



# Rules of the Christopher Newport University Student Assembly



# Rules of the Christopher Newport University Student Assembly

## 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 Student Assembly Delegation

Members of the Student Assembly Delegation shall carry out the general management of the Student Assembly based upon the Rules of the Christopher Newport University Student Assembly (CNUSA) as defined herein.

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

The Student Assembly Officers will consist of 1) the President, 2) the Vice-President and 3) their respective chiefs of staffs and 4) nominated and appointed officers.

The Executive Advisors will consist of 1) Standing Committee Chairmen, 2) other recognized student officers and 3) others with designated privileges.

## Executive Officers

- (a) One (1) *President of the Student Assembly* and one (1) *Vice-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 Chiefs of Staffs shall have the right to act as surrogates for their respective President or Vice-President they serve with written direction.

- (c) Any additional officers the President and Vice-President wish to nominate that are confirmed by the Delegation but expire upon the end of the term.

### **Executive Advisors**

- (a) The Chairman of any of the standing committees outlined in Rule IX.
- (b) Any student sitting on an Administrative or Faculty Committee whom the President or Vice-President of the Student Assembly recognizes to give a report at an Executive Advisory Meeting.
- (c) Others with Designated Privilege
  - a. One (1) standing Faculty Advisor and one (1) Administrative Advisor who are members of the Christopher Newport University Faculty/Administration, which shall be appointed by the President and confirmed by the Delegation each Presidential term.
  - b. Any additional members of the Christopher Newport University Faculty/Administration to act as an executive advisor whom the President or Vice-President of the Student Assembly recognizes to give a report/advisory opinion at an Executive Advisory Meeting.

### **- Rule III -**

#### General Student Assembly Membership

- (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 an information release waiver that will allow 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) When the call for elections are made, the President, Vice-President, or a surrogate with written consent of either, must send a written call for elections to the dean of each College and to the Director of Graduate Studies within two days of the call. Non-compliance with this directive is grounds for immediate dismissal of the President and Vice-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 within 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 may make an appointment of a Student for the unfilled position to be confirmed by the Delegation.

- (d) Students who wish to run or vote for any positions from each college must be a student of that respective college.
- (e) Students who wish to run or vote for the one (1) Delegate position from the graduate program must be a graduate student.
- (f) The Vice-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 the Executive Officers

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 -**

#### Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Student Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Student Assembly may adopt.

### **- Rule VII -**

#### Amendment Procedure

- (a) All resolutions to amend 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 will be brought before the Delegation.
- (a) A constituent or constituents may amend this document by delivering a written resolution with signatures of 1/3 of the constituent population.

### **- Rule VIII -**

#### 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 Wednesday of each month.
- (e) The Vice-President shall have the right to cast a tie-breaking vote if needed.

### **- Rule IX -**

#### Committees

The Committees will consist of standing committees, working committees, and any special committees designated by the President and Vice-President or created by the Assembly.

## 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 Internal **Budget Committee** shall consist of the President and Vice-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.
  - 1) The purpose of this committee is to:
    - i) Define and set the annual budget for the Student Assembly given authority by the Dean of Students 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 Vice-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 that include, but are not limited to awards and monies under control of the Assembly.
    - ii) Make recommendations to the Delegation pertaining to the requests.
    - iii) Award the requests upon approval of the Assembly with a 2/3<sup>rds</sup>.
- (c) The **Academics Committee** shall consist of one (1) member of the Delegation from each college/graduate program nominated by both the President and Vice-President and approved by the Delegation with majority vote.
  - 2) The purpose of this committee is to:
    - i) Address academic policy concerns of the student body.
    - ii) Recommend to the Assembly appropriate suggestions to be taken to the administration.
    - iii) Ensure open communication with the CNU Administration by requiring that the chairman of this committee shall request a meeting once a month with the Provost to advocate the student voice concerning academic matters.
- (b) The **Student Life Committee** shall consist of one (1) member of the Delegation from each college/graduate program nominated by both the President and Vice-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, Student Activities, and Parking Services.
    - ii) Recommend to the Assembly appropriate policy suggestions to be taken to the University.
    - iii) Ensure communication of the Student Body wishes to the respective CNU officials concerning dining, housing, student activities, and parking by requiring that the Chairman of this committee shall request any necessary meetings with administrators to make these policy suggestions heard.

