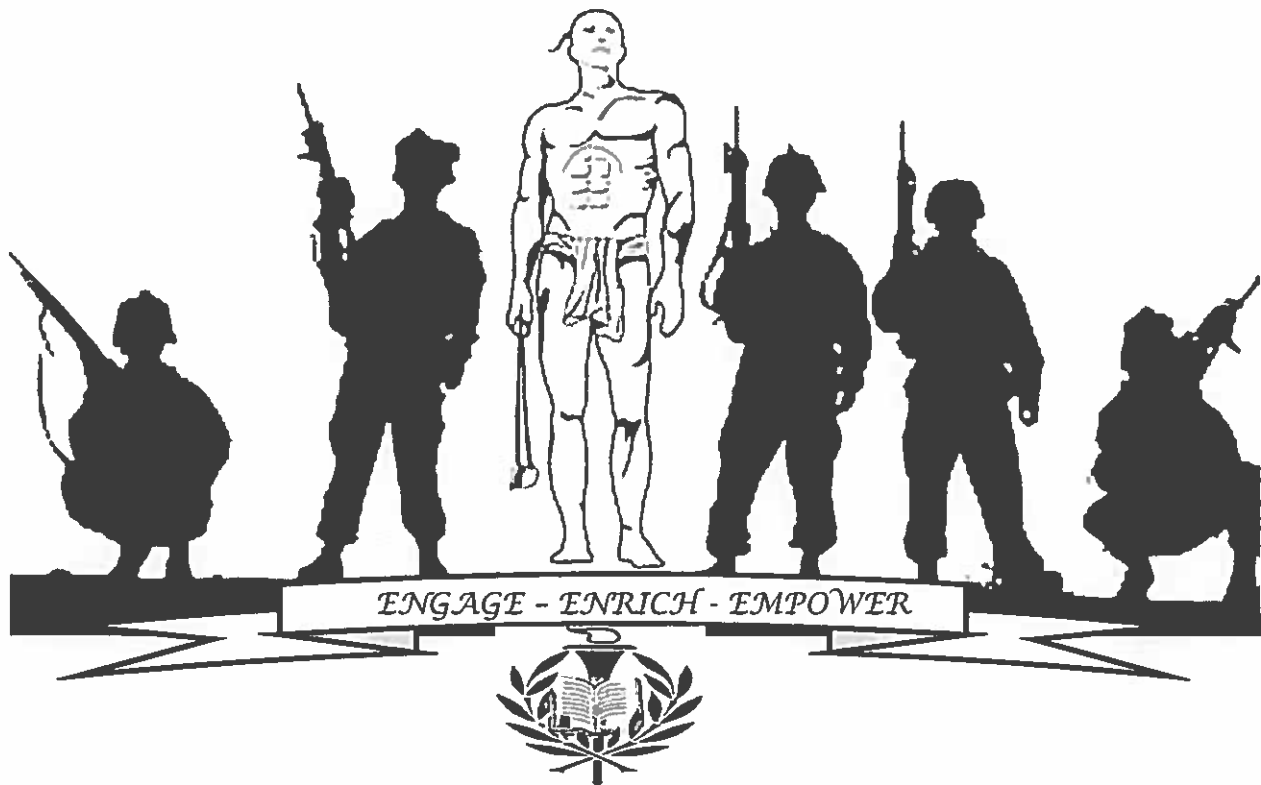


By-Laws

for

Guam Community College VETERANS' CLUB



By-Laws of Guam Community College Veterans Association

A GUAM NON-PROFIT PUBLIC VETERAN SERVICE ORGANIZATION WHOSE PRIMARY PURPOSES ARE, BUT NOT LIMITED TO, SPONSORING OR PARTICIPATING IN EDUCATIONAL AND PATRIOTIC ACTIVITIES AS OUTLINED UNDER SECTION 501 [c][3] OF THE INTERNAL REVENUE CODE.

