**Constitution of the Lonestar College Kingwood Student Veterans Association**

We associate ourselves together for the following purposes:

In order to preserve and defend the rights for which we, the veterans of Lonestar College Kingwood, have stood, uniting again in the bands of brotherhood which we have all shared, we gather. Together in one accord, to make our voice heard at Lonestar College Kingwood and in our community, we gather. That we may advocate on behalf of our fellow veterans for their just rights and due benefits, and to promote and defend that which we have borne from the common bond of sacrifice and struggle, we gather. In seeking to serve others and promote public and military service at Lonestar College Kingwood and in our community, we gather. Most of all, in remembrance of our fallen family and friends, who have sacrificed their all so that we may now benefit, we gather. We have banded together, never to break faith with them and forever working to bring honor to their sacrifice. May we, the living, be an example of all our departed comrades' service and commitment to duty, working here, in this place, to be worthy of the gifts they gave for us.

**Article I – Mission**

*Section 1: Organizational Name*

This constitution organizes the Lonestar College Kingwood Student Veterans Association.

*Section 2: Mission Statement*

The mission of the Lonestar College Kingwood Student Veterans Association, hereafter referred to as the SVA, is to provide a voice for veterans at Lone Star College Kingwood and promote a sense of individual obligation among its students to their community, state, and nation.

Our mission will be achieved by the following objectives:

1. Upholding and defending American rights and values which we have defended and remembering and honoring the sacrifice of those who have given much in the defense of freedom.

2. Providing a voice and representation for veterans and veterans' issues at LSC Kingwood among its students, faculty, and staff.

3. Assisting our fellow veterans in transitioning to collegiate life, navigating benefits programs, and serving each other in a common bond of brotherhood/sisterhood formed through our shared experience.

4. Providing a social network for veterans and their families to connect and share information and experiences.

5. Fostering a sense of service and community involvement within the Lone Star College System.

**Article II – Membership**

*Section 1: Members*

Any registered student (full or part time), faculty, or staff member at LSC Kingwood who is in good standing with the college and supports the mission and purpose of the SVA is eligible for membership. Voting rights will be limited to members of the organization who are veterans, active-duty personnel, reservists, or family members of the aforementioned.

*Section 2: Rights of Members*

Rights of active members (voting and non-voting) include eligibility to participate in all community and campus activities of the SVA, voting rights in select SVA business, the right to nominate candidates for SVA leadership, service as an SVA officer, the eligibility to attend SVA meetings, and to participate in fundraising, social, and community service projects of the SVA.

*Section 3: Eligibility for Membership*

Eligibility for membership, elected student officer positions or other rights afforded members of the SVA will not be limited based on race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The SVA is an equal opportunity organization and supports the rights of all to the freedom of association and the equal rights of all citizens.

**Article III – Executive Officers**

*Section 1: Executive Officers of the SVA*

The elected officials of the SVA shall be President (hereafter referred to as President), Vice President (hereafter referred to as Vice President), Treasurer (hereafter referred to as

Treasurer), and Secretary (hereafter referred to as Secretary). These officers will serve as the Executive Committee of the organization.

*Section 2: Duties of Officers*

All officers shall--

* Be registered students in good academic standing (GPA greater than or equal to 2.00) at LSC Kingwood
* Be willing to serve their term of office throughout the academic year (Fall through Spring/Summer semesters) (Under Advisor discretion, SVA Executive/Auxiliary Officers will be required to participate in the VA Work Study program within the Veterans Resource Center) [Ref. Art. III: Sec. 10]
* Conduct themselves in a fashion that upholds and honors their commitment to Duty whether in-person or in any Online forum associated with the Student Veterans of America or the LSC-Kingwood Student Veterans Association.
* Be honorably discharged veterans of the US Armed Forces (Army, Navy, Marine Corps, Air Force, Space Force, or Coast Guard), active-duty military personnel, or military reservists as validated through Military ID, DD Form 214, or other validation of honorable military service provided by the veteran or validated by the VA Benefits coordinator at LSC Kingwood.

*Section 3: Terms of Service*

Length of the term for appointed offices will be one academic year. Upon completion of the term of office, officers who wish to maintain the same position must stand for re-election at the beginning of the next Fall semester. Officers who fail to fulfill their term will be disqualified from running for office within 1 year of their last term of service. Any officer who fails to uphold the responsibilities of their office or who fails to meet the requirements for membership, or otherwise brings discredit upon the organization may be removed from office by a two-thirds majority vote of the eligible membership body of the organization.

*Section 4: Selection of Faculty/Staff Advisor(s)*

Selection of the Faculty/Staff Advisor(s) for the organization shall be voted on by the Executive Committee of the organization and affirmed by a majority vote of the eligible voting membership.

