

31822
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 2, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO ADOPT REVISIONS TO THE GUIDELINES FOR THE ORGANIZATION AND OPERATION OF STUDENT
GOVERNMENT ASSOCIATIONS
OF THE CITY COLLEGES OF CHICAGO
2013-2014
OFFICE OF ACADEMIC AFFAIRS AND STUDENT AFFAIRS

WHEREAS, the Illinois Public Community College Act, as amended (110 ILCS 850/3-30), lists the powers and duties of community college districts in the State of Illinois, and provides that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago Guidelines for the Organization and Operation of Student Government Associations has been developed to ensure that protocols for instruction, grading, student advancement, and related academic elements are established, reviewed, and publicly communicated;

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the *Guidelines for the Organization and Operation of Student Government Associations* have been revised to reflect the roles and responsibility of those students elected to serve in student government (The revisions to the *Guidelines for the Organization and Operation of Student Government Associations* and the *Executive Summary* are attached as Exhibit A); and

WHEREAS, the Provost supports the revisions to the *Guidelines for the Organization and Operation of Student Government Associations* that are being recommended by the Chancellor;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the *Guidelines for the Organization and Operation of Student Government Associations* be adopted by the Board of Trustees effective May 2, 2013, and posted on the City Colleges of Chicago website.

May 2, 2013 – Office of Academic Affairs and Office of Student Affairs

**EXHIBIT A
EXECUTIVE SUMMARY
CITY COLLEGES OF CHICAGO
GUIDELINES FOR THE ORGANIZATION AND OPERATION OF STUDENT GOVERNMENT ASSOCIATIONS
SPRING 2013**

Current Policy	Proposed New Policy or Revision
<p>ARTICLE I – INTRODUCTION</p> <p>1.1 Purpose of Manual This manual is designed to delineate the students’ rights, responsibilities and code of ethics policies for the establishment and management of the student government association. This policy manual identifies the need to develop comprehensive guidelines and procedures for the management of student organizations. This policy manual is designed to delineate the rights and responsibilities of the student government association as well as specifying guidelines and recommended procedures for implementation. This manual also contains information governing the creation and management of student clubs and organizations.</p>	<p>ARTICLE I – INTRODUCTION</p> <p>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</p> <ul style="list-style-type: none"> • Grammar corrections.
<p>1.2 Code of Conduct To achieve the mission and purpose of the Student Government Association, all members (including officers, senators, and appointed representatives) will represent themselves and the City Colleges of Chicago student body in the most positive and professional manner possible, working in the best interest of the City Colleges of Chicago community.</p> <p>All members (including officers, senators, and appointed representatives) will maintain a level of good standing related to conduct with their respective college.</p>	<p>1.2 Standards of Conduct</p> <ul style="list-style-type: none"> • Added reference to the Student Policy Manual, Standards of Conduct. • Standardized language throughout document to reference Executive office, Legislative members and appointed SGA representatives.

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<ul style="list-style-type: none"> No Non-Discrimination Policy in current SGA Board Guidelines document 	<p>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.</p> <p>Purpose of SGA The purpose of the student government association shall be to:</p> <ul style="list-style-type: none"> 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.

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	<p>D. Provide general oversight of all campus student clubs, groups, and organizations through initial club ratification and fiscal authority.</p> <p>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.</p> <ul style="list-style-type: none"> • No policy in current SGA Board Guidelines
<p>2.2(b). The Legislative Branch shall be consisted of the Student Senate, consisting of students who have met nomination and elections requirements stated in the constitution.</p>	<p>Standardized language for clarification and district wide use; Legislative Branch is composed of Legislative Members, referred to as Senators.</p>
<p>2.3 Membership Students at each college have a right and responsibility to organize and establish a student government under a constitution and corresponding by-laws subject to review and ratification by a majority of the eligible student body voting (a minimum of 10% of the student body must vote, otherwise, the President shall appoint the student receiving the highest number of votes, without further approval by either the faculty or administration, provided that the 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.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Moving from seven (7) individual College SGA Constitutions to one

