

# **CONSTITUTION OF THE**

## **Virginia Association of School Certifying Officials (VASCO)**

### **Article I- Name**

The name of the organization shall be the Virginia Association of School Certifying Officials- VASCO.

### **Article II- Purpose**

The purposes of VASCO shall be:

- (a) Developing productive relations with the Virginia Department of Veterans Services (DVS), Department of Veterans Affairs (VA), and other agencies serving veterans.
- (b) Provide a forum for the discussion and support for institution and agency that manages veterans programming.
- (c) Promoting and providing training, best practices, research, workshops, seminars, conferences, and other related activities as may be desired or required to fulfill the purposes of VASCO.
- (d) Assisting colleges, universities, and other institutions of post-secondary education, government agencies, and job training providers to promote and develop effective programs for recipients of veterans educational benefits.
- (e) Facilitating communication between educational institutions and sponsors of veterans programs through an exchange of ideas, information and experience.

### **Article III- Members:**

The active membership of the Association shall be composed of persons associated with post-secondary educational institutions, government agencies, National Guard, or military service personnel whose organization is operating within the Commonwealth of Virginia and who are approved and directly involved with the administration of Veterans educational programs. They shall pay annual dues and are entitled to all benefits, voting rights, and correspondence.

### **Article VI- Membership, Voting and Dues**

#### *Section 4.1- Membership Types*

Membership shall be individual OR Institutions

Institutional Representatives (up to (5) representatives from their institution or organization)

Associate Membership: Individual/Institutions and/or agencies without a facility code, but who are involved with programs of education, outreach, counseling, and employment of veterans or persons using veterans' benefits will comprise this membership

#### *Section 4.2- Voting*

- (a.) Representatives of Educational/Training Institutions and Individuals who are directly involved in veterans' affairs programs from non-member Education/Training institutions. Institutions and Individuals requesting membership must have a "Facility Code" as issued by the United States Department of Veterans Affairs. Institutions will have one (1) vote (Vote will be cast by designated institution representatives).
- (b.) Individual memberships will have one (1) vote.
- (c.) Institutional Representatives listed on the membership are entitled to hold office in the Association. Institutional Membership may have up to (5) representatives from their institution on the membership, with only 1 vote.
- (d.) Agency without a facility code is prohibited to holding office on the Executive Board, but do hold voting rights.
- (e.) No more than one (1) representative per institution, may serve on the VASOC Executive Board during the same term.

#### *Sections 4.4- Dues*

- (a) Annual dues will be \$35.00 per individual member per year **OR** \$140 per Institutional membership per year (up to (5) representatives from their institution). Institutions may have several paid memberships. See by-law for more details.

#### **Article IV- Meetings**

The Association will meet quarterly at a time and place to be determined by the Executive Board.

#### **Article V- Executive Board & Elected Officers**

The Officers of the Association shall be the President, Vice-President, Secretary, and Treasurer. No more than one (1) representative per institution defined in Article III. May serve on the VASOC Executive Board at the same time.

Election of officers:

- (a.) Elections shall be conducted at the Association meeting
- (b.) Nomination shall be solicited from the membership from the floor at the planned meeting
- (c.) Officers will be elected by written vote
- (d.) A majority of the votes cast shall constitute an election
- (e.) The term of office will be one year with the exception of the treasure positon
- (f.) The President, Vice President, Secretary and Treasure maybe re-elected for a second consecutive term
- (g.) Any elected officer who fails to fulfill the duties or term of office will be replaced at the next general meeting through the election process. (Duties are defined in Article VI).

## **Article VI Duties of Officers**

The ***President*** shall preside at all meetings of the Association, shall serve as the Chair of the Executive Board; shall appoint all chairpersons; and shall be a member ex-officio of all committees. The President shall submit an Annual Report to the Association at the annual meeting. The President will serve a minimum of 1 year.

The ***Vice-President*** shall perform all the duties of the President in the absence of the President or at the President's request and shall perform such other duties as may be required by the Association. The Vice-President will serve a minimum of 1 year.

The ***Secretary*** shall be responsible for the official minutes and records of the meetings of the Association and the Executive Board and shall notify the members of any scheduled meetings. The Secretary will serve a minimum of 1 year.

The ***Treasurer*** shall serve a minimum two-year consecutive term. The Treasurer will be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Board; shall e-mail a notice of dues payable at the beginning of the fiscal year; shall keep adequate and appropriate records of receipts and disbursements; shall submit a financial report to the Association at the planned annual meeting, and shall perform such other duties as the office may require. The books shall be audited immediately after any conference or training by a committee appointed by the outgoing President with the Treasurer serving as a member of this committee. At the end of the last term of the current Treasurer, the incoming Treasurer will also be a part of the audit committee.

## **Article VII- Rules of Order**

The rules contained in Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the special rules of order of this Association.

## **Article VIII- Amendments**

Amended by a two-thirds majority of those voting at a regularly scheduled meeting, provided that each amendment shall have been proposed in writing by the Executive Board, by a committee authorized by the Association or by petition of any 4 voting members of the Association, and provided further that a copy of the proposed amendment shall have been e-mailed to each voting member of the Association at least ten days before the vote is called by the Executive Board.

## **Article IX- Resolutions**

Members of the Association desiring to present a resolution at a meeting shall present the resolution in writing to the Executive Board at least forty-eight hours prior to the scheduled business meeting.

## **Article X- Committees**

The standing committees shall be established annually by the President. Each committee shall have a Chairperson appointed by the President or self-nominate process, approved by the Board, who shall report in writing on all committee activities and findings at all annual or quarterly meetings.