



## Archaeology Student Society

### 1 NAME

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The society shall be known as the Archaeology Student Society, hereinafter the ASS.

### 2 OBJECTIVES

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The objectives of the ASS are:

1. To promote and represent the interests and welfare of the ASS member's to the department of Archaeology;
2. To stimulate and promote archaeological inquiry and exploration;
3. To provide an organised body through which archaeology students may participate in university affairs;
4. The ASS is constituted as a Departmental Student Union as defined in the Administrative Policies of the Simon Fraser Student Society.

### 3 MEMBERSHIP

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- I. Automatic membership shall be extended to:
  1. All declared majors, minors, and certificate recipients in the Department of Archaeology;
  2. All students enrolled in any undergraduate archaeology course offered by the Department of Archaeology within a given semester.
- II. Membership may only be extended to those who also belong to the SFSS membership.

### 4 EXECUTIVE COMMITTEE

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1. The executive committee shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Councillor
6. Faculty Representative
7. Undergraduate Curriculum Committee Representative
8. Interdepartmental Representative
9. Social Media and Debitage Coordinator
10. Social Media and Debitage Associate Coordinator
11. Events and Activities Director
12. General Members

2. The powers and duties of the Executive Committee shall be as follows:

- I.* The Executive Committee shall be responsible for coordinating the agenda for all General Meetings and for convening all general and special meetings and giving proper notice of meetings and elections to the membership.
- II.* Four members of the Executive Committee (President, Vice-President, Secretary and Treasurer) shall be designated as signing officers of the ASS and shall be responsible for the financial matters of the ASS. All expenditures shall be approved by a simple majority vote at a General Meeting.
- III.* The Executive Committee shall organise activities in which all members shall be eligible to participate. Such activities may include academic, social, educational, political and career-related events that benefit the members and that are supported by the membership.
- IV.* The Executive Committee shall strike ad hoc committees as required. All members of the ASS shall be eligible to sit on all ad hoc committees.

## 5 DUTIES OF OFFICERS

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- I.* President:  
The President shall prepare the agendas, chair all General and Executive Committee meetings, and shall coordinate all actions of the Executive Committee, in conjunction with other ASS officers.
- II.* Vice-President:  
The Vice-President shall assist the President in coordinating all activities of the ASS in conjunction with other ASS officers.
- III.* Secretary:  
The Secretary shall maintain the minutes and any other records of the meetings of the

ASS. Minutes shall be posted on the ASS website, ASS Discord server, Faculty of Environment Discord server, and SFSS portal.

*IV.* Treasurer:

The Treasurer shall maintain all financial records of the ASS; make regular reports to the ASS membership concerning all funds received and spent by the ASS; prepare and maintain all budgets, which shall be presented to the Executive Committee; and provide liaison between the ASS and all sources of funding.

*V.* SFSS Councillor:

The SFSS Councillor shall represent the interests of the ASS on the Simon Fraser Student Society Council (SFSS Council) as a legal member of the SFSS Board of Directors; present all relevant information from the SFSS Council to the ASS at all General Meetings; and take direction from the ASS.

*VI.* Faculty Representative:

The Faculty Representative shall regularly attend all Archaeology Faculty meetings; keep the membership of the ASS well informed concerning the business of these meetings; and with direction of the membership, seek to promote the best interests of the members of the ASS.

*VII.* Undergraduate Curriculum Committee Representative:

The Undergraduate Curriculum Committee Representative shall regularly attend all Undergraduate Curriculum Committee meetings; keep the membership of the ASS well informed concerning the business of these meetings; and with direction of the membership, seek to promote the best interests of the members of the ASS. If this role goes unfilled, a core four member may fulfil this role as an additional responsibility of their own position.

*VIII.* Interdepartmental Representative

The Interdepartmental Representative shall attend all meetings with the Dean's Office, and other departmental student unions of the Faculty of Environment to coordinate DSU-level events, and plan all Faculty of Environment-level events; keep the membership of the ASS well informed concerning the business of these meetings; and with direction of the membership, seek to promote the best interests of the members of the ASS.

*IX.* Social Media and Debitage Coordinator

The Social Media and Debitage Director shall coordinate and create all promotions regarding all ASS activities; regularly maintain any and all social media; manage and oversee the Debitage newsletter - including collecting, editing and publishing all articles; and manage the ASS website.

*X.* Social Media and Debitage Associate Coordinator

The Social Media and Debitage Associate Director shall assist the Social Media and Debitage Director in coordinating and creating all promotions regarding all ASS activities; regularly maintain any and all social media; manage and oversee the Debitage newsletter - including collecting, editing and publishing all articles; and manage the ASS website.

- XI.* Events and Activities Director  
Will oversee all events and coordinate with the President and Vice President to fulfil deadlines concerning events such as room bookings and contacting guests. They will also work with the treasurer to help with event grants and budgeting for events.
- XII.* General Member:  
The General Member shall attend 10 hours of ASS meetings and/or events per semester; assist with any tasks delegated from the President and/or Vice President. There may be up to two elected -CCR receiving- General Members at any given time.

## *6 MEETINGS*

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- I. Quorum for General Meetings shall consist of eight elected Executive Officers.  
A. In cases where there is no possibility to have eight elected Executive Officers present, this requirement may be reduced to five.  
B. Quorate General Meetings are those that reach Quorum as described in sections 6(I) & 6(IA)
- II. There must be at least four General Meetings held in all semesters.
- III. Meetings are to be called at the discretion of the President, Vice-President, or Secretary, or upon written and signed request by six of the membership.

## *7 ELECTIONS*

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- I.* Officers of the ASS shall be elected by a simple majority of members, if possible, within the first month of classes of the fall semester, with exception to the SFSS councillor.
- II.* The term for all executives will last until the end of the fiscal year (August 31st) from date of election, with any officer having the option to resign at any given point within the semester.  
A. The SFSS Councillor shall be elected between the start of week 7 and the end of week 10 of classes in the Spring semester each year.
- III.* The annual election will be held during the Fall semester each year. The election shall be finalised by the end of the first week in October.
- IV.* Any member of the ASS is eligible to be nominated for any elected position. All members may hold up to two positions, except for the President, Vice-President, Secretary, Treasurer, or Councillor. Nominees should be present during the election or by proxy under exceptional circumstances.
- V.* Elections must be announced in all notices of the General Meeting at which the election is to occur.
- VI.* Notice of opening of nominations shall be announced to the membership a minimum of one week before the meeting is to be convened. Notice shall be provided to the ASS membership email list and posted on all active ASS social media platforms. Notices shall contain the particulars concerning time and place and nature of the business to be conducted at the meeting.

- VII.* The outgoing committee shall provide notice of the election meeting. Where no committee exists, any member may do so.

## *8 VOTING*

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For business conducted at quorate General Meetings:

- I.* All students that fall under the terms of Membership<sup>1</sup> are entitled to one vote
- II.* The President shall only vote in the case of a tie.
- III.* Voting will be done by anonymous ballot, unless the chair determines an alternative method is appropriate.
- IV.* Voting by proxy is strictly prohibited.
- V.* Due to any reason voting and elections may be held in hybrid/online environments where the President feels it necessary.

## *9 VACANCIES, ABANDONMENT, and IMPEACHMENT*

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- I.* When a position remains unfilled or becomes vacant, the Executive Committee may appoint a member to fill it until the next General Meeting, at which a by-election shall be conducted, if deemed necessary by the President and Vice President. Notice of meeting shall include the advertisement for the by-election.
- II.* By-elections shall be held as needed to fill vacant positions. Terms of office for positions filled in a by-election shall expire at the end August.
- III.* Should any executive be absent from two consecutive Executive and/or General Meetings of the Society, their position will be considered to be abandoned. This does not apply to executives who send regrets in advance of their absence.
- IV.* Any member of the Executive may be asked to resign following a motion of non-confidence in that member.
  - A.* The non-confidence motion must be signed by minimum 10 members of the Membership, 80% must be executive officers.
  - B.* For a non-confidence motion to be passed, it must receive two-thirds majority of members at a given quorate General Meeting.
  - C.* Notice of a non-confidence motion must be submitted to the President three business days prior to a scheduled quorate General Meeting.
  - D.* Members of the Executive who do not voluntarily resign in such circumstances may be impeached.
- V.* Officers of the ASS, except the SFSS Councillor, may be impeached from office by a two-thirds majority vote of the members present and voting at a Quorate General Meeting.
  - A.* Notice of Impeachment must be given one day prior to a given quorate General Meeting.

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<sup>1</sup> See section 3 Membership

- B. The SFSS Councillor may only be impeached by the SFSS council itself. In the case where the Membership wishes to impeach the Councillor, they should appeal to the SFSS.

## *10 MEMBER RESIGNATION*

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- I.* If an elected officer wishes to resign for any reason, they must inform the Executive Committee in writing two weeks in advance.
- II.* After the two weeks have passed, the member is released from their duties, and the position is considered vacant.
- III.* The two-week notice requirement may be waived or altered if agreed upon by both the President and Vice President.

## *11 AMENDMENTS*

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- I.* In cases where the Membership desires to amend the constitution, they must give the acting President three days notice, prior to a quorum General Meeting.
- A.* The Amendment Notice must be signed by at least 10 members, 50% of which must be Executive Members.
- II.* This constitution may be amended by a three-fourths majority of ASS members who are present and voting at a Quorate General Meeting called for the purpose.
- III.* Proposed amendments to the Constitution shall be provided to the membership via the email lists and any social media platforms currently in use at least one week prior to the Quorate General Meeting.
- IV.* The by-laws may be amended by motion of amendment is subsequently passed by a majority of 50% of the members at the General Meeting.

## *12 DISSOLUTION*

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- I.* In the event that the members decide to dissolve the ASS, or in the event that the ASS becomes inactive, all assets of the ASS become property of the Simon Fraser Student Society, to be held in a trust for a minimum period of two years.
- A.* If, during this period, a new society is formed to represent the interests of students within the department of Archaeology, or if the ASS becomes active, the trust shall be dissolved, and all assets shall become the property of the student society.
- B.* After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit.
- II.* For the purpose of this article, the Student Society shall have become inactive if, for four consecutive semesters, the membership does not hold the minimum number of quorate General Meetings as required by this constitution.

## 13 RATIFICATION and AMENDMENTS

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- I.* Ratified January 20, 1997;
- II.* Amendments to *VII. Voting* and *XIV. By-Laws* ratified Spring semester 1998;
- III.* Amendments to *IX. Quorum* ratified October 18, 2001;
- IV.* Keyed in June 14, 2004
- V.* Amendments to *I. Name, III. Membership, IV. Organisation: Sub-sections V-IX, V. Elections, VI. Voting, VII Quorum, IX. Recall, X. Amendments, XII. Dissolution, and XIII. By-Laws* ratified February 8, 2021.