

Las Positas College
Student Veterans Organization

Bylaws

ARTICLE I

PURPOSE

Section 1. Mission Statement

The mission of our organization shall be as follows:

1. Support all student veterans in their pursuit of education
2. Provide a social atmosphere that veterans are comfortable and familiar with
3. Act as an advocate for the student veterans to the college and communities
4. Establish a network that rapidly shares information with the student veterans, Veterans First Program, the college, and the local communities
5. Continually progress as an organization to better serve our veterans

Section 2. Goals:

Our goals and activities consist of the following

1. Provide a peer support network for student veterans and their families.
2. Educate the college community about the experiences of student veteran through presentation
3. Education to the college community about the experiences of student veterans through presentations and other related events/activities
4. Work with the VFP and college administration/professors
5. Provide information on outreach programs to potential student veterans.
6. Attend/participate in campus and local military recognition events and programs.

ARTICLE II

MEMBERSHIP

Section 1. Eligibility:

Membership shall fall into the following three categories:

- 1.1 Active: Any student enrolled in at least one credit with Las Positas College (LPC). Military affiliates are also eligible for membership.
- 1.2 Alumni: Any former student who has completed a program from Las Positas College who is a veteran, reservist, National Guard, or active duty service member 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 California State institution of higher education, organizations, societies, public, etc.

Section 2. Member Participation

Members will receive points based on their participation. Members will sign un at each meeting and event. Points will be tallied at the end of each semester and be eligible for a donation from the SVO.

- 2.1 Members will receive two points for each SVO meeting attended.
- 2.2 Members will receive four points for each SVBO event attended
- 2.3 Members will receive six points for reach volunteer activity with the SVO.
- 2.4 Donations to be determined for the top participants.

Section 3. Member Conduct:

Student Veterans Organization 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. All members are held to the behavioral standards set forth by the Student Code of Conduct.

ARTICLE III

MEETINGS

Section 1. Officer Meetings:

Monthly meetings of the Student Veterans Organization shall include elected members to discuss the planning and direction of the organization. The meeting times will be decided at the prior meeting by the officers present and be announced one week prior to the start of each meeting by the President.

Section 2. General Meetings:

Monthly meetings of the Student Veterans Organization shall include all general members of the SVO. The meetings will be announced by the President prior to the start of each semester.

Section 3. Special Meetings:

Elected officers may call special meetings of the Student Veterans Organization for any purpose or purposes. These meetings may be teleconferenced or done online.

Section 5. Place of Meetings:

All meetings of the Student Veterans Organization shall be held at a facility located on Las Positas College, or such a place designated by the President. All meetings shall be sent to all members of SVO with agenda topics, time, and place of said meeting.

Section 6. Quorum:

The minimum number of officers needed to conduct business at a meeting shall be three.

ARTICLE IV

ELECTIONS

Section 1. Elected Officers Eligibility:

To be eligible for office, candidates must be one of the following:

1. Enrolled as at least a halftime student year around (fall, spring, and summer semesters) with Las Positas College OR;
 - I. Must do a minimum of 10 hours a month with the SVO or Veterans First Program
2. Be an active member of the SVO by attending at least half of the meetings and functions in the current semester.
3. Must be able to perform all duties required of them as stated in the bylaws.
4. Must provide proof of honorable discharge (if veteran).
5. Must hold an overall of a 2.50 GPA
6. Must have been enrolled longer than one semester at LPC
7. Must have enough time remaining at LPC to fulfill their term as an SVO Officer.

1.1 Advisor Eligibility:

1. Must be a full-time employee of the Las Positas College district.
2. Must be able to attend general and officer meetings
3. Must be able to give 10 hours to SVO events.
4. Must be able to perform all duties required in the bylaws.

Section 2. Nominations:

Nominations for the office shall occur approximately one month before the end of the semester. All nominees' eligibility will be verified by the faculty/staff advisors before becoming official candidates. Candidates who do not meet the above requirements will not be eligible for office.

2.1 Nomination Procedures must be nominated by an Active Member of the SVO by the following:

- I. Verbal nomination at the SVO meeting
- II. Written, typed, or emailed letter to the current SVO officers and advisors with the nomination time that is prescribed.

