



Constitution for the Student Body of Christopher Newport University



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Dear Fellow Students,

This Constitution and its supporting documents are the result of several months of thoughtful preparation. It is strongly recommended that you familiarize yourself thoroughly with this document in order to intelligently cast your vote in the upcoming referenda on ENTER DATE. Prior to that date, meetings will be conducted to explain and clarify each article to the Student Body at ENTER DATE AND TIME and at ENTER DATE AND TIME. Since this Constitution and its governing documents may well represent the foundation of a successful representative body, it is your privilege and responsibility to educate yourself both to the structure and to the spirit which these documents are submitted.

The Student Representation Re-Structure Committee

- Preamble -

Purpose of Organization

The Student Body of Christopher Newport University (Student Body) shall be any person at Christopher Newport University who is seeking conferred recognition of knowledge by the Board of Visitors as defined by § 23-49.31 in the Code of Virginia. The Christopher Newport University Student Assembly shall be the Student Body governance instrumentality of this group as defined herein.

PURPOSE. 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.

PERPETUAL EXISTENCE. Except as otherwise provided by a majority of the Student Body, the existence of the Student Assembly shall have perpetual existence.

- Article I -

Derived Powers

The powers of the Student Body, as herein provided under this governing document, shall extend to all activities of the Student Body. These powers shall be vested in the Student Assembly of the Student Body.

- Article II -

Organizational Structure

The Student Assembly shall be comprised of two parts: 1) a Student Assembly Delegation (Delegation) of elected Students, and 2) the Student Assembly Executive (Executive).

The Student Assembly shall be no larger than 35 total Members, excluding Commissions and Ombudsmen.

- Article III -

Organization of the Delegation

The Delegation shall consist of twelve (12) Delegates of Academia and twelve (12) Delegates of Student Life as defined in the Bylaws.

- Article IV -

Organization of the Executive

(a) The Executive shall consist of an elected 1) President, 2) Vice-President and 3) a Treasurer. The Executive may also contain 4) a Presidential Chief of Staff, 5) a Vice-Presidential Chief of Staff, 6) an Assistant Treasurer 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.

- Article V -

Ombudsman of the Executive

Ombudsmen 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 Ombudsman and one (1) standing Administrative Ombudsman (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

- Article VI -

Student Assembly Membership

- (a) Membership of the Student Assembly shall be restricted to members of the Student Body who are good standing, degree-seeking students of Christopher Newport University as defined in the Virginia Code for Christopher Newport University. Each student filing to hold a position in the Student Assembly shall sign an information-release waiver that shall allow the Faculty Ombudsman to either confirm/deny his degree seeking status and also confirm/deny he 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.

- Article V II -

Methods of Selection for Members of the Delegation

- (a) The President shall convene the CSE with a call for elections of the Delegates, 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 and the Vice-President may now make the call for election. Elections shall be held the second Friday of the Fall semester.
- (b) If more constituents run for election than seats available, then the seats shall be up for election by the students of the respective College/Residence Hall Area.
- (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 with a two-thirds (2/3rd) vote.
- (d) Students who wish to run or vote for any positions from a College shall be a student of that respective College.
- (e) Students who wish to run or vote for any positions from each Residence Hall Area shall have plans to permanently reside, that year, in the respective Residence Hall Area.
- (f) The Vice-President shall facilitate the election of a Secretary of the Delegation at the first meeting of the newly-elected Delegation.

- Article VIII-

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, and the Vice-President may now make the call for election. Elections shall be held the second Friday of the Spring Recess.

- (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.

- Article IX-

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 X -

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 XI-

Committees and Commissions

The Committees shall consist of Standing Committees, Commissions, Executive Committees, and Working Committees as designated by the Delegation.

