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# Homeland Security Network Constitution and By-Laws

Homeland Security Network  
*American Public University System*

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Homeland Security Network  
Est: April 7, 2015

# Homeland Security Network

Constitution and By-Laws

American Military University (AMU) and American Public University (APU)

## Article I. NAME

The name of this organization is the AMU and APU Homeland Security Network.

## Article II. PURPOSE

The Homeland Security Network provides field-specific networking, and academic and professional resources to support national safety and security.

## Article III. MEMBERSHIP

### Section 1: Full Membership

Full membership is available to all AMU and APU students, alumni, faculty and staff.

### Section 2: Honorary Membership

1. The organization may select up to five Honorary members every year.
2. Honorary Membership is presented to homeland security professionals who offer their expertise to the organization in the form of guest lectures, seminars, etc.
3. Honorary members cannot meet the eligibility criteria for full membership.
4. Honorary members are welcomed and encouraged to participate in all organization activities.

### Section 3: Dues and Fees

Members are not required to pay dues.

## Article IV. OFFICERS

### Section 1: President

1. The President presides at meetings of the Homeland Security Network and at the business meetings of the Executive Board. The President will appoint, with the consensus of the Leadership Council, participants to committees deemed necessary by the Leadership Council.
2. Working with the Office of Student Affairs, the President is responsible for the election of incoming officers.
3. The President achieves a working knowledge of the Student Organization Handbook and the Chapter Standards Program.
4. The President has procedural authority to break election ties; excluding the Presidential position.

## Section 2: Vice President

1. The Vice President presides at meetings of the Homeland Security Network in the absence of the President.
2. The Vice President has procedural authority to break election ties; excluding the Vice President position.
3. The Vice President implements and works with members to achieve activities and events per the Chapter Standards Program.

## Section 3: Secretary

1. The Secretary records and retains meeting minutes. The Secretary is responsible for the accurate recording of all documents submitted to the Office of Student Affairs, and recording all activities and events per the Chapter Standards Program. The Secretary also provides copies of university documents to the President and/or the Executive Board upon request.
2. The Secretary is responsible for maintaining the membership list and providing it to other officers and the chapter advisor, as requested.
3. The Secretary is responsible for the composition and submission of all forms required on a regular basis by the Office of Student Affairs.
4. The Secretary is responsible for the coordination and distribution of New Member Welcome Letters and newsletters.

## Section 4: Treasurer

1. The Treasurer is responsible for the oversight of all club finances to include budget, expenses, and income.
2. The Treasurer will work with the rest of the Leadership Council to develop an annual budget request every August.
3. The Treasurer Maintains a thorough understanding of the chapter finance guidelines in the Student Organization Handbook.

## Section 5: Webmaster

1. The Webmaster submits web updates to the Office of Student Affairs to maintain up-to-date content pertaining to the Homeland Security Network.
2. The Webmaster monitors and contributes to all of the Homeland Security Network social media outlets (Facebook, LinkedIn, The Quad, etc.).
3. The Webmaster ensures that student members abide by all policies outlined in the university's social media policy.

## Section 6: Membership Coordinator

1. The Membership Coordinator will work with the Office of Student Affairs on recruitment of new members and will maintain an up to date membership roster.
2. The Membership Coordinator be responsible for all new member communications such as the welcome letter, Certificate of Membership, and the Organization Constitution.
3. The Membership Coordinator will the President when new members are inducted, and will give updates to the organization at club meetings.

### Section 7: Alumni Member Liaison

1. The Alumni Member Liaison will communicate Alumni member needs to The Leadership Council.
2. The Alumni Member Liaison is responsible for creating programming specific to Alumni.

### Section 8: Standing Councils and Committees

1. **The Leadership Council** includes elected officers, the previously Elected-President, and the Chapter Advisors. The Leadership Council is the organizational board of the club. The Leadership Council is responsible for creating and maintaining any standing committees deemed necessary.
2. **The Nomination Committee** includes the Chapter Advisors and the current elected officers of the club. The Nomination Committee is responsible for the collection and review of all candidate nominations.

### Section 9: Term Limits

Chapter officers may serve consecutive terms in office. Officers are eligible for election to a different position at the end of their term.

### Section 10: Officer Eligibility

1. In addition to the requirements set forth in the individual Officer descriptions, members must meet the following criteria to be eligible for an Officer position within the Homeland Security Network.
  - a) Minimum GPA of 3.0
    1. Nominees will submit their student agreement to nomination committee for review.
  - b) Must have attended 75% of the general membership meetings the year prior.
  - c) Must have been a general member for one (1) year prior to election.

