

# Texas Junior College Student Government Association Constitution 1998 - 1999

## 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 the American democracy.

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

Sec. 3 To promote better relations among the junior 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 and individuals. General and executive membership is open to qualified college student government associations. Honorary, alumni, and advisor membership is open to qualified individuals, as set forth in this article.

#### Sec. 2 General Membership

1. General membership is open to a student government association of a junior/community/technical college in the state of Texas provided the following qualifications are met:
  1. The student government association is an autonomous association under a student government association president and other executive officers;
  2. The institution the SGA represents meets accreditation by the Southern Association of Colleges and Schools;
  3. The campus or student body the SGA represents is not already represented by a member of the TJCSGA.
2. No one college administration (as defined by the presence of a college president) may be represented in the TJCSGA by more than three independent student government associations as defined in Article III, Sec. 2, Sub-sec. A of this constitution.
3. Members in good standing shall have four votes on all matters presented before the TJCSGA General Assembly.
4. Members shall be responsible for the payment of all dues by March 1 of each year. Members who are unable to pay their dues by the deadline may request an extension from the TJCSGA Treasurer. Failure to pay dues by the specified time may result in the

forfeiture of the right to vote, at the discretion of the assembly. New members have until the first General Assembly of the annual convention to pay dues.

### Sec. 3 Executive Membership

1. Executive membership is granted to the duly elected officer schools of the association and the individuals serving as State Advisor and State Advisor-Elect. The member schools elected are responsible for the conduct of the office. The State Advisor and State Advisor-Elect shall serve as participating, non-voting members of the executive membership.
2. Each executive member shall designate one individual who will act on their behalf as a member of the executive board. This individual shall serve at the discretion of the member college and shall hold the title of the office to which the school has been elected. Unless otherwise specified, the duties and injunctions of each office shall apply only to the designated representatives and not the delegations.
3. After the start of the annual convention, officer schools may only change representatives with the consent of the executive board. Before the annual convention, officer schools must notify the President and State Advisor within 48 hours of their decision to change the individual designated as representative.

### Sec. 4 Advisor Membership

1. Advisor membership is granted to the designated advisors of all TJCSGA member schools. Membership in the Advisors' Association is automatic with advisor membership.
2. The advisors shall be responsible for submitting a nomination for the office of State Advisor-Elect at the annual convention.
3. The advisors shall elect a President and Vice-President of the Advisors' Association to facilitate working with the TJCSGA executive board. This election shall take place at the annual convention.

### Sec. 5 Alumni Membership

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

1. 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.
2. 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:

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

### Sec. 2 Duties of Officers

1. The duties of the President shall be:
  1. To preside over all General Assemblies and executive board meetings.
  2. To appoint committees, unless otherwise specified by this constitution or the resolution creating the committee.
  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.
2. The duties of the Vice-President shall be:
  1. To execute the duties of the President in his/her absence.
  2. To attend all meetings of the executive board.
  3. To make arrangements for workshops and forums at the state convention pertinent to issues affecting student governments and appoint individuals to facilitate each group.
  4. To organize and schedule speakers, programs, and entertainment for the state convention.
3. The duties of the Parliamentarian shall be:
  1. To act as an advisor to the chair on all questions of parliamentary procedure.
  2. To attend all meetings of the executive board.
  3. To have in his or her possession at all meetings: the constitution, the parliamentary authority, and any standing rules the association may adopt.
  4. To serve as chair of the TJCSGA Judicial Committee.
  5. Prepare and distribute to all members a copy of the constitution with all amendments 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 1 of each year.
4. The duties of the Secretary shall be:
  1. To keep an accurate record of the convention proceedings as well as executive board meetings and to send a copy to all executive board members.
  2. To call the roll at the state convention and determine the presence of a quorum.
  3. To attend all meetings of the executive board.
  4. To serve as corresponding agent of the executive board.
  5. To maintain a dual set of records for the association. One set shall be turned over to the State Advisor at the conclusion of the annual convention. The second set shall be completed and sent to the newly-elected Secretary prior to the end of the fiscal year of the association.
  6. To maintain a list of all honorary and alumni members, along with dates of induction and offices held, if any.
  7. To work with the Parliamentarian in the compilation of the Student Uniformity Book.
5. The duties of the Treasurer shall be:
  1. To be responsible for the collection of all dues and fees throughout the year and at the annual convention.
  2. To prepare financial statements prior to the executive board meetings and at the conclusion of the fiscal year.
  3. To attend all meetings of the executive board.
  4. To pay all debts upon approval of the executive board, and to deposit all funds within two business days of receipt.
  5. To prepare a budget for the coming year and submit it at the first executive board meeting.