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	<p>(1) unified CCC SGA Constitution.</p> <ul style="list-style-type: none"> • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings.
<p>2.4 Membership Criteria General membership is open to all City Colleges of Chicago students currently enrolled in credit courses, including students enrolled in Pre-Credit classes. In order to be eligible to serve as an officer of student government, a student must maintain a minimum of 6 credit hours with a cumulative grade point average of 2.3, and a 2.0 for general membership; however, each individual campus has the authority, per the Dean and/or the Campus President to raise their minimum requirement - but must not exceed 3.0 for Executive and 2.5 for Senators. While the right to establish a student government 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/organization as stated in the section on forming student clubs and organization.</p> <p>2.10 Eligibility of Student Government Officer and Members Student government members and officers must maintain the following minimum eligibility requirements:</p> <p>2.10 (a) To be a candidate, a student must be currently enrolled for at least 6 hours at the campus where he/she intends to run for office. Candidates can only run for office at one campus per academic year.</p> <p>2.10(b) Candidates must have and maintain a 2.3 cumulative grade point average to run for office, or be appointed to an office. A 2.3 cumulative grade point average must be maintained throughout the academic year to remain active on the SGA.</p> <p>2.10(c) Any elected officer who does not meet the above stated eligibility requirements ceases to be an elected officer and is ineligible to run for future elected office until the requirements are met. In the event that an elected officer becomes ineligible during an academic year, an eligible replacement shall be selected by SGA president to serve the remaining portion of the academic year pursuant to the constitution and by-laws set forth at each college.</p>	<p>2.5 Membership Criteria Membership is open to all City Colleges of Chicago students currently enrolled in credit courses, including students enrolled in pre-credit classes.</p> <p>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 2.5 or greater. Candidates can only run for office at one campus per academic year.</p> <p>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 2.3 or greater. Candidates can only run for office at one campus per academic year.</p> <p>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.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings. • Clearly identified GPA requirements for each branch of SGA leadership.

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<p>2.10(d) Membership may be extended to students enrolled in college satellite programs by the Dean/ Assistant Dean responsible for administrative oversight.</p> <p>2.10(e) Candidates, Officers, Senators MUST NOT have incurred any disciplinary infractions in the past or while in office. To do so would result in immediate disqualification from office.</p>	<ul style="list-style-type: none"> • Clearly identified situations under which possible of removal from office are applicable. • Modified GPA requirements to or greater for additional flexibility in the future. • Added the provision of vice president assuming SGA presidential duties to preserve the continuity of SGA governance.
<p>2.16 Calendar of Events Within 30 days after the beginning of the fall and spring semesters, the student government will organize a calendar of student organization activities.</p>	<p>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.</p> <ul style="list-style-type: none"> • Language changed to create a realistic timeframe for calendar creation based on allocation of Board funds.

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<p style="text-align: center;">ARTICLE III – ELECTIONS</p> <p>2.9 Petitions for Election Any student who meets the guidelines to become an officer or member of the student government association, and is interested in having his/her name placed on the election ballot, must obtain the signatures of at least 50 eligible students on a nominating senatorial petition. Presidents must receive at least 100 signatures of eligible students in a nominating Presidential petition. Other officers must receive at least 50 signatures. Nominating petitions can be obtained from the election committee or the student government office. (See appendix D, model-nominating petition). Signed petitions should be returned to the election committee chairperson or his or her designee. The chairperson or the designee shall date and number each petition as it is received. Eligible candidates will be placed on the election ballot in the order in which the petitions are received by the chairperson or designee. Election should be open to any students who meet the requirements.</p> <p>Each student government nominee after returning the signed petition must provide, to the election committee chairperson or the designee, a statement authorizing the appropriate college officials to review the candidate’s records to verify current enrollment and grade point average.</p> <p>Pre-printed statements of authorization can be obtained from the election committee chairperson, the chairperson’s designee or the student government office. (See appendix E, model-statement of authorization). After each nominee’s eligibility is verified, the dean/assistant dean of student services will provide the election committee with a list of eligible candidates.</p>	<p style="text-align: center;">ARTICLE III – ELECTIONS</p> <p>3.2 Petitions for Election (a) Any student who meets the membership criteria (2.4) to become an officer of the student government association, and is interested in having their 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.</p> <p>(b) Any student who meets the membership criteria (2.4) 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.</p> <p>Nominating petitions can be obtained from the election committee or the student government office.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and streamlining of the election petition process. • Standardized petition requirements for all elected SGA positions.
<p>2.8 Election of Officers Officers and members of student government shall be elected by secret ballot in a democratic manner. Election 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 <u>NOT</u> ten percent</p>	<p>3.4 Election of Officers</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings resulting in a change in the numbering of the guidelines.

