

Columbia  
COLLEGE CHICAGO



# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

# WHAT IS SGA?

## MISSION STATEMENT

The Student Government Association of Columbia College Chicago represents the student voice and endeavors to construct a more perfect union. It serves as a liaison between students and 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 opportunities to grow academically, artistically, professionally and personally.



# MEMBER COMPOSITION

## CONSISTS OF THREE BODIES

- Executive Branch
- Legislative Branch
- The Columbia Community

**ALL STUDENTS ENROLLED IN COLUMBIA COLLEGE CHICAGO HAVE THE RIGHT TO VOTE IN SGA EXECUTIVE BOARD ELECTIONS, RUN FOR ELECTED SGA POSITIONS, AND HOLD POSITIONS FOR WHICH THEY ARE QUALIFIED.**

**ALL SGA MEMBERS MUST ADHERE TO THE CODE OF CONDUCT AT COLUMBIA COLLEGE CHICAGO.**

## THE SGA ADVISOR:

- The SGA advisor is the Coordinator of Student Leadership
- Explain institutional and departmental policies and procedures.
- Attend SGA and executive officer meetings, and SGA events.
- Focus on leadership initiatives and collaborate with SGA on an ongoing basis
- Assist with the transition of SGA executive officers and Senators.
- Call special meetings or alter meetings as needed.
- To determine the eligibility for office of all candidates and members of the SGA.
- To be aware of liability issues and advise the organization to make reasonable and prudent decisions regarding these issues.
- Handles any issues related to constitution violations or misconduct regarding SGA

# SGA EXECUTIVE BRANCH

**THE EXECUTIVE BRANCH IS REFERRED TO AS THE EXECUTIVE BOARD. THE EXECUTIVE BOARD POSITIONS ARE EMPLOYED BY THE STUDENT ORGANIZATIONS AND LEADERSHIP OFFICE.**

## **POSITIONS:**

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Communications
- Student Representative to the Board of Trustees

## **POWERS OF THE EXECUTIVE BOARD:**

Able to initiate discussion or deliberate on any issue introduced by students of the College and Senators of the SGA.

Propose and/or approve passion project committees for presentation and vote of the Senate.

## **STUDENT ORGANIZATIONS AND LEADERSHIP OFFICE EMPLOYEE MISSION:**

The mission of SOLO is to promote student involvement and leadership development as a vital part of an arts and communications education. Through efforts to empower students as aware and purposeful citizens, we create quality learning experiences outside of the classroom that build engagement and connection to the life and culture of Columbia College Chicago and the city.

# PRESIDENT

## DUTIES OF THE SGA PRESIDENT:

1. Serve as official spokesperson for SGA.
2. Serve as a mentor and resource to SGA E-Board and Senators.
3. Be a helpful resource to senators, e-board members, and students.
4. Plan and deliver training agenda, sessions, and content for E-Board training.
5. Act as a liaison between SGA and the faculty, staff, and administration of the college by meeting with college officials throughout the year.
6. Assist with the creation of SGA's goals and strategies to accomplish them.
7. Recruit students to run for open senator seats and get involved with SGA.
8. Construct the agenda and goals for the weekly E-Board meetings.
9. Meet with the SGA Advisor weekly.
10. Conduct 1:1s with the E-board members every other week to discuss goals, weekly tasks, committee updates, and event planning.
11. Attend and co-facilitate weekly Senate meetings.
12. Support the goals and events of SGA senators.
13. Prepare and propose the yearly budget with the VP of Finance and Advisor.
14. Support communication efforts, such as the social media plan.
15. Encourage SGA's participation in campus wide events such as Convocation, Wicked Week, Manifest, Blood Ball, etc. Collaborate in the planning of events.
16. Attend Student Organization and Leadership Office trainings.
17. Collaborate on monthly reports with Advisor for the Student Organizations and Leadership office.
18. Submit end of the year report to the SGA Advisor and present it at last SGA Senate meeting of the year and share with relevant constituents.
19. Attend a minimum of four student organized events per semester.
20. Serve as the representative for SGA on institutional committees.
21. Model use of campus resources, such as visiting the Career Center, Advising, and other services across the college.
22. Manage the SGA President email and forward to the necessary party and or respond with 48 business hours.
23. Maintain organization of SGA E-board's OneDrive.
24. Other projects as chosen or assigned.

