

Model Chapter Bylaws
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 SALUTE National Constitution).

ARTICLE I - NAME

The name of this organization shall be the Chapter of SALUTE at: \_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# ARTICLE II - MISSION AND PURPOSE

The mission of SALUTE National is to recognize and honor the service and academic achievements of student veterans.

SALUTE Veteran National Honor Society purpose is to recognize and honor the academic achievement of student veterans, and is dedicated to encouraging excellence in scholarship, research, and leadership.

To accomplish this mission:

* promote scholarship and encourage intellectual development,
* promote research and foster the spirit of inquiry,
* confer distinction for high achievement,
* promote leadership development,
* stimulate student and faculty dialogue,
* enrich the intellectual environment of higher education institutions,
* encourage high standards of practice and ethical behavior, and
* promote attitudes of professional responsibility for the public good.

# ARTICLE III - MEMBERS

**Section 1.**

**A.** 1.Active Members. Collegiate and professional members whose financial obligations to the Chapter and to the National Society are paid and current are active members, with all privileges of active membership, including the right to vote, hold office, serve on committees, and be elected a delegate to Conclave.

 2. Certificate of Release or Discharge from Active Duty, with an Honorable Discharge from the United States military. (Army, Navy, Air Force, National Guard), or a copy of current active military orders. If an applicant has an alternative discharge status, they may appeal using a process established by the Executive Steering Committee.

The documents listed below may be used to establish honorable active military service. SALUTE will accept the following documents, with some exceptions, to verify eligibility.

\* A DD Form 256 or DD Form 257 must indicate a period of active duty service dates to be a valid document for eligibility determination purposes.

\*\* Valid only if active duty service dates are indicated.

\*\*\* The DD Form 214 has been issued by all military services since January 1, 1950. Before January 1, 1950, several similar forms were used by the military services.

\*\*\*\* NGB Form 22 can be used to verify eligibility if it indicates prior active federal service other than for training or a minimum of 20 years total service for pay.

3. Collegiate members shall be students enrolled in undergraduate or graduate programs at the time of initiation. SALUTE members who are eligible in moving up tiers, going from undergraduate to graduate degrees, or transfer to a different school (either in the middle of or graduation from), can apply for a Tier-upgrade or membership transfer.

4. Professional Members. Alumni of collegiate chapters shall be professional members. Others meeting the following criteria may be elected to professional membership. *Note: Membership requirements must meet the minimum criteria as stated in the Constitution of the National Society. Any chapter, at its discretion, may establish higher criteria*.

**B.** 1. Undergraduate students shall be enrolled in (name of institution), have declared a major in (name ) or one of its specializations, have completed 12 semester hours or equivalent, have a minimum grade point average of 3.0 on a 4.0 scale.

**C.** 1. Graduate Students shall be enrolled in a graduate program in (name of unit), or one of its specializations,

have completed 9 semester hours of graduate work or equivalent, and have a minimum grade point average of not less than 3.5 on a 4.0 scale.

**Section 2.** Membership in the Chapter is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation

Nominations for Membership.

A. Nominations of honorary members shall be made by the Chapter Director. Nominations of professional members shall be made by the Chapter with the approval of the Executive Steering Committee.

B. Chapters are eligible to nominate for National Honorary Membership persons outside the field, excluding those who are employed in the field, who have made distinctive scholarly and research contributions to the field.



**Section 3**. *Privileges of Membership*. The membership process shall include an informational meeting, orientation session, and initiation activities.

**Section 4.** *Chapter Dues*. If a chapter fails to pay annual dues, active membership shall automatically terminate.

**Section 5.** A member desiring to resign from SALUTE shall submit such resignation in writing to the Executive Steering Committee. A member shall not be entitled to return of dues.

**Section 6.** Any member having resigned may be reinstated upon reallocation under uniform terms and conditions.

**Section 7.** Membership in SALUTE may be moved to probationary status if the members falls below the academic requirements to maintain Delta tier status. The member may be reinstated into full membership if academic performance is reestablished above said tier.

**Section 8.** Membership in SALUTE may be suspended or terminated by the Executive Steering Committee for just cause. Sufficient cause for such suspension or termination of membership may be violation of this Constitution or any lawful rule or practice adopted by SALUTE or other conduct deemed by the Executive Steering Committee to be prejudicial to the best interests of SALUTE.

**Section 9.** The amount of any national dues, fees, and assessments for nay class of membership in SALUTE shall be established by the Executive Steering Committee. Undergraduate collegiate members shall not be required to pay further national dues until after the baccalaureate degree is granted.

# ARTICLE IV - OFFICERS

**Section 1.** The officers of this Chapter shall be the President, Vice President, Secretary, Treasurer, and Editor.

Note: There must be at least three elected officers representing the above functions. A chapter may also have other officers if desired, such as president-elect, additional vice presidents, recording and corresponding secretaries, historian, event officer, etc. Officers of SALUTE National shall be the Chair, Vice, Chair and at least three other members to be elected by the current board or, in special circumstances, appointed by the Chair. To be eligible for nomination to the Executive Steering Committee, a candidate shall have previous service as a local chapter officer, committee chair, committee member, chapter advisor, or alumni chapter officer and shall have been an active member for a minimum of twelve months prior to nomination.

**Section 2.** The Executive Steering Committee Chair shall be the Director of Adult Learner and Veteran Services or other veteran-serving professional at Colorado State University (CSU) until such time when the organization is no longer operated by CSU. The Vice Chair and other future officers shall be elected or re-elected by the Executive Steering Committee each year.

**Section 3.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and the term of office shall begin. Terms are not to exceed three years, and can be nominated by any current member and confirmed in by a simple majority rule.

**Section 4.** Any elected officer or Student Board Member may be removed for just cause. Sufficient cause for such removal may be violation of this Constitution or any lawful rule, practice, or procedure adopted by SALUTE or other conduct deemed by the Executive Steering Committee to be prejudicial to the best interest of SALUTE.

**Section 5.** No member other than a Society employee shall receive compensation for service to SALUTE, unless specifically authorized by the Executive Steering Committee.

**Section 6**. The Executive Steering Committee may authorize reimbursement of expenses incurred in the performance of their duties for SALUTE and prescribe procedures for approval and payment of such expenses.

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# ARTICLE V - DUTIES OF OFFICERS

**Section 1.**  The officers shall perform the duties prescribed by these Bylaws, the Constitution of the National Society, and by the parliamentary authority adopted by the Chapter, and shall fulfill such other duties and requirements as may be determined by the National Society.

**Section 2.** The President shall have general supervision and direction of the officers of the Chapter, shall preside at all meetings of the Chapter and the Executive Committee, shall appoint (with the approval of the Executive Committee and the Chapter Advisory Council, all chairs and members of standing and special committees unless otherwise stated elsewhere in these Bylaws, and shall be ex-officio member of all committees except the nominating committee.

**Section 3.** The Vice President shall have the powers of and perform the duties of the President during any absence or disability of the President, shall be chair of the program committee, and shall have such other duties as may be determined by the Executive Committee or the President.

**Section 4.** The Secretary shall record the proceedings of all meetings, maintain all membership records, attend promptly to all Chapter correspondence, maintain adequate inventory of supplies from the National Society, and have such other duties as may be determined by the Executive Committee or the President. The National Administrator shall be the secretary of the Executive Steering Committee, and keep a record of all proceedings of the Committee and of all decisions made.

**Section 5.** The Treasurer shall be responsible for all monies of the Chapter and shall serve as chair of the finance committee. Accurate records of all transactions shall be kept. The Executive Committee shall be responsible for causing the Treasurer's accounts to be audited annually.

**Section 6.** The Editor shall be responsible for assembling and submitting articles for publication as requested by the National Society, and shall serve as chair of the publicity committee.

# ARTICLE VI - EXECUTIVE COMMITTEE MEETINGS

**Section 1.** Regular Meetings. The student President of each chapter shall determine the number of regular meetings to be held during the year, and shall distribute a schedule of these meetings to each local active member. The Executive Steering Committee shall consist of the Chair, Vice-Chair Secretary, and three other committee members.

**Section 2**. The Executive Steering Committee shall develop governing policies that concern ends, executive limitations, committee processes, and committee relations; and is vested with full power to conduct all business of SALUTE. Special meetings can be called by the President or the Executive Committee and shall be called upon the written request. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least three days' notice shall be given.

**Section 3.** Regular meetings of the Executive Steering Committee shall be called by the Chair or by any three members of the Executive Steering Committee.

**Section 4.** Special meetings may be called by the Chair. Ten days' notice shall be given except for meetings that whose subject requires immediate attention.

