

Texas Junior College Student Government Association



**Uniformity Book
2005-2006**

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TJCSGA Uniformity Book

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 Roster of all members
- A list of Regions and their members
- A Roster of Executive Board Members
- The Minutes from the 2005 State Convention
- The Agendas and Minutes from the 2005-2006 Executive Board meetings

The Forms section includes a number of forms that members should use when exchanging information with the Association:

- Amendments
- Bulletin Submissions
- Dues
- Intent to Run for Office
- Nominations for Honorary Members
- Nominations for Student of the Year Award (School and Region Nominees)
- Nominations for Chapter of the Year Award
- Nominations for Joel Franke Memorial Advisor of the Year Award
- Region Convention Information
- Resolutions
- Roster Corrections

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 at Ft. Worth in March.

TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION



CONSTITUTION 2005 - 2006
Revised April, 2006

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 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

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:

0. The Student Government Association is an autonomous Association under a Student Government Association president and other executive officers;
 0. The institution the SGA represents meets accreditation by the Southern Association of Colleges and Schools;
 0. The campus or student body the SGA represents is not already represented by a member of the TJCSGA.
 0. 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 SGAs must keep all communication to turn into the Legislative Research Committee at their request.
- A. 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, Sec. 2, Sub-sec. A of this constitution.
 - B. Members in good standing shall have four votes on all matters presented before the TJCSGA General Assembly.
 - C. 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

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.

- A. 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.
- B. 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

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

- . 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.
- A. 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

- E. Honorary membership may be granted to individuals who have rendered distinguished service to the TJCSGA. Honorary membership entitles members to receive The TJCSGA Bulletin, as well as attend the State and Region conventions at their own expense. Honorary members will have privileges of the floor but may not vote, make motions, or hold office.
- F. The Executive Board shall submit any recommendations for honorary membership to the TJCSGA General Assembly for approval by majority vote.

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 to all members a copy of the constitution with all amendments and resolutions submitted by the deadline, two weeks prior to the first TJCSGA General Assembly at the Annual State Convention.
6. Prepare and distribute a revised Student Uniformity Book to all members by December 1st 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.
0. To forward names and address of paid alumni members to the Executive Board.
1. To be responsible for signing all checks along with the 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. To research and present to the Executive Board at its first meeting the selected hotel in the host city.
 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.

- 0. To keep all permanent records of the Association.
 - 1. 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.
- 0. To serve as a liaison between the Advisors' Association and the TJCSGA Executive Board.
 - 1. 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 make 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

- . The TJCSGA shall hold an Annual Convention in March or April of each year.
- A. Votes may be conducted by mail between Annual Conventions.
- B. 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.
- C. Special meetings may be called by the President, by a majority of the Executive Board, or by petition of a majority of members.

- D. 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

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

- . Approving and setting the dates, fees, theme, and location of the Annual Convention.
- A. Determining the policy of the Association between Annual Conventions.

- B. Auditing the reports of the Secretary and Treasurer.
- C. Creating select committees between Annual Conventions.
- D. 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.
1. 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 submitted to the President and the Secretary of the Association at least thirty days prior to the meeting and report on them to the General 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 President and the Secretary of the Association at least thirty days prior to the meeting 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.
2. 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.
1. 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. A committee composed of at least one member from each region shall meet at the Annual Convention, prior to the first General Assembly, and at other times when necessary, to assist the Executive Board in establishing the legislative program for the TJCSGA.
 2. This committee shall have the authority to establish the legislative program within the parameters set by the Annual Convention, or by the State Executive Board.
1. The committee will report to the General Board on the legislative program, as well as coordinate statewide activities in support of this program in conjunction with the Executive Board.

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. 4 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 is 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 2005-2006

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 \$150 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.
- . 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).
- A. 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.
- B. 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.

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

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 odd-numbered years, the convention shall be held in Austin, Texas.

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

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.

TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION
JUDICIAL POLICY
2005-2006

Misuse which will result in disciplinary action includes, but is not 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 another is held against his/her will.
6. Physical abuse of another.
7. Selling or being intoxicated from alcoholic beverages in public places while associated with TJCSGA.
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.
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.
21. Violation of any other penal statutes of Texas or of the United States occurring while engaged in TJCSGA activities.
22. Disrupting by force or violence, or the threat of force or violence, at any General Assembly.
23. The student/school that violates the behaviors above will be notified by the Advisor-Elect. The Advisor-Elect will notify the student's school in writing of the actions or violations of judicial policy; they will be taken to the Judicial Committee at the discretion of the Advisor-Elect.

TJCSGA State Convention Campaign Guidelines, 2005-2006

1. Schools must provide a Letter of Support from your school's President; 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 March 31, 2006.
2. At least one student candidate and the advisor must attend the noon 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 except quarter and business size ads inside the convention packets which can be purchased from the Bulletin school prior to the convention.
5. No alcohol may be used for campaigning.
6. Campaign posters may be no larger than standard poster size.
7. No Campaign materials may be hung or placed on doors, walls, or any where 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 (10) minutes prior to any scheduled event in the Trinity Ballroom. 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. March 31st.
13. All schools campaigning for office are responsible for clean up after campaigning.
14. No campaign items shall be thrown or tossed through the air during campaign time or General Sessions.
15. No electrical or mechanical noise amplifying devices (air horns, whistles, etc) will be permitted
16. Any violations of these guidelines will be submitted to the Judicial Committee for adjudication.
17. Campaign materials may only be set out in designated areas at designated times.
18. A school running for office may not run a breakout session on campaigning.

