

UTM Anthropology Society Constitution

Amended in February 2022

Article 1: Name

The club shall be known as the University of Toronto Mississauga Anthropology Society (UTM Anthropology Society or UTMAS), an Academic Society constituted by the UTMSU (University of Toronto Mississauga Student Union).

Article 2: Purpose

The UTM Anthropology Society is a student-run undergraduate academic society at the University of Toronto's Mississauga Campus. Our aim is to provide a network of opportunities for students interested in or studying in the field of Anthropology, especially those completing an Anthropology Specialist, Major or Minor.

Our mandate is to provide various opportunities for those interested in anthropology to come together and celebrate the field building a community. We will work to promote the discipline of anthropology, stressing its holistic approach and paying attention to all five sub-disciplines of anthropology offered at UTM – biological anthropology, linguistic anthropology, sociocultural anthropology, archeology, and forensic anthropology. We plan to bring various events to promote social, academic and professional development.

Article 3: Membership

3.1 Any full-time or part-time undergraduate student enrolled in an Anthropology or Forensic Anthropology program (major, minor, or specialist subject POST) at University of Toronto Mississauga is automatically a member of the UTM Anthropology Society and is eligible to vote during UTMAS elections (voting members).

3.2 Non-anthropology students, graduate students, staff, or faculty members are welcome to attend events, though they will be considered non-voting members.

3.3 There are no membership fees, though there may be fees for events/trips. All interested voting and non-voting members are eligible to attend events.

Article 4: Executive Council

4.1 The Executive Council shall consist of two Co-Presidents, a Vice President, Administrative Coordinator, two Events Coordinator, two Communications Officers, as well as four-year representatives (**4.2** The Executive Council must enroll full-time or part-time students who have paid their University of Toronto incidental fees for the year they serve on the committee.)

4.3 All executives must necessarily be enrolled in anthropology or forensic anthropology subject POST(s), with the exception of the 1st year representative.

4.4 All executives must attend eighty percent of meetings and fifty percent of events held by the UTMAS, and notify the Co-Presidents and/or the Vice President 24 hours beforehand if unable to attend.

4.5 All executives must hold office hours once a semester for one hour and notify the Co-Presidents and/or the Vice President 24 hours beforehand if unable to attend.

4.6 The Co-Presidents Shall:

4.6.1 Preside over all meetings of the society and shall be an ex-officio member of all committees within the society.

4.6.2 Call all executive meetings and general meetings.

4.6.3 Handle the day-to-day operations of the society.

4.6.4 Ensure the society's adherence to UTMSU policies.

4.6.5 Act as a signing officer on all society documents.

4.6.6 Act as the liaison between UTMAS and the Anthropology department and UTMSU.

4.6.7 Ensure that the Anthropology department is aware of all events and services.

4.6.8 Liaison with the Vice President to ensure programming is CCR recognized before the end of the program.

4.6.9 Attend all UTMSU meetings and report information back to the all executive members.

4.6.10 Check and respond to any emails within 48 hours.

4.7. The Vice President shall:

4.7.1 Fulfill the Co-President's duties if at any time one or both Presidents are unavailable.

4.7.2 Take on the title of "Acting President" or "Acting Co-President" if one or both Co-Presidents are unable to continue their role as President of UTMAS.

4.7.3 Act as a signing officer for all official society documents.

4.7.4 Recruit, schedule, and brief volunteers for all UTMAS events.

4.7.5 Create and coordinate schedules for UTMAS volunteers, executives, events, social media postings at least once a month.

4.7.6 Relay news from CAPA and other professional anthropological organizations including information about field schools, graduate schools, and other opportunities for UTMAS membership.

4.7.7 Organize the purchase of UTMAS merchandise and stationary.

4.7.8 Responsible for attending and relaying information from all mandatory UTMSU club meetings.

4.7.9 Will be responsible for organizing all/any (annual/semester) long activities and programs including the peer mentorship program.

4.7.10 Responsible for all CCR recognition for the Society and its programming.

4.7.11 Check and respond to any emails within 48 hours.

4.8. The Administrative Coordinator shall:

4.8.1 Must attend all meetings

4.8.2 Keep the minutes of all official meetings and provide the minutes to the executive council within 48 hours of a meeting.

