

**College of DuPage  
Candidate Information for  
Student Trustee &  
Student Leadership Council Officers**

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# Student Trustee Fact Sheet

## Qualifications:

- Resident of District 502
- Must have a minimum cumulative GPA of 2.0
- Student in good standing:
  - No disciplinary or academic sanctions have been placed against them
  - No overdue financial obligations to the College
- Must complete at least 8 credit hours at College of DuPage in the semester during which the Student Trustee election is held AND be enrolled in a minimum of 8 hours through the entire term of office. (Summer term enrollment not necessary). Completion means not officially withdrawing from classes that would cause the credit hours to drop below the 8-credit hour requirement.
- Plan to serve the entire term of office, April 2025 to April 2026 unless extenuating circumstances arise.
- File petition and forms by deadline

## Duties:

- Attend Board of Trustees meetings
- Attend Board of Trustees workshops and retreats
- Attend Student Leadership Council meetings regularly and submit reports
- Attend meetings with Manager of Student Life on a monthly basis
- Attend ICCB-SAC meetings as a college representative
- Attend College functions as available

## Privileges:

- May make and second motions.
- Attend executive sessions.
- Express opinions and preferences on every vote taken during the regularly scheduled business meetings.

The Student Trustee position is a volunteer position, similar to the regular members of the Board of Trustees. These positions are elected on the basis that they will serve the constituencies without payment.

## Student Leadership Council (SLC)

The Student Leadership Council is a group of students who serve as the voice of the students and provide opportunities for students to develop their leadership skills. The members of the SLC practice their servant leadership by participating in service projects that assist community agencies, as well as various departments of the college. While the Student Trustee represents a student voice on the Board of Trustees, the Student Leadership Council Officers represent the entire student body. The Student Trustee is granted an office and key on the condition they participate and work with SLC officers on issues important to the students. This also means that the Student Trustee should attend the SLC meetings and SLC officer meetings and be prepared to give reports at both.

## Illinois Community College Board's Student Advisory Council (ICCB-SAC)

ICCB-SAC is made up of Student Trustees from across the state, and they meet monthly. The Student Trustee should keep in close communication with the ICCB-SAC. This group sponsors Student Advocacy Day, which is an annual event for community college student representatives across the state to unite and persuade legislators to make decisions that are favorable to the Community Colleges in Illinois. This is a student-based and student-run event. The Student Trustee works with the Student Leadership Council to coordinate College of DuPage's participation in the event.

# Student Leadership Council Officer

## **Qualifications:**

- Must have a cumulative GPA of 2.5
- Must be a student in good standing:
  - No disciplinary or academic sanctions have been placed against them
  - No overdue financial obligations to the College
- Must complete at least 6 credit hours at College of DuPage in the semester during which the Student Leader election is held AND through the entire term of office. (Summer term enrollment is not necessary). Completion means not officially withdrawing from classes that would cause the credit hours to drop below the 6 credit hour requirement
- Plan to serve the entire term of office, May 2025 to May 2026 unless extenuating circumstances arise
- File petition and forms by deadline

## **Duties:**

- Be open to new experiences and work with people who are different from you to create a team
- Collaborate whenever possible and grow to understand what experiential education means
- Help create and accomplish SLC annual goals
- Attend SLC meetings and activities typically Tuesdays from 2:00 p.m. to 3:00 p.m.
- Keep a minimum of eight office hours a week
- Grow as a leader and work on personal and academic and professional goals
- Become civically engaged with College of DuPage and community
- Complete at least Phase 1 of the [Living Leadership Program](#)
- Follow office policy and procedures
- Understand and be able to interpret the SLC defining and operating documents
- Communicate effectively and consistently with fellow officers, advisors, administrators, students, faculty, and staff
- Represents the student body at major college functions

## **Relationship with the Student Trustee**

The Student Trustee represents a student voice on the Board of Trustees, while the Student Leadership Council Officers represent the entire student body. The Student Trustee is granted an office and key on the condition they participate and work with Student Leadership Council Officers on issues important to the students. This also means that the Student Trustee should also give reports at SLC meetings and have regular meetings with Student Leadership Council Officers.

## **Illinois Community College Board's Student Advisory Council (ICCB-SAC)**

Student Advocacy Day is sponsored by the Illinois Community College Board's Student Advisory Council of which the COD Student Trustee is a member. Student Advocacy Day is an annual event for community college student representatives across the state to unite and persuade legislators to make decisions that are favorable to the Community Colleges in Illinois. This is a student-based and student-run event. The Student Leadership Council works with the Student Trustee to coordinate College of DuPage's participation in the event.

