

## Membership Definitions and Benefits

### 1. Full Member

#### a. Purpose

- i. 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.

#### b. Eligibility

- i. Full Members possess a Bachelor's Degree from an accredited college or university, or
- ii. Full Members are appointed by licensing judicatory to a full time or part time ministry on campus.
- iii. Each organization must have all of its participating chaplains on the same membership level.

#### c. Requirements

- i. Each organization is required to pay membership dues in full by September 30th.
  1. The dues amount will be determined each year.
  2. Failure to pay dues jeopardizes ones membership status.
- ii. Full Members must show at least one of the proper credentials.
  1. Proper credentials include:
    - a. Ordination Certificate, or
    - b. Sponsor/Appointment Letter from Sponsoring Agency
  2. Credentials shall be kept on file as long as the chaplain remains a member of the UCA.
- iii. All Full Members are required to be affiliated with a recognized campus student organization.
- iv. The UCA expects its Full Members to affiliate with respective judicatory organizations, locally, regionally, or nationally.
- v. All Full Members are required to support and adhere to the UCA Code of Ethics and the ODU Monarch Creed.
- vi. All Full Members are expected to support the leadership and mission of the UCA.
- vii. All organizations are expected to attend a minimum of 60% of the scheduled UCA meetings each semester, actively participate in UCA programs, and stay in full communication with the UCA.

1. When the schedule of meetings is established for each semester, it will be determined how many meetings will constitute 60%.
2. Certain circumstances may arise where this is not possible. In this case, approval can be granted by the officers with proper communication of the circumstances.

d. Benefits

- i. Official recognition as a Chaplain affiliated with the Old Dominion University Chaplains Association.
  1. Your name and faith tradition will be listed on publications and websites.
  2. 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.
  3. Other ODU Benefits:
    - a. Old Dominion University email address
    - b. Faculty/Staff ID card (Chaplain) with Faculty/Staff benefits
    - c. Access to a parking pass/code on campus
    - d. Discounts for sporting events and other events
    - e. Access to prospective student data through the religious inventory offered to first year students, if collected
    - f. Discounted access to facilities on the ODU campus such as the Student Recreation Center
    - g. In addition, chaplains may avail themselves to continuing education and professional development opportunities when offered by ODU.
- ii. Accountability and support from other professional Chaplains.
- iii. Educational opportunities from both ODU and fellow Chaplains.
- iv. Joining a diverse, ecumenical community of faith.

e. Process

- i. 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.
- ii. 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).

1. 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.
  2. 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.
- iii. At the final meeting of the semester, to be held during the last week of classes, a majority of Full Members in good standing will vote on the provisional members.
1. At least 60% of the Full Members in good standing must be present in order for voting to occur.
    - a. If a Full Member cannot be in attendance, he/she may teleconference into the discussion and vote. Prior approval is required.
  2. A majority vote is necessary to grant Full Member status.
- iv. The UCA President will notify provisional Full Members of the result of the vote.
1. If accepted as a Full Member, the member will be eligible for all Full Member benefits.
  2. 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.

## 2. UCA Partner

### a. Purpose

- i. A UCA Partner is one who serves the faith community of Old Dominion University in addition to other roles at ODU or 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 have faith as a portion of their mission.

### b. Eligibility

- i. A UCA Partner can be a faculty/staff member of Old Dominion University serving as an advisor to religious student organizations, or
- ii. A UCA Partner can be assigned to a full time or part time ministry on campus.
  1. Exceptions can be made on an individual basis and must be approved by a simple majority of Full Members in good standing.

