

The Spectrum at CNU Constitution at Christopher Newport University

(Revised January 23rd, 2025)

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Article I Name

Section 1-- The name of this organization shall henceforth be known as “Spectrum.”

Article II Purpose

Section 1-- Spectrum @ CNU is an alliance of students seeking to support LGBT persons within the university community. Our organization promotes awareness and acceptance by providing a safe and supportive atmosphere for anyone to come learn or share with us.

Article III Responsibilities

Section 1-- Spectrum at CNU shall adhere to University policies and all city, state, and federal laws.

Article IV Executive Board

Section 1-- The Executive Board shall consist of a President, Vice President, Advocacy and Outreach Chair, Events Chair, Secretary, Treasurer, and, if able, an Alumni Advisor and an Intern.

Section 2-- The Executive Board may create any position or committee on an as needed basis with a simple majority approval of the voting membership, or by the executive board in a State of Emergency..

Section 3-- Executive Board members 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. Be a registered student at CNU. Be an active participant in meetings and events put on by Spectrum at CNU when running for office.
3. The President cannot be on track to graduate within one (1) year, except by majority overrule of the general membership.
4. Active e-board members must attend at least $\frac{2}{3}$ of the e-board meetings in order to maintain their position.

Section 4-- The President, Vice President, Advocacy and Outreach Chair Events Chair, Secretary, and Treasurer will be elected annually after midterms within the spring term, with the

newly elected members taking office for the last meeting of the year. The optional positions, Alumni Advisor and Intern, are not required but may be elected in the process as well.

Article V Duties of Officers

Section 1-- The President shall:

Preside over all General Membership and Executive Board meetings.

1. Meet regularly with the faculty advisor and keep them apprised of events/activities.
2. Act as a delegate to faculty and administration.
3. Act as a representative of the organization to the community.
4. Aid Events Chair in planning and coordinating events for the organization.
5. Supervise the financial administration of all sources of revenue.
6. Aid treasurer in maintaining financial records and the off-campus bank account.
7. Perform all other duties that are necessary for the good health of the organization.

Section 2-- The Vice President shall:

1. Preside over all General Membership and Executive Board meetings in the absence of the President.
2. Act as a secondary resource to the President and all other officers.
3. In the event that there are not enough Executive Board Members to have an Advocacy and Outreach Chair, the position shall be collapsed into the Vice President.

Section 3-- The Advocacy and Outreach shall:

1. Be responsible for the publicity materials for the organization.
2. Actively encourage members to be involved in the local queer community, providing resources, events, and prioritizing communication and collaboration amongst the general body.
3. Be in active communication with our advisor(s) on opportunities for our members to be active participants in the queer community.
4. Arrange media attention to events.
5. Keep in correspondence with the local press.
6. Be the one to maintain all social media outlets, including (but not limited to) Facebook events pages (general meetings, club events), CNU class pages, and Twitter.
7. Publicize photographic evidence to active social media outlets as requested alongside the Secretary.

Section 4-- The Events Chair shall:

1. Reserve room space for all executive, general, and social meetings and events.
2. Create and maintain event pages for all general meetings and events alongside the Marketing Chair.

3. Perform any other responsibilities associated with the Virtual Event Management System (VEMS).
4. Head the organization and implementation of campus-wide events, including, but not limited to the True Life Panel and Drag Ball.
5. In the event that there are not enough Executive Board Members to have an Events Chair, the position shall be collapsed into the President. In this event, the responsibilities shall be assisted by the other members of the Executive Board.

Section 5-- The Secretary shall:

1. Maintain the organization's constitution.
2. Maintain and respond to anything within the Spectrum Email, as well as share any inquiries with the rest of the Executive Board.
3. Provide any powerpoint lessons, links, and other materials to the General Membership after a meeting has been concluded.
4. Preserve the non-financial records of the organization.
5. The secretary shall maintain the mandated list of members that is given to OSI at the end of the year.
6. Document the photographic evidence of Spectrum events for personal possession.

Section 6-- The Treasurer shall:

1. Maintain financial records alongside the President.
2. Complete and submit all financially-related forms for items including, but not limited to, activities, events, fundraisers, and reimbursements.
3. Maintain the off campus bank account and the status of the organization as a non-profit.

