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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 7, 2014

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
2014-2015
OFFICE OF ACADEMIC AFFAIRS AND STUDENT SERVICES

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); and

WHEREAS, Officers of the District support the new policy revisions to the Guidelines for the Organization and Operation of Student Government Associations that are being recommended by the Provost and Chief Academic Officer;

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 July 10, 2014, and posted on the City Colleges of Chicago website.

August 7, 2014 – Office of Academic Affairs and Student Services

City Colleges of Chicago
Guidelines for the Organization and Operation of Student Government Associations
Policies Comparison
Executive Summary 2014

<p style="text-align: center;">ARTICLE II – ORGANIZATION OF A STUDENT GOVERNMENT ASSOCIATION</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 style="text-align: center;">ARTICLE II – ORGANIZATION OF A STUDENT GOVERNMENT ASSOCIATION</p> <p>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.</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 2.75 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 2.5 or greater. Candidates can only run for office at one campus per academic year.</p> <ul style="list-style-type: none"> • Modified GPA requirements to or greater for additional flexibility in the future. • Added credit hour criteria to allow for greater opportunities for students wishing to participate in student government.
<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</p>	<p style="text-align: center;">ARTICLE III – ELECTIONS</p> <p>3.2 Petitions for Election (a) Any student who meets the eligibility requirements (2.5) 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</p>

<p>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>obtain the signatures of at least 100 currently enrolled students on his/her petition.</p> <p>(b) Any student who meets the 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.</p> <ul style="list-style-type: none"> • Changes in this area were made for clarification and to reference the correct paragraph. •
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The election committee shall requisition the necessary ballots for polling the</p>	<p>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.</p> <p>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 Student Government Association 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.</p> <p>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.</p> <p>Each college may develop additional procedures for the elections and referenda conducted on campus. Any such additional procedures shall not be</p>

<p>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.</p> <p>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.</p>	<p>inconsistent with the provisions set forth herein. Every effort should be made to secure adequate publicity for the election campaign.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Changes in this area were made for clarification and streamlining of the duties of the election committee and the election committee chairperson.
<p>3.5 Election Results After the final votes are tabulated, the chairperson of the election committee will notify the dean/associate dean of students or designee. The dean/associate dean of students 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 After the final votes are tabulated, the dean/associate dean of students will forward the information to the College President and Associate Vice Chancellor of Student Affairs.</p> <p>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.</p> <ul style="list-style-type: none"> • Standardized language for clarification and district wide use. • Changes in this area were made for clarification of rules and regulations.

<p>3.7 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.</p>	<p>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.</p> <ul style="list-style-type: none"> • A correction in the numbering of the guidelines.
<p>3.6 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 criteria.</p>	<p>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.</p> <p>Students elected or appointed to serve as an officer are limited to two (2) terms of office. Terms of office do not have to be held consecutively.</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 resulting in a change in the numbering of the guidelines. • Added term limits for elected and appointed members of student government.

<p style="text-align: center;">Article V- 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>	<p style="text-align: center;">Article VI- Advisors</p> <p>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.</p> <ul style="list-style-type: none"> • Changes in this area were made for clarification and streamlining of rules for selection of club/group/organization advisors.
<p style="text-align: center;">Article VIII – Financial Responsibilities</p> <p>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.</p> <p>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. Funds may not be used for charitable, fundraising, sectarian, religious, or political activities on any CCC campus or facility.</p>	<p style="text-align: center;">Article IX – Financial Responsibilities</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Additional clarification on how to use board allocated funds responsibly in regards to sectarian, religious, or political activities were added.