



CONSTITUTION AND BYLAWS OF THE STUDENT BODY ASSOCIATION OF TEXAS CHIROPRACTIC COLLEGE

Ratified By The Student Body, June 2002

PART I. CONSTITUTION

Article I. Name

The name of the organization shall be “The Student Body Association of Texas Chiropractic College” (SBA).

Article II. Purpose

It shall be the purpose of the SBA:

Section 1. To affiliate and cooperate with those chiropractic organizations whose policies express the standards as set forth by the Council on Chiropractic Education (CCE) and whose policies acknowledge a philosophy and scope of practice based on the chiropractic curricula taught at CCE accredited colleges.

Section 2. To provide for the general welfare of the student body by:

1. Maintaining and enforcing a system of self-government;
2. Representing all students individually and collectively;
3. Informing students of events and disseminating information concerning the chiropractic profession;
4. Encouraging maximum involvement of students in organizational and professional affairs;
5. Encouraging the highest possible professional, ethical, and educational standards.

Article III. Membership and Dues

Section 1. Membership in this association shall be comprised of all students of TCC who are duly enrolled per trimester.

Section 2. Dues shall be collected as student activity fees, according to official College policy.

Article IV. Officers

Section 1. The executive officers of this association shall be the president, vice president, secretary, treasurer, the president of SACA, the president of STCA and the chairman of the Ethics/Financial Aid Liaison Committee.

Section 2. The term for each officer shall be for one calendar year, beginning at such time prescribed in the bylaws.

Section 3. The election, replacement and recall of officers shall be prescribed in the bylaws.

Section 4. The duties of each executive officer are as follows:

1. President
 - a. Shall preside at all meetings of the SBA and act as its executive officer.
 - b. Shall represent the TCC student body at college and professional functions.
 - c. Shall represent the TCC student body at TCC Board of Regents meetings and TCC Alumni Association meetings.
 - d. Shall be the co-signer with the treasurer on all checks issued by the SBA.
 - e. Shall assist with freshman orientation.
2. Vice President
 - a. Shall, in the absence of the president, discharge the duties of the president.
 - b. Shall, following the resignation or removal of the president, assume the office of president for the remainder of the term.
 - c. Shall serve as an advisor to the incoming freshman class until they elect their class officers.
 - d. Shall act as parliamentarian for this association.
3. Secretary
 - a. Shall record the minutes of all SBA meetings and publish them in the official campus publication.
 - b. Shall be responsible for all correspondence between the SBA and other organizations.
 - c. Shall be responsible for maintaining a record of class officers' names and telephone numbers.
4. Treasurer
 - a. Shall act as accountant of this association.
 - b. Shall maintain account of all transactions, accounts, receipts, and all other monetary activities of this association.
 - c. Shall sign all checks or purchase orders drawn on the SBA account.
5. SACA President
 - a. Shall represent the SACA at SBA Council meetings.
 - b. Shall act as a liaison between the SBA Council and SACA.
6. STCA President
 - a. Shall represent STCA at SBA Council meetings.
 - b. Shall act as a liaison between the SBA Council and STCA.
7. Ethics/Financial Aid Liaison Committee Chairman
 - a. Shall represent the Ethics/Financial Aid Liaison Committee at SBA Council meetings.
 - b. Shall act as a liaison between the SBA and the Ethics/Financial Aid Liaison Committee.

Section 5. SBA executive officer requirements:

1. Executive officers of the SBA must carry a full academic course load according to their trimester class level.
2. Executive officers of the SBA must maintain a cumulative GPA of 2.5.

Article V. SBA Council

Section 1. The SBA Council shall be comprised of the executive officers of the SBA Council and the president and vice president of each trimester class.

Section 2. Each SBA Council member shall have one vote; the SBA president shall vote only in case of a tie.

Section 3. The Council shall:

1. Set its own attendance rules and enforce them as set forth in the bylaws.
2. Promulgate, amend and approve the constitution and bylaws of this association.
3. Promulgate policies that clarify any document, resolution and/or position of the SBA.
4. Resolve the business of this association.
5. Abide by the constitution and bylaws of this association.
6. Act in the best interests of the student body of TCC.
7. Assist incoming officers in achieving a smooth transfer of leadership.

