

TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT

ASSOCIATION CONSTITUTION AND BYLAWS

PREAMBLE

We, the Student Government Associations of Texas' junior, community, and technical colleges, in order to facilitate a greater understanding of democracy, cultivate leadership, and to represent our communities, 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:

- A. To give junior, community, and technical college students an active role in American democracy.
- B. To attempt to solve problems and provide the means for discussing problems of the membership relating to student government and student activities.
- C. To promote better relations among the junior, community, and technical colleges of the State of Texas.
- D. To provide an Association of junior, community, and technical college student governments in the State of Texas, which shall protect the interests of the colleges and students of this Association.
- E. To provide ways of uniting junior, community, and technical 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 (SGA) 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

A. General membership is open to a Student Government Association of a junior, community, or 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; or another institutional accrediting agency recognized by the U.S. Department of Education.
3. The campus or student body that the SGA represents is not already represented by a member of the TJCSGA.

B. No one college administration (as defined by the presence of a college president) may be represented in the TJCSGA by more than five independent Student Government Associations as defined in Article III. For any college administration having more than five colleges (each college being defined as having a student government president), may be represented in the TJCSGA by having three (3) votes opposed to four (4) as expressed in Article III Section 2.3

C. Members in good standing shall have votes on all matters presented before the TJCSGA General Assembly.

D. Members shall be responsible for the payment of **\$300** 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

A. 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. **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. All Officer Schools' SGAs 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 (SGA) 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 to the designated representatives and their chapter. Delegates from the TJCSGA President School shall retain the right to vote on all business before the TJCSGA General Assembly.

C. 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

A. Advisor membership is granted to the designated advisors of all TJCSGA member schools. Membership in the Advisors' Association is automatic with advisor membership.

B. The advisors shall be responsible for submitting two nominations for the office of State Advisor-Elect and State Advisor at the Annual Convention.

C. 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

A. Alumni membership is open to all individuals who are former members of a TJCSGA member school. Membership dues are \$25 per individual and shall be given to the TJCSGA Treasurer along with the names and addresses of members by the qualifying college no later than 1 year after the Summer Executive meeting.

B. Alumni membership entitles members to 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

A. Honorary membership may be bestowed on individuals who have done the following:

- Had influence on, or achieved outstanding contributions to the TJCSGA while involved in the Association.
- Continued contribution to the State of Texas and its citizens.
- Must have moral character above reproach.

B. Before nomination, there is a 300-day waiting period after the candidate has completed their involvement in TJCSGA.

C. Nominees will be recommended by the Executive Board and approved by the General Assembly.

D. All nominations, including candidates' resumes, must be turned in 30 days before the Annual Convention.

E. An Honorary Member Nominations Committee will be formed on years in which a candidate is up for election, to ensure the criteria for this honor has been met.

F. A list of TJCSGA Honorary members, along with their dates of induction and offices held, if any, will be maintained by the Secretary school. This list will be provided on the TJCSGA website to be distributed at the State Convention.

ARTICLE IV – OFFICERS

Sec. 1 Officers of the Association

The officers of the Association shall be:

- A. President
- B. Vice-President
- C. Parliamentarian
- D. Secretary
- E. Treasurer
- F. Historian

G. Host

H. State Advisor

I. State Advisor-Elect

Sec. 2 Duties of Officers

A. 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 the Constitution or the resolution creating the committee, and to instruct each in their duties.
- 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 two-thirds ($\frac{2}{3}$) 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.
- 11.** To correspond with the key Texas Legislative officials on issues of importance to TJCSGA throughout the term.

B. The duties of the Vice-President shall be:

- 1.** To execute the duties of the President in their absence.
- 2.** To attend all meetings of the Executive Board.
- 3.** To make arrangements for workshops and forums at the Annual

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 Annual Convention.

C. 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 a copy of the Constitution and proposed amendments to all member schools no later than two weeks prior to the first general assembly meeting.
6. Prepare and distribute proposed resolutions to the Resolution Committee meeting.
7. Prepare, distribute and enforce dress code at the state convention. Distribute a revised Student Uniformity Book to all members by December 1 of each year.

D. 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 Annual Convention and determine if quorum has been met.
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.

8. To work with the Historian to make sure that all documents in reference to the past resolutions and meeting minutes will be published on the web page no later than 30 days prior to the Annual Convention.

