

# Graduate Students of Anthropology Association Constitution

- I. Title of the Organization
  - a. The title of the organization will be the Graduate Students of Anthropology Association (GSAA).
- II. Purpose
  - a. GSAA should keep graduate students informed of department events, committees, and decisions, as well as promote graduate student interests within the department through the appropriate committees.
  - b. GSAA should inform graduate students of funding opportunities, conferences, and academic resources that will supplement career development.
  - c. GSAA should promote a sense of community that benefits the mental, social, and academic lives of the graduate students, as well as undergraduate students, when appropriate.
  - d. GSAA serves to promote a scholarly atmosphere among individuals pursuing a graduate degree in anthropology.
  - e. GSAA should provide an atmosphere for student anthropologists to pursue academic, professional, and community-oriented goals within the structure of OSU.
  - f. GSAA also serves as a forum through which graduate students in anthropology are enabled to enhance their understanding of anthropological orientations and activities within the Department of Anthropology, throughout OSU and among other institutions and organizations with interests related to anthropology.
- III. Membership
  - a. Members
    - i. They are anthropology graduate students at The Ohio State University in good standing with the university, be it academic or otherwise.
    - ii. They, and only they, may vote on all issues presented to the GSAA.
    - iii. They may enjoy all issues and privileges afforded the GSAA.
  - b. Non-Members
    - i. They may not vote on issues presented to the GSAA, nor may they participate in social activities funded by Members, GSAA meetings and GSAA sponsored lectures, unless otherwise designated by the Members.
- IV. Officers and Duties
  - a. President
    - i. The president will be responsible for announcing meetings, setting the agenda of the meetings, calling meetings to order, moderating discussion, and maintaining the order at all meetings.
    - ii. The president will serve as liaison between GSAA and the Department Chair.
    - iii. The president will assist in coordinating GSAA-sponsored functions (e.g., fundraisers, orientation for new graduate students, the annual department picnic, service activities, speaker series events).

- iv. The President is responsible for ensuring that the GSAA's webpage in the Student Organization Management System is updated annually and that all necessary information is entered into the system by the university-mandated deadline.
  - v. The President is required to be one of the two account holders for the GSAA's Huntington Bank checking and savings accounts in the event the former treasurer graduates directly after their tenure.
  - vi. The President is responsible, along with the Secretary, for ensuring that the GSAA email listserv, Carmen, and any additional, non-OSU rosters (such as a group chat) is updated annually and that non-members are removed annually.
  - vii. The President, along with the Vice President and the Treasurer will apply for and use Council of Student Activity (CSA) Operating Funds.
  - viii. Along with the Mentorship Committee Representative, Vice President, and the President will help facilitate a peer-to-peer mentorship program that pairs incoming graduate students with current GSAA members in good standing.
- b. Vice President
- i. The Vice President will be responsible for all the duties of the President whenever the President is absent.
  - ii. The Vice President will assist the other Officers as necessary and will coordinate the chairpersons of any specially formed committees.
  - iii. The Vice President is responsible for coordinating official GSAA social events with a minimum of two social events each Fall and Spring semester.
  - iv. Along with the Mentorship Committee Representative, President, and the Vice President will help facilitate a peer-to-peer mentorship program that pairs incoming graduate students with current GSAA members in good standing.
  - v. The Vice President, along with the President and the Treasurer will apply for and use Council of Student Activity (CSA) Operating Funds.
- c. Treasurer
- i. The position of the Treasurer will be held for two years.
  - ii. The former Treasurer will remain as one of two account holders for the GSAA's Huntington Bank checking and savings accounts for two years after their Tenure. In the event they graduate immediately after their tenure, they will transfer their account to the President.
  - iii. The Treasurer is responsible for maintaining a record of all income and expenses of the GSAA and reporting the financial status of the GSAA at every meeting.
  - iv. The Treasurer will fill out any applications for operating funds or programming funds for special events from the Council on Student Affairs (CSA) and other campus offices.

