

# **Devils' Advocate Constitution & Bylaws**

Adopted: January 11, 1968  
Last Amended: January 19, 2012

# CONSTITUTION

Adopted: January 11, 1968

Last Amended: January 19, 2012

The Constitution and Bylaws herein shall take precedence over any and all rules, regulations, bylaws, and preceding constitution and its amendments adopted prior to the above date, as agreed to by two-thirds of the membership at a regularly scheduled meeting of Devils' Advocates.

## **Article I. Name**

There shall be a student organization at Arizona State University to be known as DEVILS' ADVOCATES

## **Article II. Purpose**

To inform prospective students of the opportunities and benefits available at Arizona State University. In addition, DEVILS' ADVOCATES will assist with the orientation of new students to the University.

## **Article III. Membership**

The membership of Devils' Advocates shall consist of a group of students attending Arizona State University, selected and maintained by the current members.

## **Article IV. Officers**

They shall be elected by the general membership a President, Vice President, and Secretary of the Organization, each by a majority of the members at a regularly scheduled meeting as outlined in the Organization's Bylaws.

## **Article V. Executive Committee**

There shall be an Executive Committee of the Organization that shall be responsible for the general administration of the Organization and shall carry out other duties as prescribed by the Bylaws. Membership of the Executive Committee shall consist of the above named officers and others specified by the Bylaws.

## **Article VI. Advisor**

There may be a co-advisor to the organization appointed by the Executive Director of Undergraduate Admissions who shall be a faculty or staff member of the University. There may also be a co-advisor of the Organization selected by the Executive Committee and shall be a full time member of the University faculty or staff. The Executive Committee shall reserve the option of also selecting a Graduate Advisor who shall be a bona fide student within a graduate program at the University.

## **Article VII. Bylaws**

Specific objectives of the Organization, committees, membership limitations and standards, and other rules shall be provided in a set of Bylaws, adopted by a two-thirds vote of members at a regularly scheduled meeting

## **Article VIII. Amendments**

This Constitution and Bylaws may be amended or revised at any regular meeting of the Organization by a two-thirds vote of the total active membership present, provided that notice of the amendment or revision has first been sent to the membership at least ten (10) days in advance. This notice shall contain the time and place of the meeting in which the amendments or revisions are to be considered, accompanied by a general outline of the proposal. Any member may propose amendments to the Constitution, Bylaws, and/or Policies.

# BYLAWS

## Article I. Membership

- A. All members of Devils' Advocates must be full-time students (12 credit hours if undergraduate or 6 credit hours if graduate) at Arizona State University.
- B. Membership in Devils' Advocates shall reach a level that can accommodate the visitors at Arizona State, and is at the discretion of the Executive Committee. During the period following selection, students graduating in the spring as well as all of the members who will be present during the following academic year shall be considered active members.
- C. Membership in Devils' Advocates shall consist of an appropriate representation of the total student population and is at the discretion of the Executive Committee. During the period following selection, students graduating in the spring as well as all of the members who will be present during the following academic year shall be considered active members.
- D. DEVILS' ADVOCATES shall abide fully by all applicable federal, state, and local laws as well as all university policy regarding nondiscrimination.

## Article II. Duties of Elected Officers

- A. The President shall have the following duties:
  1. To conduct all General Meetings and Special Meetings
  2. To serve as chair of the Executive Committee.
  3. To insure that other offices and committee chairs carry out their responsibilities.
  4. To appoint chairs of the Advocates' Standing Committees with the approval of the Vice President and Secretary. Interviews for committee chairs are recommended. In the event that a committee chair is vacated, the President will appoint a new member to that committee chair within two (2) weeks of the vacancy.
  5. To appoint any ad hoc committees and their chairs as deemed necessary.
  6. To cast a tie-breaking vote at executive meetings or General Meetings. He/she shall not vote except in case of a tie.
  7. To coordinate all Advocates' activities, provide leadership and to supervise and inspire the membership.
- B. The Vice President shall have the following duties:
  1. To become 'Acting President when the President is incapacitated or absent.
  2. To become President if the President should resign.
  3. To serve as vice chair of the Executive Committee.
  4. To coordinate Devils' Advocates' involvement in Fall Welcome.
  5. To assist the President as requested.
  6. To devise and maintain the annual budget for the year in office.
  7. To be responsible for arranging Apple Polisher.
- C. The Secretary shall have the following duties:
  1. To record minutes of all General Meetings and Special Meetings
    - a. To file the original copy of all minutes in the secretary's official notebook and to return said notebook to the Undergraduate Admissions Office at the end of the regular school year.
    - b. To provide each active member with a copy of the meeting's minutes within 7 days after the meeting.
  2. To provide written notice of all General and Special Meetings or events to all active members at least five days in advance.
  3. To record minutes of Executive Committee meetings and to file them in the Secretary's official notebook.