2.2 Nomination Deadline:

- I. A deadline date for nomination will be set at the SVO meeting at the start of the month elections are held. Once the deadline is set, no exceptions will be made to those who are tardy.

Section 3. Removal

Officers can be removed from office by the following:

1. By two thirds (2/3) Vote of standing
2. If they fail to attend more than three meetings in a row.
3. If they continuously fail in their duties.
4. Are found guilty of a violation of integrity.
5. Are found guilty of committing acts that would portray the SVO in a negative light.

Section 4. Resign Process

When resigning from an officer or an advisor position, the member must tell all the other officers that they want to resign one month prior to ensure adequate time to find a replacement and do a turnover of information. If no replacement is found, the coordinator will work with the highest officer to discuss who should fill the role and voted on by all the officers.

ARTICLE V

OFFICIAL POSITIONS

Section 1.

The elected, official position and duties are as followed:

1.1. President: The president shall have the following duties and responsibilities

1. Oversee and run all SVO meetings
2. Speak on behalf of all student veterans at SVO events
3. Remain informed of all upcoming school and community events and relay that information to the SVO officers.
4. Ensure that the SVO officers are completing their assigned duties.
5. Promote upcoming meetings, events, and fundraisers.
6. Delegate duties in a timely manner
7. Select a semester project to improve the future of the SVO.
8. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.
9. Must be a veteran.

1.2. Vice-President: The Vice-President shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Will assist the President with all SVO duties.
3. Will assume the Presidents responsibilities if the President is unavailable
4. Responsible for passing down information from the President to all the SVO officers.
5. Will assist in planning SVO events and fundraisers.
6. Participate in a semester project to improve the future of the SVO
7. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.
8. Must be a veteran.

1.3. SGT-AT-ARMS: The SGT-AT-Arms shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Will assist the President with all SVO duties.
3. Keeps meetings in order.
4. Collects ballots during elections.
5. Tally votes.
6. Participate in a semester project to improve the future of the SVO.
7. Will work one hour a week in the Veterans first lounge to pass information to all student veterans.
8. Must be a veteran.

1.4. Secretary: The Secretary shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Will be responsible for working with the President and disseminating the agenda for SVO meetings.
3. Will create meeting minutes from every SVO meetings.
4. Will ensure the meeting agenda and minutes are posted on the Veterans First website.
5. Will be responsible for sending out e-mails, reminders, and notices for upcoming SVO meetings, events, and fundraisers.
6. Participate in a semester project to improve the future of the SVO.
7. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.
8. Maintain Participation Records.

1.5. Treasurer: The Treasurer shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Will maintain an active knowledge of all current SVO funds.
3. Will coordinate with the appropriate personnel to withdraw, deposit, and audit the SVO funds.
4. Participate in a semester project to improve the future of the SVO.
5. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.6. Events Coordinator: The Events Coordinator shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Will be responsible for coordinating SVO events and fundraisers.
3. Will be responsible for relaying event information to the Secretary.
4. Will gather, compose, and update the contact list from rosters at each event.
5. Participate in a semester project to improve the future of the SVO.
6. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.7. Branch Representatives: The Branch Representatives shall have the following responsibilities:

1.7.1. Air Force Representative

- 1.7.1.1. Will ensure that the veterans of the branch are adequately represented.
- 1.7.1.2. Actively research and coordinate with Events Coordinator of any events specific to the branch.
- 1.7.1.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.
- 1.7.1.4. Must be a veteran of this branch.

1.7.2. Army

- 1.7.2.1. Will ensure that the veterans of the branch are adequately represented.
- 1.7.2.2. Actively research and coordinate with Events Coordinator of any events specific to the branch.
- 1.7.2.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.
- 1.7.2.4. Must be a veteran of this branch.

1.7.3. Coast Guard

1.7.3.1. Will ensure that the veterans of the branch are adequately represented.

1.7.3.2. Actively research and coordinate with Events Coordinator of any events specific to the branch.

1.7.3.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.7.3.4. Must be a veteran of this branch.

