Bakersfield College Veterans Club Constitution

This Constitution of the Bakersfield College Veterans Club is hereby unanimously ratified by the membership on this 7 day of March, in the year 2011.

Article I. PREAMBLE

We, the members of Bakersfield College Veterans Club do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. NAME

The name of the organization will be Bakersfield College Veterans Club henceforth referred to as BCVC.

Article III. PURPOSE

Section 1. Mission Statement
The mission of the BCVC will be to serve as a support system for student veterans, as well as family members of veterans and supporters. This organization will help provide information & referrals regarding services through the Veterans Affairs and other agencies. In addition the Veterans Club will strive to coordinate information and services to assist veterans, family, and friends toward successful transitions to careers and/or higher education. The BCVC will be an impartial club, having no political or religious affiliation.

Section 2. Purpose
BCVC was established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.

Section 3. Authority
1. BCVC will registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. BCVC understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article IV. MEMBERSHIP

Section 1. General Membership
1. BCVC accepts all members of the Bakersfield College community.
2. General Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3. The general membership will be responsible for and strongly encouraged to attend BCVC meetings and events.
4. There shall be no required dues for any the general membership of the BCVC as the revenues are provided through fundraising and donations.

Section 2. Active Membership
1. Must have or be capable of obtaining a valid BC ID card registered at Bakersfield College
2. Must be in good standing with the Admissions and Records office.
3. Must maintain a seat on no less than 2 BCVC committees.
4. Privileges of Active Membership will include but not be limited to:
   a. attendance at club meetings
   b. to speak at meetings
   c. to vote
   d. to hold an office
   e. to nominate for office
   f. be a candidate for office.

Section 3. Non-Discrimination Clause
BCVC complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Article V. Officers

Section 1. Executive Board
1. The BCVC Executive Board is comprised of:
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Inter Club Council Representative (ICC Rep.)
   f. Advisor
2. The BCVC Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all BCVC members.
3. Be a BC Student and Active Member of the BCVC

Section 2. President
1. The President of the BCVC is the primary point of contact for the BCVC and the spokesperson of the group who regularly interacts with other student organizations, College officials, The club Advisor, and anyone outside the club not specifically mention here.
2. The responsibilities of this position include but are not limited to:
a. Providing guidance, direction, and support for the BCVC in pursuit of its goals and objectives.
b. Voting in cases where there is a tie
c. Presiding over all BCVC meetings in an impartial manner
d. Maintaining decorum at BCVC meetings
e. Praise the Director of Student Life with offerings from Starbucks no less than twice daily.
f. Guiding BCVC event planning efforts
g. Maintaining an up-to-date list of registered members, officers, any auxiliary officers, advisers, and any other positions within the BCVC established within this document or its supplementary documents.
h. Maintain and update the BCVC Standard Operating Procedures

Section 3. Vice President
1. The Vice President should be the President’s “right hand” and should maintain continuous contact with the President. The Vice President must be up-to-date on all BCVC communications and events.
2. The responsibilities of the Vice President include but are not limited to:
   a. Assuming the responsibilities of the president in cases of his absence from BCVC meetings, functions, or in cases where the President will be absent for no less than four days.
   b. Assisting the President with the oversight of the BCVC day-to-day functions
   c. Scheduling locations for meeting and events
   d. Oversee proper “handoff” between incoming and outgoing officers
   e. Mentoring new officers to include the planning of New Officer’s orientation.
   f. Coordinating BCVC recruitment efforts

Section 4. Secretary
1. The Secretary keeps the BCVC afloat and running efficiently while safeguarding club continuity between administrations. The record keeping and operational duties of the Secretary are instrumental in making sure an organization is effective and long lasting. The Secretary works hand in hand with the other officers for the day-to-day needs of the BCVC.
2. The responsibilities of the Secretary include but are not limited to:
   a. Preside over meetings of the BCVC in the absence of the President and Vice President.
   b. Taking minutes at every BCVC meeting
   c. Keep an accurate record of all proceedings of the BCVC meetings
   d. Maintaining the BCVC history for the academic year
   e. Assisting with BCVC projects where needed
   f. Maintaining BCVC overall communication, which may include emails, letters, phone calls, social media, etc.
   g.

Section 4. Treasurer
1. Receive, record, and deposit all BCVC funds.
2. Be responsible for maintaining all club receipts.
3. Have a Present the financial report of the BCVC available at to the club during scheduled meetings.
4. Maintain accurate fiscal records which are to be stored and located in the BCVC binder.
5. Aid in the authorization of club funds, along with the club president.
6. Responsible for the requisitioning of all funds from the Student Government Association.
7. Responsible for attending Student Government Associations Budget Officers training.
8. Act as a liaison between the BCVC and all other campus offices and organizations.

Section 5. ICC Rep
1. Responsible for being at every ICC meeting during their term in office.
2. Present all information given to them at the ICC meetings at the next General or Officer meeting to be addressed.
3. Must handle responsibility for contacting backup ICC Representative to find a replacement for ICC meeting. If unsuccessful with backups, then contact Treasurer, Secretary, Vice President, and last the President.

Section 6. Advisor
1. Will be required to attend the club meeting in person or have a facility representative alternate. All elections must be overseen by the Club advisor to oversee fair and proper elections.

Section 7. Terms of Office
One term of office for each executive board member will be two (2) semesters. There will be an (4) semester limit placed on the number of terms an officer may serve in total.

