

# Official Constitution

UCL Institute of Archaeology

**Society of Archaeological Masters Students**

v. 1.0.1

\*\*\*\*\*

**Written by: Branden Rizzuto**

**November 4<sup>th</sup>, 2014**

**Edited by: Jane Hollingsworth**

**November 10<sup>th</sup>, 2014**

**Last Updated by: Branden Rizzuto**

**December 15<sup>th</sup>, 2014**

\*\*\*\*\*

**Contents**

<b>Article I: Name</b>	<b>4</b>
<b>Article II: Object, Duties and Functions</b>	<b>4</b>
<b>Article III: Membership</b>	<b>4</b>
<b>Article IV: Executive</b>	<b>5</b>
<b>Article V: Council and Procedures</b>	<b>9</b>
<b>Article VI: Finance</b>	<b>11</b>
<b>Article VII: Elections</b>	<b>12</b>
<b>Article VIII: Amendments and Extensions</b>	<b>13</b>
<b>History of Amendments</b>	<b>15</b>

## **Article I: Name**

The organization shall be known as the “Society of Archaeological Masters Students”, hereinafter referred to as the “SAMS”. The preceding organization shall function as a component of the “Institute of Archaeology”, hereinafter referred to as the “IoA”.

## **Article II: Object, Duties and Functions**

**Section 1:** The SAMS shall have three overarching objects listed in order of highest priority to lowest priority as follows:

- a) The primary object of the SAMS shall be to improve, and to provide services for the improvement of, the education and academic life of all masters students in the IoA.
- b) The secondary object of the SAMS shall be to act as the central organizing body, and provide resources and services, for the growth and development of an Archaeology Community consisting of both Full-Members and Affiliate-Members as defined in Article III, Sections 3 and 4.
- c) The third and final object of the SAMS shall be to promote the awareness of Archaeology as a global academic discipline, and to serve as a medium for those individuals interested in the subject of Archaeology or who wish to become more involved with the Archaeology Community.

**Section 2:** Toward the objects stated in Section 1 of this Article, the SAMS shall:

- a) Act as a liaison between all IoA masters students and the IoA.
- b) Provide academic, career, and social functions for the IoA’s masters student body with a primary focus on benefiting Full-Members and a secondary focus on benefiting Affiliate-Members.
- c) Generate, administer, and distribute funds wisely and appropriately.
- d) Not advertise, promote, or affiliate itself with third-party groups whom promote ideologies or an environment harmful to the Objects of the SAMS, or to whom activities are of no benefit to SAMS Members
- e) Promote the SAMS’ representation on University College London and IoA committees, as well as any other committees within or outside the University as deemed appropriate.
- f) Provide all other services as deemed necessary or appropriate.

## **Article III: Membership**

**Section 1:** The SAMS shall grant two (2) membership titles; Full-Member and Affiliate-Member, and each will be associated with a different set of privileges as deemed by the SAMS Executive Council and in adherence with this Constitution.

**Section 2:** Full-Members shall always have preference and priority over Affiliate-Members in the distribution of SAMS resources and services.

**Section 3:** Full-Membership shall be granted to those individuals who are registered part-time or full-time masters students at the IoA.

**Section 4:** Affiliate-Membership shall be granted to those individuals who do not fulfill the requirements to hold Full-Membership but nevertheless show a greater interest in both the SAMS and Archaeology as an academic discipline.

**Section 5:** The SAMS shall not withhold membership or discriminate from/against any individual(s) on the basis of race, colour, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, or disability, and shall abide by any and all Code of Ethics enforced by University College London and the IoA.

#### **Article IV: Executive**

**Section 1:** All Executive Positions shall be fulfilled via the electoral procedure outlined in Article VII

**Section 2:** The individual who occupies a given Executive Position shall hold both the title of SAMS Executive and the title associated with the specific Executive Position of which they are occupying

**Section 3:** The term of office for each Executive Position shall commence on the first day following elections, and shall continue for a time period of approximately one (1) year until the day of elections the following academic year

**Section 4:** It shall be recommended that newly elected Executives retain counsel from previous Executives to facilitate an easier transition and working knowledge of SAMS functions and duties

**Section 5:** The Executive Positions and their respective duties shall be as follows:

a) The two (2) Co-Presidents shall:

- i) act as the primary representatives of the SAMS in all SAMS related matters;
- ii) act as the primary liaisons between the SAMS and the IoA;
- iii) address specific problems in the IoA which threaten the educational quality for IoA masters students, informing Full-Members of such problems and implementing action if necessary;
- iv) be responsible for drafting and fulfilling SAMS policy;
- v) monitor all other Executives to ensure that they are fulfilling their required responsibilities;
- vi) monitor the planning and execution of SAMS events in coordination with other Executives, delegating responsibility to others when further assistance is required;
- vii) aid in the preparation/execution of a SAMS budget in accordance with the Treasurer;
- viii) solicit a wide range of involvement in SAMS activities from all levels of the IoA via specifically addressed emails, meetings, and other communications;
- ix) manage and operate the SAMS official email account in accordance with the Communications Coordinator and Vice-President;

