

## Student Organization Constitution

Saber and Scroll, the APUS Historical Society

Name of University: APUS: American Military University (AMU) and American Public University (APU)

Name of Organization: The Saber and Scroll, the AMU/APU Historical Society

Date Instituted: August 1, 2011

### Article I NAME

The name of this organization shall be The Saber and Scroll, the AMU/APU Historical Society, hereinafter referred to as the Saber and Scroll.

### Article II PURPOSE

The purpose of this organization shall be the promotion of historical studies through the encouragement of academic research and the development of a rigorously edited online publication; the broadening of historical knowledge among the membership that includes social communications, topical discussions, historical lectures and the pursuit of other kindred activities in the interest of history; and service opportunities to the school and community.

### Article III MEMBERSHIP

The Saber and Scroll is evolving from an already existing vibrant organization. The group originally began as a history interest group, comprised mostly of students at AMU/APU. Over time many students left the University for various reasons (such as graduation), but have kept close ties with the organization. This varied population is still served through the group's online presence and is not a hindrance but is actually a strength of having completed education at an online university. Membership is available to all AMU/APU students no matter their declared academic program. Therefore, there shall be one Full Membership level and three Associate Member levels for the Saber and Scroll. Membership levels are described as follows:

#### Section 1: Membership Categories

##### 1. Full Membership

1. Full Members are currently enrolled students in good standing of the undergraduate, and graduate, and certificate programs of AMU/APU. Per the schools' policies, undergraduate members are required to maintain a 2.0 GPA and graduate members are required to maintain a 3.0 GPA.
2. Also, any Alumni that earned their undergraduate or graduate degree from APUS/AMU).
3. Staff and faculty can also hold Full Membership, but are not allowed to hold office.

4. Full Members shall have voting privileges, be eligible to run for and hold office, and are entitled to bring issues to the leadership with the exception of Staff and Faculty.
  5. Full Members are entitled to participate in the online communities.
  6. Full Members in good standing are also eligible to bring issues to the leadership to be placed on the meeting agenda and to address the leadership directly.
2. Associate Members are those persons who do not fit into the Full Membership category. They must be recommended by a full member and be approved by the officers. Associate members are not eligible to hold office.

## Section 2: Dues and Fees

1. Members are not required to pay dues.
2. Members are required to be responsible for any expenses they incur without prior authorization by the Leadership Council.
3. Additionally, members are required to be responsible for any expenses they incur without prior approval by the appropriate AMU/APU office.

## Article IV OFFICERS

### Section 1: President

1. The office of president shall be elected for a one-year term. It shall be his or her duty to preside at meetings of the organization and at the business meetings of the board. The president will appoint, with the consensus of the Leadership Council, participants to ad hoc committees and any standing committees deemed necessary by the Leadership Council.
2. To be eligible to run for President, the candidate must have served in some other capacity within the board of directors.
3. As out-going President, will remain on the Board as a non-voting member UNLESS there is a tie win which case the Past President will vote. The Past President will act in the capacity of advisor until such time as the next outgoing President is appointed.
4. The president will compose and submit all forms to AMU/APU Student Affairs that require submission on a non-regular, or occasional, basis.
5. The president will be responsible for elections of incoming officers by appointing an ad-hoc nominating committee to oversee all elections after the initial election of officers.
6. The president shall achieve working knowledge of the Student Organization Handbook for the AMU/APU school system.
7. The office of president may be held for two consecutive terms.

### Section 2: Vice President

1. The office of vice president shall be elected for a one-year term. It will be his or her duty to preside at meetings of the organization in the absence of the president and at the business meetings of the board in the absence of the president.

2. The vice president has procedural authority to break election ties and shall not vote in any other vote taken by the club.
3. The office of Vice-President may be held for two consecutive terms.

### Section 3: Treasurer

1. To plan and prepare a budget as required by the school.
2. To oversee the budget.
3. To work in tandem with the officers to ensure that the organization stays within said budget.
4. To prepare and present any paperwork required by the school in regards to the budget.

### Section 4: Secretary

#### Recording Secretary

1. The office of secretary shall be elected for a one-year term. It will be his or her duty to record and retain minutes of meetings of the organization and at the business meetings of the Leadership Council. The secretary will be responsible for the accurate recording of all documents to be submitted to the governing body of AMU/APU. The secretary will provide copies of APUS documents to the president and/or the board upon request.
2. The secretary is responsible for composition and submission of all forms required on a regular basis by APUS Student Affairs as required by the governing body.

#### Membership Secretary

1. To keep the roster updated, to provide copies to the officers as needed as well as the school.
2. To create and keep a printable up to date roster for the entire membership.
3. To send messages of well wishes as needed (birthday, honor, job, baby, death in the family, etc).
4. To send welcome pkgs to the new members.
5. To act in tandem with the recording secretary as a vote counter for any elections, or votes of any kind presented to the membership.

### Section 5: Editor-in-Chief

1. The office of editor-in-chief shall be elected for a one-year term. It shall be his or her duty to call for papers, organize, and electronically publish the club's journal. If the organization does not elect a new EIC, the senior staff at the journal will rotate and fulfill the duties of the EIC per each issue. The rotation will follow this schedule. The first rotation for the Fall Issue is September 21 through December 21. The second rotation for the Winter Issue is December 21 through March 21. The third rotation is March 21 through September 21 for the Spring-Summer issue.

