

BYLAWS

**MINNESOTA ASSOCIATION
OF
COUNTY VETERANS SERVICE
OFFICERS**

ARTICLE I

NAME

The name of this Association shall be the Minnesota Association of County Veterans Service Officers.

ARTICLE II

OBJECT

The object of this Association shall be to cultivate a professional society within its membership; to guarantee that the establishment, maintenance and perpetuation of County Veterans Service Officers, and the continuing education and staffing of these offices shall be continued at all times and in all manners as prescribed by law under the Statutes of the State of Minnesota; and to encourage legislation beneficial to the veterans of Minnesota.

ARTICLE III

MEMBERSHIP

Section 1. Active membership in this Association shall be limited to the County Veterans Service Officers and Assistant County Veterans Service Officers who shall have been duly appointed to those positions under existing Minnesota Statutes, and who shall have signified their intention to become active members of this Association by the payment of annual dues.

Paid up members in good standing in the Minnesota Association of County Veterans Service Officers shall also be eligible for full membership in the National Association of County Veterans Service Officers.

Section 2. The annual dues of this Association shall be set from time to time by the membership of the Association at the Annual Meeting by a majority vote of the membership present. Annual dues are due and payable by January 31 of each year. The Treasurer shall notify those members who are in arrears not later than March 31 of each year, and those whose dues are not paid by the close of the Annual Meeting of that year shall automatically be dropped from membership.

State Association dues for the National Association of County Veterans Service Officers shall be part of the annual dues to the Minnesota Association of County Veterans Service Officers. The Treasurer of the Minnesota Association shall annually pay the State Association dues to the National Association. Annual dues for individual Minnesota Association members in good standing to the National Association, should membership be desired, will be the responsibility of the individual Minnesota Association member.

Section 3. Any member desiring to resign from the Association shall submit his or her written resignation to the Secretary of the Association, who shall present it to the Executive Board for action.

Section 4. Retired County Veterans Service Officers who were members in good standing of the Minnesota Association of County Veterans Service Officers at the time of their retirement shall be Honorary Lifetime Members of this Association, subject to none of the obligations but entitled to all of the privileges of membership, except those of making motions, of voting, and of holding office.

ARTICLE IV

OFFICERS

Section 1. The elective officers of this Association shall be the President, Vice-President, Treasurer, Judge Advocate, Chaplain and Historian. The incoming President shall appoint a Secretary, Legislative Representative, a Sergeant-at-Arms, and such other officers as may be required. These officers shall perform their duties as prescribed by these bylaws and by the parliamentary authority adopted by the Association. The term of the office of the appointed officers shall be concurrent with the office of the President, except that the Secretary and the Treasurer shall continue to perform such duties as may be required up to fifteen (15) days following the conclusion of the Annual Meeting. The Secretary shall also serve as Secretary Ex Officio of the Executive Board, and shall attend such meetings as directed by the President.

Section 2. Prior to the Annual Meeting, the Nominating Committee will meet, and it shall be the duty of the Nominating Committee to nominate a candidate for each elective office to be filled at the Annual Meeting. The Chair of the Nominating Committee, before making the committee report to the membership, will contact each person who the committee wishes to nominate to insure he/she will serve in the specified office if elected. It shall be the duty of the committee to advise all individuals whose names were submitted to the committee for consideration on their status

subsequent to the meeting of the Nominating Committee, and no less than twelve (12) hours prior

to the report of the committee at the Annual Meeting. The Nominating Committee shall report to the membership on all names considered by the Nominating Committee for each elective office, and submit its list of nominees on the first day of the Annual Meeting. After the Nominating Committee has submitted its report, additional nominations from the floor shall be permitted.

Section 3. The election of Officers shall be held at the Annual Meeting at least twelve (12) hours after the Nominating Committee has made its report. Nominations from the floor will not be accepted at the time of the election. Officers shall be elected by written ballot to serve for one year, or until their successors are elected and installed. Their terms of offices shall begin at the close of the Annual Meeting at which they were elected. The written ballot may be dispensed with at the time of the election when there is only one nominee for an office, providing the election is concurred in by a voice or standing vote called for by the President or President pre-tem. Whenever there are more than two (2) nominees for an office, a second ballot will be held between the two nominees receiving the highest number of votes on the first ballot. The nominee receiving the most votes on the second ballot will be declared elected to the office.

