3 or more unexcused absences from a Senate meeting per semester shall forfeit their office. Absences must be excused by an Advisor or designated appointee as dictated in the campus bylaws, prior to the meeting. The Senate may veto an automatic forfeiture by a vote of two-thirds (2/3) of the Senate. If the Senator is reinstated, they shall have to be reinstated after each additional absence.
- (c) An Executive Officer who has 3 or more unexcused absences from a General or Executive Board Meeting can be asked to forfeit their office. Absences must be excused by a member of the Executive Board prior to the meeting.
- (d) An officer may be removed for failure to adhere to their duties as described in the CCC district guidelines, constitution, and/or bylaws. The Judicial Committee (as dictated by campus bylaws) will call an impeachment hearing and notify the officer(s) in question at least seven (7) days prior to the hearing. The officer(s) in question must be given the opportunity to answer any and all charges in front of the Judicial Committee before any action may be taken. There must be quorum vote of the members present to impeach the officer(s).

Section 6.2 Removal Process of a Student Government Officer

- (a) The officer(s) in question must be contacted by a designated member of the Judicial Committee regarding the problem(s) or offense(s).
- (b) A member of the Judicial Committee will explain the impeachment process and state the officer(s) involved at the special meeting, after said officer(s) has been notified.
- (c) The officer(s) who is being impeached will have the opportunity to address the membership at the meeting.
- (d) If an officer(s) who is being impeached refused to attend the meeting of their impeachment, a vote will still be cast on the problem(s) or charge(s) at hand.
- (e) A vote, by secret ballot, of the membership in attendance will be held at that meeting.
- (f) An impeached officer is no longer considered an officer of the Student Government Association and may not run for an officer position in future elections; however, they may still serve on standing committees and subcommittees with consideration of the chair and is still a general member of the Student Government Association.

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Article VII. Amendments

Section 7.1 Procedure

All proposed amendments shall be submitted in writing to the District Student Government Association for review. Following District SGA review and approval with a simple majority vote, the proposed amendment shall be read and distributed at all City Colleges of Chicago regular meetings of the Student Government Association. All Amendments must be posted for a minimum of thirty (30) days, in a conspicuous area, in each CCC campus to allow for student objections prior to being voted upon.

Upon review by all 7 CCC SGAs and a motion raised at the DSGA to poll the CCC Student Body, an election shall be held at each City College. A minimum of ten percent (10 %) of the student body from each campus is needed to state whether that campus approves or denies the amendment.

Section 7.2 Effective Date

Immediately upon completion of the requirements in Article VII, 7.1, this constitution and future amendments shall be considered in effect.