

Anthropology Undergraduate Association

Revised by the 2019-20 Officers on February 18, 2020

Voted by AUA members on April 23, 2020

Article I – Name

The name of this organization shall be the Anthropology Undergraduate Association, hereafter "AUA."

Article II – Purpose

The AUA aims to create a strong foundation of social and academic support for undergraduates studying or interested in the study of anthropology at the University of California, Berkeley campus. AUA's purpose is to enhance the academic experience and foster a close community through activities, events, shared resources, and discussions that focus on the social and intellectual needs of AUA members within anthropology.

Article III – Membership

Membership Qualifications

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

However, any undergraduate that possesses an interest in anthropology may be a member of the AUA. No membership fees are collected and there is no process, requirement, or consideration that predicates official membership and involvement with the AUA other than the restriction to undergraduates currently attending the University of California, Berkeley.

Additionally, we will not haze according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Termination of Membership

An AUA member may terminate their membership from AUA at any time by giving notice, in writing with a signature, to one of the officers, or by emailing auaucberkeley@berkeley.edu. Such resignation shall take effect 2 weeks after such notice is received by the officer or email inbox.

If a member conducts themselves in a manner that is considered damaging to AUA's interests, the officer board shall consider whether the individual's membership shall be terminated. The member concerned shall be given a fair opportunity to present their case. The officer board shall conduct an official vote at a general meeting with all present AUA members for termination of that individual's membership.

Once an AUA member graduates or is no longer a student at the University of California, Berkeley, their membership is no longer active. Their membership will be considered archived.

Article IV - Officers & Elections

Officer Positions

The collection of officers currently present will constitute an executive committee. These positions shall be structured as follows:

1. **Co-Presidents (2):** Acts as the face for the AUA by connecting with anthropology faculty and staff and by working closely with the anthropology department in order to coordinate events and funding. Co-Presidents initiate collaborations with people and organizations outside the anthropology department, all while managing tasks for the executive board. Co-Presidents are also the lead signatories and primary contact of the AUA. This position is in charge of maintaining and applying for Returning Student Organization (RSO) status, ASUC membership, and ASUC funding. This requires attending and delegating other officers to attend mandatory training seminars sponsored through the ASUC. Moreover, Co-Presidents are in charge of running general meetings and officer meetings. Co-Presidents should organize officer meetings and update all officers on organization goals and action items. Co-Presidents are also in charge of delegating miscellaneous tasks and creating committees that do not fall under the role of a specific position while ensuring that all officers are completing their defined tasks.
2. **Secretary:** Acts as a general note-taker and documents events. This includes being present at general meetings, officer meetings, and special events to record the minutes and event turn-out. During general meetings, the Secretary will prepare and record the attendance roster and update the emailing list, as needed. The Secretary also handles general email correspondence within the AUA membership through the AUA email account. The Secretary holds responsibility for sending out meeting updates, reminders for speakers, events, and anthropology opportunities to AUA members on the mailing list. The Secretary will also organize minutes for general meetings and officer meetings in case any member wishes to access them.

3. **Treasurer:** Coordinates the funds for the AUA. This may include fronting event expenses on credit to be reimbursed via the departmental held AUA funds, or via ASUC funded event-specific funds. The Treasurer is responsible for purchasing and delivering catering, equipment, merchandise, and other expense-related materials for events as well as handling the cash for merchandise sales. The Treasurer is also responsible for handling the ordering of merchandise. If the Treasurer is unable to front expenses at any time, the Treasurer may ask for another officer to assist them in fronting expenses. The Treasurer will scan all receipts, hold copies of the receipts, and update the budget to the shared officer folder to ensure all expenses are reimbursed. They will also be the lead on organizing fundraisers for AUA, handling the logistics of each fundraiser unless otherwise delegated to another officer. The Treasurer is also a signatory and financial agent in order to request ASUC funds for special events. The Treasurer will also be the principal author for drafting proposals of funding from the SOF (Student Opportunity Fund) and ASUC. The Treasurer may need to attend meetings and/or workshops pertaining to funding, or delegate another officer to do so if they are unable.
4. **Publicist:** Acts as the advertiser of events. This includes creating posters and flyers for events and finding available spaces where the AUA is able to post them, including via all and any social media accounts. Additionally, the Publicist will share advertisement materials with the Anthropology Undergraduate Advisor for distribution to the entire undergraduate anthropology student body. Posters should be drafted at least two weeks in advance of the intended meeting, and the posters should be finalized at least 3 days before the intended meeting. All finalized posters should be placed on the AUA Google Drive. This position is also in charge of maintaining the AUA Facebook, Instagram, and Twitter pages. The publicist should post AUA flyers and photos from AUA events and post anthropology-related or relevant topics and events on the AUA social media accounts. The Publicist also plays an integral role in organizing the advertising contest materials for Big Give.
5. **Historian:** Acts as a documenter of AUA events. This includes taking photographs and filming events such as general meetings, lectures, panels, symposiums, and other AUA activities to upload and store for institutional memory. The Historian should own or have access to both a camera and a video recorder in order to document events. The Historian is responsible for working in concert with the current Publicist to create, distribute, and store any and all media made by or for the AUA, including but not limited to posters, photos, film, flyers and other related archival materials. These media are to be stored either physically in the AUA storage space or digitally on the AUA officer maintained and shared AUA Google Drive and any other archival space determined relevant for the

materials by the current officers, such as CalLink. The Historian also maintains any and all AUA websites, including CalLink, which includes but is not limited to publishing photos of events, updating the event calendar, maintaining member rosters, and any other tasks. The Historian plays an integral role in maintaining AUA's CalLink site. The Historian will accept, decline, and invite members as this is the only officially recognized evidence for the University of California, Berkeley of membership and participation in the AUA.

All officers in the executive committee are expected to be Signatories for the AUA. Co-Presidents and the Treasurer are also required to be Financial Agents.

Officer Qualifications

To run for an officer position, a candidate must be an active and "Active" AUA member. "Active" indicates that this individual agreed to join AUA and has been added to the AUA mailing list.

While candidates that have consistently attended AUA meetings and intend on remaining in a position for the full academic year are preferred, there are no other requirements other than the ones aforementioned to run for the Secretary, Treasurer, Publicist, and Historian positions.

For a candidate to run for the 2 Co-President positions, the candidate must have attended at least 5 general meetings throughout the academic year in the academic year of the election. If a member is interested in applying for the Co-President position and has not attended 5 general meetings, then the member can plead a case to the current executive board. The current executive board may decide whether or not the member may run for Co-President. Candidates running for the Co-President position must intend on remaining in their position for the entire, following academic year.

Assuming that the candidate meets the qualifications for all officer positions, candidates can run for any, all, and multiple positions in an election.

Voter Qualifications

All anthropology majors and minors, intended anthropology majors and minors, and active AUA members may vote in officer elections, with the exception of individuals that are graduating in the semester of that election.

Any individual that intends on voting in an election must sign their name on an attendance sheet on the day of the election, before the election begins.

Term Limits and Term Length

There are no term limits for any position, and all positions are full, academic year positions. A full, academic year means the Fall and Spring semesters of the same academic year.

Officers in the Secretary, Treasurer, Publicist, and Historian positions are not required to serve for a full academic year, although it is preferred. If an officer wishes to resign from their position for the following semester, the officer must inform all the officers, in formal writing or email, at least three weeks before the second-to-last meeting of the semester. In emergency situations where an officer wishes to resign immediately, the officer must inform all the officers, in formal writing or email, as soon as possible.

Officers in the 2 Co-President positions are required to serve for a full, academic year. This means that officers in the 2 Co-President positions should not plan to graduate at the end of a Fall semester. In emergency situations where a Co-President wishes to resign immediately, the officer must inform all the officers, in formal writing or email, as soon as possible.

Election Procedures

The election for all officer positions should be on the second-to-last meeting of the Spring semester, with the elected officers serving for the following, full, academic year.

At least two weeks before the election, an email from the AUA email must be sent out to all members in the mailing list to inform members about the election. In that email should include a form for interested members to apply as a candidate. At least one week before the election, the moderator should be chosen by the executive officer board. A non-voting member and/or a graduating member within the semester must be in charge of moderating the election. At least three days before the election, candidate names and biographies should be sent out to all members in the mailing list from the AUA email.

On the day of the election, all voting general members must sign in to vote. The moderator will run the elections by position in the following voting order: Co-President, Secretary, Treasurer, Publicist, Historian. Officers are elected by simple plurality.

Voting should be anonymous and through paper or electronic ballots. Voters can either write the name of a candidate down, abstain from voting, or vote for "No Confidence." Voters can vote for one candidate only for all positions except the Co-President position, as each voter can vote for two candidates.

All candidates will have at least 3 minutes to present their case. All candidates for the first position in the voting order will each give their speeches and then leave the voting room. After the moderator counts all the votes, the moderator should immediately announce the winning candidate to the candidates outside of the room then to all present members, though the moderator should not announce the number of votes casted to each candidate. Candidates are then invited back inside to the room.

This system will happen repeatedly until all positions have been through this process. If a candidate is running for multiple positions and did not get elected for a position in the former round of voting, the candidate may choose whether or not to give another speech in the consequent round. The candidate will be included in all rounds of voting for the positions they applied for until they are either elected or until all positions have been through the process.

After the elections, newly elected officers are required to meet with the current executive board at least once to prepare for their roles.

Special Circumstances and Special Elections

If there is only one candidate for a position, then the candidate still must be elected by simple plurality.

If no one applies to an officer position for a regular officer election, then the AUA email to members with candidate names and biographies must indicate that there is an open position. The AUA email must ask any members to reply to the email if they are interested in running at least 12 hours before the start of the election. An interested member can be included as a candidate in the officer election if they respond to the AUA email at least 12 hours before the start of the election. The interested member can also submit a biography. A candidate that is running for a different position may also respond to the email and ask to be switched to the open position or add the vacant position to their candidacy up to 12 hours before the start of the election. These candidates should not expect their names and biographies sent out in an email to AUA members, though.

If there are no candidates for any position during the election, a special election will be held for the open position(s) during the final meeting of the semester. Within 24 hours after the election, an AUA email must be sent to AUA members to inform them about the open position(s). Interested AUA members should respond to the email with confirmation of interest and a biography. At least a day before the special election, any candidate names and biographies should be sent out to all members in the mailing list from the AUA email. The special election will then run with the same procedures as a regular election for the relevant position(s), and the election should preferably be run with the same moderator.

If there are no candidates for any positions during the special election on the final meeting of the semester, the newly elected officer board will decide on how to proceed with a special election in the following semester. The newly elected officer board has flexibility in when to run the special election, but should still notify AUA members, have a moderator, and follow as many general officer election rules as needed.

If any officer in the Secretary, Treasurer, Publicist, or Historian positions decide to step down for the following semester within their term, then a special election will happen on the second-to-last meeting of the semester. The special election will then run for the relevant position(s) with the same procedures and the same timeline as a regular election.

If a Co-President must leave their position under emergency or extenuating circumstances, a special election must occur within two weeks after the Co-President's last day in service. In this circumstance, only executive board members can run for the Co-President position. This special election should follow a similar timeline and similar rules to a special election for when there are no candidates. The executive members will then decide how to fill the position that becomes empty when an elected officer assumes the Co-President position.

Removal of an Officer

For an officer to be eligible for removal, the officer needs to have broken ethical guidelines outlined in the Signatory responsibilities, and/or the officer demonstrates major inability to complete tasks in a timely manner in their role repeatedly.

