John Wood Community College  
Student Government Association  

**BY-LAWS**

I. ELECTION RULES  
A. **Candidate Information Sheets** shall be submitted to the Student Life Office prior to the start of the election process. There will be a mandatory election rules meeting for the candidates before they may begin campaigning. Candidates may campaign for themselves, but not against someone else.  
B. Candidates are responsible for creating their **campaign materials**. All campaign materials must be approved and stamped by the Vice President for Student Services Office prior to distribution. Materials placed in unauthorized areas will be removed. *No signs or banners may be placed on glass anywhere!*  
C. At his/her own expense, a candidate is allowed to have a campaign manager.  
D. In the event of a contested race, a scheduled **Candidates’ Forum** may be held to give the candidates an opportunity to present their campaign platforms.  
E. The SGA election and each candidate will be promoted via the JWCC “Blazer Vision” and the JWCC Student Life web site. Each candidate is *required* to have a photo on file in the Student Life Office prior to the start of the SGA election.

II. ADVISORS  
A. The SGA must have at least one advisor at all times. The advisor(s) must be employees of JWCC.  
B. **Duties:**  
   To advise the Student Government Association, Executive Board, and the Inter-Club council.  
   To be present at all SGA meetings, SGA Agenda meetings and Executive Board meetings.  
C. **Current Advisors:**  
   Director of Student Life & Athletics; and the Vice President for Student Services.

III. OFFICERS AND SENATORS  
A. **Requirements:**  
   All SGA members must be enrolled in a minimum of six credit hours (in 2 of any 3 terms) and maintain a minimum cumulative grade point average of 2.0. Any member falling below these standards shall be granted one semester on probation in order to raise his/her academic standing. After one semester, if the minimum requirements are not met, he/she shall be removed from the SGA.  
B. **Tuition Waivers:**  
   Tuition waivers shall be awarded to SGA officers based on JWCC Board policy. The Student Trustee and President are eligible to receive up to one full-tuition waiver for his/her term of office; the Vice President, Secretary and Treasurer are eligible to receive up to one half-tuition waiver for his/her term of office.  
C. **Duties of All Officers and Senators:**  
   To be aware of the needs, opinions, and concerns of the student body and report them to the SGA.  
   To attend all SGA meetings and participate fully by voting or recommending action on issues.  
   To be prepared for all meetings by reading the minutes and agenda in advance, and by arriving on time.  
   To notify the advisors in advance if he/she will be absent from a meeting.  
   To serve on committees and participate in activities that support the SGA.  
   To support and oversee student organizations as well as the intramural program.  
   To have a sincere interest in the welfare of the student body and assist students with grievances.  
   To recruit new SGA members.  
   To have a working knowledge of the SGA Constitution, By-Laws and parliamentary procedures.  
   To participate in orientation and training sessions for Officers and Senators.  
   To abide by the SGA Constitution, By-Laws and JWCC regulations while striving for academic success.  
   To consult and confer regularly with the SGA advisors, and remember that the activities of the organization should be planned and carried out by the students, not the advisors.  
D. **Duties of All Officers:**  
   To attend and actively participate in Executive Board meetings.  
E. **Duties of All Senators:**  
   To attend SGA meetings each month and report on issues concerning the student body.
**BY-LAWS**

**F. Duties of the Student Trustee:**
To serve as a liaison between the student body, the SGA, and the Board of Trustees.
To attend the JWCC Board of Trustees meeting each month and give a report on the SGA’s activities, events, and issues affecting the student body.
To attend the SGA meeting each month and present both an oral and written Student Trustee Report on issues discussed at the JWCC Board of Trustees meeting which affect the SGA or student body.
To attend Illinois Community College Board-Student Advisory Committee meetings.

**G. Duties of the President:**
To plan programs for the year ahead shortly after assuming office. This will be delegated to a planning committee, but the President is responsible for seeing that the planning is done.
To preside at all SGA meetings and act as principal host at all SGA functions.
To vote (only) in the case of a tie vote.
To appoint members to fill vacancies.
To appoint committees and define their responsibilities.
To see that Officers, Senators, and committees carry out their duties promptly and fully.
To serve as an ex-officio member on all committees.
To attend College-Wide meetings to report on SGA functions and activities.
To notify the Vice President in advance of absences so he/she will be prepared to preside in his/her place.
To call special meetings of the SGA Executive Board or committees as necessary.
To oversee over the ICC.
To appoint members to serve as Student Representatives for the College.
To conduct evaluations in terms of what has been accomplished and what has benefited the student body.
To become familiar with the JWCC policies and procedures affecting student organizations.

**H. Duties of the Vice President:**
To perform all duties of the SGA President in his/her absence and serve as President Pro Temp.
To chair the Program Board and set meeting times.
To recruit volunteers for the Program Board. (They don't necessarily have to be SGA members; faculty, staff, and other students may also be interested.)
To supervise the organization and planning of varied SGA sponsored activities and events.
To be sure the Program Board spending is within the budget and provide the SGA Treasurer with a written report of finances before each SGA meeting.
To distribute a calendar of SGA activities and events for the student body.
To present a Program Board report of activities and finances at each SGA meeting.

**I. Duties of the Secretary:**
To conduct roll call, and record, prepare and distribute the minutes for all SGA meetings.
To post copies of the approved SGA meeting minutes on appropriate bulletin boards or the Student Life web site within 3 days of the SGA meeting.
To write the SGA meeting agenda during Executive Board meetings.
To distribute copies of the minutes and agenda with 3 days prior to each SGA meeting.
To conduct all official correspondence for the SGA, and maintain custody of the correspondence and files.
To maintain permanent records of membership, attendance and minutes.

**J. Duties of the Treasurer:**
To maintain an accurate record of all financial transactions of the SGA.
To present both an oral and written Treasurer's Report at all SGA meetings.
To supervise budgeting requests and advise the SGA regarding financial matters.
To publish annually the approved budget and actual balance statement.

**K. Duties of the Senate Chairperson:**
To preside over Senate meetings and give the Senators' Report at each SGA meeting.

**L. Duties of the SGA Parliamentarian:**
To advise SGA members on matters of parliamentary procedure and Roberts Rules of Order.

**IV. COMMITTEES AND STUDENT REPRESENTATIVES**
The SGA Officers and Senators are asked to serve on various SGA committees and JWCC college-wide committees:

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