

Constitution of the Student Government of Columbia College Chicago

“The Student Government Association of Columbia College Chicago represents the student voice and endeavors to construct a more perfect student union. It serves as a liaison between students and the faculty, staff, and administration in order to ensure the welfare of our unique and diverse art and communication community. Through leadership and strong representation, it strives to provide students with programs and opportunities to grow academically, artistically, professionally, and personally.”

ARTICLE I. NAME, PURPOSE, AND STRUCTURE

Section A. Name

The organization shall be known as the Student Government Association of Columbia College Chicago (SGA).

Section B. Structure

The Student Government Association shall be comprised of the Student Senate, the Executive Committee, the Standing Committees, and the Ad-Hoc Committees.

Section C. SGA Purpose

- 1) To serve as a liaison between students and the faculty, staff, and administration, SGA will:

Maintain a dedication to obtaining and maintaining student representation on all pertinent college-wide committees including, but not limited to: the Columbia College Board of Trustees, the College Council, the Student Affairs Committee of the College Council, the Budget and Planning Committee of the College Council, and the 2010 Implementation Committees: Marketing, Enrollment, Learning, Campus Environment, and Affordability.

- 2) To act as the student voice, SGA will:

- a. conduct surveys, polls, and a census, as necessary.
- b. conduct student focus groups.
- c. host open forums for students.
- d. host the annual Presidential State of the College Address.

- 3) To build community with students, faculty and staff, SGA will:

- a. expect all representatives of the Senate to attend student organizations' events in addition to all SGA events.
- b. work closely with the student organizations to plan events for the entire college community.

ARTICLE II. MEMBERSHIP OF THE STUDENT SENATE

Section A. Voting Members

The voting members of the Student Senate shall consist of:

- 1) SGA Executive Officers, excluding the Executive Vice President, President, and the Student Representative to the Board of Trustees
- 2) One Graduate school Senator
- 3) One Student Organizations Council Senator
- 4) One Student Athletics Association Senator
- 5) Two Residence Hall Association voting positions
- 6) Two Commuter Senators
- 7) One senator from each major undergraduate department in which a student can major as defined by the provost office
- 8) Nine 'At-Large' Senators

Section B. Requirements of Voting Members

- 1) Attend meetings of at least one SGA committee.
- 2) Attend all regular Senate meetings.
- 3) Departmental Senators must conduct at least two forums per year.
 - a. The first forum must be in the senator's department.
 - b. The second forum may be in either the senator's department or in collaboration with an at-large senator in an unrepresented department upon approval of the Executive Vice President.
- 4) Departmental Senators must regularly meet with the chair or faculty members in their academic department.
- 5) Attend SGA related events throughout the year including retreats and workshops.
- 6) Receive SGA Orientation training at the beginning of their term. Missing Orientation training would not remove a voting member's voting privileges.

Section C. Non-Voting Members

The SGA President shall appoint ex-officio members including, but not limited to: Secretary of Internal Affairs, Secretary of External Affairs, Press Secretary, Web Master, IBHE-SAC Representative, at his or her discretion. These positions may become voting positions if two-thirds of the senate votes in favor of such a change. That position would revert back to a non voting position at the end of the term.

Section E. Equality of Voting Privileges

Each voting member of the Senate shall be entitled to one vote on all questions deliberated by the Senate. Each Senator is expected to act in the interest of the constituency that he or she represents.

Section F. Eligibility

Every member of the SGA must be an enrolled student at Columbia College Chicago. To be eligible to run for a position on the SGA, each candidate must have completed, at the time of nomination, the equivalent of one full time semester's work (12 cumulative hours for undergraduate student candidates, 9 cumulative hours for graduate student candidates) at Columbia College Chicago. Undergraduate students must have a cumulative grade point average of 2.5 and graduate students must have a cumulative grade point average of 3.0 at the time of his or her nomination. All members must be enrolled at Columbia College Chicago during the entire term in office. All SGA members must adhere to the Code of Conduct at Columbia College Chicago. Any SGA member who withdraws from the College for a leave of absence, field study, or suspension shall be considered to have resigned on the day that the absence officially begins, regardless of whether the member returns later in the term.

