

Eastern Illinois University's Student Sociology-Anthropology Club

Constitution and Bylaws

CONSTITUTION:

ARTICLE I. *Name and Continuity*

Section 1. The name of this organization shall be known as The Sociology-Anthropology Club.

Section 2. This organization is and shall function as a continuing body.

ARTICLE II. *Objective*

To promote a positive academic attitude and provide an atmosphere conducive to learning and growth by emphasizing the critical importance of scholarship and good study habits to new members. To establish academic programs to encourage and assist members in maintaining a high grade point average, encourage students to work closely with faculty and staff to establish and cultivate mentor relationships, and to provide a forum for debate, discussion and the stimulation of interest in the issues, events, developments and trends concerning Sociology and Anthropology.

ARTICLE III. *Purposes*

Section 1. The fundamental mission of the Sociology-Anthropology Club is to enable students to belong to an organization which will stimulate high academic expectation, personal achievement and thoughtful engagement on the campus and in the community.

Section 2. To encourage the intellectual, personal and social development of the membership.

Section 3. To create an environment of diversity in which different world views are respected and peoples from various backgrounds and experiences are invited to participate.

Section 4. Every second meeting throughout the semester shall sufficiently provide for open discussion in order to assess the needs and concerns of Sociology students.

Section 5. To actively work toward program solutions in conjunction with students, faculty and other concerned individuals or organizations on our campus and in the greater community.

Section 6. To work closely with elected and appointed officials of the appropriate level for the successful implementation of program goals.

ARTICLE IV. *Membership*

Section 1. Regular voting membership in the Sociology-Anthropology Club is open to all currently enrolled and continuing EIU students that are either majors

in the Sociology/Anthropology academic program, minors or pre-majors who have paid their yearly dues.

Section 2. Voting membership in the Sociology-Anthropology Club shall be open to all members and ongoing.

Section 2a. Proxy voting concerning any election or issue by membership shall be conducted solely at the discretion and prearranged approval of the faculty advisor.

Section 3. A new membership drive shall be considered at the first meeting of every term; members shall determine the feasibility, methods and procedures to be conducted.

Section 4. Donations may be requested to supplement and facilitate the financial necessities of activities, events or programs undertaken by the club, but shall not be mandatory, from all club members.

Section 5. Yearly dues for all members of the Sociology-Anthropology Club shall be five dollars.

ARTICLE V. *Officers*

Section 1. The Sociology-Anthropology Club shall be governed by the following offices: President, Vice-President, Secretary and Treasurer.

Section 1a. The responsibilities of the officers are disseminated as follows:

President: The duties of the President shall be to preside over all general meetings of the Sociology-Anthropology Club and to serve as the Chair of the Executive Committee. The President shall stipulate the convention of all subcommittees as dictated by necessity and see that all officers of the club discharge their duties impartially, efficiently, expeditiously and in general good faith with the virtues and in accordance with the Bylaws of the Sociology-Anthropology Club.

Additionally, the President shall preside over the Service Committee at such time as it has been summoned to convene by the President and the Executive Committee. The President shall report directly to and coordinate with the faculty advisors.

Vice-President: The Vice-President shall preside over all general meetings of the Sociology-Anthropology Club in the absence of the President as the next highest ranking officer of the organization and execute the associated responsibilities of the President in such absences. The Vice-President shall also preside as chair of the Education and Workshops Committee at such time as it has been summoned to convene by the stipulation of the President and the Executive Committee. The Vice-President shall additionally preside over the Social Activity Committee at such time as it has been summoned to convene by stipulation of the President and the Executive Committee.

Secretary: The Secretary shall record the minutes of all general meetings of the Sociology-Anthropology Club and the Executive Committee, read the minutes of each previous meeting at the next meeting, handle all written correspondence and perform such related duties as designated by the President and Executive Committee. The Secretary shall preside as chair of the Publicity Committee at

such time as it has been summoned to convene by the President and Executive Committee.

Treasurer: The Treasurer shall receive and dispense all monetary holdings of the Sociology-Anthropology Club and shall keep an accurate financial record of all monetary transactions. The Treasurer shall also preside as chair of the over the Fund Raising Committee as it has been summoned to convene by the stipulation of the President and the Executive Committee.

General Officers: General officers are members of the regular membership who may be elected or appointed to various committees and sub-committees to assist in executing the prescribed duties of those committees.

Section 2. The officers shall be elected by balloting methods stipulated and agreed upon by the regular membership and elected to office by the full voting membership of the Sociology-Anthropology Club. Elections shall be held at a fixed date annually which will fall in the Spring Semester of each school year, no later than one month before recession of classes.

Section 3. The term of office for club office holders shall commence from the final month of the Spring Semester through the Spring Semester of the following school year.

Section 3a. In the event that an officer of the club has resigned or been removed from office, an emergency election may be authorized by the Executive Committee to fill the vacated office. Newly elected officials shall thus serve the remainder of the current term until the regularly scheduled election is conducted in the Spring Semester.

ARTICLE VI. *Committees*

Section 1. There shall be the following permanent committees: The Executive Committee, the Education and Workshops Committee, the Publicity Committee, the Fundraising Committee, Social Activities Committee and the Service Committee.

Section 2. The Executive Committee shall consist of all elected officers of the Sociology-Anthropology Club, two general officers elected from the regular membership and faculty advisors. Its duties shall include the formulation of club policy, judiciary oversight of such policies and the club Bylaws. It shall additionally authorize the convention of other committees and subcommittees as necessary and authorize events, programs and services set forth by those committees.

Section 3. The Education and Workshops Committee shall consist of the Vice-President and a minimum of two other club members as elected or appointed to that committee. Its duties shall include arranging programs and workshops to promote the educational, academic and professional development of the members of the Sociology-Anthropology Club in addition to other duties as assigned by the President and Executive Committee.

