

Tea & You CONSTITUTION

ARTICLE I – NAME OF CLUB

The name of this club shall be Tea & You (TNU)

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to drink tea, to be fancy, to socialize, to relax, to exert no effort, no prior tea experience necessary.

ARTICLE III – MEMBERSHIP

- A. Members must be active members of the CNU community.
- B. Bring your own tea and cup (water, sugar, cream provided).
- C. Take turns bringing snacks.
- D. Dues will be collected for certain events as they come along.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), and must not be on academic or social probation.

Section 2

Officers will be an Administrator, Activities coordinator, Locations director, Tech Coordinator, Music coordinators, Entertainment coordinator.

The election of the Club Officers shall be held during the March meeting.

Club Officers shall be elected by a simple majority vote of active Club Members present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will be co-officers. New officers will be sworn during that meeting.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – Administrator

- A. Write club papers
- B. Contact group members
- C. Contact CNU staff

- D. Oversee documentation of committee activities.

Section 2 – Activities Coordinator

- A. Assume the duties of the Advisor in his/her absence
- B. Find events for the club attend
- C. Plan events for the club
- D. Advertise the events amongst the club members
- E. Find dates for the events

Section 3 – Locations Director

- A. Find locations for the club to hold meetings
- B. Find locations for the club to throw events
- C. Find places for special outings

Section 4 – Tech Coordinator

- A. Create and maintain the Compass page
- B. Create and maintain Website for the page

Section 5- Music Coordinators

- A. Finding music to play at events and meetings
- B. Introduce the club to new musicians and music styles

Section 6- Entertainment Coordinator

- A. Find movies for special events
- B. Find books for suggested reading
- C. Find special guest if wanted for events

Section 7- Treasurer

- A. Collect dues when needed
- B. Keep updated records of fund
- C. Keep the council updated on funds

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council (The T(ea) Titans) will consist of the Advisor, Activities Coordinator, Locations Director, Tech Coordinator, Music and Entertainment coordinators who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership
- B. To execute policies determined by the general membership
- C. To govern activities of the club
- D. To make sure meetings are fun and peaceful

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least five (5) school days in advance

Section 2

There must be a meeting at least once a month held at Christopher Newport University

Section 3

There must be ten (10) members present in order to take care of financial action or decide on major club activities

Section 4

Minutes must be kept of all financial action with the club secretary

Section 5

The treasurer will need to keep an active record of club finances to be reported bi-monthly

ARTICLE IX – COMMITTEES

Section 1

The standing commi(tea)s of this club shall be appointed when necessary

ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

- A. Serve as the official staff representative of the college.
- B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- C. Assist each officer of the club in understanding their duties.
- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
- H. Ensure that appropriate college policies are upheld.
- I. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.

ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of the club in any way unless given full authority to do so by the club.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting