

**THE CONSTITUTION**  
of the Florida State  
College at Jacksonville  
Student Government Association

Revised April 26, 2019

## **PREAMBLE**

We the Students of Florida State College at Jacksonville, in order to form a more perfect union; render a forum for the expression of student views; advocate student interests; promote academic freedom and responsibility; provide for the defense of student and constituent rights, and for their cultural, social, and physical welfare; protect student life in all its aspects; and foster recognition of rights and responsibilities of students to the college, community, state, and humanity do ordain and establish this Constitution for the Student Body of Florida State College at Jacksonville.

### **ARTICLE I. EXECUTIVE BRANCH - STUDENT GOVERNMENT ASSOCIATION**

- Section 1.** The Collegewide Executive Board shall be made up of the two collegewide positions including: Collegewide SGA President, Collegewide SGA Vice President and Campus/Center SGA Presidents and Campus Vice Presidents. These members shall have full voting rights. All other officers and members shall be invited to the meetings, but are not required to attend nor will they have voting power.
- Section 2.** The Collegewide Executive Board shall serve as the coordinating body of the FSCJ SGA and the Associate Director of Student Engagement shall serve as the advisor.
- Section 3.** Executive Board meetings will be set at the beginning of the academic year. Meetings will be held in person and via WebEx. The campus meeting location will be rotated alphabetically by campus name.

### **ARTICLE II. LEGISLATIVE BRANCH - STUDENT GOVERNMENT ASSOCIATION**

- Section 1.** The voting membership of the Campus SGA shall be comprised of Campus SGA President, Campus SGA Vice President, Senator I, Senator II, and Representatives
- Part 1.** Elected Officers shall consist of Campus SGA President, Campus SGA Vice President, Senator I, Senator II, and one Representative per 1,000 college credit students or fraction thereof not less than 500.

### **ARTICLE III. ELECTION AND SELECTION OF SGA OFFICERS**

- Section 1.** One election will be held per academic year in the spring semester. The election date will be determined by the E-Board and the Collegewide SGA positions will be selected in the spring semester prior to elections. Special elections may be held in the fall semester as needed.
- Section 2.** The offices of Campus SGA President, Campus SGA Vice President, Senator I, Senator II, and Representatives shall be elected in the spring semester by the student body.

**Section 3.** The office of Collegewide SGA President and Collegewide SGA Vice President shall be selected by a committee consisting of all officers in the Legislative Branch of the SGA prior to the spring elections. If a student holds an Executive position they cannot apply to run for a campus SGA position.

**Section 4.** All SGA members shall take office on the first day of Summer A Semester and shall serve until the last day of the following spring semester.

**Section 5.** To be eligible to apply for the spring elections/selection for a SGA position, a student must fulfill the following requirements:

- Executive board position candidates must be currently enrolled in 9 college credit hours.
- Representative candidates must be currently enrolled in 6 college credit hours.
- All candidates must have a Semester and Cumulative GPA 2.5 or higher
- All candidates must be currently enrolled *or previously completed a course* on the campus they are running for office.

#### **ARTICLE IV. QUALIFICATIONS TO HOLD OFFICE**

**Section 1.** The student elected or appointed to office must be enrolled in and complete a minimum of 9 college credit for executive board position and 6 college credit for representative position each fall and spring semester. During the summer, only 6 college credit hours are needed to hold office for all positions. Students who drop below the required college credit hours for their respective position during the semester are considered dropped from office on the date that they drop below the required credit hours.

#### **ARTICLE V. ORDER OF ASCENSION**

**Section 1.** In the event of a vacancy of the SGA Collegewide President or Collegewide SGA Vice President, a Campus SGA President or Campus SGA Vice President shall ascend to the position.

**Section 2.** In the event that an office becomes vacant at the campus level, the Campus President shall nominate one person for each position open. However, the floor may introduce further recommendations for vacant positions provided that the individual is present to accept the nomination. Appointment of an officer shall result after a plurality vote at an announced SGA meeting. Upon confirmation from the voting members of SGA, the appointee will occupy the lowest ranking seat at the time of installation into office.

**Section 3.** The order of ascension in the case of a vacancy shall be as follows:

- Collegewide SGA President
- Collegewide SGA Vice President
- Campus President
- Campus Vice President
- Senator I
- Senator II
- Representative I
- Representative II, then III, etc....

