

**National Association of County Veterans
Service Officers**

Bylaws



Adopted and passed by the Membership at the May 2024 Training Conference, Published May 2024

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Article 1

Name and purpose

1.1 **Name** of this association shall be the National Association of County Veterans Service Officers and is federally recognized as a 501 (C) 6 and follows all rules and regulations accordingly.

1.2 **Purpose** to promote and further the work of all County Veterans Service Officers and other groups and persons included in the members of this association within the United States of America, including its territories and possessions.

A. To promote the establishment, maintenance, and perpetuation of offices and to aid in the selection and education of the staffing officers as prescribed by federal law and/or regulation, state law and/or regulation, and the policies of this association.

B. To use our influence and credibility as an association to secure additional federal and state federal benefits, or revisions to existing federal and state veterans benefits, that may benefit veterans and their dependents.

C. To form a strong united forum for the exchange of ideas and information.

D. To assist in the development and promotion of state veterans programs.

1.3 **Registered Office** will be determined by the Executive Board.

Article II

Membership

2.1 Members will be categorized as follows:

Category 1. County Veterans Service Officers

Defined: This membership is for any person employed by any county, city, parish, borough, Tribal Nations, or territory specifically providing veterans services. Members in this category would be eligible for all NACVSO educational opportunities, accreditation, and would be counted for voting purposes.

Category 2. State Veterans Service Officers without a CVSO Association

Defined: This membership is for any person employed by a state without a save so association specifically providing veteran services. Members in this category would be eligible for all NACVSO educational opportunities, accreditation, and would be counted for voting purposes.

Category 3. State Veterans Service Officers with a CVSO Association

Defined: this membership is for any person employed by a state with a CVSO association who has paid their state membership dues (see category 6) and specifically provides veteran services. Members in this category would be eligible for all NACVSO and educational opportunities, accreditation with state CVSO Association approval, and will NOT be counted for voting purposes.

Category 4. Auxiliary Member

Defined: This membership can include retired members or any persons who share a common interest

in veteran affairs and who wish to provide support to NACVSO. Members in this category would be eligible for the Intro to VA Benefits course and will NOT be counted for voting purposes.

Category 5. Honorary Members

Defined: Past presidents of the Executive Board after they have served as past president for one year on the Executive Board and those who are approved by the e-Board. Members in this category would be eligible for all NACVSO educational opportunities and will not be counted for voting purposes.

Category 6. State Membership

Defined: Any State Association of County Veterans Service Officers, regardless of title, so long as it is recognized by the respective state.

Category 7. Grandfather Provision

Defined: For a person who was a current member of the organization, on or before June 30th, 2019, shall maintain membership until it is expired or is removed.

2.2 Dues - The annual dues assessment shall be determined by the Executive Board and prescribed in the Policy and Procedures manual. The schedule of who pays dues is as follows:

- A. Any member described in Article II, 2.1 (Category 1)
- B. Any member described in Article II, 2.1 (Category 2)
- C. Any member described in Article II, 2.1 (Category 3)
- D. Any member described in Article II, 2.1 (Category 4)
- E. Any member described in Article II, 2.1 (Category 6)
- F. Any member described in Article II, 2.1 (Category 7)

2.3 Voting – Those eligible to be counted for voting purposes are described in Article II, 2.1 (Categories 1-5).

- A. Member states - Each member state shall receive 3 votes at any general or special meeting. They shall gain one vote for every 15 paid members.
- B. Non-Member states – Each non-member state shall receive one vote for every 15 paid members.
- C. Quorum will be defined by a majority of the voting members present.

2.4 Removal of Members - Members can only be removed by vote of the Executive Board for cause.

Article III

Officers

3.1 Elected Officers - Elected officers of this association shall include the President, First Vice President, Second Vice President, Secretary, Treasurer, Judge Advocate, Women Veterans Representative, and four Executive Board Members. All elected officers must be voting members of the association.

A. **President** shall preside overall general meetings and meetings of the Executive Board. The President, or the President's designated representative, shall represent the association at all functions requiring representation. The President shall also perform such other duties as may be directed by the Executive Board. The President shall be bonded. The President's term of office shall be for two years.

