CONSTITUTION of the STUDENT VETERANS ORGANIZATION at
NORTHEASTERN UNIVERSITY

Preamble Because the Student Veteran has different needs and concerns than that of a regular student, the mission of the Student Veteran Organization is to serve as advocates for student veterans, in any respect, that attend Northeastern University by providing essential information and guidance that aids in success and personal growth.

Article I Name

Section 1 The name of this organization shall be the Student Veterans Organization at Northeastern University, hereafter referred to as the SVO.

Article II Objectives

Section 1 The objectives of this organization shall be:

A. To assist all student veterans (both active duty and separated/retired) transition to student life at Northeastern University through advocacy, communication/network sharing, special counsel, and open forums.

B. To build and create a network of Student Veterans across the state and nation by creating an official chapter with the Student Veterans of America.

C. To cultivate all SVO members concerns through scheduled meetings, advocacy, social gatherings, and recreational activities.

Article III Affiliation

Section 1 The SVO shall be affiliated with the Student Veterans of America Association. The SVO will also be affiliated with accredited institutions of higher learning for the sole purpose of information sharing between fellow student veterans, active duty/reserve/guard students that attend various universities across the nation, and all other exterior agencies deemed necessary by the Executive Council.

Article IV Membership

Section 1 Membership in the SVO shall be open to and defined as the follows:

A. Student Veterans: Shall be a veteran of any branch of the U.S. Military and a student at Northeastern University. Student Veterans are the only members allowed to serve as SVO officers.

B. Active Duty/Guard/Reserve Students: Shall be on Active, Reserve, or Guard duty in a branch of the U.S. Military and a student at Northeastern University. Any Reserve or Guard Student who has previously met the requirements for Veteran’s status shall be considered an SVO Member and is eligible for any SVO officer position.

C. Veteran or Active Duty Staff Members: Shall be a faculty/staff member of Northeastern University that has served or currently serves the U.S. Military.

D. Veteran or Active Duty Alumni: Shall be an alumnus of Northeastern University that has served or currently serves the U.S. Military.
E. **Honorary Member** - Shall be any member of the Northeastern Community who wishes to advocate for veterans services. Honorary Members are restricted from holding positions on the Executive Council or Board of Directors.

Section 2 The SVO does not discriminate on the basis of race, national origin, color, gender, gender identity, religion, religious creed, genetics, sex, age, ancestry, disability, or sexual orientation.

Section 3 SVO will maintain a membership of at least twelve (12) members at all times.

Section 4 Dues will be collected every semester. All active members of the SVO will pay dues. The amount of the Dues will be determined and submitted by the Treasurer to the Executive Board for approval, on a semester-by-semester basis. Graduate and Professional students will contribute $10.00 per semester of active membership. The treasurer will collect these dues and retain this information.

**Article V Officers**

Section 1 All officers will be responsible for knowing and understanding the information in the Student Organization Handbook and the Code of Student Conduct.

Section 2 All officers must be full time undergraduate Student Veterans at Northeastern University.

Section 3 The officers of the SVO shall be President, Vice President, Secretary, and Treasurer who are hereafter referred to as the Executive Council (EC).

Section 4 The duties of the officers of the Executive Council shall be:

**A. President**

1. To supervise, coordinate, and guide general functions of the SVO and preside over and call all meetings to order
2. Maintain communication with the Student Government Association (SGA) and the Northeastern University Veterans Office to ensure that all paperwork is current
3. Responsible for creating a yearly budget at the beginning of each Spring semester, in conjunction with the Treasurer
4. Ensure that all officers are performing their duties as defined in this Constitution and keeping the Advisor informed of all activities and functions of this organization
5. Represent the SVO to all individuals and agencies external to the SVO.
6. The President, in conjunction with the Secretary, will be in charge of all incoming and outgoing flat mail/e-mail and make timely notices to all members of upcoming meetings and events
7. Shall provide all documents and records pertaining to his/her responsibilities to the newly-elected President