Article VI. Class Officers

Section 1. The officers of each trimester class shall be the president, vice president, secretary, treasurer, SACA representatives (2), STCA representatives (2), and Ethics/Financial Aid Liaison Committee representative. The addition of other officers deemed necessary for the good of the class is left to each trimester's discretion.

Section 2. The election of trimester 1 class officers shall be outlined in the bylaws; all other elections, replacement, or recalls shall be done at the discretion of the Trimester classes themselves.

Section 3. The duties of class officers are subject to the general consensus of the class as a whole. The following required duties are meant to be a baseline from which to operate and are by no means meant to be exhaustive or limiting.

1. President
 - a. Shall act as a liaison between the class and the TCC faculty and staff.
 - b. Shall represent the best interests of the class as a member of the SBA council, subject to the requirements set forth in the bylaws.
 - c. Shall have the right to delegate responsibilities to other officers as needed for the good of the order.
2. Vice President
 - a. Shall, in the absence of the president, discharge the duties of the president.
 - b. Shall represent the best interests of the class as a member of the SBA council, subject to the requirements set forth in the bylaws.
3. Secretary
 - a. Shall be the recording and correspondence officer.
4. Treasurer
 - a. Shall act as class accountant.
5. SACA Representative
 - a. Shall act as a liaison between SACA and the class as prescribed by the SACA bylaws.
6. STCA Representative
 - a. Shall act as a liaison between STCA and the class as prescribed by the STCA bylaws.
7. Ethics/Financial Aid Liaison Committee Representative
 - a. Shall uphold the ethical and professional standards of the class.
 - b. Shall represent the class as a member of the Ethics/Financial Aid Liaison Committee, as prescribed by the SBA bylaws.
 - c. Shall act as a liaison between the class and the TCC faculty and staff regarding academic testing, proceedings and dishonesty.

Section 4. Class officer requirements

1. Class officers must carry a full academic course load according to their trimester class level.
2. Class officers must maintain a cumulative GPA of 2.5.

Article VII. Standing Committees

Section 1. Each standing committee shall consist of one chairman and not less than four additional members. At least one member of the committee is required to be a member of the SBA Council; the remaining positions may be selected from the general student body. The SBA president shall appoint the members of standing committees.

Section 2. Each standing committee shall meet regularly and govern its conduct by guidelines commensurate with the constitution and bylaws of the SBA.

Section 3. Standing committees shall include:

1. Ethics/Financial Aid Liaison Committee The Ethics/FAL committee shall be responsible for the following:
 - a. Providing a forum for students' ethical concerns.
 - b. Service as a liaison between the Financial Aid Office and the student body.
 - c. Serving as the Elections Committee as outlined in Article I of the bylaws.

2. Student Activities Committee
 - a. The SAC shall serve as the coordinating body for all SBA sponsored events as outlined in Article III, Section 5 of the bylaws.
3. Chiropractic Games Committee
 - a. The CGC shall coordinate student participation in the annual Chiropractic Games and shall propose a budget for the games as outlined in Article III, Section 6 of the bylaws. The CGC shall also act as an advisory board regarding SBA sponsored sporting events and SBS funded athletic clubs.

Section 4. The SBA president may form new standing committees as necessary.

Article VIII. Appointed Committees

Section 1. The SBA president may form any appointed committee deemed necessary for the execution of SBA business.

Section 2. Appointed committees may be dissolved by the SBA president at such time as they have fulfilled their purpose or are deemed to be no longer necessary.

Article IX. Meetings

Section 1. The SBA Council shall meet at least once every other week, beginning with the second full week of classes each trimester, continuing until the last week before finals, on such day and time approved by simple majority vote of the Council.

Section 2. The president may call emergency meetings in addition to those listed in Section 1 as needed to execute the business of the Council.

Section 3. The order of business shall follow Robert's Rules of Order.

Section 4. Proper parliamentary procedure shall be followed except where expeditious action is necessary for the good of the Council; in such cases, the president may temporarily suspend parliamentary procedure.