Section 4. No member shall hold more than one elected office at a time. No member shall be eligible to serve more than three (3) consecutive terms in the same office, with the exception of appointed officers and the Treasurer, whose continuation in office in excess of three consecutive terms may be approved by the membership on voice vote.

Section 5. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 6. Elective and appointed Officers, Legislative Representative; Duties Defined:

The President shall preside at all Association meetings and serve as the Chair of the Executive Board. It shall be the duty of the President to appoint, subject to the approval of the Executive Board, all appointed officers, Representatives and Committee Chairs. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee. (Elected).

The Vice-President shall serve as acting President and assume all the duties and responsibilities of the President in absence by the President. (Elected).

The Treasurer shall receive and deposit all funds in a public depository, make authorized disbursements, keep accounts for all funds, and prepare and present itemized financial reports of all transactions to the membership at the meetings of the Executive Board and the Association; and such other duties as may be assigned by the Executive Board. The Treasurer shall submit to the Budget and Auditing Committee at the Annual Meeting all financial statements, check book, savings passbook, and any other supporting documents for the purpose of that committee conducting its annual audit. The Treasurer may also hold the office of Secretary by appointment of the President in regular manner. (Elected).

The Chaplain shall perform the usual ministerial type duties as it pertains to the Association. (Elected).

The Judge Advocate shall be responsible for responding to the requests of the President, or any member of the Association, on matters concerning the proper order of business, motions and interpreting the provisions of the Association=s Constitution and Bylaws. The Judge Advocate shall be provided by the Associations Secretary a copy of the Revised Roberts Rules of Order and a current copy of the Association=s Constitution and Bylaws. (Elected).

The Historian shall be responsible for the recording of all activities and functions within the Association and the preservation thereof, and shall maintain and update these records for posterity. (Elected).

The Secretary shall record the minutes of all Executive Board and Association meetings; maintain a record of the membership; answer and file official correspondence; inform the membership of the time and place of meetings; distribute to the membership the minutes of the Annual Meeting; and such other duties and responsibilities as may be assigned by the Executive Board or the President. (Appointed).

The Sergeant-at-Arms shall perform the usual duties pertaining to the proper order at meetings, the conduct of the membership at the meetings; and such other duties as may be assigned by the President. (Appointed).

The Legislative Representative shall perform such duties and responsibilities as may be appropriate in the promulgation of laws and statutes affecting this Association and veterans= entitlements on all levels, as well as any such other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association. (Appointed).

The Liaison Officer shall act on behalf of the Association to maintain contacts between the United States Department of Veterans Affairs and the Minnesota Department of Veterans Affairs in order to ensure good working relationships between the agencies and the members of the Association. This person will be the primary contact point to pass information from and to the members relating to the above agencies. (Appointed).

ARTICLE V

MEETINGS

Section 1. A regular meeting of all Association members shall be held each year. This meeting shall be known as the Annual Meeting, and the membership shall be notified of the time and place of said Annual Meeting at least ninety (90) days prior to the date of said meeting. The Annual Meeting shall be held for the purpose of electing and installing officers, receiving reports of officers

and committees, and transacting any other business that may come before the meeting.

Section 2. Special meetings can be called by the President or by a majority of the Executive Board, and shall be called upon the written request of ten (10) members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given to the membership.

Section 3. Fifteen (15) members in good standing shall constitute a quorum for the Annual Meeting, and twenty-five (25) members in good standing shall constitute a quorum for a special meeting.

Section 4. The Committee responsible for the planning and content of the Annual Meeting shall consist of the President, immediate Past President, Vice-President, Secretary, Treasurer, Chair of the Education Committee, Chair of the Entertainment and Activities Committee, and the Housing Coordinator.

ARTICLE VI

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the following: All elected officers, the immediate Past President, and one representative from each Association District. Ex-Officio members of the Executive Board shall be the Association Secretary, who shall serve the Board in that capacity, the Legislative Representative, Chair of the Education Committee, and the Association Primary Liaison Officer. The Association President shall serve as President of the Executive Board.

