

**Constitution of the
Florida Junior/Community Colleges
Student Government Association**
Revised 6/7/06

Preamble

The members of the Florida Junior/Community Colleges Student Government Association, in order to establish an association of the member colleges to pursue the purposes outlined below, establish this Constitution of the Florida Junior/Community Colleges Student Government Association. Rights and privileges extended to the member colleges by this Constitution shall be recognized by the Florida Community Colleges Activities Association and the member colleges of the Florida Junior/Community Colleges Student Government Association.

Article I: Name, Purpose, Membership and Participation

- Section 1. The name of this Association shall be the Florida Junior/Community Colleges Student Government Association, herein referred to as FJCCSGA.
- Section 2. The purpose of this Association shall be to unify the member colleges in order to best attend to the appropriate concerns and fundamental needs of the students of the Florida Community College system; promote leadership development; to encourage responsibility, self discipline and good citizenship; to stimulate the desire to render service; to foster unity in realizing the ideals of education and democracy; to serve as a vehicle by which to communicate these concerns to and including, but not limited to the Florida Legislature, State Board of Education Council of Presidents, and the Executive Committee of the Florida Community College Activities Association; and to make available to the students throughout Florida, ideas and information in helping to achieve these objectives.
- Section 3. Membership shall be automatic to those Junior/Community Colleges in the State of Florida who are members of the Florida Community College Activities Association.
- Section 4. Participation by students in FJCCSGA activities and affairs shall be limited to bonafide students of member colleges. All student participants shall be required to meet all specific eligibility requirements of FJCCSGA. A student shall be eligible to participate in any activity regardless of age, sex, nationality, religion, race, sexual orientation or physical challenge.

Article II: Quorum

- Section 1. A quorum of the Executive Board shall consist of a majority of the voting members (50%+1).

Section 2. A quorum of a general session of a conference shall consist of fifty percent (50%) of the total voting delegates physically present at the conference as certified by the Credentials Committee.

Article III: Officers and Executive Board

Section 1. The executive power shall be vested in the President of FJCCSGA, and together with the Vice-President and Secretary, shall be elected as stated in Article IV, Elections, of this constitution.

Section 2. The President of FJCCSGA shall preside over the Executive Board.

Part 1. Membership of the Executive Board:

The President, Vice-President, Secretary, Director of Legislative Staff, the four (4) District Coordinators, four (4) District Advisors, and the State Advisor shall comprise the Executive Board of this association. The Vice-President, Secretary, and the four (4) District Coordinators shall have full membership and voting rights. The President shall have voting rights as stated in Article III, Section 4, Part 1, Item E, of this constitution. The Director of Legislative Staff, the four (4) District Advisors and the State Advisor shall be non-voting members and shall act in an advisory capacity only. The Parliamentarian and Sergeant-At-Arms who are appointed by the President are not members of the Executive Board and shall be non-voting members, as prescribed in the latest edition of *Robert's Rules of Order Revised*.

Part 2. Duties of the Executive Board:

Tenure of office for the Executive Board shall be one [1] fiscal year [July 1-June 30]. The Executive Board shall serve as the central executive agency of FJCCSGA and shall have the following specific duties:

- A. Make decisions in the best interest of the association that do not conflict with the FJCCSGA Constitution/By-laws.
- B. Override a Presidential Veto by two-thirds (2/3) vote, provided a quorum is present.
- C. Functions as a liaison between the four (4) districts of this association.
- D. Approve all Presidential Appointments.

E. Remove Executive Board members from office, without the benefit of impeachment, for the one of the following reasons:

1. Absenteeism, missing at least two (2) FJCCSGA related functions.
2. Remaining out of communication with the Executive Board for a period of time exceeding 21 days.

Note: Removal from office, without the benefit of impeachment, requires a two-thirds (2/3) vote of the Executive Board, excluding the officer in question. This vote may be conducted by certified mail, e-mail, or by conference call. The FJCCSGA President or Vice-President, along with the State Advisor, are ~~is~~ responsible for contacting the individuals concerned, by certified mail at their college address, for the purpose of informing them of the Board's actions and their removal from office.