# STUDENT BODY ELECTION 2025 TIMETABLE

Date	Timeline
Monday, January 27	Election packets will be available for download on the Student Leadership Council Election Website <a href="http://cod.edu/studentelections">cod.edu/studentelections</a> through Friday, February 21.
Friday, February 21	Deadline for petition papers and candidate platform statements and photos to be filed digitally with Student Life staff online, 5:00 p.m.
Tuesday, February 25	In the event that multiple candidates submit their candidacy papers on the first day of filing at the same time, a lottery will be held in order to determine the order of candidates on the ballot order. Lottery conducted only if needed. Ballot order is first turned in, first listed.
Friday, February 28	Last day to withdraw as a candidate. Withdrawal must be on an official withdrawal form and digitally submitted to the Office of Student Life, by 5:00 p.m.
Monday, March 3	Final Specimen Ballot posted online at <a href="http://cod.edu/studentelections">cod.edu/studentelections</a> , 12:00 noon.
Thursday, March 6	Candidate Forum: candidates will be invited to share their platform statements and answer questions from the Student Body, in person and streaming online, 2:00 p.m. to 3:00 p.m.
Wednesday, March 12 & Thursday, March 13	Main Campus Election Days. Ballots will be available online from 9:00 a.m. on Wednesday to 11:59 p.m. on Thursday.
Friday, March 14	Election results will be verified by a representative from the IT Department and the Manager of Student Life. Results will be posted online, in the Office of Student Life, and in the Student Leadership Council Office.
March/April	Newly elected <b>Student Trustee</b> will meet with the current College of DuPage President and Chair of the Board of Trustees. Date and time are TBD.
April 15	In accordance with Illinois law, the newly elected <b>Student Trustee</b> 's term officially begins.
April 25	The newly elected <b>Student Trustee</b> will be sworn in at the April Board of Trustees meeting.
Monday, May 20	The newly elected Student Leadership Council Officers begin the 2024-2025 term.

# Nominating Process Steps

## (How to become a candidate)

If you are interested in running in the 2025 elections, **please follow the 5 steps below.**

1. **Read** the Position Fact Sheets in the Candidate Information Packet to make sure you are eligible to run for a position. Students must meet the minimum GPA requirements for the position(s) they are running for and have no judicial or financial holds on their account.
2. **Pick Up** a Candidate Nominating Packet at the front desk of Student Life, SSC 1111
3. **Complete** the Nominating Packet by **collecting** 50 signatures on your Nominating Petition from current College of DuPage students and filling out the "Statement of Candidacy and Compliance Form". Both of these items must be notarized. A list of on campus notaries can be found in the Nominating Packet.
4. **Submit** the completed Nominating Packet to the Office of Student Life before 5 p.m. on Friday, February 21, 2025. Ballot order is determined by first submitted, first listed so EARLY is BEST. Once your Nominating Packet is received you will receive an email confirmation within 24 hours (72 hours on weekends) confirming your candidacy.
5. **Write** your candidate statements and select a campaign photo to be used on the election website (headshot is best). 2 Candidate statements and 1 photo must be submitted to [quirks@cod.edu](mailto:quirks@cod.edu) by 5 p.m. on Monday, February 24, 2025 (Guidelines provided). Mark your calendar to participate in the In-Person Candidate Forum on March 6 from 2 p.m. to 3 p.m. in Student Services Center (SRC) 2131. RSVP via email by February 24, 2025. You can include your RSVP in your candidate statement email.

# Candidate Statements and Photo Information

2 Candidate statements (full and short) and 1 photo must be submitted to [quirks@cod.edu](mailto:quirks@cod.edu) by 5 p.m. on Monday, February 24, 2024.

Candidate Statements must be in Word format and can be no more than 300 words total.

Candidate Statements must include (answers not included in word count):

- 1) Name
- 2) Town of Residence
- 3) Major Area of Study
- 4) Contact Information

Candidates are highly encouraged to address the following prompts in their statements:

- 1) Why are you running for this position?
- 2) Describe your involvement while at College of DuPage?
- 3) What are your qualifications that are relevant to this position?
- 4) What do you appreciate about College of DuPage?

Short candidate statements must be in Word format and can be no more than 50 words total. It should be a concise summary of your full statement.

Candidate photos must be a clear, professional-looking headshot.

Candidate statements and photos may be submitted to the Courier newspaper and may appear in other publicity pieces available to all College of DuPage students including the website.

# Student Leader Forum Invitation

You are invited to participate in the COD Student Leader Candidate Forum, co-sponsored by Student Leadership Council and the Office of Student Life, to be held on Thursday, March 6, 2023 from 2:00 p.m. to 3:00 p.m. in SRC 2131. This will be a great opportunity for you to meet the voters and explain why you would be the best candidate for the job!

Please confirm your attendance via email to [quirks@cod.edu](mailto:quirks@cod.edu) by Monday, February 24, 2025. If the forum will cause you to miss class, you can ask Stephanie Quirk, SLC Advisor [quirks@cod.edu](mailto:quirks@cod.edu), or Jelymar Mejia, SLC Advisor [mejiaj742@cod.edu](mailto:mejiaj742@cod.edu), to contact your professor regarding your absence, although your professor always has final say regarding class attendance.

# Student Leader Election Procedures & Rules

## A. ELECTION TIMETABLE

The timetable for the election of the student leader positions of Student Trustee and Student Leadership Council Officers is prepared by the Manager of Student Life.

## B. INFORMATION AND MEETING

The SLC Advisors, along with the SLC Election Commission, will compile and make available information packets for the candidates. These packets will include the following:

- Position Fact Sheets
- Election Timetable
- Nominating Process Steps
- Candidate Statement and Photo Information
- Election Rules & Procedures
- SLC Defining and Operating Documents
- Appropriate Board Policies & Other information determined necessary

## C. BALLOTS

### Ballot Position

Once a candidate's eligibility has been certified by Student Life staff, candidates will have their names placed on the ballot in the order the "Candidacy and Compliance" forms are received. NOTE: If a candidate's "Candidacy and Compliance" form is submitted and there are insufficient signatures on the Nominating Petition at the time of submission, they will be notified of insufficient signatures and will go to the bottom of the submissions list. An Advisor of SLC will prepare the *Ballot Instructions* for review and approval by the Election Commission.

### Sample Ballots

The approved *Ballot Instructions* and a sample ballot shall be placed on public display at least one week prior to the first day of the election in the Office of Student Life.

