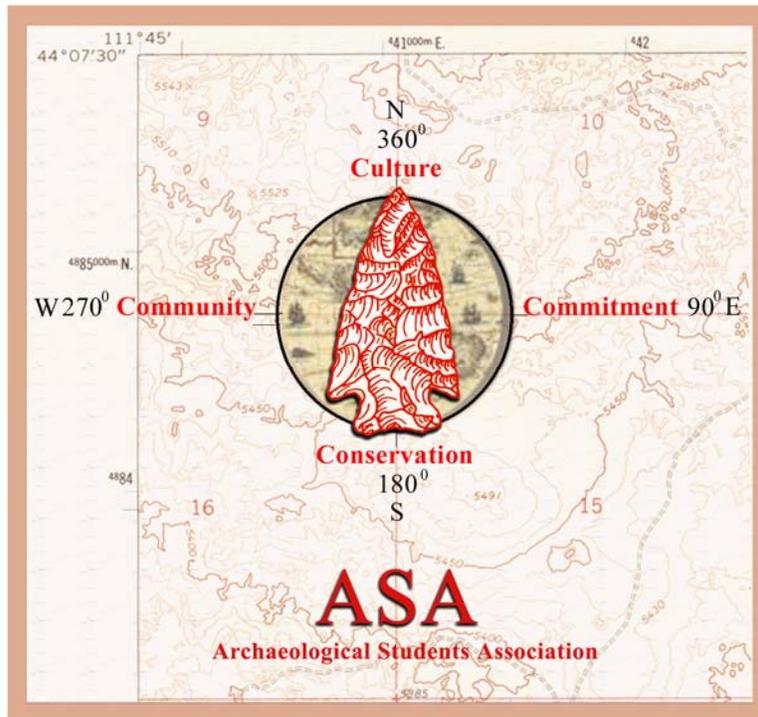


Constitution of the Archaeological Students Association

Boise State University



**Constitution of the
Archaeological Students Association
At Boise State University**

ARTICLE I – Definitions.

- A. Name.** The name of this organization shall be the “The Archaeological Students Association (ASA) at Boise State University (BSU).”
- B. Participant.** A participant is anyone who, by participation in this organization, demonstrates an interest in fulfilling the purposes of this organization in accordance with Article II of this Constitution, including but not limited to, (a) BSU part-time students, faculty, staff; and (b) the citizens of the community outside the boundaries of BSU.
- C. Member.** A member of this organization is any student, who, by participation, demonstrates an interest in fulfilling the purposes of this organization in accordance with Article II of this Constitution.
- D. Non-voting member.** A non-voting member of this organization is any student who is in good standing with BSU with no outstanding financial obligations.
- E. Voting member.** A voting member of this organization is a student with a major or minor in an academic degree offered by the BSU Department of Anthropology, limited to those degrees published in the most current edition of either (a) the BSU Graduate Catalog, (b) the BSU Undergraduate Catalog, or (c) any degree program approved by the Faculty Advisor.
- F. Officer.** An officer of this organization is a voting member as defined in this article of this Constitution, and is a student who has a cumulative grade-point average of at least 2.5 at the time of the election.
- G. Postal Service.** A postal service is an established organization capable of the formal delivery of paper mail. This includes, but is not limited to, University campus mail, U.S. Postal Service, UPS, or Fed Ex.
- H. Electronic Mail.** Electronic mail shall be delivered to the e-mail address on file with the Administrative Assistant of the Department of Anthropology. If no e-mail address is delivered in accordance with this Article, the e-mail will be sent to a BSU e-mail account assigned to the individual.

ARTICLE II – Purpose

The purposes of this organization are listed in this section.

- A.** To establish an organization dedicated to the development of skills related to historic and prehistoric archaeology in Idaho for all interested students,
- B.** To foster academic and professional relationships with the citizens of the community outside the boundaries of BSU,
- C.** To provide students with an opportunity to serve the community in a manner consistent with their chosen area of study, and
- D.** To assist in preparing students for academic success in a post-graduate environment.

ARTICLE III – Affiliation

Section 1 This organization shall operate according to the most current regulations and policies of the Idaho State Board of Education, BSU, and of the Constitution of the Associated Students of Boise State University (ASBSU), and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.

Section 2 This organization is not affiliated with any regional or national group.