January, 2017

GUAM COMMUNITY COLLEGE
Veterans' Club
By-Laws

ARTICLE I — NAME

Section 1.1: The name of this organization shall be the *Guam Community College Veterans' Club* herein referred to as the Veterans' Club, under the administrative direction of the Center for Student Involvement (CSI) under the School responsible for Student Services.

ARTICLE II - OFFICE

Section 2.1: The principal office for the Veterans' Club shall be located within the CSI office at the Guam Community College (GCC) or a designated location within GCC. The official mailing address is P.O. Box 23069, G.M.F.; Barrigada, Guam 96921.

ARTICLE III - PURPOSE

Section 3.1: The purpose of the Veterans' Club is to provide a network of support to military veterans, their families and civilian supporters; secondly, to educate the community about the experiences of military veterans and work with the college administration to meet the needs of student veterans and prospective student veterans; thirdly, to cultivate student veterans concerns through scheduled meetings, advocacy, social and recreational activities; and finally, to foster esprit de corps among student veterans and promote an understanding of student veterans issues.

Section 3.2: The goals and activities of the Veterans Club will consist of the following:

- a.) Develop a resource guide that includes all forms, documents, lists of service organizations and contact information useful for veterans, prospective veterans and their families.
- b.) Provide a peer support network for student veterans and their families.
- c.) Educate the college community about the experiences of student veterans through presentations and other related events/activities.
- d.) Work with the college administration to meet the needs of student veterans.
- e.) Collaborate with professors to provide student veterans the opportunity to speak to classes.
- f.) Provide services for disabled veterans.

- g.) Provide outreach programs to potential student veterans.
- h.) Work with the Department of Veterans Affairs, the Department of Defense, Veterans Service Organizations, and other military associations to provide information for student veterans and their families.
- j.) Attend/participate in campus and local military recognition events and programs (Veterans Day, Memorial Day, etc.).

ARTICLE IV – MEMBERSHIP

Section 4.1: Membership is extended to all officially registered Postsecondary and Adult High School students of GCC.

Section 4.2: Members are entitled to participate in all Veterans' Club sponsored functions, unless otherwise specified, and are allowed to attend all Veterans' Club General Membership meetings.

Section 4.3: All members shall uphold professional conduct at all times.

ARTICLE V — DUTIES OF THE VETERANS' CLUB OFFICERS

Section 5.1: The Veterans' Club Officers shall consist of a President, Vice President, Secretary, Treasurer and Public Relations Officer.

Section 5.2: The Officers will serve as the Executive Committee of the Veterans' Club.

Section 5.3: Three (3) Officers shall constitute a quorum during Executive Meetings.

Section 5.4: The Officers shall develop the annual Plan of Action and budget based on activities planned for the upcoming academic year.

ARTICLE VI — DUTIES OF THE PRESIDENT SHALL INCLUDE THE FOLLOWING:

Section 6.1: Preside over all Executive, General Membership, and Special Meetings as a non-voting member, except in the event of a tie vote, whereupon his/her vote would be a tiebreaker.

Section 6.2: Call meetings on time; manage, direct, and conduct the business and activities of all meetings in an orderly manner.

- Section 6.3:** Maintain and enforce the Veterans' Club Constitution and By-Laws.
- Section 6.4:** Advance the goals and purpose of the Veterans' Club and create Special Committees as needed.
- Section 6.5:** Participate as a member with full powers to make motions for a debate and vote in any Special Committees.
- Section 6.6:** Upon submission of the proposed agenda from the Secretary, the President may make further refinement and/or approve the agenda.
- Section 6.7:** Act as a facilitator in group discussions.
- Section 6.8:** Appoint any Veterans' Club member to any Veterans' Club committee with the acceptance of the appointed member.
- Section 6.9:** Represent the Veterans' Club when interacting with the GCC Administration.

ARTICLE VII — DUTIES OF THE VICE PRESIDENT SHALL INCLUDE THE FOLLOWING:

- Section 7.1:** In the event of the President's absence in a meeting, and any other prolonged absence, the Vice President shall assume and perform the duties and responsibilities of the President or unless otherwise specified.
- Section 7.2:** Collaborate with publishing any of the Veterans' Club publications with the Secretary.
- Section 7.3:** Perform other duties assigned by the President.

