

CONSTITUTION OF THE CHRISTOPHER NEWPORT UNIVERSITY STUDENT BODY

*- Confidential -  
The Student Representation  
Working Group  
Golden Master  
SAMPLE*

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 Governance Re-Structure Working Group

## **- Preamble -**

### **Purpose of Organization**

The Student Body of Christopher Newport University (Student Body) shall be composed of persons at Christopher Newport University who are seeking degrees as defined by § 23-49.31 in the Code of Virginia. The Christopher Newport University Student Assembly shall be the Student Body's governing instrument 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.

## **- Article I -**

### **Derived Powers**

To the purpose of this organization, the CNUSA will enact legislation and resolutions to accomplish these objectives, supervise and coordinate the execution and allocations of resources for activities of the Student Body, effect punitive measures with respect to its rules, and act as the representative body for students to present their views when designated power and purpose lies with a third party.

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, but shall not prevent a member of the Student Body from representing themselves.

## **- 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) an Executive Vice-President and 3) a Vice-President of Finance. The Executive may also contain 4) a Presidential Chief of Staff, 5) a Vice-Presidential Chief of Staff, 6) an Assistant Finance Director 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**

An Ombudsman may be called upon by the Executive to resolve controversy. The Ombudsmen of the Executive may include but is 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.

## **- Article VI -**

### **Student Assembly Membership**

- (a) Membership of the Student Assembly shall be restricted to members of the Student Body who are good standing, full time, degree-seeking students of Christopher Newport University as defined in the Virginia Code in reference to Christopher Newport University. Each student filing to hold a position in the Student Assembly shall sign a release waiver that shall allow the Faculty Ombudsman to either confirm or deny his degree seeking status, whether he is in good standing, and also confirm or deny he will be enrolled as a degree-seeking student the next semester.
- (b) All Delegation and Executive Officers of the Assembly shall be bound by an Oath or Affirmation, to support this Constitution; but no religious Test shall ever be required as a Qualification to any Office.
- (c) 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 or if he is impeached.
- (d) Each member has the right to resign from office to assume another position within the Student Assembly, or for any other reasons.

- (e) Each person may hold only one (1) seat in the Student Assembly.
- (f) The Commission on Student Elections (CSE) shall oversee all elections.

## - Article VII -

### 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 Executive Vice-President may now make the call for election. Elections shall be held the third Friday of the Fall semester and may extend for a period of five days.
- (b) If more members of the Student Body 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 (2/3<sup>rd</sup>) 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 Executive 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 Executive Vice-President may now make the call for election. Elections shall be held the third Friday after Spring Recess and may extend for a period of five days..
- (b) The elected President shall choose the Presidential Chief of Staff.
- (c) The elected Executive Vice-President shall choose the Vice-Presidential Chief of Staff.
- (d) The elected Vice-President of Finance may choose an Assistant Financial Director.

## - 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 constitution and bylaws and any special rules of order the Student Assembly may adopt.

## - Article X -

### Meetings

- (a) Mass Meetings (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) The Executive Vice-President shall be the President and presiding officer of the Delegation. He shall make initial remarks at all General Meetings. In his absence, or without a President of the Executive, the Delegation may elect a temporary President and presiding officer of the Delegation.
- (c) The Secretary shall send the call of any General Meeting as specified by the Executive Vice-President. The call shall include the date, hour, place of the meeting, and its purpose, and be submitted to the Delegation no later than twenty-four (24) hours before the meeting.
- (d) A quorum of two-thirds (2/3<sup>rd</sup>) of the elected Delegation must be in attendance for any adoptions of legislation or resolutions to be made.
- (e) No proxy votes are permitted in a General Meeting or Working Committee Meetings.
- (f) Standing and Working Committees meetings shall be conducted every second, fourth, and fifth Monday of the month.
- (g) A General Meeting will take precedence over Working Committee meetings with designation of the Executive Vice-President.
- (h) Standing Executive Meetings shall be held the first week of each month.
- (i) The Executive 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 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 (2/3<sup>rd</sup>) majority vote of the Delegation.

### **Executive Committees**

- (a) All Executive Committees defined as “Executive” are Standing Committees 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 (2/3<sup>rd</sup>) majority vote of the Delegation.

### **Working Committees**

- (a) Working committees are temporary committees created to explore a specific issue or task as directed by the Assembly.
- (b) A majority vote of the Assembly may create a Working Committee for which the Executive Vice-President may designate members or constituents.
- (c) Working Committees shall contain no more than four (5) total members.
- (d) Each 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 shall 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) Commissions may be established by the Delegation with a two-thirds (2/3<sup>rd</sup>) vote. These bodies do not expire with a change in leadership. A member outside the Delegation may lead them where conflicts of interest from 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<sup>rd</sup>) 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 and Executive Vice-President in writing.

## **- Article XIII-**

### **Amendment Procedure**

- (a) All resolutions to amend this document by Delegation members 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<sup>rd</sup>) vote in the Delegation shall be required to make any changes to the Articles or Bylaws.
- (c) A member of the Student Body may amend this document by delivering a written resolution with signatures of one-fourth (1/4) of the Student Body population.

## **Bylaws of the 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 as an addendum titled "Executive Summary" shall be the in effect.
- (b) The following documents may be reviewed by the President or Executive Vice-President and any changes shall be approved by the Delegation with a two two-thirds ( $2/3^{\text{rd}}$ ) vote. Until such time, the documents listed below and attached to the Bylaws as an addendum titled as such shall be in effect:
  - 1) Operating Policies and Procedures of the Student Assembly.
  - 2) Organizational Plan of the Student Assembly.
  - 3) Administrative Plan of the Student Assembly
  - 4) Public Relations Plan of the Student Assembly.
  - 5) Financial Management Plan of the Student Assembly.
  - 6) Financial Allocations Plan of the Student Assembly.

### **- Officer Replacement -**

- (a) The President
  - 1) Shall be succeeded by the Executive Vice-President.
- (b) The Executive Vice-President
  - 1) Shall be succeeded by a Delegate as nominated and confirmed by the Delegation.
  - 2) The Secretary shall be the acting Executive Vice-President until such time.
- (c) Vice-President of Finance
  - 1) Shall be succeeded by a nominee of the President and confirmed by the Delegation.
  - 2) A member of the Delegation as nominated by the President shall be designated as acting Vice-President of Finance until such time.
- (d) Presidential and Vice-Presidential Chiefs-of-Staff
  - 1) The President, and Executive Vice-President shall select a replacement.
- (e) Delegates
  - 1) Shall be succeeded by a nomination of the President's and confirmed by the Delegation.

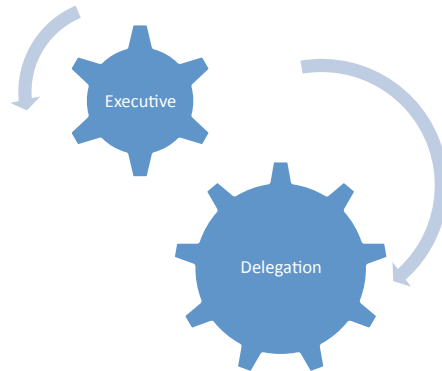
## - Executive Summary of the Student Assembly -

The Christopher Newport University Student Assembly promotes the views, furthers the welfare, and executes the will of the Student Body. To this end, the CNUSA will enact legislation and resolutions to accomplish these objectives, supervise and coordinate the execution and allocations of resources for activities of the Student Body, effect punitive measures with respect to its rules, and act as the representative body for students to present their views when designated power and purpose lies with a third party.

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

The Student Assembly's objective is to advance the will 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.



## - Operating Policies and Procedures of the Student Assembly -

### - Key Policies -

#### **The President**

- 1) shall be the primary Executive Authority and President of the Executive.
- 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 exercise such powers as may be expedient to carry out that responsibility.
- 4) shall review any legislation passed by Delegation within twenty-four (24) hours of passage and may veto the legislation or resolution in whole but not in part.

#### **The Vice-President**

- 1) shall be the secondary Executive Authority.
- 2) shall be the primary Executive Authority as directed by the President and when the President is not present.
- 3) shall perform all the duties of the President in his absence.
- 4) be the secondary external liaison for the Student Assembly.

#### **The Vice-President of Finance**

- 1) shall maintain and preserve all financial records of the Executive 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) shall report to the Delegation on the status of the SA's funds monthly basis.
- 4) shall present financial reports for auditing to the University Auditor upon request.

#### **The 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 another 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.

