

Article One **NAME OF ORGANIZATION**

- The name of this organization will be the Student Veterans Association of MacMurray College

Article Two **PURPOSE OF ORGANIZATION**

- To provide a social group and support structure to help Veterans adjust to and become successful in civilian and college life
- To provide mentorship to anyone interested in military service or finished with military service
- To raise awareness for Veterans issues and facilitate the dissemination of information to Veterans
- To promote community service and volunteerism as well as to organize worthwhile projects and events pertaining to Veterans and their needs and issues
- To promote college spirit and integrate Veterans and students into social and campus activities
- To establish professional networks of former military leaders to aid in Veteran career goals.

Article Three **MEMBERSHIP**

- Membership in this organization will not be restricted on the basis of race, color, national origin, disability, sexual orientation, Veteran status, sex, or age
- A person must submit an application for membership to the Secretary of the Student Veterans Association
- Must attend at least one meeting during the current semester to be placed on the membership roster, or participate in any Student Veterans Association sponsored event.
- Active Members
 - Must be a currently enrolled at MacMurray College
 - Must be in good academic standing with MacMurray College
 - Must have a cumulative grade point average of at least 2.0
 - 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
 - Entitled to fair and equal treatment by the Executive Board and the membership at large regarding all affairs of the Student Veterans Association
 - Entitled to hold office, serve in leadership positions, or serve on any committee as voted by the membership at large or as appointed by the Executive Board
 - Entitled to an invitation to all Student Veterans Association activities and functions
- **Honorary Membership**
 - May be given to individuals as voted on by the membership at large

- May attend Student Veterans Association meetings
- May be alumni of MacMurray College
- May be a member of the community
- Revocation of Membership
 - May be revoked if grade point average falls below 2.0; a one semester probation period will be granted to the member in which the GPA must be raised to at least 2.0; exceptions can be made for extenuating circumstances at the discretion of the Executive Board
 - May be revoked if member is no longer in good academic standing with MacMurray College; a one semester probation period will be granted to the member
 - 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 Four ELECTIONS

- The election of officers will be held in the spring semester of the academic year, dates determined by officers.
- Nominations for officers will be made at the second to last meeting of the academic year
 - Only active members can nominate a candidate for office
 - Only active members can be candidates for office
- 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. The President will hold his/her vote and will only cast a vote in the event of a tie.
- A secret ballot vote will be conducted and tallied by the Secretary and at least two other active members of the organization
- In the event of a tie, the President will cast the deciding vote.
- 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 Five OFFICERS

- Only active members of the Student Veterans Association are qualified to hold positions on the Executive Board
- All members of the Executive Board hold office for one academic year, must attend at least 75% of all meetings (absences will be considered excused at the discretion of a majority of other Executive Board members), and must adhere to the Student Veterans Association constitution
- A 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
- If the office of the President is vacated due to graduation, transfer, moving, or failure to meet office criteria, the Vice President will become President
- If a vacancy occurs in any other office excluding the Presidency, the President will appoint a member to assume the duties of the vacated office until the next election is held
- 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 and honorary) via email within one week of the last meeting
 - Maintains a record of member attendance at each business meeting, function, or event
 - Maintains an accurate roster of all current members and sponsors

- Maintains historical archives including minutes, members, sponsors and other items of historical relevance to the organization
- 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
- MSA Representative
 - Attend MSA meetings and represent the Student Veterans Association

Article Six ORGANIZATIONAL STRUCTURE

- The organization will consist of only one committee herein called the Executive Board.
 - Made up of the elected officers of the organization

Article Seven MEETINGS

- The Student Veterans Association will meet at least once a month during the academic year
 - Meeting dates and times are at the discretion of the membership
- The President or an officer must announce and preside at the meeting
- The meeting will be conducted using Robert's Rules of Order
- Scheduled Meetings
 - The minimum number of members required to conduct business consists of at least one officer and two other active members
 - The officer must take accurate minutes
- 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 Eight FINANCE

- 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
- Fund raisers may be conducted

- Donations may be accepted
- The Treasurer will be responsible for the collection of funds should the Executive Board choose to require dues.
- The Treasurer will only disburse funds after authorization by the President or in the absence of the President, the Vice President.
- Should the organization be dissolved, remaining funds will be donated to the local Jacksonville American Legion

Article Nine AMENDMENTS

- The Office of Student Affairs must review all amendments in the same manner as a completely new constitution
- Amendments to the constitution can be proposed by the membership, and require a vote of two-thirds of the active membership for approval
- There must be a 30 day period between notification of an amendment and the vote on passing the amendment.

Article Ten RATIFICATION

- This constitution will become effective upon unanimous approval from the founding Executive Board.

Article Eleven Advisor

- Advisor
 - The primary advisor must be a member of the faculty or staff at MacMurray College
 - The advisor will serve for a term of one year
 - Will be selected by majority decision of Executive Board
 - The Student Veterans Association may have additional advisors not affiliated with MacMurray College
 - The advisor may offer guidance and support for the Student Veterans Association, but may not have a vote
 - If the advisor's views conflict with the Student Veterans Association views, the advisor may be removed by majority decision of Executive Board
 - 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 MacMurray College's administration