

**School of Human Evolution and Social Change Association of All Graduate Students
Constitution**

Constitution Reviewed: 8/15/23

PREAMBLE

We the members of **School of Human Evolution and Social Change Association of All Graduate Students** agree to the regulations and policies of Arizona State University and establish this Constitution to govern the matters within our organization.

Article I - Name and Purpose

ASU requires that the mission of the organization is clearly defined

Section 1 **The name of this organization shall be:** School of Human Evolution and Social Change Association of All Graduate Students (SHESC AAGS), hereafter referred to as "AAGS."

Section 3 **The purpose of this organization shall be to:** serve as a forum where the concerns of the graduate students of the School of Human Evolution and Social Change (SHESC) of Arizona State University (ASU) can be heard. AAGS will serve as a direct liaison between and among the SHESC faculty and administration, the Graduate College, and graduate students in SHESC in order to facilitate better informed decisions regarding student life in SHESC at ASU. AAGS will further serve to improve education in SHESC and contribute to the formation of general school policies.

AAGS will represent all students enrolled in a graduate program in SHESC at ASU. This includes five degree programs: Anthropology, Applied Mathematics for the Life and Social Sciences, Environmental Social Science, Global Health, and Museum Studies.

AAGS will fulfill the obligations set out in Article XI.

AAGS is committed to creating and facilitating an environment where all students feel included, respected, and heard and one that acknowledges our University's ([Indigenous Land Acknowledgment](#)) and academia's relationship with power structures and their historical effects. Please refer to Article XIII at the end of this document for the ASU Non-Discrimination Statement and the AAGS Diversity and Inclusion Statement.

Article II – Non-Discrimination Statement

This statement must be included in all student organization constitutions as written

Section 1 Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Article III – Membership

Membership in (Student Organization) is open to all students who are enrolled in at least one (1) semester hour of University credit at ASU.

Section 1 **Members:** All students enrolled in a graduate program in SHESC at ASU are members of AAGS.

Article IV - Officers

Section 1 Officers of this Organization:

Eligibility

Any member of AAGS can be elected as President, Vice President, Co-Secretaries, or Co-Treasurer. Any member of AAGS can be elected to be an Approach Representative as long as they are currently enrolled in the approach they wish to represent.

President

The President will serve as representative to the Faculty, Graduate Committee, and Administration of the School. The President will represent AAGS at SHESC Faculty meetings and Graduate Committee meetings and will report to the AAGS Council and at general meetings.

The President will not vote in matters before either body. In the event of a tie in the vote, the President will cast the tie-breaking vote.

The President will delegate and organize tasks to other Council members. These tasks include organizing annual social events, fundraising events, and activities aimed at improving graduate student life in SHESC.

The President will represent AAGS in appropriate University affairs.

The President will also manage ASU Student Organization registration, the AAGS ListServ and OrgSync, scheduling of Council and Directorate meetings, and Council elections. These responsibilities may be delegated to other Council members if needed.

Vice President

The Vice President will take the lead on all interactions with AAGS and the GPSA. The Vice President is responsible for contacting the GPSA Assembly President to access the GPSA public meeting minutes.

The Vice President will be in charge of scheduling council meetings and creating and sending out meeting agendas.

The Vice President will be the editor of an AAGS newsletter to be distributed at the end of each semester during the academic year. This newsletter will summarize the activities of the AAGS Council and will be distributed by the Approach Representatives to all members of AAGS. A google doc will be kept to keep track of each event that happens throughout the semester.

In the absence of the President, the Vice President will assume the President's duties.

Co-Secretaries

The Co-Secretaries are responsible for attending and keeping the minutes of all AAGS General and Council meetings and AAGS Directorate meetings, and posting said minutes to the AAGS Google Drive. The Co-Secretaries are also responsible for assisting the President with organizing and publicizing AAGS general meetings and events and for the dissemination of information relevant to AAGS by posting news bulletins on the AAGS ListServ and the SHESC web calendar.

In the absence of the President and the Vice President, the Co-Secretaries will assume the President's duties.

The Co-Secretaries will check the constitution each semester and notify the council if something needs to be updated.

Co-Treasurers

The Co-Treasurers are responsible for maintaining any financial accounts of AAGS, keeping financial records, and reporting the balance of AAGS' accounts at General and Council meetings.

