



Student Veterans of America

Welcome to Central Georgia Technical College! First, I want to thank you for your military service. The CGTC chapter of Student Veterans of America (SVA) is designed to aid student veterans and their families in achieving their through the following endeavors:

- Assist military veterans and their families in achieving their educational goals.
- Guide military veterans and their family's transition from military service.
- Promote and make accessible all benefits and entitlements afforded to military veterans and their families.
- Ensure for the need and overall wellness of student veterans.
- Promote and represent the interests of students with a prior or current military affiliation.
- Develop and foster a social network for student military veterans.
- Provide outreach services to student military veterans and their families.
- Work with other military veteran organizations to enhance benefits and services provided to veterans and their families.
- Participate in Community Outreach projects.
- Have fun!



MEMBERSHIP QUALIFICATIONS: Any student enrolled in a lease one credit hour at Central Georgia Technical College who is a military veteran, reservist, National Guard, active duty service member and family members that support those serving or have served in the U.S. Armed Forces.

MEMBERSHIP COST: You military service more than covered the cost of membership in CGTC chapter of SVA. There are no additional costs for membership.

Dann Webb

Executive Director of Technical Programs

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THE BY-LAWS

STUDENT VETERANS OF AMERICA

CENTRAL GEORGIA TECHNICAL COLLEGE

PREAMBLE

We, the student body of Central Georgia Technical College, believe that we have the right to an enhanced education and the collective authority of self-governance. In order to preserve and further these aims, we must promote understanding and involvement among all the members of Central Georgia Technical College; represent, advocate, and legislate the interests of the student body; serve as partners in the administrative processes of the college; protect our right to govern ourselves and accept responsibility for the quality of student life; and be the official voice of students in academic, institutional and campus affairs. Therefore, we do hereby establish this Constitution and Bylaws for the Central Georgia Technical College Student Veterans of America.

The Student Veterans of America (SVA) shall serve as a liaison between the students and the administration, facilitating communication between the two groups as well as communication among students. The SVA shall provide opportunities for networking, social interactions, and outreach activities.

MEMBERSHIP

Membership in SVA is open to any CGTC student meeting one of the following criteria:

- I. **Active.** Any student enrolled in at least one credit with Central Georgia Technical College who is a United States military veteran, reservist, National Guard, or active duty service member, or a family member.
- II. **Alumni.** Any former student who has graduated from Central Georgia Technical College who is a United States military veteran, reservist, National Guard, or active duty service member, or family member.

Any member of the Student Veterans of America can be removed from membership by the organization's advisor, Executive Director for Campus Life, Vice President for Student Affairs, or the President of Central Georgia Technical College.

MEETINGS

Regular SVA meetings will be held the third Wednesday of each month when classes are in session, unless otherwise noted by the advisor, Executive Director for Campus Life or Vice President for Student Affairs. Notification concerning the changing of meeting dates and/or time will be communicated via CGTC student email and the College's official social media channels. The meeting location, time, and date will be provided by SVA advisors. Additionally, executive meetings can be called at the discretion of the advisors, Executive Director for Campus Life or the Vice President for Student Affairs.

OFFICERS, QUALIFICATIONS, AND DUTIES

The officers of the Student Veterans of America shall consist of a President, Vice President, Secretary/Treasurer, and Historian. The officers shall be elected by their fellow students for periods of two (2) consecutive semesters. The officers must be currently enrolled in courses at CGTC and have at least one (1) semester of course work prior to graduating to be nominated as a candidate for office. Elections will be held every April and November. Vacancies will be filled as needed. Any officer of Student Veterans of America can be removed from office by the advisor, Executive Director for Campus Life, Vice President for Student Affairs, or President of Central Georgia Technical College.

Any student who fails at any time to meet the responsibilities and qualifications to hold office will be placed on a probationary status at the discretion of the Advisory Committee. Failure to resume meeting the responsibilities and qualifications of office after said probationary period will result in removal from office.

I. QUALIFICATIONS:

- a) The President must have at least one (1) months remaining before graduation from Central Georgia Technical College (CGTC). He/she must be enrolled in at least six (6) semester hours and must have and maintain a 2.0 or better cumulative academic grade point average along with a minimum cumulative work ethics grade of 2 or higher. He/she must be willing and prepared to speak publicly and maintain a personal appearance that adheres to the CGTC Student Dress Code. He/she should possess dignity, integrity, and be of good character. The President must exhibit loyalty to CGTC and the office for which he/she has been selected.
- b) The Vice President must have the same qualifications as the President and must be able to preside during the absence of the President.
- c) The Secretary must have the same qualifications as the President and must be able to keep accurate records.
- d) The Historian must have the same qualifications as the President, be able to keep accurate records, and possess basic photography skills.
- e) Primary and alternative program representatives must have and maintain at least a 2.0 cumulative academic grade point average (GPA), along with a minimum cumulative work ethic grade of 2 or higher.

II. COMMITTEES:

The standing committees shall be appointed by the President of Student Veterans of America with the support of the advisor, and will meet on an as needed basis.

- a) The Activities Committee shall consist of three (3) association members, with the Vice President acting as chairperson.

- b) The Suggestions and Recommendations Committee shall consist of two (2) association members with the secretary as the chairperson.

