

Student Veterans of America

Park University

Article I

The name of this club shall be Student Veterans of America at Park University. The name of this organization shall be the Student Veterans of America hereafter referred to as the SVA.

Article II

The purpose of the club is to ensure that all veterans who attend Park University will have ample support and opportunity to further enhance their academic goals and create a network of veteran students both locally and nationally. The club will also provide a place to meet other student veterans, families, and faculty for camaraderie and plan recreational events that will offer information on all current veteran benefits and information that is vital for collegiate success.

- i. To foster esprit de corps among college veterans, active duty, and family member students, and promote an understanding of veterans' issues.
- ii. To cultivate all SVA members concerns through scheduled meetings, advocacy, social gatherings, and recreational activities.
- iii. To create an organization where all SVA members can come together, and feel a sense of connectivity given the nature of their unique past experiences.

Article III

MEMBERSHIP

Any Park University cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be \$0.00 per quarter (or voted by the club officers) Club members may not be on academic or social probation.

Membership of the SVA will be on two levels:

- i. **Active Student Member:** Shall be a registered student or a faculty/staff member of Park University.
- ii. **Affiliate Member:** Shall be affiliated with an Active Member by means of friends, family, corporate sponsors, and city/state/ or national officials. The Affiliate member may contribute to the SVA by means of monetary or volunteer support, but will not be required to pay SVA dues, which will not allow the Affiliate Member to vote in or on any Executive Council (EC) issues or general elections. The Affiliate Member will also not be allowed access to the master roster of SVA members.

Article IV

QUALIFICATION AND ELECTION OF OFFICERS

- i. Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain 3 units, have a current PARK UNIVERSITY card, and must not be on academic or social probation. Officers will be a President, Vice-President/ICC Representative, Secretary, and Treasurer. Additional officer such as public relations, etc. may be included with a 2/3 vote of the EC.
- ii. The nomination of officers shall occur each academic year in one week before the scheduled election. Members can either nominate themselves or be nominated by another member. The nominated candidates for each office will be given a chance to address the SVA to discuss their qualifications and reasons why they should be selected to that office during nominations week.
- iii. Club elections will be held no later than the 6th week of Spring Quarter. The election will be done by secret ballot by the club's active student members who have attended at least two meetings.

DUTIES OF THE OFFICERS

President

- i. Preside over all meetings.
- ii. Call special meetings.
- iii. Carry out the provisions of the constitution.
- iv. Appoint committees and chairpersons.
- v. Oversee all committee activities.
- vi. Responsible for creating a budget each quarter in conjunction with the Treasurer.
- vii. Assign special projects to officers to carry out the decisions of the council to ensure meetings and annual elections are planned and executed.
- viii. In charge of all incoming and outgoing mail/e-mail and make notices to members of meetings and events.
- ix. Provide all documents and records pertaining to his/her responsibilities to the newly-elected president.

Vice President

- i. Assume the duties of the president in his/her absence.
- ii. Perform any duties delegated by the president.
- iii. Attend all **Inter Club Council** meetings in the absence of the ICC Rep.
- iv. Report the results of ICC meetings at club meetings.
- v. Provide all documents and records pertaining to his/her Responsibilities to the newly-elected Vice-President.

Secretary

- i. Obtain schedules of all officers at the start of every quarter to determine an appropriate time for EC meetings.
- ii. Record and keep accurate minutes of all meetings.
- iii. Notify members and officers of upcoming meetings.
- iv. Act as a correspondence clerk.
- v. Print and distribute agenda for all meetings.
- vi. Maintain an accurate list of all members and their contact information.
- vii. Perform a verbal roll call at the start of each meeting of all EC members and maintain an attendance record.

- viii. Prepare ballots for elections; Check eligibility for potential officers, prior to annual elections.
- ix. Keep a copy of this constitution for availability of all members.
- x. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.

Treasurer

- i. Handle funds and finances for the club.
- ii. Keep financial records and collect dues, when deemed necessary.
- iii. Pay bills and release funds as voted by the general membership.
- iv. Make financial reports at least once a month at the meeting.
- v. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.

ICC Representative

- i. Attend all **Inter Club Council** meetings and inform president of current events on campus
- ii. Perform any duties delegated by the president.
- iii. Assist other officers in their duties.
- iv. Provide all documents and records pertaining to his/her responsibilities to the newly-elected ICC Representative.

Student Coordinator

- i. Assist incoming veterans set up benefits.
- ii. Assist Veterans Coordinator with any administrative work.

Article V

IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

- i. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.
- ii. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.
- ii. Any officer vacancies shall be filled by an election held within two weeks.

Article VI

MEETINGS

- i. There must be public notice of club meetings on the club board at least 48 hours in advance.
- ii. There must be a meeting at least once a month held at Park University.
- iii. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.
- iv. Minutes must be kept of all financial action with the club secretary.
- v. The treasurer will need to make a written and oral report at least once a month at the meeting.
- vi. EC Meetings will occur at officer discretion by means of internet, which may include emails, or by telephone.
- vii. The Executive Council will consist of the President, Vice President/ICC Representative, Secretary, and Treasurer who shall meet as often as necessary.

- viii. General meetings will occur the first Monday of each month immediately following the initial start of a new quarter.
- ix. If a vote is required on a particular issue or topic, all officers and Active student members are allowed one vote per motion; the quorum required to conduct business is majority (50 percent plus 1).
- x. Policy decisions will be made by the President or Vice-president and formal votes will be conducted by the EC and Active student members, which are allowed one vote per motion.

Article VII

COMMITTEES

The standing committees of this club shall be appointed as necessary: After the approval of a proposed activity at a general meeting, a committee may be formed by interested members to organize it. Any active student member can join a committee at any time and the chairperson of each committee shall be decided by the members of that committee. The chairperson of each committee is responsible for organizing regular meetings of that committee, and for the timely delivery of progress reports at the EC meeting.

Article VIII

ADVISOR ROLES

- i. Serve as the official staff representative of Park University.
- ii. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- iii. Assist each officer of the club in understanding their duties.
- iv. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- v. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- vi. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- vii. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
- viii. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
- ix. Ensure that appropriate college policies are upheld.
- x. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.

Article IX

RESPONSIBILITIES

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

Article X

RIGHT TO ACT

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

Article XI

AMENDMENTS TO CONSTITUTION

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Officers' Agenda Meeting.