19. Once a school arrives at the TJCSGA State Convention, the school is allowed to verbally campaign. Failure to meet any of the campaign guidelines will result in disqualification.
20. No Executive Board member shall endorse any school verbally or visually.
 1. Respect other schools property and keep campaigning clean.

Competition Requirements and Judging Criteria

The purpose of these competitions is to cause students to reflect on the role of their SGA within the school and community, with an eye toward preparing future SGA members to continue their work. Successful entries will demonstrate the importance of the interaction of various student groups of their college toward common goals.

Each submission, with the exception of scrapbooks, must be submitted in a manila folder to the Host School at the Registration Table before 10:00 a.m., March 31, 2006. The name of the school and the type of entry should be written in the upper-right corner on the outside of the folder. Students must do all competition entries only. ***No professional work will be permitted!***

The following awards will be presented for each category:

1st place - Plaque

2nd place - Certificate

3rd place - Certificate

Honorable Mention - Certificate

The first place Media and Song will be played for the General Assembly if equipment is available.

Media:

Can be generated by computer (i.e., multi-media), slide show (i.e., series of pictures), or video equipment, but it must be **submitted on a standard VHS tape or DVD.**

1. All entries must be submitted on a standard VHS videotape or DVD.
2. Entries must be no longer than 10 minutes in length.
3. Judging criteria will be as follows:

Content
Creativity
Use of Theme
Appearance

Scrapbook:

To show how this year's SGA has affected its college campus and community through pictures, newspaper clippings, and various scrap materials to use as an idea-giver and, in turn, a memory-enhancer.

1. All entries cannot exceed a combined total of 75 square inches including height, length and width.
2. The book CANNOT weigh more than 50lbs.
3. Judging criteria will be as follows:

Content
Creativity
Use of Theme
Neatness and Appearance

Essay:

Entries should incorporate a variety of activities provided by the Student Government Association of your school and should incorporate policy making of your student government (i.e., how your school has benefited from your student government's actions).

1. Entries must have continuity and be 500-750 words in length.
2. Entries must be typed, double-spaced on 8.5"x 11" paper.
3. Seven copies of the essay must be submitted with the original copy.
4. Judging criteria will be as follows:

Content
Creativity
Use of Theme
Structure

Song:

1. Entries must be no longer than 3 minutes in length.
2. Lyrics and music MUST be original work.
3. A typed lyric sheet must be turned in with the entry.
4. The music must be original and presented on a high-quality cassette tape or CD. (You may wish to bring an extra copy as a backup.)

5. Judging criteria will be as follows:

Content
Creativity
Use of Theme
Clarity

Event

Entries should illustrate the an example of the best event held by the Student Government Association of your school and should incorporate policy making of your student government (i.e., how your school has benefited from your student government's actions).

1. Entries must be no longer than 300 words in length and can include support documentation.
2. Entries must be typed, double-spaced on 8.5"x 11" paper.
3. Seven copies of the essay must be submitted with the original copy.
4. Judging criteria will be as follows:

Content
Creativity
Use of Theme
Structure

Awards will also be given for the following:

1. Largest college delegation will receive a certificate.
2. The most professional school will receive a plaque. This award will be judged by Conference Interaction.
3. The farthest traveled.
4. Sweepstakes Award.

Media Score Card

School Name _____

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA State Theme	25 points	
Creativity	25 points	
Appearance	25 points	
Content on Tape	25 points	
Total Points	100 points	

Disqualifications include – Late entry

Entry not on standard VHS tape or DVD

Longer than 10 minutes in length

Scrapbook Score Card

School Name _____

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of the TJCSGA State Theme	25 points	
Creativity of Scrapbook	25 points	
Neatness of Scrapbook	25 points	
Contents of Scrapbook	25 points	
Total Points	100 points	

Disqualifications include:

1. Late entry
2. Weight over 50 lbs.
3. Size larger than 75 square inches

Essay Score Card

School Name _____

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA Theme	25	
Creativity of Essay	25	
Structure of Essay	25	
Content of Essay	25	
Total Points	100	

Disqualifications include:

1. Late entry
2. Entries not between 500 – 750 words
3. Entries not typed, double-spaced, on 8.5" X 11' paper
4. Entries not submitted with 7 copies

Song Score Card

School Name _____

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of state theme	25	
Creativity	25	
Clarity	25	
Contents/Lyrics	25	
Total Points	100	

Length of tape _____

Disqualifications include:

1. Late entry
2. Not original work (Lyrics and Music must be written by students)
3. Typed Lyric Sheet not submitted
4. Length longer than 3 minutes
5. Not submitted on cassette tape

Best Event Score

School Name _____

<i>Card Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Student involvement/impact on student body	25	
Originality/Creativity	25	
Quality of Documentation (flyers, photos, etc.)	25	
Benefit/impact on the community	25	
<i>Total Points</i>	100	

Disqualifications:

1. Late entry
2. Narrative longer than 300 words. (not including supporting documentation)
3. Entries not typed, double spaced on 8-½ X 11" paper.
4. Entries not submitted with seven copies.

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Richland College
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Texarkana College

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Texas State Technical College Harlingen

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Region Membership

Region I

Amarillo College
Clarendon College
El Paso Community College
Frank Phillips College
Howard College- Big Spring
Howard College- San Angelo
Midland College
Odessa College
South Plains College
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
TSTC Abilene
TSTC Breckenridge
TSTC Brownwood
TSTC Sweetwater
Weatherford College

Region III

Angelina College
Jacksonville College
Kilgore College
Lon Morris College
Navarro College – Corsicana Campus
Navarro College – Ellis Campus
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- Bryan
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
HCCS- Central College
HCCS- Northeast College
HCCS- Northwest College
HCCS- Southeast College
HCCS- Southwest
Kingwood College
Lamar University at Orange
Lee College
Montgomery College
San Jacinto-Central
San Jacinto-North
Tomball College

Region VI

Coastal Bend College-Beeville
Coastal Bend College Kingsville
Del Mar-East College
Del Mar West 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: 13 members
Region II: 14 members
Region III: 12 members
Region IV: 13 members
Region V: 16 members
Region VI: 13 members

Last updated February 13, 2006.

Executive Board Members, 2005-2006

President: Nathalia Giraldo, College of the Mainland, president@tjcsga.org

Vice President: Brian Jones, Odessa College, vicepresident@tjcsga.org

Secretary: Will McAdoo, Midland College, secretary@tjcsga.org

Treasurer: Stacey Jones, McLennan Community College, treasurer@tjcsga.org

Parliamentarian: Scott Comar, El Paso Community College, parliamentarian@tjcsga.org

Host: Keva Garner, South Plains College, host@tjcsga.org

Editor of the Bulletin: Lyndee Biles, Hill College, editor@tjcsga.org

Advisor: Kim Brown, North Central Texas College, advisor@tjcsga.org

Advisor-Elect: Patty Kuhl, West Texas College, advisor.elect@tjcsga.org

General Assembly Meeting IV-April 17, 2005
2005 State Convention
State Capitol - Austin, Texas

I. Call to Order: President Cal Pifer (Kingwood College) called the meeting to order at 8:22 AM.

II. Pledge of Allegiance and Texas Pledge

III. Reading and Approval of the Orders of the Day: Parliamentarian, Joe Buvid (Blinn College-Bryan) read the orders of the day and corrected the agenda: Section VII Election, subsections a through h will be Section VI. Section VI. Officers' Reports, subsections a through i will be Section VII.

IV. Reading and Approval of the Previous Minutes: Secretary, Teresa Schrock (Amarillo College) read the April 16, General Assembly Meeting III minutes. The following corrections were made: IV. Officers' Reports, i. Advisor-Elect, Tod Gathings; IX. Adjournment, Tod Gathings. West Texas College moved to approve the corrected minutes as read. Texas State Technical College-Abilene seconded the motion. The motion passed.

V. Presentation of Most Professional School Award: President Cal Pifer (Kingwood) presented South Plains College with the Most Professional School Award.

VI. Elections: President Cal Pifer asked that a representative from each college would come to receive a ballot when their school name was called. Secretary Teresa Schrock,(Amarillo College) began calling school forward to receive their ballots. A representative from Collin Community College noted his college was not called, and they were called forward to receive a ballot. Roll call balloting continued. Brandon Franke, State Advisor noted that there were several school who had not signed in for roll call to be marked present, but requested that those schools be granted clemency and allowed to vote in the elections. There was a motion and a second to allow clemency for the schools that were late for check in so they could vote. A standing vote was taken by those seated on the house floor. The motion passed to allow clemency to the schools that were late to be allowed to vote. A representative from Collin Community College noted that some schools were split voting. President Cal Pifer explained that split voting is allowed. There was an appeal regarding the manner in which the standing vote was taken since all schools, those marked present, and those who had missed roll call were on the floor. The vote regarding the appeal passed, so President Cal Pifer called division of the house and a vote on the original motion to allow clemency for schools who were not signed in was taken by roll call. The motion failed and the schools marked absent were not allowed to vote. Officer elections continued.

A request for a point of "personal preference" (privilege) was made by Austin Community College, requesting that all delegates who were not going to be allowed to vote leave the building and request their registration fees be refunded. Voting continued. After all the voting for officer elections was completed, the meeting continued with officer reports while the ballots were being counted.

VII. Officers' Reports:

- A. State Advisor Elect: Kim Brown (North Central Texas College)
- B. State Advisor: Brandon Franke (Blinn College-Bryan)
- C. Host: Amanda Hale (Frank Phillips)
- D. Treasurer's report: Amanda Zachary (Tyler).
- E. Parliamentarian's report: Joe Buvid (Blinn College-Bryan).
- F. Bulletin: Amber Landry (Blinn College-Brenham)
- G. Secretary's report: Teresa Schrock (Amarillo College)
- H. Vice President's report: Brittany Bryant (Navarro)
- I. President's report: Cal Pifer (Kingwood College)

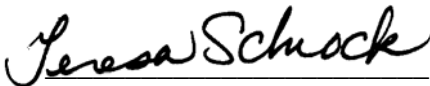
All officers expressed appreciation to their fellow board members and to the delegation for their hard work, dedication and patience, and said their good-byes. Plaques were given to all officers and state advisors. Results of the elections were announced.

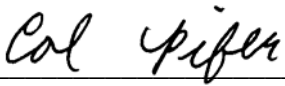
VIII. Inauguration: Officers for 2005-2006 were sworn in as follows:

- A. State Advisor Elect: Patty Kuhl (Western Texas College)
- B. State Advisor: Kim Brown (North Central Texas College)
- C. Bulletin School: Hill College
- D. Host School: South Plains
- E. Secretary School: Midland College
- F. Treasurer School: McClennan Community College
- G. Parliamentarian School: El Paso Community College
- H. Vice President School: Odessa College
- I. President School: College of the Mainland

IX. Adjournment: Cal Pifer (Kingwood College) moved to adjourn. Brittany Bryant (Navarro College) seconded. General Assembly IV was adjourned at 11:40 AM.