4.8.3 Keep the attendance at all meetings. Notify UTMAS President if any executive member fails to attend two consecutive meetings or three meetings in a semester.

4.8.4 Maintain all records using professional language

4.8.5 Organize and balance the funding requests and banking information.

4.8.6 Use finances strictly for the benefit of the society and its events.

4.8.7 Place all funds in a bank account (to be created after recognition) that only they and the Co-Presidents will have access to.

4.8.8 Keep a record of all deposits, withdrawals, budgets, receipts, etc.

4.8.9 Create a budget for all purchases by the society for each event.

4.8.10 Check the email every 48 hours

4.8.11 Be responsible for the biannual UTMSU Audit

4.9 The Events Coordinators shall:

4.9.1 Organize both academic and social events for UTMAS members, with support from the UTMAS executive and general membership.

4.9.2 Coordinate with the Co-Presidents and the Vice President on how many volunteers are needed for specific events and what their responsibilities will be.

4.9.3 Plan when each event will take place and when advertisements for these events shall begin. This requires the Events Officer to summarize key information of the events to then send to the communication officers.

4.9.4 Retrieve all contact information for special guests, speakers, location coordinators, etc. and will then send this information to the communication officers.

4.9.5 Be responsible for booking rooms, food, equipment, etc.

4.9.6 Purchase all items for events and will then be reimbursed by UTMAS through the treasurer. Will follow the budget made by the treasurer.

4.9.7 Be responsible for set-up and cleanup of all events.

4.9.8 Pose possible purchases to the Executive Council and with the majority vote of the council will then purchase the approved item. All purchases over five hundred dollars must fundraise twenty-five percent of the total amount.

4.9.9 Check and respond to any event related emails within 24 hours.

4.10 The Communications Officers shall:

4.10.1 Ensure that the Anthropology faculty and students are informed about UTMAS events and services.

4.10.2 Facilitate communication between faculty, graduate students, UTMSU, student body and UTMAS through emails.

4.10.3 Be responsible for putting together the UTMAS semester newsletter.

4.10.4 Create posters and advertisements for all events. This includes electronic and paper posters as well as possible PowerPoint slides for professors to use.

4.10.5 Maintain and update the UTMAS bulletin board.

4.10.6 Create and maintain the UTMAS website, Facebook page, twitter account and Instagram account. Post any announcements or upcoming events on these forums in a timely manner. As well, moderate posts and delete those with unsuitable content.

4.10.7 Maintain the email accounts, checking it two times daily, and answering all emails within 24 hours. Those that the communication officer cannot answer, they will then send to who can answer them.

4.10.8 Summarize information received in emails and will then pose to the Executive Council.

4.10.9 Will take photos or organize the photography at all events.

4.10.10 Will collaborate with the Year Representatives to complete and distribute the annual UTMAS Newsletter.

4.11 The Year Representatives shall:

4.11.1 Provide input in events/marketing strategies.

4.11.2 Aid in the advertising/marketing of events as well as the developments of advertising materials.

4.11.3 Liaise with students in the year to which they are assigned, bringing up any concerns or suggestions of that year at executive meetings.

4.11.4 Perform other duties assigned by the Co-Presidents and/or the Vice President.

4.11.5 Speaking in the respective classrooms of the year they are assigned on upcoming events, services provided, etc.

4.11.5 Will be responsible for keeping the UTMAS website up to date.

4.11.6 Will be responsible for checking the email once a week

4.11.7 Must participate in one (1) semester-long program.

4.11.8 Will Collaborate with the Communications Coordinators to complete and distribute the annual UTMAS newsletter.

4.12 The Senior Advisor shall:

4.12.1 Provide input in events/marketing strategies

4.12.2 Ensure all members of the society are fulfilling their responsibilities

4.12.3 Primary contact for involving graduate students

4.12.4 Perform other duties assigned by the Co-Presidents and/or the Vice President

4.12.5 Liason between the UTMAS and the Anthropology Department.

Article 5: Meetings

5.1 General meetings

5.1.1 General meetings shall be open to all club members (voting and non-voting).

5.1.2 At least one general meeting shall be called by the Co-Presidents and/or the Vice President per academic term.

5.1.3 Upon the receipt of fifteen (15) signatures by the voting members requesting a general meeting, a meeting shall be called by the Co-Presidents at the earliest possible date.

•5.1.4 Voting procedure for regular business at a meeting shall be by simple majority (non-voting members shall be asked to refrain from a vote).

•5.1.5 Notice of a general meeting must be given at least one week prior to that meeting.

5.2 Executive meetings

5.2.1 Executive meetings will take place either weekly or bi-weekly, at the discretion of the Co-Presidents.

5.2.2 Voting procedure for regular business at an executive meeting shall be by simple majority.

•5.2.3 Failure to attend any two consecutive executive meetings per academic term without having provided a legitimate excuse to one of the Co-Presidents and/or the Vice President within 48 hours before a missed meeting will result in a warning (see Article 7).

5.2.4 Notice of an executive meeting must be given at least one week prior to that meeting.

Article 6: Elections

6.1 Election for the following year must be conducted by the last week of March of the previous year.

6.2 All elections must have a Chief Returning Officer (CRO) who will set up the elections online at www.voting.utoronto.ca or in-person. The CRO must be unbiased and approved by the Campus Groups Coordinator.

6.3 Voting members are undergraduate students enrolled in an Anthropology or Forensic Science Anthropology subject POST. Alumni are not voting members.

6.4 Advertising for elections is mandatory and must take place over a period of two weeks. CRO must approve advertisements before being posted.

6.5 If there are vacant positions after the Winter Semester elections (for example first year representatives) It will be at the Co-Presidents discretion to appoint for the months of May to September, the Co-Presidents and/or the Vice President will fulfill the responsibilities of the vacant positions.

6.6 Election winners will be announced by e-mail within 48 hours of the close of elections.

Article 7: Recall from Office

7.1 Failure of an executive member to fulfill their responsibilities, be it attendance or specific duties of the position as outlined in the constitution, will result in one warning (verbal or written), then a written petition to UTMSU to remove the executive from office.

7.2 For a warning to occur, the majority of the executive team must be in agreement of giving a warning.

7.3 The warning will consist of an outline of the alleged offenses/instances of neglect, and a discussion of how to prevent it from happening again through the construction of an action plan.

7.4 These warnings will be administered by the acting UTMAS President and if needed will be mediated by the UTMSU .

7.5 If after a verbal warning is issued, the executive still fails to perform their duties, a referendum will be held by the remaining executives on the expulsion of the individual from office. If there is a consensus on their removal from office, a petition will be sent to UTMSU where the individual's removal will be verified in writing by the Vice President of University Affairs/Campus Groups Coordinator.

Article 8: Amendments

8.1 Passage of amendments shall be subject to a majority approval by the executive team.

8.2 Each amendment shall be referred to the UTMSU for review before it is formalized.

8.3 Any amendments must be made public and presented to the executive team and to the general membership (voting member).

Description of Society:

The UTM Anthropology Society is a student-run undergraduate society at the University of Toronto's Mississauga campus. Our aim is to provide a network for students interested in any of the five subfields of anthropology offered at UTM – biological anthropology, linguistic anthropology, sociocultural anthropology, archeology, and forensic anthropology. The UTMAS aims to provide opportunities for students to gain academic, social, personal and professional growth within the anthropology discipline with events such as: Department Networking Events, Career Panels , Graduate School Information Sessions, Undergraduate Student Symposium, Peer Mentorship Programs, De-Stressor Events .

Description of Membership

All full-time or part-time undergraduate students enrolled in an Anthropology or Forensic Anthropology program (Specialist, Major or Minor subject POST) at the University of Toronto Mississauga are

automatically a voting member of the UTM Anthropology Society. Voting members of the UTMAS are eligible to apply for an Executive position and/or vote during the UTMAS election period. [The only exception would be for the position for the First-Year Representative which will not require to be in an Anthropology program.] For more information about the UTMAS please reach out to us via email:anthropology@gmail.com, website: utmas.net Instagram: [utm_anthropologysociety](https://www.instagram.com/utm_anthropologysociety)