Section 5. Attendance

1. Every voting member of the SBA Council is required to have regular attendance at all meetings, including emergency meetings if given 24 hours notice.
2. A member of the Council be considered in violation of the attendance policy once one of the following has been reached:
 - a. Three absences in one trimester.
 - b. Seven absences in one fiscal year.
 - c. Two consecutive absences.
3. Violations of the attendance policy by an executive officer of the SBA Council shall result in the commencement of impeachment proceedings at the next regular meeting following the violation. Impeachment proceedings shall be conducted as set forth in the bylaws and shall not affect any class officer position the executive officer may hold.
4. Violation of the attendance policy by other members of the SBA Council shall result in the loss of voting privileges until:
 - a. The end of the trimester following the violation, or for a period of three months, whichever is longer.
 - b. Until such time as the Council member's class has voted for removal from office and elected a new representative. This action require a two-thirds majority approval by the SBA Council.

Section 6. Proxy representation

1. All voting members, with the exception of the executive officers, shall be allowed representation by proxy under the following conditions:
 - a. Written notice, bearing the name of the officer and the name of the proxy, must be given to either an executive officer or the Vice President of Student Affairs by the close of business the day before the meeting.
 - b. Such notice must be given for each meeting a proxy will be used.

- c. The proxy must be a member of the officer's trimester class and cannot be any person already required to be in attendance as stated in Section 5 of this article.
2. Proxy representatives shall be allowed to:
 - a. Vote on existing proposals or motions as instructed by the officer they are representing.
 - b. Fulfill the attendance policy requirements as stated in Section 5 of this article for the officer they represent.
3. Proxy representatives shall not be allowed to:
 - a. Bring new motions to the floor.
 - b. Enter into discussion or debate on issues or motions considered new business.
4. Proxy representation shall be noted in the official minutes.

Section 7. A quorum shall be reached when at least half of the eligible voting members are in attendance.

Section 8. Minutes

1. The minutes of each meeting shall include the following"
 - a. A record of all Council business conducted at each meeting.
 - b. A record of attendance of each of the voting members of the Council.
 - c. A record of all votes taken by the Council, either noted as unanimous or as a listing of those who voted for, against, or abstained.
 - d. A record of all announcements and any other information from each meeting.
2. The minutes of each meeting shall be posted in the official campus publication the week following the meeting.

Article X. Bylaws

Section 1. The bylaws of this association shall modify, clarify and/or extend the provisions and purposes of this constitution and the SBA.

Section 2. The voting members of the SBA Council shall promulgate and enforce the bylaws of this association.

Article XI. Amendments and Recourse

Section 1. Any action that will constitute an expansion, reduction, elimination, or any other modification of the SBA Constitution or bylaws shall require an amendment thereof.

Section 2. The Constitution and bylaws of this association shall be amended by means of a referendum action of the student body. Such a referendum may be brought before the student body in two ways:

1. Any member of the SBA Council may sponsor a referendum. With two-thirds majority approval of the Council, the referendum is sent to the student body as outlined in the bylaws.
2. Any member of the general student body may sponsor a referendum. This requires the support of a petition as outlined in Section 2 of this article.

Section 3. Actions of the SBA Council may be nullified or amended by referendum action of the student body. In order to do so, the following steps must be followed:

1. A petition must be drawn up with the purpose and course of action clearly stated.
2. The petition must contain no fewer than 75 legible signatures of currently enrolled TCC students.
3. The petition must be presented to the SBA Council as a call for referendum.
4. The SBA Council, in accordance with the bylaws of this association, will then bring the referendum to the general student body for approval.

Section 4. Two-thirds of the total number of voting students must vote affirmatively for a referendum to pass.

Section 5. If passed, a referendum is incorporated into the bylaws as an amendment and shall not be nullified or amended except by referendum.

PART II. BYLAWS

Article I. Elections

Section 1. Elections of SBA officers shall be held on the first Friday in October of each calendar year.

Section 2. The Election Committee will be comprised of the Ethics/FAL Committee.

Section 3. The Election Committee shall call for nominations beginning the second Monday of September and ending the last Friday of September.

