

**CONSTITUTION AND BY-LAWS  
OF THE  
ALABAMA VETERANS AFFAIRS ASSOCIATION**

**ARTICLE I: NAME**

1. The organization shall be name Alabama Veterans Affairs Association (AVAA).

**ARTICLE II: OBJECTIVES**

1. Institute an effective mode of communication to develop an outreach/recruitment program on statewide basic.
2. Study existing regional programs relative to Alabama Veteran's benefits.
3. Publicize new legislation which has been passed by the State Legislature and U.S. Congress which will benefit the Veterans and their dependents of the state of Alabama.
4. Provide openness of Veterans and/or clubs to discuss problems and/or suggestions.

**ARTICLE III: MEMBERSHIP**

**SECTION I.**

1. Membership shall consist of school certifying officials, advisors, counselors, etc., connected directly in a staff and/or faculty position with Veterans' Affairs in an educational institution within the State of Alabama.
2. Honorary membership will consist of any person whom the Executive Board votes has made outstanding contributions to the advancement of veterans' programs.
3. Honorary members are non-paying and therefore have no voting privileges, with the exception of honorary members currently serving on the Executive Board in the role of Past- President.
4. Advisory membership will consist of the current Alabama Education Liaison Representative (Alabama ELR) with full membership and voting privileges.

**SECTION II.**

1. To remain in good standing a member's dues and fees must be paid as defined in Article IV, with the exception of a past president who is now retired and extended an honorary membership and the Alabama Education Liaison Representative (Alabama ELR).

**SECTION III.**

1. The annual dues period shall begin at the beginning of each AVAA Annual Conference and end at the beginning of the next annual conference.

## **ARTICLE IV: DUES AND FEES**

### **SECTION I.**

1. The Executive Board shall determine the annual dues per person annually.

### **SECTION II.**

1. All dues must be current to maintain voting privileges, with the exceptions of an honorary member currently serving on the Executive Board in the role of Past-President and the Alabama Education Liaison Representative (Alabama ELR) currently serving on the Executive Board.

### **SECTION III.**

1. All educational institutions in the State of Alabama with an active Veterans' Club or organization may contribute a portion of funds raised by said organizations. If there is not an organization as mentioned above, or if there is an inactive club present, you may contribute individually or collectively.

### **SECTION IV.**

1. For monetary purposes, the annual fiscal year begins January 1 and ends December 31 of each year.

## **ARTICLE V: VOTING**

### **SECTION I.**

1. Each member having paid dues has full voting privileges that being one (1) vote. (This is the only requirement for voting.) The only exceptions to this rule would be an honorary AVAA member currently serving in the role of Past President after retirement and the current Alabama Education Liaison Representative (Alabama ELR) serving on the Executive Board.

### **SECTION II.**

1. A quorum will be a majority of total membership present. A quorum will be required for all elections.

**SECTION III.**

1. No proxy votes allowed.

**SECTION IV.**

1. Nominations for an office shall be announced on the convention floor. Voting shall be conducted electronically or by secret ballot.

**SECTION V.**

1. Majority rule will be in effect on all voting matters.

**ARTICLE VI: EXECUTIVE BOARD VOTING**

**SECTION I.**

1. Voting as it pertains to the Executive Board shall follow “Robert’s Rules of Order”. Majority rule of the executive board members present will be in effect on all voting matters.

**SECTION II.**

1. Voting by the board may be held by email, when necessary.

**ARTICLE VII: OFFICERS**

**SECTION I.**

1. The AVAA shall have the following officers serving on the Executive Board:

- President
- Past-President
- Vice President Membership
- Vice President-Training
- Secretary
- Treasurer
- Historian
- Regional Representatives:
  - Region 1 Northern
  - Region 2 Central
  - Region 3 Southern

## **SECTION II.**

1. All officers must be members in good standing in the AVAA.

## **SECTION III.**

1. The term of office shall be determined by the scheduling of the statewide convention.
2. In order to maintain an Executive Board with knowledge and experience as it pertains to board matters, board members will rotate terms as follows, beginning with board members who were appointed and those who choose to not serve another term.
3. Beginning with the 2015 conference, elections will be conducted on a rotating basis.
4. Beginning with 2015 conference, the following positions and their prospective officers shall remain on the Executive Board until the election conducted at the 2016 conference: President, Secretary, Treasurer, Northern Representative.
5. Beginning with 2015 conference, the following positions will be elected, by majority vote of membership, and will serve for a term not to exceed two (2) conference years: Vice President- Membership, Vice President-Training, Historian, Central Representative and Southern Representative.
6. Beginning with 2016 conference, the following positions will be elected, by majority vote of membership and shall remain on the Executive Board for a term not to exceed two (2) conference years: President, Secretary, Treasurer, Northern Representative.
7. If a current board member wishes to run for another open position to be elected at the annual conference before the current term of their elected position is over, the board member must follow the process below:
  - a. Give notice to the AVAA Board of Directors no later than the last regular board meeting prior to the annual conference.
  - b. Resign their current position as of the annual conference, allowing the open position to be posted and announced to AVAA members prior to the upcoming conference, nominees to be accepted prior to and at the annual conference, and an election for the open position to be held at the annual conference.
  - c. The board member cannot run for his/her current board position in addition to another position in the same conference year.
  - d. When the board member vacates the currently held position to run for another board position, the current position may not be reassumed after the election if the board member is not elected for the new position for which he/she has elected to run.
8. Voting for executive board by membership-only (non-conference attendance) shall be conducted electronically and said vote shall close simultaneously with membership voting during conference.
9. As has been the practice in previous conference years, any officer currently