*Section 5: Duties of the Executive Offices*

The presence of all members of the Executive Committee is mandatory for all regular meetings of the SVA.

*Section 6: Duties of the President*

The President will oversee all meetings and activities of the SVA and ensure that the SVA is abiding by the rules and regulations set forth by the Student Activities Office of LSC Kingwood. Whenever a representative is required for the organization in any matter, the President shall represent the SVA on its behalf. The President will be required to inform/delegate provision of information to the appropriate Executive Committee member(s) for all updates, events, and general assemblies. Should the President be unavailable, the Vice President will stand in his/her place. In all other circumstances, a representative will be selected and affirmed by a majority of vote of the Executive Committee in consultation with the Faculty/Staff Advisors(s).

*Section 7: Duties of the Vice President*

The Vice President will communicate closely with The President while assisting and supporting his/her decisions, duties, and responsibilities to the SVA. Assist The President with delegating assignments, tasks, events, and organizational needs. The Vice President will oversee the needs of the SVA in concert with the Treasurer and Secretary in the provision of all supplies, resources, and facilities. The Vice President will act as a form of communication between SVA members, Officers, and bring all discrepancies and concerns of the SVA to the Staff/Advisor(s). The Vice President will serve in the President’s place at all meetings, events, and other required functions if the President should be otherwise unavailable.

*Section 8: Duties of the Secretary*

The Secretary will assist and support the President and Vice President in the aforementioned duties of such mentioned officers. The Secretary will act as senior officer in the absence of the President and Vice President. The Secretary will document and communicate meeting dates and proceedings in SVA minutes and manage/maintain all SVA documents and files. The Secretary will plan, coordinate, and prepare action plans for all SVA activities and functions in concert with the Executive Committee and the SVA and its sub-committees as necessary.

*Section 9: Duties of the Treasurer*

The Treasurer will work closely with the President and Vice President to keep abreast of the organizational goals, needs, policies, and procedures. The Treasurer will purchase needed materials for events, general assembly, and needed SVA requests made by Staff/Advisor(s). The Treasurer is responsible for tracking, filing receipts, and reconciling the SVA budget and communicating available funds and other relevant information to the Executive Committee, Staff/Advisor(s), and members.

*Section 10: Duties of the Auxiliary Officers*

The Auxiliary positions – including all responsibilities and duties - are appointed or approved by Staff/Advisor(s) only, and can be created or dismissed ad hoc, based on the needs of the SVA. Auxiliary officers may also hold VA Work Study positions, in addition to (or) in lieu of an Executive Officer who cannot hold position. Auxiliary Position: Senator, Sgt at Arms.

**Article IV - Advisors**

*Section 1: Faculty/Staff Advisor Duties*

The Faculty/Staff Advisor(s) of the SVA will work with the Executive Committee and the SVA membership in coordinating campus activities, meetings, community service projects, and other functions to ensure and support the mission and objectives of the SVA.

The Faculty/Staff Advisor(s) will be responsible for providing guidance and leadership to the SVA members, approving appropriate activities for the SVA, and overseeing the finances and the actions of the Treasurer. The Advisor(s) will also assist the SVA in coordinating resources and facilities to assist the SVA with the faculty and staff of Lone Star College-Kingwood, by informing the Executive Committee to delegate pertinent information through all necessary channels or otherwise delegated to an Executive or Auxiliary officer.

*Section 2: Community Partners*

Additional Community Partners of the SVA may include local, state, and national military and veterans’ organizations (The American Legion, Veterans of Foreign Wars, 9th and 10th Horse Cavalry Association, National Guard Association of Texas, Disabled American Veterans, Student Veterans of America, etc.). These groups will be encouraged and supported by the SVA. Members of these organizations will be recruited and encouraged to participate and assist in SVA functions.

**Article V - SVA Rules of Order**

*Section 1: Rules of Order*

Unless otherwise noted below or amended in the bylaws, rules, and regulations of the SVA, all official meetings of the SVA will be conducted in accordance with Robert’s Rules of Order.

*Section 2: Quorum*

A quorum of all members of the SVA shall be defined as all members of the Executive Committee plus 25% of the listed membership of the SVA as validated by the membership rolls present for the meeting on matters requiring a vote of the membership as outlined by the constitution of the organization or its amendments, bylaws, rules, or regulations.

During the first meeting of any academic year, a quorum shall be defined as 4 members (the minimum required to fill the officer positions of the SVA).

Should a quorum not be attained, for any reason, votes shall be delayed until such time as a quorum is reached.

For all matters specified by this constitution, its amendments, or SVA bylaws, rules, or regulations requiring a vote by the Executive Committee, a quorum shall be defined as 3 officers

- one of which must be the President. The President may, in an event of extraordinary circumstance, such as military duty, designate the Vice President to act in his/her stead.

