PREAMBLE

We, the members of the Michigan State University Student Veterans of America, in order to advocate for student veteran issues on campus and in our broader community, to support and network with one another; do hereby submit ourselves to be governed by the following Constitution and Bylaws.

ARTICLE I: NAME AND PURPOSE

Section 1. This organization shall be known as the MSU Student Veterans of America (MSUSVA).

Section 2. MISSION: To provide academic, social and professional support and opportunities to military affiliated students and their families.

ARTICLE II: MEMBERSHIP

Section 1. Membership is open to all Michigan State University students who have an interest in supporting the needs and interest of student veterans on our campus.

MSUSVA will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

Section 2. A student becomes a member by requesting membership which shall be kept on file with MSUSVA’s Secretary. A member remains in good standing by obeying the rules of the Association as stated in this constitution.

ARTICLE III: LEADERSHIP

Section 1. The leadership team for the Michigan State University Student Veterans of America (MSUSVA) shall be as follows:

President – serves for 1 academic year beginning fall semester.
Vice President – serves for 1 academic year beginning fall semester.

Secretary – serves for 1 academic year beginning fall semester.

Treasurer – serves for 1 academic year beginning fall semester.

ASMSU Rep – serves for 1 academic year beginning fall semester.

Section 2. Officers are elected by secret ballot and require a simple majority of members present. Only members in good academic standing with the university may nominate, be nominated and vote. The faculty advisor will be responsible for verifying students in good standing with the university.

Section 3. The duties of the officers shall be as follows:

President – shall be the chairperson of the Leadership team; act as the liaison for the chapter by attending weekly CORES and COPS meetings, Veteran Outreach group and any other necessary meeting as applicable; and oversee all duties of chapter officers. He/she shall open each session at the time at which the chapter is to meet, by taking the chair and calling the members to order. He/she shall enforce all occasions, the observance of order and decorum among those present. He/she shall be entitled to vote when the vote is by secret ballot and in all other cases where the vote would change the results. He/she shall not vote twice on the same issue and shall announce the results of all votes taken. He/she appoints all standing and special committees authorized by the chapter, unless otherwise provided for, and shall be an ex-officio member of all committees with the exception of the Leadership team.

Vice President – If, for any reason, the President’s office is vacated, the Vice President shall automatically become President for the unexpired term of office. He/she shall perform the duties of the President during the President’s temporary absences. They shall also maintain a list of involvement opportunities and communicates them with members. He/she also contacts new/absent members and provides them and others who are interested with the appropriate committee/event coordinator.

Secretary - shall be the keeper of all records except those officially assigned to others. All records shall be open to inspection by any member of the chapter at any reasonable time. He/she shall keep a role of the members and shall call roll when requested to do so by
the President. He/she shall keep a book in which the Constitution and Bylaws will be held, and will enter any amendment upon its creation. He/she shall also be responsible for providing members with a copy of the chapter’s Constitutions and Bylaws. They shall maintain attendance at chapter meetings and send a list of members who have missed more than two concurrent meetings to the chapter Vice President. They shall also communicate a meeting summary to members within two business days. They are also responsible for sorting emails to leadership board folders within three business days.

Treasurer – shall keep a just and accurate balance of the account between the chapter and its members. He/she shall, in the performance of his/her duties, conform to the requirements of the Controller’s Office and Student Affairs Office and consult with those offices in the administration of the chapter’s finances. The Treasurer shall submit a financial report to the chapter at each regular meeting, and when called upon to do so by the President. Are in charge of maintaining an active donor list. They shall also announce current budget at every general meeting. Develops a chapter budget each semester to be approved at the first meeting.

ASMSU Representative- Attend ASMSU meetings throughout the year as scheduled by ASMSU, and represent the MSU SVA. They must also report ASMSU meeting overview at SVA meetings.

Public Relations – Coordinates with local news agencies on upcoming events. In charge of maintaining active Facebook group, Instagram and Twitter on behalf of the SVA. He/She works with secretary to maintain SVA website. Posts events, pictures & updates with the intent to help promote veteran awareness on campus and in the community.

Section 4. Officers and other members interested in a subcommittee position shall express interest in a respective position. A majority of members must approve the position. The duties of the subcommittee positions shall be as follows.

Pave Liaison – Communicates to PAVE Team Leader on needs from SVA. They must be active in both PAVE and SVA and bring forward needs of PAVE to the SVA Chapter.

Fundraising Representative – Develops fundraising ideas to bring forward to the group. They are responsible to help raise the amount needed to meet the proposed chapter budget. Be familiar with
MSU policies on fundraising and ensure all fundraising activities abide by these rules.

Business Advisory Board – President of the Veteran Business Advisory Board and works with the companies on the board to help connect veterans with jobs. They will send out a monthly newsletter to companies. Hold three annual meetings with board members to discuss ways to improve and engage veterans. Bi-weekly update display table in the SVRC. They will also hand out veteran support ribbons to companies and American flag pins to veterans prior to Business Exchange in the fall.

