

# **CONSTITUTION**

Date of Adoption: December 9, 1992  
Date of Amendment: September 29, 1993  
Date of Previous Amendment: November 15, 2021  
Date of Last Amendment: October 17, 2024

## **ARTICLE I**

### **NAME**

The name of this student organization is HDFS Grad Alliance in the department of Human Development and Family Science at the University of Arizona.

## **ARTICLE II**

### **OBJECTIVES**

The purpose of this organization shall be:

- To promote interest in the Human Development and Family Science 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 HDFS graduate students.

## **ARTICLE III**

### **MEMBERSHIP**

Membership for this organization shall be:

- Non-students may not hold office and may not vote.
- Enrolled students 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, and Records Officer.

- Election of officers will take place during the Spring semester for installment in the upcoming academic school year.
- The current president will send a call for nominations from each active member of HDFS Grad Alliance no later than two weeks prior to the end of the academic year.
- Members may self-nominate or nominate a colleague for eligible roles.
- The current president confirms nominations with each nominee prior to the creation of the final ballot.
- Officers will be elected by electronic 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 for one individual for the same office is 1 year.
- 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 HDFS Grad Alliance (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, Grad Alliance will collectively discuss how to fill vacant positions.
  - 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 HDFS Grad Alliance 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, 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**

## BY-LAWS

### MEETINGS

Meetings for this organization shall be:

- Meetings will be open to all HDFS Grad Alliance members and HDFS faculty upon invitation by HDFS Grad Alliance.
- Notice of at least two weeks will be given before all meetings.
- The meetings will be organized and controlled by officers and active members.

### CABINET

Eligibility for office positions will be to be an active member of HDFS Grad Alliance. 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 HDFS Grad Alliance; 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 HDFS Grad Alliance and continued pursuit of HDFS Grad Alliance 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 HDFS Grad Alliance goals; can take any cabinet post during a meeting if circumstances require. Works with IT specialists to maintain and update the HDFS Grad Alliance 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 HDFS Grad Alliance; and reports relevant HDFS Grad Alliance issues to faculty and vice versa (i.e., provides thorough reports at HDFS Grad Alliance 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 HDFS Grad Alliance; reports relevant HDFS Grad Alliance issues to the graduate studies committee and vice versa (i.e., provides thorough reports at HDFS Grad Alliance meetings); and forwards pressing issues to the HDFS

Grad Alliance 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 monthly); responsible for acting as a communicative liaison between the undergraduate committee and HDFS Grad Alliance; and reports relevant HDFS Grad Alliance issues to the undergraduate studies committee and vice versa (i.e., provides thorough reports at HDFS Grad Alliance meetings, etc.). Seeks another cabinet member to perform these responsibilities when unable to do so.

**VI. Social Liaison**

- A. Implements social activities that benefit HDFS Grad Alliance by building a sense of community among members of the graduate student and faculty community; Works alongside other cabinet members to coordinate activities formal and informal activities; assists President in planning HDFS Grad Alliance involvement on the department or University level; assists President in coordinating the assignment of representatives when HDFS Grad Alliance 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 HDFS graduate community to ensure that all graduate students (i.e., active and inactive graduate students alike) are aware of the contents of HDFS Grad Alliance meeting discussions; keeps attendance records of meetings which includes proxies; maintains accurate current information about HDFS Grad Alliance and its membership and previous HDFS Grad Alliance 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 HDFS Grad Alliance meeting by securing necessary equipment or materials. Seeks another cabinet member to perform these responsibilities when unable to do so.