



# Military-Connected Club

Established: August 17, 2021

## PREAMBLE

We the **Student Veterans of America** chapter members of **The American University Military Connected Club**, united in the common perpetuation of these purposes, advance our interests, set fourth our duties, and provide for meaningful governance of our institution, do hereby establish this Constitution to govern the matters within our organization.

The American University Military Connected Club, hereinafter the AUMCC is a chapter of Student Veterans of America, hereinafter SVA .

The AUMCC executive branch is comprised of both graduate and undergraduate students, without ratio or position requirements. The executive branch is comprised of five positions which make up the executive board, hereinafter the e-board. For funding purposes, the AUMCC general body is further divided into two branches.

- An undergraduate branch, hereinafter AUMCC-Undergrads, comprised exclusively of undergraduate students.
- A graduate branch, hereinafter AUMCC-Grads, comprised exclusively of graduate students.

The AUMCC executive branch presides over both branches.

### **Name**

The full and official name of this organization shall be **American University Military Connected Club**. The common use name will be **AUMCC**.

### **Affiliation**

The **American University Military Connected Club** is an official chapter of **Student Veterans of America (SVA)**, a 501(c)(3) coalition of student-veteran groups on college campuses across the globe. SVA's parent chapter is located in Washington, DC.

### **Mission & Purpose (CAST)**

To **connect**, **assist** and **support** AU's Military-Connected Students so they **thrive**. To that end, AUCC's executive branch is committed to the following:

- Serve as the primary representative and unified voice of the student military-connected population to American University's administration, faculty, staff, trustees, and surrounding community;
- Represent the unique needs of all American University military-connected students, regardless of AUMCC participation;
- Link American University military connected students with resources, assistance, training opportunities, support, and social engagements that improve their academic, social, emotional and professional experiences, success and overall wellbeing;
- Collaborate with the Veterans Services to provide a designated space with exclusive use by AUMCC, their guests and advisor(s).
- Work with administration to establish and maintain Inclusive-Excellence on Campus.

### **Membership and Jurisdiction**

Membership in The American University Military Connected Club, shall be extended to all military connected-students, and civilian patriots whether full-time

or part-time, online, PhD, or Certificate programs who are registered for academic credit at American University.

**An American University Military-Connected Student is defined as:**

Any currently enrolled American University student, whether full or part-time, virtual, on campus, or abroad who is serving or has served, is a current spouse or child, whether biological or adopted of a currently or previously serving member of the United States Armed Forces, or an ROTC cadete.

This membership is revokable if American Universities Code of contact is broken, or registered student status is discontinued. Membership includes the following six schools: College of Arts and Sciences, Kogod School of Business, School of Communication, School of International Service, School of Public Affairs, School of Education and School for Professional and Extended Studies. Membership is also extended to non-military student-patriots.

Membership eligibility for student-patriots requires active participation in the executive branch (either as the primary or secondary) and participation in monthly e-board meetings (proxy may be used with permission from the president).

The American University Military Connected Club acts as an autonomous representation of the Military-Connected Community receiving guidance from their Advisor, Veterans Services, Center for Student Involvement, and Student Veterans of America.

## **ARTICLE I: GOVERNANCE**

### *Section 1: Executive Branch*

The American University Military Connected Club, hereinafter AUMCC, is a democratically functioning organization led by a combined undergraduate and graduate students

*Executive Board* are voting members within the Executive Branch. Executive Board members include a: President, Vice President/Secretary, Finance Director-Undergrad, Finance Director-Grad., Communications Director, Grant Writer/Fundraising Chair and Events Coordinator/Programming Director.

There are NO grad/undergrad distribution requirements. So long as the executive board is comprised of at least one graduate or one undergraduate student, the remaining executive board may consist entirely of the other.

