



*Florida Junior & Community College
Student Government Association*

FJCCSGA

Organizational Overview

A BRIEF LOOK AT FJCCSGA

The Florida Junior/Community Colleges Student Government Association began life in the spring of 1958 at a meeting in St. Petersburg, Florida. In attendance at this historic gathering were representatives from Pensacola Junior College, Gulf Coast Community College, Chipola Junior College, Palm Beach Community College, and St. Petersburg Junior College. These pioneers recognized a need for better communication between the schools in the state's junior/community college system and formed an association dedicated to improving this situation.

In its formative years, FJCCSGA emphasized communication and leadership development. Member SGA's raised money to fund the organization and an annual budget of one or two hundred dollars was not unheard of. As an intercollegiate activity, FJCCSGA operated under the auspices of the statewide Athletic Association.

In the 1970's FJCCSGA grew tremendously in size and influence. In 1976, the State Athletic Association evolved into the Florida Community College Activities Association or FCCAA. The person serving as FJCCSGA President was soon asked to sit as a voting member. While these first political steps were rather tenuous and broad in scope, FJCCSGA would begin to exert its expanding power in an effort to have issues and concerns, important to the community college student, addressed with the same respect as those of other colleges in the state.

Over the years, FJCCSGA has provided a leadership training ground and political forum for countless of students from all twenty-eight of the Junior/Community colleges in the state. Those student representatives are now serving as state and national legislators, college and university presidents, corporate CEO's respected physicians, and leaders in virtually every field. In the 21st century, FJCCSGA continues to strive for better communications and unity among its member schools.

PURPOSE

The Purpose of FJCCSGA is "to unify the member colleges in order to best attend to the appropriate concerns of the students of the Florida Community College system and serve as a vehicle to communicate these concerns to the Florida Legislative Body" (*see Article I, Section II of FJCCSGA Constitution*)

ORGANIZATION/LEADERSHIP

The state of Florida is divided into four districts, with each district electing its own district coordinator. These four district coordinators are responsible for disseminating information to member schools as well as supervising all district meetings and activities held between conferences.

The backbone of the organization is the FJCCSGA Executive Board, which consists of the President, Vice-President, Secretary, Director of Legislative Staff, and the four District Coordinators. The delegates at the conference elect these officers annually. Their term begins in July 1st of the year elected to office and ends June 30th of the following year.

MEMBERSHIP

Membership is opened to any junior/community college in the state of Florida. Each institution pays a membership fee to FCCAA, which then uses the monies to fund FJCCSGA as well as other activities. Now most of the 28-junior/community colleges are members, with a combined representation of more than one million students.

CONFERENCE, RETREATS, PRESIDENTS' ASSEMBLIES, AND MEETINGS

During the year, each district will conduct meetings to elect empty or vacated positions, discuss legislative issues and student concerns. In the fall, each district will also conduct a retreat. The purpose of this retreat is to get the entire district together as one body, discuss legislative issues, and provide some leadership training for its members. The retreats are modest in cost and usually conducted near the district campuses. This allows more participation since conferences usually cost more.

In addition to the district meetings and retreats, FJCCSGA conducts Presidents' Assemblies at different state locations. The purpose of these assemblies is so that each campus can send their president or a representative to get first-hand information on issues that concern their education and the school they are attending.

In the Spring FJCCSGA holds their annual conference where the entire FJCCSGA body meets. The gathering, address issues of relevance to the community college through workshops, debate forums, business meetings and other informational seminars. In addition, during that time they elect the following year's executive board at both state and district levels.

ADVISORS

There are five official FJCCSGA Advisors: one State Advisor and four District Advisors. The state advisor is elected every two years, with the District advisors' election and term of office varying according to the district and its needs.

FJCCSGA POSITIONS AND THEIR RESPONSIBILITIES STATE LEVEL

Executive Board:

Consists of the following: President, the Vice-President, Secretary, Director of Legislative Staff, the four District Coordinators, the State Advisor, the four District Advisors, an Alumni Representative, the Parliamentarian, and the Sergeant-at-Arms.

The President, the Vice-President, the Secretary, and the four District Coordinators are elected at the Spring Conference by the student delegates in attendance and serve for one year. The Chair of the Statewide Jurisprudence Committee is also elected at the Spring Conference as a non-executive board member.

The president appoints, as non-voting members, the Director of Legislative Staff Alumni Representative, the Parliamentarian, and the Sergeant-at-Arms. The State Advisor and four District Advisors are selected from the attending advisors at the

Spring Conference.

Qualifications:

Each student officer must be enrolled in and complete a minimum of nine (9) semester classroom college credits (college prep classes do not count) with a grade point average of 2.5 each semester (including the semester they are elected). No student will serve more than two years as an executive board member.

Duties:

President:

- Shall be the primary spokesperson for FJCCSGA
- Coordinates all lobbying efforts with the Director of Legislative Staff
- Oversees projects and programs approved by the districts
- Presides at executive board meetings, Presidents' Assemblies, and state conference
- Casts a vote in the event of a tie
- Appoints all committee chairpersons
- Appoints Sergeant-at-Arms, Parliamentarian and Director of Legislative Staff
- Fills all vacancies from within the elected offices
- Forms ad-hoc committees
- Is a voting member of FCCAA Executive Committee and attend its meetings
- May be invited to attend and give a report at the Council of Presidents Meetings.

