

## **IJM: Christopher Newport University Campus Chapter**

### **Article I: Club Name**

IJM: Christopher Newport University (CNU) Campus Chapter, as the official club name shall be, represents members who are CNU students, community members, faculty, or staff, that are concerned about the issues of injustice and desire to raise awareness about IJM (International Justice Mission) and the reality of injustice on their campus. IJM or the University did not create IJM: CNU Campus Chapter. It is recognized by IJM as a registered campus chapter; it is founded and run by university students to contribute to the work of IJM at our respective institution. It is also independent of the University and the state of Virginia. A member's personal opinions (aside from ones that IJM explicitly expresses as a whole) are not representative of the IJM: CNU Campus Chapter.

### **Article II: Nondiscriminatory Statement**

IJM: CNU Campus Chapter shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of IJM: CNU Campus Chapter are free to leave or dissociate without fear of retribution or harassment. IJM: CNU Campus Chapter is a non-partisan and non-ethnic group. It shall not discriminate based on race, creed, color, sex, religion, national origin, ethnicity, disability, veteran or military status, citizen status, sexual orientation, marital status or age.

### **Article III: Purpose and Goals**

IJM: CNU Campus Chapter works to fight against injustice and oppression in the world, in accordance with the national IJM mission statement to "bring rescue to victims of slavery, sexual exploitation, and other forms of violent oppression" in the following ways: praying for

the UJM staff and the victims of injustice, fundraising to support IJM's work, and participating in activities to spread awareness about human rights abuses.

#### **Article IV: Officer Positions**

**President:** leading IJM CNU Campus Chapter; active in all events; planning and running the general and officer meetings; making room reservations; overseeing and coordinating the activities of the Chapter; monitoring the use of funds; communicating with new and continuing members; collaborating with other organizations and clubs; serving as the representative for the Chapter to the college campus (school administration/faculty, student government, etc.) and local community (churches, businesses, other schools); communicating frequently with the faculty advisor and IJM's Director of Student Ministries. The president shall also be responsible for helping the Chapter, the campus and/or the community understand a) what constitutes injustice, b) specific injustices occurring in the world, c) God's passion for justice and His heart for these victims and d) things that can be done to seek justice and rescue the oppressed.

**Vice President:** assists the President in developing, implementing, and evaluating the vision and goals for the Chapter; active in all events; communicating with new and continuing members; running meetings and taking relevant actions in the absence of the President. The Vice President shall also be responsible for helping the Chapter, the campus and/or the community understand a) what constitutes injustice, b) specific injustices occurring in the world, c) God's passion for justice and His heart for these victims and d) things that can be done to seek justice and rescue the oppressed.

**Secretary:** responsible for collecting and distributing the meeting agendas from the President and Vice President; maintaining the records, minutes, and details of meetings; managing the list

of Chapter members and their contact information; overseeing the club e-mail and mailing list accounts; disseminating information to the group; creating and updating a calendar of events; e-mailing members of the mailing list weekly about upcoming events and meetings; writing and distributing the Chapter newsletter (if implemented). The Secretary shall also be responsible for documenting events and maintaining the social networks of the IJM: CNU Campus Chapter.

Other administrative responsibilities may be assigned as needed.

**Treasurer:** developing the Chapter budget and strategies for fundraising; maintaining the Chapter's accounts; operating in full understanding of the principle of biblical stewardship and teaching others about stewardship.

**Public Relations Coordinator(s):** overseeing, coordinating, and implementing advertising and public relations efforts for Chapter activities and recruitment. Maintaining contact with related/other campus organizations & clubs; serving as source of external campus information for the Chapter by creating and maintaining contact with other clubs in order to inform the Campus Chapter of what is happening with other organizations on campus & how we can support them. If this position is divided between two people, one should focus on coordinating with on-campus organizations, and the other with off-campus organizations, while working with both the university and each other.

**Prayer Coordinator(s):** encouraging individuals, small groups and the campus as whole to pray on a regular basis for the work of justice and the victims of oppression, especially those served by IJM; distributing the monthly Prayer Updates provided by IJM to the rest of the group.

**Fundraising and Event Coordinator(s):** assisting the President and Treasurer in managing financial account; developing and implementing methods to raise funds for IJM and the IJM

Campus Chapter (this can be done through special events, special offerings, and budget line-item gifts). Developing ways that individuals and groups can use their skills, gifts, and talents to serve God's passion for justice and serve the victims of abuse and injustice in our world through their active and hands-on involvement; helping club members find the right committee with which to serve; organizing the presentation of new committee formation ideas and service project ideas; ensuring that all members have the opportunity to contribute to the Chapter's success.