# EXECUTIVE VICE PRESIDENT

## **DUTIES OF THE SGA EXECUTIVE VICE PRESIDENT:**

1. Temporarily serve as President during the absence or disability of the President.
2. Attend weekly Senate meetings, E-board meetings, and hold office hours.
3. Co-facilitate all weekly meetings of the Senate.
4. Be a helpful resource to senators, e-board members, and students.
5. Communicate with all three SGA committees and support their goals.
6. Establish the agenda of all Senate meetings, in conjunction with the E-board.
7. Contact newly elected senators to coordinate training date/time.
8. Follow up and check in with recurrently absent senators (after two weeks).
9. Maintain and distribute SGA's membership and contact list.
10. Manage passion project proposal submissions.
11. Meet with SGA advisor to identify professional information resources for all SGA Senators in order to keep them well informed of campus issues and initiatives.
12. Plan and deliver Senate training sessions in the Fall and Spring semesters.
13. Assist with the creation of SGA's larger goals and strategies to accomplish them.
14. Support the creation and follow-through of individual Senator goals.
15. Be accessible during office hours, in-person or via a Zoom link for students.
16. Meet with SGA Advisor bi-weekly.
17. Meet with the President bi-weekly.
18. Assist the President in their duties.
19. Maintain organization of the SGA E-Board OneDrive.
20. Manage the SGA VP email and forward to the necessary party and or respond within 48 business hours.
21. Assume other duties as assigned by President and SGA Advisor.
22. Other projects as chosen or assigned.

# VICE PRESIDENT OF FINANCE

## **DUTIES OF THE SGA VICE PRESIDENT OF FINANCE:**

1. Attend weekly Senate meetings, E-board meetings, and hold office hours.
2. Be a helpful resource to senators, e-board members, and students.
3. Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
4. Assist with the creation of SGA's goals and strategies to accomplish them.
5. Create and update the budget of SGA in consultation with the E-board and SGA Advisor.
6. Set financial procedures for SGA, in consultation with the President and with the approval of the e-board and SGA advisor.
7. Track and review all submitted finance proposals. Connect with submitter to discuss proposal and use of funds.
8. Meet with SGA Advisor to make all purchases and the distribution plan.
9. Submit receipts to SGA Advisor within 24 hours of every purchase.
10. Disburse other SGA funds with the President and SGA Advisor, subject to the direction of the Internal Affairs Committee, followed by Senate approval.
11. Track, organize, and maintain accurate up-to-date balances on budget.
12. Provide budget reports at Senate meetings when necessary.
13. Assume mentorship of the Internal Affairs Committee. This includes planning internal events, finance proposal review, and community building.
14. Meet with SGA Advisor bi-weekly.
15. Meet with the President bi-weekly.
16. Maintain organization of the SGA E-board OneDrive.
17. Manage the SGA Treasurer email and forward to the necessary party and or respond within 48 business hours.
18. Assume other duties as assigned by the President and SGA Advisor.
19. Other projects as chosen or assigned.

