

VETERANS AFFAIRS ADMINISTRATORS OF MISSISSIPPI BYLAWS

ARTICLE I: NAME

The organization shall be named "Veterans Affairs Administrators of Mississippi (VAAMS)."

ARTICLE II: MISSION and GOALS

The mission of the Veterans Affairs Administrators of Mississippi (VAAMS) is to enhance the educational experience of military service-members and their dependents in higher education.

Goals. The purpose or purposes for which VAAMS is organized are:

2.01. To promote professional competency and efficiency through an association of members involved in and others associated with the official procedures and/or rules and regulations of military educational benefits.

2.02. To ensure that military service-members and their dependents, non-veterans that are currently active duty personnel and reservists, and ROTC undergraduate students attending educational facilities receive entitled educational benefits.

2.03. To promote and provide conferences, seminars, and other related activities as needed or required to educate VAAMS members with the latest policies and/or procedures in processing military educational benefits.

2.04. To foster and exchange advocacy through the exchange of information between educational institutions and sponsors of veterans programs.

ARTICLE III: EXECUTIVE BOARD and EX-OFFICIO MEMBERS

In order for the administration of Veterans Affairs Administrators of Mississippi (VAAMS) be conducted so that it faithfully represents the interest of its members, the following elected policy making body shall consist of:

Executive Board Members:

President

Vice-President

Secretary

Treasurer

Institution of Higher Learning – 4-year

Institution of Higher Learning – 2-year

At-Large Representative

At-Large Representative

Conference:

Conference Chair

Conference Committee

Ex-Officio Members:

Ex-officio Education Liaison Representative

Ex-officio State Approving Agency Representative

Ex-officio Joint Forces Headquarters Education Service Officer Ex-officio Army/Air Force ROTC commander from one university

3.01. *For future officers.* The Board will seek names those interested in serving as officers, ninety (90) days prior to any meeting open to the entire membership. The Board will present its recommendations to the membership during the open meeting or conference after meeting to review the list of candidates and nominations may be accepted from the conference floor.

3.02. *General Powers.* The business, property, and affairs of the organization shall be managed by an Executive Board (“Board”).

3.03. *Term of Office.* Elections for Board members will be staggered to ensure experienced board members are standing at all times. Elections for President, Secretary, and Treasurer, and shall be held during odd fiscal years. Election for Regional and NCD Representatives, and Vice-President, shall be held during even fiscal years. Board members will service two (2) years with the exception of the Treasurer that will serve three (3) years. Conference Chair election will be held yearly. Board members may resign at any time they feel they cannot maintain the duties of the position. Resignation will be accepted by letter to the President or Vice-President if the President is unavailable and is effective on receipt or at a later time designated in the notice.

3.04. *Removal.* Any Board member may be removed by majority vote by the VAAMS members. To initiate the process, a board member must provide written notice to VAAMS board stating reasons for board member’s removal. Reasons for removal will be examined by remaining board members. If the board believes these reasons are valid, VAAMS members will vote on removal at the next scheduled meeting. There must be a majority decision to remove any board member.

3.05. *Board Vacancies.* Should the President position become vacant, the Vice-President will assume the responsibilities of President. Should both the President and Vice-President positions become vacant, the remaining Board members will be called to fill those vacancies for the remainder of the current term. Should any other remaining positions on the Board become vacant the President, with Board approval, may appoint a replacement until the next election.

3.06. *Board Meetings.* The Board Meetings will be conducted monthly by the President at date, time, and place of his or her choosing. Notice of the time and place of an emergency Board meeting shall be given to each Board member at least three (3) days in advance. Additional Board meeting shall be called by the President at his or her discretion.

3.07. *Board Meeting Platforms.* A board meeting may be held by conference telephone call video conferencing or any other similar form of communication through which all persons participating in the meeting can hear or see each other.

3.08. *Quorum.* A majority of the board members in office constitutes a quorum for the transaction of any business at any meeting of the Board. Actions voted on by a majority of board members present at a meeting where a quorum is present shall constitute authorized actions of the Board.

