

Student Government Association of Carl Sandburg College

CONSTITUTION

Preamble

We, the members of the Student Government Association of Carl Sandburg College, exercising the ideals of our Republic, believe that it is the right of all students to participate in the formation of policies affecting their welfare through student government. We further believe that students working through self-government can best protect and advance the rights of the entire student body. It is with this belief in mind that this Constitution for the Student Government Association of Carl Sandburg College (Sandburg) is written.

ARTICLE I - AUTHORITY TO REPRESENT

SECTION I. The SGA is the officially recognized student organization, which acts as the entity through which students are able to provide input into the internal policies of the college. Authority to represent Sandburg students is entrusted to the SGA by the students of Sandburg, through the election of student representatives and officers.

SECTION II. Authority to represent the student body will be delegated to the SGA by the College Board of Trustees through the president of this college, and subsequently through the administrative offices as designated by the current organizational structure.

ARTICLE II - PURPOSE

The objectives of the SGA are as follows:

1. Protect and advance, at all times, the rights of all students attending Carl Sandburg College;
2. Organize students' initiative into a singular structure where planning and participation in college events and policies is emphasized;
3. Encourage cooperation through programming, decision-making, delegation of responsibilities and evaluation pertinent to college events and policies;
4. Encourage communication through presentation and discussion of ideas at regularly scheduled, open-forum meetings. Minutes of these meetings and maintenance of an events calendar will also serve to facilitate communication;
5. Promote academic and social policies which will facilitate the self-development of each student;
6. Provide a means for establishing and maintaining of close relationships among students, staff, faculty, administrators, and the outside community;
7. Make recommendations to the administration and faculty relative to any topic which affects the student body;
8. Charter all student organizations and clubs on campus;
9. Legislate and enforce all rules and regulations necessary to carry out the objectives of this constitution, for the welfare and benefit of all the students and student organizations associated with the college;
10. Provide an opportunity for a representative form of self-government for the entire student body of Carl Sandburg College; and
11. Assist in the development of non-academic activities for students.

ARTICLE III - MEMBERSHIP

SECTION I. The general membership of the Student Government shall include all students of this institution, enrolled in credit courses. Members shall consist of five (5) executive officers, up to 15 elected general student representatives, and one (1) appointed club representative from each active student organization.

SECTION II. Any student officially enrolled in credit courses at this institution will have the right to fill an opening in the SGA provided the following requirements are met: cumulative grade point average of 2.0 or higher on a 4.0 scale and enrolled in at least six (6) credit hours. Any student on academic or disciplinary probation at the time of election or while in office may not be a part of SGA.

SECTION III. Any student wishing to fill a position as a SGA voting member shall submit a written notice to the SGA. This notice should contain the following information:

- (1) Position desired by student;
- (2) student's present credit hour load;
- (3) other pertinent information such as name, area of study, extracurricular activities, schedules, residence and phone number.

SECTION IV. SGA OATH OF OFFICE

"Having been duly elected by the students of the college to the office of the SGA of Carl Sandburg College, I affirm that I will uphold the constitution of the SGA and will, to the best of my ability, execute the duties of the office to which I have been elected. Further, I affirm that I will, at all times, represent the students of Carl Sandburg College by attendance to all meetings and by striving to consciously be aware of their needs and concerns. I enter this office in good faith and with the full understanding of the duties and responsibilities it entails."

ARTICLE IV - NON-DISCRIMINATION

Statement of Affirmative Action Pursuant to the specific requirements of Title VI, Civil Rights Act of 1964, Title VU, Civil Rights Act of 1972, Title DC, Educational Amendments of 1973, and S504 of the Rehabilitation Act, membership in clubs will be open to all students and the clubs or organizations must not discriminate on the basis of race, color, national origin, sex, handicap, or sexual preference.

SECTION I. No student shall be excluded from the Student Government Association on account of race, age, gender, sexual orientation, national origin, disability, religion, or political affiliation.

