



# Charter of the Christopher Newport University Student Assembly

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# Charter of the Christopher Newport University Student Assembly

## - Preamble -

### Purpose of Organization

BE IT RESOLVED that the purpose of the Christopher Newport University Student Assembly (Student Assembly) 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 Student Assembly Delegation (Delegation) of elected students representing the colleges of the University, and 2) the Student Assembly Executive (Executive).

BE IT FURTHER RESOLVED that the following articles make up the governing document of the Student Assembly of Christopher Newport University.

## - Article I -

### Organization of the Delegation

The Delegation shall consist of five (5) 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 shall also consist of one (1) Delegate of Graduate Studies.

## - Article II -

### Organization of the Executive

The Executive shall consist of 1) the President, 2) the Vice-President 3) the Chief of Staff and 4) the Vice-Chief of Staff These chiefs of staff shall have the right to act as surrogates for their respective President or Vice-President with written direction.

Advisors the Executive may call upon include but are not limited to:

- (a) The Chairman of any standing committee
- (b) Any student sitting on a Faculty or Administrative Committee
- (c) A standing Faculty Advisor and/or an 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

## - Article III -

### 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 shall sign an information-release waiver that shall allow the university registrar to confirm his degree seeking status. Students wishing to seek office shall submit a

statement of intent (with the information mentioned in the bylaws) to the Commission on Student Elections (CSE) at least two weeks prior to the first day of elections.

- (b) Each member of the Student Assembly shall remain in his position with full participatory rights until any newly elected representatives have accepted the Certificate of Election.
- (c) Each member has the right to resign from office to assume another position within the Student Assembly.
- (d) Each person may hold only one (1) seat in the Student Assembly.
- (e) The CSE shall oversee the elections.

## **- Article IV -**

### Methods of Selection for Members of the Delegation

- (a) The Executive shall form the CSE for elections of the members of the Delegation no later than the second Friday of the spring semester. If the CSE is not formed in said time, the first resolution of every delegation meeting shall be a charge of impeachment for the President until the CSE has been formed.
- (b) If more than five (5) students run for membership as Delegates from any given College, or one (1) from any given graduate program, then the seats shall 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 constituent for the unfilled position to be confirmed by the Delegation.
- (d) Students who wish to run or vote for any positions from each College shall 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 shall 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.

## **- Article V -**

### Methods of Selection for the Executive

- (a) The Executive shall form the CSE for the elections of the members of the Executive no later than the first Friday after Spring Recess. If the CSE is not formed in said time, the first resolution of every Delegation meeting shall be a charge of impeachment for the President until the CSE has been formed.
- (b) The President's Chief of Staff will be chosen by the President once he is elected.
- (c) The Vice-President's Vice-Chief of Staff will be chosen by the Vice-President
- (d) If the Executive fails to form the CSE in proper time there are grounds for immediate dismissal of the Executive.

## **- Article 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.

## **- Article VII -**

### Amendment Procedure

- (a) All resolutions to amend this document shall be submitted in writing to the Committee on Internal Affairs with no debate. Upon ratification by a majority vote of this committee, the proposed amendment shall be brought before the Delegation.
- (b) A two-thirds (2/3) vote in the Delegation shall be required to make any changes to the Constitution or Bylaws.
- (a) A constituent or constituents may amend this document by delivering a written resolution with signatures of one-third (1/3) of the constituent population.

## - Article 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 and Working Committees meetings shall be conducted every second, fourth, and fifth Monday of the month.
- (c) A General Meeting will take precedence over committee meetings with designation of the Speaker of the Delegation.
- (d) Executive Meetings shall be held the first Wednesday of each month.
- (e) No proxy votes are permitted.
- (f) The Vice-President shall have the right to cast a tie-breaking vote if needed.

## - Article IX-

### Committees

The Committees shall consist of Standing Committees and any Working Committees designated by the Delegation or Committee Chairman.

### 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 if requested 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 (1) 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.

The purpose of this committee is to define and set the annual budget for the Student Assembly from any given allocations by the Dean of Students, private funding, and/or any previous balances in the Student Assembly account.

