

# TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION



## UNIFORMITY BOOK 2009-2010

REVISED MAY 2009

## INTRODUCTION

The Student Uniformity Book (SUB) is designed to assist individual Student Government Associations in their interactions with the State Association and to foster greater involvement among members of the Texas Junior College Student Government Association with each other and with the Association. The SUB is divided into three sections: Association Documents and Bylaws, Association Information, and Forms. The Association Documents and Bylaws section consists of a compilation of the documents that govern the TJCSGA, including:

The TJCSGA Constitution

The TJCSGA Bylaws

The TJCSGA Judicial Policy

TJCSGA State Convention Campaign Guidelines

TJCSGA State Convention Competition Guidelines

The Association Information section contains information of use to the members of the Association, such as:

A list of Regions and their members

A Roster of Executive Board Members

Dress Code for Convention

It is the Executive Board's hope that this book will facilitate each SGA's involvement with the Association, and that through such involvement a greater sense of unity will be engendered among junior colleges throughout the state. Good luck during the coming year, and we look forward to seeing you in Corpus Christi in April!

# TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION

## CONSTITUTION

REVISED MAY 2009

### PREAMBLE

We, the Student Government Associations of Texas' junior, community, and technical colleges, in order to facilitate a greater understanding of democracy in our schools, to engender leadership among our members, to promote good will and unity among two-year colleges, and to make our voice heard in our communities, our state, and our nation, do hereby establish this constitution of the Texas Junior College Student Government Association.

### ARTICLE I – NAME

The name of this organization shall be the Texas Junior College Student Government Association, and shall hereinafter be referred to as the TJCSGA.

### ARTICLE II – PURPOSE

The purposes of this organization shall be:

Sec. 1 To give junior college students an active role in American democracy.

Sec. 2 To attempt to solve problems and provide the means for discussing problems of the membership relating to student government and student activities.

Sec. 3 To promote better relations among the Junior, Community, and Technical colleges of the State of Texas.

Sec. 4 To provide an Association of Junior, Community, Technical college student governments in the State of Texas, which shall protect the interests of the colleges and students of this Association.

Sec. 5 To actively represent the needs and interests of two-year college students before the Texas legislature.

Sec. 6 To provide ways of uniting the two-year colleges' student leadership in such a way that their influence may be felt in their local communities, in the State of Texas, and in the nation.

### ARTICLE III – MEMBERSHIP

#### Sec. 1 Types of Membership

This Association grants five types of membership to eligible college Student Government Associations (SGA) and individuals. General and executive membership is open to qualified college Student

Government Associations. Honorary, alumni, and advisor membership is open to qualified individuals, as set forth in this article.

## Sec. 2 General Membership

A. General Membership is open to a Student Government Association of a Junior, Community, and Technical College in the State of Texas provided the following qualifications are met:

1. The Student Government Association is an autonomous Association under a Student Government Association president and other executive officers;
2. The institution the SGA represents meets accreditation by the Southern Association of Colleges and Schools;
3. The campus or student body the SGA represents is not already represented by a member of the TJCSGA.
4. Each local SGA should select at least three (3) legislative topics to communicate with officials during the year. The local SGA must report the progress of at least one topic to the region President. Local SGA's must keep all communication to turn into the Legislative Research Committee at their request.

B. No one college administration (as defined by the presence of a college president) may be represented in the TJCSGA by more than five independent Student Government Associations as defined in Article III.

C. Members in good standing shall have four votes on all matters presented before the TJCSGA General Assembly.

D. Members shall be responsible for the payment of all dues by March 1 of each year. Members who are unable to pay their dues by the deadline may request an extension from the TJCSGA Treasurer. Failure to pay dues by the specified time may result in the forfeiture of the right to vote, at the discretion of the assembly. New members have until the first General Assembly of the Annual Convention to pay dues.

## Sec. 3 Executive Membership

A. Executive membership is granted to the duly elected officer schools of the Association and the individuals serving as State Advisor and State Advisor-Elect. The member schools elected are responsible for the conduct of the office. The State Advisor and State Advisor-Elect shall serve as participating, non-voting members of the executive membership.

B. Each executive member shall designate one individual who will act on their behalf as a member of the Executive Board. This individual shall serve at the discretion of the member college and shall hold the title of the office to which the school has been elected. Unless otherwise specified, the duties and injunctions of each office shall apply only to the designated representatives and not the delegations.

C. After the start of the Annual Convention, officer schools may only change representatives with the consent of the Executive Board. Before the Annual Convention, officer schools must notify the President and State Advisor within 48 hours of their decision to change the individual designated as representative.

## Sec. 4 Advisor Membership

A. Advisor membership is granted to the designated advisors of all TJCSGA member schools. Membership in the Advisors' Association is automatic with advisor membership.

B. The advisors shall be responsible for submitting two nominations for the office of State Advisor-Elect and State Advisor at the Annual Convention.

C. The advisors shall elect a President and Vice-President of the Advisors' Association to facilitate working with the TJCSGA Executive Board. This election shall take place at the Annual Convention.

#### Sec. 5 Alumni Membership

A. Alumni membership is open to all individuals who are former members of a TJCSGA member school. Membership dues shall be paid to the TJCSGA Treasurer, and shall be the amount and by the deadline established by the Executive Board and ratified by 2/3 vote of the TJCSGA General Assembly.

B. Alumni membership entitles members to receive The TJCSGA Bulletin, as well as attend the State and Region conventions at their own expense. Alumni members will have privileges of the floor but may not vote, make motions, or hold office.