Respectfully submitted,


Secretary, Teresa Schrock


President, Cal Pifer

TJCSGA Executive Board Meeting

June 9th 2005

- I. Call to order: At the request of the other officers, President Nathalia Giraldo from College of the Mainland called the Executive Board meeting to order at 10:28 am.
- II. Pledge of Allegiance (U.S. and Texas) - President Nathalia Giraldo from College of the Mainland led the Pledge of Allegiance and the Texas Pledge.
- III. Orders of the Day - Parliamentarian Mary Conley from El Paso Community College
- IV. Invocation - State Advisor Kim Brown from North Central Texas College
- V. Roll Call – Secretary Will McAdoo from Midland College

Members present:

President-Nathalia Giraldo (College of the Mainland) and Advisor Michele Betancourt
Vice President-Brian Jones (Odessa College) and Advisor Nichole Jackson
Secretary-Will McAdoo (Midland College) and Advisor Jan Reed
Parliamentarian- Mary Conley (El Paso C.C.) and Advisor Arvis C. Jones
Treasurer-Stacey Jones (McLennan College) and Advisor Jim McKeown
Host College-Keva Garner (South Plains College) and Advisor Stan Weatherred
Editor of the Bulletin-Lyndee Biles (Hill College) and Advisor Phil Sims
State Advisor-Kim Brown (North Central Texas College)
State Advisor-Elect-Patty Kuhl (Western Texas College)

- VI. Reading and Acceptance of the Minutes
Parliamentarian Mary Conley from El Paso Community College moved to approve the minutes and accept them as written. Host College Keva Garner from South Plains College seconded the motion and the motion carried.

VII. Officer Reports

President - Nathalia Giraldo from the College of the Mainland was really excited and talked about her goals for the coming year.

Vice President - Brian Jones from Odessa College reported on his research on entertainment. One possible motivational speaker was Wally Adamchek who does a famous speech called “No Yelling, How Marines Really Lead”. More information is on his web page www.beafirestarter.com.

Secretary - Will McAdoo from Midland College hoped for a good conference and accurate minutes.

Treasurer-Stacey Jones from McLennan College gave the budget for the previous year. She discussed tax refunds, registration fees, increasing the penalty on late registraton, total revenue, and talked about our Certificate of Deposit that matures July 31st. Brian asked if

there was an alternative to the Certificate of Deposit or if it would be better to lock down the account in a longer savings account. Brian asked if we would have to vote again on the CD in 90 days.

Vice President Brian Jones made a point of information from Odessa College on how questions should be addressed to the President or to the chair.

Parliamentarian Mary Conley from El Paso Community College had no report.

Editor of the Bulletin -Lyndee Biles from Hill College wrote the letter from the Executive Board for the colleges. She needs important info and pictures. The link for the bulletin on the website should be up shortly. Bios and pictures from the Executive Board are due by the 8th of August.

Host College -Keva Garner from South Plains College said that any questions about the hotel would be answered in the meeting with Trish (hotel coordinator).

State Advisor - Kim Brown from North Central Texas College said that communication and working between state officers and advisors would be the key for a successful year.

State Advisor-Elect - Patty Kuhl from Western Texas College talked about successful communication. She also dealt with talking to the advisor and the college's President or Vice President to maintain a steady line of communication.

VIII. Special Orders

No special orders

IX. Unfinished Business

A. Navarro College

After the state conference, Navarro College notified the Executive Board that although they were in Region III assembly, on the map in the Uniformity Book (pg 50), Ellis County where Navarro College is located is in Region II. They would like Ellis County to be placed in Region III.

Host College, Keva Garner from South Plains College moved to allow Navarro College to include Ellis County in Region III and a letter be sent to notify Navarro College and the Region President for Region II. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

B. "Community College Day" Program

The 2004 -2005 Executive Board agreed they would try to collect \$1,000 to help cover the cost for Kingwood College and Brazosport College, who supplied the "Community College Day" programs. The board was notified that Midland, El Paso, and Amarillo sent \$400 total. They voted to try to raise the remaining \$600 dollars.

X. New Business.

Vice President, Brian Jones from Odessa College made a motion to add the discussion of the saving's account to X. New Business, section B, subsection 5. Editor of the Bulletin, Lyndee Biles from Hill College, seconded the motion and the motion carried.

Point of Information from McLennan College Advisor, Jim McKeown – TJCSGA to apply for their own tax exempt code. This would allow TJCSGA to receive a tax exemption on the spot and we would not have to worry about turn around time from the hotels.

Treasurer, Stacey Jones from McLennan College made a motion to allow McLennan College Advisor, Jim McKeown to apply for 501(c) 3 tax exempt status for TJCSGA. Editor of the Bulletin, Lyndee Biles from Hill College, seconded the motion, after discussion the motion carried.

Point of Information from McLennan College Advisor, Jim McKeown is requesting a resolution to allow the President or Treasurer along with either Advisor or both State Advisor and Advisor-Elect the ability to write checks for TJCSGA.

Treasurer, Stacey Jones from McLennan College, made a motion that the Executive Board will require that two advisors or one advisor and either the president or the treasurer be authorized to write checks. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

A. TJCSGA Convention 2005 – March 30th - April 2nd

A correction was made to the agenda to make 2005, 2006

1. Budget

- a. Seven meals for the entire convention and the advisor's reception will be budgeted for \$42,250.
- b. Registration packages will be prepared.
- c. Room rates are \$126 per night
- d. \$5,000 for entertainment was budgeted
 - Up to six rooms for the workshops, four different workshop times and a variety of unique workshops will be offered.
 - Golf tournament, dance, talent show, and hyptonist
 - Hospitality room will be available for students and the Executive Board will find sponsorships for free food from corporations near college campuses
 - Two keynote speakers
 - Show the winner from the media contest

The Executive Board decided to wait to set a number for the budget until after we know the meal budget and can plan accordingly.