- v. The Treasurer is responsible for ensuring that the GSAA Programming Budget (see Section XIII.b below) is maintained separately from the GSAA Operating Budget. The Treasurer is required to be one of the two account holders for the GSAA's Huntington Bank checking and savings accounts.
  - vi. The Treasurer, along with the Vice President and the President will apply for and use Council of Student Activity (CSA) Operating Funds. The Treasurer will be responsible for keeping track of Operating Fund use for the annual CSA audit.
  - vii. If the GSAA hosts a spring speaker (or another large programming event), the Treasurer is responsible for ensuring that sufficient funds are available to pay for the speaker's airfare, hotel, and meals, as well as for advertising, catering, and room reservations. The Treasurer should apply for university funds for hosting public events and is responsible for authorizing all payments associated with the event. The Treasurer will complete the audit once the event has been completed.
- d. Secretary
- i. The Secretary is responsible for keeping the record (minutes) of each GSAA meeting and reporting the minutes of each meeting at the subsequent meeting. Minutes will also be taken at each officers' meetings and reported back to the officers following the meeting.
  - ii. Meeting minutes will be uploaded to the GSAA carmen page within one week of any GSAA meeting that requires note taking.
  - iii. The Secretary will monitor a GSAA suggestion board on the Carmen GSAA webpage.
  - iv. The Secretary will maintain the GSAA folder on the GSAA Carmen Page and make sure that official documents, including meeting minutes, are available to the GSAA members.
  - v. The Secretary will add any major updates to the GSAA Carmen page.
  - vi. The Secretary is responsible, along with the President, for ensuring that the GSAA email listserv, Carmen, and any additional, non-OSU rosters (such as a group chat) is updated annually and that non-members are removed annually.
  - vii. The Secretary will act as liaison for the GSAA with the department of anthropology social media fellow and will work with the social media fellow to advertise any GSAA events as needed.
  - viii. The Secretary will be responsible for the creation and maintenance of the Graduate Student Hughes Space sign-up sheet, as well as the GSAA outlook calendar maintenance.
- e. Faculty Advisor
- i. The Faculty Advisor provides guidance to the GSAA and its Officers.
  - ii. The Faculty Advisor may also serve as a liaison between the GSAA and the rest of the faculty if necessary.

- iii. The Faculty Advisor will participate in the biennial training programs required by the Office of Student Life and will oversee the Student Organization Management System to ensure that the GSAA's information is updated annually, and that all necessary information is entered into the system by the university-mandated deadline.
    - iv. The faculty advisor does not attend GSAA meetings unless invited and does not vote in GSAA elections.
- V. Representatives and Duties
  - a. Graduate Studies Committee (GSC) Representative
    - i. The Graduate Studies Committee (GSC) Representative will act as liaison between the GSAA and the GSC on issues related to the graduate curriculum.
  - b. Undergraduate Anthropology Representatives
    - i. The Undergraduate Anthropology Club (UAC) Representative will act as a liaison between the GSAA and the UAC on issues related to the undergraduates.
  - c. Speakers Committee Representative
    - i. The Speakers Committee Representative will act as a liaison between the GSAA and the Department's Speakers Committee
    - ii. If the GSAA chooses to host a speaker, then the Speakers Committee Representative is the point of contact for this event. The Speakers Committee Representative is responsible for soliciting nominations and reaching out to the suggested speaker to ensure that (s)he/they is willing to speak and to identify a day and time for the lecture. The Speakers Committee Representative should also ensure that there are no conflicting events.
    - iii. If a GSAA-sponsored lecture is desired, the Speakers Committee Representative, along with the President and Treasurer, will reach out to all general members of the GSAA to put together a GSAA Speakers Committee to help plan, this committee will consist of the listed persons and no more than two general members.
    - iv. The GSAA Speakers Committee will work together to obtain funds from the Council on Student Affairs (CSA) programming funds to fund the GSAA speakers' event.
    - v. The GAA Speakers Committee will select at least 5 potential speakers by soliciting nominations from the general anthropology grad student body, the GSAA general members, and the undergraduates. These potential speakers will be ranked as 1-3 with 2 alternates at a GSAA meeting at least 1 month before the CSA programming funds application is due. The GSAA Speakers Committee will then reach out to the 1<sup>st</sup> choice, then the 2<sup>nd</sup> choice etc., until a speaker is selected.
    - vi. The Speakers Committee Representative will work with the Treasurer to organize airfare, lodging, meals, and transportation for the GSAA speaker.

The GSAA Speakers Committee will also identify a venue and work with the Treasurer to book the venue and provide catering for the event.

