

The Ohio State University Undergraduate Anthropology Club

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The Name Of This Organization Shall Be The Ohio State University Undergraduate Anthropology Club.

ARTICLE II. ORGANIZATION PURPOSE

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. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Ohio State University Undergraduate Anthropology Club *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of 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 basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

The Ohio State University Undergraduate Anthropology Club *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

The Ohio State University Undergraduate Anthropology Club *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines.*

Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility and Timeline

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 B. Member Selection

To become a member of this organization, individuals must meet membership eligibility and email a current executive board member for information regarding the organization's social media and future events.

Section C. Membership Timeline

Once an individual expresses interest in the organization, they can automatically be considered a member and attend events.

Section D. Member Removal

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 V. ADVISOR

Section A. Advisor Duties and Responsibilities

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.

Section B. Advisor Term

Advisors shall serve for one year or until their successor is selected.

Section C. Advisor Selection

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. One or more advisors shall be elected each year in the same manner as the association's officers.

Section D. Advisor Replacement

The Advisor(s) may confer with the Executive Board to appoint an Acting Advisor if deemed appropriate.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

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

Section 2. 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 3. The Vice President will lead Executive Board and General Body meetings should the President be absent, shall assume the role of treasurer should there be no member to fill the role, and assume the responsibilities of Secretary should the Secretary be unavailable.

Section 4. 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 5. 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 6. Chair of Biological Anthropology, Chair of Archaeology, Chair of Forensic Anthropology, Chair of Cultural Anthropology, and Chair of Medical 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 B. Officer Eligibility

Section 1. 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 2. Officers shall be registered for at least 6 hours currently.

Section 3. Officers shall not be on disciplinary probation.

Section 4. 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 C. Officer Selection Process

Section 1. 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 2. 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 3. Vacancies in offices shall be filled by nominations of current members and voting of a quorum of active members

Section D. Officer Removal

Section 1. 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 2. 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 VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The dissolution of this organization shall require a unanimous vote by the executive board and the organization's current advisor. In the event of the organization's dissolution, student Activities staff shall be contacted to remove this organization information from the Student Activities website(s).

Section B. Dissolution Procedures, including Assets and Debts

In the event of the organization's dissolution, remaining funds shall be returned to The Ohio State University and remaining supplies shall be distributed amongst the executive board members. If the organization has any debts, it will use funds from its personal bank account, which is unaffiliated with funding from the university, to pay these debts.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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..