

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

Revised May 7, 2025

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 their cultural, social, and physical welfare; protect student life in all its aspects; and foster recognition of the 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. GENERAL ORGANIZATION

Section 1: Name

The official designation of this organization shall be the Florida State College at Jacksonville Student Government Association, hereinafter referred to as SGA.

Section 2: General composition of the government

The association's powers are divided into the executive and legislative branch.

ARTICLE II. EXECUTIVE BRANCH

Section 1: Executive Board Composition

The Collegewide Executive Board shall be made up of the two collegewide positions and Campus/Center positions, including Collegewide SGA President, Collegewide SGA Vice President, and Campus/Center SGA Presidents and Campus/Center Vice Presidents. The Associate Director of Student Life shall serve as the advisor of the Collegewide Executive Board.

Section 2: Qualifications to be elected and hold office

- A. Election Requirements: To be eligible to apply for the spring elections/selection for an executive board position, a student must fulfill the following requirements:
 - 1. Be currently enrolled in 9 college credit hours.
 - 2. Have a Term and Cumulative GPA 2.5 or higher
 - 3. must be currently enrolled or previously completed a course on the campus they are running for office.
- B. Qualification to hold office: All students elected for an executive board position must be enrolled in and complete a minimum of 9 college credit for fall and spring terms and 6 for summer term with an exception for their last term before graduation. Students who drop below the credit enrollment requirement for an executive board position during the term are considered dropped from office on the date that they drop below the requirements. Students need to maintain a 2.5 cumulative GPA. If the cumulative GPA of

an officer falls below a 2.5, they may have a probationary term to raise their GPA back to a 2.5 or higher. If the student is unable to raise their cumulative GPA back to a 2.5 after the probationary term, they will not be able to continue serve as an officer in the FSCJ SGA.

Section 3: Responsibilities of Office

- A. Collegewide President: The SGA Collegewide President must maintain connected and informed of FCSSGA initiatives and support all collegewide and campus/center-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's executive members bimonthly to ensure compliance with the constitution and provide any necessary support. This position requires 60 hours a month.
- B. 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 committee chairperson bimonthly to ensure compliance with the constitution, monitor progress, and provide any necessary support. This position requires 60 hours a month.
- C. Campus/Center Presidents: The Campus/Center 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 should attend District Board of Trustees meetings when the Collegewide SGA President gives their verbal report, 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.

- D. Campus/Center 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 taking meeting minutes if there is not a designated Secretary. 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.

ARTICLE III. LEGISLATIVE BRANCH

Section 1: Campus/Center Composition

The Legislative Branch shall be made up of the Campus/Center positions, including Campus/Center President, Campus/Center Vice President, Senator I, Senator II, and one Representative per 1,000 college credit students or fraction thereof not less than 500. The Campus/Center Student Life Advisor will serve as its respective SGA Advisor.

Section 2: Qualifications to be elected and hold office

- A. Election Requirements: To be eligible to apply for the spring elections/selection for a Campus/Center officer position, a student must fulfill the following requirements:
1. Be currently enrolled in 9 college credit hours.
 2. Have a Term and Cumulative GPA 2.5 or higher
 3. must be currently enrolled or previously completed a course on the campus they are running for office.
- B. Qualification to hold office: All students elected for a Campus/Center officer position must be enrolled in and complete a minimum of 9 college credit for fall and spring terms and 6 for summer term with an exception for their last term before graduation. Students who drop below the credit enrollment requirement for an executive board position during the term are considered dropped from office on the date that they drop below the requirements. Students need to maintain a 2.5 cumulative GPA. If the cumulative GPA of an officer falls below a 2.5, they may have a probationary term to raise their GPA back to a 2.5 or higher. If the student is unable to raise their cumulative

GPA back to a 2.5 after the probationary term, they will not be able to continue serve as an officer in the FSCJ SGA.