- d. Diversity Committee Representative
  - i. The Diversity Committee Representative will act as a liaison between the GSAA and the Department's Diversity Committee.
  - ii. The Diversity Committee Representative is responsible for distributing information regarding cultural events and activities that promote diversity on campus and assisting in the development and planning of service opportunities that promote diversity both within GSAA and the larger committee.
  - iii. The Diversity Committee Representative will act as a welcome ambassador to underrepresented students interested in applying to the graduate program.
- e. Council of Graduate Students (CGS) Representative
  - i. The Council of Graduate Students (CGS) Representative will act as a liaison between the GSAA and the CGS and will inform GSAA members of sponsored events or information generated by the CGS.
  - ii. The CGS Representative is required to attend all CGS Delegate meetings, which occur once per month throughout the academic year.
  - iii. In addition to serving as the Anthropology Delegate, the CGS Representative will also be required to serve on at least one other University committee (e.g., Council on Enrollment and Student Progress, Graduate Compensation and Benefits, etc.), as determined via consultation with CGS officers.
  - iv. The CGS Representative is required to send the weekly CGS email updates to GSAA members and to keep the graduate students well-informed regarding CGS sponsored events and funding opportunities.
  - v. The CGS Representative should inform the President of opportunities for hosting Delegate Outreach events in conjunction with the GSAA, which would be funded entirely by the CGS Delegate Outreach Events Program.
- f. Mentorship Committee Representative
  - i. The Mentorship Committee Representative will act as a liaison between the GSAA and the Department's Mentorship Committee.
  - ii. The Mentorship Committee Representative is responsible for planning and executing mentorship events along with the Faculty Mentorship Committee both within GSAA and with the larger committee.
  - iii. The Mentorship Committee Representative serves as the point of contact for graduate students' questions and concerns about career development, non-academic skill transition, and scholarly growth.
  - iv. Along with the President, and Vice President, the Mentorship Committee Representative will help facilitate a peer-to-peer mentorship program that pairs incoming graduate students with current GSAA members in good standing.

- g. Faculty Meeting Representative
  - i. The Faculty Meeting Representative serves as the graduate student liaison in faculty meetings.
  - ii. The Faculty Meeting Representative is responsible for attending all faculty meetings, taking notes, and sharing all pertinent information with graduate students in a timely manner.
  - iii. The Faculty Meeting Representative will email all graduate students and upload meeting notes to Carmen within one week of each meeting.
  - iv. In the case that the Faculty Meeting Representative cannot attend a faculty meeting, they are responsible for finding a substitute from within the GSAA leadership and representatives.
  - v. The Faculty Meeting Representative may bring graduate student concerns and updates to the attention of the faculty during faculty meetings, with the prior permission of the department chair.
- VI. Non-Discrimination Policy
  - a. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
- VII. Nominations and Election Procedures
  - a. Nominations and elections for the offices of GSAA President, Vice President, Treasurer, Secretary, and the positions of Graduate Studies Committee Representative, Undergraduate Anthropology Representative, Speakers Committee Representative, Diversity Committee Representative, Faculty Meeting Representative, Mentorship Committee Representative, and Council of Graduate Students Representative will be held each Spring semester by the end of the eleventh week of classes (generally coinciding with the end of March) or when a position is vacated.
    - i. Department of Anthropology graduate students who are active members are entitled to vote.
    - ii. Current Council of Graduate Students procedures will be followed and are binding (for the CGS Representative election only).
  - b. Nominations for the above offices and positions (VIII.a) will be solicited by the incumbent President (and/or other GSAA Officers) by the end of the eighth week of each Spring semester (generally coinciding with the end of February) at a GSAA general meeting or via an email nomination process.
    - i. All nominees will be contacted within 48 hours by the president and asked to either accept or decline each nomination. 1. If the nominee cannot be contacted within the prescribed time, the President will remove the nominee's name from the election ballot. 2. If insufficient nominations for the representative positions are obtained, the president will ask again for nominations for the unfilled positions. 2. If insufficient nominations still

remain, the positions will be combined at the discretion of the incumbent GSAA Officers and Representatives.

