OPTIONS ORGANIZATIONAL CONSTITUTION

I. MISSION, VALUES AND VISION

A. The mission of OPTIONS is to broaden the Loyola student experience through activities that allow students to meet new people; make lasting friendships; and build a meaningful community without drinking. All OPTIONS-sponsored events are open to every student of the Loyola community.

B. Values
   1. COMMUNITY
      a. OPTIONS is an organization that brings students together across class years by fostering authentic and meaningful connections; and is always welcoming of new participants.
   2. RESPONSIBILITY
      a. OPTIONS is an organization that encourages responsible decision-making by creating an environment in which students are conscious of their actions and choices.
   3. ADVOCACY
      a. OPTIONS is an organization that serves the student body by providing a wide variety of community-building programs and events.
      b. OPTIONS is also a liaison to the administration and broader Loyola community on behalf of our participants.
   4. OPPORTUNITY
      a. OPTIONS is an organization that provides students with diverse experiences through fun and unique activities.

C. The vision of OPTIONS, as an organization, is to be advocates for responsible opportunities to build meaningful community at Loyola University Maryland.

II. MEMBERSHIP

A. General Membership
   1. General membership is open to all students of the Loyola College community.
   2. Loyola students must sign up on the OPTIONS website, sign up for a trip, or attend programming to be considered a member.
   3. All students are allowed to attend OPTIONS programming unless for some reason, a person violates club policy or creates harm within the group. The executive board will then vote on their future membership. A majority rule within the executive board will determine if a member will be asked to refrain from attending any further trips or activities.
   4. All members must abide by the Loyola code of conduct which serves as the primary guideline for OPTIONS programming.
      a. Creating harm within the group includes physical, verbal or mental harassment of another member or person OPTIONS comes in contact with while at an event.
      b. A member who is voted from membership will have his/her name removed from the OPTIONS website and email distribution.

B. Executive Board Membership
   1. President
      a. Shall oversee functions and activities of executive board and the organization.
      b. Shall act as the primary liaison between OPTIONS and university administration, and can appoint other executive board members to act in such capacity.
      c. Shall meet with Program Coordinator at least 2 times a week.
      d. Is responsible for preparing an agenda for each executive board meeting.
      e. Is responsible for leading all executive board meetings.
      f. Is responsible for providing oversight and guidance of the marketing and activities committees.
      g. Is responsible for maintaining open communication within the executive board
   2. Vice President—Community Development
      a. Shall act as a liaison with campus clubs and organizations
      b. Shall collaborate with student leaders to help market the mission of OPTIONS
      c. Is responsible for updating the various methods of social media interaction including but not limited to OPTIONS Twitter account, Facebook fan page, etc.
      d. Shall assume duties and responsibilities of the President as needed or appointed.
      e. Shall assist President in all operations of OPTIONS.
   3. Secretary
      a. Is responsible for communicating relevant information to all OPTIONS members through email.
      b. Is responsible for maintaining regular and accurate minutes at all meetings.
      c. Is responsible for taking pictures at all events and posting them on social media including, Twitter, Facebook, Instagram, etc.
      d. Shall support the Vice President in managing social media.
   4. Activities Director
      a. Shall present ideas to the executive board for future trips and on-campus programs.
      b. Is responsible for the OPTIONS Activities Calendar in accordance with deadlines set by the Program Coordinator.
      c. Is responsible for managing the Activities Committee and conducting Activities Committee meetings on a bi-weekly basis.
      d. Is responsible for confirming event logistics with the event location on the day of the events to ensure there is no concern for cancellation, i.e.: weather, etc.
   5. Publicity/Campus Outreach Director
      a. Shall develop a marketing plan, in accordance with deadlines set by the Program Coordinator.
      b. Is responsible for the advertisement and promotion of all OPTIONS events.
      c. Is responsible for all OPTIONS marketing with approval by the executive board.
      d. Is responsible for maintaining the Publicity/Outreach Committee and conducting committee meetings on a bi-weekly basis.
      e. Is responsible for the updating of all OPTIONS bulletin boards with relevant program info.
      f. Is responsible for updating the format of the digital signage for any OPTIONS events/programs.

