

**Pima Community College Archaeology Club
Student Organization Constitution**

September 29, 2005
(Revised September 26, 2007)

ARTICLE I - Name

The name of this organization shall be Pima Community College Archaeology Club.

The organization is a student organization at Pima Community College.

ARTICLE II - Objectives

The objectives of the organization shall be:

- To promote interest in archaeology at Pima Community College and to provide fellowship among students and faculty.
- To represent student needs and wants in regards to archaeology and southwest prehistory.
- To provide a forum for the presentation of innovative ideas to the benefit of the Pima community.

ARTICLE III - Membership

- Any student, staff or faculty member at Pima Community College is eligible to be an active member and may hold office.
- Non-students may act as associate members, but may not hold office.

ARTICLE IV - Officers

Election of Officers.

The officers of this organization are three to five active members filling the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Student Representative

Election of officers will take place at a specified period each year- **2nd week** of the new Fall Semester.

Officers will assume office for a period of one year.

Recall of Officers.

Any officer can be subject to recall from their position.

Recall procedure will be initiated at the request of ten active members, 2 officers &/or club advisors of the organization.

A 2/3-majority of those active members voting in a recall meeting is necessary to remove any office.

ARTICLE V - Voting

This constitution and by-laws may be amended by a majority of the officers, or a 2/3-majority vote of the active members voting.

ARTICLE VI - Not-for-profit Statement

This is a non-for-profit organization.

ARTICLE VII - Statement of Non-discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

ARTICLE VIII - Financial Obligation

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE X - Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XI - Statement of Compliance with Campus Regulations

This organization shall comply with all Pima Community College campus policies and regulations and local, state, and federal laws.

BY LAWS

Board

A. President

- Official representative of the organization.
- Liaison to Pima Community College and Tucson community.
- Coordinates and organizes club activities with aid of officers and members.
- Promotes and encourages club involvement, including volunteerism of all members to help with club activities.
- Calls regular and special meetings.
- Prepares agenda for meetings
- Responsible for managing the cabinet and able to delegate additional tasks/responsibilities as necessary

- Is required to attend all board, club and special meetings unless otherwise excused.

B. Vice President

- Official representative of the organization.
- Liaison to Pima Community College and Tucson community.
- Coordinates and organizes club activities with aid of officers and members.
- Promotes and encourages club involvement, including volunteerism of all members to help with club activities.
- Fulfills the Presidential duties during the absence of the President.

C. Secretary

- Takes minutes at board meetings and general meetings
- Promotes and encourages club involvement, including volunteerism of all members to help with club activities.
- Assumes duties of President when necessary
- Is required to attend all board, club and special meetings unless otherwise excused.

D. Treasurer

- Accounts for finances, including but not exclusive to paying club bills, balancing the checking account, informing the officers of club's financial status and approving whether club has available funds to make proposed purchases and expenditures.
- Maintains accurate and current account of all organizational funding
- Responsible for dispensing of funds in accordance with goals and programs established by the organization.
- Is required to attend all board, club and special meetings unless otherwise excused.

E. Student Representative

- Attends monthly Pima Community College Student Organizations Meetings (SOM)
- Reports information back to club officers, advisors and members about SOMs
- Responsible for collaborating events between other clubs and organizations.
- Is required to attend all board, club and special meetings unless otherwise excused.

F. Club Advisor

- Oversees all activities of the organization
- Calls special meetings and board meetings at any time for purposes of the administration, planning and coordination.
- Maintains flow and efficiency of meetings
- Suggests agenda for meetings
- Responsible for overseeing the cabinet and able to delegate additional tasks/responsibilities as necessary

- Upholds and determines the Code of Conduct for the Board
- Oversees Club members concerns, issues or problems

Code of Conduct for the Board

The responsibilities of the Board positions are listed above and if there is a failure of a person in a position to uphold these responsibilities they can be subject to a recall. If an individual fails to communicate and/or contact club advisors for a **30 day period** while the club is in active session (during the academic year) the position will fall vacant and an interim position will be placed until the next election. If a board member incurs **3 unexcused absences** they can be subject to a recall. If a board member incurs **5 excused absences**, the board member will be asked to meet with the board to determine whether that individual should continue to hold office.

Meetings

Meetings will be open to all organization active and associate members, faculty and Student Programs representatives. A notice of at least one (1) week will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Voting

Officers will be elected by written or tally ballot during the annual Election Meeting with each present member casting a vote. A majority of votes will constitute a victory.

The constitution and by-laws can only be amended by members of the board. Club members can issue suggestions, recommendations and additions but the members of the board have the final vote.

Activities/Field Trips

All activities and field trips through the club must be brought to the attention of the club advisor. Activity/field trip organizers are required to attend the activity/field trip or communicate their inability to attend in a timely fashion. Failure to do so will result in a revocation of the privilege to organized future trips and an unexcused absence for Board members. Field trip organizers should ensure that they have phone numbers to contact a substitute or replacement in case of emergency. Ideally they should have an informal co-leader capable of leading the trip if they fail to appear.

Participation in club activities and field activities is limited to all organization active and associate members. The activities are to be organized and controlled by members, officers, instructors and advisors.