

**By-Laws  
of  
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. It may hereafter be referred to in these By-Laws as the VASCO or ASSOCIATION.

**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 (DVA), 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.

**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.
  - When there is a vacancy in a board position during a term, The VASCO Executive Board can elect more than one (1) representative per institution to serve on the board for the remaining of that 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)
- (b) The VASCO membership year is July 1 to June 30. Only members in good standing shall have the right to vote or to hold office in the Association.
- (b) Annual membership dues can be adjusted by recommendation of the membership committee with approval by the Executive Board to be presented during annual meeting. Changes to dues shall be ratified by the general membership presented during the annual meeting.

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

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

##### Section 4.1

- (a.) The Association will meet quarterly at a time and place to be determined by the Executive Board.
- (b.) The meetings shall be held for the purposes:
  - Presenting summary reports
  - Electing Executive Board member and Officers
  - Presenting and actively participating in program of interest, and concern and benefit to the membership
- (c.) Special meetings of the Association may be called by the President of the Executive Board as necessary
- (d.) A majority of the registered members present constitute a quorum.

#### **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 prior to the meeting and from the floor at the quarterly or planned meeting
- (c.) Officers will be elected by written/verbal vote
- (d.) A majority of the votes cast shall constitute an election
- (e.) The term of office will be two year
- (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).

#### *Section 5.1 Board Members*

The board members, the Immediate Past-President, and persons from each of the following types of institutions/agency:

- a) One State University
- b) One State College/Community College
- c) Public NCD
- d) Private NCD
- e) Private four-year IHL
- f) Private two-year IHL
- g) Flight School
- h) Military Organization
- i) Education Liaison Representative
- j) Virginia State Approving Agency

#### *Section 5.2 Qualifications, Elections, & Term of Office*

To be eligible for nomination, a person must have been a member of the organization for at least one year. Officers of the Association shall be elected at the spring meeting and shall serve for a period of one year with the Treasurer serving a minimum two-year term. In the absence of an eligible candidate, the nominating committee has the right to select a willing candidate from the current list of members.

#### *Section 5.3 Vacancies*

In the event of a vacancy in the President's office, the Vice-President succeeds to that office. Other vacancies will be filled for the remainder of the year by the President with the approval of the Executive Board.

#### **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 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.