- i. **President:** The voice of the club, represents the views and concerns of the Military-Connected Community to the University administration, maintains contact with the graduate leadership counsel veterans liaison and Veterans Services, leads efforts to connect with military students, improves student life and resolve student grievances.
- ii. **Vice President/Secretary:** Oversees club internal management and operations, including finances, property, information technology, communications, publicity, and services
- iii. **Finance Director-Undergrad:** Comptroller overseeing all undergrad debits, credits, revenues to the club and compliance of financial policies; Responsible for managing all undergrad club funds through AU Club Counsel
- iv. **Finance Director-Grad:** Comptroller overseeing all grad debits, credits, revenues to the club and compliance of financial policies; Responsible for managing all club graduate funds, Submits budgets and funding requests through Graduate Leadership Counsel
- v. **Communications Director:** Responsible for the communications portfolio including web communications, social media, and print assets.
- vi. **Event Coordinator/Programming Director:** Responsible for all events, programs and activities to include but not limited to social, personal, and professional development opportunities. Works directly with the Vice President, Finance Director & Communications Director. Is the official AU Event Management System (EMS) space requestor.

space requester

### *Section 2: Liaisons*

Liaisons are members of the Executive Branch but NOT the executive board. Liaisons do not have the voting privileges of the Executive Board. Liaisons serve as representatives from certain constituencies identified as vital components of the AUMCC. Liaisons serve at the discretion of the President.

- i. **Air Force and Army ROTC Liaison's:** Responsible for working with the AUMCC executive board to enhance ROTC student experiences and involvement.
- ii. **Resource Liaison:** Responsible for locating, and cataloging American University, community and federal resources that support military connected students (civilian or military); Maintain an organized digital resource catalog on AUMCC's share drive with links; Create resource presentation opportunities that build awareness.
- iii. **The AUMCC Alumni Liaison shall:**  
Work directly with Alumni relations and Student Veteran Services to locate former AU military connected students; Maintain an American University Military Connected alumni list-serve(to include prior military faculty and staff), and provide support services.

### *Section 3: Support*

- i. **Fundraising & Grant Writing Chair** shall: Establish fundraising opportunities; Locate applicable grants; communicate opportunities to the e-board; submit for e-board approved grants; organize approved fundraisers with the event coordinator and communications director
- ii. **Web Master:** Designs and updates website infrastructure, images and code. Assists the President and Communications Director with content.
- iii. **Advisor:** American University Staff or Faculty member. Serves at the pleasure of the executive board.

## **ARTICLE II: VOTING PRIVILEGES**

Each AUMCC executive board member shall be entitled to cast one vote each on all Club matters. These voting members will represent the interests of both branches of the AUMCC general body. In the event of a tie, the club advisor may opine.

General Body is provided one vote each during elections for all executive board positions. In cases where only one individual is on the ballot, members may also write in and nominate an alternate candidate.

### *Section 1: Quorum and Majority*

The Club may only conduct business in the presence of a quorum of voting members. or their proxies, which shall be defined as the smallest whole number of voting members or their proxies that exceeds fifty percent. During voting, members may choose to abstain from voting. Abstentions are to be counted as present and not-voting and shall not be factored into a majority.

### **ARTICLE III: ELECTIONS**

Executive Board Nominations will open in January. Nominee's will be posted on engage. Nominations will close not less than 30 days or more than 60 days from opening within the same academic year. Voting will remain open for 3 days. Votes will be counted the day following nomination closure. The communications director will disseminate the results the day following vote closure.

Appointments for Liaisons and other non-executive positions will occur at the beginning of the Fall semester.

The term of office for an incoming E-board member will commence on May 1 during the academic year they are elected and shall serve until April 30 of the following year. After the election period, the incoming E-board will shadow the outgoing E-board through the end of the grading period.

In the event there are no nominees for an elected position prior to February 15<sup>th</sup>, a student meeting the position requirements may be appointed by a 2/3<sup>rd</sup> vote of the executive board.

In the event a position remains vacant, the existing board members diplomatically divide the duties and responsibilities of the vacant position amongst themselves and fulfill to the best of their ability.

