



CATHOLIC  
STUDENT  
ASSOCIATION

**THE CONSTITUTION OF  
THE UNIVERSITY *of* TOLEDO  
CATHOLIC STUDENT ASSOCIATION**

**MARCH 2022**

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**Introduction**  
**THE CONSTITUTION OF THE UNIVERSITY OF TOLEDO CATHOLIC STUDENT  
ASSOCIATION**

The purpose of this Constitution is to provide a guideline for the structure and operation of the Catholic Student Association (CSA). It is a legal document to be used as a working resource for the organization. As a dynamic organization, CSA is responsive to the changing needs of the organization and its leadership.

**Article I**  
**MISSION AND VISION STATEMENTS**

SECTION 1. MISSION AND VISION STATEMENTS

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**Mission Statement**

The Catholic Student Association, a student organization comprised of men and women who are pursuing their intellectual growth at The University of Toledo (UT), embraces the mission of Corpus Christi University Parish (CCUP) and the universal Church by serving the UT community as a sign of the presence of Jesus Christ within our campus community. With inspiration from the Word of God found in Sacred Scripture, and guidance from the Sacred Tradition of the Catholic Church, CSA exists to serve UT students, faculty, and staff as a positive force grounded in the Gospel values which guide our ministry.

**Vision Statement**

The Catholic Student Association works to provide service to the Church and University by reaching out to all Catholic students, as well as those of other faith traditions at The University of Toledo in a full-hearted attempt to promote intellectual, moral, social, and spiritual growth in order to assist in the emergence of well-rounded individuals who are well-prepared to work for justice and peace, and offer effective leadership in the Church and society.

**Article II**  
**TITLE, AFFILIATION, AND GRAPHIC REPRESENTATIONS**

SECTION 1. TITLE OF ORGANIZATION

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The name of this organization is “The University of Toledo Catholic Student Association,” which can be shortened to “Catholic Student Association” and abbreviated as “CSA.”

CSA was founded at UT as Newman Club in 1939. The name “Newman” comes from John Henry Cardinal Newman (1801-1890), a scholar, gentleman, minister, and spokesperson for the Church of England, leader of the second Reformation, convert to Catholicism, and member of the College of Cardinals of the Roman Catholic Church.

In the United States, the name “Newman” is often associated with a Catholic student group or center on the campus of a college or university. In the fall of 1999, the name Newman Club was officially changed to The University of Toledo Catholic Student Association. CSA continues the tradition of Catholic campus ministry at UT. The Newman Board, the leadership of the Catholic Student Association, keeps the spirit of John Henry Newman and his teachings alive.

The University of Toledo Catholic Student Association is affiliated with Corpus Christi University Parish, the Catholic parish at The University of Toledo.

## SECTION 2. MOTTO OF THE CATHOLIC STUDENT ASSOCIATION

The CSA motto is adopted from that of John Henry Cardinal Newman. The Latin phrase, “Cor ad Cor Loquitur,” translated into English, means, “Heart Speaks to Heart.”

## SECTION 3. LOGO OF THE CATHOLIC STUDENT ASSOCIATION



Figure 1

The logo of CSA consists of a Celtic cross. The words “Catholic Student Association” or the letters “CSA” may accompany the cross as well.

The logo is pictured in Figure 1.

SECTION 4. OFFICIAL SEAL OF THE CATHOLIC STUDENT ASSOCIATION

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Figure 2

The seal of CSA is adopted from the official emblem of the Newman Apostolate and is based on Cardinal Newman’s heraldic shield. The emblem is a seal of seven sides, which circumscribes the shield taken from the coat of arms of John Henry Cardinal Newman, with its three hearts, two divided from the third by a wavy line. A band, inscribed by Newman’s motto, “Cor ad Cor Loquitur,” and three pearls – so placed as to appear beneath the shield – encircles the coat of arms. Radiating from the band to each point of the seal are the seven-large heraldic “shafts of light.” Within each segment formed by the extended rays are seven small shafts of light.

The seal is pictured in Figure 2.

**Article III**  
**THE NEWMAN BOARD**

SECTION 1. ORGANIZATIONAL LEADERSHIP

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**The Newman Board**

The Catholic Student Association is guided by the Newman Board. The Newman Board consists of the elected Core Board, and the appointed Executive Board.

**The Core Board**

The Core Board is directly elected by the eligible voters (refer to Article V) of CSA, and consists of the president, vice president of committees, vice president for outreach, treasurer, secretary, and publicity director.

