CATHOLIC NEWMAN COMMUNITY OF EASTMAN

We, the Students’ Association and Office of Student Life of the Eastman School of Music, hereby establish the Catholic Newman Community of the Eastman School of Music and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students’ Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement
Called together as members of the body of Christ, The Catholic Newman Community of Eastman seeks to encourage all to strive toward the highest ideals of Christian spiritual, moral, and intellectual development as lived and taught in the rich tradition of the Catholic Church.

Article II. Membership and Eligibility
Section A. Membership
1. Eligibility – All Students’ Association members shall be eligible for membership. A SA Member is an Eastman School of Music undergraduate who has paid his/her mandatory Student Activity fee. All Eastman faculty, staff, graduate students and UR River Campus students shall be eligible for associate membership. All members and associate members shall be listed on the organization’s membership roster.

2. Associate Membership – All other students enrolled in any of the other University of Rochester schools, as well as all Eastman School of Music graduate students, shall be granted Associate Memberships in the Eastman Students’ Association. Associate members shall possess all the rights and privileges granted to full members, except for the right to vote in elections and referenda, and the right to hold executive positions in Eastman Students’ Association.

3. Active vs. Inactive Membership – Members (associate or otherwise) may be classified as “active” or “inactive” members of the organization. The status of a member as active or inactive does not in any way affect his or her ability or eligibility to participate. The classification exists solely for record-keeping purposes.

4. Definition of associate member – Any graduate student who participate regularly in any activity of the Catholic Newman Community of Eastman shall be considered an associate member. Any faculty or staff who wish to register or identify as members of the Catholic Newman Community of Eastman are welcome associate members.

5. Definition of “Active” Member – Any member (associate or otherwise) who attends one event or group meeting per year will be considered “active” in the organization. All other members, including those who receive regular communications from the executive board will be listed as inactive.

Article III. Meetings and Voting
Section A. Meeting
1. Meetings shall be classified as either large group meetings or executive board meetings.
2. A large group meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as one half of the organization's active membership. Large group meetings are designated for large decision making and elections. Often they will be paired with another group function or event to encourage higher attendance.

3. An executive board meeting shall be valid if and only if all current officers are present. Executive board meetings are designated for planning and small issues which do not require the input of the full organization membership.

Section B. Voting

1. Changes will be proposed to the SA Council at the regularly scheduled meetings at which the proposed changes will be discussed. This meeting must be open and publicized to the entire Eastman undergraduate student body. Changes must be approved by more than two-thirds majority vote of those in attendance at the meeting in which voting occurs.
   1.1. Voting on any issue shall be official only if the meeting is valid.
   1.2. All SA members shall have equal voting power. Associate members do not have voting privileges. Advisors do not have voting privileges.
   1.3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions

1. President
2. Vice President
3. Secretary
4. Publicity Coordinator (Optional)

Section B. Duties of Officers

1. All officers shall be full time matriculated undergraduate Eastman students and members of the ESM Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for being familiar with the sections of the ESM Students' Association constitution and bylaws that apply to this organization.
5. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The president shall also create agendas for meetings, and will serve as the primary contact between the organization and the Office of Student Activities.
6. The Vice President shall share in the leadership duties of the president, and will be primarily responsible for other miscellaneous paperwork surrounding event planning and supplemental funding.
7. The Secretary shall be responsible for maintaining a current copy of this constitution, open to inspection by all members of this organization, SA Executive Board, the Office of Student Activities, and all members of the ESM Students’ Association. Also, the secretary shall take attendance at meetings and events, tally votes, keep an accurate list of organization members, and take and maintain meeting minutes for all official meetings.
8. The Publicity Coordinator shall be responsible for authorship and production of all CNCE public communications, including email communication, posters, and social media promotions. In the absence of a publicity coordinator, these duties shall be equally shared by the remaining officers.

Section C. Nominations and Elections

1. Nomination and Elections Procedure -
-Nominations shall be filed in writing or email with the Secretary. This may include electronic surveys, created using trusted sources such as google forms and Survey Monkey. Candidates must be nominated either by another member or themselves.

-All members of the community who are undergraduate students of the Eastman School of Music are eligible to vote in the election. Each member shall vote for as many candidates as there are positions available by secret ballot.

-Each election shall be run by an officer. This officer is in charge of creating the ballot; 2 officers shall count the votes.

-In the event of a tie for any position, all current officers will decide amongst themselves by secret ballot vote which candidate will be elected.

-In the case of a vacant position the officers will decide amongst themselves by a discussion and vote what the necessary course of action shall be.

2. Timing of Elections – Elections must occur no later than March 5th. After the spring recess, a transition period will allow newly elected officers to be adequately trained.

3. Term of Office is one academic year.

Section D. Vacancies, Resignations, and Removals

1. Vacancy- defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.
   a. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.

2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.

3. If a vote of no confidence of any officer is to take place, it must be given an official meeting's notice. Any member of an organization can call for a vote of no confidence.

4. An office shall be declared vacant as the result of a vote of no confidence.

Section E. Provisions of Advisor(s)

1. All recognized ESM SA organizations are advised through the Office of Student Life.

2. Organizations may have a secondary advisor. It is strongly recommended this person be a staff or faculty member at the Eastman School of Music or University of Rochester.

Article V. Committees: not applicable

Article VI. Finances

Section A. ESM Students' Association members shall receive priority at all ESM SA-funded events conducted by this organization.

Section B. Funding

The Catholic Newman Community of Eastman will not be eligible for ESM SA funding as a budgeted student group. However, funds for events shall be requested through the supplemental funding request process.

Article VII. Classification

Section A. The Catholic Newman Community of Eastman shall be classified as a:

Religious - A religious organization shall be any SA recognized organization that subscribes to and/or promotes a religious doctrine.

Article VIII. Adoption of the Constitution

Section A. More than two-thirds of the active membership, or more if the organization decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Executive Board and the signature of the SA Executive Vice President.
Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. More than a 2/3 majority of the active membership must approve the by-laws and any amendments.

Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Catholic Newman Community of Eastman. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XII. Policy Against Discrimination and Harassment (Policy 106)

The Catholic Newman Community of Eastman of the Eastman School of Music does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation. Organizations found to be in violation of the University’s Policy 106 on Discrimination and Harassment will be derecognized and de-funded. Policy 106 can be reviewed here: http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf

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