- iii. Each organization must have all of its participating chaplains on the same membership level.
- iv. A UCA Partner cannot be a student.
- c. Requirements
  - i. Each organization is required to pay membership dues in full by September 30th.
    - 1. The dues amount will be determined each year.
    - 2. Failure to pay dues jeopardizes ones membership status.
  - ii. UCA Partners must show at least one of the proper credentials.
    - 1. Proper credentials include:
      - a. Sponsor/Appointment Letter from Sponsoring Agency, or
      - b. Proof of Advisor Status, or
      - c. Faculty/Staff Credentials
    - 2. Credentials shall be kept on file as long as the chaplain remains a member of the UCA.
  - iii. All UCA Partners are required to be affiliated with a recognized campus student organization.
  - iv. The UCA expects its Partners to affiliate with respective judicatory organizations, locally, regionally, or nationally.
  - v. All UCA Partners are required to support and adhere to the UCA Code of Ethics and the ODU Monarch Creed.
  - vi. All UCA Partners are expected to support the leadership and mission of the UCA.
  - vii. All organizations are expected to attend a minimum of 30% of the scheduled UCA meetings each semester, actively participate in UCA programs, and stay in full communication with the UCA.
    - 1. When the schedule of meetings is established for each semester, it will be determined how many meetings will constitute 30%.
    - 2. Certain circumstances may arise where this is not possible. In this case, approval can be granted by the officers with proper communication of the circumstances.
- d. Benefits
  - i. Official recognition as a UCA Partner affiliated with the Old Dominion University Chaplains Association.
    - 1. Your name and faith tradition will be listed on publications and websites.
    - 2. 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.

3. Other ODU Benefits:

- a. Access to a parking pass/code on campus, if appropriate
- ii. Accountability and support from other professional Chaplains.
- iii. Educational opportunities from both ODU and fellow Chaplains.
- iv. Joining a diverse, ecumenical community of faith.

e. Process

- i. 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.
- ii. 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.
  - 1. 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.
  - 2. 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.
- iii. At the final meeting of the semester, to be held during the last week of classes, a majority of Full Members in good standing will vote on the provisional partners.
  - 1. At least 60% of the Full Members in good standing must be present in order for voting to occur.
    - a. If a Full Member cannot be in attendance, he/she may teleconference into the discussion and vote. Prior approval is required.
    - b. If there are UCA Partners in good standing present, then they may participate in the vote for UCA Partners.
  - 2. A majority vote is necessary to grant UCA Partner status.
- iv. The UCA Partner Coordinator will notify provisional Partners of the result of the vote.
  - 1. If accepted as a UCA Partner, the partner will be eligible for all UCA Partner benefits.

2. If not accepted as a UCA Partner, the member can remain a provisional partner for the next semester.
3. Student Liaison
    - a. Purpose
      - i. 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.
    - b. Eligibility
      - i. A student leader of a religious organization at ODU that does not have a chaplain.
      - ii. If an organization has Full Members or UCA Partners, then it cannot have a Student Liaison.
    - c. Requirements
      - i. Proof of Student Organization Recognition
        1. Student Organization Recognition from ODU Leadership & Student Involvement
        2. Signed Letter from Faculty Adviser
      - ii. Proof of Current Student at ODU
        1. Enrollment
        2. Copy of Student ID
      - iii. Continued communication with the UCA Student Liaison Coordinator.
      - iv. Promotion for and attendance at UCA campus events.
      - v. When appropriate, attendance at UCA meetings/gatherings.
    - d. Benefits
      - i. Official recognition as a UCA Student Liaison affiliated with the Old Dominion University Chaplains Association.
      - ii. Accountability, support, and education from professional Chaplains.
      - iii. Joining a diverse, ecumenical community of faith.
    - e. Process
      - i. 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.
      - ii. Upon receipt of the application and credentials, the UCA Student Liaison Coordinator will walk the candidate through the process of affiliating with the UCA.
        1. 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.

2. UCA Student Liaison candidates of newly created student religious groups will be contacted to be informed of their status.
  - a. At the meeting following the receipt of the application and credentials, those present will vote on the potential Student Liaisonship.
    - i. A majority vote of the UCA is necessary to grant Student Liaisonship status.
  - iii. Upon successful acceptance as a UCA Student Liaison, the Liaison will be eligible for all UCA Student Liaison benefits.

Ratified: December 7, 2017