

CONSTITUTION
of the
ANTHROPOLOGY GRADUATE STUDENT ASSOCIATION
A Registered Organization of the University of Oklahoma
(revised October 2008)

Article I – Organization General Information

A. Name

The name of this organization shall be the Anthropology Graduate Student Association. (Hereafter referred to as “AGSA.”)

B. Purpose

AGSA brings together the Anthropology graduate students for the purpose of aiding in their professional development within the discipline.

C. Non-Discrimination Policy

AGSA shall not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief.

D. Parent Affiliation

AGSA is not affiliated with any parent organization, and this Constitution, subject to the terms of the University of Oklahoma Student Code, is the sole governing document.

E. Governing Legislation

AGSA is subject to Local, State, and Federal Laws.

Article II – Membership Requirements

A. Membership

Any graduate student who is currently registered in the Department of Anthropology at the University of Oklahoma shall be considered a member of AGSA.

B. Active vs. Non-Active Status

Active members in AGSA shall be distinguished from non-active members. Active members will be recognized as graduate students who participate in 50% of AGSA’s scheduled activities, or must contribute in some other significant fashion, as per Article V. Regardless of active or non-active status, each graduate student shall have the opportunity to cast one vote in decisions made by AGSA as a whole.

Article III– Organization Officers

A. Titles

The titles of permanent AGSA officers and committees include: President, Vice President, Secretary, Treasurer, Graduate Student Senator, Faculty Liaison, Webmaster, Fundraising Committee, and Speaker’s Bureau.

B. Terms of Office

The term of all AGSA officers runs from the beginning of each spring semester to the end of each fall semester of the University of Oklahoma school year. A majority vote of the members present is necessary to become an officer.

C. Type of Selection

All permanent officer and committee positions (see section D below) shall be elected by majority vote of members present during the final AGSA meeting of the fall semester. Unofficial positions may be appointed by the President as needed at any time.

1. Eligibility Criteria for Executive Committee Positions

The following criteria for eligibility shall pertain for all Executive Committee positions:

- a. at least second-semester graduate student status in the Department of Anthropology at the University of Oklahoma, and at least second-year graduate status for the position of

Faculty Liaison,

- b. shall not be a special, probational, or conditional graduate student (as defined by the University of Oklahoma Graduate College), and
- c. shall not serve if prolonged fieldwork requires being out of the area for thirty consecutive days or more during the spring/fall semesters.

D. Duties of Officers

1. The Executive Committee

The Executive Committee officers of AGSA shall consist of: a President, a Vice-President, a Secretary, a Treasurer, and a Faculty Liaison. Each member of the Executive Committee is eligible to cast one vote in matters necessitating a vote by AGSA's Executive Committee.

Attendance at all AGSA meetings is required of each member of the Executive Committee. More than one unexcused absence per semester automatically results in the expulsion of the officer from duty and the appointment of a new officer as per Article VIII. If an Executive Committee officer is unable to attend the meeting, submission of an officer's report to the President before the scheduled meeting is required, including an update of all pertinent activities taken by the Committee members.

a. The President shall hold equal authority and shall:

- preside over all AGSA meetings,
- call regular and special meetings of both AGSA and the Executive Committee,
- appoint unofficial standing and/or special committees as needed,
- carry on correspondence pertaining to this office, and
- direct AGSA's goals in conjunction with other members of the Executive Committee.
- shall oversee the duties and actions of the Fundraising Committee and all decisions made thereof

b. The Vice-President shall:

- attend all AGSA meetings,
- serve as the chair of and as a member of the Speaker's Bureau committee, overseeing the duties and actions of the Speaker's Bureau and all decisions made thereof,
- oversee the scheduling of each semester's Brown Bag lecture Series, sponsored by AGSA, and
- act in the capacity of a President upon direction from the Presidents or when the President is unable to fulfill his/her duties.

c. The Secretary shall:

- notify members of and attend all AGSA meetings,
- maintain a record of attendance at each meeting and uphold all rules pertaining to excused and unexcused absences,
- be responsible for recording the minutes of AGSA's meetings,
- distribute and/or post said minutes before the next regular meeting,
- maintain a current address/phone/e-mail list of all Anthropology graduate students and distribute said list in a timely manner during each fall semester,,
- maintain and update the Graduate Student Handbook as needed,
- maintain and update AGSA's e-mail as needed,
- carry on AGSA correspondence which is not under the purview of the President, and
- oversee the creation and distribution of fliers/posters pertaining to AGSA-sponsored

events throughout each semester.

d. The Treasurer shall:

- attend all AGSA meetings,
- oversee all finances including bank books, deposits, withdrawals and bank book balancing,
- create and defend ASGA's budget each fall semester,
- research opportunities for grants for AGSA to fund activities, and
- report the status of AGSA's finances at every AGSA meeting.

e. The Faculty Liaison shall:

- attend all AGSA meetings,
- attend all faculty meetings,
- inform AGSA of faculty meeting topics, and
- represent, by consensus, the 1 vote of the graduate students at faculty meetings.