If an officer only breaks ethical guidelines outlined in the Signatory responsibilities, then other AUA officers should follow the procedures set forth by the LEAD Center to determine whether or not an officer should be removed.

If an officer demonstrates major inability to complete tasks in a timely manner in their role repeatedly, any of the other officers should verbally confront the officer about the issue. If the officer still demonstrates inability, the majority of officers must write and sign, either an email or a letter, a written Informal Warning that outlines the reason(s) for issuing an Informal Warning and deliver it to the officer. If the officer continues to demonstrate inability, all officers must write and sign, either an email or a letter, a written Formal Warning that outlines the reason(s) for issuing an Formal Warning and deliver it to the officer. Officers must also inform the AUA faculty advisor about the issue of a Formal Warning. If the officer further continues to demonstrate inability, all officers must write and sign, either an email or a letter, a written Final Warning that provides the date, time, and location of the next officer meeting and deliver it to the officer. Between 5 days and two weeks after the Final Warning was given to the officer, the

executive board must host an officer meeting. Officers must also inform the AUA faculty advisor about the issue of a Final Warning and invite the advisor to the officer meeting. During the officer meeting, both the officer and the rest of the executive board may present their case. Then, the rest of the officers will vote to remove the officer. The entire executive board (excluding the officer in question) must vote to remove the officer for the officer to be removed from the position. If the executive board votes to remove the officer, then the officer will resign from the position at the conclusion of the officer meeting.

If an officer both breaks ethical guidelines outlined in the Signatory responsibilities and demonstrates major inability to complete tasks in a timely manner in their role repeatedly, then both processes aforementioned will occur. If one process requires the removal of an officer, then the officer shall be removed from the executive board.

Article V – Meetings

General Meetings

The AUA will host a general meeting once a week, with the exception of holidays, starting from at least the third week of instruction every semester. General meetings are every Thursday from 5:10pm to 6:00pm in the Gifford Room in 221 Kroeber Hall, or at another agreed upon time each semester. Meetings will be called by either of the Co-Presidents, or if both Co-Presidents are absent, any officer in attendance.

Officer Meetings

Officer meetings will be held at least biweekly on Thursday 6:00pm to 7:00pm in the Gifford Room in 221 Kroeber Hall, or at another agreed upon time and location each semester. Meetings will be called by either of the Co-Presidents, or if both Co-Presidents are absent, any officer in attendance. General members can attend officer meetings with prior notice to any officer and request for minutes from officer meetings.

Emergency Meetings

Emergency meetings will be called upon the agreement of any two officers and will be announced at least one day in advance through an email to AUA members in the mailing list. Meetings will be called by either of the Co-Presidents, or if both Co-Presidents are absent, any officer in attendance.

Article VI - Constitutional Amendments

Amendments may be proposed by any active member during a normally scheduled or emergency meeting.

Amendments will be passed by a 2/3rds majority vote of the body of active membership, with each active member being entitled to their one vote and a short period of time to make their opinions on the vote known, the length of which will be determined by consensus of the officers present. All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

Article VII – Dissolution

Dissolution will be decided when there are no longer sufficient members to staff the officer positions and all remaining officers reach a consensus to dissolve. The majority of votes required will be twenty votes to dissolve the group. If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC. In the event that the designated nonprofit organization no longer exists or has ceased to be a nonprofit, then the unspent funds shall be donated to the ASUC.

Article VIII – ASUC Sponsorship

This organization hereby wishes to seek ASUC sponsorship. This organization adopts and incorporates by reference Schedule A of ASUC Bylaw 2201, and the same as may be amended from time by time, completely and fully as part of this constitution, and associated articles. This organization cannot amend this clause unless and until the ASUC has certified that this organization has ceased to be ASUC-sponsored, all ASUC property has been returned to the ASUC, access to all ASUC resources and facilities has been relinquished, and any debts, liabilities, or other responsibilities to the ASUC have been resolved. This organization will continue to be bound by any provisions specified in Schedule A for actions it took while this clause was in effect, even if this clause is amended.