

The Graduate Anthropology and Archaeology Student Association
of the University of Calgary

CONSTITUTION

As Proposed on September 17 2015

PREAMBLE

We, the members of "The Graduate Anthropology and Archaeology Student Association" do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

ARTICLE I – NAME

1. The organization shall officially be known as "The Graduate Anthropology and Archaeology Student Association of the University of Calgary," hereinafter referred to as the "Association."
2. Commonly the Association may be referred to as "GAASA."

ARTICLE II – PURPOSE

1. The purpose of the Association shall be:
 - i. to promote and serve the intellectual, academic, cultural, social, and recreational interests of the graduate students of the University of Calgary's Department of Anthropology and Archaeology, hereinafter referred to as the "Department;"
 - ii. to officially represent the interests of the graduate students of the Department;
 - iii. to foster interaction among graduate students of the Department; and
 - iv. to promote and facilitate the dissemination of current graduate research.

ARTICLE III – MEMBERSHIP

1. Membership in the Association shall consist of all persons registered as graduate students in the Department of Anthropology and Archaeology at the University of Calgary who pay full- or part-time fees to the Faculty of Graduate Studies, hereinafter referred to as the "FGS."

2. Active membership in the Association shall cease at the end of the student's final registered year as a graduate student in the FGS at the University of Calgary.
3. In addition, active members should submit current contact information for the GAASA membership roster.

ARTICLE IV – RIGHTS AND OBLIGATIONS OF MEMBERS

1. Active Members of the Association shall have the following rights:
 - i. to be represented on the Graduate Representative Council (GRC), Department meetings, and other bodies of the University through the Association's duly elected or appointed representatives; and
 - ii. to participate in the Association through its structures, services, and Constitution.

ARTICLE V – EXECUTIVE

1. All Active Members are eligible to serve as Executive Officers.
2. The Executive shall be elected by Active Members, through a process of consensus during the Annual General Meeting each September. The term of the newly elected Executive shall begin at the first Executive meeting following the Annual General Meeting, and shall end when the subsequent Executive assumes office the following year.
3. The Executive of the Association shall consist of the following officers: (i) President, (ii) Vice President - Academic, (iii) Vice President – Student Engagement, (iv) Vice President – Finance, and (v) Vice President – Communication.
4. No officer shall hold more than one of the Executive offices at any time. Only Active Members may serve as Executive officers.
5. The Executive shall be representative of the graduate students in the Department.
6. The duties of the Executive shall be:
 - i. President:
 - a. The office of President shall be open to any student who has been an Active Member for a period of not less than one academic semester at the time they would take office, and who intends to remain an Active Member until the end of the usual term of office.
 - b. The President shall chair all Executive Meetings unless absent, in which case another member of the Executive shall chair the meeting upon majority (greater than 50%) vote.

- c. The President shall enforce due observation of the Constitution, policies, and standing resolutions of the Association and undertake all presidential duties described therein. If he or she meets the requirements set forth by the GSA, the President shall be one of the Department's primary graduate student representatives on the GRC; and shall sit as one of the three graduate student representatives at Department meetings.
 - d. Outgoing Presidents will be responsible for chairing the Annual General Meeting (AGM) and overseeing the appointment of the new Executive. In the event that an Outgoing President is seeking re-appointment, he or she may opt out of chairing the AGM.
 - e. The President will act as signing authority (in conjunction with the Vice President – Finance) on the GAASA bank account.
 - f. The President shall act as chief communications officer with all University and Department organizations, except where another officer is so appointed by the Executive.
- ii. Vice President – Academic:
- a. The office of the Vice President – Academic is open to any Active Member who intends to remain an Active Member until the end of the usual term of office.
 - b. If he or she meets the requirements set forth by the GSA, the Vice President – Academic shall be one of the Department's primary graduate student representatives on the GRC; and shall sit as one of the three graduate student representatives at Department meetings.
 - c. The Vice President – Academic is responsible for providing support to the membership if questions or concerns about FGS and/or Departmental policies arise and then voicing those questions and concerns to the Department's Graduate Coordinator and the Department Head. He or she will also be responsible for bringing up those questions and concerns at the monthly Department meetings.
 - d. The responsibilities of the Vice President – Academic requires that he or she have a clear understanding of both FGS and Departmental policies so that when questions and concerns do arise, he or she will be appropriately prepared to provide support to the membership.
- iii. Vice President – Student Engagement:
- a. The office of the Vice President – Student Engagement is open to any Active Member who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice President – Student Engagement is responsible for planning events and activities that promote a sense of community among the membership (all the Department's graduate students), as well as with the faculty and undergraduate student organizations.
 - c. He or she will also be responsible for promoting GSA events to the membership.
 - d. If he or she meets the requirements set forth by the GSA, the Vice President – Student Engagement shall be one of the Department's

- secondary graduate student representatives on the GRC, meaning that he or she may attend the monthly GRC meetings when the primary representatives are not able to attend. Additionally, he or she shall sit as one of the three graduate student representatives at Department meetings.
- iv. Vice President – Finance:
- a. The office of the Vice President – Finance is open to any Active Member who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice President – Finance shall be the senior budgeting officer for the Executive and shall oversee all financial operations of the Association. This is to include the financial state of the Association as well as any committees who are authorized to spend Association monies on behalf of the Executive.
 - c. The Vice President – Finance shall report on the financial state of the Association at all Executive meetings, and to examine the financial statements of the Association on a monthly basis.
 - d. In addition, the Vice President – Finance shall prepare a draft budget for approval by the Executive, and monitor the budget throughout the year to ensure that monies are spent appropriately and in accordance with the terms and conditions of a not-for-profit organization.
 - e. The Vice President – Finance will act as signing authority (in conjunction with the President) on the GAASA bank account.
 - f. If he or she meets the requirements set forth by the GSA, the Vice President – Finance shall be one of the Department’s secondary graduate student representatives on the GRC, meaning that he or she may attend the monthly GRC meetings when the primary representatives are not able to attend. Additionally, he or she may replace one of the three graduate student representatives at Department meetings when one of the regular representatives is not able to attend.
- v. Vice President – Communication
- a. The office of Vice President – Communication is open to any Active Member who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice President – Communication shall act as the primary communications officer on behalf of the Association with graduate students and graduate student groups, and shall be responsible for communication within the Association, announcements of all meetings, shall ensure that the minutes of meetings are taken and duly submitted, and shall maintain custody of all minutes of the Association.
 - c. The Vice President – Communication shall be responsible for reviewing the Association Constitution and Policies.

- d. The Vice President – Communication shall be responsible for maintaining an up-to-date list of Active Members through coordination with staff in the Department.
 - e. If he or she meets the requirements set forth by the GSA, the Vice President – Communication shall be one of the Department’s secondary graduate student representatives on the GRC, meaning that he or she may attend the monthly GRC meetings when the primary representatives are not able to attend. Additionally, he or she may replace one of the three graduate student representatives at Department meetings when one of the regular representatives is not able to attend.
7. If any office of the Executive becomes vacant, other officers shall assume the duties of that office as directed by the Executive, until such time as the vacancy is filled.
 8. If the President resigns, is impeached, or is otherwise unable to continue in their role, the order of succession is as follows: (i) Vice President – Academic, (ii) Vice President – Student Engagement, (iii) Vice President – Finance, and (iv) Vice President - Communication. The person so designated will assume the office of Acting President, fulfilling all duties of the President—while still fulfilling the duties of their original office—until such time as a by-election can be held to fill the position of President.

ARTICLE VI – FINANCES

1. The Executive shall prepare an annual budget of revenues and expenditures for the Association. Once this budget has been approved through consensus, the Executive shall expend such monies within the limits of the budget. Any extra-budgetary expenditure of Association monies shall require the approval of the Executive, and any revenue shortfalls must be reported to the Executive at its first subsequent meeting.
2. The Vice President – Finance shall prepare a financial statement for the Association at the end of the Association's fiscal year, for presentation at the Annual General Meeting.

ARTICLE VII – MEETINGS

1. A regular General Meeting of the Association shall be held each year during the Fall term, no later than September 27. This General Meeting shall be referred to as the Annual General Meeting, hereinafter referred to as the AGM.

2. A Special General Meeting may be called when the need to assemble the Members of the Association arises. The need to assemble the Members should be agreed upon by consensus of the Executive and should only occur under extraordinary circumstances.
3. The business of each General Meeting shall include the following:
 - i. the consideration of each proposed amendment to the Constitution, when due notice of such proposed amendments has been received;
 - ii. any business not requiring notice that the Executive Meeting wishes to consider; and
 - iii. reports of Executive Officers, including the financial report by the Financial Officer.
4. Meetings of the Executive shall be held at a minimum three (3) times per year, or at the discretion of the President. All Active Members, Executive Members, and other invitees are welcome to attend all Executive Meetings. A motion duly proposed at a meeting of the Executive shall be deemed passed by the Executive if it is ratified by consensus.
5. The Vice President - Communication shall ensure that all Executive Meetings are announced by appropriate means no later than seven (7) days prior to the date of the Executive Meeting. This announcement shall include:
 - i. a proposed agenda;
 - ii. a summary of proposed amendments to the Constitution;
 - iii. a description of where the complete text of such proposed amendments may be viewed by the membership.
6. The quorum for all Executive Meetings shall be at least four (4) Executive Officers. All Active Members present in person shall count towards quorum and be eligible to vote. Proxy votes are not permitted. In the event that quorum is not achieved, the Meeting may proceed; however the only resolution that may be passed will be the setting of the next Meeting date.

ARTICLE VIII- AMENDING/CREATING OFFICIAL ASSOCIATION DOCUMENTS

1. Proposals to amend the Constitution must be submitted, in writing, to the President and Vice President - Communication prior to the Executive meeting. The Executive shall ensure that the wording of each duly proposed amendment is clear and unambiguous. The proposed amendments shall be made available to all Members of the Association and shall be decided at the next Executive meeting by consensus.
2. Amendments passed at an Executive Meeting shall take effect immediately after the meeting.