**Constitution**

 **UW-Stout Veterans Club**

**University of Wisconsin-Stout**

**Last revised September 6, 2017**

**Constitution of**

**UW-Stout Veterans Club**

**Article I. Name**

**Section I.** The name of the organization shall be University of Wisconsin-Stout Veterans Club, hereafter referred to as UW-Stout Veterans Cub or U.W.S.V.C.

**Article II. Purpose**

**Section I.** The purpose of this Organization shall be to use an active student body to promote the best interests of veteran students at UW-Stout. This Organization will strive to be a positive representation of veteran students at the university, and ensure a positive relationship among university students, veterans, and our local community.

**Article III. Membership**

**Section I.** Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain at minimum, a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

**Section II.** U.W.S.V.C. will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by the University, local, state or federal laws / ordinances.

**Section III.** Members of U.W.S.V.C. must be currently enrolled at the University of Wisconsin-Stout, be UW-Stout alumni, or UW-Stout faculty or academic staff. Members must attend at least 50% of general meetings per semester and participate in at least one event per semester. Members who lapse on requirements will be categorized as Members at Large for the period of one year following their last attendance. U.W.S.V.C. does not require a membership fee.

**Section IV.** Membership shall remain active for any current member placed on federal or state active-duty military orders.

**Section V.** Members may submit a request to withdraw as a member of the U.W.S.V.C. in writing at any time. This request must be signed, dated, and delivered to a member of the Executive Board.

**Article IV. Officers**

**Section I.** Officers of the U.W.S.V.C. shall be as follows:

* President
* Vice President
* Treasurer
* Advisor
* Veteran Relations Senator
* Communications Coordinator

**Section II.** Duties of Officers

1. President – The President shall preside over meetings of the organization and the Executive Board whenever possible. The President shall serve as chair of the Executive Board.

The President shall have the primary duties of:

1. Supervise and direct primary functions of the organization.
2. Supervise and direct the Executive Board.
3. Delegate responsibilities to appropriate members of the executive board and organization.
4. Call emergency meetings when deemed necessary.
5. Responsibility and accountability for any approved purchases and control of inventory.
6. Overall approval of requisition by signature.
7. Have final vote in cases of a tie concerning U.W.S.V.C. business matters.
8. Vice-President – The Vice President shall act for the President in case of absence or disability of the President. The Vice President shall be a member of the Executive Board.

The Vice-President shall have the primary duties of:

1. Assume the duties of the President in his/her absence or illness.
2. Assist, counsel, and aid the President in achieving the goals of the organization.
3. Serve as the President’s chief representative or corresponding officer of the organization.
4. Record and distribute information about all meetings to members via e-mail.
5. Keep an electronic file of paperwork of each event for the organization’s records.
6. Maintain a current roster of membership and a list of standing and special committees.
7. Issue notices of meetings and conduct the general correspondence of the organization.
8. Bring the agenda and a copy of the U.W.S.V.C Constitution and Bylaws to each meeting.
9. Email the meeting agenda to all members prior to each meeting.
10. Make facility reservations for meetings.
11. Treasurer – The Treasurer shall supervise and control the collection, holding and disbursement of all funds of the organization and shall keep accurate accounts of all financial transactions. The Treasurer shall be a member of the Executive Board.

The Treasurer shall have the primary duties of:

1. Receive all funds and pay orders of the Executive Board, and have them signed and authorized by the President.
2. Keep an itemized account of all receipts and expenditures; develop reports as directed.
3. Collect dues and/or fees.
4. Coordinate fundraising efforts.
5. Verify all financial transactions.
6. Assist in the seeking of grants and proposals.
7. Organize and submit the annual budget and contingency budgets.
8. Advisor – The Advisor shall be appointed by the Executive Board. The Advisor shall be a member of the Executive Board pending unanimous ratification of the standing Executive Board.

The Advisor shall have the primary responsibilities of:

1. Assist in developing realistic goals for the academic year.
2. Contribute to the educational and personal development of the organization and its members.
3. Be familiar with the U.W.S.V.C Constitution and all other governing documents.
4. Attend executive and general meetings, and organizational events when possible.
5. Receive and review U.W.S.V.C. financial reports from the Treasurer.
6. Assist U.W.S.V.C. in the orientation of new members and officer transition process.
7. Be familiar with the UW-Stout Code of Conduct and other guidelines that establish expectations for student behavior and activities.
8. Other duties as deemed necessary.
9. Veteran Relations Senator – The Veteran Relations Senator shall be of veteran status or current member of the United States Armed Forces. The Veteran Relations Senator shall be appointed by recommendation of the Executive Board.

The Veteran Relations Senator shall have the primary duties of:

* 1. Represent the U.W.S.V.C. on the Student Senate Association (SSA).
	2. Attend U.W.S.V.C. meetings.
	3. Report as needed to the SSA on current veteran related activities and concerns, and advocate for the successful integration of veterans into traditional college life.
	4. Keep U.W.S.V.C. updated on current events within the SSA.
	5. Always vote in the best interest of the student body.
	6. Other duties as deemed necessary.
1. Communications Coordinator – The Communications Coordinator shall be appointed by the Executive Board. The Communications Coordinator shall be a member of the Executive Board pending unanimous ratification of the standing Executive Board.