Section 7 -- The Alumni Advisor shall:

1. Be a CNU graduate come the start of the next Academic Year.
2. Assist the following year's Executive Board in all proceedings when necessary or requested.
3. Attend, virtually or in person, at least half of all Executive Board meetings, and are welcome but not required to attend General Body meetings.

Section 8-- The Intern shall

1. Assist the Executive Board when needed.

Section 9-- All officers, other than the Alumni Advisor and Intern, shall:

1. Hold an optional set of two Office Hours per week.
2. Attend at least $\frac{1}{3}$ of the General Membership meetings.
3. Attend all Executive Board meetings, allowed up to three absences.
4. Actively recruit members.

5. Actively search for outside sources of funding for the organization.
6. Assist in planning and coordinating events.
7. Maintain order of the Spectrum at CNU office.
8. Perform all other duties assigned by the President.
9. Notify the Treasurer when handling money.

Article VI Membership

Section 1-- Voting membership is open to full- or part-time students attending the University.

Section 2-- Non-voting membership is open to any CNU alumni, faculty, and staff.
Non-voting membership is also open to members of the surrounding community and individuals from other educational institutions.

Section 3-- Spectrum at CNU shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of Spectrum at CNU are free to leave or dissociate without fear of retribution or harassment. Spectrum at CNU shall not discriminate based on race, creed, color, sex, age, national origin, ability, sexual orientation, and gender identity.

Section 4-- In order to maintain voting membership, voting members must attend at least 3 general meetings for that academic term, unless otherwise excused by a majority agreement of the executive board for reasons including, but not limited to, time conflict, long-term illness, and family emergencies. This exemption does not apply to members who are attending other organization meetings scheduled at the same time, unless excused by the executive board.

Article VII Meetings

Section 1-- Meetings will be held at a regular time to be established at the beginning of each term.

Section 2-- Order of business for executive board meetings should abide by the outline of:

1. Begin Meeting
2. Introduce social events, campus updates, and opportunities
3. Discuss and update on previous meeting subjects
4. Introduce new topics for discussion
5. Review and check all that has been discussed
6. Adjournment

Section 3-- Special meetings may be called by the President or by a majority of the Executive Board. Three-day notice is required for special meetings of the general membership. Special Executive Board meetings may be called with less notice provided three-fourths of the board is in attendance.

Section 4-- No general member or Executive Board member will speak of personal discussion outside of meetings or events, or identify another member of Spectrum at CNU without consent.

Article VIII Executive Board Electoral Procedure

Section 1-- Formal nominations for Executive Board positions will take place at the General Meeting prior to the scheduled elections. If necessary, nominations will also take place at the General Meeting scheduled for Election Day. Nominations and elections will take place in the reverse order of President, Vice President, Advocacy and Outreach Chair, Events Chair, Secretary, and Treasurer, Alumni Advisor, and Intern.

Section 2-- A nominee for an executive position must be nominated by at least two other individuals of the voting membership. The nominee must then accept the nomination. If the nominee declines, they may not be re-nominated for that concerned position on that Election Day. If a state of Emergency is enacted, the nomination may be proposed and voted on by the current Executive Board.

Section 3-- Those persons interested in running for an executive position must be an active participant of Spectrum at CNU events.

Section 4-- A nominee may address the voting membership orally and/or in writing, with majority consent of the executive board. The nominee must agree to limit discussion to objective and subjective knowledge, skills, abilities, and other characteristics related to the position they are nominated for.

Section 5-- The President of the organization will serve as mediator for an electoral process. Their vote will not be counted except in cases such as a State of Emergency where their vote is necessary. An unbiased graduating member (preferably executive board member, but unbiased graduating member is acceptable) will serve as mediator, as possible.

Section 6-- The Executive Board may vote with the general membership during elections.

Section 7-- The voting membership will determine using either the “heads-down, hands-up” or written ballot voting method for that Election Day by majority agreement.

Section 8-- A member who is running for an executive position may vote for oneself regarding that specific executive position.

Section 9-- In the event of a tie, the President's vote will count as tie-breaker. If the President feels unable to objectively vote to break the tie, the other able original Executive Board members will vote as tie-breaker; majority determines the winner. If the President and Executive Board deem themselves too biased, then the appointed unbiased graduating member shall preside. If the original Executive Board members are tied, the voting membership will vote again; majority vote determines the winner.

Section 10-- In the event of a single nominee for an executive position, the voting membership must still vote to elect that nominee for that position.

