

Region II of the Texas Junior College Student Government Association Constitution (as amended)

As adopted on March 27, 2004

PREAMBLE

The Region II members of the Texas Junior College Student Government Association (TJCSGA), in order to promote goodwill, unity, and cooperation among two-year, junior, community colleges and trade and technical schools, do establish this constitution.

Article I - Name

The name of the organization shall be Region II of the Texas Junior Colleges Student Government Association.

Article II - Purpose

The purpose of Region II shall be:

- (1) To give all member colleges an active channel in the participation of the American Democracy.
- (2) To serve the State Association to the best of our abilities and knowledge.
- (3) To promote better relationships between the members of Region II.
- (4) To provide a Region wide network of communication and leadership to represent and protect the interest of all member schools and the students that each member represents.
- (5) To provide and unite a visible leadership in such a way that it can be seen throughout the state and the local community.

Article III - Membership

- (1) The student government or designated representative of student government of any junior or two-year college institution in the State of Texas, listed in the directory of the American Association of Junior Colleges, upon payment of all required membership dues, may become a member of the region as apportioned by TJCSGA.
- (2) All members in all business matters that arise within the region shall have four (4) votes. Proxy votes are accepted if in letterform and sealed.

Article IV - Officers

(1) The executive officers shall be: (A.) President, (B.) Vice-president, (C.) Secretary, (D.) Parliamentarian, (E.) Host School, (F) Treasurer, (G) Advisor

(2) Duties of Executive Officers

(A) The duties of the President shall be:

- (i) To preside over all Region II meetings.
- (ii) To appoint all committees.
- (iii) To vote only in the event of a tie.
- (iv) To attend all meetings of the Executive Board.
- (v) To call meetings of the Executive Board when necessary.
- (vi) To enforce and see that all member colleges uphold the purpose of Region II.
- (vii) To enforce and see that all member colleges uphold the purpose of TJCSGA.
- (viii) The president has the authority to appoint a committee without the consent of the constituency in a General Session.

(B) The duties of the Vice-president shall be:

- (i) To execute the duties of the President in his/her absence.
- (ii) To attend all meetings of the Executive Board.
- (iii) To make all arrangements for discussion groups at the Region II Convention pertinent to problems affecting student government and appoint members to preside over each group.
- (iv) The Vice-President shall be ex-officio member to all standing committees with exception of the Nomination Committee.

(C) The duties of the Secretary shall be:

- (i) To keep accurate record of the Regional proceedings and send a copy to all of the members of Region II.
- (ii) To call the roll at the conference and make necessary announcements.
- (iii) To keep current records of the Region.
- (iv) To attend all meetings of the Executive Board.
- (v) To keep a dual set of records. One set of records to be kept by the Secretary and, the other to be placed in the school's records. The out-going Secretary shall turn the records over to the in-coming Secretary.
- (vi) To act as corresponding agent of the Executive Board.

(D) The duties of the Parliamentarian shall be:

- (i) To act as an advisor to the chair on a question of parliamentary procedure.
- (ii) To attend all meetings of the Executive Board.

(E) The duties of the Host School shall be:

- (i) To attend all meetings of the Executive Board
- (ii) To be responsible for all duties listed in Article XI.

- (iii) To present to all member colleges and two-year college institutions a completed agenda of the conference activities at least two (2) weeks prior to the convening date of the conference.
 - (iv) To form the Conference Committee.
 - (v) To furnish office materials and reproduction equipment to all colleges at the Regional Conference.
 - (vi) To provide member colleges all information concerning the conference thirty (30) days prior to the regional convention. This shall be done in conjunction with the Secretary.
- (F) The duties of the Treasurer shall be:
- (i) To be responsible for the collection of all finances for the region in relation to regional membership dues (if any), and the scholarship contributions.
 - (ii) To prepare financial statements for consideration by the Executive Board and review at each regional conference.
 - (iii) To attend all meetings of the Executive Board.
 - (iv) To arrange for the payment of scholarships awarded by the Scholarship Committee and approved by the Region II Executive Board.
 - (v) To maintain a membership list for Region II.
- (G) The duties of the Advisor shall be:
- (i) To advise on all business of Region II.
 - (ii) To attend all Region II Executive Board meetings.
 - (iii) To provide guidance to ensure all the policies of Region II are upheld.
 - (iv) To provide training for officers of Region II in parliamentary procedures.
- (3) The Advisor of the President School shall become the Region II Advisor.

Article V - Meetings

- (1) Regional Meetings
- (A) The general business session of Region II will be held at the annual Region II Conference.
 - (B) Other Region II meetings may be called as deemed necessary by the Executive Board.
 - (C) Regional meetings may be called upon the discretion of a majority of the Region.
- (2) Executive Meetings
- (A) Shall be called by the President or by a majority vote of the Executive Board.

Article VI - Executive Board

- (1) The members of the Executive Board shall be the officers of Region II. Voting members will be: (1) President, (2) Vice-President, (3) Secretary, (4) Parliamentarian, (5) Host School, and (6) Treasurer.
- (2) The duties of the Executive Board shall be:
 - (A) Preside over Region II meetings.
 - (B) To determine and enforce the policies of Region II.
 - (C) To act as liaison between member schools of the TJCSGA.

Article VII - Committees

- (1) All committees shall be approved by the President of the Region, with each delegate having one (1) vote.
- (2) Committee Guidelines
 - (A) Each member college will have one delegate on each committee established by Region II of the TJCSGA, with each delegate having one (1) vote
 - (B) A member college shall be appointed chairperson at the meeting at which the committee is created.
 - (C) The committee chairperson will contact each member college within seven (7) days of the committee being established to determine which member colleges will and will not be participating in the committee. Any member college not responding to this invitation will be considered a non-response and a non-participant.
 - (D) The committee chairperson will provide a report on the activities of the committee, along with any recommendations, to the Executive Board prior to each regional meeting providing that the Executive Board meets within one (1) week of the regional meeting, and until it is decided that the committee is no longer required.

The Secretary will be appointed by the Chairman, if required.

Article VIII - Parliamentary Authority

- (1) The rule contained in the current edition of Robert's Rules of Order Newly Revised shall govern Region II in all cases to which they are applicable and in which they are not consistent with these by-laws and any special rules of order Region II may adapt.

Article IX - Amendments

- (1) This Constitution may be amended at any regular or called meeting of Region II by a two-thirds (2/3) vote of the members providing that the amendment has been submitted in writing to the members of the Executive Board at least twenty-four (24) hours prior to the meeting.

Article X - Resolutions

- (1) A resolution shall be submitted before the next scheduled General Session by any member of Region II and voted on at the Regional Conference.

Article XI - Conference

- (1) There shall be a conference set by the Host School.
- (2) Purpose of the conference is to enact the purpose of the region as stated in Article II of the Constitution.

Article XII - Disciplinary Procedure

- (1) Disciplinary Proceedings shall be carried out according to the Parliamentary Authority.
- (2) Any member, against whom disciplinary proceedings are brought, may request a review committee made of one representative from each Region II school.
- (3) The Executive Board shall define who or what requires disciplinary action.