Section G. Vacancy

1) Senators

Should a vacancy occur in the position of Senator, the SGA President shall appoint a replacement, pending confirmation by the Senate.

2) Executive Officers

- a. Should a vacancy occur in the position of Vice President of Communications, Vice President of Finance, or Executive Vice President, the SGA President shall appoint a replacement, pending confirmation by the Senate.
- b. Should a vacancy occur in the position of Committee Chair the Vice Chair of said committee shall be offered the Committee Chair position and a new Vice Chair shall be elected by the committee by a majority vote of the committee members, pending Senate approval. In the event the vice-chair does not accept the Chair position, a new chair will be appointed by the SGA President.

3) President

In the event of a vacancy in the office of President, the Executive Vice President shall become President. If further vacancies occur, the order of succession shall be Vice President of Finance and then Vice President of Communications. If all officers vacate their positions or if there are no eligible candidates in the Executive Board line of succession, the Senate shall nominate and elect a President from among its voting membership.

4) Suspensions

Should any Executive Officer be suspended from the college, the President shall have the authority to appoint a temporary replacement upon Senate approval. This temporary replacement will complete executive board membership duties as assigned within this constitution. The appointment shall dissolve upon the reinstatement of the original officer. If the president is suspended, the rules of succession listed in Article III, Section G, number 3 shall apply.

ARTICLE III. POWERS OF THE STUDENT SENATE

Section A. Advisory

- 1) The Senate shall have the power to discuss, deliberate, and vote on any issue relating to or affecting student life at Columbia College Chicago.
- 2) The Senate shall have the power to make recommendations to the Columbia College Board of Trustees, college-wide committees, administrators, the Columbia College Council, SGA committees, and other student organizations, pending majority vote of the senate.
- 3) The Senate shall have the power to request and propose a solution or implementation plan to the Columbia College Board of Trustees, college-wide committees, administrators, the Columbia College Council, SGA committees, and other student organizations, pending majority vote of the senate.
- 4) The Senate shall have the power to create and maintain programs designed to assist student needs.

Section B. Senate Review of Committees and Officers

Unless expressly provided otherwise in this constitution, the Senate shall have the power to review the work of any committee or officer of the SGA. Any decision of the Executive Committee, other SGA committee, or any SGA officer may be reviewed by the Senate before being implemented or made public and will be affirmed or reversed by a simple majority vote of those present and voting at a Senate meeting.

Section C. Senate Approval of Appointments

All SGA appointments are subject to Senate review. Senate confirmation is required for appointments to the positions of Secretary of External Affairs, Secretary of Internal Affairs, Press Secretary, Web Master, IBHE-SAC Representative, and all other non-voting Senate members.

Section D. Spending and Budget

The Senate shall have the power to direct and/or review the spending of SGA funds. The budget for the academic year, provided by the Vice President of Finance, must be approved by a majority of the Senate.

Section E. Establishment of Ad-hoc Committees

The Senate may create ad-hoc committees as it deems appropriate.

Section F. Amendment

As provided in Article X, the Senate shall have the power to amend the Constitution.

ARTICLE IV. MEETINGS AND PROCEDURES OF THE STUDENT SENATE

Section A. Executive Committee Meetings

The Executive Committee shall meet weekly during the elected term. The exact time and location of these meetings shall be determined by the President, but may be altered by the SGA Advisor.

Section B. Regular Meetings

The number of senate meetings will be held at the discretion of the Executive Board and ALL the Senate members are mandated to attend.

Section C. Committee Meetings

Committees are expected to meet weekly during the academic semester. The committee chair will have the sole authority to cancel or postpone committee meetings, pending the availability of the vice chair to run the meetings. Committees are expected to maintain communication with the Executive Vice President through the chair or vice chair.

Section D. Special Meetings

The President, Executive Vice President, or SGA Advisor may call special meetings of the Senate at his or her discretion. A special meeting of the Senate shall be setup at the request of any five members of the Senate.

Section E. Open Meetings

All Senate and committee meetings shall be open and public. Only by a two-thirds majority vote may the Senate or committee declare itself in Executive Session and close the meeting.