**B. Vice President**

1. Shall, in the absence of the SVO President, carry out all duties of the aforementioned officer as stated in this constitution
2. Assign special projects to officers to carry out the decisions of the EC and ensure meetings and annual elections are planned and executed
3. Shall provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President
4. Assist the President in all other duties

**C. Secretary**
1. Shall notify members of meetings via e-mail and/or telephone at least 48 hours in advance, keeps accurate recording of meeting minutes, and is responsible for the record of said meetings.
2. Maintain an accurate list of all members and their contact information through databases and/or spreadsheets.
3. Perform a verbal roll call at the start of each meeting of all EC members and maintain an attendance record.
4. Prepare ballots for elections.
5. Check eligibility for potential officers, prior to annual elections.
6. Keep a copy of this constitution for availability of all members.
7. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.

D. Treasurer

1. Shall keep an accurate account of all funds received and expended.
2. Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, Advisor, or SGA.
3. Responsible for creating a budget at the beginning of each Fall and Spring semester, in conjunction with the President.
4. Shall attend all Finance Board and Student Activities Business Office (SABO) meetings and/or workshops.
5. Shall provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.

Section 5 The executive council shall review and amend if necessary, the constitution and bylaws prior to winter break every calendar year.

Article VI Advisor

Section 1 The advisor must be a full-time faculty or staff member at Northeastern University. The advisor will be an ex-officio, non-voting member on all committees of the organization, and would preferably have served, or is currently serving, in the U.S. Armed Forces.

Section 2 The advisor will be responsible for financial oversight by signing all financial forms for the Students Activities Business Office.

Section 3 The Advisor shall serve as a mentor to the organization by providing guidance to the officers and members in the development and implementation of programs and activities, as well as Northeastern policy and procedure. Additionally, the Advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the SVO. The Advisor must be willing to create representation within the Northeastern University Board of Directors to address and voice the concerns of current and future veterans/active duty/guard/reserve students that attend Northeastern University in conjunction with the Executive Council.

Article VII Election of Officers

Section 1 The nomination of officers shall occur each academic year at the general meeting of the SVO in March. Members must be nominated by another member of the SVO. Nominations may be done in person or by e-mail. If done by e-mail, nominations must be sent to NUveterans@gmail.com.

Section 2 Elections shall occur in April and may be done in person or by e-mail. If a member chooses to vote by e-mail then the vote must be both sent to NUveterans@gmail.com and the faculty advisor.
twenty-four hours prior to the election. The Advisor shall facilitate the nomination and election process at these meetings. The elected officer shall begin serving his or her office at the start of the Summer II session.

Section 3 The order of election of the officers is as follows; President, Vice-President, Treasurer, Secretary.

A. The nominated candidates for each office will be given a chance to address the SVO to discuss their qualifications and reasons why they should be selected.
B. Nominated members shall have the opportunity to answer questions after all nominated members speak.
C. All student members present will vote by secret ballot.
D. Voting rights will be restricted to active members.

Section 4 The Advisor will tabulate all votes. The Advisor shall announce the officer with a plurality (50% + 1) of all votes cast. If no candidate receives a plurality of votes, the top two candidates will enter into a run-off election. In the event of a tie, the Advisor shall cast a vote to break the tie.

Section 5 On election night, after all officer positions have been voted on, the SVO will accept nominations for all permanent Board of Directors positions. Nominations shall continue to be accepted for a period of two weeks and by the system used for nominations to the Executive Council.

Article VIII Parliamentary Authority

Section 1 Robert’s Rules of Order will be the guide for all organizational procedures not specifically defined in the constitutions or by-laws.

Section 2 The quorum required to conduct Meetings is a plurality (50% plus one) of the officers and organization’s active student members. This quorum must be met at nominations and elections in order for the results of said meetings to be recognized as valid.

