

Constitution  
of the  
Christopher  
Newport  
University  
iNSPIRE Club

2013

This is the governing documentation for the Christopher Newport University iNSPIRE Club. This documentation is to be filed in the Office of Student Life and Activities, and with the faculty advisor, President, and Vice President of the club.

Hereby  
submitted  
this ...

# Constitution of the Christopher Newport University iNSPIRE Club

Submission by the Executive Board of the Christopher Newport University iNSPIRE Club

Hereby Submitted this ...

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## I. Article I – Name

- i. Section I. The name of this organization shall be Christopher Newport University iNSPIRE Club (henceforth known as the CNU iNSPIRE Team).
- ii. Section II. CNU iNSPIRE members shall be affiliated with Newport News Public Schools and shall abide by the guidelines established by said administration.
- iii. Section III. The CNU iNSPIRE club shall be affiliated with Christopher Newport University's Office of Student Life and Activities and shall abide by the guidelines established by said office.
- iv. Section IV. CNU iNSPIRE members shall not follow Section II through Section III whereas a Federal, State, or Local law in operating or visiting jurisdiction prevents such compliance.

## II. Article II – Purpose

- i. Section I. The purpose of this organization shall be:
  - A. To develop and maintain an active iNSPIRE Team at Christopher Newport University.
  - B. To transform Newport News through inspirational service to the younger student generation, enabling and empowering them to be initiators of desired change.
  - C. To facilitate preliminary and follow-up workshops for Newport News Public School students focused on education and college preparation.
  - D. To provide local high school students with stable mentorship and education throughout the academic year.

## III. Article III – Membership

- i. Section I. Active membership in this organization shall be open to any interested, full or part-time degree seeking students in good academic standing at Christopher Newport University.
  - A. Active members shall be required to maintain good academic standing according to the Office of the Registrar or the undergraduate catalog.

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- B. Active members shall have the right to vote in general membership meetings and the right to run for office.
- ii. Section II. CNU iNSPIRE Team members shall not permit the hazing of prospective or current member for the purpose of admission into or affiliation with the organization. Members of the CNU iNSPIRE Team are free to leave or disassociate without fear of retribution or harassment. The CNU iNSPIRE Team shall not discriminate based on race, creed, color, gender, age, national origin, disability, or sexual orientation.

## IV. Article IV – Executive Board

- i. Section I. The Executive Board of the CNU iNSPIRE Team shall consist of a Co-Presidents, Co-Vice-Presidents (one Mentoring chair and one Tutoring chair), and a Public Relations Director. E-board officers shall serve a term of one year, from the end of the elections meeting at which they were elected, until the next election meeting. All E-Board members shall be required to have and maintain a cumulatively recognized GPA of 2.5<sup>1</sup> by the Christopher Newport University Registrar<sup>2</sup> for the duration of their term and fulfill the duties of the appointed position.
  - A. The President shall preside over all E-Board and general membership meetings, supervise the activities of the organization, act as a point of contact for all affiliated organizations, and perform other such duties as may be required in the By-laws of the organization or resolutions of the E-Board.
    - 1. The President shall maintain the power to call all meetings.
    - 2. The President shall maintain the power to create Ad-Hoc committees with the approval of the E-Board.
    - 3. The President shall relay pertinent information to the Co-Vice Presidents (Mentoring and Tutoring chairs) and PR Director.

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<sup>1</sup> Implies waiver of all students running for this club and to view your transcript and re-compute your GPA to a 4.0 scale if necessary.

<sup>2</sup> In event of departmental name change, refers to all Registrars, Assistant Registrars, and designated Administration delegated to similar positions by the approval of Christopher Newport University's current President, Vice President, or Board of Directors.

