

CONSTITUTION OF UNDERGRADUATE ANTHROPOLOGY CLUB

Adopted August 2018

Article I - Name

The name of this organization shall be **The Ohio State University Undergraduate Anthropology Club.**

Article II – Purpose and Diversity Statement

The purpose of this association is for all students interested in anthropology to meet and discuss all things anthropological as well as to build a supportive and encouraging community to foster the professional and social development of academics- and professionals -in-training. We are focused on creating mentorship relationships, as well as helping students with finding field schools, graduate schools, and promoting academic activities and anthropological interests. We do not discriminate against age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admissions, and employment.

Article III – Members

Section 1 Active Members shall be enrolled students at Ohio State University; have attended meetings regularly, schedule permitting.

Section 2 Associate members shall be graduate students, faculty or staff interested in any field of study. They shall not be eligible to hold office or vote.

Section 3 Voting membership should be defined as limited to currently enrolled Ohio State undergraduate students; others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Section 4 **All voting members and officers of the Undergraduate Anthropology Club must be currently enrolled for at least 6 credits at Ohio State University and pay student fees.**

Section 5 **Membership shall not be denied to any student on the basis of race, color, national origin, religion, sex, gender, sexual orientation, age, marital status, disability, disabled veteran or veteran status.**

Section 6 If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Section 1 The officers of the association shall be President, Vice President, Secretary, Treasurer, Chair of Marketing, Chair of Service, Chair of Archaeology/Forensic Science, Chair of Biological Anthropology, Chair of Cultural Anthropology, Chair of Medical Anthropology, and Chair of Linguistic Anthropology. These officers shall perform the duties prescribed by the constitution and bylaws and by the parliamentary authority adopted by the association.

Section 2 Officers shall be nominated in April of each year. Election shall be by secret ballot and the candidates receiving the most votes shall be named to their respective offices.

Section 3 Officers shall be elected to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the academic semester in which they were elected.

Section 4 Vacancies in offices shall be filled by nominations of current members and voting of a quorum of active members.

Section 5 **Officers shall have earned at least 6 credit hours in their most recently completed term. This requirement does not apply to first-term freshman or first-term transfer students.**

Section 6 **Officers shall be registered for at least 6 hours currently.**

Section 7 **Officers shall not be on disciplinary probation.**

Section 8 **Officers shall have a minimum cumulative GPA of 2.00 and not have been on probation for the most recently completed term prior to the term of election.**

Section 9 The President shall coordinate Club events (bar Chair events) and set club goals, coordinate with Club Advisor, reinforce and uphold Club goals and mission statement, lead the Executive Board and General Body meetings, design agendas for the Executive Board meetings and add to Google Drive at least

24 hours before meeting (edit agendas in response to E-board priorities as needed), collaborate with other Executive Board members to plan and facilitate club meetings and events, and attend.

Section 10 The Vice President will lead Executive Board and General Body meetings should the President be absent, shall assume the role of treasurer (section 12) should there be no member to fill the role, and assume the responsibilities of Secretary should the Secretary be unavailable.

Section 11 The Secretary shall send biweekly emails (newsletters) to the club enumerating upcoming club events, department lectures, and other anthropology-related opportunities, manage the email list and club roster, take notes during Executive Board meetings to be made available to all Officers, assume Vice Presidential responsibilities should the Vice President be unavailable, and serve as a liaison with prospective club members, faculty, and other parties.

Section 12 The Treasurer handles all finances of the Undergraduate Anthropology Club and keeps an accurate record of its financial status at all times. The financial statements must be available to all Executive Officers. The Executive Committee with the Treasurer present must approve allocation of funds. The treasurer is responsible for maintaining the UAC bank account. Upon vacating this position the treasurer must make all banking information available to their predecessor, including signatory transfer of UAC bank account.

Section 13 The Marketing Chair manages all social media accounts of the Undergraduate Anthropology Club as well as creates graphics and flyers to recruit new members and inform current members of relevant information. The Marketing Chair is responsible for managing the UAC website and UAC's overall online presence. The Marketing Chair will communicate with faculty to spread awareness of UAC and its events.

Section 14 The service chair plans and leads all volunteering events, working with the Executive Board to serve the Columbus community through volunteer efforts. The service chair leads recruitment for volunteer events and networks with other organizations on collaborative efforts.

