

COLLEGE OF DuPAGE STUDENT LEADERSHIP COUNCIL

DEFINING DOCUMENT

I. 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.

II. 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.

III. 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 Activities, as well as;
- encouraging students be active participants in the college community.

IV. 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.

V. Finances

- The SLC officers are responsible for the budgeting and management of the student service fees allocated to the SLC through the Student Activities 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.

VI. SLC Limitations

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

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VII. 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 Activities Office~~ **Office of Student Life**.
- 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.

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OPERATING DOCUMENT

I. Operating Processes and Meetings

- A. Any portion of the SLC Operating Document is open for alteration or removal by a 2/3rds vote of qualified student-voters at a meeting.
- B. Meetings are regulated by the less formal Small Board Procedures of *Roberts Rules of Order* (most current edition).
- C. Any item to be voted on at a Voting Meeting of the SLC must be listed on the agenda, and the agenda must be posted 24 hours prior to the meeting in the front window of the SLC office.
 - Items to be listed on the agenda must be submitted to the Coordinator of Operations by Noon two business days prior to the business meeting;
 - Items on the agenda must be properly documented so that members may become informed prior to voting, and;
 - Items pertaining to financial allocations must receive a recommendation from the Officers prior to being placed on the agenda of a Voting Meeting.
- D. Voting
 - Students eligible to vote at SLC Voting meetings will be qualified by the Coordinator of Operations as currently enrolled and in attendance at least TWO SLC meetings in the preceding 30 days may cast a binding vote at SLC meetings;
 - If three or fewer general SLC members present are qualified to vote, then the three Coordinators may vote, and;
 - The Student Body Vice President will vote only in the case of a tie, and the Student Body President will not have a vote.

II. Project and Program Coordination and Support

- A. **Requests for projects to be supported by the SLC must be:**
 - submitted in writing to the Coordinator of Operations;
 - reviewed by the SLC officers prior to being placed on a meeting/workshop agenda;
 - must be approved at a SLC Voting meeting if funds are requested or at a SLC meeting if no funds are requested.
- B. **Projects approved by the SLC for sponsorship will:**
 - be entertained in the context of current funds and procedures, and;
 - be lead in small teams of students.
- C. All project funding must go to projects that directly serve students or broadly serve student interest.

III. Representatives on ~~College-Wide Committees (CWC)~~ Shared Governance Council (SGC)

- A. **Representatives to College-wide committees and councils:**
 - will be appointed by the Student Body Vice-President;
 - must be currently enrolled in at least one credit hour at C.O.D. except during summer term;
 - will sign a Leadership Agreement outlining the expectations and commitments of the position;
 - may serve as long as they are willing and are meeting the terms of the Leadership Agreement;
 - ~~may be compensated for their service, as per the Leadership Agreement.~~
- B. **The Leadership Agreements for ~~CWC~~ SGC Representatives may include any or all of the following:**
 - Meeting with the chair of the committee;

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- Reviewing the meeting agendas/minutes with an advisor or officer of the SLC;
- Completing and submitting to the SLC VP CWC report form in a timely manner;
- Giving verbal reports at SLC meetings/workshops;
- Polling the student body and gaining input on issues from the SLC;
- Keeping files of committee work for use by subsequent representatives, and;
- Providing a transition report or training for subsequent representatives.

C. ~~The compensation for CWC Representatives:~~

- ~~— Will be managed by the Student Body Vice President, the Finance Coordinator and the Advisor;~~
- ~~— Will be based on participation at CWC meetings and their leadership agreements~~
- ~~— Representatives may receive a stipend at the end of each semester up to the amount equivalent of one credit hour of tuition per term, and;~~
- ~~— SLC officers will make final recommendations to the Director of Student Activities.~~

IV. SLC Officer Guidelines

Student Leadership Council officers:

- 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;
- Must be elected or selected as indicated for each officer position;
- Will sign a Leadership Agreement outlining the expectations and commitments of the position;
- Will have a vote at an SLC Voting Meeting as described in Section I of this SLC Operating Document;
- Will meet as a group with Advisors as necessary;
- Will work with the Advisor to create and evaluate their own individual goals, both academic and for the SLC position, and;
- 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.

