



Governing Documents of the
Christopher Newport University
Student Assembly

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Articles 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 and Student Life of the University, and 2) the Student Assembly Executive (Executive).

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

- Article I -

Organization of the Delegation

The Delegation shall consist of four (4) Delegates of Academia from each college of the University as defined by the most current official catalog of Christopher Newport University. The Delegation shall also consist of twelve (12) Delegates of Student Life from multiple Residence Hall Areas with equal representation as defined in the Bylaws. If graduate programs exist in the current Catalog, then the Delegation shall also consist of one (1) Delegate of Graduate Studies. The Speaker of the Delegation shall be the Vice-President of the Student Assembly.

- Article II -

Organization of the Executive

- (a) The Executive shall consist of an elected 1) President, 2) Vice-President and 3) Chief Financial Officer. The executive may also contain 4) a Presidential Chief of Staff, 5) a Vice-Presidential Chief of Staff, 6) an assistant Chief Financial Officer and 7) any additional officers the President and Vice-President wish to nominate that are confirmed by the Delegation.
- (b) Any additional officers' offices shall expire upon the end of the Presidential term.

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- Article III -

Organization for Advisors of the Executive

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) One (1) tenured standing Faculty Advisor and one (1) standing Administrative Advisor (both of whom are members of the Christopher Newport University Faculty/Administration) shall be appointed by the President and confirmed by the Delegation each Presidential term.
- (d) The Assistant Dean of Students

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Comment: This needs much more discussion with Dean Hughes.

- Article IV-

Student Assembly Membership

- (a) Membership of the Student Assembly shall be restricted to good standing, 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 representative to confirm his degree seeking status and also confirm they will be enrolled as a degree seeking student the next semester.
- (b) Each member of the Student Assembly shall remain in his position with full participatory rights until any newly elected representatives have accepted a 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 Commission on Student Elections (CSE) shall oversee all elections.

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Comment: Moved this to Bylaws

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Methods of Selection for Members of the Delegation

- (a) The President shall convene the CSE with a call for elections of the Delegates of Student Life, to be given to the longest serving member of the CSE, no later than the first Friday of the Fall semester. If the CSE is not convened in said time, the first resolution of every General Meeting shall be a charge of impeachment for the President. Elections shall be held the second Friday of the Fall semester.
- (b) The President shall convene the CSE with a call for elections of the Delegates of Academia, to be given to the longest serving member of the CSE, no later than the first Friday of the Spring semester. If the CSE is not convened in said time, the first resolution of every General Meeting shall be a charge of impeachment for the President. Elections shall be held the second Friday of the Spring semester.
- (c) If more constituents run for election than seats available, then the seats shall be up for election by the students of the respective College/Graduate Program/Residence Hall Area.
- (d) 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 with a two-thirds (2/3rd) vote.
- (e) Students who wish to run or vote for any positions from each College shall be a student of that respective College.
- (f) Students who wish to run or vote for any positions from each Residence Hall Area shall permanently reside that year, in the respective Residence Hall Area.
- (g) Students who wish to run or vote for the one (1) Delegate position from the Graduate Program shall be a graduate student.
- (h) The Vice-President shall facilitate the election of a Secretary of the Delegation at the first meeting of the newly-elected Delegation.

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Methods of Selection for the Executive

- (a) The President shall convene the CSE with a call for the elections of the Members of the Executive no later than the first Friday after Spring Recess. If the CSE is not convened in said time, the first resolution of every Delegation meeting shall be a charge of impeachment for the President.
- (b) The President shall choose the Presidential Chief of Staff once he is elected.
- (c) The Vice-President shall choose the Vice-Presidential Chief of Staff once he is elected.

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- Article VII - 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 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 Working Committee meetings with designation of the Vice-President.
- (d) Executive Meetings shall be held the first week of each month.
- (e) No proxy votes are permitted in General or Working Committee Meetings.
- (f) The Vice-President shall have the right to cast a tie-breaking vote if needed, but have no further voting rights.

- Article IX - Committees and Commissions

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

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 Meeting.
- (c) A Delegate must sit on only one (1) Standing Committee until all membership numbers for all required Committees are met. If the membership numbers cannot be met, then a Delegate may sit on more than one Standing Committee.

There shall be the following Standing Committees:

- (a) The Internal **Budget Committee** shall consist of the Chief Financial Officer as its Chairman, the President, and Vice-President, as well as three (3) members of the Delegation as appointed by the President and approved 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 Allocations Committee, private funding, and/or any previous balances in the Student Assembly account.

