

**District By-laws of the
Florida Junior Community Colleges
Student Government Association**

Article I. Name

The name of the organization shall be the Florida Junior Community Colleges Student Government Association District, hereafter referred to in these By-laws as the District.

Article II. Purpose

The Districts of the Florida Junior Community Colleges Student Government Association shall:

- Section 1. Coordinate the activities of student governments of member colleges with regard to the implementation of progress, projects, and resolutions approved by the FJCCSGA member colleges.
- Section 2. Assist any member college in any manner possible with problems related to the student welfare and student government when requested.
- Section 3. Be an exchange center of ideas concerning student welfare and government.

Article III. Membership Eligibility

Any junior/community college in each district area shall automatically be eligible for membership if a member has paid his assessments as prescribed by the Florida Community College Activities Association.

Article IV. Officers and Executive Board

Section 1. Name - Titles:

- Part 1. The District shall have six officers: four elected and two appointed. The elected officers shall be the District Coordinator, Assistant District Coordinator, Recording Secretary, and Legislative Liaison. The appointed officers shall be the Sergeant-at-Arms and the Parliamentarian. Appointed officers shall be appointed by the District Coordinator and shall have no vote. The Chairperson shall be able to cast a vote in the event of a tie or when a vote would effect the result.
- Part 2. The District shall also elect a Jurisprudence member and an alternate. These elected officials are not members of the District Executive Board.

Part 3. The District shall have an Executive Board composed of four (4) elected officers and the President (or the President's designated representative) of each member college student government in the District.

Section 2. Duties:

Part 1. The duties of the Assistant District Coordinator shall be: to assist the Coordinator in the transaction of District business and to fulfill any vacancy in the office of District Coordinator. Said Assistant Coordinator will also be responsible for preparing the distributing to all District member schools a monthly newsletter, excluding the summer months (May through August).

Part 2. The duties of the Secretary shall be: to record the proceedings of all meetings and send a record of said meetings within a two-week period, to all member colleges, advisors, the President and Vice President of FJCCSGA, and be responsible for preparing and updating within one month of each fall and spring term a directory of all member colleges to include their SGA officers and advisors. This complete directory should be forwarded to the FJCCSGA Vice President for state-wide publication.

Part 3. The duties of the Legislative Liaison shall be: to coordinate a District wide effort to inform our elected officials of the needs and concerns of students of Florida Community College System. The Legislative Liaison shall also work with the Governmental Relations Director to prepare a state-wide report which will inform all the districts of this progress and promote the unification of FJCCSGA's efforts.

Part 4. The duties of the Sergeant-at-Arms shall be: to maintain order at all meetings of the District, to be in charge of certification of votes cast at any district meeting or caucus.

Part 5. The duties of the Parliamentarian shall be: to advise the District Coordinator of proper Parliamentary Procedure as stated by Robert's Rules of Order, Newest Edition, to assist the Coordinator in the preservation of order, and to prepare an information sheet concerning Parliamentary Procedure for those attending.

Part 6. The duties of the District Executive Board shall be: to meet when called by the Coordinator to consider matters of emergency or when it is not feasible to hold a District meeting, to preside over all trials of impeachment, to approve all appointments made by the District Coordinator, to advise the Coordinator on matters of policy involving the District and to certify the eligibility of candidates for District office. The District Executive Board shall have the right to remove any District Officer without the benefit of impeachment for missing at least two consecutive District events, unexcused. This removal from office requires a two-thirds (2/3) vote of the Executive Board members present, providing a quorum is present, excluding the officer in question.

Article V. Candidacy and Election

Section 1. Eligibility:

The requirements for candidacy shall be those stated in the FJCCSGA Constitutional By-laws, Article I, Section 2.

Section 2. Elections:

Part 1. The elections shall be by secret ballot with the results put in the minutes.

Part 2. A quorum of member colleges is required for elections to be valid.

Part 3. All candidates for District Offices must submit affidavit of candidacy forms to the District Coordinator no sooner than ten days before elections. Information on the forms must be attested to by the proper administrative officials of the said candidate's college (i.e. transcript). If said deadlines set by the Coordinator, and only one candidate meets said deadlines and eligibility requirements, then that candidate shall then be the only candidate on the specified ballot and the deadline will not be changed.