#### **The Presidential and Vice-Presidential Chiefs-of-Staff and Assistant Director of Finance**

- 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 (2/3<sup>rd</sup>) vote of the Delegation. If any of these Residence Hall Areas cease to exist or a new Residence Hall is established, the Internal Affairs Committee is required to submit a timely report to the Delegation to provide a solution.

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| <ol style="list-style-type: none"><li>(a) <b>York River</b> shall have two (2) Delegates.</li><li>(b) <b>James River</b> shall have two (2) Delegates.</li><li>(c) <b>Potomac River</b> shall have two (2) Delegates.</li><li>(d) <b>CNU Village</b> shall have (2) Delegates.</li></ol> | <ol style="list-style-type: none"><li>(e) <b>CNU Apartments (including Warwick River and houses)</b> shall have (2) Delegates.</li><li>(f) <b>Greek Village</b> shall have (1) Delegate.</li><li>(g) <b>Santoro</b> shall have two (2) Delegates.</li></ol> |
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## - Organizational Plan of the Student Assembly -

### Vision and Mission Statement

The Christopher Newport University Student Assembly promotes the views, furthers the welfare, and executes the will of the Student Body.

### History

Since 1964, Christopher Newport University, then Christopher Newport College of the College of William and Mary, has practiced collective Student Body representation. This representation has forwarded the vision and challenges of the student body to the Administration, Faculty, and Organizations associated with Christopher Newport University. In 2009, the **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, over which the Executive Vice-President shall preside as ex-officio officer who can only make a tie-breaking vote:

- (a) The **Allocations Committee** shall consist of the Vice-President of Finance 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 any member of the Budget Committee.
- (b) The **Academics Committee** shall consist of six (6) members of the Delegation from separate Colleges as nominated by the President and confirmed by the Delegation. This committee shall not exceed six (6) Delegates.
- (c) The **Student Life Committee** shall consist of six (7) members of the Delegation from separate Residence Hall Areas as nominated by the President and confirmed by the Delegation. This committee shall not exceed 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 Vice-President of Finance as its Chairman, the President, and three (3) members of the Delegation as appointed by the Executive Vice President and approved by the Delegation.
- (b) The **Internal Affairs Committee** shall meet as necessary when called by the President, Executive 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 request recusal.

### - 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 members of the Student Body who shall direct the elections according to the current Bylaws. Members of the Student Assembly, 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 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 request a meeting once a month with the Provost to advocate the student voice concerning academic matters.

The purpose 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. 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 by a two-thirds (2/3<sup>rd</sup>) vote.

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 entities.
- (b) recommend to the Student Assembly appropriate policy suggestions.
- (c) ensure action by giving the Chief Operating Officer of the Student Office of Legislative Action, the designated Chairman of this committee, the right to act upon this information with the approval of the Assembly.

The purpose 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 Administration.
- (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 and policy of The **Budget Committee** is to:

- (d) Define and set the annual budget for the Student Assembly with any given allocations by the Allocations Committee, private funding, and/or any previous balances in the Student Assembly account.
- (e) Decide if money should be internally re-allocated within the budget from one allocation to another.
- (f) Request Contingency money if needed.

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

- (a) mediate issues within the internal structure of the Student Assembly.
- (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) 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 recognized student organizations shall rest with the Commission on Organizations of Students.

##### *General Rules*

- (a) The Commission on Organizations of Students (COS) shall provide a venue for the discussion of challenges and/or concerns of recognized student-run organizations on campus and their members, assist in the beginning of new organizations to meet the Student Body's needs, and facilitate cooperation between all organizations.
- (b) The COS shall consist of one representative from any University recognized organization, 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 on issues called by the Commission's Chairman. No proxy voting shall be permitted. A majority vote of all present members will enact any resolutions to be reviewed at the next General Meeting.

#### **Commission on Student Elections**

The purpose of the Commission on Student Elections is to:

- (c) Establish election timelines 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 Housing.
- (e) collect the statement of intent from possible candidates.
- (f) 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 over a call for elections shall rest with the Commission on Student Elections (CSE). Any dispensation requests with elections regulations shall be deliberated and decided by the CSE. Members of the CSE shall be prohibited from maintaining any affiliation with candidates. If a candidate violates 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 disqualify candidates in violation of the rules.