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<p>(10%) of the eligible student body votes in the election, the college president may appoint the student who received the highest number of votes as acting student government member or officer to serve for the academic year for which the election was held.</p> <p>In the event there is a question regarding the validity of an election, a candidate may appeal an election by forwarding a written appeal, which shall include his/her reason for appealing, to the election committee, within 24 hours after the close of the polls. The election committee should respond in 5 business days. This means the committee should be prepared 48 hours after the election to receive the appeal and respond to it. The response does not have to resolve the matter, just acknowledge its' receipt; however, it is best to address the issue and make a decision if possible.</p>	
<p>2.7 Election Results Responsibilities for reporting results should be stated in the student government by-laws. After the final votes are tabulated, the chairperson of the election committee will notify the dean/assistant dean of student activities. The dean/assistant dean will forward the information to the appropriate district office administrator.</p> <p>The chairperson of the election committee will then notify the successful candidates 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.</p>	<p>3.5 Election Results</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings resulting in a change in the numbering of the guidelines.
<p>2.12 Special Election to Fill Vacancies Should a vacancy occur a special election may be held to fill it. 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 body will select the officer and the appointment will be made by the president to serve the remaining</p>	<p>3.7 Special Election to Fill Vacancies</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings resulting in a change in the numbering of the guidelines. • Changed to acknowledge that individual college SGA Constitutions will no longer be used.

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<p>portion of the term pursuant to the student government association by-laws established at each respective college.</p>	
<p>2.11 Term of Office Student government officers and members are elected in the spring of each year and will remain in office for one year (May 31 – May 30), provided they are enrolled for six (6) credit hours each semester and continues to maintain a cumulative 2.3 cumulative grade point average. A student may be a candidate for, and elected to, a student government office in consecutive years provided the student meets the eligibility criteria.</p>	<p>3.6 Term of Office</p> <ul style="list-style-type: none"> • Modified to remove credit hour stipulation, described clearly in the Membership Criteria Section. • Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings resulting in a change in the numbering of the guidelines.
<p>2.14 Order of Meetings All meetings of the student government association shall be governed by the procedures outlined in the Revised Robert Rules of Order to conduct official meetings and business. An agenda for regular meetings shall be roughly the following format:</p> <ol style="list-style-type: none"> I. Call to Order II. Roll Call III. Correction/Approval of Minutes of Previous Meeting IV. Additions to Agenda V. President’s Report VI. Treasurer’s Report VII. Corresponding Secretary’s Report VIII. Committee Reports IX. Old Business X. New Business XI. Announcements XII. Adjournment 	<ul style="list-style-type: none"> • Removed the Order of Meetings Section as these will be designated in the bylaws created at each college to better serve their student bodies.
<p>2.15 Student Participation in College Governance The student government at each campus shall 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</p>	<ul style="list-style-type: none"> • Removed, <i>2.15 Student Participation in College Governance</i>, currently there have been no opportunities for individual SGA members to participate in situations of these types on campus or at District.

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views of the student body to each of the committees.	
<ul style="list-style-type: none"> No clear policy on the conditions that would cause a SGA member to be removed from office. 	<p>3.8 Forfeiture of Office The following infractions are grounds for forfeiture of office:</p> <ul style="list-style-type: none"> 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
<p align="center">Article III- Student Government Constitution and By- Laws</p> <p>3.1 Developing a Constitution and By- Laws The role of the student government, both its general and specific responsibilities, shall be put in written form of a constitution by the student body at each college. The actions of the student government within the areas of its own jurisdiction shall be reviewed through orderly and prescribed procedures. Each student government association is required to develop a constitution and by-laws. See Appendixes A and B for samples of a model constitution and by-laws.</p>	<p align="center">Article IV- Student Government Constitution and By-Laws</p> <p>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.</p> <p>4.2 Developing By-Laws Each student government may develop by-laws for its respective campus.</p> <ul style="list-style-type: none"> Modified to remove Appendixes A and B Sample Constitution and By-Laws, respectively. Changes in this area were made for clarification and the logical positioning of rules and regulations under proper headings resulting in a change in the numbering of the guidelines. Moving from seven (7) individual College SGA Constitutions to one (1) unified CCC SGA Constitution. Removed the Order of Meetings Section as these will be designated in the bylaws created at each college to better serve their student bodies.