The Core Board is charged with the responsibility of setting and executing the direction of CSA in correlation with the mission and vision of our organization.

### **The Executive Board**

The Executive Board is appointed by the Core Board-Elect, current president, and CSA advisor(s). This Board consists of the chairs of the Education, Religious, Social, and Sojourner Committees.

The members of the Executive Board guide their respective committees. It is essential that the Executive Board share a common vision with the Core Board.

### **The Staff of Corpus Christi University Parish**

In accordance with our affiliation with CCUP, the Newman Board relies on our advisor(s) and the rest of the pastoral staff to guide our campus ministry.

## **SECTION 2. GENERAL RESPONSIBILITIES OF ALL NEWMAN BOARD MEMBERS**

### **Expectations of Newman Board Members**

1. Each Newman Board member is expected to attend all Newman Board meetings. Core Board members are also expected to attend all Core Board meetings.
2. Each Newman Board member is expected to attend all general meetings.
3. Each Newman Board member is expected to attend a summer retreat and planning session.
4. Each Newman Board member will inform the president and/or the advisor(s) if unable to attend one of the above.
5. If any member of Newman Board fails to fulfill their duties and responsibilities, they will be addressed on an individual basis by the vice president of committees, often with the advice of one or more Core Board members and/or the advisor(s).

## **SECTION 3. RESPONSIBILITIES OF INDIVIDUAL CORE BOARD MEMBERS**

### **The President**

1. Regulates nominations, elections, and appointments.
2. Presides at all meetings and creates an agenda for each of these meetings.
3. With the Newman Board, plans the dates and locations of general meetings, Newman Board meetings, and other meetings of necessity.
4. Responds to questions that demand immediate action.
5. Supervises the work of other officers.
6. Writes a 'letter from the president' article for the CSA newsletter.

7. Shall appoint (with the approval of other officers) members to standing committees and ad hoc committees, which shall operate under the supervision of the vice president of committees.
8. At the close of office, must submit a complete statement of the official accomplishments of the community during said term and suggestions for improvement in the future.
9. Works closely with the advisor(s) to coordinate activities and promote programs sponsored by CCUP.
10. Promotes and facilitates the yearly vision of the Newman Board.
11. Disperses UT communications.

### **The Vice President of Committees**

1. Assists the president with mandated duties and assumes those duties in the president's absence.
2. Attends all meetings.
3. Coordinates events/special events, delegating as necessary.
4. Advises the committees and assists co-chairs.
5. Supervises the work of the ad-hoc chairs.
6. Serves as a communications liaison between members, the Executive Board, and the Core Board.
7. With the president's assistance, brings conflicts and misunderstandings to the attention of the advisor(s) and/or community, and assists with the resolution of such conflicts.
8. Maintains a record of events and Newman Board members during said term for historical documentation and reference.

### **The Vice President for Outreach**

1. Coordinates an intense outreach campaign to welcome students to campus. This initial fall CSA outreach campaign is designed with the guidance and suggestions of the CCUP Staff.
2. Supervises the outreach campaign throughout the academic year by coordinating and executing outreach events throughout fall and spring semesters, as well as working with members of the Executive Board to promote their committee events to the campus community.
3. Serves as CSA's inter-organizational outreach coordinator by promoting CSA events throughout the entire campus community and inviting other student organizations to participation in CSA events.

### **The Treasurer**

1. Keeps account of all money.
2. Pays legally contracted community debts.

3. Provides a financial report to the Newman Board at the beginning and end of each semester; and presents a financial report to the entire membership once a year.
4. Raises funds.
5. Disperses funds equitably to various committees as necessary.
6. Disperses financial contributions to other charitable causes.
7. Creates a Finance Committee to assist with the above responsibilities.

### **The Secretary**

1. Records minutes at each Core and Newman Board meeting; maintains a file and makes it available to the community.
2. Produces a calendar of events during the semester and posts it in the CSA office and the Newman Room.
3. Produces agendas and response sheets for each general meeting; tallies and records results.
4. Maintains an ongoing list of “active” members of CSA who attend events and meetings; uses the list of sign-in sheets/contact information to ensure members are called before general meetings.
5. Assists publicity in creating calendars, mailings, newsletters, etc.