Section 3: Obligations & Powers

- A. Senators: Senator I shall preside over the Campus SGA in the absence of the Campus/Center President and Campus/Center Vice President. Senator II shall preside in the absence of the Campus/Center President, Campus/Center 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. This position requires a commitment of 32 to 60 hours of service per month, with the specific hours determined by the number credit hours the students is enrolled in and the advisor's organizational needs.
- B. Representatives: Representatives shall serve on at least one SGA committee per term and are responsible for assessing the needs and concerns of the campus student body. The Representatives shall assist the Campus President and serve on at least one standing committee or regular SGA committee, as assigned by the Campus President. This position requires a commitment of 32 to 60 hours of service per month, with the specific hours determined by the number credit hours the students is enrolled in and the advisor's organizational needs.

ARTICLE IV. MEETINGS

Section 1: Executive Board Meetings

- A. Executive Board Meeting: Executive Board meetings will be set at the beginning of the academic year. Meetings will be held in person and via video conferencing.
- B. Attendants and voting rights: All members of the executive board are required to attend to meeting and hold 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.
- C. Procedure of the meeting: The meetings shall be conducted according to Robert's Rules of Order, Newly

Section 2: Campus/Center Meetings

- A. Campus/Center meetings: The Campus/Center 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.

- B. Attendants and voting rights: All members of the Campus/Center SGA are required to attend the meeting. These meetings are open to the public, although only elected officers and Student Organization representatives will be permitted to vote.
- C. Procedure of the meeting: 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 V. ELECTION AND SELECTION OF SGA OFFICERS

Section 1: Collegewide Election Procedures and Schedule

- A. Election Schedule: One election will be held per academic year in the spring term. The election date will be determined by the E-Board and the Collegewide SGA positions will be selected in the spring term prior to elections. Special elections may be held in the fall term as needed.
- B. Election Procedure: 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 2: Campus/Center Election Procedures and Schedule

The offices of Campus SGA President, Campus SGA Vice President, Senator I, Senator II, and Representatives shall be elected in the spring term by the student body.

Section 4: Term of Office for SGA Members

All SGA members shall take office on the first day of Summer A Term and shall serve until the last day of the following spring term.

ARTICLE VI. ORDER OF ASCENSION

Section 1: Collegewide Vacancies

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. If executive members are unable to fill the position, it will be offered to eligible members according to the General Order of Ascension as listed in Article VI. Order of Ascension, Section 3.

Section 2: Campus/Center Vacancies

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: General Order of Ascension

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 VII. CAMPUS STANDING COMMITTEES AND EXPECTATIONS OF OFFICERS

Section 1: Committee Structure and Responsibilities

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 chairperson.**

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. The committee shall include at least one officer from each campus/center.
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 committee shall include at least one officer from each campus/center.
3. Judicial Committee - SGA members may serve as the student representative on student hearings and other committee regarding student conduct as needed. The committee shall include at least two officers.
4. Policy Committee – The Policy Committee shall oversee the process of making proposed revisions to the SGA Constitution per Article VIII. The committee shall include at least two officers.
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. The committee shall include at least one officer from each campus/center.
6. Communication Committee – Maintains social media platforms, promotes SGA events and initiatives, as well as creating the annual FCSSGA Scrapbook entry. The committee shall include at least one officer from each campus/center.
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. The committee shall include at least one officer from each campus/center.
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 VIII. REVISIONS TO THE CONSTITUTION

Section 1: Constitutional Amendments and Revision Procedures

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 term if needed. The vote will happen during the last four weeks of the term; 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 IX. IMPEACHMENT PROCEDURES

Section 1: Impeachment Procedures and Ad-Hoc Committee Review

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 their 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 are 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 II, Section 2 or Article III, Section 2 of the SGA Constitution. This committee must submit a final decision within 10 working days of referral to committee. If the committee determines that the member is in violation of the qualifications outlined in Article II, Section 2 or Article III, Section 2 of this Constitution, that

member shall be 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.