

## **BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Bloomsburg University Student Veteran's Association (BUSVA).

### **ARTICLE II – PURPOSE**

The purpose of this Organization shall be that all members, students, and employees of the University, including alumni and faculty, may take advantage of programs and services offered by BUSVA. BUSVA is a Social and Educational Organization which provides service and support for Military and Non-military personnel. The intent of this organization is to harness the collective experience and knowledge of all involved individuals, as well as provide social functions for involved individuals; in order to better serve our Veteran Student population, their families, Bloomsburg University, and the community as a whole.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1: OPEN MEMBERSHIP**

Membership in Bloomsburg University Student Veteran's Association (BUSVA) shall be open to students in good academic and social standing regardless of race, color, or creed; irrespective of their course of study or other fraternal affiliation, upon approval of the organization and after fulfilling the membership requirements prescribed by the organization.

#### **SECTION 2: TYPES AND CONDITIONS OF MEMBERSHIP**

##### **(1) ACTIVE MEMBERSHIP**

Active membership shall be conferred upon enrolled students who have successfully completed the application process. Active membership shall carry all rights and responsibilities in the organization. Active Membership shall be continued so long as the member remains in good standing with the organization and continues enrollment at Bloomsburg University. To remain in good standing, a member must make payment of annual dues by established dates, have documented service hours, and actively participate in fund raising and organized club activities each semester. Graduate students may retain active membership as Alumni.

##### **(2) ASSOCIATE MEMBERSHIP**

Associate membership may be conferred upon active members who find it necessary to cease full involvement in the club affairs, and who petition the club in writing for associate membership the semester after initiation into the Organization. Associate Members shall have all rights and responsibilities in the chapter except voting or holding elected offices. To remain in good standing, associate members must pay fifty (50) percent of the annual dues assessed to active members, have documented fifty (50)

percent of the service hours required of active members, and participate in fifty (50) percent of the organized activities each semester. Associate members will also participate in fund raising. Associate membership will be limited to a total of two (2) semesters' maximum; reinstatement as an active member will be granted upon prompt payment of dues and affirmation of intent to perform required service hours.

### (3) ADVISORY MEMBERSHIP

Advisory membership may be conferred upon persons approved by the Organization to serve on the Advisory Committee. The principal advisory, as well as the other aforementioned advisors shall oversee the operation of the educational, social, and university related functions of BUSVA, as well as; advise all boards and committees. They shall have the authority to enforce all regulations, policies, and other matters devised by the organizations officials. They shall preserve all records of the board and organization.

### (4) HONORARY MEMBERSHIP

Honorary membership may be conferred upon persons who have contributed significantly to the ideals and purpose of BUSVA. Persons so honored shall have all rights and privileges of active membership, except those of voting or holding office. Such membership may not be bestowed upon graduate students. Candidates for honorary membership must be approved by a two-thirds vote of the association.

### (5) ALUMNI MEMBERSHIP

Upon graduation or transferring to another institution without having been suspended or expelled by BUSVA, all who have held active, advisory, or honorary membership in this Association shall be recognized as alumni members. Advisory member shall be recognized as alumni members upon leaving the Association.

### (6) SUSPENSION AND/OR EXPULSION OF MEMBERS

Any member of this Association may be suspended or expelled. The Executive Board, for the just cause and after due deliberation, by a two-thirds (2/3) vote thereof, may recommend suspension or expulsion to the body. The Association can expel any member from the Organization by an affirmative ballot vote of two-thirds (2/3) of the active membership present and voting. Such expelled member cannot be eligible for subsequent membership at any level of BUSVA unless reinstated by an affirmative ballot vote of two-thirds (2/3) of the active membership. Violations of the Association bylaws, non-payment of dues and/or delinquency in service hours shall be considered reasons for suspension and/or expulsion.

## **ARTICLE IV - MEETINGS**

### SECTION 1: MEMBERSHIP

Meetings of BUSVA shall be open to all active, associate, honorary, advisory, and alumni members. The president shall call special meetings of BUSVA when necessary.

#### SECTION 2: QUORUM

A minimum of two-thirds (2/3) voting members of BUSVA shall constitute a quorum in order for regular business to be conducted.

#### SECTION 3: VOTE REQUIRED ADOPTING A MEASURE

A simple majority of the votes cast shall be necessary to adopt a measure.

#### SECTION 4: PARLIAMENTARY AUTHORITY

*Robert's Rules of Order, 9<sup>th</sup> Edition* shall be the parliamentary authority at all BUSVA meetings.