Standing Committees

- (a) All Standing Committees are regularly meeting, un-expiring, and permanent committees.
- (b) All Standing Committees shall internally elect a new chairman after any new elections of the Delegation.
- (c) 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 at each General Meeting.
- (d) A Delegate must sit on exactly one (1) Standing Committee. If the membership numbers cannot be met, a Delegate may sit on more than one Standing Committee.
- (e) All Standing Committees shall be defined in the Bylaws with information on policies and procedures of the committee defined in Operating Policies and Procedures.
- (f) A new Standing Committee may not be added to the Bylaws without a two-thirds (2/3rd) majority vote.

Executive Committees

- (a) All Executive Committees are defined as “Executive” instead of “Standing” because they are Standing Committees but not instructed to meet regularly. Executive Committees shall be defined in the Bylaws with information on policies and procedures of the committee defined in Operating Policies and Procedures
- (b) A new Executive Committee may not be added to the Bylaws without a two-thirds (2/3rd) majority vote.

Working Committees

- (a) Working committees are temporary committees created to explore a specific element of any aspect of the constituent universe more closely.
- (b) A majority vote of the Assembly may create a Working Committee for which the Vice-President may designate members or constituents.
- (c) Working Committees should contain no more than four (4) total members.
- (d) A Delegate may only sit on one Working Committee.
- (e) Working Committees terminate with the annual election cycle of the Delegation members.
- (f) All issues heard in Working Committees should occur after that of Standing and Executive Committees.
- (g) A list of all Working Committees will be kept by the Vice-President and available on demand of any Member of the Student Assembly and/or the Student Body.

Commissions

- (a) All Commissions are un-regularly meeting, un-expiring, permanent structural elements of the Student Assembly to be led by a member outside the Delegation where conflicts of interest of a member of the Delegation could occur.
- (b) 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.
- (c) The Commission on Student Elections may not be removed.

-Article XII -

Removal from Office

- (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 a member of the Student Assembly, the member shall be replaced as defined in the bylaws under Officer Replacement.
- (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 XIII-

Amendment Procedure, Crisis, and Continuity Management

- (a) All resolutions to amend this document shall be submitted in writing to the Internal Affairs Committee without debate prior to a recess for review. 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.

Bylaws of the Christopher Newport University Student Assembly

- Plans & Summaries -

- (a) The Executive Summary of the Student Assembly may be reviewed by the President or Vice-President and with changes approved by the Delegation. Until such time the document Attached to the Bylaws titled "Executive Summary" shall be the Executive Summary in affect.
- (b) The Organizational Plan of the Student Assembly may be reviewed may be reviewed by the President or Vice-President and with changes approved by the Delegation with a 2/3rds vote. Until such time the document Attached to the Bylaws titled "Organizational Plan" shall be the Executive Summary in affect.
- (c) The Public Relations Plan of the Student Assembly may be reviewed may be reviewed by the President or Vice-President and with changes approved by the Delegation. Until such time the document Attached to the Bylaws titled "Public Relations Plan" shall be the Executive Summary in affect.
- (d) The Financial Plan of the Student Assembly may be reviewed may be reviewed by the President or Vice-President and with changes approved by the Delegation. Until such time the document Attached to the Bylaws titled "Financial Plan" shall be the Executive Summary in affect.

- Officer Replacement -

- (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) Treasurer
 - 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 acting Treasurer 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.

- Crisis and Continuity Management-

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 members 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. 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.

Operating Policies and Procedures of the Christopher Newport University Student Assembly

- Key Policies-

The President

- 1) Shall be the primary Executive Authority.
- 2) Shall be the primary external liaison for the Student Assembly.
- 3) Shall assume ultimate responsibility for the functioning of all activities undertaken by the Student Assembly and to exercise such powers as may be expedient to carry out that responsibility.

The Vice-President

- 1) shall be the secondary Executive Authority.
- 2) shall be the primary Executive Authority as given by the President.
- 3) shall perform all the duties of the President in his absence.
- 4) be the secondary external liaison for the Student Assembly.

