Constitution

Article I: Name

Section 1: The name of this organization shall be Regis Student Veteran Association (RSVA), a chapter member of the Student Veterans of America (SVA).

Article II: Purpose

Section 1: The purpose of RSVA is first and foremost, to ensure that all military-affiliated students attending Regis University have access to all of the benefits entitled to them. Secondly, RSVA is to provide academic, professional, and personal support through camaraderie and advocacy through a network of professional and community organizations, students, staff, alumni, and faculty.

Section 2: The goal of RSVA is to promote communication and interaction among Regis’ military community, the student body, and associated organizations in order to promote a healthy environment while attending Regis University.

Section 3: To enhance the educational experience of Regis’ military community in higher education by empowering and supporting student veteran groups at Regis University.

Article III: Affiliations

Section 1: This organization is affiliated with the Student Veterans of America (SVA): http://www.studentveterans.org and the SALUTE National Honor Society: http://salute.colostate.edu/. Responsibility for this organization is housed in the Academic Dean’s Office of the College for Professional Studies.

Section 2: As an organization of Regis University, RSVA is subject to all rules and regulations of the university as found in the University Catalogue, Regis University Student Handbook, Faculty Handbook and RUSGA Club and Organizations Handbook as well as internal policies for advertising, marketing, financial management, risk management of events, FERPA guidelines etc.

Article IV: Membership

Section 1: The membership of this organization is open to all Regis University students, faculty, staff, and alumni who currently serve or have served in the United States Military; family members are also eligible for membership in RSVA.

Section 2: RSVA is inclusive of all colleges, programs, and campuses of Regis University.
Section 3: This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Section 4: Members are required to have at least 50% attendance to all meetings and events throughout the year. Any reduction in attendance is up to the final discretion of the President and Board of Officers.

**Article V: Officers**

Section 1: The Board of Officers of the organization shall consist of:

**President.** The President shall be the presiding officer of all general meetings and shall oversee all activities; Represent the organization on campus; Ensure that RSVA is operating in conformity with the standards set forth by Regis University and the Student Veterans of America; and discharge the responsibilities normally adhering to the office.

**Vice President.** The Vice President shall preside at all meetings if the President is absent; Succeed to the presidency in the event of the death, disability, or resignation of the President; Assist the President in representing RSVA to internal and external constituencies; and Discharge the responsibilities normally adhering to the office.

**Secretary.** The Secretary shall maintain an accurate record (minutes) of the organization's transactions; Maintain a membership directory; Correspond when necessary with University administration and other recognized organizations; and Discharge the responsibilities normally adhering to the office.

**Treasurer.** The Treasurer shall oversee the receipts and disbursement of the funds of the Student Veterans Alliance, while keeping an accurate and itemized account thereof; Prepare the annual budget request of the Student Veterans Alliance for submission to RSVA; Shall follow the funding policies of RSVA; Collect dues, if required; Solicit additional funding, if needed, from RSVA; and Discharge the responsibilities normally adhering to the office. At the end of the academic year, a financial statement shall be compiled and submitted to RSVA at the last general meeting of the year. The financial statement will be signed by the Treasurer and the President.

**Sergeant-at-Arms.** The Sergeant-at-Arms shall maintain order at RSVA meetings and all RSVA events and activities; ensure that members adhere to RSVA rulings, policies, and expected models of conduct when dealing with other members or outside entities.

**Community Outreach Officer (2).** The Community Outreach Officer shall initiate and establish contact with officials, organizations, and other entities that reside outside of Regis University; Recommend RSVA involvement in community events and activities; Solicit and coordinate internal support and involvement for community events and activities. This position will be for the Colorado Springs Campus and the Lowell Campus.
**Student Government Senate Representative.** The Student Government Senate Representative is responsible for attending all scheduled Regis Student Government meetings and disseminating all information from the Senate meetings to the Officers of RSVA. Additionally, it is the responsibility of the Student Government Senate Representative to lobby on behalf of RSVA in all student government functions to the best of his/her ability.

Section 2: The qualifications for each office are that the Officer must be: (a) a member of RSVA, (b) a veteran of the United States Military, (c) a current student of Regis University, (d) and voted in by the membership. Potential officers must meet the minimum eligibility requirements of an active student membership (Article IV). All officers must be in good standing, academically and behaviorally, per existing guidelines and policies of Regis University. All officers of the organization must have been a member of the Armed Forces in order to serve as President or Vice President of RSVA. The officers of RSVA shall be President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, Community Outreach Officer, and Student Government Senate Representative.

Section 3: The term of each office shall be for one year and may be renewed for a second consecutive term. Elections must be held before the term expires. Elections will be held no later than April 15, and nominations must be made by April 1.

Section 4: Should an officer’s position become vacant during his/her term, the following will take place: The Vice President shall succeed to the presidency in the event of the graduation, death, disability, or resignation of the President. Vacancies in other offices, including the Vice President’s office, due to graduation, voluntary or involuntary resignation, expulsion, removal from office, or death of the incumbent shall be filled at a special election called by the President and or the Board of Directors.

**Article VI: Advisors and Support Staff**

Section 1: The organization advisor(s) must be a member of the faculty or staff of Regis University. A faculty or staff member who is a veteran is highly preferred.

Section 2: The duties and responsibilities of the advisor shall be to serve as a resource to RSVA on university policy and procedure, operation and maintenance of the organization, community service and other activities of the organization and conflict resolution within the organization.

Section 3: The RSVA faculty advisor is a non-voting position in the organization if the advisor is also a member.

