

# CONSTITUTION OF THE TULANE ANTHROPOLOGY STUDENT ASSOCIATION

## I. NAME

The name of this organization shall be Tulane Anthropology Student Association.

## II. PURPOSE

The purpose of this organization shall be to provide solidarity among students interested in Anthropology and to provide academic assistance for those students in the form of gathered information on graduate programs, scholarships, fellowships, etc.

## III. MEMBERSHIP

A. All members must be students of Tulane University and be interested in Anthropology.

B. All members must attempt to attend all general meetings.

C. All members must pay their membership dues on time or risk removal from the organization (at the discretion of the executive board).

## IV. OFFICERS

Elections for office will take place in the Spring. Elections for each office will be closed ballot. A majority (50%+1) is required for a candidate to win.

### A. President

#### 1. Qualifications

- a. Must be a member of the organization.
- b. Must be a Tulane undergraduate or graduate Anthropology student.
- c. Must be voted in by the general assembly.
- d. Must serve a one year term: April 1 - March 31, and may be re-elected.

#### 2. Responsibilities

- a. The president shall be a member of the executive board and shall meet as required by that board.
- b. The president shall be responsible for all meetings of the general assembly and executive board.

- c. The president shall break any tie in a vote but not vote otherwise.
- d. The president shall be the liason between the organization and the Associated Student Body, the organization advisor, and any outside persons or groups.
- e. The president shall be allowed to act as treasurer (authorizing a transaction) only in the absence of the treasurer and only with two-thirds (2/3) approval of the general assembly. The president shall be the only member other than the treasurer allowed to authorize a transaction..

B. Vice President - Undergraduate

1. Qualifications

- a. Must be a member of the organization.
- b. Must be a Tulane undergraduate Anthropology student.
- c. Must be voted in by the general assembly.
- d. Must serve a one year term: April 1 - March 31, and may be re-elected.

2. Responsibilities

- a. The undergraduate vice president shall be a member of the executive board and shall meet as required by that board.
- b. the undergraduate vice president shall, along with the graduate vice president, be responsible for all special committees: fundraising, outings, PR, and social.
- c. the undergraduate vice president and graduate vice president shall decide among themselves for which committees each shall be responsible.

C. Vice President - Graduate

1. Qualifications

- a. Must be a member of the organization.
- b. Must be a Tulane graduate Anthropology student.
- c. Must be voted in by the general assembly.
- d. Must serve a one year term: April 1 - March 31, and may be re-elected.

2. Responsibilities

- a. The graduate vice president shall be a member of the executive board and shall meet as required by that board.
- b. The graduate vice president shall, along with the undergraduate vice president be responsible for all special

committees: fundraising, outings, PR, and social.

c. the graduate vice president and undergraduate vice president shall decide among themselves for which committees each shall be responsible.

d. The graduate vice president shall be responsible for the coordination of the Graduate Colloquium.

#### D. Information Coordinator - Undergraduate

##### 1. Qualifications

a. Must be a member of the organization.

b. Must be a Tulane undergraduate Anthropology student.

c. Must be voted in by the general assembly.

d. Must serve a one year term: April 1 - March 31, and may be re-elected.

##### 2. Responsibilities

a. The undergraduate information coordinator shall be a member of the executive board and shall meet as required by that board.

b. The undergraduate information coordinator shall, along with the graduate information coordinator, be responsible for maintaining a central clearinghouse of information relevant to the professional development of anthropology graduate and undergraduate students.

c. The undergraduate information coordinator shall, along with the graduate information coordinator, be responsible for producing a newsletter, distributed twice a semester, informing students of opportunities, deadlines and resources of possible interest.

#### E. Information Coordinator - Graduate

##### 1. Qualifications

a. Must be a member of the organization.

b. Must be a Tulane graduate Anthropology student.

c. Must be voted in by the general assembly.

d. Must serve a one year term: April 1 - March 31, and may be re-elected.