## D. ELECTION COMMISSION

Election Commission is chaired by the current SLC President, as Election Commissioner. This committee will consist of at least two volunteers appointed by the commissioner. An SLC Advisor will facilitate training of the Election Commission so they are aware of the election rules and procedures. These members will not be campaigners for any specific candidate.

## E. CAMPAIGNING

Candidates are to conduct their campaigns in a manner that upholds the principles of honesty, decency, and fair play, as well as the rules and guidelines of College of DuPage. Candidates are not to use campaign materials that misrepresent, distort, or falsify facts. Students who fail to uphold standards of honesty and fairness may be charged with violating the Student Standards of Conduct.

Candidates are permitted to form campaign teams and campaign collaboratively (running as a ticket). Candidates will be held responsible for the behavior and actions of their campaign teams.



## RULES

1. The official campaign period will be Wednesday, February 26, 2025 through the end of the elections. No campaigning is allowed prior to Wednesday, February 26, 2025. Preparations for campaigning (not public) may be made in advance. For example: submit flyers for approval, create a campaign team, create a campaign strategy.
2. The Election Commission will be conducting a general marketing campaign to raise awareness about the elections and promote participation by the student body.
3. Digital campaign materials are limited to social media accounts and personal websites.
4. Physical campaign materials are limited to handbills (no larger than 8 1/2" x 11), buttons, and ads.
5. **All digital or printed campaign materials must include the following information on the image / in the body of the post and/or on the printed page:**
  - a. Candidate name
  - b. Contact information
  - c. Position for which you are running
  - d. Election dates – March 12 & 13, 2025
  - e. Election website – “chaplife.cod.edu”
  - f. How to vote - “Check your COD email for ballot instructions.”
6. Candidates are not allowed to use college funds to support their campaign, including using Student Life or Student Leadership Council resources.
7. Prohibited items include, but are not limited to: clothing, stickers, tchotchkes, chalking. No posting or attaching anything to buildings or windows is allowed. Flyers may be posted to college bulletin boards around campus.
8. **Designs for digital and physical campaign materials must be approved by the SLC Advisor prior to posting or duplication. There is a minimum of 24 hours turn-around time for staff to complete this task. Approvals will be granted as quickly as possible. The SLC Advisor will keep copies of all approved materials.**
9. Distribution of physical campaign materials should be done in a safe and non-harassing or pushy manner. Distribution must not obstruct traffic or deter students from going to class. Distribution will not take place on any stairwells, in any doorways, or in any office on campus. Candidates and campaigners should make every effort to properly dispose of any campaign materials littering the campus as soon as it is noticed.
10. Campaigning in online, virtual, and physical classrooms during class time is allowed, but must have the prior approval of the faculty member in charge of the class.
11. On Election days there shall be no campaigning within 100 feet of information tables, inside the Library, in any computer labs or classrooms, or anywhere on campus where students are seated at computers. Students should not be pressured to vote in front of candidates or members of the campaign team. This is coercion and grounds for a campaign violation.
12. Only currently enrolled students may campaign for candidates. Do not ask faculty or staff to distribute or display campaign materials.
13. Seated members of the SLC (Officers and Representatives) may not campaign for any candidate while in the SLC Office, during office hours, at SLC functions, or while officially representing SLC.
14. Each candidate is responsible for informing any student campaigning on their behalf of these election procedures, including the limitations indicated here.

## **F. ADDRESSING CAMPAIGN VIOLATIONS**

Any and all violations to these Election Procedures and Guidelines must be brought to the attention of the Manager of Student Life, or specified designee(s), in writing in order for them to be addressed or investigated. A form documenting the issue is available on ChapLife and requires description of alleged violation and evidence. Consequences of campaign violations will be determined by the College's Judicial Review Board, which may include ineligibility of candidates. Any illegally posted campaign materials will be removed as directed by the Manager of Student Life or designee. As per the Posting Guidelines of the College, candidates may be assessed a fee for such removal.

## **G. VOTING PROCEDURES**

The voting procedure for students:

1. All currently enrolled students will receive an email using their COD email address with a link to the ballot of certified candidate names in ChapLife.
2. The student will click on the email link, proceed to sign in to ChapLife, and vote for their candidate of choice.
3. After the student has completed the ballot, the ballot must be submitted in order to count.

WRITE-IN Procedure: A student's name may be inserted in the space provided on the online ballot. If a write-in candidate receives the most votes, they shall be declared the winner if they are otherwise qualified to hold the student leadership position. If a write-in winner is not qualified, i.e., because they do not have the requisite GPA, or if a write-in winner declines to assume the office, then a vacancy will exist. The vacancy will be filled for the remainder of the term as provided by existing policy.

## **H. COUNTING OF THE BALLOTS**

The Manager of Student Life and an IT department representative will submit a report of all candidates and the number of votes received by each to the Election Commissioner the morning following the elections. All votes will remain anonymous. At no time will an individual student's vote be reported with that student's User ID or password. A report of all votes cast will be printed for verification purposes. Results will be posted online at <http://cod.edu/studentelections> by noon following the day elections end.

## **I. ELECTION CONTEST**

Any candidate is entitled to file an election contest petition contesting the results of the election. Said petition shall be on an official form provided by the Manager of Student Life, shall state with specificity the basis of the contest and the relief sought, and shall contain the signatures of ten students who voted in the election and who support the election contest. The petition must be filed no later than two working days after the end of the election. The filing of the petition shall stay the seating of the candidate until the resolution of the petition.