   g. Is responsible for obtaining the approval of Student Activities of all promotional materials.
6. ALL Executive Board Members
   a. Are responsible for interacting with members of OPTIONS, particularly at events or on trips, in coordination with other executive board members.
   b. Are responsible for attending weekly board meetings with the Program Coordinator.
   c. Are responsible for starting planning over the summer for the following academic year.
7. Program Coordinator
   a. Act as supervisor and resource person to OPTIONS.
   b. Provide guidance in the planning, management, and implementation of activities and programs, as well as in the decision-making process of the executive board.
   c. Serve as a liaison between OPTIONS executive board and Loyola staff and administration.
   d. Maintain the program budget and keep the executive board updated on all financial business.
   e. Coordinate trip/event sign-up and have the sign-up sheet available to members according to the agreed upon schedule.
   f. Maintain the functionality of any implemented software/hardware interfaces.
   g. Manage the tracking systems for participation analysis and reporting.
   h. Provide the tie-breaking vote in the executive board decision-making and voting processes.

C. Committee Membership
1. Committee members will be chosen by the committee chairperson. It is up to the chairperson to determine how many members are needed for the committee. Any OPTIONS member can be considered for a committee position. The committee chairperson can assign different responsibilities to different members as necessary.
2. Removal from a committee shall be determined by the chairperson pending approval from the rest of the executive board. If a problem arises in which the committee chairperson is not able or not comfortable in handling, the program coordinator can and will intervene.
3. Meeting times will be determined by the groups based on majority rule, and should meet at least every other week.
4. All committee members should attend all meetings and trips. If a member cannot make a meeting or a trip he or she should let the chairperson know one week in advance.
5. Any member who has at least three unexcused absences during a semester from committee meetings will be considered for removal from the committee.
6. Mid-semester each committee should meet with the entire executive board to report progress.
7. Feedback on each trip or activity will be obtained by the committee chairperson at the meeting immediately following that trip or activity.
8. Activities Committee members are expected to come to every meeting with at least two ideas for trips.

III. EXECUTIVE BOARD ATTENDANCE AND MEMBERSHIP POLICIES

A. Meeting Schedule and Attendance
   1. OPTIONS executive board members will meet on a weekly basis unless decided by a majority vote that a meeting will be missed, or unless the college is closed during a regularly scheduled meeting. Additional meetings may be required as needed throughout the year.
   2. Executive board members should attend all executive board meetings. If an executive board member needs to miss a meeting he or she should notify the secretary one week ahead of time, or when able in the case of an emergency or special circumstance. The secretary will keep a record of all meetings missed.
   3. If an executive board member has two unexcused absences a formal verbal warning will be issued by the president or vice president. An unexcused absence is when an executive board member fails to provide notification that they will miss a meeting.
   4. If an executive board member has three unexcused absences he or she will be called to have a meeting with the president, vice president and the program coordinator. That member will be placed on probation for the remainder of the year and if any additional meetings are missed will be asked to resign.

B. Trips
   1. All executive board members should attend all trips.
   2. If an executive board member has to miss a trip, he or she must let the other members know at least one week in advance of their absence, or when able in the case of an emergency or special circumstance.
   3. If an executive board member fails to attend two trips, a formal verbal warning will be issued by the president or vice president.
   4. If an executive board member fails to attend three trips, he or she will be called to have a meeting with the president, vice president, and the program coordinator. That member will be placed on probation for the remainder of the year and if any additional meetings are missed will be asked to resign.

C. Program Reflections
   1. Each member of the executive board should write a short program evaluation after each program to be kept for future reference.
   2. The president and vice president should periodically ask for feedback from OPTIONS members, both written and verbal.
   3. All evaluation results should be recorded and are kept in a binder in the OPTIONS office.
   4. At the end of the year a survey shall be given to OPTIONS members regarding all trips and operations over the years.

D. Office Hours
   1. Office hours are required for all executive board members. Each executive board member should be assigned one day a week to cover the office hours. At least one hour that day is to be spent in the OPTIONS office.
   2. Executive board members should also stop by the office periodically throughout the week to check the status of sign-ups and other program activities.

E. Voting

1. Each member of the executive board must be present during the voting process. If a member is not in attendance at a meeting where a vote is to be held, they may give proxy to another member for that vote.
2. Any member of the executive board may choose not to vote. Conflicts of interest related to a decision before the executive board should be taken into consideration.
3. Only OPTIONS executive board members are permitted to vote.
4. Each executive board member will have one vote and all votes are weighed equally.
5. A two-thirds majority will decide the outcome of each vote.
6. The program coordinator is permitted to vote only in the event of a tie.

