

FLORIDA COMMUNITY COLLEGE PRESS ASSOCIATION CONSTITUTION

PREAMBLE

PURPOSE	<p>To bring students and advisers of Florida Community College Press Association publications into an organization whose aims are to:</p> <p>Provide a common ground for discussion of matters of mutual interest;</p> <p>Obtain the best thinking on problems in mass communications and to share this thinking;</p> <p>Promote a broad understanding of the role of advisers and assist them in gaining recognition as leaders in the campus community;</p> <p>Provide responsible guidance to student publications to ensure their growth as a medium for the education of future citizens of a free society;</p> <p>Provide continuity of advisory leadership to Florida Community College Press Association (FCCPA) in a real spirit of cooperation and assistance.</p>
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ARTICLE I. NAME

NAME	Section 1. This organization shall be known as Florida Community College Press Association or FCCPA.
ADDRESS	Section 2. The headquarters and official address of this organization shall be that of its president.

ARTICLE II. PURPOSE

PURPOSE	<p>Section 1. The purposes for which this association is organized include those objectives enumerated in the preamble to this constitution plus</p> <p>Promote, assist, and conduct educational activities in connection with the process of producing and publishing student media;</p> <p>Encourage student participation in college student media and to assist in developing necessary skills;</p> <p>Exchange ideas;</p> <p>Provide resource people and materials in annual meeting programs;</p> <p>Assist the association's membership through educational activities;</p> <p>Provide a climate for continued growth and expansion of all student media;</p> <p>Work with college administrators to the fullest extent in promoting the image of a free and responsible student press that supports the college mission.</p>
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ARTICLE III. AMENDMENTS

CONSTITUTIONAL AMENDMENT Section 1. All proposed amendments to the constitution shall be presented at the association’s annual official business session for consideration and discussion by all members present. A two-thirds majority vote of all members attending the business session shall be required to amend any portion of the constitution.

BY-LAW AMENDMENT Section 2. The member publications of this association shall have the power to recommend alterations, amend, or repeal the by-laws and any section thereof in the manner provided by the by-laws and Florida Community College Activities Association or FCCAA.

AMENDMENT CIRCULATION Section 3. The association’s secretary shall circulate the ratified amendments to all member schools after the annual convention.

BY-LAWS

ARTICLE I. MEMBERSHIP

QUALIFICATIONS Section 1. All members shall be classed as “active” with membership open to all students and those individuals in public and private community colleges who serve as advisers to student publications. Each publication whose school is in good standing with FCCAA shall be entitled to one vote and their respective adviser(s) can hold office.

ARTICLE II. EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE Section 1. The officers of this association shall be the president/FCCAA representative, vice president and secretary. These members plus the immediate past president and the convention coordinator shall constitute the association’s executive committee.

ARTICLE III. ANNUAL MEETING

NOTICE Section 1. Annual meetings of the association shall be held with members to be notified of such meetings at least 90 days prior thereto by the association’s president and/or the convention coordinator.

BUSINESS MEETING Section 2. A business meeting shall be a part of the annual convention. At this time, a date for the next meeting and the location of this meeting two years hence, subject to necessary changes by the executive committee, should be determined.

TOBACCO PRODUCTS Section 3. The FCCPA supports the Florida Clean Air Act, and it will take appropriate steps to implement it; specifically, smoking will not be permitted at any meeting or meal function during the state convention.

ARTICLE IV. REVENUE

DUES Section 1. No dues shall be assessed for membership within this association.

FISCAL YEAR Section 2. The fiscal year of the association shall begin August 1 and end July 31.

OTHER
REVENUES

Section 3. Methods of raising revenue, excluding convention registration fees, must be approved in advance by the executive committee.

ARTICLE V. OFFICIAL PUBLICATIONS

AUTHORIZATION

Section 1. The executive committee shall authorize such publications as it deems necessary in the best interest of the association.

EDITORS

Section 2. The executive committee shall name the editors of such publications.

ARTICLE VI. ELECTION OF OFFICERS

TERM AND
INSTALLATION

Section 1. All officers shall be elected for two-year terms (except for the immediate past president and the convention coordinator). They shall be installed at the association's annual fall business meeting. All officers shall be eligible for reelection. Election of the president/FCCAA representative will be in odd-numbered years (i.e., 1999) and the vice president and secretary in even years (i.e., 1998). The immediate past president shall serve a term immediately following his or her term of office as president. The president shall appoint the convention coordinator for a one-year term.

