

Constitution of the John Newman Association

Article I

Name

Section 1 - Club Name

The name of this organization shall be The John Newman Association

Article II

Purpose

Section 1 - Purpose

The purpose of The John Newman Association shall be to be a source of outreach to Millersville University students as well as the outside community.

Section 2 - Focus of Efforts

Outreach shall be done through social events and service work.

Section 3 - Guiding Principles

Actions by group shall be guided by the principles of the Catholic Church.

Article III

Membership

Section 1 - Eligibility

Any student, faculty, or staff member of Millersville University may be a member of The John Newman Association regardless of race, religion, sex, or age, so long as he or she is willing to contribute his or her time and labor to the promotion of the purposes of the organization as established by Article III of this constitution.

Section 2 - Dismissal

Any member shall be dismissed by a vote of two-thirds of the total membership

Article IV

Advisors

Section 1 - Catholic Campus Ministries

The Catholic Campus Minister (CCM) at Millersville University shall serve as advisor to The John Newman Association.

Section 2 - Faculty advisor

A. Faculty advisors shall be nominated by the Catholic Campus Ministries and/or the officers of The John Newman Association, so long as approval is obtained by the Catholic Campus Ministries and deemed necessary by the Officers or the CCM .

B. Faculty advisors shall be chosen according to need and shall serve for as long as they are able or willing to serve.

Section 3 - Qualification

Qualifications shall be that each advisor is a faculty or staff member of Millersville University with an interest in advising and/or participating in The John Newman Association.

Article V

Dues

Section 1 - Dues

No dues shall be required of any member of The John Newman Association at any time.

Article VI

Officers

Section 1 - Offices Available

There shall be five permanent offices within the John Newman Association: President, Vice-President, Secretary, Treasurer, and Historian.

Section 2 - Qualification

A. Each candidate for office must have a firm desire to fill the office with the intent to do the best possible job.

B. Each candidate shall have actively served the John Newman Association as a member for at least one year.

Section 3 - Length of Office

Offices shall be held for one year, beginning May 1 and ending April 30.

Article VII

Duties of Officers

Section 1 - *President:*

A. The President shall arrange and conduct all meetings of The John Newman Association.

B. The President shall be responsible for all official and important correspondence between the John Newman Association and other organizations and/or individuals.

C. The President shall represent the John Newman Association in all public matters, especially those dealing with Millersville University.

D. The President must have a training session with new officers within one week after elections.

Section 2 - *Vice-President:*

A. The Vice-President will be responsible for the President's assignment should the President be unable to fulfill the responsibility at any given time.

B. The Vice-President will be responsible for all public related matters intended to inform the wider community of The John Newman Association. The nature of these matters are to be determined by the Officers and approved by at least 1) the President (or Vice-President if the President is unable to assume responsibilities) and 2) an official advisor.

Section 3 - *Secretary:*

- A. The Secretary shall be responsible for the recording of minutes during each Officer's meeting and for the distribution of those minutes to each Officer within the week following the meeting.
- B. The Secretary shall keep an accurate record of attendance at each Officer's meeting.
- C. The Secretary shall be responsible for the keeping of an official calendar of events posted at the Newman House, as well as a record of all names and addresses of The John Newman Association members.
- D. The Secretary shall be responsible for the advertising of events at least one week before the date of the activity.
- E. The Secretary shall take attendance at all club functions of the John Newman Association and keep this information for club records.

Section 4 - *Treasurer:*

- A. The Treasurer shall keep an accurate listing of all deposits and/or expenditures of The John Newman Association financial accounts. This includes the account held with Student Services and any private accounts to be used exclusively for official organization business.
- B. The Treasurer shall deposit any money into the account, as well as pay any bills, and shall withdraw funds as needed for official organization business only.
- C. The Treasurer shall ensure that all accounts balance and shall give a report on all accounts at every Officer's meeting.
- D. All proposed expenditures shall be approved by the Officers and at least one official advisor before any action is taken thereupon.
- E. The Treasurer must accompany the President to all University meetings pertaining to club finances.

Section 5 - *Historian:*

- A. The Historian shall be responsible for a pictorial record of the events sponsored by or involving The John Newman Association.
- B. All photos must be label with the name/type of event and date of occurrence.

Section 6 - Maintaining Eligibility

Each officer shall be expected to attend every Officer's meeting and shall be required to report to either the President or an advisor at least twice a week to maintain adequate participation in the organization.

Article VIII

Meetings

Section 1 - Place and Time.

The place and time of the meetings shall be designated by the Executive Board

Section 2. Procedure.

The Business of the organization shall be conducted in accordance with the current edition of Robert's Rules of Order, except where it conflicts with this Constitution.

Article IX

Election of Officers

Section 1 - Voter Eligibility

All members of the John Newman Association attending this meeting are eligible to vote. Those

unable to attend may vote by absentee ballot.

Section 2 - Nominations

A. Officers shall be nominated from the current year's John Newman Association, limited to those who express the desire to remain as active members.

B. Nominations must be made at least one week in advance of the election meeting. All nominees are subject to approval by the current Officers and official advisors.

Section 3 - Voting

A majority vote shall be required for each office; however, no quorum shall be required to validate an election.

Section 4 - Lack of Nominations

A. If no nominations are made for a particular office at least one week in advance of the election meeting, the Officers and advisors may:

a) select a qualified member of The John Newman Association to fill the office, subject to the voluntary agreement of said member

or

b) apply the duties of the vacant office to the newly elected Officers.

B. At no time is it acceptable for there to be fewer than 3 active Officers fulfilling the duties of all offices.

C. There are to be no offices or duties of offices left unattended at any time. This decision must be made prior to the election meeting.

Section 5 - Elections after a Resignation

A. In the event of an election for a vacant office as a result of a resignation, a majority vote of The John Newman Association members attending the election meeting shall be required

B. No quorum shall be required to validate the election.

C. The election shall follow a similar format to that previously defined in Article X.

Article X

Resignation of Officers

Section 1 - Reasons for Resignation

A. An officer may be asked to step down from their position if they fail to fulfill the duties specified in Article VIII

B. An officer may step down from office because of outstanding hardships which impede upon their ability to complete the duties of their office as outlined in Article VIII

C. An officer may be asked to step down from their position if they no longer meet the qualifications of their office as described in Articles VII and VIII

Section 2 - Process of Resignation

A. Resignees shall present a letter of resignation to the Officers at the first possible meeting.

B. The resignation must be approved by Officers via majority vote and by at least one official advisor.

C. The Officers may decide to:

a) Announce an election meeting for a replacement officer no sooner than 1 week following and no later than 1 month following, with approved nominations being required at least 3 days in advance of the election

- or
- b) apply the duties of the vacant office to the remaining Officers.

Article XI

Association Meetings

Section 1 - Openness of Attendance

Association meetings of The John Newman Association are open to all interested individuals who wish to attend.

Section 2 - Conduction of Meetings

Association meetings shall be conducted as is appropriate, to be determined by the President, with the approval of at least one official advisor.

Section 3 - Time and Place

- A. All Association meetings of The John Newman Association shall be held at the Newman House (227 North George Street, Millersville PA) unless otherwise arranged.
- B. A minimum of one meeting per month is required.

Article XII

Mandatory Club Events

Section 1 - Wednesday Night Dinner

- A. The John Newman Association shall host a student run dinner every Wednesday Night.
- B. The dinner must be open to all Millersville University Students.
- C. Assignment of cooks shall be on a volunteer basis.
- D. Students who cook will be reimbursed by the organization for up to \$60.

Section 2 - Weekend Events

- A. The John Newman Association shall hold social events during the weekends of each month of the school year.
- B. The social events must be open to all Millersville University Students.
- C. The organization must host at least one social event a month.
- D. Advertising for events must take place at least one week in advanced.
- E. Sign-ups for events may be handled through the Millersville Ticket office when deemed necessary by the Officers.

Section 3 - Spring Semi-formal

- A. The John Newman Association must hold a Spring Semi-formal every year
- B. The event must be open to all Millersville University Students
- C. The exact time, date, and location may be determined by the Officers each year.
- D. Advertisement for the event must begin at least one month in advanced.
- E. Tickets must be sold in advanced. Ticket sales may be handled through the Millersville University Ticket Office if the Officers desire to do so.
- F. All proceeds from the Semi-formal must be donated to charity. The charity may be chosen by the Officers.

Article XII
Amendments

Section 1 - Proposal

Amendments to this constitution shall be proposed by Officers or official advisors, to be discussed by the Officers and official advisors in the next possible meeting.

Section 2 - Adoption

Majority vote by the Officers and approval from at least one official advisor shall be required to adopt an amendment.

Section 3 - Approval

All amendments, revisions, and by-laws to this constitution shall be approved by the Student Senate at Millersville University, through the Constitution Committee, before any changes may take effect.

Article XIV
Dissolution.

Section 1 - Club Allocations

If this organization is dissolved, any money remaining in its account shall be forfeited to the Student Senate, after any outstanding bills are paid.