

Montclair State University
Veterans Association

ARTICLE I: NAME AND PURPOSE

Section one: Name

This organization shall be known as the “Montclair State University Veterans Association.” We will be a class III organization of the Student Government Association, Inc. of Montclair State University

Section Two: Purpose

The purpose of this organization is for members to mutually assist each other, adapt to college life, and encourage community activities with agencies that provide services for our members, and liaison with other Veteran groups.

ARTICLE II: MEMBERSHIP

Section one: Eligibility

Membership is open to all fee paying undergrad students and all fee paying student Veterans of the United States Armed Forces, and of any other nation’s armed forces, who are undergraduate students at Montclair State University. This includes members of the Reserve, the Guard, active duty service personnel, and dependents of those that apply to the above.

Any member of the R.O.T.C. or any other commissioning program, are to be granted ex-office membership.

Section two: Members in Good Standing

Those who attend a minimum of two entire consecutive general membership meetings in a single semester will be entitled to voting privileges thereafter.

OR .Those who have provided four (4) hours to the organization as service time will be entitled to voting privileges thereafter.

All members can bring issues up to general membership meetings. All voting members can vote on any issue concerning our business.

If an issue is decided at general club meeting as unimportant business, and two thirds of the General membership sign a petition stating that the issue should have been decided by an important issue vote, then this business will be brought up again and decided on by an important issue vote only.

ARTICLE III: MEETINGS

Section one: Meeting Time

At the first meeting of each semester, the membership shall set forth a day and time for general membership meetings, which must be adhered to throughout the semester.

Section two: Issues Handled

Issues that are deemed important will require a two thirds majority to pass. Issues that are deemed unimportant will require a simple majority (50% plus 1) of members present at the meeting, to pass. The chairman will decide if an issue is important or unimportant business.

Important issues will be mailed to the club members address, and will be returned to the club office before the next scheduled meeting.

Section three: Emergency Meetings

The President [or any officer] may call an emergency meeting. Voting members may call for an emergency meeting by two thirds of the members signing a petition which is submitted to the presiding officer at that meeting.

Section four: Quorum

Quorum is a minimum of fifty percent plus one to the voting membership in order to call a meeting to order where business will be legally transacted.

Section five: Executive board meetings

The Executive Board shall meet once a month or once a week, however they see fit, to coordinate and discuss the organization's activities.

Section six: Transitional Meetings

Transitional Meetings shall be held after the election of the new Executive Board, with the outgoing Executive Board, where all organizational materials will be transferred.

ARTICLE IV: ADVISOR

Our faculty advisor will be nominated by the Chairman or be appointed by the President, and approved by two thirds majority of the club membership.

The advisor shall serve in an advisory capacity only.

ARTICLE V: EXECUTIVE BOARD

Section one: The Executive Board

An Executive board, which shall consist of President, Vice President, Secretary, and Treasurer.

Section two: Duties of the President

The President shall have the following duties:

- a. Will be responsible for presiding over general membership meetings [or Vice President].
- b. Overseeing actions of the executive board to operate in accordance with current SGA policies & procedures and sanctions.
- c. The President will not vote at general membership meetings, except in the event of a tie, and the President will decide if club business will be important business or not.
- d. The President will cosign all financial transaction with the Student Administrator.
- e. Be the official host of the organization.
- f. Will act in accordance with all current SGA policies, procedures & sanctions.

Section three: Duties of the Vice President

The Vice president shall have the following duties:

- a. To preside over meetings in the absence of the President.
- b. Is a responsible party for Liaison with other organization, clubs, groups or agencies.
- c. Oversee the functioning of all committees.
- d. Shall have one vote.
- e. Will act in accordance with all current SGA policies, procedures & sanctions.

Section four: Duties of the Treasurer

The treasurer shall have the following duties:

- a. Manage the accounts of the organization and cosign financial documents with the President.
- b. Shall have one vote.
- c. Acts in accordance with all current SGA policies, procedures & sanctions i.e. meet with SGA Bookkeeper once per month and provide books.

