

Preamble

As students interested in the study of Anthropology, we hereby form the organization known as the Anthropology Club to promote the study of physical and social/cultural anthropology and archaeology.

Articles

I. Name of the Group

The organization shall be known as the Anthropology Club.

II. Object of the Organization

The club will provide educational programs of interest to the student body and community with a focus on anthropology. These programs will include lectures, films, field trips, and journal discussions on topics related to physical and social/cultural anthropology and archaeology.

III. Affiliation with any Other Group

The Anthropology Club has no affiliation with any particular organization.

IV. Qualification/Criteria for Selecting Membership

Any full-time, matriculated undergraduate student at the University of Delaware who shares a commitment to the purposes and goals of the Anthropology Club may become a member. Members are required to attend at least 50% of the weekly club meetings (approximately 8 out of 16 per semester) and at least one program or event (approximately 1 out of 8 per semester). Officers are required to attend at least 75% of the weekly club meetings (approximately 12 out of 16 per semester) and at least 50% of the club's programs or events (approximately 4 out of 8 per semester). Officers are also required to attend all mandatory meetings. The President must attend all meetings, programs, and events, unless extenuating circumstances arise, in which case another officer (preferably the Vice President) will perform the duties of the President.

V. Non-Discrimination Clause

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran or handicap status, or sexual orientation.

VI. Duties and Privileges of Membership

Members may become officers after continuous participation as specified in the criteria for membership (Section IV) for the period of one semester. Members also have the right to vote on club issues.

VII. Other Types of Non-voting or Representing Membership

Associate members are part-time and/or non-matriculated students. Graduate members may be graduate students in any department. Alumni members are graduates of the University of Delaware. Honorary members are other members of the community.

VIII. Absence Policies

There are no penalties for missing meetings, programs, and events, unless such absences are in excess of the above stated requirements for membership or holding office. In the event of excessive absences, members will lose their voting privileges and may lose membership status.

IX. Policies and Procedures for Disciplining/Removing Members

If a member attends less than 50% of the meetings, their voting privileges will be revoked. Their membership status may also be revoked. All members must behave according to the standards set forth in the University's student handbook. Members who are unruly, disruptive, or abusive to others during club trips, meetings, programs and/or events may be removed from the club. Concerns about a disruptive member should be brought to the attention of the officers. Should such concerns arise, the officers will hold a meeting with the faculty advisor and the offending member to discuss the problem. For minor offenses, the offending member may be privately put on probation for a month. If the inappropriate behavior continues or is of a serious nature, the offending member may be voted out of the club. If such action is necessary, all full-time members and officers will be allowed to place a vote on whether or not to vote out the member in question. A majority vote will prevail. In the event of a tie vote, the offending member will be put on probation for a month. If, at the end of one month, the member's problematic behavior continues, s/he will be removed from the club.

If an officer is suspected of not performing his/her duties, the other officers and faculty advisor will discuss the problem with the delinquent officer. The officers (not including the officer under examination) will vote on whether or not to remove the offender from office. See Section X, Number 9 for further details.

X. Officers

1. President

This organization shall have a President whose duties will be calling and running meetings and handling daily affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information will be disseminated to the club members and/or officers as necessary. The President will help to appoint all standing and special committees.

2. Vice President

The Vice President shall serve the role of the President if the President is absent, unable to serve his/her duties, or if the President resigns. The Vice President will also be responsible for checking the organization's mailbox and for disseminating information about activities

offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu email database.

3. Treasurer

The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer shall also be responsible for requesting funds from the allocation board. The treasurer will have checks co-signed by the appropriate administrator.

4. Secretary

The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at group meetings as necessary. The Secretary shall also act as the organization's historian, keeping accurate records of the group's activities over the past year. The Secretary will also maintain the membership list and email database.

5. Public Relations Chair

The Public Relations Chair shall be responsible for promotion of the Anthropology Club and its events. This promotion includes making posters, flyers, and/or brochures, updating the information for the club's webpage, entering information on the University Events webpage, and submitting press releases to the appropriate media.