Part 3 If the President resigns or is removed from office, the Vice-President will become the President and will appoint one of the remaining members of the Executive Board to the office of Vice-President with the confirmation of a majority of the Executive Board (50%+1). If the offices of both the President and Vice-President become vacant the Secretary shall have the option of filling the office of the President

Note: If the Director of Legislative Staff, the Sergeant-at-Arms, and Parliamentarian resign or are removed from office, the President will appoint others from the membership to the positions with the approval of the State Advisor.

Section 3. The Executive Board shall meet the following requirements:

Part 1. Each officer must be enrolled in and complete not less than nine [9] semester classroom college credit hours with a minimum 2.5 GPA each term, including the term elected, Summer terms are excluded. College Preparatory classes may not be counted towards the nine [9] hour requirement or be calculated in the GPA. If any elective officer falls below nine [9] hours at anytime during either term they are immediately declared ineligible to continue to serve in the position and shall be removed from office by the State Advisor. Each officer must have an "official" college transcript sent to the State Advisor not later than fourteen [14] days from the day the college opens for Term II.

Part 2. Have not served as an Executive Board member for no more than two years. Prior to serving a second year, a student must have earned at least twenty-four (24) college credit semester hours with a cumulative 2.5 GPA [on a 4.0 scale].

Part 3. Work closely with the State Advisor throughout the term of office, seeking advice and direction in carrying out their duties.

Part 4. Not make decisions that conflict with the FJCCSGA Constitution and By-laws.

Part 5. No Executive Board Officer of FJCCSGA may hold the office of President or Vice-President at the local level without the approval of the local advisor and the State Advisor.

Part 6. Must up-hold the FJCCSGA Constitution at all times.

Part 7. Each elected officer shall sign the FJCCSGA Certification Form after they have been elected.

Note: The Certification Form confirms that the elected officer understands their responsibilities and duties as outlined by the Constitution and By-laws.

Section 4. Duties of the Executive Board members are as follows:

Part 1. The President shall:

- A. Be the primary spokesperson for the FJCCSGA;
- B. Coordinate the implementation of all campaigns and "lobbying" efforts organized by the Director of Legislative Staff;
- C. Oversee the implementation of relevant programs and projects approved by the district(s);
- D. Call and preside at the Executive Board meetings and state conferences;
- E. Cast a vote in the event of a tie;
- F. Appoint all committee chairpersons with the exception of the Jurisprudence Committee;
- G. Be an ex-officio member of all committees with the exception of the Jurisprudence Committee;
- H. Appoint a Sergeant-At-Arms, Parliamentarian, and Director of Legislative Staff;
- I. Fill all vacancies from within the elected offices;
- J. Have veto power over all Executive Board decisions;
- K. Have the power to designate and dismiss individuals as representatives of FJCCSGA to external bodies as needed;
- L. Have the power to form ad hoc committees;

- M. Give an annual State of the Association address before the delegates at the Fall SGA Presidents Assembly, delineating the goals of the administration and at the Spring Conference report on the success/accomplishments of those goals for the year;
- N. Contact each member of the Executive Board at least once per 21 calendar days via fax/phone/mail or any other means to determine the effectiveness of his/her administrative activities
- O. Be a voting member of the FCCAA Executive Committee and attend all meetings for which he/she is responsible.
- P. Take and uphold the oath of office and sign the Executive Board Certification Form.