## Article V. NOMINATIONS & ELECTIONS

### Section 1: Nominations

1. Nominations for officers may be submitted by current members. Submissions are accepted by email, or electronic message, to the nominating committee by the membership (self-nomination or nomination of a fellow member).
2. The Nomination Committee collects and reviews all nominations and supporting documents from interested candidates. The Nomination Committee provides brief biographies of each nominee to the membership, with an election ballot sent by email. Additional campaigning, debates, or events are at the discretion of the Leadership Council and the Nomination Committee.
3. Elections are held via email, Survey Monkey, or an electronic ballot system.

### Section 2: Elections

1. Elections will be held in the month of November of each calendar year
2. Members will vote via email, Survey Monkey, or electronic ballot system.

3. Election results will be published to the organization no later than the immediate Monday following the elections.
4. Should an election result in a tie, there will be a “tie-breaker” special election.
5. If for any reason an elected candidate is unable to fulfill that elected position, the Executive Officers/Leadership Council will appoint an eligible individual to fulfill that office until the next election.
6. Campaigning may be approved by the Executive Officers/Leadership council, however; campaigning must remain positive.

## Article VI. CHAPTER ADVISORS

The Chapter Advisors have the following responsibilities:

1. Serve as mentors to the officers, providing guidance in the development and implementation of programs and activities—as well as AMU and APU policies and procedures.
2. Monitor all expenditures requested by the organization.
3. Has no voting rights, but must be active and willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.
4. Has no term limit, but he/she has to remain a contracted AMU and APU employee.
5. Must establish a working knowledge of the Student Organization Handbook and Chapter Standards Program and abide by all of the duties and responsibilities outlined within.

## Article VII. MEETINGS

### Section 1: Meetings

1. Regularly scheduled meetings are held bi-monthly, presided by the President, or a corresponding officer. Meetings are held in a conference-style online discussion, via telephone conference, chat room, or other designated method to facilitate a sense of a formal meeting.
2. Announcements of the scheduled meeting, the method of accessing the meeting, and a meeting agenda, are sent to the membership a minimum of two weeks prior to the meeting, with a reminder message sent two-three days prior.

### Section 2: Special Meetings

Special meetings may be called for policy decisions affecting the chapter.

### Section 3: Committee Meetings

Committee meetings may be held as needed.

### Section 4: Officer/Leadership Council Meetings

1. Regularly scheduled Officer/Leadership Council meetings are held bi-monthly, presided by the President, or a corresponding officer. Meetings are held in a conference-style online discussion, via telephone conference, chat room, or other designated method to facilitate a sense of a formal meeting.

2. Announcements of the scheduled meeting, the method of accessing the meeting, and a meeting agenda to be created by the Secretary, are sent to the membership a minimum of two weeks prior to the meeting, with a reminder message sent two-three days prior.

### Section 5: Deployment Excusal

Any HSN member who is unable to attend a club meeting due to being deployed OCONUS as a member of the U.S. Armed Forces will be excused from that meeting and be given the credit for attendance automatically.

## Article VIII. FINANCES

1. Chapter finances are managed by the Office of Student Affairs. Chapter advisors, officers and members are strictly prohibited from collecting funds.
2. Student organizations are granted funds based on chapter standards medal standing of the previous calendar year. The current budget allocation levels and process for requesting funds is outlined in the [Student Organization Handbook](#).
3. Approved funds will be managed and applied by the Office of Student Affairs. Funds that were estimated and approved over the actual cost will not be allocated back to the student organization. Funds can only be used for the specific purpose budgeted. Approved funds will not be issued directly to the organization or to an individual.
4. Funds are only available for the calendar year granted. No funds will roll over to subsequent years.

## Article IV. MEMBER EXPECTATIONS

All student organizations are expected to abide by policies and procedures outlines in the university's Student Handbook and Student Organization Handbook.

## Article X. AMENDMENT

Amendments may be proposed during a meeting or requested by a member via email or electronic message to the leadership. There will be discussion during the meeting regarding the amendment proposal. An email will be sent to the membership regarding the proposed amendment. Amendments must then be ratified according to the ratification standards as set forth in Article XI.

## Article XI. RATIFICATION

Proposed amendments to the constitution and its bylaws will be sent via email or electronic message to each member. Each member will review and send a return email stating a single yay or nay vote to the student organization's email address. Members will have fourteen (14) days to review and vote on the proposed amendment before voting is closed. The Vice President will tally the votes and be responsible for notifying the memberships of the results within forty-eight (48) hours of the conclusion of the voting process. Ratification will pass by a simple majority vote. Ties will follow the same procedure of electoral voting.