ELECTION
COMMITTEE

Section 2. A nominating committee of the association members shall be named by the incoming president at the close of the annual spring meeting. This committee shall prepare a slate of candidates to be submitted to the membership-at-large at the annual fall meeting. One or more candidates may be included for each office, including nominations from the floor.

BALLOTS

Section 3. A ballot shall be prepared for voting by members. The outgoing executive committee member(s) shall count the ballots and announce the new officers at the business session. As the final order of business at the end of the annual convention, the new officers shall be installed.

ARTICLE VII. DUTIES AND OFFICERS

PRES./FCCAA REP

Section 1. This officer is chief executive and will preside at all general and executive committee meetings. The president shall also represent the association as the FCCAA Division representative assuming responsibility over all fiscal affairs of the association, including preparation of the annual budget which shall be presented in an annual financial report to the association. The president shall also have the authority to represent the association in voting in all dealings with the FCCAA.

VICE
PRESIDENT

Section 2. This officer is administrative assistant to the president and, in the event of absence or inability of the president to serve, the vice president becomes the presiding officer.

SECRETARY

Section 3. The secretary shall keep full and accurate minutes of each meeting and shall circulate said minutes to the membership. The secretary shall also be responsible for circulating constitutional and by-law amendments and current advisers' membership list, and shall be responsible for notifying each member in writing thirty (30) days prior to each annual meeting. The secretary shall serve as convention registrar unless the president determines otherwise.

HISTORIAN Section 4. The historian is appointed by the president to a two year term. The historian must have been an active member of FCCPA for five years and attended the conventions and/or adviser meetings prior to appointment, but does not have to be an active adviser at the time of appointment. The historian is responsible for a summary of the activities of FCCPA that have occurred from the time of appointment through the second year of term. This summary must be forwarded to the executive committee within one month following a spring or fall annual meeting. The historian is responsible for collecting and maintaining data in an organized and readable condition and forwarding the collected work to the next appointed individual.

IMMEDIATE PAST PRESIDENT Section 5. This ex-officio officer shall serve as a special adviser to the president and to the executive committee.

CONVENTION COORDINATOR Section 6. The convention coordinator, appointed during the fall convention by the president, shall serve a one-year term corresponding with a convention planned for that adviser's locale. This officer shall work with the president, executive committee and/or other appointees in contracting for sufficient lodging and banquet needs at a location approved by the membership-at-large. The convention coordinator is responsible for developing an educational, information-sharing program and will publicize the event in writing to all members at least ninety (90) days prior to said meeting.

LIFE MEMBER Section 7. The life member, one who has a minimum of ten (10) years of experience as adviser to a student publication, regularly attended the FCCPA annual convention, or has made significant contributions to FCCPA or student journalism for ten (10) years or more, and voted into life membership by a majority vote at an official meeting, will serve as an adviser to FCCPA. The life member is entitled to attend conventions and annual meetings but has no voting rights.

CHANGE IN OFFICE OF PRESIDENT Section 8. If the president leaves office for whatever reason, the vice president will assume the responsibilities of interim president and, at such time, appoint an interim vice president until the next official meeting.

CHANGE IN OTHER OFFICES Section 9. If the vice president or secretary leaves office, the president must appoint an interim vice president or interim secretary until the next official meeting.

CHANGE IN EX-OFFICIO MEMBER Section 10. If the immediate past president is unavailable or unwilling to serve as special adviser to the president and the executive committee, this position will, by default, become the responsibility of the most recent past president who is willing to serve.

ARTICLE VIII. DUTIES OF COMMITTEES

EXECUTIVE COMMITTEE Section 1. The executive committee shall be available to meet at the president's request, for the purpose of convention planning or any other pertinent business.

DUTIES Section 2. Duties of all committees shall be outlined by the president.

Section 3. The president shall appoint a convention coordinator and such committees as needed.

ARTICLE IX. AMENDMENTS

BY-LAW
AMENDMENTS

Section 1. All proposed amendments to the by-laws must be presented in writing at the association’s annual fall business session for consideration and discussion. A two-thirds majority vote of all members present shall be required to amend any portion of the by-laws. The association’s secretary shall circulate ratified amendments to the by-laws to all member schools after approval of FCCAA.

ARTICLE X. PARLIAMENTARY PROCEDURE

GUIDELINES

Section 1. “Robert’s Rules of Order, Revised” shall be the parliamentary authority for all matters not covered by specific rules or procedures adopted by the association.

Section 2. The president shall appoint the convention coordinator and such committees as needed.

ARTICLE XI. ANNUAL CONTEST

CONTEST

Section 1. An annual student contest for publications will be conducted based on rules that shall be constant unless changed at an annual fall business meeting.

Section 1a. This is a student competition. All entries must be the work of the students only, with no involvement of faculty or professionals except in an instructional or advisory capacity.

SCHOOL
ELIGIBILITY

Section 2. The contest is open to any Florida junior or community college that has a publication and is a member in good standing with the Florida Community College Activities Association.

DIVISIONS

Section 3. Divisions will be observed for entries in all areas being judged for publications. Student enrollment numbers are to be based upon the Full-Time Equivalents (FTEs) for the school year under consideration in the contest. The contest coordinator will obtain FTE figures from the Division of Community Colleges for each college or campus only, i.e., colleges with branch campuses have separate FTEs). This will be divided as follows:

- Division A.Student enrollment less than 6,500 FTE
- Division B.Student enrollment of 6,500 FTE or more

CONTEST
COSTS

Section 4. Certificates and judging costs are paid through funding from FCCAA.

JUDGES’
AWARDS

Section 5. Judges will be selected by the contest coordinator and the judges’ comments will be included in the contest booklet(s) given to advisers at the annual convention. First, second, and third place winners will be awarded certificates or plaques in all categories for each type publication judged.

CONTEST
COORDINATOR

Section 6. The contest coordinator is invited to serve under a contractual agreement between FCCPA and him/herself, and paid through FCCPA. The contest coordinator will administer the annual state student contest and attend to all other duties as specified in his or her contract.

Section 6a. Only when all work has been completed and approved by the executive committee will the honoraria, as stated in the contract, be paid.

STUDENT
ELIGIBILITY

Section (7). A student participating in the annual FCCPA competition must meet the following criteria:

1. Minimum of 2.0 cumulative GPA earned. (Not required of a student in his or her first term of college enrollment);
2. Submission must be only student's own work;
3. Submission must have appeared in an official college student publication during that academic year;
4. Enrolled in at least six (6) hours at time of submission to the college publication;
5. Have entered for no more than two years.

Section 7a. Failure to adhere to these contest guidelines will result in entries being disqualified.

MATERIALS
ELIGIBILITY

Section 8. Entries must be from current school year (i.e., any materials from July 1 until postmarked deadline for entries, generally the spring/summer of the following year).

Section 8a. Failure to adhere to these contest guidelines will result in entries being disqualified.

NEWSPAPER
ENTRIES
GUIDELINES

Section 9. All newspaper entries will use the form marked "Newspaper Entry Form." These will be distributed by the contest coordinator; each entry form will identify the category entered, student's name, college/campus, and name of publication; each publication may have only one entry per category (unless designated otherwise), but may enter as many of the total categories as desired; all entries must be forwarded to the contest coordinator in one box or envelope and arrive by the postmarked deadline established by the coordinator and approved by the executive committee. A receipt of arrival of entries and verification of publication information will be mailed to each publication adviser by the contest coordinator. It is the advisers' responsibility to immediately notify the contest coordinator of any changes to publication information.

MAGAZINE
ENTRIES
GUIDELINES

Section 10. All magazine entries will use the form marked "Magazine Entry Form." These will be distributed by the contest coordinator. Each entry form will identify the category entered, student's name, college/campus, and name of publication; each publication may have only one entry per category (unless designated otherwise), but may enter as many of the total categories as desired; all entries must be forwarded to the contest coordinator in one box or envelope and arrive by the postmarked deadline established by the coordinator and approved by the executive committee. A receipt of arrival of entries and verification of publication information will be mailed to each publication adviser by the contest coordinator. It is the advisers' responsibility to immediately notify the contest coordinator of any changes to publication information.

DEADLINE

Section 11. Contest postmarked deadlines will be established by the contest coordinator and approved by the executive committee. Entries must be postmarked by the deadline. No late entries will be accepted.

CONTEST
CHANGES

Section 12. Changes must be made only with a majority vote at an annual fall business meeting, or by a mail ballot concluded no later than December 1 of the calendar year prior to the contest.