Section F. Publication of Agenda and Minutes

The Vice President of Communications shall serve as the Editor-In-Chief of SGA publications, including agendas, minutes, and any publication of the SGA. These publications shall be made available to any member of the Columbia College Chicago community. If an Executive Aide, such as the Press Secretary, is appointed and confirmed by the Senate, then he or she may share the authorship of SGA Publications.

Section G. Quorum

A quorum of the Senate shall be a majority of its voting members.

Section H. Procedural Regulations and By-Laws

- 1) The Senate shall have the power to set, by two-thirds vote, such procedural regulations and by-laws, as it deems necessary to its orderly and efficient operation.
- 2) The rules contained in the current edition of Roberts Rules of Order shall govern the SGA, unless they are inconsistent with this Constitution.

ARTICLE V. EXECUTIVE OFFICERS

The Executive Officers of the SGA shall be the President, the Executive Vice President, the Vice President of Finance, the Vice President of Communications, and the Student Representative to the Board of Trustees. The Executive Officers have the ability to surrender their department senator positions in order to make these positions available to other students, while still being able to hold their Executive Officer position for their elected term.

Section A. Duties of the President

The President of the SGA shall:

- 1) serve as chairperson of the Executive Committee, establish the agenda of the Executive Committee, and call meetings of the Executive Committee;
- 2) assume final responsibility, along with the Vice President of Finance and SGA Advisor, for the distribution of all SGA funds;
- 3) prepare and propose each semester's budget with the Vice President of Finance and SGA Advisor;
- 4) assume final responsibility along with the Vice President of Communications and SGA Advisor for all SGA publications;
- 5) act as a liaison between the Senate and Administration of Columbia College Chicago by regularly meeting with the Dean of Students, Assistant Dean of Student Life, Vice President of Student Affairs, Vice President of Campus Environment, Vice President of Institutional Advancement, Provost, Chief Financial Officer, Chief of Staff, the President of the College and all other college officials as necessary;
- 6) appoint Committee Chairs and Vice Chairs;
- 7) appoint non-voting members, pending Senate approval;
- 8) attend a minimum of two student-organized events per semester;
- 9) serve as the College Council SGA Student Representative;
- 10) appoint SGA members to represent the SGA on college-wide Committees including, but not limited to, the Student Affairs Committee of the College Council, and the 2010 Implementation Committees: Enrollment, Campus Environment, Learning, and Marketing;

- 11) secure student representation on college-wide Committees including, but not limited to, the Student Affairs Committee of the College Council, and the 2010 Implementation Committees: Enrollment, Campus Environment, Learning, and Marketing;
- 12) serve as the official spokesperson for the SGA, along with the Vice President of Communications.
- 13) Have the authority to veto any legislation passed by the Senate. A veto can be overruled by a two-thirds majority vote of the Senate. The President can not veto amendments made to the Constitution. The President can not make motions on the Senate floor.

Section B. Duties of the Executive Vice President

The Executive Vice President of the SGA shall:

- 1) chair all meetings of the Senate;
- 2) establish the location, date, time, and agenda of all Senate meetings, in conjunction with the Executive Committee;
- 3) have the sole responsibility for supervising all SGA Committees;
- 4) meet with the advisor to identify professional information resources for all SGA Committees in order to keep them well informed of campus issues and initiatives;
- 5) distribute Presidential updates, in the absence of the President;
- 6) assist the President in his or her duties;
- 7) temporarily serve as President during the absence or disability of the President;
- 8) become President if the office of President becomes vacant;
- 9) regularly publish all committee reports available for the Senate;
- 10) assume final responsibility, along with the Committee Chair, of committee membership;
- 11) collect end-of-year reports from Committee, Sub-Committee, and Ad-hoc Committee Chairs;

- 12) serve as the ad-hoc Committee Chair to any committee that the position of Chair becomes vacant.