Vice-President:

- Assumes the duties and powers of the president in his/her absence
- Acts as a spokesperson for FJCCSGA at the request of the President
- Serves as the credential committee chairperson during the conference to secure the list of delegates and alternates at the conference
- Maintains an accurate record of revenues and expenditures, including travel vouchers, and requests for reimbursement
- Assist the conference host by collecting registration fees at the conference
- Assist the president.
- Keeps a history of the year's events and presents it to the incoming president
- Is responsible for the FJCCSGA Newsletter "Horizon".

Secretary:

- Records, maintains and publishes accurate minutes of all executive board meetings, assemblies, and conferences
- E-mails said minutes to all member colleges
- Assists the president.
- Is responsible for promoting and awarding the "Best of the Best Award" awarded at conference.

District Coordinators:

- Arranges and presides over all district meetings
- Coordinates all programs, projects and resolutions approved by the district
- Operates directly under the state Vice-President

- Submits monthly reports to the Vice-President on district activities
- Sends district reports to the Vice-President for publication in the newsletter.

Director of Legislative Staff:

- Works with district coordinators and member campuses on local support efforts to legislative issues
- Prioritizes current and relevant issues affecting the community college students
- Researches, compiles and provides a sample Issues Packet prior to the conference as set by constitution
- Contacts and confirms knowledgeable speaks on the issues
- Prepares official ballot to be used at conference for voting on issues to all membership campuses.

Sergeant-at-Arms:

- Remains alert at conference to enforce standing rules
- Assists the president.

Parliamentarian:

- Serves as the parliamentary authority
- Assists the president.

State Advisor:

- Provides e-board with proposed budget for the fiscal year
- Attends all FJCCSGA functions
- Verifies e-board eligibility
- Approves all expenditures
- Responsible for all payments
- Attends and be a voting member of the FCCAA Executive Committee meetings
- Corresponds with all FJCCSGA Advisors
- Holds briefing sessions with Jurisprudence Committees
- Is elected to a two-year term.

Co-State Advisor:

District Advisors:

- attends all FJCCSGA and District functions
- Verifies eligibility of all District officers
- Corresponds with all advisors in their district
- Maintains regular contact with the District Coordinator
- Ensures that the district coordinator attends all district meetings
- Oversees the scheduling of all district functions
- Assists the state advisor.

DISTRICT LEVEL

District Executive Board:

Shall consist of four elected and two appointed positions. The elected positions are the district coordinator, assistant district coordinator, recording secretary, and legislative liaison. The two appointed positions by the district coordinator are the sergeant-at-arms and the parliamentarian. The district will also elect two non-executive board members, and they are the Jurisprudence and Jurisprudence alternate. The district advisor is also a member of the district e-board and serves in an advisory capacity.

Qualifications:

Each student officer must be enrolled in and have completed a minimum of nine (9) semester classroom college credits with a grade point average of 2.5, every semester the officer is in office including the semester the officer is voted in.

Duties:

Assistant District Coordinator:

- Assists the coordinator at district meetings
- Prepares the district newsletter
- Serves as district historian
- Fulfills the office of district coordinator should a vacancy occur.

Secretary:

- Records all meetings proceedings and distributes said minutes to all participating colleges within a two week period and to all member colleges, advisor, the President, Vice-President and State Advisor of FJCCSGA
- Responsible for preparing and updating within one month of each fall and spring term a district directory of all member colleges in the district, and the Vice-President for state wide publication.

Legislative Liaison:

- Coordinates with the Director of Legislative Staff to inform the district on all legislative issues
- Coordinates with the Director of Legislative Staff the statewide report
- Promotes the unification of FJCCSGA efforts.

Sergeant-at-Arms: maintains order during district meetings.

Parliamentarian: advises the district coordinator on parliamentary procedures.

Jurisprudence and Jurisprudence Alternate:

- Serves on the state jurisprudence committee
- Interprets the FJCCSGA Constitution and By-Laws
- Validates the legality of the actions of FJCCSGA
- Administers the oath of office to the elected officials after elections
- Serves on the elections committee.

District Advisor:

- Certifies eligibility of all executive board members
- Serves on the State Jurisprudence Committee.

COMMITTEES

State Jurisprudence Committee:

Membership:

- The State Jurisprudence Chair runs this committee.
- Each district shall elect two (2) representatives to serve on the committee (Jurisprudence and Alternate Jurisprudence).
- The committee will elect from its membership, a recording secretary.
- The committee shall meet at the FJCCSGA State Conference and when called into special session by the President or Chairperson.
- The State Advisor shall act as a non-voting ex-officio of the committee.

