

## **CONSTITUTION**

### **PREAMBLE**

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 populations, their families, Bloomsburg University, and the community as a whole.

### **ARTICLE I - NAME**

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

### **ARTICLE II – DUTIES OF BUSVA**

#### Section 1

BUSVA shall be responsible for devising various policies that are necessary for effective operation of the organization. The policies devised are subject to the approval of the Community Government Association (CGA) and the Vice-President for Student Life or his designee.

#### Section 2

The elected officials of BUSVA shall be responsible for the approving of annual operating budgets for the Bloomsburg University Student Veteran's Association.

#### Section 3

BUSVA shall review and recommend changes, if deemed necessary, in the annual program budget submitted by the program board.

#### Section 4

BUSVA shall review and approve/deny all requests for the purchase or materials, equipment and event costs exceeding amounts prescribed by CGA policies.

### **ARTICLE III - MEMBERSHIP**

#### Section 1

BUSVA shall be comprised of elected officials and general members.

1. Elected Officials Shall Include:

- A. A President elected from the group at large
- B. A Vice President elected from the group at large

- C. A Treasurer elected from the group at large
- D. A Secretary elected from the group at large
- E. Fellowship/Social Coordinator elected from the group at large

#### Section 2

Officials shall be elected at the end of the designated semester.

#### Section 3

General Membership- General Membership will be open to all members, faculty, alumni, and employees of the university; regardless of prior military service or affiliation. Membership into the association will be granted upon application review by elected governing officials as outlined in the BUSVA bylaws.

### **ARTICLE IV – ADVISOR**

#### Section 1

Dr. Albert Fundaburk shall be the principle advisor, with Mark Bauman as the assistant advisor for BUSVA.

#### Section 2

The principle advisor, 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 organizational officials. They shall preserve all records of the board and organization.

### **ARTICLE V - OFFICERS**

The officers of the association shall be president, vice president, secretary, treasurer, and social coordinator.

### **ARTICLE VI – DUTIES OF OFFICERS**

#### Section 1

The President of the association shall preside at all meetings. He/She shall formulate special committees whenever necessary. He/She shall represent the association where his/her presence may be required or deemed appropriate. He/She shall perform all duties and exercise all powers which are in the limits of his/her office as specified by ***Robert's Rules of Order, Revised.***

#### Section 2

The Vice-President of the association shall fulfill the responsibilities of the President in his/her absence. He/She shall oversee the functions of all committees. He/She shall act as parliamentarian at all meetings and shall interpret the constitution and by-laws.

#### Section 3

The Secretary shall keep an accurate record of all meetings. He/She shall have the minutes of all meetings duplicated and sent to all officials of the association in a timely fashion. He/She shall notify all members of the board of all meetings. He/She shall correspond with whoever requests a reply. He/She shall act as a historian at all meetings.

#### Section 4

The Treasurer shall keep accurate records of all finances of the association. He/She shall be responsible for the collection, depositing, and safekeeping of all funds associated with the organization. He/She will follow specific guidelines in accordance with current policy of Bloomsburg University Husky Fund.

#### Section 5

The Fellowship/Social Coordinator shall be responsible for the organization and coordination of all social events, gatherings involving the association, as well as; act as a liaison to parties interested in membership.

### **ARTICLE VII – ELECTION OF OFFICERS**

#### Section 1

Election of officers shall take place at the first regular meeting of the semester.

#### Section 2

All members, excluding ex-officio members, shall be eligible to run for office unless prohibited by CGA policy.

#### Section 3

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 May graduating seniors who have expressed interested in holding elected positions.

#### Section 4

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.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

The executive committee shall be comprised of the President, Vice-President, Secretary, Treasurer, Social/Fellowship Coordinator, and the Principal Advisor to the board (ex-officio capacity)

## **ARTICLE IX – EXECUTIVE COMMITTEE DUTIES**

### Section 1

The executive committee shall meet prior to each meeting for the purpose of formulating an agenda.

### Section 2

The executive committee shall make decisions of an emergency nature whenever necessary. At the ensuing regular of the association, the actions taken by the executive committee will be reviewed.

## **ARTICLE X - MEETING**

### Section 1

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.

### Section 2

The president may call special meetings of BUSVA.

### Section 3

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

## **ARTICLE XI – QUORUM**

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

## **ARTICLE XII - AMENDMENTS**

### Section 1

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

### Section 2

All amendments shall be presented in writing.

Section 3

All amendments shall be voted upon at the ensuing meeting after the meeting in which they were prescribed.

Section 4

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