4. To handle all correspondence of the Organization.
5. To serve as chair of the Membership Committee.
6. As chair of the Membership Committee, he/she shall be responsible for the new membership selection each year.
7. Take responsibility during membership selection to be aware of and sensitive to cultural diversity issues, the diversity of the campus environment and of the group organization itself. To take the responsibility to reach out to all campus groups in search of possible new members.
8. To serve as acting President when both the President and Vice President are incapacitated or absent.
9. If the President and Vice President resign, the Secretary will serve as acting President until the next General Meeting, at which time a special election will be held to fill the vacated positions.

### **Article III. Duties of Appointed Officers**

- A. The Tours Chair will have the following duties:
  1. To work closely with the Undergraduate Admissions Office in coordination of scheduled campus tours.
  2. To coordinate all tours in relation to the Organization's special events.
  3. To regulate tour quality.
  3. To regulate tour quality in conjunction with the Training Chair.
  4. Any other duties as assigned by the President.
- B. The Advancement Chair will have the following duties:
  1. To work in conjunction with the Training Chair, the Special Events Chair, and the Tour Chair for the development of membership.
  2. To work closely on any designated program by the President emphasized as a special interest for the year.
  3. To maintain contact information of Devils' Advocates alumni.
  4. To update the tour outline on an annual and continual basis.
  5. To notify all members when changes are made.
  5. To coordinate advancement activities on a regular basis when appropriate.
  6. Any other duties as assigned by the President.
- C. The Special Events Chair will have the following duties:
  1. To plan and coordinate all of the membership's participation in special events sponsored by the Undergraduate Admissions Office or any such events sponsored by the organization.
  2. To be responsible for arranging the Apple Polisher in conjunction with the Vice President.
  3. To arrange social functions for the Organization.
  4. Any other duties as assigned by the President.
- D. The Public Relations Chair will have the following duties:
  1. To organize and plan community service activities for members to participate in.
  2. To assist the Secretary with Selection.
  3. To assist the Special Events Chair as requested.
  4. To publish the "Advocate Word" at least twice a semester.
  5. To engage in active campus outreach to promote the Organization and the selection process.
  6. To recognize birthdays.
  7. To publicize all Devils' Advocates' activities.

8. To assist the Vice President with Apple Polisher.
  9. Any other duties as assigned by the President.
- E. The Training Chair will have the following duties:
1. To coordinate and direct the training programs for all new Devils' Advocates. This shall include:
    - a. A training program for all Advocates following the completion of the selection process
    - b. An on-going training program for all members of Devils' Advocates. Training programs shall be offered at least twice per semester. One of these programs per semester shall be a "Training Day".
    - c. A training program for alternates upon their acceptance of an invitation to become members of Devils' Advocates.
  2. To work in conjunction with the Tours, Orientation, and Development Chairs on presenting new or developing information pertinent to Devils' Advocates.
  3. To regulate tour quality.

#### **Article IV. Executive Committee**

- A. The Executive Committee shall be composed of the following:
1. The President
  2. The Vice President
  3. The Secretary
  4. The Tour Chair
  5. The Advancement Chair
  6. The Special Events Chair
  7. The Public Relations Chair
  8. The Training Chair
- B. The co-advisors shall be invited to attend all Executive Committee meetings.
- C. The Executive Committee shall meet a minimum of once each month during the school year to discuss and take action on general administrative matters and to plan for General and Special meetings.
- D. The Executive Committee shall have the following duties:
1. To plan for and administer General and Special Meetings.
  2. To insure that the Organization is operated according to the Constitution and the Bylaws.
  3. To select a co-advisor.
  4. To select a graduate advisor if so desired.
  5. To expel members for actions inappropriate for a student of Arizona State University.
  6. To determine excused and unexcused absences by members of the Organization.
- E. The Executive Committee shall be held accountable by all members of Devils' Advocates. If members have concerns they shall submit letters to the President. If the concerns are about the President they should submit said letters to the Advisor. If 15% of the organization files letters of complaint against one Executive, an Executive Review will be conducted.
- F. The quorum required for all Executive Committee business shall be five (5) members of the Committee.