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Commission on Student Elections -

There shall be a Commission on Student Elections (CSE) that shall convene upon any call for elections. -
<#>The CSE shall be composed of five non-running constituents who shall run the elections in association with the current Bylaws. Members of the Student Assembly in any fashion shall not serve on this committee. -
<#>The members of the CSE shall be nominated by a member of the Delegation, and approved by the Delegation with a majority. Members of the CSE shall be nominated and approved individually. Any member of the CSE may be removed by the Delegation with a majority. -
<#>If any open seats exist during a call for elections, the President may fill these seats. -
<#>The CSE will establish an elections timeline and be responsible for managing the elections. -
<#>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. -
<#>The CSE is responsible for collecting the statement of intent for candidates. -
<#>Once the election is complete and the winners have been identified, the CSE shall issue a Certificate of Election to each newly elected member. -

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- (b) The **Allocations Committee** shall consist of the Chief Financial Officer as its Chairman, two (2) Delegates of Academia and two (2) Delegates of Student Life as appointed by the President and approved by the Delegation. All four of these appointments may not consist of anyone on the Budget Committee.

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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 and the Graduate Studies Delegate as nominated by the President and confirmed by the Delegation. This committee shall not be any larger than six (6) Delegates.

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.

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- (d) The **Student Life Committee** shall consist of one (1) member of the Delegation from each Residence Hall Area as nominated by the President and confirmed by the Delegation. This committee shall not be any larger than six (6) Delegates.

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, and others as needed,
- 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.

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- (e) The **Legislative Affairs Committee** shall consist of four (4) members of the Delegation as nominated by the President and confirmed by the Delegation.

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 nominated by the Vice-President and 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.

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Comment: But this doesn't define that VA21 would be a part of this office. The office is designed to be a place for bi-partisan representation.

Nicolaus Usry 8/28/09 8:34 AM

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Executive Committees

There shall be the following Executive Committees:

- (a) The **Internal Affairs Committee** shall meet as necessary when called by the President, Vice-President, or a majority of the Delegates. This committee shall consist of the Vice-President as the Chairman, two (2) Delegates of Academia as appointed by the President and approved by the Delegation, and two (2)

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Delegates of Student Life as appointed by the President and approved by the Delegation .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, and
- ii) recommend to the Assembly appropriate remedies to be implemented with a majority vote at the General Meeting, unless otherwise specified within the governing documents.
- iii) This committee shall have the final opinion on all discrepancies regarding any governing document of the Student Assembly, that prevents the occurrence of a General Meeting. This committee may only use this designated power to make alterations of governing documents to allow for a General Meeting to occur.

(b) The Commission on Student Elections shall be considered an Executive Committee for any procedural reference such as a motion's order of precedence.

Working Committees

A majority vote of the Assembly may 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.

Commissions

A Chairman, as elected through prescribed procedure, shall run the Commissions. The Chairman shall set the agenda and run all meetings. The Chairman shall report to the General Meeting once a month with the Commissions current findings.

There shall be the following Commissions:

(a) The Commission on Student Elections (CSE) shall convene upon any call for elections., The CSE shall be composed of five (5) non-running constituents who shall run the elections in association with the current Bylaws. Members of the Student Assembly, in any fashion, shall not serve on this commission. The members of the CSE shall be nominated by a member of the Delegation, and approved by the Delegation with a majority. Members of the CSE shall be nominated and approved individually. Any member of the CSE may be removed by the Delegation with a majority vote. If any open seats exist during a call for elections, the President may fill these seats.

The purpose of this committee is to:

- i) The CSE will establish an elections timeline and be responsible for managing the elections.
- ii) 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.
- iii) The CSE is responsible for collecting the statement of intent for candidates.
- iv) Once the election is complete and the winners have been identified, the CSE shall issue a Certificate of Election to each newly elected member.

2) The Commission on Organizations' of Students shall convene upon any request by the Academics Committee or Student Life Committee to hear the concerns of student leadership on campus.

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Comment: But this doesn't define that VA21 would be a part of this office. The office is designed to be a place for bi-partisan representation.

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Comment: Houston (Jeff), we have a problem... how do you suggest we deal with this...?... We now have two cycles.

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j) The Chairman of this Commission shall be appointed by the President and approved by the Delegation.

-Article X-

Removal from Office

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- (a) Any member of the Student Assembly may be removed from office by a two-thirds (2/3) majority vote of the Delegation.
- (b) Upon removal of the President or Vice President, the Assembly shall begin the process by which the member was chosen to fill the empty seat.
- (c) Upon removal of a member of the Delegation, the Order of Succession shall be followed.
- (d) 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.
- (e) A member may resign by notifying the President or Vice-President in writing.