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<p>3.2 Evaluation and Review Procedures The actions of student governments at each college may be reviewed through orderly and prescribed procedures. Such procedures should be developed and implemented locally. It is suggested that such procedures be detailed in the by-laws of the organization.</p>	<ul style="list-style-type: none"> • Removed the Evaluation and Review Procedures Section as these will be designated in the bylaws created at each college to better serve their student bodies. • Created to give the SGA the ability to create accountability requirements for leadership opportunity.
<p style="text-align: center;">Article IV Student Clubs and Organizations</p> <p>4.1 Eligibility Any CCC student with a minimum of 2.0 cumulative GPA may join any approved college club or organization as long as he/she is enrolled for at least six (6) credit hours each semester in which the student is a member.</p>	<p style="text-align: center;">Article V Student Clubs, Groups, and Organizations</p> <p>5.1 Eligibility</p> <ul style="list-style-type: none"> • Modified to reduce credit hour requirement to accommodate the needs of Gateway students and Adult Education students who wish to establish clubs/groups/organizations.
<p>4.2 Officers Any student serving as an officer of an approved college club or organization must be enrolled for at least six (6) credit hours and maintain a cumulative 2.3 G.P.A. during each semester in which the student is an officer.</p>	<p>5.2 Officers</p> <ul style="list-style-type: none"> • Modified to reduce credit hour requirement to accommodate the needs of Gateway students and Adult Education students who wish to establish clubs/groups/organizations.
<ul style="list-style-type: none"> • No current provision exists that allows club/organization guidelines specifically relating to Adult Education, Skills or Gateway students. 	<p>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.</p> <ul style="list-style-type: none"> • Added new language to accommodate the needs of Gateway, Skills and Adult Education students who wish to establish clubs/group/organizations.

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<p style="text-align: center;">Article V- Advisors</p> <p>5.1 Purpose To provide guidance and mentoring to the Executive Committee, the club or organization requesting recognition as a new college club or organization shall identify a primary advisor. The Executive Committee will also appoint a secondary advisor(s). In the absence of the primary advisor, the secondary advisor is responsible for fulfilling the duties of the primary advisor.</p>	<p style="text-align: center;">Article VI- Advisors</p> <p>6.1 Purpose All clubs, groups, and organizations shall have a primary advisor. 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.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification and streamlining of selection of club/group/organization advisors.
<p>5.2 Duties</p> <ol style="list-style-type: none"> 1) Signing all monetary transactions as approved by the Executive Committee 2) Executive committee is responsible for collecting financial funds and submitting them to the Business Manager at the end of the business day or within 24 hours of the event 3) Developing and coordinating training/leadership programs for Officers and Senators in conjunction with the student government president. 4) Advising the Executive Committee and Senate on CCC policies and guidelines, as they relate to the activities of the student government association. 5) Attend all meetings and events of the student government association/clubs. 	<ul style="list-style-type: none"> • Removed to streamline the fiduciary responsibilities and the need for additional signatures. • Bylaws will be created based on current CCC Accounts Payable and Procurement policies.

