

## Constitution

Date of Adoption: December 9, 1992  
Date of Amendment: September 29, 1993  
Date of last Amendment: January 26, 2015

### ARTICLE I

(Name)

The name of this organization shall be: Family Studies Student Round Table.  
The organization is a student organization at the University of Arizona.

### ARTICLE II

(Objectives)

The purpose of this organization shall be:

1. a. To promote interest in the Family Studies and Human Development discipline.
- b. To provide fellowship among students
2. a. To provide a forum for presentation of innovative ideas to the benefit of students.
- b. To discuss current research programs in the department and the field.
- c. To represent student needs at the departmental, school, and college level.
- d. To promote increased exchange among FSHD graduate students.

### ARTICLE III

(Membership)

1. Any FSHD graduate student at the University of Arizona who pays annual dues is eligible to be an active member and may hold office.
2. Non-students may not hold office and may not vote.
3. To maintain active membership, students are expected to pay annual dues and encouraged to attend all meetings either in person or by proxy.

## ARTICLE IV

### 1. Election of Officers

The officers of this organization are President, Vice President, Faculty Representative, Graduate Studies Representative, Graduate Admission and Recruitment Coordinator, Undergraduate Studies Committee Representative, Social Liaison, Records Officer , and Treasurer.

- a. Election of officers will take place during Spring semester for installment in the upcoming academic school year. The yearly election will be scheduled during the first meeting of the new year.
- b. The current president will send a call for nominations from each active member of FSSRT no later than two weeks prior to the yearly election. Members may nominate themselves or others for as many offices as they desire. The current president confirms nominations with each nominee prior to the creation of the final ballot.
- c. Officers will be elected by a confidential written or online ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- d. Officers will assume office for the period of one academic year.
- e. The term limit of one individual for the same office is two years.
- f. In the event of a tie, the re-vote will consist of only the two persons who received the greatest amount of votes in the original election.
  - a. In the event of a three-way tie each contender will be allowed on the re-vote ballot.
- g. If the re-vote concludes in another tie, an election committee formed of the currently serving President, Vice President and one other member of FSSRT (appointed by the President and Vice President, normally the President-Elect) will convene to determine the winner of the tie.
  - a. If the currently serving President or Vice President is a candidate for the tied position, the Faculty Representative assumes the President or Vice President's place on the election committee.

### 2. Vacated Offices and Special Elections

- a. If an office is vacated prior to the beginning of the academic year, the runner-up from the previous election fills the office.
  - a. In the event of the runner-up holding another office, a special election is called
- b. If the presidency is vacated prior to the end of the academic year, the Vice President assumes the Presidency. If the Vice Presidency or any other office is vacated prior to the end of the academic year, a special election is called, and currently-serving officers and

general members of FSSRT are eligible for candidacy. This may result in one person filling no more than two offices.

### 3. Recall of Officers

- a. Officers are subject to recall for malfeasance.
- b. Recall procedures will be initiated at the written request of five active members, and under the direction of the President members may or may not maintain anonymity.
- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of those members voting in a recall at the end of the meeting is necessary to remove any officer from office.

## ARTICLE V

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.
3. Voting in absentia may take place online for those unable to attend a meeting.

## ARTICLE VI

This is a non-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, socioeconomic background, Vietnam Era veteran status or unique individual style. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

## ARTICLE VIII

(Financial Obligations)

In the first meeting of the academic school year, a majority of voting members of this organization determines reasonable dues and fees assessed to each member at the beginning of the academic year or of each semester.

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

An allowance of approximately \$25 will be accorded for the treasurer's discretion to purchase gifts of condolence for members of the FSHD faculty, staff, and graduate student community, irrespective of the time of year without the need for a member vote, provided the FSSRT account has sufficient funds. If the treasurer is unavailable, any other officer of FSSRT may approve and coordinate a gift of condolence.

## BY-LAWS

### I. Cabinet

#### A. President

##### I. Eligibility and Qualifications

1. It is recommended that this person is a seasoned member of the FSHD graduate community and is broadly aware of the spectrum of student experiences, concerns, and views.

##### II. Responsibilities

1. Coordinates all activities of the organization.
2. Liaison to the University community and to the community at large
3. Official representative of the organization, including written word
4. Calls regular and special meetings
5. Presides at meetings
6. Prepares agenda of meetings
7. Coordinates activities of officers to ensure:
  - i. Efficient organization activities and functioning
  - j. Continue pursuit of organization objectives.
8. Prepares annual report of FSSRT to be distributed to FSSRT members, faculty, and in yearly review meeting with the Norton School Director
9. Delegates these responsibilities to the Vice President when unable to perform them.

#### B. Vice President

##### I. Eligibility and Qualifications

1. It is recommended that this person is a seasoned member of the FSHD graduate community.

##### II. Responsibilities

1. Assumes duties of president, when necessary
2. Assists president in coordinating activities
3. Assists president in planning and implementation of organization goals

4. Can assume any cabinet post during a meeting if circumstances require
5. Collect and update abstracts from conference presentations and manuscripts for the hallway bulletin boards.
6. Works with IT specialist to maintain and update the FSSRT website on a regular basis (e.g., collecting student bios, posting current officers and future meetings, updating possible funding opportunities).

## C. Faculty Representative

### I. Eligibility and Qualifications

1. Confidence in speaking candidly to the faculty as a whole on behalf of the graduate student body
2. Actively involved in and generally aware of the spectrum of graduate student concerns, issues, and views as well as the historical context of issues.