- (b) The **Allocations 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.

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 Student Assembly.
- ii) make recommendations to the Delegation pertaining to the requests.
- iii) award the requests upon approval of the Assembly with a two-thirds (2/3) vote.

- (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.

The purpose of this committee is to:

- i) address academic policy concerns of the student body.
- ii) recommend to the Student 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.

- (d) 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:

2) 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.

- (e) The **Legislative Affairs Committee** shall consist of three (3) members of the Delegation from different colleges/graduate program nominated by the President and approved by the Delegation with majority vote.

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 Student Assembly appropriate policy suggestions.
- iii) the Chairman of this Committee will be the Chief Operating Officer of the Student Office of Legislative Action, unless otherwise designated by the Speaker of the Delegation approved confirmed at a General Meeting with majority vote.
- iv) 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.

- (f) The **Internal Affairs Committee** shall meet as necessary when called by the President or a majority of the Delegates. The President, Vice-President, Speaker of the Delegation, and two (2) Delegates as elected by the Delegation shall sit on this committee. If an issue is brought before the committee that involves a member of this committee, the member must recuse himself.

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.

### **-Article X-**

#### Removal from Office

- (a) The President, Vice-President, appointments, and members of the Delegation may be removed from office by a two-thirds (2/3) majority vote of the Delegation.
- (b) Upon removal, the Assembly shall 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 own removal from office.
- (d) A member may resign by notifying the President or Vice-President in writing.

### **-Article XI-**

#### Commission on Student Elections

There shall be a Commission on Student Elections (CSE) that shall convene once formed for each election.

- (a) The CSE shall be composed of five non-running constituents who shall run the elections in association with the current Bylaws.
- (b) The President shall appoint three members, and the Vice-President shall appoint two members.
- (c) For each call for elections, the CSE shall be recomposed.
- (d) Once the CSE is formed, the Vice-President will facilitate the first CSE meeting until the CSE votes on a Chairman.
- (e) The CSE will establish an elections timeline and be responsible for managing the elections.
- (f) Once a timeline is created, the CSE Chairman shall send a written notice of elections to the dean of each college and to the Director of Graduate Studies.
- (g) The CSE is responsible for collecting the statement of intent for candidates.
- (h) Once the election is complete and the winners have been identified, the CDE shall issue a Certificate of Election to each newly elected member.

# Bylaws of the Christopher Newport University Student Assembly

## - History -

Since 1964, Christopher Newport University, then Christopher Newport College of the College of William and Mary, has practiced collective Student Body representation. This representation has forwarded the vision and challenges of the student body to the administration, faculty, and organizations associated with Christopher Newport University. In 2009, the **Christopher Newport University Student Assembly** was designated the official body of representation by the Dean of Students' Office at Christopher Newport University.

## - Vision Statement -

To be the best and most efficiently run student representative body in the Commonwealth at to promoting the views, furthering the welfare, and executing the will of our constituents.

## - Mission Statement -

- To provide a receptive outlet for students to voice their concerns, thoughts and ideas to the necessary people to bring about change.
- To gain student involvement and responsibility in the University workings.
- To increase student involvement in decisions made that concern the students.

## - Statement of Values -

The Student Assembly shall adhere to a policy of equal access and rights through:

- (a) advocating for a Student Body in which all individuals have equal rights and are not discriminated against.
- (b) maintaining good attendance and regular office hours.
- (c) requesting all members of the Student Assembly have involvement in the external campus community and may include community service

## - Statement on Privacy -

- (a) Information a student may provide shall not be distributed outside of this organization without written consent.
- (b) Information provided by a third party shall be distributed outside of this organization without written consent.

## - Key Strategies -

- (a) The President
  - 1) Shall be the primary Executive Authority.
  - 2) Shall be the primary external liaison for the Student Assembly.
- (b) The Vice-President

- 1) Shall be the secondary Executive Authority.
  - 2) Shall be the primary Executive Authority as given by the President.
  - 3) Be the secondary external liaison for the Student Assembly.
- (c) Delegation
- 1) Shall initiate policy.

