

University Chaplains Association at Old Dominion University  
Bylaws and Operating Procedures

1. Mission of the University Chaplains Association at Old Dominion University
  - a. The University Chaplains Association (UCA) exists to foster spiritual life in the Old Dominion University community.
2. Purpose of the University Chaplains Association at Old Dominion University
  - a. The purpose of the University Chaplains Association at Old Dominion University is to promote multi-faith understanding and cooperation, enhance the spiritual conscience of the University community, and provide accountability and support for chaplains.
3. Code of Ethics
  - a. We will respect the dignity and integrity of persons on campus.
    - i. When working with faculty, staff, and students at Old Dominion University, we will be sensitive to the permission the person is or is not giving us (overtly or covertly) to enter his or her life and have influence there. We will not violate the right of any person to make choices, even if we feel those choices are not in the best interest of the person. We will endeavor carefully to walk the narrow line between the necessity of offering wise counsel or passionate persuasion and the injustice of usurping the individuality of another person.
    - ii. In advertising and personal contact, we will always act with integrity. We will not seek to mislead or covertly influence another for our cause. All information and conversation will reflect the values and beliefs of our faith traditions and practices. We will speak clearly and directly about our purpose and allegiances to our faith traditions. We will follow Old Dominion University's guidelines for advertising our student organizations and events, which includes always identifying the sponsorship and details of programming.
    - iii. We will be sensitive to and have respect for the religious heritage and backgrounds of all persons. We will endeavor to discover their allegiance to a faith tradition and will counsel them in appropriate involvement. Our primary task will be to aid others in making informed choices concerning their religious lives and not just promote our own faith tradition or programming. We will refrain from surreptitious, deceptive, or coercive proselytizing.
    - iv. We will be aware of the fact that religious zeal and a sense of duty to our faith may desensitize us to the rights and needs of people as individuals.

- b. We will respect the dignity and integrity of colleagues as professionals and as persons.
  - i. We will respect the theological orientations of one another. Our relationship is professional and focused on fulfilling the mission of the UCA. We will agree to disagree on matters of faith and practice. We will not understand silence to signify consent, nor will we feel the need to defend our own positions to our peers. We will maintain an atmosphere of respect, cooperation and mutual concern for the spiritual well-being of the University community.
  - ii. We will assume the sincerity and goodwill of other chaplains. Should questions of violations of ethics and breach of trust occur, we will assume proper motives and investigate with such expectations. The appropriate response is to approach the chaplain whose action or group's action is in question. The UCA Executive Committee should be notified of this confrontation and will also be available for mediation. Further response is noted in the membership section and operating procedures listed below.
  - iii. Respecting one another, we will listen when questions arise concerning relationships among chaplains or the groups we represent. When it is necessary to offer recommendations about conduct, we will endeavor to do so from a place of concern for each other and the good of spiritual life at Old Dominion University.
- c. We will respect the dignity and integrity of the programs of other campus religious organizations and the students involved in them.
  - i. Understanding that there are many students, faculty, and staff on campus with varying degrees of religious affiliation or commitment, we will be sensitive to prospective members' interests. When visiting with students, faculty, and staff, we will make it a primary responsibility to discover any current religious involvement and seek to help the student, faculty, or staff learn of any opportunities for connection with his or her faith tradition, rather than solely promote interest in our own programs.
  - ii. We recognize the individual rights and development of the student, faculty, and staff as primary. Therefore, we will view a student's, faculty's, or staff's voluntary approach as permission to share with him or her concerning our personal convictions and the programs of our particular ministry. Our actions in publicity and recruitment will be above reproach.
  - iii. We will not recruit those who are deeply committed or leaders in one religious group into a leadership position of another.
  - iv. We will encourage cooperation among our participants to create a unified spirit among the various campus religious groups. In this spirit, we will

help participants to appreciate and uphold the diversity of religious programming at ODU.