ARTICLE IV – Nondiscrimination

This organization shall not discriminate on the basis of characteristics listed in this Article.

- age
- race
- color
- religion
- gender
- national origin
- ancestry
- disability
- veterans' status
- sexual orientation
- political affiliation
- academic major

ARTICLE V – Membership

- Section 1** **Director.** All nominees for the office of Director of this organization (a) must be a voting member eligible for elective office as defined in Article I of this Constitution and (b) must be enrolled in at least nine (9) credit hours as a student of BSU at the time of the election.
- Section 2** **Officers.** All nominees for an office of this organization shall be qualified for election in accordance with Article I of this Constitution.
- Section 3** **Non-voting Members.** All members must abide by the provisions of the constitution and bylaws of this organization in accordance with Article III of this Constitution.
- Section 4** **Voting Members.** A student desiring to become a voting member of this organization shall submit an e-mail address and shall sign a written declaration of eligibility in accordance with Article I of this Constitution. The declaration of eligibility shall be filed with the Administrative Assistant of the department at least three days prior to any action requiring a vote of the voting members of the organization.
- Section 5** **Participants.** All participants must abide by the provisions of this constitution and the by-laws of this organization in accordance with Article I and Article III of this constitution.

ARTICLE VI – Removal of Members

- Section 1** **Procedures for Removal.** Students or Participants who violate a University policy or the Student Code of Conduct may be prohibited from participating in the business of this organization in accordance with the procedures established by the ASBSU Judiciary.
- Section 2** **Warning.** Before beginning formal procedures to remove a student or participant from eligibility to participate in this organization, a written warning describing the conduct leading to removal must be electronically mailed to the individual. The warning must include a specific description of the offensive conduct, with a copy of that warning sent by electronic mail to the Faculty Advisor.
- Section 3** **Notice of Removal.** The Faculty Advisor shall determine the appropriate time to issue a notice of removal to the student to be removed from participation. The notice must be a written statement signed by at least two (2) officers of this organization and must be signed by the Faculty Advisor. The notice must be mailed by a postal service and sent by electronic mail to the officer at least two (2) weeks before the next regularly scheduled meeting of the organization. Copies of the correspondence shall be delivered to the Faculty Advisor and the Administrative Assistant of the department.
- Section 4** **Right to a fair hearing.** The member subject to removal from eligibility to participate in this organization shall have the opportunity to present an objection to removal in accordance with the procedures established by the ASBSU Judiciary.
- Section 5** **Right to appeal.** Appeals relating to the removal of members shall submitted by the member subject to removal from office in accordance with the procedures established by the ASBSU Judiciary. The time period for the appeal shall begin two weeks after the date of the regularly scheduled meeting immediately following the date printed on the notice of removal unless otherwise specified by the ASBSU Judiciary.

ARTICLE VII – Meetings

- Section 1** **Quorum.** Except for the provisions of Article X Section 4 of this constitution, the quorum consists of voting members who attend a meeting. In the case of an electronic meeting or conference call that includes a call for action, a quorum is established by the number of voting members who respond to the call for action.
- Section 2** **Voting percentages.** Motions dealing with amendments require a two-thirds vote of the total voting membership participating in the vote. All other motions will require a simple majority vote of the voting members participating in the vote to be affirmed.
- Section 3** **Frequency of meetings.** This organization shall meet at least two times each month. The Director may call emergency meetings. Written or electronic notice of organizational meetings shall be given to all members at least 7 days prior to such meetings. Written or electronic notice of special or emergency meetings shall be given to all members 3 days in advance.
- Section 4** **Parliamentary authority.** The original Fourth Edition of *Robert's Rules of Order Revised* (*Roberts Rules*) shall be the procedure used to conduct meetings, except when *Roberts Rules* are in conflict with the Constitution of this organization or with the Bylaws of this organization. At the discretion of the Director, decisions may be reached by general consent or by more informal procedures in accordance with Robert's Rules of Order, Article VIII, Section 48. The copyright on the original Fourth Edition of *Robert's Rules of Order Revised* has expired and is legally available for reproduction online at <http://www.rulesonline.com> (last visited May, 2008).

