

Vanderbilt Association of Student Anthropologists Constitution

August 7, 2020

Article I: Name

The name of this organization will be the Vanderbilt Association of Student Anthropologists, and will be additionally referred to as VASA.

Article II: Purpose

The purpose of the Vanderbilt Association of Student Anthropologists shall be to create and maintain an interconnected network of undergraduate students who are interested in anthropology and anthropological research. The Association will work to engage the Vanderbilt community in order to further education on the applications of anthropology. In addition, VASA will work with Vanderbilt's anthropology graduate students, faculty, and alumni as well as professional anthropological organizations in order to encourage and support both personal and professional development within the field of anthropology.

Article III: Membership

Any undergraduate student enrolled in Vanderbilt University, regardless of major or minor, may join the Vanderbilt Association of Student Anthropologists.

Article IV: Officers

The Executive Board consists of the President, Vice President, Secretary, Treasurer, Chief External Affairs Officer and Faculty Advisor. Their duties are as follows:

1. President
 - a. The President shall preside over Executive Board and General Body Meetings.
 - b. The President should make necessary arrangements and agendas for meetings.
 - c. The President shall manage and maintain connections with professional organizations.
 - d. The President should remain in regular contact with Vanderbilt's anthropology faculty.
 - e. The President will organize a transition period for new officers.
2. Vice President
 - a. The Vice President shall represent the President if the President should be absent.
 - b. The Vice President will be responsible for VASA membership, including record-keeping, promotion, and recruiting.
 - c. The Vice President should aid the President in his or her duties.

- d. The Vice President will attend all General Body and Executive Board Meetings unless excused by the President or Faculty Advisor.
3. Secretary
 - a. The Secretary shall record and send out minutes of all General Body and Executive Board meetings to all members of VASA.
 - b. The Secretary will maintain a calendar of upcoming VASA events.
 - c. The Secretary is responsible for any thank-you notes to speakers, presenters, or professional organizations who interact with VASA.
 - d. The Secretary will attend all General Body and Executive Board Meetings unless excused by the President or Faculty Advisor.
4. Treasurer
 - a. The Treasurer shall be responsible for creating a semesterly budget for VASA which will be approved by a two-thirds majority vote by the Executive Board.
 - b. The Treasurer will maintain records of VASA financial transactions.
 - c. The Treasurer should notify the organization of any changes in funding and/or deadlines.
 - d. The Treasurer will attend all General Body and Executive Board Meetings unless excused by the President or Faculty Advisor.
5. Chief External Affairs Officer (CEAO)
 - a. The CEO will be responsible for creating, maintaining, and regularly updating VASA's website
 - b. The CEO will ensure that any recordings of meetings or events are uploaded and/or linked to the website in a timely fashion
 - c. The CEO will ensure that the website is appropriate and current
 - d. The CEO will attend all General Body and Executive Board Meetings unless excused by the President or Faculty Advisor
6. Faculty Advisor
 - a. The Advisor shall assist the group in their execution of roles and responsibilities.
 - b. The Advisor shall provide feedback to the organization regarding its operation and functioning.
 - c. The Advisor shall serve as a resource.
 - d. The Advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.

The Executive Board terms will last for the duration of the school year, with elections in the March of the spring semester and officer transition periods taking place shortly thereafter. Executive Board positions, with the exception of the Faculty Advisor and CEO, shall be

elected by a majority vote of the general body. The incoming CEO shall be appointed by the outgoing CEO with the Executive Board's approval. Should there be a vacancy in a position in between elections, the Executive Board and Faculty Advisor have the authority to appoint an individual to that position. A member of the Executive Board may be removed by a two-thirds majority vote of the Executive Board.

Article V: Meetings

General Body Meetings will be held twice a semester at the Executive Board's discretion. The Executive Board has the right to call additional meetings as they see fit, but no new meeting can be scheduled without at least five days notice.

The Executive Board will meet bimonthly, with additional meetings at the President and/or Faculty Advisor's discretion. There will be at least three days notice before a meeting is called. All members, whether or not they are on the Executive Board, may attend Executive Board meetings if they should choose to do so.

Article VI: Advisors

There shall be at least one full time Faculty/Staff Advisor at all times in the organization.

Article VII: Amendments

Amendments may be proposed at Executive Board meetings and must be approved by a two-thirds majority to be added to the Constitution. Any amendments creating new mandatory requirements of the general body of membership must also be ratified by a two-thirds majority at the next general body meeting.