#### Sec. 6 Honorary Membership

A. Had influence on, or achieved outstanding contributions to the TJCSGA while involved in the Association.

B. Continued contribution to the State of Texas and its citizens.

C. Before nomination there is a 300-day waiting period after the candidate has completed their involvement in TJCSGA.

D. Must have Moral Character above reproach.

E. Must be nominated by an active member of TJCSGA.

F. All nominations, including candidate's resumes must be turned in 30 days before the State Convention who wish to be nominated during the convention.

G. An honorary member nominations committee will be formed on years in which a candidate is up for election, to ensure the criteria for this honor have been met.

## ARTICLE IV – OFFICERS

#### Sec. 1 Officers of the Association

The officers of the Association shall be:

A. President

B. Vice-President

C. Parliamentarian

- D. Secretary
- E. Treasurer
- F. Editor of the Bulletin
- G. Host
- H. State Advisor
- I. State Advisor-Elect

## Sec. 2 Duties of Officers

### A. The duties of the President shall be:

1. To preside over all General Assemblies and Executive Board meetings.
2. To appoint committees, unless otherwise specified by the constitution or the resolution creating the committee, and to instruct each in their duties.
3. To vote only as specified in the parliamentary authority.
4. To attend all meetings of the Executive Board.
5. To fill vacancies by appointment, when necessary. In the case of a vacancy in the Executive Board, a 2/3 vote of the Executive Board is required to ratify that appointment.
6. To serve as an ex officio member of all committees except the Nominations Committee.
7. To call special meetings of the Association as necessary.
8. To call special meetings of the Executive Board as necessary.
9. To enforce all provisions of this constitution, the parliamentary authority, and any other standing rules this organization may adopt.
10. To serve as chief spokesperson of the TJCSGA.
11. To correspond with the key Texas Legislative officials on issues of importance to TJCSGA throughout his/her term.

### B. The duties of the Vice-President shall be:

1. To execute the duties of the President in his/her absence.
2. To attend all meetings of the Executive Board.
3. To make arrangements for workshops and forums at the State Convention pertinent to issues affecting student governments and appoint individuals to facilitate each group.
4. To organize and schedule speakers, programs, and entertainment for the State Convention.

C. The duties of the Parliamentarian shall be:

1. To act as an advisor to the chair on all questions of parliamentary procedure.
2. To attend all meetings of the Executive Board.
3. To have in his or her possession at all meetings: the constitution, the parliamentary authority, and any standing rules the Association may adopt.
4. To serve as chair of the TJCSGA Judicial Committee.
5. Prepare and distribute a copy of the constitution and proposed amendments to all member schools no later than two weeks prior to the first general assembly meeting.
6. Prepare and distribute proposed resolutions to the resolution committee meeting at the first committee meeting.
7. Prepare and distribute a revised Student Uniformity Book to all members by December 1<sup>st</sup> of each year.

D. The duties of the Secretary shall be:

1. To keep an accurate record of the convention proceedings as well as Executive Board meetings and to send a copy to all Executive Board members.
2. To call the roll at the State Convention and determine the presence of a quorum.
3. To attend all meetings of the Executive Board.
4. To serve as corresponding agent of the Executive Board.
5. To maintain a dual set of records for the Association. One set shall be turned over to the State Advisor at the conclusion of the Annual Convention. The second set shall be completed and sent to the newly elected Secretary prior to the end of the fiscal year of the Association.
6. To maintain a list of all honorary and alumni members, along with dates of induction and offices held, if any.
7. To work with the Parliamentarian in the compilation of the Student Uniformity Book.

E. The duties of the Treasurer shall be:

1. To be responsible for the collection of all dues and fees throughout the year and at the Annual Convention.
2. To prepare financial statements prior to the Executive Board meetings and at the conclusion of the fiscal year.
3. To attend all meetings of the Executive Board.
4. To pay all debts upon approval of the Executive Board, and to deposit all funds within two business days of receipt.

5. To prepare a budget for the coming year and submit it at the first Executive Board meeting.
6. To be responsible for all finances of the Association.
7. To maintain a dual set of records for the Association. One set shall be turned over to the State Advisor at the conclusion of the Annual Convention. The second set shall be completed and sent to the newly elected Treasurer prior to the end of the fiscal year of the Association.
8. To forward names and address of paid alumni members to the Executive Board.
9. To be responsible for signing all checks along with the Advisor or Advisor- Elect.

F. Duties of the Editor of the Bulletin shall be:

1. To attend all meetings of the Executive Board.
2. To serve as editor of The TJCSGA Bulletin.
3. To prepare and distribute to each member of the Association five bulletins over the course of a year:
  - A. Spring semester after convention
  - B. Two during the Fall semester
  - C. Spring semester prior to convention
  - D. Convention
4. To solicit newspapers from member schools and to publish any articles of interest in the Bulletin.
5. To maintain the TJCSGA web page and update it monthly.
6. TJCSGA will be accountable for all cost incurred with the web page.

G. The duties of the Host shall be:

1. To attend all meetings of the Executive Board.
2. The executive board shall have the right to decide on the hotel and the location of the convention three years in advance and shall have the right to sign and negotiate all hotel contracts. The host school will assist with all other preparations for the convention.
3. To petition the Executive Board for approval of expenditures.
4. To work with the Executive Board to set convention fees, theme, and dates.
5. To furnish office materials and reproduction equipment to members at the Annual Convention.

6. To provide all members with all necessary information concerning the Annual Convention by December 1st of each year.

7. To provide Awards Committee with all necessary equipment for judging the competition entries in accordance with the Competition Requirements and Judging Criteria.