# VICE PRESIDENT OF COMMUNICATIONS

## **DUTIES OF THE SGA VICE PRESIDENT OF COMMUNICATIONS:**

1. Attend weekly Senate meetings, E-board meetings, and hold office hours.
2. Be a helpful resource to senators, e-board members, and students.
3. Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
4. Assist with the creation of SGA's goals and strategies to accomplish them.
5. Record and publish the minutes and agenda for all Senate meetings.
6. Record the meeting minutes for all E-Board meetings and save to OneDrive.
7. Document the attendance of Senate at all Senate meetings, SGA events, and committee meetings; notify e-board of any absences.
8. Publish updates on SGA for all students to access via website, Instagram, newsletter, print, etc.
9. Assume mentorship of the External Affairs Committee.
10. Coordinate marketing efforts for e-board sponsored events and senator events along with the help of External Affairs.
11. Submit all Digital Print Center requests for SGA to SGA Advisor for final approval according to established timelines.
12. Responsible for overseeing social media marketing plan in conjunction with External Affairs. Social media marketing plan should include weekly engagement on Instagram.
13. Meet with SGA Advisor bi-weekly.
14. Meet with the President bi-weekly.
15. Maintain organization of the SGA E-board OneDrive.
16. Manage the SGA secretary email and forward to the necessary party and or respond within 48 business hours.
17. Assume other duties as assigned by the President and SGA Advisor.
18. Other projects as chosen or assigned.

# STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES (SRBT)

## DUTIES OF THE SGA SRBT:

1. Attend weekly Senate meetings, E-board meetings, and hold office hours.
2. Be a helpful resource to senators, e-board members, and students.
3. Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
4. Assist with the creation of SGA's goals and strategies to accomplish them.
5. Mentor the Student Affairs Committee. These meetings are open to all students and should have the goal to plan outreach programs that promote the gathering of information around all levels of the student experience.
6. Assist Student Affairs committee members in the creation, drafting, and implementation of initiatives.
7. Attend all full meetings of Board of Trustees (BOT), four meetings per year plus special meetings as they arise.
8. Attend debrief meetings with the Board Liaison after BOT meetings or as necessary.
9. Maintain open lines of communication with the members of SLAB and attend their general meetings.
10. Educate SGA e-board and Senate on the role of the BOT with help from the SGA Advisor.
11. In consultation with the Board Liaison and the SGA Advisor, devise plans by which the BOT and its committees can encounter students and members of SGA.
12. Submit one written report each semester providing an overview of BOT decisions, which will have been reviewed and approved by the Board Liaison and the Chairman of the BOT.
13. Coordinate the transition for the newly selected SRBT with the SGA Advisor.
14. Submit an end-of-the-year report to SGA and to the BOT and administrators.
15. Maintain relationships with standing student organizations.
16. Maintain communication with Student Organization Council.
17. Actively seek and determine the interests, concerns, and opinions of the student body, through dialogue and collaboration with the standing organizations that comprise the Student Life Advisory Board to reliably transmit information to the BOT at its quarterly meetings, and to the following BOT committees when required:
  1. Student Affairs
  2. Campus Environment
  3. Academic Affairs
  4. Finance
  5. Institutional Advancement
  6. Investment
  7. Planning
18. Meet with SGA Advisor bi-weekly.
19. Meet with the President bi-weekly.
20. Maintain and organize the SGA E-board OneDrive.
21. Manage the SGA student trustee email and forward to the necessary party and or respond within 48 business hours.
22. Assume other duties as assigned by the President and SGA Advisor.
23. Other projects as chosen or assigned.



# REQUIREMENTS OF SGA E-BOARD MEMBERS:

## REQUIREMENTS:

- Undergraduate student must have a GPA of 2.5 or higher at the time the application is submitted, and throughout their term in office.
- Undergraduate students must have completed a minimum of twelve semester hours of credit classes at Columbia College Chicago prior to running for office.
- Undergraduate students must be enrolled in at least twelve hours throughout their term in office.
- Graduate students must have a GPA of 3.0 or higher at the time the application is submitted and throughout their term in office.
- Undergraduate students must agree to serve a minimum of a one full term of office.
- Graduate students must be enrolled in at least nine hours throughout their term in office.
- Must attend all regular Senate meetings.
- Must speak and vote on behalf of their constituents being represented at all times.
- Must attend e-board training and senate training.
- Any issue in meeting requirements will be addressed through the Supervisor of the Eboard and the Student Employment office.