- d. We will respect the mission and the policies of Old Dominion University.
    - i. We will voluntarily uphold the Old Dominion University Code of Ethics that relate to employees and honor all administrative policies that relate to our role as advisors to our student organizations. We will act with integrity concerning the internal policies and communication of Old Dominion University.
    - ii. We will understand ourselves to be cooperative members of the university community. We will work with appropriate university officials, as necessary, when we are invited to offer spiritual support. We will offer public comment about ODU when appropriate and in consultation with University officials.
    - iii. We will conscientiously protect our freedom to protest or criticize with a dignity of our office as religious leaders. We will endeavor to seek a peaceful solution to any conflict with the university system.
  - e. Ratification
    - i. Adopted 1 December 1987
    - ii. Reaffirmed 4 December 2001
    - iii. Reaffirmed with one addition 7 December 2007
    - iv. Edited and Affirmed May 5, 2010, August 19, 2010, September 9, 2010, and December 7, 2017
4. Monarch Creed
- a. MONARCH
    - i. Make personal and academic integrity fundamental in all my endeavors.
    - ii. Offer service to the University and the community.
    - iii. Nurture a climate of care, concern and civility to other.
    - iv. Accept responsibility for all my actions.
    - v. Respect the dignity, rights, and property for all people.
    - vi. Commit to the ongoing pursuit of intellectual and personal development.
    - vii. Heighten my awareness of individual and cultural similarities and differences.
  - b. Affirmed December 7, 2017
5. Membership in the University Chaplains Association at Old Dominion University
- a. Membership and participation in the University Chaplains Association at Old Dominion University is completely voluntary. However, membership in the UCA does provide certain benefits to religious professionals and faculty/staff offering religious programming to faculty, staff, and students at Old Dominion University.
  - b. Membership Definitions, Requirements, Benefits, & Processes:

- i. Full Member
  1. Purpose
    - a. A Full Member is one who predominantly serves the faith community of Old Dominion University. The status of Full Member requires more commitment from the organization and its representatives. This status provides the most benefits but also requires the most participation. Full Membership is ideal for organizations with full-time or part-time staff members.
  2. Eligibility
    - a. Full Members possess a Bachelor's Degree from an accredited college or university, or
    - b. Full Members are appointed by licensing judiciary to a full-time or part-time ministry on campus.
    - c. Each organization must have all of its participating chaplains on the same membership level.
  3. Requirements
    - a. Each organization is required to pay membership dues in full by September 30th.
      - i. The dues amount will be determined each year.
      - ii. Failure to pay dues jeopardizes one's membership status.
    - b. Full Members must show at least one of the proper credentials.
      - i. Proper credentials include:
        1. Ordination Certificate, or
        2. Sponsor/Appointment Letter from Sponsoring Agency
      - ii. Credentials shall be kept on file as long as the chaplain remains a member of the UCA.
    - c. All Full Members are required to be affiliated with a recognized campus student organization.
    - d. The UCA expects its Full Members to affiliate with respective judiciary organizations, locally, regionally, or nationally.
    - e. All Full Members are required to support and adhere to the UCA Code of Ethics and the ODU Monarch Creed.
    - f. All Full Members are expected to support the leadership and mission of the UCA.

- g. All organizations are expected to attend a minimum of 60% of the scheduled UCA meetings and events each semester and stay in full communication with the UCA.
  - i. When the schedule of meetings/events is established for each semester, it will be determined how many meetings will constitute 60%.
  - ii. Certain circumstances may arise where this is not possible. In this case, approval can be granted by the Executive Committee with proper communication of the circumstances.

#### 4. Benefits

- a. Official recognition as a Chaplain associated with the Old Dominion University Chaplains Association.
  - i. Your name and faith tradition will be listed on publications and websites.
  - ii. Official status as an advisor for a campus religious group. The Student Engagement and Enrollment Services (SEES) and Leadership and Student Involvement (LSI) offices will know your name as someone who can be trusted to work with faculty, staff, and students.
  - iii. Other ODU Benefits:
    - 1. Old Dominion University email address.
    - 2. Faculty/Staff ID card (Chaplain) with Faculty/Staff benefits.
    - 3. Access to a parking pass/code on campus.
    - 4. Access to prospective student data through the religious inventory offered to first year students, if collected.
    - 5. In addition, chaplains may avail themselves to continuing education and professional development opportunities when offered by ODU.
    - 6. Other benefits may arise through our partnership with the university.
- b. Accountability and support from other professional Chaplains.
- c. Educational opportunities from both ODU and fellow Chaplains.

d. Joining a diverse, ecumenical community of faith.