H. The duties of the State Advisor shall be:

1. To schedule and conduct new officer orientation on the final day of the convention.

2. To assist the Executive Board in the completion of their duties.

3. To attend all meetings of the Executive Board.

4. To aid the President with all General Assemblies.

5. To keep all permanent records of the Association.

6. To countersign all checks for the organization, unless the State Treasurer is from the same college as the State Advisor.

I. The duties of the State Advisor-Elect shall be:

1. To attend all meetings of the Executive Board.

2. To serve as State Advisor the following year.

3. To assist the Executive Board in the completion of their duties.

4. To recruit colleges to become active members of the TJCSGA.

5. To serve as a liaison between the Advisors' Association and the TJCSGA Executive Board.

6. To countersign all checks for the organization when the State Advisor is not available; unless the State Treasurer is from the same college as the Advisor-Elect.

### Sec. 3 Election of Officers

A. The election of officers shall take place at the final General Assembly of the Annual Convention.

B. Candidates for office must submit a letter of support from their College President or Campus Administrator and file an Intent to Run form with the Nominations Committee prior to the close of the first General Assembly of the Annual Convention.

C. Candidates are responsible for obeying the campaign guidelines as set by the current Executive Board.

D. No individual appointed as a representative for an officer school may participate in the campaigning or campaign speech or skit for any school either before or at the Annual Convention.

E. The Nominations Committee shall be responsible for certifying all nominations prior to the election.

F. No school shall be able to succeed itself in the current office.

G. The method of voting for officers shall be determined at the first General Assembly of the Annual Convention.

H. Newly elected officers shall assume office at the conclusion of the Annual Convention.

I. The purpose of new officer orientation will be to set legislative priorities for the year to come; to familiarize incoming officers with each other; to begin working relationships to be immediately followed by contact throughout the summer break; and to meet with the previous Executive Board for transfer of files, ideas, etc.

#### Sec. 4 Removal from Office

A. Officer schools that fail to perform the prescribed duties by the date set by the Executive Board or this constitution shall be removed from their office and a replacement appointed by the President in consultation with the Executive Board.

B. Recommendations for removal from office can be submitted by a member of the Executive Board. Also, any members can request that an officer school makes the recommendation. Removal from office requires a 2/3 vote of the Executive Board at a regular meeting or special session.

C. The membership may, by a 2/3 vote, suspend this rule in the case of extenuating circumstances. The costs for conducting such a vote between Annual Conventions will be borne by the school subject to removal.

D. In the event that the President school is removed from office, the Vice-President school shall assume the office of the President. At this time, the Executive Board would appoint a new Vice President by 2/3 approval. In the event that the Vice President school declines the office of President, they would maintain the office temporarily until a new President is appointed in accordance with the 2/3 vote approval. The Vice-President school would not relinquish their previous duties in this situation. The Parliamentarian school shall be responsible for conducting an appeal vote, if requested.

## ARTICLE V – MEETINGS

#### Sec. 1 Association Meetings

A. The TJCSGA shall hold an Annual Convention in March or April of each year.

B. Votes may be conducted by mail between Annual Conventions.

C. Proxy votes shall be accepted if they are submitted to the President in a sealed letter designating the school the member wishes to serve as their proxy. The SGA president and advisor of the absent school must sign this letter.

D. Special meetings may be called by the President, by a majority of the Executive Board, or by petition of a majority of members.

E. A quorum for any regular or called meeting shall be a majority of the members, along with a majority of the Executive Board and the State Advisor or State Advisor-Elect.

#### Sec. 2 Executive Board Meetings

A. The Executive Board shall meet twice per year outside of the Annual Convention, in the Spring following the Annual Convention and in the Fall.

B. A quorum for an Executive Board meeting shall be a majority of elected schools and the State Advisor or State Advisor-Elect.

#### Sec. 3 Committee Meetings

A. Standing committees shall meet at the Annual Convention as set forth in the convention program.

B. Committee chairs may call special meetings at the State Convention. No committee meetings may be called outside of the dates of the Annual Convention unless expressly authorized by the Executive Board.

C. Only members who have paid their dues for the current year may be appointed or otherwise selected for committees.

#### Sec. 4 Insurance Policy

At all TJCSGA sponsored events the TJCSGA will purchase special event insurance policy for said events. This policy when in effect shall cover all TJCSGA board approved property usage liability issues involved with said event. The premium will be paid by participating schools of said event.

## ARTICLE VI - EXECUTIVE BOARD

#### Sec. 1 Membership

The members of the Executive Board shall consist of the duly elected officer schools and the individuals serving as State Advisor and State Advisor-Elect. The State Advisor and State Advisor- Elect may not vote on any business before the board.

#### Sec. 2 Duties of the Executive Board

The Executive Board shall be responsible for:

A. Approving and setting the dates, fees, theme, and location of the Annual Convention.

B. Determining the policy of the Association between Annual Conventions.

C. Auditing the reports of the Secretary and Treasurer.

D. Creating select committees between Annual Conventions.

E. Approving all expenditures made on behalf of the Association.

## ARTICLE VII- GENERAL BOARD

#### Sec 1. Membership

The members of the General Board shall consist of each local Student Government Association President from every member school and all Region President representatives from his/her school holding good

standing with this Association. The President of the TJCSGA Executive Board shall serve as the chairman of this board of presidents.

## Sec. 2 Duties of the General Board

The General Board and its members shall be responsible for:

A. Corresponding with the President of the Texas Junior College Student Government Association concerning legislative, judicial, and executive issues as deemed necessary at any given point throughout the year between Annual State Conventions.

