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#### Constitution

#### ARTICLE I

##### NAME

The name of this organization shall be SALUTE Veterans National Honor Society hereinafter referred to as SALUTE National.

#### ARTICLE II

##### MISSION

##### To recognize and honor the academic achievement of student veterans.

##### Accredited colleges and universities in good standing with the Department of Veteran Affairs, and participating in the GI Bill, who support this mission may establish chapters to serve their specific veteran student population. Undergraduate, graduate, students and professionals of sound scholarship and character who support this mission may apply for membership.

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, leadership and community service.

To accomplish this mission:

* confer distinction for high achievement;
* promote scholarship and encourage intellectual development, foster student-faculty dialogue and the spirit of inquiry;
* promote leadership development;
* enrich the veteran participation to 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

SALUTE is a membership organization, with active (and national honorary) members as set forth below. Unless otherwise designated, all references to meetings of members and other related provisions within this Article shall apply to both active and national honorary members.

**Section 1.**

1. Classes of Members. Members shall meet the following minimum criteria for individual designation.
2. Active Members. Collegiate or professional members who pay dues shall be active members of SALUTE.
3. The student veteran must:
* Submit a DD-214 (Certificate of Release or Discharge from Active Duty) with an **Honorable Discharge** from the United States military (Army, Navy, Air Force, Marines, Coast Guard or National Guard) or a copy of current active United States military orders. If an applicant has an alternative discharge status, they may appeal using a process established by the Executive Steering Committee.

 \* 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.

1. Collegiate Members. Collegiate members shall be students enrolled in undergraduate or graduate programs at the time of initiation.
	1. Undergraduate students shall be enrolled in an accredited academic institution, have been honorably discharged from the armed services or provide proof of current duty station, completed 12 semester hours or its equivalent of 1 semester, and have a minimum 3.0 grade point average.
		1. The transfer of SALUTE members at Community Colleges who transfer (either in the middle of or graduation from) to a 4-year school with a chapter. We want to encourage student-veterans who are attending a 2-year school to continue their education while they are accustomed to going to school.  One of the tools that would help us is for them to be able to transfer their membership seamlessly from one SALUTE Chapter to another.
	2. Undergraduate Tiers
2. Students with a grade point average between 3.75 and 4.0 will be classified as Alpha tier.
3. Students with a grade point average between 3.50 and 3.74 will be classified as Bravo tier.
4. Students with a grade point average between 3.25 and 3.49 will be classified as Charlie tier.
5. Students with a grade point average between 3.00 and 3.24 will be classified as Delta tier.
	1. Graduate students shall be enrolled in an accredited graduate program, have been honorably (including under honorable condition) discharged from the armed services or provide proof of current duty station, completed 9 semester hours of graduate work or equivalent, and have a minimum grade point average of 3.5 on a 4.0 scale. Such students will be classified as Gold tier.
6. Professional Members. A Veteran and alumni of collegiate chapters shall be professional members. Others meeting the following criteria may apply to professional membership: have made a distinctive contribution to their profession or veteran services and not been previously initiated into SALUTE or earned one or more degrees qualifying them to work in a profession with the above scholastic eligibility requirements. Individuals meeting one or more of the following criteria may apply to professional membership through a collegiate chapter or SALUTE National if no local chapter exists. Final disposition of the application will be determined by the National Administrator or the Fiscal Officer under the authority of the Executive Steering Committee:

**Professional Members**.

1. Criteria for induction (applicant must be a **veteran** and meet one or more of the following):
	1. Alumni of an accredited school, or collegiate chapters
	2. Have made a distinctive contribution to their profession or to veterans services
	3. Earned one or more degrees qualifying them to work in a profession with the above scholastic eligibility requirements and are currently or have worked with student veterans
	4. Matriculated student veterans who meet the above scholastic and service eligibility requirements (if applicable)
	5. Support SALUTE National through monetary or talent donations
	6. $100.00 lifetime membership fee
2. Expectations: Professional members are expected to support their local chapters in the manner that best suits their talents and abilities and the needs of the chapters. The following serves as an example but is not all inclusive:
	1. Seeks to build a community-based team of support for the veteran or their family
	2. Invests time and energy to help the veteran make informed decisions
	3. Provide guidance for dealing with college chaos – bridging the gap between military structure to an academic environment
3. National Honorary Members. Individuals who have made significant contributions to local SALUTE chapter and the organization’s mission and principles may be nominated for honorary membership. Examples may include supporting or mentoring SALUTE members, assisting in networking with desired industries and local communities and advocating for local chapters’ involvement in institutional service. \*\*Nomination Form