#### **Article V. Membership Standards**

- A. In order to maintain active membership in Devils' Advocates, each member shall give no less than two (2) tours per month. Failure to meet this requirement is grounds for one unexcused absence and subject to review by the Executive Committee.
- B. Each member shall "shadow" and/or "buddy" at least one (1) tour per semester. Failure to meet this requirement is ground for one (1) unexcused absence, and subject to review by the Executive Committee.

C. Each member shall facilitate no less than two (2) special tours per semester. A special tour shall be any tour outside of the regularly scheduled "Experience ASU" including Sun Devil Days. Failure to meet this requirement is grounds for one (1) unexcused absence and subject to review by the Executive Committee.

D. New members must complete four (4) "shadow" tours within 30 days of their date of active membership, to be determined by the Executive Committee. Failure to meet this requirement is grounds for one (1) unexcused absence and subject to review by the Executive Committee.

#### **Article VI. Meetings**

A. There shall be held a General Meeting on the third Thursday of each month. In the event of a holiday or vacation period, the meeting date will be determined by the Executive Committee.

B. Special Meetings may be called when the Executive Committee feels a need to take action on a matter that cannot wait until the next regularly scheduled general meeting.

C. All projects requiring a significant commitment of time (as determined by the Executive Committee), by the membership shall be approved by a simple majority of the membership present.

D. General and Special Meetings may be conducted using Robert's Rules of Order, Newly Revised.

E. If any question is raised, Robert's Rules of Order, Newly Revised shall be consulted and used as a governing document to decide the question.

#### **Article VII. Selection Refer to Section E ("Spring Selection") in the Policy for more specific information about this process.**

#### **Article VIII. Nomination and Election of Officers**

A. At the March General Meeting elections will be held. There must be a majority of membership present.

B. The timeline for nominations and elections shall be determined by the current Executive Committee.

B. In order to be eligible for office, the Advocate must have been an active member at least one semester. All Advocates are eligible to vote in the election of officers.

C. After elections, the outgoing Executive Committee will remain in office until the April General Meeting at which point the new executive officers will assume their position.

#### **Article IX. Alumni Status**

For all purposes, Advocate Alumni status shall be defined as being a permanent, inactive member of the organization, granted by the President and Executive Committee, only after serving a minimum of two (2) semesters as an active member of Devils' Advocates. Exceptions can be made at the discretion of the Executive Committee.

#### **Article X. Authority beyond Constitution and Bylaws**

All members of Devils' Advocates must abide by ASU student life policy. If an Advocate breaks ASU student life policy, the Executive Committee, Advisors, and/or Dean of Undergraduate Admissions may place that Advocate on Alumni status immediately and/or remove that Advocate from the organization.

#### **Article XI. Amendments**

A. These Bylaws may be amended or revised at any regular meeting of the Organization by a two thirds vote of the total active membership present, provided that notice of the amendment or revision has first been sent to the membership at least ten (10) days in advance. This notice shall contain the time and place of the meeting in which the amendments or revisions are to be considered, accompanied by a general outline of the proposal. Any member may propose

amendments to the Constitution, Bylaws, and/or Policies.

B. The President shall appoint a special committee to review and revise, if necessary, the Constitution Bylaws and Policy in a period no later than two years from the date of the last review or revision.

# **POLICY**

## **A. Devils' Advocates**

1. Mission Statement- "To portray truthfully and enthusiastically, to current and potential students, all of the amazing opportunities Arizona State University has to offer" J. Foster et. al. Sept. 14, 2002
2. Authority- A student organization of Arizona State University sponsored by and responsible to the Undergraduate Admissions office.

