

## Constitution of USUSA Anthropology Club

1. Article 1: Name, Purpose, and General Statements
  - 1.1. The name of the Organization shall be USUSA Anthropology Club.
  - 1.2. The Anthropology Club will operate as a nonprofit organization under the nonprofit status of Utah State University.
  - 1.3. USUSA Anthropology Club Members are subject to all policies and procedures as outlined by USUSA and the Utah State University Code. Students maintain membership in good standing by abiding by such precepts.
  - 1.4. The mission of the Organization shall be to help student's link academic lessons with everyday activities, and create lasting bonds between students.
    - 1.4.1. The mission of the Organization shall be consistent with the mission of Utah State University.
    - 1.4.2. The mission, activities, and practices of the Organization shall not be in conflict with applicable local, State or federal laws or University policies and procedures presently in force or hereafter enacted.
    - 1.4.3. This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Office of Student Activities and Deans. This organization shall also abide by the rules and regulations of the University and the Board of Trustees as stated in the Utah State University Student Handbook and the statement of Rights and Responsibilities of Registered Student Organizations.
    - 1.4.4. Hazing and harassment practices by the organization shall be prohibited.
2. Article 2: Membership
  - 2.1. Membership shall be open to all Utah State University students, and must comply with federal laws prohibiting discrimination on the basis of race, creed, color, sex, age, sexual orientation, national origin, disability, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.
  - 2.2. Other members of the Universities community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.
    - 2.2.1. Voting members must be registered students of Utah State University.
    - 2.2.2. All Members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the Officers of the Organization.
    - 2.2.3. The Organization shall maintain a membership of at least 5 fully matriculated Utah State University students.

- 2.3. Membership in the Organization shall be determined by attendance at two consecutive meetings of the Organization.
- 2.4. Members maintain good standing by attending at least two meetings or activities each semester (applicable to Fall and Spring semesters only).
  - 2.4.1. Members are expected to abide by the University code of conduct and all state and national laws.
  - 2.4.2. A member found in violation of the University honor code and the club by-laws may be removed from the rolls of the organization following a review of their peers (The executive board of the organization and the faculty advisory)
    - 2.4.2.1. The member found in violation may choose to have present one (1) peer and one (1) faculty member to stand, in the aforementioned peer meeting, as advocates and witnesses of their character.
3. Article 3: Officers
  - 3.1. The Officers of the Organization shall consist of a President, a Vice President, a Secretary, and a Treasurer who shall constitute the Executive Board of the Organization.
    - 3.1.1. Additional Officer positions may be created and officers appointed by the Executive Board. These shall include but are not limited to operations officers, web master, and committee chairs. The Executive Board may include these appointed officers as part of the Organization's governing body if a description of their responsibilities and authority are included in the Organization's Constitution.
    - 3.1.2. All Club Officers must be matriculated students in good standing at Utah State University.
    - 3.1.3. Clubs are required to have a full time faculty or staff member as their advisor. The advisor shall serve as an ex-officio member of the Organization. Ex-officio members shall serve only in a non-voting capacity.
  - 3.2. Duties and Responsibilities
    - 3.2.1. The President will provide the Office of Student Activities the following information for each new or reelected officer: name, officer position, and class year.
    - 3.2.2. The President shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairperson of such meetings. In addition, the President shall, with the advice of the Executive Committee, plan and coordinate the events to be sponsored by the Organization in forthcoming terms; with the Treasurer, if applicable prepare and present an annual budget request to the appropriate funding source, and shall serve as a liaison with the Office of Student Activities.
    - 3.2.3. The Vice President, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President. In addition, the Vice President shall preside overall meetings of the Executive Committee called pursuant to Section 5.06 below and shall also perform other duties as the President may assign as needed.

- 3.2.4. The Treasurer shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization. The Treasurer, with the President, shall prepare and present any budget requests to the appropriate funding source. The officers shall insure that all funds are properly kept within the University accounting system. Outside bank accounts are not permitted.
- 3.2.5. The Secretary shall be responsible for recording accurate minutes of any Meeting, regular or otherwise, of the Membership or the Executive Committee. The Secretary shall also record all votes of the Membership or Executive Committee. The Secretary shall be responsible for the writing and distribution of a newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization.
- 3.2.6. The advisor to the Organization must be a full time staff member of the USUSA Anthropology Program. The Club Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.
- 3.2.7. The Executive Board shall propose a program of events or publication to be sponsored by the Organization in forthcoming fall and spring semesters. Proposed programs shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Board shall encourage Members to recommend programs or publication to be sponsored by the Organization. When appropriate, the Executive Committee shall appoint Members to serve as committee chairs to oversee the various tasks related to the program or publication and to solicit the involvement of other Members of the Organization.

