

**BYLAWS**  
**Pitt Community College Student Veterans Association**

**ARTICLE I - Purpose**

Section 1.1. The purpose of the Pitt Community College Student Veterans Association (hereafter known as the Association) is to provide a network of support to military veterans, their families and civilian supporters; secondly, to educate the community about the experiences of military veterans and work with the college administration to meet the needs of student veterans and prospective student veterans; thirdly, to cultivate student veterans concerns through scheduled meetings, advocacy, social and recreational activities; and finally, to foster esprit de corps amount student veterans and promote an understanding of student veterans issues.

Section 1.2. The goals and activities of the Association will consist of the following:

- a. Develop a resource guide that includes all forms, documents, lists of service organizations and contact information useful for veterans, prospective veterans and their families.
- b. Provide a peer support network for student veterans and their families.
- c. Educate the college community about the experiences of student veterans through presentations and other related events/activities.
- d. Work with the college administration to meet the needs of student veterans.
- e. Collaborate with professors to provide student veterans the opportunity to speak to classes.
- f. Provide services for disabled veterans.
- g. Provide outreach programs to potential student veterans.
- h. Work with the Department of Veterans Affairs, the Department of Defense, Veterans Service Organizations, and other military associations to provide information for student veterans and their families.
- i. Facilitate communication between the Counseling, Advising, & Program Services (CAPS) and prepare them to handle the needs of potential student veterans.
- j. Attend/participate in campus and local military recognition events and programs (Veterans Day, Memorial Day, etc.).

**ARTICLE II - Membership**

Section 2.1. Membership in the Association shall consist of any and all Pitt Community College officially registered students who are military veterans or non-veterans, along with faculty and staff who are interested in supporting student veterans within the campus community.

**ARTICLE III – Requirements for Membership**

Section 3.1. There are no specific requirements that will limit membership. Students must be registered and enrolled at Pitt Community College.

**ARTICLE IV– Officers**

Section 4.1. The officers of the Association shall be President, Vice President, Secretary, Treasurer, Events/Activities Officer, and Public Affairs Officer.

Section 4.2. A Faculty/Staff Advisor shall serve as the interface to the Association and the College.

Section 4.3. The Board of Directors shall be comprised of the Association Officers and the Faculty/Staff Advisor.

Section 4.4. In the event of the incapacity of an officer, the Board of Directors shall, at its discretion, elect a replacement or establish a nomination and election procedure for so doing.

Section 4.5. All officers must be in good standing, academically and behaviorally, per existing guidelines and policies of Pitt Community College.

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Section 4.6. Only military veteran members of the Association shall have the right to hold office.

**ARTICLE V - Officer Eligibility**

Section 5.1. Any full time or part-time undergraduate student attending Pitt Community College and is a military veteran, may run for office.

Section 5.2. All officers must be in good standing, academically and behaviorally, per existing guidelines and policies of Pitt Community College.

**ARTICLE VI – Duties of the Board of Directors**

Section 6.1. The Board of Directors shall be responsible for establishing the administrative, legislative, and operational priorities of the Association. The Board of Directors shall faithfully represent the interests of their constituent members.

**ARTICLE VII – Duties of the Officers**

Section 7.1. The President shall be the presiding officer of all general meetings and shall oversee all activities; Represent the organization on campus; Ensure that the Association is operating in conformity with the standards set forth by Pitt Community College; Maintain communication with the organization Advisor; and Discharge the responsibilities normally adhering to the office.

Section 7.2. 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 the club to internal and external constituencies; and discharge the responsibilities normally adhering to the office.

Section 7.3. The Secretary shall maintain an accurate record (minutes) of the association's transactions; maintain a membership directory; correspond when necessary with College administration and other recognized organizations; and discharge the responsibilities normally adhering to the office.

Section 7.4. The Treasurer shall oversee the receipts and disbursement of the funds of the club, while keeping an accurate and itemized account thereof; prepare the annual budget request of the club for submission to Association; Shall follow the funding policies of the college; collect dues, if required; arrange fundraising opportunities for the Association; 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 Association at the last general meeting of the year. The financial statement will be signed by the Treasurer and the President.