ARTICLE VIII — DUTIES OF THE SECRETARY SHALL INCLUDE THE FOLLOWING:

- Section 8.1:** Record minutes of all meeting.
- Section 8.2:** Prepare minutes of each meeting to be approved during the next Veterans' Club meeting.

- Section 8.3:** Keep a record of attendance of all meetings to be attached with the approved signed minutes.
- Section 8.4:** Email agendas and minutes with the indication of date, time, and location of the next regular meeting no later than one week before such meeting.
- Section 8.5:** Collaborate with the Vice President for the publishing of the Veterans' Club publications.
- Section 8.6:** Perform other duties assigned by the President.

ARTICLE IX — DUTIES OF THE TREASURER SHALL INCLUDE THE FOLLOWING:

- Section 9.1:** Keep a record of all monetary transactions. Copies of receipts shall be kept as supporting documents for all monetary transactions.
- Section 9.2:** Follow all procedures of the GCC Finance and Administration Division.
- Section 9.3:** The Veterans' Club Advisor, the Treasurer or any other Veterans' Club Officer must sign all Fund Vouchers for any activity sponsored by the Veterans' Club. No changes shall be made without the consent of the Veterans' Club Advisor and a Veterans' Club Officer.
- Section 9.4:** Ensure that the Chairperson (of each activity) is responsible for turning in all receipts for all requested vouchers no later than one (1) week following the activity. If receipts are not turned in, the respective Chairperson is responsible to provide all monies back to the account.
- Section 9.5:** Perform other duties assigned by the President.

ARTICLE X — DUTIES OF THE PUBLIC RELATIONS OFFICER SHALL INCLUDE THE FOLLOWING:

- Section 10.1:** Coordinate the public relation activities of the Veterans' Club, with the goal of promoting its purpose and objectives to the college community and the general public.
- Section 10.2:** Prepare announcements for dissemination on a campus wide basis, write articles and compile information in response to specific requests from individuals and organizations.

- Section 10.3:** Coordinate the publicizing of social events and academic achievements of the Veterans' Club as concurred by its members.
- Section 10.4:** Provide assistance and guidance in matters related to public information as requested by the Veterans' Club or college.
- Section 10.5:** Obtain written approval from the Communications & Promotions Office for ALL media interaction or promotions BEFORE media information is released to the general public.
- Section 10.6:** Perform other duties assigned by the President.

ARTICLE XI — HOLDING OF OTHER POSITIONS AND THE VETERANS' CLUB CODE OF CONDUCT

- Section 11.1:** All Veterans' Club Officers have the right to be involved in other GCC student organizations. They, however, shall not hold any other GCC student organization Officer position while serving as an Officer of the Veterans' Club.
- Section 11.2:** All Officers must abide by the Veterans' Club Code of Conduct. They shall:
- a. Be a GCC post-secondary student currently enrolled in at least one (1) GCC post-secondary course for every semester of service [minimum of three (3) credits]
 - b. Maintain a minimum Grade Point Average (GPA) of 2.0 or better, and must maintain this minimum GPA throughout every semester of service. Should the GPA minimum not be met, the Officer may be requested to step down if justification is not approved by the Executive Committee;
 - c. Not be on academic probation;
 - d. Not conduct, perform or take any action that may be unethical or question the integrity of the Veterans' Club and not be in violation of any of GCC's rules and regulations.
 - e. The Veterans' Club advisors can require at any time, verification from an officer regarding their academic standing.
 - f. Violation of GCC's rules and regulations or any violations of the Veterans' Club Code of Conduct will be dealt with accordingly.

**ARTICLE XII — ELECTION AND CRITERIA OF AN ADVISOR SHALL
INCLUDE THE FOLLOWING:**

Section 12.1: Prior to their induction, the incoming newly elected and officially certified Veterans' Club Officers will meet and elect no more than (2) advisors.

