



## The Constitution for Motlow Career Readiness Club at Motlow State Community College

### PREAMBLE

We, the students of Motlow Career Readiness Club, established "To provide the tools and resources to assist the student body in being successful and prepared for their Academic, Professional, Trade, and or Entrepreneurial Careers", do ordain and establish this constitution and bylaws to subscribe to the regulations and policies of the Tennessee Board of Regents (TBR) and Motlow State Community College.

**PURPOSE:** The purpose of the Motlow Career Readiness Club shall be to prepare Motlow students for their careers during and post college specifically under our four pillars (Academic, Professional, Trade, and Entrepreneurial Careers). It is also the purpose of the Motlow Career Readiness Club to comply with all policies, regulations and procedures established by the TBR and Motlow State Community College, and with all federal and state laws and regulations.

### ARTICLE I NAME AND MEMBERSHIP

**Section I:** The name of the organization shall be the Motlow Career Readiness Club.

**Section II:** The Motlow Career Readiness Club shall consist of the Executive Board and all members. Membership is open to any currently registered student at Motlow State Community College. Only active members may vote or hold office.

**Section III:** This organization complies with all state and federal laws regarding hazing. The members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of College recognition.

**Section IV:** Active membership of the Motlow Career Readiness Club shall be without regard to discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, gender identification or marital status.

### ARTICLE II THE EXECUTIVE BOARD

**Section I.** The membership of the Executive Board of the Motlow Career Readiness Club shall consist of:

**President** (ensuring the accomplishment of the club mission), **Vice-President** (Leading and ensuring communication between board and Peer Career Ambassadors), **Secretary** (Keeping the record of club meeting and events), **Treasurer** (ensuring the financial stability of the club), **Media Chair** (oversee recruiting and media for the club).

**Section II.** Qualifications and election of elected officers

A. Qualifications: *GPA 2.5-2.8+*

B. Election of officers:

- *In the event of electing a new board member, a board interview will be scheduled for the following spring/fall semester, then hosted in front of all available club members. Candidates for a board member role will be interviewed and be elected democratically by their fellow club members. Votes must be counted and the outcome announced by the primary advisor.*
- *In the event of a mid-semester stepping down, the PBA (PCA Board Assistant) will take up the title and role of their corresponding board member.*
- *In situations a board member steps down mid-semester, and their PBA cannot or chooses not to take up the title and role: the primary advisor can call and schedule an emergency board interview.*

**ARTICLE III ORGANIZATION  
ADVISOR**

**Section I.** The club/organization advisor

- A. The club/organization advisor shall be selected from the active faculty or staff of Motlow State Community College by the Executive Board and/or members of the Motlow Career Readiness Club and will register their name with the Dean of Students Office.
- B. The advisor will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss concerns for the ongoing nature of the club/organization.
- C. If the advisor resigns, an alternate advisor must be selected within the month in order for the club to remain active. The advisor before leaving must inform the Dean of Students Office.
- D. The club/organization advisor shall attend all official meetings of the Motlow Career Readiness Club.
- E. The club/organization advisor shall adhere to all TBR and Motlow State Community College policies.

**ARTICLE IV MEETINGS**

**Section I.** The Motlow Career Readiness Club meetings

- A. The Motlow Career Readiness Club shall meet at least twice a month.
- B. An officer who misses pre-planned meetings without consulting the organization advisor or Executive Board member will attend a mandatory check in meeting with Primary Advisor to determine the status of the board member for the benefit of both the club and member.

- Oversee subcommittees or special projects.
- Facilitate leadership development opportunities within the club.
- Oversees the Peer Career Ambassadors (PCAs) and PCA Operations
- Treasurer:
  - Develop and oversee the club's budget.
  - Track all financial transactions and maintain accurate records.
  - Coordinate fundraising efforts and manage funds raised.
  - Prepare financial reports for club meetings and university requirements.
- Secretary:
  - Record and distribute minutes from meetings.
  - Maintain an organized archive of club documents.
  - Manage club correspondence and communication channels.
  - Assist in scheduling meetings and events.
- Media Chair:
  - Manage club's social media accounts.
  - Speaking for the club at events.
  - Assist with presentations and informational documents.
  - Sign off on all promotional material before exporting.
- Peer Board Assistants (PBA)/Peer Career Ambassadors (PCAs):
  - General Assistants to the board members they are connected to.
  - Representatives to board members who cannot attend meetings or events.

### **Article III. Committees and proposed activities**

#### **A. Duties of officers: (Cont.)**

- Peer Career Ambassador (PCA):
  - Carry out club operations via the direction of the Vice President.
  - Participate in major club events, career experience/community service events, and club internship opportunities.
  - Be a general representative of leadership and helpfulness on campus.

#### **B. Installation of Officers**

- Board Members
  - A board interview (see *Article II, Section II B, point 1* for in-depth explanation)
- Operation Leadership
  - Members can become PCAs/PBAs by reaching out to the vice president who will then schedule and carry out an interview. Then bring their decision to President and Primary Advisor to sign off or veto.

#### **C. Committees and proposed activities**

**D. Article IV, Section I, Article III A and B are not applicable to Motlow Career Readiness Club as of Nov. 2025 but are subject to review and amendment. It will be**

- C. Attendance will be taken and reflected in the minutes.
- D. A quorum will be  $\frac{3}{4}$  of club membership in overall member-based meetings/decisions, and  $\frac{4}{5}$  of the board for board meetings/decisions, will be required for voting purposes.

## **ARTICLE V AMENDMENTS TO THIS CONSTITUTION**

### ***Section I.***

#### **Amendments**

- A. Amendments must be proposed president by the of the Motlow Career Readiness Club
- B. Amendments shall be tabled by the Motlow Career Readiness Club for a period of no more than two weeks.
- C. Amendments shall be approved by the Executive Board and/or the organization of advisor.
- D. All amendments, additions or deletions must be approved and filed with the Dean of Students' Office.

## **ARTICLE VI PARLIAMENTARY AUTHORITY**

### ***Section I.* Parliamentary Procedure**

- A. The current edition of Robert's Rules of Order shall govern the Executive Board of the Motlow Career Readiness Club.

## **STUDENT CLUB/ORGANIZATION BY-LAWS MOTLOW CAREER READINESS CLUB**

### **Article I. Motlow Career Readiness Club**

The name of the club/organization shall be the Motlow Career Readiness Club. In these By- Laws, it is referred to as the Motlow Career Readiness Club or the chapter.

### **Article II. Duties and Installation of Officers**

- A. Duties of officers:
  - President:
    - Lead and facilitate club meetings and events.
    - Coordinate with faculty advisors and external partners.
    - Oversee the development and implementation of club initiatives.
    - Represent the club in official capacities and at campus events.
    - Ensure effective communication among club members and leadership.
  - Vice President:
    - Assist in planning and executing club activities.
    - Manage internal communications and member engagement.

**reviewed Nov. 2026 if not earlier for convenience.**

- E. List committees and describe responsibilities N/A
- F. List proposed activities for each committee N/A