



***** CONSORTIUM of *****
MICHIGAN VETERANS EDUCATORS

BY-LAWS OF THE CONSORTIUM OF MICHIGAN VETERANS EDUCATORS

Ratified September 21, 2018

The primary goal of CMVE is to serve as a representation, outreach and educational resource to college and university staff and faculty that serve military-connected students. The secondary goal of CMVE is to work in conjunction with educational institutions, government agencies, and other higher education professional organizations to ensure CMVE member institutions are functioning at full capacity to support military-connected students toward their success in completion of educational goals and successful transition into a productive civilian life.

ARTICLE I - Funding

Section 1. Fees and grant opportunities will be used to cover expenses and support the mission of the organization. Fee structures must be decided by the Steering Committee by a simple majority.

- a. Membership fees, if charged, will be decided by the Steering Committee and changes will be approved by a simple majority vote of the membership at the annual meeting. The Steering Committee will be responsible for circulating to the institutional members any proposed membership fee changes thirty (30) days prior to the annual meeting to be implemented in the following fiscal year. Annual fees are due prior to the annual business meeting.
- b. Event fees, if charged, shall be set to cover costs of the events being planned. Any excess funds earned will be put toward the general fund. An event fee will be required of all persons in attendance with exception given to guest speakers, presenters, keynote or any person approved in advance by the Steering Committee.
- c. The fiscal year shall be July 1st through June 30th.

ARTICLE II - Membership & Voting

A member institution shall be considered to be in good standing when dues are paid in full and all appropriate forms are submitted to CMVE.

Section 1. Membership

- 1) Institutional membership shall be comprised of Michigan public institutions of higher education. These individuals will henceforth be referred to as “institutional members.”
 - a) An institution secures membership upon receipt of all required dues and appropriate forms.
 - b) Each institution will assign one primary contact who will designate membership and voting rights for the institution and coordinate submission of annual dues and updating the appropriate forms.
 - c) Any faculty or staff of an institution in good standing may request individual membership

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of CMVE by submission of appropriate forms. These individuals will henceforth be referred to as “individual member.”

2) Affiliate Membership

- a) Affiliate membership shall be comprised of non-profit, regionally accredited private colleges and universities physically based in Michigan. These individuals will henceforth be referred to as “affiliate members.”
- b) An institution secures membership upon receipt of all required dues and appropriate forms.
- c) Each institution will assign one primary contact who will designate membership for the participating institution. (Affiliate members do not have voting rights.)
- d) Any faculty or staff of an affiliate institution in good standing may request affiliate individual membership of CMVE by submission of appropriate forms.
- e) Affiliate membership is subject to approval by the Steering Committee.
- f) Affiliate members do not have voting rights.

3) Ex-Officio Membership

- a) Ex-officio membership applies to individuals or organizations that establish partnerships with CMVE.
- b) Those seeking ex-officio status must be approved by the Steering Committee.
- c) Ex-officio members do not have voting rights.

4) Emeritus Membership

- a) Emeritus membership consists of former CMVE members who are no longer working in higher education.
- b) Those seeking emeritus status must be approved by the Steering Committee.
- c) Emeritus members do not have voting rights.

5) Termination of Membership

- a) Membership may be suspended or terminated, for cause, by the Steering Committee with three-fourths (3/4) of the Steering Committee membership voting for suspension or termination.
- b) Action to regain membership, if applicable, will be conveyed to the suspended or terminated individual member within sixty (60) days.

Section 2. Voting

- a. Only institutional members (as defined in Article III, Section 1a) can vote. Each institution gets one vote.
- b. Each institutional member will be entitled to one vote and a simple majority is required to effect passage unless otherwise indicated herein.
- c. For voting purposes, quorum requires participation in-person by at least one-third (1/3) of institutional members in good standing, including at least one (1) community college and one (1) university.
- d. The Steering Committee has the option to implement a proxy vote within thirty (30) days if quorum is not met at the annual business meeting.
- e. The individual charged with casting this vote will be confirmed via the appropriate form.

ARTICLE III - Committees

Section 1. Steering Committee

- a. There will be a CMVE Steering Committee that shall govern CMVE. The Steering Committee will have representation of public community colleges and universities.
- b. The Steering Committee shall be comprised of institutional and ex-officio members.
- c. The CMVE Steering Committee will meet at least quarterly to discuss business including committee updates and direction. To maintain good standing, Steering Committee members shall attend a minimum of three-fourths (3/4) meetings annually unless absence

is excused.

