

Fort Lewis College Anthropology Club

Bylaws

The Fort Lewis College Anthropology Club is open to the exploration of all anthropological subfields. We encourage the fun of learning by going on educational adventures, hosting riveting events, and leading in depth discussions on a variety of anthropological topics. Through these activities, we wish to combine the FLC campus, Durango community, and all surrounding cultures in the pursuit of expanding anthropological thought and understanding.

Article I. Anthropology Club

Section 1.01 The official name of this organization shall be the Fort Lewis College Anthropology Club.

Section 1.02 For the logistical purposes the level of this organization is defined as RSO (Registered Student Organization) Level One.

Article II. Purpose

Section 2.01 This organization shall exist for the following purposes:

- (a) To have fun!
- (b) To provide a forum for speakers to make presentations to club members on aspects of the discipline of Anthropology.
- (c) To schedule field trips and other activities that will provide direct hands-on learning and teaching experiences.
- (d) To design and implement anthropological outreach programs in local schools.
- (e) To engage in community service projects.
- (f) To provide support for Anthropology students.
- (g) To provide social activities and events for members and other interested parties.

Article III. Membership

Section 3.01 Membership is open to all currently enrolled students at Fort Lewis College and all surrounding community members without regard to ethnicity, religion, age, gender, national origin, disability, or sexual orientation.

Section 3.02 The club may not have a non FLC-student membership exceeding twenty-five percent of the total membership (this total included Faculty Advisor).

Section 3.03 In becoming a member, one must sign their name to the official Anthropology Club Roster.

Section 3.04 Club members have the right to attend and participate in all club meetings and event,s to submit items for inclusion on the agenda, to introduce club legislation, and to run for club office, to vote in club elections and decisions, and to call club meetings.

- (a) Meetings can be called by notifying one of the club officers.

Section 3.05 Members in the bylaws are defined as anyone on the Anthropolgy Club Roster.

Section 3.06 Members shall be either active or non-active.

Section 3.07 Active members are defined as:

- (a) Name on Anthropology Club Roster.
- (b) Attend two or more meetings each semester.
- (c) Table one event per semester.
- (d) Abide by the Code of Conduct (see section 3.09).

Section 3.08 Non-active members are defined as:

- (a) Name on Anthropology Club Roster.
- (b) Failure to meet one or more of the requirements as stated in section 3.07.

Section 3.09 Member Code of Conduct

- (a) There will be no alcohol or any other intoxicating substances used at any time during a club sponsored activity. This is a no tolerance issue, with any and all violations being immediately investigation by the club officers.
- (b) If the officers determine that such a violation has occurred the Faculty Advisor will immediately take disciplinary action, including, and not limited to confiscation of the questionable substances, expulsion of the violator, transport of the violator to the medical facilities, or contact with law enforcement. Such action will be determined by the majority of officers present and the Faculty Advisor.
- (c) The club will not cancel or condone illegal activities and will turn those found to be engaged in such activity over to law enforcement and will also report such violations to the Dean of Students.
- (d) Any expenses incurred will be the responsibility of the violator and not that of the club.

Article IV. Meetings

Section 4.01 General meetings will be held twice a month during the academic year (September-May).

Section 4.02 Any club member can call a meeting for any reason.

Section 4.03 Additional meetings can be scheduled outside of club meetings to reduce the business discussed in regular meetings.

Article V. Executive Board

Section 5.01 The officers shall consist of President, Vice President, Secretary, and Treasurer. The duties of the officers are outlined below.

(a) President:

- a. Preside over meetings of the club and serve as chairperson of the executive committee.
- b. Act as official representation of the club at other meetings and events.
- c. Coordinate and/or delegate organizational committees for special events.
- d. Continuous evaluation of the club to lead to improvement.
- e. Ensure that all aspects of the RSO Binding Agreements are met.
- f. **Provide training for new officers.**
- g. Recruiting and retainment of members.
- h. If the President is unable to meet the terms of office, then the presidency is subject to impeachment (see section 6.11) and a new President will be voted in.

(b) Vice President:

- a. Preside at the meetings of the club and the executive committee in the absence of the President.
- b. Recruiting and retainment of members.
- c. Become acquainted with the Presidential duties.
- d. Creating the agenda for the meetings.
- e. All travel forms and documents required for trips.
- f. The upkeep and management of the clubs website (<http://fortlewisanthropologyclub.weebly.com/events.html>).
- g. Coordination of volunteer service per academic year (September-May).
- h. If the Vice President is unable to meet the terms of office, then the Vice Presidency is subject to impeachment (see section 6.11) and a new Vice President will be voted in.

(c) Secretary:

- a. Record and maintain minutes of all meetings.

- b. Submit meeting minutes to the FAB (Financial Allocation Board) Director within one week of the meeting.
- c. Send out all announcements to the club members.
- d. Recruiting and retainment of members.
- e. Maintain the Club Membership Roster as well as active versus non-active members.
- f. Management and upkeep of the bylaws.
- g. If the Secretary is unable to meet the terms of office, then the Secretary is subject to impeachment (see section 6.11) and a new Secretary will be voted in.

(d) Treasurer:

- a. Handle all financial transactions of the club.
- b. Maintain **thorough** and **accurate** records of all transactions.
- c. Produce financial reports required by the club, FAB, ASFLC, and the Leadership Center.
- d. Recruiting and retainment of members.
- e. Sign and review all RFP (Request for Payment) forms.
- f. If the treasurer is unable to meet the terms of office, then the Treasurer is subject to impeachment (see section 6.11) and a new Treasurer will be voted in.