1.7.4. Navy

1.7.4.1. Will ensure that the veterans of the branch are adequately represented.

1.7.4.2. Actively research and coordinate with Events Coordinator of any events specific to the branch.

1.7.4.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.7.4.4. Must be a veteran of this branch.

1.7.5. Marine Corps

1.7.5.1. Will ensure that the veterans of the branch are adequately represented.

1.7.5.2. Actively research and coordinate with Events Coordinator of any events specific to the branch.

1.7.5.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.7.5.4. Must be a veteran of this branch.

1.7.6. Military Affiliate

1.7.6.1. Will ensure military dependents are adequately represented.

1.7.6.2. Actively research and coordinate with the Events Coordinator of any events specific for dependents.

1.7.6.3. Will work one hour a week in the Veterans First lounge to pass information to all student veterans.

1.7.6.4. Must be a military affiliate.

1.8. Media Officer: The Media Officer shall have the following responsibilities:

1. Will act under the Presidents direction.
2. Maintain the LPC SVO Facebook page.
3. Coordinate all third-party advertising.
4. Ensure photos are taken at SVO meetings, events, and fundraisers.

1.9. Faculty Advisor: The Faculty Advisor shall have the following responsibilities:

1. Provide a sense of continuity between the old and new SVO officers.
2. Advise officers to ensure agreeable outcomes are achieved.
3. Inform the SVO officers of upcoming school events not officially announced.

Section 2. Responsibilities of all officers

The following responsibilities are required of all SVO officers:

1. Will be present at all SVO meetings, events, and fundraisers.
2. Will promote upcoming SVO meetings, events, and fundraisers.
3. Will keep an open and active line of communication among all other officers.

Section 3. Elections

Elections shall occur one month prior to the spring and fall semesters end. All final and eligible nominations will be verified by the Faculty Advisor and will be announced to the SVO via email and flyers posted in the VRC. The SVO Advisors and Officers will prepare in person and online ballots in advance of elections with the list of candidates and the position they are running for.

Section 4. Voting

Members of the Student Veterans Organization will be authorized to vote by completing the following:

1. Establish current enrollment
2. Identify themselves using their "W" number
3. Casting their vote at the ballot box located in the Veteran Resource Center
 - 3.1. Casting their vote via online survey
4. Members will only be allowed to cast one (1) vote.
5. Write in candidates are not permitted unless there is no one nominated for the position.

Section 5. Officer Term

The officer term shall be for the Spring semester or the Summer and Fall semester. The current officers shall hand over all responsibilities to the newly elected officer and remain available to the new officers to provide them with clear guidance on what each officers responsibility are to ensure a smooth transition from old to new officers of the SVO.

Section 6. Vacancies

Vacancies will be filled by an appointment from the Executive Board with two-thirds (2/3) majority ruling. This does not apply to the position of the president; the President must be elected through a special election. If there are not enough participating members running, then the SVO will hold a special elections meeting in which nominations, voting, and default appointments shall take place.

Section 7. Board of Directors

The Board of Directors consist of all SVO Officers and all Faculty Advisors and will convene to officially handle all circumstances that are not addressed within these bylaws that will greatly affect the SVO.

ARTICLE VI

AMENDMENTS

Section 1: Board of Directors

All officers on the board shall decide the direction and operation of the Student Veterans Organization. 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 membership at the next meeting. The voting membership shall decide on the item; a two-thirds (2/3) vote is needed to see the item passed. The President and Vice-President act as the "face" of the organization, but the extent of their power does not supersede any other member of the board.

Section 2. Members

The Bylaws may be amended by a two-thirds (2/3) vote of the members present at one regular scheduled meeting. Notice of intention to amend shall be provided on General Meeting prior to the meeting where the amendment will be voted on.

ARTICLE VII

DISSOLUTION

Section 1. Dissolution of the Organization

Upon dissolution of the organization, all assets shall be used exclusively for charitable purposes. Funds donated by outside sources will be returned first and foremost. Any funds that exist thereafter shall be first used for scholarships to students within the Student Veterans Organization. If this is not attainable, the remaining funds may be donated in this order: Las Positas College Veterans First Program, Student Veterans of America, or an IRS recognized non-profit organization.