



PULASKI
Technical College

Pulaski Technical College Athletic Club

Student Organization By-Laws

Membership

Membership is open to all full-time and part-time students. Officer positions will be selected during the first meeting of the academic year.

Resignation

An officer can resign from their post anytime by giving the president and advisor notice immediately. Two-weeks noticed is preferred.

Expulsion

An officer or member can be expelled from the organization for foul language after being warned once. Also, if the student threatens/fights with another member of the organization they will be expelled and proper action will be taken through the dean of students.

Dues

At this time dues are not required for this organization.

Duties of the Officer

President (1-year term, elected by club members at the first meeting of the year)

- Create agendas.
- Call and run meetings.
- Serve as a liaison with Director of Student Life and Leadership.
- Recruit and maintain membership.
- Work with advisors.
- Delegate club/organization responsibilities.
- Be responsible for overall club/organization involvement.

Vice President (1-year term, elected by club members at the first meeting of the year)

- Work directly with the president on all club/organization projects.
- Give leadership to committee chairs.
- Register events on-/off-campus with Director of Student Life and Leadership.
- Assume president's role if need arises.
- Conduct business when president is unable to.

Treasurer (1-year term, elected by club members at the first meeting of the year)

- Develop budget with officers, club's/organization's advisor, and club/organization's membership.
- File a Year-End Report.
- Maintain accurate record of expenditures (receipts) and funding.
- Work with auditors.
- Cosign with advisor all checks.

Secretary (1-year term, elected by club members at the first meeting of the year)

- Attend all meetings, including committee meetings.
- Take minutes at all meetings.
- Maintain complete, accurate, and objective record keeping.
- Notify members of upcoming meetings/events.
- Reserve meeting space with the proper office.
- File all changes/updates in constitution, by-laws, and advisors with the Student Life and Leadership office.
- Turn in the Year-End Report by assigned deadlines.
- Maintain a scrapbook/notebook of agendas, minutes, events, and pictures.
- Have minutes of previous meeting viewed and approved at next meeting.
- Obtain approval from the Student Life and Leadership office before hanging all posters, flyers and other publications.
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

Unexpired Terms

If an officer resigns or was removed from office a special election will be held the next club meeting. If the president resigns or is removed the vice president will resume the position.

Order of Business

Meetings will be held once a month and will follow Robert's Rules of Order.