V. Election/Selection of Officers

- All officers take office at the end of Spring semester, unless they are filling a vacated officer position;
- Student Body President (SBP) & the Student Body Vice President (SBVP) will be elected during Spring semester at the same time the Student Trustee is elected. The Election is managed in conjunction with the ~~Student Activities~~ **Student Life** staff, who manages the Student Trustee election.
- The Coordinators of Operations, Outreach, and Finance will be filled through an interview and appointment process.
 - The officers will develop and publicize a timeline for the selection process to take place during Spring semester or as vacancies occur;
 - Interested candidates for Coordinator positions will complete and submit the appropriate paperwork to the ~~Student Activities Office~~ **Office of Student Life** by the deadlines indicated;
 - All interested candidates will set appointments with the Advisor and Co-Advisor for individual interviews;
 - Each candidate will have an opportunity to speak to the SLC and answer questions of the SLC members, and;
 - The Advisor and Co-Advisor will give their input to the SLC at a Voting Meeting;

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- The SLC will vote and the candidate receiving a simple majority will be seated as of the end of the SLC Voting meeting.
- D. The Election rules, procedures and timetable will be approved no later than the first SLC Voting meeting of Spring semester and may be added to this Operating Document.
- E. In the event any officer resigns or is removed the following procedures will take place in order to fill the position:
 - The Student Body Vice President succeeds the Student Body President;
 - The Student Body Vice President will be filled through the same interview and appointment process as for Coordinator positions indicated in Article V.

VI. Officer Duties, Responsibilities and Compensation

A. General Duties for all SLC officers

- Assists the Student Activities staff in managing the election;
- Assists other officers and SLC members as appropriate;
- Attends SLC Meetings and assists in the preparation of the agendas for SLC meetings and workshops;
- Posts and maintains office hours, communicates with students, administration, faculty and staff in a timely manner, submits academic and position goals and updates (annually and semesterly), and;
- ~~- Assists with the management of the Campus Cruiser WebPage;~~

B. Student Body President

- Serves as the primary contact to college staff and serves as the leader of the SLC officer meeting;
- Chairs and prepares the agendas for SLC meetings and workshops in conjunction with the SLC officers;
- Attends College Leadership Council meetings;
- Attends Board of Trustee meetings to represent the student constituent group and the SLC, if so directed, and informs the SLC of upcoming issues that will directly affect students;
- Represents student body at major college functions;

C. Student Body Vice President

- Serves in absence of the Student Body President;
- Votes at SLC Voting meetings only if a tie-breaking vote is needed;
- ~~– Attends College Leadership Council meetings;~~
- Attends SLC officer meetings;
- Makes appointments to the ~~College-Wide Committees~~ **Shared Governance Council committees**, reports to the SLC in absence of representative, and makes recommendations concerning the representatives' stipends to the officers;
- Represents student body at major college functions;

D. SLC Coordinator of Finance

- Serves as Chief Financial Officer of the SLC and as its S.A.F.A.C. Sub-Committee representative;
- Works with the Advisors and the SLC officers to prepare the annual budget request for the approval of the SLC;

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- Prepares all financial paperwork as indicated by actions of the SLC officers and the SLC for action by the Director of Student Activities;
- Prepares monthly financial reports for the SLC and keep all financial records, files and archives;
- Assists with SLC-sponsored Projects by managing the financial aspects and communication;

E. SLC Coordinator of Operations

- Certifies voters at SLC Voting meetings, keeps a record of attendance and minutes at SLC meetings and establishes quorum at the Voting Meetings;
- Attends SLC officer meetings;
- Manages the SLC office in conjunction with the Co-Advisor;
- Manages the meeting records and files of the SLC;
- Provides ~~Student Activities~~ **Student Life** staff with website updates and serves **as host of the SLC portal Club page with assistance from other members; SLC Page on the Student Portal;**
- Primary manager **of social network and electronic communication;**

F. SLC Coordinator of Outreach

- Chairs an Outreach Committee of students to develop and implement an Annual Action Plan to inform the Student Body and the College Community of the activities of the SLC;
- ~~Assists students in taking responsibility for issues of by providing appropriate information and referrals;~~
- Works with the Advisor to develop and implement training sessions for the members of the SLC in relation to outreach and public relations activities;
- Provides pictures and information, to the Operations Coordinator for the SLC website;
- **Functions as Chair of Collegiate Council (CC);**
- **Collects updates and information (including contact information) from clubs and organizations on campus and compiles them into a monthly CC Newsletter;**
- **Collects agenda items from clubs and organizations on campus and compiles them into an agenda for quarterly meetings of CC;**

G. SLC Officer Compensation

- Officers may receive a stipend at the end of the Fall, **and** Spring ~~and Summer~~ terms up to the amount equivalent to in-district tuition for 12 credit hours.
- The percentage of the total amount of stipend to be received by each officer shall be determined by the SLC Advisor with the input of all officers, including the recipient.
- The Advisor will prepare all paperwork for the payments for action by the **Manager of Student Life** and will maintain files of the documentation of the decisions.

VII. Advisors

A. Advisor - Coordinator of Student Activities

- Advises in goal development and implementation for group;
- Assists officers with position and personal goal development and attainment;
- Advises in meeting preparation and management;
- Manages compensation determination and records;
- Assists the Coordinator of Operations in the management of the SLC office;
- Advises in college policy and procedures, as well as SAO procedures, and;

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- Assists members of the SLC as is appropriate and needed.