Section 8. Vacancies of Office
If a vacancy exists for any position, the President can appoint to fill the empty position for the duration of the term. In the event of a resignation or impeachment succession of office can also be used to fill the position until special elections can be held for that position. Succession of office is as follows: President, Vice President, Secretary, Treasurer, ICC Representative.

Section 9. Impeachment
1. Officers in violation of the BCVC constitution may be summarily removed from by the following process:
   a. A written request by at least two active members of the BCVC
   b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c. Discussion by the membership in a bona fide meeting
   d. Opportunity for the accused to testify and/or defend themselves at a bona fide meeting.
   e. Motion to impeach followed by a second
   f. Three-fourths voting majority at said meeting in support of impeachment
Article VI. Meetings

Section 1. Quorum
1. The number of individuals required to hold a bona fide meeting shall be a simple majority of the Active Members.

Section 2. Executive Board
1. The executive board shall meet at least bi-monthly during the regular school year.

Section 3. Club Meetings
1. Meetings will be held on a bi-monthly basis starting in August during the regular school year OR as determined by a simple majority of Club members.
2. To remain in good standing a member is expected to attend at least two (2) of the regularly scheduled meetings.

Section 4. Pledge of Allegiance
The pledge of Allegiance must be performed prior to the commencement of the meetings.

Section 5. Voting
1. All official BCVC decisions, unless otherwise specified, shall require a simple majority vote of the Active Membership present at either a regular or a called meeting provided a quorum is present.
2. Only Active Members in good standing may vote

Article VII. Elections

Section 1. Officers Elections
1. The officers will be elected by ballot at the meeting prior to spring break in the spring semester (starting with 2009/2010 school year)
2. The person with a simple majority of the vote will be declared the winner
3. All officers shall be elected by a majority vote of eligible voting members of the BCVC
4. The President will take nominations from the floor, the nomination process must be closed and the movement seconded
5. The nominated parties will be allowed to vote
6. All voting will be conducted by secret ballot, collected and tabulated by the Secretary, Treasurer, and one registered member of the BCVC, who will be appointed by the President.

Article VIII. New Officers

Section 1. New Officers
1. New officers, when elected shall work with outgoing officers to learn the skills needed to take over the office. New officers shall assume full duties at the last official meeting of the school year
Article IX. Committees

Section 1. Organization
1. In order to have a committee formed for the Bakersfield College Veterans Club, an active member must first ask for a committee to be formed for a specific reason and time frame.
2. Discussion on committee formation will be allowed for ten minutes prior to voting.
3. The decision to form will then be put to a simple majority vote of the active membership with a show of hands.

Section 2. Committee Formation
1. Committees must be formed with a minimum of 3 to a maximum of 10 club members.
2. A temporary committee head will be assigned by the Officer in charge at the meeting.
3. The temporary committee head will set a date and time for the committee to meet for the formed reason.

Section 4. Committee Head
1. The Head of a Committee will be elected by a simple majority vote of the committee’s members on their first official meeting
2. Present committee reports at regular club meetings
3. Responsible for find a substitute to present committee reports at regular club meetings if they are unable to attend.
4. Must maintain a roster of committee members that is to be made available to club officers upon their request in a timely manner.

Section 3. Meetings
1. Committee meetings will be as dictated by the committee head

Section 4. Impeachment
1. Committee members can be impeached by a two-thirds majority vote of committee members at an official committee meeting.

Section 5. Dissolution
1. Committees may be dissolved by majority vote of club members during a bona fide meeting.
2. All committees shall be dissolved at the end of the spring semester unless otherwise specified in the formation of the committee.

Article IX. Amendments

Section 1. Amendments to the Constitution
1. This BCVC constitution is binding to all members of the BCVC, but the constitution is not binding unto itself
2. Amendments to the constitution may be proposed in writing by any Active Member at any bona fide meeting.
3. These amendments will be tabled for at least one week in order to give members a chance to review them
4. Proposed amendments will become effective following approval of a simple majority vote of the active membership at a bona fide meeting.

Article X. Registration Renewal

Section 1. Annual Registration Renewal
1. BCVC will update the Office of Student Life within one to two weeks after a new officer is elected.
2. BCVC’s active registered status commences when the BCVC has completed the requirements for registration with the Office of Student Life.
3. BCVC registered status continues until Labor Day of each academic year where then the BCVC must resubmit a renewal form with the Office of Student Life.

Article XI. Ratification

This Constitution of the Bakersfield College Veterans Club is hereby unanimously ratified by the membership on this (blank) day of (blank), in the year 2010.
e-mails with an attached copy of the constitution may be obtained from Wesley Lyons by sending an email requesting one to the following e-mail address:

wesley.lyons1990@email.bakersfieldcollege.edu

**Founding Members/Officers of Bakersfield College Veterans Club 2010**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>James Browning</td>
<td>President</td>
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<tr>
<td>Michelle Crawford</td>
<td>Vice President/ ICC Representative</td>
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<tr>
<td>Ian McDonald</td>
<td>Secretary</td>
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<tr>
<td>Derek Daniels</td>
<td>Treasurer/Budget Officer</td>
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**Officers of Bakersfield College Veterans Club 2011**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Bonnie Wilson</td>
<td>President</td>
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<tr>
<td>Jonathan Walker</td>
<td>Vice President</td>
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<tr>
<td>Tony Franco</td>
<td>Secretary</td>
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<tr>
<td>Ian McDonald</td>
<td>Treasurer</td>
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<tr>
<td>Peggy Riddle</td>
<td>1st ICC Representative</td>
</tr>
<tr>
<td>Nick Martin</td>
<td>2nd ICC Representative</td>
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