Section 12.2: Advisors: The College requires that all advisors are permanent, full-time faculty or administrators at the Guam Community College. Exceptions will be made for permanent, full-time Program Coordinators whose job description directly links to serving/supporting student extracurricular activities. Advisor(s) will have the authority to sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to the Veterans' Club.

Volunteer Co-Advisors: The College requires that Volunteer Co-Advisors must be fully approved regarding all volunteer requirements of the College. Volunteer Co-Advisors cannot be listed as student organization advisors of record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations.

Section 12.3: Veterans' Club Officers, by a majority vote, shall have the right to remove a Veterans' Club Advisor for what they deem as grounds for removal.

**ARTICLE XIII — DUTIES OF THE VETERANS' CLUB ADVISORS SHALL
INCLUDE THE FOLLOWING:**

Section 13.1: Provide advice and information that will enable the Veterans' Club Officers to perform their leadership roles sufficiently.

Section 13.2: Act in a facilitating capacity at all functions and meetings of the Veterans' Club.

Section 13.3: Attend the functions and meetings of Veterans' Club. At least one (1) Advisor shall always be present at Veterans' Club functions and meetings.

Section 13.4: Provide advice and guidance to the Veterans' Club Officers regarding College policies, rules and regulations, practices, and legal statutes.

- Section 13.5:** Sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to the Veterans' Club.
- Section 13.6:** Work with the CSI Office to ensure regular and on-going communications.

ARTICLE XIV — ACTIVITIES AND RESPONSIBILITIES OF VETERANS' CLUB AND COPSA SHALL INCLUDE THE FOLLOWING:

- Section 14.1:** The Executive Committee shall elect or appoint a Student Representative to attend the COPSA General Membership meetings. This may be the responsibility of the elected officers as needed.
- Section 14.2:** Provide COPSA and the CSI Office with a copy of their Constitution and By-Laws should any amendments be made during the school year.
- Section 14.3:** Submit updated and approved Constitution and By-Laws at least once every five (5) years.
- Section 14.4:** Complete an annual Plan of Action and all budgetary materials as required by COPSA and the CSI Office.

ARTICLE XV — DUTIES OF THE VETERANS' CLUB REPRESENTATIVES SHALL INCLUDE THE FOLLOWING:

- Section 15.1:** Attend COPSA's General Membership meetings to share concerns and needs of the Veterans' Club organization.
- Section 15.2:** Inform COPSA at its regular meetings if there is any change of officers and/or advisors.
- Section 15.3:** Participate as a committee member in any COPSA committees, with the right to make motions and vote.
- Section 15.4:** Perform other duties as needed.

ARTICLE XVI — GENERAL MEMBERSHIP MEETINGS

- Section 16.1:** Veterans' Club General Membership meetings shall be conducted no less than once a month at a designated time posted no later than one (1) week before such meeting.
- Section 16.2:** All General Membership meeting shall be conducted at a GCC designated location, unless otherwise specified.
- Section 16.3:** The President can call a "Special, Executive or General Membership Meeting" as she/he deems necessary at any time. No business other than the issue(s) for the special meeting shall be discussed.
- Section 16.4:** The President can call a "Special, Executive or General Membership Meeting" to be conducted via telecommunication, video conferencing or any other means of technology that would provide a convenient means for participation from its membership. Minutes shall be compiled and submitted from these meetings as an official meeting.

ARTICLE XVII — ATTENDANCE POLICY

- Section 17.1:** All Veterans' Club Officers are required to attend every meeting (Executive and General Membership), unless otherwise excused.
- Section 17.2:** For any legitimate illness, reason, or emergency, which may interfere with an Officer carrying out his/her duties, the absence must be reported to the President, Vice President, Secretary, or the Veterans' Club advisors prior to the event and/or meeting, to include the duration of their absence.
- Section 17.3:** If a Veterans' Club Officer leaves island for or any reason, he/she must notify the Officers/Advisors verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another officer to take over their responsibilities and duties.
- Section 17.4:** All Veterans' Club Officers are allowed only two (2) consecutive unexcused absences.
- Section 17.5:** Veterans' Club Officer Attendance Policy shall consist of:
- First Unexcused Absence – A verbal warning will be given to the individual.
 - Second Unexcused Absence – A verbal warning will be given to the individual.