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<p style="text-align: center;">Article VI- City Colleges of Chicago District Council</p> <p>6.1 Role of District Council The CCC District Council is a council of student government presidents, which serve in an advisory capacity to the Chancellor via the Associate Vice Chancellor – Student Affairs. The CCC District Council shall elect its own officers and establish its own rules for conducting business. Meeting space may be requested from the district office in order to hold meetings. Student government presidents may be requested to represent the student body on various committees or at specific meetings such as negotiations or hearings.</p> <p>The District SGA Council is made up of the SGA President, Vice-President of each of the seven colleges. The District SGA Board meets once a month and is responsible for voting on various issues taking place at the colleges.</p> <p>District Chairman</p> <p>Responsibilities of the Chairman are to lead every meeting of the District SGA. The chair puts together the agenda for the meeting.</p> <ul style="list-style-type: none"> • Scheduling District SGA Executive meetings • Calling District SGA meetings to order • Setting the District meeting agenda • Presiding over the District meeting • Closing the District meeting • Serving as a liaison between the SGA and administration • Providing support to other officers <p>District Vice-Chairman</p> <p>Responsibilities of the Assembly Vice-Chair are to assume the duties of the chair if he/she is absent. Also the Vice-Chair may vote in the District SGA</p>	<p style="text-align: center;">Article VII- City Colleges of Chicago District Student Government Association</p> <p>7.1 Role of District Student Government Association</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Modified to remove individual paragraphs detailing responsibilities of positions as these will be designated in the bylaws created by the CCC DSGA to better govern the seven (7) individual SGAs.

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<p>Board.</p> <p>District Recording Secretary</p> <p>Responsibilities of the SGA Secretary are to coordinate all activities pertaining to the SGA. Also the Secretary keeps minutes of all District meetings. The position may vote during meetings of the District SGA Meeting.</p> <ul style="list-style-type: none"> • Taking meeting minutes • Distributing meeting minutes • Typing meeting agendas • Distributing meeting agendas <p>District Communications Officer</p> <p>Responsibilities of the SGA Communications Officer are to coordinate all marketing materials pertaining to the SGA.</p> <ul style="list-style-type: none"> • Formatting an SGA newsletter • Maintaining a calendar of SGA meetings and campus activities 	
<p>6.4 Eligibility of District Council Chairperson and Officers</p> <p>The conditions for continuing, as a CCC District Council officer shall be pursuant to the requirements as stated in the campus constitution. 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 requirement on term of office for officers as stated in the constitution</p>	<p>7.4 Eligibility of District Student Government Association Chairperson and Officers</p> <ul style="list-style-type: none"> • Modified to reference Membership criteria and not campus Constitution.
<p>6.5 Attendance at Student Government District Council Meetings</p> <p>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 Council chairperson. Each student government president shall designate two</p>	<p>7.5 Attendance at District Student Government Association Meetings</p> <p>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</p>

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<p>substitutes in writing (listed in order of priority and who are officers of the student government association) one of who 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.</p>	<p>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.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use
<p style="text-align: center;">Article VII – Student Government Representative to the Board of Trustees</p> <p>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.</p> <p>7.1 Eligibility of the Student Board Member</p> <p>The initial and continuing eligibility requirements for the student board member shall be the same as those required for student government officers stated in the constitution. In the event the student board member becomes ineligible during the year for which he or she is elected, the Board shall appoint the student receiving the second highest number of votes in the student board member election to 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.</p>	<p style="text-align: center;">Article VIII – Student Government Representative to the Board of Trustees</p> <p>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.</p> <p>8.1 Eligibility of the Student Board Member</p> <ul style="list-style-type: none"> • Modified language to remove initial and continuing eligibility language, as requirements have been firmly established.

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<p align="center">Article VIII – Financial Responsibilities</p> <p>8.1 General Information Each fall and spring 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 raised 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.</p> <p>No commitment or obligation may be made on behalf of the college without prior written approval of the college president or his/her Student Government Association designee. Failure to obtain the necessary written approval shall result in the student (s) being held personally responsible for debts incurred.</p> <p>Receipts must be obtained and submitted to verify all reimbursable expenditures. No reimbursements will be made without receipts.</p>	<p align="center">Article IX – Financial Responsibilities</p> <p>9.1 General Information</p> <ul style="list-style-type: none"> Guidelines changed to reflect that SGAs only receive budgetary allocations in the Fall term.
<p>8.2 College Newspaper Each college may establish a college newspaper funded by the education fund as provided by the president. The college president and the newspaper staff shall determine the number of copies and issues and the size of the newspaper. A newspaper budget will be established and will follow customary practice and cost-efficient standards.</p>	<ul style="list-style-type: none"> Removed based on individual colleges no longer have printed newspapers.
<p>8.3 Student Activity Fund The student government 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.</p>	<p>9.2 Board Allocated Funds</p> <ul style="list-style-type: none"> Standardized language for clarification purposes. Use of the term Student Activity Fund caused confusion and the assumption that the funds received by the SGA were activity fee collected by the colleges.