B. Recommending progressive actions in the interest of this Association, as a whole, to the President of the Texas Junior College Student Government Association.

C. Carrying out actions as delegated by the President of the Texas Junior College Student Government Association and approved by the Executive Board.

D. Holding the Executive and Regional Boards accountable to the TJCSGA Constitution.

E. Fulfilling the duties of the Legislative Committee. All General Board Members shall serve as committee members of the Legislative Committee.

1. All Regional Presidents of the Association shall serve as Vice-Chairs of this committee.

2. The President of the TJCSGA Executive Board shall serve as the Chair of this committee.

## Sec. 3 General Board Meetings

The General Board shall meet at the Annual Convention and at regional conventions as called by the President of the Texas Junior College Student Government Association.

# ARTICLE VIII- COMMITTEES

## Sec. 1 Appointment of Committees

The President shall appoint committees, unless otherwise specified by this constitution or the resolution creating the committee. Members appointed to a committee shall be responsible for designating the student to represent them on that committee. No member may serve on more than one committee. Unless otherwise specified, no Executive Board member may serve on a committee.

## Sec. 2 Standing Committees

The following committees shall be the standing committees of the Association:

A. Nominations Committee

B. Judicial Committee

C. Resolutions Committee

D. Awards Committee

E. Constitution and Bylaws Committee

F. Legislative Affairs Committee

Sec. 3 Committee Descriptions

A. Nominations Committee

1. A committee composed of one member from each region and the chair shall meet at the Annual Convention to certify at least one school for each office and identify these schools at the General Assembly.
2. Nominees shall be certified if they have complied with all campaign guidelines and requirements established by this constitution or the Executive Board.
3. This committee must nominate all candidates who have met the requirements to run for an office.
4. The chair of this committee shall be the TJCSGA Treasurer.
5. The advisor of the school serving as chair shall serve as an ex officio member of this committee.

B. Judicial Committee

1. A committee composed of one member from each region and the chair shall meet at the Annual Convention to review allegations of misconduct by any member school or region and to propose any necessary changes to the TJCSGA Disciplinary Policy.
2. Each region shall be responsible for designating the member who will represent them on this committee.
3. This committee shall determine if disciplinary action shall be taken against any accused party and shall recommend to the General Assembly the action to be taken. The General Assembly may impose a less severe penalty or none at all, but may not impose a more severe penalty than the one recommended by the Judicial Committee.
4. This committee shall be guided by the TJCSGA Disciplinary Policy and Article XI of this constitution in determining misconduct and penalties.
5. The chair of this committee shall be the TJCSGA Parliamentarian, unless a grievance is heard against the Parliamentarian, in which case the President shall assume the chair.
6. The State Advisor-Elect shall serve as an ex officio member of this committee.

C. Resolutions Committee

1. A committee composed of one member from each region shall meet at the Annual Convention to review resolutions which have been submitted to the TJCSGA Host School and report them to the assembly.

2. This committee shall have the authority to amend any resolution and then report on it in its amended form.
3. Only resolutions which have been submitted to the TJCSGA Host School by 10:00 a.m. on the second day of the Annual Convention, and which include the name of the author, and of the member school to which he or she belongs, will be considered.
4. Unless specified in the body of the resolution, resolutions passed by the TJCSGA General Assembly are binding and will constitute the official position of the Association.
5. The advisor of the school appointed as chair shall serve as an ex officio member of this committee.

#### D. Awards Committee

1. A committee composed of one member from each region shall meet at the Annual Convention to judge the competition entries and select other awards established by the TJCSGA General Assembly.
2. Each region shall be responsible for designating the member who will represent them on this committee. Regions should attempt to choose a member that has not entered any of the competitions being judged by the committee.
3. This committee shall elect a chair from the members chosen by the regions.
4. The committee shall be responsible for judging each competition. The committee shall use a scorecard system to ensure that each college competing fulfills the criteria requirements of each competition.
5. The committee may also recommend changes in the number of competitions and competition guidelines for the following year's State Convention to the incoming Executive Board. Once approved the guidelines will be published in the registration packet prior to the following State Convention.
6. The advisor of the school serving as chair shall serve as an ex officio member of this committee.

#### E. Constitution and Bylaws Committee

1. A committee composed of one member from each region shall meet at the Annual Convention, prior to the first General Assembly, to review any proposed amendments to the TJCSGA Constitution and Bylaws.
2. This committee shall meet with the TJCSGA Parliamentarian to report on their findings prior to the first General Assembly of the Annual Convention.
3. The chair of this committee shall be granted the right to speak in debate an unlimited number of times with regard to proposed amendments when the proposed amendments are considered by the TJCSGA General Assembly.

4. This committee is authorized to alter amendments submitted by the deadline or to propose new amendments, provided notice is given of the new amendments prior to the first General Assembly of the Annual Convention.

5. The advisor of the school appointed as chair shall serve as an ex officio member of this committee.

#### F. Legislative Affairs Committee

1. The committee will consist of the newly elected Region Presidents, and be chaired by the newly elected TJCSGA President.

2. This committee shall serve as Region liaisons to make recommendations to the Executive Board regarding TJCSGA's legislative program throughout the following year.

3. This committee shall meet following the final General Assembly of the annual convention in order to establish contact, and make arrangements to communicate over the course of the year regarding TJCSGA's legislative program.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

## ARTICLE X – FINANCES

Sec. 1 The membership fees of this Association may be changed at the State Convention as decided by 2/3 of the members present.

Sec. 2 Registration fees for each individual delegate shall be paid to the Treasurer before or at registration for the convention.

Sec. 3 All funds received in the name of the Association shall be sent to the Treasurer within two business days of receipt.