Part 2. The Vice-President shall:

- A. Assume the duties and powers of the President in his/her absence, resignation, or removal from office;
- B. Act as a spokesperson for the FJCCSGA, but only with the authorization of the FJCCSGA President;
- C. Serve as the Credentials Committee Chairperson by securing a list of delegates and alternates for each conference, preparing a list of designated chairpersons of each delegation and following the instructions as stated in Article IX in this Constitution;
- D. Maintain an accurate record of revenues and expenditures reports supplied by the State Advisor.
- E. Approve for each Executive Board Meeting the completed travel vouchers, and prepare a FJCCSGA Advanced Payment Form for distribution of funds;
- F. Assist the conference host by collecting registration fees at the conference and submitting an accurate record of receipts to the State Advisor;
- G. Be responsible for completing and distributing the Horizon Newsletter four times per year as established by the Executive Board.
- H. Be directly responsible for all committees;
- I. Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means;
- J. Assist the President;

- K. Be the official Historian and shall:
 - 1. Keep a history of the year's events and add them to the association's Historical Record Book;
 - a. The Historical Record Book shall include:
 - 1. Horizon newsletters.
 - 2. Statement(s) of position.
 - 3. Legislative issues packet.
 - 4. Minutes from all assemblies, conferences and meetings of the Executive Board.
 - 5. Any other pertinent historical documents
 - 2. Present the book to the incoming Vice-President.
- L. Take and uphold the oath of office and sign the Executive Committee Certification Form.

Part 3. The Secretary shall:

- A. Record and maintain accurate minutes of the proceedings at all Executive Board meetings, record/publish the minutes from all SGA Presidents Assemblies; and record/publish the minutes from the Spring Conference;
- B. Send such minutes to all FJCCSGA member colleges/campuses (i.e., all SGA/SAB/CAB Presidents/Chairpersons and Advisors), community college Presidents, the FCCAA Executive Director and the FCCAA Executive Committee, and the FJCCSGA Executive Board members not later than fourteen {14} days after the meeting.
- C. Be responsible for distributing press releases to and contacting media sources and maintaining a database of contacts at media sources.
- D. Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means;
- E. Assist the President;
- F. Take and up-hold the oath of office and sign the Executive Board Certification Form.

Part 4. The District Coordinators shall:

- A. Call, arrange, and preside at all meetings in the respective district;

- B. Coordinate the implementation of all programs, projects, and resolutions approved by the district;
- C. Operate directly under the state Vice-President;
- D. Submit a monthly report of the district's activities, excluding the summer months, to the district colleges/campuses and to the state Vice-President;
- E. Be responsible for sending district reports to the state newsletter for statewide publication;
- F. Individually contact every member college/campus within his/her district once every calendar month and keep them informed of current activities of the Executive Board and FJCCSGA;
- G. Aid any member college/campus when requested;
- H. Contact the Vice-president once per 21 calendar days, via fax, phone, mail or other means;
- I. Send District Meeting roll call to the Chair of the Credentials Committee within fourteen [14] days after each District Meeting;
- J. Take and up-hold the oath of office and sign the Executive Board Certification Form.

Part 5. The State Jurisprudence Committee Chairperson shall:

- A. Oversee the State Jurisprudence Committee;
- B. Interpret the Constitution and By-Laws when requested by the Executive Board;
- C. Be well-versed in the Constitution and By-Laws of the FJCCSGA;
- D. Administer the oath of office to all elected and appointed officers;
- E. Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means;
- F. Assist the President;
- G. Take and up-hold the oath of office and sign the Executive Board Certification Form.

Part 6. The State Advisor shall:

- A. Provide the incoming Executive Board with an estimated proposed budget for the next fiscal year and provide periodical budget reports at the request of the President;

- B. Attend all FJCCSGA meetings and serve in an advisory capacity to the Executive Board;
- C. Verify the eligibility of the Executive Board;
- D. Approve, along with the President and Vice President, any expenditures incurred by the Executive Board;
- E. Be responsible for all Executive Board travel payments and accommodations;
- F. Be responsible for organizing the Annual Executive Board Leadership Retreat;
- G. Be responsible for organizing the FJCCSGA Presidents' Assemblies along with the Executive Board;
- H. Be responsible for organizing the Annual Advisors Summer Workshop;
- I. Be responsible for organizing the Annual Spring Conference, with the assistance of the Executive Board and Conference Chair;
- J. Be a voting member of the FCCAA Executive Committee and attend all FCCAA meetings;
- K. Correspond with all of the advisors of the FJCCSGA member colleges;
- L. Be elected to a two-year term of office by the members of the Advisors Association;
- M. Be responsible for holding a briefing session for the Jurisprudence Committee and turn over the record book of past actions of the committee to the chairperson;
- N. Provide the new State Advisor with all past records and files.
- O. Submit to the FCCAA Executive Committee at the end of each year, an Accountability Report which includes a synopsis of the activities of the advisor and Advisors Association
- P. Assist and advise the Executive Board with issues as needed;
- Q. Perform other duties as deemed necessary by the FCCAA Executive Committee;
- R. Uphold all duties outlined in the State Advisor's and Conference Chairperson's contracts.