The Communications Coordinator shall have the primary duties of:

1. Keep an updated list of meeting dates, times, and locations on OrgSync and the U.W.S.V.C. Facebook page.
2. Submit upcoming meeting information to campus media.
3. Coordinate the construction of all advertising media.

**Section III.** Election of Officers

1. All elections shall be conducted according to common respect and common courtesy.
2. The following rules shall govern elections:
	* 1. Elections shall be held during the second quarter of Semester II of each academic year.
		2. Anonymous ballet must be used. These ballots must be read aloud in plain view by the Executive Board immediately following the submission of all ballots.
		3. Persons seeking the office of President, Vice President, or Treasurer must maintain personal conduct within the guidelines of the university and be in good academic standing.
3. The following steps will be taken for officer election:
	1. The meeting during which elections are to be held will be selected by the Executive Board and announced no less than two weeks prior to the election.
	2. Nominations for the positions of President, Vice President, and Treasurer will be taken for a minimum of one week prior to the election. Nominees must be current active members of the U.W.S.V.C. and current students at UW-Stout.
	3. At the meeting where the election will be held, nominees for each position will be announced. Additional nominations may be made during this meeting.
	4. Each nominee will be given five minutes to present an argument for election.
	5. Each member of the U.W.S.V.C. will write their vote for each position anonymously on a piece of paper and submit it to the Executive Board.
	6. Ballots will be read aloud and new officers will be announced.
	7. In the case of a tied vote, the list of candidates will be reduced to the candidates who received the most votes. These candidates will then be allotted five minutes of time to make an argument for their election. Following each nominee’s presentation, the vote will be re-held.

**Section IV.** Officers shall take office the first day following the end of Semester II in accordance with the applicable University of Wisconsin-Stout academic calendar, and shall serve for a period of one year.

**Section V.** Executive Board – The Executive Board shall be comprised of the President, Vice-President, Treasurer, Advisor, Veteran Relations Senator, and Communications Coordinator. Its primary duties are as follows:

1. Facilitate all U.W.S.V.C. meetings and events.
2. Represent the U.W.S.V.C. on the University of Wisconsin-Stout campus and within the local community.
3. Recruit new members and encourage member participation within the organization.
4. Appoint Executive Board non-Executive Board duties and positions.

**Article V. Removal of Officers**

**Section I.**  Officers failing to fulfill their given responsibilities and duties may be removed by the regular members of the organization.

**Section II.**  An impeachment hearing may be called at any time if a member of U.W.S.V.C feels that a member of the Executive Board is not fulfilling his or her duties. The impeachment hearing will use the following procedures:

1. Two weeks prior notice must be given before an impeachment hearing is held.
2. An Executive Board member may only be impeached by a 2/3rd majority vote of either the General Assembly of Members or the Executive Board
3. Unless otherwise noted in Paragraph A and B of Article V, Section II, voting procedures will generally follow those outlined in Article IV, Section III, Paragraph C.

**Article VI. Replacement of Officers**

**Section I.** In the event of a vacated office of the President, the Vice President shall assume the duties of the President for the duration of the term.

**Section II.** In the event of the vacated office Vice President, a special election shall be held within one week of the office being vacated.

**Section III.** All other positions will be filled through appointment by the Executive Board.

**Section III.** Persons seeking to fill vacancies of the office during a special election shall meet the requirements for that office. Individuals elected shall hold the office and perform the duties of that office until the end of the regular term of the office, as set forth in Article IV, Section IV of this constitution.

**Article VII. Advisor**

**Section I.** The advisor of the U.W.S.V.C. must be a faculty or staff member of the University of Wisconsin-Stout.

**Section II.** The position of advisor will be selected by the Executive Board.

**Section III.** The advisor will carry out the duties outlined in Article IV, Section II, Paragraph D.

**Article VIII. Meetings**

**Section I.** A regularly scheduled general meeting shall be held at least once a month during the fall and spring semester. Additional meetings may be called by the President or by a majority consensus of U.W.S.V.C. members.

**Section II.** A quorum shall consist of 50% of the regular members.

**Section III.** A quorum shall be present in order for any official business to be conducted. Official business includes any major decision affecting the organization.

**Article IX. Amendments**

**Section I.** All amendments to this constitution require a two week notice for discussion before being voted upon.

**Section II.** Any member has the right to call for an amendment to this constitution. This call must be heard and approved by at least one member of the Executive Board.

**Section III.** Amendments may:

1. Change the language of an individual article or section.
2. Repeal any article or amendment.
3. Make additions by the means of article, section, or subsection.

**Section IV.** Once an amendment is approved by at least one member of the Executive board, it will be brought to a vote through consent from the Executive Board and General Assembly of Members by a 2/3rd majority vote.

**Article X. Constitution**

**Section I.** The Executive Board must review the Constitution and advise its modifications. The Executive Board and General Assembly of Members then must ratify the new Constitution by a 2/3rd majority vote. This process must happen every year during Semester I of the academic year in accordance with the University of Wisconsin-Stout academic calendar.

**Article XI. Affiliations**

**Section I.** U.W.S.V.C is a recognized chapter of the Student Veterans of America (SVA).

By signing below, the Executive Board members have read and fully understand each article explained above and agree to follow them to the fullest extent.

**President:** Marcus Vanderkin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice-President:** Nathaniel Hitchcock \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer:** Tyler Klish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Veteran Relations Senator:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor:** Sarah Godsave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_