- ii. The President will draw up an official ballot and distribute the ballot to all enrolled anthropology graduate students. iii. Ballots will be accepted up to, but no later than, one week after their initial distribution.
  1. The incumbent President and at least one other officer will count the ballots and this counting will be verified by the Faculty Advisor.
- iii. The announcement of the official results of the ballots will be made within 24 hours after the ballot deadline to the Department of Anthropology graduate students at a GSAA meeting and by the distribution of a memorandum to all Department of Anthropology graduate students.
  1. On request, a breakdown of votes must be provided to any GSAA member.
- c. Upon completion of the election process the incumbent Treasurer must coordinate with the newly elected Treasurer and previously outgoing Treasurer to properly transfer authority of the GSAA's Huntington Bank checking account.
  - i. This transfer must occur before the end of the last week of regularly scheduled Spring semester classes.
- d. The newly elected Officers and Representatives will assume their duties and responsibilities in full beginning on June 1, following their Spring semester.

#### VIII. Meetings

- a. General meetings will be held at least once per month or as necessary.
- b. Parliamentary procedures will be observed..
- c. Officer and Representative meetings will be held at least once a month if necessary, or at the discretion of those parties elected to these positions.

#### IX. Amendments

- a. Amendments to this constitution must be discussed at two consecutive meetings.
- b. The quorum for amendment meeting proceedings will be normal quorum of the number of officers+representatives+1.
  - i. All Members must be notified of pending amendment proceedings.
  - ii. A simple majority of those present for the question is necessary to propose an amendment.
  - iii. A two-thirds majority of quorum is required to pass an amendment.
  - iv. Voting to pass an amendment will be done through an online, anonymous, survey. The survey should be provided to all Members at least one week prior to voting and should be counted at the general meeting when voting takes place.

#### X. Voting

- a. GSAA decisions or events that effect all anthropology graduate students or may impact interactions with faculty and/or staff must be voted on with majority of quorum.

- b. Use of GSAA funds directly from the GSAA bank accounts must be voted on (see section XIV. a. for full voting policies regarding GSAA funds).
  - c. Certain votes require more than quorum majority. Passing a constitutional amendment requires two-thirds majority of members.
- XI. Quorum
- a. Quorum is defined as the minimum number of members of an assembly or society that must be present to make the proceedings valid.
  - b. For any vote that GSAA holds, the quorum will be the number of officers+representatives+1.
  - c. If quorum is met, then the vote is valid, and a simple majority of quorum passes (or does not pass the vote)
  - d. If quorum is unable to be met in a GSAA meeting, then either a delay in vote or an online, anonymous vote, may be used at the discretion of the President.
  - e. Quorum must also be met in an online, anonymous, vote.
- XII. Resignations
- a. Elected Officers and Representatives considering resignation must submit a letter to the GSAA President (or, in the event that the President resigns, the Vice President) indicating their desire to resign.
    - i. GSAA will elect a replacement.
    - ii. The Officer or Representative will be required to hold office and perform all duties thereof until a replacement has been elected.
  - b. Replacement nominations will be accepted during the above-mentioned meeting and for one week thereafter.
    - i. All nominees will be contacted within 48 hours by the President and asked to either accept or decline each nomination.
    - ii. An official ballot will be created by the President (or, in the event that the President resigns, the Vice President) and distributed to all Department of Anthropology graduate students.
      - 1. The ballots will be accepted by the officer who distributed them up to, but no later than, one week after the initial distribution of the ballots.
    - iii. The ballots will be counted, and the announcement of the results made within 24 hours of the ballot deadline in the same manner as in the case of regular elections (see Section VIII. b.iv).
- XIII. Removal
- a. Members and elected Officers and Representatives are expected to conduct themselves in a way that reflects well on the Graduate Students of Anthropology Association. In particular, they should uphold the academic and ethical standards listed in the Graduate Student Handbook. If a Member, Officer, or Representative does not meet these expectations, the organization reserves the right to revoke their status as Member and/or ask the individual to step down from office and relieve themselves of their responsibilities to the GSAA.

- b. Transgressions on the part of a Member or elected official brought to the attention of the GSAA will be reviewed by the Officers.
  - i. Officers will meet within two weeks of notification to determine whether the revocation of membership or resignation of title is in order based on the transgressions brought forth or whether the transgressor should be placed on a probationary period in which they will be ineligible to vote in GSAA elections.
    - 1. If the transgressor is sanctioned a probationary period, officers will determine the length of the probation period.
    - 2. If an elected Officer's status is under review, this individual will not take part in the Officers' meeting to discuss transgressions.
  - ii. If transgressions are deemed worthy of resignation, a vote will be held by all Members to establish whether the individual's membership status and/or title will be revoked.
    - 1. A two-thirds majority is required to revoke membership status and/or require resignation.
  - iii. The review process and voting results will be released to the Graduate Students of Anthropology Association faculty advisor, who will approve the sanctions agreed upon by the Officers and/or voted upon by the Members.
- c. The GSAA will adhere to its non-discrimination policy (see Section VII.a) when considering revocation of Member status and resignation of Officers and Representatives.