Section 5.02 All officers must attend at least one of the mandatory RSO meetings per semester.

Section 5.03 All officers shall maintain requirements as outlined in Articles 6.05-6.07.

Section 5.04 Elections for members of the executive board will be held during the month of March or November of each semester (see Article VI). Should an officer, due to resignation or impeachment, be unable to fulfill the duration of his or her term of office, the remaining members of the executive board will call for nominations and a special election. Provided that the requirements for a quorum are met, a simple majority voted by club members present at the nomination and election meeting will determine the new officer.

Article VI. Elections

Section 6.01 The President, Vice President, Secretary, and Treasurer shall serve for a term of one semester.

Section 6.02 Officers are limited to serving three consecutive semesters in the same position.

Section 6.03 Officers shall be elected during March and November of the semester prior to their semester of office.

Section 6.04 New officers shall take office no later than April or December of the semester prior to their semester in office.

Section 6.05 All nominees for office must be enrolled as students at Fort Lewis College and maintain a grade point average of 3.0 or above. Proof of grade point average for the most recent calculated semester must be presented upon nomination.

Section 6.07 Officers must give notice prior to the meeting in regards to an absence and are required to attend 50% of meetings, as well as table for one publicity event and participate in fundraising (see section 3.07).

Section 6.08 Club members may either nominate themselves for office or be nominated by their peers. Nominees will give brief statements of their qualifications to the general membership at the election meeting.

Section 6.09 Voting by secret ballot will then take place at the same meeting. Officers will be elected by a simple plurality of the voting member's present, providing that the qualifications of quorum are met (see Article VII).

Section 6.10 In the case of a tie, a runoff election will be held. A simple majority vote will determine the winner. In the case of a second tie, three of the four previous officers (Vice President, Secretary, and Treasurer) will decide who will take the position.

Section 6.11 During the semester of their office, officers can only be removed by impeachment or resignation.

- (a) Acts definable as impeachment are: the failure to meet previously ascribed duties, the declaration of mutiny by the main body of the club, or if club members can demonstrate an excessive lack of faith in the officer. In order to impeach a club officer, quorum must be met and the act of impeachment must pass with the approval of two-thirds of the club members present at the impeachment trial.
- (b) Impeachment proceedings must be announced at least one week prior to the meeting at which the "trial" will occur, must be well publicized to the club members, and must not be scheduled during vacation periods.
- (c) If any officer or members are determined detrimental to the state and well-being of the club, they will be removed or impeached.

Article VII. Voting

Section 7.01 Except in the case of impeachment, a simple majority vote (provided quorum is met) will decide all other matters of club business. Quorum shall consist of

75% of the executive committee and at least one more than half the voting members present.

Section 7.02 Only currently enrolled FLC-students may vote. Meaning, members, officers, as well as graduating members are granted the right to vote (even for oneself, it is a secret ballot).

Article VIII. Faculty Advisor

Section 8.01 The club shall have an Anthropology Club Advisor from the Anthropology Department faculty at all times.

Section 8.02 The faculty advisor may be elected by the majority vote of members in the case of multiple persons having interest; otherwise the advisor will volunteer for the position.

Section 8.03 The faculty advisor shall be selected no later than April 15 of each year to serve as an advisor for the upcoming/subsequent academic year. Term of RSO Advisors is restricted to one year, but they can be re-elected.

Article IX. Program Planning

Section 9.01 A fundraising event must use the Fundraising Authorization form if local businesses will be solicited. This needs approval by Margie Dean Gray, Director of Fort Lewis College Foundation, 2300 Berndt Hall, prior to solicitation.

Section 9.02 For additional funding a FAB Grant application must be approved by FAB. The grant application should be submitted to FAB 30 days prior to the event.

Section 9.03 Agreements for speakers, entertainers, room rentals, etc. that requires a signature must be signed by the Director of the Leadership Center. Representatives of Anthropology Club, including the Advisor, cannot sign.

Section 9.04 Any raffle, lotteries (events where “chances” to win are being sold) must be approved and documented by the Leadership Center Director prior to planning and selling.

Article X. Off Campus Activities

Section 10.01 Travel Liability Waiver/Emergency Contact form must be signed by all participants at least 10 days prior to planned travel.

Section 10.02 Code of Conduct must be read and signed by all participants.

Section 10.03 Travel Authorization form must be completed and turned into the Leadership Center at least 30 days prior to planned activity.

Section 10.04 If the club officers expel any member during an off campus activity due to infringement of the Code of Conduct (see Article 3.09), that person will be responsible for their own transport home and will bear the responsibility for any expense(s) incurred (medical, legal fines, transport, etc.).

Section 10.05 Only members of the Anthropology Club will be allowed to accompany the club off campus activities. Non-members will only be allowed on off campus activities if:

- (a) Non-members accompany a faculty or staff member.
- (b) The non-member(s) is necessary for the activity to occur i.e. camp steward, volunteer guide, etc.
- (c) The presence of a guest is sponsored by an active member only, written request of the non-member(s) is given to the club officers, approval by the officers, and that it is understood that the sponsoring club member is responsible for all actions of the guest and will take responsibility for these actions, and a Travel Liability Waiver/Emergency Contact form and Code of Conduct are signed.
- (d) Non-members always pay for the off campus activity in the case that it is financially sponsored by the club/

*Changes to the Fort Lewis College Anthropology Club have been made to Articles III, IV, V, VI, and VII, as well as the inclusion of the mission statement to the beginning of this document on January 12, 2012.