**Section 5.** A majority of the voting members of the Executive Steering Committee shall constitute a quorum.

**Section 6.** Any action required or permitted to be taken at a meeting of the Executive Steering Committee may be taken without a meeting, without prior notice, and without a vote if a consent in writing, setting forth the action so taken, is signed by a majority of the Executive Steering Committee having not less than the minimum number of votes necessary to authorize or take the action at a meeting where all eligible directors were present and voted.



# ARTICLE VII - COMMITTEES

**Section 1.** Committees shall be established by the Chair or elected by the Executive Steering Committee. The Committee Chair and members including students shall be elected by the Executive Steering Committee. To be eligible for service on a national committee, a candidate shall be in good standing and have been an active member for the preceding twelve months prior to appointment.

**Section 2**. The Executive Committee shall be broken into sub-committees, and have general supervision of the Chapter between its business meetings, make recommendations to the Chapter, require all reports requested by the National Society to be submitted in a timely manner (officer list, annual report, financial report), and perform such other duties as are specified in these Bylaws and the Constitution and rulings of the National Society.

**ARTICLE VIII - CHAPTERS**

**Section 1**. Collegiate Chapters.

A. A chapter of SALUTE may be established in a college or university in the United States of America and its territories, that are in good standing with the Department of Veteran Affairs and participating in the GI Bill, offering a baccalaureate or advanced degree as defined in Article II. The institution shall be fully accredited by its regional accrediting agency, and the program shall meet uniform criteria determined by the Executive Steering Committee *and* the approval of institutional administration of the chapter.

**Section 2**. Alumni Chapters.

A. An alumni chapter may be established in a geographic locality. Professional members who cannot participate in a collegiate or alumni chapter may belong to a National Alumni Chapter.

B. At least fifteen professional members of SALUTE living in a geographic area and desiring to form an alumni chapter may petition the SALUTE National Administrator or the Fiscal Officer under the authority of the Executive Steering Committee. Upon approval of their aims and proposed program, the SALUTE National Administrator or the Fiscal Officer under the authority of the Executive Steering Committee may grant chapter status.

**Section 3.** Chapters in Good Standing. A chapter in good standing shall comply with the Constitution, shall meet uniform criteria determined by the Executive Steering Committee, shall have filed all required reports with the Executive Steering Committee Chair, and shall be current in all financial obligations to SALUTE. The Executive Steering Committee shall apply uniform criteria to determine those chapters which are not in good standing. Only chapters in good standing shall be eligible SALUTE chapter benefits.

**Section 4.** Each chapter shall determine the number of meetings to be held during the year and report the same on the Chapter Annual Report.

**Section 5.** Each academic institution has freedom to determine their own governing structure provided it includes a chapter director and coordinator as well as upholding the SALUTE constitution and any lawful rule or procedure adopted by SALUTE. However, it is our policy that *the director must be a college staff member*. The SALUTE Coordinator (or assistant) can be staff or student, and/or the director and coordinator may be the same person, as long as they are a staff member of the institution.

**Section 6.** Chapter dues shall be determined by the chapter provided it minimally meet the monetary dues owed to SALUTE.

**Section 7.** Alumni chapter names shall be chosen by the members of the chapter provided the name upholds the SALUTE constitution and any lawful rule or procedure adopted by SALUTE.

# ARTICLE IX – AMENDMENT OF CONSTITUTION

This Constitution may be amended in any one of the following ways:

**Section 1.** An amendment approved by the Executive Steering Committee by majority vote provided the amendment.

**Section 2.** Chapters must be notified of an amendment approved by the Executive Steering Committee within 30 days of adoption.

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# ARTICLE X – INACTIVE STATUS OR DISSOLUTION OF CHAPTER

Assets remaining after providing for debts and obligations of the Chapter shall be distributed to the National Society for deposit in the New Initiatives Fund for special projects and program initiatives.

# ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution of the National Society, and any special rules of order the Chapter may adopt.

## ARTICLE XII- AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting or has been submitted in writing to all active members of the Chapter at least two weeks prior to the meeting at which it is to be considered. No amendment shall become effective until approved by the National Society.

These Bylaws shall not be in conflict with the Constitution of the National Society. Any amendment of the National Society Constitution affecting these Bylaws shall cause this document to be amended automatically to concur with such amendment.