Section 2. Districts shall be nine (9) in number and consist of counties as follows:

<u>District 1</u>	<u>District 2</u>	<u>District 3</u>	<u>District 4</u>
Dodge	Anoka	Aitkin	Beltrami
Fillmore	Chisago	Carlton	Cass
Freeborn	Dakota	Cook	Clearwater
Goodhue	Hennepin	Crow Wing	Hubbard
Houston	Isanti	Itasca	Lake of the Woods
Mower	Ramsey	Kanabec	
Olmsted	Rice	Koochiching	
Steele	Scott	Lake	
Wabasha	Washington	Mille Lacs	
Winona		Pine	
		St. Louis	

<u>District 5</u>	<u>District 6</u>	<u>District 7</u>	<u>District 8</u>
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Becker	Big Stone	Benton	Cottonwood
Clay	Douglas	Carver	Jackson
Kittson	Grant	Chippewa	Lincoln
Marshall	Otter Tail	Kandiyohi	Lyon
Mahnomen	Pope	Lac Qui Parle	Murray
Norman	Stevens	Meeker	Nobles
Pennington	Todd	Morrison	Pipestone
Polk	Traverse	Renville	Redwood
Red Lake	Wadena	Sherburne	Rock
Roseau	Wilkin	Stearns	
		Swift	
		Wright	
		Yellow Medicine	

District 9

Blue Earth
 Brown
 Faribault
 Le Sueur
 Martin
 Mc Leod
 Nicollet
 Sibley
 Waseca
 Watonwan

District Representatives and Alternates shall be chosen annually by the Association members of each Association District in caucuses duly called by each District at the Annual Meeting. The alternate District Representative shall be seated at all Executive Board meetings with vote, in the absence of the District Representative. It shall be the responsibility of the District Representative to notify their alternate District Representative of their inability to attend Executive Board meetings to insure representation from that district.

Each District Representative shall call at least one meeting of his/her District County Veterans Service Officers each year, exclusive of the Annual Meeting of the Association or the Minnesota Department of Veterans Affairs Spring Meeting, for the purpose of continuing education, fostering professionalism and communication among County Veterans Service Officers. This meeting shall be of such nature, content, and quality that said meeting attendance will qualify for submission to the Minnesota Department of Veterans Affairs Certification Board for appraisal and possible award of continuing education credits.

Section 3. The Executive Board shall have general supervision of the affairs of the Association

between its Annual Meetings. It shall fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as specified in these bylaws. The Board shall be subject to the orders of the Association, and its acts shall not conflict with action taken by the Association.

Section 4. Meetings of the Executive Board may be called by the President, or upon the written request of three (3) members of the Board. A simple majority of members of the Board shall constitute a quorum.

Section 5. The Executive Board may receive mileage and expenses to all meetings of the Board duly called, except if the meeting is called at the time and place of the Annual Meeting. The Secretary shall receive like reimbursement.

Section 6. The Executive Board shall review all requests for funds. The Executive Board shall at the first regularly scheduled meeting of the newly elected Board, establish the maximum expenditure on items not specifically budgeted by the Association, and present said established maximum expenditure to the Association membership for approval through ballot mailed to each member in good standing. Any requests for funds thereafter for any item, program, project, commodity, or an individual exceeding the amount voted on by the Association membership must be reviewed by the Executive Board for recommendation and presentation to the Association membership for action. Such action to be sought through ballot mailed to each Association member in good standing.

Association members shall have fourteen (14) days from the date on which ballots are mailed to the membership to return said ballot to the Chair of a three (3) person ad hoc committee, with one alternate member, to be selected by the Executive Board. The approval or defeat of any proposed action shall be determined by a simple majority of the ballots returned in a timely manner.

The mailing of ballots to the membership for the purpose of this section shall be the responsibility of the Chair of the ad hoc committee. Ballots are to remain sealed, and are to be counted within fourteen (14) days of the balloting deadline, with three (3) members of the ad hoc committee in attendance. The results of such balloting to be reported immediately to the President for the purpose of communicating same to the general membership.

ARTICLE VII

COMMITTEE

Section 1. A Budget and Auditing Committee of three (3) members shall be appointed by the President prior to the Annual Meeting. The Committee shall be responsible for preparation of a budget for the forthcoming year, holding an audit of the Treasurer=s books for the past year, and making a report at the Annual Meeting.

The total annual budget of the Association shall not exceed ninety-five percent (95%) of the Association=s total income from membership dues and annual conference registration in the previous year, except, when the carry-over funds of the Association exceed ten thousand dollars (\$10,000.00) as of September 1st in which case the total annual budget of the Association shall not exceed one hundred percent (100%) of the Association=s total income from membership dues and annual registration in the previous year. Any dues and/or annual conference registration increases shall be added to the Association=s total income from membership dues and annual conference registration in the previous year for the purpose of determining the amount of money to be budgeted for the forthcoming year.