Section C. Duties of the Vice President of Finance

The Vice President of Finance of the SGA shall:

- 1) serve as the Chairperson of the Financial Affairs Committee;
- 2) receive and disburse funds of the SGA with the President and SGA Advisor subject to the direction and review of the Senate;
- 3) formulate and administer the budget of the SGA in consultation with the Executive Committee and SGA Advisor (subject to the approval of the Senate);
- 4) have final responsibility, along with the President and SGA Advisor, for the distribution and accounting of all SGA funds;
- 5) set financial procedures for the SGA, in consultation with the President and with the approval of the Executive Committee and SGA Advisor;
- 6) be responsible for fundraising initiatives for the SGA;

Section D. Duties of the Vice President of Communications

The Vice President of Communications shall:

- 1) serve as the Chairperson of the Public Relations Committee;
- 2) record the minutes for all Senate and Executive Committee meetings;
- 3) publish the agenda and minutes of all Senate meetings;
- 4) make available agendas and minutes from Executive Committee meetings;
- 5) publish any action taken by the Senate and committees of the SGA, pending approval from the SGA Advisor;
- 6) document the attendance of Senate voting and ex-officio members at all Senate meetings and SGA events;
- 7) report to the Executive Committee and the Senate on any matters concerning attendance;
- 8) serve as the official spokesperson for the SGA, along with the President.

Section E. Duties of the Student Representative to the Board of Trustees

The Student Representative to the Board of Trustees shall:

- 1) serve as the official liaison between the student body and the Board of Trustees;
- 2) attend all SGA Executive Board meetings and Senate meetings;
- 3) sit on Student Affairs and/or Campus Environment and/or Marketing committees of the Board of Trustees;
- 4) hold campus wide forums and compose an End of the Year Report for the SGA and Board of Trustees;
- 5) plan and conduct events connecting the student body with the Board of Trustees;
- 6) assume other duties as assigned.

ARTICLE VI. COMMITTEES

Section A. Executive Committee

1) Membership

The Executive Committee shall be made up of the Executive Officers and the SGA Advisor.

2) Powers

The Executive Committee shall have the power to:

- a. initiate discussion or deliberate on any issue introduced by students and Student Government Senators of the college;
- b. The Executive Vice President and Student Representative to the Board of Trustee shall not have the power to make motions to the Senate;
- c. establish ad-hoc committees;
- d. deliberate and vote on any issue that may come before the Senate.

3) Responsibility

- a. The Executive Committee shall be responsible to the Senate. Any decision of the Senate may overrule the Executive Committee;
- b. The Executive Committee shall be responsible for the orientation of all senate members thru training days;
- c. Assume final responsibility for the college-wide reputation of the SGA;
- d. The Executive Committee officers shall be responsible for creating end-of-term reports detailing their experiences throughout their terms;
- e. The Executive Committee shall regularly publish and distribute officer reports to the Senate.
- f. The Executive Committee officers shall train succeeding officers at the end of their terms.

4) Procedure

- a. The President shall preside at all meetings of the Executive Committee. He or she may invite guests to sit in on Executive Committee meetings as deemed appropriate.
- b. The Executive Committee shall meet at the President's discretion. Upon the request of two Executive Committee members, the President must call a meeting of the Executive Committee within a week.
- c. A quorum of the Executive Committee shall consist of the majority of the voting members in the Executive Committee.

5) Compensation

Executive Committee members will receive modest compensation in the form of a stipend.

Section B. Membership of Standing Committees

- 1) Voting Senators and ex-officio members shall be responsible for active membership on at-least one SGA standing committee.
- 2) All standing committee chair and vice chair assignments shall be appointed by the SGA President and approved by the Senate, except the Student Financial Affairs Committee, which will be chaired by the SGA Vice President of Finance; the Vice President of Communications will chair the Public Relations Committee. The Chairs of the Standing Committees shall have the power of appointment for their respective committees and subcommittees. The Senate may overturn any appointment by a majority vote.

Section C. Duties of Standing Committees

- 1) SGA standing committees shall review all matters and legislation within their assigned jurisdiction and forward findings to the Senate for review and development of relevant legislation.
- 2) Chairs of the standing committees shall make recommendations to create Ad-hoc subcommittees with the consent of the Executive Vice President and Senate.
- 3) The sub-committee chair shall be a member of the standing committee, and appointed by the standing committee chair.

Section D. Definitions of Committees

1) Student Affairs

The Student Affairs Committee shall be responsible to hear, evaluate and address student body issues concerning non-academic student concerns, student life, residence life, and student services, pending Senate approval.