*Section 3: Nomination for Office*

Any active member of the SVA (with or without voting rights) may nominate a student to candidacy for SVA office with an explanation of why they feel that he or she should serve in the office. The nomination is to be followed by a motion to support given by another active member (seconded). Nominated candidates must meet the requirements of the SVA and Lonestar College Kingwood to serve as officers, publicly vow to uphold the mission and purpose of the SVA and agree to serve for the entire term of the SVA.

*Section 4: Election Procedures*

All active voting members of the SVA will be allowed to vote anonymously for candidates for the offices of the SVA by casting individual written votes for each candidate for office at a general meeting of the SVA where a quorum is present.

*Section 5: Other Voting*

All other voting required by the SVA will be conducted by a voice vote or show of hands, after which any voting member may request a vote count by the Treasurer which will be carried if seconded. In all matters of a close vote or where a vote is unable to be determined, a vote count will be conducted by the Treasurer. Unless otherwise noted in the constitution, amendments, bylaws, rules, or regulations of the SVA, all votes shall be considered passed by a majority of 50% plus 1.

*Section 6: Committees and Special Tasks/Appointments*

When necessary, special tasks, appointments, and committees can be created by the membership as affirmed by a vote of the membership.

**Article VI - Meetings**

*Section 1: General Assembly*

General Assemblies of the SVA will take place monthly at least once a month. At minimum, the SVA will meet 4 times per semester in the Spring and Fall semesters. Meeting dates and times will be determined by the Executive Committee and confirmed and announced during or before each meeting and publicized by the President. All Executive Officers are authorized and expected to provide updates regarding their responsibilities and duties as mentioned in each pertinent section herein. The President will also contact each active member of the SVA, either in person, by voice, email, or letter at least 2 days prior to any meeting of the SVA. (No phone Clause): All Executive and Auxiliary officers are to NOT be on their phones during active meetings of any kind unless otherwise specified by The President, Staff/Advisor(s), or acting leadership at the time.

*Section 2: Emergency Meetings*

Should the need arise for immediate action by the SVA, an emergency meeting of the SVA may be called at any time by the Faculty/Staff Advisor(s), the President, or should the President be unavailable, the Vice President. Emergency meetings will take place at the soonest opportunity and require only a quorum of the Executive Committee but must be unanimously decided by that quorum and approved by the Faculty/Staff Advisor(s). Only matters unable to be postponed until a regular meeting of the SVA will be dealt with in emergency meetings and any decision taken in an emergency meeting must be ratified by the membership of the SVA at the next regular meeting of the SVA, or it shall be rescinded if possible. Any emergency decision taken by the Executive Committee that does not receive the support of the membership of the SVA as ratified by a quorum of the membership in a majority vote can be grounds for removal of the officers who made the decision. Emergency meetings may be conducted telephonically or electronically by conference call or instant messenger group. All members of the Executive Committee must be notified at least 2 days prior to an emergency meeting and be provided with its time, date, location, and purpose. All other members of the SVA will be notified by either the President or any officer of the Executive Committee as delegated by the President within 1 business week (5 days) of any emergency meeting decision or at a regular or special meeting of the SVA, whichever comes first.

**Article VII - Finances**

*Section 1: Fiscal Year*

The Fiscal Operating Year of the SVA is September 1st through August 31st of the following year of any year in which the SVA is active.

*Section 2: Budgeting Process*

The SVA at its first or second regular meeting of any academic year will vote on a budget prepared and submitted by the Executive Committee. At that time, the regular budget as submitted may be amended or modified in accordance with the procedures of the SVA. Once ratified, the budget cannot be amended without a majority vote of the SVA.

*Section 3: Obligation of Funds*

No funds should be obligated by the SVA or its members without the approval of the membership by majority vote by the Executive Committee, unless previously budgeted by the SVA and approved by the membership. The Treasurer has the responsibility for all funds of the SVA and is the only member of the SVA allowed to obligate any funds - and only by ratification of the membership either in the SVA budget or by special vote. Prior to the expenditure of any funds so authorized, written approval must be obtained from the majority of the Executive Committee, AND a Faculty/Staff Advisor authorizing the expenditure of funds. Written, shall be defined as any paper or electronic message that documents the approval. Following the ratification of the SVA budget, or other special expenditure of funds or the plan for earning (fundraising) funds, written (paper) documentation will be produced by the President following the vote of the SVA or Executive Committee that documents the approval of that expenditure or fundraising activity. That paper documentation must then be signed by the President, a Faculty/Staff Advisor, AND Vice President and maintained in records by the Treasurer. Any and all allocated funds for expenditure must be explicitly updated to the Executive Committee as expenditures or revenue of all funds of the SVA.

All financial records of the SVA will be maintained for a period of 1 year in duplicate, with a copy maintained by the Treasurer and by the Faculty/Staff Advisor(s).