Part 7. The District Advisors shall:

- A. Have access to all FJCCSGA meetings and serve in an advisory capacity to the Executive Board;
- B. Verify the eligibility of the District Coordinator and all other district officers in their district;
- C. Correspond with the advisors of the districts;
- D. Maintain regular contact, assist, advise and support their District Coordinator;
- E. Insure that the District Coordinator attends all district meetings;
- F. Oversee the scheduling of district meetings;
- G. Attend all district and state meetings;
- H. Organize the fall District Leadership Retreat, with the assistance of the District Coordinator.
- I. Assist the state conference when held in their district;
- J. Assist with the transfer of files to incoming officers;
- K. Uphold all duties outlined in the District Advisors' Contract.
- L. Assist the State Advisor.

Section 5. Duties and responsibilities of the appointed officers shall be as follows:

Part 1. Duties and responsibilities of the Director of Legislative Staff:

- A. Work with the District Coordinators and member colleges/campuses in organizing and coordinating local support efforts on the approved issues. Each support effort shall be tailored to the individual type of issue;
- B. Work with the President to identify and prioritize current issues that affect the community college students of Florida. This list shall be presented at the November Presidents' Assembly and shall be compiled no later than seventy (70) days prior to said assembly;
- C. Research the approved issues and compile an Issues Packet which shall

include a written summary of past FJCCSGA and legislative action on the issue. The Issues Packet along with a sample ballot shall be distributed to all member colleges/campuses no later than thirty (30) days prior to the November Presidents' Assembly and shall be updated and redistributed throughout the term as deemed necessary by the President;

- D. With the approval of the President, shall contact and confirm knowledgeable speakers who are able to address the pros/cons related to the selected issues at the conference. The confirmed list of speakers shall be forwarded to the conference committee;
- E. Prepare an "Official Ballot" to be used at the conference for voting on the approved issues. The vote count on all issues shall be validated by a committee comprised of the President, Director of Legislative Staff and the State Advisor;
- F. Serve as an alternate voice of FJCCSGA when authorized by the FJCCSGA President;
- G. Operate directly under the FJCCSGA President
- H. Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means;
- I. Assist the President;
- J. Take and up-hold the oath of office.

Part 2. The Elections Committee Chairperson shall:

- A. Oversee the Elections Committee;
- B. Present an Elections Packet at the November Presidents' Assembly;
- C. Assist potential candidates;
- D. Operate directly under the FJCCSGA President;
- E. Assist the President;
- F. Take and up-hold the oath of office.

Part 3. The Sergeant-At-Arms shall:

- A. Remain alert to the conduct of all participating at the FJCCSGA Conferences and enforce the Standing Rules.
- B. Have the authority to remove an individual from an event if deemed necessary by the Vice-President;

- C. With President's approval, appoint and oversee assistants;
- D. Assist the President;
- E. Be appointed individually for each meeting as needed by the President.

Part 3. The Parliamentarian shall:

- A. Serve as the Parliamentary authority at meetings and conferences;
- B. Be well-versed in parliamentary procedure;
- C. Assist the President;
- D. Be appointed individually for each meeting as needed by the President.

Article IV: Member colleges/campuses

Section 1. SGA/SAB/CAB President/Chairperson or the student leader who holds the highest position on campus shall be the main liaison between the FJCCSGA and their college/campus.

