

The Constitution of the Case Western Reserve University Newman Catholic Student Association (NCSA)

Preamble

We, the students of Case Western Reserve University, realizing our need for personal growth and development in the knowledge, practice and appreciation of our religious traditions, and dedicated to the spiritual, social and intellectual development of all students, do hereby establish the Case Western Reserve University Newman Catholic Student Association (NCSA).

Constitution

Article I. Name of the Club

The Name of this organization shall be the “Newman Catholic Student Association (NCSA),” hereafter referred to as “NCSA.”

Article II. Purposes

The purposes of NCSA are: to provide opportunities for the spiritual growth through the development of a supportive faith community which offers educational, service learning, and social experiences.

In the spirit of “Share the Vision” program, NCSA also strives to support the worth and dignity of each individual; to respect all ideas and encourage discussion of differing opinions; to appreciate and enjoy cultural, ethnic, and racial diversity; to strive for excellence and integrity in all our activities; and to promote justice and compassion on our campus and in the world.

Article III. Membership

Regular membership shall be open to all undergraduate students attending Case Western Reserve University. All shall be welcome regardless of race, religion, ethnic background, gender, or disabilities.

Article IV. Executive Council

Section 1: The NCSA Executive Council consists of five elected officers: President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary. Additionally, an unlimited number of members at large may volunteer to serve on the Executive Council, though without voting rights.

Section 2: To be eligible for an officer position with the NCSA Executive Council, one must be a member in good standing with NCSA and with the University.

Section 3: The term of office for all officers shall be one (1) year.

Section 4: Upon resignation of any officer, the remaining officers of the NCSA Executive Council shall appoint a successor to the said position.

Section 5: Appointments to vacated offices must be presented to the larger NCSA community at the next general meeting. At this time the appointment may be challenged by a member of NCSA, upon which a vote will be conducted to confirm or deny the appointment.

Section 6: The Faculty Advisor(s) shall be selected by the Executive Council, subject to the Advisor(s)' acceptance.

Article V. Nominations and Elections

Section 1: The five elected officers of the NCSA Executive Council shall be elected once a year during the spring term, at a time sufficiently before USG funding deadlines.

Section 2: Any member in good standing can receive a nomination. Nominations will be simply to the Executive Council, not office specific.

Section 3: Nominations may be made by any member in good standing prior to the general meeting at which elections are to occur.

Section 4: During a general meeting, all known nominations will be presented. Afterwards, nominations may be made from the floor. After the nominations are closed, voting will occur by secret ballot. Each member in good standing can vote for up to five nominated individuals. Votes will then be tabulated and the top five vote getters will make up the elected offices of the NCSA Executive Council.

Section 5: The five elected members to the NCSA Executive Council will then convene a meeting to assign officer posts.

Section 6: At this point, members at large can volunteer to non-voting posts on the Executive Council. The Executive Council should officially offer membership to nominated individuals who did not prevail in the elections.

Section 7: A webmaster should be appointed by the Executive Council to maintain the NCSA website.

Article VI: Amendments

Section 1: Proposed amendments to this constitution may be submitted by any NCSA member in good standing. Amendments shall be submitted in writing to the Executive Council at the regular business meetings.

Section 2: Proposed amendments shall be presented to the NCSA membership at a general meeting.

Section 3: One half (1/2) of all members in good standing shall constitute a quorum.

Section 4: An affirmative vote of two-thirds of the quorum shall be necessary to ratify the amendments to this constitution.

By-Laws

Article I. Meeting Governance

Section 1: Robert's Rules of Order, Revised, shall govern the parliamentary conduct of NCSA, its Executive Council, and subsidiary bodies, except in cases provided by this document.

Article II. NCSA Executive Council

Section 1: The Executive Council shall consist of the following offices, each held by an elected Executive Council member. All members of the Executive Council share the responsibilities of guiding NCSA, and planning religious, spiritual, social, and service events. Each post also has specialized tasks covered in the following sections.

Section 2: President. The duties of the President shall include, but are not limited to: visioning of the future of NCSA, knowledge and understanding of Newman's mission and goals; responsibility for communication of mission and goals; identification of Newman's opportunities and challenges on campus and in the community; ensuring that programming emerges from NCSA's mission, as well as responds to specific needs, acts as liaison to outside connections, other schools in the Diocese, Holy Rosary, OUSC and NCSC; ensuring written evaluation is done of each program, conducting meetings and fostering the growth of NCSA.

Section 3: Vice President. The Vice President's primary responsibility is the assistance of the President in the completion of his/her duties. The Vice President should be prepared to act in the President's stead if he/she is suddenly unavailable.

Section 4: Treasurer. The duties of the Treasurer include the management of NCSA funds and acting as a liaison with USG.

Section 5: Corresponding Secretary. The duties of the Corresponding Secretary include mailing out a weekly email to all NCSA members, and promoting events through other means, such as through the posting of signs.

Section 6: Recording Secretary. The duties of the Recording Secretary include the taking of meeting minutes, and the typing up of these minutes for distribution to all members, and subsequent filing.

Section 7: Webmaster: The webmaster is not an elected post, rather it is an appointed post at the discretion of the elected members of the Executive Council. The webmaster post may be filled by a member at large of the Executive Council, or an elected member of the Executive Council who is willing to take up these duties in addition to their primary office.

Section 8: It should be clarified that while members at large of the Executive Council participate in the planning and running of NCSA activities, only the five elected members can participate in voting to break through a non-consensus.

Article III. Executive Council Meetings

Section 1: Regular meetings of the Executive Council should be held on a weekly basis.

Section 2: Special meetings of the Executive Council can be called as it deems necessary.

Section 3: Meeting may only be canceled by a unanimous decision of the Executive Council.

Article IV: Amendments

Section 1: Proposed amendments to the by-laws may be submitted by any NCSA member in good standing. Amendments shall be submitted in writing to the Executive Council at the regular business meetings.

Section 2: Proposed amendments shall be presented to the NCSA membership at a general meeting.

Section 3: One half (1/2) of all members in good standing shall constitute a quorum.

Section 4: An affirmative vote of two-thirds of the quorum shall be necessary to ratify the amendments to this constitution.