

**The Constitution of the Florida College System  
Student Government Advisors Association  
Preamble**

**Approved by the FCSAA Executive Committee on 5/29/13**

We, the advisors of the Florida College System Student Government Association, in order that we might bring Student Government and Student Activities advisors into an organization whose aims are to provide a common ground for discussion of matters of mutual interest, obtain the best thinking on problems in the field of Student Government and Student Activities, and provide responsible guidance to student government members in order to ensure their growth as future leaders in a free society, do hereby establish this Constitution.

**Article I. Name, Purpose, and Membership**

- Section 1. This organization shall be known as the Florida College System Student Government Advisors Association.
- Section 2. The purpose on which this Association is organized includes those aims enumerated in the Preamble to this Constitution, and, in addition, the unification of member advisors in an effort to increase communication between the Florida College System.
- Section 3. All individuals serving in FCSAA member campus/center as student government advisors shall be eligible for membership. Each college campus shall be entitled to no more than one vote on any matter before the Association.

**Article II. Officers**

- Section 1. The officers of this organization shall be: State Advisor, Co-State Advisor/ State Conference Chair, District 1 Advisor, District 2 Advisor, District 3 Advisor, District 4 Advisor, elected from among the District Advisor Representatives. It is recommended that the Co- State Advisor be a current District Advisor or has served as a District Advisor in the past. These officers shall serve as the Student Government State Advisors Board for the Florida College System Activities Association purposes.
- Section 2. Duties of Officers
- A. State Advisor
1. State Advisor shall call and preside over meetings of the Association and the State Advisors Board.

2. State Advisor shall appoint all committee chairpersons with the approval of the State Advisors Board if necessary for the planning of conferences and projects.
3. The State Advisor shall have full and open access to all FCSSGA meetings. Specific duties and responsibilities include:
  - a. Maintain budgetary responsibilities of the organization.
    1. Proposing the annual budget with the assistance of the FCSSGA President and Treasurer.
    2. Responsible for travel and hotel negotiations.
    3. Responsible for all Conference monetary concerns.
  - b. Arrange, plan and organize the annual leadership workshop.
  - c. Aid in Conference coordination.
  - d. Represent Advisor's Association as official spokesperson.
  - e. Responsible to FCSAA for FCSSGA's and the Advisor's Association activities.
  - f. E-nsure that there is an advisor for each district.
  - g. Maintain regular contact with District Advisors.
  - h. Uphold all responsibilities outlined in the State Advisor contract.

#### B. Co-State Advisor/ State Conference Chair

1. Co-State Advisor shall assume the duties and powers of the State Advisor in his/her absence, resignation, or removal from office.
2. Co-State Advisor shall be responsible to the State Advisor for all functions assigned.
3. Co- State Advisor will also assume the responsibility of State Conference Chair. They are also responsible for forming the State Conference committee which will assist in all conference planning in conjunction with the State and District Advisors.
4. Coordinate Conference Late Nights with Districts.

5. Assist in any responsibilities deemed by State Advisor.
6. Assist in making sure FCSSGA Policies and Guidelines are met.
7. Responsible for the coordination of FCSSGA Awards and nominations.
8. Assist in the coordination of State Executive Board training throughout the year.
9. Uphold all responsibilities outlined in the Co-State Advisor/State Conference Chair contract.

#### C. District Advisor/Representatives

The District Advisor shall have full and open access to all FCSSGA meetings. Specific duties and responsibilities include:

1. The District Advisor Representatives shall serve as coordinators between the colleges in each district and the state organization.
2. Attend all FCSSGA district and state meetings and serve on the advisory capacity to the Executive Board.
3. Maintain regular contact with and support their District Coordinator.
4. Assist and advise District Coordinator.
5. Ensure that the District Coordinator attends all scheduled meetings.
6. Verify the eligibility of the District Coordinator and all other district officers in their district.
7. Assist in the transfer of files to incoming officers.
8. Oversee the scheduling of district meetings.
9. Assist with the State Conference when hosted by their district.
10. Encourage any FCSSGA official to seek, as a significant source of advice, the guidance of the FCSSGA State Advisor.
11. Uphold all responsibilities outlined in the District Advisor's contract.