Part 1. This individual shall:

- A. Be responsible for maintaining contact with the Coordinator of the district their college/campus resides in.
- B. Be responsible for informing the students attending their college/campus of current information pertaining to the FJCCSGA.
- C. Coordinate with the Legislative Liaison of the district their college/campus resides in when pursuing local lobbying efforts.

Section 2. Senators and/or other members of member college/campus SGA/SAB/CABs shall act in good faith to remain informed and participate in the FJCCSGA related events and activities.

Article V: Elections

Section 1. Elected Offices:

President, Vice-President, Secretary, the four (4) District Coordinators and the Chairperson of the State Jurisprudence Committee shall be elected annually at the

FJCCSGA State Conference for a term of one (1) fiscal year. [July 1-June 30]

Section 2. Election Process:

Part 1. Elections shall be by written ballot, cast by the registered delegates at the Spring Conference.

Part 2. Results shall be listed in the conference minutes.

Section 3. Campaign Rules:

A. No candidate or supporter of a candidate shall directly or indirectly give, pay, expend money or give anything of value to secure votes except as provided in Article IV, Section 3, Part B.

B. Posters, handbills, pamphlets, refreshments, name tags, fold outs, bumper stickers, signs, billboards, and the like shall always be acceptable as campaign materials.

Section 4. The Oath of Office:

The official Florida Junior/Community Colleges Student Government Association's oath of office shall be:

"I, (state your name), do solemnly swear and affirm to carry out my duties as (name of position), as stated in the constitution of the Florida Junior/Community Colleges Student Government Association, and will uphold this constitution and its bylaws to the best of my ability."

Article VI: Impeachment

Section 1. Any elected officer is subject to impeachment who commits one of the following offenses:

A. Falsifies any documents testifying to the eligibility requirements to run for or hold office;

B. Fails to uphold their Oath of Office, or acts in a manner or takes actions that are not in the best interest of the association.

Section 2. Procedures:

A. The charge of impeachment shall require two-thirds (2/3) vote from a district or two (2) signatures from voting members of the Executive Board.

- B. A written request for impeachment of an officer must be submitted to the State Advisor who shall forward the request to the Chairperson of the State Jurisprudence Committee.
- C. The State Jurisprudence Committee shall take action on the request within seven (7) days of receipt of the request. The Officer then has 14 days to respond to the charge. The State Jurisprudence Committee will render a decision within 21 days.
 - 1. The Officer in question may appeal this decision in writing within fourteen (14) days of the State Jurisprudence Committee's decision of Appeals Committee.
 - a. Upon reversal of the State Jurisprudence Committee's decision, the Officer in question shall be immediately reinstated to their original position.
- D. The State Jurisprudence Committee shall render on of the following decisions:
 - 1. The charges are unfounded and no disciplinary action taken.
 - 2. An adjudication of guilt results in one of the following disciplinary actions:
 - a. A written public reprimand
 - b. Removal from office
- E. The Chairperson shall notify the officer in question of the Jurisprudence Committee's decision in person or by certified mail within seven (7) days. Copies shall be sent to the FJCCSGA Executive Board.
- F. The local advisor of an Executive Board Member in the impeachment process shall be notified within one week of the notification of the member, with the exception of the President.
- G. The accused must be allowed to speak on their behalf.
- H. Removal from office, without the benefit of impeachment, requires a two-thirds (2/3) vote of the Executive Board, excluding the officer in question.
 - 1. This vote may be conducted by certified mail, e-mail, or by conference call. The FJCCSGA President or Vice-President is responsible for contacting the individuals concerned, by certified mail at their college address, for the purpose of informing them of the Board's actions and their removal from office

- Section 3. Judgment in case of impeachment shall not extend further than removal from office.
- Section 4. Impeachment matters shall never be considered or handled as official business of the Executive Board.

Article VII: State Jurisprudence Committee

- Section 1. Membership:
- A. Each district shall elect two (2) representatives to serve on the committee.
 - B. The committee will elect from its membership, a recording secretary. The Chair of the State-wide Jurisprudence Committee shall be elected annually at the Spring Conference for one (1) fiscal year. [July 1-June 30]
 - C. The committee shall meet at the FJCCSGA State Conference and when called into special session by the President or Chairperson.
 - D. The State Advisor shall act as a non-voting ex-officio of the committee.