## ADDITIONAL REQUIREMENTS OF THE SRBT:

- Must be a junior or senior throughout the term of office.
- Must have completed a minimum of 48 credit hours and four semesters at Columbia College Chicago.
- Must be enrolled in at least 12 credit hours per semester at the time of application and for the duration of the position.
- Must have a minimum cumulative GPA of 3.0 at the time of application and throughout the entire term of office.
- Must have been a member of a recognized student organization at Columbia College Chicago for a minimum of one year at the time of application.
- Must claim membership to the Student Affairs committee and attend all regular meetings of that committee.

## TERM LIMITS:

- Students can serve no more than two consecutive terms in the same executive board role.

# **SGA EXECUTIVE BRANCH ELECTIONS!**

## **POSITIONS ELECTED BY THE STUDENT BODY:**

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Communications

**THE STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES WILL ACCEPT APPLICATIONS BEGINNING IN FEBRUARY AND WILL BE ELECTED BY THE BOARD OF TRUSTEES & ASSUME OFFICE AT THE BOT MAY MEETING.**

## **ELECTION PROCESS:**

Executive Board Elections will be every April.

Executive Board roles President, Executive Vice President, VP of Finance, and VP of Communications will be open to current members of SGA.

SGA will host an Election Day to give candidates the opportunity to give speeches and the CCC community to ask questions. Immediately following this event, ballots will become available to students on the Engage Portal.

Access to results will be monitored by the SGA Advisor and Director of Student Organizations and Leadership. The candidate with the majority vote will assume office the following Fall semester.

## **SPECIALTY ELECTIONS:**

In the event that any SGA Executive Board member is unable to fulfill their full term, a Specialty Election will be held.

- Only voting members of the senate will be allowed to vote.
- Specialty elections will be decided by a majority vote.
- Specialty election votes will be cast on individual ballots and counted by the Advisor of SGA.

# SGA LEGISLATIVE BRANCH

**THE LEGISLATIVE BRANCH CONSISTS OF TWO GROUPS: THE SENATE & STUDENT REPRESENTATIVES.**

SENATORS ARE VOTING MEMBERS REPRESENTATING A SPECIFIC COMMUNITY.

STUDENT REPRESENTATIVES ARE NON-VOTING MEMBERS THAT PARTICIPATE IN DISCUSSIONS WITH FEEDBACK ON THE STUDENT BODY AS WHOLE.

## **POWERS OF THE LEGISLATIVE BRANCH:**

- Discuss and deliberate on any issue relating to or affecting student success at Columbia College Chicago and internal matters of SGA.
- Make recommendations on behalf of the student body to the Columbia College Board of Trustees, Institutional Committees, Administrators, the Columbia College Assembly of the Presiding Committee, SGA Standing Committees, and other student organizations.
- Create and maintain programs designed to assist student needs.
- Create passion project committees as necessary.

## **SENATE VOTING RULES:**

- Each voting member of the Senate is entitled to one vote on all questions deliberated by the Senate. Each Senator is expected to act in the interest of the community that they represent.
- Legislation will be passed by simple majority vote of SGA Senate, unless otherwise specified in this document.
- The President and SGA advisor have the authority to veto any legislation passed by the Senate. However, a veto can be overruled by a two-thirds majority vote of all present voting members at the specific meeting where veto is being discussed and voted upon.

# SGA LEGISLATIVE BRANCH: THE SENATE

## SENATOR RESPONSIBILITIES:

1. Attend Weekly SGA Meetings
2. Attend Senate Training which will take place during a general assembly meeting with a time extension determined ahead of time by the Executive Board.
3. Sit on one SGA standing committee
4. Support events of Student Organizations.
5. Host open forums for students of Columbia College Chicago.
6. Complete an end of year initiative based on the needs of their community.
7. Meet semesterly with a member of the executive board.
8. Participate in regular communications with the staff/faculty point of contact for their community.

