**Bylaws of**

**GSUVETS**

***An Alliance of Faculty and Staff***

***with current or previous US Military service.***

**ARTICLE I: NAME**

The name of this organization is GSUVETS, a group for faculty and staff of Georgia State University that currently, or previously, served in any branch of the US Military.

**ARTICLE II: MISSION**

The mission of GSUVETS is to increase morale and retention by providing Veteran employees (both faculty and staff) support, networking, and career development opportunities. A secondary goal is to increase camaraderie among Veteran employees by offering networking opportunities and linking Veterans across campuses to increase institutional knowledge and Veterans’ awareness. We aim to improve Veteran recruitment and retention efforts as well by providing opportunities and collaborative spaces for Veterans in which we can provide knowledge, resources, service and developmental experiences, workplace discussions, and opportunities for community involvement in Veteran organizations.

**ARTICLE III: MEMBERSHIP**

**Section I - Membership:** Eligibility for Membership in GSUVETS shall be available to all full-time, part-time, or retired faculty and staff of Georgia State University that currently, or previously, served in any branch of the US Military and who agree and adhere to the groups mission and bylaws.

**Section II - Voting Eligibility:** Members are eligible to vote if their membership status is Active.

**Section III - Membership Status:** Membership in GSUVETS shall include the following member categories:

1. **Active:**Active members shall be those persons who attend General Membership meetings, programs, or events.
2. **Inactive:**Inactive members shall be those who were once Active members but have ceased to attend General Membership meetings, programs, or events.
3. **Honorary:**Honorary membership status shall be granted by a majority vote of the Executive Board and are not required to be full-time, part-time, or retired faculty or professional staff person at Georgia State University. Honorary members are not eligible to vote.

**Section IV - General Membership:**All Active, Inactive, and Honorary members shall collectively be referred to as General Membership.

**Section V - Active Members Duties:** Active members shall have the responsibility of attending General Membership meetings of GSUVETS, voting in GSUVETS elections, or on GSUVETS business put forth to General Membership.

**Section VI -** **Graduate Student Auxiliary:** In addition to the Active, Inactive, and Honorary members, GSUVETS will maintain and support an auxiliary group of graduate students at Georgia State University interested in involvement in the work and activities of the organization. Graduate Student Auxiliary members are not responsible for attending General Membership meetings of GSUVETS nor do they have voting privileges in GSUVETS elections or on GSUVETS business put forth to General Membership.

**ARTICLE IV: DUES**

**Section I - Assessment:** No dues will be assessed for members of GSUVETS.

**ARTICLE V: EXECUTIVE BOARD**

**Section I- Composition**: GSUVETS shall be governed by an Executive Board to be comprised of the Elected Officers and Appointed Officers who are Active members. The Executive Board shall exercise all the powers and duties of GSUVETS.

Each year DFA affinity/identity groups should allow their membership to anonymously self-nominate or nominate other individuals to be a part their leadership (please select an impartial member of group to collect nominations, if needed). If there are members who have been nominated to serve in the leadership of a particular affinity/identity group, the group must run a fair and impartial election. ​Leadership from both the Atlanta and Perimeter College campuses should be strongly encouraged. The ​annual nomination process should take place during March, with elections in April​. All DFA affinity/identity groups can make policies and procedures that work within these guidelines.

**Section II - Elected Officers**:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Military/Veteran Counsel
6. Graduate Student Auxiliary Representative (ex-officio, non-voting)

**Section III - Term of Office:**

1. The President, Vice-President, Treasurer, Secretary, and Graduate Student Auxiliary Representative shall serve a 2-year term of office.
2. An officer-elect will automatically assume the role of the officer at the end of their term.
3. Terms of office shall begin on July 1 and end on June 30. A process for electing and appointing new officers shall be held during March and April.
4. All elected officers may be re-elected to serve additional terms.
5. When an officer ends a term and does not return to the role, they will serve one year as a non-Executive Board advisor to the incoming officer-elect.

**Section IV - Powers and Duties:**

The Executive Board shall have general charge of the affairs of GSUVETS with the power to direct all its activities. They shall hold and control all its properties and funds and shall have the power to appoint such standing committees and task forces as they deem necessary. They shall have power to raise money for the support of GSUVETS and direct disbursements of such funds and to exercise such further and additional powers of GSUVETS, in accordance with university policy and procedures governing same. They may utilize any person for any necessary reasonable or agreed-upon activities as GSUVETS deems required. GSUVETS’s Executive Board shall interpret, advocate for, and represent GSUVETS and its programs to the community at large unless such powers are delegated to or exercised by a designated standing committee.

1. **President:** There shall be a Chair who shall preside over all meetings of GSUVETS and meetings of the Executive Board; consider all motions regularly made; and call special meetings as needed. The President shall be an ex-officio member of all committees; shall assure that the operation of GSUVETS is in accordance with these Bylaws; and shall assure that the officers of GSUVETS are advised of their duties and the operations of GSUVETS. The Chair also will represent GSUVETS to the University, as needed.
2. **Vice-President:** The Vice-President shall be familiar with the work of GSUVETS and shall serve as an ex-officio member of all committees. In the absence of the President at GSUVETS meetings, the Vice-President shall perform the duties of the President, as needed when the President is unavailable or absent.
3. **Secretary:** The Secretary shall be responsible for convening meetings, communicating with members, maintaining the membership list, managing the website, and making records of the organization available to the membership.
4. **Treasurer:** The Treasurer will receive and be responsible for all monies paid directly to GSUVETS; keep an account of all receipts and expenditures; pay or authorize for payment all bills properly charged against GSUVETS; draft an annual budget; make arrangements for an audit as required; present, in writing, a financial report at the end of each GSUVETS fiscal year and/or at any other time upon request of the Executive Board; and shall take all action required by the University in accordance with University policy and procedure.
5. **Military/Veteran Counsel:** The Military/Veteran Counsel will be responsible to serve as an advisor, researcher, and advocate on matters related to current trends, benefits, and issues associated with currently-serving military, veterans, and their families and will use this information to guide and advise both the GSUVETS Executive Board as well as the overall group membership.
6. **Graduate Student Auxiliary Representative:** The Graduate Student Auxiliary Representative is a non-voting ex-officio member of the Executive Committee and responsible for sharing any graduate student-related issues or concerns. In addition, the Graduate Student Auxiliary Representative will serve as a formal liaison to the other organizations on campus representing veterans.

