

Constitution and Bylaws
Ogeechee Technical College
Teachers ~N ~ Training

ARTICLE I—NAME

The official name of this organization shall be “Teachers ~ N ~ Training” Early Childhood Club, referred to hereafter as the “T~N~T.”

ARTICLE II—PURPOSE

Section 1

Other purposes include:

- To establish a club to benefit teachers in training to help advocate the needs of young children in our communities.

ARTICLE III—ORGANIZATION

Section 1

T~N~T members should have and demonstrate leadership skills in their program and maintain a satisfactory GPA of 2.0 or better. T~N~T officers must maintain a GPA of 2.75 or better.

Section 2

T~N~T officers shall consist of a President, Vice President, Secretary/Treasurer, and Historian/Reporter.

Section 3

T~N~T shall consist of a primary advisor. Advisors will have no vote in any proceedings of T~N~T. T~N~T Advisor reserve the right to determine voting eligibility of T-N-T Officers due to potential conflicts of interest.

Section 4

Meetings are open to ECCE students at OTC upon contacting the T~N~T advisor.

Section 5

At least one club representative must attend a minimum of 3 out of 4 Student Leadership Council meetings held (75% attendance).

ARTICLE IV—QUALIFICATIONS OF MEMBERS

Section 1

Members must be in good academic standing with a minimum 2.0 satisfactory cumulative GPA and T~N~T officers must maintain a 2.75 cumulative GPA throughout the year. (See Article III, Section 1)

Section 2

T~N~T Advisor for conduct unbecoming of a T~N~T officer.

Section 3

T~N~T members may serve as a representative of one club/organization/program at any one meeting.

SLC Officers represent SLC at the meetings and do not count as attendance for another club, program, or organization's attendance.

ARTICLE V—QUALIFICATIONS OF OFFICERS

Section 1

Candidates running for a T~N~T office must complete an application including a letter of recommendation from their program advisor.

Section 2

Candidates can be nominated by ECCE faculty advisor or nominate themselves.

Candidates will be interviewed by T~N~T advisor.

Section 3

Nominations and interviews for T~N~T officers will take place fall term. Officers will serve from fall term to summer term.

Section 4

A T~N~T officer accepts responsibility for representing Ogeechee Technical College in everything they do. They will demonstrate the best qualities of Georgia's technical education students in all public appearances and will consider themselves an ambassador of goodwill, representing the college.

A T~N~T officer must disclose if they have had any convictions (regardless of when they occurred) excluding minor traffic violations. Failure to disclose/falsification/misrepresenting any information could result in disqualification as an officer.

Section 8

Advisor may immediately remove any officer for conduct unbecoming of a T~N~T officer.

ARTICLE VI—DUTIES OF MEMBERS

Section 1

Officers must be present at all meetings. If an officer cannot attend a scheduled meeting they must notify their advisor.

Section 2

Members must participate in the campus and community activities scheduled each term.

Section 3

Members must assist with 3 campus & community activities sponsored by SLC during Fall Term

(Welcome Week, Soup Kitchen, ad hoc), 2 campus & community activities sponsored by SLC during Spring Term and 1 campus & community activities sponsored by SLC during Summer Term.

Section 4

Members must report suggestions from students to T~N~T and must report SLC activities and community events to their programs and students throughout campus.

ARTICLE VII—DUTIES OF OFFICERS

Section 1

Officers shall participate in all general meetings.

Section 2

Officers may attend the Georgia Fall Leadership Conference and Statewide Student Leadership Council Conference.

Section 3

Specific Officer Duties:

President

- Shall preside over all T~N~T meetings.
- Shall not vote on matters unless breaking a tie.
- Shall present the agenda for advisement, discussion and vote during meetings.
- Ensure each general leadership meetings have an agenda and minutes.
- Shall make sure the Articles in these by-laws are set forth.

Vice President

- Shall perform the duties of the President in the President's absence.
- Assist President in all responsibilities.
- In the absence of Secretary/Treasurer, take minutes and attendance.
- Shall ensure meeting minutes are completed with attendance, agenda, committee results, and Treasurer's financial report.

Secretary/Treasurer

- Shall keep the minutes of the meeting including attendance, agenda, committee results, and Treasurer's report.
- Shall indicate on the attendance report the violations of active club representatives not present.
- Shall take roll at each leadership council meeting and verify that a quorum is present to conduct business.
- Shall provide minutes to each T~N~T Advisor 48 hours after each leadership council meeting for review.
- Shall provide each council member with a copy of minutes from each meeting.
- Shall be responsible for creating a calendar of meetings to be issued at the first meeting of each term.
- Shall receive a financial report from a T~N~T Advisor one or two days prior to general meeting to make the Treasurer's report.
- Shall provide each member a budget/term report at the beginning of each fiscal year from a T~N~T Advisor.

Historian/Reporter

- Shall promote the mission of the T~N~T club by keeping T~N~T advisor and T~N~T members, and our community informed.
- T~N~T activities and/or events.

- Shall be responsible for covering and photographing ECCE school events and activities.
- Shall maintain an ECCE scrapbook of these events for public relations purposes, which may be used by the faculty, staff, or council of Ogeechee Technical College.
- Shall promote upcoming activities and events to the student body, staff, and faculty.

Parliamentarian

- Shall enforce and make sure T~N~T members know the steps of making a motion.
- Shall control the conduct of all meetings.
- Shall make sure each member receives a copy of the T~N~T By-laws.

ARTICLE XIII—ADVISORS RESPONSIBILITIES

Section 1

Verify members are in good academic standing.

Section 2

Advise T~N~T on any matters that pertain to the execution of their duties and make sure the Constitution and By-laws are set forth.

Section 3

Assist VP for Student Affairs in developing budgets, submitting purchase requests, and other administrative documents for properly approved expenditures from T~N~T.

Section 4

The primary advisor shall maintain all official records relating to T~N~T. This includes the Constitution and By-laws, Meeting Minutes, Agendas, Notices, Memos, Treasurer Reports, and other relevant documents.

Section 5

Oversee all T~N~T activities and meetings.

Section 6

Notify OTC's webmaster of events, meeting dates and locations each term.

Section 7

Send a term report to VP for Student Affairs of active club attendance in each meeting.

ARTICLE IX—CONSTITUTION AND BYLAWS AMENDMENTS

Section 1

By-laws may be adopted by a two-thirds vote of the full T~N~T membership at a regularly scheduled meeting.

Section 2

This Constitution may be amended by two-thirds majority vote of the T~N~T membership. The proposed amendment must be presented to T~N~T in writing at the regular scheduled meeting before voting can take place.