

Constitution

Catholic Campus Ministry Christopher Newport University

Article I: Name

The name of this organization shall be Catholic Campus Ministry (CCM) of Christopher Newport University.

Article II: Purpose

The purpose of this organization is to provide an atmosphere for members to worship, serve, study and socialize in a catholic environment.

Article III: Membership

Section I: Membership to CCM is open to all students, faculty, and staff at Christopher Newport University. Membership is defined as having completed an information form.

Section II: As required by the Office of Student Activities, the following statement is included: CCM shall not haze any prospective or current members for the purpose of admission or affiliation with the organization. Members of CCM are free to leave or dissociate without fear of retribution or harassment. CCM shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Article IV: Leadership Team

Section I: The Student Campus Minister shall perform the following duties:

- A. To attend and preside over general CCM meetings and leadership team meetings
- B. To attend Mass on campus whenever possible
- C. To have all other powers necessary and proper to carry out the provisions of this constitution and to empower other members
- D. To act as CCM's representative on student government and United Campus Ministry boards
- E. To act as the liaison between the leadership team and the Campus Minister

Section II: The Assistant Student Campus Minister

- A. To perform all duties of the Student Campus Minister in her/his absence

B. To see that the rights and duties of all vacant offices and committees of CCM are fulfilled as well as ad hoc committee work deemed necessary by CCM's Leadership Team

C. To attend mass on campus whenever possible

D. To assist the Student Campus Minister in her/his duties

E. To attend Leadership Team meetings and general CCM meetings

Section III: Worship Minister shall perform the following duties:

A. To attend leadership team meetings and general CCM meetings

B. To attend mass on campus whenever possible

C. To oversee set up of worship space for Mass and assist Campus Minister with Mass and community prayer as needed.

D. To perform all other duties as assigned

Section IV: The Communications Minister shall perform the following duties:

A. To attend leadership team meetings and general CCM meetings

B. To serve as the recording and corresponding secretary for all general CCM meetings and Leadership Team meetings

C. To maintain and preserve records for CCM (Records include, but are not limited to calendars, newsletters, minutes, and registration forms, stewardship forms)

D. To maintain a database with information of students in CCM

E. To assist the Leadership Team with publicizing CCM activities

F. To attend mass on campus whenever possible

G. To perform all other duties as assigned

Section V: The Justice and Peace Minister shall perform the following duties:

A. To attend leadership team meetings and general CCM meetings

B. To attend mass on campus whenever possible

C. To plan a minimum of two (2) opportunities monthly for members of CCM to work for justice

D. To perform all other duties as assigned

Section VI: The Minister of Treasury

A. To attend leadership team meetings and general CCM meetings

B. To attend mass on campus whenever possible

C. To keep abreast of CNU policy involving club funds

D. To keep accurate financial records of CCM funds

D. To perform all other duties as assigned

Section VII: The Leadership Team shall perform the following duties:

A. To help develop and encourage the vision, goals, and objectives of CCM

B. To create committees as needed to carry out the functions of CCM

C. To designate how funds will be used

D. To plan appropriate fundraising events

E. To meet weekly with Campus Minister

F. To keep Faculty/Staff Advisor informed about CCM and welcome/seek advice as needed

G. To maintain weekly office hours

H. To delegate the responsibility for an annual freshman retreat

I. To be servant leaders and encourage and empower members of CCM to accept responsibility for living CCM's vision and accomplish CCM's goals and objectives

J. To attend and encourage CCM members to participate in appropriate retreats and leadership development opportunities

K. To reach decisions by consensus

L. To make necessary decisions that are not designated under a minister

Article V: Advisor

The advisor shall 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 VI: Discernment

Section I: Discernment for the Leadership Team for the upcoming school year will take place in the Spring Semester. All positions on the leadership team shall be discerned. The Campus Minister is a staff member of the parish of Our Lady of Mount Carmel. The advisor is a member of the CNU faculty or staff.

Section II: All members of CCM are eligible to participate in the discernment process

Section III: The Campus Minister shall lead the discernment unless otherwise determined by her/him in conversation with the Leadership Team

Article VII: Responsibilities

The organization will adhere to University policies and all local, state and federal laws

Article VIII: Amendments

Section I: Amendments can be made by a unanimous vote by the Leadership Team

Section II: Any revisions to the constitution and/or by-laws must be reviewed by the Office of Student Activities