serving in any AVAA Executive Board position, may serve a consecutive term in that same position, subject to being nominated and elected by the AVAA membership as part of the annual conference.

#### **SECTION IV.**

1. Any officer may be removed by 2/3 majority vote by the membership.
2. Voting may be conducted at the annual conference or electronically.
3. Any officer may appeal for reinstatement to the association.
4. Appeal shall be reviewed by the President, VP-Membership, VP-Training, Secretary and Treasurer.
5. Appeal vote shall be 2/3 majority, and the highest-ranking officer shall break a tie vote, if necessary.

#### **SECTION V.**

1. Should the office of president become vacant, the order of succession to the office of president will be: Vice President–Membership, then Vice President-Training. The Vice President-Training will have the option of filling the Office of Vice President-Membership.

#### **SECTION VI.**

1. Should the Office of President, Vice President –Membership, or Vice President-Training become vacant, the highest-ranking officers would call a meeting of the Executive Board to fill vacancy or vacancies for the remainder of the current term.

#### **SECTION VII.**

1. Should any office become vacant, the President has the authority to appoint a person to fill the office pending approval of the Executive Board, only after Article VI, Section V has been invoked.

## **ARTICLE VIII: DUTIES OF OFFICERS**

### **SECTION I.**

The President shall:

1. Be chief executive officer of AVAA;
2. With the approval of AVAA direct the budget;
3. Be an ex-officio member of all state committees.
4. Be responsible for calling, developing, designing, and distributing the agenda for each board meeting.

### **SECTION II.**

The Vice President –Membership shall:

1. Be the official representative of the President at all meetings which the President is unable to attend;
2. Be primarily responsible for liaison and coordination of legislative and public affairs;
3. Perform other duties as directed by the President.
4. Be responsible for coordination of all efforts to increase the membership of the AVAA.
5. Within (60) days following the annual convention, provide the membership a roster of names, addresses, and phone numbers of all members.

### **SECTION III.**

The Vice President-Training shall:

1. Be responsible for developing and maintaining a mentoring program.
2. Be responsible for developing and maintaining training materials.

### **SECTION IV.**

The Past-President shall:

1. Serve as a full member of the executive board.
2. The Past-President will have voting privileges.
3. In the event that the most recent Past-President is unable to serve on the Executive Board for AVAA, the position would be filled at the discretion of the current President, subject to 2/3 majority approval of the Executive Board.
  - a. The position can only be filled by someone that previously served in the role of President of AVAA.

## **SECTION V.**

The Secretary shall:

1. Be responsible for the minutes of all meetings including executive meetings;
2. Be responsible for providing a copy of all minutes to be posted on the AVAA website.
3. Be responsible for the maintenance of all official documents, including all minutes, by-laws and policies and procedures.

## **SECTION VI.**

Treasurer shall:

1. Record all financial transactions of the AVAA;
2. Make a quarterly report containing a list of all receipts and disbursements and the location of property these finances represent;
3. Store and maintain all financial records in an organized form which can be used to file for taxes each year;
4. File appropriate annual postcard with the IRS in order to re-confirm 501c(3) tax status;
5. Store and maintain equipment used for accepting credit cards; possess and be responsible for AVAA debit card.

## **SECTION VII.**

The Historian shall:

1. Keep in permanent form the history of the Association.
2. Maintain the historical documents, forms, letters, and photographs, of the Association in chronological order and take the necessary steps to insure their preservation.
3. Provide for a photographic record of each event and activity of the Association.
4. Prepare a display of Association historical information to be presented at annual meetings of the membership.
5. Present a report on the status of all Historian activities and duties at the beginning of each Executive Board meeting.

## **SECTION VIII.**

Regional Representatives: North, Central and South shall:

1. Maintain contact with School Certifying Officials in the geographical region represented and assist with questions from members.
2. Bring any concerns from members in the geographical region to the Board for discussion.

3. Assist with the AVAA Annual Conference and other training meetings, planning, preparation, and production.
4. Shall be the standing committee chairs.
5. The regional representative would be responsible for choosing the committee members.

**SECTION IX:**

Committee Chairs and Committee Responsibilities:

Technology Committee: (persons on this committee should be technical)

1. Keep the AVAA website up-to date.
2. Assist with technology equipment during the Annual Conference.
3. Assist the AVAA Board and Conference Committee in requesting equipment needed for presentations for the Annual Conference.