*The duties described above may be changed by the present leadership team, provided all officers are in agreement. Amending the constitution for this purpose is not required.*

#### **Article V: Committees**

All committees will be formed through the process of filling out a Committee/Service Project Idea form which will then be given to the Fundraising and Event Coordinator for review. The member who submitted the idea will present their idea for a committee to the officers and if approved by a majority of the officers the idea will be presented at the next general meeting to all members. Once presented to the members, five supporting signatures must be acquired to establish the committee.

#### **Article VI: Officer Terms, Conditions, Elections, and Impeachment**

##### ***Section 1: Officer Terms and Conditions***

There may be more than one person serving in each role in any given academic year. There shall not be more than two persons occupying an officer position. A person can hold more than one officer position in any given academic year, if circumstance makes it necessary. All officers are responsible for fulfilling their respective officer duties for the academic year, upholding an

ethical and professional conduct worthy of the gospel, abiding by the applicable local, state, or federal laws and University policy and procedures presently in place or hereafter enacted.

Should an officer be absent due to reasons deemed excusable by the rest of the officer board (e.g. studying abroad), he/she may resume his/her responsibilities upon returning. During the absence, a fellow officer shall temporarily fill in. Should an officer be absent for a substantial amount of time, he/she may lose his/her position; the decision to withdraw an officer on the basis of an absence shall be up to the discretion of the rest of the officers. An officer's term officially starts at the beginning of spring semester (January) of the year he/she will hold the position and officially ends at the conclusion of the following fall semester (December).

## ***Section 2: Elections***

To be eligible for an officer position, all persons interested must submit an officer application form and undergo an interview with a panel composed of two officers, the chapter advisor, and two to three other active members (defined in Article VI). Any person seeking a position as a chapter officer must be a full time student at Christopher Newport University and in good academic standing as defined by the University. In addition, applicants must be willing to sign a statement of faith based on Biblical truth, so that chapter leadership reflects the Christian values of IJM. Should a current officer choose to rerun or run for a different position, he/she must resubmit an officer application form by the same deadline and must undergo the same interview process provided to new applicants. Current officers interested in rerunning or running for a different position shall not be allowed to vote for themselves or be involved in the interview process for the position they are running for.

No candidate—or affiliated member(s)—for any position is allowed to bribe, tempt, or threaten members/potential voters for increased chance at winning and/or security of the respective position. Smear tactics of any kind will not be tolerated. A member in violation of any of these restrictions will automatically be disqualified.

In the event that a potential candidate decides to run for a non-pre-existing, newly-made position, he or she must inform the present officers, who will then determine if the new position is necessary and/or acceptable. If so, the officers will announce the opening of the new position (allowing other members to run for it as well). If not, the candidate who brought up the initial new position is allowed to drop from the race or run for another open position.

By the beginning of November, a leadership team for the following academic year shall be slated by the interview committee and elected as a board in its entirety by a quorum consisting of at least 50% plus 1 of active members (defined in Article VI) using the principle of majority rule. If the slated board does not pass, officer positions will be voted upon individually. The new officers shall attend all officer meetings and train for their new positions during the remainder of the fall semester.

### ***Section 3: Conflict and Impeachment***

If there are conflicts/problems between the officers at any given time, all parties involved shall strive for a peaceful resolution. When meetings to resolve the conflicts/problems are called for, full and timely attendance is required for every officer.

The decision to impeach an officer on the basis of misconduct shall be based on guidelines set forth in the Bible; misconduct includes, but shall not be limited to, stealing from/during fundraising events, stealing from the club account, using club funds

inappropriately, tampering with or altering financial records, disrespecting fellow club members and faculty advisor(s), damaging the reputation of IJM, evading officer responsibilities, and breaking one or more of the local, state, or federal laws and University policy and procedures presently in place or hereafter enacted.

The impeachment process is as follows first, all current officers, including the defendant officer, must agree on a date and time for a meeting (full and timely attendance is required of every officer for that meeting); second, the meeting shall begin with one officer initiating a motion to question and discuss the defendant officer regarding his/her misconduct (at least one other officer must move to second the motion); third, the defendant officer shall provide his/her final statements before exiting the room to allow for a closed voting session among the rest of the officers; fourth, one officer shall call for a motion to vote to impeach the defendant officer and at least one other officer must move to second the motion; finally, a closed voting session shall take place and the result shall be formally announce to the defendant officer once he/she is called back to the room.