- (c) 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 Vice-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) Ensure action by giving the Chief Operating Officer of the Student Office of Legislative Action the right to act upon this information with the approval of the Assembly.
- (d) The **Internal Affairs Committee** will meet as necessary when called by the President or a majority of the Assembly Delegates. The President, Vice-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, implement these remedies.

### **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 annual election cycle of the Delegation members.

### **- Rule X -**

#### Removal from Office

- (a) The President, Vice-President, appointments, and members of the Delegation may be removed from office by a 2/3<sup>rd</sup> majority vote of the Student Assembly Delegation.
- (b) Upon removal, 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. Delegates may not vote on their removal from office.
- (d) A member may resign by notifying the President or Vice-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 XI -**

#### 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, and the Vice-President shall appoint two (2) members.

- (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 Christopher Newport University Student Assembly

## - 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 regulations 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. Anonymous reports will be disregarded. The CSE will convene as needed 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

- (a) Campaign materials must adhere to the Christopher Newport University Student Assembly (CNUSA) Posting Policy, The Residence Hall Association of Christopher Newport University's (RHA) Posting Policy, and the Christopher Newport University Student Handbook. Violation of these regulations may result in disciplinary action and/or possible removal from the election of the violator.
- (b) Slanderous campaigning will result in removal of candidacy.
- (c) Bribing of any sort will result in removal of candidacy.
- (d) The Presidential and Vice-Presidential candidates must obtain 200 valid student signatures from the student body to be qualified to run for election. Delegation candidates must obtain 100 valid student signatures from students within their respective college or in the graduate studies program.  
\*\* If signatures are contested, a candidate will be permitted 24 hours to obtain the remaining necessary signatures while still being permitted to continue in the election process.
- (e) Nomination signatures must be obtained from eligible voters as defined herein. Signatures may not be submitted electronically.
- (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 opposing candidates' campaign materials will result in removal of candidacy.
- (i) Candidates may not run for more than one office of CNUSA during an election call.

### Voting Procedure

- (a) It is the President's duty to complete or appoint a surrogate to set up the voting process.

- (b) On the ballot, the candidates' names are to be placed in an ordered list, alphabetically (Last name, First name) with the position for which they are running in the heading directly above.
- (c) The order of the offices on the ballot will be as follows: President, Vice-President, and Delegation Members.
- (d) On the ballot, all check boxes, radio buttons, or any other type of input fields must be left blank (i.e. no default candidate may be selected automatically by the computerized ballot).
- (e) 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.
- (f) No campaigning is permitted within 50 feet of any CSE polling station. This includes posters, flyers, handouts, verbal campaigning, etc.
- (g) 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 Vice-President of CNUSA when any Certificates of Election are issued. A current Officer or Member of CNUSA will be required to swear in each new Officer or Member of CNUSA 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 CNUSA approved bulletin board or entire kiosk.
- (b) Postings shall not exceed 8.5" x 11", unless approved otherwise by the President, Vice-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).
- (i) 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. (*Failure to abide by this rule may result in damage billing.*)

### **CNU Recognized Student Organizations Exemption**

CNU Recognized Student Organizations do not have to get their postings approved in order to post 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**

Pamphlets/handbills may be left unattended, in stacks, if the appropriate authorities have given approval as determined by the location.

### **Chalk**

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\*\***

Organizations with designated display cases from the Student Union Board or CNUSA are expected to follow the guidelines within the posting policy.

### **Residence Halls**

**\*\*SEE RESIDENCE HALL ASSOCIATION 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**

The Freeman Center information desk shall clear all postings.

### **Fines**

- (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**

The Student Assembly President, Vice-President, and any surrogates hold the responsibility to interpret the acceptability of postings that need to be approved.

### **- Archiving -**

After one year, all official documents of CNUSA must be made available to Tribble Library for archival purposes upon request.