### **The Publicity Director**

1. Publicizes general meetings and other major events sponsored by CSA.
2. Coordinates newsletter publications, scrapbook, and general mailings for the year.
3. Assists Corpus Christi in publicizing events on campus when needed.
4. Maintains the website and an updated online calendar.
5. Publicizes CSA events through email, etc., using the student database.
6. Oversees the documentation of CSA events through various forms of visual media.
7. Creates a Publicity Committee to assist with the above responsibilities.

## **SECTION 4. RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS**

There are six standing CSA committees: education, finance, publicity, religious, social, and sojourners. They are led by co-chairs except for finance and publicity, which are chaired by Core Board members. The responsibilities of committee chairs are detailed below.

### **Religious Co-Chairs**

Their committee assists in the planning of semester retreats and the annual Pre-Christmas Candlelight Mass, offers opportunities for spiritual growth in the form of leadership on retreat teams, coordinates individual and group prayer, and promotes interfaith dialogue.

### **Sojourner Co-Chairs**

Their committee focuses its attention on the special social justice issues facing our campus, city, state, and world to heighten student awareness of these important concerns and stimulate them into action. Special projects include Pizza for the Poor, Campus HEAT, and an annual alternative spring break trip.

### **Social Co-Chairs**

Their committee plans and carries out a variety of social activities such as dances, parties, trips, hayrides, and smaller weekend activities. The committee should provide events that meet the needs of members as well as initiating events open to other organizations and their membership.

### **Education Co-Chairs**

Their committee sponsors and promotes several lectures and discussions each semester, as well as educational field trips, all aimed at enhancing the intellectual and cultural growth of every student. This committee also promotes events and programs sponsored by CCUP throughout the year, such as the semiannual lecture series.

## SECTION 5. MEETINGS

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CSA meetings include Core Board, Newman Board, general, and committee meetings.

### **Core Board**

The Core Board and CSA advisor(s) gather on a regular basis to determine the direction of the Newman Board. All decisions raised at this meeting are decided by a consensus of all those in attendance.

### **Newman Board**

Newman Board meetings are held prior to general meetings, and on an as needed basis to implement the general meetings and attend to the daily business of CSA. They are attended by the Core Board, Executive Board, and CSA advisor(s). All decisions raised at this meeting are decided by a consensus of all those in attendance.

### **General**

General meetings are open to all UT students. The purpose of the general meeting is to inform students of upcoming events, to initiate and vote on motions, and to build community. 50% of all those in attendance must vote

in favor of any motion for said motion to be carried, regardless of the total number of students present.

The frequency of general meetings is determined by the Newman Board.

### **Committee**

Committee meetings and content are at the discretion of the co-chairs. The meetings provide the opportunity for the CSA community to plan and implement events and activities.

## **Article IV**

### **PROCEDURES FOR RELEASE AND REPLACEMENT OF NEWMAN BOARD MEMBERS**

#### **SECTION 1.    GROUND S FOR RELEASE**

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Extenuating circumstances may require the release of a Newman Board member from the responsibilities of the elected position before the full execution of the term of office. The conditions that will merit a release from responsibilities will be determined on an individual basis at the discretion of the advisor in consultation with the Core Board when a Newman Board member's inability to execute constitutionally mandated responsibilities becomes obvious, or if members of the Newman Board are found in gross violation of important University policies. It is also possible that a Newman Board member may feel it necessary to remove oneself from one's responsibilities before the completion of the term of office.

#### **SECTION 2.    PROCEDURE OF RESPONSE**

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If a member of the Newman Board fails to execute constitutionally mandated responsibilities, is found in gross violation of important University policies, or voluntarily resigns, the advisor will convene the Core Board for a meeting to determine a response appropriate to the action or inaction of the Newman Board member in mention.

#### **SECTION 3.    PROCEDURES FOR CORE BOARD RELEASE AND REPLACEMENT**

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If the president is released from office before the completion of the term of office, the vice-president of committees will assume all presidential responsibilities. If the vice-president of committees is unwilling to accept the office of president, the position will pass to vice-president for outreach, then to the treasurer, secretary, and publicity director until a current Core Board member accepts the position. The vacancy of the Core Board member who fulfills the current presidential term will be filled via a special election

to be conducted at the next scheduled general meeting. If each member of the Core Board refuses to execute the remainder of the presidential term, the Newman Board will be convened by the advisor to conduct nominations and an election that will select a member of the Newman Board to fulfill the remainder of the presidential term.