2) Student Academic Concerns

The Student Academic Concerns Committee shall be responsible to hear, evaluate and address the student body on matters of undergraduate and graduate academic concerns, pending Senate approval.

3) Student Campus Environment

The Student Campus Environment Committee shall be responsible to hear, evaluate, and address concerns of the student body on matters of campus facilities and environment, pending Senate approval.

4) Student Financial Affairs

The Student Financial Affairs Committee shall be chaired by the SGA Vice President of Finance. The Committee shall review fund requests and present them to the Senate for approval and address student financial and affordability concerns, pending Senate approval.

5) Public Relations Committee

The Public Relations Communications Committee shall be chaired by the Vice President of Communications of the SGA. The Committee shall work to create and maintain brand awareness for the organization; publicize all SGA Senate and Committee meetings, as it sees fit, to increase membership. The committee shall assume final responsibility along with the Vice President of Communications of the publication of all advertisements, flyers, etc.

6) Election & Rules Committee

The Elections and Rules Committee shall be chaired by a ranking Senior Senator of the SGA, and shall be responsible for determining the rules, procedures, and policies for SGA elections.

Prior to each election, the Elections & Rules Committee shall adopt a set of written election rules for campaigning, limits on campaign spending, deadlines of petitions, times of operation and location of all polling stations, requests for recounts of votes, the treatment of ambiguously or improperly marked ballots, requirements for write-in candidates, the invalidation of unfair elections, and other matters of procedure and policy related to SGA elections, and they shall publish all election rules and make them available for public inspection. Members of the committee shall be elected by the Executive Committee, all of whom shall be ineligible to run for office or vote for candidates.

7) Graduate Student Affairs

The Graduate Student Affairs Committee shall be responsible to hear, evaluate, and address graduate student concerns, pending Senate approval.

8) VIP Committee

The VIP Committee shall be open to all students and shall be responsible to evaluate and recommend solutions to student concerns. The Committee shall also act as the primary recruiting tool for SGA members. The Committee shall consist of non-voting, untitled, prospective, interested students and new members, to the SGA. At least two At-large senators must serve on the VIP Committee. The VIP Committee shall meet regularly as decided by the chair person.

Section E. Responsibilities of the Standing Committee Chairs

- 1) The standing committees of the SGA are the Student Affairs Committee, the Student Academic Concerns Committee, the Student Campus Environment Committee, the Student Financial Affairs Committee, the Public Relations Committee, the VIP Committee, the Graduate Student Committee and the Elections and Rules Committee.
- 2) Every Committee chair shall be a member of the committee that he or she chairs, shall preside at all meetings of that committee, and shall serve as an ex-officio member on each subcommittee of that committee.
- 3) The chair of each standing committee shall be responsible for submitting fund requests and proposals for committee budgets to the Vice President of Finance.

- 4) The chair of each subcommittee shall regularly report the activities of his or her subcommittee to the chair of the appropriate standing committee.
- 5) The chairs of the standing committees and ad-hoc committees shall regularly report on the activities of their respective committee to the Executive Vice President and Senate.
- 6) All committee meetings shall be open and public, as determined in article IV, Section E.
- 7) All Standing Committee, Ad-Hoc Committee, and Sub-Committee Chairs must publish an end-of-term report detailing their activities, accomplishments, and addressed issues for their term. The reports will be turned into the Executive Vice President.
- 8) Record attendance and meeting minutes at every meeting.

Section F. Responsibilities of the Standing Committee Vice Chairs

- 1) Perform in the absence of the committee Chair, all the duties of the Chair.
- 2) Assist the committee Chair and perform any other duties as directed by the Chair and the Executive Vice President.

ARTICLE VII. ELECTIONS AND TERMS OF OFFICE

Section A. Elections

- 1) Candidates for the Senate, after submitting an application, shall be eligible to run for office.
- 2) Election of all Executive Committee Officers shall be held no later than two weeks after the Senate election. Current senators and senators-elect will elect Executive Committee members.
- 3) The candidate with the largest number of votes shall be declared the winner of the respective office. In the event of a tie, the Senate shall conduct a runoff election between the two candidates receiving the most votes in the first round.
- 4) Executive Committee Officers shall be elected per the procedure set by the Elections and Rules Committee.