Parliamentarian, Mary Conley from El Paso Community College made a motion to table X New Business, Section A, Subsection 1. Budget until after lunch. Treasurer, Stacey Jones from McLennan College seconded the motion and the motion carried.

2. Theme

Vice President, Brian Jones from Odessa College, had an idea for the theme and it is "Passion for a Purpose"

Host College, Keva Garner from South Plains College, suggested “TJCSGA Racing Toward Success”

Secretary, Will McAdoo from Midland College, recommended “TJCSGA has a voice”

President, Nathalia Giraldo from the College of the Mainland, idea was “Lead by example... our future is now”

Parliamentarian, Mary Conley from El Paso Community College made a motion to table X New Business, Section A, Subsection 2. Theme until after lunch. Treasurer, Stacey Jones from McLennan College seconded the motion and the motion carried.

3. Sponsorship Letters

- President, Nathalia Giraldo from the College of the Mainland, and Vice President, Brian Jones from Odessa College, read their rough draft of the Sponsorship Letter and discussion followed.

- President, Nathalia Giraldo from the College of the Mainland, and Vice President, Brian Jones from Odessa College, talked about the four levels of sponsorship; Platinum \$5000, Gold \$2,500, Silver \$1,000, and Bronze \$500

-A list of corporations from each Executive Board member’s region would be due by July 1st.

Vice President, Brian Jones from Odessa College, made a motion to allocate \$300 to College of the Mainland for the Sponsorship letters. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

Parliamentarian, Mary Conley from El Paso Community College, made a motion to recess the meeting until after lunch. Host College, Keva Garner from South Plains College, seconded the motion, and the motion carried.

President, Nathalia Giraldo from the College of the Mainland reconvened the meeting at 3:11 p. m.

B. TJCSGA Budget

1. Lone Star Pins

Pins that would be given to people who helped executive board members and cost \$50 for 9 pins.

Parliamentarian, Mary Conley from El Paso Community College, made a motion to postpone discussion of polo shirts until after the meeting with Trish (Hotel Coordinator) and the meal budget was set. Treasurer, Stacey Jones from McLennan College, seconded the motion and the motion carried.

2. Executive Polo’s

Vice President, Brian Jones from Odessa College, made a motion to allocate \$200 for our red executive shirts. Editor of the Bulletin, Lyndee Biles from Hill College, seconded the motion, and the motion carried.

3. Nametags

- a. Gold and Black lettering, name, position, and college name underneath

Editor of the Bulletin, Lyndee Biles from Hill College, made a motion to allow Midland College to make our nametags with Gold and Black lettering, name, position, college underneath. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

4. Regional Conventions Attendance

- a. Kim said to reduce Regional travel and focus on the regions that are not represented.

Editor of the Bulletin, Lyndee Biles from Hill College, made a motion to have \$333 dollars for executive travel to regions II, III, and VI; Host College, Keva Garner from South Plains College, seconded the motion and the motion carried.

5. Discussion of the Saving Account

Vice President, Brian Jones from Odessa College, made a motion to lock in the Certificate of Deposit for a 90-day period and continue until the Treasurer school suggested a change. Host College, Keva Garner from South Plains College, seconded the motion and the motion carried.

C. Recruiting video for TJCSGA and SGA

Kim felt that right now we should not focus on video because of our current financial situation. Will says that we should not drop the video idea because in November our financial situation might be better.

D. Website

\$35 for 2,000 megabytes space; 3,000 gigabytes for \$8 dollars for the new company; or 6.95 for a two-year contract.

Vice President, Brian Jones from Odessa College, made the motion to allow a two year contract for \$6.95 a month for the TJCSGA website. Parliamentarian, Mary Conley from El Paso Community College, seconded. The motion failed.

Secretary, Will McAdoo from Midland College, made a motion to allow a one year contract for \$8.00 a month for the TJCSGA website. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion, and the motion passed.

Recess for 10 minutes and the meeting will reconvene at 4:10

The meeting was reconvened at 4:20

E. Uniformity Book

Uniformity Book was reviewed and revisions were made to be voted upon at the November Executive Board Meeting.

Recess at 6:41pm

The meeting reconvened at 7:12 pm

A new form will be generated for new items to be placed on the agenda and a space for explanation for why they should be placed on the agenda and will be submitted to President, Nathalia Giraldo from the College of the Mainland. The new form would list new items on the agenda and a brief summary stating why it should be submitted. The new form would be sent to the President, Nathalia Giraldo, from the College of the Mainland.

F. TJCSGA 2007

1. The Radisson was too small and it could not accommodate TJCSGA.
2. New Hotel Must Have...
 - a. 600 people
 - b. 6 breakout rooms
 - c. ball room
 - d. \$150 per night

3. Hotel Contract

Host College, Keva Garner from South Plains College, moved to authorize State Advisor-Elect Patty Kuhl from Western Texas College to sign the TJCSGA hotel contract for the 2007 Conference in Austin. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion, and the motion carried.

Treasurer, Stacey Jones from McLennan College, made the motion for adjournment. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

The meeting was adjourned at 8:22 p. m.

Respectfully Submitted,

Secretary, William McAdoo,

President, Nathalia Giraldo

TJCSGA Executive Board Meeting
June 10th, 2005

I. Call to order: At the request of the other officers, President Nathalia Giraldo called the Executive Board meeting to order at 9:06 am.