**National Honorary Members**. National Honorary membership may be offered for up to seven (7) percent of the total membership of SALUTE as determined by the Executive Steering Committee. Honorary members shall be persons who have made distinctive contributions to the cause of student veterans. Honorary members may be spouses, dependents, faculty, community leaders, and other non-active or non-veteran personnel, and shall be nominated by a SALUTE Chapter, or by the SALUTE staff to the Executive Steering Committee for approval.

1. Criteria for induction (applicant must meet one or more of the following):
	1. Spouses, dependents, faculty, community leaders, and other non-active or non-veteran personnel that have made significant contributions to their local chapter;
		1. Essay from nominator explaining why they want to appoint member
	2. Non-academic memberships;
	3. Be a US citizen or eligible for US permanent residence;
2. Expectations: Honorary members are expected to support their local chapters in the manner that best suits their talents and abilities and the needs of the chapters. The following serves as an example but is not all inclusive:
	1. Mentoring SALUTE members
	2. Assist members in networking with desired industry, local community, etc.
	3. Assist local chapter as specified by chapter director
	4. Support the cause of student veterans within the local institution and/or community
	5. Support SALUTE National through monetary or talent donations
	6. $100.00 lifetime membership fee
3. Organizational memberships- NAVPA< BIG DONORS?

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

**Section 3.** *Privileges of Membership*.

A. Active members shall have the right to submit comments, suggestions and feedback to local chapter leadership and the SALUTE National Executive Steering Committee provided other uniform criteria are met, and shall have such other privileges, as the Executive Steering Committee shall determine.

B. National honorary members shall have all the privileges of active members except the right to vote, hold office, or serve on committees.

**Section 4.** *Chapter Dues*. If a chapter fails to pay annual dues, active membership shall automatically terminate. A member chapter may be reinstated by payment of required dues. Individual chapters may establish a new member surcharge for local operating expenses.

**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 from membership may be reinstated upon reapplication and upon meeting such uniform terms and conditions as may be established by the Executive Steering Committee.

**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. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the member shall have the opportunity to appeal suspension or termination through application, appearing in person or to be represented by counsel and to present any defense to such charges before action is taken by the Executive Steering Committee. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the Executive Steering Committee. A member suspended or terminated for just cause shall not be entitled to return of dues.

**Section 9.** The amount of any national dues, fees, and assessments for any class of membership in SALUTE shall be established by the Executive Steering Committee. The dues year shall be the same as the fiscal year, July 1 - June 30. Undergraduate collegiate members shall not be required to pay further national dues until after the baccalaureate degree is granted and be admitted as a degree-seeking graduate student.

#### ARTICLE IV

##### OFFICERS

**Section 1.** The 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. Executive Steering Committee personnel may be institutional staff, leadership in national organizations serving veteran students or member students (no more than one). 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 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.** Term limits are not to exceed 3 years. New steering committee members can be nominated by any current member and confirmed by a simple majority.

**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. For removal of an elected officer for cause, it shall be necessary for the Executive Steering Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Executive Steering Committee shall adopt such rules as may be necessary to assure due process to the officer. The decision for removal shall be by a two-thirds vote of the Executive Steering Committee.

**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.

#### ARTICLE V

##### DUTIES OF OFFICERS

**Section 1.** The officers shall perform the duties prescribed by this Constitution and by the Executive Steering Committee .

**Section 2.** The Chair shall preside at all meetings of the Executive Steering Committee and provide leadership of SALUTE on behalf of the members.