B. Co-Advisor – Director of Student Activities

- Assists with the Finance Coordinator with budget preparation and management;
- Advises and trains the SLC officers and members in fiscal matters;
- Assists compensation determination and records;
- Advises in communication with administration and various areas of the college;
- Advises in college policy and procedures, as well as ~~Student Activities Office~~ **Office of Student Life** office procedures, and;
- Assists members of the SLC as is appropriate and needed.

VIII. Finance Procedures

- The Finance Coordinator prepares the next fiscal year's budget for submission to S.A.F.A.C. and for approval by the SLC at a voting meeting, during the Spring Semester;
- The budget then becomes a planning tool and does not replace individual allocation approval;
- The Finance Coordinator reviews and approves any documents pertaining to financial processes before submitting to the SLC officers or the SLC for their action;
- The Finance Coordinator must approve expenditures less than \$50;
- SLC officers must approve expenditures more than \$50 and the Finance Coordinator must report these at the next meeting;
- All expenditures of more than \$200 must be approved by SLC members at a voting meeting;
- All SLC expenditures must follow college financial procedures and the SLC allocation process.

IX. Election Procedures

- A.** An Election Committee, consisting of SLC officers and active members, will appoint an election commissioner in the Fall Semester
- B.** The Election Committee will be charged with assisting the management of all aspects of the SLC and Student Trustee election process which consist of, but are not limited to:
 - Reviewing the Election rules, procedures and timetable no later than the first SLC voting meeting of Spring semester
 - Assist in the recruitment of election judges and oversee the polls on election days
 - Manage publicity campaign
 - Resolve any conflicts or grievances that may arise about the election process.

X. SLC Office Policies And Procedures

A. Environment

- 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.
- 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.

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- The appearance of the office is the responsibility of each student using the space. The tables, desks and all areas should be kept clean and well-maintained.
- The rules and procedures of College of DuPage are to be upheld.

B. Student Leadership Council Office Hours

- The SLC office will be staffed Monday-Friday (when classes are in session) to ensure that officers and active members are accessible to the Student Body. Office hours will be posted by the first day of each term and will include day and/or evening hours.
- Officers are expected to give the Operations Coordinator a copy of their time of availability and office hours by the first day of each term so that they may be posted.
- The SLC office will be available for use when the buildings of the college are open; generally these hours are Monday – Friday, 6:00 am – 11:00 pm and Saturday – Sunday, 7:00 am – 8:00 pm, except on holidays when the college is closed.
- When the college is closed special procedures are required to use the SLC Office and to enter/leave the building. Advance notice of at least two working days must be requested through one of the Advisors who will inform the Public Safety staff and the Operations Coordinator.

C. Student Leadership Council Office Key Control

- General members will not be given their own key, due to mass membership.

The following six students may be issued keys by the ~~Director of Student Activities~~ **Manager of Student Life**:

- | | |
|-------------------------------|--------------------------|
| - Student Body President | - Finance Coordinator |
| - Student Body Vice President | - Operations Coordinator |
| - Student Trustee | - Outreach Coordinator |
- Active SLC members may have their names added to the office access memo in Public Safety if so determined by the SLC officers. The ~~Director of Student Activities~~ **Manager of Student Life** prepares and submits the office access memo.
 - Students with keys and those on the access memo are responsible for understanding the responsibilities that accompany this privilege. The SLC officers may recommend that the privilege be revoked.

D. Guests And Visitors

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

- 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 should receive instruction from an officer or advisor prior to using equipment.
- Problems or concerns about computers, telephones or other equipment should be reported to and discussed with the Operations Coordinator or the Advisors. No one should attempt to repair or alter settings on any computers or phones.

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Computer Usage

The ONLY documents that are to be saved on the SLC computers are those related to SLC business.

Telephone Usage

The officers and the student trustee are authorized for long distance phone calls pertaining to College of DuPage business.

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 general membership workspace. The five officers and the student trustee will be assigned a desk in one of the small offices.

File Usage

Files held in the SLC office are to be available for the use of all. The files contain the past work of student representatives and are expected to be used as reference and resource materials by current members.

Older files may be stored in the college archives in the Library or in the ~~Student Activities Office~~ **Office of Student Life**.

F. Services from Others Areas of the College

Services such as copying, sign making, moving furniture and equipment, A/V equipment, catering and room set-ups are provided to SLC and other clubs and organizations through the specified procedures. SLC officers and active members are expected to learn and use these procedures and use them appropriately.

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 Finance Coordinator and acted upon by the SLC officers. Extra time should be allotted for these processes.