5. Process

a. Those seeking Full Membership to the UCA shall complete the application and submit the appropriate credentials at the beginning of the semester, upon the official recognition of their campus religious organization, or upon hiring/appointment.

b. Upon receipt of the application and credentials, the President of the UCA will assign a UCA colleague who will walk the candidate through the process of gaining official ODU credentials (ID Card, Email Address, etc).

i. Full Member candidates appointed to an already existing active campus religious group in good standing shall receive the same benefits of membership as the Chaplain appointed previously to that campus religious group.

ii. Full Member candidates of newly created student religious groups and/or campus religious groups not in good standing with the UCA, will attend a minimum of 60% of UCA meetings and events as provisional members for the semester of application.

1. After the provisional membership period is met, candidates will then be offered all the rights and privileges of membership in the UCA.

c. At the final meeting of the semester, a majority of Full Members in good standing will vote on the provisional members.

i. At least 60% of the Full Members in good standing must be present in order for voting to occur.

1. If a Full Member cannot be in attendance, he/she may teleconference into the discussion and vote. Prior approval is required.

ii. A majority vote is necessary to grant Full Member status.

d. The UCA President will notify provisional members of the result of the vote.

- i. If accepted as a Full Member, the member will be eligible for all Full Member benefits.
      - ii. If not accepted as a Full Member, the member can remain a provisional member for the next semester or consider applying as a UCA Partner.
- ii. UCA Partner
  - 1. Purpose
    - a. A UCA Partner is one who serves the faith community of Old Dominion University in addition to other roles at ODU or in the local community. The status of Partner requires less commitment from the organization and its representatives. This status is good for organizations that may be undergoing transitions or for organizations that complement the mission and vision of the UCA.
  - 2. Eligibility
    - a. A UCA Partner can be a faculty/staff member of Old Dominion University serving as an advisor to religious student organizations, or
    - b. A UCA Partner can be assigned to a full-time or part-time ministry on campus.
      - i. Exceptions can be made on an individual basis and must be approved by a simple majority of Full Members in good standing.
    - c. Each organization must have all of its participating chaplains on the same membership level.
    - d. A UCA Partner cannot be a student.
  - 3. Requirements
    - a. Each organization is required to pay membership dues in full by September 30th.
      - i. The dues amount will be determined each year.
        - 1. Dues may be waived for specific partners as determined by the Executive Committee of the UCA.
      - ii. Failure to pay dues jeopardizes one's membership status.
    - b. UCA Partners must show at least one of the proper credentials.
      - i. Proper credentials include:

1. Sponsor/Appointment Letter from Sponsoring Agency, or
  2. Proof of Advisor Status, or
  3. Faculty/Staff Credentials
- ii. Credentials shall be kept on file as long as the chaplain remains a member of the UCA.
- c. All UCA Partners are required to be associated with a recognized campus student organization or department of the university.
- d. The UCA expects its Partners to associate with respective judiciary organizations, locally, regionally, or nationally.
- e. All UCA Partners are required to support and adhere to the UCA Code of Ethics and the ODU Monarch Creed.
- f. All UCA Partners are expected to support the leadership and mission of the UCA.
- g. All organizations are expected to attend a minimum of 30% of the scheduled UCA meetings and events each semester and stay in full communication with the UCA.
  - i. When the schedule of meetings/events is established for each semester, it will be determined how many meetings will constitute 30%.
  - ii. Certain circumstances may arise where this is not possible. In this case, approval can be granted by the Executive Committee with proper communication of the circumstances.