2. Other Permanent Officer Positions

Other permanent AGSA officer positions include: two (2) Graduate Student Senators, and a webmaster.

Attendance at all AGSA meetings is required of each officer. More than one unexcused absence per semester automatically results in the expulsion of the officer from duty and the appointment of a new officer as per Article VIII. If an officer is unable to attend the meeting, submission of an officer's report to the President before the scheduled meeting is required.

a. The Graduate Student Senators (GSS) shall:

- attend all AGSA meetings,
- attend all scheduled Graduate Student Senate (GSS) meetings and associated committee meetings,
- keep AGSA members informed of GSS proceedings, and
- represent, by AGSA consensus, the interests of AGSA members.

c. The Webmaster shall:

- attend all AGSA meetings, and
- maintain and update the AGSA website as needed.

2. Special Committees

Official Special Committees include: Fundraising Committee and Speaker's Bureau.

Unofficial Special Committees may be appointed for special cases, as needed, at any time by the President.

Attendance of at least one informed member of each committee is required at each AGSA meeting. If no members are able to attend the meeting, submission of an officer's report to the President before the scheduled meeting is required, including an update of all pertinent activities taken by the Committee members.

a. The Fundraising Committee shall:

- consist of at least two members,
- organize and oversee all fundraising activities sponsored by AGSA, and
- be accountable for delivering all monies raised at each event to the Treasurer.

b. The Speaker's Bureau shall:

- consist of at least the Vice President and two additional members,
- organize and oversee the invitation of guest speakers, including the correspondence, travel and meal plans, and budgetary concerns necessary thereof,
- create and defend a speaker's bureau budget each semester, and
- keep the members of AGSA informed of upcoming guest speakers.

Article IV - Faculty Advisor

A. Qualifications

AGSA shall have an advisor who is a full-time member of the University faculty or staff. This advisor must also be a faculty member of the University of Oklahoma Department of Anthropology.

B. Responsibilities

The faculty advisor shall:

- attend scheduled AGSA meetings and Executive Committee meetings as needed, and
- serve as a liaison between the anthropology graduate students and the Department of Anthropology faculty.

Article V - Meetings

A. Required Meetings

Members are required to attend at least 50% of the scheduled AGSA activities, or must contribute in some other significant fashion, to be considered active members. Active member status and participation in fundraising activities (or any other significant contribution) is necessary in order to receive monetary funding from AGSA. However, non-active status members may cast votes in any AGSA election.

B. Frequency

AGSA shall meet once each month during the Fall and Spring semesters on a regularly scheduled basis. Specific times will be agreed upon by a consensus at the start of each semester.

C. Executive Meetings

The Executive Committee shall meet as necessary at special meetings called by any member of the Executive Committee.

D. Notification

1. All AGSA members will be notified by the Secretary via e-mail before each scheduled and special meeting.
2. Meetings regarding officer elections and amendments to the constitution may not be held without a seven day advance notice to all AGSA members.

3. Special meetings will be announced via e-mail by the President.

Article VI – Amendments to the Constitution

A. Proposals

Proposed amendments to the constitution must be submitted in writing to the President. The proposal will be read at the next regular meeting and/or will be posted in a conspicuous place for all AGSA members to review. Any member of AGSA may propose an amendment to the constitution.

B. Notice

1. At least seven days advanced notice is required of a meeting in which an amendment to the constitution is voted on.

2. Proposed amendments to the constitution must be read in at least one general meeting prior to the meeting in which a vote is taking place or must be posted in a conspicuous place at least seven days prior to a vote on the proposed amendment.

C. Voting Requirement

This Constitution may be altered or amended by a two-thirds vote of members present at any regular or special meeting, providing that the following conditions have been met:

D. Center for Student Life Requirements

Three copies of the amended constitution must be submitted to the Center for Student Life every time an amendment is made in order to maintain registered student organization status.

Article VII - By-Laws

A. Proposals

By-laws applying to the functioning of AGSA may be proposed by any member of AGSA.

B. Notice

Proposed by-laws will be read at the next scheduled AGSA meeting but will not be eligible for vote until the next regular meeting.

C. Voting Requirement

A majority vote of the members present is necessary to adopt the by-law.

Article VIII - Miscellaneous Procedures

A. Impeachment of Officers and Members

More than one unexcused absence by an Executive Committee member from regular AGSA meetings without prior arrangement with the President and the Secretary results in immediate expulsion from office, with a replacement to be nominated and elected at the next regular meeting.

B. Vacant Positions

If an officer position is not filled during the annual election, nominations will remain open until the position is filled and will be voted on at the next meeting following a nomination.

By-laws

A. The election of officers shall take place after December 1 and before January 1 of each year.

B. All members will be eligible to cast a vote for officers.