III. DUTIES:

- a) The President will:
 - i. Preside over all meetings. In his/her absence, the Vice President will preside. In his/her absence, the Secretary will preside. In his/her absence, the Historian will preside.
 - ii. If a conflict arises between the Student Veterans of America and the advisors, the Student Veterans of America President has the power to request clarification from the CGTC Executive Director for Campus Life. The Executive Director for Campus Life can turn the conflict over to the CGTC Vice President for Student Affairs, if he or she deems it necessary.
- b) The Activities Committee will:
 - i. Plan and coordinate all Student Veterans of America activities in conjunction with Campus Life. All activities must be approved by the Association and College officials.
 - ii. Conduct other activities which have been administratively approved through proper college channels as directed by the Student Veterans of America members.
- c) The Suggestions and Recommendations Committee will:
 - i. Maintain the electronic suggestion form to provide easy student access to the Student Veterans of America.
 - ii. Take recommendations and suggestions from the student body and bring them before the Student Veterans of America for review.
- d) The Student Veterans of America has the authority to:
 - i. Review and make recommendations with its members for amending the Bylaws of the Central Georgia Technical College Student Veterans of America.
 - ii. Recommend to the Executive Director for Campus Life and, in turn, to the CGTC Vice President for Student Affairs the removal of Student Veterans of America officers.
 - iii. Pass any motion by a two-thirds (2/3) majority vote by the Student Veterans of America members present.

- iv. Obligate any expenditure with the Executive Director for Campus Life's approval, under authorized expense guidelines provided below.
 1. On-campus activities, which serve the student body as a whole, shall normally be limited to less than \$1,000.
 2. Specific expenditures which enable an authorized organization to represent CGTC in state or at national competitions.
 3. Specific expenditures which may be presented as awards for competitive activities within the College's student body.
 4. Expenditures which enhance a program or service not to exceed \$1,000.
 5. Other expenditures as deemed necessary by the Executive Director for Campus Life at CGTC
 6. All CGTC students will have access to view the proposed yearly budget. The proposed yearly budget will be composed by the Executive Director for Campus Life, Vice President for Student Affairs, and CGTC's President with consideration of input from SGA advisors. The proposed budget will be made final after approval by majority vote by members of the student body. The final budget will be available for review upon request.

IV. MEETINGS AND FUNCTIONS

SECTION 1. EXECUTIVE COMMITTEE MEETINGS:

The time and place for these meetings shall be determined by the Executive Committee at the discretion of the advisor(s). The Executive Committee shall meet at least once a month.

SECTION 2. GENERAL BODY MEETINGS:

General body meetings shall be held monthly and be conducted by the President of Student Veterans of America, or his/her designee. Each meeting shall consist of a business component and membership development or training component. All eligible CGTC students and alumni are invited to attend.

SECTION 3. COMMITTEE MEETINGS:

Time of meetings will be at the discretion of the Committee chair and convenient for committee members; these meetings shall be separate from Executive and General Body meetings.

SECTION 4. SPECIAL MEETINGS:

Special meetings may be called by any committee chair with the approval of the President of Student Veterans of America or advisor(s). The student body must be notified at least 48 hours prior to a special meeting.

SECTION 5. QUORUM:

A simple majority or two-thirds (2/3) of the present members shall constitute a quorum at any regular or special meeting of the Student Veterans of America.

SECTION 6. WHO MAY ATTEND:

Student Veterans of America meetings are open to all eligible currently enrolled CGTC students or eligible alumni.

SECTION 7. RESPONSIBILITY TO ATTEND:

- a. Attendance at all regular and special meetings is expected of all officers and program representatives.
- b. All decisions concerning excuses for absence from a meeting shall be made by the Advisor(s). Excuses shall be given to the advisor before the absence and must be in writing. Electronic mail will also be considered an adequate form of notice if received 24 hours prior to the scheduled meeting. The Student Veterans of America may grant an excuse after the absence in extenuating circumstances. Members shall be granted two (2) excused absences per academic term. More may be granted with the approval of both the advisor and the President of Student Veterans of America. Members who receive two (2) unexcused absences shall be immediately subject to membership review and may be dismissed from the Student Veterans of America for failure to fulfill membership requirements.

SECTION 8. WHO MAY VOTE:

Active members in good standing of the Student Veterans of America are entitled to vote on all decisions. Voting by substitution is prohibited, except given extenuating circumstances as defined by the Student Veterans of America. Members shall be considered in good standing if they have not missed two consecutive meetings prior to the vote.

SECTION 9. ORDER OF BUSINESS:

The following will be the Order of Business at regular Student Veterans of America meetings:

- Call to order
- Reading of minutes
- Old Business
- New Business
- Open Discussion
- Membership Development or Training Component
- Adjournment

AMENDMENTS:

Amendments to these bylaws must lie on the table for at least one week. A two-thirds vote shall be required for the proposed amendment to be entered into the SVA Bylaws.

Approving signatures

_____ President	_____ Date
_____ Secretary	_____ Date
_____ Advisor	_____ Date
_____ Advisor	_____ Date
_____ Executive Director for Campus Life	_____ Date

Founding Date: June 2017

Amended Date: June 2017