

University Chaplains Association (UCA) at ODU

Bylaws

I. Mission & Purpose

The University Chaplains Association (UCA) exists to foster spiritual life within the Old Dominion University community.

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.

II. Code of Ethics

Members commit to:

- **Respect:** Honoring the dignity, agency, and faith traditions or lack thereof of all students, staff, and faculty.
- **Integrity:** Direct and transparent communication regarding faith affiliations; no deceptive or coercive behaviors.
- **Compliance:** Upholding ODU policies outlined by Student and Campus Life, including the University Non-Discrimination Clause.
 - In keeping with Old Dominion Universities' policy of nondiscrimination, our organization does not discriminate on the basis of race, color, national origin, religion, age, veteran status, sexual orientation, gender identity, disability, pregnancy, political affiliation, marital status, and genetic information, or based on any other status protected by law.

III. Membership Categories

Category	Eligibility	Key Requirements	Benefits
Full Member Organization	Appointment letter from sponsoring agency regarding spiritual life at ODU. Maximum of 3	Annual Dues; 60% Overall Attendance; be part of a committee; adhere Code of Ethics.	ODU ID & Email for each representative; Voting Rights; Official Advisor Status; Organization

	representatives per organization.		Recognition in UCA Materials; Professional support.
UCA Partner Organization	Appointment letter from sponsoring agency regarding spiritual life at ODU. Maximum of 3 representatives per organization.	Annual Dues; 30% Overall Attendance; option to be a part of a committee; adhere to Code of Ethics.	Organization Recognition in UCA materials; Professional support.
Non-Member Contacts	Student or overseer of spiritual life student organization at ODU.	Adhere to Code of Ethics.	UCA support.

Process: Applicants submit credentials for a provisional status. Provisional status lasts for one full semester, during which time the organization must fulfill the requirements of the level of membership desired while receiving the benefits of a Partner. Membership is granted by a majority vote of Full Members at semester-end.

IV. Leadership (Executive Committee)

Officers serve one-year terms, elected by majority vote in May.

- **Co-President:** Facilitates meetings, liaises with ODU leadership, and mediates conflicts.
- **Co-President:** Maintains records, membership lists, manages funds, financial reporting and digital presence.
- **Secretary:** Records minutes and handles internal correspondence.
- **ODU Campus Liaison:** Specific leads for the ODU CARE Team.

V. Operating Procedures

- **Meetings:** Held once a month on Thursdays at 9:30 AM during the school semesters.

- Additional meetings may be called for specific reasons, some may be required while others are optional.
- Attendance per organization will be determined by all UCA events throughout the semester. Dates for events must be presented at the first meeting of the semester.
- **Committees:**
 - **Committee Chair:** Run specific committees and report back to the UCA as a whole during meetings. Committee Chairs will not be members of the Executive Committee.
 - Committees
 - Chaplain Unity & Development
 - Fostering unity & development through events like chaplain breakfasts, prayer meetings, etc
 - Special Events
 - Execute UCA's participation in Monarch Give Back during the Fall Semester and organize the UCA Baccalaureate in the Spring Semester.
 - Tabling
 - Responsible for UCA tabling on campus, including communication with scheduling, chaplains, maintaining materials, etc.
 - Committees meet regularly to plan and execute their given tasks.
 - Participation in a committee will count as 1 point toward attendance percentage.
- **Termination:** Membership may be revoked by a majority vote for violations of Code of Ethics or missing two consecutive semesters of meetings (Inactive Status).

VI. Ratification & Amendments

These bylaws may be amended by a **2/3 vote** of active Full Members following a formal review.

Last Updated: August 2026