

## **Article I: Name and Purpose**

### *Section 1: Name*

This organization is known as the Communication Club. Abbreviation: (Comm. Club)

### *Section 2: Purpose/Mission*

In full cooperation and collaboration with CNU's Department of Communication, the Communication Club allows students to accelerate and gain applicable experiences within the crucial and fluid fields of communication through experiences including social fundraising events, case work, networking opportunities, while encouraging inter-connectivity with students, faculty, and industry leaders who share similar interests and goals.

By working alongside faculty, staff, and outside members within a variety of industries and disciplines, the Communication Club also provides multiple outlets for members to enhance their lifetime professional skills.

Our ultimate goal is to prepare our student members for post-graduate opportunities, sharpen communicative skills and convey the value and legacy of effective communication in creating a more informed, fluent, and successful world.

## **Article II: Membership**

### *Section 1: Eligibility for Membership*

Any currently enrolled Christopher Newport University undergraduate student may join the Communication Club.

### *Section 2: Removal of Members*

If there is a need for a member to be removed the steps outlined must be taken.

- 1) Email notification of offense as a first warning.
- 2) Email notification of offense and meeting with Executive Committee members, within two weeks of offense, as a second warning.
- 3) Removal from the Comm. Club through a meeting with the Club President and Faculty Advisor.

## **Article III: Leadership Team**

### *Section 1: Leadership Team Qualifications*

Must be a member of the Comm. Club for a minimum of one year, minimum sophomore class standing. See Article IV for Election procedures.

### *Section 2: Elected Officers of Leadership Team*

The elected officers include:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary
- 5) Membership Coordinator
- 6) Philanthropy Chair

### *Section 3: Duties of the Leadership Team*

President: The president will facilitate at all meetings of the club and shall be the primary contact with the institutions, appoint committee chairs and run the election process. The president, with the approval of the leadership team, shall call regular and special meetings of the club. The president shall delegate and oversee duties of meetings, events, advertising, public relations, community relations and finances. These duties should be assigned to corresponding executive positions.

**Term:** Full academic year

Vice President: The Vice President is responsible for assisting the president in anyway necessary. The vice president will attend all meetings, and preside over the meetings in the absence of the president. The

**Term:** Full academic year

Treasurer: The Treasurer is responsible for

**Term:** Full academic year

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Secretary: The Secretary is responsible for communication with any guests, reserving any rooms the club may want to use and ordering any food or beverages for events. The secretary will take notes during the meeting and provide a summary for the president.

**Term:** Full academic career

Membership Coordinator: The Membership Coordinator is responsible for

**Term:** Full academic career

Philanthropy Chair: The Philanthropy Chair is responsible for

**Term:** Full academic career

#### *Section 4: Vacancy in Office*

In the event a vacancy should occur (resignation or removal); the next person will take over the duties.

Ex) President resigns, Event Coordinator will take over. The Event Coordinator resigns, the PR/Advertising Executive will take over. The PR/Advertising Executive resigns, the Community Relations Executive will take over. The Community Relations Executive resigns, the PR/Advertising Executive will take over. The Treasurer resigns, the President will take over.

Please refer to the special election section of Article IV for selecting a new member to fill the vacant office.

#### *Section 5: Removal of Officers*

A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of 2/3 of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed. The academic advisor must be present at this meeting.

Grounds for removal are to be presented by the officer in charge at a regular or special club meeting. The officer in question shall be provided an opportunity to present a defense either in person or in writing. A quorum shall be present, and a 2/3 vote of the voting members shall decide upon removal.

#### *Section 6: Appeal of Removal of Officers*

The removed officer has two weeks to request an appeal. The appeal must consist of three reasons the officer should be reinstated. A meeting will then be called and a 2/3 vote is required on the appeal for the officer to be reinstated.

### **Article IV: Elections**

#### *Section 1: Nomination Process*

In the spring semester, by April 1, an email will be sent out to all CSB/SJU students announcing the acceptance of Communication Club applications to be executive members. All CSB/SJU students who submit an application are considered nominated.

#### *Section 2: Election*

The current Communication Club Executive members will meet and review all of the applications. A verbal vote will be taken at this meeting requiring a 2/3 vote for what applicants will be accepted as an executive member. One person cannot serve more than three and a half academic years in one position with the Communication Club. The Department of Student Activities must be notified of new members by April 1.

### *Section 3: Special Elections*

Within two weeks of a vacancy occurring, the executive members will meet and review the student applications for the vacant position. A new candidate will be decided upon and asked, via email, if they are still interested in the opportunity to join the Communication Club. If they accept, the position is then filled, if they decline, the application process will begin again. The position should be filled within one month of the vacancy.

## **Article V: Advisor**

### *Section 1: Selection*

The club will ask the communication professors if they would be willing to be the club's advisor. Currently it is Danielle Stern.

### *Section 2: Duties*

The advisor needs to attend any special meeting called to address issues in the club. Otherwise the advisor will only be involved if the executive committee asked for their involvement.

## **Article VI: Meetings**

### *Section 1: Regular Meeting/Club Activities*

The club will have at least one executive member meeting and one all club meeting each academic semester. Members will be made aware of meeting and activities via email.

### *Section 2: Special Meetings*

A special meeting will be called if there is an unplanned issue in the club that must be addressed immediately. Members will be notified via email.

### *Section 3: Parliamentary Authority*

The president will begin all meetings by listing the meeting agenda. After the president is done each member will be asked if they have any information to share. If so, it will be on hand raising basis.

### *Section 4: Quorum\**

2/3 of the communication club membership must be present for official club business to occur.

## **Article VII: Committees**

### *Section 1: Committee Structure*

There is not committee's formed at this time. If some are formed they must fall under the title of an executive member's position and that executive member is responsible for the committee.

### *Section 2: Special/Ad-Hoc Committees*

Special/ad-hoc committees may be formed if needed.

## **Article VIII: Finances**

### *Section 1: Co-Funding Board*

The club will apply for CFB monies and if allocated resources, will follow all CFB and institutional regulations.

*Section 2: Honorariums*

No member of the Communication Club will receive an honorarium.

*Section 3: Dues*

No dues are required to be involved with the Communication Club.

**Article IX: Amendments**

*Section 1: Ratification*

The Communication Club's constitution may be amended by a 2/3 vote of the members at a club meeting. The president will communicate the reminders at least two weeks in advance in order to notify all members.

**Article X:**

The Communication Club admits students without regard to their race, religion, color, sex, age, sexual orientation or national or ethnic origin to all the rights, privileges, programs and other activities, generally accorded or made available to members of the organization.

Date of recognition/revision: June 16, 2014