



*Constitution & Bylaws*



## TJCSGA Region II Constitution

### Table of Contents

<b>Preamble</b>	3
<b>I. Name</b>	3
<b>II. Purpose</b>	3
<b>III. Membership</b>	3
<b>IV. Officers</b>	4
<b>V. Meetings</b>	7
<b>VI. Executive Board</b>	7
<b>VII. General Board</b>	8
<b>VIII. Committees</b>	8
<b>IX. Parliamentary Authority</b>	9
<b>X. Amendments</b>	9
<b>XI. Resolutions</b>	9
<b>XII. Awards</b>	9
<b>XIII. Disciplinary Procedure</b>	10
<b>XIV. Regional Authority</b>	10
<b>XV. Executive Board Attendance Policy</b>	10
<b>XVI. Removal from Office</b>	11
<b>XVII. Election and Holding Office</b>	11

## TJCSGA Region II Bylaws

### Table of Contents

<b>I. Membership</b>	12
<b>II. Officers</b>	12
<b>III. Oath of Office</b>	12
<b>IV. Goals</b>	13
<b>V. Records</b>	13
<b>VI. Regional Conference</b>	14
<b>VII. Web Presence</b>	14
<b>VIII. Amendment</b>	14
<b>IX. Meetings Held Electronically</b>	14



## **TJCSGA Region II Constitution**

As approved on August 12, 2022

### **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 colleges, community colleges and trade and/or technical schools, do establish this constitution.

### **ARTICLE I - NAME**

The name of the organization shall be Region II of the Texas Junior College Student Government Association and can also be referred to as Region II.

### **ARTICLE II - PURPOSE**

The purpose of Region II shall be:

**Section 1:** To give all member colleges an active channel in the participation of the Texan Democracy.

**Section 2:** To serve the State Association to the best of our abilities and knowledge.

**Section 3:** To promote better relationships among the members of Region II.

**Section 4:** To provide a region wide network of communication and leadership to represent and protect the interests of all member schools and the students that each member represents.

**Section 5:** To actively represent the needs and interests of Region II members before the TJCSGA Executive Board.

**Section 6:** 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**

**Section 1:** As well as meeting the criteria of the TJCSGA Constitution, member colleges shall pay any additional Region II dues. All dues must be paid in full on or by the first (fall) Regional meeting of the academic year.

**Section 2:** All members in all business matters that arise within the region shall have four (4) votes. Proxy votes are accepted if in letter form, signed and sealed by the Member School President or acting Member School President and delivered to the Region II President before a business meeting is called to order.



## ARTICLE IV - OFFICERS

**Section 1:** The Executive Officers shall be: (A.) President, (B.) Vice-President, (C.) Secretary, (D.) Treasurer, (E.) Parliamentarian, (F.) Public Relations, (G.) Host School, and (H.) Advisor.

**Section 2:** Duties of Executive Officers shall be:

### A. President

1. To attend and preside over all Region II meetings and to ensure the meeting is called to order at the appointed time.
2. To appoint all committees.
3. To vote only in the event of a tie.
4. To fill vacancies by appointment, when necessary. In the case of a vacancy in the Executive Board, a two-thirds (2/3) vote of the Executive Board is required to ratify said appointment.
5. To call meetings of the Executive Board when necessary.
6. To enforce and see that all member colleges uphold the purpose of TJCSGA and Region II.
7. The President has the authority to appoint a committee without the consent of the constituency in a General Session.
8. To serve as chief spokesperson for Region II.
9. To correspond with the TJCSGA Executive Board throughout their term.

### B. Vice President

1. To execute the duties of the President in his/her absence.
2. To attend all meetings of the Executive Board.
3. To provide all pertinent materials necessary to enhance the effectiveness of discussion groups at the Region II conferences.
  - a. Speakers: The Vice President will find speakers for the regional conferences, where any speaker acquired shall be approved by a two-thirds (2/3) majority vote by the Executive Board.
4. The Vice President shall be ex-officio member to all standing committees with exception of the Nomination Committee.

### C. Secretary

1. 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.
2. To call roll, determine quorum, and make necessary announcements at Regional Conferences.