- Third Unexcused Absence – A verbal call removing them from office, with the approval of a majority of the other Veterans’ Club Officers, will be given to the individual.

ARTICLE XVIII — MEMBER/OFFICER DISCIPLINARY PROCEDURES

Section 18.1: All Veterans’ Club Officers, student representatives, advisors or members can be disciplined for not observing the House Rules during meetings: excessive tardiness, inappropriate behavior, swearing, horse-playing, or speaking when not given the floor. Members can also be disciplined for violating GCC rules and regulations, when deemed necessary by the Veterans’ Club Officers.

Section 18.2: Policy for disciplining members or Officers shall consist of the following:

- Depending on the severity of the violation, the member/Officer will first be given a verbal warning;
- Member/Officer will then be given a second verbal warning which will be recorded in the minutes;
- If the member/Officer still does not observe the House Rules or continues to violate GCC rules and regulations, he/she will be disciplined for the violation.

Section 18.3: Discipline for the violation of the House Rules or other GCC rules and regulations, shall consist of one (1) or all of the following:

- Member/Officer will be suspended from voting at one (1) meeting;
- Member/Officer will be suspended from attending meetings or functions for a specified period of time (a minimum of two weeks or a maximum of three months);
- Member/Officer will be reported to the GCC administration for violation of GCC rules and regulations;
- Officer will be subject to impeachment.

ARTICLE XIX — IMPEACHMENT PROCEDURES

Section 19.1: If any Veterans’ Club Officer fails to perform his/her duties, takes any action that is extremely unethical or significantly questions the integrity of the Veterans’ Club, or violates any GCC rules or regulations, the President or a majority of the Veterans’ Club Officers shall have the power to remove the Officer from office with the following procedures: The President or Vice President and an advisor shall meet with the Officer to discuss the failure to perform his/her

duties or the violation of the rules or regulations. If the Officer still neglects to perform his/her duties, or continues to violate GCC rules or regulations, the Veterans' Club Officers will issue a letter regarding his/her duties. The Officer will have an opportunity to be heard within ten days after delivery of the letter. After hearing any evidence and reviewing any documents, the Veterans' Club Officers will render a final decision. Should an Officer be removed, Article XX regarding Vacancies shall be followed.

Section 19.2: In the event the impeachment of the President, the Vice President shall automatically become the President.

ARTICLE XX — VACANCIES

Section 20.1: If there are any vacancies among the Veterans' Club Officers, the President can appoint any GCC postsecondary student member to the vacant position with the majority approval of the Veterans' Club Officers.

Section 20.2: If the President does not appoint a member to the vacant position, the Executive Committee can meet to appoint and approve a member to the vacant position.

ARTICLE XXI — SPECIAL COMMITTEES

Section 21.1: The Veterans' Club President can create and appoint members to any special Veterans' Club committee(s) and give details of the tasks to be accomplished. The committee(s) ceases to exist when the task is completed.

ARTICLE XXII — AMENDMENTS

Section 22.1: Any amendment to the Veterans' Club By-Laws shall follow the procedure stipulated in the Veterans' Club Constitution.

ARTICLE XXIII — SIGNATURES

Section 23.1: The following Veterans' Club Officers duly signify by their signatures, this _____ day of _____, 2017, that they have taken the oath of office, fully understand and accept the responsibilities of their positions, promise to perform their duties on

behalf of all members to the best of their abilities, and attest to the merit of the Articles of this document.

President

Vice President

Secretary

Public Relations Officer

Treasurer

ACKNOWLEDGED BY:

FREDERICK Q. TUPAZ
Student Organization Advisor

DENNIS SANTOS THOMAS
Student Organization Advisor

DATE

DATE

APPROVED BY:

BOBBIE LEON GUERRERO
Program Specialist
Center for Student Involvement

MICHAEL L. CHAN, Ed. D.
Dean
School of Technology and Student Services

Date

Date