#### *Section 1: Eligibility*

All Military Connected Club members must meet the criteria within one of the following categories:

1. Any currently enrolled American University student, whether full or part-time, virtual, on campus, or abroad who is serving or has served, or is a current spouse or child, whether biological or adopted of a currently or previously serving member of the United States Armed Forces, or an ROTC cadete.

2. **Student Patriot:** Any currently enrolled American University student, whether full or part time, willing and able to assume the duties and responsibilities of an

appointment in the executive branch or willing to commit a minimum of five(5) hours per week assisting an executive on club goals and objectives.

### *Section 2: Installation*

All outgoing Executives and their newly appointed/elected successors will participate in transition meetings. The goal of these meetings is to share institutional knowledge about the MCC as an entity with the incoming Executive. In this meeting the outgoing Executive will review their digital transition guide with the incoming Executive. The outgoing AUMCC President shall be responsible for coordinating their own transition meetings.

### *Section 3: Term in Office*

After installation in office, Elected/appointed members of the Executive Branch must continue successful performance in their appointed/elected role.

## **ARTICLE IV: REMOVAL FROM OFFICE**

### *Section 1: Removal of the Executive*

The Council shall have the right to remove the President, Vice President, Finance Director, Communications Director, & Program Director/Events Coordinator, or appointed Student Patriot by two-thirds vote of the voting members.

Cause for removal from office shall be any action which is inimical to the Executive Branch, improper conduct, violation of AU's Code of Conduct, failure to perform duties of his/her office as outlined in governing documents, or any other charge the Executive Board may consider.

Causes for removal may be brought against the President, Vice President, Finance Director, Communications Director, & Program Director/Events Coordinator and the Liaisons. Such charges shall be made to the President and Center for Student Involvement in writing and thereby presented to the Executive Board at their next meeting or special session.

If the President, Vice President, Finance Director, Communications Director, & Program Director/Events Coordinator, Liaisons, or an appointed position are not in good academic or disciplinary standing at any time during their term, they shall be removed from office automatically.

## **ARTICLE V: AMENDMENTS, RATIFICATION, AND REFERENDUM**



The AUMCC Constitution and Bylaws serves as the governing document of the organization. Therefore, in the event of a necessary change, there must be agreement amongst a majority of the voting members. The purpose behind this amendment is to ensure consistency from one administration to the next.

The Constitution may be amended by a 2/3 vote of the members present at one regular scheduled meeting, provided notice of intention to amend shall have been contained in the *Notice of the Meeting/Agenda*.

### *Section 1: Amendments*

Amendments to this Constitution may be proposed by any member of the Executive Branch. All proposed amendments shall be delivered in writing to the President, who shall present them to the Executive Board for consideration at their next meeting. An amendment shall be considered ratified when majority of the voting members approve the amendment.

### *Section 2: Ratification*

For ratification of the Constitution and/or Bylaws, a majority of vote must be obtained in favor of the amended changes. The Constitution and/or Bylaws shall take effect upon its ratification. The ratification of the amended Constitution and/or Bylaws shall relinquish all previous governing documents of the American University Military-Connected Club.

### *Section 3: Referendum*

The Right of Referenda is intended to allow Military-Connected Members to propose changes and address issues that affect the entirety of the Military-Connected Community. In accordance with the Constitution and Bylaws, the Executive Board shall use the Referenda process to collect feedback, measure support and hear the concerns of the Military-Connected Community.

## **ARTICLE VI: BYLAWS**

The Executive Board may adopt bylaws to provide for additional policies and standard operating procedures not considered by the Constitution. Bylaws may be proposed, amended, or nullified by any Board member. Adoption of a bylaw or amendment of an existing bylaw will require a majority vote of the Executive Board. Bylaws will be codified once adopted or amended.



The Executive Board shall have the authority to adopt bylaws, as necessary, to govern its organization and structure in a manner consistent with this Constitution and the policies, regulations, and procedures of American University.