Campaign literature posting irregularities and violations of these campaigning rules will NOT be sufficient to warrant voiding the results of the election. Election contests shall be strictly limited to those situations where there have been arithmetic errors in the counting of the ballots such that a different candidate should have been declared the winner, or where grave irregularities have made it impossible to determine the true results of the election.

The Manager of Student Life, or their designee, shall be responsible for holding the hearing on the election contest petition and shall convene a meeting upon the earliest date as is practical to consider the petition. The Manager of Student Life shall have the final authority regarding any election contest. In the event a new election is ordered, the election shall be held at times and on dates specified by the Manager but no later than thirty days from the date the Manager renders their decision. Only those candidates who participated in the contested election may participate in the new election.

# SAMPLE AGREEMENT

## Office of Student Life

### SAMPLE\*\*\*Student Trustee Acceptance Agreement\*\*\*SAMPLE

I, \_\_\_\_\_, in accepting the position of Student Trustee  
(PRINT first and last name)

for College of DuPage, I understand that I am afforded office space, a key, a desk, a phone, and a shared computer in the SLC office if I agree to the following guidelines and conditions:

1. I will be available to the student body and members of Student Leadership Council by keeping office hours in the office provided. I will submit those office hours at the beginning of each term to the Student Leadership Council for posting.
2. I will attend Student Leadership Council meetings and workshops held on Tuesdays during the academic term at 2:00 p.m. in the SLC office or via Zoom.
3. I will make reports to the Student Leadership Council regarding college business as it pertains to the student body.
4. To conduct myself in a professional manner and with the highest standard of behavior in accordance with the Student Code of Conduct.
5. If I attend the ICCB-SAC meeting, I will submit a written report within one week after each to the Student Leadership Council President and report at Student Leadership Council Meetings.
6. I will meet with the Manager of Student Life a minimum of once a month.
7. I will assist in the preparation and organization of Advocacy Day as well as attend the event.
8. I will meet with the immediate subsequent Student Trustee to assist in a smooth transition. If unable to meet in person, I will provide a written transition report.
9. I will turn in the Student Leadership Council office key to the Manager of Student Life at the end of my fulfilled term.
10. If I fail to meet the above conditions, I understand I will be asked to meet with the Manager of Student Life to discuss this situation and may have to relinquish these office privileges.

Agreed by: \_\_\_\_\_  
Signature of Student Trustee Date

\_\_\_\_\_  
Email

# SLC SAMPLE AGREEMENT

## ***SAMPLE\*\*\*College of DuPage Office of Student Life\*\*\*SAMPLE Student Leadership Agreement***

Name: \_\_\_\_\_ Colleague ID: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Position: \_\_\_\_\_ Student Organization: \_\_\_\_\_

In accepting this position, I hereby agree to the following guidelines and conditions.

1. To maintain a **minimum of 6.0 credit hours throughout** each academic term and a minimum **cumulative grade point average of 2.5**. I understand that my academics are my first responsibility. I will make myself aware of, and utilize when needed, the academic support resources of the college, including the advisor(s) of my organization.
2. To inform my family, friends, and employers of the responsibilities required of me in this leadership position and seek support and approval for these obligations from them.
3. To work towards the betterment of the College of DuPage student body and the Student Life program.
4. To conduct myself in a professional manner while on College of DuPage campus and while representing College of DuPage off-campus; and always act in accordance with the Student Code of Conduct.
5. To fulfill the specific duties and responsibilities of my position as guided by my advisor(s), including the required office hours per week during the fall and spring semesters and the training meetings during the summer semester.
6. To maintain frequent and effective communication with my fellow officers, advisors, and Student Life staff.
7. To attend all meetings, workshops, conferences, and events which relate to the responsibilities of my leadership position. If a condition arises that I am unable to attend a function that is required, it is my responsibility to work with my fellow officers and advisors to ensure that my duties are met.
8. To maintain a thorough knowledge and understanding of
  - a. The Mission of my organization and all training and operating documents,
  - b. Office of Student Life procedures and guidelines,
  - c. the Board Policies and Administrative Procedures of College of DuPage,
  - d. as well as local and state laws and regulations involved with the responsibilities of my position.
9. In regards to financial matters, I will:
  - a. Keep accurate files and records of meetings, events and all financial transactions in which I am involved or which are related to my leadership position, so that I will be prepared to justify and account for all funds for which I am responsible.
  - b. Abide by established Student Life and COD policies and procedures regarding events and the handling, expenditure and disbursement of funds
  - c. Understand that I may be held personally liable for any funds misappropriated, misapplied, or not accounted for.
10. To avoid interest of any kind in any business, firm, person or other entity whose interests may conflict with those of Student Life or which might profit from my holding a leadership position in Student Life or from which I might profit by holding such a leadership position, without first fully disclosing the nature and extent of such interests to the Coordinator of Student Life. I understand that the Coordinator of Student Life has the discretion to approve or disapprove my appointment to or continuation in this leadership position based upon such

disclosure.

I understand that by the end of each term I will meet with my fellow officers and the advisors for a Special Compensation Feedback Session and may be eligible to receive a scholarship.

11. I understand that in order to receive a scholarship:
  - a. I must complete the necessary paperwork in a timely manner;
  - b. I must prepare for and participate in the Special Feedback/Stipend Meeting; and
  - c. I must complete my term through the end of the semester (regardless of start date).
12. If I must resign my leadership position or no longer meet the qualifications for the position, I will:
  - a. Submit a written resignation to the other officers and advisors,
  - b. Return all files, supplies and office key to the advisor(s) within five business days, and
  - c. Remove all personal belongings from the office.
13. I understand that a Hold will be placed on my academic record if I do not do so, until which time the above are satisfactorily completed.

Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

# COLLEGE OF DUPAGE STUDENT LEADERSHIP COUNCIL

## DEFINING DOCUMENT

### **III. Mission**

The Student Leadership Council (SLC) of College of DuPage facilitates values-based opportunities for leadership development to enhance citizenship at our college and in our communities.

### **IV. Vision for the Future**

The SLC will aid in the individual and collective development of College of DuPage students by collaborating with the college community and by providing educated representation, service and leadership to the Student Body.

### **V. Operating Processes**

The SLC will operate in ways that are consistent with:

- the current processes and systems of the college;
- the mission and vision of the college and Student Life, as well as;
- encouraging students be active participants in the college community.

### **VI. Membership, Voting & Officers**

A. Participation in SLC meetings, workshops and activities is open to all members of the student body of College of DuPage.

B. Voting

- Any member of the student body enrolled in one or more credit hours may cast a binding vote at SLC Voting Meetings, unless they are full-time employees or part-time faculty of the college or are regularly elected college trustees;
- Procedures for qualifying voters are described in the SLC Operating Document, and;
- If three or fewer general SLC members are present at a Voting Meeting, officers may vote as described in the Operating Document.

C. Qualifications, election/selection, duties and responsibilities and compensation for officers are described in the SLC Operating Document.

### **VII. Finances**

- The SLC officers are responsible for the budgeting and management of the student service fees allocated to the SLC through the Student Life sub-committee of the Student Activities Fund Advisory Committee.
- The SLC must approve the budget submitted to the SAFAC sub-committee each spring as well as any adjustments made subsequently.
- The Coordinator of Finances will serve as the SLC Financial Officer and the SLC's student representative to the SAFAC sub-committee.
- Expenditures of the SLC will be approved and processed as indicated in the Operating

Document.

- All allocation requests must be properly documented and submitted as defined in the SLC Allocation Request.

### **VIII. SLC Limitations**

The SLC will be in accordance with the college's Board Policies and Administrative Procedures, as well as the procedures and guidelines of Student Life.

### **IX. SLC Documents**

- The SLC Defining Document may be changed by approval at a Voting Meeting of the SLC and must be subsequently approved by a vote of the Student Body. – The SLC Document changes must also be approved through the regular processes of the Student Life office.
- The President of the College (or designee) must also approve the Defining Documents of the SLC.
- The SLC will manage its day-to-day affairs according to the SLC Operating Documents, which will be published with this SLC Defining Document.

The Operating Documents of the Student Leadership Council of College of DuPage are published WITH this Defining Document of the SLC.

# COLLEGE OF DUPAGE STUDENT LEADERSHIP COUNCIL

## OPERATING DOCUMENT

### **I. SLC Operating Document**

A. Any portion of the Student Leadership Council (SLC) Operating Document is open for alteration or removal by a 2/3rds vote of qualified student voters at a meeting.

### **II. Meetings**

A. SLC Meetings are run by the SLC President or a designated officer.

B. Quorum for a SLC Meeting is 3/5ths of the current eligible voting.

C. Meeting agendas must be publicly posted 24 hours prior to the start of the meeting.

### **III. Voting**

A. Any item to be voted on at a SLC meeting must be listed on the agenda.

B. Items up for vote on the agenda must be properly documented so that members may become informed prior to voting. Financial items must include quotes and samples when available.

C. Voting in SLC Meetings shall follow the guidelines of the most current edition of the less formal Small Board Procedures of Roberts Rules of Order.

D. All SLC Officers, Student Representatives, and Ex-Officio members are eligible to vote except for the President who will only vote in the case of a tie.

### **IV. Collaborations with other Student Groups**

A. All requests for collaborations by the SLC must be:

1. Submitted in writing to the President;
2. Must be approved at a SLC meeting.

B. All project funding must serve student interests.

### **V. Representatives on College Committees**

A. Representatives to Collegewide committees:

1. Will be appointed by the SLC Vice President;



2. Must be currently enrolled in at least one credit course at College of DuPage (COD) except during summer term;
3. Must agree to and sign a Leadership Agreement outlining the expectations and commitments of the position.

B. Assignments on committees are reviewed for renewal at the end of each semester.

## **VI. SLC Officer Guidelines**

A. Student Leadership Council Officers:

1. Must be enrolled in at least six credit hours (except during summer terms) and maintain a cumulative grade point average of not less than 2.5;
2. Will agree to and sign a Leadership Agreement outlining the expectations and commitments of the position;
3. Will meet as a group with Advisors as necessary;
4. Will work with the Advisors to create and evaluate their own individual goals, both academic and for the SLC position, and;
5. Will work with the Advisors to develop a transition schedule that will become part of the Election Packets and will assist in the training of the new officers.

## **VII. Election of Officers**

A. The new officer team will be elected during Spring semester at the same time the Student Trustee is elected. The Election is managed in conjunction with the Student Life staff, who manages the Student Trustee election.

B. All officer terms begin at the start of Summer semester and end the final day of Spring semester. Exceptions to the start date will be made when filling a vacated officer position.

C. Officers must be enrolled in at least six credit hours (except during summer terms) and maintain a minimum cumulative grade point average of 2.5.