## **B. Devils' Advocates General Meetings**

Meetings occur on the third Thursday of each month. Among agenda items there may be:

1. Review of minutes of the previous general or special meeting
2. A detailed verbal report from each of the executive officers
3. A guest speaker

## **C. Tours**

1. "Regular" times for tours occur every weekday at 9:30am and 2:00pm and on Saturdays at 11:00am during the regular Fall and Spring Academic semesters, disregarding holidays. "Regular" tours begin at the Student Services Building during the school week and in the Memorial Union on Saturdays.
  - a. Skateboard tours are considered regular tours.
2. "Special" tours may include, but are not limited to, any tours not incorporated in the daily regular tour time.
3. During the busier season, a 12:30 PM tour will be added to accommodate more visitors. There will be no academic component following these tours; thus, they end at the Student Services Building.
4. Advocates must arrive fifteen minutes prior to the start of their tour.
  - a. If an Advocate arrives after the last group leaves the starting location, then this is automatically considered a missed tour.
  - b. All Advocates scheduled must wait fifteen minutes following the tour start time before they can be excused as "not needed."
  - c. If all Advocates scheduled are not needed, then all must come to a consensus of who is prepared and willing to give a tour. Therefore, this is not a decision to be made by one Advocate.
5. Academic Component information to be added in the future.

## **D. Retreat**

A mandatory group retreat will occur in the Fall Semester.

## **E. Spring Selection**

1. At the November meeting, the Secretary shall poll the active membership to determine intent, desire, and eligibility for remaining an active member during the next school year. Any active member who meets all qualifications shall retain membership within the organization the following year if he/she so desires.
2. Within 35 days after the January general meeting, the annual Membership Selection Tea will be held.
3. To be eligible for membership, all nominees must meet the criteria of an active Advocate. A prospective member must be a full time student (12 hours if undergraduate) and have a cumulative and previous semester GPA of at least 2.50.
  - a. All Advocates are entitled to nominate persons to be invited of the Selection Tea and letters will be sent to selected campus organization presidents/college representatives

- asking for nominations.
- b. Any student who meets the general requirements of Advocates may nominate himself/herself to be invited to the Selection Tea.
4. At the Membership Selection Tea, all candidates, with the approval of the current executive board shall be asked to sign up for a personal interview time for Round One Interviews, to be held within five days after the Selection Tea.
- a. Formal selection shall consist of two nights of interviews: Round One and Round Two. During the first round, active members shall be divided into three or more groups. Each group shall consist of an equal distribution of active, voting members, if this is possible based on the size of the organization. An active member must be present during the interviews of ALL candidates who came before his/her group in order to be considered a voting member, and thus be allowed to vote based on interviews from that evening. At the first formal round, selected candidates with the approval of the current executive board shall be asked to sign up for a personal interview time for Round Two Interviews, to be held within five days after the first round. During the second round, active members shall remain in one group or be divided into two groups. If divided, each group shall consist of an equal distribution of active, voting members. At the end of the second formal round, selected candidates with the approval of the current executive board shall be asked to become a member of Devils' Advocates.
- b. All prospects for membership shall be interviewed by at least one of two or more groups of active members.
- c. After all candidates have been interviewed during the second formal round, members eligible to vote shall determine their individual preferences for membership through a method proposed by the Secretary at the January General Meeting.
- d. Once the individual preferences have been accounted for at the end of the second round, selected candidates will be ranked. The number of invitations of membership in the Spring will be determined by the executive board, but will be numbered no less than the current number of graduating seniors currently within the organization. Selected candidates, with the approval of the current executive board, shall be asked to become members of Devils' Advocates.
- e. Invitations to membership and an installation will be extended to those selected for active membership within five days following their selection.
- f. An installation will be held to induct new members at the next-scheduled meeting date and time.
5. If deemed necessary by the executive board, a fall selection can take place to add active members to the organization. The goal of this optional selection is to maintain an adequate amount of active Advocates to give the tours during the fall semester. The need for a fall selection should be determined at the transition meeting between new and old executive boards at the end of a academic year.
- a. A Membership Selection Tea will not be required for this optional selection process because of its smaller size.
- b. An invitation for membership will only be extended to current sophomores or juniors, at the discretion of the executive committee.
- c. The format and scoring of fall selection must be presented by the Secretary at the first general meeting, at the discretion of the executive committee.
- d. Round One will be of similar format as Spring Selection, and will be held on the Tuesday before the September general meeting, at the discretion of the executive committee.
- i. Please refer to the criteria explained above (Section E, "Selection") for specific information about the requirements of this round.
- ii. At the first formal round, selected candidates with the approval of the current executive board shall be asked to sign up for a personal interview time for Round Two Interviews.

