The AMU & APU Newman Center, Catholic Campus Ministry
Constitution and By-Laws
Date Instituted: April 20, 2017
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American Military University (AMU) and American Public University (APU)

Article I. NAME

The name of this organization is the AMU and APU Newman Center, Catholic Campus Ministry, herein after referred to as The Newman Center.

Article II. PURPOSE

The purpose of this organization is to provide a forum by which university members can grow in their Catholic faith, share resources that deepen member appreciation for the history, theology, and traditions of the Catholic Church and the Judeo-Christian heritage. The group will foster a spirit of evangelization and service, including the promotion of service opportunities to the school and community.

The summary purpose of this organization is to provide university community members with a campus Newman Center, modeled after the Newman Centers that are residence and Catholic ministry centers at non-Catholic universities throughout the world. These centers provide pastoral services and ministries to their Catholic communities, in particular to the Roman Catholic student population within universities throughout the world. Newman Centers are named in honor of Cardinal John Henry Newman and were inspired by Newman's writings. The first Newman Center was established in 1893 at the University of Pennsylvania.

Article III. MEMBERSHIP

Section 1: Membership

Membership is available to all university students, alumni, faculty and staff.

No one will be denied membership on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation or veteran status.

Section 2: Dues and Fees

Members are not required to pay dues.

Section 3: Termination
If any member ceases to adhere to the policies outline in the Student Organization Handbook, membership may be terminated by a vote of 2/3 of the chapter’s membership or a unanimous vote of the chapter officers.

Section 4: Membership Categories

1. Full Members are currently enrolled students in good standing of the undergraduate, graduate and certificate programs. Full members may also be Alumni that earned their undergraduate, graduate degree or certificate at the university. Full Members will have voting privileges, be eligible to run for and hold office and are entitled to bring issues to the organization leadership. Full Members may participate in the online communities. Full Members in good standing are also eligible to bring issues to the leadership to be placed on the meeting agenda and to address the leadership directly.

Staff and Faculty can also hold Full Membership, but are not allowed to hold office.

2. Associate Members are those persons who do not fit into the Full Membership category. They must be recommended by a Full Member and be approved by the officers. Associate members are not eligible to hold office. Associate members may include but are not limited to representatives of the Newman Center’s sponsoring diocese and representatives of the Newman Connections.

3. Honorary Members are nominated by an officer or advisor of the Newman Center and confirmed through a majority vote of the Leadership Council, comprised of officers and academic advisors. Honorary membership is limited to no more than two individuals at any given time and conferred in recognition of outstanding leadership, inspiration, or service to the student and alumni population of the American Public University System.

Article IV. OFFICERS

Section 1: President

1. The President presides at meetings of The Newman Center and at the business meetings of the Executive Board. The president will appoint, with the consensus of the Leadership Council, participants to committees deemed necessary by the Leadership Council.

2. The outgoing President will remain on the Board as a non-voting member unless there is a tie win. If there is a tie, the outgoing President will vote.

3. Working with the Office of Student Life, the President is responsible for the election of incoming officers.

4. The President achieves a working knowledge of the Student Organization Handbook and the Chapter Standards Program.
5. The President has procedural authority to break election ties; excluding the Presidential position.

Section 2: Vice President

1. The Vice President presides at meetings of The Newman Center in the absence of the President.
2. The Vice President has procedural authority to break election ties; excluding the VP position.
3. The Vice President implements and works with members to achieve activities and events per the Chapter Standards Program.

Section 3: Secretary

1. The Secretary records and retains meeting minutes. The Secretary is responsible for the accurate recording of all documents submitted to the Office of Student Life, and will record all activities and events per the Chapter Standards Program. The Secretary also provides copies of university documents to the President and/or the Executive Board upon request.
2. The Secretary is responsible for maintaining the membership list and providing it to other officers and the chapter advisor, as requested.
3. The Secretary is responsible for the composition and submission of all forms required on a regular basis by the Office of Student Life.
4. The Secretary is responsible for the coordination and distribution of New Member Welcome Letters and newsletters.

Section 4: Webmaster

1. The Webmaster submits web updates to the Office of Student Life to maintain up-to-date content pertaining to The Newman Center.
2. The Webmaster monitors and contributes to all of the Newman Centers social media outlets (Facebook, LinkedIn, ClearPath, etc.).
3. The Webmaster ensures that student members abide by all policies outlined in the university’s social media policy.

Section 5: Standing Councils and Committees

1. **The Leadership Council** includes elected officers, the previously Elected-President, and the Chapter Advisors. The Leadership Council is the organizational board of the professional organization. The Leadership Council is responsible for creating and maintaining any standing committees deemed necessary.
2. **The Nomination Committee** includes the Chapter Advisors and the current elected officers of the professional organization. The Nomination Committee is responsible for the collection and review of all candidate nominations.
Section 6: Term Limits

Chapter officers may serve consecutive terms in office. Officers are eligible for election to a different position at the end of their term.

Section 7: Officer Eligibility

The officer positions and such other officers as the board of the organization deems necessary for the furtherance of the organization will comprise the Leadership Council. Any new offices created will be added in an amendment to this document following the new amendment and ratification procedures described in Article X and Article XI, respectively.

1. All undergraduate officers should be an active student and should maintain a 2.25 GPA during their officer role.
2. All graduate and certificate officers should be active students and should maintain a 3.25 GPA during their officer role.