Section 4. The Election Committee will supply the list of nominations to the Vice President of Student Affairs by the close of business the last Friday of September.

Section 5. The Election Committee shall distribute and collect the ballots on Election Day and return them to the Vice President of Student Affairs by the close of business.

Section 6. The Election Committee members shall notify their respective classes of the results of the election no later than the Wednesday that immediately follows the election.

Section 7. The results of the election shall be posted in the official campus publication.

Section 8. Impeachment Procedures and Removal of Officers.

1. Impeachment of an SBA Council officer, except where otherwise outlined in these documents, shall be initiated in one of the following ways:
 - a. By the student body:
 - i. A petition shall be drawn up in accordance with Section 2, Parts 1 and 2 of this article, and presented to the SBA Council.
 - ii. The SBA Council will hear the petition and will allow the officer in question to present a defense.
 - iii. At the following SBA meeting, the Council will vote on removal of the officer.
 - iv. With two-thirds majority approval of the Council, the officer will be removed from office effective immediately.
 - v. If the petition fails to receive a two-thirds approval of the Council, the petitioners may force a referendum vote regarding the removal of the officer by submitting a new petition containing the legible signatures of at least one third of the currently enrolled TCC students.
 - vi. If forced to a referendum, the vote is subject to Section 4 of this article.
 - b. By the SBA Council
 - i. Any member of the SBA Council may call for the impeachment of one of its members.
 - ii. The Council member requesting impeachment must present the reasons to the Council, and the Council must allow the officer in question the opportunity to present a defense.
 - iii. Impeachment then proceeds in accordance with Section 3, Part 1, and paragraphs c-f of this article.
2. If the officer is removed from office, the vacant seat is filled by appointment of the SBA Council, with approval by simple majority, except that the vice president shall fill the office of president.

Article II. Requirements for recognition as an on-campus organization

Section 1. On-campus organizations meeting the following requirements shall be eligible for funding by the SBA, subject to the rules specified in Article III, and full use of TCC's facilities, subject to approval by the Vice President of Student Affairs.

1. Membership in the club must be open without restriction or exclusion.
2. The club must have a constitution on file with the Office of Student Affairs.
3. The club must send its representatives to an SBA Council meeting to submit a written report of club activities and to inform it of the club's purpose and to discuss upcoming activities at least once per trimester.
4. All clubs and organizations must demonstrate one or more of the following:
 - a. Benefit to the student body, either individually or as a whole.
 - b. Benefit to the College as an institution.
 - c. Benefit to the field of chiropractic.

5. All athletic clubs must purchase uniforms bearing the name of the College and wear them at all sporting events funded (either directly or indirectly) by the SBA.
6. A club representative must attend all Career Days and Club Days each trimester. The requirements for attendance at these events are as follows:
 - a. The club must be represented by at least one person not representing another club.
 - b. The club representative must identify the club being represented with a sign bearing the name of the organization approved by the SBA executive officers.
7. All clubs must maintain an account at a financial institution subject to the following requirements:
 - a. TCC's address must appear as the mailing address of the account.

Section 2. Failure to meet any of the requirements listed in Section 1 of this article shall result in the forfeiture of club status for a period of four months. After this time, if the club has demonstrated its desire to be compliant with the bylaws of this association, its club status may be reinstated by simple majority approval of the SBA Council.

Article III. Funding

Section 1. The groups eligible for funding by the SBA are as follows:

1. On-campus clubs and organizations that fulfill the requirements outlined in Article II.
2. The Trimester 10 class as outlined in Section 12 of this article.

Section 2. Initial funding for new clubs

1. New clubs may request "start-up" funds up to a maximum of \$250. New clubs are defined as follows:
 - a. Clubs that have never received SBA funding of any type.
 - b. Existing clubs that have not received SBA funding for at least three trimesters preceding the request.
2. The number of new clubs requesting initial funding shall not be limited in order to foster an active student body.

