

# Association of Anthropology Graduate Students By-Laws

## I. Statement of Organizational Purpose, Goals

1. Association of Anthropology Graduate Students
2. This organization was founded to represent the interests of and coordinate professional development activities for UO anthropology graduate students.
3. Mission Statement: The Association of Anthropology Graduate Students (AAGS) addresses the concerns of all students interested in the field of Anthropology through colloquia seminars and lectures. As the governing body for graduate students in Anthropology, AAGS is also a unified forum for the presentation of suggestions and grievances regarding the intellectual atmosphere, working conditions, and other matters that affect those enrolled in the Anthropology graduate program at the University of Oregon. AAGS' responsibility is to the students of anthropology, for whom we advocate with the political means garnered with and from community support. Our mission is to enhance the professional abilities of our wider university community through the development of social and cultural awareness and the creation of fair working arrangements essential to an innovative and successful educational atmosphere.

## II. Membership

- A. Membership must be open to all fee-paying students:
  1. Exec. R 88.1 Membership: No individual can be excluded from a program on the basis of political ideology, but every individual in a program must be sincere to the goals of the program.
  2. Exec R 83.1 Elections: Membership in a program may be defined by the program as long as the membership rules allow an equal opportunity for all students to participate in the program and there is no other violation of the rules of the ASUO, the University of Oregon, or the State of Oregon.
  3. All graduate students in the anthropology department are members of this organization.
- B. Equal Opportunity Statement
  1. Exec. R 82.1 Equal Opportunity: The ASUO affirms the right of all individuals to equal opportunity in education, employment and access to incidental fee-funded programs and their funded activities, without regard to race, color, religion, sex, sexual orientation, age, different ability, national origin, marital status, veteran's status, or any other considerations not directly and substantially related to effective participation.
- C. Define active membership
  1. Active members are defined as any anthropology graduate student currently enrolled at UO.

## III. Officers and their Job Descriptions and Responsibilities

- A. Co-Director (Archaeology)
  1. This individual shall represent the interests of all graduate students, particularly the archaeology students. They will organize at least one colloquium per term and at least one workshop per year. Additional responsibilities are highlighted below in Section D.
  2. Duration of Position: 1 year.

B. Co-Director (Biological Anthropology)

1. This individual shall represent the interests of all graduate students, particularly the biological anthropology students. They will organize at least one colloquium per term and at least one workshop per year. Additional responsibilities are highlighted below in Section D.

2. Duration of Position: 1 year.

C. Co-Director (Cultural Anthropology)

1. This individual shall represent the interests of all graduate students, particularly the cultural anthropology students. They will organize at least one colloquium per term and at least one workshop per year. Additional responsibilities are highlighted below in Section D.

2. Duration of Position: 1 year.

D. Responsibilities

1. One individual should be identified as the President, one as the Vice-President, and the remaining individual as the Treasurer for ASUO's organization leadership model and listed as such on OrgSync. The President will be responsible for organizing and leading department meetings and overseeing colloquia talks and workshops. The Vice-President shall coordinate the Undergraduate Mentoring Program and related workshops. The Treasurer will manage the budget, coordinate payment for speakers and talk/workshop refreshments, and secure annual ASUO funding. Upon the election of a new officer, these positions can be reallocated across the three officers. Other responsibilities that arise will be allocated to one or more officers as needed.

#### IV. Elections

1. Exec. R 83.1 *Student Organizations may elect their directors and other staff provided the following criteria are met:*

- a) *All candidates must be afforded the same opportunity to disseminate information to the electorate.*
- b) *The electoral process must insure that every constituent has an equal opportunity to vote, and that every constituent's vote has equal weight in determining the outcome of the election.*
- c) *Only active student members of the program may vote in an election for any position having authority in an ASUO student organization. Only currently enrolled UO students may hold leadership positions.*
- d) *Membership in a student organization may be defined by the organization as long as the membership rules allow an equal opportunity for all students to participate in the program and there is no other violation of the rules of the ASUO, the University of Oregon or the State of Oregon.*

A. The officer whose position is expiring will identify their replacement with approval from individual, the other AAGS officers, and the faculty advisor. Active members, defined in Article II, Section D, will vote in favor or against this individual via an online anonymous survey. Quorum for elections is defined as 30% of the membership. If quorum is not initially reached, the survey will remain open and officers will reach out to their respective subfield until enough votes have been received. This new officer will be confirmed if they received at least 50% 'in favor' votes. If this threshold is not met, a new candidate will be identified and the process repeated.

B. Elections will be announced via the graduate student listserv.

C. Elections will be staggered across terms so that there is always at least one 'senior' officer. The membership will elect the officer for each subfield once per year, staggered across all three terms (i.e. one during fall term, one during winter term, etc.).

D. The officers and faculty advisor are responsible for overseeing elections.

E. If an officer needs to be recalled, at least one officer will discuss with the faculty advisor and department head. Reasons valid for recalling an officer will be determined by the department head. If it is determined an officer should be recalled, an anonymous survey will be used. Votes from 50% of the membership are required to remove an officer. An

election to replace this individual will follow Section IV, Article A and will be completed within four weeks of the recall vote.

F. If an officer resigns, they will follow the procedure outlined above in Section IV, Article A. This is to be completed within four weeks of the resignation.

## **V. Officer Transitioning**

A. Newly appointed leaders will attend or two officer meetings prior to their formal start date to shadow the officer they are replacing. As there will always be at least one 'senior' officer, any questions about officer responsibilities from new officers can be directed toward this individual(s).

B. Update new officer contact information with the ASUO using OrgSync

C. Refer to Programs Administrator with any transitioning questions (applies to both old or new leaders)

## **VI. Meetings**

A. Meetings shall occur twice a month for months in which the entire month is part of the academic calendar (e.g. does not apply to September because the academic term does not start until the third or fourth week of that month). Colloquia and workshops count toward this requirement.

B. Decision-making process

1. Any proposed decision will follow Robert's Rules.

2. The quorum requirement shall be 1/3 of the membership or the vote will be tabled. Tabled votes can be conducted either at the next meeting or via email.

3. Any active member can vote.

4. Any proposed changes during the summer shall be tabled until the first meeting of Fall term.

## **VII. Grievances**

A. Any grievances among or between members and officers shall be mediated by the organization's faculty advisor except in cases that involve this individual. Grievances that include the faculty advisor shall be mediated by the department head.

B. Rules and bylaws shall be interpreted by the faculty advisor and/or department head.

C. If mediation is unsuccessful, please refer to the Green Tape notebook Exec. Rules 80.1 and 81.1 (include Student Conflict Resolution Center as a resource and refer to UOPD/conduct if necessary).

## **VIII. Dissolution of the Program**

A. Program dissolution will be determined by a majority vote among the officers and then voted on by the membership.

B. Any equipment purchased without Incidental Fees or funds raised will be donated to the anthropology department.

1. *Upon dispensation, Program will submit benefactor(s)' mission statement to Programs Administrator for approval.*

*C. All equipment and materials purchased with Incidental Fees will be returned to the ASUO Executive.*

#### **IX. Amending the By-Laws**

- A. Any proposed amendments will be voted on following the procedure from Article IV, Section A.
- B. The membership will be notified via email.
- C. Updated by-laws will go into effect two weeks following voting.
- D. These updated by-laws will be updated in the organization's Google Drive as well as OrgSync.

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