Section five: Duties of the Secretary

The secretary shall have the following duties:

- a. Is responsible for all meeting minutes and records.
- b. Acts in accordance with all current SGA policies, procedure & Sanctions i.e. submit minutes and attendance.
- c. To maintain complete records of all correspondence.
- d. Shall provide up-to-date organization information to the SGA.
- e. Shall have one vote

Section six: Term of Office

The term of office for all officers shall be from June 1st to May 31st.

Section seven: Training

All officers shall be responsible for the training of their successors.

ARTICLE VI: ELECTIONS

Section on: Eligibility

Anyone wishing to run for any executive board position must have been a voting member of one complete semester, and must be an eligible member in good academic standing with MSU.

Section two: Procedure

- a. Nominations for executive offices shall be taken at the second meeting in the month of April at the general membership meeting.
- b. Speeches are required the following next two general membership meetings after the week of nominations.
- c. One does not specifically need to be nominated and may run if they wish.
- d. Voting shall be conducted by secret ballot.
- e. Tabulation of votes shall be done by two or more mutually agreed upon members in good standing with the advisor.
- f. A plurality of the votes cast is required to win.
- g. An SGA representative must oversee elections.

Section three: Vacancies

- a. In the event the office of President is vacated, the Vice President shall complete the term.
- b. In the event that any other office shall be vacated, nominations shall be held at the next meeting with election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed. The replacement officer shall serve the remainder of the term.

OR. In the event that any other officer shall be vacated, the President shall appoint a replacement for the remainder of the term with the advice and consent of the two thirds voting membership.

ARTICLE VII: COMMITTEES

Section one: Standing Committees

- a. The publicity committee shall be responsible for the design and distribution of publicity in all its forms throughout the year.

- b. The fund raising committee shall be responsible for the development and coordination of all fund raising activities.
- c. The (specific event) committee shall be responsible for the development and coordination of the event.
- d. The President with the advice and consent of the voting membership will appoint the chairperson of the standing committees.

Section two: Ad Hoc Committees

The President with the advice and consent of the voting membership may form ad hoc committees. The President with the advice and consent of the voting membership shall appoint the chairperson.

All members in good standing shall serve on at least one committee.

ARTICLE VIII: REMOVAL OF PRIVILEGES

Section one: Loss Of Voting Rights

A member may lose his/her voting right if:

- a. Has three unexcused absences from committee or general membership meetings.
- b. Fails to maintain in good faith the requirements necessary to become a voting member or to carry on in good faith the purposes of this organization.

Section two: Loss of Office

An officer may be removed from office by acting in contradiction to the constitution for showing irresponsibility with the organization's function through his/her duties.

- a. He/she may be brought up for removal by a petition signed by a majority of the general membership.
- b. The accuser shall present their argument for removal at the earliest possible meeting provided the accused has been given sufficient time to prepare a defense.
- c. A two thirds vote of the voting membership present shall be required to remove an officer.
- d. SGA Attorney General, Chief Justice, or Associate Justice must be present at any impeachment proceeding.

Section three: Appeals/reinstatement

Any action taken under the auspices of this article may be appealed within two weeks(or by the next meeting). A two thirds vote of the voting membership present shall be required to reinstate the member or officer. Reinstatement of voting rights can also be reestablished by following the guidelines set forth in Article II, Membership.

ARTICLE IX: AMENDMENTS

Section one: Introduction of Amendments

Amendments may be introduced by the President or by a petition signed by a majority of the voting members submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

Section two: Passage

A two thirds vote of the voting membership present shall be required for the amendment to pass.

Section three: Final Approval

Final approval by the Student Government Association, Inc. of Montclair State University is necessary before any amendments go into effect.

ARTICLE X: PARLIMENTARY PROCEDURE

Robert's Rules of Order or general parliamentary procedure, shall govern all procedural matters not covered in this constitution.

ARTICLE XI: DELEGATION OF POWERS

All powers not expressed in this document are hereby delegated to the Students Government Association, Inc. of Montclair State University.

ARTICLE XII: ADVERTISING CLAUSE

This organization shall use our full-chartered name on all advertising, and on our Association's events. All advertising shall state "A Class III Organization of the S.G.A."

Montclair State University Veterans Association

A Class III Organization of the SGA

