

The Constitution of the Macon State College Student Veterans Association

Article One NAME AND PURPOSE

A. **The name of this student organization shall be the Student Veterans Association of Macon State College and the purpose of this organization shall be to:**

1. Raise awareness for Student Veterans issues and facilitate the dissemination of information to Veterans.
2. Provide a social group and support structure to help Veterans adjust to and become more successful in civilian and college life.
3. Promote community service and volunteerism as well as to organize worthwhile projects and events pertaining to Veterans and their specific needs or issues.
4. Align itself and membership with other campus, local, state, and national organizations that share our common purpose and goals.

B. **This organization will support the mission of the Office of Student Life and Macon State College and will subscribe to the policies and procedures of the University System of Georgia ns Macon State College.**

Article Two MEMBERSHIP

A. **Membership will not be denied because of race, national origin, color, sex, age religion, disability or Veteran status.**

B. Must submit an application form to the Secretary of the Student Veterans Association.

C. Must attend at least one meeting during *a twelve month period* to be placed on the membership roster, or participate in any Student Veterans Association sponsored event, can waived at the discretion of the Executive Board

D. **Active (Regular) Membership status is confined to regularly enrolled Macon State College students who have a minimum academic load of three (3) hours during each semester of participation.**

- o Entitled to cast one vote during each vote called by the Executive Board in matters of the Student Veterans Association affairs including: elections, amendments to this constitution, and other motions brought forth during any business meeting.
- o Entitled to fair and equal treatment by the Executive Board and the membership at large regarding all affairs of the Student Veterans Association
- o Entitled to hold office, serve in any leadership position, or serve on any committee
- o Entitled to an invitation to all Student Veterans Association activities and functions
- o Entitled to bring formal grievance against any other member of the Student Veterans Association, active or otherwise, that has allegedly committed a violation of federal, state, or local law, or Macon State College policies and procedures during an organizational activity or

whenever Student Veterans Association affairs are concerned

E. Associate Membership

- May be any member of Macon State College faculty or staff.
- May be any member of the community or student from another school.
- Entitled to attend and participate in all activities, with the exception of official voting, of the Student Veterans Association. Supplemental charges may be required of Associate Members attending specific functions or events
- Entitled to bring formal grievance against any other member of the Student Veterans Association, active or otherwise, that has allegedly committed a violation of federal, state, or local law, or Macon State College policies and procedures during an organizational activity or whenever Student Veterans Association affairs are concerned.

F. Honorary Membership

- May be alumni of Macon State College.
- May be a member of the community.
- May attend Student Veterans Association meetings.

G. Revocation of Membership

- May be revoked if the member is no longer in good academic standing with Macon State College; a one semester probation period will be granted.
- May be revoked as a punitive measure resulting from the outcome of the formal grievance process.
- Revocation of membership must have Executive Board support and $\frac{3}{4}$ vote of Active Members in attendance

Article Three **OFFICERS**

A. Officers of this organization will be:

- **President**
- **Vice-President**
- **Secretary**
- **Treasurer**
- **Public Relation Officer**

B. The duties of each officer shall be:

- **President**
 - Presides over the Student Veterans Association and business meetings
 - Installs new officers into the Executive Board
 - Schedules special meetings of the Student Veterans Association
 - Recommends measures for consideration that may be relevant in extraordinary occasions
 - Makes decisions/changes in situations where a vote cannot be obtained
 - Only permitted to vote in the case of a tie
 - Serves as the public representative for the Student Veterans

Association

○ **Vice President**

- Adheres to the instructions of the President
- Performs all presidential duties in the absence of the President
- Assists in the installation of new officers
- Assists the President in the execution of presidential duties
- Coordinates volunteers

○ **Secretary**

- Follows the instructions of the President or Vice President
- Records accurate minutes of all business meetings and makes a copy available to each member (active, associate, and honorary) via email within one week of the last meeting
- Maintains accurate minutes of all business meetings archived on disk, and maintain log of history of meetings
- Maintains a accurate roster of all members and sponsors
- Maintains a record of member participation at each business meeting, function, or event
- Reads the minutes of previous business meetings aloud at all subsequent business meetings

○ **Treasurer**

- Follows the instructions of the President or Vice President
- Maintains accurate records of Student Veterans Association funds (showing deposits, withdrawals, expenditures, etc.)
- Accounts for Student Veterans Association funds
- Presents records and budget of the Student Veterans Association funds to the President and Vice President for approval before filing

○ **Public Relations Officer** (duties shared by Board if vacant)

- Posts all fliers on campus bulletin boards two weeks before each business meeting
- Acts as liaison between members and officers
- Sends two reminders to members by email, phone, or letter of functions and events
- Takes and files photographs of meetings, functions, and events
- Maintains contact with and updates the Office of Student Life monthly

C. All students holding an elected or appointed position of leadership and acting as an officer of this organization must maintain a 2.0 cumulative grade point average (GPA and must be enrolled at Macon State College during length of service.

D. All members of the Executive Board must be a current Active Member of the Student Veterans Association, hold office for one academic year, attend at least

75% of all meetings (absences will be considered excused at the discretion of other Executive Board members), and adhere to the Student Veterans Association constitution

E. The President of The Macon State College Student Veterans Association must be a Veteran and able to present a DD-214 or a DoD active, guard, reserve, retired or Veteran's Affairs ID card.