- e. Round Two should be held during the September general meeting. If this date is not a possible time for the second round, the executive committee must find another time within five days of the Round One to hold these interviews.
  - i. Please refer to the criteria explained above (Section E, "Selection") for specific information about the requirements for this round.
  - ii. Current members will already be required to attend Round Two because of the monthly meeting requirement. If an Advocate has a conflict and is unable to make this meeting, he or she will still be expected to write an excuse letter, and if possible, make a portion of the meeting.
- f. Invitations to membership and an installation will be extended to those selected for active membership within five days following their selection.
- g. An installation will be held to induct new members at the next-scheduled meeting date and time.

### **E. Training**

1. There will be two official, mandatory "Training Days", one in the Spring Semester and one in the Fall Semester.
2. At least one other training program will be offered per semester.

### **F. Apple Polisher**

In honor and celebration of the Academic Year, the 'Apple Polisher', will occur near the end of the Spring Semester. Each active member is expected to invite one faculty or staff member from the ASU community to attend Apple Polisher.

### **G. Attendance Policy**

1. An absence shall be considered excused at the discretion of the Executive Committee. The considerations of the Executive Committee may include, but not limited to, attendance at an academic function, illness or personal emergency, or participation in a significant religious event.
2. The Executive Committee shall consider excusing a planned absence upon written request submitted prior to the event in question.
3. The Executive Committee shall consider excusing an unplanned absence upon written request submitted within five days following the absence.
4. If an absence is determined to be unexcused, the member incurring that absence shall be notified in writing within five (5) days of that determination by that Executive Committee.
5. The absence policy shall apply to general meetings, the annual retreat, the homecoming reunion (when applicable), membership selection tea, membership selection interviews, Fall and Spring Training Days, tours, speaking engagements, The Sun Devil Welcome in the Fall, the official Advocate Fall Welcome event during New Student orientation in the Fall, and any other event for which the Advocate voluntarily commits himself/herself.
6. If an Advocate has committed to a tour, speaking engagement, fall welcome event, "Ask Me" booth, or a combination thereof, he/she must replace himself/herself in the event that he/she cannot carry out his/her responsibilities. Failure to meet this requirement is grounds for one unexcused absence and subject to review by the Executive Committee.
7. A member who accumulates four excused absences or two unexcused absences in one semester shall be considered an inactive member of the organization who has not yet been granted Advocate Alumni status.
  - a. Any absence accumulated during Fall Welcome will be applied to the fall semester and absences during the Winter Break will be applied to the spring semester.
8. Reinstatement to active status or waiver of absence policies shall require a two-thirds vote of the total active membership present at the first general meeting following the decision of the Executive Committee.
9. Any member placed on Advocate Alumni status shall be notified in writing within five days of that decision and must have at least 48 hours notice prior to the next general meeting.

10. Any advocate who accumulates four excused absences or two unexcused absences in one semester and does not meet the requirements for Advocate Alumni status will be considered to have no affiliation with Devils' Advocates.

11. The organization shall recognize all religious holidays. Therefore, members will be exempt from any mandatory event scheduled on a religious holiday. Written notification will be required prior to the event.

#### **H. Academic Probation.**

1. At the beginning of each regular school semester, if a member's grade point average is below 2.50, or his/her cumulative grade point average is below 2.50, he/she will be placed on probation for that semester, and expected to achieve a minimum of a 2.50 cumulative grade point average during the following semester. Members who do not meet this standard shall be placed on Advocate Alumni Status.

a. The Executive Committee will be given the names of members not meeting the requirements stated in Section M. 1 by one of the advisors.

b. The Executive Committee shall meet with any member that has failed to meet the requirements stated in Section M. 1. If it is a result of complete withdrawal from the University, or it a grade change is to occur, the member has the right to waive the meeting.

