
THE CONSTITUTION OF THE STUDENT VETERANS ORGANIZATION AT SYRACUSE UNIVERSITY

Revised 30 March 2016

ARTICLE I. INTRODUCTION

SECTION I: NAME

The name of the organization shall be Student Veterans Organization at Syracuse University, hereinafter referred to as SVOSU.

SECTION II: MISSION STATEMENT

To provide veterans, military connected students, and military family members who attend Syracuse University or SUNY ESF with resources, support, and advocacy needed to succeed in higher education and following graduation.

SECTION III: OBJECTIVES

- To assist new student veterans in order to achieve a smooth transition to college life.
- To serve as an outreach mechanism for student veterans, school administrators/faculty, and the campus community.
- To assist veterans in locating and accessing the many services and benefits available to them by providing information and support.
- To educate the campus and community of current issues facing our veterans.
- To invite guest speakers to campus who support our mission and advocate on behalf of our veterans.
- To build camaraderie and provide a peer and professional network for student veterans.
- To work with other veteran advocacy groups (IVMF, VFW, American Legion, IAVA, etc.) and attend national conferences.
- To build a positive military community and become involved on campus and in the community by conducting social, fundraising, networking, and advocacy events.

ARTICLE II. ORGANIZATIONAL STRUCTURE

SECTION I. EXECUTIVE BOARD

SECTION I.I: EXECUTIVE BOARD POSITIONS

PRESIDENT

- Represent SVOSU on campus and in the community.
- Establish committees as necessary to achieve the objectives of the SVOSU.
- Coordinate all events sponsored by the SVOSU by overseeing and delegating responsibilities to other officers, active members, and/or committees.
- Set agendas of meetings.
- Conduct meetings in an organized and efficient manner.
- Assist other Executive Officers as needed.

VICE-PRESIDENT

- Assist the President with their duties.
- Act as President in the case that they are unable to perform their duties.

TREASURER

- Maintain accurate records of all money spent and received by the SVOSU and give a budget update at all meetings.
- Handle all financial transactions.
- Help prepare budget proposals, requests, and appeals, and attend budget hearings.
- Closely follow the financial policies and procedures of the Student Association (SA) Finance Board.
- The Treasurer shall serve as the liaison between the SVOSU and the SA.
- The Treasurer shall be aware of all dates & deadlines for SA funding and grants.

SECRETARY

- Keep attentive notes of minutes at every meeting (both executive and general).
- Post minutes or make them otherwise available to all members of the SVOSU (see Section VII).
- Report back to the Executive Officers and the general active members at meetings by summarizing the minutes from the previous meeting.
- Keep a record of attendance of all club members at meetings, events, programs, etc.
- Maintain records (written and photographic) of organization activities and save any documentation of club members or Alumni who have excelled in any way for the enhancement of Syracuse University and/or student veterans.
- Be in charge of the elections for all board members.
- Assist other Executive Officers as needed.

PUBLIC AFFAIRS OFFICER

- Attend SA meetings when necessary, keep attentive notes of information relative to the SVOSU, and report back the Executive Board and members at next meeting.
- Be familiar with all OSA/SA policies and procedures.
- Pick up mail from club mailbox in OSA.
- Act as the spokesperson for the SVOSU when the President and Vice President are unavailable.
- Be in charge of public relations and collaboration with other Student Organizations, and Veteran Advocacy Groups.
- Design, manage, and maintain the club's website.
- Set-up and manage club email and Listserv.
- Use social media and networking sites (Facebook, Twitter, OrgSync, etc.) to inform the public of activities and accomplishments of the SVOSU.

SECTION I.II: QUALIFICATIONS FOR BECOMING AN OFFICER

- Must be an SU or ESF student.
- Must maintain a GPA of 2.5 for Executive Board and 3.0 for Presidents.
- Must be a member in good standing for at least 1 semester and/or have specific skills or relevant experience that qualifies you to hold an officer position.
- Military experience is required in order to be considered for Presidency or Vice-Presidency.
- Military experience is preferred but not required for all other positions.

SECTION I.III: TERMS OF OFFICE

- Officers of SVOSU shall be elected annually, during the second full week in the month of April.
- Officer training will take place after elections in April and will continue until the end of the semester.
- Each elected officer shall serve a term of one year starting 1 May to 30 April.

SECTION I.IV: PROCEDURE FOR FILLING VACATED OFFICES

If an officer position is vacated for any reason the executive board will appoint a replacement for the remainder of the individual's term. The officer holding the next lowest position shall be offered the position first. The member that is being considered for office must abide by all outlines stated in section I.II.

SECTION II: COMMITTEES

SECTION II.I: TYPES OF COMMITTEES

Committees will be established as needed by the President and the other Executive Board Members.

SECTION II.II: TEMPORARY/SPECIAL COMMITTEES

The formation of all committees is subjected to membership approval and must fall within the mission and purpose of SVOSU. The continuation of committees must be voted on yearly and occur in May's meeting.

SECTION III: ADVISOR

SECTION III.I: SELECTION OF ADVISORS

The SVOSU advisor must be nominated by any member of the club and elected by a majority vote of the current officers.

SECTION III.II: QUALIFICATIONS

The advisor must be a faculty or staff member at Syracuse University and he/she must also have a sincere interest in the hardships and issues that student veterans face.

SECTION III.III: TERMS OF OFFICE

The role of the advisor is a one-year obligation. At the end of one year each party may assess continuation of services.

SECTION III.IV: ROLES AND DUTIES OF AN ADVISOR

The role of the advisor is to provide support and guidance to the members while adhering to the mission and purpose of the organization. The advisor is highly encouraged to participate in the meetings and events

SECTION IV: ORGANIZATION CONSULTANT

Every student organization is assigned an organization consultant out of the Office of Student Life. The Office of Student Life reserves the right to assign and change the organization's assigned organization consultant. The appointed person will be a professional staff member out of the Office of Student Life and will act as a resource and guide to the organization in the program planning process.