The Co-Treasurer will organize the AAGS Snack Stash fund-raising activities. This includes purchasing, restocking, and collecting funds from the Snack Stashes located in the graduate lounge. Additionally, the Co-Treasurer may delegate these activities to other Council members to ensure the smooth operation of this activity.

The Co-Treasurer will be responsible for organizing the transition between the current and outgoing Council members in the Spring. Specifically it will be the Co-Treasurers' duty to ensure that all bank accounts and other memberships are transferred.

Diversity, Equity, and Inclusion Officer

The Diversity, Equity, and Inclusion Officer will serve as the liaison between the SHESC Diversity, Equity, and Inclusion Committee and AAGS.

The Diversity, Equity, and Inclusion Officer will attend both AAGS meetings and SHESC Diversity, Equity, and Inclusion meetings.

The Diversity, Equity, and Inclusion Officer will not serve on an AAGS committee, but will rather consult with the Graduate Student Aid, Fundraising, and Events committees to provide suggestions and insight on how AAGS events and programming can not only be the most inclusive as possible but also tackle important topics, such as systemic racism, white supremacy, ageism, ableism, sexism, etc.

The Diversity, Equity and Inclusion Officer will work in the coordination of activities or events that support SHESC students in the development of DEI principles in research, teaching or practice, with at least one event occurring each academic year.

Approach Representatives

Approach Representatives act as liaisons between the faculty and graduate students of each approach.

Approach Representatives are responsible for attending approach committee/faculty meetings and will report to the AAGS General and Council meetings. They will also be responsible for keeping the minutes of these meetings and posting said minutes to the AAGS Google Drive. They will also make a good faith effort to ask for feedback on issues relevant to the graduate students of their approach and to communicate this information both to the Approach Convener and at Approach meetings when appropriate. Issues that Approach Representatives traditionally solicit advice on include changes to the curricula, future course offerings, and colloquium speaker suggestions. It is also advised that Approach Representatives seek out advice on matters related to graduate student space, the computer lab, and the web-page.

Approach Representatives will also serve as liaisons between the students of each approach and the Approach Convener. They should seek out issues of concern to students of their approach, solicit advice and opinions regarding future changes in the school, and communicate these ideas to Approach Conveners so that they can bring such concerns to the attention of both the Graduate and Executive faculty committees.

Approach Representatives will also distribute AAGS newsletters (produced by the Vice President) to their constituents at the end of each semester during the academic year.

Approach Representatives are encouraged to work with their approaches to have brown bags where graduate students have the opportunity to present their research.

Approach Representatives are not part of the hierarchy of the AAGS Council, and as such should not preside over Council meetings, unless appointed to do so by the President.

Approach Representatives should also help with the day-to-day affairs of AAGS when able.

Section 2 Term of Office: Officers may start their position in May 2023-May 2024

Section 3 Process for removing an Officer: A single individual is not allowed to hold more than one position on the Council. It is expected that each Council member complete the duties listed above as well as aid with all AAGS events.

Unless otherwise stated, any Council member unable to fulfill the duties of his/her office is responsible for finding a replacement from within AAGS members or specific approaches as needed. In the case any Council member does not fulfill his/her duties, the person can be released from his/her responsibilities by a 2/3 vote at an AAGS Council meeting. This vote will be anonymous, tallied by the President and Vice President, and announced as yes or no result.

In the event that a President is removed from office, the Vice President will assume the position of President, and the Vice President's position will be filled by election within the Council.

Section 4 Vacancy of an Office: Sudden vacancies will be handled with a special election, in which the vacant position will be posted for nominations from the graduate student body via email for at least a week prior to the election. Any SHESC graduate student may nominate themselves or another graduate student currently enrolled in the same Approach. A nomination to an office must be accepted by the nominee.

Anonymous votes decide all Council Members by simple majority. Voting takes place via Google Form, using an anonymous survey. Information about the nominees will be sent out one week before elections begin. Elections will be open for one week. Elections will be publicized via email. There will be no proxy voting.

Article V – Elections

ASU requires that the election process and voting process is clearly outlined
Section 1 Elections: Elections by the AAGS membership to fill the offices of the AAGS Council will be held by the end of Finals Week each Spring Semester for the following academic year. All elections will be conducted via anonymous google forms.

Section 2 Special Elections: Special elections will be handled using the same process as general elections.