### *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) Slandorous 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 Colleges.
- (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.
- (h) Candidates cannot spend more than \$350 on their campaigns including in-kind contributions.
- (i) Removal and/or destruction of any opposing candidate's' 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 oversee the voting process.
- (b) On the ballot, the candidates' names are to be placed in an alphabetical list (Last name, First name) under the position for which they are running.
- (c) The order of the offices on the ballot shall be as follows: President, Executive Vice-President, Vice-President of Finance, 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.
- (g) The winner of each election shall be determined by a majority of cast votes.

### *Elections Certification*

- (a) In the case of a non-contested election, the CSE shall issue a Certificate of Office to the single Candidate.
- (b) Upon contest of an office, the CSE shall 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 resolved.
- (d) The CSE shall notify the President and Vice-President when any Certificates of Election are issued. New Members of the Student Assembly may assume Delegate responsibilities immediately upon receiving the Certificate of Election. Each shall be officially sworn in office at the next gathering of the Student Assembly.

### *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.

### *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 Affirmation*

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.

*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 desires 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. This page shall be updated with the appropriate personnel as needed.

Faculty Ombudsman

Administrative Ombudsman

\_\_\_\_\_

\_\_\_\_\_

The Student Assembly also seeks relationships with other forms of student representation on Campus which may include, but are 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.

**Services of the Student Assembly**

The Executive Vice-President shall maintain a list of all described services of the Student Assembly as directed by the President, 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 of the Student Assembly –**

The Secretary and Executive Vice-President shall both keep copies of the items included in the Administrative Plan. These materials are to be used as official explanations for all outside and press inquiries.

### **Management**

Each member of the Student Assembly shall file a biographical abstract once elected for official press purposes.

### **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 by:

- (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 (Virginia 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 the Executive.
- (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 Vice-President of Finance shall maintain appropriate accounting records. The Vice-President of Finance shall also be responsible for fees of incorporation with the Commonwealth of Virginia and the United States of America, if applicable.
- (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 of the Student Assembly -

The Student Assembly encourages input from the Student Body by providing the following mechanisms:

**Bulletin Boards:** Permanent places for students to express themselves on campus. Student Assembly bulletin boards will be open to all students to post information in compliance with the Posting Policy, as set forth in the Operating Policies and Procedures.

**Suggestion Boxes:** easily accessible vehicles for immediate student input on issues.

**Campus Surveys:** done at the request of the Student Assembly to canvas Student Body input on a specific issue.

## -Policies and Procedures on Public Relations -

### Bulletin Board Posting Policy

The postings on Student Assembly bulletin boards is regulated herein and 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, Executive Vice-President, or designated surrogate.
- (d) All parties shall be considerate of other postings that have been and shall be placed on the posting boards.
- (e) Postings shall be taken down at most five days after the event date.
- (f) Postings shall be dated.
- (g) Authorized postings that do not have an event date are allowed to remain posted for up to 14 days.
- (h) If parties wish to re-post their fliers, they shall have an updated date posted (this is to reduce clutter of old postings).
- (i) All postings shall be posted with thumbtacks on approved boards (no staples allowed).
- (j) Postings on Student Assembly boards may only be posted by approved entities.
- (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, Executive Vice-President, and any surrogates hold the responsibility to interpret the acceptability of postings that need to be approved.

**- Financial Management Plan of the Student Assembly -**

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

**Semester Report**

This shall be a report filed every semester by the Vice-President of Finance with the Secretary. This report shall clearly designate the current balances on each financial account, as well as a record of recent transactions. An income statement from the "Products for Sale" shall be included in this report. This report shall contain information and explanations of any budgetary deviation.

**Products for Sale**

The Vice-President of Finance shall maintain a list of all described services of the Student Assembly that are for sale, and accurately keep track of the profit/loss made from such sales. Products for sale may include but are not limited to ticketed events, logo t-shirts and hats.

**Pro Forma Statement (Budget)**

A budget shall be prepared each semester by the Vice-President of Finance 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    | 4) Ending Cash Balance |
| 2) Total Cash Paid Out     |                        |
| 3) Cash Balance/Deficiency |                        |

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

**Three Year Income Projection**

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

- |                    |                             |
|--------------------|-----------------------------|
| 1) Operating Funds | 3) Net income of operations |
| 2) Expenses        |                             |

## **- Financial Allocations Plan of the Student Assembly -**

### **- Policies for Monetary Allocations -**

#### **Overview**

Any club or organization wishing to receive funding from the Student Assembly must be recognized by the Student Body through the Student Assembly.