Community Outreach/Volunteer Representative – Their responsibility is to help strengthen the chapter relationship with the community both on campus and in the city. Work to come up with at least one volunteer opportunity and/or collaborative effort with other chapters. Shall, when possible, attend CORES and COPS meetings to help facilitate campus engagement.

Section 5. An officer failing to remain IN good standing with the university may be removed at any meeting by vote of the general membership.

ARTICLE IV: OPERATING PROCEDURES

Section 1. MSUSVA shall hold at least six regular meetings: three each fall and spring semester, during each academic year. MSUSVA will also hold monthly e-board meetings for officers.

The time and place of the regular meetings of this chapter shall be determined each semester at the most convenient time for the majority of the members in accordance with their academic schedules.

Section 2. The rules contained in Robert’s Rules of Order, Newly Revised shall govern this chapter in all cases in which they are not inconsistent with the Constitution, Bylaws, or special rules of this chapter.

Section 3. The Leadership team shall consist of all elected officers of the chapter. The Leadership team shall act as an advisory board to the President and shall consider and offer recommendations concerning any matters involving chapter policy.

The chapter may authorize special committees by a majority vote of the members present at any meeting. The President shall appoint
a Committee Chairperson and members of the committee authorized.

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ARTICLE V: AMENDMENTS

Section 1. Amendments are proposed by the leadership team or any member in active standing.

Section 2. Amendment requests must be submitted in writing to the leadership team Secretary prior to the meeting in which the presenter wishes for the matter to be heard; the Amendment will be reviewed by the leadership team, and noted in the Minutes of the following Meeting.

Section 3. Amendments are approved by the leadership team. Should the Amendment be put up for Member vote, the Amendment must pass by three-fourths of total votes cast.

ARTICLE VI: CHAPTER ADVISOR

Section 1. The Chapter Advisor shall be selected by a vote of the membership.

Section 2. The Advisor shall serve continuously until a resignation is approved or until he/she is recalled in the same manner as the Officers. Responsibilities for the Advisor include: providing suggestions when the situation warrants, providing information on University administrational issues, procedures, regulations, and aiding active members in any way they see fit.

ARTICLE VII: ELECTIONS, RESIGNATIONS, AND VACANCIES

Section 1. Elections shall be by secret ballot. If more than one candidate is nominated, a majority of all votes cast shall be necessary to elect a nominee to office. If a single nominee fails to receive the required number of votes on the first ballot, the two highest nominees only shall be voted upon in the succeeding ballots.

Section 2. All Officers of the Administration must, within 30 days after election, be a second semester freshman or higher standing and expect to return to Michigan State University the following calendar year. All officers must be elected by a majority of all active chapter members present at the election.
Section 3. General Elections shall occur during the first meeting of the spring semester for the upcoming academic year. Special Elections must be announced at the regular meeting prior to the Special Election. Only active chapter members present at the election shall be allowed to vote. Only one vote may be cast per Member, per Seat.

Section 4. Newly elected officers shall begin their term on the first day of the Fall Semester after General Elections. Officers elected during a Special Election may be appointed immediately or as specified during the Special Election.

Section 5. Resignations must be submitted in writing to the President no less than two weeks prior to the date upon which the officer wishes to surrender his/her position. The President shall announce such resignations at the next regular meeting following receipt of the written notice, and at such time announce a date for Special Election for that position only, and effective date for the Electee to take the Seat.

Section 6. All vacancies shall be filled through appointment by the Leadership team unless otherwise specified in these Bylaws, with the approval of a majority of the active members present at the first meeting following the announcement of a vacancy.

ARTICLE VIII: RECALL OF ELECTED PERSONS

Section 1. Leadership team Officers and Chapter Advisor may not be recalled prior to the fourth regular meeting following their election.

Section 2. Removal shall be authorized by a three-fourths vote of active members present at the recall.

Section 3. Removal procedures shall be presided over by a member elected for the position by a majority vote of active members present at the meeting immediately preceding the one at which removal proceedings are to take place.

Section 4. If any officer, advisor, or representative is to be recalled, the Leadership team shall, at the next meeting, submit to the active members present a list of persons eligible to fill the position.

ARTICLE IX: EXPULSION OF MEMBERS AND RIGHT TO APPEAL
Section 1. Any member officially reprimanded for cheating or aiding and abetting in cheating shall be subject to expulsion from the chapter. Such expulsion shall be determined by the Executive Committee and the chapter’s Advisor with the accused member being present at the meeting. An amount of time to be determined by the President shall be given to the guilty party to put forth a defense prior to a final decision.

Section 2. Any member convicted of a felony shall be subject to expulsion from the chapter. Such expulsion shall be determined by the Leadership team and the Chapter’s Advisor with the accused member present at the meeting. An amount of time to be determined by the President shall be given to the guilty party to put forth a defense prior to a final decision.

Section 3. The accused member shall have the right to appeal, should there be evidence that a conviction was false.

ARTICLE X: AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting by a three-fourths vote of the total active membership present at the meeting of the chapter, provided, however, that notice has been given at the regular meeting proceeding the meeting at which the amendment is to be voted upon. Voting style shall be at the discretion of the President of MSUSVA.