D. The incoming officer team will appoint the President and Vice President from their own membership.

1. The current SLC President will preside over the appointment process;
2. Interested candidates must notify the current SLC President and the SLC Advisor(s) of their intention to run via email at least 48 hours prior to the scheduled meeting where the appointment will occur; The appointment of the President will occur first, and the appointment of the Vice President will immediately follow;

3. The appointment process will be as follows:
  - a) Each candidate will be given an opportunity to make their case for the appointment;
  - b) The incoming officer team, current voting members, and Advisor(s) will have an opportunity to ask questions and/or make comments;
  - c) Only the incoming officer team will vote using the ranked choice method of voting. In the event of a tie, the current SLC President will cast the deciding vote

E. All SLC Officers will sign a leadership agreement outlining the expectations and commitments of the position.

F. In the event any officer resigns or is removed the following procedures will take place in order to fill the position:

1. The President is succeeded by the Vice President;
2. The Vice President is replaced by a current officer following the original Vice President appointment process;
3. Any other officer position will be appointed by the discretion of the officer team following the same appointment process as the President/Vice President appointment with the addition of a recruitment period.

### **VIII. Selection of Student Representatives**

A. Four voting representatives shall be appointed through an application and appointment process run by the SLC Officers at the beginning of the fall semester.

B. Student Representative appointments may be renewed by the SLC Officers at the end of fall semester and end at the conclusion of spring semester.

C. If a vacancy occurs midterm or at the semester break, the officer team may appoint a replacement using the same process.

D. Student Representatives must be enrolled in at least three credit hours and maintain a minimum cumulative grade point average of 2.0.

E. Student Representatives will sign a leadership agreement outlining the expectations and commitments of the position.

### **IX. Officer and Student Representative Duties, Responsibilities, and Compensation**

A. General duties for all SLC Officers and Student Representatives

1. Attends all SLC meetings and assists in the preparation of the agendas for SLC

meetings and activities;

2. Assists other team members as appropriate;
3. Serves on at least one collegewide committee;
4. Maintains office hours (8 hours each week for officers and 2 hours per week for student representatives) and communicates any changes to team members in advance;
5. Provides office hours to designated officer by the first day of each semester for posting;
6. Checks email and team communication channels at least once a day Monday through Friday when school is in session and responds within 48 hours if required;
7. Submits academic and position goals and updates at the beginning of every semester ;
8. Responsible for any duties agreed upon by the majority of SLC team members;
9. Always acts in a professional manner while on campus or representing COD off-campus.

#### B. Student Body President

1. Chairs and prepares the agendas for SLC meetings and workshops in conjunction with the SLC team members;
2. Serves as the primary contact to college staff;
3. Attends Shared Governance meetings;
4. Attends Board of Trustee meetings to represent the student constituent group and the SLC, if so directed by the officer team, and informs the SLC of upcoming issues that will directly affect students;
5. Serves as Election Commissioner and works with SLC Advisor(s) to coordinate student elections;
6. Represents the student body at major college functions.

#### C. Student Body Vice President

1. Serves in absence of the Student Body President;
2. Makes an appointment to the Shared Governance Council or attends their meetings;
3. Makes appointments to College Wide Committees as described in Article V;

4. Attends Board of Trustee meetings to represent the student constituent group and the SLC, if so directed by the officer team, and informs the SLC of upcoming issues that will directly affect students;
5. Keeps a record of attendance and minutes at SLC meetings;
6. Represents the student body at major college functions.

#### D. SLC Officer Team

1. The following are the essential officer duties that must be delegated to specific officers during the first organizational meeting:
  - a) Maintain financial paperwork and records, present monthly financial reports, and prepare annual budget for approval;
  - b) Manage the SLC office, maintain meeting minutes and SLC files, and post office hours;
  - c) Manage SLC social media, print materials, and office window displays;
  - d) Liaison with Living Leadership Program.

#### E. SLC Committees

1. SLC will maintain the following SLC committees which will be chaired or co-chaired by SLC Officers and/or Student Representatives:
  - a) Marketing and Outreach Committee
    - (1) Creating marketing materials to promote the SLC's events, projects and initiatives
    - (2) Recruitment and engagement of current members
  - b) Civic Engagement Committee
    - (1) Educate the student body on current societal issues with a nonpartisan point of view;
    - (2) Collaborate and partner with student clubs and organizations, campus administrators, and faculty to organize voter registration, voter education, and voter engagement with a nonpartisan point of view on campus.
    - (3) Coordinate SLC's participation in the Illinois Community College Board's Advocacy Day.

2. SLC may form additional committees as determined by the SLC team.

#### F. SLC Officer & Student Representative Compensation

1. Officers may receive a scholarship at the end of the Fall & Spring terms up to \$1,350;
2. Student Representatives may receive a scholarship at the end of the Fall & Spring terms up to \$350;
3. The actual scholarship amount to be received by each officer shall be determined by the SLC Advisor(s) with the input of all officers, including the recipient;
4. The Advisor(s) will prepare all paperwork for the scholarships for action by the Manager of Student Life.

### **X. Advisors**

#### A. The role of the advisor(s) will be:

1. Advise in goal development and implementation for group;
2. Assist officers with position and personal goal development and attainment;
3. Train officers in specific role responsibilities;
4. Advise in meeting preparation and management;
5. Manage scholarship determination;
6. Assist officers in the management of the SLC office;
7. Advise in college policy and procedures, as well as Student Life procedures;
8. Assist members of the SLC as is appropriate and needed;
9. Advise in communication with administration and various areas of the college.

