



(Name of Student Organization)

By-Laws

- A. Student organizations shall be responsible for submitting a Student Activity Approval Form for each activity being sponsored by the said organization. A proposed listing of activities for each semester shall be submitted to the Office of Student Life for the Fall and Spring semesters that are sponsored by the **(name of student organization)**. This list will be submitted by either the President / Secretary of the organization or by the Faculty Advisor of the **(name of student organization)**. It will be reviewed by the Director of Special Projects and Student Life and the Dean of Student Services. These submissions shall be made as follows: the first week of September for the Fall Semester or the first week of February for the Spring Semester.
- B. All planning, decision-making, and implementation of student activities shall be the responsibility of the Executive Board of the **(name of student organization)**, in conjunction with and coordinated through the Office of Student Life. The faculty advisor shall serve as a consultant to ensure that all recommendations / decisions are in compliance with Tennessee Board of Regent's and Nashville policies.
- C. A monthly time log shall be turned into the faculty advisor on the first day of each month by each **(name of student organization)** member, and office hours shall be posted for accessibility.
- D. The **(name of student organization)** shall be awarded a budget for the academic year. The budget shall be proposed by the **(name of student organization)** and presented to the Director of Special Projects and Student Life. The Director will present this budget to Dean of Student Services for approval. Each organization will be allocated funds for activities for the academic year. This information shall be sent to the organizations advisor (s) and then communicated to the student organization officers. No funds are to be carried over into another year's budget; funds are to be spent on student activities approved by the Student Government Association President, Director of Special Projects and Student Life, and the Dean of Student Services.
- E. In the event that an officer resigns or is terminated by the seated Executive Board of the **(name of student organization)** the Office of Student Life shall be notified of the vacancy within a week. The

(name of student organization) will then fill the vacancy based on the Constitution.

- F. At the end of each elected term all Executive Board members shall surrender all physical equipment such as but not limited to: office key, computer software, computer disks, organization table drape or any pertinent items that is the property of Nashville State Community College, the Office of Student Life and or the organization. In the event said equipment is not returned to the current faculty advisor or the Office of Student Life the student officer is subject to, but not limited to, current grades not being released and financial reimbursement will need to be paid to the college.

I hereby certify that I have read the current active constitution of the Nashville State Community College **(name of student organization)** By-Laws and agree to abide by the terms stated therein.

In order for this document to be validated, all signatures listed below are required.

President Date Contact Information (A#, e-mail, phone)

Vice-President Date Contact Information (A#, e-mail, phone)

Secretary Date Contact Information (A#, e-mail, phone)

Treasurer Date Contact Information (A#, e-mail, phone)

(Additional Position) Date
Contact Information (A#, e-mail, phone)

Organization Advisor (s) Date

Received by: Secretary II / Student Life Representative Date