12. Be responsible for scheduling, securing a site for, and organizing the District Leadership Retreat, with the assistance of the District Coordinator. Registration paperwork should be distributed no later than 45 days from the retreat date,
13. Submit a preliminary district budget report and a post-retreat budget report and narrative to the State Advisor.

Section 3. Duties of Campus/Center Advisor(s)

- A. Attend all district and state meetings.
- B. In the event that the local advisor(s) cannot attend, he/she must designate a substitute advisor in writing to the District Advisor on/or before said meeting.
- C. Advisor(s) are responsible for their students' behavior according to FCSSGA Standing Rules, FCSAA guidelines and institutional policies and procedures.
- D. The local advisor(s) shall work with students to ensure that their communication meets college standards prior to printing and distribution, i.e. Horizon, District Newsletters, and general correspondence.
- E. The local advisor will assist the State and District Advisor as needed.

**Article III. Stipend**

- Section 1. If funds are available a stipend will be given at the discretion of the State Advisor.  
Stipend opportunities are available to State Advisor, Co-Advisor and District Advisors.

**Article IV. Revenue**

- Section 1. Dues shall not be assessed in addition to those paid for membership in the Florida College System Activities Association.
- Section 2. The fiscal year of the Association shall be July 1 to June 30.
- Section 3. Methods of raising revenue must be approved in advance by the FCSAA Executive Committee.

## **Article V. Meetings**

- Section 1. In order for business to transpire, a quorum (50% + 1) of the entire membership must be present.
- Section 2. The Association shall meet at the State Conference of the Florida College System Student Government Association, and during the Annual Advisors' Workshop.
- Section 3. Special meetings of the Association may be called by the State Advisor with majority approval of the State Advisors Board.

## **Article VI. Election of Officers**

- Section 1. All officers shall be elected during the State Conference or Annual Advisors' Workshop for a two-year term with the exception of the State Advisor whose term of office shall be one year and one year of Co-State Advisor before taking over as State Advisor. It is suggested that State Advisor and other officers be elected in odd number years unless it is necessary to replace an Advisor. All terms are effective July 1 to June 30.
- Section 2. The results of all Association elections shall be determined by a simple majority vote of all votes cast.
- Section 3. In the event that no candidate for an office receives a majority vote, a run-off election between the two leading candidates for that office shall be held. In the event where there is only one candidate for an office, the candidate only needs to receive one vote to win.
- Section 4. Each member campus in attendance shall have one vote in the election of the State Advisor for the Association.
- Section 5. Each district member campus in attendance shall have one vote in the election of the District Advisor from that district. In the event of a vacancy, a new district advisor shall be selected from and by the remaining advisors in the district.
- Section 6. In the event of a vacancy in the State Advisor's position, a replacement shall be selected by the State Advisor Board to fill the position.
- Section 7. Officers may be removed from office by a majority vote of the State Advisors Board in extreme circumstances or when in violation of contract. This removal must be supported by the FCSAA Executive Committee.

## **Article VII. Official Publications**

- Section 1. The State Advisors Board shall authorize such publications as it deems necessary in the best interest of the Association.
- Section 2. The editors of such publications shall be named by the State Advisors Board.

## **Article VIII. Parliamentary Procedure**

- Section 1. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not covered by specific rules or procedures adopted by the Association.

## **Article IX. Amending Procedures and Bylaws**

- Section 1. This Constitution may be amended at any Association meeting by a three-fourths (3/4) affirmative vote by members present. Section 2. The Association may approve Bylaws and amendments to the Bylaws of the Constitution by a two-thirds (2/3) affirmative vote by members present.

## **Article X. Ratification of the Constitution**

- Section 1. This Constitution shall be submitted to the existing officers for review and recommendations.
- Section 2. The existing officers shall approve this Constitution before it is voted on by the Association.
- Section 3. Ratification of this Constitution shall be by majority approval of fifty percent, plus one (50% + 1) of the entire membership.

## **Article XI. Schedule of Implementation**

- Section 1. Upon the ratification of this Constitution as stated in Article IX (Ratification of the Constitution), this document will immediately become effective as the Constitution of the Florida College System Student Government Advisors Association.
- Section 2. Individuals currently serving on the State Committee will be recognized by this Constitution until their terms of office expire.