Sec. 4 There shall be a central bank for all moneys of TJCSGA.

Sec. 5 No member may claim to represent the Association as a whole when dealing with outside entities or incur expenses on behalf of the Association without express authorization of the Executive Board. For this purpose, express authorization shall consist of duly approved minutes from the Executive Board meeting authorizing the action or a letter from the President and State Advisor attesting to the authorization. TJCSGA shall not be held liable for expenses incurred by a member school without this authorization. Membership in the Association constitutes acceptance of these terms.

## ARTICLE XI - CONSTITUENT ASSOCIATION

Sec. 1 The Constituent Association shall consist of six Regional Associations.

Sec. 2 The organization of the Regional Associations shall be specified geographically by the Executive Board.

Sec. 3 The purposes of the Regional Associations shall be to more effectively carry out the purposes of the Association.

Sec. 4 The Regional Associations may conduct business within the guidelines of an independent constitution such that:

A. The Regional Association's constitution is endorsed by the Executive Board if the document is consistent with the policy of the TJCSGA.

B. The Regional Association's constitution is adopted by 2/3 of the Regional Association to which it applies upon the endorsement of the Executive Board.

C. The Regional Association's constitution includes reference to the constitution of the TJCSGA as a superior document.

D. The Executive Board must be notified of any amendments to the Regional Association's constitution, at which time the Executive Board re-establishes the amended documents consistency with the policy of the TJCSGA.

E. Any amendment of the Regional Association's constitution, which is found to be inconsistent with the policy of the TJCSGA, is reason for withdrawal of the Executive Board's endorsement of the amended document.

F. Regional Associations deemed to have unacceptable constitutions have until the close of the final General Assembly of the State Convention to present a revised document to the Executive Board.

Sec. 5 New members shall be placed in regions by the Executive Board at the beginning of the State Convention. Preference for placement is granted to the region which recruited the new member.

## ARTICLE XII – DISCIPLINARY

Sec. 1 Disciplinary procedure shall be carried out according to the parliamentary authority.

Sec. 2 Any member serving on the Judicial Committee may not initiate allegations.

Sec. 3 Individuals shall be required to follow the standards of conduct of their home colleges.

Sec. 4 House standards of conduct may be enforced to benefit the Association. These standards shall be enforced while individuals are participating in convention activities, and shall originate from the facility, independent of the Executive Board.

Sec. 5 Any member school against which discipline proceedings are brought in presumed innocent until the allegations are substantiated.

Sec. 6 All allegations shall be filed with the Judicial Committee, which in turn shall investigate and determine the disposition of the charges.

Sec. 7 Members may not face the exact same allegation a second time once cleared of the initial charge.

Sec. 8 The Judicial Committee shall be under a strict code of silence in regard to any matters under investigation until such events are disclosed to the membership. Any member violating this code of silence shall face disciplinary action.

Sec. 9 This organization shall only discipline members and does not have the right to intervene on any other kind of disciplinary matters outside itself.

Sec.10 The Judicial Committee shall be empowered with all authority to obtain any information necessary about any allegations, so long as it does not violate any member's rights. This committee shall be empowered to call witnesses to appear, provided that it does not violate this organization's constitution or the rights of the member.

Sec.11 All allegations must be filed with the Secretary school, Parliamentarian school, and State Advisor.

Sec.12 All findings of the Judicial Committee must be filed with the Secretary school and State Advisor.

Sec.13 The TJCSGA General Assembly may impose the punishment recommended by the Judicial Committee, a less severe punishment, or no punishment at all by a 2/3 vote of the assembly.

Sec.14 The TJCSGA General Assembly may, subsequent to the imposition of punishment, vote to commute the sentence of a member to a lesser sentence by a 2/3 vote of the assembly.

Sec.15 The Executive Board reserves the act of clemency for any member. Clemency must be decided by unanimous consent.

Sec.16 All requests for acts of clemency and commuting must be by written petition by the member in question and two other members of this organization. This request must be submitted to the State Advisor, Secretary school, and the President school.

## ARTICLE XIII – AMENDMENT

Sec. 1 This constitution may be amended at any regular or called meeting of the Association by 2/3 of the General Assembly, provided that the amendment has been submitted in writing to the Parliamentarian and Secretary at least thirty days prior to the meeting.

Sec. 2 All amendments submitted for consideration must be titled with the full name of the principal author and of the member school to which he or she belongs.

## ARTICLE XIV – RATIFICATION

Sec. 1 Upon ratification by 2/3 of the TJCSGA General Assembly, this constitution shall become the superior document of the Association.

Sec. 2 The TJCSGA shall not infringe upon the rights, which are reserved to those individual member schools.

Sec. 3 The members shall not infringe upon those rights reserved to this organization.

Sec. 4 The organization shall defend and maintain the rights for its members to have their own separate identity and autonomy.

Sec. 5 All rights not expressly given to this organization by the collective representation of the members shall be reserved to those members.

# TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS

## ARTICLE I – MEMBERSHIP

Sec. 1 Active membership is granted to eligible colleges as set forth in Article III of the TJCSGA Constitution. Membership dues shall be \$225 per year and must be submitted to the Treasurer school no later than the deadline established by the TJCSGA Constitution.

Sec. 2 Honorary membership may be bestowed on individuals who have performed distinguished service for the Association.

A. Nominees will be recommended by the Executive Board and approved by the General Assembly.

B. A list of TJCSGA Honorary members, along with their dates of induction and offices held, if any, will be maintained by the secretary school.

