

# CONSTITUTION

Date of Adoption: December 9, 1992  
Date of Amendment: September 29, 1993  
Date of Last Amendment: November 15, 2021

## ARTICLE I

### NAME

The name of this student organization at the University of Arizona shall be Family Studies Student Round Table (FSSRT).

## ARTICLE II

### OBJECTIVES

The purpose of this organization shall be:

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

## ARTICLE III

### MEMBERSHIP

Membership for this organization shall be:

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

## ARTICLE IV

### ELECTION OF OFFICERS

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

- Election of officers will take place during the Spring semester for installment in the upcoming academic school year. The yearly election will be scheduled during the first meeting of the new year.
- 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.
- Officers will be elected by a confidential written or online ballot, with each active member casting a vote. Most votes will constitute a victory.
- Officers will assume office for the period of one academic year.
- The term limit of one individual for the same office is two years.
- In the event of a tie, the re-vote will consist of only the two persons who received the greatest number of votes in the original election.
  - In the event of a three-way tie, each contender will be allowed on the re-vote ballot.
- 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.
  - 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.

### VACATED OFFICES AND SPECIAL ELECTIONS

- If an office is vacated prior to the beginning of the academic year, the runner-up from the previous election fills the office.
  - In the event of the runner-up holding another office, a special election is called.
- 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.

## RECALL OF OFFICERS

- Officers are subject to recall for malfeasance.
- 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.
- A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- 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

### AMENDMENTS

Amendments to the constitution shall be:

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

## ARTICLE VI

### ORGANIZATION TYPE

This is a non-profit organization.

## ARTICLE VII

### STATEMENT OF NON-DISCRIMINATION

This organization shall not discriminate by age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, socioeconomic background, 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 will determine reasonable dues and fees assessed to each member for each semester.

A specific member or group of members designated by this organization shall be responsible for paying 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 condolence gifts 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

### MEETINGS

Meetings for this organization shall be:

- Meetings will be open to all FSSRT active members and FSHD faculty.
- A notice of at least two weeks will be given before all meetings.
- The meetings will be organized and controlled by officers and active members.
- Any meeting of this organization will require the presence of at least three elected officers to conduct official business.
- A quorum will consist of at least two-thirds of active members, including online participation or Powers of Proxy given to any active member of the organization before a meeting.

### CABINET

Eligibility for office positions will be to be an active member of FSSRT. Officer position descriptions and responsibilities will be as follows:

#### I. President

- A. The official representative of the organization and liaison to the University community and the community at large; writes official communications from FSSRT; coordinates all official activities; calls regular and special meetings; presides at meetings; prepares agenda for meetings, and coordinates activities of officers to ensure efficient functioning of FSSRT and continued pursuit of FSSRT's objectives. Delegates these responsibilities to the Vice President when unable to perform them.

- II. Vice President
  - A. Assumes duties of President when necessary; assists President in coordinating official activities; assists President in planning and implementation of FSSRT goals; can take any cabinet post during a meeting if circumstances require. Works with IT specialist to maintain and update the FSSRT website regularly (e.g., collecting updated student bios, posting current officers and future meetings, gathering possible funding opportunities, and removing past-due funding opportunities).
- III. Faculty Representative
  - A. Attends faculty meetings as scheduled; responsible for acting as a communicative liaison between faculty and FSSRT; and reports relevant FSSRT issues to faculty and vice versa (i.e., provides thorough reports at FSSRT meetings). Seeks another cabinet member to perform these responsibilities when unable to do so.
- IV. Graduate Studies Representative
  - A. Attends graduate committee meetings as scheduled (typically monthly); responsible for acting as a communicative liaison between the graduate studies committee and FSSRT; reports relevant FSSRT issues to the graduate studies committee and vice versa (i.e., provides thorough reports at FSSRT meetings); and forwards pressing issues to the FSSRT Faculty Representative for further discussion and decision-making at faculty meetings. Seeks another cabinet member to perform these responsibilities when unable to do so.
- V. Undergraduate Studies Representative
  - A. Attends undergraduate committee meetings as scheduled (typically on a twice-monthly basis 1st and 3rd Mondays of each month); responsible for acting as a communicative liaison between the undergraduate committee and FSSRT; and reports relevant FSSRT issues to the undergraduate studies committee and vice versa (i.e., provides thorough reports at FSSRT meetings, etc.). Seeks another cabinet member to perform these responsibilities when unable to do so.
- VI. Social Liaison
  - A. Implements social activities that benefit FSSRT by building a sense of community among members of the graduate student and faculty community; responsible together with Treasurer to implement fundraising activities as determined by FSSRT; assists other cabinet members in coordinating activities when necessary; assists President in planning FSSRT involvement on the department or University level; assists President in coordinating the assignment of representatives when FSSRT requires representation at departmental or University-wide activities. Seeks another cabinet member to perform these responsibilities when unable to do so.
- VII. Recruitment Coordinator

- A. Coordinates housing and other hospitality activities for prospective students (e.g., coordinates luncheons between prospective students and current students with similar academic interests; coordinates evening diversionary events for prospective students). Seeks another cabinet member to perform these responsibilities when unable to do so.

VIII. Records Officer

- A. Keeps accurate minutes of each meeting and forwards copies of them to all members of the FSHD graduate community to ensure that all graduate students (i.e., active and inactive graduate students alike) are aware of the contents of FSSRT meeting discussions; keeps attendance records of meetings which includes proxies; maintains accurate current information about FSSRT and its membership and previous FSSRT information and documents; assists President and Vice President in coordinating activities when necessary; prepares meeting agenda when necessary; assists individuals making a presentation at an FSSRT meeting by securing necessary equipment or materials. Seeks another cabinet member to perform these responsibilities when unable to do so.

IX. Treasurer

- A. Maintains accurate and current accounts of all FSSRT funds; provides financial updates at FSSRT meetings; formally hands account over to the next Treasurer by making a special trip with that person to the bank to change the account-holder name; collects active member dues; dispenses funds in accordance with goals and activities conducted by FSSRT; responsible for coordinating and dispersing gifts of condolence and appreciation for members of the FSHD graduate student, faculty, and staff community; responsible together with Social Liaison to implement fundraising activities as determined by FSSRT; and assists other cabinet members in coordinating activities when necessary. Seeks another cabinet member to perform these responsibilities when unable to do so.