

Veteran of America Constitution

Article I Name

The name of this organization shall be Student Veterans of America, here after referred to as SVA.

Article II Purpose and Goals

I. Purpose:

The purpose of the SVA is to assist with the transition of Veterans to the collegiate system; to nurture and create and perpetuate an environment of understanding, i.e., education, between student Veterans and the Iowa State University faculty and staff, administrators, non-Veteran students and the greater university community; to lend support to each other with the challenges of life whether it is inter-personally or intra-personally, educationally, logistically, and administratively.

II. Goals:

1. To assist the ISU Veteran Community, achieve an 80% graduation rate of all Veterans attending ISU.
2. Sponsor or participate in 4 events per school year to raise awareness of the Veteran Community and increase interaction with ISU student body.
3. To increase the active membership at SVA meetings/events to a minimum of 30% of the entire SVA membership base.
4. Increase membership by 3% based on the current roster per academic year.
5. To support the engagement and education of the Iowa State University community and the surrounding Ames community about Veterans' issues, i.e., community and culture.

Article III Membership

- I. Membership in SVA shall be open to all registered students, faculty, staff, alumni of Iowa State University, and to members of the local community.
- II. SVA does not discriminate on the bases of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.
- III. Members are to attend a combination of four (4) events or meetings in order to act as a voting member. Each member will sign in with a member coordinator, who may be either elected or delegated by the club, should a member be unable to attend a meeting or event they have committed their time to they shall notify the membership coordinator in advance and actively seek another way to be involved outside of the meeting.
- IV. Membership in 'SVA' may be terminated for repeated failure to fulfill promises or commitments, violation of discrimination policies, or the undermining of club principles, values, or ideals.
- V. All meetings involving voting must be presented and scheduled a minimum two weeks in advance in order to provide sufficient notice for voting members. Voting members must

be in attendance to participate in the voting process. This is to be implemented for any voting matters, including officer elections.

Article IV Officers

I. Officer Eligibility:

1. To be consider for an officer position the candidate must be a voting member for at least one semester prior to elections.
2. All candidates must have a grade point average (GPA) of 2.5 or higher for the semester prior to elections, if elected the officer shall maintain this requirement while holding a position.
3. To be consider for the Facilitator (President) office position the individual must have proof of past or current military service available upon request.
4. Candidates must be in good standing with the university, enrolled at last halftime the semester prior to elections, and must be present on campus for the entire term of service.
5. If there are no candidates meeting the 2.5 or higher GPA requirement, candidates with a GPA 2.0 or higher for the previous semester may be considered.

Executive Board:

1. The Executive Board of SVA shall consist of the President, Vice President, Secretary, and Treasurer, sharing the responsibility of club goals.
2. The Executive Board shall meet monthly, in addition to regular organization meetings.
3. The Executive Board shall create Committees to conduct business as necessary.
4. Replacement of officers shall take place at the end of fall semesters when elections take place.

Duties and Responsibility:

1. The officers shall preside at all meetings of the organization, represent the organization to the University and others, and shall convene the Executive Board monthly during an academic session.
2. Specific duties are as follows:

i. President

1. Preside over Executive Board meetings.
2. Within one week of being elected shall complete ISU finance training.
3. Preside over all meetings with general membership.

4. Represent organization on to GSB and ISU org.
5. Has veto power but provides written response to club at next meeting.
6. Maintain suggestion box with one additional club member.
7. Votes only during ties.
8. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
9. Maintain roster for access to club office.
10. Maintain regular communication with organization Advisor.
11. Maintain monthly contact with SVA.
12. Maintain relations with other military and veteran clubs on ISU campus.

ii. Vice President

1. Act as Parliamentarian in meetings.
2. Preside over meetings in the absence of the President.
3. Schedule bi-weekly meetings with appropriate University offices.
4. Coordinate organization promotion and publicity of events.

iii. Secretary/Historian

1. Maintain an accurate record of all organization meetings and post for members.
2. Take and distribute meeting minutes.
3. Conduct a head count of members at meetings and events.
4. Maintain club email account.
5. Maintain all club owned multi-media.
6. Maintain membership roster/directory.
7. Maintain club attendance record.
8. Correspond with University administration and other recognized organizations when necessary.

iv. Treasurer

1. Maintain accurate record of organization transactions.
2. Within one week of being elected shall complete ISU finance training.
3. Collect dues if required
4. Develop organization budget and present to membership for 3/4 vote.
5. Cosign organization checks with the Advisor.
6. Arrange fundraising opportunities for the organization.
7. Solicit additional funding from the Government of the Student Body in conjunction with the President.

v. Committee Chairs

1. Oversee committees that are designated for specific tasks, and report to the president and vice president.

vi. Risk Management Officer

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to SVA.
3. Submit documentation to ISU's Risk Management Office.
4. Ensure that Iowa State University policies are followed at all of the

organization's events.

