

Newman Association of Clarion University of Pennsylvania
Constitution
CONTENTS

ARTICLE I: Name ARTICLE II: Mission Statement
ARTICLE III: Composition
ARTICLE IV: Membership Defined
ARTICLE V: Meetings
ARTICLE VI: Qualifications
ARTICLE VII: Office Holders
ARTICLE VIII: Faculty Advisors
ARTICLE IX: Executive Committee
ARTICLE X: Amendments

ARTICLE I: NAME Section 1.1

The official name of the organization will be the Newman Association of Clarion University of Pennsylvania

ARTICLE II: MISSION STATEMENT & CAMPUS MINISTRY

Section 2.1 - Mission Statement

The Newman Association is an officially recognized student organization at Clarion University. While its leadership is made up of students, it encourages the input of faculty and religious representatives. It is much more than just "The Catholic Club" on campus; it seeks to foster dialog with the truth that is found within theology, philosophy, and human experience. Newman includes presentations on faith, culture and morality;

theological discussions and debates; belief expressed in acts of charity; the pursuit of religious truth within a spirit of community. The Newman Association serves the Clarion University community. Newman respects the pluralism of religious traditions of the students, faculty, staff and administration, as well as the open nature of discussion and debate found within a public institution. Newman believes that the mission of any university is, in part, to pursue the knowledge found within all academic disciplines and to integrate that knowledge with one's academic and professional life. Accordingly, the Newman Association encourages those who participate in the mission of the university to be open as well to the insights of technology and philosophy while pursuing a degree, doing research, or teaching an academic discipline.

Section 2.2 - Campus Ministry relationship to Newman
[[L]] [[L]]
[[SEP]] [[SEP]] Campus Ministry will serve the members of Newman just as it serves all Catholic students at Clarion University.

Section 2.3 - Newman relationship to Campus Ministry
[[L]] [[L]]
[[SEP]] [[SEP]] Newman members will ask Campus Ministry for a donation at the beginning of each semester; will ask the Campus Minister to assist at Newman meetings, events, and programming; will ask the Campus Minister to use student mass for fund raising and be promoted in announcements at student mass and in the Campus Ministry bulletin.

Section 2.4 - Role of Campus Minister in Newman

a. Will be responsible to plan Newman's yearly retreat

along with Newman's Executive Committee

b. Will be responsible to advise within the guidelines of the constitution and mission statement.

c. Will be responsible to secure partial funding from Campus Ministry budget.

d. Will be liaison to Immaculate Conception Parish.

ARTICLE III: COMPOSITION

Section 3.1

Newman will be made up of Catholic Undergraduate and Graduate Students currently enrolled at Clarion University of Pennsylvania.

Section 3.2

Campus Minister assigned to Clarion University by the Diocese of Erie.

Section 3.3

Two Catholic Faculty Members of Clarion University chosen by the members to be official advisors to Newman.

Section 3.4

Any other Catholic Faculty, Staff or Administrator at Clarion University that wishes to join Newman as a member.

ARTICLE IV: MEMBERSHIP

DEFINED Section 4.1

All who wish to join Newman will be Catholics in good standing.

Section 4.2

- a. All Newman members will have to pay a \$10 membership fee every semester, or a \$20 fee at the beginning of the school year.
- b. All dues-paying members will have the right to nominate and vote on office holders.
- c. All dues-paying members will have the right to vote on the semester's budget prepared by the Executive Committee, and the right to vote on any other relative initiatives.

Section 4.3

All dues paid to the Treasurer are non-refundable. Newman will be working with a fixed budget and will be allotting funds, including dues, for future projects.

ARTICLE V: MEETINGS

Section 5.1

- a. All meetings will begin and end with a prayer. Members will be asked to participate by putting together prayers for a certain meeting by the President.
- b. The schedule for meetings will be set by the Executive Committee at the beginning of each semester. The days that meetings are scheduled may be changed but the schedule is necessary to ensure that there is a balance between the four types of Newman meetings.

Section 5.2 - Types of meetings

In order to meet the guidelines set out in the mission statement, there will be four basic types of Newman meetings. In order to bring structure and direction to the Newman Association, business meetings will be necessary. In order to get to know each other better, and have fun every once in a while social meetings are also necessary. Spiritual meetings are also an important component allowing members to grow together in our faith. Finally educational meetings teach members more about their faith and spirituality. Education meetings will also be used to learn more about other denominations and religions.

- a. Spiritual meetings = Bible Studies, Faith Sharing and Prayer Meetings
- b. Educational meetings = Speakers and presentations done by faculty members, Campus Minister or someone brought in from outside of the campus community.
- c. Social meetings = Parties and Holiday celebrations.
- d. Business meetings = Will be necessary at least every four meetings in order for Newman Officers to make reports and to prepare for upcoming events.

Section 5.3 - Business meeting procedures

- a. President will ask for announcements and or reports from Newman Officers at the beginning of every business meeting.
- b. President will then ask if any other members have announcements or projects that they would like to bring

up for discussion.

c. The Newman Archivist must take attendance and have each member of Newman approve minutes for that meeting.

ARTICLE VI: QUALIFICATIONS FOR OFFICE HOLDERS AND FACULTY ADVISORS

Section 6.1

a. All Office Holders must have a GPA of 2.5, or higher.

b. President and Vice-President will have to have two years of Newman experience.

c. Treasurer and Archivist will have to have one year of Newman experience.

d. The experience requirements for officers can be waived by a simple majority vote if the members of Newman feel that a member not filling this requirement can successfully take on the responsibilities of that position.