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Comment: Reverted. I think we need to define procedure... What were your thoughts here?

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- Article XI -

Amendment Procedure, Crisis, and Continuity Management

- (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 Articles or Bylaws.
- (c) A constituent or constituents may amend this document by delivering a written resolution with signatures of one-fourth (1/4) of the Student Body population.
- (d) If Crisis and Continuity Management is ever needed, they shall be initiated as described in the Bylaws.

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Bylaws of the Christopher Newport University Student Assembly

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- Vision Statement -

The Christopher Newport University Student Assembly aims to be the best and most efficiently run student representative body in the Commonwealth by promoting the views, furthering the welfare, and executing the will of our constituents.

- Mission Statement -

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.

- 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. The Student Assembly shall not discriminate against age, ancestry, color, disability, gender identity, national or ethnic origin, political affiliation, race, religion, sexual orientation, or veteran status.
- (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 may be distributed outside of this organization without written consent.

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Comment: •For some reason it didn't catch my deletion of your three bullets. Here they are: 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.

Jeff Myren 8/25/09 8:28 PM

Comment: What was wrong with those bullets?

- 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) Chief Financial Officer

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(d) Presidential and Vice-Presidential Chiefs-of-Staff

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1)(e) Delegation

- 1) Members of the Student Assembly Delegation shall carry out the general affairs of the Student Assembly based upon the Rules of the Christopher Newport University Student Assembly (CNUA) as defined.
- 2) Shall initiate policy.

- Residence Hall Areas -These shall be the Residence Hall Areas:

These areas may change by a two-thirds (2/3rd) vote of the Delegation. If any of these Residence Hall Areas cease to exist, the Internal Affairs Committee is required to submit a timely report to the Delegation to provide a solution.

- | | |
|---|---|
| <u>(a) York River East shall have one (1) Delegate.</u> | <u>(e) Potomac South shall have one (1) Delegate.</u> |
| <u>(b) York River West shall have one (1) Delegate.</u> | <u>(f) CNU Village shall have (2) Delegates.</u> |
| <u>(c) James River shall have two (1) Delegates.</u> | <u>(g) CNU Apartments shall have (2) Delegates.</u> |
| <u>(d) Potomac North shall have one (1) Delegate.</u> | <u>(h) Greek Village shall have (1) Delegate.</u> |
| | <u>(i) Santoro shall have two (2) Delegates.</u> |

- 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.

- Records and Information Recording -

The Student Assembly shall comply with the Corporate Records requirement of the Commonwealth of Virginia per VA Code § 13.1-932. Accordingly, these are the outlined rules of records accounting.

- (a) The Secretary of the Delegation shall keep minutes of all meetings of the Members of the Student Assembly and Executive Committee meetings.
- (b) The Secretary shall record all official actions taken by the members without a meeting as reported, and all actions taken by a committee as reported by its Chairman.
 - 1) Written communications of any kind are to be included.
 - 2) All digital documents are to be issued with the following statement: This message is a confidential transmission. The contents are covered by the Electronic Communications Privacy Act, Title 18, United States Code, §§ 2510-2521. If you are not the intended recipient of this message, dissemination or reproduction of this information, as well as taking action in reliance on the contents of this message, are expressly prohibited without permission. For more information, please see: http://www.usdoj.gov/criminal/cybercrime/wiretap2510_2522.htm.
- (c) A Member of the Delegation must report all official actions to the Secretary of the Delegation.
- (d) The Secretary of the Delegation shall record all names, titles, and addresses for the Members of the Student Delegation. This is to be kept in alphabetical order by class.
- (e) The Chief Financial Officer shall maintain appropriate accounting records. The Chief Financial Officer shall also be responsible for fees of incorporation with the Commonwealth of Virginia and the United States of America, if any.

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(f) The President shall be responsible for all articles, bylaws, current amendments, and other administrative documents of the Student Assembly.

(g) Any officer with a designated responsibility will make these records available upon request, at cost, and in a reasonable timeframe.

(h) The Secretary will be responsible for consolidating "a" through "f" into an annual report to be archived with the Tribble Library within 6 months and to be kept by the Student Assembly for three years.

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- Order of Succession -

(a) The President

1) Shall be succeeded by the Vice-President

(b) The Vice-President

1) Shall be succeeded by a Delegate as nominated and confirmed by the Delegation.

2) The Secretary shall be the acting Vice-President until such time.

(c) Chief Financial Officer

1) Shall be succeeded by an nominee of the President once approved by the Delegation

2) A member of the Delegation as nominated by the President shall be designated as an acting Chief Financial Officer until such time.