Article IX Amendments

Section 1 Amendments to this constitution must be proposed in writing to the President and Advisor. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the SVO and the approval of the Student Involvement Board (SIB).

Article X Ratification

Section 1 Ratification of this Constitution will become ratified by a 2/3 approval of the EC and active student membership of the SVO.

Section 2 Ratification of SVO Bylaws will become ratified by a simple majority of present and active student membership of the SVO.
Bylaws

Article I   Organizational Setup

Section 1   The SVO will consist of current SVO Members, an Executive Council, and a Board of Directors.

Section 2   The Executive Council will meet on a schedule they shall determine. The schedule shall be sufficiently advertised to all members of the Executive Council and made available to the SVO. The Executive Council may meet with very short notice at the discretion of a number of members equal to its quorum and with all other members having been informed of said meeting prior to it occurring.

Section 3   The Executive Council and the Board of Directors shall conduct open meetings unless a provision in this constitution requires a particular meeting to be closed. Either body may close their meeting with the approval of a majority of its members after consulting the present Faculty Advisor.

Section 4   Official Board of Directors meetings will be held at least twice per semester.

Article II   Ad Hoc Committees

Section 1   The Executive Council may, at its will, create Ad Hoc Committees at any time that may include but are not limited to:

   A. Publicity;
   B. Outreach; and
   C. Recruitment, Retention, and Branding.

Section 2   At onset, each committee shall be charged with a mandate from the Executive Council with a clearly stated goal, a time-line for the committees work, and any other expectations the Executive Council may have of that committee;

Section 3   Each committee is dissolved upon the expiration of their mandate or the expiration of the current Executive Councils Term. Incoming Executive Council officers may renew the mandate of any ad hoc committee as they see appropriate.

Section 4   No Committee shall have a mandate greater than 1 year in length unless its existence and mandate are written in this document. There shall be no limit to the number of times a mandate can be renewed.

Section 5   All committees, unless stated otherwise in this document, shall conduct open meetings. A committee's meeting can only be closed by a 1/2 majority of its members and the approval of a member of the Executive Council.

Section 6   Ad Hoc committees shall report to the Committee Chairmen

Article III   Committee Chairmen

Section 1   The appointment of each Committee chairmen shall be under the jurisdiction of the Executive Council after an application and/or interview.

Section 2   Chairmen may be appointed at any time to serve until the end of the life of the current Executive Council or, until the expiration of the ad hoc committees mandate.
Section 3  Chairmen may be re-appointed by incoming Executive Council officers for another term.

Section 4  Committee chairmen must be Full Members of the SVO for one semester prior to being appointed a Committee Chair.

Section 5  Chairmen will be responsible for:

A. Providing a regular schedule of activities in their area of specialization;
B. Recruiting and training new members of their committees;
C. Providing the secretary with an accurate list of committee members;
D. Attending all scheduled meetings of the Board of Directors;
E. Fulfilling all additional responsibilities as outlined by the President; and
F. Providing the Treasurer with accurate budgetary requests.

Section 6  Upon expiration of each committee's mandate the Committee chairman is responsible for reporting back a history of the committee's work and any other documentation or procedures, so that future chairmen may continue the life of the committee in a timely manner.

Section 7  Committee chairmen will be appointed and/or removed by the President on an ad hoc basis, or as circumstances warrant, with the approval of both the Executive Council and the Faculty Advisor. Removal will be for just cause. The Removal may be appealed to the membership at the next general meeting and such appeals must be ratified by a 2/3 vote of members present.

Article IV  Board of Directors

Section 1  The Board of Directors consists of the Executive Council, Faculty Advisor, Committee Chairmen, and those positions specifically listed in this article as permanent Board of Directors positions.

Section 2  Only Full Members of the SVO can be appointed to Board of Directors positions.