### **- Acknowledgement of the Courts -**

Christopher Newport University Student Assembly recognizes the legal systems of the City of Newport News, the Commonwealth of Virginia, and the United States of America.

### **- 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 shall 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 shall be disregarded. The CSE shall 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 shall 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 shall result in removal of candidacy.
- (c) Bribing of any sort shall result in removal of candidacy.
- (d) The Presidential and Vice-Presidential candidates shall obtain 200 valid student signatures from the student body to be qualified to run for election. Delegation candidates shall obtain 100 valid student signatures from students within their respective college or in the graduate studies program.  
 \*\* If signatures are contested, a candidate shall be permitted 24 hours to obtain the remaining necessary signatures while still being permitted to continue in the election process.
- (e) Nomination signatures shall 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 shall result in removal of candidacy.
- (i) Candidates may not run for more than one office of CNUA 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 shall 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 shall be left blank (i.e. no default candidate may be selected automatically by the computerized ballot).
- (e) All ballots shall be able to be submitted incomplete. Any abstention votes shall 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 shall be determined by the most populous votes of eligible voters.

### **Elections Certification**

- (a) In the case of no contest of an office, the CSE shall issue a Certificate of Office to the Candidate.
- (b) Upon contest of an office, the CSE shall 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 shall 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 shall notify the President and Vice-President when any Certificates of Election are issued. A current member of Student Assembly shall be required to swear in each new member of the Student Assembly 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, banners and all other items of similar nature.

### **General Rules**

- (a) Postings shall not promote the breaking of any local, state or federal laws as well as University regulations.
- (b) All parties are only allowed one posting per Student Assembly approved bulletin board or entire kiosk.
- (c) Postings shall not exceed 8.5" x 11", unless approved otherwise by the President, Vice-President, or designated surrogate.
- (d) All parties shall be considerate of other postings that have been and shall be placed on the posting boards.
- (e) Postings shall be taken down at most five days after the event date.
- (f) Postings shall be dated.
- (g) Authorized postings that do not have an event date are allowed to remain posted for up to 14 days.
- (h) If parties wish to re-post their fliers, they shall have an updated date posted (this is to reduce clutter of old postings).

- (i) All postings shall be posted with thumbtacks on approved boards (no staples allowed).
- (j) All postings are to refrain from being degrading or offensive and may not attack any religion, race/ethnicity, sexual orientation, gender, academic departments, classes, individual students, or members of the faculty/staff/administration.
- (k) Postings are not to be posted on vehicles, bicycles, benches, glass surfaces, light posts, roofs, ceilings, brick surfaces, trees, fences, or doorframes. (*Failure to abide by this regulation may result in damage billing.*)

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

CNU Recognized Student Organizations do not have to get their postings pre-approved (the name of the recognized student organization shall be clearly identified).

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

- (a) Shall submit their posting(s) to the Student Assembly (Student Union Rm. 367) for pre-approval before posting (if approved, photocopies may be made of the approved posting(s) that have an approval stamp to be posted).
- (b) Shall 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 shall be removed within five business days of the event.

### **David Student Union, Residence Halls and the Freeman Center**

Please reference/consult the Student Union Posting Policy, Residence Hall Association (RHA) Posting Policy and/or the Freeman Center information desk for further posting regulations in the mentioned locations.

### **Fines**

- (a) Any organization that leaves a posting up longer than five business days after an event shall be given a warning. If the organization fails to comply with the warning, they shall receive a second warning and two business days to adjust or remove their posting(s). Upon third violation of the rules, the party/organization shall 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 shall 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.



**- Templates -**

**Statement of Intent**

I, \_\_\_\_\_, intend to run for \_\_\_\_\_ office for the \_\_\_\_\_ academic year.

**Call for Election**

I, \_\_\_\_\_, the President of the Student Assembly, do hereby choose these people to serve on the CSE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I, \_\_\_\_\_, the Vice-President of the Student Assembly, do hereby choose these people to serve on the CSE:

4. \_\_\_\_\_
5. \_\_\_\_\_

**- Archiving -**

Official documents over 12 months old shall be made available to the University Library for archiving.