SECTION II. No student shall receive special treatment from the SGA on account of race, age, gender, sexual orientation, national origin, disability, religion, or political affiliation.

ARTICLE V - EXECUTIVE OFFICERS

SECTION I.

The executive officers of the SGA shall be president, vice president, secretary, treasurer/parliamentarian and the representative to the Board of Trustees. All executive officers less the Student Trustee shall be elected at-large by the student body annually at the beginning of the fall semester. The Student Trustee shall be elected at-large by the student body annually in the spring semester in concurrence with the Board of Trustee elections. Officers serve a one year term and may serve no more than two consecutive terms in office. Current officers must be re-elected at the end of their term if they wish to continue serving for a second term.

SECTION II.

Duties of the officers of the SGA are as follows:

President

- a. serves as chairperson of SGA Executive Board
- b. serves as non-voting chairperson of SGA Executive Board except in the case of a tie;
- c. presides over SGA meetings;
- d. serves as a non-voting member of the SGA, except in case of breaking a tie vote;
- e. makes official all documents of the SGA by his/her signature to said documents.

Vice President

- a. performs duties of president in president's absence;
- b. serves as voting member of SGA, except when fulfilling the president's duties;
- c. if it becomes necessary for vice president to take over office of president, the vacancy created by this advancement will be fulfilled by a voting SGA member elected by SGA;
- d. serves as a voting member of the SGA Executive Board; and
- e. serves as an ex-office member of all standing committees and reports to SGA Executive Board the actions of the committees.

Secretary

- a. keeps minutes and prepares agendas for special and regular meetings;
- b. keeps accurate record of SGA membership and takes roll call at each meeting;
- c. posts all SGA notices authorized by president and sees that the minutes of the meetings are properly distributed;
- d. signs with president all resolutions and written recommendations;
- e. serves as voting member of SGA; and
- f. serves as voting member on SGA Executive Board.

Treasurer/Parliamentarian

- a. keeps accurate financial records, makes deposits, and is responsible for seeing that all SGA bills are paid;
- b. reports to president before meetings on financial situation of SGA;
- c. serves as voting member on SGA Executive Board; and
- d. serves as a voting member of SGA;
- e. serves as chairperson of Budget Committee;
- f. serves as chairperson of Audit Committee;
- g. keeps order of all meetings by following procedures laid out in Robert's Rules of Order.

Student Trustee

- a. attends all Board of Trustees meetings and shall provide a direct student voice on matters of concern that affect the student body;
- b. reports to SGA on activities and actions of Board of Trustees at the first SGA meeting following each Board of Trustees meeting;
- c. serves as voting member of the SGA; and
- d. serves as voting member on the SGA Executive Board.
- e. will represent or send replacement from SGA to all Student Advisory Committee meetings state-wide, including but not limited to the Illinois Community College Board-Student Advisory Committee.

SECTION III. The President of Carl Sandburg College or designee shall install the elected executive officers at the beginning of fall semester, less the Student Trustee which will be installed in concurrence with the Board of Trustees in Spring.

SECTION IV. The Executive Board will meet at least two times a month. Specific times and dates for the meetings will be voted on at the first meeting of each semester.

SECTION V. No member of the SGA Executive Board shall serve in an executive position for any other student club, organization or committee, with the exception of the aforementioned duties outlined in Article V. Additionally, the SGA Executive Board may not serve as an appointed club representative if they are members of other campus clubs or organizations.

ARTICLE VI – STUDENT REPRESENTATIVES

SECTION I. General student representatives may be any student currently enrolled in credit courses at Carl Sandburg College. All students interested in becoming a student representative shall submit a written notice to SGA for election. Upon review, SGA will approve or deny membership to interested students depending on qualification and/or vacancies in SGA.

SECTION II. Student representatives may serve in SGA for as long as they are students currently enrolled in credit courses at Sandburg. Existing SGA representatives will submit a written notice each year expressing their intent to continue as a member of SGA.