**Section 3.** The Vice-Chair shall preside in the absence of the Chair and fill any vacancy in the office of Chair, recommend appointments for expiring committee memberships to the Executive Steering Committee and shall have such other duties as may be determined by the Executive Steering Committee to accomplish Society priorities.

**Section 4.** The National Administrator is the secretary of the Executive Steering Committee and shall keep a record of all proceedings of the Executive Steering Committee and of all decisions made by Executive Steering Committee activities and accomplishments for inclusion in SALUTE history, provide leadership for maintaining the policies and procedures manuals, and shall have such other duties as may be determined by the Executive Steering Committee to accomplish Society priorities.

#### ARTICLE VI

##### EXECUTIVE STEERING COMMITTEE

**Section 1.** 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. The duties of the Executive Steering Committee shall include: elect a Chair who shall be chief administrator of SALUTE; hire a National, on-site administrator at SALUTE headquarters; cause to be bonded all officers and employees entrusted with property, real or personal, belonging to SALUTE; cause the financial reports of SALUTE to be examined annually and at the time shall determine what level of examination is needed; report budget policy and financial status to the Executive Steering Committee; review the reports of officers and committees of SALUTE and any recommendations and resolutions to come before the committee and to make recommendations thereto; propose policies to the committee for their consideration; adopt rules and regulations for the conduct of the affairs of SALUTE; and perform such other duties as are prescribed or permitted by the laws of the State of Colorado for an Executive Steering Committee or by this Constitution.

**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. Such consent shall have the same effect as a vote of the directors and may be stated as such in any articles or document filed with the State of Colorado.

##### 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 Committees of SALUTE can include the following:

A. The Scholarship Committee shall review selection policies, review applications for awards, and select recipients. This is staffed by employees and Executive Steering Committee members only.

B. The Constitution Committee shall recommend to the Executive Steering Committee amendments to the Constitution and shall review and approve bylaws of individual chapters. This is staffed by employees and Executive Steering Committee members only.

C. The Editorial Committee shall determine editorial policies, select guest editors and themes, identify and recommend reviewers, determine review procedures, and make recommendations for fiscal policies. The membership shall consist of any combination of Executive Steering Committee, staff and student members (with a minimum of two executive members). Members shall be elected by the Executive Steering Committee.

D. A Selection Committee shall be elected by the Executive Steering Committee. Each active member shall be eligible to vote on matters specific to the Selection Committee. The committee will be responsible for recruiting new members for SALUTE sub-committees. The Selection Committee will use a combination of marketing and direct communication to identify and recommend potential sub-committee members.

E. A Marketing Committee shall be elected by the Executive Steering Committee. Each active member shall be eligible to vote on matters specific to the Marketing Committee. The committee will be responsible for promoting SALUTE to potential members and chapters, utilize various technological tools to create and disseminate material, and protect and promote the SALUTE brand.

##### 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 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.

C. International chapters may be established for satellite locations of fully accredited U.S. colleges and universities according to uniform criteria determined by the Executive Steering Committee *and* the approval of institutional administration of the chapter.

D. The establishment of collegiate chapters shall be approved by the SALUTE National Administrator or the Fiscal Officer under the authority of the Executive Steering Committee. The petition shall be approved by the administration of the institution. The qualifications of such petitioning groups shall be examined by the National Administrator or the Fiscal Officer under the authority of the Executive Steering Committee.

**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.

A. A chapter shall be declared inactive by the Executive Steering Committee in the event that (1) the institution at which the chapter is located fails to meet the requirements listed in Section 1 of this Article or (2) the chapter requests inactive status.

B. A chapter may be placed on probation by the Executive Steering Committee if it fails to meet the criteria for a chapter in good standing for two consecutive years or fails to meet financial obligations to SALUTE.

C. A chapter may be suspended for cause by the Executive Steering Committee by a two-thirds vote. Sufficient cause for such suspension may be violation of this Constitution or any lawful rule or procedure adopted by SALUTE. Due notice shall be given by the Executive Steering Committee to the chapter in question by registered mail, and reasonable opportunity shall be allowed for the chapter to meet the requirements or correct infractions before final action to suspend is taken.

**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.

#### ARTICLE XI

##### PUBLICATIONS