



OPERATION SMILE CLUB CONSTITUTION

Christopher Newport University

- I. **Definition** – The Christopher Newport University Operation Smile Club is an affiliation of Operation Smile whose purpose is to raise funds, become a cultural staple of the University, spread awareness about the activities of Operation Smile and to volunteer themselves in the school and community.
- II. **Meetings and Attendance**
 - A. There will be meetings every other Tuesday at 8:00 p.m.
 - B. Once a Student Club member has missed four consecutive meetings (non-excused absences), he/she will receive a notice informing him/her that he/she has missed four meetings and inviting him/her to attend the next meeting.
 - C. Once a Student Club Member has missed six consecutive meetings (non-excused absences) his/her name will be dropped from the roll.
 - D. Executive Board meetings will be conducted according to Robert's Rules of Order.
- III. **Members**
 - A. Any student or staff member at Christopher Newport University may join the Operation Smile Student Club at any time during the year.
 - B. A permanent invitation will be awarded at the third meeting attended and that person's name will be added to the roll. Dues for full members are due anytime within two weeks of being invited to join.
 - C. Goals of the student members
 1. To attend all meetings.
 2. To attend at least one Student Club or Operation Smile event.
 3. To join and contribute to a committee on the club.
 4. To participate in at least one Student Club service activity.

5. To spread awareness at every opportunity by vocalizing the mission of the club and Operation Smile as a whole.

D. Goals of the Club Advisor(s) and staff member(s)

1. To attend all meetings.
2. To contact an officer if they have ideas to contribute.
3. To assist in transportation whenever possible.
4. To spread awareness at every opportunity.

E. Any complaints brought against Student Club members will be discussed with that member by the Executive Board and the Club Advisor.

F. Members may be removed from the Student Club for serious offenses as decided by the Executive Board and Club Advisor and approved by the Executive Board by a majority.

G. Students who have been removed must wait a full semester before rejoining the Operation Smile Club at Christopher Newport University. Reinstatement of membership is dependent on executive board consideration.

IV. **Officers**

A. Elections

1. All candidates for an office must be aware of the duties of that office before they run.
2. The election of officers for the next year will be held at the last meeting of the current year.
3. Elections will be held in the order they are presented. Anyone who runs for an office and is not elected may run for another office.
4. At least one-half of the Student Club must be present for elections.

B. All Officers' Responsibilities

1. Each officer is responsible for communication with the other officers and attending meetings. If an officer is aware that he/she must miss a meeting, he/she must contact the President or Advisor prior to the meeting date.
2. In addition to the duties assigned in the constitution, the officers are responsible for other duties assigned by the President or Advisor.

C. Individual Officers' Responsibilities

1. **President**

- a. Must be devoted and hard-working.
- b. Must display qualities of leadership and encourage other members to become leaders in school and their community.
- c. Must unite the officers and members.
- d. Must be aware of all Student Club and Operation Smile events, service projects, fundraisers, and regional meetings.
- e. Must be responsible for getting all ideas and activities approved by the Principal/Dean and School Board/University.
- f. Must lead organized and productive Student Club meetings.

- f. Must secure meeting place.
- 2. **Vice-President**
 - a. Must plan, coordinate and execute fundraising projects throughout the year in conjunction with other Executive Board members and committees.
 - b. Must contact and correspond with people and organizations that have service projects for Student Club.
 - c. Must enter and organize Student Club in parades and other public events.
 - d. Must contact the media, such as local newspapers, radio, and TV stations for publicity.
 - e. Must orient new members, including the review of the constitution.
- 3. **Secretary**
 - a. Must take attendance at every meeting.
 - b. Must insure that all member information, with accompanying consent form, are delivered to Headquarters for database purposes.
 - c. Must maintain an events schedule/calendar.
 - d. Must maintain an updated roll.
 - e. Must keep a list of current contact information for all officers, members, and advisor(s).
 - f. Must notify people when they have been removed from the roll.
 - g. Must take minutes at each meeting and send them to officers and advisor(s).
- 4. **Treasurer**
 - a. Must be responsible for all deposits, receipts, checks, and other accounting duties.
 - b. Must make a Treasurer's Report at each meeting.
 - c. Must reimburse members as soon as possible after a receipt is received.
- 5. **Public Relations Officer**
 - a. Must organize and execute Operation Smile awareness campaigns throughout the school year.
 - b. Must publicize all Club meetings.
 - c. Maintain social media accounts on multiple platforms.

D. Advisor Duties

- 1. Must come to as many meetings and activities as possible.
- 2. Must fulfill other duties assigned by the President.

E. Impeachment of Officers

- 1. After missing three meetings or being recommended by at least two other officers as not fulfilling his responsibilities, a conference will be held in which Executive Board and the Advisor will discuss the situation with the Officer for any officer.
- 2. If a satisfactory resolution cannot be reached in that conference, the officers will vote to decide whether or not that person should be asked to resign. The officer being discussed will be present for the discussion but not for the vote.
- 3. In order to be asked to resign, a voting majority is needed.
- 4. If the officers vote in favor of asking the person to resign, the President will send that officer a letter stating the decision and asking him/her to resign. If the officer is the President, the Vice President will send that letter.
- 5. If the officer resigns, he will be welcome to continue as a member of the

Student Club. If the person does not resign, he/she will be dismissed from his/her position and expelled from the Student Club.

6. An election will be held in order to fill the vacant position.

7. In case of impeachment of the President, the Vice President will immediately take the position of the President

V. Amendments to the Constitution

A. Amendments to this document become part of the constitution when passed by a voting majority of the executive board and approved by a three-fourths majority of the Student Club in a special election.

CNU Student Organization Advisor Contract

The advisor plays a vital part in the functioning of recognized organizations at Christopher Newport University. The role ranges from the following:

- Being a mentor for students
- Serving as a motivator and supporter for the campus-based club or organization
- Assisting in the planning and evaluation of programs and events
- Help students assess their weaknesses and strengths by meeting regularly throughout the year with officers and members
- Teach the Christopher Newport University policies and procedures

University Expectations

In requiring that recognized organizations have advisors, the University assumes that the advisers will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for financial, legal and programmatic issues related to the organization's activities.

Financial Responsibilities

The University's expectation is that the advisor will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.

Legal Responsibilities

The advisor is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or seem to violate university policies or laws.

As employees of the university, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

By signing this contract, I Elizabeth Gagnon, agree that I have read and understood the responsibilities as stated above and agree to serve as the advisor to Operation Smile Club until such time as I resign or am asked to step down.
Name of organization

Signature

Elizabeth Gagnon

Date

9/19/13

Please return signed copy to the Office of Student Activities, David Student Union 330