- Section 2. Purpose:
- The purpose of the Jurisprudence Committee is to interpret the FJCCSGA Constitution and By-laws.

- Section 3. Duties:
- The duties of the Jurisprudence Committee, shall be as provided in the By-laws of the Florida Junior/Community Colleges Student Government Association.

Article VIII: Parliamentary Authority

- Section 1. The rules contained in *the latest edition Robert's Rules of Order Newly Revised* shall govern FJCCSGA in all cases to which they are applicable and in which they are consistent with the Constitution, By-laws and special rules of FJCCSGA.
- Section 2. There shall be a Parliamentarian at all conferences appointed by the President.

Article IX: Districts

- Section 1. FJCCSGA shall be divided into four (4) districts.
- Section 2. Districts shall be required to meet at least once (1) prior to a Conference or Leadership Retreat.
- Section 3. In order for any FJCCSGA member college/campus to be eligible for attendance at

any state conference, each college/campus must send at least one (1) representative to each of the district meetings prior to the state conference. Extenuating circumstances will be considered by the District Executive Board.

Article X: Conferences

Section 1. There will be one (1) conference of FJCCSGA per year held during the Spring Term. Each of the four (4) Districts shall hold a Fall Leadership Retreat annually.

Section 2. A student participating in a FJCCSGA conference or leadership retreat must meet the following criteria:

A. Have earned at least a 2.0 cumulative GPA at the college they are presently attending (not required of a student in his/her first term of college enrollment), and verified by the College Registrar.

B. Currently enrolled in at least six (6) semester classroom credit hours.

All conference delegates/alternates/participants will abide by the FCCAA Drug/Alcohol Policy as stated in the By-laws. Any delegate/alternate/ participant who violates this policy will be asked to leave the conference.

Section 3. Apportionment:

Part 1. Each FJCCSGA member college/campus shall be allotted three (3) votes for the first three thousand (3,000) students or portion thereof and shall receive one (1) additional vote for each additional three thousand (3,000) students or portion thereof, not to exceed eight (8) delegates and three (3) alternates. Member colleges/campuses may bring additional students to the conferences who are not voting delegates or alternates, if registration allows.

Part 2. The Executive Board shall notify each FJCCSGA member college/campus of the number of voting delegates allotted to them at the conference or earlier if the situation allows. Apportionment shall be based on the official Opening Fall Enrollment College Level Unduplicated Headcount of paid members as determined by the FCCAA guidelines.

Part 3. Voting members of the Executive Board shall receive one (1) vote each. Executive Board votes are not part of the votes cast by a school's delegation.

Section 4. Delegation voting shall be as follows:

Part 1. The votes of each delegation shall be announced by its designated chairperson. The votes cast by a delegation shall not exceed the number of delegates present at the General Assembly unless approved by the Credentials Committee.

Part 2. In extenuating circumstances, if a FJCCSGA member college/campus, as

determined by the Credentials Committee, is unable to send appropriate number of delegates to fully represent said member college/campus, the delegate(s) present may cast “financial burden proxy” votes of said FJCCSGA member college/campus.

- A. The college/campus must send at least one delegate to the conference to cast financial burden proxy votes.
- B. The delegate representing the college/campus may cast proxy votes on all issues, resolutions, and amendments, but may only cast personal delegate vote on candidates for office, not proxy votes.

Section 5. Presidents’ Assemblies:

The Presidents Assembly of SGA/SAB/CAB etc. shall meet four [4] times a year: following the executive board leadership retreat (August); in November, following the District Leadership Conferences; at the FJCCSGA State Conference; and one time when the State Legislature is in session.

Part 1. Apportionment:

- A. Each FJCCSGA member college/campus shall be allotted one (1) vote.
- B. Voting members of the Executive Board shall receive one (1) vote.
- C. Voting will be hand vote unless otherwise indicated.