Section 3. Dues Subsidies

1. New and existing clubs may request dues subsidies, matching their dues collected, up to \$7.50 per member.
2. Proof of dues paid shall be in the form of a deposit slip, dated within the current trimester, from an account bearing the club's name as outlined in Article I, Section 2 of the bylaws. The slip may be photocopied and must have the names of the club treasurer or other responsible party included.
3. Proof of club membership shall be in the form of a photocopy of each member's student ID card attached to a signed copy of the SBA Club Membership Form. These forms shall be available in the Office of Student Affairs.
4. Total dues subsidies awarded by the SBA Council may not exceed 20% of the SBA budget for that trimester. Should the requests for subsidies exceed that amount, the dollar amount given per member will be adjusted in order to compensate.
5. Dues subsidy requests must be submitted no later than the fourth regular SBA meeting of the spring and summer trimesters and no later than the second regular SBA meeting after the installation of new officers in the fall trimester.

Section 4. Special Event Funding

1. Any event sponsored by an on-campus organization that meets the following requirements may receive special event funding:
 - a. Any event that will benefit the student body
 - b. Any event that will benefit the College
 - c. Any event that will promote chiropractic among the community
2. A club representative must present the request for special event funding at an SBA Council meeting. This request must be in writing and must give an itemized projection of the event budget.
 - a. All events with a proposed budget greater than \$300.00 must be presented to the Council at least two meetings prior to the event.

- b. All events with a proposed budget less than \$300.00 must be presented to the Council at least one meeting prior to the event.
3. Special event funding is not to exceed 40% of the projected event budget.
4. At the SBA Council meeting immediately following the event, a club representative must present a report of the actual event budget. This report must include a written, itemized account of all expenses included in the projected budget and itemized receipts for all expenses appearing in the report.
5. If the actual budget exceeds the projected budget, the club is entitled to request additional funds, subject to the 40% maximum.
6. If the actual budget is less than the projected budget, the club is responsible to return any funds it received in excess of 40%.

Section 5. SBA Sponsored Activity Funding

The Student Activity Committee (SAC) may request funding for any event that will be sponsored by the SBA and is open to the entire student body. The SAC may request 100% of the projected event budget, subject to Section 4, Parts 2 and 4–6 of this article (substituting “SAC” for the word “club”).

Section 6. Chiropractic Games Funding

The Chiropractic Games Committee (CGC) may request funding to send a TCC delegation to compete in the annual Chiropractic Games. The percentage of the projected budget requested shall be at the discretion of the CGC, and the proposal is subject to the requirements in Section 4, Parts 2 and 4–6 of this article (substituting “CGC” for the word “club”).

Section 7. The SBA Council may make motions to allocate funds for purposes not outlined in this article, providing the funds will not be used for anything or by anyone that is, or may result in, a violation of the constitution or bylaws of the SBA.

Section 8. All funding outlined in Sections 2–7 is subject to simple majority approval by the SBA Council. Voting shall take place at the next meeting following the proposal in order to allow the class representatives time to discuss the proposal with their classmates.

Section 9. Any misrepresentation of club membership, dues, or event budget for the purpose of receiving funding will result in suspension of that club’s funding for a period of three trimesters. In addition, a recommendation for further action will be made to both the Ethics Committee and the Vice President of Student Affairs.

Section 10. The SBA treasurer shall disperse all funding no later than the second Friday following approval. Funding must be received within 14 calendar days of disbursal or it will be considered forfeit and returned to the SBA treasury.

Section 11. The responsibility of meeting all of the requirements outlined in these bylaws rests entirely with the club or organization itself. Any request for funding made by an organization that does not comply with all applicable requirements outlined in Articles II and III of the bylaws will not be considered.

Section 12. Trimester 10 Class Funding

Each Trimester 10 class shall be given \$30.00 per person graduating. This amount does not require the vote of SBA Council.

Section 13. The SBA Executive Council, subject to simple majority approval of the executive officers, may elect to use funds for items or events deemed appropriate in the execution of its business. Use of funding in this way is subject to a limit of \$75.00 per occurrence up to a maximum of \$225.00 per trimester.

Section 14. Reclamation of Funds

Should any SBA funded club or organization become inactive for a period exceeding two trimesters, the SBA Council may reclaim any remaining funds providing that notice is placed in the BACKPAGE newsletter of such action and no member of the club comes forth within two weeks of such notice.