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<p>Student government must submit requests to the appropriate administrative offices of the college for expenditure of these funds. These requests will be approved if they are expenditures for student activities and if they are consistent with applicable law, board rules and local college policy and procedures. Funds may not be used for charitable, sectarian, religious, or political activities on any CCC campus or facility.</p>	
<p>8.4 Board Regulations Regarding Expenditures Students may not bind the college to contractual agreements or otherwise authorize the expenditure of college funds. When making purchases, student must follow the procedures outlined below, which require the authorized college administrator’s pre-approval on purchase authorization documents as required by college’s and district’s purchasing policy or an authorization for payment and district expenditure procedures. Each request for expenditure by a college club or organization must be checked against the original budget of the club organization.</p> <p>If the college denies any student government request for expenditure of monies, the college president shall give the reasons to the student government in writing. The student government may then have the right to appeal that decision to the Chancellor’s Office for a final decision.</p>	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Moved for checking expenditures against club budget to Guideline 9.4 <i>Student Government Responsibility for Club Funds</i>. • At the suggestion of some college presidents. The following provision should be removed. <i>The student government may then have the right to appeal that decision to the Associate Vice Chancellor of Student Affairs’ Office for a final decision.</i>
<p>8.4.1 Purchases Student clubs and organizations <i>MUST abide</i> by the procedures established by the college and upheld by the Board Rules regarding all purchases. The faculty advisor or Director of Student Activities should authorize all purchases.</p>	<p>9.5 Purchases</p> <ul style="list-style-type: none"> • Modified to change faculty advisor to advisor.
<p>8.4.2 Performing Artists-Payment and Contracts Where performing artists and certain other groups expect payment at the time of their performance; a contract may be signed with the performer and approved by the college president’s designee (the assistant dean for student</p>	<ul style="list-style-type: none"> • Removed the 8.4.2 <i>Performing Artists-Payment and Contracts</i> as currently there have been no opportunities for individual SGA members to participate in situations of these types on campus or at District.

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<p>development, dean of student services or director of student activities). The college business office must receive an authorization for payment <u>at least two (2) weeks prior to the date of the performance.</u> An impress fund check will be released on the day of the performance to the person authorized to pay the performing artist. At the time of payment, the student or other person making the payment must obtain an invoice and a signed tax responsibility form from the performing artist. The above-mentioned documents must be presented to the college business office to allow for reimbursement to the impress fund and proper charges to the activity fund. The Board of Trustees is not liable for damage to, or loss of, equipment, costumes or other material belongings to the performing artist.</p>	
<p>8.4.4 Petty Cash for Approved Expenditures The business office may maintain a petty cash fund to provide a convenient method of reimbursement for purchases under \$50 that need to be made on an emergency basis. Student government officials shall meet with the proper college officials and the business manager to review guidelines for approved expenses from the petty cash fund. Receipts must be submitted with the completed petty cash form. The expenditure must be approved by the president’s designee and the student government president, and submitted to the business office for reimbursement.</p>	<ul style="list-style-type: none"> Removed <i>8.4.4 Petty Cash for Approved Expenditures</i>, CCC policy no longer allows the issuance of petty cash.
<p>8.4.5 Student Travel Student travel must be for College – approved purposes. All travel requests must be submitted to the presidents’ designee for approval. Reimbursements will not be made to students without prior approval.</p> <p>For trips that require more than a petty – cash expenditure, or trips out of the city, a Travel Authorization Request must be submitted to the president’s designee for approval at least two (2) weeks prior to the trip. This request must identify the nature of the trip, estimated costs and participants. After the president has approved the expenditure, a cash advance, if needed, may be requested. An authorization for payment must be submitted with the travel request at least two weeks prior to the trip listing estimated expenditures. Any remaining advanced funds must also be returned at this</p>	<p>9.6 Student Travel Students must follow the same guidelines regarding travel as City College personnel.</p> <ul style="list-style-type: none"> Removed additional language for streamlining purposes. All SGAs will use the current CCC Student Travel Policy.