1. This list will be printed in the TJCSGA Bulletin to be distributed at the State Convention.

2. The Secretary will forward a list of names and addresses of honorary members to the Bulletin school, which will mail a copy of each bulletin to members.

Sec. 3 Executive membership will be granted to duly elected officer schools of the TJCSGA and to the State Advisor and State Advisor-Elect.

A. Candidates for state office must have been active in the Association for the year prior to their candidacy (e.g., a school may not join and assume office the same year).

B. Officer Schools will designate the individual they choose to represent them on the Executive Board. Designated students for each candidate school must present during the Candidates' Workshop at the State Convention. Each officer school representative shall act autonomously at the state and region conventions. Delegates from the TJCSGA President School shall retain the right to vote on all business before the TJCSGA General Assembly.

C. Alumni membership is open to individuals who are former members of TJCSGA member college SGAs. Rights and privileges of membership shall be set forth in the TJCSGA Constitution. Membership dues are \$25 per individual, and must be forwarded to the Treasurer school along with the names and addresses of members by the qualifying college no later than December 1st of each year.

## ARTICLE II – OFFICERS

Sec. 1 The officers of the Association shall consist of the member colleges elected to the seven offices listed in Article IV of the TJCSGA constitution and the individuals chosen as State Advisor and State Advisor-Elect.

Sec. 2 The election of officers shall be conducted at the final General Assembly of the State Convention. Votes will be counted by the Judicial Committee and verified by the State Advisor before being announced.

A. A majority vote is required for election. No announcement of results may be made until all voting has been conducted. Upon certification by the Judicial Committee and State Advisor and announcement by the President, all results are final, even if the absence of a majority vote should later be discovered.

B. The office of State Advisor-Elect shall be appointed by the Advisors' Association and ratified by the Assembly prior to the election of officers. Should the individual serving as State Advisor no longer be affiliated with a member school, the State Advisor-Elect shall assume the office of State Advisor. The President in consultation with the President of the Advisors Association shall appoint the State Advisor-Elect Pro-Tem. Should the State Advisor-Elect no longer be affiliated with a member school, a State Advisor-Elect shall be appointed. The State Advisor- Elect Pro-Tem shall be granted preference in appointment to the office of State Advisor-Elect at the subsequent State Convention. If both the state advisor and state advisor elect positions have been vacated, the President in conjunction with the President of the Advisor Association will elect new officers.

C. Newly elected officers shall take the following oath immediately after their election. The oath shall be administered by the State Advisor to the designated representatives of elected schools and the new State Advisor- Elect. "I, (state name), do hereby affirm that (name of school) will faithfully execute the duties of the office to which we have been elected. We will to the best of our ability preserve, protect, and defend the TJCSGA Constitution, and will strive through all of our actions to uphold and further the principles for which it was written."

Sec. 3 Officers of the Association shall be responsible for the duties listed in Article IV, Sect. 3 of the TJCSGA Constitution.

A. The Executive Board may, by majority vote, compel the completion of certain duties by a set date.

B. Publication dates for the TJCSGA bulletin shall be set at the First Executive Board meeting.

C. In the failure of an officer school to meet obligations, allegations may be filed with the Judicial Committee on behalf of the Executive Board. If the Judicial Committee substantiates these allegations, the offending school is disqualified from holding office for the following year.

## ARTICLE III – RECORDS

Sec. 1 The fiscal/record year of the Association shall run from May 1st until April 30th of the following year.

Sec. 2 The following records will be maintained and updated at least yearly:

A. Convention Records

1. Minutes and Agenda from the State Convention

2. Campaign Guidelines
3. Competition Guidelines
4. Committee Reports
5. Voting and Roll Call Records
6. Competition Entries (Essays, Student of the Year, Chapter of the Year)
7. Region Convention Information
8. Intent to Run for Office

#### B. Other Records

1. TJCSGA Constitution and Bylaws
2. Ethics Policy
3. Minutes and Agenda from the Executive Board meetings
4. Roster of Active Members
5. Treasurer's Reports
6. Region Constitutions
7. Honorary Members and Nominations for Honorary Membership
8. TJCSGA Bulletins
9. Constitutional Amendments
10. Resolutions
11. Correspondence
12. Legend Award

Sec. 3 Outgoing officers have until April 30th to present a completed set of records and reports to the State Advisor and to the new officers. Failure to do so will result in disqualification from office for the next election and/or immediate removal from current office, at the discretion of the Executive Board.

Sec. 4 There shall be a central depository for all records of the TJCSGA, to be located on the internet.

Sec. 5 Any member may petition the Secretary to review Association records at any time during the year.

Sec. 6 The Secretary and State Advisor shall work in conjunction with the Parliamentarian to update and revise the TJCSGA Student Uniformity Book, to be distributed by the Parliamentarian school by December 1st of each year.

## ARTICLE IV – CONVENTION

Sec. 1 There shall be an Annual Convention of the Association to be held in March or April of each year.

Sec. 2 In even-numbered years, the convention shall be held in Austin, Texas.

Sec. 3 In odd-numbered years, the location of the convention shall be determined by the Host school.

Sec. 4 In odd-numbered years, TJCSGA recommends that community colleges in TJCSGA participate in Community College Day in Austin.

Sec. 5 In even-numbered years, TJCSGA recommends that community colleges participate in Legislator Day at their own campuses or in conjunction with neighboring schools.

## ARTICLE V – VOTING

Sec. 1 When necessary, votes may be conducted between general assemblies at the State Convention. Votes may be conducted by mail or by fax, provided the following information is included:

- A. The complete text of the motion or resolution;
- B. The names of the maker of the motion and the member seconding it (or author and supporter)
- C. The school sponsoring the motion or resolution;
- D. The date by which the vote must be returned;
- E. A place for the signature of the Student Government President and number of votes yea and nay.