Secretary

- 1) shall serve as the primary recording and corresponding agent of the Delegation
- 2) shall serve as the primary recording and corresponding agent of the Executive Council unless other designation has been made by the President.

- 3) Shall serve as the Chairman of the Secretarial Staff; and as Chairman, may appoint membership for assistance in recording and correspondences with approval of the Delegation.

Treasurer

- 1) shall maintain and preserve all financial records of the Executive Council and the Student Assembly.
- 2) Share with the President the responsibility for the safekeeping and proper use of funds under the control of the Student Assembly.
- 3) Financial Reports shall be presented for auditing to the University Auditor upon request.

Presidential and Vice-Presidential Chiefs-of-Staff

- 1) shall aid the Executive as requested.

Members of the Student Assembly Delegation

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

- Procedure for Selection of Delegates -

The Delegates of Academia shall be selected through equal representation from each College of the University as defined by the most current catalog of Christopher Newport University (further defined in Virginia Code § 23-49.30).

The Delegates of Student Life shall be selected through these 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.

- | | |
|--|---|
| (a) York River shall have two (2) Delegates. | (e) CNU Apartments shall have (2) Delegates. |
| (b) James River shall have two (2) Delegates. | (f) Greek Village shall have (1) Delegate. |
| (c) Potomac shall have two (2) Delegates. | (g) Santoro shall have two (2) Delegates. |
| (d) CNU Village shall have (2) Delegates. | |

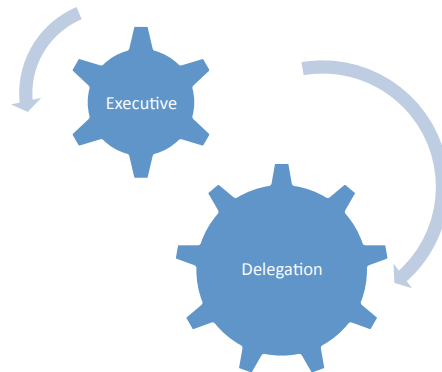
Executive Summary

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.

The Student Assembly is administratively located at 1 University Place, in the city of Newport News, Virginia, United States.

The Student Assembly's objective is to organize and operate the intellectual property required to maintain representation of the Student Body within all other parts of the University and its Strategic Plans.

The Student Assembly is organized into two groups, the Delegation and the Executive.



The Bylaws will serve as the five-year plan unless otherwise noted by a specific document.

Organizational Plan

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 **Student Assembly** was designated the official body of representation by the Dean of Students' Office at Christopher Newport University.

- Defined Standing Committees -

There shall be the following Standing Committees, which the Vice-President shall preside as ex-officio officer:

- (a) The **Allocations Committee** shall consist of the 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.
- (b) 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.
- (c) 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.
- (d) The **Legislative Affairs Committee** shall consist of four (4) members of the Delegation as nominated by the President and confirmed by the Delegation.

- Defined Executive Committees -

There shall be the following Executive Committees:

- (a) The Internal **Budget Committee** shall consist of the Financial Officer as its Chairman, the Vice-President, as well as three (3) members of the Delegation as appointed by the President and approved by the Delegation.
- (b) 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) 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.

- Defined Commissions -

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

- Policies and Procedures of Standing Committees-

The purpose and policy of The **Academics Committee** is to:

- (a) address academic policy concerns of the student body.
- (b) recommend to the Student Assembly appropriate suggestions to be taken to the Administration.
- (c) 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.

The purpose and policy of The **Allocations Committee** is to:

- (a) 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.
 - 1) All monies should comply with the "Policies and Procedures of Monetary Allocations" section.
- (b) make recommendations to the Delegation pertaining to the requests.
- (c) award the requests upon approval of the Assembly with a two-thirds (2/3) vote.

The purpose and policy of The **Budget Committee** is to:

- (a) 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.

The purpose of The **Legislative Affairs Committee** is to:

- (a) address policy concerns of the student body outside of the University with local, Commonwealth, and Federal concerns.
- (b) recommend to the Student Assembly appropriate policy suggestions.
- (c) 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.
- (d) 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.

