

Rules of the Student Assembly of Christopher Newport University

Forward

Purpose of Organization

BE IT RESOLVED that the purpose of the Student Assembly of Christopher Newport University is to promote the views, further the welfare, and execute the will of the Student Body.

Organizational Structure

BE IT FURTHER RESOLVED that the Student Assembly shall be comprised of two parts: 1) a Delegation of elected students representing the Colleges of the University, and 2) the Officers of the Student Assembly.

BE IT FURTHER RESOLVED that the following be the rules of the Student Assembly of Christopher Newport University:

- Rule I -

Organization of the Members for the Student Assembly Delegation

Members of the *Student Assembly Delegation* shall have the general management of the *Student Assembly* based upon the *Rules of the Student Assembly* as ratified by the *Student Body of Christopher Newport University* or amended by the Delegation.

The Delegation shall consist of:

- (a) Four (4) Delegates from each College of the University as defined by the most current official catalog of Christopher Newport University. If graduate programs exist in the current catalog, then the Delegation will also consist of one (1) Delegate of Graduate Studies.

- Rule II -

Organization of the Student Assembly Executive Committee

The Student Assembly Executive Committee will consist of 1) the Officers, 2) Standing Committee Chairmen and other recognized Student Offices, and 3) Others with Designated Privilege

Officers

- (a) One (1) *President of the Student Assembly* and one (1) *Co-President of the Student Assembly* with the power to execute the vested interest of the Student Body, with the President having final say.
- (b) One (1) Chief of Staff for the President and One (1) Chief of Staff for the Vice-President. These office holders shall have the right to act as surrogates with written direction.

- (c) Additional Officers the President or Co-President may need to create with nomination and appointment by the Delegation.

Standing Committee Chairmen and other Recognized Student Offices

- (d) The Chair of any prescribed standing committees in **Rule VI.**
- (e) Chief Operations Officer of the Office for Student Legislative Affairs.

Others with Designated Privilege

- (f) Any student sitting on an Administrative or Faculty Committee whom the President or Co-President of the Student Assembly recognizes to give a report at an Executive Committee Meeting.
- (g) A Faculty advisor who is a member of Christopher Newport University's Faculty and will be appointed by the President and Co-President.
- (h) An Administrative advisor who is a member of Christopher Newport University's Administration and will be appointed by the President and Co-President.

- Rule III -

General Student Assembly Membership Selection

- (a) Membership of the Student Assembly shall be restricted to degree-seeking students of Christopher Newport University as defined by the Registrar of Christopher Newport University. Each student filing to hold a position in the Student Assembly must sign a waiver that allows the registrar to confirm his degree seeking status. Students wishing to seek office must submit a letter of intent to the Student Elections Commission at least two weeks prior to the date called for election.
- (b) Before any election the President, Co-President, or a surrogate with written consent of either, must send a written call for elections to the dean of each College and the Director of Graduate Programs. Non-compliance with this directive is grounds for immediate dismissal of the President and Co-President without execution.
- (c) Each member of the Student Assembly will remain in his position with full participatory rights until any newly elected representatives have accepted the Certificate of Election. Each member has the right to resign from office to assume another position in the Student Assembly.
- (d) Each person may only hold one seat in the Student Assembly.
- (e) The Student Assembly Elections Commission will administer the elections.

- Rule IV -

Methods of Selection for Members of the Delegation

- (a) The call for election of the Student Assembly Delegation members shall be made no later than the second Friday of the Spring Semester. If a call is not made in said time, the first resolution of every Delegation meeting will be a charge of impeachment for the President until a call for election is made.
- (b) If more than four (4) students run for membership as Delegates from any given College, or one (1) from any given Graduate Program, then the seats will be up for election by the Students of the respective College/Graduate Program.
- (c) If any seat is not filled, the President and Co-President may make an appointment of a Student for the unfilled position. If the President and Co-President cannot come to an agreement, then a vote on one appointment nominee by the President and one appointment nominee by the Co-President may be heard and voted upon by the Delegation.
- (d) To run or vote for any positions from each College/Graduate Program, he must be enrolled in that College/Graduate Program.
- (e) To run or vote for the one (1) Delegate position from the Graduate Program at Christopher Newport University, a student must be enrolled as a full-time Graduate Student.
- (f) The Co-President shall facilitate the election of a *Speaker of the Delegation at the first meeting of the newly elected Delegation*.