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4. The President shall act as a servant leader<sup>3</sup> to the entire iNSPIRE Team wherever and whenever possible.
- B. The Vice-President shall preside over E-board and general membership meetings in the President's absence, work alongside the President, act as a point of contact for all affiliated organizations, record minutes of all E-Board and help the Public Relations Director plan and organize publicity for the activities and special events, and perform other such duties as may be required by the By-laws of the organization or resolutions of the E-Board.
1. The Vice-President shall preside over the Mentoring and Tutoring programs.
  2. The Vice-President shall relay pertinent information at all E-Board meetings.
- C. The Public Relations Director shall work alongside the President and Vice-President to plan and execute publicity for iNSPIRE, as well as promoting general membership meetings and any special events and perform other such duties as may be required by the By-laws or resolutions of the E-Board.
1. The Public Relations Director shall relay pertinent information at all E-Board meetings.
  2. The Public Relations Director shall be responsible for maintaining all media from any iNSPIRE sponsored event, as well as producing and obtaining media release waivers for each event.
- D. The Mentorship Chair shall work alongside the President to plan and execute the High School Mentorship Program, as well as any related on or off campus functions and perform other such duties as may be required by the By-laws or resolutions of the E-Board.
1. The Mentorship Coordinator shall preside over the Mentorship Committee as chair and confer with the President.
  2. The Mentorship Coordinator shall relay pertinent information at all E-Board meetings.

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<sup>3</sup> Defined as an individual who leads by serving others while staying focused on achieving results in line with the organization's values and integrity.

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3. The Mentorship Coordinator shall serve as a liaison between Christopher Newport University and the Newport News Public Schools in matters regarding the Mentorship Program.
- E. The Tutoring Chair shall work alongside the President to plan and execute the High School Tutoring Program, as well as any related on or off campus functions and perform other such duties as may be required by the By-laws or resolutions of the E-Board.
1. The Tutoring Coordinator shall preside over the Mentorship Committee as chair and confer with the President.
  2. The Tutoring Coordinator shall relay pertinent information at all E-Board meetings.
  3. The Tutoring Coordinator shall serve as a liaison between Christopher Newport University and the Newport News Public Schools in matters regarding the Tutoring Program.
- ii. Section II. The E-board shall be required to have E-Board meetings at least twice per month during the academic year.
- A. One meeting must be carried out face-to-face. However, the second meeting may be carried out by means of electronic correspondences.
  - B. E-Board meetings are mandatory for all officers, except in cases of illness or extreme circumstances.

## V. Article VI – Election of Executive Board

- i. Section I. The election of E-board officers shall take place during a general membership meeting within the first two weeks of April. The date of the elections meeting shall be announced by the reigning E-Board no less than one month prior to being held. The elections meeting shall be run by the faculty advisor or by an active member who is not running for E-board office, as selected by a simple majority of the general membership.
- A. Any member wishing to run for an E-Board position must fill out the iNSPIRE Team Executive Board Application or express interest and present it to the reigning E-Board no less than two weeks prior to the Election.

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1. The reigning E-Board shall be responsible for establishing and maintaining the iNSPIRE Team Executive Board Application.
  2. The staff advisor will be responsible for collecting the iNSPIRE Team Executive Board Application, confirming that the applicants are in good academic standing as stated in Article V, and shall circulate the confirmed applications to all iNSPIRE Team members via electronic correspondence no less than one week prior to elections.
  3. A member may only run for one position on the E-Board per election.
    - B. Each candidate shall be given up to 1 minute to make a case for their candidacy before the election takes place.
    - C. Elections shall be conducted by secret ballot, created by the staff advisor after all candidates have been declared and have made their cases. The ballots shall be tallied and recorded by the staff advisor
- ii. Section II. Any member may be eligible for nomination provided they have met all requirements for active, voting membership.
    - A. Only members who have been actively involved in the iNSPIRE Team for at least one year are eligible for nomination to office of President or Vice-President.<sup>4</sup>
  - iii. Section III. A vacancy in the office of President shall be automatically filled by the Vice-President. A vacancy in any other office shall be filled by means of emergency election. Election of the new officer shall occur no later than two weeks after the vacancy.
  - iv. Section IV. The Mentorship Coordinator position shall be decided by the reigning Mentorship Coordinator and confirmed by the Executive Board by a majority vote. The Mentorship Coordinator shall abstain from voting in this decision.

## VI. Article X – Dismissal of Executive Board Officers and Committee Vice-Chairs

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<sup>4</sup> A year is defined as a combination of any two semesters. This may be a combination of Fall & Spring, Spring & Spring, or Fall & Fall semesters.

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- i. Section I. Grounds for dismissal of E-board officers and committee chairs includes, but is not limited to, severe dereliction of duties, receipt of an honor code violation, or being found guilty of criminal activity.

- A. Motions for removal of an E-Board officer or Committee Chair shall be made in writing and submitted to the President. If the motion regards the President, then it shall be submitted to the Vice-President. The motion shall be brought to a vote at the next general membership meeting and shall be considered passed by a 2/3 approval of the general membership. The officer shall be dismissed immediately upon passage.

## VII. Article XI – Meetings

- i. Section I. General membership meetings shall be held at least once per month. However, meetings may be held more frequently as necessity and as the E-Board dictates.
- ii. Section II. Meetings that require a vote by the general membership (e.g. Elections, Amendments to the Constitution, adoption of By-laws, etc.) must have 50% of the entire membership in attendance. These meetings will be mandatory and must be announced by the E-board no less than one week in advance. A passing vote shall be a majority which is defined as 50% plus one of the general membership meeting attendance unless otherwise stated in the constitution.
- iii. Section IV. Parliamentary procedure according to Robert’s Rules of Order (current edition) will be used as deemed necessary by the President or the E-Board.

## VIII. Article XII – Meeting Agenda

- i. Section I. Meeting agendas shall be the responsibility of the President. The proposed agenda may be approved and amended by a majority of the E-Board members in attendance at beginning of each meeting.
  - A. Amendments to the agenda proposed at the beginning of the meeting by general members must be confirmed by 75% of the members in attendance.
  - B. There shall remain time during each meeting in which the floor shall be opened to all members in attendance for the purpose of consulting the E-Board and all general members.

## IX. Article XIII – Advisor

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- i. Section I. There shall be at least one staff advisor for this organization at all times.
  - A. This staff advisor has the right to dissolve this organization in conjunction with the Office of Student Activities and with the best interests of the club and University in mind.
  - B. This staff advisor has the right to grant quorum exceptions.
- ii. Section II. The staff advisor of this organization shall provide support, counseling, and guidance on the activities of the organization. The advisor shall confer with the E-Board and attend at general membership meetings as deemed necessary.

## X. Article XIV – Compliance

- i. Section I. This organization will adhere to the policies of Christopher Newport University and all Local, State, and Federal laws<sup>5</sup>. All by-laws of other organizations will be carried out where possible when at conferences, conventions, and on other University<sup>6</sup> campuses<sup>7</sup>.

## XI. Article XV – Amendments

- i. Section I. Amendments to the Constitution may be adopted by a 2/3 vote of the general membership. Proposed amendments must be presented in writing during a general membership meeting by either the E-board or by a petition signed by 50% of the general membership. The proposal must be made available for review by the general membership no less than one week prior to being brought to a vote.

## XII. Article XVI – By-Laws

- i. Section I. By-laws, not inconsistent with the Constitution, may be adopted or amended by a 2/3 vote of the general membership. Proposed By-laws or amendments to the By-laws must be presented in writing during a general membership meeting by either the E-board or by a petition signed by 50% of the general membership. The proposal must be made available for review by the general membership no less than one week prior to being brought to a vote.

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<sup>5</sup> All Local, State, and Federal Laws will supersede the regulations of Christopher Newport University where required.

<sup>6</sup> Defines University as the campus Administration and its representatives.

<sup>7</sup> All Christopher Newport University policy will supervene all other organization's policy where more stringent and vice-versa.

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## **XIII. Article XVII – Ratification**

- i. Section I. This Constitution shall become effective upon ratification by a 2/3 vote of the general membership and approval of the Christopher Newport University administration. The Constitution shall be made available for review by the general membership no less than one week prior to being brought to a vote. Upon ratification by the general membership, the Constitution shall be proposed by an E-board officer to the administration for final approval.
  - A. Turnover from the previous Constitution shall occur at the general membership meeting following administrative approval of this Constitution.