### **XI. Finance Procedures**

A. The annual SLC budget request must be approved by SLC and submitted to the Manager of Student Life in accordance with Student Life procedure;

B. Any requests for budget adjustments during the operating year must be approved by the SLC team and submitted to the Manager of Student Life in accordance with Student Life procedure;

C. The officer delegated with financial oversight reviews and approves any documents

pertaining to financial processes before submitting as a meeting agenda item to the SLC President for action;

D. The President may approve expenditures of \$200 or less;

E. All expenditures of more than \$200 must be approved by vote in a SLC meeting;

F. All SLC expenditures must follow college and Student Life financial procedures as well as the SLC allocation process.

## **XII. Election Commission**

A. The President will serve as Election Commissioner unless circumstances prohibit them from doing so. Then they must appoint another available SLC member(s) to fulfill the duties.

B. Election Commissioner will be charged, along with the SLC Advisor(s), to manage of all aspects of the SLC and Student Trustee election process which consist of, but are not limited to:

1. Reviewing the election rules, procedures and timetable no later than the first SLC meeting of spring semester;
2. Assist in the recruitment of an election committee;
3. Manage publicity campaign;
4. Resolve any conflicts or grievances that may arise about the election process.

## **XIII. SLC Office Policies And Procedures**

### **A. Environment**

1. The SLC office is a privilege afforded the students so that they may provide representation and services for the student body. The SLC seeks to create a welcoming and inclusive atmosphere to foster and enhance the collaborative efforts of the student clubs and organizations of the college;
2. The office is to be used for the business of the SLC and College of DuPage. It is expected that SLC Officers and members will conduct themselves in a professional and friendly manner, as well as take responsibility for ensuring that all using the office do so;
3. The appearance of the office is the responsibility of each student using the space. The tables, desks and all areas must be kept clean and well maintained;
4. Only seated members of the SLC team are allowed to be in the office by themselves. All guests must be accompanied by a seated member of the SLC team (Student getting

a scholarship);

5. The rules and procedures of College of DuPage are to be upheld.

#### B. Student Leadership Council Office Hours

1. The SLC office will be staffed Monday through Friday (when classes are in session) to ensure that officers and active members are accessible to the Student Body;
2. Officers serve eight office hours a week, and student representatives are to serve two office hours a week;
3. Officers and Student Representatives are to provide a copy of their time of availability and office hours by the first day of each term so that they may be posted;
4. The SLC office will be available for use by the SLC team when the buildings of the college are open.

#### C. Student Leadership Council Office Key Control

1. The following students may be issued keys by the SLC advisor(s): in accordance with Student Life procedure:
  - a) SLC President
  - b) SLC Vice President
  - c) SLC Officers
  - d) Student Trustee
  - e) Ex-Officio Officers
2. Students with keys are responsible for understanding the responsibilities that accompany this privilege. The privilege of being assigned keys may be revoked at any time by the SLC advisor(s).

#### D. Guests and Visitors

1. The primary purpose of the SLC office is to represent and serve the Student Body. A guest is any person not conducting SLC business in the SLC office; entertaining guests is not encouraged.

#### E. Use of Office Equipment

1. All equipment and workspaces are to be used primarily for SLC business. Each student is responsible for understanding the appropriate manner in which equipment is

to be operated and must receive instruction from an officer or advisor prior to using equipment;

2. Problems or concerns about computers, telephones or other equipment must be reported to and discussed with the Advisor(s). No member of the SLC team will attempt to repair or alter settings on any computers or phones;
3. Computer Usage : The ONLY documents that are to be saved on the SLC computers are those related to SLC business. Computers may be reimaged by the college at any time resulting in a loss of files;
4. Work Space: Work Space in this office is a privilege and is to be used for SLC and College of DuPage business only. The main office area is to be used as a general workspace. The officers, the student trustee, and any ex-officio officers will be assigned a desk in the office;
5. File Usage: Files held in the SLC office are to be available for the use of all officers. The files contain the past work of student representatives and are expected to be used as reference and resource. Older files may be stored in the college archives in the Library or in the Student Life office.

#### **XIV. Services from Others Areas of the College**

- A. Services such as copying, sign making, moving furniture and equipment, A/V equipment, catering and room setups are provided to SLC through the specified procedures. SLC Officers are expected to learn and use these procedures and use them appropriately.
- B. There are usually forms that need to be completed so that requests are clear and can be planned for by the providing department. There are sometimes charges for services or use of equipment. Allocations for these charges must be submitted through the Advisors and acted upon by the SLC Officers. Extra time must be allotted for these processes.



# Governance Policy Manual of the Board of Trustees

## The Board of Trustees - Policy No. 5-30

### Ethics Policy

Each member of the Board of Trustees will conduct themselves in accordance with all local, state, and federal statutes, as well as, all College of DuPage policies, procedures, regulations, and ordinances. The Board adopts in its totality the "Ethics Ordinance" prescribed by the Illinois Employee Ethics Act, 5 ILCS 430, as part of its policies.

In compliance with the Illinois Employee Ethics Act, the following is applicable:

### Gift Ban

No trustee or employee and no spouse of, or immediate family member living with, any trustee or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates the Gift Ban.

Exceptions: This Gift Ban is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the trustee or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any contribution that is lawfully made under the Election Code; or any activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, aunt, uncle, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether, to the actual knowledge of the recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business COLLEGE

OF DUPAGE The Board of Trustees - Governance Policy Manual of the Board of Trustees Policy No. 5-30 reimbursement for the gift; and (iii) whether, to the actual knowledge of the recipient, the individual who gave the gift also at the same time gave the same or similar gifts to other trustees or employees or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a trustee or employee), if the benefits have not been offered or enhanced because of the official position or employment of the trustee or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to a trustee or employee from another trustee or employee, and "inter-governmental gift" means any gift given to a trustee or employee by a trustee or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed above are mutually exclusive and independent of every other.