(d) Presidential and Vice-Presidential Chiefs-of-Staff

1) The President or Vice-President shall select a replacement.

(e) Delegates

1) Shall be succeeded by a nomination of the President's as approved by the Delegation.

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- Crisis and Continuity Management Procedure -

This section is included as a guideline for continuity management if a General Meeting of the Delegation can no longer be called. In order to engage this plan, the President of the Student Assembly and all member of the last Internal Affairs Committee to have quorum must sign a memorandum to the Dean of Students and President of Christopher Newport University outlining the crisis/continuity issue.

(a) The President shall convene the CSE to generate quorum through new elections for the opening positions preventing general management procedures from being in effect.

(b) If the CSE is unable to fill enough seats for quorum, the President of the Student Assembly may then take extraordinary measures to generate quorum of the General Meeting by nominating Acting Delegates from the pool of constituents who have represented the Student Assembly at one time or another in the past. This may include, but is not limited to, recalling resigned Delegates to become Acting Delegates. The President may not call on any representative removed from office by the Delegation.

(c) If "b" is not able to generate quorum, then the President of the Student Assembly shall nominate Acting Delegates from the constituent base until the next election.

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- Commission on Student Elections-

All executive and regulatory authority with a call for elections shall rest with the Commission on 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

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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 elections.
- (c) Eligible Voters – Anyone eligible to hold office in the Student Assembly.

General Rules

- (a) Students wishing to seek office shall submit a statement of intent to the Commission on Student Elections (CSE) at least two weeks prior to the first day of elections.
- (b) 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.
- (c) Slanderous campaigning shall result in removal of candidacy.
- (d) Bribing of any sort shall result in removal of candidacy.
- (e) 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. The Graduate Student Delegation candidates shall only need to obtain 25 valid student signatures from students within Graduate Studies.
** 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.
- (f) Nomination signatures shall be obtained from eligible voters as defined herein. Signatures may not be submitted electronically.
- (g) 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.
- (h) Candidates cannot spend more than \$350 on their campaigns including in-kind contributions.
- (i) Removal of any opposing candidates' campaign materials shall result in removal of candidacy.
- (j) Candidates may not run for more than one office of CNUSA during an election call.

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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.

Elections Certification

(a) The rights to any information provided during the election process shall terminate at the end of any given term-of-office within the Student Assembly, or disqualification of the right to hold an office, whichever comes first.

- Commission on Organizations’ of Students -

All executive and regulatory authority given to or requested from the Student Assembly pertaining to colonized student organizations shall rest with the Commission on Student Organization.

General Rules

- (a) The Commission on Organizations’ of Students (COS) shall provide venue for the discussion of challenges and/or concerns student run organizations on campus and their members, assist in the colonization of new organizations to meet the Student Body’s needs, facilitate cooperation between all organizations.
- (b) The COS shall consist of one representative from any recognized organization, as recognized by the University, or any organization as given a dispensation by the Chairman of the Commission.
- (c) The members of the COS shall each possess one non-transferable vote to give response to a query of the Commission’s Chairman. No proxy voting shall be permitted.

- 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.

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 These shall be the Residence Hall Areas: .
 These areas may change by a two-thirds (2/3rd) vote of the Delegation. If any of these Residence Hall Areas cease to exist, the Internal Affairs Committee is required to submit a timely report to the Delegation to provide a solution. .
 <#>York River East shall have one (1) Delegate. .
 <#>York River West shall have one (1) Delegate. .
 <#>James River shall have two (1) Delegates. .
 <#>Potomac North shall have one (1) Deleg(... [1]

- (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.*)

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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 -

Call for Election

I, _____, the President of the Student Assembly, do hereby issue a call for election for the office(s) of _____ on the _____ day of _____ in the year of _____.

Certificate of Election

I, _____, the longest serving member of the Commission on Student Elections of the Christopher Newport University Student Assembly, do hereby issue a Certificate of Election for the office(s) of _____ on the _____ day of _____ in the year of _____.

Oath of Affiliation

I, _____, do solemnly swear (or affirm) that I will faithfully execute the Office [enter office to which elected] of the Christopher Newport University Student Assembly, and will to the best of my ability, support, protect, and defend the governing documents and bylaws of this organization.

* This Oath of Affiliation may be temporarily modified on a specific occasion to include any deity (ie. God) the person being asked to swear the oath cares to include upon recital. The oath may not be read with the inclusion.

Statement of Intent

I, _____, intend to run for _____ office for the _____ academic year.

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