



Student Veterans of America, Foothill College

Constitution

Foothill College
Los Altos Hills, California
Updated 5 February 2021

Article I

Name, Mission, and Goals:

Section 1. Name: This organization shall be known as the “Student Veterans of America, Foothill College Chapter (SVAFCC).”

Section 2. Mission: This organization seeks to establish and maintain a network of student veterans attending Foothill College, and to provide them with the resources, assistance, direction, and support necessary to achieve their academic, professional, and personal goals.

Section 3. Goals: This organization will seek to accomplish the following goals:

- To facilitate the transition from military service to Foothill College by serving as a primary point of contact during the transition period.
- To leverage local, state, and national veteran resources in support of student veterans attending Foothill College.
- To serve as a unified voice for student veterans attending Foothill College, and to advocate on their behalf on all matters pertaining to veterans on campus and in the community.
- To foster a sense of community and to build camaraderie through veteran-centered activities and events.
- To actively contribute to the academic, professional, and personal success of all student veterans and their supporters that are attending Foothill College.
- To boost awareness of veteran presence at Foothill College, and to actively engage with the campus community.

Article II

Membership

Section 1. Eligibility. Membership shall be open to all U.S Military Veterans, Active-Duty service members, Selected Reserve service members, National Guard service members and eligible dependents enrolled at Foothill College. Also, the Foothill College students that do not meet the previously stated criteria but are willing to support the SVAFCC are welcome.

Section 2. Dues: There shall be no mandatory dues required by this organization. Instead, members shall be encouraged to participate in fundraisers to fund the SVAFCC.

Article III

Meetings

Section 1. General Meetings. The SVAFCC shall conduct one (1) General Meeting a month. Meetings shall be flexibly scheduled by the Executive Board and shall take into the consideration the unique nature of student veterans.

Section 2. Digital Correspondence. Given the myriad of demands facing student veterans, every effort shall be extended to provide up-to-date and relevant information presented during all General Meetings. Additionally, any matter that requires voting shall be conducted via a digital poll, which shall be overseen by the Secretary. General Meeting minutes shall be made available online no later than 48 hours after each meeting.

Section 3. Executive Board Meetings. The SVAFCC Executive Board shall conduct a minimum two (2) meetings a month.

Article IV

Elections

Section 1. Officer Eligibility:

- a. All candidates must provide demonstrable proof of veteran status or military affiliation. This proof shall be verified by the SVAFCC Advisor
- b. All candidates must be an active SVAFCC member for at least one quarter prior to elections.
- c. All candidates must have a grade point average (GPA) of 2.5 or higher for the quarter prior to elections.

- d. All candidates must be enrolled in at least six units at Foothill College for the duration of their term, and at least four of those units must be completed on campus.

Section 2. Voting Eligibility. In order to maintain voting eligibility, SVAFCC members must have met one (1) of the following minimum requirements:

- a. Attend (2) general SVAFCC meetings per quarter.
- b. Attend (2) SVAFCC sponsored events per quarter.
- c. Attend (1) general meeting and (1) SVAFCC sponsored event.
- d. Demonstrate active engagement with the SVAFCC, a distinction that will be determined by the Executive Board.

Section 3. Nominations. Nominations for office shall occur approximately one month prior to date of election. Members must indicate in writing with proof of above eligibilities to the SVAFCC Advisor and/or the Executive Board. Deadline date will be set well in advance for all members

Section 4. Elections: Election shall be held the first week of Spring Quarter. Elections shall be conducted over the course of the week, with the preferred election medium being a verbal ballot. All elections shall be decided by a simple majority vote of all eligible voters, with the Faculty Advisor serving as the deciding vote in the event of a tie. Results of the elections shall be verified by current President and Advisor and will be announced on the Monday following the week of the election.

Section 5. Term. The term of office shall be 12 months beginning the first day of Fall Quarter. Officers shall be limited to only one term (1) per position. In the event that there are no available candidates, current officers may seek an additional term.

Section 6. Vacancies. Vacancies will be appointed by the Executive Board. This does not apply to the position of the President. In the event of a Presidential vacancy, a special election shall be held, and the Vice President shall oversee all SVAFCC operations until a new President is elected.

Section 7. Removal. Officers can be removed from the Executive Board by a unanimous decision of the remaining members of the Executive Board and by the SVAFCC Advisor. Additionally, an Officer must resign if they fail to maintain the following standards:

- a. A minimum of a 2.5 grade point average
- b. Enrolled in a minimum of six quarter units, with at least four units on campus.

Article V

Executive Board

Section 1. Executive Board: The Executive Board of the SVAFCC shall consist of the following positions:

- 1) **President**: The President of the SVAFCC shall have the following responsibilities:
 - a) Preside over all Executive Board meetings.
 - b) Preside over all meetings with general membership.
 - c) Oversee all official SVAFCC correspondence.
 - d) In conjunction with the Advisor, verify and subsequently announce the results of any election or vote

- 2) **Vice President**: The Vice President of the SVAFCC shall consist of the following responsibilities:
 - a) Compile monthly newsletter detailing general SVAFCC operations and any other pertinent information.

- 3) **Treasurer**: The Treasurer of the SVAFC shall have the following responsibilities:
 - a) Keep a just and accurate accounting of all SVAFCC funds.
 - b) Maintain an accurate database of all financial records and transactions.
 - c) Coordinate all fundraising efforts.
 - d) In conjunction with President, approve any expenditures, withdrawals, or deposits of club account with the Office of Student Accounts.

Section 3. Faculty Advisor: The Executive Board shall ensure that a faculty advisor is available during the times specified by the Inter Club Council Handbook.

Article VI

Faculty Advisor

Section 1. Advisor. An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District.

Section 2. Duties. The duties of the Faculty Advisor are outlined in the Inter Club Council Handbook.

Article VII

Amendments and Bylaws

Section 1. Amendments. This Constitution may be amended and subsequently ratified at any time with a 2/3 majority vote of the membership, not counting abstainers. Any eligible voting member of the SVAFC can propose an amendment to the constitution. The Executive Board shall accept amendment proposals and determine whether to advance proposal to a general vote. Voting on all amendments shall take place over the course of a week, with the Secretary conducting the election via a verbal ballot. Results will be verified by both the President and the Advisor.

Section 2. Bylaws. Bylaws to clarify and expand upon the Constitution will be written as needed. Bylaws may not contradict the Constitution. Bylaws require a simple majority vote of the membership, not counting abstainers, for ratification. Any eligible voting member of the SVAFCC can propose a Bylaw. The Executive Board shall accept proposals and determine whether to advance proposal to a general vote. Voting on all Bylaws shall take place over the course of a week, with the Secretary conducting the election via a verbal ballot. Results will be verified by both the President and the Advisor.

Article VIII

Affiliation

Section 1. The Student Veterans of America of Foothill College Chapter (SVAFCC) is a chapter of the national non-profit organization, Student Veterans of America (SVA), 501(c) 3.