

The Constitution of The Economics and Finance Club

at Christopher Newport University

Last Amended Fall 2016

Table of Contents

Article I: Name

Article II: Purpose

Article III: Responsibilities

Article IV: Membership

Article V: Executive Officers

Article VI: Duties of the Executive Officers

Article VII: Meetings

Article VIII: Elections

Article IX: Removal from the Executive Board

Article X: Vacancies and Succession

Article XI: Amendments

Article XII: By-Laws

Article XIII: Role of the Advisor(s)

Article XIV: Ratification

Article I - Name

Section 1. The name of this organization shall be known as “ The Economics and Finance club” (or “The ECOFIN Club”) at Christopher Newport University

Article II - Purpose

Section 1. The purpose of the club shall be (a) to foster a wide student and participation in finance and economics in activities by providing leadership programs, and service and (b) to assist students in developing skills and leadership in such academic areas.

Article III – Responsibilities

Section 1. The Economics and Finance Club shall adhere to University policies and all city, state and federal laws.

Article IV - Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of the Economics and Finance club with voting and office-holding privileges. The standard of qualification shall be determined by the organization.

Section 2. The Economics and Finance Club shall not haze any prospective member of the purpose of the admission into or affiliation with the organization. Members of the Economics and Finance Club are free to leave or dissociate without fear of retribution or harassment. The Economics and Finance Club shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Article V - Executive Officers

Section 1. The executive office of the Economics and Finance Club shall be as follows: President, Vice President, Secretary, Marketing Chair, Event Coordinator, and Treasurer. The aforementioned officers shall constitute the Executive officers.

Article VI - Duties of the Executive Officers

Section 1. The President shall: Preside over all General Membership and Executive Board meetings, meet regularly with the faculty advisor and keep them apprised of events/activities, act as a delegate to faculty and administration, act as a representative of the organization to the community, reach out to distinguished speakers, and perform all other duties that are necessary for the good health of the organization.

Section 2. The Vice-President shall: Preside in the president's absence and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee, keep the organization up to date on ongoing issues relevant to economics and finance, organize potential organization trips and social events, and create and maintain points-of-contact with other organizations.

Section 3. The Secretary shall: Attend all general meetings of the organization , to keep minutes of all Executive Committees and membership meetings (submitted to the current President and faculty

advisor(s)), and preserve the records for the organization. They will also perform other such duties as may be required of the Executive Committee, such as sending notification emails to the general membership.

Section 4. The Treasurer shall: Supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization, complete and submit all financially-related forms for items including, but not limited to, activities, events, fundraisers, and reimbursements, and perform other such duties as may be required by the by-laws or resolution of the Executive Committee.

Section 5. The Marketing Chair shall: Be responsible for the publicity materials for the organization, actively encourage members to be involved in the publicity process, arrange media attention to events, keep in correspondence with the local press, be the one to maintain all social media outlets, including (but not limited to) Facebook events pages (general meetings, club events), CNU class pages, and Twitter.

Section 6. The Event Coordinator shall: Reserve room space for all executive, general, and social meetings and events, work alongside the Marketing Chair to create and maintain event pages for all events, as well as plan events with speakers. They shall also help facilitate communication between both executive officers and general members.

Section 7. All Officers Shall: attend all General Membership and Executive Board meetings, if possible, actively recruit members, assist in planning and coordinating events, perform all other duties assigned by the President, notify the Treasurer when handling money.

Article VII - Meetings

Section 1. The President and the officers shall determine the regular meeting of the Economics and Finance Club.

Section 2. The president or the officers at their discretion may call special meetings.

Section 3. 55 percent of the membership shall constitute a quorum.

Section 4. Meetings will be conducted informally; if order is required, Robert's Rules with the Executive Board presiding will be used.

Article VIII - Elections

Section 1. Formal nominations for Executive Board positions will take place at the General Meeting prior to the scheduled elections. Election of the officers shall take place annually during the first week of April, no incumbency limit applies.

Section 2. Any student eligible for nomination as an officer is of the Executive Committee who: (a) meetings CNU's eligibility for student office holding which consists of a 2.0 grade point average and (b) fulfills the qualifications as set up by the Executive Committee.

Section 3. 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.

Section 4. Those persons interested in running for an executive position must be in The ECOFIN Club for at least one semester.

Section 5. A nominee may address the voting membership orally and/or in writing. 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 6. The President of the organization will serve as mediator for an electoral process.

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. In the event of a single nominee for an executive position, the voting membership must still vote to elect that nominee for that position.

Article IX – Removal from the Executive Committee

Section 1. Any officer who 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 Committee.

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 ECOFIN member that fulfills the requirements as stated in Article VIII to fill that position.

Section 3. In the event that vacant offices are not filled in an electoral process, the remaining and newly elected Executive Committee members will delegate the unassigned duties and responsibilities of unelected positions among themselves until the vacant position(s) is/are filled.

Section 4. 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.

Article XI - Amendments

Section 1. Proposed amendments submitted by ECOFIN Club members will be submitted to the Executive Board in writing at a regular meeting.

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

Article XII - By-laws

By-laws, not inconsistent with the constitution may be adopted or amended by a $\frac{2}{3}$ vote of the regular special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Article XIII - Role of the Advisor(s)

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 necessary 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 XIV - 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 XIV shall be removed.