

**CONSTITUTION  
of  
THE NATIONAL ASSOCIATION OF STATE VETERANS HOMES**

**ARTICLE I**

**Name**

Section 1. The name of the organization shall be the National Association of State Veterans Homes (NASVH).

Section 2. The Headquarters of the National Association shall follow the residence of the Secretary/Treasurer of the Association.

Section 3. All meetings and proceedings shall be conducted in accordance with the Constitution and Bylaws of the National Association of State Veterans Homes. All proceedings and procedures not set forth by the Association's Constitution and Bylaws shall be governed by "Robert's Rules of Order."

**ARTICLE II**

**Purpose**

The purpose of the Association shall be:

Section 1. To establish and maintain the highest standard of care for veterans and their dependents who reside in or are serviced by a State Veterans Home.

Section 2. To provide a coordinated, composite analysis of the financial and legislative support required by our institutions.

Section 3. To exhibit solidarity in the presentation of the needs of State Veterans Homes to members of Congress and of their responsibility in meeting those needs.

Section 4. To provide a clearinghouse for new techniques, best practices, and innovations in the care of veterans residing in or being serviced by State Veterans Homes.

Section 5. To establish and maintain a Memorandum of Understanding with the United States Department of Veterans Affairs to promote our mutual efforts and concerns in providing quality care for veterans residing in or being serviced by State Veterans Homes.

Section 6. To work in conjunction with other organizations and groups of mutual interest and advocacy, including veterans service organizations, in the promotion and education of the State Veterans Home program.

**ARTICLE III**

**Membership**

**A. Eligibility for Membership**

Section 1. Each State Veterans Home certified by VA or applying for certification, or annex thereto, or extension thereof, located within a state or territory, after having paid such dues as are hereinafter assessed, shall be considered an organizational member of the Association.

Section 2. Each organizational member shall be represented by one voting member in all business matters, meetings, and conferences of the Association.

Section 3. There shall be additional classes of membership described as Honorary, Executive and Associate Members, who shall be composed of such individuals described below.

## **B. Membership Definitions**

Section 1. The term “Member” as used hereinafter is defined as follows:

The Commandant, Administrator, or one holding a comparable position, or their designees, of each certified State Veterans Home, or annex thereto or extension thereof, located within a state or territory, and who shall have paid such dues as are hereinafter to be assessed.

Section 2. The term “Honorary Member” as used hereinafter is defined as follows:

Such former members as previously qualified under Section 1, and such other persons, including Past Presidents, who have made a lasting contribution to the Association and the State Home Program. Honorary membership will be approved by a majority vote of the Executive Committee.

Section 3. The term “Executive Member” as used hereinafter is defined as follows:

The Chief Executive of the State or Contracting Agency or designee, who is directly responsible for oversight and management of a certified State Veterans Home or group of Homes that are already members as defined in Article III A. Section 1, and whose Commandant(s), Administrator(s) etc., is(are) a “Member(s)” as defined in Section 1 above.

Section 4. The term “Associate Member” as used hereinafter is defined as follows:

The designated individual of the State Agency who is responsible for the promotion, planning and/or construction of a future State Veterans Home.

## **ARTICLE IV**

### **Subdivision of Organization**

Section 1. The Association shall be divided into the following four (4) regions:

REGION NO. 1. - Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island and Vermont.

REGION NO. 2. – Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, Pennsylvania, South Dakota, and Wisconsin.

REGION NO. 3. - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

REGION NO. 4. - Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

Section 2. Each region shall, from its own membership, and while in caucus at the Summer Conference, elect a Regional Director. The four (4) Regional Directors shall become members of the Executive Committee.

Section 3. Regional meetings or proceedings of the regional committee may be called by the Regional Director, or at the request of the majority of the regional members. A report of such committee meetings shall be provided to the NASVH membership at large at the next scheduled conference.

## **ARTICLE V**

### **Authority**

Section 1. Absolute authority of the Association shall be vested in the Membership of the Association, acting as a body, at any conference of the Association.

Section 2. The Executive Committee shall have the authority in the interim between conferences, and in the best interest of the Association, to take warranted action in emergency situations or under such authority as defined in Article III of the Association Bylaws.

## **ARTICLE VI**

### **A. Meetings**

Section 1. The Association shall have two major conferences each year:

1. The general membership shall meet at the Winter Conference in the Washington, D.C. area.
2. The general membership shall meet at a Summer Conference in a state and site determined by the Association's Summer Conference Committee.
3. Other meetings of the Association and its committees will also be held in order to conduct routine or special business of the Association.

### **B. Quorums, Voting Privileges and Proxies**

Section 1. A quorum shall consist of one third (1/3) of the paid-up members of the Association at the time of convening of any conference or meeting at which a quorum is required.

Section 2. Each State Home member, as defined in Article III B., Section 1 of this Constitution, shall be entitled to one vote during any conference or meeting of the Association.

Section 3. Any voting member not present at any conference or meeting of the Association may by previous written authority cast an absentee ballot during the business portion by electronic means established for that meeting. The absentee voting member shall bear the responsibility of any administrative costs incurred for this procedure.

Section 4. An Executive member as defined in Article III B., Section 3 of this Constitution, possesses the same voting privileges as stated in Sections 2 and 3 above. In no case, shall the total votes cast by a state exceed the number of Homes in that state which are members of the Association. When elected or appointed to a committee, the Executive Member will be allowed to enter into deliberations and discussions of the committee and be granted voting privileges on issues that are of concern to that committee.

Section 5. Honorary and Associate Members may participate in discussions and deliberations of the Association at any conference or meeting of the Association at the discretion of the Presiding Officer. All said deliberations and discussions are to be considered advisory only. Such Honorary or Associate Members shall not

have voting privileges at any conference or meeting of the Association. Honorary and Associate Members may not serve as Officers or on any committees of the Association.

## **ARTICLE VII**

### **Officers**

Section 1. The membership shall elect the following officers at the Association's Summer Conference. These officers shall assume their duties immediately upon installation and shall serve for the term indicated.

1. President - 1 year
2. First Vice President - 1 year
3. Second Vice President - 1 year
4. Secretary - Treasurer - 3 years
5. Judge Advocate - Historian - 3 years
6. Legislative Officer - 3 years staggered with the Liaison Committee Chair
7. Liaison Committee Chair – 3 years staggered with the Legislative Officer

## **ARTICLE VIII**

### **Vacancies**

Section 1.

- a) The office of President, if vacated during the elected term of office, shall be filled by the First Vice President.
- b) The office of First Vice President, if vacated during the elected term of office, shall be filled by the Second Vice President.
- c) The office of Second Vice President, if vacated during the elected term of office, shall be filled at the next conference of the Association.

Section 2. With the exception of the President and the Vice Presidents, the Executive Committee shall be empowered to fill, by appointment, any vacancies occurring for any cause. Vacancies occurring among the Regional Directors shall be filled by a quorum of the membership from that Region as expeditiously as possible.

Section 3. Any elected officers may be removed from office by the membership for cause or as deemed in the best interest of the Association.

## **ARTICLE IX**

### **Employees**

The Association, through the Executive Committee, shall employ individuals or contractors from time to time as the need arises. This shall be done so in accordance with the provisions set forth in Article II of the Association's Bylaws.

## ARTICLE X

### **Finance**

Section 1. There is hereby established Membership Dues for the Association. These dues, as stated in Article V of the Bylaws, may be changed from time to time by the Membership of the Association, but no more than once annually. Membership Dues shall be paid annually.

Section 2. The fiscal year of the Association shall be July 1st of each year to June 30<sup>th</sup> of the following year.

Section 3. The Association shall have an annual budget presented by the Secretary-Treasurer and approved by the membership at the Association's Summer Conference.

Section 4. A special fund shall be established in the Annual Budget which may be disbursed at the discretion of the President with a concurrence of a majority of the Executive Committee. This fund shall cover any unforeseen emergencies or contingencies which may arise, and which is not provided for elsewhere in this Constitution or Bylaws.

Section 5. Business expenses of the Secretary-Treasurer and other Committee Chairs shall be approved by the President of the Association.

Section 6. Travel expenses for the Association Officers and/or Committee Chairpersons, as approved by the Association President, shall be reimbursed as follows:

A. NASVH Travel Reimbursement Rate:

1. Travel Expenses – Travel will be by the most economical direct route using a coach airline ticket or current Internal Revenue Service (IRS) “standard mileage rate” for automobiles. When vehicle travel is selected, no reimbursement will exceed the cost of a comparable airline ticket.
2. Lodging Reimbursement – Lodging shall be at the rate of single occupancy at the approved NASVH conference hotel.
3. Meal Allowance – Meals shall not exceed the current “standard meal allowance” of the IRS for that particular area.
4. Ground Transportation - Transportation shall be by the most economical means possible, i.e., train, subway, taxi, bus or rental car (if length of stay would show car rental to be a savings). All fares will be reimbursed at actual cost.

B. Documentation of Expenses: All above expenses incurred should be accompanied by receipts with the exception of subway, city bus, and reasonable tips.

C. All travel expenses for reimbursement shall be submitted within 60 days of incurred travel.

## **ARTICLE XI**

### **Amendments**

Section 1. This Constitution may be amended at any conference of the Association, at which a quorum is present, by a vote of two-thirds majority of the members present, provided that thirty (30) days written notice of the amendment(s) have been given each member.

## **ARTICLE XII**

### **Ratification**

Section 1. All acts heretofore performed in connection with the organization and establishment of this organization are hereby confirmed and ratified.

Revised Constitution Approved and Adopted: February 28, 2010  
Winter Conference  
Alexandria, VA