SECTION III. Duties of the student representatives of SGA are as follows:

- a. serve as voice of student community;
- b. serve as a voting member of SGA;
- c. attend all SGA meetings;
- d. assist with SGA events and activities.

ARTICLE VII - MEETINGS

SECTION I. Meetings of the SGA will be held twice a month. The dates and times will be voted upon at the first meeting of the semester. Meetings will be open to all students.

SECTION II. A quorum shall consist of one (1) over fifty percent (50%) of the representatives currently in SGA, including at least two (2) of the elected officers. A quorum is necessary before the SGA may conduct business.

SECTION III. All meetings of SGA shall be conducted according to the most recent edition of Robert's Rules of Order.

SECTION IV. The president may call special meetings of SGA at any time by request, or at the request or one-third of the voting members of the SGA. The business discussed at a special meeting is limited to the topic for which the meeting was called. Special meetings shall also be open to all students.

ARTICLE VIII - SUCCESSION TO OFFICE AND REMOVAL

SECTION I. In the event any executive office becomes vacant, that office will be filled by an SGA representative elected by the SGA, except for the office of the President.

SECTION II. In the event of the resignation, death, prolonged illness, ineligibility, or removal of the president of the SGA, the vice-president shall automatically become president for the remainder of the unexpired term.

SECTION III. Any officer or representative placed on disciplinary and/or academic probation by the college shall automatically be dismissed from the SGA. The Review and Grievance Committee of SGA will give written notification.

SECTION IV. SGA representatives shall be eligible to succeed themselves in any office, which they held for no more than two academic years. They shall not, however, automatically succeed themselves.

SECTION V. Any officer, representative or appointee of SGA, may be removed from any position for unsatisfactory performance of his/her duties by a two-thirds vote of the SGA. Unsatisfactory performance shall include, but not be limited to, the following:

- (1) Missed three (3) SGA regular meetings without valid excuse, or;
- (2) Missed three (3) meetings of a committee to which he/she is a member without valid excuse, or;
- (3) Failure to fulfill the duties and responsibilities of his/her membership as defined in Article V, Section II and Article VI, Section III, or;
- (4) Participation in any acts which are prohibited by the disciplinary policy of Carl Sandburg College, or;
- (5) Undermine the goals and purposes of the organization.

ARTICLE IX - ADVISORS AND EX-OFFICIO MEMBERS

SECTION I. The Vice President for Student Services shall appoint an advisory and ex-officio member of the executive committee and SGA. He/she serves as the faculty advisor and will countersign all requests for funds submitted by the treasurer of the SGA.

ARTICLE X - BYLAWS

- SECTION I. The bylaws shall consist of regulations concerning organizations and committees, which the SGA shall at times, establish.
- SECTION II. Bylaws and amendments to the bylaws may be introduced in writing by any voting member and passed by a majority vote of those in attendance at any regular meeting of the SGA. To be voted upon, bylaws and amendments to the bylaws shall have been introduced at a prior meeting.
- SECTION III. Any passed amendment shall result in the bylaws being changed where it was amended rather than chronological listings made at the end of the bylaws. A log is to be kept on file of all amendments.

ARTICLE XI - ACTIVITY FEES

The SGA will provide an advisory role in deciding upon the allocation of Student Activity Programming Funds. The final decision on budgets and expenditures of funds, however, rests with the president of the college or his designee.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

- SECTION I. Amendments to this constitution may be introduced in writing by a majority vote of the SGA at any regular meeting. Proposed amendments to the constitution must be submitted to the SGA no later than one meeting preceding the vote.
- SECTION II. All proposed amendments must receive the approval of two-thirds of the voting members at a regular meeting of the SGA. Amendments cannot be introduced or voted upon at special meetings.
- SECTION III. Upon ratification, amendments to the constitution shall be published for the benefit of the entire body.
- SECTION IV. Any passed amendment shall result in the constitution being changed where it was amended rather than chronological listings made at the end of the constitution. A log is to be kept on file of all amendments.