##### 2. Responsibilities

a. The graduate information coordinator shall be a member of the executive board and shall meet as required by that board.

b. The graduate information officer shall, along with the undergraduate information officer, be responsible for

maintaining a central clearinghouse of information relevant to the professional development of anthropology graduate and undergraduate students.

c. The graduate information coordinator shall, along with the undergraduate information coordinator, be responsible for producing a newsletter, distributed twice a semester, informing students of opportunities, deadlines and resources of possible interest.

d. The graduate information officer shall be the organization's liaison to the Human Mosaic. The organization shall not take over the funding of the Human Mosaic.

#### F. Secretary - Treasurer

##### 1. Qualifications

- a. Must be a member of the organization.
- b. Must be a Tulane Undergraduate or Graduate Anthropology student.
- c. Must be voted in by the general assembly.
- d. Must serve a one year term: April 1 - March 31, and may be re-elected.

##### 2. Responsibilities

- a. The secretary-treasurer shall be a member of the executive board and shall meet as required by that board.
- b. The secretary-treasurer shall be responsible for all minutes in both the general assembly and executive board meetings.
- c. The secretary-treasurer shall type and post the general assembly and executive board minutes in a location accessible by all members of the organization.
- d. The secretary-treasurer shall be responsible for all money collected by the organization.
- e. The secretary-treasurer shall keep written records of all monetary credits and debits, and keep on file, for general assembly inspection, photocopies of all such records.
- f. The secretary-treasurer shall keep the executive board informed of all credits and debits at each executive board meeting.
- g. The secretary-treasurer shall be one of the two executives allowed to sign organization checks or to draw from the organization's account. The only other member allowed to remove money from the account is the President.

h. The secretary-treasurer shall obtain two-thirds (2/3) approval of the general assembly before investing or allocating any of the organization's money.

#### G. Removal from Office

Any of the above officers may be removed from office by the following procedures:

1. Any member of the organization may file a written complaint with any member of the executive board and request the removal of an officer from that office. The complaint should be filed with an officer not involved in the incident. If all officers are involved, then the complaint may be filed with the faculty advisor.
2. The person receiving this complaint shall inform the accused party, the faculty advisor and the executive board of the charges. The executive board shall investigate the charges and report its findings to the general assembly. The officer in question will then be allowed to speak in his/her defense. The general assembly shall then decide to take no action or to remove the officer from his/her position. Members shall vote by means of a closed ballot, and two-thirds (2/3) of the votes of the members present (assuming a quorum is present) must be cast in favor of removal in order to remove the officer from office.

#### V. FACULTY ADVISOR

A faculty advisor will be chosen by the executive board. A 50%+1 vote is required to select an advisor.

#### VI. MEETINGS

- A. All members must attempt to attend all general meetings.
- B. All members of the executive board shall attempt to attend all executive board meetings as well.
- C. Special meetings may be created at the request of the executive board.
- D. A quorum shall be defined as more than 50% of the entire membership, in both the general assembly and executive board meetings. A quorum shall not be necessary to conduct a meeting, but shall be necessary for a vote to take place.
- E. Votes shall require the vote of the majority 50%+1 of the members present to pass. (Note: 2/3 of the vote is required to remove an officer or to make an amendment to the constitution.)

#### VII. DUES

Dues shall be collected at the beginning of each Fall by the Treasurer.

#### VII. AMMENDMENTS

- A. Any member of the organization may propose a change in the constitution by presenting a proposal in written form to the general assembly. Discussion may take place at this time.
- B. Further discussion and a vote on this proposal shall be taken at the following meeting. Two-thirds (2/3) of the members present must vote for the amendment before it shall be passed.
- C. All ammendments to the constitution must be approved by the SBAC and the ABS before they go into effect.

#### IX. REVIEW OF CONSTITUTION

The constitution must be reviewed by ASB every three years.