## **ARTICLE VI. RESPONSIBILITIES OF OFFICE**

- Section 1.** SGA COLLEGEWIDE PRESIDENT: The SGA Collegewide President must maintain connected and informed of FCSSGA initiatives and support all collegewide and campus-based SGA leadership. They must maintain connected and informed of all SGA campus initiatives and assist in resolving collegewide student concerns. The SGA Collegewide President will be responsible for chairing the SGA Executive Board Meetings and creating the agenda. They must craft and finalize the District Board of Trustees SGA Reports as well as attend all DBOT meetings. For support, they shall be available for the campus SGAs as needed; including but not limited to visiting the campus and/or attending campus related SGA meetings as requested by SGA or Advisor. They must reach out to each campus at least three times a semester regarding any support needed. This position requires 60 hours a month.
- Section 2.** SGA COLLEGEWIDE VICE PRESIDENT: The SGA Collegewide Vice President must maintain connected and informed of FCSSGA initiatives and support all collegewide and campus-based SGA leadership. They must maintain connected and informed of all SGA campus initiatives, assist in resolving collegewide student concerns and attend District Board of Trustees meetings. The SGA Collegewide Vice President shall preside over Presidential duties in the absence of the President and shall assist the Collegewide President with SGA responsibilities. For support, they shall be available for the campus SGAs as needed; including but not limited to visiting the campus and/or attending campus relating SGA meetings as requested by SGA or Advisor. The SGA Collegewide Vice President takes meeting minutes at the Collegewide meetings. They must reach out to each campus at least three times a semester regarding any support needed. This position requires 60 hours a month.
- Section 3.** CAMPUS SGA PRESIDENT  
The Campus SGA President must maintain connected and informed of campus and collegewide issues, initiatives, and events. Must be knowledgeable about FCSSGA initiatives and support all collegewide and campus-based SGA leadership. They must maintain connected and informed of all SGA campus representatives' initiatives and assist in resolving any campus student concerns. Campus SGA President must hold campus SGA meetings and stay connected to the SGA Collegewide President. They must also attend the District Board of Trustees meeting, if for any reason they cannot make the meeting the Campus SGA President can send a proxy in their place. This position requires 60 hours a month.

**Section 4.** CAMPUS SGA VICE PRESIDENT  
The Campus SGA Vice President must maintain connected and informed of center, campus, and collegewide issues, initiatives, and events. Under this role/position, the Campus Vice President is responsible for their corresponding centers. Such duties would include student concerns, student advocacy. Must be knowledgeable about FCSSGA initiatives and support all collegewide and campus-based SGA leadership. They must maintain connected and informed of all SGA campus representatives' initiatives and assist in resolving any campus student concerns. Campus SGA Vice Presidents must hold campus SGA meetings and stay connected to the SGA Collegewide President. The SGA Campus Vice President takes meeting minutes at the Campus SGA meetings. This position requires 60 hours a month.

**Section 5.** SENATORS: Senator I shall preside over the Campus SGA in the absence of the Campus President and Campus Vice President. Senator II shall preside in the absence of the Campus President, Campus Vice President, and Senator I. The Senator shall assist the Campus President and serve on at least one standing committee or regular SGA committee, as assigned by the Campus President.

**Section 6.** REPRESENTATIVES: Representatives shall serve on at least one SGA committee per semester and are responsible for assessing the needs and concerns of the campus student body. The Representatives shall assist the Campus President.

**Section 7.** OTHER OFFICES: Additional officers may be nominated by the Campus President and must be approved by the voting members of that Campus SGA.

**Part 1.** They may include, but are not limited to: Secretary, Parliamentarian, Sergeant-At-Arms, Historian, and Chaplain.

**Part 2.** These officers will not have voting rights and will not be subject to the same eligibility restrictions required of voting officers. They must be registered students at FSCJ but their classes do not have to be comprised of college credit classes. They may be noncredit classes, GED, Adult Studies, or any other type of program sponsored by FSCJ.

**Section 8.** RESPONSIBILITIES OF ALL OFFICERS: Abide by the Expectations of Student Conduct as outlined in the current FSCJ Catalog.

## **ARTICLE VII. CAMPUS SGA PROCEDURES**

**Section 1.** The Campus SGA will conduct meetings on a regular basis not less than one per month. The time and place are set by the Campus SGA President. These meetings are open to the public, although only elected officers and Student Organization representatives will be permitted to vote. All Student Government meetings shall be conducted according to Robert's Rules of Order, Newly Revised, unless otherwise specified. Meeting minutes shall be sent to the Campus SGA President, Collegewide President, Campus SGA Advisor, and the Collegewide SGA Advisor. A copy shall also be available in the Student Life and Leadership and SGA Offices for review by students.

