

## **TJCSGA Executive Board Summer Meeting**

July 17th, 2023, 4:00 pm

- I. Call to Order** – President Simrah Sajjad calls the meeting to order at 4:07 pm.
- II. Roll Call** – Secretary- Michelle Guerrero, Ranger College
  - A. President: Simrah Sajjad- Present
  - B. Vice President: Antonio Ramirez -Present
  - C. Secretary: Michelle Guerrero - Present
  - D. Parliamentarian: Carlton Watkins- Present
  - E. Treasurer: Alexandria Reckley - Absent
  - F. PR Officer: ArbreNayia Richardson -Present
  - G. Host School: Alexandria Reckley - Absent
  - H. Regional Advisor: Cheri Root- Present
- III. New Business**
  - A. Approval of Minutes
    - 1. President- Simrah Sajjad entertains a motion to review Revised- TJCSGA Region II Summer Meeting Minutes June 06, 20223 for grammatical errors and to approve.
    - 2. Motion made by Vice President-Antonio Ramirez from Dallas College-Richland Campus to disregard review and approve the June 06 2023 Meeting Minutes.
    - 3. Seconded by Parliamentarian- Carlton Watkins from Dallas College.
    - 4. No Discussion
    - 5. Motion carries to vote to pass minutes
    - 6. Vote
    - 7. Motion Pass
  - B. Approval of Agenda
    - 1. President- Simrah Sajjad entertains a motion for approval of today's Agenda.
    - 2. Motion made by Vice President-Antonio Ramirez from Dallas College-Richland Campus to proceed with today's agenda.

3. Seconded by Parliamentarian- Carlton Watkins from Dallas College.
4. No Discussion
5. Motion carries
6. Vote
7. Motion pass

C. Discuss and review the Constitution

1. President- Simrah Sajjad entertained a motion to review the Constitution and explained the Executive Board duties and responsibilities according to the Constitution.
2. President duties and responsibilities: To attend and preside over all Region II meetings and to ensure the meeting is called to order at the appointed time. To appoint all committees. To vote only in the event of a tie. To fill vacancies by appointment, when necessary. In the case of a vacancy in the Executive Board, a two-third ( $\frac{2}{3}$ ) majority vote of the Executive Board is required to ratify said appointment. To call meetings of the Executive Board when necessary. To enforce and see that all member colleges uphold the purpose of TJCSGA and Region II. The President has the authority to appoint a committee without the consent of the constituency in a General Session. To serve as chief spokesperson for Region II. To correspond with the TJCSGA Executive Board throughout their term.
3. Vice President duties and responsibilities: To execute the duties of the President in his/her absence. To attend all meetings of the Executive Board. To provide all pertinent materials necessary to enhance the effectiveness of discussion groups at the Region II conferences. The Vice President will find speakers for the regional conferences, where any speaker acquired shall be approved by two-thirds ( $\frac{2}{3}$ ) majority vote by the Executive Board. The Vice President shall be ex-officio member to all standing committees with exception of the Nomination Committee.

4. Secretary duties and responsibilities: To keep an accurate record of the Region II proceedings and send a copy to the Executive Board within one calendar week following the adjournment of the previous meeting. Summary ( not by word by word). To call roll, determine quorum, and make necessary announcements at Regional Conferences. To keep all maintain current records and membership lists for Region II. To attend all meetings of the Executive Board. To keep a dual set of records. One set of records is to be kept by the Secretary and the other is to be placed in the Secretary's school's records. The outgoing Secretary shall turn the records over to the incoming Secretary. To act as corresponding agent of the Executive Board. To maintain a physical and digital copy of the most recent and up to date Region II Constitution and provide it to the Region II Legislative Committee when the committee chair is elected.
5. Treasurer duties and responsibilities: To be responsible for the collection of all finances for the region in relation to Regional membership dues, and scholarship contributions. To outline a budget and prepare any other financial statements for consideration and review by the Executive Board each Regional conference. To arrange for the payment of scholarships awarded and approved by the Region II Executive Board. To attend all meetings of the Executive Board. The Treasurer will submit a full report to the TJCSGA Treasurer when requested.
6. Parliamentarian duties and responsibilities: To act as an advisor to the chair on a question of parliamentary procedure and maintain a position of impartiality while doing so. To attend all meetings of the Executive Board. To have in their possession at all meetings the constitution, the parliamentary authority, and any standing rules Region II may adopt.
7. Public Relations duties and responsibilities: To document the Region II events. To create marketing items for Region II events

( i.e. posters).To manage and update social media ( i.e. Facebook, Twitter, etc.) and Region II's website. To attend all meetings of the Executive Board. To publicize Region II meeting minutes within one calendar week received from the Secretary. To maintain a most recent and updated digital copy of the Region II Constitution for the purpose of placing it on the Region II website.

8. Host school duties and responsibilities: To attend all meetings of the Executive Board. To be responsible for all duties listed in Article XI of the Region II Constitution. To present to all member colleges and two-year college institutions a completed agenda of the conference activities at least two calendar weeks prior to the convening date of the conference. To form the Conference Committee. To furnish office materials and reproduction equipment to all colleges at Regional conferences and/or meetings. The Host School shall be responsible for choosing food items for the Regional conferences: the proposal on food items, along with a rough financial estimate must be presented thirty ( 30) calendar days prior to the regional conferences. It shall be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote by the Executive Board. To provide members colleges information concerning conferences no later than thirty (30) calendar days prior to Regional conference. This shall be done in conjunction with the Secretary. The spring and fall conferences shall be set by the host school, where the location for the conferences shall be set by the Host School and shall be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote by the Executive Board.

D. Discuss and Review Fall Conference

1. President Simrah Sajjad yields the floor to Vice President Antonio Ramirez to discuss budget cost for speakers and food for Fall Conference.
2. Motion by Vice President Antonio Ramirez discusses the cost of speakers. The cost per speaker per appearance would be \$ 500. We can also compensate speakers from a school and pay for gas.

A candidate speaker that Vice President Antonio Ramirez suggested was a creative writer from the 1960s Civil Right.

3. Vice President Antonio Ramirez yields the floor to madame President Simrah Sajjad.
4. Motion by President Simrah Sajjad to discuss the registration fees for fall conference and suggested amount to be \$125.

#### **IV. Announcements**

A. President- Simrah Sajjad announces goals:

1. Region II website biography are due ASAP to PR Officer Arbrenayia Richardson.
2. Upcoming elections for Co-Advisors & Committee Chairs. Please send candidates information to Simrah.
3. Next meeting goal will be to discuss the date & location of the Fall Conference including themes.
4. Next meeting goal will be to discuss goals for Community Service, Legislative, Social, Resolution, Recruitment and Retention and Awards Committees.

#### **V. Adjournment** – Meeting adjourned at 4:25 pm.