

# **Bowie State University Student Veterans Association**

## **Constitution and By-laws**

### PREAMBLE

We, the members of the Bowie State University Student Veterans Association in order to advocate for student veteran issues on campus and in our surrounding community; to support and network with one another; do hereby submit ourselves to be governed by the following Constitution and By-laws. The BSUSVA is a non-political, non-profit organization that brings people together through our shared respect and desire to help our nation's heroes; many of who are our friends and classmates.

### ARTICLE I: NAME AND PURPOSE

#### Section 1. Name

- This organization shall be know as the Bowie State University Student Veterans Association (BSUSVA).

#### Section 2. Purpose

- To provide a welcoming atmosphere for veterans affiliated with Bowie State University.
- To provide outreach services to student military veterans and their families.
- To raise public awareness of the need of our veterans and veterans' programs.
- To promote and represent the interests of students with prior or current military associations.
- To foster and develop a social network for student military veterans.

### ARTICLE II: MEMBERSHIP

#### Section 1. Eligibility. Membership shall fall into the following categories.

1. Active. Any student enrolled in at least one credit with Bowie State University who is a veteran, reservist, National Guard, or active duty service member.
2. Alumni. Any former student who has graduated from Bowie State University who is a veteran, reservist, National Guard, or active duty service member may be an Alumni member.
3. Honorary. Any individual who does not meet the above eligibility requirements. This includes the faculty/staff, current enrolled students of Bowie State University, and dependents who support those serving or have served in the Armed Forces.

Section 2. BSUSVA is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, physical ability and religious backgrounds.

Section 3. Application.

All prospective members must complete a membership form which shall be kept on file with BSUSVA's Secretary. All information is private and will not be distributed to outside sources. A member remains in good stand by obeying the rules of the Organization as stated in this constitution.

### ARTICLE III: LEADERSHIP

Section 1. Executive Board

The leadership for the BSUSVA shall consist of a President, Vice President, Secretary, Treasurer, Events Coordinator and Public Affairs Officer.

Section 2. Eligibility

- Candidates must be enrolled in at least 6 credit hours with Bowie State University.
- Candidates must hold a minimum cumulative GPA of 2.75.
- Officers must be full members of the organization.
- All officers must attend any functions sponsored by or in support of BSUSVO.
- Officers shall be elected to serve one academic year, defined as May 1 – April 30.
- Elections shall be held before the end of the Spring Semester and sworn into office prior to final exams.

Section 3. Nominations

- Nominations for office shall occur approximately one month before end of Spring Semester.
- Candidates who do not meet the above requirements will not be eligible for office.
- Only members in good academic standing may nominate, be nominated, and vote.
- The faculty advisor will be responsible for verifying students in good standing with the University.

Section 4. Duties of Officers

- President
  - Preside at all meetings
  - Call for any special meetings needed
  - Ensure a minimum of one officer attends Student Government Association meetings
  - Follow guidance of the advisor

- Vice President
  - Assume all duties of the President in his/her absence
  - Oversee all other offices and offer help where needed
  - Attend Student Government Association meetings and provide reports to both groups.
- Secretary
  - Maintain all records for the organization
  - Record accurate minutes for each meeting
  - Inform all members of upcoming members
  - Maintain an updated roster of all members and their positions
  - Keep a book in which the Constitution and By-Laws will be held.
- Treasurer
  - Maintain updated and accurate financial records for the organization.
  - Shall submit a financial report to the organization at each meeting, and when called upon to do so by the President.
- Events Coordinator
  - Responsible for contacting and booking speakers and events for BSUSVO, as well as giving thanks to guests via means decided upon by leadership team. (T-shirts, Thank you cards, etc.)
- Public Affairs Officer
  - Positing informational flyers about events
  - Maintain a Bowie State University Student Veterans Association Webpage, Facebook page, Twitter Account, Instagram account, and other social mediums decided upon by leadership team.
  - Oversee all liaisons to community veteran organizations.

#### ARTICLE IV: Meetings

##### Section 1      Schedule

- General meetings shall be held a minimum of once per month and should be announced at least 2 weeks prior.
- Officer meetings shall be held as often as deemed necessary by the President and should be announced 1-week prior.

## ARTICLE V: Monetary Handling

### Section 1 Receiving

- When any money is received the treasurer shall process it.
- The faculty advisor or the treasurer shall make deposits to the organizations bank account.

### Section 2 Withdrawals

- Any time money is to be removed from the organizations account, documentation must be ran through and approved by the President, Treasurer, and Faculty Advisor.

### Section 3 Records

- The organization's treasurer will maintain all records of transactions.

## ARTICLE VI: Amendment and Ratification

### Section 1 Amendment and Ratification

- For changes to this constitution, there must be a meeting announced to all members. During this meeting there will be a vote for changes and the majority vote shall rule.