

# **TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION**

## **REGION V**

### **PREAMBLE**

The members of Region V of the Texas Junior College Student Government Association (TJCSGA), in order to promote unity, leadership, and good will amongst Junior Colleges, do hereby ordain and establish this constitution of Region V.

### **ARTICLE I NAME**

The name of this organization shall be Region V of TJCSGA.

### **ARTICLE II PURPOSE**

- Section 1. To promote relations among schools in Region V.
- Section 2. To provide a way to unite the leadership represented by the schools in Region V.
- Section 3. To provide a means of communication between junior colleges and TJCSGA.

### **ARTICLE III MEMBERSHIP**

- Section 1. The Student Government Association (SGA) or designated representative of SGA of any junior college or two-year collegiate institution in the state of Texas, listed in the TJCSGA directory, upon payment of any state membership dues and Region V as apportioned by TJCSGA.
- Section 2. Each member school may cast up to four votes on any occasion that calls for cast voting.
- Section 3. The Constitution must comply with the constitution of the TJCSGA and may not supersede its constitutional policy or guidelines.
- Section 4. Any advisor from Region V shall advise any and all members during Region V

meetings. The advisors shall not have power/privilege of making a motion.

Section 5. The Region V forum on [www.tjcsga.org](http://www.tjcsga.org) is the official way of communicating.

Section 6. 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 this Association at its request.

## **ARTICLE IV REGION DUES**

Section 1. Each member school of Region V shall pay annual region membership fee of \$150.00 to be paid to the treasurer school representative to assist in any expenditures that the region might encounter.

Section 2. The money received from the collection of region dues shall be distributed as deemed appropriate by the Executive Board.

Section 3. The region dues for the academic school year shall be collected by November 1<sup>st</sup>.

Section 4. A quorum is met by two-thirds of those member schools who have paid dues November 1<sup>st</sup>.

Section 5. Each member school must turn in to the Treasurer School delegate account two weeks in advance of the region meetings.

Section 6. Each member school will pay for their own Region V t-shirts.

## **ARTICLE V EXECUTIVE BOARD**

Section 1. Membership of the Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Parliamentarian, Host/Website, and Region V Advisor.

Section 2. Duties

A. The Executive Board is charged with the responsibility of preparing an agenda for the Region V meetings. The secretary representative shall be responsible for typing and distributing the agenda.

B. The Executive Board is charged with the responsibility of appropriating the

funds received through the region dues that are collected in the manner set forth in Article IV.

- C. The exiting Executive Board must meet with the newly elected Executive Board to transfer files, ideas, etc. before July 31. The purpose of this meeting will be to set legislative priorities for the year to come; to familiarize incoming officers with each other; to establish working relationships and such communications shall be immediately continued throughout the summer.
- D. The first Friday in November is the first official region meeting. The first Friday in March is the second official region meeting. These region meetings shall be held at a location within the City of Houston.
- E. Standardized log-ins for [www.tjcsgea.org](http://www.tjcsgea.org) are required for advisors and officers. The same user name and password will be transferred to the new officers and advisors.

## **ARTICLE VI OFFICIAL MINUTE BOX**

- Section 1. An official minute box is to be maintained for permanent record. The official minute box shall be retained by the present secretary representative then given to the newly elected secretary within four weeks of their election in this position.
- Section 2. The official minute box shall contain a set of minutes from previous meetings with a copy of the corresponding agenda, a current edition of the Region V constitution, a current edition of the TJCSGA Constitution, a copy of the previous year's treasurer report, and a current list of each school that is a member of Region V.

## **ARTICLE VII OFFICERS**

- Section 1. The officers shall be: (A) President School, (B) Vice President School, (C) Treasurer School, (D) Secretary School, (E) Parliamentarian School, (F) Host/Website School, (G) Advisor School. These officers shall be elected annually at TJCSGA State Convention for a term of one year or until a successor is elected and comes into power at the close of the meeting which the officers were elected.
- Section 2. Duties of the Officer Schools:
  - A. The duties of the **President School Representative** shall include but are not limited to:

