

## **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 undergraduate student of the Loyola community.
- B. Values
  - 1. COMMUNITY
    - a. OPTIONS is an organization that brings undergraduate 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 undergraduate students are conscious of their actions and choices.
  - 3. ADVOCACY
    - a. OPTIONS is an organization that serves the undergraduate 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 undergraduate 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 undergraduate students of the Loyola University Maryland 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 (weekly board meeting and weekly 1:1)
- 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 maintaining open communication within the executive board

### 2. Vice President—Social Media

- a. Shall act as a liaison and collaborate with the leaders of campus clubs and organizations to help market the mission of OPTIONS
- b. Is responsible for updating the various methods of social media interaction including but not limited to OPTIONS Instagram, Facebook and Twitter accounts.
- c. Shall assume duties and responsibilities of the President as needed or appointed.
- d. Shall assist President in all operations of OPTIONS.

### 3. Activities Director

- a. Shall present ideas to the executive board for future trips and on-campus programs.
- b. Is responsible for working with Program Coordinator to communicate with vendors to reserve trip dates, tickets, etc.
- c. 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.

### 4. Campus Outreach & Publicity Director

- a. Create marketing plan to develop ways to publicize OPTIONS to the student body
- a. Is responsible for the advertisement and promotion of all OPTIONS events.
- b. Is responsible for all OPTIONS marketing with approval by the executive board.
- c. Is responsible for the updating of all OPTIONS bulletin boards with relevant program info.
- d. Is responsible for submitting digital signage for any OPTIONS events/programs.
- e. Is responsible for obtaining the approval of Student Activities of all promotional materials.

### 5. First-Year Representative

- a. Is responsible for spreading the word about OPTIONS programs/events to the first-year class.
- b. Is responsible for maintaining regular and accurate minutes at all meetings and sending minutes to executive board members within 24 hours of meeting.
- c. Is responsible for taking pictures at all events and assisting vice president with social media including, Twitter, Facebook, Instagram, etc.
- d. Shall support the Vice President in managing social media.

### 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. Graduate Assistant
  - a. Manage the tracking systems for participation analysis and reporting.
  - b. Distribute post-trip survey using Qualtrics software after each trip.
  - c. Collect and store data from post-trip surveys.
  - d. Provide guidance in the planning, management, and implementation of activities and programs, as well as in the decision-making process of the executive board.
  - e. Act as a resource person to OPTIONS.
  - f. Work with the Vice President and Publicity/Campus Outreach Director to develop digital signage, social media posts, emails, etc.
  - g. Assist with the maintenance of the OPTIONS website.
- 8. Program Coordinator
  - a. Act as advisor 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. Provide the tie-breaking vote in the executive board decision-making and voting processes.

### **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 also stop by the office periodically throughout the week to check the status of sign-ups and other program activities.
  - 3. 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 president and program coordinator 24 hours in advance of the meeting, or when able in the case of an emergency or special circumstance. The president will keep a record of all meetings missed.
  - 4. 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.
  - 5. 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 more than two trips per semester, 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 trips are missed will be asked to resign.

**C. Program Reflections**

1. After each trip, members of the executive board should discuss their thoughts on each trip at the following weekly board meeting.
2. The president and vice president should periodically ask for feedback from OPTIONS members, both written and verbal.

**D. 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 except for the first-year representative.
2. Applications for the secretary position will be made available in September.
3. Current executive board members must re-apply and go through the same process as all other applicants.
4. All applicants must be interviewed by at least one member of the current executive board, preferably the president or vice president, and the graduate assistant or 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.

5. 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, Activities Director, or Marketing Director
    - 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, Activities Director, Marketing Director or First-Year Representative
    - 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.
    - iii. The current members of the executive board will vote to decide whether to seek a replacement for the vacant position.

### 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. Trip Sign-Up Process
  - 1. All Loyola undergraduate students can reserve one spot for an OPTIONS trip.
  - 2. Those students wishing to reserve spots must do so in person 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, all trip sign-ups will be conducted in the Office of Student Activities during normal business hours.
  - 3. Each Loyola student is permitted to pay for one additional spot for a non-Loyola student, if a trip is not sold out two days prior to the trip date.
  - 4. Refunds will not be provided for any other reason than the cancellation of a trip. Exceptions may be made based on the discretion of the board.
  - 5. Payment is required at the time of sign up. Once students have signed up and paid for the trip, they are committed. It is non-refundable *unless* OPTIONS is notified via email far enough in advance and can find someone to fill the spot and attend the trip in the original participants place.

## **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.