



Texas Association of Collegiate Veterans Program Officials (TACVPO)

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be Texas Association of Collegiate Veterans Program Officials (TACVPO)

ARTICLE II. PURPOSE

The purpose of TACVPO shall be:

- Section I. To promote the development, improvement, and extension of educational opportunities to all military affiliated students in Texas and to assist them in reaching their fullest potential. To accomplish this purpose, TACVPO proposes to make progressive efforts to assist the military affiliated community and develop mutually beneficial relationships with:
- a. Military affiliated students and community
 - b. Texas educational institutions and agencies providing military affiliated programs and services.
 - c. Other organizations serving the military affiliated population.
 - d. Texas Department of Education.
 - e. Texas Veteran Commission
 - f. Texas Workforce Commission
 - g. U.S. Department of Veterans Affairs Administration
- Section II. To foster commitment to develop bold and innovative educational programs designed to provide opportunities for all military affiliated students to initiate, continue, or resume post-secondary education.
- Section III. To promote the professional competence, efficiency, and association of its members and others associated with and/or concerned about military affiliated education assistance programs
- Section IV. To provide for improved communication between institutions and agencies sponsoring military affiliated students' assistance programs.
- Section V. To promote and provide individual and cooperative studies, experimentations, workshops, seminars, conferences and other related activities as may be desirable or required to fulfill the purpose of the Association.
- Section VI. To provide the services as outlined in Section I through V above, the travel and business expenses of board members relating to travel performed to plan and execute the duties assigned will be paid by the TACVPO treasury to include: conference registration fees (but not membership fees), hotel, meals, and travel expenses (airfare or mileage), and incidentals such as but not inclusive of postage stamps, mailing supplies, printing supplies, and other routine business type supplies.
- a. Presenters who are officially invited by the TACVPO board to participate in the annual conference will have meals provided for the day of presentation only, lodging and travel



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remain the responsibility of the participating organization or individual. The keynote speaker and other special guests may have lodging, travel and conference registration provided by the TACVPO Treasury at the discretion of the Board.

- b. Vendors may be charged at a nominal fee, as determined by the board, to cover expenses directly related to their participation at the annual conference (i.e. food, IT, or other hotel expenses). Lodging and travel remain the responsibility of the participating organization or individual.

ARTICLE III. MEMBERSHIP

- Section I. There shall be three classes of membership in the Association: Individual, Institutional and Associate.
- Section II. Individual and institutional membership eligibility shall include any person or entity interested in military affiliated education assistance programs.
- Section III. Annual dues for Individual and institutional memberships shall be set by the board. Membership year is January 1 through Dec. 31 each year.
- Section IV. A person or entity may become an individual or institutional member at any time by making an application to the designated member of the Board of Directors and payment of prescribed dues. If an institutional Membership is purchased, all persons from that institution will be included in the membership for the same institutional fee. Institutional Memberships shall be limited to one vote.
- Section V. Membership benefits shall include reduced conference fees, entitlement to vote on all matters pertaining to the Association, participation in the mentorship program and other association opportunities, including scheduled preconference workshops or activities (nonmembers may be charged an additional fee at the discretion of the board).
- Section VI. Associate Memberships shall be issued to military affiliated government or professional organizations such as the Department of Veterans Affairs, Texas Veterans Commission and the Texas Workforce Commission. They shall pay no dues and are entitled to participate in all Association activities and opportunities' but have no voting rights and cannot hold elected office.

ARTICLE IV. OFFICERS

- Section I. The President shall preside at all meetings of the Board of Directors and the Association, and perform such other duties as pertain to the office of President. He/she shall be a member, ex officio, of all committees. They shall submit the annual report of the Board of Directors to the Association. The annual report will be made available to the membership via the TACVPO Website.
- Section II. The First Vice President shall assist the President. In the absence or disability of the President, he/she shall have all the powers and perform all the duties of the President.