The purpose and policy of The **Student Life Committee** is to:

- (a) address policy concerns of the student body on Dining Services, Housing Services, Student Activities, Parking Services, and others as needed.
- (b) recommend to the Assembly appropriate policy suggestions to be taken to the University.
- (c) 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.

- Policies and Procedures of Executive Committees -

The purpose of The **Internal Affairs Committee** is to:

- (a) handle all issues deemed of importance within the internal structure of the Student Assembly, and
- (b) recommend to the Assembly appropriate remedies to be implemented with a majority vote at the General Meeting, unless otherwise specified within the governing documents.
- (c) 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.

- Policies and Procedures of Commissions -

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.

Commission on Student Elections

The purpose of the Commission on Student Elections is to:

- (c) establish an elections timeline and be responsible for managing the elections.
- (d) send a written notice of elections to the dean of each college and to the Director of Graduate Studies.
- (e) collect the statement of intent from possible candidates.
- (f) shall issue a Certificate of Election to each newly elected member after the election is complete and the winners have been identified,

General Procedure

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 on 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 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.

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.

Election 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.

Strategic Relationships

As the central aspect of representation for the Student Body of the University, the Student Assembly will continue to seek increased representation for the Student Body within the Strategic Plan of the University.

The Student Assembly looks to establish relationships with policy-makers within and outside of the University.

The establishment of a Faculty and Administrative Ombudsman, as established in the Constitution shall be described as follows and this page shall be updated with the appropriate personnel as needed.

Faculty Ombudsman

Administrative Ombudsman

The Student Assembly also looks to establish relationships with other forms of student representation on Campus, which include but is not limited to the Campus Activities Board, Captain's Log, Class Councils, Hall Councils, Inter-Fraternal Council, Multi-Cultural Student Association, National Pan-Hellenic Council, Panhellenic, and the Residence Hall Association. We also look forward to what the Commission on Organizations' of Students will bring to our attention.

Services of the Student Assembly

The Vice-President shall maintain a list of all described services of the Student Assembly as directed by the Chairmen of Commissions, Executive, Standing, and Working Committees. This shall include, but is not limited to the description and benefit of each project of the Student Assembly at that time.

- Administrative Plan -

The Secretary and Vice-President shall both keep copies of the items included in the Administrative Plan. These materials are to be used as official explanations for why specific positions exist and how they will be utilized for all outside and press inquiries.

Management

Each member of the Student Assembly shall file a write up of their background and the uses it may provide once elected. This will be used along with the member's designated preference to place the members of the Student Assembly in the most strategic places possible. A resume/vitae and a small explanation is also acceptable.

Executive Offices

The President shall file a description of all Executive Offices created and an explanation of benefit for all said offices.

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.

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.
- (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. 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.

- (e) The President shall be responsible for all articles, bylaws, current amendments, and other administrative documents of the Student Assembly.
- (f) Any officer with a designated responsibility will make these records available upon request, at cost, and in a reasonable timeframe.
- (g) The Secretary will be responsible for consolidating the above sections "a" through "f" into an annual report to be archived with the Paul and Rosemary Tribble Library within 6 months and to be kept by the Student Assembly for three years.

- Public Relations Plan -

A heavy emphasis will always be taken as a required check and balance for the Student Assembly with the Student Body of Christopher Newport University. This will include but is not limited to all specific information below.

Bulletin Boards: A strategic emphasis will exist on permanent places for students to express themselves on campus. Bulletin Boards open to all students to post whatever information they would like will be available around campus. Compliance with the Posting Policy, as set forth in the Operating Policies and Procedures, is required.

Suggestion Boxes: Understanding student needs as they are out and about the campus is strategic to the mission of the Student Assembly as every attempt is made for us to relay problems back to the University.