E. 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 addresses of paid alumni members to the Executive Board.

9. To be responsible for signing all checks along with the Advisor or Advisor-Elect.

10. To chair the Nominations Committee.

F. Duties of the Historian shall be:

- 1.** To attend all meetings of the Executive Board.
- 2.** To update and maintain the TJCSGA webpage, all current media, and other documentation at least every 30 calendar days.
- 3.** To work with the Secretary to make sure that all documents in reference to the past resolutions and meeting minutes will be published on the web page no later than 30 days prior to the Annual Convention.

G. The duties of the Host shall be:

- 1.** The Executive Board shall have the right to decide on the hotel and the location of the convention three years in advance and shall have the right to sign and negotiate all hotel contracts. The Host School will assist with all other preparations for the Annual Convention.
- 2.** To petition the Executive Board for approval of expenditures.
- 3.** To attend all meetings of the Executive Board.
- 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 1st of each year.
- 7.** To provide the Awards Committee with all necessary equipment for judging the competition entries in accordance with the Competition Requirements and Judging Criteria.

H. 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.
6. To countersign all checks for the organization, unless the State Treasurer is from the same college as the State Advisor.

I. The duties of the State Advisor-Elect shall be:

1. To serve as State Advisor the following year.
2. To assist the Executive Board in the completion of their duties.
3. To attend all meetings of the Executive Board.
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.
6. To countersign all checks for the organization when the State Advisor is not available; unless the State Treasurer is from the same college as the Advisor-Elect.

J. The Executive Board may, by majority vote, compel the completion of certain duties by a set date. Failure to meet that deadline will be considered a failure to perform their duties.

K. 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 the Judicial Committee substantiates these allegations, the offending school is disqualified from holding office for the following year.

Sec. 3 Election of Officers

A. The election of officers shall take place at the final General Assembly of the Annual Convention.

B. Candidates for office must submit a letter of support from their College President or Campus Administrator and file an Intent to Run form with the Nominations Committee prior to the close of the first Committee Meeting of the Annual Convention, with an exception of a vacant position.

C. Candidates are responsible for obeying the campaign guidelines as set by the current Executive Board.

D. No current participating member of the executive board may participate in the campaigning, campaign speech, or skit for any school either before or at the Annual Convention.

E. The Nominations Committee shall be responsible for certifying all nominations prior to the election.

F. No school shall be able to succeed itself in its current office.

G. The method of voting for officers shall be determined at the first General Assembly of the Annual Convention.

H. 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.

I. In the event of a vacancy, 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. The President in consultation with the President of the Advisors Association shall appoint the State Advisor-Elect Pro-Tem. 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. If both the State Advisor and State Advisor-Elect positions have been vacated, the President in conjunction with the President of the Advisor Association will elect new officers.

J. If a position on the Executive Board of the TJCSGA is not elected by campus during the convention and a vacancy is present, the newly elected TJCSGA Executive Board shall fill the vacancy. The Executive Board will fill these position(s) within a reasonable time and documentation will be provided under the discretion of the Executive Board.

K. 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."

L. Newly elected officers shall assume office at the conclusion of the Annual Convention.

M. The purpose of new officer orientation will be to familiarize incoming officers with each other; to begin working relationships to be immediately followed by contact throughout the summer break; and to meet with the previous Executive Board for transfer of files, ideas, etc.

N. No school shall be able to run for more than one officer position. This does not affect advisors as an advisor represents only themselves and not the school.

Sec. 4 Removal from Office

A. Officer schools that fail to perform the prescribed duties by the date set by the Executive Board or this Constitution shall be removed from their office following the submission of allegations to the Judicial Committee on behalf of the Executive Board. If the Judicial Committee substantiates these allegations, the offending school is disqualified from holding office for the following year and a replacement appointed by the President in consultation with the Executive Board.

B. Recommendations for removal from office 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 ($\frac{2}{3}$) vote of the Executive Board at a regular meeting or special session.