Conference Committee: (persons on this committee should be social)

1. Make recommendations to the Board regarding the Annual Conference.
2. Assist the AVAA Board with preparations for the Annual Conference.
3. Assist the AVAA Board during the Annual Conference with door prizes and other conference duties.

Charity Committee: (persons on this committee should be organized)

1. Assist the AVAA Board with choosing a charity to support for the Annual Conference.
2. Assist the Board in acquiring the Charity Speaker for the Annual Conference.
3. Assist the Board with the Charity Fundraiser (Silent Auction) at the Annual Conference.

**ARTICLE IX: EXECUTIVE BOARD**

**SECTION I.**

1. The Executive Board is the policy making body of the AVAA and shall consist of the President, Vice President-Membership, Vice Present-Training, Secretary, Treasurer, Past President, Historian, and one person from each of the three geographical regions within the state:
  - Region 1 Northern
  - Region 2 Central
  - Region 3 Southern
2. The Alabama Education Liaison Representative (AL ELR), shall sit on the executive board in an advisory position with full voting rights.



## **ARTICLE X: AMENDMENTS**

### **SECTION I.**

1. Any article or section in this Constitution may be amended by a 2/3 majority of members voting.

### **SECTION II.**

1. All amendments must be introduced at a state convention unless otherwise stated by the Executive Board.

### **SECTION III.**

1. All members must be notified in writing within sixty (60) days after an amendment introduction.

## **ARTICLE XI: CONVENTION**

### **SECTION I.**

1. Convention sites will be selected by the previous convention or at an Executive Board meeting.

## **ARTICLE XII: CHARTER MEMBERS**

### **SECTION I.**

1. Charter members of the AVAA are:

#### **STATE COMMUNITY COLLEGES**

Bishop State Junior College, Mobile (Bishop State Community College, 1989)  
Alexander City State Junior College, Alexander City (Central Alabama Community College, 1989)  
Jefferson Davis State Junior College, Brewton, (Jefferson Davis Community College, 1990)  
Enterprise State Junior College, Enterprise (Enterprise State Community College, 2009)  
Gadsden State Junior College, Gadsden (Gadsden State Community College, 1985)  
Jefferson State Junior College, Birmingham (Jefferson State Community College, 1989)

Snead State Junior College, Boaz (Snead State Community College, 1992)  
Southern Union State Junior College, Wadley (Southern Union Community College, 1993)  
Lurleen B. Wallace State Junior College, Andalusia (Lurleen B. Wallace Community College, 2003)

### **STATE TECHNICAL COLLEGES**

Bessemer State Technical College, Bessemer (Lawson State Community College, 2005)  
Douglas R. MacArthur State Technical College, Opp (Lurleen B. Wallace Community College, 2003) Alabama Technical College, East Broad Campus, Gadsden (Gadsden State Community College, 1985) George C. Wallace State Community College, Hanceville  
J. F. Drake State Community & Technical College, Huntsville  
Muscle Shoals State Technical College, Muscle Shoals (Northwest-Shoals Community College, 1993)  
Shelton State Technical College, Tuscaloosa (Shelton State Community College, 1979)

### **TECHNICAL COLLEGE AND INSTITUTES**

John C. Calhoun State Junior College and Technical School, Decatur (Calhoun Community College, 1973)  
Gadsden State Technical College, Valley Street Campus, Gadsden (Gadsden State Community College, 1985)  
Lawson State Community College & Technical Institute, Birmingham (Lawson State Community College, 2005)

### **BUSINESS COLLEGES**

Alabama Institute of Business, Tuscaloosa  
Alverson Draughn Business College, Birmingham (Closed)  
Alverson Draughn Business College, Huntsville (Closed)  
Gadsden Business College, Rainbow City, AL (Closed)  
Massey Draughn Business College, Montgomery (South University)  
Southern Business College, Birmingham

**FOUR YEAR UNIVERSITIES  
(STATE)**

Alabama A&M University, Normal  
Alabama State University, Montgomery  
Auburn University, Auburn  
Auburn University Montgomery  
Faulkner University, Montgomery  
Jacksonville State University, Jacksonville  
Livingston State University, Livingston (University of West Alabama, 1995)  
Troy State University, Fort Rucker (Troy University, 2005)  
Troy State University, Troy (Troy University, 2005)  
University of Alabama, Birmingham  
University of Alabama, Huntsville  
University of Alabama, Tuscaloosa  
University of Montevallo, Montevallo  
University of South Alabama, Mobile

**PRIVATE AGENCIES AND OTHER INSTITUTIONS**

Alabama Center for Higher Education, Birmingham  
American Educators, Inc., Birmingham  
Mayor's Office, City of Huntsville: M.A.P.C.  
Miles College, Birmingham  
Samford University, Birmingham  
Selma University, Selma  
Stillman College, Tuscaloosa  
Tuskegee University, Tuskegee  
Twentieth Century College, Mobile