

TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

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 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

1. 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.
2. 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.
 3. Members in good standing shall have four votes on all matters presented before the TJCSGA General Assembly.
 4. 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

1. 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.
2. 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.
3. 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

1. Advisor membership is granted to the designated advisors of all TJCSGA member schools. Membership in the Advisors' Association is automatic with advisor membership.
2. The advisors shall be responsible for submitting two nominations for the office of State Advisor-Elect and State Advisor at the Annual Convention.
3. 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

1. 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.
2. Alumni membership entitles members to 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

1. Had influence on or achieved outstanding contributions to the TJCSGA while involved in the Association.
2. Continued contribution to the State of Texas and its citizens.
3. Before nomination there is a 300-day waiting period after the candidate has completed their involvement in TJCSGA.
4. Must have Moral Character above reproach.
5. Must be nominated by an active member of TJCSGA.
6. All nominations, including candidate's resumes must be turned in 30 days before the State Convention who wish to be nominated during the convention.
7. 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:

1. President
2. Vice-President
3. Parliamentarian
4. Secretary
5. Treasurer
6. Historian
7. Host
8. State Advisor
9. State Advisor-Elect

Sec. 2 Duties of Officers

1. 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.
2. 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.
3. 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 of each year.
4. 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.
5. 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.
6. Duties of the Historian shall be:
 1. To attend all meetings of the Executive Board.
 2. To serve as editor of The Bi-Annual TJCSGA Newsletter.
 3. To maintain the TJCSGA web page updating it every two months.
 4. To maintain all official TJCSGA social media accounts updating them every two months.
 5. TJCSGA will be accountable for all cost incurred with the web page.
7. 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.
- 8. 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.
- 9. 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

- 1. The election of officers shall take place at the final General Assembly of the Annual Convention.
- 2. 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.
- 3. Candidates are responsible for obeying the campaign guidelines as set by the current Executive Board.
- 4. 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.
- 5. The Nominations Committee shall be responsible for certifying all nominations prior to the election.
- 6. No school shall be able to succeed itself in the current office.
- 7. The method of voting for officers shall be determined at the first General Assembly of the Annual Convention.
- 8. Newly elected officers shall assume office at the conclusion of the Annual Convention.
- 9. The purpose of new officer orientation will be 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.
- 10. No school shall be able to run for more than one officer position. This does not affect advisors as an advisor represents only themselves and not the school.

Sec. 4 Removal from Office

- 1. 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.
2. 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.
 3. 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.
 4. 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. 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

1. The TJCSGA shall hold an Annual Convention in March or April of each year.
2. Votes may be conducted by mail between Annual Conventions.
3. Proxy votes shall be accepted if they are submitted to the President in a sealed envelope designating the school the member wishes to serve as their proxy. The SGA president and advisor of the absent school must sign this letter.
4. Special meetings may be called by the President, by a majority of the Executive Board, or by petition of a majority of members.
5. 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

1. The Executive Board shall meet twice per year outside of the Annual Convention, in the Spring following the Annual Convention and in the Fall.
2. 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

1. Standing committees shall meet at the Annual Convention as set forth in the convention program.
2. 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.
3. 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 may, if deem necessary, 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 the 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:

1. Approving and setting the dates, fees, theme, and location of the Annual Convention.
2. Determining the policy of the Association between Annual Conventions.
3. Auditing the reports of the Secretary and Treasurer.
4. Creating select committees between Annual Conventions.
5. 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:

1. Recommending progressive actions in the interest of this Association, as a whole, to the President of the Texas Junior College Student Government Association.
2. Carrying out actions as delegated by the President of the Texas Junior College Student Government Association and approved by the Executive Board.
3. Holding the Executive and Regional Boards accountable to the TJCSGA Constitution.

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:

1. Nominations Committee
2. Judicial Committee
3. Resolutions Committee
4. Awards Committee
5. Constitution and Bylaws Committee

Sec. 3 Committee Descriptions

1. 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.
2. 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 and regional constitution violations/discrepancies by any member school or region, and to propose any necessary changes to the TJCSGA Disciplinary Policy and regional constitutions as needed.
 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 XII 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.
 3. 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. The chair of this committee shall be granted the right to speak in discussion an unlimited number of times with regard to proposed amendments when the proposed resolutions are considered by the TJCSGA General Assembly.
 5. 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.
 6. The advisor of the school appointed as chair shall serve as an ex officio member of this committee.
 4. Awards Committee
 1. A committee composed of an equal number of members from each region shall meet at the Annual convention.
 2. Each region shall be responsible for designating the members who will represent them on this committee.
 3. If it is deemed necessary that the committee have additional members, the Executive Board may call upon others representatives from each region and/or outside sources to assist with the judging process. These specifics shall be outlined in the Competition Guidelines by the Executive Board no later than December 1.
 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 to the incoming Executive Board changes in the number of competitions and competition guidelines for the following year's State convention. Once approved, the guidelines will be posted no later than December 1.

6. This committee shall elect a chair from the TJCSGA members chosen by the regions.
 7. The Executive Board shall appoint an advisor to serve as an ex-officio member of the committee.
5. 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 discussion 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.

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 dues 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 funds 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 with the proof 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:

1. The Regional Association's constitution is endorsed by the Executive Board if the document is consistent with the policy of the TJCSGA.
2. 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.
3. The Regional Association's constitution includes reference to the constitution of the TJCSGA as a superior document.
4. 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.
5. 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.
6. 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 are 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 elect.

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

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 elect., 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 and to include an effective date, provided the amendment has been submitted in writing to the Parliamentarian and Secretary with a proposed effective date, due by 10 am on the first full day of the state convention.

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.