3.09. *The President shall:*

1. Chief executive officer of VAAMS
2. Maintain the budget with approval of Board
3. Ex-officio member of all state committees
4. Primarily responsible for liaison and coordination of legislative and public affairs
5. Serve as Presidential Advisor to the Board immediately after term of service
 - 12 consecutive calendar months after the election of a new President
 - Non-Voting member of the Executive Board

3.10. *The Vice-President shall:*

1. Official representative of the President at meetings when the President is unable to attend
2. Responsible for coordinating efforts to increase membership of VAAMS
3. Assist Conference Chair in planning and budgeting VAAMS conferences
4. Aid to the Treasurer
 - Serve as an assistant to the Treasurer
 - Second signature on monetary funds

3.11. *The Secretary shall:*

1. Responsible for taking and providing a copy of the minutes of for conference and Board meetings to the Executive Board
2. Provide typed and printed copy of yearly meeting minutes to VAAMS membership
3. Provide membership a roster of names, addresses and phone numbers of VAAMS members
4. Responsible for maintaining current VAAMS constitution, by-laws, and amendments
5. Publication of quarterly publication of the VAAMS newsletter

3.12. *The Treasurer shall:*

1. Record all financial transaction for VAAMS and arrange an independent audit every fiscal year and provide a copy to the Board
2. Make a quarterly report containing a list of all receipts and disbursements and location of property of VAAMS funds to the Board
3. File corporate income tax statements, including revenues from annual conferences and other business reports
4. Coordinate banking services, debit cards, corporation insurance, and serve as official VAAMS corporate address

3.13. *Institutional Representative shall:*

1. Be made up of one representative from an Institution of Higher Learning – 4-year, one representative of Institution of Higher Learning – 2 year, and two At-Large Representatives
2. Associated with VAAMS in accordance with their position as show in Web Enabled Approval Management System
3. Serve as an advisor in relation to military educational benefits to other VAAMS members
4. Aid in conducting training for new certifying officials during conferences and individual training sessions
5. Assist Board and VAAMS Conference Chair during VAAMS conference

3.14. *The Conference Chair shall:*

1. Serve as coordinator of the conference to include planning hospitality, registration, exhibits, and sponsorship
2. With Vice-President prepare an estimated budget and present to board for approval as well as end of conference reports
3. Work with VAAMS treasurer to ensure conference finances are in line with VAAMS accounting procedure
4. Maintain minutes of conference details and letters of appreciation to all involved parties following conference end

3.15. *Ex-officio Members:*

1. Honorary (non-voting) members of VAAMS
2. Provide non-partisan direction to VAAMS Board and VAAMS membership
3. Can be Invited to participate in all Board Member meetings
4. Can be Invited to present at each VAAMS conference to provide the most updated information on educational benefits

ARTICLE IV: MEMBERSHIP and DUES

- 4.01. *Traditional Membership.* Is an institutional membership that consists of Advisors, Counselors, and School Certifying Officials that ensure military service-members and their dependents, non-veterans that are currently active duty personnel and reservists, and ROTC undergraduate students attending educational facilities receive entitled educational benefits.
- 4.02. *Associate Membership.* Is an individual membership that consists of person/s who works with educational benefits in any role. Voting privileges will be given to these people if they keep up payment of dues.
- 4.03. *Honorary Membership.* Is an individual membership that consists of any person/s the Board elects that have made outstanding contribution to the advancement of educational benefits.
- 4.04. *Membership Dues.* The Board will certify all membership dues by 31 December for the upcoming calendar year reserving the authority to waive that year. Yearly dues are payable by 31 January each calendar year.

ARTICLE V: VOTING and ELECTION

- 5.01. *Voting privileges.* Are granted to traditional and associate member/s whose membership is current and paid in full.
- 5.02. *Delinquent dues.* Will constitute loss of voting privileges.
- 5.03. *Quorum.* The majority of total membership present at any open meeting will be required for all elections.
- 5.04. *Voting.* Will be conducted by secret ballot and elections will be decided by the highest total number of votes cast.

ARTICLE VI: AMENDMENTS and BY-LAWS

- 6.01. *Amendments.* Constitution and/or By-Laws may be amended by a two-thirds majority of those voting at a regularly scheduled meeting or in a manner approved by the Executive Board, provided by that each amendment or by-law shall have been proposed in writing to the VAAMS membership.
- 6.02. *Charter members.* Charter members of the Veterans Affairs Administrators of Mississippi (VAAMS) are representative of:

BUSINESS COLLEGES
EDUCATION SERVICE OFFICES
FOUR-YEAR UNIVERSITIES AND COLLEGES
PRIVATE AGENCIES AND OTHER INSTITUTIONS
STATE APPROVING AGENCIES
STATE COMMUNITY COLLEGES
STATE TECHNICAL COLLEGES
TECHNICAL COLLEGE AND INSTITUTES
VA PERSONNEL