-Policies and Procedures on Public Relations -

Bulletin Board Posting Policy

Postings on Student Assembly bulletin boards 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 Student Assembly President, Vice-President, or designated surrogate of either.
- (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) Postings on Student Assembly boards may only be posted by current CNU students, faculty, staff or administration.
- (k) Postings may not promote for-profit initiatives (this excludes student classified style postings) (i.e. bike for sale (by student) and room for rent (by student) are permitted).

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.

- Financial Management Plan -

- Policies and Procedures for the Student Assembly Quarterly and Annual Reports -

Products for Sale

The Treasurer shall maintain a list of all described services of the Student Assembly that are for sale. This may include but is not limited to ticketed events, Logo T-Shirts and Hats.

Summary of Financial Needs

This shall be a report filed every quarter by the Financial Officer with the Secretary. This document shall include information and descriptions of working capital, growth capital, and equity capital. This shall also contain a Loan Fund Dispersal statement if the Student Assembly has any outstanding accounts.

Pro Forma Statement (Budget)

This shall be a report filed every quarter by the Financial Officer with the Secretary. This document shall include but not be limited to:

(a) Pro Forma Cash Flow Statement (Budget) to include:

- | | |
|-----------------------------|-----------------------------|
| 1) Total Cash Available. | 5) Total Cash Paid Out. |
| 2) Total Cash Paid Out. | 6) Cash Balance/Deficiency. |
| 3) Cash Balance/Deficiency. | 7) Loans to be Received. |
| 4) Total Cash Available. | 8) Ending Cash Balance. |

(b) a report on updates to the Chart of Accounts to be issued quarterly.

Quarterly Budget Analysis

This shall be a report filed every quarter by the Financial Officer with the Secretary. This document shall include but not be limited to:

- | | |
|----------------------|-------------------------------|
| 1) Sales Revenue. | 5) Net Income from Operations |
| 2) Gross Profit | 6) Net Profit |
| 3) Variable Expenses | 7) Net Income Statement Items |
| 4) Fixed Expenses | 8) Budget Deviations |

Three Year Income Projection

Research shall be done to determine the needs of student organizations and develop income projections to determine where losses are going to occur. This shall include but not be limited to:

- | | |
|-------------|-----------------------------|
| 1) Income | 3) Net Income of Operations |
| 2) Expenses | 4) Net Profit/Loss |

Break Even Analysis

This shall be a report filed every year by the Financial Officer with the Secretary.

- Policies for Monetary Allocations -

Overview

The Student Assembly must recognize any club or organization wishing to receive any type of funding from the Student Assembly.

All organizations are strongly advised to maintain detailed and accurate fiscal records. Organizations will be audited to determine future funding.

No Monetary Allocations may be given to aid in any form of stipends for members of the Student Assembly.

The "Financial Officer" is to be defined as the Financial Officer of the Student Assembly within this section.

The "Committee" is to be defined as the Allocations Committee in this section.

Scope of Authority

The authority of Student Assembly Allocations Committee on monetary distribution is as follows:

- (a) To allocate Student Activity Fees Funds (SAFF) to the academic campus as well as to student organizations.
- (b) To recommend changes to the amount of money allocated to the Student Assembly, as well as academic clubs and student organizations.
- (c) To work in correspondence with the Office of Student Activities Fiscal Technician to:
 - 1) distribute Student Allocation Fees.
 - 2) receive reports regarding specified distribution, money collected by each academic club or student organization, and of the Student Activities Fee current distribution.
 - 3) ensure that funds are dispersed only for those purposes and amounts as approved by the Committee.
- (d) To work in correspondence with academic clubs and student organizations to:
 - 1) receive reports from clubs and organizations regarding the current allocations and balances available.
 - 2) receive and review reports on how distributions could better benefit the community.
 - 3) receive updates on the compliance of guidelines set in place by the Committee with each club and organization.
- (e) The Committee will recognize and protect the opportunity to support on a restricted basis those organizations of limited scope and focus whose programs are oriented to a relatively select student population. This priority is supported under the small grant fund.
- (f) The committee will hold, in an uncommitted status, a reasonable amount of funds to deal with unforeseen needs related to existing or new programs arising in the course of the budget year. This priority is administered under the Contingency Fund.
- (g) Organizations receiving funds are expected to expend those funds in accordance with the way in which they were allocated. However, in recognition of the need for organizations to manage funds under different conditions, organizations are permitted to spend the allocated money for a different purpose as long as the committee funding guidelines and any previously issued restrictions are not violated.