If a member of the Core Board other than the president is released, the vacated position will be filled via a special election to be conducted at the next scheduled general meeting.

**SECTION 4. PROCEDURES FOR EXECUTIVE BOARD RELEASE AND REPLACEMENT**

If a member of the Executive Board is released from responsibilities before the completion of the term of office, the Core Board will consult with the remaining chairperson(s) of the committee in mention to surface recommendations of active committee members who could successfully assist the committee chairperson(s) in executing the vacated chairperson's term of office. Following discussion with the remaining committee chairperson(s), the Core Board in conjunction with the advisor will officially appoint an active member of the committee in concern to fulfill the vacated term of office on the Executive Board.

**Article V  
MEMBERSHIP AND DUES**

**SECTION 1. MEMBERSHIP CRITERIA**

Regular membership is open to all students enrolled at the University of Toledo. Catholic students, however, are automatically considered members. Active members are defined as any regular members who have attended at least two general meetings prior to elections and six other events throughout the academic year in addition to participating in one traditional University of Toledo event including but not limited to: Music Fest, Homecoming (or any Homecoming-related event), Cardboard City, Relay for Life, UT's Annual Leadership Conference, Parents or Sibs Weekend, Wrap Up Toledo, BIG Event, Dance Marathon, or Songfest. All Newman Board members must attend two traditional events throughout the academic year to be considered an active member. If an event is in question, it will be defined as traditional at the core. Students who are absent for a semester due to varying circumstances must attend at least one general meeting prior to elections and three other events in addition to one traditional University of Toledo event during the semester they are present to be considered active members.

We, the University of Toledo Catholic Student Association, will not discriminate based on race, color, religion, sex, age, national origin, sexual orientation, veteran status, or presence of a disability.

SECTION 2. DUES AND VOTING ELIGIBILITY

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There are no dues requirements for any level of membership, but voting eligibility is restricted to active members, as defined above.

**Article VI**  
**ELECTION PROCEDURE**

SECTION 1. ELIGIBILITY AND APPLICATION FOR NEWMAN BOARD CANDIDACY

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Applications for the Newman Board will be due by a date determined by the Core Board. The president and advisor(s) will review the applications following submission and will compile a slate of eligible candidates for Core Board offices from the applications. Those applying for Core Board who are also considering Executive Board positions are to submit both applications by the promulgated deadline.

All active members are eligible for candidacy for election or appointment to the Newman Board, except for Post-Secondary Enrollment Options Program (PSEOP) students. The terms of office are for one year, and current officers are eligible for re-election. All candidates for any elected office must, at the time of the election, be enrolled as a full time UT student and must have a minimum accumulative academic standing of 2.25. Candidates for president must have completed at least three successful academic terms at UT, and candidates for other offices must have completed at least one successful academic term at UT or another institution of higher education. In addition, presidential candidates must have already served as a member of the Newman Board to be eligible for election to the office of president. Candidates for vice president of committees must have already served as a member of the Executive Board to be eligible for election to the office of vice president of committees. Individuals applying for Core Board must be available for the full duration of the academic year. Applicants who will be absent for one semester of the academic year due to varying circumstances are eligible for application to the Executive Board but are ineligible for a Core Board position.

SECTION 2. THE ELECTION OF THE CORE BOARD

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At the following general meeting, the official slate of Core Board candidates will be presented. All candidates for Core Board offices will present their platforms, either orally, in writing, or both, to CSA's membership. Opportunities for questions, affirmations, and concerns will be available. The time frame will be determined by the current Core Board.

The election of Core Board officers will then take place by secret ballot. A candidate will be elected when a simple majority vote of active members present is received through a run-off process, detailed in By-Laws Article II, Section I. In the absence of candidates for a Core Board position, nominations will be accepted at the time of the elections. Absentee candidates are eligible, but absentee voters are not.

Core Board candidates who are not elected to the position of their first choice have the option of pursuing another Core Board position. Candidates who unsuccessfully seek a Core Board position may also seek an appointment to the Executive Board pending the submission of their intent by the designated deadline. The president will preside over these election proceedings or appoint another member of Core Board to preside.

All candidates for Core Board offices will present their platforms, either orally, in writing, or both to CSA's membership for a maximum of four minutes. Upon completion of their presentation or the four minutes, CSA's membership will be able to address questions for a maximum of four minutes to each candidate. Once each candidate per office completes this process, the candidates will remain outside the room where the membership is located. A discussion period of a maximum of five minutes will then be opened for each position with discussion to be moderated by the President.