Section 3  The permanent positions of the Board of Directors are:

A. The Event Coordinator
B. The Director of Media and Communications; and
C. The Director of Fundraising.

Section 4  There shall be an Event Coordinator

A. The Event coordinator will assist the President and Faculty Advisor in coordinating all events that the SVO partakes in;
B. The Event Coordinator shall chair an events committee and follow all procedures outlined in this Constitution for a Committee Chairman

Section 5  There shall be a Director of Media and Communications

A. The Director of Media and Communications will be responsible for maintaining the web space of the SVO;
B. The Director of Media and Communications will make regular updates to all social media outlets as well as other communications, upon the request of the Executive Council;
C. Forward all pertinent information to the Northeastern University Veterans Office, Northeastern Voice, Northeastern web site, affiliate newspapers in and around Northeastern University, or any other form of media and marketing made available through the Public Affairs office of Northeastern University.
Section 6  There shall be a Director of Fundraising

A. The Director of Fundraising shall spearhead all efforts of the SVO to raise funds in addition to those granted by offices on campus;
B. The Director of Fundraising shall work closely with the Treasurer to assess SVO financial needs from fundraising and to develop a fundraising plan;
C. The Director of Fundraising shall have all sources of potential new funds approved by the Executive Council and Faculty Advisors before initiating plans;
D. The Director of Fundraising shall chair a fundraising committee and follow all procedures outlined in this Constitution for a Committee Chairman; and
E. The Director of Fundraising shall be aware of and follow all University policies and procedures that pertain to Fundraising.

Section 7  The Executive Council shall select the appointee for permanent Board of Directors positions from a pool of candidates created in accordance with Article VII Section 5 of the Constitution. The Executive Council will appoint these positions, with a simple majority, by the date that the Executive Council takes office.

Section 8  The Executive Council shall remove the holder of a permanent Board of Directors position by a 2/3 majority of the Executive Council. The removal of said individual may be appealed to the Board of Directors, who shall have the power to overturn the decision with a 2/3 majority of the Board of Directors.

Section 9  All new business to be presented to the Board of Directors must be submitted to the President prior to said presentation.

Article V  Impeachment & Replacement of Officers

Section 1  Failure to meet responsibilities, as set forth in the bylaws and by the President shall, constitute sufficient grounds for removal from office.

Section 2  Any member of the SVO bringing charges against a member of the Executive Council for the purpose of removal from office shall present these charges in writing to the President of the SVO and shall inform the Faculty Advisor. If charges are brought against the President, they will be presented to the Vice President and the Faculty Advisor shall be informed.

Section 3  The President (or Vice president in the situation where the President is Charged) and the Faculty Advisor shall call a meeting of the Board of Directors within one week of receiving notice. Any member of the SVO, including the Executive Council member in question, shall have the right to attend.

Section 4  Members of the Executive Council shall be removed from their office by a 3/4-majority vote of the SVOs Board of Directors; the accused member of the Executive Council shall not have voting rights. The meeting of the Board of Directors may be closed to observers and the Executive Council member in question to allow the Board of Directors to discuss. The meeting shall be closed to all non-members of the Board of Directors and the Executive Council member in question when it votes.

Section 5  The resignation of a member of the Executive Council shall be presented in writing at a meeting of the Board of Directors at least two weeks prior to when the said resignation goes into effect.
Section 6 If, by any reason, a vacancy shall occur on the Executive Council prior to the annual election, a special election will be held within two weeks of notice of the vacancy to find a replacement to serve out the duration of the current term;

Section 7 The special election shall be conducted according to processes delineated in Article VII Sections 2, 3, and 4.

Article VI Interpretation

Section 1 Any Conflict in interpretation of the Constitution or the Bylaws shall be determined by the President of the SVO, the Parliamentarian, and the Faculty Advisor.

This constitution and bylaws were ratified by a vote of the membership on ____________.

_________________________________________  ______________________  ____________
President (Print)                                      Signature                               Date

_________________________________________  ______________________  ____________
Secretary (Print)                                     Signature                               Date

_________________________________________  ______________________  ____________
Advisor (Print)                                       Signature                               Date