Types of Funding

General Information

Organizations may not receive Small Grant and Annual Funding in the same fiscal year. The fiscal year runs from July 1 2XXX to June 30 2XXX.

The Student Assembly Financial Officer, as well as an administrative office under the Dean of Students, will maintain organizations' Small Grant Funding, Operations Funding, Annual Funding, and Contingency Funding requests and approvals.

Small Grant Funding

Small Grant funding is available to those organizations, which normally have a limited membership or a special focus on their activities and programs. The Committee schedules small grant hearings on an as needed basis and organizations are encouraged to submit Small Grant requests at least one month prior to the scheduled event. This will allow adequate review and processing time. The request must be in the format prescribed by the Allocations Committee.

Operations Funding

Operations Funding is available to those academic clubs and student organizations planning to apply for Small Grants Funding as well. The Committee conducts operational hearings in the Spring Semester for clubs and organizations falling under the Small Grants Funding category, for the following fiscal year. Organizations must submit Operations Funding requests in the format prescribed by the Committee within the designated deadline. Requests submitted after the deadline will not be considered for Operations Funding. Operations Funding includes, but is not limited to, items that are essential to the yearly operation of the club or organization such as: equipment, yearly membership (i.e. to a national organization), coaching costs, and office supplies.

*This funding does not apply to any sororities or fraternities.

Annual Funding

Annual Funding is available to those organizations whose programs and activities are campus wide and recur over the course of the entire fiscal year. The Committee conducts annual hearings in the Spring Semesters for Annual Funding requests for the following fiscal year. Clubs and organizations must submit budget requests in the format prescribed by the Committee within the designated deadline. Requests submitted after the deadline will not be considered for Annual Funding. However, organizations missing the Annual Funding deadline are not prohibited from applying for small grant funding.

Contingency Funding

Contingency Funding is available to those clubs and organizations that receive Annual Funding. The Contingency Funding is designed to address unforeseen needs relating to existing or new programs arising in the course of the fiscal year. The Committee schedules contingency funding hearings on an as-needed basis. Organizations are encouraged to submit realistic and objective requests at least one month prior to the scheduled event in order to allow adequate time to review and process the request. The request must be in the format prescribed by the Committee.

- Procedures for Monetary Allocations -

Overview

The Committee shall follow general criteria guidelines during the evaluation of budget requests made by clubs and organizations. The criterion applies to all requests. The general criteria guidelines are as follows:

- (a) The success and effectiveness of the club or organization in planning and executing past programs.
- (b) The amounts of unspent and uncommitted funds remaining in the club or organization's account at year-end.

- (c) The ability of the organization to be self-supporting through the generation of revenue from other sources. The Committee attempts to direct funds to organizations that demonstrate the greatest need.
- (d) All club and organization requests will be determined based on the diverse social, cultural, recreational and educational opportunities students may receive from any event these organizations may hold.