ARTICLE XIII - RATIFICATION

The constitution of the SGA of Carl Sandburg College shall be ratified upon approval by the Carl Sandburg College Board of Trustees and by a subsequent majority vote of the student body. A majority vote shall be interpreted as meaning one (1) more than fifty percent (50%) of the votes cast by those members of the student body voting in an election. After ratification, SGA will be in operation.

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I - STANDING COMMITTEES

The SGA shall include the following standing committees; Executive Board, Budget Committee, Elections and Chartering Committee, Student Activities Committee, Audit Committee, and Review and Grievance Committee. The officers of any student standing committee shall include a chairperson, but not co-chairpersons.

SECTION I. The Executive Board shall coordinate the activities of the SGA and its committees, prepare and circulate meeting agendas to all SGA members, and may make recommendations to all standing committees. It will also make nominations for all positions to be filled in the SGA's standing committees. The Executive Board shall be composed of the officers of the SGA, president, Vice President, Secretary, and Treasurer, faculty advisor(s); and the student member to the College Board of Trustees.

SECTION II. The Budget Committee shall formulate and recommend to the SGA a budget for the expenditure of the Student Activities Programming Funds, subject to the following restrictions:

- (1) Only officially recognized organizations, chartered clubs or planned activities may receive funds, and all organizations receiving funds must submit a record of their expenditures to the Budget Committee at the end of the school year. All organizations so recognized shall be funded equally, the amounts of this funding to be determined as a function of realized and expected SGA revenues. This funding shall be considered as part of the organization's recognition, and not as a primary source of an organization's budget.
- (2) All unbudgeted expenditures from the Student Activities Programming Funds in excess of fifty dollars (\$50) must receive the approval of the SGA. All-unbudgeted expenditures must be reported to SGA.
- (3) A budget form must be completed for all funds spent in excess of \$50.
- (4) A tentative budget is to be drawn up during the Spring Semester and presented to the Student Government; the finalized budget to be enacted during the following Fall Semester.
- (5) Those organizations and chartered clubs wishing to receive Student Activities funding must also submit a tentative budget to the Budget Committee two weeks prior to the presentation of this budget to the SGA.
- (6) The Budget Committee shall consist of five (5) members; four (4) from the Representatives-at-Large, nominated by the Executive Board and approved by the SGA, and the SGA Treasurer, who shall be the chairperson.

SECTION III.

The Elections and Chartering Committee shall plan, oversee and publicize all elections. It shall also submit petitions for SGA officers or any other all-campus elections as designated by the SGA; distribute and receive petitions; tabulate and post returns; act as a review board for contested elections; certify election returns; and maintain records of past elections. The committee chairperson shall keep all ballots for at least 72 hours after they are posted, excluding all weekends, holidays and vacations. The committee shall receive requests for the chartering of campus organizations and clubs. It shall receive and review proposed constitutions, organizations or clubs and make suggestions for changes:

- (1) An organization will not be considered for recognition until it has submitted a proposed constitution, which after review is ratified by the SGA.
- (2) Membership on this committee shall consist of five members nominated by the Executive Board and approved by the SGA.
- (3) This committee will present written rules for conducting elections to the SGA for approval.
- (4) This committee shall conduct the following elections:
 - a. SGA Executive Officers
 - b. Student member to the Board of Trustees
 - c. Student representatives to SGA
 - d. Other elections that may later be designated

SECTION IV.

Review and Grievance Committee shall make proposals, after study and debate, to censure, impeach or remove any SGA members' including officers, from their positions.. This committee shall hear all complaints brought to the SGA concerning their actions of a club or organization. The committee shall be composed of five (5) members nominated by the Executive Board and approved by the SGA.

SECTION V.

Student Activities Committee shall:

- (1) Plan, oversee and publicized a calendar of budgeted campus-wide events for each school year.
- (2) Obtain approval from the SGA during the operating year for any alterations in the Activities Budget.
- (3) Prior to the budgeting process at the end of the school year, submit a tentative budget to the SGA Budget Committee, for the following year.
- (4) Consist of five (5) SGA members and two (2) non-members, nominated by the Executive Board and approved by the SGA.