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

The Vice President of Finance may subpoena or freeze the budget and financial records of any organization or activity provided funds by the Student Body. A two-thirds (2/3<sup>rd</sup>) vote of the Delegation can remove a budget freeze.

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

#### **Scope of Authority**

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

- (a) To allocate Student Activity Fees Funds (SAFF) as directed by the Student Assembly for legislated purposes.
- (b) To recommend changes to the amount of money allocated to the Student Assembly, as well as academic clubs and student organizations.
- (c) To collaborate 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 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 Student Assembly Operating Reserve (Operating Reserve). The Operating Reserve shall be maintained between two-and-a-half (2.5) and twelve-and-a-half (12.5) percent of the amount allocated annually by the Student Assembly. Money from this reserve may be used on any project or expenditure approved by the Student Assembly. The balance of all other accounts shall be transferred to this account at the end of the fiscal year. Surplus in this account shall be incorporated into the budget of the next fiscal year. The Student Assembly shall not permit a deficit.
- (g) The Student Assembly shall not be liable for any contract entered into by another club or organization that exceeds the amount of allocations given.
- (h) 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.
- (i) The funds of the Student Assembly are to be frozen if all budgets for the upcoming year are not approved by the second week of April. The Student Assembly's budget will un-freeze after a proposal is passed. The Student Assembly may use only the funds necessary to allow a meeting to occur during this time.

#### **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 of the following year.

The Student Assembly Vice-President of Finance, 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 Small Grant 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.

### *Start-up 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.

### *Student Assembly Operating Reserve*

Operating Reserve 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 Operating Reserve hearings on an as-needed basis. Club and 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.
- (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) Obtain a Small Grant Funding application from the Student Assembly's Office.
- (b) Complete the requested information and return it to the Committee Chairman.
- (c) The Vice-President of Finance will request the Committee to conduct a hearing for Small Grant Funding.
- (d) Once the Committee reaches a decision, the Vice-President of Finance 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 Vice-President of Finance 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 complete 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 Vice-President of Finance by the date noted on the Small Grant Funding request application.

### *Contingency Funding*

To apply for Contingency Funding:

- (i) Obtain a Contingency Funding application from the Student Assembly's Office.
- (j) Complete requested information and return it to the Committee Chairman.
- (k) The Vice-President of Finance will request the Committee to conduct a hearing for Contingency Funding.
- (l) Once the Committee reaches a decision, the Vice-President of Finance 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 Vice-President of Finance 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 complete 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 Vice-President of Finance 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) | 3) Multicultural Student Association (MSA) |
| 2) The Media Board                   | 4) The Student Assembly (CNUSA)            |

- (a) All organizations opting into Annual Funding are not allowed to apply for Small Grant Funding.
- (b) The Vice-President of Finance 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 Vice-President of Finance.
- (d) The Vice-President of Finance will request the Committee conduct a hearing for Annual Funding applicants.
- (e) Once the Committee reaches a decision, the Vice-President of Finance will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (f) Once the Committee reaches a decision, the Vice-President of Finance will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
- (g) The applicant will receive a notice from the Vice-President of Finance informing the organization of received or denied annual funding.

#### *Start-up Funding*

- (a) The Vice-President of Finance 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 Vice-President of Finance.
- (c) The Vice-President of Finance will request the Committee conduct a hearing for Operational Funding applicants.
- (d) Once the Committee reaches a decision, the Vice-President of Finance will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
- (e) Once the Committee reaches a decision, the Vice-President of Finance will notify the General Assembly and grant permission to transfer funds into the applicant's account.
- (f) Once the Committee reaches a decision, the Vice-President of Finance 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 organize at Christopher Newport University. The purpose of recognition for academic clubs and student organizations is to allow for the controlled usage facilities and finances of the Student Body.

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 a club roster of at least five students to the Committee.
- (d) The club or organization must submit an explanation of financial recording to the Committee.
- (e) 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. Organizations are required to ensure the documentation is concurrent with all aspects of student life at Christopher Newport University.
- (f) Upon approval, the Student Assembly shall issue an organizational charter.

- (g) The Student Assembly may revoke the organizational charter at any time with a two-thirds ( $2/3^{\text{rd}}$ ) majority.
- (h) All documentation of clubs or organizations shall not conflict with the legislation or resolutions of this Assembly. In case of conflict, the binding legislation and resolutions are to be that of the Student Assembly.