Small Grant Funding

Small Grant funding includes, but is not limited to:

- 1) campus wide awards (limit \$100.00 per award, per event).
- 2) conference fees.
- 3) food (\$60.00 per semester, per organization).
- 4) T-shirts (\$150.00 per club or organization, limited to members only).
- 5) activities designed for the entire campus

To apply for Small Grant Funding:

- (a) Pick up Small Grant Funding application from the Student Assembly's Office.
- (b) Fill out requested information and return it to the Committee Chairman.
- (c) The Financial Officer will request the Committee to conduct a hearing for Small Grant Funding.
- (d) Once the Committee reaches a decision, the Financial Officer will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (e) The applicant will receive a notice from the Financial Officer informing the organization of received or denied funding.
- (f) The organization will visit the Fiscal Technician's office during designated office hours to fill out needed paper work for the transaction.
- (g) As stated in the campus accounts information packet, all invoices or receipts must be returned to the Fiscal Technician.
- (h) A copy of the invoice or receipt must be given to the Financial Officer by the date noted on the Small Grant Funding request application.

Contingency Funding

To apply for Contingency Funding:

- (i) Pick up Contingency Funding application from the Student Assembly's Office.
- (j) Fill out requested information and return it to the Committee Chairman.
- (k) The Financial Officer will request the Committee to conduct a hearing for Contingency Funding.
- (l) Once the Committee reaches a decision, the Financial Officer will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (m) The applicant will receive a notice from the Financial Officer informing the organization of received or denied funding.
- (n) The organization will visit the Fiscal Technician's office during designated office hours to fill out needed paper work for the transaction.
- (o) As stated in the campus accounts information packet, all invoices or receipts must be returned to the Fiscal Technician.
- (p) A copy of the invoice or receipt must be given to the Financial Officer by the date noted on the Small Grant Funding request application.

Annual Funding

Clubs and organizations that eligible for annual funding are:

- 1) The Campus Activities Board (CAB)
- 2) The Media Board
- 3) Multicultural Student Association (MSA)
- 4) The Student Assembly (CNUSA)

- (a) All organizations opting into Annual Funding are not allowed to apply for Small Grant Funding.
- (b) The Financial Officer will notify the above organizations of the spring Annual Funding deadlines.
- (c) Annual Funding organizations will propose an itemized and detailed estimate of their entire budget for the proceeding academic year in the format prescribed by the Financial Officer.
- (d) The Financial Officer will request the Committee conduct a hearing for Annual Funding applicants.
- (e) Once the Committee reaches a decision, the Financial Officer will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (f) Once the Committee reaches a decision, the Financial Officer will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
- (g) The applicant will receive a notice from the Financial Officer informing the organization of received or denied annual funding.

Operational Funding

- (a) The Financial Officer will notify all clubs and organizations of the Operational Funding deadlines.
- (b) Clubs and organizations will propose the estimated cost of essential items needed to continue operation of the club or organization in the format prescribed by the Financial Officer.
- (c) The Financial Officer will request the Committee conduct a hearing for Operational Funding applicants.
- (d) Once the Committee reaches a decision, the Financial Officer will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
- (e) Once the Committee reaches a decision, the Financial Officer will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (f) Once the Committee reaches a decision, the Financial Officer will notify the club or organization of received or denied funding.

- Policies and Procedures on Chartering of Clubs and Student Organizations -

All academic clubs and student organizations must apply to the Student Assembly for recognition and approval to colonize at Christopher Newport University.

An "academic club" is to be defined as the "club" within this section.

A "student organization" is to be defined as the "organization" within this section.

The "Committee" is to be defined as the "Student Life Committee" in this section if the organization defines itself as a "student organization".

The "Committee" is to be defined as the "Academics Committee" in this section if the organization defines itself as a "student organization".

- (a) The club or organization must submit a statement of principles and purpose to the committee.

- (b) The club or organization must submit a governing document to the Committee.
- (c) The club or organization must submit an explanation of financial recording to the Committee
- (d) A representative from the Committee shall be assigned by its Chairman to work with the organization to develop appropriate documentation and put this documentation to vote before the Committee for a final vote at a General Meeting. Please note that it is highly recommended for the organizations to make sure the documentation is concurrent with all aspects of student life at Christopher Newport University.
- (e) Upon approval, the Student Assembly shall issue an organizational charter.
- (f) The Student Assembly may revoke the organizational charter at any time.