Section 3 Procedures for Voting:

Election of the School-wide Positions (President, Vice President, Co-Secretary, Co-Treasurer, Diversity, Equity, and Inclusion Officer)

A. Organization

Elections by the AAGS membership to fill the offices of the AAGS Council will be held by the end of Finals Week each Spring Semester for the following academic year.

Nominations for each open position will be solicited from the graduate student body via email for at least a week prior to the election. Any SHESC graduate student may nominate themselves or another graduate student for a position. A nomination to an office must be accepted by the nominee.

Anonymous votes decide all Council Members by simple majority. Voting takes place via Google Form, using an anonymous survey. Information about the nominees will be sent out one week before elections begin. Elections will be open for one week. Elections will be publicized via email. There will be no proxy voting.

B. Eligibility

All students are eligible to vote in these elections

Election of Approach Representatives

A. Organization

Elections by the AAGS membership to fill the offices of each Approach Representative will be held by the end of Finals Week each Spring Semester for the following academic year.

Nominations for each open position will be solicited from the graduate student body via email for at least a week prior to the election. Any SHESC graduate student may nominate themselves or another graduate student currently enrolled in the same Approach. A nomination to an office must be accepted by the nominee.

Anonymous votes decide all Council Members by simple majority. Voting takes place via Google Form, using an anonymous survey. Information about the nominees will be sent out one week before elections begin. Elections will be open for one week. Elections will be publicized via email. There will be no proxy voting.

B. Eligibility

Students may only vote for the representative of the approach to which they belong.

Article VI – Meetings

ASU requires meeting information to be outlined in the constitution

Section 1 **Meeting Frequency:** AAGS meetings will be held no less than every 2 weeks during the academic year to address issues of concern to the whole membership and will be convened by majority agreement of the AAGS Council.

Section 2 **Meeting Procedures:** All meetings are open to the public, with the right to speak reserved for AAGS members. Requests by non-members to speak at a meeting must be approved prior to that meeting by the AAGS President, or that person's designated stand-in.

Article VII – Advisors

ASU requires each registered student organization to have a faculty or staff person as an advisor for a registered student organization.

Section 1 **There shall be a Primary Advisor who shall be an ex-officio member with no voting privileges. Secondary Advisors are optional.**

Section 2 **Method of selecting advisor:** The advisor will be selected as the current Graduate Success Coordinator within the School of Human Evolution and Social Change

Section 3 **Duties or responsibilities of advisor shall be:** The advisor will attend all meetings and provide oversight on all points of discussion by the council.

Article VIII – Amendments and Review

Section 1 **The constitution may be amended by:** Any member of AAGS may submit in writing to the AAGS Council a proposed amendment to these bylaws.

The AAGS Council will discuss each proposed amendment and decide whether or not to take the proposal to the general meeting. A written statement informing the member who proposed the amendment of the Council's decision will be sent to that member and kept on file by the Co-Secretaries, along with a copy of the proposed amendment.

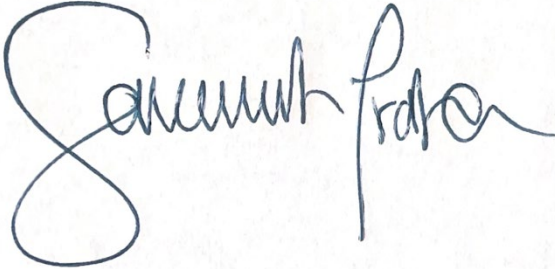
Those parties who proposed the amendment may participate in AAGS Council discussion of the amendment.

Official acceptance of bylaws amendment

All amendments to bylaws of the AAGS must be ratified by the members of AAGS. Those members present at the meeting will constitute a quorum.

Section 2 The constitution will be reviewed: annually (April) by all council members.

Signed and Dated by officers

A handwritten signature in blue ink, appearing to read "Savannah Troha". The signature is fluid and cursive, with a large loop at the beginning.

Savannah Troha – August 15, 2023

A handwritten signature in black ink, appearing to read "Shannon Roivas". The signature is cursive and elegant, with a large loop at the beginning.

Shannon Roivas – August 15, 2023

A handwritten signature in black ink, appearing to read "Maggie Hoffman". The signature is cursive and bold, with a large loop at the beginning.

Maggie Hoffman – August 15, 2023