

# Texas Association of Collegiate Veterans Program Officials

## CONSTITUTION

### ARTICLE I. NAME

The name of this organization shall be Texas Association of Collegiate Veterans Program Officials.

### ARTICLE II. PURPOSE

The purpose of TACVPO shall be:

- Section I. To promote the development, improvement, and extension of educational opportunities to any veteran or dependent in Texas for his or her educational development and to assist them in reaching their fullest potential. To accomplish this purpose, TACVPO proposes to consistently make progressive efforts of assistance to the following:
- a. The veteran served by the programs:  
Community, school, and local, state, regional, and national organizations;
  - b. Institutions and agencies hosting veteran programs and others offering services;
  - c. Other programs serving educational needs;
  - d. The central office of the Department of Education;
  - e. And the development of harmonious relations with the Veterans Administration for the purpose of assisting all veterans
- Section II. To foster commitment to develop bold and innovative educational programs designed to provide opportunities for all veterans 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 veterans assistance programs
- Section IV. To provide for improved communication between institutions and agencies sponsoring veterans' 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 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. Additionally, presenters who are officially invited by the TACVPO board to present at each annual conference will have meals provided and for out of town presenters, hotel accommodations provided by the TACVPO Treasury.

### ARTICLE III. MEMBERSHIP

- Section I. There shall be two classes of membership in the Association: Individual and Institutional Memberships.

- Section II. The membership shall include any person or entity interested in veteran assistance programs.
- Section III. Annual dues for members shall be set by the board. Membership year is January 1 through Dec. 31 each year.
- Section IV. A person or entity may become a member at any time by making application to the designated member of the Board of Directors and payment of prescribed dues.  
a. 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 and entitlement to vote on all matters pertaining to the Association.

#### 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. He/she shall submit an 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.
- 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 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. The Board of Directors of this Association shall consist of the above mentioned officers and the immediate Past President shall serve as an ex officio member.
- Section VII. Officers are to be elected annually at a business meeting of the Association. Nominees shall be required to be active members.
- Section VIII. An elected officer shall hold a single position no longer than 3 years.
- 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.
- Section X. A Board member may be reimbursed for trips or expenses incurred on behalf of the Association subject to full Board approval, available funds and proper receipts.

#### ARTICLE V. MEETINGS

- Section I. Meetings of the Association shall be held at least once a year on the dates and at the places determined by the Board of Directors. Members shall be notified of all meetings by notice posted on the TACVPO website at least 10 business days prior to the meeting.

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 it is determined 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.

#### ARTICLE VII. COMMITTEES

Section I. The Board of Directors may appoint committees, both standing and adhoc, to assist in the conduct of the affairs of the Association.

Section II. The President shall appoint the members who will comprise the established committee.

#### ARTICLE VIII. 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.

Reviewed and Approved: 02 19 2018