- The Veteran status requirement of the President position can be waived only if the non-veteran candidate currently serves on the Executive Board .

F. Any member of the Executive Board may be removed from office if the member fails to continue to meet the aforementioned criteria of office, or if the member fails to meet the duties of their office as determined by fellow Executive Board members; remaining board members must be unanimous in their decision to remove a fellow board member

G. If the office of the President is vacated due to graduation, transfer, resignation or failure to meet office criteria, the Vice President will become President

H. If a vacancy occurs in any other office excluding the Presidency, the President will appoint a member to temporarily assume the duties of the vacated office until the next election is held

I. If a position is vacated and not appointee is found, a board member will carry the additional duty of the vacant position, with the exception of Treasurer. A Treasurer may not hold any other position. The minimum number of Executive Board members necessary to maintain organization shall be three. President, Vice-President and Treasurer.

J. Elections

- The election will be held between the last two meetings of the academic year

- For the purpose of this document the academic year concludes on the last day of regular spring semester classes

- Nominations for officers must be submitted to the Secretary between the third and second to last meetings of the academic year (we need to state how nominees will accept their nomination and present their qualifications)

- Only active members can nominate a candidate for office (or themselves)

- Only active members can be candidates for office

- Final submissions of nominations are due prior to the beginning of the second to last meeting of the academic year

- Campaign speeches should be made to the other members in attendance at the second to last meeting of the academic year. If the position is uncontested, giving a campaign speech is at the candidate's discretion

- Only students listed on the active membership roster of the secretary will be permitted to cast a vote. All active members have one vote

- A secret ballot vote will be conducted and tallied by the Secretary and two volunteer members at the closing of the second to last meeting of the academic year

- In the event of a tie, a runoff vote will be conducted at the beginning of the final meeting of the academic year. A majority vote by show of hands

will decide the winner

- The newly elected will be announced at the beginning of the final meeting of the academic year
- Transition of current and new officers will take place following the final meeting of the academic year. Familiarization of operating procedures and policies will take place during this time

Article Four **MEETINGS**

A. This organization shall meet regularly during the Fall and Spring Semesters. Meetings during the summer will be held as needed.

- The Student Veterans Association will meet at least once a month during the academic year
- Meeting dates, times and locations, are at the discretion of the membership

B. All meetings, including the dates, times, and locations will be confirmed with the Office of Student Life prior to publication and/or announcement of these meetings

C. The President or an officer must preside at the meeting

D. The meeting will be conducted using Robert's Rules of Order

E. Scheduled Meetings

- The minimum number of members required to conduct business consists of one officer and three active members
- The officer must take accurate minutes

F. Specially Called Meetings

- The minimum number of members required to conduct business consists of two officers and three active members
- The officer must take accurate minutes

G. Executive Board Meetings

- All officers must be in attendance or absence excused by the Executive Board
- Minutes of the meeting will be submitted to the membership within one week of the meeting

Article Five **FACULTY/STAFF ADVISOR**

A. All recognized Student Organizations at Macon State College are required to have a faculty or staff advisor. While the advisor should be selected by student members, all RSO advisors must also seek the approval of their division chair and/or supervisor. The Office of Student Life will also have all advisors approved through the Executive Committee of the Academic Council.

B. Mr. Thomas Stevens shall serve as the faculty advisor for this organization and will approve all events and activities of this organization.

C. May be selected by majority decision of Executive Board

- a. The Student Veterans Association may have additional advisors not affiliated with Macon State College
- b. The advisor may offer guidance and support for the Student Veterans Association, but may not have a vote
- c. If the advisor's views conflict with the Student Veterans Association views, the advisor may be removed by majority decision of Executive

Board and ¾ vote of Active Members

d. In the event the primary advisor position becomes vacant, a new primary advisor must be chosen as soon as possible to maintain a connection to Macon State College's administration

Article Six **REVENUE**

A. All monies collected from membership dues, raised from all fundraisers, or received by donation must be deposited into the organization's MSC dues account. These deposits will be made through the MSC Business Office as soon as possible after the monies have been collected.

B. No petty cash or slush funds will be kept by any member or advisor of this organization.

C. All fundraisers will be approved by the Office of Student Life at least two weeks prior to the actual event and will follow all of the guidelines as outlined in the RSO recognition process.

D. The amount of dues and the method of collection will be decided by a majority vote of the Executive Board at the beginning of each semester for semi-annual dues or at the beginning of each academic year for annual dues

E. Fund raisers may be conducted

F. Donations may be accepted

Article Seven **RATIFICATION**

A. This constitution is subject to the approval of the proposed student membership, the Macon State College Student Government Association, the Office of Student Life and the Dean of Students.

Article Eight **BY-LAWS**

A. This constitution may be supplemented with By-Laws which pertain to the above articles.

B. An electronic and papery copy of any and all By-Laws will be filed with the Office of Student Life.

Article Nine **AMMENDMENTS/SUPPLEMENTS**

A. Amendments to the constitution can be proposed by any active member of Student Veterans Association and the proposed change receives a motion of support.

B. A written notice will be presented to the membership of this organization at a regular meeting to amend or supplement any part of this constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meeting and must receive two-thirds majority vote of all member in good standing.

C. It is the responsibility of petitioner to make the proposition in writing.

D. Any amendments/supplements to this constitution will then be submitted to the Office of Student Life for approval.

Version 1.1

This constitution was approved by SGA on 1/24/11