B. **First Vice President** shall perform such duties as may be assigned by the President and shall perform the duties of the President in the absence of the President. In the event of the permanent removal or death of the President, the First Vice President shall assume the full duties, power, and authority of the President until the end of the existing term. The First Vice President shall serve as an ad hoc member of the Legislative Committee. The First Vice President's term of office shall be one year.

C. **Second Vice President** shall perform such duties as may be assigned by the President and shall perform the duties of the President in the absence of the President and First Vice President. In the event of the permanent removal or death of the First Vice President or upon the assumption of the Presidency by the First Vice President, the Second Vice President shall assume the full duties, powers, and authority of the First Vice President until the end of the existing term. The Second Vice President shall serve as an ad hoc member of the Education Committee. The Second Vice President's term of office shall be one year.

D. **Secretary** shall prepare and maintain minutes of all general business meetings and meetings of the Executive Board. The Secretary shall maintain the association's records and correspondence files, both incoming and outgoing, be responsible for maintaining current copies of the Bylaws and the Policies and Procedures Manual, and all other documents and publications promulgated by the association or its members. The Secretary's term of office shall be three years.

E. **Treasurer** shall maintain the records of all financial transactions conducted by the association, the association's budget, and the records of all assets (financial, real, and planned assets) of the association. The Treasurer shall be empowered to open any necessary accounts, at any financial institution, in the name of the National Association of County Veterans Service Officers, Inc. The Treasurer with the President are empowered to expend association funds. The Treasurer will ensure the necessary authorization documents are available for the President signature at the annual conference. The Treasurer shall be bonded. The Treasurer's term of office shall be three years. The Treasurer shall be the association's Chief Financial Officer.

F. **Judge Advocate** shall advise the President and presiding officers on questions of parliamentary procedure for the conduct of business and be responsible for reviewing any perspective changes to the bylaws. The Judge Advocate shall interpret the Bylaws when called upon by the President. The Judge Advocate's term of office shall be three years. The Judge Advocate shall be the association's Chief Parliamentarian.

G. **Women Veterans Representative** shall be responsible for ensuring that all proceedings entered by this association shall meet the need of women veterans. The Women Veterans Representative shall coordinate the representation of the association in all its dealings with federal, state, and local government regarding women veterans' issues. The Women Veterans Representative's term of office shall be two years. The Women Veterans Representative shall chair the Women Veterans Issues Committee.

H. **Four Executive Board Members** shall perform duties assigned by the President. The Executive Board Members' term of office shall be two years, with two members elected in even number years and two members elected in odd number years. They will serve as chairpersons of standing committees as appointed by the President.

3.2 Removal of elected officers

Elected officers may be removed from office, for cause, by a 2/3 vote of the executive board. Such a vote must be made by roll call. The officer being considered for removal shall be permitted to vote. (Roberts Rules of Order, latest edition)

Article IV

Appointed and Employed Positions

4.1 Appointed and Employed Positions shall include the Chaplain, Sergeant-at-Arms, Historian, National Service Director, Public Relations and Protocol Director, Conference Director, Director of Education, Newsletter Editor, Membership Chair, Legislative Director, Nominations Chair, Audit Committee Chair, and the Executive Director. Such offices may be filled by voting or non-voting members and are filled by appointment by the President with the approval of the Executive Board. Appointed officers and Directors after appointment shall serve at the will of the President. The appointed persons serving ex-officio shall not be permitted to make motions or vote. All appointments made by the President shall be for one year or the remainder of the President's term, whichever comes first (except the National Service Director (see below, section C) and the Executive Director (see below, section F)). The President shall have the authority to establish additional appointed positions as the association or board shall direct which are deemed necessary to carry on the work of the association.

A. **Chaplain** shall be responsible for conducting the invocation and benediction during each session of the associations general business meeting.

B. **Historian** shall maintain a written and photographic record of the association and its works, functions, and meetings. This record may include any form of documentation deemed important by the Historian and may include pictures, videos, and/or audio recordings.

