



# **THE NORTH CAROLINA ASSOCIATION OF COORDINATORS OF VETERANS AFFAIRS BY-LAWS**

## **ARTICLE 1 – MEMBERSHIP**

Section 1 MEMBERS: Voting memberships will be available by invitation from the NCACVA Executive Board to those persons representing a post secondary educational institution approved by the NC SAA and military education office personnel. Non-Voting memberships will be available by invitation from the NCACVA Executive Board to recipients of veterans’ educational benefits and those persons associated with government agencies, foundations, and private and community organizations of North Carolina which are concerned with the support and administration of programs for veterans.

Section 2 TYPE OF MEMBERSHIP: Membership shall be individual.

## **ARTICLE II – OFFICERS AND EXECUTIVE BOARD**

The administrative responsibility of the Association shall be vested in the President and the Executive Board.

Section 1 OFFICERS: The Officers of the Association shall be the President, President-Elect, Secretary, Treasurer and Treasurer-Elect.

Section 2 EXECUTIVE BOARD: The officers and the Immediate Past-President, the Standing Committee Chairs, the Historian, and the Webmaster plus any other officers and committee chair persons deemed necessary and appointed by the President and approved by the current Executive Board shall constitute the Executive Board.

Section 3 QUALIFICATIONS, ELECTIONS, AND 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 4 VACANCIES: In the event of a vacancy in the President’s office, the President-Elect 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.

Section 5 PRESIDENT: 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 Spring conference.

Section 6 PRESIDENT-ELECT: The President-Elect 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.

Section 7 SECRETARY: 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.

Section 8 TREASURER: 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 Spring conference, and shall perform such other duties as the office may require. The books shall be audited immediately after the spring conference 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.

Section 9 TREASURER-ELECT: The Treasurer-Elect shall perform all the duties of the Treasurer in the absence of the Treasurer or at the President's request; and shall perform such other duties as may be required by the Association.

### **ARTICLE III – COMMITTEES**

There should be three Standing Committees within the Association: the Legislative, Membership, Mentoring Committees. The President and the Executive Board shall have the power to appoint additional standing committees and such other committees (i.e., nominations, ad hoc task-force, etc.) as are appropriate for the Association.

### **ARTICLE IV – MEETINGS**

Meeting of the Association shall be held as specified in Article V of the Constitution or as often deemed necessary by the Executive Board and only when it is deemed in the interest and needs of the majority of the membership.

### **ARTICLE V – DUES**

Annual dues will be \$35.00 per Certifying Official at each school, per academic year.

### **ARTICLE VI – 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 VII – AMENDMENTS**

The By-laws may be amended or revised in accordance with the provisions in the Constitution.

### **ARTICLE VIII – 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 twenty-four hours prior to the scheduled business meeting.

### **ARTICLE IX – ADVISORY BOARD**

All Past-Presidents who are still affiliated with this Association are requested to serve on an Advisory Board in a non-voting capacity and invited to attend all business meetings.

### **ARTICLE X – REIMBURSEMENT OF EXPENSES**

Members of the Executive Board of the Association who are not reimbursed for the expenses accrued during planning meetings and conferences will be reimbursed for expenses by the Association. Expenses will consist of normal travel costs to include mileage, registration fee, and state/institution per diem rates.

Approved: September 2012

UPDATED 02/16/2026

## **North Carolina Association of Coordinators of Veterans Affairs - Constitution**

### **ARTICLE 1**

The name of this organization shall be "The North Carolina Association of Coordinators of Veterans Affairs."

### **ARTICLE II – PURPOSE**

A. To promote the professional competency, cooperation and association of Coordinators of Veterans Affairs programs and veterans counselors in colleges, universities, and other institutions of post-secondary education, government agencies, foundations, and others associated with private and community organizations concerned with the support, administration, and counseling of veterans educational program recipients.

B. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs for recipients of veterans educational benefits.

C. To facilitate communication between educational institutions and sponsors of veterans programs through an exchange of ideas, information and experience.

D. To promote such systematic studies, cooperative efforts, conferences, and other related activities as may be desirable or required to fulfill the purposes of this Association.

### **ARTICLE III – MEMBERSHIP**

Membership in this Association shall consist of members as defined by the By-Laws.

### **ARTICLE IV – OFFICERS**

A. The administrative responsibility of this Association shall be vested in an Executive Board as defined in the By-Laws. The elected officers of the Association shall be the President, President-Elect, Secretary, Treasurer and Treasurer-Elect.

B. Vacancies shall be filled as specified in the By-Laws.

### **ARTICLE V – MEETINGS**

Meeting of the entire membership shall be held once a year.

### **ARTICLE VI – AMENDMENTS**

This Constitution may be 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 five 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.

Approved: September 2012

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