**Article I/Name and Purpose**

Section A: The name of this organization shall be the Student Government Association of Columbia College Chicago. Herein known as Student Government Association or SGA.

Section B: The Student Government Association of Columbia College Chicago represents the student voice and strives to construct a better union between students and administration. SGA serves as the liaison to ensure the welfare of our unique and diverse media arts community. Through leadership and strong representation, its goal is to provide students with opportunities to grow academically, artistically, professionally, and personally.

**Article II/Organization and Membership Composition**

Section A: SGA shall consist of an Executive Branch, a Legislative Branch, and Committees of the Senate.

Section B: All students enrolled in Columbia College Chicago shall have the right to vote in SGA Legislative Branch elections, run for elected SGA positions, and hold positions for which they are qualified.

Section C: All SGA members shall adhere to the Code of Conduct at Columbia College Chicago.

Section D: All SGA members shall meet requirements as per Bylaws Article I and II.

**Article III/Executive Branch**

Section A: The executive branch shall be known as the Executive Board.

Section B: Officers

The following positions shall be the officers of the SGA:

1. President
2. Executive Vice President
3. Vice President of Communications
4. Vice President of Finance
5. Student Representative to the Board of Trustees

Section C: Duties of the Executive Board

Duties and qualifications of officers shall be in the form of a job description in the Bylaws Article II, Sections C through G.

Section D: Voting Members

The following members of the Executive Board shall have the **right to vote on motions** during Senate Meetings:

* + 1. Vice President of Communications
		2. Vice President of Finance

Section E: Powers of the Executive Board

1. Able to initiate discussion or deliberate on any issue introduced by students of the College and Senators of the SGA.
2. Executive Vice President of Communications and Executive Vice President of Finance shall have the power to make motions to the Senate.
3. Propose and/or approve passion project committees for presentation and vote of the Senate.

Section F: Responsibilities of the Executive Board

1. Report to the Senate.
2. Mentorship of all Senate members appointed during the academic year.
3. Plan and execute training for the Senate **no later than four weeks into the fall semester.**
4. Assume final responsibility for the college-wide reputation of the SGA.
5. Create end-of-term reports detailing their term in office.
6. Train succeeding officers at the end of their terms.

Section G: Executive Board Meetings

1. Meet weekly during the elected term.
2. Exact time and location of these meetings shall be determined by the President but may be altered by the SGA Advisor.
3. Procedure
4. The President shall preside at all meetings of the Executive Board. The Executive Board may invite guests to sit in on General Senate meetings as deemed appropriate.
5. Additional meetings of the Executive Board can be called at the President’s discretion. Upon the request of two Executive Board members, the President shall call a meeting of the Executive Board within a week.
6. A quorum of the Executive Board shall consist of a majority of the existing members of the Executive Board.

**Article IV/Legislative Branch (Senate Membership)**

Section A: The legislative branch shall be the Student Government Association Senate of Columbia College Chicago. Herein known as the SGA Senate or the Senate.

Section B: The Senate shall be made up of a single legislative body.

Section C: The Senate may consist ofthe following Voting Members:

1. One Graduate Senator from each of the Academic Schools:
2. Fine & Performing Arts
3. Liberal Arts & Sciences
4. Media Arts
5. One Undergraduate Senator from each degree granting undergraduatedepartment as defined by theOffice of the Provost:
6. Fine and Performing Arts
7. Art & Art History
8. Business & Entrepreneurship
9. Dance
10. Design
11. Fashion Studies
12. Music
13. Photography
14. Theatre
15. Liberal Arts and Sciences
16. ASL – English Interpretation
17. English and Creative Writing
18. Science and Mathematics
19. Humanities, History and Social Sciences
20. Media Arts
21. Audio Arts and Acoustics
22. Cinema Art and Science
23. Interactive Arts and Media
24. Communication
25. Community Senator Positions:
26. Senator positions representing years by any student --in that corresponding year of school enrolled in an undergraduate program.
	1. There may be one Senator representing first year students.
	2. There may be one Senator representing second year students.
	3. There may be one Senator representing third year students.
	4. There may be one Senator representing fourth and fifth year students.
27. Additional Representation by a Senator may include but is not limited to:
	1. There may be one Senator representing transfer students.
	2. There may be one Senator representing commuter students.
	3. There may be one Senator representing international students.
	4. There may be one Senator representing students with disabilities.
	5. There may be one Senator responsible for advocating for diversity, equity, and inclusion awareness.
	6. There may be one Senator responsible for advocating for LGBTQIA+ students.
	7. There may be one Senator representing honors students.
	8. There may be one Senator advocating for mental health
	9. There may be one Senator advocating for student workers
28. **Created 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. **Creation of a Senator position must be communicated with the President and Executive Vice President prior to a Senate Meeting and it must be agreed upon before an election/swear-in occurs.**
	3. **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.**

Section D: Duties of the Senate

Duties and qualifications of the legislative senators shall be in the form of a job description in Bylaws Article II, Section B.

Section E: Powers of the Senate

1. Discuss, deliberate, and vote on any issue relating to or affecting student success at Columbia College Chicago and internal matters of the SGA.
2. 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.
3. Create and maintain programs designed to assist student needs.
4. The internal committee may review the budget of SGA.
5. Create passion project Committees as necessary.
6. Amend or ratify the Constitution and Bylaws of SGA, as per the amendment requirements in Constitution Article XI and XII.

Section F: Responsibilities of the Senate

1. Support events of Student Organizations.
2. Host open forums for students of Columbia College Chicago.
3. Host the Annual President State of the College Address.
4. Maintain student representation on all pertinent Institutional Committees.
5. Fulfill all duties outlined in Bylaws Article II Section B.

Section G: Meetings of the SGA Senate

1. Meet every Tuesday of the academic year at 5:00 PM, while classes are in session.
2. The exact location of these meetings shall be determined by the Executive Board, but may be altered by the SGA Advisor.
3. The number of Senate meetings shall be held at the discretion of the Executive Board.
4. No official meeting of the SGA Senate may be held without the presence of a quorum consisting of a simple majority of the total membership of the Senate and one Executive Board Member.
5. Meetings of the SGA Senate shall be conducted according to *Roberts’ Rules of Order*, unless they are inconsistent with this Constitution.
6. All Senate 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 a meeting.
7. Meeting agendas shall specify time in which all business shall remain. Only by two-thirds majority vote may time be extended beyond the specified limits.
8. Executive Vice President is responsible for the maintenance of Senate meeting agendas.
9. Publication of Agenda and Minutes
	1. Vice President of Communications shall serve as the Editor-In-Chief of SGA publications, including but not limited to minutes with approval of the SGA President.

Section H: Legislation

1. 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.
2. Shall be passed by simple majority vote of SGA Senate, unless otherwise specified.
3. 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.

**Article V/General Members**

Section A: General membership is open to all students of Columbia College Chicago

Section B: Are allowed to claim membership to only the Student Affairs Committee

Section C: Shall fulfill all qualifications and duties as listed in Bylaws Article II Section A.

Section D: Shall complete a membership application at least one week prior to attending first intended committee meeting.

**Article VI/Committees of the Senate**

Section A: Standing Committees of the Senate

1. Internal Affairs
2. External Affairs
3. Student Affairs
	1. Standing Sub-Committee: Graduate Student Affairs (if necessary)

Section B: Membership of Standing Committees

1. Senators shall be responsible for active membership on at least one SGA Standing Committee.

Only Voting members of the Senate may apply for a Chair position in a Standing Committee.

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.

Section D. Committee Meetings

1. Committees are expected to meet weekly during the academic semester.
2. The Student Affairs committee shall be open to Columbia College Chicago students.
3. Standing Committee Chairs shall have the sole authority to cancel or postpone committee meetings, pending the availability of the Vice-Chair to run the meetings.
4. The members of Standing Committees have the responsibility to choose a regular time for the weekly meetings and shall do so by the end of each semester’s SGA Training.

**Article VI/Advisor**

Section A: The Role of the Advisor to the SGA.

1. The SGA advisor shall be the Coordinator of Student Leadership
2. Shall advise the Senate and Executive Board.
3. Explain institutional and departmental policies and procedures.
4. Attend SGA and executive officer meetings, and SGA events.
5. Meet with the SGA President to establish goals, organization, and planning.
6. Focus on leadership initiatives and collaborate with SGA on an ongoing basis
7. Meet with the SGA Vice President of Finance and assist with the outline for the SGA budget.
8. Assist with the transition of SGA executive officers and Senators.
9. Call special meetings or alter meetings as needed.
10. Review any materials to be published by the Vice President of Communications and make suggestions as necessary.
11. To determine the eligibility for office of all candidates and members of the SGA.
12. To be aware of liability issues and advise the organization to make reasonable and prudent decisions regarding these issues.
13. Handles any issues related to constitution violations or misconduct regarding SGA

**Article VII/Elections**

Section A: Senate elections will be at the start of each semester.

Section B: Executive Board elections will be every April.

Section C: The Student Representative to the Board of Trustees shall be selected by the Board of Trustees and shall assume office at the Board of Trustees May meeting.

Section D: Legislative Elections: **Those elected into Senate roles shall assume office immediately.**

1. Representation Stipulations:
2. Academic School and Departmental Senator Members
3. A student who has declared a major in a school or department, meeting the basic requirements outlined in Bylaws Article IISection B, and is registered for hours in that school or department may apply for their respective academic department or school Senate position.
4. Students classified as Interdisciplinary shall have the opportunity to be elected for either department in which they are enrolled, however not both simultaneously in one election year.
5. With the discretion of the Vice President, students declaring a Minor in a department do not meet the qualifications to be elected for the departmental Senate position for which they are pursuing the Minor.
6. Senators representing years, and additional representation
7. A student who is enrolled at Columbia College Chicago, meeting the **basic requirements outlined in Bylaws Article II Section B.**

Section E: Other relevant information regarding elections is available in the Bylaws

**Article VIII/ Specialty Elections**

Section A: There shall be a Specialty Election held in the event any SGA executive Board member is unable to complete their full term.

Section B: Only Voting members on the Senate shall be allowed to vote during Specialty Elections.

Section C: Specialty Elections shall be decided on with the Majority vote at the Senate meeting.

Section D: Specialty Elections must be conducted by individual ballots and are counted by the Advisor of SGA

**Article IX/Appointments**

Section A: Selection

1. The President of the SGA shall make all appointments with the approval of the Senate, to all SGA vacancies, committees, internal and external associations and other institutional student appointments as the need arises.
2. Appointments within the Senate shall be made from the first SGA meeting of the fall through the Senate meeting immediately preceding Spring Break.

Section B: Requirements

1. Interested students seeking appointment shall submit a Student Government Association Membership Application to the Executive Board of SGA one week prior to being sworn in.
2. Candidates shall meet all qualifications for the position as stated in Bylaws Article II.
3. Upon approval by the Executive Board, an appointment shall be presented by the President at a regularly scheduled Senate meeting and approved by the Senate respectively.

Section C: Candidate assumes responsibilities of appointed position immediately following Senate approval.

**Article X/Amendments**

Section A: An Amendment to the Constitution and/or Bylaws of SGA shall be defined as a change to a portion of the document, including an Article, Section, and Subsections.

Section B: Procedures

1. Announcement
	1. Senate and/or Committee members shall request time during a Senate meeting to present the amendment.
	2. Members of the Senate may speak for or against the amendment as time allows.
2. The Executive Board brings amendments to Senate for approval
	1. Majority Rules: Determines whether an amendment is official

**Article XI/Bylaws**

Section A: A bylaw shall be a motion that directly concerns policy or permanent operation of the Senate but is not of a constitutional nature.

Section B: Recording

 All bylaws shall be recorded and accompany all copies of the constitution.

Section C: Limitations

 No motion shall contradict any bylaw except a constitutional amendment, or a motion to rescind

 that bylaw. A bylaw which contradicts any pervious motion passed by the Senate shall rescind

 said motion.

Section D: Procedure

 Amendments to the Bylaws of SGA shall follow the procedures specified in Constitution Article X.

**Article XII: Code of Ethics**

Section I: Respect

1. Members are to maintain respect for all members of the Columbia College Chicago community.
2. Members shall, at all SGA functions, abide by college policies, local ordinances and state and federal laws.
3. Members will abide by all Columbia College Chicago policies.

Section II: Accountability

1. Members will be held personally abide by the Code of Ethics brought forth in this Article.
2. Members will conduct themselves in a manner that is considered ethical according to Robert’s Rule of Order during Senate meetings and debates.

Senate III: Please refer to the Student Handbook for the Code of Ethics and other policies

**Article XIII: Impeachment**

**Section A: Legislative Branch Procedure**

1. **Any General member or Senator of the Student Government Association may submit a formal call to question in the form of an email or typed document and a petition for any current sitting member of the Legislative Branch to be considered for Impeachment from their position. The petition must include at least 51% of SGA members.**
	1. **All information must be e-mailed the President of SGA and the advisor. This call to question will remain anonymous from the accused student. The initial call to question can be communicated to any member of the Executive Branch of SGA as long as the required information is e-mailed appropriately.**
2. **The call to question will be reviewed by the Executive Board team during an executive board meeting. All executive board members must be available, as well as the advisor of SGA.**
3. **If it is an impeachment of an executive board member, then the 50 signature sheet and concerns must be e-mailed ONLY to the advisor of SGA. A formal meeting must be scheduled prior to collecting the signatures. Once the signatures are collected a follow-up meeting with the advisor must be scheduled within 24 hours to discuss next steps.**
4. **If Executive Board rules in favor of the impeachment of the accused senator, then the member of the Legislative branch will be asked to resign from the position, by signing a letter to relieve them of officer duties. After a member is impeached they are no longer allowed to be elected as either part of the Legislative or Executive Branch indefinitely. If the Executive Board team rules in favor of the Legislative branch member, the Executive Board must provide the Columbia College Chicago student(s) with a letter detailing their deliberation and decision.**
5. **The Advisor of SGA should not participate in a final decision regarding the impeachment of a senator, but can veto a process if:**
	1. **There are concerns of discrimination**
	2. **Poorly executed reasoning behind a decision**
	3. **The decision violates any Code of Conduct or Constitutional rights**