



GUIDELINES FOR: STUDENT ORGANIZATION CONSTITUTION

**The Constitution of the
Nashville State Community College
(Name of Student Organization)**

PREAMBLE

We, the students of Nashville State Community College, in order to form a more effective and representative organization to promote the welfare of every student attending the institution and order to strive for the expansion and protection of student rights on the Nashville State Community College campus, do ordain and establish this (name of student organization) Constitution.

PURPOSE: The purpose of the (name of student organization) shall be to (Insert the purpose of the organization.).

**ARTICLE I
NAME AND MEMBERSHIP**

Section 1: The name of the organization shall be the (name of student organization).

Section 2: The (name of student organization) shall consist of the Executive Board.

**ARTICLE II
THE EXECUTIVE BOARD**

Section I. The membership of the Executive Board of the Student Government Association shall consist of:

(Organization officers should be listed here: i.e., President, Vice-President, Secretary, etc.)

Section 2. Qualifications, election and duties of elected officers.

- A. (Qualifications: List requirements, G.P.A. and other criteria required to serve.**
- B. Election of officers: List procedures established and followed for electing officers, any activities / informational session held after the elections for in-coming officers. Also mention the special election policy in the event an office becomes vacant.**

C. Duties of officers: List each officer and their specific duties.)

**ARTICLE III
ORGANIZATION ADVISOR**

Section I: The organization advisor.

- A. The organization advisor shall be designated by the Executive Board of the **(name of student organization)**.
- B. The organization advisor shall attend all official meetings of the **(name of student organization)** and all Student Life Council meetings.
- C. Adhere to the T.B.R. policies.

**ARTICLE IV
MEETINGS**

Section I. The **(name of student organization)** meetings.

1. The **(name of student organization)** shall meet at least **(define meeting schedule)**.
2. An officer who misses pre-planned meetings without consulting the organization advisor or Executive Board member **(fill in)**.
3. Any Executive Board member may call special meetings, as they deem necessary.
4. Attendance will be taken and reflected in the minutes.

**ARTICLE V
AMENDMENTS TO THIS CONSTITUTION**

Section 1. Amendments.

- A. Amendments must be proposed by **(fill in information)** of the **(name of student organization)**.
- B. Amendments shall be tabled by the **(name of student organization)** for a period of no more than two weeks.
- C. Amendments shall be approved by the Executive Board and / or the organization advisor.

**ARTICLE VI
PARLIMENTARY AUTHORITY**

Section 1. The current edition of Robert's Rules of Order shall govern the Executive Board of the **(name of student organization)**.

By-Laws to Constitution: See attached Document.