- Rule V -

Methods of Selection for Officers

- (a) The call for election of the Officers of the Student Assembly shall be made no later than the first Friday after Spring Recess. If a call is not made in said time, the first resolution of every Delegation meeting will be a charge of impeachment for the President until a call for election is made.

- Rule VI -

Rules of Order

- (a) The current authorized edition of Robert's Rules of Order: Newly Revised ("Robert's Rules of Order") shall be the designated rules of order for the Student Assembly.
- (b) All resolutions to amend or ratify a portion of this document shall be submitted in writing to the Committee on Internal Affairs without reading or debate. Upon ratification by a majority vote of this committee, the proposed amendment or ratification may be brought before the Delegation.
- (c) A constituent may bring ratification to the Committee on Internal Affairs by retrieving signatures of 3/4ths of the constituent population.

- Rule VII -

Meetings

- (a) General Meetings of the Delegation shall be conducted every first and third Monday of each month during the fall and spring semesters. Ballots by written vote may be conducted during summer and winter sessions if needed.
- (b) Standing Committees and Working Committees shall be conducted every second and fourth Monday of the month.
- (c) Every Monday prior to a school designated recess shall be a General Meeting of the Delegation, subsuming the Standing Committee and Working Committee meetings.
- (d) Executive Committee Meetings will be held the first Thursday of each month.
- (e) The Co-President shall have the right to cast a tie-breaking vote if needed.

- Rule VII -

Committees

The Committees will consist of standing committees, working committees, and any special committees designated by the President and Co-President.

Standing Committees

- (a) All Standing Committees shall internally elect a new chairman after any new elections of the Delegation.
- (b) The duties of the Chairman shall be to, run the committee meetings, provide a tie vote on any committee issue, provide representation for the committee at Executive Committee meetings, and provide a report of the Standing Committees twice monthly at each General Assembly meeting,
- (c) A Delegate may only sit on one Standing Committee.

There shall be the following Standing Committees:

- (a) The Budget Committee shall consist of the President and Co-President as well as one (1) student appointed by the President, one (1) student appointed by the Co-President, and two (2) members of the Delegation as elected by the Delegation.
 - 1) The purpose of this committee is to:
 - i) Define and set an annual budget for the administration of the Student Assembly from any given allocations by the University, private funding, and any previous balances in the Student Assembly account.
- (b) The Allocation Committee shall consist of the President and Co-President as well as one (1) student appointed by the President, one (1) student appointed by the Vice-President, and two (2) members

of the Delegation as elected by the Delegation. All four of these appointments may not consist of anyone on the Budget Committee.

1) The purpose of this committee is to:

- i) Vet requests for any allocations to be given by the Student Assembly, to include but not limit to awards and monies under control of the Assembly.
- ii) Make recommendations to the Delegation pertaining to the requests.
- iii) Upon approval of the Assembly with a 2/3rds, award the requests.

(b) The Academics Committee shall consist of one (1) member of the Delegation from each college/graduate program nominated by both the President and Co-President and approved by the Delegation with majority vote.

1) The purpose of this committee is to:

- i) Address academic policy concerns of the student body.
- ii) Recommend to the Assembly appropriate policy suggestions to be taken to the administration.
- iii) The chairman of this committee shall request a meeting once a month with the Provost to advocate the student voice concerning academic matters.

(c) The Student Life Committee shall consist of one (1) member of the Delegation from each college/graduate program nominated by both the President and Co-President and approved by the Delegation with majority vote:

1) The purpose of this committee is to:

- i) Address policy concerns of the student body on Dining Services, Housing Services, policies of the Office of Student Activities, and Parking Services.
- ii) Recommend to the Assembly appropriate policy suggestions to be taken to the administration.
- iii) The chairman of this committee shall request any necessary meetings with administrators to make these policy suggestions heard.

(d) The Legislative Affairs Committee shall consist of (3) members of the Delegation, the Chief Operating Officer of the Student Office of Legislative Action, the President, and Co-President of the Student Assembly.

1) The purpose of this committee is to:

- i) Address policy concerns of the student body outside of the University with local, Commonwealth, and Federal concerns.
- ii) Recommend to the Assembly appropriate policy suggestions..
- iii) The Chief Operating Officer of the Student Office of Legislative Action shall have the right to act upon this information with the approval of the Assembly.

(e) The Committee on Internal Affairs will meet as necessary when called by the President or a majority of the Assembly Delegates. The President, Co-President, Speaker, and two (2) Delegates as elected by the Delegation shall sit on this committee

- 1) The purpose of this committee is to:
 - i) Handle all issues deemed of importance within the internal structure of the Student Assembly
 - ii) Recommend to the Assembly appropriate remedies.
 - iii) With a majority vote, these remedies must be implemented.

