

# BYLAWS of STUDENT VETERANS ASSOCIATION Lincoln University

## ARTICLE I

### MEMBERSHIP

Section 1. Eligibility. Membership shall fall into the following three categories:

- 1.1 Active. Any student enrolled at Lincoln University with at least 6 credits undergraduate and three credits graduate who is a veteran, reservist, National Guard, active duty service member or direct dependent.
- 1.2 Alumni. Any former student who has graduated from Lincoln University who is a veteran, reservist, National Guard, active duty service member or direct dependent may be an Alumni member.
- 1.3 Honorary. Any member that does not fall into the above two categories, to include but not limited to, faculty/staff, members enrolled with a Pennsylvania State institution of higher education, organizations, societies, public, etc.

Section 2. Lincoln University Student Veterans Association is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

Section 3. Application. Students who are found to eligible for membership based on the definition in **Membership; Sections 1**, do not require an application. Students will be verified by Lincoln University **Office of Veterans Affairs (OVA)** located in **Wright Hall, 1<sup>st</sup> Floor** and automatically added to the SVA membership roster. Any student who wishes to not be a member my submit a request to the SVA official email: [lusva@lincoln.edu](mailto:lusva@lincoln.edu). All information is private and will not be distributed to outside resources. Information remains open to committee(s) and the Officers of the organization.

- 3.1 Membership-Fees. Active members who wish to either vote, run for office, or hold a committee chair, are required to pay membership-fees. Honorary and

Alumni members may wish to pay membership-fees to support the SVO in its mission and purpose.

- 3.1.1 Membership-fees are due at the beginning of each semester.
- 3.1.2 Membership-fees will be established by the Board of Directors.
- 3.1.3 Membership-fees do not restrict any member from any participation otherwise listed above.

## **ARTICLE II**

### **MEETINGS**

Section 1. Bi-Weekly Meeting. Bi-weekly meetings of the Student Veterans Association shall include elected members to discuss the planning and direction of the organization. The meeting times will be announced prior to the start of each semester by the President.

Section 2. Monthly Meeting. The monthly meetings will be announced by the President prior to the start of each semester, fall and spring.

Section 3. Annual Meeting. Annual meetings of the Student Veterans Association (SVA) shall be held during the Spring semester, no later than April 15th.

Section 4. Special Meetings. Special meetings of the Student Veterans Association, for any purpose or purposes, unless otherwise prescribed by statute or by the Constitution, may be called by any elected officers. These meetings may be teleconferenced or done online.

Section 5. Place of Meetings. All annual meetings of the Student Veterans Association shall be held at a facility located on Lincoln University or such place designated by the executive board. Special meetings of the Student Veterans Association may be held at such time and place within a designated facility at LU or designated area approved by the President. All meetings shall be stated in the *Notice of Meeting*, or in a duly executive *Waiver of Notice* thereof. All *Notices of the Meeting* shall be sent to all members of SVA with agenda topics, time, and place of said meeting either by email or hardcopy; notice shall be provided a minimum of 10 business days before said meeting. Business transacted at any meeting of student veterans shall be limited to the purposes stated in the notice.

Section 6. Voting. Each student veteran on record with an Active status membership who has paid their membership-fees is entitled to (1) vote in the election process.

- 6.1 Non-voters. Alumni and Honorary status membership will not be allowed to participate in voting. All opinions and comments may be discussed before voting.

Section 7. Quorum. The minimum number of officers needed to conduct business at a Board meeting shall be the number present provided notice of the meeting was sent out according to these by laws.

Section 8. Rules Governing Meetings. The most recent version of Robert's Rules of Order (the "Rules") shall govern the proceedings of the Association and the Board of Directors to the extent that Robert's Rules of Order do not conflict with any provisions of these bylaws. The Rules may be set aside by request of any officer or director in order to clarify or simplify Board proceedings.

Section 9. Suspension of Bylaws. The bylaws of the Association may be suspended by two-thirds (2/3) of the Association members present and voting at a duly called meeting of the membership or by two-thirds (2/3) majority vote of the Board at a duly called meeting of the Board.

### **ARTICLES III**

#### **ELECTIONS**

Section 1. Elected Officers. The elected Officers shall be named and designated in the *Resolution of Elected Officers*.