IV. EXECUTIVE BOARD APPOINTMENT PROCESS

A. General Requirements for Appointment to the Executive Board
   1. Any member of OPTIONS can apply for executive board position. (See general membership for qualifications.)
   2. All executive board positions are year-long commitments according to the scheduling of the academic year. It is expected that some time will be necessary for planning at the end of the academic year in which the executive board member is appointed and also during the summer prior to the year in which the board member will serve.

B. Appointment Process for Executive Board Members
   1. Any member wanting to hold an executive board position must apply in April of the semester prior to the year they wish to serve.
   2. Current executive board members must re-apply, and go through the same process as all other applicants.
   3. All applicants must be interviewed by at least one member of the current executive board and the program coordinator. When possible, the standing member of the executive board in a specific position will be the one of the interviewers of potential candidates for that position. However, if the standing executive board member is submitting an application for re-appointment, they may not interview the other candidates for that specific position, and another member of the executive board must be present for the interview of the standing member.
   4. The current executive board will hold a special meeting for the review, discussion and determination of applications for the new executive board.
      a. The entire executive board will be present, including the program coordinator.
      b. All members of the executive board will vote and have equal say.
      c. If a current member of the executive board is reapplying, they will not be allowed to vote for the position they are a candidate for, and may not be present during the voting process for that position.
      d. The applicant with the majority of the votes will be appointed to their selected positions.
      e. In case of a tie, the program coordinator will be the deciding vote.

C. Resignation
   1. In the event that an executive board member is up for removal from the board, they have the option to resign, prior to being removed from office.

2. The resignation must be formally presented to the executive board and the program coordinator through a written letter of resignation to the executive board that must include their reason for resignation.
3. If an executive board member chooses to resign, then subsequently applies for a position for the following year, that resignation will be considered in the decision making process.

D. Vacancies
1. In the case that there is a vacancy prior to or at the beginning of the Fall Semester:
    a. Vacant Presidency
        i. The vice president will become the president.
    b. Vacant Vice Presidency, Secretary, Committee Chairs
        i. The appointment process will be reinstated.
        ii. A chosen candidate will then take on the position of the vacancy.
2. In the case that there is a vacancy prior to or at the beginning of the Spring Semester:
    a. Vacant Presidency
        i. The vice president will become the president.
    b. Vacant Vice Presidency, Secretary, Committee Chairs
        i. The responsibilities of the vacant position will be allocated, temporarily, to the remaining members of the board.
        ii. Within the first month of the start of the semester, the executive board will look to existing committee and general members to find a temporary replacement for the remainder of the academic year. The executive board will approach candidates to determine their interest and decide who will fill the position based on the voting guidelines outlined earlier.

V. ADDITIONAL GENERAL CLUB POLICIES

A. Co-Sponsorship
1. All co-sponsorships must be with Loyola recognized organizations.
2. Any organization wishing to co-sponsor with OPTIONS must submit a proposal.
3. Proposals must be submitted three weeks prior to the event.
4. Proposals must include a description of the trip, reason for the co-sponsorship, and a detailed budget.
5. The executive board will vote in order to decide whether OPTIONS will co-sponsor the event.
6. OPTIONS reserves the right to reach out to Loyola-recognized student organizations to see if they would be willing to co-sponsor trips or activities that offer programs related to their organizational missions, in accordance with the respective organization's policies on co-sponsorship.

B. Sales/Ticket Process
1. All Loyola students are able to purchase one ticket for an OPTIONS trip.
2. Those students wishing to purchase tickets must do so in the Office of Student Activities or other designated place, such as tables in the Boulder Atrium or on the quad. In the absence of an alternative place for ticket sales, ticket sales will be conducted in the Office of Student Activities during normal business hours.

3. Each Loyola student is permitted to purchase one additional ticket for a non-Loyola student.
4. The OPTIONS executive board has the right to provide temporary priority to OPTIONS members for out of town trips.
5. Refunds will not be provided for any other reason than the cancellation of a trip.

VI. ADDITIONS, MODIFICATIONS, AND DELETIONS

A. Any additions, modifications, and/or deletions to this constitution must be submitted in writing to the entire executive board for review.
B. Any additions, modifications, and/or deletions should be developed in accordance with the guiding philosophy of the mission and vision of OPTIONS.
C. Approval or rejection of any additions, modifications, and/or deletions must be discussed by the entire executive board and subsequently voted upon in accordance with the voting guidelines and processes outlined in Section III., E.
D. Final approval or rejection of any addition, modification, and/or deletion must be submitted to the program coordinator and the director of the Office of Student Activities for final review and approval or rejection.