5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

IV . Elections:

- a. Officers shall be elected by a simple majority vote of the members that meet the voting eligibility requirements before the conclusion of each spring semester.
- b. If vacancies occur in any of the offices, new officers shall be elected by a simple majority of the members present at the meeting after the announcement of the vacancy.
 - I. Immediately after the announcement of the vacancy, a notification must be sent out to members that an election will take place at the next meeting.
 - II. Officers elected into the vacancy will serve till the next club election.
- c. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. A second tie will be decided by the Advisor.
- d. One per member.
- e. Voters may cast votes via an absentee ballot before elections are officially held. The absentee ballot system must have safe guards against multiple votes by one voter, and a voter from placing an absentee vote and placing another vote at the election meeting.
 - i. Requirements are as followed:
 1. Identification of members who have voted by absentee ballot shall be recorded and made available to election official(s) before the election meeting.
 2. The votes casted by absentee shall remain sealed until the opening of the election meeting.
 3. As members come to the election meeting, their identification shall be match against the list of members who have voted as an absentee. If found there is a match, the member is reminded of the one vote per member policy.

VI. Term of Office:

- a. The term of office will last one full calendar year, beginning in the spring term and ending at the completion of the fall term.
- b. Prospective officers who will be available for the entire year will be considered before prospective officers who will graduate at the end of the summer or spring term.
- c. Officers who wish to step down must notify the other officers and Advisor of their intentions with as much advance notice as possible.

VII. Advisor:

- a. Maintain communication and meet with officers regularly.
- b. Be aware of and approve financial expenditures.
- c. Serve as a "sounding board" off which you can bounce off new ideas
- d. Support your group
- e. Intervene in conflicts between group members and/or officers
- f. Be knowledgeable of policies that may impact on your organization's decisions, programs, etc.
- g. Provide continuity and stability as student leadership changes
- h. Provide your group with connections
- i. Serve as mediator during an organizational crisis
- j. Give honest feedback to group members
- k. Point out new perspectives and directions to the group and introduce new program
- l. Advisers will be voted on at during elections for officer positions.

VII. Removal:

- a. Officers may be removed:
 - i. If eligibility standards are not maintained.
 - ii. If the officer is not fulfilling his/her duties.
 - iii. If the officer behaves in a way that is not appropriate to the organization.
- b. Advisers may be removed:
 - i. If the Advisor is not fulfilling his/her duties.
 - ii. If the Advisor behaves in a way that is not appropriate to the organization.
- c. An officer or Advisor may be removed at any time by a 2/3 majority vote of the members present at a regularly scheduled meeting. The officer or Advisor and the requesting party must present their cases to general membership about the charges before removal can take place. (Written records of the process must be maintained by a member appointed the membership.)

Article V Finances

I. Accounts:

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organization Accounting Office). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.
- b. All funds must be deposited within one week of collection, unless the amount is greater than or equal to one hundred dollars, in which case deposit should be on the next business day.

- c. The Treasurer shall maintain all financial records and shall countersign with the Advisor for all organization transactions.

II. Dues:

- a. The organization may establish reasonable dues to be paid by all members.
- b. The amount of the dues will be determined at the beginning of the fall semester
 - I. by the general membership with a majority vote.
- c. Dues (if established) must be paid by the 4th week of each semester.

III. Dispersal of Funds:

- a. If the organization is dissolved for any reason, the remainder of organizational funds is to be donated to a charity or organization that benefits veterans.
- b. The specific organization will be chosen with a simple majority vote of the general membership at the last meeting before dissolution.

Article VI Ratification, Amendments, and Bylaws

I. Ratification:

- a. This Constitution must be ratified with a 2/3 majority of the membership, not counting abstainers.

II. Amendments:

- a. This Constitution may be amended and subsequently ratified at any time with a
 - i. 2/3 majority of the membership, not counting abstainers.
- b. Amendments will be available to all members for one week prior to ratification.
- c. Ratified amendments to this Constitution must be submitted to the Student
 - i. Activities Center within ten days.

III. Bylaws:

- a. Bylaws to clarify and expand upon the Constitution will be written as needed.
- b. Bylaws may not contradict the Constitution.
- c. Bylaws require a simple majority vote of the membership, not counting abstainers for ratification.
- d. Keys for the suggestion box for the SVA will be held by one officer and one member, both of which will empty the box within two business days of the meeting and collect and share its contents at the meeting

Article VII Meetings

- I. At the first meeting of the semester, the time, location, and frequency of meetings will be decided by a simple majority vote of present members.
- II. At the end of the semester a meeting shall be dedicated to the assessment/review/reflection of the semester and goals set by the club. In addition the club will generate a plan of action to either improve or continue meeting goals set by the club.