Section 4: Should a position of advisor become vacant during the year, the other advisor, the membership and the Dean of the College for Professional Studies (or designee) shall identify a pool of qualified candidates from which a new advisor shall be chosen by mutual consent of these parties.
Section 5: Program Coordinator. The Program Coordinator is a non-officer support role and shall execute day-to-day operations of RSVA under the guidance of the RSVA officers and will be the primary interface between the organization and the faculty advisor. Qualifications are (a) a member of RSVA, (b) a current student of Regis University, (c) a VA work study is preferred when available to fill this position, (d) appointed by officers when no VA work study is available and in this case the position is unpaid.

Article VII: Meetings

Section 1: Regular meetings of the organization shall be held every-other Friday from 1600-1700 hours. The President or the Vice President may call a meeting. The Secretary is responsible for meeting notices. A quorum of the membership must be present to vote on any matter that affects the membership.

Section 2: Special meetings of the organization shall be held at the discretion of the President, Vice President, Treasurer, and Secretary by mutual consent of these officers. Notice of a special meeting must occur at least 7 calendar days prior to the meeting. The Secretary is responsible to notify membership of any special meetings.

Article VIII: Amendments

Section 1: This constitution shall be amended by a ¾ majority vote of the membership in attendance at any regular or special meeting, assuming the requirement for a quorum is met (Article VII, Section 1).

Section 2: Provision for advance notice of amendment shall be made by the Secretary. Members shall be informed twice by e-mail and by announcement at two consecutive meetings prior to the meeting vote on the amendment.

Date Ratified 09AUG2012
Date Revised 01MAY2014
Date Revised 23SEP2014

By-Laws

Article I: Membership

Section 1: Full Membership shall be open to: (a) student veterans and their immediate family members, (b) active duty military students and their immediate family members, Support Memberships shall include faculty, and Staff. All student members must maintain a GPA of at least 2.0 on a 4.0 scale.

Section 2: All prospective RSVA members will complete a RSVA membership application and submit it to a RSVA board member. The RSVA board will review all RSVA applications to determine eligibility and accuracy of the application. The Secretary will notify all applicants of
their membership status within one week of application review. All applicants who meet eligibility requirements will be accepted for membership.

Section 3: Dues for RSVA shall be $10 per year paid at the beginning of each calendar year. Applicants who join and pay dues after September 30 will not be required to pay dues at the beginning of the next calendar year but will be required to pay dues at the beginning of each subsequent calendar year.

Section 4: Membership responsibilities shall include participation in at least one meeting, event, or activity each year. Any member of Regis University may make requests or suggestions to RSVA for services, participation in events, or information.

Section 5: Membership may be terminated by: (a) member request, (b) ineligibility, (c) nonpayment of annual dues, (d) nonparticipation (not participating in at least one meeting, event, or activity annually), or (e) violations of university code of conduct. An appeal process is available to terminated members and is initiated through the faculty advisor. Appeal will follow the existing appeals process in the Student Handbook.

Article II: Selection of Officers

Section 1: Any active member may nominate a veteran student or active duty student member for any office. Any active member may self-nominate for any office as long as all eligibility qualifications are met.

Section 2: The selection of officers shall be done by majority vote of all RSVA members.

Section 3: Grounds for removal of an officer include violation of the Student Handbook, failure to execute the responsibilities of their office, unethical conduct, and malfeasance in office, or any other conduct deemed inappropriate by consensus of the Dean of the College for Professional Studies and the Director of Student Activities.

Section 4: The petition for removal of elected officers may be brought to the faculty advisor, the Dean of the College for Professional Studies, and the Director of Student Activities by a petition bearing signatures from 40% percent of the membership, or a recommendation of fifty percent of the elected officers. The elected officers may be removed following a hearing, where evidence and arguments will be considered, and a three-fourths approval of the review committee established by the Dean of the College for Professional Studies and the Director of Student Activities.

Article III: Selection of Advisor

Section 1: The selection of an advisor shall be done by the other advisor (if one is in place), the membership and the Dean of the College for Professional Studies (or designee) shall identify a pool of qualified candidates from which a new advisor shall be chosen by mutual consent of these parties.

Section 2: The provisions for removal of an advisor include resignation, recommendation to the Dean of the College for Professional Studies by a ¾ majority vote of the membership, or by recommendation to the Dean of the College for Professional Studies by the School Dean in which the faculty member resides or by direct action of the Dean of the College for Professional Studies.
Article IV: Committees

Section 1: All permanent committees shall be formed by majority vote of the members present at the meeting when the voting occurs, are accountable to the elected offices of the organization, operate in collaboration with the Program Coordinator and approved by a majority vote of members present for the vote, assuming the requirement for a quorum is met (Article VII, Section 1).

Section 2: All ad-hoc committees shall be formed by the elected officers or by standing committees of the organization. Such ad-hoc committees shall follow these guidelines

1. Meeting minutes will clearly reflect the structures/purpose of the committee.
2. Are established for a single purpose
3. Are limited to a one-year commitment. Such committees will be dissolved once their function is fulfilled.
4. Other guidelines established and approved by the organization

Section 3: Scholarship Committee: This committee is in charge of awarding the Annual RSVA Military Scholarship. The applications are to be blind. The Committee shall be appointed by the Officers of RSVA. The committee shall be comprised of three members to include the Regis University Military and Veteran Resource Coordinator, an independently selected member, and a representative member of the VFW. The scholarship is available to all active RSVA Members.

Article V: Rules of Order

Section 1: This organization shall be governed by practices from military experience and military meetings. Decisions are made by vote of those members present at any given meeting, assuming the requirement for a quorum is met (Article VII, Section 1).

Article VI: Amendment

Section 1: These by-laws may be amended by a vote of 3/4 majority of the membership in attendance at any regular or special meeting, assuming the requirement for a quorum is met (Article VII, Section 1).