1. Presiding over all General Meetings and Executive Board Meetings of Region V.
  2. Appointing committees and chairpersons.
  3. Serve as an ex-officio member of all committees.
  4. Vote only in case of a tie.
  5. Enforcing and seeing that all members uphold the purpose of this association.
  6. Performing any other duties as deemed necessary by Region V.
- B. The duties of the **Vice President School Representative** shall include but are not limited to:
1. Executing the duties of the President in his/her absence.
  2. Attending all General Meetings and Executive Board Meetings of Region V.
  3. Assisting the President as needed.
  4. Performing any other duties as deemed necessary by Region V.
- C. The duties of the Treasurer School Representative shall include but are not limited to:
1. Collecting and keeping an accurate record of the region dues paid by the member schools of Region V.
  2. Attend all General Meetings and Executive Board Meetings of Region V.
  3. Maintaining an accurate record of all transactions made by Region V.
  4. Providing a financial statement to each member school at each General Meeting of Region V.
  5. Performing any other duties deemed necessary by Region V.
- D. The duties of the **Secretary School Representative** shall include but are not limited to:
1. Keeping accurate minutes of the General Meetings and Executive Board Meetings of Region V.
  2. Attending all General Meetings and Executive Board Meetings of Region V.
  3. Sending a copy of all minutes to Region V members.
  4. Calling the roll at the General Meetings and Executive Board Meetings of Region V.
  5. Maintaining the Official Minute Box as stated in Article VI of the Region V Constitution.
  6. Send a copy of the approved Regional minutes to the Webmaster of the Region V website within one week following the adjournment of the meeting.
  7. Performing any other duties deemed necessary by Region V.
- E. The duties of the **Parliamentarian School Representative** shall include but

are not limited to:

1. Advising the chair of all questions of parliamentary procedures.
2. Attending all General Meetings and Executive Board Meetings of Region V.
3. Having all of the following in his/her possession at all times during General Meetings and Executive Board Meetings of Region V; a current edition of the Region V Constitution, a current edition of the TJCSGA constitution, a current edition of Robert's Rules of Order Newly Revised, and any special rules of order adopted by Region V.
4. Performing any other duties deemed necessary by Region V.

F. The duties of the **Host/Website School Representative** shall include but are not limited to:

1. Maintain and update the web presence of Region V.
2. Furnishing office material and reproduction equipment to colleges at the Region V Meetings.
3. Provide a meeting place for General Meetings and Executive Board Meetings of Region V with the exception of Region Meetings held at TJCSGA State Convention.
4. Providing member schools all information concerning General Meetings and Executive Board Meetings of Region V thirty days prior to meeting.
5. Mailing out a Region Bulletin to all Region V member schools at least once a year to promote better communication between the schools of Region V.
6. Hold an annual region activity competition at each Region V Meeting.
7. Performing any other duties deemed necessary by Region V.

G. The **President School Advisor** will be designated as the Region Advisor. The duties of the Region Advisor shall include but are not limited to:

1. Assisting and overseeing in anyway he/she deems necessary.
2. Attending all General Meetings and Executive Board Meetings of Region V.
3. Performing any other duties deemed necessary by Region V.

## **ARTICLE VIII AWARDS COMMITTEE**

Section 1. Shall be composed of one member from each school in Region V, who is present at the Spring Meeting, shall meet at the annual Spring Meeting to judge and award the Region V Student of the Year, Advisor of the Year, Chapter of the Year, and other awards established by the Region V General Assembly.

Section 2. Each chapter that is current with region dues may submit one nomination in each

category for the following awards:

- A. Student of the Year
- B. Advisor of the Year
- C. Chapter of the Year

- Section 3. All nominations are due when the spring general assembly meeting is called to order. It is encouraged to submit nominations to the Region Advisor/Region President prior to the spring meeting. No late nominations will be accepted.
- Section 4. Each school shall be responsible for designating the member who will represent them on this committee. Schools should not choose a member that has entered any of the competitions being judged by the committee.
- Section 5. This committee shall elect a chair from the members chosen by the schools.
- Section 6. This committee shall be responsible for ensuring that the nominees meet the requirements as stated in the application and for establishing a grading system of these requirements.
- Section 7. This committee may recommend changes in the number of competitions to the general assembly.
- Section 8. The advisor of the school serving as chair shall serve as ex-officio member of this committee.

## **ARTICLE IX OATH OF OFFICE**

- Section 1. Newly elected officers shall take the Oath of Office immediately after their election. The Region V Advisor shall administer the oath to the new Advisor who will in turn administer the oath to the designated representatives of elected schools.
- Section 2. The oath shall be: "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 Region V Constitution, and will strive through all of our actions to uphold and further the principles for which it was written."

## **ARTICLE X PARLIAMENTARIAN AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern

Region V in all cases to which they are applicable and consistent with this constitution and any other special rules of order that Region V may adopt.

## **ARTICLE XI AMENDMENTS**

This constitution may be amended at any regular called meeting of Region V by a two-thirds vote of the members providing that the amendment has been submitted in writing to the members of Region V prior to the meeting.

## **ARTICLE XII RATIFICATION**

Upon ratification by two-thirds of the members of the TJCSGA Region V, this constitution shall become the superior document of the Association.