### II. Responsibilities

1. Attends faculty meetings as scheduled
2. Responsible to act as a liaison between faculty and FSSRT
3. Reports relevant faculty issues to FSSRT and vice versa
4. Seeks another cabinet member (preferably Vice President) to temporarily perform these responsibilities when unable to do so

## D. Graduate Studies Representative

### I. Eligibility and Qualifications

1. Suggested to be at or very near ABD status (i.e., all but dissertation).
2. Confidence in speaking candidly to the graduate committee on behalf of the graduate student body; actively involved in and informed about the spectrum of graduate student concerns, issues, and views as well as the historical context of issues; and ability to contribute objectively to the discussion of issues that are specifically relevant to the graduate program (e.g., curriculum, program planning).

### II. Responsibilities

1. Attends graduate committee meetings as scheduled typically on a bi-monthly basis)
2. Responsible to act as a communicative liaison between the graduate studies and admission committees and FSSRT
3. Reports relevant FSSRT issues to the graduate studies committee and vice versa (i.e., provides thorough reports at FSSRT meetings, including admission reports of number of applicants, offers, acceptances)
4. Forwards pressing issues to the FSSRT Faculty Representative for further discussion and decision-making at faculty meetings.
5. Seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## E. Graduate Admissions Representative

### I. Eligibility and Qualifications

1. It is suggested that this person be post-thesis, and at least a third year graduate student
2. Confidence in speaking candidly to the admission committee
3. Ability to contribute objectively to the evaluation, discussion, and admission of admission applicants
4. Ability to maturely handle exposure to highly confidential credentials and applicant information.

### II. Responsibilities

1. Attends graduate admission meetings as scheduled
2. Coordinates housing and other hospitality activities for prospective students
3. Coordinates luncheons between prospective students and current students whose academic interests match, coordinates evening diversionary events for prospective students
4. As needed, can select graduate students to serve on sub-committee to assist with the organizing of the prospective student visit; seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## F. Undergraduate Studies Committee Representative

### I. Eligibility and Qualifications

1. An interest in undergraduate issues as well as previous teaching/TAing experience at the University of Arizona.
2. Confidence in speaking candidly to the undergraduate committee on behalf of the graduate student body;
3. Actively involved in and informed about the spectrum of undergraduate concerns, issues, and views as well as the historical context of issues; and ability to contribute objectively to the discussion of issues that are specifically relevant to the undergraduate program (e.g., program planning, advanced standing admission requirement, curriculum changes, outstanding senior awards).

### II. Responsibilities

1. Attends undergraduate committee meetings as scheduled (typically on a twice-monthly basis 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month)
2. Responsible to act as a communicative liaison between the undergraduate committee and FSSRT
3. Reports relevant FSSRT issues to the undergraduate studies committee and vice versa (i.e., provides thorough reports at FSSRT meetings etc.).
4. Seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## G. Social Liaison

## I. Eligibility and Qualifications

1. Fun-loving, socially connected, and creative
2. Able to execute all recruitment/hospitality responsibilities throughout the Spring semester.

## II. Responsibilities

1. Implements social activities that benefit FSSRT by building a sense of community among members of the graduate student and faculty community
2. Responsible together with Treasurer to implement fundraising activities as determined by FSSRT
3. Assists other cabinet members in coordinating activities when necessary;
4. Assists President in planning FSSRT involvement on the department or University level
5. Assists President in coordinating the assignment of representatives when FSSRT requires representation at departmental or University-wide activities.
6. Seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## H. Records Officer

### I. Eligibility and Responsibilities

1. It is recommended that this person is attentive to detail, actively involved in and generally aware of the functions of FSSRT, and familiar with the historical context of issues.

### II. Responsibilities

1. Maintains accurate and current information of the organization and membership, including photographs, and previous FSSRT information and documents
2. Under the direction of the Vice President maintains FSSRT website
3. Assists president and vice president to coordinate organization activities
4. Prepares meeting agenda when necessary
5. Assists individuals making a presentation at a meeting to secure necessary materials or equipment
6. Keeps accurate minutes of each meeting and forwards copies of them to other officers and members to ensure that all graduate students (i.e., active and inactive graduate students alike) are aware of the contents of FSSRT meeting discussions
7. Keeps attendance records of meetings which may include proxies
8. Seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## I. Treasurer

### I. Eligibility and Qualifications

1. It is recommended that this person is *particularly* attentive to detail.

## II. Responsibilities

1. Liaison to Office of Student Activities and Organizations for the purpose of organizational funding
2. Maintains accurate and current account of all organizational funds
3. Responsible for dispensing funds in accordance with goals and programs established by the organization
4. Provides financial updates at FSSRT meetings and publishes a yearly financial report to all members of the organization
5. Collects active member dues
6. Assists president, vice president, and records officer to coordinate organization activities
7. Responsible together with social liaison to implement fundraising activities as determined by the organization
8. Responsible to coordinate and disperse gifts of condolence
9. Formally hands account over to the next Treasure by making a special trip with that person to the bank to change the account-holder name
10. Seeks another cabinet member to temporarily perform these responsibilities when unable to do so.

## II. Meetings

- A. Meetings will be open to all organization active and associate members, faculty, and Office of Student Activities and Organization representatives.
- B. A notice of at least 2 weeks will be given prior to all meetings
- C. The meetings are to be organized and controlled by officers and active members
- D. Any meeting of this organization will require the presence of at least 3 elected officers to conduct official business
- E. A quorum will consist of at least two-thirds of active members including online participation and/or Powers of Proxy given to any active member of the organization prior to a meeting