### 3.3. Election Procedures

- 3.3.1. Any USU student eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.
- 3.3.2. The President of an Organization may not hold a similar position in another Organization registered with the Office of Student Activities.
- 3.3.3. In March of each academic year, the Executive Board of the Organization shall call a meeting of the general membership of the Organization for the purpose of electing new Officers.
- 3.3.4. The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.
- 3.3.5. The President, Vice President, Secretary and Treasurer of the Organization shall be elected by simple majority vote by the Members present during the election meeting. These Officers may not be appointed.

- 3.3.6. The outgoing President of the Organization shall notify the Office of Student Activities of the election results by May 1 via the on-line club officer registration form.
  - 3.3.7. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President.
  - 3.3.8. When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.
  - 3.3.9. If any Officer of the Organization is absent from the USU campus due to a leave of absence or studying aboard the Executive Board shall hold elections to fill the position by following the Organization's election procedures.
  - 3.3.10. Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members.
4. Article 4: Committees
    - 4.1. No standing committees shall exist.
    - 4.2. Special committees may be formed by the motion of the president or an executive delegate, and thereby voted upon by the club members.
      - 4.2.1. Standard voting measures apply.
      - 4.2.2. Committee members will be formed by volunteer or appointment.
      - 4.2.3. The committee may stand or be dissolved in the long-term by a two-thirds (2/3) majority vote [see article 5.3].
5. Article 5: Meetings
    - 5.1. Regular meetings are to be held at least four times per semester (preferably monthly), at such time and place to be decided upon the discretion of the executive board and the club members' majority at the beginning of each semester.
      - 5.1.1. Members of the executive board, along with the faculty advisor are to be responsible for ensuring the meetings take place and follow an orderly fashion.
    - 5.2. Quorum
      - 5.2.1. A quorum shall exist at any meeting of the membership where at least fifty percent (50%) of the members are in attendance.
      - 5.2.2. Actions requiring a vote may only take place when a quorum is present. The secretary shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.
    - 5.3. Decisions shall be made by a two-thirds (2/3) majority vote.
      - 5.3.1. Each member shall have one (1) vote.
      - 5.3.2. There shall be no absentee or proxy voting with respect to any matter.
      - 5.3.3. All motions require an affirmative vote of a simple majority of the membership to be effective.

- 5.4. A special meeting of the membership shall be called upon written request to the president of at least twenty-five percent (25%) of the members.
  - 5.4.1. All members shall be notified via email of any meeting and the nature of the business to be transacted there at least one week before such meeting. No meeting shall be called with the intent to exclude any one member or any portion of the membership.
  - 5.4.2. The Executive Committee of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the President. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of any three (3) members of the Executive Committee. The Vice President shall reside over this meeting. The President shall reside over the meeting when the Vice President is unable to attend the meeting.
6. Article 6: Financial Matters
  - 6.1. The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.
  - 6.2. Should the organization dissolve, leaving residual assets, these shall be distributed back to the Anthropology program in the form of a scholarship fund. The details of such a scholarship fund shall be left to the discretion of the Anthropology Undergraduate and Graduate Directors.
7. Article 7: By-Laws
  - 7.1. Provisions for by-laws may be established through standard voting procedure:
    - 7.1.1. A member of the executive board prepares the provision.
    - 7.1.2. Provisions are announced both via email and in a meeting of the membership.
    - 7.1.3. All members may discuss, propose ideas, and vote.
      - 7.1.3.1. A quorum is needed for a vote to take place.
      - 7.1.3.2. A two-thirds (2/3) majority vote is required for the provision to pass.
8. Article 8: Amendments:
  - 8.1. This constitution may be amended or repealed by a two-thirds (2/3) majority vote of the members of the organization.
  - 8.2. Any amendment to this constitution shall be attached hereto and made a part hereof for all purposes.
  - 8.3. This constitution and any amendments and changes hereto shall be filed by the club with the office of student activities and shall be available to any member of the organization for inspection during office hours
  - 8.4. The constitution on file in the office of student activities shall be the official constitution of the organization.

Date of Ratification:

Signatures of Officers/Witnesses: