

**BYLAWS OF THE
SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE ASSOCIATION OF ALL
GRADUATE STUDENTS**

NAME:

The name of this organization is the School of Human Evolution and Social Change Association of All Graduate Students (SHESC AAGS), hereafter referred to as "AAGS."

PURPOSE:

AAGS will 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.

ARTICLE I. CONSTITUENCY OF AAGS

AAGS is responsible, collectively and individually, first and foremost to the graduate students of SHESC at ASU.

ARTICLE II. MEMBERSHIP

All students enrolled in a graduate program in SHESC at ASU are members of AAGS.

ARTICLE III. ORGANIZATION

Section 1: The AAGS Council

The AAGS Council will be the governing body of AAGS. It will consist of elected, voting members, and the Council President. The AAGS council will be comprised of five positions elected by school-wide vote and eight positions elected by each individual degree/approach. The five positions elected by school-wide vote are: President, Vice President, Secretary, and two Co-Treasurers. The remaining positions will serve as representatives to their degree/approach. The duties of each position are described in Article IV. Each position is exclusive.

Section 2: Representation

AAGS will provide graduate student representation to the following meetings and committees on an as needed basis.

- 1) SHESC Faculty Meeting
- 3) SHESC Graduate Committee
- 4) SHESC Professional Conduct Committee
- 5) SHESC Space Committee
- 6) SHESC Colloquia Committee
- 7) SHESC Web Advisory Committee
- 8) SHESC Computer Committee
- 9) Archaeology Approach within Anthropology Degree
- 10) Bioarchaeology Approach within Anthropology Degree
- 11) Evolutionary Anthropology Approach within Anthropology Degree
- 12) Sociocultural Approach within Anthropology Degree
- 13) Applied Mathematics for the Life and Social Sciences Degree
- 14) Environmental Social Science Degree
- 15) Global Health Degree
- 16) Museum Studies Approach within Anthropology Degree

Students enrolled in other approaches should feel free to contact representatives of the approaches that best align with their interests for representation.

ARTICLE IV: OFFICERS

Section 1: Eligibility

Any member of AAGS can be elected as President, Vice President, Secretary, 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. In the event that a member cannot fulfill their duties, that member will find a suitable replacement.

Section 2: 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 also be responsible for attending and keeping the minutes of these meetings and posting said minutes to the AAGS Google Drive.

The President will prepare the agenda for and preside over AAGS General and Council meetings but 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.

Section 3: Vice President

The Vice President will be the official AAGS representative at meetings of the Graduate and Professional Student Association (GPSA) at Arizona State University. The Vice President will take the lead on all interactions with AAGS and the GPSA. Depending on the needs of the council for the academic year, the vice-president can appoint a GPSA representative to liaise between AAGS and GPSA.

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

Section 4: Secretary

The Secretary is 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 Secretary is 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.

The Secretary 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.

The Secretary will also be responsible for representing the graduate student body on the Professional Conduct Committee, should a meeting be convened.

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

The Secretary will maintain the Bylaws of AAGS.

Section 5: 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.

The Co-Treasurers will be responsible for representing the graduate student body on the Professional Conduct Committee, should a meeting be convened.

Section 6: 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 Secretary) 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 7: SHESC Committee Representation

At the beginning of each academic year the AAGS Council will meet to determine representation on the unassigned school committees (space, colloquia, web advisory, and computer), which meet as needed but will always accept graduate student input.

Section 8: General Information

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.

ARTICLE V. ELECTIONS

Section I: Election of the School-wide Positions

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 the AAGS Blackboard website, using an anonymous survey. Elections will be open for one week from the closing of nominations. Elections will be publicized via email and Blackboard. There will be no proxy voting.

B. Eligibility

All students are eligible to vote in these elections

Section 2: 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 the AAGS Blackboard website, using an anonymous survey. Elections will be open for one week from the closing of nominations. Elections will be publicized via email and Blackboard. There will be no proxy voting.

B. Eligibility

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

ARTICLE VI. GENERAL MEETINGS

General meetings will be held as needed to address issues of concern to the whole membership and will be convened by majority agreement of the AAGS Council.

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. AAGS COUNCIL MEETINGS

The AAGS Council will meet several times a semester to discuss AAGS activities as well as any issues of concern to SHESC graduate students. Ideally the AAGS council should come together as a whole at least once a month prior to the AAGS Directorate meeting to facilitate communication between the different approaches and the President. Such meetings will ensure better representation for all students at the AAGS Directorate meetings. AAGS Council meetings will also be the forum to organize social and fundraising activities.

ARTICLE VIII. FUNDING

Section 1: General Information

- A. As a recognized association, and in accordance with the procedures of the Associated Students of Arizona State University (ASASU), AAGS is eligible for funding from Graduate Student Professional Association (GPSA) part of ASASU. The Vice President will be responsible for securing such funding.

AAGS will have the authority to seek funding from other sources as long as it does so in a manner consistent with the goals and policies of AAGS, SHESC, and ASU. Any major purchases should be discussed by the Council before being made.

- B. AAGS will maintain, as long as there are suitable facilities and funding, a snack-stash to sell various snacks and sodas to the graduate student body. Any proceeds from the sale of such goods will be used to support AAGS activities. In accordance with maintaining the snack-stash, the Co-Treasurers are empowered to spend upwards of \$100 every month from the AAGS account that is exempt from Article VIII Section 1A. AAGS will also maintain a membership at a wholesale store (e.g., Costco) in the name of a Co-Treasurer to facilitate the supply of the snack stash.

Section 2: AAGS Poster Reimbursement Program

Each year, AAGS will utilize 1/3 of its current assets (as of Reading Day each Spring Semester) toward large format poster printing reimbursements. The AAGS Council will advertise the program through the SHESC email, ListServ, and Blackboard. Poster Printing Receipts from posters presented at academic conferences during the present academic year must be submitted to the AAGS Mailbox in the SHESC mail room by 5 pm on the last day of classes of the Spring semester. During Finals Week a lottery will take place in which names of those submitting receipts will be drawn at random. Reimbursements will be equal to the cost of the poster but will not exceed \$60 per person. Names will be drawn until the reimbursement amount totaled from the receipts equals the amount of money set aside from the AAGS budget. Checks from the AAGS account will be made to the recipients at this time.

Only graduate students enrolled in one of SHESC's graduate programs may submit receipts. Each graduate student may be reimbursed for only ONE poster, but they may submit multiple receipts if they have presented multiple posters during the present academic year. Co-authored poster receipts will be accepted but it must be made clear that a SHESC graduate student paid for the poster printing and submitted the receipt.

ARTICLE IX. RESOLUTIONS

Section 1: Ad Hoc Resolutions

Ad hoc resolutions will be passed by members of AAGS, recorded by the Secretary, and used by the organization in representing the graduate students of the SHESC. These resolutions will be renewed annually as needed and desired.

Section 2: Standing Resolutions

Standing resolutions will be passed by members of AAGS, recorded by the Secretary, and placed consecutively beginning with Article X Section 3, of these bylaws. These resolutions will be permanent policies of AAGS until they are repealed by a 2/3 vote of a quorum consisting of those members present at the meeting.

ARTICLE X. BYLAWS AMENDMENTS

Section 1: Bylaws amendment proposal

Any member of AAGS may submit in writing to the AAGS Council a proposed amendment to these bylaws.

Section 2: Bylaws amendment review

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 Secretary, along with a copy of the proposed amendment.

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

Section 3: 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.

ARTICLE XI. AAGS Annual Events

Section 1: Mentor/Mentee Program and Happy Hour

In order to foster better student integration and to make the transition to graduate school easier, AAGS will organize volunteers to act as mentors to incoming graduate students. Mentors should make themselves available to answer questions and provide guidance about the transition to graduate school, moving to the Valley, or life in graduate school. In conjunction with this program, AAGS will sponsor a happy hour for the incoming graduate students during the first week of classes.

The President, Vice President, Secretary, and Co-Treasurers will solicit graduate student volunteers and work with the Graduate Coordinator to make matches. They will email mentors and mentees to inform them of their assignments and to introduce the new students to AAGS. The President will also give a presentation about AAGS during the SHESC New Student Orientation.

Section 2: Fall Social Event

AAGS will sponsor at least one party during the fall semester, traditionally on Halloween, to promote interaction amongst the graduate students. For this event AAGS will provide some food and beverages. The party should be advertised openly to all AAGS members at least one week in advance of the event. The AAGS Council should make a good faith effort to obtain outside sources of funding for this event.

Section 3: Spring Picnic

In conjunction with SHESC Annual Research Symposium, AAGS is responsible for organizing a picnic to celebrate the successful completion of MA and PhD degrees

awarded for the year. This event is co-sponsored by SHESC. In compliance with this, AAGS will be responsible for ordering food, booking the facilities, and providing drinks. The AAGS Council should make a good faith effort to obtain outside sources of funding for this event.

Section 4: Poster Reimbursement Program

AAGS will provide 1/3 of its budget at the end of the year to help subsidize the costs of poster printing through an open competition (see Article IX Section 2).

Section 5: Removal of Poster Reimbursement Program

AAGS will no longer devote any of its budget to help subsidize the costs of poster printing (see Article IX Section 2 and Article XI Section 4), because SHESC will subsidize the cost of one poster per student per year.

Section 6: Matthews Center Bullpen Desk

In order to support the workspace needs of graduate students, AAGS will maintain 10 spaces (desk + locking file cabinet + locking footlocker + computer chair) in the Matthews Center and assign students to these spaces for a one year duration on an as-needed basis through a SHESC-approved application system and set of criteria for ranking applicants.

The President or another delegated Council member will solicit for applications and announce assignments in August. The SHESC front office will provide keys and nameplates to assigned students.

Section 7: Graduate Reader Program

In order to integrate graduate and undergraduate communities, AAGS will maintain the Graduate Reader Program which will connect graduate student volunteers with undergraduate students seeking guidance and feedback on honors theses, scholarship or internship applications, graduate school admissions essays, and other professional and academic documents. Graduate student readers will be matched with undergraduate writing assignments and will provide edits and comments within one week.

Section 8: Graduation Gown Bank

In order to support the success of SHESC graduate students completing the MA degree, AAGS will maintain a supply of ASU MA graduation gowns that students can borrow for their graduation ceremonies on a first-come-first-serve basis. Additional gowns may be added to this bank through graduate student donations or purchases by AAGS.

Section 9: SHESC Directorate Event Funding

AAGS will sponsor approximately six social events during the academic year to promote interaction amongst the graduate students. These events may include the following.

Mentor/Mentee Happy Hour	late August	(see Article XI Section 1)
Halloween Party	late October	(see Article XI Section 2)
End of Semester Happy Hour	mid-December	
Start of Semester Happy Hour	mid-January	
Admitted Students Happy Hour	early March	
Spring Picnic	late April	(see Article XI Section 3)

For these events AAGS will provide some food and beverages. Events should be advertised openly to all AAGS members at least one week in advance. As of 2013, the SHESC Directorate has offered to pay up to \$250 for food and non-alcoholic beverages for all events except the Halloween party. However, this amount may fluctuate depending on the approved budget for each academic year. The AAGS Council should also make a good faith effort to obtain outside sources of funding for this event.