Article V. NOMINATIONS & ELECTIONS

Section 1: Nominations

1. Nominations for officers may be submitted by current members. Submissions are accepted by email, or electronic message, to the nominating committee by the membership (self-nomination or nomination of a fellow member).
2. Only Chapter members are eligible to vote on any Chapter business.
3. The Nomination Committee collects and reviews all nominations from interested candidates. The Nomination Committee provides brief biographies of each nominee to the membership, with an election ballot sent by email. Additional campaigning, debates, or events are at the discretion of the Leadership Council and the Nomination Committee.
4. Elections are held via email, survey monkey, or an electronic ballot system.

Section 2: Election Procedure

1. Elections will be held during the first two calendar weeks of the month of October. Results will be calculated the third complete week of October.
2. Clear election winners, those receiving the most votes where there is no tie to break, will be formally notified by the Vice President within 48 hours of the conclusion of the official voting process.
3. Announcements of new officers will be published in the group page, by email to members, and on the club web page (if any)
4. Outgoing officers will onboard and train new officers
5. New officers will take office on January 1 at the beginning of the year.
6. Tie Breaker Criteria: If any vote is tied, the acting Vice President will have the right to break the tie. The tie break process should be completed within 48 hours of the end of official voting, and winners shall be notified within 72 hours by the Vice President.

7. Officer Standard Academic Performance: Officers who fail to meet the minimum GPA, standard will be recalled by the Leadership Council after notification from the Office of the Leadership Council may make the choice of issuing a special election of the officer or to appoint a student to fulfill the current term.

8. Special Elections: When necessary, special elections will be conducted and the Secretary will administer special elections. If the special election is for the Secretarial position, the Vice President will administer the election.

Section 3: Eligibility Criteria

1. In order to be eligible to run for office, nominees must have completed a minimum of 12 semester hours with a GPA of 2.25 at the undergraduate level and a GPA of 3.25 at the graduate level.

Article VI. CHAPTER ADVISORS

The Chapter Advisors have the following responsibilities:

1. Serve as mentors to the Newman Center, providing guidance to the officers in the development and implementation of programs and activities—as well as AMU and APU policies and procedures.
2. Monitor all expenditures requested by the organization.
3. Have no voting rights, but must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.
4. Has no term limit as long as he/she remains a contracted AMU and APU employee.
5. Must establish a working knowledge of the Student Organization Handbook and Chapter Standards Program and abide by all of the duties and responsibilities outlined within.

Article VII. MEETINGS

Section 1: Meetings

1. Regularly scheduled meetings are held quarterly, presided by the President, or a corresponding officer. Meetings are held in a conference-style online discussion, via telephone conference, chat room, or other designated method to facilitate a sense of a formal meeting.
2. Announcements of the scheduled meeting, the method of accessing the meeting, and a meeting agenda, are sent to the membership a minimum of two weeks prior to the meeting, with a reminder message sent two-three days prior.

Section 2: Special Meetings

1. Special meetings may be called for policy decisions affecting the chapter.

Section 3: Committee Meetings

1. Committee meetings may be held as needed.

Article VIII. FINANCES

1. Chapter finances are managed by the Office of Student Life. Chapter Advisors, officers and members are strictly prohibited from collecting funds.
2. Student organizations are granted funds based on annual chapter standing in the Chapter Standards Program, for the previous calendar year. The current budget allocation levels and process for requesting funds is outlined in the Student Organization Handbook.
3. Approved funds will be managed and applied by the Office of Student Life. Funds that were estimated and approved over the actual cost will not be allocated back to the student organization. Funds can only be used for the specific purpose budgeted. Approved funds will not be issued directly to the organization or to an individual.
4. Funds are only available for the calendar year granted. No funds will roll over to subsequent years.

Article IV. MEMBER EXPECTATIONS

All student organizations are expected to abide by policies and procedures outlines in the university’s Student Handbook and Student Organization Handbook.

All new members will need to go to the documents section of the organizations website and read through the Student Organization Handbook to become familiar with the policies listed within this document.

Section 1: Full Members

1. Student members are required to attend one meeting per year
2. Student members are not required to vote

Section 2: Associate Members

1. Associate members are not required to attend meetings, nor are they required to vote
2. There is no recall for Associate Members
Section 3: Voluntary Separation

Members are required to send a letter via email to the Vice President requesting separation from this body if they choose to leave the organization. This will allow that member to be removed from the active membership roll. Full members may request to be moved from Full membership to Associate membership.

Article X. AMENDMENT

Amendments may be proposed during a meeting or requested by a member via email or electronic message to the leadership. There will be discussion during the meeting regarding the amendment proposal. An email will be sent to the membership regarding the proposed amendment. Amendments must then be ratified according to the ratification standards as set forth in Article XI.

Article XI. RATIFICATION

Proposed amendments to the constitution and its bylaws will be sent via email or electronic message to each member. Each member will review and send a return email stating a single yay or nay vote to the student organization’s email address. Members will have fourteen (14) days to review and vote on the proposed amendment before voting is closed. The Vice President will tally the votes and be responsible for notifying the memberships of the results within forty-eight (48) hours of the conclusion of the voting process. Ratification will pass by a simple majority vote. Ties will follow the same procedure of electoral voting.