Section 6.2

Faculty Advisors will be Catholics in good standing and currently employed at Clarion University.

ARTICLE VII: OFFICE HOLDERS

Section 7.1

- a. Office holders for Newman will serve a term of one year (fall and spring semester). Officers must try to attend at least 3/4 of all meetings in any semester.
- b. Nominations will be toward the end of the spring semester. Nominations will be made anonymously by all Newman members. Any member can refuse nomination. Members who are nominated for more than one office must choose which office they would like to run for, at the end of the first round of nominations.
- c. Voting for officer positions will be done at the last business meeting of the year.
- d. Voting will be done anonymously by all dues paying Newman members either by being present or by absentee ballot. A simple majority will be necessary for any candidate to win office. In the case of a tie vote the members will vote again until a simple majority wins.
- e. The newly elected members will assume their responsibilities at the conclusion of the last business meeting.

Section 7.2 - President^[1]_[SEP]

- a. The President of Newman will be responsible to make sure that a meeting time is set at the beginning of every semester which attempts to meet the schedules of a majority of Newman members and set up a meeting room on campus.
- b. Will be responsible to check Newman mailbox before every meeting and report anything to the group.

c. Will be liaison to the University and the Student Senate.

d. Will be responsible to run all meetings in an orderly fashion; starting meeting off at the right time and ending it on time; making announcements and asking the other officers for their reports.

e. Will work to accomplish the established goals and objectives of Newman in any given year.

Section 7.3 - Vice-President

a. The Vice-President will be responsible to know all the responsibilities of the other officers and will be asked to exercise them in the event that they would not be able to attend a meeting.

b. Will be liaison to Campus Ministry and will have to meet with the Campus Minister prior to every Newman meeting. The VP will then report to Newman anything of significance that is going on in Campus Ministry. The VP will also serve as a member on the Campus Ministry Board and attend all meetings of the board.

c. The Vice-President will be in charge of all communications. Will be responsible to inform all members about upcoming events and meetings, and will be responsible to hang up posters for Newman meetings and events.

d. Will work to accomplish the established goals and objectives of Newman in any given year.

Section 7.4 - Archivist

- a. Archivist will be responsible to take minutes at every meeting and will report on the previous meeting. The Archivist will also keep record of all votes during meetings. Will then submit minutes to members for approval
- b. Will be responsible for the upkeep of the photo archives and descriptions of any events.
- c. Will be responsible to submit text file of minutes and activities to Campus Ministry for web site.
- d. Will work to accomplish the established goals and objectives of Newman in any given year.

Section 7.5 - Treasurer

- a. Treasurer will be responsible for keeping track of Newman funds and will make a report at every meeting if any changes have been made in the Newman balance.
- b. Will have their name on a joint account along with one Faculty Advisor at Clarion University Federal Credit Union.
- c. Will be responsible to coordinate fund raising through Student Senate, Campus Ministry, fund raising and dues.
- d. Will work to accomplish the established goals and objectives of Newman in any given year.

Section 7.6

If any office is vacant at any time in the school year, the Executive Committee may appoint someone to that

office until the next election.

ARTICLE VIII: FACULTY ADVISORS

Section 8.1

Two members of the faculty currently at Clarion University will serve as the official advisors to Newman. Both Advisors will be asked to serve one year terms.

Section 8.2^[1]_{SEP}

a. At the end of each year the Advisors will be reviewed by the Newman Officers. The Advisors will be asked to do a personal review at the end of the year and the Newman Officers will also do a review of each Advisor with the help of the Campus Minister. The Advisor will then be asked to renew his\her commitment to Newman for another year unless the Newman Officers and that said Advisor decide that Newman would be better served by asking another faculty member to take their place.

b. In the event that a Faculty Advisor must be replaced, the Executive Committee along with the Campus Minister, will find a Catholic faculty member that they feel can serve Newman as a whole and ask that person to serve as a Newman Advisor. Any candidate however, will have to be first discussed with the Newman members as a whole, and a vote must be taken to see if the members agree on the candidate that the Executive Committee has chosen.

Section 8.3 - Responsibilities

- a. One Faculty Advisor will have their name on a joint bank account at Clarion University Federal Credit Union, along with the Newman Treasurer. This Faculty Advisor will have to sign any check that the Treasurer tries to use and will have the power to veto any spending that they deem as frivolous or going outside of the already planned budget.
- b. It will be the responsibility of both Faculty Advisors to advise Newman members within the framework of the constitution and the mission statement.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 9.1

The Executive Committee will be made up of the Newman Officers and Faculty Advisors.

Section 9.2

It will be the Executive Committee's responsibility to prepare a budget for each semester. It will be the responsibility of the Executive Committee to plan a schedule of events for each semester. The committee will also be responsible for anything already mentioned in this document.

Section 9.3

The schedule and budget must be submitted to the Newman members as a whole for their approval. A 2/3 majority vote will be necessary to pass the budget and

slate of activities.

ARTICLE X: AMENDMENTS

Section 10.1

Any amendments or changes to this Constitution must be done by a $2/3$ majority vote by all dues paying members. All changes must be ratified by both Faculty Advisors and either Advisor can veto any changes or amendments, that they feel is against Newman's stated goals in the mission statement.