

Constitution of
The Newman Association
Of
Penn State Erie, The Behrend College

November 3, 2011

Article I – Name of Organization

This organization shall be known as the Newman Association of Penn State Erie, The Behrend College, also known as BNA, or Behrend Newman Association.

Article II – Statement of Purpose

The Newman Association is a Catholic-based organization, open to all active students and staff at Behrend, which works to bring students closer together and to God through education, prayer, fellowship, service, and team activities. In part with these activities, we help to develop our members into well-educated and well-rounded individuals who utilize their experiences to improve Behrend and the community as a whole.

Article III – Membership

Section 1: All persons are permitted membership, as long as they are a registered student, or employed faculty/staff.

Section 2: General members may leave the organization at any time by free will or may be asked to leave an event(s) due to behavior(s) which are inappropriate, offensive, or non-inclusive to such event or any attendee thereof.

Subsection A: A *General Member* is defined as any member of the organization who is not an officer, committee member, or any other appointee of a special position.

Section 3: Members who do not fall into the category of *officer* or *general member*, such as a committee member, may resign from their position at any time, provided that they submit written notification to the highest ranking officer of Newman at least 14 days prior to the date of their resignation. Upon such resignation, that member becomes a General member.

Article IV – Officers

Section 1: Only full-time students with a minimum 2.0 GPA may hold offices, which consist of President, Vice President, Secretary, and Treasurer.

Section 2: The President position is held by a single student who runs meetings and plans activities. The President possesses the power and training granted to all other officers and may act in their absence.

Section 3: The Vice President will assist the President in his/her duties, run meetings, and serve as the acting President in his/her absence.

Section 4: The Treasurer will manage finances of the group and must attend Treasury Training, as administered by the Office of Student Activities.

Section 5: The Secretary will keep track of club records, including the active member roster, create minutes and record attendance for each official meeting, and must attend Orgsync Training, as administered by the Office of Student Activities.

Section 6: New officers will be elected prior to the final meeting of the spring semester, but not prior to Spring Break. Nominations will be held a minimum of 7 days prior to elections. To obtain a position, a candidate must have a simple majority (50% + 1) of the active organization membership. Absentee ballots will not be permitted.

Subsection A: Active organization membership is defined as members who are listed on the roster maintained by the secretary and attend a minimum of two official events per semester.

Section 7: In the event of resignation or removal from office, the spot of an officer will be filled by an active member, as appointed by the President and approved by the faculty advisor or unanimously amongst all remaining officers.

Section 8: Two officers must be present to conduct official business.

Section 9: Officers may resign at any time, provided that they submit written notification to the highest ranking officer of Newman at least 14 days prior to the date of their resignation.

Section 10: Officers may be impeached at any time with a $\frac{3}{4}$ vote of the active organization membership, given that they have not upheld their duties and/or violated University Policy(ies).

Subsection A: Officer duties are those duties assigned to a position either within this document or the Newman Association By-Laws.

Subsection B: Not upholding one's duties is defined as an officer not completing the tasks required of their position, as determined by a simple majority (50% + 1) of the active organization membership.

Subsection C: Violation of University Policy is defined as any action or actions which are deemed to be a violation of University Policy by the Office of Student Conduct, the Office of Student Affairs, or any other official PSU organization which has the official duty of enforcing such policies.

Section 11: Officers take office and therefore their respective duties starting the first day after the last day of the spring semester and maintain them through the last day of the following spring semester.

Section 12: All new officers must be fully trained by the current officer, whom they are replacing, to the satisfaction of that officer and the organization president, as well as complete any requirements placed by the Office of Student Activities, prior to taking office.

Section 13: The Catholic Campus Ministry Coordinator AKA Catholic Campus Minister, as appointed by the Diocese of Erie, may attend any Newman event/meeting at his/her discretion and serves as an outside advisor to the organization, but holds no official power.

Section 14: The Faculty Advisor will be appointed by the Executive Board, as required by the Office of Student Activities. The Faculty Advisor will serve as the official advisor to the organization and may attend any Newman event/meeting at his/her discretion. The Faculty Advisor will oversee all officer elections to ensure that they are unbiased.

Article V – Meetings

Section 1: The Newman Association will meet at least twice a month for the entire academic year.

Section 2: Any person who wishes to attend an Official Newman Club meeting or event may do so at any time, given that they have completed any prerequisites for such event.

Section 3: The organization's President or the organization's faculty advisor may call for an emergency meeting at any time, preferably with 48 hours' notice.

Section 4: The secretary will maintain official notes of the attendance and meeting minutes for all official events.

Article IV – Finances

Section 1: Finances of the club are handled by the current minister and the club Treasurer.

Section 2: There are no membership fees for the Newman Club.

Article VIII – Amendments and Effective Date of the Constitution

In order to amend the Constitution, the proposed changes must be submitted to all officers at least 14 days prior to consideration. A simple majority vote (50% + 1) is required for changes to be ratified. This constitution was ratified on November 3, 2011 and approved by the Student Government Association on November 16, 2011.

Article IX – Statement of Nondiscrimination

The Newman Association of Penn State Erie, The Behrend College at no time shall discriminate against a person because of that person's race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran's status, as in agreement with University Policy.