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- Section III. The Second Vice President shall assist the President. In the absence or disability of the President and the First Vice President, ~~he/she~~ they shall have all the powers and shall perform all the duties of the President.
- Section IIII. The Secretary shall keep minutes of meetings of the Board of Directors and the Association and perform other duties as required.
- Section V. The Treasurer shall be responsible for receiving and distributing the funds of the Association according to the policies set up by the Board of Directors.
- Section VI. Officers are to be elected annually at a business meeting of the Association. Nominees shall be required to be active members.
- Section VII. Officers shall not hold a single position for longer than 5 years.
- Section VIII. The Board of Directors of this Association shall consist of the officers and the immediate Past President who shall serve as an ex officio member.
- Section VIII. A Board member may be removed for cause by a two-thirds vote of the membership at any regular meeting of members, or at a special meeting called for this purpose.
The Board may appoint an interim officer for any open position to serve until the next regular meeting of the association or at a special meeting called for this purpose.
- Section X. A Board member may be reimbursed for expenses incurred on behalf of the Association subject to full Board approval, available funds and proper receipts. Expenses include travel, attendance at the annual conference and incidentals such as, but not inclusive of, postage stamps, mailing supplies, printing supplies, and other routine business type supplies.

ARTICLE V. MEETINGS

- Section I. Meetings of the Association shall be held at least annually as determined by the Board of Directors.
- Section II. Members shall be notified of all meetings by notice posted on the TACVPO website at least 10 business days prior to the meeting.



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- Section II. Ten percent of the membership shall constitute a quorum at all duly sanctioned meetings.
- Section III. The Board of Directors shall be empowered to hold meetings as necessary.
- Section IV. Parliamentary Authority – Roberts Rules of Order, revised, shall govern the proceedings of the Association except where they are inconsistent with the constitution and standing rules of the organization.

ARTICLE VI. VOTING

- Section I. Each member, whether individual or institutional, shall have one vote in the matters of the Association. Associate members are not eligible to vote on official Association matters.

ARTICLE VII. COMMITTEES

- Section I. There should be three Standing Committees within the Association: Conference/Membership, Election, and Mentorship.
- Section II. Conference/Membership Committee shall consist of the officers of the Association and representatives from associate member organizations, the President shall serve as chairperson. The committee shall set dates for conferences, regular meetings, special meetings, and workshops, choose meeting places and set registration fees for all conferences.
- Section IIIV. Election Committee will be responsible for presenting a slate of nominees to the General membership at the Annual Conference. The Election Committee consists of the 1st Vice-President, an Associate Member, and a non-Board member, to be appointed by the Vice-President. This committee will have the responsibility of counting ballots.
- Section IV. Mentorship Committee will be comprised of the 2nd Vice President and a minimum of two current or former mentors/mentees. Responsibilities include the development, sustainment, and improvement of the mentorship program.
- Section V. The Board of Directors may establish additional committees (standing, ad hoc, taskforce, etc.) as are appropriate for the Association. The President shall appoint the members of additional committees.

ARTICLE VIII. OPERATING RESERVE FUND

- Section I. The Treasurer shall be responsible for maintaining and reporting the distribution of the Operating Reserve Fund in accordance with the policies set up by the Board of Directors.
- Section II. The general purpose of the fund is to help to ensure the long- term financial stability of the organization and position it to respond to varying economic conditions and changes. The fund will be listed separately in the organization's financial statements position as "Board-Designated Operating Reserve".



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Section IIIV. The target amount to be attained and maintained for the is \$25,000, representing approximately 25% of expenses incurred to support the annual conference. To establish the Operating Reserve Fund, the Board has designated \$5,000 of existing accumulated liquid net assets as the beginning balance of the fund. The remaining balance is to be funded over the next 5 fiscal years as funds are available.

Section IV. The Treasurer or President may access the fund to cover operating expenses, if anticipated income will be available to repay such usage. The President will notify the Treasurer in writing, and usage will be acknowledged in writing by the Treasurer. E-mail or fax shall be acceptable forms of notification and acknowledgement

Section V. The Board of Directors will review the purpose, usage and maintenance of the fund annually and make changes as needed to protect the financial health of the association.

ARTICLE IX. AMENDMENTS

The constitution may be amended by a simple majority of the members present and voting. Such amendments may be proposed by any member of the Association. Associate members are not eligible to vote on official Association matters.

*Editorial changes may be made at the discretion of the board.