Section 2. Eligibility. To be eligible for office, candidates must be enrolled in at least six (6) credits with Lincoln University and be an Active member who has paid membership-fees. Candidates must be able to perform all duties required of them as stated in the Constitution and Bylaws. Candidates must provide proof of honorable discharge (veteran status), current military ID (for Reservists, National Guard, or Active Duty personnel), or proof of dependent status (for children or spouse of a veteran, Reservists, National Guard, or Active Duty). All candidates must also hold an overall 2.5 GPA.

Section 3. Nominations. Nominations for office shall occur approximately two months before the annual meeting. Members must indicate in writing with proof of above eligibilities to the Faculty/Staff advisor. Candidates who do not meet the above requirements will not be eligible for office. Deadline date will be set well in advance for all members.

Section 4. Elections. Elections shall occur in March. All eligible nominations will be passed down from the Faculty/Staff Advisor to the appointed election officer. The election officer will send out Notice of Meeting 30 days in advance of election with the list of candidates with the position he/she is running for.

Section 5. Term. The term of office shall be 12 months beginning in April.

Section 6. Vacancies. Vacancies will be appointed by the Executive Board. This does not apply to the position of the President; the President must be elected.

Section 7. Removal. Officers can be removed from office by completion of their term or by motion from any active member and must pass with two-thirds majority vote. If an Officer's GPA falls below an overall GPA of 2.5, they will resign from their position.

## ARTICLE IV

### OFFICIAL POSITIONS

Section 1. The elected, official position of officers shall be:

1.1 President:

The President shall have active management, meeting with LU officials and representation of the Association at all major events of the Student Veterans Association and campus events.

1.2 Vice-President:

The Vice President shall act under the direction of the President and in the absence of the President shall perform the duties and exercise the powers of the President. The VP shall perform such other duties and have such other powers as the President may from time to time prescribe. The Vice-President shall act as presiding officer of board meetings.

1.3 Chief of Staff:

The Chief of Staff is responsible for all outgoing and incoming correspondence of the Executive Board; including but not limited to flyers and letters, responsible for keeping accurate minutes at all Executive Board and association meetings, and gives a report(s) to the Executive Board and the association at meetings. The Chief of Staff shall maintain the day-to-day operational needs as determined by the executive board.

1.4 Executive Directors shall be members of the Board of Directors. The number of Executive Directors corresponds with the number of branches representing the five (5) uniform services.

Executive Director (Army)

Executive Director (Marines)

Executive Director (Navy)

Executive Director (Air force)

Executive Director (Coast Guard)

1.4a There must be at least (3) members on the board; the President, Vice-President, and one (1) Executive Director.

*\*It is recommended that the board be as diverse as possible with respect to military branch representation. It is also recommended that one member be a graduate student to adequately represent our Student Veteran population.*

Section 2. The Faculty/Staff Advisor shall be the Director of Veterans Affairs or designee.

2.1 The Advisor will be the final approving authority for all matters that require the purchasing of goods or services decided by the Board and the Association at large.

2.2 In the event the Board or the Association disagrees with the Advisor's decision the action can be appealed to the appropriate AVP/ VP that directly supervises the Office of Veterans Affairs.

## **ARTICLE V**

### **AMENDMENTS**

Section 1. Board of Directors All officers on the board shall decide the direction and operation of the Student Veterans Association. Each officer is allotted one (1) vote and the majority vote shall prevail on items. In the event an officer abstains to vote and there is a tie, the items shall be presented to the Faculty/Staff Advisor for a decision. When applicable the voting membership shall decide on the item; a 2/3 vote is needed to see the item passed. The President and Vice-President essentially act as the "face" of the organization, but the extent of their power does not supersede any other member of the board.

Section 2. Amendments by Members. The Constitution may be amended by a 2/3 vote of the members present at one regular scheduled meeting, provided notice of intention to amend shall have been contained in the *Notice of the Meeting*.

## **ARTICLE VI**

### **DISSOLUTION**

Section 1. Upon dissolution of the organization, all assets shall be used exclusively for charitable purposes. Funds donated by outside sources shall be first used for scholarships to students within the Student Veterans Organization. If this is not attainable, funds may be donated to the Lincoln University or Student Veterans of America (National Chapter), an IRS recognized non-profit organization.

## **CERTIFICATE OF OFFICER(S)**

I hereby certify that I am the President of Student Veterans Organization and that the foregoing Bylaws, constitute the code of Bylaws of Student Veterans Organization, as duly adopted at a regular meeting of the members of the organization.

Signed and Sealed