II. Pledge of Allegiance (U.S. and Texas) – Parliamentarian, Mary Conley from El Paso Community College, led the Pledge of Allegiance and the Texas Pledge.

III. Orders of the Day - Parliamentarian, Mary Conley from El Paso Community College

Treasurer, Stacey Jones from McLennan College moved to add Roman numeral X subsection F and add Unfinished Business subsection D (the welcome letter).

Vice President, Brian Jones from Odessa College, seconded the motion and the motion carried.

Parliamentarian, Mary Conley from El Paso Community College, moved to accept the minutes as written.

Vice President, Brian Jones from Odessa College, requested the minutes be sent through email.

IV. Invocation - State Advisor, Kim Brown from North Central Texas College

V. Roll Call – Secretary, Will McAdoo from Midland College

Members present:

President-Nathalia Giraldo (College of the Mainland) and Advisor Michelle Betancourt.

Vice President-Brian Jones (Odessa College) and Advisor Nichole Jackson.

Secretary-Will McAdoo (Midland College) and Advisor Jan Reed.

Parliamentarian- Mary Conley (El Paso Community College) and Advisor Arvis C. Jones.

Treasurer-Stacey Jones (McLennan College) and Advisor Jim McKeown.

Host College-Keva Garner (South Plains College) and Advisor Stan Weatherred.

Editor of the Bulletin-Lyndee Biles (Hill College) and Advisor Phil Sims.

State Advisor-Kim Brown (North Central Texas College)

State Advisor-Elect-Patty Kuhl (Western Texas College)

Officer Reports

- . President, Nathalia Giraldo from College of the Mainland had no report
- A. Vice President, Brian Jones from Odessa College, needs help from the other Executive Board members to sell sponsorships to raise revenue for entertainment
- B. Secretary, Will McAdoo from Midland College, said he was that the minutes could not print but not to worry because they're perfect.
- C. Treasurer, Stacey Jones from McLennan College, said that the budget was looking good and her check writing ability is improving enormously
- D. Parliamentarian, Mary Conley from El Paso Community College, thanked everyone for their patience with her injury and hoped everyone had a safe trip home. She wanted to thank everyone with their help on the Uniformity Book.

- E. Editor of the Bulletin, Lyndee Biles from Hill College, wanted to thank everyone for welcoming her into the group, and she will take any new idea and suggestions that the group offers.
- F. Host College, Keva Garner from South Plains College, thanked everyone for working hard and being patient and said that it's going to be fun working together to build a successful conference.
- G. State Advisor, Kim Brown from North Central Texas College, said to keep a binder on each Executive board position that details your responsibilities and observations for next years executive board.
- H. State Advisor-Elect, Patty Kuhl from Western Texas College, said that she was sorry that she missed our get together by the pool, but that she got a good night sleep and that the group is doing a great job and if the Executive Board needs anything just give her a call.

VIII. Special Orders

No special orders

XI. Unfinished Business

- . Budget Approval

Parliamentarian, Mary Conley from El Paso Community College, moved to accept the budget. Editor of the Bulletin, Lyndee Biles from Hill College, seconded the motion and the motion carried.

Board Travel Cost:

Treasurer Stacey Jones from McLennan College \$105.30
 Secretary Will McAdoo from Midland College \$113.90
 Vice President Brian Jones from Odessa College \$113.90
 State Advisor-Elect Patty Kuhl \$202.50
 President Nathalia Giraldo from College of the Mainland \$181.40
 Editor of the Bulletin Lyndee Biles from Hill College \$150.00
 State Advisor Kim Brown \$56.70
 Parliamentarian Mary Conley from El Paso Community College \$192.40
 Host College Keva Garner from South Plains College \$200.00

Treasurer, Stacey Jones from McLennan College, moved to allocate each board member the travel cost listed above. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

B. Theme

The theme possibilities for 2005-2006 are:

- “Passion for a Purpose”
- “TJCSGA Racing Toward Success”
- “TJCSGA has a Voice”
- “Lead by example... our future is now”

Vice President, Brian Jones from Odessa College, moved to accept “TJCSGA Racing Toward Success” as the theme for 2005-2006. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and (amends the motion to read “Racing Toward Success.”) Discussion on the vote; the Voice vote was cast; and Secretary, Will McAdoo from Midland College, called for Division. A hand vote was called and the motion carried.

C. Sponsorship Letter:

Editor of the Bulletin, Lyndee Biles from Hill College, moved to have July 1st as the deadline for sending contact information to College of the Mainland and phoning the buddy regions for sponsorships. Vice President, Brian Jones from Odessa College, seconded the motion; discussion; and the motion carried.

Vice President, Brian Jones from Odessa College, moved to set a sponsorship funds deadline set at Nov. 1st: Host College, Keva Garner from South Plains College, seconded the motion; the motion carried.

D. Welcome Letter

Host College, Keva Garner from South Plains College, Treasurer, Stacey Jones from McLennan College, Editor of the Bulletin, Lyndee Biles from Hill College, came up with a personnel letter to let the colleges and students be informed for the upcoming year.

Host College, Keva Garner from South Plains College, moved to table the welcome letter until they restructured the letter and set a deadline for August 1st. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

X. New Business

A. Registration Deadline

0. \$125 for students and \$135 for advisors due Dec 1st
1. \$135 for students and \$145 for advisors due Jan 20th
2. \$145 for students and \$155 for advisors Feb 27th
3. \$175 for students and \$185 for advisors Feb 28th – through March 31st

Vice President, Brian Jones from Odessa College, moved to have registration transferable until Mar 1st, no refunds, and approval for the previously set registration fees. Host College, Keva Garner from South Plains College, seconded the motion and the motion carried.