# SENATOR POSITIONS

## COMMUNITY SENATORS

- 1st Year Students
- 2nd Year Students
- 3rd Year Students
- 4th and 5th Year Students
- Commuter Students
- Disabilities Student Advocate
- Diversity & Inclusion Student Advocate
- Graduate Students
- Honors Students
- International Students
- LGBTQIA+ Students
- Mental Health Advocate
- On-Campus Students
- Student Worker Advocate
- Transfer Students

## ACADEMIC SENATORS

- Art & Art History
- ASL--English Interpretation
- Audio Arts and Acoustics
- Business & Entrepreneurship
- Cinema and Television Arts
- Communication
- Dance
- Design
- English and Creative Writing
- Fashion Studies
- Humanities, History and Social Sciences
- Interactive Arts and Media
- Music
- Photography
- Science and Mathematics
- Theatre

## CREATING NEW SENATOR POSITIONS:

1. Senator Positions not listed above can be created and established with the discretion of the Executive Board. However, the position must be presented to the Senate and the validity behind the creation of such position must be explained.
2. Created Senator positions must be limited to major programs, minor programs, departments, or specific identities that are represented by the Columbia College Chicago student body.

# SGA LEGISLATIVE BRANCH ELECTIONS!

## **ELECTION PROCESS:**

Senate elections will be at the start of each semester.

Sitting senators must fill out the “Intent to Return” form by the end of the previous semester to return to their role. If a “Intent to Return” form is not received for a senate role, that seat will be vacant and included in the next election cycle.

Senate election dates, including a list of open seats, will be communicated via Engage Portal and to Points of Contacts 2 weeks prior to elections.

Candidates for academic senator roles must be major in the program they represent. Candidates for community senator roles must identify with the community they represent.

Candidates will be given the opportunity to give speeches to the current senators about their interest in the role. The senate will then have time to ask candidates a few questions. Following all speeches for a specific role, senators and the executive board will cast votes on individual ballots to be counted by the advisor.

**THOSE ELECTED INTO SENATE ROLES WILL  
ASSUME OFFICE IMMEDIATELY.**



# SGA MEETINGS

## **GENERAL ASSEMBLY MEETINGS: EVERY TUESDAY AT 5PM WHILE CLASSES ARE IN SESSION.**

- The exact location of these meetings will be determined by the Executive Board, but may be altered by the SGA Advisor.
- An SGA Meeting may be cancelled by a majority vote by the Executive Board and approval of the Advisor.
- All general assembly meetings are open and public for the entire CCC community. Only by a two-thirds majority vote may the Senate or committee declare itself in Executive Session and close a meeting.
- Meeting agendas will last one hour. Only by two-thirds majority vote may time be extended beyond the specified limits.

# COMMITTEES

## **STANDING COMMITTEES:**

- Internal Affairs
  - Committee Chair: Vice-President of Finance
  - Open to SGA members only.
  - Area of Focus: Managing all internal affairs of SGA. Including but not limited to, reviewing fund requests, arranging for guest speakers for Senate meetings, and organizing and implementing internal Senate events.
- External Affairs
  - Committee Chair: Vice-President of Communications
  - Open to SGA members only.
  - Area of Focus: Managing all external affairs of SGA. Including but not limited to, recruitment of new members, creating and implementing marketing strategies for brand awareness and events.
- Student Affairs
  - Committee Chair: Student Representative to Board of Trustees
  - Open to Student Body of Columbia College Chicago.
  - Standing Sub-Committee for Graduate Student Affairs when there is interest expressed.
  - Area of Focus: Discussing the Student Experience and creating projects to better the campus community.

**COMMITTEE CHAIRS WILL NOTIFY SGA MEMBERS OF WEEKLY MEETING TIMES DURING SENATE TRAINING AT THE START OF EACH SEMESTER.**

**COMMITTEE CHAIRS HAVE THE SOLE AUTHORITY TO CANCEL OR POSTPONE COMMITTEE MEETINGS.**

# CODE OF CONDUCT

**POLICIES OUTLINED BELOW ARE A REQUIRED ELEMENT TO INCLUDE IN YOUR STUDENT GROUP CONSTITUTION. BY JOINING THIS ORGANIZATION, YOU ARE AGREEING TO FOLLOW ALL OUTLINED POLICIES.**

## **1 - HARASSMENT, DISCRIMINATION, SEXUAL MISCONDUCT AND CODE OF CONDUCT**

Columbia is committed to maintaining an environment that respects the dignity of its students, faculty, and staff and is free from discrimination of any kind. Columbia's [Title IX Sexual Harassment Policy](#), [Student Sexual Misconduct Policy](#) and [Anti-Discrimination and Harassment Policy](#) bar all forms of harassment and discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnicity, or any other category protected by law, by or of Columbia students, faculty, or staff.

