Article I. TERMS OF OFFICE

The term of office shall be from the time of election until the conclusion of the training period described below.

Voting members elected in the spring election shall take office at the regularly scheduled SGA meeting held three weeks after the election.

During the three weeks between election and installation the newly elected leaders will be trained by the outgoing leaders. It is incumbent upon the outgoing leadership to devise and implement a training and transition plan.

Voting members elected after a special election or those that are appointed shall begin serving his/her term immediately.

Article II. QUALIFICATIONS

Section 1. All Voting Members must be enrolled in at least 3 credit hours at the time of election or appointment and each fall and spring semester of their term of office.

Section 2. The President and Vice-President must be enrolled in at least 6 credit hours of courses, at the time of election or appointment and for each fall and spring semester of their office.

Section 3. President, Vice President, Secretary and Treasurer may only serve in the same office for a total of two years.

Section 4. All Voting Members must maintain a cumulative 2.00 GPA from the time of their election or appointment until the end of their term. Students in their first semester must be in good academic standing and earn a 2.00 GPA in all subsequent semesters while in office.

Article III. SENATORS

Section 1. Senator’s powers and duties are as follows:

A. Shall have one vote on matters before the SGA.
B. Shall conduct interviews for and approve appointments to vacant SGA positions and the Student Judicial Board.
C. Introduce legislation to the SGA and recommend action.
D. Shall assume any duties delegated to them by the SGA.
E. Must be an active participant in at least two committees.
F. Attend All SGA meetings.
G. Attend all committee meetings where the senator holds active membership.
H. Shall train newly elected members for their positions in the SGA.
I. Provide periodic reports on SGA actions.
Article IV. EXECUTIVE COUNCIL

Section 1. Responsibilities:
A. Shall consist of the President, Vice President, Secretary, Treasurer, and Student Trustee.
B. May request tuition reimbursement according to SGA policy.
C. Members are required to attend weekly Executives Council meetings.
D. Members shall work cooperatively to meet the purposes and objectives of the SGA.
E. Shall perform duties as assigned.

Section 2. President:
A. Preside over meetings in accordance with the Constitution and Bylaws.
B. Set the agenda for SGA meetings in consultation with the Executive Council.
C. Gather and provide supporting information and materials as needed for SGA meetings and members.
D. Act as official representative and spokesperson for the SGA and student body.
E. Serve as ex-officio member of all committees.
F. Call all meetings of the Executive Council, setting time and place.
G. Ensure Oakton Community College’s representation in both the IBHE-SAC and the ICCB-SAC.

Section 3. Vice-President
A. Assumes the powers and duties of the President in cases of absence or vacancy of that office.
B. Serve as the liaison for the Skokie Campus.
C. Shall have the power and duties of a Senator.

Section 4. Secretary
A. Shall record the minutes for all SGA meetings and make them available to the membership for approval and after approval to the public.
B. Publicize the SGA meeting schedule to the student body.
C. Maintain SGA files.
D. Assists in the preparation of information and materials for SGA meetings as needed.
E. Is responsible for management of the office and office supplies.
F. Shall have the powers and duties of a Senator.

Section 5. Treasurer
A. Produce a monthly budget for presentation to the full Council.
B. Keep record of all travel expenses and all special budget requests made by the SGA. These records are to be published at least once per semester.
C. Serve as chair of the of the budget committee.
D. Authorizes all expenditures on behalf of the SGA. Administer the budget procedures set forth by the SGA.
E. Shall have the powers and duties of a Senator.
F. In cooperation with the Executives Council, prepares the budget for consideration and approval of the SGA no later than October 1st.

Section 6. Student Trustee
A. Provide at a minimum a monthly presentation on the activities of Oakton’s Board of Trustees.
B. Serves as Student Trustee in accordance with ICCB policies as set forth by law.
C. Shall have the powers and duties of a senator.
Article V. NON-VOTING MEMBERS

Section 1. Student Delegates
Students enrolled in credit courses, who are non-voting members are appointed by the SGA to serve as committee chairs, members and carry out the work of the SGA as needed.

A. Any voting member can put forth a motion to appoint an individual as a Student Delegate to a specific role. A second and simple majority vote is required for approval.

B. Student Delegates may vote within committees or make recommendations to the SGA, but do not have the right to vote in SGA meetings.

Section 2. Advisor
The Director of Student Life or his/her designee shall serve as the Advisor to the SGA as defined by the Board of Trustees of Community College District 535.

Article VI. ELECTIONS

Section 1. General Provisions
A. An election shall be held during the spring semester and all positions shall be open for election at that time.

B. The spring election shall be held before April 15 (to fulfill Illinois requirements for Student Trustee).

C. The SGA may hold a fall election in the event vacancies exist within two months of the start of the fall semester.

D. Election procedures will be established by the Election committee and approved by the SGA. Procedure must direct elections to be held on consecutive weekdays.

Article VII. Appointments

Section 1. Appointment process
A. The SGA will establish a procedure to fill vacancies in voting positions. The procedure must outline requirements and timelines that apply equally to all prospective appointees.

B. All candidates for appointment must attend the SGA meeting at which his/her appointment is to be considered and must be available to respond to questions about his/her skills and abilities.

C. Senators will be appointed by a simple majority vote.

D. Officers will be appointed by a 2/3 vote.
Article VIII. REMOVAL FROM OFFICE

Section 1. Removal
A. The Executive Council may recommend, based on SGA policy, academic standing or disciplinary action, to remove any member subject to a 2/3 vote by the SGA.
B. Any disciplinary action may be appealed to the SJB. All procedural rights of due process will be followed.

Section 2. Presidential Recall
A. The President may be removed from office for cause by a petition signed by a number of students equal to 3/4 of those who voted in the last spring election.
B. Cause shall be defined as:
   1. failure to perform the duties of office
   2. violating the SGA Constitution
   3. violating criminal statutes of the State of Illinois
   4. violating established college policies relating to student life
C. The petition will be submitted for consideration to the SJB whose majority opinion on the matter is final.
D. All procedural rights of due process will be followed.

Section 3. Succession shall be granted only to the Vice-President and only in the case of a vacancy in the office of President.

Article IX. COMMITTEES

Section 1. Standing Committees
A. Budget Committee
   Powers and Duties
   1. Develop and review budget policy and procedure.
   2. Inform clubs and organizations of budget policy.
   3. Define and manage the budget process.
   4. Periodically review club budgets and recommend action.
B. Clubs and Organizations Committee
   Powers and Duties
   1. Develop the procedure for club re-recognition and recognition.
   2. Provide support for clubs and organizations.
   3. Provide leadership training opportunities for clubs.
   4. Encourage clubs to work closely with the SGA and other clubs.
   5. Assist new clubs in attempting to organize and establish.
   6. Coordinate with the student information committee, training on the topics of promotion and marketing.
C. Election Committee
   Powers and Duties
   1. Review and recommend election policy for SGA approval.
   2. Make arrangements for elections according to policy and procedure.
   3. Tabulate and announce results.
   4. Promote the SGA. Seek out qualified students to fill vacant positions, manage and coordinate the appointment of prospective members according to SGA procedure.
D. Student Information Committee
   Powers and Duties
   1. Develop methods of informing the campus community of student life activities, events and programs.
   2. Conduct surveys to determine student opinion on issues under consideration by the SGA.
   3. Educate student leaders about the promotion and marketing opportunities available to them.
   4. Inform the student body about critical issues related to students.

E. Student Life Committee
   Powers and Duties
   1. In conjunction with the clubs & organizations committee, plan and carry out club recruitment activities.
   2. Plan and implement community based activities.
   3. Plan and carry out Annual Student Leadership Recognition Banquet.
   4. Other duties as assigned by a simple majority of the SGA including co-sponsorship of events with College Departments or student clubs and organizations.

Section 2 Committee Chairman
   A. Set the date, time and location of all committee meetings.
   B. Record meeting attendance.
   C. Provide the Executive Council a written summary of all committee meetings.
   D. Recommend action to the SGA.

Section 3 Committee Chairpersons
   A. Set the date, time and location of all committee meetings.
   B. Record meeting attendance.
   C. Provide the Executive Council a written summary of all committee meetings.
   D. Recommend action to the SGA.

Section 4 Committee Members
   A. Participate in committee meetings.
   B. Perform all assigned duties.

Article X. MEETINGS

Section 1. Procedure
   Except where proscribed by this Constitution, Bylaws and organizational policy, the meeting shall be conducted consistent with Robert’s Rules of Order Newly Revised 10th Edition.
Section 2. Quorum
   A. A quorum shall be defined as a majority of the voting members in good standing.
   B. A quorum must be present to conduct business.
Section 3. Meetings Act
   A. The Student Government Association shall meet at least every second Wednesday of each month when school is in session. The meeting day may be changed with a 7/8 vote of the voting members of the SGA.
   B. Meeting place and time must be accessible and posted for Des Plaines and Skokie students.
Section 4. Proxy Voting
   The use of a proxy or absentee ballot by any member is forbidden.
Section 5. Executive Session
   The SGA may go into executive session only for the purpose of discussing personnel matters.

Article XI Tuition Reimbursement
Section 1 Eligibility
A. All voting members of the SGA are eligible for tuition reimbursement at the amount set forth in the SGA’s Tuition Reimbursement Policy.
B. Student Delegates are entitled to request tuition reimbursement in accordance with SGA policy.

Section 6. Composition
A. The membership consists of the following:
   1. Student Membership
      a) 4 members
      b) Chair
   2. The Director of Student Life or his/her designee.
B. The Chair of the SJB shall be filled by Presidential appointment subject to a 2/3 vote of the SGA.
C. The membership shall be filled by appointment subject to a 2/3 vote of the SGA.
D. The Director of Student Life shall serve as voting member of this body.

Section 7. Qualifications
A. Appointments to the SJB shall be made regardless of campus affiliation.
B. SJB members must be enrolled in at least one credit course at the time of appointment and for each fall and spring semester of their term of office.
C. Voting membership on the SGA excludes a student's membership on the SJB.

Section 8. Powers and Duties
A. The Chair of SJB is empowered with the following duties:
   1. Preside over meetings of the SJB.
   2. Establish meetings of the SJB.
   3. Notify all students appealing citations of hearing date and time in writing consistent with due process.
   4. Prepare the supporting information and documents as needed for meetings of the SJB.
   5. To vote in SJB meetings only in the case of a tie.
B. The SJB as a body is empowered with the following duties:
   1. To hear concerns raised by any student in regard to SGA actions that the student believes are in violation of the SGA Constitution and By-laws. Permit the student to submit that concern in writing and provide a hearing for the student and SGA to present evidence and address the matter. In the case where the SJB with quorum present and due process provided finds in favor of the student complainant the SJB may overturn the action of the SGA.
   2. To assist in the adjudication of the SGA election as determined by SGA Election policy and procedures.

Section 9. Meetings
A. SJB meetings will be held at least once per month and at the discretion of the Chair of the SJB.
B. Two student members and the Director of Student Life or his/her designee must be present to conduct business.
C. In the absence of the Chair, the Deputy Chair, designated by the Chair, shall assume the Chair's duties.
D. All legislative and other non-traffic appeal matters shall be open to the public.
E. All traffic appeals matters shall be closed to the public, unless the student appellant requests the case be held in open session. The SJB Chair, Public Safety, and the student appellant shall retain the right to have counsel present and call witnesses as needed.

Section 10. Removal

A. Unexcused absence from two SJB meetings per semester is cause for removal and the SJB shall determine whether an excuse is valid.
B. Failure to execute the duties of office or violation of established policies and procedures relating to student life shall be considered cause for removal.
C. Upon recommendation of the SGA Executive Council, the SGA may act to remove any SJB member by a 2/3 vote of the voting membership of the SGA present.
D. All procedural rights of due process shall be followed.

Article XI. REVISIONS

Section 1. Procedure

A. Amendments to these Bylaws must be ratified by 2/3 vote of the SGA.
B. Proposed revision may be submitted to the SGA by any enrolled student, faculty member or administrator.