A. Registration Fees and Packages

On August the first, Host College, Keva Garner from South Plains College, is going to send the registration packages to all Executive Board members for them to approve. After the registration packages are approved, the Executive Board will send the approved registration packages back to Host College, Keva Garner from South Plains College, no later than August the 15th. Host College, Keva Garner from South Plains College, will send the registration packages out to all Texas Junior College Student Governments no later than September the 1st.

Registration Packages will include the number of students and advisors attending the conference, where to return the Registration Packages, and where to send checks for the conference.

Vice President, Brian Jones from Odessa College moved to establish the deadline as follows: Executive Board members receive packets and registration packages by Aug 1; Aug. 15 is the deadline to return to Host College, Keva Garner from South Plains College; September 1st the Host College, Keva Garner from South Plains College mails them out to the colleges. Parliamentarian, Mary Conley from El Paso Community College, seconded the motion and the motion carried.

B. Awards

Parliamentarian, Mary Conley from El Paso Community College, moved to purchase the plaques for the Executive Board members and issue certificates to the Executive Board schools. Editor of the Bulletin, Lyndee Biles from Hill College, seconded the motion. There was discussion and the motion carried.

C. T-shirts

-white t-shirt with three colors

E. Communication

-talking every week and stay in touch

. Dress Code

- Best and Worst Dressed; Professional School Award; Thursday School Spirit College Night; Fri & Sat & Sun – professional attire at the advisors discretion.

XI. Announcements

When we report to our regions we must be completely supportive of each other and present a unified front.

President Nathalia Giraldo from College of the Mainland says thank you to the advisors. Executive Board should keep on schedule and stay focused, and keep in touch.

Adjournment: Parliamentarian, Mary Conley from El Paso Community College, moved to adjourn the meeting. Vice President, Brian Jones from Odessa College, seconded the motion and the motion carried.

Respectfully Submitted,

Secretary, William McAdoo

President, Nathalia Giraldo

Amendment to the TJCSGA Constitution

Please include the Article, Section, and Subsection of the Constitution for which you are submitting an amendment. Write out the full text of the Constitution as it currently reads, write out the exact text of the amendment you are submitting, and, also, please briefly describe the effect of the amendment and whether you consider it to be a housekeeping or overhaul amendment. All amendments must be submitted to the TJCSGA Parliamentarian by February 24, 2006

Name: _____

School: _____

I suggest the following amendment to Article _____, Section _____, Subsection _____, of the Texas Junior College Student Government Association Constitution.

Current text:

Amend to Read:

Purpose of the Amendment:

Is this a housekeeping or overhaul amendment? _____

Primary Author's Signature

Second's Signature

Submit it to:
TJCSGA Parliamentarian
Scott Comar
c/o Arvis C. Jones
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500

TJCSGA Membership Dues, 2005-2006

Annual membership dues for the Texas Junior College Student Government Association are \$150.00 as set by the delegates at the State Convention. Dues for current members must be paid prior to March 1, 2006, for this academic year. New members may pay up until the 1st General Assembly.

School: _____

Mailing Address: _____

City: _____

State: Texas

Zip Code: _____

Advisor: _____

Region: I II III IV V VI

Please enclose a check for \$150.00 made payable to TJCSGA and submit to:

TJCSGA Treasurer
Stacey Jones
c/o Jim McKeown
McLennan Community College
1400 College Drive-FOB 113
Waco, TX 76708

Intent to Run for TJCSGA Executive Board

Any member school interested in running for office should return this form, signed by the SGA President and Advisor, to the TJCSGA Parliamentarian prior to the Annual Convention. Prompt submission of this form will enable the Bulletin School to publicize the list of school's that will be running for office. This form must be accompanied by a letter of support from your school President and should be returned as soon as possible after your SGA has decided to run. Letters of support from appropriate administrators are due no later than 10 a.m. on March 31, 2006 to the Treasurer. To facilitate scheduling of the School's Certification Meeting at the State Convention, please also designate the individual your school intends to appoint if elected to office, if possible.

School: _____

Office: _____

Representative: _____

We, the members of the Student Government Association of the above named school, hereby announce our intent to run for the TJCSGA Executive Board position listed above. We agree to abide by all rules regarding campaigning as set by the current Executive Board and, if elected, to fulfill the duties of the office we are seeking. This decision has been endorsed by the administration of our school and our school accepts responsibility for the conduct of said office if elected.

SGA President

SGA Advisor

Submit it to:
TJCSGA Parliamentarian
Scott Comar
c/o Arvis C. Jones
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500

Nomination for TJCSGA Student of the Year, 2005-2006

The TJCSGA Student of the Year will be selected at the State Convention by the TJCSGA Awards Committee from nominees put forth by each Regional Association. One Student of the Year will be selected. Each member college may nominate one student, and each Region will consider the nominations and select one student from that Region to represent them at the State Convention.

Nominations must supply seven copies of a maximum of eight pages (including cover page and letters of support) and prepared to present a three to five minute presentation to the Awards Committee.

Completed nominations are due to the Awards Committee no later than 10am March 31, 2006

Must have Region President, Region President School, and the Representative signatures on nomination sheet.

Biographical Data:

Name: _____

School: _____

Region: I II III IV V VI

College Major(s): _____

Cumulative GPA: _____

Total Credit Hours: _____

Expected Graduation Date: _____

Extracurricular Achievements:

Please list all college activities you have participated in, describing the activity, dates of participation, offices held, and any special recognition.

