

# Clarion University Veteran Association Bylaws

## ARTICLE 1. - NAME

The name of this organization shall be: Clarion University Student Veterans Association.

## ARTICLE 2. – PURPOSE

The purpose of the Clarion University Student Veteran’s Association is to serve as an advocate for student veterans by:

supporting veterans in the cultural transition from military service to higher education

working with military unit representatives to address student veteran concerns

providing networking opportunities and educational opportunities to prepare veterans for their post-college careers

improve retention among veterans by providing a supportive social environment

in keeping with the spirit of service in the United States Department of Defense, this organization is strictly apolitical and seeks only to support student veterans and not to promote one political agenda over another

A supporting purpose of the Clarion University Student Veteran’s Association is to provide community service opportunities for student veterans to continue with their lifetime of service.

## ARTICLE 3. – MEMBERSHIP

Section 1. – Members. Full membership in the Clarion University Student Veteran’s Association is reserved for current students at Clarion University (any location, any amount of credits, distance learning or face to face). The privilege of full membership is the ability to participate in the voting for the officers and shaping any adjustments to the bylaws as the association matures.

Associate membership in the Clarion University Student Veteran’s Association is unrestricted. Associate members are welcome to participate in the life of the association, engage in association sponsored events, but may not vote nor hold office.

Officers of the association are limited to full members who also hold veteran status in either the U.S. or foreign military organizations.

Section 2. – Fees. Annual membership dues may be incorporated into the organization but must be subject to a majority vote of those present at a general membership meeting and approved through the bylaw change process.

Section 3. – Removal of Members. Any member who seeks to make partisan political statements through the group or seeks to use the group or attempts to represent the group for the advancement of a specific political agenda may be removed from full membership by a unanimous vote of the executive committee.

Members who refuse to honor the colors of the United States of America may be removed by a unanimous vote of the executive committee.

Recommendations for removal of a member may be presented to any member of the executive committee. After consultation with the association advisor, substantiated requests will go before a formal hearing of the executive committee. The formal hearing may be incorporated into any regular meeting of the executive committee in order to expedite the process. Members who are considered for removal must be informed via university email that they are being considered for removal and must be informed of the issues that have raised this situation to the executive committee.

Members of the executive committee may be considered for removal from the organization, at the recommendation of any full member to the executive committee or to the advisor of the association. The removal of an executive committee member must be presented to the membership at large and requires a super majority vote of 2/3 of those in full membership, present to vote.

#### ARTICLE 4. DUTIES AND ELECTIONS OF OFFICERS

##### Section 1. – Officers and duties

**President.** The president of the association must be a veteran of the U.S. or foreign military organization. The president provides direction and leadership to meet the stated purpose of the organization. The president presides over meetings and casts the tie-breaking vote on any proposal before the executive committee or general membership. President serves for a 12-month term January-December. Serves as President of the executive committee.

**Operations Officer.** Assumes the role of president in the absence of the president. Is the coordinating officer for all campus-wide events sponsored by the association. Elected for a 12-month term January-December. Serves on the executive committee.

**Secretary.** Maintains all records of the organization. Records the minutes of meetings and presents meeting minutes to the executive committee for approval. The secretary ensures approved minutes are published and available to the general membership.

**Treasurer.** Maintains all financial records, requests and disperses funds with the approval of the executive committee.

**Communications/Technology.** Maintains web presence, coordinates Skype or other distance connectivity of meetings and events with distance members, responsible for coordinating the production of advertising for organizational and university-wide events.

Section 2. – Election of Officers. Nominations for officers of the association shall be made during the first regularly scheduled general membership meeting in November of any given year. Elections shall occur at the first regularly scheduled general membership meeting of the association following the Thanksgiving break. The currently serving president and the association advisor will serve as the election committee, create and count the ballots.

Section 3. – Balloting process. Officers will be elected by secret ballot and must have a majority vote of full members. Distance members may make their choices known via email or other online method. Every reasonable effort will be made to ensure the secrecy of online voting however only the confidentiality of online ballots can be expected.

#### ARTICLE 5. – ROLE OF CAMPUS ADVISOR.

Section 1. – Selection. The campus advisor serves as a point of continuity for the association. They are selected among the faculty, staff or administrators currently serving the University. Veteran status is not a requirement for the advisor however it is highly encouraged. Nominating and electing an individual to serve as the advisor shall be incorporated into the election process for officers of the organization.

Section 2. – Role of the Advisor. Due to the multiple responsibilities that veteran students have, the campus advisor may provide direction for the executive committee. The campus advisor also serves as a mediator for membership issues and challenges on executive committee membership. The campus advisor also assures the validity of officer elections and arranges for and counts votes from members who are online students.

Section 3. – Removal of the Advisor. The advisor of the association may resign their position at any time. It is expected that the departing advisor provide a minimum of 30 days notice to the executive committee. Removing a fairly elected advisor by members of the association follows the same process as removing a member of the executive committee.

#### ARTICLE 6. – MEETINGS

Section 1. General membership meetings. The general membership of the association will meet a minimum of monthly in the fall semester and as needed in the spring semester. The executive committee will meet monthly throughout the fall and spring semester. The executive committee and any sub-committees will plan, promote, and execute all meetings and events of the association.

Section 2. Quorum. Quorum will be reached for an executive committee meeting when more than 50% officers are present. Due to the distributed nature of the student veterans, quorum for full membership decisions faces a challenge of both space and time. Quorum may be reached through any technological service that permits individuals to play an active role in the meeting (synchronous vs. asynchronous technologies). As this is an organization in its infancy, quorum at any meeting requiring a vote of the full members shall be reached with at least 30% of the full membership.

Section 3. Majority. With the exception of the removal of an association officer, a majority is defined by a simple majority of full members present, including those present via technological resources. A supermajority is required for the removal of an executive officer as noted in Article 3, Section 3.

Section 4. Procedures. Roberts Rules of Order will provide the guiding principles for the conduct of every meeting.

Section 5. Special Meetings. Special meetings may be called by the executive committee. A minimum of 7 days notice is required for a special meeting. Postings on facebook, LinkedIn, and other social media, plus a general membership email will be sent out announcing a special meeting.