ARTICLE III. MEMBERSHIP

SECTION I: MEMBERSHIP ELIGIBILITY

SVOSU membership is open to all students, alumni, faculty, staff, and community members who have an interest in student veteran issues. Associate members will consist of membership outside of the SU/ESF student community and includes faculty, staff and community members. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct organizational business, nor solicit funds on behalf of the organization.

SECTION II: EXECUTIVE BOARD ELIGIBILITY

Nominations for these positions can be made by any member in good standing and thus have attended at least 25% of the meetings.

SECTION III: COMMITTEE ELIGIBILITY

All members are eligible to participate in a committee and are encouraged to do so. Any member involved in a temporary/special committee is expected to uphold their responsibilities and contribute to the overall mission of the club and the committee.

SECTION IV: EXECUTIVE BOARD RESIGNATION

An Executive Board member may resign their position at any time. The board member that wishes to resign is required to notify the Executive Board immediately of resignation. The Executive Board member must write a letter of resignation to be read off at next meeting.

ARTICLE IV. EXECUTIVE BOARD ELECTION/SELECTION PROCESS

SECTION I: TIME AND PERIOD WHEN SELECTION OCCURS

Officers of SVOSU shall be elected annually, during the second full week in the month of April. Each elected officer shall serve a term of one year starting 1 May to 30 April.

SECTION II: NOMINATIONS

A person may be nominated or self nominated who is in good standing with the SVOSU. All nominations are due in to the current Secretary no later than April 1st.

SECTION III: ELECTION PROCEDURES

Those who are nominated may say a few words about their vision for the position and to answer any questions the membership might have. A secret ballot is taken and is majority agreement. All members in good standing are eligible to vote.

SECTION IV: NOTIFICATION AND POSTING OF ELECTIONS

The Secretary will send out an email, notifying all members of the upcoming elections the first week of March. Nominations will occur by April 1st and voting in the second week of April. The Secretary will work with the Public Affairs Officer to post reminders of the elections.

ARTICLE V. MEETINGS

SECTION I: TYPES OF MEETINGS

Meetings shall be held at Veterans Lounge at University College (unless otherwise stated) and is considered informal. All members are encouraged to attend with attendance taken by the Secretary at every meeting. Types of meetings include: General meetings which are open to all members, Executive Board meetings for officers, and Special meetings which will be held for specific reasons such as event planning and are open to all those involved.

SECTION II: TIME AND OCCURRENCE OF MEETINGS

Meetings should be held at least once a month during the academic year, which shall be called by the Executive Board. Executive Board meetings will be held bi-weekly.

SECTION III: SPECIAL MEETINGS

Under special circumstances the Executive Board may call special meetings.

SECTION IV: QUORUM

In order to vote on any matter of policy, procedure, or Executive Board election or removal, a quorum is required. One half of the membership plus one will constitute a quorum. The entire Executive Board must be present in order to reach a quorum. Majority agreement of the quorum will decide issues brought to vote (except in the case of removal, when 2/3 agreement is required).

SECTION V: PARLIAMENTARY PROCEDURE

General Consensus shall govern the conduct of business for the organization

SECTION VI: VOTING

Only ESF/SU students in good standing can vote. The Secretary shall determine the medium of voting.

SECTION VII: MEETING MINUTES AND RECORDS

The Secretary is responsible for taking notes and/or meeting minutes, which will be recorded in the SVOSU official meeting book. The Secretary is responsible for distributing the meeting minutes to the rest of membership within one week after the meeting.

ARTICLE VI. IMPEACHMENT

SECTION I: GROUND FOR REMOVAL

An officer or member may be impeached and removed from the SVOSU for failure to perform the required duties. The specific charge shall be reviewed at an open meeting at which time the membership shall decide whether to proceed with an impeachment vote.

SECTION II: PROCEDURE FOR IMPEACHMENT

The process for removal of a member of the organization is that formal charges must be presented in person or in writing at a scheduled meeting along with proof. The accused is then notified and has until the next meeting to defend their actions, after which a vote will occur. In the case of removal a 2/3 agreement is required by secret ballot and is verified by the Executive Board. All member will then be notified of results.

SECTION III: PROCEDURE FOR APPEAL OF IMPEACHMENT

After a member has been notified of removal they have until the next meeting to appeal. A member of the Executive Board and the Advisor will oversee the appeal process. A general member may also oversee the process of appeal.

ARTICLE VII. CONSTITUTIONAL AMENDMENTS

SECTION I: AMENDMENT

Any member can propose an amendment verbally or in writing. Once an amendment has been introduced it may be voted on unless more time is needed as determined by membership. An amendment may be proposed at anytime. Advance notice is preferred but not required in advance for amending the constitution to the Executive Board. Attending meeting members present can vote for adoption of the amendment. Member must be in good standing in order to vote.

SECTION II: RATIFICATION

Majority vote of attending meeting members is required for ratification. A newly ratified constitution becomes effective immediately.

ARTICLE VIII – NOT-FOR-PROFIT STATEMENT

The Student Veterans Organization at Syracuse University is a 501(c)(3) nonprofit organization.

ARTICLE IX – FINANCIAL OBLIGATION

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE X – STATEMENT OF NON-DISCRIMINATION

Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or a veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

ARTICLE XI – STATEMENT OF NON-HAZING

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XII – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with the *Syracuse University Code of Student Conduct*.

_____ President	_____ Date
_____ Vice-President	_____ Date
_____ Treasurer	_____ Date
_____ Secretary	_____ Date
_____ Public Affairs Officer	_____ Date
_____ Advisor	_____ Date

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