Section B. Election Qualifications

- 1) Executive Committee
 - a) The office of President shall be open only for undergraduate students of Columbia College Chicago. Executive Vice President, Vice President of Finance, and Vice President of Communications shall be open for graduate and undergraduate students of Columbia College Chicago.
 - b) Nominees for Executive Committee must have held a voting or non-voting position in Student Government for, at least, one academic semester prior to their nomination.

- 2) Academic Departments

A student who is a declared major in that department, meeting the basic requirements stipulated by the Election and Rules Committee, and is registered for hours in that department may apply for their respective academic department Senate seat.

- 3) At-large

A student who is enrolled at Columbia College Chicago, meeting the basic requirements stipulated by the Election and Rules Committee, may apply for one of the nine At-large senate seats.

4) Commuter Senators

A student who does not live in Columbia housing and commutes to the college and meets all other basic requirements may apply for one of the two Commuter Senate seats. At least one must live outside the City of Chicago.

5) Student Organization Council (SOC)

A student who is a member of the Student Organization Council and meets the basic requirements previously laid out by the Election & Rules Committee shall be nominated by the Student Organization Council Executive Board and be appointed by the SGA President.

6) Residence Hall Association (RHA)

A student who is a member of the Residence Hall Association and meets the basic requirements previously laid out by the Election & Rules Committee shall be nominated by the Residence Hall Association Executive Board or RHA Advisor and be appointed by the SGA President.

7) Graduate Senator

A Graduate student who meets the basic requirements stipulated by the Election & Rules Committee may apply or be nominated by the Graduate School Advisory Board and appointed by the SGA President

ARTICLE VIII. ROLE OF THE ADVISOR

Section A. The SGA advisor shall be the Director of Student Organizations and Leadership or anyone appointed by the Director of Student Organizations and Leadership and shall:

- 1) advise the SGA Senate and Executive Committee.
- 2) explain college policy and logistical procedures when relevant.
- 3) attend Senate and Executive Committee meetings and SGA events.
- 4) meet with the SGA President to establish goals, organization, and planning.
- 5) facilitate retreats and leadership training.
- 6) meet with the SGA Vice President of Finance and assist with the outline for the SGA budget.
- 7) take an active role in the orderly transition between administrations, and act as a custodian of all records during such times.
- 8) call special meetings or alter meeting times as needed.
- 9) review any material published by the Vice President of Communications and make suggestions;

Section B. To ensure regular communication between its two governance bodies, a faculty liaison/consultant shall be elected by the College Council.

ARTICLE IX. REMOVAL OF STUDENT SENATE MEMBERS

Section A. Dismissal of Student Senate Members

- 1) The Dean of Students, after a review and vote by the Senate, shall have the sole power to dismiss a senator.

Section B. Grounds for Dismissal

- 1) Senator who misses three or more meetings shall be notified by the Vice President of Communications and warned that he or she may be dismissed.
- 2) Any Senator who is found in violation of the Code of Conduct of Columbia College Chicago shall be notified by the Vice President of Communications and warned that he or she may be dismissed.
- 3) Any Senator who does not maintain a minimum grade point average of 2.5 shall be dismissed.
- 4) Any Senator who does not meet the requirements listed in Article II, Section B. A 2/3 vote of the senate is required to recommend dismissal.

ARTICLE X. AMENDMENT

Section A.

The Constitution may be amended by a referendum as provided by in Article X.

Section B.

- 1) The Senate may amend the Constitution with a vote of two-thirds of voting members present;
- 2) The Senate is required to vote on each amendment at two consecutive Senate meetings.

ARTICLE XI. RATIFICATION

Section A.

- 1) The Constitution shall become effective upon a two-thirds vote of the voting members in the Senate and final approval by the Dean of Students.
- 2) All proposed amendments to the Constitution may be published fourteen days prior to a vote.
- 3) The ratified Constitution of the Student Government Association at Columbia College Chicago shall supersede all previous Constitutions of the Student Government Association at Columbia College Chicago.

Ratification - May 2002
Revised – February 2003
Revised – November 2004

Revised – May 2005
Revised – September 2006
Revised – September 2007