Part 4. A workshop will be administered to the new officers in the District by the outgoing District Executive Board.

Section 3. Campaigning:

Part 1. The affidavit certifying eligibility must be submitted to the District Coordinator prior to campaigning.

Part 2. All candidates must submit a documented financial report [as outlined in the FJCCSGA By-laws Section I, (f)], to the District Coordinator prior to election.

Article VI. Resignation of Office

Any officer who is suspended from, withdrawn from, transfers or graduates from his junior/community college, or no longer meets the criteria set forth in Article III. Section 3, Part 3, of the FJCCSGA Constitution, must submit his/her resignation within forty-eight (48) hours.

Article VII. Removal from Office

Section 1. Procedure:

Part 1. Impeachment procedures shall require an affidavit specifying the defendant, charges, and must contain the signature of fifty percent (50%) of the member colleges. These signatures must either be the president of that college's SGA or the delegation

chairperson, if proceedings are initiated at a District meeting.

Part 2. The defendant must be notified in writing of the charges and/or specifications and accorded all rights reserved a defendant in a court of law.

Part 3. All requests for impeachment shall be forwarded to the District Coordinator who shall be responsible for convening the Executive Board and executing the above section (1.02).

Part 4. The Executive Board shall have the sole power to try impeachment cases with the District Coordinator as the presiding officer except in those cases where the District Coordinator is the defendant, in which the Assistant District Coordinator shall preside.

Part 5. A quorum in an impeachment proceeding shall require three-fourths (3/4) of the membership of the Executive Board present and a two-thirds (2/3) vote of those present for conviction.

Section 2. Penalties:

Conviction shall result only in removal from office.

Section 3. Jurisdiction:

All elected officials and/or appointed administrative of the District shall be subject to impeachment.

Article VIII. Appointment of Officials, Elected or Administrative

Section 1. Authority:

The District Coordinator shall have sole power to appoint with approval (50% + 1) of the Executive Board of the following offices:

A. Administrative officials

B. All vacancies in elected offices with the exception of the District Coordinator or the Assistant District Coordinator.

Article IX. Meetings

Section 1. Number of Meetings:

The District should have a minimum of four meetings per year; two of which may be Executive Board meetings.

Section 2. Attendance:

Part 1. Inter-district conferences, meetings, or caucuses are expressly prohibited for the purpose of block voting. This shall not prohibit inter-district member schools from meeting with each other.

Part 2. The FJCCSGA Executive Board shall have the power to enforce this By-law by appropriate financial and/or restrictive actions.

Article X. Legislative Board

Section 1. A District Legislative Board will be established and maintained by each district.

Section 2. The District Legislative Liaison shall chair the board of representatives, one from each campus.

Section 3. It is the responsibility of the board to maintain communication between the Governmental Relations Board, Legislative Liaison, member schools, and state legislators.

Section 4. It is also the responsibility of the board to oversee the member school's compliance with letter writing campaign resolutions passed at previous conventions.

Section 5. The Board will compile all of the information attained through its actions and submit the results to the FJCCSGA Executive Board.

Article XI. Voting

Section 1. Executive Board:

Each member of the District Executive Board shall have one vote except the Parliamentarian and the Sergeant-at-Arms; the Coordinator shall only vote in the case of a tie.

Section 2. Member Colleges

Each member campus, at any district meeting other than a Executive Board meeting, shall have one vote for each delegate present not to exceed a total of five votes per campus.

Section 3. Proxy Votes

There shall be proxy votes allowed for proven cases of financial burden for the campus and must be signed by the Dean.

Article XII. Special Provisions

Each District may establish rules of procedure, administrative officials, stand or special committees not specified by these By-laws, and not in contradiction with the Constitution of FJCCSGA.

Article XIII. Amendments

These By-laws may be amended or new By-laws adopted at any FJCCSGA state conference by a majority of those voting members present at any one conference.

Article XIV. Ratification

- Section 1. These By-laws shall be presented to the Executive Board of FJCCSGA prior to conference and if accepted by a two-thirds (2/3) vote, providing a quorum is present, shall be presented to a conference for ratification.
- Section 2. For ratification of the By-laws, a two-thirds (2/3) vote of the FJCCSGA is required.
- Section 3. The By-laws shall be binding upon all Districts of the FJCCSGA upon ratification.