Working Committees

A majority vote of the Assembly shall create a working committee for which the Speaker of the Delegation may designate members or constituents.

- (a) Working Committees should contain no more than four (4) total members.
- (b) A Delegate may only sit on one Working Committee.
- (c) These committees terminate with the election of new Delegation members.

- Rule VIII -

Removal from Office

- (a) The President, Co-President, appointments, and members of the Delegation may be removed from office by a 2/3rd majority vote of the Student Assembly Delegation.
- (b) The Assembly will immediately begin the process by which the member was chosen to fill the empty seat.
- (c) Once a member of the Student Assembly is removed from office, all participatory rights are void. If you are a member of the Delegation, you may not vote on your own removal from office.
- (d) A member may resign by notifying the President or Co-President in writing. Upon receipt of the resignation the assembly will immediately begin the process by which the member was chosen to fill the empty seat.

- Rule IX -

Commission on Student Elections and Ratification

- (a) There shall be a Commission on Student Elections that will convene upon any call for elections.
 - 1) The Commission on Student Elections will be composed of five (5) non-running constituents who shall run the elections in association with the current bylaws.
 - 2) The President shall appoint Three (3) members, Two (2) members will be appointed by the Co-President.
- (b) All ratifications to this document or the bylaws shall be presented and approved by the Internal Affairs Committee and ratified by this committee prior to being brought to the General Assembly Meeting.
- (c) A two thirds (2/3rds) vote at the General Assembly Meeting shall be required to make any changes to the Rules or Bylaws.

Bylaws of the Student Assembly of Christopher Newport University

- Elections Commission -

General Information

Commission of Student Elections

All executive and regulatory authority with a call for elections shall rest with the Commission of Student Elections (CSE). Any dispensation requests with elections regulation will be heard and ruled on by the CSE. Members of the CSE shall be prohibited from maintaining any affiliation with candidates. If a candidate has violated an election procedure, an eligible voter may write a written report of the violation and submit it to the CSE Chairman. The CSE will convene to enforce the rules and possibly disqualify a candidate.

Elections Commission Definitions

- (a) Campaign Material – Any paraphernalia making reference to the question of elections, including, but not limited to: flyers, literature, pamphlets, buttons, clothing, and advertisements.
- (b) Campaigning – Any candidate endorsed statement, display, campaign material, or activity that promotes a candidate during the 2009 – 2010 elections.
- (c) Eligible Voters – Anyone eligible to hold office in the Student Assembly

General Rules and Procedures

Elections Procedure

- (a) Campaign materials must adhere to the Student Assembly of Christopher Newport University's (SACNU) Posting Policy, The Residence Hall Association of Christopher Newport University's (RHA) Posting Policy, and the Christopher Newport University Student Handbook. Violation of this regulation may result in disciplinary action and/or possible removal from the election of the violator.
- (b) Slanderous campaigning will not be tolerated, and will result in removal of candidacy.
- (c) Bribing of any sort will not be tolerated, and will result in removal of candidacy.
- (d) President and Co-President candidates must petition and receive 200 valid CNU student signatures from the whole student body. Delegation Candidates must petition and receive 100 valid CNU student signatures from their respective class.
** If signatures are contested, a candidate will be permitted 24 hours to obtain the remaining necessary signatures while still being permitted to continue following the rest of the timeline.
- (e) Nomination signatures must be obtained from eligible voters as defined herein. Signatures may not be submitted electronically, by power of attorney, and an eligible voter may not sign a nomination form for a specific candidate more than once.
- (f) No campaigning may begin until seven days prior to the call for that Candidate's election. Campaigning includes websites and instant-messaging profiles, as well as social networking applications such as Facebook.
- (g) Candidates cannot spend more than \$350 on their campaigns including in-kind contributions.

- (h) Removal of any candidates' campaign materials will not be tolerated, and will result in removal of candidacy.
- (i) Candidates may not run for more than one Office of SACNU during an election call.

Voting Procedure

- (a) On the ballot, the candidates names will be placed in an ordered list, alphabetically (Last Name, First Name) with the position for which they are running, bolded in the heading directly above.
- (b) The order of the offices on the ballot will be as follows: President, Co-President, and Delegation Members
- (c) On the ballot, all check boxes, radio buttons, or any other type of input fields must be left blank (ie. no default candidate may be selected automatically by the computerized ballot).
- (d) All ballots must be able to be submitted incomplete. Any abstention votes will not be counted for any candidate the eligible voter chooses not to vote for.
- (e) No campaigning is permitted within 50 feet of any CSE polling station. This includes posters, flyers, handouts, verbal campaigning, etc.
- (f)** The winner of each election will be determined by the most populous votes of eligible voters.