- d. CMVE shall hold an annual conference to include a general business meeting. The location, date and costs will be decided by the Steering Committee which shall also have the authority to omit the annual conference, if deemed necessary.

Section 2. Additional Committees or Communities

The Steering Committee, upon a simple majority vote, may create or assign standing committees, ad-hoc committees, and knowledge communities.

ARTICLE IV - CMVE Steering Committee Terms of Office and Duties

Section 1. Term of Office

- a. Steering Committee members will hold office for a term of three (3) years. Members may seek additional elected terms.
- b. All open Steering Committee positions shall be elected by a simple majority of institutional members through an election at the annual business meeting. Following the election, the Steering Committee shall appoint its officers by simple majority vote and notify its membership of its officers.
- c. Ninety (90) days prior to the annual meeting, the Steering Committee will send out a request for nominations for any open positions. Thirty (30) days prior to the conference, a slate of candidates will be distributed to the members.
- d. Should a vacancy occur between annual meetings, the Steering Committee will appoint all officers. Any appointed individual of an elective office shall be eligible to serve until the following annual meeting.

Section 2. Duties of Committees

The members of the Steering Committee and their associated duties shall be:

- a. **Chair:** The Chair shall assume full responsibility for all general activities of CMVE, with the assistance of the remaining Steering Committee members. The Chair will oversee the Steering Committee, including excusing meeting absences. The Chair shall sign all documents and agreements. The chair is responsible for coordinating an annual report to its members, with support from the rest of the Committee. All fiduciary contracts and bills must be approved by the Chair and submitted by designated fiscal agent.
- b. **Vice Chair:** The Vice Chair will assume the duties of the Chair in the absence of the Chair; serve as the liaison between the knowledge community chairs; act as annual conference coordinator; and perform other duties as assigned by the Chair or the Steering Committee.
- c. **Secretary:** The Secretary shall keep the minutes of the Steering Committee meetings and annual meetings; shall be the custodian of the secretarial records of CMVE's proceedings; coordinate publications; and perform other duties as assigned by the Chair or the Steering Committee.
- d. **Treasurer:** The Treasurer shall have charge and custody of funds and securities; keep accurate books and records of receipts and disbursements, complete all required filings; and perform other duties as assigned by the Chair or the Steering Committee.
- e. **Technology Chair:** The Technology Chair shall maintain CMVE's website; its technology accounts (webinar, listerv, etc.); and shall coordinate an online registry of membership in conjunction with the treasurer's accounting of dues payments.
- f. **Knowledge Community Chairs:**
Knowledge community chairs are responsible for sharing updates on their focus areas thru CMVE publications, surveying CMVE member institutions practices in these areas as part

of the annual member survey, researching and highlighting best practices in-state and nationally, engaging with CMVE members to understand issues facing member institutions and brainstorm programming to continue forward progress toward promising practice adoption, and encourage conference and other presentations from CMVE members on these topical areas. These chairs will also work together to plan and execute spring regional events, if desired by the Steering Committee. Knowledge community chairs are expected to give reports during each Steering Committee meeting and provide information for their area to include in the annual member report. Knowledge communities may include but are not limited to:

1. Academic Credit
 2. Outreach & Strategic Partnerships
 3. Post-Military Career Success
 4. School Certifying Official (SCO) Support
 5. SVA/Student Veterans Organization Advisors
- g. **Ex-Officio Members:** CMVE relies on ex-officio members to provide organizational support or assistance to the CMVE, including identifying opportunities for collaborative partnerships. Ex-Officio Members will report regular updates to the Steering Committee. Ex-Officio Members do not have voting rights on the Steering Committee.

ARTICLE V - Amendments

The by-laws may be amended at the annual business meeting by a simple majority vote of the members present and voting. Proposed amendments must be submitted to the Steering Committee forty-five (45) days prior to the annual business meeting and the Steering Committee shall be responsible for circulating the proposed amendments at least thirty (30) days prior to the annual business meeting. An amendment not thus proposed in advance may be adopted by two-thirds (2/3) vote of the members present and voting.

ARTICLE VI - Resolutions

Resolutions should be presented to the Steering Committee for review. The Steering Committee has 30 days to determine if the resolution should come to a vote by institutional members. Resolutions will be approved by two-thirds (2/3) vote of institutional members.