6. To be responsible for all finances of the association.
  7. To maintain a dual set of records for the association. One set shall be turned over to the State Advisor at the conclusion of the annual convention. The second set shall be completed and sent to the newly-elected Treasurer prior to the end of the fiscal year of the association.
  8. To forward names and address of paid alumni members to the executive board.
6. 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:
      1. Spring semester after convention
      2. Two during the fall semester
      3. Spring semester prior to convention
      4. Convention
    4. To solicit newspapers from member schools and to publish any articles of interest in the Bulletin.
  7. 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 availability and fees for three hotels in the selected host city.
    3. To petition the executive board for reimbursement 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 1 of each year.
- 
1. The duties of the State Advisor shall be:
    1. To schedule and conduct new officer orientation on the final day of the convention.
    2. To assist the executive board in the completion of their duties.
    3. To attend all meetings of the executive board.
    4. To aid the President with all General Assemblies.
    5. To keep all permanent records of the association.
  2. The duties of the State Advisor-Elect shall be:
    1. To attend all meetings of the executive board.
    2. To serve as State Advisor the following year.
    3. To assist the executive board in the completion of their duties.
    4. To recruit colleges to become active members of the TJCSGA.
    5. To serve as a liaison between the Advisors' Association and the TJCSGA executive board.

### Sec. 3 Election of Officers

1. The election of officers shall take place at the final General Assembly of the annual convention.
2. Candidates for office must submit a letter of support from their college president and file an Intent to Run form with the Nominations Committee prior to the close of the first General Assembly of the annual convention.
3. Candidates are responsible for obeying the campaign guidelines as set by the current executive board.
4. No individual appointed as a representative for an officer school may participate in the campaigning or campaign speech or skit for any school, either before or at the annual convention.
5. The Nominations Committee shall be responsible for certifying all nominations prior to the election.
6. No school shall be able to succeed itself in the current office.
7. The method of voting for officers shall be determined at the first General Assembly of the annual convention.
8. Newly elected officers shall assume office at the conclusion of the annual convention.
9. Newly elected and outgoing officers must attend an orientation session immediately following the close of the annual convention. The new State Advisor is responsible for organizing this orientation.

### Sec. 4 Removal from Office

1. Officer schools who fail to perform the prescribed duties by the date set by the executive board or this constitution shall be removed from their office and a replacement appointed by the President in consultation with the executive board.
2. 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.
3. In the event that the President school is removed from office, the Vice-President school shall assume the office of President. The Parliamentarian School shall be responsible for conducting an appeal vote, if requested.

## Article V - Meetings

### Sec. 1 Association Meetings

1. The TJCSGA shall hold an annual convention in March or April of each year.
2. Votes may be conducted by mail between annual conventions.

3. Proxy votes shall be accepted if they are submitted to the President in a sealed letter designating the school the member wishes to serve as their proxy. This letter must be signed by the SGA president and advisor of the absent school.
4. Special meetings may be called by the President, by a majority of the executive board, or by petition of a majority of members.
5. A quorum for any regular or called meeting shall be a majority of the members, along with a majority of the executive board and the State Advisor or State Advisor-Elect.

## Sec. 2 Executive Board Meetings

1. The executive board shall meet twice per year outside of the annual convention, in the spring following the annual convention and in the fall.
2. A quorum for an executive board meeting shall be a majority of elected schools and the State Advisor or State Advisor-Elect.

## Sec. 3 Committee Meetings

1. Standing committees shall meet at the annual convention as set forth in the convention program.
2. Committee chairs may call special meetings at the state convention. No committee meetings may be called outside of the dates of the annual convention unless expressly authorized by the executive board.
3. Only members who have paid their dues for the current year may be appointed or otherwise selected for committees.