Sec. 2 Propositions to be voted on must be submitted to, distributed by, and reported by the TJCSGA President.

Sec. 3 Votes must be completed and reported within three (3) weeks of the proposition's receipt by the President School.

Sec. 4 Mail votes will only be considered valid if more than ½ of current members return completed votes.

## ARTICLE VI – AMENDMENT

These bylaws may be amended at any regular or called meeting of the Association by a simple majority vote with at least 30 days previous notice or a 2/3 vote without previous notice. They may also be amended by a 2/3 vote of the Executive Board, and such amendments will be in effect until they are ratified or rejected by the General Assembly at the next State Convention.

## ARTICLE VII – RATIFICATION

These bylaws shall become the governing document of the TJCSGA, in conjunction with the TJCSGA Constitution, when ratified by a majority vote of the General Assembly at the TJCSGA State Convention.

# JUDICIAL POLICY

2009-2010

Misuse which will result in disciplinary action including, but is limited to, the following:

1. Plagiarism
2. Furnishing false information to the TJCSGA with intent to deceive.
3. Forgery, alteration, unauthorized possession, or misuse of TJCSGA documents or records.
4. Malicious destruction, damages, unauthorized possession, or misuse of TJCSGA property, or of private property of the hotel during the convention.
5. Participation in hazing acts, which are degrading or injurious to another, or acts in which an individual is held against his/her will.
6. Physical abuse of others.
7. Possession or consumption of alcoholic beverages will not be allowed at anytime during TJCSGA Convention.
8. Disorderly conduct which inhibits or interferes with the responsibility of the TJCSGA or a member, or which disrupts the administrative or service functions of the TJCSGA.
9. Misuse of elective or appointive offices in the TJCSGA or regions, which could be injurious to the Association, its members, or the TJCSGA community.
10. Incurable or persistent irresponsible behavior.
11. Possession, use or transmittal, or attempted possession, of an illegal drug during the TJCSGA convention or regional meetings.
12. Possession or use during the convention of any weapon, specifically including firearms, explosive weapons, clubs, or illegal knives and other weapons as defined in Chapter 46 of the Texas Penal Code.
13. The violation of the terms of discipline or the infraction of any TJCSGA, college, or hotel rules during the convention.
14. Participation in illegal gambling activities.
15. Violation of any criminal statute or code while engaging in any TJCSGA activity.
16. Such others of the appropriate disciplinary agency involved may decide warrant disciplinary action.
17. During the TJCSGA convention, meetings may be closed. Violators of this will be subject to disciplinary action.
18. Participating in negative campaigning, this would defy the purpose of the TJCSGA.

19. Discrimination against persons based upon race, religion, sexual orientation, or illness.

20. Harassment of students and/or advisors while engaged with TJCSGA activities.

If the defendant is found guilty after a judicial review, a letter of the committee's findings will be sent to the institution informing them of the proceedings.

# CONVENTION CAMPAIGN GUIDELINES

## 2009-2010

1. Schools must provide a Letter of Support from your school's college administrator with budgetary authority; failure to meet this campaign guideline will result in disqualification. All letters must be submitted to the Registration table by 10:00 a.m. on Friday of convention.

2. At least one student candidate and the advisor must attend the scheduled Nominations Committee meeting. Failure to meet this campaign guideline will result in disqualification.

3. All candidates for the Executive Board will draw for a campaign table during the Nominations Committee meeting.

4. No campaigning materials may be included in the Convention Packets.

5. No alcohol or drugs may be used for campaigning.

6. Campaign materials must be contained within the designated space, excluding handouts.

7. No Campaign materials may be hung or placed on doors, walls, or anywhere in the Hotel.

8. Campaign materials must follow hotel regulations

9. No Campaign material will be allowed to be posted outside the convention area.

10. Mandatory Campaign speeches or skits will be limited to five (5) minutes.

11. If campaign materials are being placed on the tables, this must be done ten (15) minutes prior to any scheduled General Assembly. A limit of 5 delegates per school will be allowed to set up.

12. No campaign materials will be allowed at the convention until 12:01 a.m. Friday.

13. All schools campaigning for office are responsible for clean up after campaigning.

14. Any school found purposely sabotaging campaign materials will face disqualification and judicial review.

15. No campaign items shall be thrown or tossed through the air.

16. No electrical or mechanical noise amplifying devices (air horns, whistles, etc) will be permitted.

17. Any violations of these guidelines will be submitted to the Judicial Committee for adjudication.

18. Campaign materials may only be set out in designated areas at designated times.
19. A school running for office may not run a breakout session on campaigning.
20. Once a school arrives at the TJCSGA State Convention, the school is allowed to verbally campaign.
21. No Executive Board member shall endorse any school verbally or visually.
22. Respect other schools property and keep campaigning clean. Failure to meet any of the campaign guidelines will result in disqualification.