#### 4. Benefits

- a. Official recognition as a UCA Partner associated with the Old Dominion University Chaplains Association.
  - i. Your name and faith tradition will be listed on publications and websites.
  - ii. Official status as an advisor for a campus religious group. The Student Engagement and Enrollment Services (SEES) and Leadership and Student Involvement (LSI) offices will know your name as someone who can be trusted to work with faculty, staff and students.
  - iii. Other ODU Benefits:
    1. Access to a parking pass/code on campus, if appropriate.



- b. Accountability and support from other professional Chaplains.
- c. Educational opportunities from both ODU and fellow Chaplains.
- d. Joining a diverse, ecumenical community of faith.

5. Process

- a. Those seeking UCA Partnership shall complete the application and submit the appropriate credentials at the beginning of the semester, upon the official recognition of their campus religious organization, or upon hiring/appointment.
- b. Upon receipt of the application and credentials, the UCA Partner Coordinator will walk the candidate through the process of affiliating the UCA and the University.
  - i. UCA Partnership candidates appointed to an already existing active campus religious group in good standing shall receive the same benefits of partnership as the Chaplain appointed previously to that campus religious group.
  - ii. UCA Partner candidates of newly created student religious groups and/or campus religious groups not in good standing with the UCA, will attend a minimum of 30% of UCA meetings and events as provisional partners for the semester of application.
- c. At the final meeting of the semester, a majority of Full Members in good standing will vote on the provisional partners.
  - i. At least 60% of the Full Members in good standing must be present in order for voting to occur.
    - 1. If a Full Member cannot be in attendance, he/she may teleconference into the discussion and vote. Prior approval is required.
    - 2. If there are UCA Partners in good standing present, then they may participate in the vote for UCA Partners.
  - ii. A majority vote is necessary to grant UCA Partner status.

- d. The UCA Partner Coordinator will notify provisional partners of the result of the vote.
        - i. If accepted as a UCA Partner, the partner will be eligible for all UCA Partner benefits.
        - ii. If not accepted as a UCA Partner, the member can remain a provisional partner for the next semester.
- iii. Student Liaison
  - 1. Purpose
    - a. A Student Liaison is a member of a religious student organization at Old Dominion University. These organizations are student formed, student run, and students are the primary contacts.
  - 2. Eligibility
    - a. A student leader of a religious organization at ODU that does not have a chaplain.
    - b. If an organization has Full Members or UCA Partners, then it cannot have a Student Liaison.
  - 3. Requirements
    - a. Proof of Student Organization Recognition.
      - i. Student Organization Recognition from ODU's Office of Leadership & Student Involvement, or
      - ii. Signed Letter from Faculty Adviser.
    - b. Proof of Current Student at ODU.
      - i. Enrollment, or
      - ii. Copy of Student ID.
    - c. Continued communication with the UCA Student Liaison Coordinator.
    - d. Promotion for and attendance at UCA campus events.
    - e. Student leadership committee meetings are mandatory.
      - i. When appropriate, attendance at UCA meetings/gatherings.
  - 4. Benefits
    - a. Official recognition as a UCA Student Liaison associated with the Old Dominion University Chaplains Association.
    - b. Accountability, support, and education from professional Chaplains.
    - c. Joining a diverse, ecumenical community of faith.
  - 5. Process

- a. Those seeking UCA Student Liaisonship shall complete the application and submit the appropriate credentials at the beginning of the semester or upon the official recognition of their campus religious organization.
  - b. Upon receipt of the application and credentials, the UCA Student Liaison Coordinator will walk the candidate through the process of affiliating with the UCA.
    - i. UCA Student Liaison candidates appointed to an already existing active campus religious group shall receive the same benefits of Liaisonship as the previous Liaison to that campus religious group.
    - ii. UCA Student Liaison candidates of newly created student religious groups will be contacted to be informed of their status.
      - 1. At the meeting following the receipt of the application and credentials, those present will vote on the potential Student Liaisonship.
        - a. A majority vote of the UCA is necessary to grant Student Liaisonship status.
  - c. Upon successful acceptance as a UCA Student Liaison, the Liaison will be eligible for all UCA Student Liaison benefits.
- iv. Student Leadership Committee
  - 1. The Student Leadership Committee (SLC) is made up of 2 student leaders who are part of each organization represented in the UCA (Full and Partner Members) and Student Liaisons.
  - 2. The purpose of the SLC is to work collaboratively to enhance the spiritual consciousness of the campus through multi-faith dialogue, service projects, and embracing the various faith expressions.
  - 3. Each semester, the SLC will meet with the UCA to dialogue in order to identify how we can meet our goals and objectives. Together, we will complete one project each semester.
- v. Ratification
  - 1. December 7, 2017
- c. Membership Termination
  - i. Voluntary Termination

1. Members may voluntarily terminate their relationship with the UCA at any time by submitting a signed letter to the UCA Executive Committee and returning parking passes and University provided I.D. (if provided).
  - ii. Involuntary Termination
    1. Involuntary termination of membership occurs by a majority vote of Full Members when one or all of the following occurs:
      - a. Any Full or Partner Member who does not attend the minimum number of scheduled meetings and events is placed on “inactive status.” If the Full or Partner Member remains on “inactive status” for two consecutive semesters, then the UCA will vote to terminate their status.
      - b. Any Full or Partner Member that violates the UCA Code of Ethics or ODU Monarch Creed who is presented with evidence by the UCA and/or ODU shall have their membership terminated at the first scheduled meeting following the presentation of evidence.
    2. In the case of involuntary termination of membership, the following events will occur:
      - a. A letter will be sent to the Chaplain and the sponsoring judiciaries of the Chaplain outlining the circumstances of termination.
      - b. The appropriate ODU departments will be notified of the termination of membership in the UCA.
  - iii. Upon termination, all parking passes, ODU Identification cards, and email access, and privileges shall be revoked.
  - d. Rights of Members to Challenge Termination
    - i. Any member who has voluntarily or involuntarily terminated his or her membership may begin the process of becoming a Full or Partner Member the first semester after terminating or having their membership terminated.
    - ii. An exception to the first rule is when a Chaplain is terminated due to a violation of the UCA Code of Ethics or ODU Code of Ethics and Administrative rules. In this case, a sponsoring judiciary may send a different individual to assume the role of Chaplain for their faith tradition. In that case, the new Chaplain will be treated as any new individual seeking to join the UCA.
6. Operating Procedures for the Old Dominion University Chaplains Association
  - a. Meetings

- i. The primary way that the UCA at ODU conducts business is through meetings during the semester.
    1. Meeting dates will be determined at the last meeting of the preceding semester and/or as needed.
  - ii. Meetings will take place on Thursdays and shall begin at 9:30am. The agenda of each meeting shall consist of a time of sharing joys and concerns, presentation of minutes and financial data, program planning, and education.
    1. At times, representatives from Old Dominion University shall be invited to speak about topics that relate to the work of the UCA.
  - iii. At the end of each semester, a retreat will be held. The agenda will include an evaluation of the previous semester's events, planning for the next semester's events, setting dates for the next semester, visioning, and fellowship between the Chaplains.
- b. Programs
- i. The UCA will sponsor programs to raise awareness of multifaith and interreligious concerns.
  - ii. The UCA will provide programming based on current events and the needs of the ODU community, such as vigils.
  - iii. The UCA will sponsor at least one Student Leadership Committee meeting and activity each semester.
  - iv. The UCA will encourage members to advise student organizations and to be a part of multifaith or interreligious opportunities that will raise awareness about faith and spirituality on campus.
- c. Relationship to Old Dominion University
- i. The UCA's relationship with Old Dominion University's Office of Intercultural Relations (OIR) is outlined in the MOU agreement dated April 9, 2019.
  - ii. University Chaplains Association's work with the intercultural relations contributes to the mission of OIR by complimenting ODU's care and support services for all students and programming/partnership with faculty, while also providing opportunities for those interested to acknowledge, understand, respect, value, and celebrate diverse beliefs and faiths.
  - iii. In times of natural and other disasters, Chaplains may be called upon by the Office for Intercultural Relations to assist with the spiritual needs of the ODU community.
  - iv. The UCA, through the involvement of Student Liaisons, supports relevant activities and programs that are sponsored by students.