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<p>time.</p> <p>Students must follow the same guidelines regarding travel as City College personnel. All Out-of-Town and or overnight more than 50 miles outside the City of Chicago travel by students requires an administrative and or faculty advisor chaperone. No out of state travel will be approved unless administrative chaperones accompany students on out of state travel. Tourist-class air travel, rail or other modes of public transportation shall be used. Travel by personal automobile may be authorized when feasible at a cost not to exceed tourist air travel or rail costs (whichever is lower). Only one person may submit a bill for car transportation when two or more ride in an automobile. Students must occupy reasonably priced rooms at current rates and purchase moderately priced meals. Reimbursements will only be made for authorized expenditures accompanied by receipts.</p>	
<p>8.4.6 Establishing and monitoring funds The Business Manager shall report to the designated college designee at the end of each month the total amount in the student government account.</p>	<p>9.7 Establishing and monitoring funds</p> <ul style="list-style-type: none"> Standardized language for clarification purposes, CCC uses the term Executive Director for business office personnel.
<p>8.4.7 Budgeting Guidelines By law, student government expenditures may not exceed the student activities fund appropriations adopted 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 approvals, the student may be subject to disciplinary action.</p> <p>Therefore, each college’s student government association should develop and approve a student activity budget by the beginning of the fall semester.</p>	<p>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.</p> <p>Each college student government association should develop and approve its budget upon receipt of Board Allocated Funds.</p> <ul style="list-style-type: none"> Added budget language for clearer explanation of duties and responsibilities of SGA. Standardized language for clarification purposes. Use of the term Student Activity Fund caused confusion and the assumption that the funds received by the SGA were activity fee collected by the

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	colleges. <ul style="list-style-type: none"> Removed student activity budget sentence due to redundancy.
<p>8.4.8 Agency Account Student’s financial responsibility for fund-raising must be specified in advance by the college administration. All fund-raising activities must be approved in advance and must be for college purposes only. In accordance with Illinois State law, sales of raffle tickets are not permitted.</p> <p>The business office may establish an agency account for each student organization as required. All funds collected during fund-raising events, such as dances or concerts, will be deposited in the appropriate account through the business office on the day of the event, or within one college working day after it.</p> <p>Withdrawals from an agency account, if fully covered and justified, shall be made through the use of a requisition signed by the proper club or organization officers and college administrators. All money raised must be used for college purposes. If a withdrawal is denied, the club 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.</p>	<p>9.9 Agency Account The business office may establish an agency account for the student government association and each student club 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.</p> <p>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.</p> <p>Withdrawals from an agency account, if fully covered and justified, shall be made through the use of a requisition signed by the proper club or organization officers and college administrators. If a withdrawal is denied, the club 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.</p> <ul style="list-style-type: none"> Standardized language for clarification purposes. Additional clarification on fund-raising activities and how to manage those funds responsibly were added.

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<p align="center">Appendix A – Model Constitution</p>	<ul style="list-style-type: none"> • Removed to streamline Guideline document. • Created to give the SGA the ability to create accountability requirements for leadership opportunity. • Moving from seven (7) individual College SGA Constitutions to one (1) unified CCC SGA Constitution.
<p align="center">Appendix B – Model By-Laws</p>	<ul style="list-style-type: none"> • Removed to streamline Guideline document. • Created to give the SGA the ability to create accountability requirements for leadership opportunity. • Bylaws will be created at each college to better serve their student bodies.
<p align="center">Appendix C – By-Laws of the City Colleges of Chicago District Council</p>	<ul style="list-style-type: none"> • Removed to streamline Guideline document. • Created to give the SGA the ability to create accountability requirements for leadership opportunity. • Bylaws will be created by DSGA to better govern the individual SGAs.
<p align="center">Appendix D – Model Nominating Petition</p>	<ul style="list-style-type: none"> • Removed to streamline Guideline document. • Bylaws will be created by individual SGAs relating to nomination procedures to better serve their student bodies.