Section 7.5 The Events/Activities Officer shall assist in planning and implementing club activities.

Section 7.6 The Public Affairs Officer will oversee all liaisons to community veteran organizations, raise public awareness of club activities and events, and assist with posting information about events.

**ARTICLE VIII – Officer Election and Term of Office**

Section 8.1. Election of officers will require a majority vote from the veterans of the membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.

Section 8.2. Election of officers will be held during the last scheduled meeting in April. The new officers will take office July 1.

Section 8.3. The term of office will be one full year coinciding with the college's fiscal year.

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**ARTICLE IX – Officer Replacement**

Section 9.1. The Vice President shall succeed to the presidency in the event of the death, disability, or resignation of the President. Vacancies in other offices, including the Vice President office, due to voluntary or involuntary resignation, expulsion, impeachment, or death of the incumbent shall be filled at a special election called by the President and or the Board of Directors.

**ARTICLE X – Committees**

Section 10.1. The Association shall establish such Standing and Ad-hoc committees as necessary to accomplish its purposes.

Section 10.2. The chairperson of each committee shall be appointed by the President.

Section 10.3. The chairperson of each committee is responsible for organizing regular meetings of that committee, and for the timely delivery of progress reports at the general meeting. The chairperson is also responsible to keep the Association officers informed about any major developments in their planned activities.

Section 10.4. Committees may adopt such policies and procedures as they determine necessary for the proper and responsible management of their duties and powers with the approval of the membership.

**ARTICLE XI– Meetings**

Section 11.1. The dates and times of the regular meetings of the Association shall be determined at the first meeting of the new semester.

Section 11.2. A quorum shall consist of the presence of the majority of the voting members.

Section 11.3. Agendas for meetings shall be prepared and provided to all officers seventy-two hours prior to the meeting via e-mail and/or hard copy.

Section 11.4. Meetings shall be called by the President, the Board of Directors, or by 2/3 majority vote of the membership.

Section 11.5. Meetings must be announced 2 weeks prior to the meeting to the entire membership.

Section 11.6. Special meetings shall be called by the President when need arises.

**ARTICLE XII – Voting**

Section 12.1. Voting on all matters pertaining to the Association, including financial and electoral matters shall be limited to Pitt Community College Student Activity Fee paying members.

**ARTICLE XIII – Finances**

Section 13.1. Funds raised, donated or otherwise contributed to the SVA shall be deposited in an account maintained by the PCC Foundation.

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Section 13.2. The association may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Board of Directors and presented to the general membership for a  $\frac{3}{4}$  vote. (The club may also elect not to collect dues for any given academic year.) The Treasurer shall maintain all financial records and shall countersign with the President for all organization transactions.

Section 13.3. In addition to Association dues, this Association may conduct fund raising initiatives of its own choosing the support local activities. Individual donations in support of the Association's purposes may be solicited.

Section 13.4. The Association President, along with the Association Treasurer, shall propose an annual budget for adoption and shall also arrange for an annual audit by a committee of at least two club members, the Treasurer and the Advisor.

**ARTICLE XIV – Advisor**

Section 14.1. The Advisor shall maintain communication and meet with the officers regularly; maintain awareness and approval of all financial expenditures; ensure that the association is operating in conformity with the standards set forth by Pitt Community College.

**ARTICLE XV– Non-Discrimination Policy**

Section 15.1. The Pitt Community College Student Veterans Association (SVA) does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.

**ARTICLE XVI– Non-Hazing Policy**

Section 16.1. The Pitt Community College Student Veterans Association (SVA) will not practice any physical or psychological forms of hazing, and that members are free to discontinue their membership without undue pressure or interference.

**ARTICLE XVII– Amendments to Bylaws**

Section 17.1. These Bylaws may be amended and subsequently ratified at any time, with the majority approval of the Board of Directors and with a  $\frac{2}{3}$  majority of the membership. Members will be given 15 days to consider amendments.

Section 17.2. Minor language change, error correction, or ambiguity not affecting substance may be made at any time.

**ARTICLE XVIII– Ratification**

Section 18.1. This document shall become effective as the bylaws of the Association one (1) day after it is ratified by the membership.