

CONSTITUTION OF THE NEWMAN CLUB

ELIZABETHTOWN COLLEGE

I. Name of Organization

This organization is known as the Newman Club and is recognized by Elizabethtown College.

II. Purpose

The purpose of the Newman Club is to enhance the individual spirituality of the campus community. This is accomplished by weekly liturgies and other religious services; service to the larger church and to the community and the campus; education and appreciation of the teaching of the Catholic church. The club also provides fellowship opportunities for Catholic students on campus.

III. Membership

A. Membership is divided into three categories.

1. **Diocesan representative**

This person is assigned by the Catholic Diocese of Harrisburg as Catholic Chaplain for the Campus. This person usually serves also as pastor of St. Peter's Church in Elizabethtown.

2. **Advisors**

This person or persons may be members of the faculty, administration, or staff of the college who provide guidance to the organization based upon their levels of maturity and practical experience.

3. **General Membership**

This is open to any student enrolled at the college who chooses to affiliate with the Newman Club.

IV. Executive Board

A. Meets regularly to

1. Plan club activities
2. Plan programs for the club.

B. Prepares a budget for the club.

C. Calls meetings of the club.

D. Members of the Executive Board

1. Student Officers
2. Diocesan Representative(s)
3. Faculty Advisor(s)

V. Student Officers

The following offices are established by general elections. Specific obligations are defined. However, they function as a team to coordinate all aspects of the club.

A. President

1. Coordinates group activities.
2. Calls and presides over meetings of the club and Executive Board.
3. Finalizes decisions with the exception of those which involve the structure of the Newman Club
4. Participates on the Religious Life Committee.
5. Shares responsibility for financial aspects with the Treasurer.
6. Initiates prayer at the opening and close of meetings.
7. Oversees the fulfillment and maintenance of the Constitution.

B. Vice President

1. Assists the president in all duties.
2. Assumes the duties of the President when that officer is absent.
3. Carries out duties as delegated by the President or the Executive Board.
4. Participates on the Religious Life Committee.

C. Treasurer

1. Keeps all financial records and reports any financial actions to the club at a regular meeting.
2. Assumes responsibility if both the President and the Vice President are absent.
3. Manages the financial account.
 - a. Supervises the account.
 - b. Members permitted to sign vouchers.
 1. President
 2. Vice President
 3. Treasurer
 4. Diocesan Representative(s)
 5. Faculty Advisor(s)

D. Secretary

1. Keeps minutes of meetings.
2. Provides a report of previous minutes if requested.
3. Submits a report of club activities if requested.
4. Follows through as delegated by President or Executive Board.

E. Publicity Officer

1. Coordinates publicity with club secretary.
2. Distributes club information to active members.
3. Responds to special requests of the board.

F. Club Council Representative

1. Attends all Club Council Meetings and serves as liaison between the club and Student Senate.

G. Historian

1. Keeps a roster of active members.
2. Keeps a scrapbook of the club's events.

VI. Election Procedures

- A. Elections will be supervised by the Diocesan Representative or advisor(s).
- B. Officers are elected for one term which is from April to April.
- C. An individual may serve no more than two consecutive terms in any one office.
- D. A student must be active in the club for at least one semester before being elected to office.
- E. Elections are two weeks before spring final exams or at another time mutually agreed upon by all active members.
- F. A list of nominees will be sent to active members. At the election, absentees may be nominated as long as a letter of acceptance accompanies the nomination.
- G. Only those present may vote.
- H. A simple majority wins. A second ballot is necessary to break a tie.

VII. Bylaws

Bylaws are added this heading by following the procedures for amending this constitution. Note: All committees are established under this heading.

VIII. Procedure for Amending the Constitution

- A. The constitution is reviewed annually to determine its current status. Changes will be included in copies forwarded to the Student Senate.
- B. All revisions are the responsibility of the Executive Board based upon input from the general membership.

Written 1985

Revised 1989; 1993; 2001