

Constitution: Revised Spring 2023

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 invite students into a relationship with Jesus Christ through prayer, Scripture studies, and the Sacraments; to form leaders to guide their fellow students and peers; and to enrich the community life of each student and the entire Christopher Newport Community

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 have 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

The Leadership Team of CCM of CNU is comprised of 9 currently enrolled students at Christopher Newport University that hold the following positions: President, Vice President, Communications Chair, Evangelization Chair, Faith Formation Chair, Fellowship Chair, Liturgy Chair, Music Chair, Service & Justice Chair, and a Treasurer.

Those students on the Leadership Team shall all perform the following duties:

- A. To help develop and encourage the vision, goals, and objectives of CCM
- B. To meet weekly or biweekly with the Campus Minister
- C. To attend Mass on campus whenever possible
- D. To meet weekly as a leadership team to update and support one another in their ministry
- E. To inform the Campus Minister of any needs within the Campus Ministry as a whole or within his or her particular ministry
- F. To keep Faculty/Staff Advisor informed about CCM and welcome/seek advice as needed
- G. 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
- H. To attend appropriate retreats, prayer opportunities, and leadership development opportunities and encourage other CCM members to do the same
- I. To make necessary decisions that are not designated under a chairperson
- J. To perform all other duties as assigned

Section I: The *President* shall perform the following duties:

- A. To attend and preside over general CCM meetings and leadership team meetings

- B. To act as CCM's representative on student government
- C. To act as the liaison between the leadership team and the Campus Minister
- D. To have all other powers necessary and proper to carry out the provisions of this constitution and to empower other members

Section II: The *Vice President* shall perform the following duties:

- A. To perform all duties of the President in her/his absence
- B. To see that the rights and duties of all vacant offices and committees of CCM are fulfilled
- C. To reserve rooms for all CCM events by request of the Campus Minister or other members of the Leadership Team
- D. To assist the President in her/his duties

Section III: The *Communications Chair* shall perform the following duties:

- A. To serve as the recording and corresponding secretary for all general CCM meetings and Leadership Team meetings
- B. To maintain and preserve records for CCM (Records include, but are not limited to calendars, minutes, and registration forms)
- C. To maintain a database with information of students in CCM
- D. To assist the Leadership Team with publicizing CCM activities and events

Section IV: The *Evangelization Chair* shall perform the following duties:

- A. To aid the small group leaders in preparing materials for the semester, scheduling a time for the individual small groups to meet, and reaching out to members of the small groups
- B. To support the small group leaders by leading the weekly small group leader meeting along with the Campus Minister
- C. To plan and execute the monthly tabling opportunities for Leadership Team and to coordinate the schedule for tabling

Section V: The *Faith Formation Chair* shall perform the following duties:

- A. To coordinate the Fall Retreat and spear-head its organization, advertising, and execution
- B. To plan all retreat and formation opportunities offered during the school year (including but not limited to the CCM Information Session and the Lenten Mini Retreat)
- C. To schedule and coordinate monthly speakers for Sunday Suppers

Section VI: The *Fellowship Chair* shall perform the following duties:

- A. To plan and oversee all preparations needed for Sunday Suppers
- B. To plan and – with the Communications Chair – to advertise community building fellowship events
- C. To communicate any concerns about community well-being with the Campus Minister and the Leadership Team as they arise

Section VII: The *Liturgy Chair* shall perform the following duties:

- A. To oversee the set up of worship space for Mass and to assist Campus Minister with Mass and community prayer as needed

- B. To coordinate prayer with the community and provide resources for that prayer
- C. To organize carpools for any masses or planned prayer activities at Our Lady of Mount Carmel Parish or at any off-campus site

Section VIII: The *Music Chair* shall perform the following duties:

- A. To prepare appropriate music for every mass on campus
- B. To lead weekly choir practices
- C. To plan any music events (including but not limited to praise and worship nights and caroling)

Section IX: The *Service & Justice Chair* shall perform the following duties:

- A. To plan a minimum of one (1) unique opportunity monthly for members to serve the local community
- B. To plan a minimum of one (1) recurring monthly service opportunity. This opportunity should be with the same organization from month to month during the school year

Section X: The *Treasurer* shall perform the following duties:

- A. To keep abreast of CNU policy involving club funds
- B. To keep accurate financial records of CCM funds

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.

The *Campus Minister* is a staff member hired by the Catholic Diocese of Richmond who works with the parish of Our Lady of Mount Carmel. The *Advisor* is a member of the CNU faculty or staff.

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. Positions vacant in the Fall Semester can be discerned for the Spring Semester.

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. Any changes to the discernment process must be approved by the current President and Vice President after discussion with the current team.

Section IV: The discernment process shall proceed as follows:

- A. Team positions will be open and posted to the website.
- B. CCM will hold a town hall facilitated by the Campus Minister and/or President before applications close.

- C. After applications close, the candidates for President and Vice President will meet with the Campus Minister to discuss the remainder of the discernment process.
- D. President and Vice President Discernment will proceed as follows:
 - i. Begin with opening statements by candidates for President
 - ii. Candidates will leave the room and the group will proceed with a discussion of candidates led by the Campus Minister.
 - iii. After discussion, the group will vote for President. A 2/3 majority will win. If a 2/3 majority is not achieved the group will continue discussion and vote until a 2/3 majority is reached.
 - iv. The President will be announced, and all are welcomed back into the room
 - v. The process for the Vice President will follow steps i through iv.
- E. Team Discernment will occur the week after the discernment of the President and the Vice President. Members of the current team and the incoming President and Vice President will be present for the discernment process.
 - i. The group will hold interviews of all students who applied for positions on the team.
 - a) Any current team member who is running for a position that a candidate is running for will leave the room for both the interview of that candidate and the discussion
 - ii. Team will discuss the candidates and give a recommendation for the new team.
 - iii. The Campus Minister, the new President, the new Vice President, the outgoing President, and the out-going Vice President will make the final offers for team positions.

Article VII: Responsibilities

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

Article VIII: Amendments

Section I: Amendments to the Constitution 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.