d. Leadership

i. Executive Committee

1. The Executive Committee is the governing board for the UCA.
2. The following roles comprise the Executive Committee:

a. President

- i. Facilitates meetings of UCA.
  1. Coordinates agenda for UCA meetings.
- ii. Meets on a regular basis with ODU Leadership.
  1. Coordinates UCA representation to university.
  2. Sends a list of Full and Partner Members to OIR each semester.
- iii. Serves as the initial contact for new members or for questions regarding the UCA.
- iv. Calls and Chairs the Ethics Committee, as needed.
- v. Mediates conflict between members of the UCA.
- vi. Is the approved spokesperson for the UCA in relation to the media.
- vii. Shall be a signatory on the UCA bank account and maintain the UCA debit card.

b. Vice President

i. Communications

1. Maintains and verifies membership records.
  - a. Maintains email list and GroupMe of UCA membership
  - b. Maintains and verifies attendance records.
    - i. Informs President and members of UCA on status of all chaplains.
  - c. Maintains other records as necessary.
2. Maintains UCA operating procedures.
3. Maintain the UCA's Social Media accounts and webpages/websites.
4. Creates advertisements for events.

ii. Treasurer

1. Handles all funds regarding UCA.
  - a. Maintains financial record of UCA.



- a. As relationships are developed, there may be a need to add additional representatives. The Executive Committee will make recommendations, as needed.
- iii. Leadership Requirements
  - 1. Eligibility to Serve
    - a. Full Members who have participated actively for at least two years (less than two years upon consensus of UCA Membership) will be considered for the positions of:
      - i. President
      - ii. Secretary/Treasurer
      - iii. Communications
      - iv. CARE Team Representative
      - v. UCA Partner Coordinator
      - vi. Student Liaison/Student Leadership Committee Coordinator
  - 2. Elections
    - a. The Executive Committee shall present a slate of officers at the May meeting/retreat. Full members may also be nominated at the May meeting/retreat. If more than one Chaplain wishes to serve a particular role, a vote will be taken.
    - b. All Officers shall be approved by a simple majority vote of Full Members.
    - c. Officers will be installed annually.
  - 3. Resigning or Removal from Office
    - a. A leader may resign at any time for any reason from any position upon submitting a printed and signed letter to the Executive Committee.
      - i. Letters shall distributed to the entire UCA and letters will be kept in the permanent records of the UCA. Resigning from office does equal resigning UCA membership.
    - b. A leader may be removed from office for these causes:
      - i. Not fulfilling the roles and responsibilities of the position to which the member was elected.
      - ii. Being placed on “inactive” status.
      - iii. Violating the UCA Code of Ethics or the Monarch Creed.



- c. Removal of office is initiated by the Executive Committee at the first UCA meeting to follow the cause. A majority vote of Full Members shall be sufficient to remove a leader from office. In some cases, further action is required to remove UCA membership privileges.
  - iv. Short-term and Special Committees, as needed
    - 1. Budget Committee
      - a. Forms in Spring Semester to plan the next year's budget.
    - 2. Special Events Committee
      - a. Forms in order to plan a specific event.
    - 3. Ethics Committee
      - a. Forms when called by the President to handle ethics complaints and membership matters. In the case the President is unable to call, other members of the Executive Committee will do so.
    - 4. Other committees will be formed as necessary.
- 7. Amendments to Governing Document
  - a. All records of changes to UCA governing documents will be kept on file permanently.
  - b. A committee will be formed by the President to address changes in the governing document as needed.
  - c. Changes in the governing document needs to be approved by a 2/3 vote of active Full Members in the UCA and the vote will occur after proper consideration of proposed changes.

Revised and Adopted: September 9, 2010

Revised and Adopted: August 23, 2018