Article XI: Legislative Issues

Section 1. Issues Recommendations:

Part 1. A member college/campus or Executive Board member shall have the right to recommend an issue. Member colleges/campuses submitting issues shall present them to a District Coordinator or other Executive Board member for the Executive Board’s approval.

Part 2. The Executive Board shall determine the issues no later than sixty (60) days prior to the respective conference in which they are to be addressed.

Part 3. A majority of the Executive Board shall be necessary for approval of all issues determined for each conference.

Part 4. The Executive Board shall also determine the number of issues to be addressed at each conference.

Section 2. Preliminary Statement of Position:

The President, with the assistance of the Director of Legislative Staff, may draft a document known as a “Preliminary Statement of Position” in the fall of the academic year. If drafted, the statement will be published following a vote on the preliminary issues packet at the November Presidents’ Assembly. This document shall contain the following information:

- A. The official names of the issues;
- B. The specific question involved with each issue;
- C. The number of delegates at the November Presidents’ Assembly and the vote count from the official ballot count;
- D. FJCCSGA’s full name, its relation to the FCCAA, the total number of member colleges/campuses, the approximate number of students that FJCCSGA represents and the President’s signature.
- E. The “Preliminary Statement of Position” shall be notarized;
- F. An attached paper detailing the reasoning by which the vote arrived at shall be attached and sent to all community college SGA/SAB/CAB’s, all community college president, the Executive Committee of the FCCAA, the Executive Director of the FACC, the Chancellor of Community Colleges, the State Senate President, and the Speaker of the House as “informational items”.

Section 3. Official Statement of Position:

The President, with the assistance of the Director of Legislative Staff, will draft a document known as an “Official Statement of Position”. This document shall contain the following information:

- A. The official name of the issue;
- B. The specific question involved with each issue;
- C. The number of delegates at the conference and the vote count from the official ballot count;
- D. FJCCSGA’s full name, its relation to the FCCAA, the total number of member colleges/campuses, the approximate number of students the FJCCSGA represents, and the President’s signature;
- E. The “Official Statement of Position” shall be notarized;
- F. An attached paper detailing the reasoning by which the vote arrived at shall be attached and sent to all community college SGA/SAB/CAB’s, all community college presidents, the Executive Committee of the FCCAA, the

Executive Director of the FACC, the Chancellor of Community Colleges, the State Senate President and the Speaker of the House as “informational items”;

- Section 4. Lobbying:
- Part 1. FJCCSGA shall recognize lobbying as any written or oral communication directed to policy-making boards or officials on behalf of FJCCSGA.
- Part 2. The President shall be the primary spokesperson for FJCCSGA. The Director of Legislative Staff and the Vice-President may serve as alternate voices of the association acting only at the President’s request.
- Part 3. Member colleges/campuses have the ability to lobby FJCCSGA approved issues at the local grass roots level only under the following conditions:
- A. The Director of Legislative Staff, with the approval of the President, shall organize and coordinate any lobbying efforts by member colleges/campuses;
 - B. A member college/campus must have received the “Official Statement of Position” from the President in order to officially represent the FJCCSGA on an issue;
 - C. Lobbying at the local level will be supervised and directed by the SGA/SAB/CAB President/Chairperson, or the student leader who holds the highest position on campus, working in conjunction with the campus advisor;
- Part 4. The FCCAA and/or FJCCSGA funds may not be spent on lobbying efforts as mandated by Section 11.062. Florida Statutes “no state funds appropriated to any executive department shall be used by any state employee or other person for lobbying purposes”.
- Section 5. Review Board for Incidental Issues:
- Part 1. Incidental issues that need to be addressed between conferences can be supported or rejected by the Review Board. The Review Board shall be composed of the four (4) District Coordinators. Issues that are brought before the Review Board will require three (3) of the four (4) Coordinators support to be lobbied.
- Part 2. Incidental issues may be proposed by a district, member college/campus or an Executive Board member. Proposed issues must be presented in written form to that party’s District Coordinator, to the Director of Legislative Staff or the President for submittal to the board. The Review Board must reach a decision within twenty (20) days unless otherwise specified by those submitting, at which time a written notice shall be sent to those parties concerned stating the board’s support or rejection of the

issue. The board will also submit notification of its decision to the Director of Legislative Staff and the President.