## TJCSGA REGION II



3. To keep and maintain current records and membership lists for Region II.
4. To attend all meetings of the Executive Board.
5. 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.
6. To act as corresponding agent of the Executive Board.
7. 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.

### **D. Treasurer**

1. To be responsible for the collection of all finances for the region in relation to Regional membership dues, and scholarship contributions.
2. To outline a budget and prepare any other financial statements for consideration and review by the Executive Board each Regional conference.
3. To arrange for the payment of scholarships awarded and approved by the Region II Executive Board.
4. To attend all meetings of the Executive Board.
5. The Treasurer will submit a full report to the TJCSGA Treasurer when requested.

### **E. Parliamentarian**

1. To act as an advisor to the chair on a question of parliamentary procedure and maintain a position of impartiality while doing so.
2. To attend all meetings of the Executive Board.
3. To have in their possession at all meetings the constitution, the parliamentary authority, and any standing rules Region II may adopt.

### **F. Public Relations**

1. To document the Region II events.
2. To create marketing items for Region II events (i.e posters).
3. To manage and update social media (i.e Facebook, Twitter, etc.) and Region II's website
4. To attend all meetings of the Executive Board.
5. To publicize Region II's meeting minutes within one calendar week receiving from the Secretary.



6. To maintain a most recent and updated digital copy of the Region II Constitution for the purposes of placing it on the Region II website.

### **G. Host School**

1. To attend all meetings of the Executive Board.
2. To be responsible for all duties listed in Article XI of the Region II Constitution.
3. 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.
4. To form the Conference Committee.
5. To furnish office materials and reproduction equipment to all colleges at Regional conference and/or meetings.
  - a. 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 (2/3) majority vote by the Executive Board.
6. To provide member colleges information concerning conferences no later than thirty (30) calendar days prior to Regional conferences. This shall be done in conjunction with the Secretary.
7. 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 (2/3) majority vote by the Executive Board.

### **H. Advisor and/or Co-Advisor**

1. To advise on all business of Region II.
2. To attend all Region II Executive Board meetings.
3. To provide guidance to ensure all the policies of Region II are upheld.
4. To provide training for officers of Region II in parliamentary procedures
5. To maintain physical and digital copies of the most recent and up to date Region II Constitution.

**Section 3:** The Advisor of the President School shall become the Region II Advisor.

**Section 4:** The Executive Board shall follow the guidelines under Article XVI: Election and Holding Office of this document.



## ARTICLE V – MEETINGS

### **Section 1: Regional Meetings**

- A. There shall be at least three Regional meetings a year, with one being held in conjunction with the State Convention, one in the spring and one in the fall.
- B. Other Region II meetings may be called as deemed necessary by the Executive Board.
- C. Regional meetings may be called upon at the discretion of a majority of Region II.

### **Section 2: Executive Meetings**

- A. The Executive Board shall meet at least once between each of the regular Regional conferences or meetings.
- B. Shall be called by the President or by a majority vote of the Executive Board.
- C. The Advisor of Region II must be present during all decisions made during the Executive Board and the Regional General Meetings.
  - I. In case the Region II Advisor cannot attend a meeting, the Executive Board shall be notified, and a substitute Advisor shall be selected prior to the meeting by the Region II Advisor.
  - II. The substitute Advisor will hold all duties under Section 2, Article IV, Subsection H for the duration of the replacement.
- D. Executive Board meetings can be held at any Region II-member college, where each meeting shall be scheduled and finalized during the previous meeting, with the approval of a two-thirds (2/3) majority vote by the Executive Board.

## ARTICLE VI – EXECUTIVE BOARD

### **Section 1:** The members of the Executive Board shall be the officers of Region II.

- A. Voting members will be: (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Parliamentarian, (6) Public Relations, and (7) Host School.
- B. The Region II Advisor shall be a non-voting member of the Executive Board.

### **Section 2:** The duties of the Executive Board shall be:

- A. Approving and setting the dates, fees, and location of each Regional conference or meeting, upon the recommendation of the Host School.
- B. To determine and enforce the policies of Region II and the TJCSGA Executive Board.
- C. To act as liaison between member schools of the TJCSGA Region II.
- D. The Region II Executive Board should see to the support of other local chapters as requested or necessary.



- E. In case there is an emergency, the President can enact an executive order to move the Region II meetings to virtual meetings voted on and approved by 2/3rds vote of the Executive Board. The Region II Secretary will have three (3) business days to send out the executive order to the Region II schools to notify them that Region II meetings are going to be virtual.

## **ARTICLE VII- GENERAL BOARD**

**Section 1:** 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 Region II shall serve as the chairman of this board of presidents.

**Section 2:** The General Board and its members shall be responsible for:

- A. Recommending progressive actions in the interest of this Association, as a whole, to the President.
- B. Carrying out actions as delegated by the Region II President and approved by the Executive Board.
- C. Holding the Executive and Regional Boards accountable to the TJCSGA Constitution.

**Section 3:** The General Board shall meet at the TJCSGA Convention and at regional conferences as called by the President.

## **ARTICLE VIII – COMMITTEES**

**Section 1:** All committees shall be approved by the President, with each delegate having one vote.

**Section 2:** The President has the authority to establish a committee without the consent of the constituency in a General Session.

**Section 3:** Committee Guidelines

- A. Each member college must have at least one delegate on each committee established by Region II of the TJCSGA, with each member school having one vote.
- B. A member college shall be appointed Chairperson prior to the fall conference.
- C. The committee Chairperson will contact each member college within one calendar week of the committee being established to determine which member colleges will or will not be participating in the committee.
- 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 calendar week of the Regional meeting, and until it is decided that the committee is no longer required.
- E. A Secretary will be appointed by the Chair or Co-chair.





F. All business must be approved by the majority of voting delegates (one per school).

#### **Section 4: Standing Committees**

- A. Community Service Committee: Focuses on establishing and completing community service projects by the schools in Region II. This committee will do this by presenting ideas to the Region II assembly, organizing approved project ideas, executing/delegating projects, and reporting on the progress on these projects when appropriate to the assembly and Executive Board.
- B. Legislative Committee: Focuses on the Constitution at the regional level.
- C. Social (T-Shirt/Cheer) Committee: Designs the Region II T-Shirt and cheer.
- D. Resolution Committee: Establishes region wide mandates that are agreed upon at conferences which are then executed throughout the year. It also set the Region II platform for Community College Day and our TJCSGA Convention.
- E. Recruitment and Retention Committee: Provides feedback for member schools and to actively recruit new member schools into Region II.
- F. Awards Committee: Responsible for collecting all awards in Region II as well as managing the judging process.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

**Section 1:** The rules contained in the current edition of Robert’s Rules of Order shall govern Region II in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order Region II may adopt.

#### **ARTICLE X – AMENDMENTS**

**Section 1:** The Constitution may be amended at any General Assembly or Special Session of Region II by a two-thirds (2/3) vote of the present members, provided that the amendment has been submitted in writing to the Region II Secretary at least two calendar weeks prior to a TJCSGA Convention, Regional conference, or special session.

**Section 2:** Executive Board shall suggest to the Legislative Committee to see to the modification or amendment of the constitution.

**Section 3:** As a member of TJCSGA, the Region II Constitution recognizes the TJCSGA Constitution as a superior document.

#### **ARTICLE XI – RESOLUTIONS**

**Section 1:** All resolutions shall be submitted before the next scheduled General Session by any member of Region II.

**Section 2:** All resolutions shall be submitted and approved at any General Assembly of Region II by a majority vote of the present delegation.

#### **ARTICLE XII – AWARDS**



**Section 1:** All award submissions must be submitted to the Awards Committee Chair no later than the first general session of the spring Region II conference.

**Section 2:** During the selection process of awards, the current TJCSGA competition guidelines must be followed.

**Section 3:** The Committee Chair must confirm award submissions follow the TJCSGA competition guidelines.

**Section 4:** The committee should be comprised of at least one representative from each member school attending the spring conference.

**Section 5:** Each member school is presented with one score sheet for each award submission.

**Section 6:** New awards created at the regional level by the committee should be approved by a two-thirds (2/3) vote by the Executive Board, and guidelines must be sent out to the member schools thirty (30) calendar days prior to the deadline for awards submission.

**Section 7:** All acquired votes for awards must be counted under the direct supervision of the Region II Advisor. To avoid any bias, the highest and lowest scores will be dropped.

#### **ARTICLE XIII – DISCIPLINARY PROCEDURE**

**Section 1:** Disciplinary Proceedings shall be carried out according to the Parliamentary Authority.

**Section 2:** Any member, against whom disciplinary proceedings are brought, may request a review committee made of one representative from each Region II school.

**Section 3:** The Executive Board shall define who or what requires disciplinary action.

#### **ARTICLE XIV – EXECUTIVE BOARD ATTENDANCE POLICY:**

**Section 1:** Regional Officers: Each officer is required to attend all Executive Board meetings as called. Each officer is allowed one absence per semester. The Second absence will result in a written warning from the Region II Advisor. The third Absence will result in the violator being brought forward for removal from office. (See article XIV on removal from office). One additional absence shall be reserved in the wake of an emergency.

**Section 2:** Classifying which situations are considered an emergency is up to the discretion of the Region II Advisor that was sworn in with the officers.

**Section 3:** There shall be no unnecessary tardies. A maximum of 3 tardies shall be gifted to each member. If tardiness exceeds 15 minutes, it will be counted as an absence.

**Section 4:** If a member is not able to physically participate in a meeting, they should look for alternative ways to join such as through video chat or voice calls. This would not be considered an absence, but virtual participation cannot exceed the amount set by the Executive Board.



## ARTICLE XV – REMOVAL FROM OFFICE:

- A. Officer schools or representatives 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 for both schools or representatives can be submitted by a member of the Executive Board. Also, any members can request that an officer school makes the recommendation. Removal from office requires a two-thirds (2/3) vote of the Executive Board at a regular meeting or special session.
- C. In the event that the President school is removed from or vacates office, the Vice-President school shall assume the office of the President. At this time, the acting President shall appoint a new Vice President who has to be approved by a two-thirds (2/3) vote by the executive board. 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 a two-thirds (2/3) vote of 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 XVI – ELECTION AND HOLDING OFFICE

**Section 1:** The Representative of the college running for each Executive Board position must remain a student for the college they are representing for the duration of the year in which they are in their elected/appointed positions.

**Section 2:** If vacancy occurs within the Executive Board, the Region 2 college that holds that position is responsible for replacing the vacated position with a student from their own college, within a time frame specified by the Executive Board.

**Section 3:** In an event that an officer college decides to forfeit the position, the position must be filled through an appointment by a two-thirds (2/3) vote from the Executive Board.

**Section 4:** The election of officers shall take place at a regional meeting during the annual TJCSGA Convention.

**Section 5:** The Candidates must submit the applications for the executive officer positions prior to the second regional meeting at the TJCSGA Convention.



## TJCSGA Region II Bylaws

As approved on August 12, 2022

### ARTICLE I – MEMBERSHIP

**Section 1:** Active membership is granted to eligible colleges as set forth in Article III of the TJCSGA Constitution. Membership dues must be submitted to the TJCSGA Treasurer School no later than the deadline established by the TJCSGA Constitution.

**Section 2:** Honorary membership may be bestowed on individuals who have performed distinguished service for Region II

- A. Nominees will be recommended by the Region II Executive Board and then sent to the TJCSGA Executive Board for discussion.

### ARTICLE II - OFFICERS

**Section 1:** Officers of Region II shall consist of representatives from the member colleges who have been elected as the seven Executive Board members listed in Article IV, Section 1 of the Region II Constitution and the individual chosen as the Region II Advisor.

**Section 2:** Officer Elections shall be conducted at the final regional meeting at the TJCSGA Convention. The current Region II Secretary will count the votes and the current Region II Advisor will verify the outcome before being announced.

- A. In order to ensure privacy, four silent votes will be granted to each member school.
- B. A majority vote is required for election. No announcement of results may be made until all voting has been conducted.
- C. Upon certification by the announcement by the outgoing President, all results are final, even if the absence of a majority vote should later be discovered.

**Section 3:** Each Region II Officer shall be responsible for knowing their schools' duties listed in Article IV, Section 2 of the Region II Constitution.

**Section 4:** Authority of Officers.

- A. Officers shall be free to make unilateral decisions when a full meeting cannot be conducted, due to communication difficulties; classes are not in session; or time constraints.
- B. Any unilateral decision made must be reported to the Region II Advisor and be part of the officer report at the next Region II meeting
- C. Decisions are expected to be in accordance with the Region II Purpose, stated in Article II of the Region II Constitution, and/or to assist in achieving a Region II Goal, as stated in Article IV of the Bylaws.

### ARTICLE III - OATH of OFFICE

**Section 1:** Newly elected officers shall take the Oath of Office immediately after their election. The Region II Advisor shall administer the oath to the designated representatives of elected schools and the new Advisor-Elect.



**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 II Constitution, and will strive through all of our actions to uphold and further the principles for which it was written."

**ARTICLE IV - GOALS**

**Section 1:** Goals shall be set by the members of Region II, at the state convention, for the following year.

**Section 2:** These goals shall form the legislative agenda for Region II, so that member schools may speak with greater authority when addressing legislators.

**ARTICLE V - RECORDS**

**Section 1:** The fiscal/record year of the association shall run from May 1st until April 30th of the following year.

**Section 2:** Records that shall be maintained:

A. *Convention Records*

- a. Minutes and Agenda from the TJCSGA Convention
- b. Campaign Guidelines
- c. Competition Guidelines
- d. Committee Reports
- e. Voting and Roll Call Records
- f. Competition Entries (Essays, Student of the Year, Chapter of the Year, Video, Community Service, Events, Song, Poem, Advisor and Scrapbook)
- g. Region II Conference Information
- h. Intent to Run for Office

B. *Other Records*

- a. Region II Constitution and Bylaws
- b. TJCSGA Constitution and Bylaws
- c. Ethics Policy
- d. Minutes and Agenda from Region II Executive Board meetings
- e. Roster of Active Members
- f. Honorary Members and Nominations for Honorary Membership
- g. TJCSGA Bulletins
- h. Constitutional Amendments
- i. Resolutions
- j. Correspondence

**Section 3:** Outgoing officers have until April 25th to present a completed set of Region II records and reports to the outgoing TJCSGA Secretary and incoming Region II Secretary.

**Section 4:** Region II records shall be held by TJCSGA, in a central depository located in Austin, Texas.



## **ARTICLE VI - REGIONAL CONFERENCE**

**Section 1:** The date of the Fall Region II conference shall be held within the time frame of October 1st to November 30th each year.

**Section 2:** The date of the Spring Region II conference shall be held within the time frame of February 1st to March 30th.

**Section 3:** Conference location and time shall be determined by the Host school. All locations, dates, and times set forth by the Host School must be approved by a two-thirds (2/3) vote by the Executive Board.

**Section 4:** The Conference agenda shall be set and approved by a two-thirds (2/3) vote by the Executive Board, allowing time for a general business meeting. The Conference agenda shall be sent out thirty (30) calendar days prior to the Conference by the Secretary.

## **ARTICLE VII - WEB PRESENCE**

**Section 1:** The Executive Board shall determine who is responsible for the Region II Web presence.

**Section 2:** That member/ body shall post a minimum of two bulletin postings in the fall, three in the spring, and ensure the most recent and updated Region II Constitution is on the website.

**Section 3:** Password information shall be shared with the Region II President and Region II Advisor.

## **ARTICLE VIII - AMENDMENT**

These bylaws 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 the end of the Fall Region II conference alters the outcome you are not accounting for.

## **ARTICLE IX – MEETINGS HELD ELECTRONICALLY**

Except as otherwise provided in these bylaws, meetings of Region II may be conducted through use of internet meeting services designated by a two-thirds (2/3) vote of the Executive Board. The chosen internet meeting service should support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the Executive Board to govern them, which may include any reasonable limitations on, and requirements for, officer/member participation. Any such rules adopted by the Executive Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of Region II. A vote conducted through the designated Internet meeting service shall be deemed a vote.