**Section VI – Committees:**

1. The Executive Board will create committees on an annual basis as needed to conduct the business of the organization.

**Section VI - Meetings:**

1. Regular meetings of the Executive Board shall be held three times a year or at such other times as the Board may determine by resolution and will be chaired by the President. Special meetings may be called by the President or a majority of the Executive Board officers if extraordinary events necessitate such a meeting. Meetings may be in person or facilitated virtually.
2. Full membership meetings shall be held at least once per semester during the regular academic year (i.e., one meeting in the fall and spring semesters).

**Section VII - Quorum:**

* 1. A simple majority of the Executive Board shall constitute a quorum for the transaction of business at all Executive Board meetings. Each member of the Executive Board shall be entitled to one vote, with the exception of the President who may only vote in the instance of a tie. Voting by proxy is not permitted. Officers may vote in favor or in opposition of a motion or they may abstain. Voting may be in person or virtually.
  2. A simple majority of members is not required for General Membership meetings, provided that a majority of the Executive Board is present.

**Section VIII - Elections and Appointments:**

The President shall appoint, with a simple majority vote of the Executive Board, a Chair for each election and appointment cycle. The Chair for the cycle should convene a committee of at least one Executive Board officer and one Active member. The Chair and the committee shall develop a roster of eligible candidates, conduct an election open to Active members of GSUVETS, and present a final tally of the results to the committee for certification. The person receiving the highest number of votes cast for each office shall be certified as elected to that officer role. The Chair and the committee shall also present candidates for appointed officer roles to the Board for appointment.

**Section IX - Vacancies:** Vacancies on the Board during terms of office may occur. Should the President position become vacant, the Vice-President may preside as an interim President. Should any other role on the Executive Board become vacant, the President, with approval of a simple majority of the board, may determine whether a special election or appointment shall occur.

1. **Resignation:** An Executive Board officer may resign at any time by filing written notice with the President. Unless an effective date is specified in the notice of resignation, it shall become effective upon receipt and no action shall be necessary to make the resignation effective.
2. **Removal from Office:** Any officer may be removed for just cause. Grounds for removal of an officer include: violation of GSUVETS policy, procedures, or ethical code as prescribed by the rules and regulations of Georgia State University, the Board of Regents of the University System of Georgia, and/or the Council for the Advancement of Standards in Higher Education; failure to perform the duties of the office as set forth in the Bylaws and the policies of GSUVETS; gross impropriety in carrying out the duties and responsibilities of the office. Executive Board Officers of the GSUVETS may be removed by the following process:
   1. Written submission of just cause, as defined above, by any member of GSUVETS to the Executive Board.
   2. The submitted material must be signed by at least two (2) current members of the Executive Board.
   3. The Executive Board officer in question shall be informed by the Executive Board, provided the submitted material, and offered an opportunity to respond in a written, timely way.
   4. Upon receipt of the above information and ensuring that the alleged cause is reasonable, the Executive Board shall consider and deliberate over removing the officer from that position.
   5. The officer shall be removed upon the affirmative vote by two-thirds (66 2/3%) vote of the Executive Board of GSUVETS.
   6. A vote of the Executive Board may be appealed and overturned by a two-thirds (66 2/3%) vote of Active members. A process for appeal must be facilitated by the President, with a simple majority vote of the Executive Board.

**ARTICLE VI: MEETINGS**

**Section I:**Format and guidelines for conducting all GSUVETS meetings including Executive Board or other standing committee meetings shall be governed by GSUVETS’s Bylaws.

**Section II:**Meetings shall be governed by rules of order determined by the President that are in the spirit of Robert’s Rules of Order. Notwithstanding this provision, GSUVETS may adopt such flexible rules of order as provided in GSUVETS’s Bylaws.

**Section III:**General Membership meetings shall be held a minimum of two times during a year, with a minimum of one meeting occurring each fall and spring semester.

**ARTICLE VII: INTERPRETATION AND AMENDMENTS**

**Section I:** The Executive Board may appoint a standing committee or task force to make recommendations regarding the amendment or alteration of these Bylaws.

**Section II:**The Bylaws of GSUVETS shall be amended only by a two-thirds majority of all Active members and the Executive Board.

**Section III:** These Bylaws are to be strictly construed. In cases of clear ambiguity, common sense and equitable interpretations shall prevail. Conflicts between general and specific provisions are resolved in favor of the specific interpretations unless there are clear and convincing reasons to prevail to the contrary.

**ARTICLE VIII: EFFECTIVE DATE**

These Bylaws shall take effect on May 1st, 2021, and extend indefinitely, subject to alteration, amendment, or repeal, in whole or part as specifically provided in these Bylaws.