SECTION VI.

The Auditing committee shall, by the first Executive Board meeting in May, audit all books, vouchers, examine all checks and other financial records of the SGA.

This committee shall prepare a written report and submit it to the Executive Board. This report shall be read at the next regular SGA meeting. 'Me Auditing Committee shall consist of Vice President, Chairperson, one (1) member of the Budget Committee, and two (2) Representatives-at-Large nominated by the Executive Board and approved by the SGA. The Treasurer of SGA may be present on request.

- SECTION VII. Every elected representative to the SGA must serve on at least one standing or special committee during their term of office.
- SECTION VIII. Temporary or special committees as needed may be created by the president of the SGA.
- SECTION X. The chairperson of each standing committee shall contact all members of their committee at least 24 hours prior to their meeting time unless prior arrangements have been made.

ARTICLE II - ADMINISTRATION, FACULTY, AND STUDENT STANDING COMMITTEES

The SGA shall elect representatives to the following committees: Student Services Committee, Disciplinary Committee, Special Events Committee, Curriculum Committee, the Technology Committee, Risk Management Committee, Self-Assessment and Marketing Committee

- SECTION I. Two members of the SGA shall serve on the Student Services Committee of the Faculty Assembly. The purpose of this committee of faculty, administrators, and students is to make suggestions or changes in academic standards policies and to make recommendations concerning student life.
- SECTION II. Three members nominated and elected by the SGA will serve on the Disciplinary Committee composed of faculty, Administrators and students. This committee will review discipline cases and decide on disciplinary measures to be taken. The chairperson of the Student Services Committee will serve as chairperson of this committee.
- SECTION III. Two members of the SGA, nominated and elected by SGA shall serve on the Special Events Committee. The purpose of this committee of faculty, administrators, and students is to make recommendations to the Vice President for Student Services for special events on all-campus, such as Carl Sandburg's birthday and graduation ceremony.
- SECTION IV. Two members of the SGA nominated and elected by SGA shall serve on the Curriculum Committee. The purpose of this committee of faculty, administrators, and students is to make recommendations to the Vice president of Instruction concerning all new curriculum changes in curriculum.

ARTICLE III - STUDENT CLUBS AND ORGANIZATIONS

- SECTION I. Charting and Recognition
To be recognized as an official student club or organization at Sandburg, the concerned group of students must request recognition from the Student Government Association and the Vice President for Student Services by submitting a letter of request which should include a proposed constitution and bylaws, a list of proposed members, the names of faculty or staff advisors, and the names and titles of proposed club officers.

The constitution of the proposed student club or organization, at minimum, must include the official name of the organization, national or state affiliation (if any), purpose of the organization, membership selection procedure, officer selection procedures, duties and responsibilities of members and officers, meeting times, removal procedures, dues and initiation fees, advisor selection, and committee structure.

The Elections and Chartering Committee of SGA will, in turn, review the request for recognition and report to the Student Government Assembly recommending approval or disapproval of the organization. The committee may ask that changes be incorporated in the constitution. The full Student Government Association then will recommend to the Vice President for Students Services, who will, in turn, after due deliberation, notify the club of their acceptance or lack of acceptance for recognition.

SECTION II.

Membership & Participation

SGA requirements for membership as outlined in Article III, Section II of the SGA constitution are specific to SGA members. Student clubs and organizations may observe the SGA membership guidelines in their constitution or create their own, given they do not conflict with Article IV of the SGA Constitution. All club and organization members must be current students enrolled in credit courses.

The installation and duties of club or organization officers shall be set forth in the proposed club constitution. No club or organization officer shall serve as an executive officer for SGA.

Member participation in club or organization meetings, activities and events shall be set forth in the proposed constitution. Clubs who wish to allow public participation, including but not limited to family or community members, at club meetings or events shall be required to seek campus permission via the Vice President of Student Services and may be subject to completing participation waivers for those not affiliated with the college.