Duties:

- Validates the legality of the actions of FJCCSGA.
- Administers the oath of office to the elected officials after the election.
- Has the sole power to try to impeachment of the Executive Board members other than District Coordinators.
- Issues a statement of opinion with every judgment rendered.
- Interprets the FJCCSGA Constitution.
- Hears charges brought up by an delegate or Executive board member.
- Keeps records on information on each proceeds.
- Informs delegates of any change presented to the committee.
- Conducts all hearings of the committee under the "Sunshine" Law (open to all); appeal any unjust decisions made to FCCAA within 30 days of the final decision.

Credentials Committee:

Membership:

- The State Vice President Chairs this Committee.
- Vice President's Local SGA/CAB/SAB etc. advisor
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.

Duties:

- Prepare a list of registered delegates and alternates for each conference. A copy of this list, designating head of delegation, shall be given to the State Advisor and the Secretary before roll call of the second General Assembly;
- Shall be responsible for the verification of "financial burden proxy" votes at each conference. Schools seeking financial burden proxy votes should submit notarized statement from proper college administrative officials verifying the financial situation of the student representative organization to the Chairperson of the Credentials Committee during registration of the conference;
- Shall notify the Executive Board prior to the first roll call of any financial burden proxy votes;
- Shall be responsible for sending a Credential Committee Report to each Executive board member 40 days prior to each conference so as to allow time for proper school notification. This report shall list the number of allotted votes per college campus.

Constitutional Revision Committee:

Membership:

- Chair
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.

Duties:

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

Resolution Committee:

Membership:

- Chair
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.

Duties:

- Serve as a clearing house on resolutions and to review such resolutions which will be considered at the respective conferences;
- Adhere to the rules of resolutions as prescribed by the Executive Board.

The Elections Committee

Membership:

- The Election Chair Chairs this Committee.
- The Jurisprudence and Alternate Jurisprudence from each District.
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.

Duties:

- Formulate procedures governing the elections of the FJCCSGA officers;
- Be responsible for the smooth execution of the said election;
- Mail to all member colleges at least fifty [50] days prior to the Spring Conference an "Elections Packet".

Conference Committee

Membership:

- Conference chair(s)
- Host advisor
- Host District
- Executive Board and others deemed necessary by the chairperson
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.

Duties:

- Formulate and organize the respective conference;
- Arrange an adequately sized room to be available at any time for Jurisprudence to meet during the conference.

Review Board for Incidental Issues

Membership:

- The 4 District Coordinators.
- The State Advisor shall act as a non-voting ex-officio of the committee.
- The State President shall act as a non-voting ex-officio of the committee.
- The Director of Legislative Staff shall act as a non-voting ex-officio of the committee.

Duties:

- Incidental issues that need to be addressed between conferences can be supported or rejected by the Review 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.

FUNDING

The Florida Community College Activities Association (FCCAA) funds FJCCSGA. The FCCAA was formed in 1976 by the Community College Presidents' Council to coordinate and oversee, on a state level, all extracurricular student activities. FJCCSGA's annual budget is allocated by FCCAA executive committee based on a request from the FJCCSGA President and the State Advisor.

PURPOSE STATEMENT OF FCCAA

The Florida Community College Activities Association, Incorporated (FCCAA) is a statewide non-profit corporation regulating, coordinating, and promoting intercollegiate activities in: Athletics, Brain Bowl, Forensics, Music, Student Government, Student Publications, Theatre and Visual Arts.

Membership in the Florida Community College Activities Association is open to any community/junior college in the state of Florida, which is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Each member institution is represented in the policy-making deliberations of the Association through that institution's President or other designated representative. The institutional representatives constitute the FCCAA Presidents Assembly, the ultimate authority in FCCAA matters.

The Council of Student Affairs, a group of student affairs officials from each of the state's twenty-eight community colleges, hears appeals from any division or member college on decisions from the FCCAA Executive Committee.

The FCCAA Executive Committee, the chief administrative body, is charged with the responsibility for overseeing the day-to-day operation of the Association. The Executive Committee, with the FCCAA President as presiding officer, is empowered by the Presidents Assembly to initiate the policies and implement the practices necessary for the operation of the Association.

The Executive Committee is comprised of the following individuals: President, President-elect, individuals representing the various activities (brain bowl, forensics, music, theatre,

student government, student publications, visual arts, men's athletics and women's athletics), President of the Florida Junior/Community Colleges Student Government Association (FJCCSGA), Athletic Commissioners for Men and Women, Representative of the office of the Chancellor of Community Colleges, Representatives from: Council of Student Affairs, Council of Athletic Affairs, Council of Instructional Affairs, Council of Business Affairs, Council of Presidents and at least two (2) to five (5) Members At-Large to include at least one (1) student reflecting the FCCAA commitment to equity and diversity and the Administrative Coordinator.

The Administrative Coordinator is a full-time employee of the Association located in Tallahassee.

Other than the President of FJCCSGA and one at-large member, who are students, the Executive Committee are employees of various Florida Community Colleges.

Annual membership dues finance the Association; each institution's share being determined by a funding formula. Monies thus generated provide an annual operating budget and are used to finance such items as approved statewide tournaments, conventions, meetings, and activities; Association travel; office expenses; and the salary of the Administrative Coordinator

