

Class Council of 2014- Christopher Newport University
Constitution
January 2014

ARTICLE I: NAME

This organization at Christopher Newport University shall be known as “Class Council of 2014.”

ARTICLE II: PURPOSE

Section 1: By Graduation in the spring of 2014, the officers of this organization will have represented the Class of 2014 in the best way possible.

This includes the following functions:

1. The executive board will constantly provide activities for the class to participate in at as a whole. There will be a minimum of three events per semester. Activities must include two fundraisers and social event, which will be funded by a reliable source of income, raised by the class members.
2. The fundraising and social events will be designed to draw interest not only from the Class of 2012, but also from the entire CNU student community as a whole.
3. The executive board will serve as leaders to the entire 2014 Class at Christopher Newport University, and will make themselves available and open to the needs of the students using social networking and the 2014 E-mail Account (CNUclasscouncil@gmail.com)
4. Raising awareness about Class Council and increasing the number of members involved.

Section 2: The Class of 2014 will adhere to University policies and all local, state, and federal laws.

ARTICLE III: MEMBERSHIP

Section 1: The Class of 2014 shall not have any prospective or current member for the purpose of admission into or affiliation with the organization. Members of The Class of 2014 are free to leave or dissociate without fear of retribution or harassment. The Class of 2014 shall not discriminate based on race, creed, color, sex, age, national origin, disability, and sexual orientation.

Section 2: Voting membership is open to all full or part-time students at Christopher Newport University who are members of the Class of 2014.

Section 3: If an office is vacant, a full time student who is appointed by the Class Executive Board may be elected, by passing a three-fifths majority vote.

ARTICLE IV: EXECUTIVE OFFICERS

Section 1: The Executive Board shall consist of the following positions: President, Vice President, Secretary, Public Relations Chair, Treasurer, and a Historian.

Section 2: The Executive Board may create any position or committee by passing a three-fifths majority vote.

Section 3: If an Executive position is vacant, a full time student may be appointed if elected by the current Executive Officers, with a three-fifths majority vote.

Section 4: Executive Board and Committee Officers must meet the following qualifications both at the time of their election and throughout their tenure:

1. Maintain the University mandated GPA of 2.0 for office holders.
2. Have at least the minimum number of credit hours in order to be considered a full-time student or intend to graduate in 2014.
3. Must be a registered student at the University.

ARTICLE V: DUTIES OF THE EXECUTIVE OFFICERS

Section 1: President

1. Presides over all Full Class Council and Class Meetings.
2. Create an agenda for all Full Class Council and Class Meetings.
3. Conduct President Meetings.
4. Meets regularly with faculty advisor, keeping informed of events/activities. Meetings must occur every week or bi-weekly.
5. Meets regularly with Senior Gift Advisor our senior year.
6. Serve as the spokesman of the Class of 2014.
7. Will cast the deciding vote in the event of a tie.
8. Performs any other duties that are required and necessary for the organization.

Section 2: Vice President

1. Assist the President in any duty that is required and necessary for the organization.
2. Email Executive Officers actions items.
3. Plan and conduct freshman elections in the spring of each year.
4. Create a semester ending survey for the executive officers.
5. Preside for the President at meetings when the President is absent.
6. Assume the duties of the President if the office becomes unoccupied.
7. Attend Full Class Council and Class Meetings
8. Assist the President in advising committee meetings.

Section 3: Secretary

1. Take minutes for Full Class Council and Class Meetings.
2. Properly present those minutes to every said member through e-mail.
3. Maintain current enrollment and attendance for every Full Class Council and Class Meetings.
4. Main source of communication throughout the Class.
5. Help plan and collect minutes from retreats.

Section 4: Public Relations Chair

1. Advertise for all events that the Class of 2014 hosts.
2. Create homecoming advertising plan, homecoming t-shirts, and Homecoming 101 giveaways
3. Work with other E-board members to create successful events.
4. Act as a link between what the Class of 2014 and Class Council.

5. Attend weekly meetings with the Class of 2014 officers as well as normal Class Council meetings.

Section 5: Treasurer

1. Treasurer is in charge of creating and updating the Class Council budget.
2. Responsible for any purchases the class of 2014 makes.
3. In charge of planning and executing fund raisers.
5. Collect hard and soft copies of all receipts from Class Council transactions.

Section 6: Historian

1. Takes photos, documents the year in a Google doc.
2. Creates a facebook page for class and possibly a scrapbook
3. Evaluates events to see how successful they were
4. Keeps binder for Class of 2014
5. Regulates Class Council Social Media (Facebook, Twitter, and Instagram)
6. Updates trifold each semester, two per year.

ARTICLE VI: MEETINGS

Section 1: Attendance

1. All Executive Officers of the 2014 Class should not accumulate more than **two** unexcused absences at a meeting throughout each semester or it will be grounds for the Review Board, and potential removal of their positions.
2. All General Members should not accumulate more than **five** unexcused absences at a meeting throughout each semester or it will be grounds for the Review Board, and potential removal from the committee.
3. All Executive Officers shall be present at all social and fundraising events unless the President is notified well in advanced before an event takes place. An officer cannot miss more than three events in a year's time.
4. If an officer or member will be absent at a meeting, please notify the President and Secretary no later than the day of a meeting time unless there are extreme circumstances.

Section 2: Class Council of 2014 Meetings will be held **weekly** at a time to be determined at the end of each semester. General Members may attend these meetings.

Section 3: Full Class Council Meetings with all classes present will be held biweekly.

Section 4: Special meetings may be called by the President or by a majority of the Executive Board.

Section 5: Meetings will be conducted informally; if order is required, Robert's Rules of Order, with the executive board, presiding are used.

Section 6: Order of Meetings: (Attendance, Announcements, Class Updates, Committee Updates, Old Business, New Business, Open Comments, Adjournment)

ARTICLE VII: ELECTIONS

Section 1: The President, Vice President, Secretary, Public Relations Chair, Treasurer, and Historian will all be re-elected annually, prior to the end of the spring term, with the newly elected members taking office after the commencement of graduation of that year.

Section 2: The General Members are not elected, **but appointed** by the elected Executive Board Members at a time of the President's discretion. They will be selected through an application and interview process to be decided by the Executive Board.

Section 3: Any student is eligible for Executive and General Member nomination as long as they meet the following requirements:

1. Maintain the University mandated GPA of 2.0 for office holders.
2. Have at least the minimum number of credit hours in order to be considered a full-time student or intend to graduate in 2014.
3. Must be a registered student at the University.

Section 4: Any vacancy in any office shall be filled only by an election held among the members of "The Class Council of 2014". If there is a conflict it will be open to full Class Council or campus wide elections.

Section 5: In the event of a Presidential vacancy, the Vice President will assume the President position, with a new Vice President being elected along the guidelines of Article VII, Section 4.

ARTICLE VIII: RECALL OF OFFICERS

Section 1: Officers of the organization may be dismissed for any cause if due process is followed. Grounds for dismissal include abandonment of duties.

Section 2: The Review Board shall consist of:

- The Vice President of every class except the class that is calling for a removal of an officer.
- The Secretary of every class except the class that is calling for a removal of an officer.
- The Historian of every class except the class that is calling for a removal of an officer.

Section 3: The guidelines to follow before an officer is placed before the Review Board:

1. The President will confront the officer in question. If the President is the officer in question then the Vice President will confront the President.
2. If the first guideline is unsuccessful, the entire Executive Board and the advisor will meet with the officer in question.
3. If the first and second guidelines are unsuccessful, the case proceeds to the Review Board.

Section 4: The process of removing officers shall be as follows:

1. The charges shall be made in writing by a Class of 2014 officer or member. The Secretary shall inform the member in question.
2. There shall be a special meeting called within five days, excluding breaks. The accused member shall present his/her defense to the Review Board. The Secretary of the class in question shall present the evidence against the officer in an unbiased fashion. If the Secretary is the officer in question, the Vice President is to present the evidence against the officer in an unbiased fashion.
3. The Review Board shall then decide if removal is needed.
4. Any and all voting shall take place by a secret vote. A two-thirds vote is needed for removal of an officer.

Section 5: In the event of a vacancy in a necessary position, the Vice President, or other Executive Board members at the discretion of the President, may perform the duties of the vacant office until a new officers is appointed unanimously by the remaining Executive Board members.

Section 6: Should a candidate not be decided upon, the candidate would be elected by the eligible membership of the organization.

ARTICLE IX: AMENDMENTS

Section 1: Proposed amendments will be submitted to the Executive Board in writing at a regular meeting by any eligible voter. At the subsequent meeting, amendments will be voted on or tabled for further discussion. An amendment may be tabled three times and must either be voted on or removed from consideration.

Section 2: The proposed amendments must be passed by a majority vote of the Executive Board.

Section 3: Any amendment that does not receive enough votes for approval or is removed from consideration may not be reintroduced for a period of at least four weeks.

ARTICLE X: ROLE OF THE ADVISOR

Section 1: In order to function as an organization at Christopher Newport University, Class Council of 2014 must have a faculty or staff advisor.

Section 2: The advisor of the organization shall provide support and guidance in all necessary situations. The advisor shall attend at least one class meeting a month. However, each week that the advisor does not attend a meeting, he or she must meet with the President to go over the position of the class.

Section 3: The advisor shall also work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

ARTICLE XI: ELASTIC CLAUSE

Section 1: The Executive Board maintains the power to make any decisions, necessary and proper, for the maintenances and well-being of the organization.

ARTICLE XII: RATIFICATION

Section 1: This constitution shall become effective upon ratification by verbal approval of a majority of the organization's executive board membership, signature of the President, and approval of the faculty or staff advisor.

"On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat, or steal and as a member of this academic community, I am committed to creating an environment of respect and mutual trust."

President

Date

Vice President

Date

Secretary

Date

Public Relations

Date

Treasurer

Date

Historian

Date