I hereby certify that this student has been nominated by the Region Executive Board to represent our region in consideration for the TJCSGA Student of the Year, 2005-2006.

Region President _____

Region President School: _____

Representative: _____

Please list all community activities with which you have been involved.

Please list any jobs you have held while in college, including a brief description of the job and the number of hours worked per week.

Academic Achievements:

Please list any honors or awards you have received for academic achievement while in college.

If you have participated in any honors programs or academic internships, please list them and describe.

Student Government Participation:

Please describe in detail how your participation in student government has affected your local SGA and the Texas Junior College Student Government Association. Your response may be written on a separate sheet of paper, if so desired.

Letters of Support:

Please include letters of support from your SGA advisor and your SGA president. If you are being nominated from your Region, please also include a letter of support from your Region Executive Board

Nomination for TJCSGA Chapter of the Year, 2005-2006

Each Region may nominate one member to be considered for TJCSGA Chapter of the Year.

Nominations must supply seven copies of a maximum of 20 pages (including cover page and letters of support) and be prepared to present a five to ten minute presentation to the Awards Committee. Completed Nominations are due to the Awards Committee no later than 10:00 a.m. March 31, 2006.

Chapter: _____

City: _____

SGA President: _____

SGA Advisor: _____

Region: I II III IV V VI

Please describe, on a separate sheet of paper, how your school's SGA has positively affected its individual members, its school, its community, and the State of Texas. Include a description of all activities your SGA has undertaken that merit consideration for this award.

I hereby certify that this chapter has been nominated by the Region Executive Board to represent our region in consideration for the TJCSGA Chapter of the Year, 2005-2006.

Region President _____

Region President School: _____

Representative: _____

Nomination for Joel Franke Memorial Advisor of the Year Award, 2005-2006

This award is named in memoriam for Joel Franke, who served as an advisor to TJCSGA from Blinn College-Brenham from 1986 to 1995. During his tenure, Mr. Franke worked tirelessly to promote student issues at the state, region, college and local levels.

Each Region may nominate one member to be considered for TJCSGA Advisor of the Year. Nominations should describe in detail the particular contributions of the nominated advisor, with an emphasis on how that advisor has impacted their individual members, their school, their community, and their state. Nominations must supply seven copies of a maximum of three pages (including cover page and letters of support) and two student representatives must be prepared to present a three-minute presentation to the Awards Committee. Representative signatures on nomination sheet. All nominations must be submitted to the Awards Committee no later than 10 a.m. on March 31, 2006.

Name: _____

SGA President: _____

Region President: _____

Region: I II III IV V VI

Please describe, on a separate sheet of paper, how this advisor has positively affected their individual members, their school, their community, and the State of Texas.

I hereby certify that this advisor has been nominated by the Region Executive Board to represent our region in consideration for the TJCSGA Advisor of the Year, 2005-2006.

Region President _____

Region President School: _____

TJCSGA Regional Convention Information

In order that every member of the Association may be kept informed about the activities of the various regional Associations, please fill out and return the following information to the TJCSGA Secretary as soon as possible. If your school is Host for the region convention, please include the name of your representative and a schedule of events for the convention.

Region: I II III IV V VI

Dates: _____

Location: _____

Region Officer Schools:

President: _____

Vice-president: _____

Secretary: _____

Parliamentarian: _____

Host: _____

Other: _____

State Officer Schools from This Region:

Office School

_____	_____
_____	_____
_____	_____

Host School Information:

School: _____

Representative: _____

Phone: _____

Duration of Convention: _____

Start Time on Convening Date: _____

Is this an Overnight Convention? Yes No

Concluding Time of Convention: _____

Approximate cost of rooms: _____

Submit to:

TJCSGA Secretary
William McAdoo
c/o Jan Reed
Midland College
3600 N. Garfield
Midland, TX 79705-6399
Phone 432-685-4543

TJCSGA General Assembly Resolutions

Resolutions should be formatted as described in the Student Uniformity Book and must be presented to the Parliamentarian of the Association by March 15th, 2006. All resolutions submitted will be considered by the Resolutions Committee and will be reported on at the second General Assembly at the State Convention, as required by the TJCSGA Constitution. Although it is not required that this form be used, resolutions submitted will be distributed in the General Assembly in this form.

A Resolution Concerning _____.

Whereas, _____; and

Whereas, _____; and

Whereas, _____; and

Whereas, _____; and

Whereas, _____; and

Whereas, _____; therefore be it

Resolved by the Texas Junior College Student Government Association in convention assembled,

_____.

Respectfully Submitted on ____ day of _____, _____,

Name: _____

School: _____

Please submit one copy of each resolution to:

**TJCSGA Parliamentarian
Scott Comar
c/o Arvis C. Jones
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500
Fax (915) 831-3186**

TJCSGA Roster Information Correction, 2005-2006

Please use this form if the information contained in the TJCSGA Roster is incorrect, so that we may minimize delays in exchanging information with your SGA. This form should also be used to submit contact information for schools your SGA has recruited to join the Association. If your school is an active member in the TJCSGA and for some reason is not listed, submit this form as soon as possible.

School: _____

Mailing Address: _____

City: _____

State: Texas

Zip Code: _____

Phone: _____

Fax: _____

Advisor(s): _____

Email: _____

Region: I II III IV V VI

Membership: _____

Region Office: _____

**TJCSGA Parliamentarian
Scott Comar
c/o Arvis C. Jones
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500
Fax (915) 831-3186**