Section 2. A Legislative Committee Chair shall be appointed by the President promptly after each Annual Meeting. It shall be the duty of this Committee to monitor Federal and State legislation that affects veterans and their dependents and to propose legislation and make recommendations to the various Federal and State Legislatures through the preparation of a Position Paper@ for submittal to the various Federal and State Legislatures prior to January 1st following the close of the Annual Meeting. Said Position Paper@ shall receive approval by the Executive Board prior to its submittal to the members of the Federal and State Legislatures. The Chair shall make a report of the Committee activities to the Association membership at the Annual Meeting. This Committee shall be composed of the Legislative Representative, who shall act as Chair and no more than four (4) additional members to be designated by the Legislative Committee Chair, with the approval of the President. Members of this Committee will represent the Association on any Allied or United Veterans Councils or Organizations.

Section 3. A Bylaws and Resolutions Committee of three (3) members shall be appointed by the President prior to the Annual Meeting. This Committee shall be responsible for recommending any changes in the bylaws and report any resolutions, with recommendations, to the membership of the Association at the Annual Meeting.

Section 4. A Registration Committee of two (2) members shall be appointed by the President prior to the Annual Meeting, to accomplish registration and report to the membership at the Annual Meeting.

Section 5. An Education and Training Committee Chair shall be appointed by the President promptly after each Annual Meeting. It shall be the duty of this Committee to initiate, develop and provide input into the content and format of the Annual Meeting with regard to the area of continuing education. They shall also be in communication with the Minnesota Department of Veterans Affairs to provide input for their Annual Spring Meetings. The Chair shall make a report of the committee activities to the Association membership at the Annual Meeting. This Committee shall be composed of two (2) additional members to be designated by the Education and Training Committee Chair, with the approval of the President.

Section 6. Except for the Nominating Committee, which shall be composed of the immediate five (5) Past Presidents who shall each serve on said committee for a five (5) year term, with the Junior Past President as Chair, the President shall appoint such other committees, standing or special, that the Association or the Executive Board shall from time to time deem necessary to carry on the work of the Association. Should a vacancy occur on the Nominating Committee due to the unavailability of five (5) immediate Past Presidents, the Association President shall have the authority to appoint from the general membership individuals to fill such a vacancy or vacancies.

Section 7. A Certification Board shall be established for the purpose of recommending written criteria for the certification of County Veterans Service Officers, which shall be available to each County Veterans Service Officer. The Board shall recommend training seminars, conferences or sessions on veterans benefits and service and shall review and approve courses on veterans benefits and service practices offered by schools, colleges and universities, as well as courses that are offered by any units of government or veterans service organizations on techniques of veterans benefits and service. The Board shall review and, when appropriate, recommend for approval all applications for certification. The Commissioner shall award certificates to those County Veterans Service Officers approved by the Board.

The Board members shall consist of two (2) members of the Minnesota Department of Veterans Affairs and three (3) members of the Minnesota Association of County Veterans Service Officers. The President of the Minnesota Association of County Veterans Service Officers for the 1992 - 93 Association year shall appoint the Association members to the following terms: one (1) member to a one (1) year term, one (1) member to a two (2) year term and one (1) member to a three (3) year term. Thereafter, it shall be the duty of the President to appoint one (1) Association member to a three (3) year term. The length of term for the Department of Veterans Affairs members shall be at the discretion of the Commissioner. The Commissioner shall appoint a chairperson. The Board shall meet at least two (2) times per year at the call of the Chairperson, the location to be determined by the Chair.

ARTICLE VIII

VACANCIES

Any vacancy in an elected office or on the Executive Board shall be filled for the remainder of the term by the Executive Board, except that a vacancy in the office of the President shall be filled by the Vice-President. (The position of any officer or Executive Board member shall be considered vacant if the incumbent dies, resigns, or relinquishes the position within the Veterans Service Office which made them eligible for membership in the Association.)

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern the Association in all cases to which they are applicable and in such they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE X

AMENDMENT OF BYLAWS

The bylaws can be amended at any Annual Meeting by a two-thirds vote, provided that the amendment shall have been presented in writing and read at the previous meeting, or at least twelve (12) hours before the vote thereon.

Adopted September 15, 1982

Revised September 14, 1983

Additional Revisions - September 16, 1987 - September 14, 1988 - September 13, 1989 - September 12, 1990 - September 11, 1991 - September 16, 1992 - September 15, 1993 - September 14, 1994 - September 15, 1999