Disposition of gifts:

A trustee or employee, his or her spouse, or an immediate family member living with the trustee or employee does not violate this Gift Ban if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Pursuant to this Policy, Trustees and employees shall not engage in the following conduct or activities:

(a) No trustee or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No trustee or employee shall intentionally use any property or resources of College of DuPage in connection with any prohibited political activity.

(b) At no time shall any trustee or employee intentionally require any other trustee or employee to perform any prohibited political activity (i) as part of that trustee's or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No trustee or employee shall be required at any time to participate in any prohibited political activity in consideration for that trustee or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or

otherwise, nor shall any trustee or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for a trustee or an employee to engage in as part of his or her official duties, or activities that are undertaken by a trustee or employee on a voluntary basis which are not prohibited by the College's Ethics Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or a trustee of a political committee, of a political party, or of a political organization or club.

#### Prohibited Political Activities

For purposes of this Policy, "prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions including, but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office, or on behalf of a political organization for political purposes, or for or against any referendum question.
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office, or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization, or for or against any referendum question, or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum

question.

(12) Campaigning for any elective office or for or against any referendum question. (13) Managing or working on a campaign for elective office or for or against any referendum question. (14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any Election.

#### Penalties

A Trustee or employee who violates any provision of the Ethics Ordinance, may be subject to the following punishment in accordance with the Illinois Employee Ethics Act, 5 ILCS 430/50-5:

(a) A person who intentionally engages in a prohibited political activity may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates the Gift Ban is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision the Ethics Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of any prohibited political activity shall be prosecuted as a criminal offense by an attorney for College of DuPage by filing in the circuit court an information, or a sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation the Gift Ban may be prosecuted as a quasi-criminal offense by an attorney for College of DuPage or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, a trustee or employee who intentionally violates the Ethics Ordinance, is subject to discipline or discharge. A complete statement of the "Ethics Ordinance" prescribed by the Illinois Employee Ethics Act appears in Appendix A of this Board Policy Manual.

Note: Board Policy 15-27, Confidential Reporting of Wrongdoing, will be used to administer disclosures of allegations of non-compliance with this Ethics Policy. Adopted: March 19, 2009 | Rescinded: April 16, 2009 | Amended: July 16, 2009

## **Student Affairs - General Policy Manual of the Board of Trustees**

### **Student Affairs - Policy No. 20-30**

Student Rights and Responsibilities Students do not surrender their constitutional rights simply because they are students or in the confines of the College community. Students are encouraged to participate in the

development and review of College regulations and policies. Connected with these rights are the responsibilities of students to fulfill their academic obligations and to comply with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations or with the educational process, the College reserves its right to seek disciplinary action. The right of due process will be afforded in any disciplinary or legal action taken against any student. Board Policy 20-40, Student Discipline, will be used should there be a need to administer student discipline. The Student Discipline Policy 20-40 will be published by the College. Adopted: 3/19/09 | Amended: 8/20/09

## **General Policy Manual of the Board of Trustees**

### **Student Affairs - Policy No. 20-91**

**Student Clubs and Organizations** The College is committed to the existence of, support for, and student participation in student clubs and organizations. The fundamental rights, and the responsibilities associated with those rights, accorded to students in relation to the forming and operation of student clubs and organizations are addressed in Policy and Procedure 20-30, Student Rights and Responsibilities. All information pertaining to student clubs and organizations will be published by the College via the Student Clubs and Organizations Handbook. Adopted: 3/19/09

## **Student Clubs and Organizations**

### **Student Affairs – General Policy No. 5. 2 1**

The College recognizes that participation in collegiate co-curricular and extracurricular activities enhances and enriches the educational experience. Thus, in accordance with its mission to serve as a center of excellence for teaching, learning and cultural experiences, the College will establish and maintain a process by which Student clubs and organizations (collectively, “Student Organizations”) may obtain official College recognition. Official recognition status makes a Student Organization eligible for College-sponsored benefits, such as financial support, access to certain communication channels, Facilities usage, and advisors, as detailed in the relevant Administrative Procedures. The College’s official recognition of a Student Organization is not intended to be, and should not be, construed as an endorsement of the viewpoints expressed by the Student Organization. Student Organizations will be afforded official recognition status without regard to the content of the viewpoints they express so long as they comply with all rules and meet all requirements forest by the College for obtaining and maintaining official recognition status. Nothing in this Policy is intended to preclude the College from adopting and enforcing reasonable rules and restrictions to ensure the orderly operations of the College and the safety of the College community. Notwithstanding any other provision of this Policy, nothing in this Policy permits the College to regulate the content of expressive activity in violation of the protections afforded by the First Amendment to the U.S. Constitution. The Assistant Provost of Student Affairs and his/her designee are authorized to develop and implement Administrative Procedures, rules and restrictions for Student Organizations at the College, consistent with this Policy, all relevant federal and state laws and regulations, other Policies, and the College’s CBA obligations. Violations of those Administrative Procedures, rules and restrictions may subject a Student Organization and/or its members to disciplinary action pursuant to the Code of Student Conduct. Authority: 20 U.S.C. § 1011a; 110 ILCS 805/3-27(c). History: • Adopted 3/19/09 • Amended 1/21/21