Sacramento Anthropological Society Constitution

Article I. Name of organization: The name of the organization is the Sacramento Anthropological Society.

Article II. Statement of Purpose: The purpose of the Society is to further interest in the field of Anthropology in particular and Social Science in general. The activities of this Society will be directed toward this aim.

Article III. Membership

Section 1. The membership of this organization shall have at least 8 student members who are currently enrolled at CSUS for six or more units (or the graduate equivalent).

Section 2. Only current Sacramento State Student members may vote or hold office.

Section 3. Membership must consist of at least 80% enrolled Sac State students.

Section 4. This organization will accept all members of the genus *Homo* and the species *sapiens sapiens*. Members will be accepted without discrimination on the basis of race, religion, sex, sexual orientation, gender identity, disability, national origin, color, age, or marital status.

Section 5. There will be no hazing.

Section 6. Membership is open to students, alumni, faculty, staff and other community members interested in the activities of the Society.

Section 7. All members must pay dues.

Section 8. Active members are those who attend at least 3 meetings a semester and/or participate in group functions.

Section 9. Membership can be revoked under extreme circumstances with a quorum vote or by majority vote by the Executive board.

Article IV. Officers

Section 1. The elected officers of the Society are President, Vice President, Secretary, and Treasurer.

Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for this purpose.

Section 3. Elections will be held in April of each year to determine officers for the following year.

Section 4. Term of office will be one academic year consisting of the Fall and Spring semesters.

Section 5. Vacancies will be filled either by appointment by a majority of the executive board or by a special election called by the executive board, to be determined by the circumstances of the vacancy.

Section 6. The duties of the officers are outlined in the Bylaws.

Section 7. All student members enrolled in 6 units or more (or the graduate equivalent) are eligible to become an officer.

Section 8. The newly elected officers will work with the old officers until they take office on June 1st.

Section 9. The Executive Board shall consist of the Elected Officers and the Faculty Advisor.

Section 10. Votes made by the Executive Board will consist of the approval of a simple majority of the officers.

Section 11. Officers are required to attend a majority of meetings and participate in a majority of the organization activities or forfeit office.
Section 12. If one or more officers are not performing their duties, a special meeting may be called in which to discuss the problems. If the issues are severe, a vote can be held to suspend or remove the officer(s) in question from office based on a 2/3 majority vote.

Article V. Meetings

Section 1. Regular meetings are to be held at least bi-weekly, except under circumstances where it is impossible for two officers to be present.

Section 2. Special meetings may be held at the call of the President, a majority of the executive board, or at the request of at least 5% of the membership.

Section 3. All meetings to conduct business must be announced at least one week in advance.

Article VI. Banking

All funds of this organization will be banked with the Associated Students Incorporated.

Article VII. Rules of Order

The Society accepts Robert’s Rule of Order as a governing rule.

Article VIII. Amendments and By-laws

Section 1. Amendments to the Constitution may be proposed by a petition of at least 5 members or by the Executive Board whenever such amendments are deemed necessary.

Section 2. By-laws to the constitution may be proposed by a petition of at least 5 members or by the Executive Board whenever such by-laws are deemed necessary.

Section 3. Amendments or by-laws may be adopted by a two-thirds majority vote of the members of a meeting where a quorum is present.

Article IX. Quorum

Section 1. A quorum shall consist of at least 5 members or a majority of those present, whichever is greater.

Section 2. A quorum is required to vote on amendments or by-laws to the constitution or to transact business.

Article X. Dues

Section 1. The minimum amount of dues shall be no less than $5 per semester.

Section 2. The amount of dues above the minimum amount is to be determined by a vote of the membership with encouragement to keep the costs of membership low so as not to be prohibitive.

Bylaws

Section 1. Officer: President

Duties: Duties of the President include, but are not restricted to:

- Facilitate executive board meetings
- Prepare and file required reports
- Maintains contact with organization adviser
- Represents the organization to the university
• Act as spokesperson for the organization
• Serve as second signatory on financial accounts
• Provide follow-up on organizational tasks
• Represent organization at official functions

Section 2. Officer: Vice President

Duties: Duties of the Vice President include, but are not restricted to:
• Assumes the duties of the President in his or her absence
• Facilitates election of officers
• Works on recruitment of new members
• Represent organization at official functions
• Assists other members of the executive board with duties as needed

Section 3. Officer: Secretary

Duties: Duties of the Secretary include, but are not restricted to:
• Obtains appropriate facilities for organization activities
• Keeps a record of all members of the organization
• Keeps a record of all activities of the organization
• Prepares an agenda with the President for all meetings
• Notifies all members of meetings
• Preparing organization’s calendar of events
• Keeps the organization informed of both organizational and university business
• Keeps and distributes minutes of each meeting of the organization
• Creates and distributes agendas for each meeting of the organization
• Maintains organizational records, storage, and office
• Preparing and filing any report required
• Handles official correspondence of the organization
• Collects organization mail from the adviser or wherever mail is received
• Represents organization at official functions
• Assists other members of the executive board with duties as needed

Section 4. Officer: Treasurer

Duties: Duties of the Treasurer include, but are not limited to:
• Being familiar with accounting procedures and policies
• Serves as the primary signatory on financial accounts
• Pays organization bills
• Collects organization dues
• Keeps all financial records of the organization
• Prepares an annual budget
• Prepares all budget requests for funds
• Prepares and submits financial reports to the members
• Maintains a financial history of the organization
• Provides advisor with summary of financial records at the end of the academic year
• Advises members on financial matters (i.e. vendors, ticket selling procedures)
• Prepares purchase orders, requisition forms, or supply requests
• Coordinates fundraising drive
• Coordinates solicitations
Files reports on all stolen or lost equipment
Maintains an inventory of all equipment and its condition
Represents organization at official functions
Assists other members of the executive board with duties as needed

Section 5. Responsibilities of All Officers

It is the responsibility of all officers and members of the executive board to represent the members of the organization responsibly and to take their opinions into account whenever possible.

Date of constitution: 9-28-10