

## Inter-Club Association Constitution

Whereas, Article V, Section I states: There shall be an Inter-Club Association (ICA) that shall: provide a venue for the discussion of challenges and/or concerns of clubs and organizations on campus and their members, assist in the development of new organizations to meet the student body's needs, facilitate cooperation between all organizations included to carry out the purpose of the ICA, and consist of one representative from each recognized organization; and

Whereas, Article V, Section II states: The members of the ICA shall: each possess one non-transferable vote, establish their own by-laws, and elect a chair via the Elections Board; and

Whereas, Article V, Section III states: The ICA shall make a proposal to the Senate concerning the stipulations needing to have been met by each club in order to receive funding from the CNUSGA SAFF allocations. This proposal must be approved by a majority vote of the Senate.

SECTION I BE IT THEREFORE RESOLVED BY  
THE CHRISTOPHER NEWPORT UNIVERSITY SENATE  
establish the Inter-Club Association (ICA) in order to fulfill the requirements within the Student Government Association (SGA) Constitution.

SECTION II There shall be an Executive Chair of the ICA who shall: set the agenda and run all meetings, serve on the SGA Executive Cabinet, serve as a liaison between the ICA and the Executive members, and serve office hours.

SECTION III            There shall be a Senate Liaison who shall: attend all legislative meetings, report to the ICA Executive Board on all business of the Senate, work with Senators on any legislation that has to do with clubs or organizations on campus, and serve office hours.

SECTION IV            There shall be a Secretary of the ICA who shall: record all minutes of ICA Executive Board and general meetings, email all minutes to ICA members, keep records of all members' attendance in ICA meetings, keep records of all club constitutions, keep records of Club contact information and club officer information, and serve office hours.

SECTION V            There shall be an Event Coordinator of the ICA who shall: collect list of all club events the last week of every month, compile all list and form large club events calendar to be passed out the first week of every month, keep events calendar updated weekly, Work in conjunction with the Office of Student Life and the Scheduling Office, make a calendar of events available to the campus, and serve office hours.

SECTION VI            The By-Laws of the ICA shall consist of: ICA meetings will be held Bi-weekly after SGA cabinet meetings, Senate meetings, and ICA E-board meetings; all members of the ICA are required to obtain CNU e-mail accounts for their club or organization; An executive board will be formed containing Executive Chair, Senate Liaison, Secretary, and an Events Coordinator; and all clubs are required to be represented at each meeting in order to receive SAFF funding; if your club is unable to send a representative to the weekly meetings for the entire year, then

you must submit written documentation as to why you are unable to attend and then set up an appointment with the E-board to meet and discuss what you miss at the meetings; this appointment will held weekly at the same time; Missed Meetings: First Absence will result in a warning e-mail to both the club account and the club Presidents' personal e-mail account; Second absence will result in a loss of eligibility to recieve or apply for SAFF funding for the two weeks following the missed ICA meeting; Three or more missed meetings will result in your club's case being sent to the Judicial Branch to decide what action should be taken; members must stay for at least 30 minutes of the meeting to be counted as present; all Executive Board members, with the exception of the Executive Chair, of the ICA will be elected from the ICA representatives; the Executive Chair shall be appointed by the President and Vice President of the SGA and approved by the ICA representatives; this shall take place at the end of every year after the SGA elections have occured. There will be a set agenda consisting of the first ten minutes of every meeting being for guest speakers and the remaining time shall be for discussion of any new or old business and for announcements.

## SECTION VII

The contact information for the ICA shall be ICA@cnu.edu.