SECTION III.

Member Removal & Expulsion

Members of any club may be subject to removal of office or expulsion from a club if just cause of unsatisfactory performance is found. Unsatisfactory performance may include, but not be limited to, the following:

- (1) Failure to fulfill the duties and responsibilities of his/her membership as defined in the organization's constitution or;
- (2) Participation in any acts which are prohibited by the disciplinary policy of Carl Sandburg College;
- (3) Undermine the goals and purposes of the organization.

Membership removal and expulsion procedures shall be set forth in the proposed club constitution in accordance with the SGA bylaws.

SECTION III.

Appointed Club Representatives

All active clubs or organizations shall appoint a member to serve as the Club Representative for Student Government Association. The club representative may be any member or officer of an active club or organization and will be required to attend all SGA meetings. Appointed club representatives may only represent one (1) club or organization.

Duties of the appointed club representatives are as follows:

- a. Report on club activities at SGA meetings; and
- b. assist with SGA events and activities.

SECTION IV.

Advisors

All student clubs and organizations must at all times have at least one (1) faculty or staff advisor. Advisors must be current employees at Sandburg.

SECTION V.

Annual Report

By April 15 of each year, recognized clubs or organizations shall submit to the Student Government Association a list of any changes in their constitution or by-laws and a record of all financial transactions, taken place during the current school year, to the Budget Committee. A current copy of the constitution and a current list of advisors and officers for all recognized clubs and organizations must be on file in the Office of the Vice President for Student Services and with the Secretary of the SGA.

SECTION VI.

Use of College Name

Only SGA-recognized student clubs or organizations shall be allowed to solicit membership, hold fund-raising events on campus or extension centers of the college, or use the college logo/name on club purchased materials.

SECTION VII.

Equipment and Materials Purchase

Equipment and/or materials purchased through club funds will be considered the property of Carl Sandburg College and the college will be responsible for the maintenance, security and upkeep of such equipment. The clubs or organizations, however, shall be given priority in the use of such equipment or materials. Prior to the purchase and placement of such equipment on campus, the club must reach an agreement with the Vice President of Student Services and the Director of Business Services concerning the location of such equipment. If equipment must be moved after the original agreement, the Vice President of Student Services and the Director of Business Services, after consultation with the club, shall determine the location of such equipment. The needs of the club, such as access to the equipment, will, of course, be of prime consideration to the administration.

Gifts may also be given to the college with the option that the club or organization may continue to replace the equipment when the college determines that piece of equipment can no longer be repaired.

SECTION VIII.

Use of Campus Facilities

Upon chartering and official recognition, clubs and organizations may reserve and utilize campus facilities for club activities at no cost and at the availability of the college calendar.

SECTION IX.

Club Funds

Pursuant to Articles 103-40 and 103-27 (c) of the Illinois Community College Board Uniform Accounting Manual, the college will act as custodian or fiscal agent for funds given to clubs by the Student Government Association. These funds must, therefore, be accounted for within the auxiliary purpose fund of the college. The Director of Business Services will establish account numbers for individual club funds. A monthly printout detailing club expenditures will be made available to SGA for distribution to individual clubs.

Carl Sandburg College assumes no liability for club funds other than those received from the Student Government Association. The liability for funds raised by the club rests with the club and the advisor of the club.

Eligibility for any SGA funding will be contingent on the following requirements:

- (1) Have submitted an annual renewal form or completed the steps become a registered club with SGA;
- (2) have a current constitution on record with SGA; and
- (3) have appointed a club representative to serve as a member of SGA.

SECTION X.

External Funding

All student clubs or organizations seeking solicitations, including goods and services, off campus will be required to submit an External Funding Request form for approval through the Carl Sandburg College Foundation office before solicitations may be received.

SECTION XI.

Removal of Club Privileges

Clubs or organizations failing to comply with the guidelines provided will be subject to the suspension or removal of recognition. Such suspension or removal will be effected by the Vice President of Student Services in consultation with SGA.