#### XIV. Budget Policies

- a. Budget voting process
  - i. At the discretion of the President, Vice President, and Treasurer, funds directly from applications (CSA operating funds, resource room credit, CSA programming budget) may be used by the relevant parties without a vote.
    - 1. CSA programming budget funds may also be allocated without a vote by the specific GSAA representative setting up the program (e. g. speakers representative for a speaker's event).
  - ii. Usage of funds that come directly from the GSAA bank accounts must be voted on with a full quorum.
  - iii. Money in the GSAA bank accounts may only be used without a full quorum vote if they will be reimbursed through already approved funding applications.
  - iv. At the beginning of each Fall Semester, the entire GSAA leadership will review the current budget and assess whether membership dues will be collected for that academic year, and if so, the amount.
    - 1. If deemed necessary, leadership will propose dues to the entire GSAA. Dues will only be collected if voted on by a full quorum.

2. If deemed necessary, membership dues will be collected from the membership once per academic year.

b. GSAA Operating Budget

- i. The GSAA Operating Budget consists of those funds available for purchasing necessary student organization supplies as well as those funds expended in the course of internal, student organization activities.
- ii. Sources of funds for maintaining or increasing the GSAA Operating Budget include funds provided by Department of Anthropology graduate students for fundraising efforts, CSA operating funds, and resource room credit provided by the Office of Student Life.
- iii. The GSAA Operating Budget is to be primarily maintained in the Huntington Bank checking account.
- iv. At the beginning of each application deadline, the Treasurer, President, and Vice President will apply for Council of Student Activities (CSA) Operating Funds.

c. GSAA Programming Budget

- i. The GSAA Programming Budget consists of those funds available for sponsoring student organization events, which will then be reimbursed through the acquisition of CSA programming funds.
  1. Examples of such events include GSAA-sponsored lectures associated with the annual Speaker Series events and GSAA-sponsored academic conferences.
  2. Student organization activities that are focused within the organization or Department, and for which expenses will not be reimbursed via CSA programming funds, are not covered by the Programming Budget (see Section XIII.a.i).
- ii. At no time should the amount of funds in the Programming Budget fall below \$1500.00, except during the CSA programming funds reimbursement process.
  1. It is the primary responsibility of the Treasurer to ensure that the Programming Budget is managed separately from all other organization funds and to maintain the \$1500.00 minimum.
  2. The \$1500.00 minimum is dictated by the fact that as an Active – Established student organization, GSAA is eligible to request a maximum of \$3000.00 in CSA programming funds per year.
    - a. Should an event (or series of events) occur that are covered by the maximum amount of programming funds, the up-front costs are to be paid using \$1500.00 from the Programming Budget and \$1500.00 from the Operating Budget.

- b. Upon reimbursement by CSA, these amounts will be reallocated to the Programming Budget and Operating Budget accordingly.
  3. The GSAA Programming Budget is to be primarily maintained in the Huntington Bank savings account.
- iii. In certain cases, advance planning for an event (for which Programming Budget funds are to be used to cover up-front costs) may occur during the term of one President, while the event itself may occur during the term of a newly elected President.
  1. It is the responsibility of the past President to work with the newly elected President and Treasurer to ensure that the planned funds are available via the Programming Budget, as well as to assist in the preparation of any associated requests for CSA programming funds.

Non-discrimination policy added in 2006 as required by The Ohio State University student organization policies. Removal policy added in 2011 as required by The Ohio State University student organization policies. Budget policies added in 2013 in accordance with the terms agreed upon by the President, Treasurer, Department Chair, and Department Fiscal Officer. Faculty Advisor position description added in 2015.

Organizational goals were updated in 2017.

Duties associated with the speaker and APOP were added in Spring 2018.

Organizational goals were updated in 2023. Duties associated with the faculty meeting representative and mentorship committee representative were added, general edits and updates were added in Fall 2023. Wording associated with voting, quorum, and voting on usage of funds were also added.

Latest Revision: **August 14, 2023**