Section 15 Chair of Biological Anthropology, Chair of Archaeology/Forensic Science, Chair of Cultural Anthropology, Chair of Medical Anthropology, and Chair of Linguistic Anthropology are responsible to facilitate events relating to the respective field of Anthropology they represent. These officers will be responsible for an event in their respective Anthropological field which shall be made available to all Association and non-Association Members. Additionally, these officers will be expected to help in executing the major club events such as the annual lecture, the undergraduate reading days, and any other group endeavor they are called upon to aid.

Section 16 All Undergraduate Anthropology Club meetings are chaired by an Executive Officer.

Section 17 The Executive Board has the authority to remove an Executive officer should the officer fail to attend four (4) consecutive Executive meetings without contacting the Executive Board, or fail to fulfill one or more of their responsibilities outlined in this Constitution within a reasonable period of time. The President will then send an email to the officer inquiring about the officer's continued interest and dedication to the position; the officer will have one week to respond. Failure to respond will result in the removal of the officer by at least a quorum of the Executive Board and the replacement of the officer by general election.

Section 18 The members have the authority to remove the Executive Officer only through the following procedure:

- A. The written motion for such action, bearing the signature of at least a quorum of the active members, must be submitted at a general meeting.
- B. The officer shall be given the opportunity to respond to the motion at a hearing with the association.
- C. The Executive Committee and Association will thereupon conduct an investigation into the allegations against the officer and present its findings at the next general meeting.
- D. Following the presentation, the motion will be voted upon. A two-thirds majority vote of Club members is required to effect removal.

Article V - Boards and Committees

Section 1 The Executive Board shall include the President, Vice President, Secretary, Treasurer, and Chairs of the association. They shall supervise affairs of the association between its business meetings, make recommendations to the association, and perform other duties as specified in the constitution and bylaws. The Executive Board shall be subject to the orders of the association and none of its actions shall conflict with actions taken by the association.

Section 2 The President of the association shall appoint other committees, standing or special, as the Executive Committee deems necessary to carry out the work of the association.

Article VI - Meetings

Section 1 The regular meetings of the Executive Board shall be held biweekly each month from September to May unless otherwise ordered by the association or by the Executive Board.

Section 2 The regular meeting during the first week in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3 Special meetings may be called by the President or Executive Board and shall be called upon the written request of the association. The purpose of the meeting shall be stated in the notice and three days notice shall be given except in cases of emergency.

Section 4 Fifty-one percent (51%) of the members of the association shall constitute a quorum.

Article VII - Relationship

Section 1 The Undergraduate Anthropology Club of The Ohio State University shall have no relationship or be controlled by any other local, state or national organization.

Article VIII - Activities

Section 1 The association shall hold regular business meetings with invited speakers on topics of interest.

Section 2 The activities thereby taken by this organization shall be planned accordingly by the Executive Board and to be ratified by members of the organization as necessary.

Article IX - Advisor

Section 1 Advisors of student organizations must be full-time members of the Ohio State University faculty or Administrative & Professional staff and may be selected/terminated by the Executive Board.

Section 2 One or more advisors shall be elected each year in the same manner as the association's officers. The Advisor(s) may confer with the Executive Board to appoint an Acting Advisor if deemed appropriate.

Section 3 The responsibilities of the Advisor/Acting Advisor will include the following: assisting in the procurement of funds; providing guidance in matters regarding University policy; attending the Executive Committee meetings and providing information about activities of relevance to Undergraduate Anthropology Club members.

Article X - Parliamentary Authority

Section 1 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the association may adopt.

Article XI – Bylaws

Section 1 Undergraduate Anthropology Club may enact or amend Bylaws by a simple majority vote at a general meeting.

Section 2 Any proposed amendment to the Bylaws must be presented in writing at the previous regular meeting. Such Bylaws will be appended to this constitution and available upon request.

Article XII - Amendments

Section 1 Any proposed amendment to this constitution must be presented in writing with the signature of no less than two-thirds vote.

Section 2 All proposed amendments shall be read at the general meeting in which they are to be voted on, and at any general meeting which occurs in the interim.

Section 3 A copy of all proposed amendments and their scheduled voting date must be sent to all members at least one week prior to the general meeting in which they to be voted on.

Section 4 An affirmative vote of two-thirds of those delegates and absentee responses which are accounted for at a regular meeting following the regular meeting at which the amendment was proposed will be sufficient to adopt the amendment, provided the conditions of Section 1, Section 2, and Section 3 are met.