C. **National Service Director (NSD)** administers the NACVSO accreditation program. The term of office for the National Service Director is three years. The NSD shall not be removed without the concurrence of the Executive Board.

D. **Public Relations and Protocol Director** shall be the liaison between the association and the news media. The Public Relations and Protocol Director shall prepare all press releases for the association and ensure that all visitors to the association functions and meetings are recorded the proper respect due their position.

E. **Conference Director** shall be an ex-officio member of the Executive Board. The duties of the Conference Director shall be:

1. Assist the host state in developing activities for the conference attendees and other actions required.
2. Act as the sole point of contact (POC) for the conference on behalf of NACVSO, Inc. during the January preconference meetings and the annual conference.

F. **Executive Director** serves at the discretion of the Executive Board and reports directly to the President. The Executive Director is charged with the day-to-day operations of the association and manages compensated and appointed positions in the operations of the association. The Executive Director shall also perform any other functions as directed by the President. The Executive Director, shall be hired by majority vote of the Executive Board. Terms of service, compensation, and benefits shall be prescribed in an executed contract, as approved by the Executive Board, not to exceed two (2) years of contract terms. Nothing in these bylaws or the executed contract may prohibit the Executive Director from serving multiple terms. The Executive Director shall serve on the Executive

Board ex-officio.

G. **Sergeant-at-Arms** is responsible for maintaining order during the annual meeting. The Sergeant-at-Arms and staff will monitor attendance at business meetings, help with such things as passing out and/or collecting materials, handling microphones, and other duties as assigned by the President.

4.2 Removal of Appointed Position

Appointed positions may be removed from office by the President except as stated for the National Service Director (see above, letter C).

Article V

Executive Board

5.1 The Executive Board shall be the governing body of the association. The Executive Board shall have the authority and responsibility to make decisions and take all necessary action on matters that arise and cannot be dealt with at the time of the annual meeting. The Executive Board shall be empowered to direct the duties of the association's officers.

5.2 The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Judge Advocate, four Executive Board members, Women Veterans Representative, Immediate Past President, National Service Director (ex-officio), Conference Director (ex-officio), Chaplain (ex-officio), and Executive Director (ex-officio), if appointed or elected. The President shall be the presiding officer.

5.3 The Executive Board shall be responsible for the routine operation of the association and shall have the authority to review, modify, amend, and or replace provisions of the Policies and Procedures Manual as necessary.

5.4 The Executive Board shall assemble at least twice annually prior to the annual general business meeting or at the call of a formal petition from a majority of the members of the Executive Board or at the call of the President. In addition, the Executive Board may conduct business when not assembled by teleconferencing and by internet messaging as permitted in Article XII, Section 2.

5.5 The Executive Board is responsible for the planning and organizing of the annual meeting.

5.6 Vacancies in elected offices due to death, resignation, disqualification, or removal from office, may be filled by appointment for the remainder of the unexpired term by the President with the approval of the Executive Board.

5.7 In all Executive Board voting situations, 7 Executive Board members shall constitute a quorum.

Article VI

Standing Committees

The following committees will be the standing committees of the association. Roberts Rules of Order (latest edition) shall govern their structure and procedural makeup. The President shall have the authority to establish additional standing committees and special committees as the association or board shall direct, which are deemed necessary to carry on the work of the association. The President shall also appoint the Chairperson of each standing or special committee if it is newly created, or if it doesn't already specify in the following sections. The President with consultation with the

Chairperson will appoint the members of each committee. There shall be a minimum of 1 member of the Executive Board appointed to each standing committee. The number of members appointed to each committee shall be the number deemed necessary by the Committee Chairperson and the President to meet the objectives of the committee. Committee members must be voting or non-voting members in good standing.

6.1 Education Committee is responsible for the formulation and arrangement of all training and educational programs and sessions for the association. The Committee shall write a training manual, a training syllabus, provide instructors, and monitor all training programs as necessary.

6.2 Conference Committee

- A. The Conference Director is the Chairperson of the Conference Committee.
- B. An elected member of the Executive Board shall be appointed to the Committee.
- C. The Committee shall create a place to check in delegates, distribute delegate materials, and prepare a count of states, delegates, voting members present, and the number of votes present at the conference.
- D. The Committee shall receive all bids from states for hosting the annual training conference.
- E. The Committee shall review all presentations of prospective host states and provide a recommendation to the executive board regarding which state shall host the next and succeeding annual conferences.

6.3 Nominations Committee The Chairperson of the Nominations Committee shall be the Immediate Past President. If for whatever reason, this individual is not available to serve, the Chairperson shall be a member of the Executive Board.

6.4 Bylaws Committee The Committee is chaired by the Judge Advocate and shall consist of two members appointed by the President with the approval of the Executive Board. The Bylaws Committee shall act in accordance with the amendment procedures described in Article IX Bylaws.

6.5 Finance Committee

- A. The Finance Committee is responsible for assisting the Treasurer in the formulation of the annual budget. It is responsible for causing an external audit of the association's financial records every two years and formulating and supervising any fund-raising activities. The Treasurer is the Chairperson of the Finance Committee, and the Committee shall consist of three members appointed by the President with the approval of the Executive Board. The Audit Committee will be a subcommittee of the Finance Committee.
- B. The Audit Committee will be composed of five appointees, four of whom will be appointed by each of the four Executive Board members with the Chairperson appointed by the president. Each appointee will be approved by the Executive Board. The Audit Committee will be appointed at the January Executive Board meeting. Each term shall be for one year. Appointees may serve more than one term. Audit Committee appointees must attend the annual training.

6.6 Legislative Committee is responsible for bringing all legislative matters and issues to the attention of the President, Executive Board, and the general membership. These legislative matters may be either federal or state but must be relevant to the purpose of this association.

6.7 Women Veterans Issues Committee The Women Veterans Representative shall chair the Women Veterans Issues Committee.

6.8 Membership Committee

A. A member of the Executive Board shall be the Chairperson of the Membership Committee.

B. This Committee is responsible for active membership programs, maintains membership records, and works with the Treasurer to ensure proper membership records and funding are in balance.

Article VII

Membership Meetings

7.1 General Membership Meetings

A. The association shall hold at least one general membership meeting and training conference annually.

B. The agenda for the annual business meeting will be approved following the roll call of the states at the first session. Subsequently, additions to the agenda must be approved by a 2/3 delegate vote.

C. Attendance at the annual meeting shall be restricted to members in good standing, invited guests of the executive board, and members of the news media with proper credentials.

D. The rules contained in Roberts Rules of Order (latest edition) shall govern this association's meetings in all cases to which they are applicable insofar as they are not inconsistent with the Bylaws or the special rules of order of this association.

Article VIII

Executive Board Meetings

8.1 The Executive Board shall assemble at least twice annually prior to the annual general business meeting or at the call of a formal petition from the majority of the members of the executive board or at the call of the President. In addition, the Executive Board may conduct business when not assembled by teleconferencing.

8.2 Attendance at the annual meeting shall be restricted to members in good standing, invited guests of the Executive Board, and members of the news media with proper credentials.

8.3 The rules contained in Roberts Rules of Order (latest edition) shall govern this association's meetings in all cases to which they are applicable insofar as they are not inconsistent with the Bylaws or special rules of the order of this association.

Article IX

Bylaws

9.1 Any voting member, as described in Article II, 2.1, Category 1-2, may submit a proposed Bylaws amendment to the Judge Advocate. The Judge Advocate shall review the proposed amendment for form and content. Any proposed amendment shall be submitted to the Executive Board to allow the Board to attach a recommendation at the annual meeting. The Judge Advocate shall cause such proposed amendments to be submitted to the general membership for review not later than 60 days prior to the next annual meeting.

9.2 The Secretary shall ensure that the proposed amendment is on the agenda for the next annual

meeting.

9.3 The general membership shall vote, by delegate roll call, as to whether or not to approve the proposed amendment. The proposed amendment must receive a 2/3 majority vote for approval.

9.4 This rule may be suspended by a 2/3 majority vote of members present without prior notice for consideration of amendments provided it is such immediate necessity that if it were not considered for the purposes, goals, or objective of this association may be harmed, and provided that at least 2/3 of the state delegates are present.