## TEXAS REGIONS

### REGION I

Amarillo College  
Amarillo College-Moore County Campus  
Clarendon College  
El Paso Community College  
Frank Phillips College  
Howard College- Big Spring  
Howard College- San Angelo  
Midland College  
Odessa College  
South Plains College  
TSTC Abilene  
TSTC Breckenridge  
TSTC Brownwood  
TSTC Sweetwater  
Vernon College  
Western Texas College

### REGION II

Brookhaven College  
Cedar Valley College  
Cisco Junior College  
Collin County College  
Eastfield Community College  
El Centro College  
Grayson County College  
Mountain View College  
North Central Texas College  
North Lake College  
Ranger College  
Richland College  
Tarrant County Junior College  
Weatherford College

### REGION III

Angelina College

Jacksonville College

Kilgore College

Lon Morris College

Navarro College – Corsicana Campus

Navarro College – Ellis Campus

Navarro College- Mexia

Navarro College- Midlothian

Northeast Texas Community College

Panola College

Paris Junior College

Texarkana College

Trinity Valley Community College

TSTC Marshall

Tyler Junior College

### REGION IV

Austin Community College

Blinn College- Brenham

Blinn College- Brazos County

Central Texas College

Hill College

Hill College Johnson County Campus

McLennan Community College

Temple Community College

TSTC- Waco

Wharton County Junior College-Fort Bend

Wharton County Junior College- Sugarland

Wharton County Junior College-Main

## REGION V

Alvin Community College

Brazosport College

College of the Mainland

Galveston College

HCC- Central

HCC- Coleman

HCC- Northeast

HCC- Northwest

HCC- Southeast

HCC- Southwest

Lone Star College- Cy- Fair

Lone Star College- Kingwood

Lone Star College- North Harris

Lone Star College- Montgomery

Lone Star College- Tomball

Lamar University at Orange

Lee College

San Jacinto-Central

San Jacinto-North

## REGION VI

Coastal Bend College-Beeville

Coastal Bend College Kingsville

Del Mar West College

Del Mar-East College

Lamar Institute of Technology

Laredo Community College

Palo Alto College

San Antonio College

South Texas Community College

Southwest Texas Junior College

St. Phillip's College

Texas Southmost College

TSTC- Harlingen

Victoria College

**REGION I: 16 MEMBERS**

**REGION II: 14 MEMBERS**

**REGION III: 15 MEMBERS**

**REGION IV: 12 MEMBERS**

**REGION V: 19 MEMBERS**

**REGION VI: 14 MEMBERS**

# EXECUTIVE BOARD MEMBERS

2009-2010

PRESIDENT:

Tyler Junior College

[President@tjcsqa.org](mailto:President@tjcsqa.org)

VICE PRESIDENT

Navarro College

[VP@tjcsqa.org](mailto:VP@tjcsqa.org)

PARLIAMENTARIAN

Blinn College-Brazos County

[Parl@tjcsqa.org](mailto:Parl@tjcsqa.org)

SECRETARY

El Paso Community College

[Secretary@tjcsqa.org](mailto:Secretary@tjcsqa.org)

TREASURER

Howard College-Big Spring

[tres@tjcsqa.org](mailto:tres@tjcsqa.org)

EDITOR OF THE BULLETIN

Amarillo College

[editor@tjcsqa.org](mailto:editor@tjcsqa.org)

CONVENTION HOST

TSTC Waco

[host@tjcsga.org](mailto:host@tjcsga.org)

**ADVISOR**

Arvis Jones

El Paso Community College

[Advisor@tjcsga.org](mailto:Advisor@tjcsga.org)

**ADVISOR-ELECT**

Tara Webb

Houston Community College System

[Advisor.Elect@tjcsga.org](mailto:Advisor.Elect@tjcsga.org)

# TJCSGA STATE CONVENTION DRESS CODE POLICY

The following dress code is to be followed by all persons attending TJCSGA State Convention. Please remember that clothing appropriate for the school setting is not always appropriate for state events. TJCSGA Parliamentarian will use his/her discretion in deciding whether a person's dress is appropriate.

The dress code for all members, advisors and guests is as follows:

Wear appropriate and modest dress attire. Revealing clothing is not appropriate and will not be allowed.

All participants should be dressed in a minimum of business casual attire.

Business casual attire for women is knee-length or longer skirts, dresses, slacks, or khakis and shirts.

For men, it is a dress shirt, tie and slacks or khakis.

## **Slacks, Pants, and Suit Pants:**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, khakis, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

## **Skirts, Dresses, and Skirted Suits:**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are also inappropriate.

## **Shirts, Tops, Blouses, and Jackets:**

Dress shirts, dress sweaters, dressy tops, and turtlenecks are acceptable attire. Most suit jackets or sport jackets are also acceptable attire, if they violate none of the listed guidelines. Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

**Shoes and Footwear:**

Loafers, dressy clogs, dress boots, flats, dress heels, and leather deck-type shoes are acceptable. Open toe shoes are allowed if considered to be business attire. Flashy athletic shoes, thongs, flip-flops, slippers, work boots and any casual shoe with an open toe are not acceptable.

**Jewelry, Makeup, Perfume, and Cologne:**

Should be in good taste and in moderation, with limited visible body piercing. Remember, that some delegates are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

**Hats and Head Covering:**

Hats are not appropriate in the building. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

**CLOTHING NOT ALLOWED INCLUDES:**

Hats or caps.

Halter dresses or tops; spaghetti straps or open backed shirts

Muscle shirts, tank tops, or midriff tops

Visible underclothing (straps included)

Shorts or jeans of any kind (absolutely NO denim of any kind);

Clothing with offensive messages is not appropriate for any TJCSGA activity and will not be allowed.

Please read above descriptions for more detail.

**CONCLUSION**

If clothing fails to meet these standards, as determined by the TJCSGA Parliamentarian, the delegate, advisor or guest will not be allowed to enter the General Assembly.

**DISCLAIMER:**

This policy is provided for guidance only. The provided information, while authoritative, is at the discretion of the TJCSGA Parliamentarian to interpret. Please seek guidance from the TJCSGA Parliamentarian if you have any questions about the TJCSGA State Convention Dress Code Policy.