Section 4. The Publicity Committee shall consist of the Secretary and a minimum of two other club members as elected or appointed to that committee. Its duties shall include all public relations activities and planning, recruiting, promotion of

the club and advertising for events, programs and services. Other duties shall be performed as prescribed by the President and the Executive Committee.

Section 5. The Fund Raising Committee shall consist of the Treasurer and a minimum of two other club members as elected or appointed to that committee. Its duties shall include organizing activities for the purpose of acquiring monetary resources to support the events, programs and services authorized by the Executive Committee.

Section 6. The Social Activities Committee shall consist of the Vice-President and a minimum of two other club members as elected or appointed to that committee. Its duties shall include conceiving social programs and activities for the calendar year to submit to the general membership for approval and the authorization of the Executive Committee.

Section 7. The Services Committee shall consist of the President and a minimum of two other club members as elected or appointed to that committee. Its duties shall include creating and coordinating quarterly services that will be provided within the greater community which shall be submitted for approval and authorization by the general membership and the Executive Committee.

ARTICLE VII. *Amendments*

Section 1. All amendments to the Constitution and Bylaws of the Sociology-Anthropology Club will be voted on and must be ratified by 51 % of the full voting membership of the club to be implemented.

Section 2. Proxy voting shall only be allowed at the discretion of the faculty advisors and only if it is done so through prearrangement approved by a faculty advisor.

Section 3. A copy of the minutes of the meeting that documents approval of changes to the Constitution, Bylaws or club name shall be placed on file with the Student Life Office. The highest presiding club officer shall sign the minutes.

BYLAWS:

ARTICLE I. *Duties of Officers*

Documentation of the officer election results shall be kept on file with the Inter-Student Life Office. The highest ranking presiding officer shall sign the minutes.

Section 1. The President and Vice-President shall divide the following duties:

- a.** Be present at all stipulated Sociology-Anthropology Club meetings and conduct them in accordance with ROBERTS RULES OF ORDER.
- b.** Work directly with the faculty advisors on the operation of the club.
- c.** Execute the tie-breaking vote on all matters before the Sociology-Anthropology Club.
- d.** Be empowered to call special meetings of the Sociology-Anthropology Club as necessary with fair notice of at least three days prior to the meeting date.
- e.** Be empowered to summon the convention of committees and subcommittees as necessary for the operations of club business and activities.
- f.** Convene the Executive Committee as required.

g. Be responsible for complying with all statutory administrative and fiscal reporting to the Student Life Office.

Section 2. The Secretary shall:

a. Be present at all Sociology-Anthropology Club meetings and conduct them in accordance with ROBERTS RULES OF ORDER.

b. Have a vote on all matters before the Sociology-Anthropology Club.

c. Shall preside over all meetings in the absence of both the President and Vice-President and shall preside over all other meetings as stipulated for the Secretary officer or otherwise prescribed by the Executive Committee.

d. Shall supervise and coordinate all public relations, media and recruiting activities authorized by the Executive Committee.

e. Keep accurate records of all meetings in the minutes.

f. Present copies of the minutes of Sociology-Anthropology Club meetings for review, modification and/or approval at each subsequent meeting.

g. Be responsible for the safekeeping of all historical documents and items of the Sociology-Anthropology Club.

Section 3. The Treasurer shall:

a. Be responsible for accounting for all funds received and disbursed by the Sociology-Anthropology Club.

b. Keep accurate records of acquisitions and disbursements and shall be prepared to report thereon at each Sociology-Anthropology Club meeting.

c. Have financial records available for inspection by any voting member or officer of the Sociology-Anthropology Club within one week of notification of such a desire.

Section 3a. Faculty Advisors shall deposit all funds and sign all financial disbursements as required for conducting club operations.

ARTICLE II. *Removal*

Section 1. Any action prejudicial or detrimental to the Sociology-Anthropology Club, as determined by the full voting membership, may be grounds for the removal of any member or officer of the Sociology-Anthropology Club.

Section 2. A simple majority of the vote (51%) is required for removal of any officer or member.

ARTICLE III. *Meetings*

Section 1. There will be a minimum of one meeting per month of each academic year. The time and place of club meetings shall be determined by the Executive Committee. The established time of such meetings shall be consistent with permitting the maximum number of members to attend. All members shall be notified no less than seven days in advance of regular meetings and provided with the agenda either prior to or at the beginning of the meeting.

Section 2. Emergency meetings can be called by the Executive Committee with as much notice as possible, dictated by circumstances, and with the notification of the faculty advisor.

Section 3. The affirmative vote of a majority of the voting members present at a meeting shall be required for the approval of any matter voted upon that does not require the participation of the full voting membership.

Section 4. ROBERTS RULES OF ORDER shall govern all meetings.

ARTICLE IV. *Committees*

Section 1. Standing committees: Executive Committee.

Section 2. Permanent committees and any subcommittees shall be summoned to convene as necessary by the Executive Committee.

ARTICLE V. *Voting*

Section 1. Any member shall be authorized to vote in all matters considered by the general membership body of the Sociology-Anthropology Club.

Section 2. Proxy voting shall only be allowed at the discretion of the faculty advisors and only if it is done so through prearrangement approved by the faculty advisors.

Section 3. Recall: In the event an officer is recalled from office, a copy of the minutes of that meeting which documents the recall shall be placed on file with the Student Life Office. An officer of the organization shall sign the minutes.

ARTICLE VI. *Effective Date of This Constitution and Bylaws*

This document shall be effective when approved by a plurality of affirmative votes of the voting membership of the Sociology-Anthropology Club and signed by the elected officers. This Constitution and Bylaws shall constitute the supreme law of the organization upon ratification.