### Section 6: Officer Eligibility Maintenance

1. All undergraduate student officers shall maintain a 2.25 GPA overall during their terms of office and shall be a current student at AMU/APU. All graduate and certificate student officers shall maintain a 3.25 GPA overall during their terms of office and shall be a current student at AMU/APU.
  2. The four officer positions and such other officers as the board of the organization deems necessary for the furtherance of the organization will comprise the Leadership Council. Any new offices created will be added in an amendment to this document following the new amendment and ratification procedures described in Article IX and Article X, respectively.

#### Section 7: Standing Councils and Committees

1. The Leadership Council shall be comprised of elected officers, the immediate past-president, and the Faculty Advisor. The Leadership Council is the organizational board of the club. The Leadership Council will be responsible for creating and maintaining any standing committees deemed necessary.
2. The Journal committee shall be composed of current AMU/APU students as editors chosen by the editor-in-chief. These committee positions are not considered officers.

#### Section 8: Term Limits

1. Officers may be elected to serve in the same office in two successive years. Officers, except the president, are eligible for election to a different office.
2. At the end of his term, the President will serve as Out-going President on the advisory board until such time as a new Out-going President is selected.

### Article V NOMINATIONS & ELECTIONS

#### Section 1: Nominations

1. Nomination for officers may be made by current members in good standing. Suggestions for nominations may be made by email, or electronic message, to the nominating committee by the membership (self-nomination or nomination of a fellow member).
2. The nomination committee will review nominations for eligibility via forms which are comprised of information pertaining to the nominees eligibility, qualifications, and reasons for wanting to have the office being pursued. The nomination committee shall provide brief biographies of each nominee to the membership with electronic election forms by email. Additional campaigning, debates, or events shall be at the discretion of the Leadership Council and the nominating committee.
3. Members, excepting the vice president, shall vote via email to the designated email address for elections.

#### Section 2: Eligibility Criteria

1. Minimum college credits completed at AMU/APU: 12 hours undergraduate, 3 hours graduate and certificate programs

2. Minimum overall GPA: 2.25 undergraduate, 3.25 graduate and certificate programs

### Section 3: Election Procedures

1. Elections shall be held during the first two complete calendar weeks (Monday through Sunday) of August. Result tabulations shall be computed during the third complete calendar week of August. Announcements of new officers will be published in the group page, by email to members, and on the club web page (if any).
2. New officers will take office on September 1 at the beginning of the club year.
3. Clear election winners, receiving the most votes where there is no tie to break, will be formally notified by the vice president within 48 hours of the conclusion of the official voting process.
4. Tie Breaker Criteria: If any vote is tied, the acting vice president at the time the vote is announced shall have the right to break the tie. The tie break process should be completed within 48 hours of the end of official voting, and winners shall be notified within 72 hours by the vice president.
5. Officer Standard Academic Performance: Officers who fail to meet the minimum GPA standard will be recalled by the Leadership Council after notification from AMU/APU. The Leadership Council may make the choice of issuing a special election of the officer or to appoint a student to fulfill the current term.
6. Special Elections: When necessary special elections will be administered by the secretary. If the special election is for the secretarial position the vice president will administer the election.
7. If only one person runs for any office uncontested then no election is necessary for that office.
8. With the exception of the EIC, the President will appoint new officers as needed to fill vacant positions.

### Article VI MEETINGS Section 1:

1. Regularly scheduled meetings will be held on a quarterly basis, presided over by the president or his officer. There shall be an agenda created by the secretary and Robert's Rules of Order shall be followed. Meetings may be held in a conference styled online discussion, via telephone conference, chat room, or other designated method to facilitate a sense of a formal meeting. Whenever possible meetings shall be held in a format that does not require membership to pay to attend or participate, beyond Internet access.
2. Announcements of the scheduled meeting and method to access the meeting will be sent to the membership a minimum of three weeks prior to the meeting.

### Section 2:

1. Special meetings may be called for special elections and other unexpected policy decisions affecting business. A quorum shall be 20 per cent of the membership.

### Section 3:

1. Committee meetings may be held as required by the committees and ad hoc committees formed by this body.

## Article VII FINANCES

Student fees and fundraisers will require the nomination and development of a new officer, the treasurer. These items are not required at the time of the development of this constitution.

## Article VIII RECALL

### Section 1: Full Members

1. Student members are required to attend one meeting per year.
2. Student members are not required to vote.
3. A student member will be placed on probation with voting privileges revoked when failing to meet the required GPA of this body. When the student is again eligible for full membership, it shall be granted without prejudice.

### Section 2: Associate Members

1. Attached, Alumni Standing and Emeritus Standing members are not required to attend meetings, nor are they required to vote.
2. There is no recall for Associate Members.

### Section 3: Voluntary Separation

Members are required to send a letter via email to the vice president requesting separation from this body if they choose to leave the club. This will allow that member to be removed from the active membership roll. Full members may request to be moved from Full membership to Associate membership.

## Article IX AMENDMENTS

Amendments for the constitution and its bylaws may be proposed by all full members of this body during general meetings. Amendments may be proposed during a meeting or requested by a full 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 X.

## Article X RATIFICATION

Proposed amendments to the constitution and its bylaws will be sent via email or electronic message to each full member. Each full member, excepting the vice president, will review and send by return email a single yay or nay vote to the organizational email address:

historyclubapus@gmail.com. Members shall 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 shall follow the same procedure of electoral voting.

All new members will need to go to the documents section of the website and download and electronically sign the Standards of Conduct and return to the current secretary at sec.historyclubapus@gmail.com.

Original approval: August 1, 2011

Latest Revision: April 4, 2018