No member of the Columbia community, including club and organization members, shall engage in discrimination or harassment. It is expected that every member of our community refrain engaging in discrimination or harassment, report any observed incident, and cooperate in preventing such behavior.

Incidents or suspected incidents of Discrimination or Harassment, including Sexual Misconduct, should be reported to the Office of Equity Issues ([TitleIX@colum.edu](mailto:TitleIX@colum.edu)). Further, all students are expected to be familiar with and follow the [Student Code of Conduct](#) and members of the College community should report suspected violations of the Student Code of Conduct online at <https://students.colum.edu/dos/make-a-report-complaint>.

Students who are not in good standing with Columbia due to violating a College policy may be removed from or restricted from membership in a Columbia Organization. Please note that only the Office of Equity Issues or the Dean of Students has the authority to remove a student from an organization or restrict their membership eligibility due to violations of the above-mentioned policies. Any issue or concern not governed by the above-mentioned policies should be addressed through the staff in the Student Organizations and Leadership Office.

Club and Organization leaders that would like to pursue removing a member due to a violation of the above-mentioned policies should contact the Director of Student Organizations and Leadership, who will consult with the Dean of Students Office.

## **2. DRUG AND ALCOHOL POLICY**

Columbia College Chicago also has an extensive [alcohol and drug policy](#) as stated in the Student Handbook. The policies of the college prohibit the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on college property, or as part of college activities. The college shall impose disciplinary sanctions to those who violate the college code of conduct.

The use of tobacco products is prohibited by all student groups and their members and participants during meetings, practices and competition. Any group or club member who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

# CODE OF CONDUCT

## **3.SPORTSMANSHIP AND ETHICAL BEHAVIOR**

Student organizations and athletics programs hold a significant responsibility to uphold standards of good sportsmanship and ethical behavior. The ethical environment of Columbia College Chicago includes the primacy of human dignity, the encouragement of growth and development and the respect of others. Good sportsmanship is defined by the principles of fairness, respect, and integrity. It entails displaying grace in victory and dignity in defeat, showing respect for members, officers, advisors, guests, opponents, and all participants, and adhering to the mission of the group and spirit of community at all times.

Ethical behavior encompasses a broader spectrum of conduct. It involves making decisions based on principles of honesty, accountability, and moral integrity. This includes respecting the rights and well-being of others, and demonstrating responsibility in personal and professional interactions. At the college level, students are expected to exemplify these values not only as group members but also as representatives of their institution and ambassadors within their communities.

By upholding standards of good sportsmanship and ethical behavior, students contribute to a positive and inclusive collegiate environment where individuals can thrive both athletically and academically. Those who lead and participate in the student groups recognized by the Student Organization Council and Student Athletic Association shall have the highest possible standards of personal conduct.

## **MEMBER REMOVAL:**

If a group wants to remove a member based on the student not fulfilling their responsibilities of the roles, they must present the issue to the SGA advisor. Members who are not meeting responsibilities of their senate role may be asked to meet with a member of the executive board or advisor. Eboard members will be held to the standards of student employees and the processes listed by the Student Employment office.



# AMENDMENTS

- Any member of SGA may approach the President or Advisor with requests to update the constitution.
- Amendment requests will be discussed at the soonest Executive Board meeting and voted upon.
- Any majority vote by the Executive Board will be presented to the Senators to be discussed and voted upon.
- Majority votes by the senate will result in the constitution being update by the Advisor and distributed to the senate and on the SGA website.