*Section 4: Association Funds*

The Treasurer will track and handle all funds of the SVA. All accounting of funds will be done by the Treasurer, in cooperation with the Student Activities Office. At each regular meeting the Treasurer will provide a report of the funds available and have reports provided by the Student Activities Office for the SVA’s funds. At the conclusion of each academic year, the SVA will prepare an annual budget. The President and Treasurer will also provide a report of funds in the SVA account at the first official general assembly, and Executive meetings after their anointed/voted position.

**Article VIII - Removal of Officers/Members**

*Section 1: Removal of Officers*

Should an officer fail to meet the requirements to continue in an office of the SVA, they can only be removed by an Ethics Committee, if removed, that officer shall step down from office, return all SVA property and records to the presiding officer of the meeting within 2 business days, and be barred from holding SVA office for a period of no less than 1 academic year. Furthermore, an officer who is being removed must conduct themselves in a matter according to the oath and bylaws sworn to and adhere to the regulations of the SVA Constitution.

*Section 2: Removal of Members*

Should a member bring discredit upon the organization, work against the missions and objectives of the organization, or otherwise egregiously violate its rules or regulations, that member may be barred from the organization by the Ethics Committee. All procedures for the expulsion of a member must be authorized by the Faculty/Staff Advisor(s). Members expelled from the organization will be considered barred for life from membership in the organization unless overturned by two-thirds majority vote of a quorum of the membership. Minor offenses and violations of SVA rules, regulations, and bylaws will not be considered reasons for expulsion and will be taken into consideration by the Executive Committee.

*Section 3: Ethics Committee*

The Ethics Committee shall consist of two officers of the Executive Committee and three members of the SVA. Neither the President nor Vice President may be a member of the Ethics Committee, but the President (with the Vice President as an advisor) may overrule a committee decision if the decision of the Ethics Committee seems to be compromised. ONLY whomever involved parties may not sit in the Ethics Committee but may be held by The Vice President OR The President if the Vice is unavailable or involved. This constitution in its entirety takes precedence over any member of the SVA.

**Article IX - Amendments**

*Section 1: Proposed Amendments*

Any member with voting rights may propose an amendment to the constitution of the SVA at any General Assembly of the SVA. Notice of a proposed amendment will be voted as “due for process” for debate by a majority (50%+1) of a quorum of the membership at that assembly or the next assembly at which a quorum is obtained. Following acceptance for debate, debate on that amendment will be scheduled for the next Executive Committee or special assembly of the SVA in order to allow the Executive Committee of the SVA to evaluate the amendment. Following a motion to end debate on an amendment, amendments to this constitution can only be passed by a two-thirds majority vote of a quorum of the SVA’s membership after the proposed amendment has been voted and processed by the Executive Committee as previously defined.

*Section 2: Passage of an Amendment*

Should a proposed amendment to the constitution be carried by a two-thirds majority of the Executive Committee, the Treasurer will provide a copy of the amended constitution to the general membership. If the amendment is agreed upon by the general membership (without pride or prejudice) the President will ratify the Constitution with the addition of the new amendment. The President then will provide a copy of the ratified amendment to the Office of Student Activities and Faculty/Staff Advisor(s) within 7 days of the vote authorizing the ratified amendment and adjustment to the Constitution.

**Article X - Disbandment of the Student Veterans Association**

Section 1: Inactivity

The constitution, rules, regulations, and bylaws of the SVA will be considered in effect for perpetuity unless otherwise acted on by a quorum of the SVA or by the Student Activities Office. Should the SVA fail to maintain at least 4 members (officers) in any given semester, or at any point drop below 4 members (officers), the SVA shall be considered inactive for that semester with its constitution, rules, regulations, and bylaws still in force. Any funds in the accounts held by the SVA shall continue to be maintained by the Faculty/Staff Advisor(s). If inactive for two years, the funds are turned over to student activities (Lonestar System Policy).

*Section 2: Disbandment*

Should the SVA remain inactive for a period of 4 consecutive semesters, the SVA will be considered disbanded and all funds of the SVA in control of Lonestar College Kingwood will be donated by the Faculty/Staff Advisor(s) to a nationally recognized veterans’ organization (Disabled American Veterans, 9th and 10th Horse Cavalry Association, American Legion, Veterans of Foreign Wars, etc.) And the SVA will be considered disbanded with the constitution, bylaws, regulations, and rules voided.

**Article XI - Ratification and Enactment**

*Section 1: Effective Date*

This constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of the SVA’s members and its approval by the Office of Student Activities.

*Section 2: Perpetuity Clause*

This constitution shall become the official governing document of the Lone Star Student Veterans Association at Lonestar College Kingwood in perpetuity unless otherwise amended, or upon disbandment of the SVA as previously outlined.

Effective as of May 8, 2024