Elections Certification

- (a) In the case of no contest of an office, the CSE will issue a Certificate of Office to the Candidate.
- (b) Upon contest of an office, the CSE will wait until the duration of the Election and issue a Certificate of Office to the winning candidate upon conclusion of the voting procedure.
- (c) The CSE will refrain from issuing a Certificate of Office until all complaints/disputes towards the validity of that office's election have been dispensed.
- (d) The CSE will notify the President and Co-President of SACNU when any Certificates of Election are issued. A current Officer or Member of SACNU will be required to swear in each new Officer or Member of SACNU at that time, or, at their discretion, may issue a written Statement of Office and withhold the official oath until the next General Assembly meeting of the Student Delegation.

- Posting Policy -

Postings shall be defined as signs, fliers, posters, advertisements, pamphlets, announcements, handbills, and banners.

General Rules

- (a) All parties are only allowed *one* posting per SACNU OK'ed bulletin board or entire kiosk.
- (b) Postings shall not exceed 8.5" x 11", unless approved otherwise by the President, Co-President, or designated surrogate.
- (c) When posting, all parties must be considerate of other postings that have been and will be placed on the posting boards. Any member of the Assembly may remove inconsiderate postings.
- (d) Postings must be taken down at most five days after the event date.
- (e) Postings must be dated.
- (f) Authorized postings that do not have an event date are allowed to remain posted for up to 14 days.
- (g) If parties wish to re-post their fliers, they must have an updated date posted (this is to reduce clutter of old postings).
- (h) All postings must be posted with thumbtacks on approved boards (no staples allowed).

CNU Recognized Student Organizations

- (a) *Such organizations do not* have to get their postings approved before posting if the name of their recognized student organization is clearly identified.

Students, Non-Recognized Student Organizations and Off-Campus Vendors

- (a) Such organizations must submit their posting(s) to the Student Assembly (Student Union Rm. 367) for approval before posting (if approved, photocopies may be made of the approved posting(s) that have an approval stamp to be posted), and
- (b) Must clearly identify their name or organization they represent.

Pamphlets/ Handbills

- (a) Pamphlets/handbills must clearly may be left unattended, in stacks, if the appropriate authorities have given approval as determined by the location.

Chalk

- (a) Chalk is permitted on walkways that are easily washable in the rain. Chalk on covered walkways is not permitted. Chalk is prohibited on all buildings, walls, painted surfaces, ceilings, floors, etc. Chalk of any kind must be removed within five business days of the event.

David Student Union

****SEE STUDENT UNION POSTING POLICY****

- (a) Organizations with designated display cases from the Student Union Board or SACNU are expected to follow the guidelines within the posting policy.
Contact the Residence Hall Association (RHA) or respective hall director(s) at least 48 hours prior to the desired posting time.

Freeman Center

- (a) The Freeman Center information desk shall clear all postings.
- (b) All postings are to refrain from being degrading, disrespectful, or offensive and may not:
 - 1) Promote the usage, possession, or sale of any illegal substances or alcohol.
 - 2) Be sexually explicit in any manner.
 - 3) Attack any religion, race/ethnicity, sexual orientation, gender, academic departments, classes, individual students, or members of the faculty/staff/administration.
 - 4) Be posted on vehicles, bicycles, benches, glass surfaces, light posts, roofs, ceilings, brick surfaces, trees, fences, or doorframes.
 - 5) Failure to abide by this rule may result in damage billing.

Fines for failure to comply with the Posting Policy

- (a) Any organization that leaves a posting up longer than five business days after an event will be given a warning. If the organization fails to comply with the warning, they will receive a second warning and two business days to adjust or remove their posting(s). Upon third violation of the rules, the party/organization will lose their posting privileges for the remaining portion of the semester. If an organization wishes to appeal this, they may go in front of the Student Assembly's Student Life committee.
- (b) Failure to follow the posting guidelines or pay fines within 30 days will result in suspension of posting privileges for the remaining portion of the semester.

Interpretation

- (a) The authority to interpret this policy rests with the Assembly.
- (b) The Student Assembly President, Co-President, and any surrogates hold the responsibility to interpret the acceptability of postings that need to be approved.