Section 11-- The electoral procedure on Election Day will be as follows:

1. Determination of eligible voting membership
2. Determination of voting method
3. Final Intern Nominations, membership addresses, and election (if applicable)
4. Final Alumni Advisor Nominations, membership addresses, and election (if applicable)
5. Final Treasurer Nominations, membership addresses, and election
6. Final Secretary Nominations, membership addresses, and election
7. Final Events Chair nominations, membership addresses, and election
8. Final Advocacy and Outreach Chair nominations, membership addresses, and election
9. Final Vice President nominations, membership addresses, and election
10. Final President Nominations, membership addresses, and election
11. Adjournment

Article IX Removal from the Executive Board

Section 1-- Any officer who misses three or more executive board meetings or more than 2/3rds of general body meetings during a semester, fails to assist in events and activities, fails to complete their constitutional duties or is in any other way guilty of dereliction of duty will be subject to removal from the Executive Board.

Section 2-- Any member who believes that an officer should be removed from office must submit, in writing, their reasons for removal to the organization's advisor.

Section 3-- If an Executive Board member falls under the criteria to be removed from the Executive Board, then a discussion must be held amongst the board on how to navigate the position. If said Executive Board member is neither willing to adapt and compensate for their

lack of activity or is not willing to step down, then the Executive Board may refer to the Advisor on how to further handle said situation.

Section 4-- In the event that vacant offices are not filled in an electoral process, the remaining and newly elected Executive Board members will delegate the unassigned duties and responsibilities of unelected positions among themselves until the vacant position(s) is/are filled as outlined in the Constitution, unless the collapsable roles are still not enough to meet the criteria.

Article X Vacancies and Succession

Section 1-- In the event of a vacancy in the office of the President, the Vice President shall assume the position of President.

Section 2-- In the event of a vacancy in any other office, the voting membership will elect a new person to fill that position, unless in a State of Emergency.

Section 3-- In the event of a vacancy in most or all offices, a State of Emergency may be declared, and subsequent Executive Board positions may be filled or collapsed upon the majority vote of the Executive Board until the vacancies are properly filled again.

Section 4-- In the event that vacant offices are not filled in an electoral process, the remaining and newly elected Executive Board members will delegate the unassigned duties and responsibilities of unelected positions as outlined in the Constitution, or, in a State of Emergency, as the newly elected Executive Board needs until the vacant position(s) is/are filled.

Article XI Amendments

Section 1-- Proposed amendments will be submitted to the Executive Board in writing at a regular meeting. At the subsequent meeting, amendments will either be voted on or tabled for further discussion, unless in a State of Emergency.

Section 2-- The proposed amendments must be passed by a two-thirds majority vote of the general voting membership present, unless in a State of Emergency.

Section 3-- Any amendment that does not receive enough votes for approval or is removed from consideration may not be re-proposed for a period of at least six weeks. This does not apply if there are not enough members in attendance to make a vote.

Section 4-- In a State of Emergency, constitutional amendments may be made on a necessary basis based on a majority vote of Executive Board members.

Article XII Role of the Advisor

Section 1-- A CNU faculty or staff member shall serve as advisor. The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor is expected to play an active role in the planning of meetings and events and offer advice. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state, and local laws.

Article XIII Ratification

Section 1-- This constitution shall be ratified by a two-thirds majority vote of the general membership of the organization present, unless in a State of Emergency.

Section 2-- This constitution shall be implemented after approval of the Office of Student Involvement.

Article XIV State of Emergency

Section 1-- If General Body attendance is too low to have a proper 2/3s vote for Executive Board Positions, if there are not enough nominated members to fulfil all necessary Executive Board Positions, or if attendance and engagement is rapidly dwindling, the Executive Board may refer to the Faculty Advisor and request to declare a State of Emergency.

Section 2-- Once a State of Emergency is declared, Executive Board positions may be collapsed into each other by the discretion and vote of the current/coming Executive Board. Beyond the outlined collapsing of roles within the Constitution, other roles and responsibilities may be collapsed or moved around based on the discretion and vote of the Executive Board.

Section 3-- Certain events may be put off or postponed depending on the status of the club during the State of Emergency.

Section 4-- The Executive Board has the right to make executive decisions without the approval of the general body if it applies to the circumstances around why the club is in the State of Emergency, including but not limited to dwindling membership.