C. The membership may, by a two-thirds ($\frac{2}{3}$) 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.

D. In the event that the President school is removed from office, the Vice-President school shall assume the office of the President. At this time, the Executive Board would appoint a new Vice President by two-thirds ($\frac{2}{3}$) approval. 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 the two-thirds ($\frac{2}{3}$) vote approval (no new diction). 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 V – MEETINGS

Sec. 1 Association Meetings

A. The TJCSGA shall hold an Annual Convention in March or April of each year.

B. Votes may be conducted electronically between Annual Conventions by Parliamentary Procedure specified by Robert’s rules of order, provided the following info is included:

1. The complete text of the motion or resolution.
2. The names of the maker of the motion and the member seconding it (or author and supporter).
3. The school sponsoring the motion or resolution.
4. The date by which the vote must be returned.
5. A place for the signature of the Student Government President and number of votes yea and nay.

C. Proxy votes shall be accepted if they are submitted to the President in a sealed letter envelope designating the school the member wishes to serve as their proxy. The SGA president and advisor of the absent school must sign this letter.

D. Special meetings may be called by the President, by a majority of the Executive Board, or by petition of a majority of members.

E. 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.

F. Propositions to be voted on must be submitted to, distributed by, and reported by the TJCSGA President.

G. Votes must be completed and reported within three weeks of the proposition's receipt by the President School.

H. Votes submitted electronically or via video conference will only be considered valid if more than half ($\frac{1}{2}$) of current members return completed votes.

Sec. 2 Executive Board Meetings

A. The Executive Board shall meet twice per year outside of the Annual Convention, in the Spring following the Annual Convention and in the Fall.

B. 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

A. Standing committees shall meet at the Annual Convention as set forth in the convention program.

B. Committee chairs may call special meetings at the Annual Convention. No committee meetings may be called outside of the dates of the Annual Convention unless expressly authorized by the Executive Board.

C. Only members who have paid their dues for the current year may be appointed or otherwise selected for committees.

Sec. 4 Insurance Policy

At all TJCSGA-sponsored events, the TJCSGA may, if deemed necessary, purchase a special event insurance policy for said events. This policy, when in effect, shall cover all TJCSGA Board-approved property usage liability issues involved with the said event. The premium will be paid by the Treasury.

Sec. 5 Executive Board Recommendations and Events

A. In odd-numbered years, TJCSGA recommends that community colleges in TJCSGA participate in Community College Day in Austin.

B. In even-numbered years, TJCSGA recommends that community colleges participate in Legislator Day at their own campuses or in conjunction with neighboring schools.

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:

- A. Approving and setting the fees and themes of the current Annual convention and the dates and location of the future convention.
- B. Determining the policy of the Association between Annual Conventions.
- C. Auditing the reports of the Secretary and Treasurer.
- D. Creating select committees between Annual Conventions.
- E. Approving all expenditures made on behalf of the Association.

ARTICLE VII- GENERAL BOARD

Sec 1. Membership

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 TJCSGA shall serve as the chairman of this board of presidents.

Sec. 2 Duties of the General Board

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 of the TJCSGA.
- B. Carrying out actions as delegated by the President of the TJCSGA and approved by the Executive Board.
- C. Holding the Executive and Regional Boards accountable to the TJCSGA Constitution.

Sec. 3 General Board Meetings

The General Board shall meet at the Annual Convention and at Regional conference as called by the President of the TJCSGA.

ARTICLE VIII- COMMITTEES

Sec. 1 Appointment of Committees

The President shall appoint committees, 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:

- A.** Nominations Committee
- B.** Judicial Committee
- C.** Resolutions Committee
- D.** Awards Committee
- E.** Constitution and Bylaws Committee

Sec. 3 Committee Descriptions

A. 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.

B. 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 and regional constitution violations/discrepancies by any member school or region, and to propose any necessary changes to the TJCSGA Disciplinary Policy and regional constitutions as needed.
- 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 XII 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.

C. Resolutions Committee

- 1.** A committee composed of one member from each region shall meet at

the Annual Convention to review resolutions which have been submitted

to the TJCSGA Host School and report them to the 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 host@tjcsqa.org by 9:00 A.M. on the second day of the Annual Convention, including the name of the author and the member school to whom they belong will be considered.

4. This committee shall elect a chair from the TJCSGA members chosen by the regions.

5. The chair of this committee shall be granted the right to speak in debate discussion an unlimited number of times with regard to proposed amendments when the proposed resolutions are considered by the TJCSGA General Assembly.

6. 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.

7. The advisor of the school appointed as chair shall serve as an ex officio member of this committee.

D. Awards Committee

1. A committee composed of an equal number of members from each

region shall meet at the Annual convention.

2. Each region shall be responsible for designating the members who will represent them on this committee.

3. If it is deemed necessary that the committee have additional members, the Executive Board may call upon other representatives from each region and/or outside sources to assist with the judging process. These specifics shall be outlined in the Competition Guidelines by the Executive Board no later than December 1.

4. The committee shall be responsible for judging each competition.

Through use a scorecard system to ensure that each college competing fulfills the criteria requirements of each competition.

5. The committee may also recommend to the incoming Executive Board changes in the number of competitions and competition guidelines for the following year's Annual Convention. Once approved, the guidelines will be posted no later than December 1.

6. This committee shall elect a chair from the TJCSGA members chosen by the regions.

7. The Executive Board shall appoint up to two (2) advisors to serve as ex-officio members of the committee.

E. 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. This committee shall elect a chair from the TJCSGA members chosen by the regions.
4. The chair of this committee shall be granted the right to speak in debate discussion an unlimited number of times with regard to proposed amendments when the proposed amendments are considered by the TJCSGA General Assembly.
5. 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.
6. The advisor of the school appointed as chair shall serve as an ex-officio member of this committee.

ARTICLE IX - 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 X – FINANCES AND RECORDS

Sec. 1 Finances

- A. The membership dues of this Association may be changed at the Annual Convention as decided by a two-thirds ($\frac{2}{3}$) vote of the members present.
- B. Registration fees for each individual delegate shall be paid to the Treasurer before or at registration for the convention.
- C. All funds received in the name of the Association shall be sent to the Treasurer within two business days of receipt.

- D. There shall be a central bank for all funds of TJCSGA.
- E. No member may claim to represent the Association as a whole when dealing with outside entities or incur expenses on behalf of the Association without express authorization of the Executive Board. For this purpose, express authorization shall consist of duly approved minutes from the Executive Board meeting authorizing the action or a letter from the President and State Advisor attesting to the authorization. TJCSGA shall not be held liable for expenses incurred by a member school without this authorization. Membership in the Association constitutes acceptance of these terms.

Sec. 2 Records

A. The fiscal/record year of the Association shall run from September 1 until August 30 of the following year.

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

A. 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

B. Other Records

1. TJCSGA Constitution and Bylaws
2. Judicial Policy
3. Minutes and Agenda from the Executive Board meetings
4. Roster of Active Members (current dues paid)
5. Treasurer's Reports
6. Region Constitutions
7. Honorary Members and Nominations for Honorary Membership
8. Constitutional Amendments
9. Resolutions
10. Correspondence
11. Legend Award

C. Outgoing officers have until the Summer Executive Meeting 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, at the discretion of the Executive Board. Secretary school must complete the minutes on the last day of the State Convention and submit to the newly elected Secretary School.

D. There shall be a central depository for all records of the TJCSGA, to be located on the TJCSGA webpage.

E. Any member may petition the Secretary and Historian to review Association records at any time during the year.

ARTICLE XI - 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 the Regional Association's constitution includes reference to the constitution of the TJCSGA as a superior document.

Sec. 5 New members shall be placed in regions by the Executive Board at the beginning of the Annual Convention. Preference for placement is granted to the region which recruited the new member.

ARTICLE XII – 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 which discipline proceedings are brought in are 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 same allegation a second time once cleared of the initial charge.

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 (sole) 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 Constitution or the rights of the member.

Sec. 11 All allegations must be filed with the Secretary school, Parliamentarian school, and State Advisor-Elect.

Sec. 12 All findings of the Judicial Committee must be filed with the Secretary school and State Advisor-Elect.

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 two-thirds ($\frac{2}{3}$) 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 two-thirds ($\frac{2}{3}$) 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 Association. This request must be submitted to the State Advisor-Elect, Secretary school, and the President school.

ARTICLE XIII – AMENDMENT

Sec. 1 This Constitution may be amended at any regular or called meeting of the Association by a two-thirds ($\frac{2}{3}$) vote of the General Assembly. Amendments can be voted on by the delegates of the TJCSGA providing that an effective date is explicitly listed by 9:00 A.M. of the second day of the annual convention.

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 they belong.

ARTICLE XIV – RATIFICATION

Sec. 1 Upon ratification by two-thirds ($\frac{2}{3}$) 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 Association.

Sec. 4 The Association 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 Association by the collective representation of the members shall be reserved to those members.