6. Webmaster

The Webmaster shall be responsible for the monthly upkeep of the club website and have it approved by the executive board.

7. Qualifications for Officers

All Officers (or Executive Board members) must be full-time matriculated undergraduate students at the University of Delaware who have been members of the club for at least one semester prior to holding office. Any potential officer should be able to complete a full calendar year.

8. Election of Officers

Election of officers will occur annually. Incumbent officers receive an automatic nomination; all other members must be nominated. Club members interested in holding office cannot nominate themselves. Nominations may be declined. Nominations will be made in person by voice. Individuals must be a member of the club for at least one full semester before they can be nominated or hold office. Voting will be conducted by secret ballot. In the event of a tie for a position, the club will revote only on the tied candidates. Elections will be held each year during the third regular club meeting in February. The new officers will thus have two full months to observe the incumbent officers. New officers will be trained by the incumbents through the end of the Spring semester. Newly elected officers must attend all mandatory officers' meetings through the Spring semester but they are not required to attend more than 50% of the weekly meetings until they take office in May.

If an officer cannot complete his or her full term, whether by resigning or being removed from the club, an emergency election will be held. Voting club members will be notified at least one week in advance of the need for nominations and an election and the date and time of the emergency meeting. Nominations will be made during the meeting, succeeded by a vote by secret ballot.

9. Procedure for Disciplining/Removal of Officers

As with any club member, any officer who is unruly, disruptive, or abusive to others during club trips, meetings, programs and/or events may be removed from the club. In addition, officers who do not fulfill their duties may be subject to dismissal. The officers and faculty adviser will hold a meeting with the officer in question. The offending officer will be notified of the charges against him or her and be given a chance to make a defense. After sufficient discussion, disciplinary action will be proposed by the President and voted on by the officers, not including the officer under examination. If the charges include disruptive behavior, officers are subject to the same punishment as club members, including probation and/or removal from the club. If an officer is found not to be fulfilling his/her duties, s/he will be put on probation or removed from office.

10. Resignations

If an officer cannot complete his or her full term, whether by resigning or being removed from the club, an emergency election will be held. Voting club members will be notified at least one week in advance of the need for nominations and an election and the date and time of the emergency meeting. Nominations will be made during the meeting, succeeded by a vote by secret ballot.

11. Officer Transition

Training of new officers by the incumbents will occur during the period of time between the election during the third meeting in February (usually the third week of the month) and the last meeting of the semester (usually in early May).

XI. Meetings

The club will hold weekly meetings in Room 103 of Munroe Hall. Meeting topics will be announced over the club membership email list. Executive board meetings will be held as necessary. The executive board will meet with the club advisor at least once a month.

XII. Dues

At this time, the Anthropology Club does not collect dues from its members or officers.

XIII. By-Laws

The organization shall conduct its business according to the policies set forth in this constitution. A majority vote is required to approve changes in the constitution.

XIV. Procedures for Decision-Making

The rules set forth in the Roberts Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this organization.

XV. Establishment of Committees

There are no committees at this time. If the officers deem it necessary, they may appoint committees at a future date.

XVI. Selection of an Adviser

The club's adviser shall be sought out by the officers of the club. The club shall have one official adviser, but ideally should seek the input of at least one professor who specializes in each of the three major subdisciplines of anthropology (at least three professors total): physical and social/cultural anthropology and archaeology.

XVII. Disbursal of Organizational Assets Should the Group Become Defunct

The University of Delaware shall inherit the assets of the Anthropology Club should the group become defunct.

XVIII. Define a Quorum

To conduct club business legally, all six officers and at least ten members must be present.

XIX. Rules for Ratifying the Constitution

A simple majority vote of the organization and approval by the Activities and Programs Office is required to ratify the Constitution.

XX. Rules for Amending the Constitution

All members will be notified at least a week in advance of any proposed amendments to the constitution. A majority vote is required to approve any changes.

XXI. Signatures

President



Club Adviser



Program Coordinator for
Leadership Development