ARTICLE VIII – Elections

- Section 1** **Elections.** Elections for this organization's officers shall be held within 30 days of the date classes begin as published in the BSU Fall Academic Calendar. Special elections shall be held when an office is vacated in midterm. Special elections shall be held when either the Director or Faculty Advisor determines a special election to be necessary.
- Section 2** **Nomination of candidates.** A candidate for office must be nominated by a voting member, or organization advisor at least seven (7) days prior to the election. Nominations proposed in the meeting immediately preceding the election shall be delivered to the Administrative Assistant of the department personally or by electronic submission by the Director.
- Section 3** **Time of elections.** General elections shall be held during the first meeting in April, and special elections shall be held as necessary.
- Section 4** **Form of vote.** The Director shall determine the form of vote, either electronically to the Anthropology Administrative Assistant or by secret paper ballot.

ARTICLE IX – Officers

- Section 1** **Elected Officers.**
- The officers of this organization are the
- A. **Director,**
 - B. **Events Coordinator,**
 - C. **Secretary, and**
 - D. **Treasurer.**
- Section 2** **Qualifications.** Qualifications for office will be determined in accordance with Articles I and V of this Constitution.
- Section 3** **Term of office.** An officer shall serve for one year from the date of election, until the officer is removed from office in accordance with Article XI of this Constitution, or until a successor is appointed or elected.

Section 4 **Duties.** The duties of the officers shall be as follows.

A. The Director

1. shall be the chief executive officer of the organization and shall preside over meetings;
2. shall timely submit the names of all officers of the organization on the earlier date of either (a) the date prescribed by the BSU Student Involvement Office (SIO) in accordance with BSU policy or (b) within ten (10) days after any election;
3. shall submit additional information as it is required to the SIO;
4. shall assist the Advisor and the Treasurer in preparation of requests for funding from the ASBSU, and shall sign said requests;
5. shall be the last voice in dispute resolution within the organization;
6. shall work closely with the secretary in recording and maintaining the organization's history; and
7. shall be responsible for the implementation of new goals and ideas, as well as for the maintenance of a minimal level of the organization's activity.

B. The Events Coordinator

1. shall assume the duties of the Director during the Director's absence and shall succeed to that position in the event that it becomes vacant, until a special election can be held;
2. shall be responsible for writing the Bylaws of this organization and for presenting them for approval to the total voting membership at the first meeting of the spring semester;
3. shall be responsible for all logistical aspects of implementing and carrying-out specific events including, but not limited to, reservations, technical support, scheduling, staffing and advertising; and
4. shall, when appropriate, elect and preside over committees established to investigate long-term goals for organizational development.

C. The Secretary

1. shall keep records of all meetings;
2. shall be responsible for monitoring group membership and enrollment eligibility in accordance with Article I and Article V of this Constitution;
3. shall be responsible for the maintenance of the A.S.A.'s web page;
4. shall be responsible for the regular and timely dissemination of flyers and e-mails regarding the organizations activities; and
5. shall be responsible for maintaining and updating a database of current members, important contacts, participants, and former participants.

D. The Treasurer

1. shall be the financial officer of the organization;
2. shall report an accounting of revenues and expenses upon request at any organizational meeting;
3. shall prepare, at the end of each school year, all financial records for audit; and
4. shall assist the Advisor and the President in preparation of requests for funding from the ASBSU, signing requests.

E. Additional Duties.

Any additional duties of the officers will be outlined in the Bylaws of this organization.

ARTICLE X – Executive Committee

- Section 1 Responsibility.** Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this Constitution.
- Section 2 Membership.** Membership shall consist of the Director, Events Coordinator, Secretary, Treasurer, one member-at-large, and the Advisor as an ex-officio, non-voting member.
- Section 3 Meetings.** The Executive Committee shall meet at least once a semester to organize and plan future activities and agenda items for meetings.
- Section 4 Quorum.** A quorum of this committee shall consist of least 3 members.