#### SECTION 5: TIME AND PLACE

BUSVA will conduct weekly meetings throughout the semester at a regularly scheduled time decided upon by involved members. Bi-weekly meetings will be held for members with conflicting schedules from the regular weekly meetings.

### **ARTICLE V – ELECTIONS**

#### SECTION 1: ELECTED OFFICERS

Election of officers shall take place at the first regular meeting of the semester. The Association shall elect the following officers to serve for a term of one (1) academic year or until their successors have been elected and qualified: President, Vice-President, Secretary, Treasurer, and Fellowship/Social Coordinator.

#### SECTION 2: NOMINATIONS

Nominations will be made for each officer. An election for each officer will be conducted by secret vote immediately following the nominations. Thus a member of the board may be nominated for more than one office, but may not hold more than one office at a given time. Following each election for an office the person elected will have their name immediately removed from any other office they were nominated for.

#### SECTION 3: ELECTIONS

All officers shall be elected for the academic year, with the exception of the organizations first semester, due to the organizations recent inception and the number of many graduating seniors who have expressed interest in holding elected positions. All elections shall be by ballot. Voting by proxy or absentee voting will not be permitted.

### **ARTICLE VI - OFFICERS**

## SECTION 1: PRESIDENT

It shall be the duty of the President to preside at all meetings; to enforce a due observation of the Bylaws of the Bloomsburg University Student Veteran's Association; to appoint such officers, committee chairs, committee members, and other persons specifically designated for presidential appointment; to appoint all committees not otherwise provided for; to serve as an ex-officio member of all committees; and to perform such other duties as the office may require.

## SECTION 2: VICE-PRESIDENT

It shall be the duty of the Vice-President to preside in the absence of the President and perform the duties of that office. The Vice-President shall serve as chair of the Service Projects Committee, shall recommend the minimum number of service hours required and shall document the completion of these hours. Regular reports of service will be provided to the Executive Board. Other duties may be assigned by the President.

## SECTION 3: SECRETARY

The Secretary shall keep an accurate written record of the proceedings of all official meetings; shall keep in permanent file the duplicate of each membership application while the attendance at all chapter meetings; and shall conduct all necessary correspondence. The Secretary shall perform all other duties as directed by the Association or assigned by the President.

## SECTION 4: TREASURER

The Treasurer shall receive all funds of the Association and keep accurate records; upon authorization, payment of the Association accounts shall be made. The Treasurer shall collect all membership fees, dues and assessments; written receipts shall be given with a written record maintained by the Treasurer. Dates for collection of dues will be set by the Treasurer; these annual dues shall be payable within a minimum of six (6) to a maximum of eight (8) weeks after the beginning of the semester. All monies owed to the Association shall be transmitted promptly. A budget shall be prepared for operating the Club one semester in advance; this will be presented to the membership for approval. Reports will be made as required to the Executive Board and the membership. Annually, the Treasurer shall file the appropriate local, state, and federal income tax forms. (The Federal Tax form is designated Form 990-A.) A procedure shall be instituted whereby all checks shall contain at least one additional signature, authorized by the President, in addition to the Treasurer's. The financial book of the Association may be audited as the close of the semester. The Treasurer shall perform all the other such duties as required by this office, including serving as ex-officio member of all committee dealing with the Association's funds.

## SECTION 5: FELLOWSHIP/SOCIAL COORDINATOR

This officer shall be responsible for the planning and organization of social activities for the Association and be the chair of the banquet committee if said banquet is requested by the Association. The Fellowship chair will work with the Secretary and Treasurer in establishing dates and suggesting fees for all the social activities, if necessary.

## SECTION 6: IMPEACHMENT

Elected officers may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the Executive Board who will investigate the charge and make a recommendation to the Association. If two-thirds (2/3) of the members sustain the charges, the officer shall be suspended and removed from office.

## **ARTICLE VII - COMMITTEES**

### SECTION 1: EXECUTIVE COMMITTEE

The executive committee shall be comprised of the President, Vice-President, Secretary, Treasurer, Fellowship/Social Coordinator, and the principal advisor to the board (ex-officio capacity). The executive committee shall meet prior to each meeting for the purpose of formulating an agenda. The executive committee shall meet prior to each meeting for the purpose of the formulating an agenda. The executive committee shall make decisions of an emergency nature whenever necessary. At the ensuing regular meetings of the association, the actions taken by the executive committee will be reviewed.