Should the officer be removed, he/she will be immediately given inactive member status until after the next election process. He/she can then resume an active member status.

## **Article VII: Membership and Recruitment**

### ***Section 1: Recruitment***

Members are highly encouraged to attend all general meetings, participate in all Chapter activities and join a Chapter Committee. Members will be recruited during the first weeks of both the fall and spring semester. New members will be able to join IJM: CNU at any time throughout the academic year.

## ***Section 2: Voting Membership***

Voting membership of recognized campus organizations should consist only of matriculated students, faculty and staff of this institution. A majority of the voting members must be Active Members. Non-voting members may consist of the following:

- 1) Inactive members - persons who have been, but no longer are, voting members of the organization, for reasons defined by the organization's constitution and/or by-laws.
- 2) Alumni of the organization who are no longer enrolled at CNU.

## ***Section 3: Qualifications of Active versus Inactive Membership***

In order to achieve Active Member status, a member must be a full time (12 credit hours) student at Christopher Newport University, pay his or her dues, attend approximately half of all semester meetings, and have attended and participated in at least one event over the course of a semester. Inactive Members are those that have not fulfilled the qualifications for Active Member status, but have attended at least one meeting and are on the chapter roll. Membership shall be evaluated every semester and before elections.

## ***Section 4: Dues***

Dues shall be decided upon by the current officers, approved by the faculty advisor, and collected by the treasurer once a semester.

## **Article VIII: Faculty Advisor Roles and Duties**

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. There



can be one or more faculty advisers, but they must be of the University faculty or staff. The faculty advisor does not have a term limit, unless otherwise requested. The faculty advisor shall be 1) an advisor, who will be available to discuss overall goals and offer their expertise, and 2) an ambassador, who will play an important part in helping the Chapter make contacts and develop relationships with other faculty members and administrators. The faculty advisor(s) will be concerned and aware about injustice, be knowledgeable about the campus, and respected by students and other faculty.

Advisor removal follows the same protocol as that of officer impeachment. Should the role of faculty adviser need to be filled, the officers will select an advisor from all willing potential advisors by majority vote.

#### **Article IX: General and Officer Meetings**

General meeting and officer meetings will be held approximately ten times a semester to ensure the success of the Chapter. Officer meetings will be held prior to each general meeting. Every general meeting shall have a pre-established agenda, and all officers must be present at each officer and general meeting unless granted an excused absence up to the discretion of the rest of the officers.

A simple majority vote, from a quorum of active members, shall be used to make chapter decisions. Quorum shall consist of 50%+1 of active members, who must be in attendance to vote on any club changes or decisions (including, but not limited to: officer elections and constitution changes). *Roberts Rules of Order, Newly Revised* shall be the chapter's guide to specific parliamentary procedures.

#### **Article X: Financial Account**

Absolutely no member of IJM: CNU Campus Chapter is allowed to permanently keep any money paid (i.e. for the purchase of fundraising items), any monetary (or otherwise) donations given, or any sponsorship money given to the group. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. A member may, however, accept and give money or donations directly to the President, Treasurer, or Fundraising/Special Events Coordinator(s) to be deposited into the IJM: CNU Campus Chapter budget account and these three officers will be the co-signers of all checks.

The President, Treasurer, or Fundraising/Special Events Coordinator(s) (or any other officer who may oversee the group budget and financial records) cannot, under any circumstance, tamper with or alter the financial records. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. Any changes to the financial record must be discussed with and agreed upon by all officers, provided the changes are reasonable and/or necessary, in accordance with the actual funds existing, and not to the personal benefit of any individual officer(s).

Those who have made donations are allowed to view statements prepared by either the President, Treasurer, or Fundraising/Special Events Coordinator(s) explaining the exact appropriations of the funding, if they so wish. Anonymous donations are also accepted.

#### **Article XI: Amendments and Ratification**

Any amendments to the IJM: CNU Campus Chapter constitution and bylaws are to be specifically stated, voted on by all officers and active members through the principle of majority rule, under oath to be complied with, written down in the constitution, and signed by all present officers (as shown below) at the beginning of each academic year.

As drawn up, fully agreed upon, under oath to comply with, and ratified on \_\_\_\_\_

by the following officers:

Name 1 (President)

Name 2 (Vice President)

Name 3 (Secretary)

Name 4 (Treasurer)