

CONSTITUTION/BY-LAWS OF
**COLLEGE OF THE DESERT
STUDENT VETERANS ORGANIZATION**

ARTICLE I: NAME

Section 1. The name of the organization shall be College of the Desert Student Veterans Organization, herein referred to as the Student Veterans Organization (SVO).

ARTICLE II: PURPOSE

Section 1. The purpose of this organization will be to promote camaraderie, professionalism and education among Veterans and members of the Armed Forces. To enforce and maintain the pride and integrity of service and professionalism; to help others through information, education, or mentorship; and to create a community of camaraderie, friendship, and dependability amongst veterans and students alike.

ARTICLE III: MEMBERSHIP

Section 1. Membership is open to all students who are Veterans, Members of the Armed Forces and Dependents. Also, to students who wish to learn about or affiliate with the Armed Forces.

Section 2. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, political affiliation or disability. We have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, political affiliation or disability.

We ask that members possess and uphold the highest standard of integrity and pride, always be positive and actively seeking to improve oneself and others.

Section 3. The rights of voting are reserved for current COD Students who are Veterans, Members of the Armed Forces or Dependents of Veterans/Active Duty Personnel enrolled in a minimum of 3 units.

Section 4. A person is a member in good standing when he/she carries themselves in a professional and pleasant manner, always representing and upholding the tradition of a responsible citizen.

ARTICLE IV: OFFICERS

Section 1. All officers must be in good academic standing, enrolled in a minimum of 3 units, with a cumulative GPA of 2.00 or better.

Section 2. The officers shall be: President, Vice-President, Secretary and Treasurer. When so desired, by majority vote, the position of Secretary and Treasurer may be combined and held by one individual for that semester.

Section 3. The positions of President and Vice-President may only be held by a Veteran or Member of the Armed Forces. The positions of Secretary or Treasurer may be held by a Veteran, Member of the Armed Forces or a Dependent.

Section 4. These officers shall constitute an executive board, which shall transact routine business, fill temporary vacancies in office, and act in all emergencies.

Section 5. Term of Office: The President shall hold office for two semesters. All other officers shall hold office for one semester. Nominations can be either: on the last meeting of the spring semester OR on the first meeting of the fall semester. Elections will be held on the same day as the nominations by secret ballot. The club advisor will be responsible for ensuring a fair and transparent election. The advisor will also be responsible for counting the votes placed in the urn by secret ballot and announcing the results of the election at the same meeting. In the event that there is an uncontested election for all open positions; the person nominated for each open position will automatically be elected without secret ballot: as long as the advisor is present, and the majority of members present agree. There will be a separate election for all officers (excluding the President) on the first meeting of the spring semester.

In the event that club business needs to be attended to during the summer term of the college, the President will be the person voted by a majority of members at the last meeting of the spring semester and will evidently remain for the duration of the following two semesters.

Section 6. It shall be the duty of the President to prepare agendas for meetings, to preside at all meetings, to appoint committee chairs, and to see that all committees run smoothly. The President shall appoint a member and an alternate to the Inter-Club Council.

Section 7. It shall be the duty of the Vice-President to take over the meetings in the absence of the President and to perform other duties as delegated by the President.

Section 8. It shall be the duty of the Secretary to keep exact notes (minutes) of all meetings, to type and keep records of these notes, and to be responsible for all Club correspondence.

Section 9. It shall be the duty of the Treasurer to keep an accurate account of all Club funds, to administrate financial transactions, and to make recommendations concerning optimal use of the SVO funds.

Section 10. It shall be the duty of the Inter-Club Council Representatives to attend ICC meetings and report back.

Section 11. It shall be the duty of all Elected Officers to attend all Student Veterans Organization Meetings, unless excused for a meaningful purpose. 1st unexcused absence, officer will be warned about Article IV Section 10 of the Student Veterans Organization Constitution. Second unexcused absence, officer will be voted out by majority of remaining officers and SVO members. After officer is voted out, normal election rules and procedures will take place to fill the vacant officer seat.

ARTICLE V: MEETINGS

Section 1. Regular meetings shall be held at the time posted. These will ordinarily be bi-weekly, or as often as deemed necessary by the SVO members and officers.

Section 2. A quorum shall be two officers plus three members.

Section 3. Special meetings for the purpose of transacting unique and pressing business may be called by the President.

ARTICLE VI: AMENDMENTS AND RATIFICATION

Section 1. The constitution shall be ratified by a majority vote of the members attending a meeting with a quorum.

Section 2. Amendments may be made by a majority vote of the members present at a meeting with a quorum.

ARTICLE VII: RULES OF PROCEDURE

The club shall be guided in its procedure by Robert's Rule of Order, Revised when no other rules have been specifically established in the by-laws or constitution.

ARTICLE VIII: ANTI-DISCRIMINATION, ANTI-HAZING

Section 1. There shall be no discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, political affiliation or disability.

Section 2. There shall be no hazing.

ARTICLE IX: FIELD TRIPS

Section 1. One or more fundraising events shall be held to support the transportation costs, admission fees, or other incidental expenses of the trip.

Section 2. The funds to be drawn from the SVO for each field trip shall be decided by regular vote as outlined in Article VI, prior to the field trip. In no case shall the SVO account be allowed to fall below \$50 due to spending on optional activities or materials.

Section 3. Those members who have not accumulated sufficient credit as deemed by the SVO Officers must pay the difference between the individual cost of the field trip and their prior revenue or contributions. Members may accumulate credit in several ways, which include but are not limited to the following guidelines:

- a. Direct monetary or material contributions.
- b. Time spent working on SVO projects.
- c. Time spent working on fundraising events such as bake sales, raffles, etc.

- d. Revenue or donations brought in to the SVO as a direct result of one's efforts.

Section 4. Field trip emphasis should be stated, and appropriate College Faculty Member or Advisors arranged for. No field trip shall be taken without the accompaniment of a District employed faculty member or advisor. Neither shall any expenses be reimbursed to any SVO member who participates in an unauthorized field trip.

This Constitution/By-Laws shall go into effect immediately, once ratified by two-thirds of the members present.

Jenna Belt Jenna Belt 9/5/2019
President, COD Student Veterans Organization Dated