### SECTION 2: APPOINTMENT OF COMMITTEES

It shall be the duty of the President to appoint chairpersons and to appoint or consent to the appointment of sub-committees of standing committees. Membership on such sub-committee shall be derived from the active membership of the appropriate committee. There shall be at least one member of the Executive Board in each standing committee.

### SECTION 3: FINANCE COMMITTEE

The Finance Committee shall consist of a chairperson appointed by the President and members nominated by the chair. The Treasurer shall serve as an ex-officio member of this committee. It shall be the duty of the Finance Committee to propose ways and means to finance the Association, through a minimum of one (1) fund raiser per semester, and to propose expenditures through annual budget recommendations to the Treasurer.

### SECTION 4: FELLOWSHIP COMMITTEE

The Fellowship Committee shall consist of the Fellowship Chairperson as presiding officer and members nominated by the chair. It shall be the duty of the Fellowship Committee to plan social activities for the Association, organize activities, and to plan banquets if requested. The Treasurer will be the ex-officio member of this committee.

### SECTION 5: MEMBERSHIP COMMITTEE

The Membership Committee shall consist of the Secretary as chair and members appointed by the President; The Vice-President shall be an ex-officio member. It shall be the duty of the Membership Committee to assist in taking attendance at meetings, organized publicity and recruitment of new members, and recommending appropriate

action to ensure active participation in club activities and attendance at scheduled meetings.

#### SECTION 6: ADVISORY COMMITTEE

The Advisory Committee shall consist of three (3) or more Advisors from the faculty or administration of Bloomsburg University.

### **ARTICLE VIII - FEES**

#### SECTION 1: INITIATION FEE

There shall be an active initiate fee to be paid by each new active member. The fee shall be non-refundable and sent to the Treasurer no later than ten (10) days after the initiation is conducted.

#### SECTION 2: ANNUAL ACTIVE MEMBERSHIP DUES

Annually the Association shall submit to the Bloomsburg Office a roster of active members, together with the annual active membership dues established for each active member. To remain active and in good standing, the Association must meet the above requirements by yearly paying all dues. Reasonable Association dues will be established.

#### SECTION 3: ASSOCIATE MEMBERSHIP DUES

Members who have successfully petitioned for associate membership shall pay fifty (50) percent of the dues assessed by active members.

### **ARTICLE IX – BUSVA RESPONSIBILITIES**

#### SECTION 1: MEMBERSHIP RECORDS

The Secretary shall keep permanent records of members of the Association. The Association shall maintain a permanent record of its Alumni members at the Alumni House.

#### SECTION 2: CLUB PERMANENT MAILING ADDRESS

This Association shall maintain a post office box in the Kehr Union as a permanent chapter mailing address.

#### SECTION 3: HAZING

There shall be no hazing or informal initiation in connection with the functions of the Association. All members' activities will be kept in accordance with the University policies. Any mistreatment of members or other persons at any time shall be considered a violation of the purposes of BUSVA.

#### SECTION 4: POLICY OF ASSOCIATION MEMBERSHIP

BUSVA shall not seek nor accept membership in any association solely of social fraternities.

#### SECTION 5: AUTHORITY OF BUSVA

This association may adopt by-laws, rules, or regulations not in conflict with the National Articles of Incorporation, the Standard Chapter Articles of Association, or the rules, regulations, or policies of Bloomsburg University.

#### SECTION 6: UNIVERSITY POLICIES

It shall be the responsibility of the Executive Board of the Association to observe the policies governing student organizations on the campus of Bloomsburg University; as established by Student Life and the Committee on Student Organizations.

### **ARTICLE X – AMENDMENTS**

#### SECTION 1: POWER TO AMEND

Any member of BUSVA shall be able to propose an amendment.

#### SECTION 2: PROCEDURE FOR AMENDMENT

Every proposed amendment to the Bylaws shall be submitted to the President in writing at least seven (7) days before the next meeting. All proposals shall be submitted by the President to the Association as least seven (7) days before the vote is taken. Members shall be notified at least one (1) meeting ahead of time when an amendment proposal is scheduled for the vote. Proposals not placed on the agenda may be brought to the floor only by a petition signed by one-third (1/3) of the active members.

#### SECTION 3: VOTE REQUIRED AMENDING

Amendments shall be passed by a two-thirds vote of the quorum present at the meeting.

#### SECTION 4: APPROVAL OF AMENDMENTS

Proposed amendments shall be submitted to the Committee on Student Organizations before being adopted.