# Article VI - Executive Board

## Sec. 1 Membership

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

## Sec. 2 Duties of the Executive Board.

The executive board shall be responsible for:

1. Approving and setting the dates, fees, theme, and location of the annual convention.

2. Determining the policy of the association between annual conventions.
3. Auditing the reports of the Secretary and Treasurer.
4. Creating select committees between annual conventions.
5. Approving all expenditures made on behalf of the association.

## Article VII - Committees

### Sec. 1 Appointment of Committees

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

### Sec. 2 Standing Committees

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

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

### Sec. 3 Committee Descriptions

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

## 2. Judicial Committee

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

## 3. Resolutions Committee

1. A committee composed of one member from each region shall meet at the annual convention to review resolutions submitted by the deadline established by the executive board 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 of the association by the deadline established by the executive board 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.

## 4. 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. This committee shall be responsible for establishing a grading system and requirements for each competition and submitting them to the TJCSGA General Assembly for approval. The committee may also recommend changes in the number of competitions to the General Assembly.
5. The advisor of the school serving as chair shall serve as an ex officio member of this committee.

1. Constitution and Bylaws Committee

1. A committee composed of one member from each region shall meet at the annual convention, prior to the first General Assembly, to review any proposed amendments to the TJCSGA Constitution and bylaws.
2. This committee shall meet with the TJCSGA Parliamentarian to report on their findings prior to the first General Assembly of the annual convention.
3. The chair of this committee shall be granted the right to speak in debate an unlimited number of times with regard to proposed amendments when the proposed amendments are considered by the TJCSGA General Assembly.
4. This committee is authorized to alter amendments submitted by the deadline or to propose new amendments, provided notice is given of the new amendments prior to the first General Assembly of the annual convention.
5. The advisor of the school appointed as chair shall serve as an ex officio member of this committee.

Article VIII - 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 IX - 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.

#### Article X - Constituent Association

Sec. 1 The constituent association shall consist of six Regional Associations.

Sec. 2 The organization of the Regional Associations shall be specified geographically by the executive board.

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

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

1. The Regional Association's constitution is endorsed by the executive board if the document is consistent with the policy of the TJCSGA.
2. The Regional Association's constitution is adopted by 2/3 of the Regional Association to which it applies upon the endorsement of the executive board.
3. The Regional Association's constitution includes reference to the constitution of the TJCSGA as a superior document.
4. The executive board must be notified of any amendments to the Regional Association's constitution, at which time the executive board re-establishes the amended documents consistency with the policy of the TJCSGA.
5. Any amendment of the Regional Association's constitution which is found to be inconsistent with the policy of the TJCSGA is reason for withdrawal of the executive board's endorsement of the amended document.
6. Regional Associations deemed to have unacceptable constitutions have until the close of the final General Assembly of the state convention to present a revised document to the executive board.

Sec. 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 XI - 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 whom 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 allegation once cleared of that allegation.

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 XII - 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 XIII - Ratification

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

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

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

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

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

# **Texas Junior College Student Government Association**

## **Bylaws**

### **ARTICLE I - MEMBERSHIP**

Sec. 1 Active membership is granted to eligible colleges as set forth in Article III of the TJCSGA Constitution. Membership dues shall be \$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 State Convention.

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

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

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

B. Officer schools will designate the individual they choose to represent them on the executive board. Designated students for each candidate school must present during the Candidates' Workshop at 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 1<sup>st</sup> 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.

C. 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 and a State Advisor-Elect pro-tem shall be appointed by the President in consultation with the president of the Advisors' Association. 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.

D. 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 these allegations are substantiated by the Judicial Committee, 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 1<sup>st</sup> until April 30<sup>th</sup> of the following year.

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

1. 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
2. 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 30<sup>th</sup> 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 in Austin, Texas.

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 1<sup>st</sup> 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**

## **Disciplinary Policy**

**1998-1999**

Offenses which will result in disciplinary action include, but are 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, damage, 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 of being intoxicated from alcoholic beverages in public places while associated with TJCSGA.
8. Disorderly conduct which inhibits or interferes with the responsibility with 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 of 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. During the TJCSGA convention, meetings may be closed. Violators of this will be subject to disciplinary action.
17. Participating in negative campaigning with malicious intent.
18. Discrimination against any person on any basis prohibited by applicable law, including but not limited to race, color, age, marital status, national origin, religion, sex, disability, veteran status, or sexual orientation.