ARTICLE XI – Removal of Officers

- Section 1 Procedures for Removal.** Any officer not fulfilling the duties of that office in accordance with Article IX of this Constitution may be removed from that office. Two (2) of the three (3) other officers, after consultation with the Faculty Advisor, must follow removal procedures in accordance with this section of this Constitution.
- Section 2 Warning.** Before beginning formal procedures to remove a student from an office of this organization, a written warning describing the violation of the officer's duties must be mailed by a postal service and sent by electronic mail given to the student. The warning must include a specific description of the duties neglected or abused, with a copy of that warning mailed and sent by electronic mail to the Faculty Advisor.
- Section 3 Notice of Removal.** The Faculty Advisor shall determine the appropriate time to issue a notice of removal to the student to be removed from office. The notice must be a written statement signed by at least two (2) other officers of this organization and must be signed by the Faculty Advisor. The notice must be mailed by a postal service and sent by electronic mail to the officer at least two (2) weeks before the next regularly scheduled meeting of the organization.
- Section 4 Right to a fair hearing.** The member subject to removal from office shall have the opportunity to present an objection to removal to the voting membership present at the next scheduled meeting of the organization.
- Section 5 Right to appeal.** Appeals relating to the removal of members shall submitted by the member subject to removal from office in accordance with the procedures established by the ASBSU Judiciary. The time period for the appeal shall begin two weeks after the date of the regularly scheduled meeting immediately following the date printed on the notice of removal unless otherwise specified by the ASBSU Judiciary.

ARTICLE XII – Faculty Advisor

- Section 1 Selection.** This organization shall annually designate one or more Faculty Advisors by majority vote at the time of the regular organization elections. An Advisor is a non-voting participant of the organization.
- Section 2 Duties.**
- An Advisor
- A.** shall assist the Treasurer and the Director in preparation of requests for funding from the ASBSU,
 - B.** shall sign requests in accordance with BSU policy, and
 - C.** shall consult with the officers about the organization's activities in compliance with University Policies.

ARTICLE XIII – Financial Support

The finances of this organization will come from fund raising projects, individual contributions, and dues, the Associated Students of Boise State University and/or from Boise State University, when appropriate.

ARTICLE XIV – Committees

Section 1 The Director shall have the authority to appoint any special committees, with the approval of the Executive Committee that will meet the needs of the organization.

Section 2 These committees may include, but are not limited to, a

- A. Membership Committee**, responsible for recruiting new members;
- B. Program Committee**, responsible for instituting long term financial programs;
- C. Publicity Committee**, responsible for community notification of organization events;
- D. Fund Raising Committee**, responsible for the immediate establishment of monies; or
- E. Social Committee**, responsible for maintaining ties to former members and important participants.

ARTICLE XV – Bylaws

Section 1 **Provision for bylaws.**

- A.** This organization may approve bylaws for the specific operation of the organization.
- B.** No bylaw shall be adopted that is contrary to the provisions of this Constitution.

Section 2 **Vote Required.**

- A.** The organization may adopt, amend or rescind any bylaw by a two-thirds vote of the voting members.
- B.** Any proposed bylaw addition or amendment must be publicized in writing to the voting members at least one week prior to the meeting at which it is to be voted upon.

ARTICLE XVI – Amendments

Section 1 **Procedure.**

- A.** A proposed amendment to this Constitution must be adopted in accordance with Article III and Article VII of this Constitution.
- B.** All amendments must be approved by the Associated Students of Boise State University Judiciary to become effective.
- C.** When amendments to this Constitution are presented to the ASBSU Judiciary, the entire document must be brought to compliance with all current Boise State and ASBSU policies.

Section 2 **Notice.**

A proposed amendment to this Constitution must be presented to voting members who have complied with the provisions of Article V in the form of a written motion distributed by a postal service and by electronic mail at least 7 days before the meeting in which the amendment is scheduled for a vote.

STUDENT ORGANIZATION ADOPTION

Approved by the student organization on (date): _____

Number voting in favor of this constitution: _____

Number voting against this constitution: _____

Number voting members abstaining: _____

Total voting members: _____

ENACTMENT

Approved by ASBSU Judiciary on: _____ by a vote of: **Yes** _____ **No** _____

Signature of ASBSU Justice: _____

Signature of Secretary for ASBSU Judiciary: _____

(Revised - 06/84)
(Revised - 03/85)
(Revised - 05/85)
(Revised - 03/87)
(Revised - 04/88)
(Revised - 10/89)

(Revised - 10/90)
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(Revised - 11/94)
(Revised - 02/95)

(Revised - 04/96)
(Revised - 02/99)
(Revised - 01/99)
(Revised - 04/02)
(Revised - 05/08)