

The CNU Spectrum Constitution at Christopher Newport University

(Revised March 13, 2014)

Table of Contents

Article I:	Name	2
Article II:	Purpose	2
Article III:	Responsibilities	2
Article IV:	Executive Board	2
Article V:	Duties of Officers	3
Article VI:	Membership	4
Article VII:	Meetings	5
Article VIII:	Executive Board Electoral Procedure	5
Article IX:	Removal from the Executive Board	7
Article X:	Vacancies and Succession	7
Article XI:	Amendments	7
Article XII:	Role of the Advisor	8
Article XIII:	Ratification	8

Article I Name

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

Article II Purpose

Section 1-- CNU Spectrum is an alliance of students seeking to address the unique needs of lesbian, gay, bisexual, transgender, queer, intersex, and asexual persons and their heterosexual allies within the University community.

Article III Responsibilities

Section 1-- CNU Spectrum 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, Public Relations Chair, Events Chair, Secretary, Treasurer, and Historian.

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.

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.
3. Attend at least half of the general meetings of the semester when running for office.
4. The President cannot be on track to graduate within one (1) year, except by majority overrule of the general membership.

Section 4-- The President, Vice President, Public Relations Chair, Events Chair, Secretary, and Treasurer will be elected annually prior to the end of the spring term, with the newly elected members taking office for the last meeting of the year. The Historian will be appointed by majority approval of the Executive Board.

Article V

Duties of Officers

Section 1-- The President shall:

1. Preside over all General Membership and Executive Board meetings.
2. Meet regularly with the faculty advisor and keep them apprised of events/activities.
3. Act as a delegate to faculty and administration.
4. Act as a representative of the organization to the community.
5. Plan and coordinate events for the organization.
6. Supervise the financial administration of all sources of revenue.
7. Maintain financial records.
8. 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.

Section 3-- The Public Relations Chair shall:

1. Be responsible for the publicity materials for the organization.
2. Actively encourage members to be involved in the publicity process.
3. Arrange media attention to events.
4. Keep in correspondence with the local press.

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.
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 Queer Film Festival and Drag Ball.

Section 5-- The Secretary shall:

1. Maintain the organization's constitution.
2. Record the minutes of General Membership and Executive Board meetings.
3. Preserve the non-financial records of the organization.

Section 6-- The Treasurer shall:

1. Maintain financial records.
2. Complete and submit all financially-related forms for items including, but not limited to, activities, events, fundraisers, and reimbursements.

Section 7-- The Historian shall:

1. Document the photographic evidence of Spectrum meetings, events, and retreats.
2. Publicize photographic evidence to active social media outlets as requested.
3. Be held only partially responsible for Article V, Section 8, as tasked by the President.

Section 8-- All officers shall:

1. Hold at least two office hours per week.
2. Attend all General Membership and Executive Board meetings.
3. Actively recruit members.
4. Actively search for outside sources of funding for the organization.
5. Assist in planning and coordinating events.
6. Maintain order of the CNU Spectrum office.
7. Perform all other duties assigned by the President.

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

Section 4-- In order to maintain voting membership, voting members must attend at least one general meeting 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. Voting members must also pay any annual due decided upon by the Executive Board. The Executive Board reserves the right to overrule or supersede this rule on an as-needed basis.

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 meetings:

1. Call to order
2. Officer Reports
3. Committee Reports
4. Old business
5. New business
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-- Meetings will be conducted informally; if order is required, the round table rule with the Executive Board presiding will be used.

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 order of President, Vice President, Public Relations Chair, Events Chair, Secretary, and Treasurer.

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.

Section 3-- Those persons interested in running for an executive position must attend approximately half of all general meetings for the semester they are running, unless there is a majority overrule by the membership.

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 special cases.

Section 6-- The Executive Board may vote with the general membership during elections. If the executive official whose position is being voted on feels that their vote would be subjectively biased, they should forfeit their vote for that specific position. Failure to do so may void the election for that position, determined by majority agreement of the original Executive Board members.

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 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 President Nominations, membership addresses, and election
4. Final Vice President nominations, membership addresses, and election
5. Final Public Relations Chair nominations, membership addresses, and election
6. Final Events Chair nominations, membership addresses, and election
7. Final Secretary Nominations, membership addresses, and election
8. Final Treasurer Nominations, membership addresses, and election
9. Adjournment

Article IX Removal from the Executive Board

Section 1-- Any officer who misses three or more 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-- At the next meeting the accused officer will have a chance to respond to the accusation(s). The entire membership will then vote to keep the officer or remove them from office. A two-thirds majority is required to remove an officer from the position. Once a removal vote is passed by the voting membership present, the accused officer will be immediately removed from their position.

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.

Section 3-- In the event of a vacancy in all offices, the Faculty Advisor shall hold a meeting and lead the membership in an election for new leadership.

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.

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.

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

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.

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.

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

Section 3-- Upon implementation of the constitution, Article XIII shall be removed.