Section 6. Removal of Issues from “Official Statement of Position”

If the President or the Director of Legislative Staff believes an issue within the “Official Issues Packet and/or Statement of Position” needs to be removed because of lack of importance, it needs to be proposed to the Executive Board in writing no later than seven (7) days before the March Presidents’ Assembly and no sooner than the November Presidents’ Assembly. It will require majority vote of the Executive Board so it can be presented at the next regular scheduled Presidents’ Assembly meeting. For removal from “Official Issues Packet” and/or “Official Statement of Position”, it is required a majority vote from delegates present during the assembly.

Article XII: Association Agreements

Section 1. An association agreement shall be the only format by which FJCCSGA can officially recognize another organization/association other than state educational agencies, boards, commissions, or legislative bodies.

Section 2. An association agreement shall be composed of the following actions:

Part 1. The organization/association and FJCCSGA exchange official correspondence (newsletters, mailing lists, legislative information, etc.) on an Executive/ Board of Directors level.

Part 2. The organization/association and FJCCSGA make each other openly available to exchange information and use each other as a learning tool for workshops, speakers, researching issues, etc.

Part 3. The organization/association will join forces and/or communicate on behalf of FJCCSGA when the two organizations/associations are lobbying for the same issue, with the same position.

Part 4. The above three (3) proposed actions, be incorporated into both organizations/associations in a manner that future administrations will not lose them (i.e., By-laws, Constitution, Policies) and that the logistics of the above be worked out accordingly.

Section 3. An organization/association wishing to establish an association agreement shall approach the FJCCSGA Executive Board to gain their support. The Executive Board will then present the organization/association and its purposes to the FJCCSGA delegation for their approval. Final ratification will be given from the FCCAA Executive Committee, when the FJCCSGA Constitution is amended to include the organization’s/association’s name.

Section 4. FJCCSGA currently has established an association agreement with the following

organizations/associations: The Florida Association of Community Colleges (FACC); The Florida Student Association (FSA); The Florida Independent Student Association (FISA); and the Florida African American Student Association (FAASA).

Section 5. An association agreement with an organization/association may be terminated with a majority of the voting delegation at any one (1) assembly.

Article XIII: Amending Procedures

Section 1. All proposed amendments of the Constitution and By-laws, and all resolutions of this association must be presented by a member college/campus, a district, the Constitution Revision Committee, or an Executive Board member of FJCCSGA.

Section 2. Voting:

A. The Constitution of this association may be amended at any one (1) conference by a two-thirds (2/3) majority vote of the delegates present.

B. The By-laws of this association may be amended at any one (1) conference by a majority of the delegates present.

Section 3. Policies and Procedures for the Executive Board

The Policies and Procedures of the Executive Board shall only be amended by two-thirds (2/3) vote of the Executive Board.

Article XIV: By-laws

Section 1. The constitution provides for one (1) set of By-laws to this association, one (1) set of Policies and Procedures, and one (1) set of District By-laws.

Section 2. The constitution of the association shall override any By-laws of this association. Furthermore, the constitution shall not be subject to change by any amendment to a By-law of this association.

Article XV: Revision and Ratification

Section 1. Starting in the year 2005, every five (5) years the Constitution Revision Committee shall meet at the fall Presidents' Assembly to discuss constitutional revisions.

Part 1. This committee shall submit constitutional recommendations to the Resolution Committee and submissions by the Constitution Revision Committee shall be immediately accepted by the Resolution Committee.

Part 2. All recommendations made by the committee must be approved by a two-thirds (2/3) majority of the Constitutional Revision Committee.

Section 2. This constitution shall be ratified at any one (1) conference by a two-thirds (2/3) majority of those voting members present.

Note: All amendments to the Constitution and By-Laws must be submitted to the FCCAA Executive Committee for approval.