## **ARTICLE VIII. CAMPUS STANDING COMMITTEES AND EXPECTATIONS OF OFFICERS**

**Section 1.** In order to delegate authority in a collegiate manner, standing committees shall serve as helpful advisory groups to the Executive Board and to the Campus Student Government Association. Every officer is expected to serve on at least one committee. Only voting members of the Student Government Association may serve as committee chair person.

**Part 1.** Campus standing committees consist of but are not limited to:

1. Civic Committee – The Civic Committee shall meet as needed to address programming including, but not limited to Constitution Day Awareness, Voter Registration/Student Election Turnout, Legislative Awareness, Legislative Advocacy, and Volunteerism.
2. Campus Student Programming Board - The Campus Student Programming Board (CSPB) is a group of student leaders dedicated to increasing student engagement at each campus/center by providing co-curricular programming opportunities. Duties include planning, marketing and coordinating events for students to enjoy that include, but are not limited to the following areas social, personal & professional development, health & wellness, history & heritage, etc. The Campus Student Programming Board Chair or their proxy shall attend their campus SGA meeting to share updates. The Campus SGA Vice President or their proxy shall attend Campus Student Programming Board meetings to share updates.
3. Judicial Committee - SGA members may serve as the student representative on student hearings and other committee regarding student conduct as needed.
4. Policy Committee – The Policy Committee shall oversee the process of making proposed revisions to the SGA Constitution per Article X.
5. Finance Committee – Is responsible for maintaining Fund 2 and Fund 6 budgets balances. Shall serve as the treasurer for the A&S fees committee.
6. Communication Committee – Maintains social media platforms, promotes SGA events and initiatives, as well as creating the annual FCSSGA Scrapbook entry.
7. Student Feedback Committee – Members of the Student Feedback Committee gather student feedback, help find answers to student questions, and refer student issues to appropriate resources.
8. Elections Committee – The Elections Committee shall form two months before elections and assign a student leader not running for SGA office to serve as the Elections Chair and work with the SGA Advisor to carry out the elections procedures as stated in the SGA Election Packet.

**Part 2.** Other committees may be formed as the need arises within Student Government (ad-hoc committees). These committees may be chaired by any SGA member pending approval of the President at a regularly scheduled meeting.

**Part 3.** Standing committees and ad-hoc committees are defined in *Robert's Rules of Order, Newly Revised*.

## **ARTICLE IX. REVISIONS TO THE CONSTITUTION**

**Section 1.** Any member of the Collegewide Executive Board or its advisors may bring forward a suggested revision to the Constitution. Amendments must be formally proposed in writing and presented at a regular meeting of the Collegewide Executive Board. Voting on the proposed amendment cannot take place until the next regular meeting of the Collegewide Executive Board. In order to pass, the amendment must receive a two-thirds majority vote by members of the Collegewide Executive Board. Once approved by the Executive Board, the proposed revision will be brought forward to the student body at the next regularly scheduled election or at special Fall Constitution Amendment Vote. The special Constitution Vote will happen only in the fall semester if needed. The vote will happen during the last four weeks of the semester; the date will be set by the SGA Collegewide Executive Board. For a special Constitution Vote, the SGA will be required to have at least two weeks of marketing, tabling for the election at every campus (two hours for two consecutive days). Revisions will pass if the majority of the voting student body approves changes. If amendment is only a grammar or title change, then approval is only needed by the Executive Board.

## **ARTICLE X. IMPEACHMENT PROCEDURES**

**Section 2.** The Campus SGA may vote impeachment proceedings of a member by a two-thirds (2/3) vote of the voting membership present at an announced meeting. The member in question will not have the right to vote on the issue of his/her impeachment. Impeachment proceedings will be referred to an ad-hoc committee composed of the Associate Director of Student Engagement, one faculty member, and two students who are not voting members of SGA. These student members will be appointed by the Associate Director of Student Engagement. The results of this committee is to decide if the charges against the member are valid and determine if said member is in violation of qualifications to hold office as outlined in Article V of the SGA Constitution. This committee must submit a final decision within 10 working days of referral to committee. If the decision of the committee finds the member is in violation of Article V of the SGA Constitution, that member is immediately removed from office. The member has the right to appeal this decision through the FSCJ Dean of Students, whose decision is final. If the student chooses to appeal, the appeal must be submitted within five working days from date of committee decision.