2. If a member is enrolled in fewer than 12 hours (if undergraduate) or 6 hours (if graduate) in a given semester or falls below 12 hours (if undergraduate) or 6 hours (if graduate) at some point in the semester, he/she will be put on probation for that semester and expected to enroll as a full time student for the next semester, unless that member is a graduating senior.

a. If a member on probation fails to meet his/her respective academic credit hour requirement at some point in the next semester, he/she will be placed on permanent Advocate Alumni Status.

b. The Executive Committee will be given the names of members not enrolled as full-time students by one of the advisors.

3. Those members being placed on probation or placed on Advocate Alumni status shall be notified in writing by the Executive Committee within five (5) days of the decision.

#### **I. Disciplinary Action for Member Misconduct/Executive Review**

1. All members of Devils' Advocates must abide by ASU student life policy.

a. If an Advocate breaks ASU student life policy the Executive Committee, advisors, and /or Dean of Undergraduate Admissions may place that Advocate on Alumni status and/or remove that Advocate from the organization immediately.

b. The member given Alumni Status shall be notified by the executive Committee within five days of that decision.

c. Only under the careful consideration of the Executive Committee, the advisors, and the Dean of Undergraduate Admissions shall an opportunity to appeal this decision be granted to the offending Advocate.

2. An Executive Review will be triggered if an Executive receives letters of concern from 15% of the organization. As the letters are submitted, the person to whom the letters are addressed should meet, on at least one occasion, with the Executive member in question. This meeting should address the content of the letters, as well as what actions may be taken by the Executive member in question to improve his/her performance. An Executive Review will be conducted by a panel that will look at the work done by the Executive who has had complaints filed against him/her. The panel will consist of the three elected Executives. If one of the elected Executives is under review, then the President will appoint an Executive to fill the void. If it is the President under review then the Vice President shall make the appointment. The Advisor may be present at the review despite him/her not being an active member of the panel. The panel shall come to a consensus on a course of action at the end of the review.

#### **J. Membership Replacement**

1. Members of the organization who have accumulated two unexcused absences or four excused absences in a semester may be reinstated with good cause by a two-thirds vote of the total Devils' Advocates membership present at the next-scheduled general meeting. Members who do not receive a two-thirds vote in favor of reinstatement will no longer be an active member of Devils' Advocates.
  - a. Members who are on appeal must be notified more than 48 hours prior to the next-scheduled general meeting. If they are not given this amount of time to prepare for the appeal process, the executive board has the discretion to decide what to do on a case-by-case basis.
  - b. Members who are on appeal are considered to have an inactive status in the organization. Therefore, they are unable to give tours during the time they are on appeal until the organization votes in favor of reinstatement.
    - i. Members are expected to get any tours covered during the time they are considered an active members who are on appeal.
2. A member may voluntarily resign from the organization and assume no status with Devils' Advocates if they do not meet the requirements for Advocate Alumni status. A member may assume Advocate Alumni status if the member:
  - a. Has been an active member for two (2) semesters.
  - b. Is in good standing with the organization.
  - c. Is approved to be an alumnus of Devils' Advocates by the Executive Committee.
3. An Advocate may request a "leave of absence" for one semester from the group for personal or educational reasons by providing the Executive Committee with a letter stating the reason. A member will be granted a leave of absence only when he/she has been an active member for two (2) semesters, when he/she is in good standing with the organization, and when he/she submits his/her request before or within the first two (2) weeks of the semester for which he/she is requesting a leave. Exceptions to this policy can be made under the discretion of the Executive Committee.
4. No member who is currently on probation or has been placed on Advocate Alumni status may receive a "leave of absence".

#### **K. Changes to Policies**

1. These policies may be amended or revised at any regular meeting of the Organization by a two-thirds vote of the total active membership present, provided that notice of the amendment or revision has first been sent to the membership at least ten (10) days in advance. This notice shall contain the time and place of the meeting in which the amendments or revisions are to be considered, accompanied by a general outline of the proposal. Any member may propose amendments to the Constitution, Bylaws, and/or Policies.
2. The President shall appoint a special committee to review and revise, if necessary, the Policies in a period not later than two years from the date of the last review or revision.