### SECTION 3. THE SELECTION OF THE EXECUTIVE BOARD

A Selection Committee, consisting of the Core Board-Elect, the current president, and the advisor(s), will appoint Executive Board members at a special closed-door meeting. A candidate is selected by the consensus of the Selection Committee. In the case of a lack of enough candidates to fill all positions, the Selection Committee will decide at that time how the remaining positions will be filled. The president-elect will preside over these proceedings or appoint another Selection Committee member to preside.

### SECTION 4. SPECIAL ELECTIONS

#### **Voter Eligibility**

In the case of a special election, voter eligibility shall be determined according to the requirements for active membership having been met in the previous academic semester.

In the case of a special election occurring during the fall semester, voter eligibility shall be based upon voter eligibility from the previous spring's general election.

Should the need for a special election arise in the spring semester prior to the general election, voter eligibility shall be based upon voter eligibility having been met for the previous fall semester (one general meeting and three events).

### **Candidate Eligibility**

Refer to Article 6.1 regarding the eligibility for candidacy.

## SECTION 5. QUESTIONS OF PROCEDURE

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Any questions regarding the procedures for nomination, election, and appointment will be decided by the current president with the advice of the Newman Board.

## **Article VII CONSTITUTIONNEL AMENDEMENTS**

### SECTION 1. PROCESS FOR AMENDING THE CONSTITUTION OF THE CATHOLIC STUDENT ASSOCIATION

Any eligible voting member of CSA may submit in writing a proposed constitutional amendment and request an opportunity to address the Core Board. The president then presents it to the Newman Board with the approval of the Core Board.

To amend the constitution, the Newman Board must approve the measure by a two-thirds vote. The advisor(s) may then veto the amendment. The Newman Board may override the veto with a five-sixths majority vote. Once the amendment is approved, it is submitted to the general membership for a vote. It must have a two-thirds majority of eligible voters present to be ratified.

Voter eligibility for amending the constitution shall be determined in accord with the standards set forth in Article 6.4.

## **By-Laws**

### **Article I**

#### SECTION 1. ALCOHOL AND DRUG POLICY

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CSA prohibits the possession, use, or distribution of illicit drugs and/or alcohol by students on CCUP property and/or as part of any CSA activities.

##### **Clause 1**

Students under the influence of illicit drugs and/or alcohol will not be permitted to participate in the particular CSA activity at hand.

##### **Clause 1.1**

Disciplinary action for violation of the aforementioned policies will be taken at the discretion of the advisor(s).

### **Article II**

#### SECTION 1. PROCEDURE FOR RUN-OFF PROCESS

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As the election of a Core Board member requires a simple majority of ballots, in the case of three or more candidates, a run-off ballot system shall be instituted to obtain the required number of votes for election.

In the case of three candidates for the same office, voters shall indicate their top two preferences on the balloting form. When tabulating ballots, those responsible for tallying, under the supervision of the advisor(s), shall eliminate the candidate with the least number of first-place votes. At such time, those tallying the votes shall re-tabulate the ballots for the eliminated candidate according to the indicated second choice to obtain a simple majority and thus elect a candidate to office.

In the case of four candidates for the same office, voters shall indicate their top three preferences on the balloting form. When tabulating ballots, those responsible for tallying, under the supervision of the advisor(s), shall eliminate the candidate with the least number of first-place votes. At such time, those tallying the votes shall re-tabulate the ballots for the eliminated candidate according to the indicated second choice. If a simple majority is

achieved, the candidate is elected to office. If a simple majority is not reached, the candidate receiving the least number of votes of the three remaining candidates shall be eliminated. Those votes from the most recently eliminated candidate shall be re-tallied based on their ranking of the two remaining candidates.

In the case of more than four candidates, the same process is employed.

In the case of a complete tie between two or more Presidential candidates in first-place votes, second-place votes, third-place votes, etc. the current President's vote will break the tie (he/she will not vote twice). Thus, the presidential vote will only be read/counted if there is a tie. If the current President is running for President again for the next academic year, the highest position on the following list not running for President will be responsible for the tie-breaking vote: VPC, VPO, Secretary, Treasurer, Publicity Director (he/she will not vote twice). In the case of a tie between two or more candidates for any other Core Board position in first-place votes, second-place votes, third-place votes, etc. the newly elected President will break the tie (he/she will not vote twice).