- x) solicit input from other Executives in drafting an agenda for meetings;
- xi) call to order and chair all meetings of the SAMS;
- xii) ensure that meetings proceed in an orderly manner and that the agenda is adhered to;
- xiii) educate other Executives on all matters, tasks, and duties as they arise;
- xiv) delegate tasks and responsibilities to other Executives as deemed necessary;
- xv) participate in SAMS events and attend meetings.

b) The one (1) Vice-President shall:

- i) share in the responsibilities of day-to-day activities with the Co-Presidents and other Executives;
- ii) assume the duties of the Co-Presidents when called upon or when one or both are unable to do so;
- iii) directly oversee that the history of SAMS activities is recorded and preserved as it takes place in real-time, preserving all relevant documents and information for future reference;
- iv) participate in SAMS events and attend meetings.

c) The one (1) Secretary shall:

- i) record the minutes of all matters brought forward at SAMS meetings;
- ii) ensure that the minutes of all meetings are emailed to the Co-Presidents, Vice-President, and Communications Coordinator to be distributed to all Members within a period of 48 hours;
- iii) organize and maintain Executive contact lists;
- iv) work under the Vice-President in recording and preserving a history of SAMS activities as it takes place in real-time, preserving all relevant documents and information for future reference;
- v) participate in SAMS events and attend meetings.

d) The one (1) Treasurer shall:

- i) prepare/execute financial budgets with the Co-Presidents as necessary;
- ii) keep an up-to-date list of financial contacts and their contact information;
- iii) maintain up-to-date and accurate records detailing SAMS financial operations;

iv) oversee with the Co-Presidents the security of all SAMS funds;

v) participate in ASA events and attend meetings.

e) The three (3) Workshop Coordinators shall:

i) play a lead role in organizing and monitoring all SAMS workshops with the assistance of other Executives as necessary;

ii) ensure all SAMS workshops are advertised at least one (1) week in advance and are open to all appropriate parties;

iii) participate in SAMS events and attend meetings.

f) The three (3) Social Coordinators shall:

i) play a lead role in organizing and monitoring all SAMS social events with the assistance of other Executives as necessary;

ii) ensure all SAMS social events are advertised at least one (1) week in advance and are open to all appropriate parties;

iii) participate in SAMS events and attend meetings.

g) The three (3) Conference Coordinators shall:

i) play a lead role in organizing and monitoring an annual SAMS academic conference with the assistance of other Executives as necessary;

ii) ensure the SAMS academic conference is advertised at least one (1) month in advance and is open to all appropriate parties;

iii) aid in the sourcing of funds to be used to host the SAMS academic conference;

iv) maintain close communication with all conference presenters and associated parties;

v) participate in SAMS events and attend meetings.

h) The two (2) Fundraising Coordinators shall:

i) organize and monitor all SAMS fundraising events with the assistance of other Executives as necessary;

ii) ensure all fundraising events are advertised at least one (1) week in advance and are open to all appropriate parties;

- iii) ensure that sufficient funds are raised to cover all SAMS events per annum;
- iv) participate in SAMS events and attend meetings.

i) The one (1) Communications Coordinator shall:

- i) maintain the SAMS website, updating all pertinent information as necessary;
- ii) maintain and use appropriately all SAMS-related social media to communicate with and advertise to the SAMS Membership and other individuals;
- iii) administer the SAMS official email alongside the two (2) Co-Presidents and Vice-President, using the email to communicate with the SAMS Membership, distribute meeting minutes, and advertise all SAMS related events/operations;
- iv) play a lead role in promoting the SAMS as a community and an active component of the IoA;
- v) participate in SAMS events and attend meetings.

j) The one (1) Alumni Relations Officer shall:

- i) directly oversee all operations and attend to all matters concerned with IoA masters students-alumni relations in cooperation with the IoA and all associated parties;
- ii) play a lead role in organizing and monitoring all SAMS alumni events with the assistance of other Executives as necessary;
- iii) encourage IoA masters student alumni to remain active within a larger SAMS/IoA community;
- iv) participate in ASA events and attend meetings.

k) All Executives shall:

- i) ensure that they attend as many meetings as they can, without conflicting with their educational requirements;
- ii) consult with the Co-Presidents if they find their SAMS duties are detracting from their academic obligations so that additional assistance can be provided;
- iii) contact the Co-Presidents if they will be late or absent for a SAMS meeting or other SAMS requirement;
- iv) consult the Co-Presidents regarding any missed meetings, so that they may be informed of upcoming events, tasks to be completed, and responsibilities;

v) inform the Co-Presidents of items or concerns that they would like addressed during SAMS meetings, in advance, so that these items may be added to the agenda;

vi) attend all SAMS events and actively participate in the planning, set-up, operation and subsequent cleanup of events, when it is possible;

vii) contribute opinions and ideas at meetings as appropriate;

viii) assist in the distribution of advertising materials, as well as in the word-of-mouth advertising of SAMS activities;

## **Article V: Council and Procedures**

**Section 1:** The SAMS Executive Council will refer to the body composed of the eighteen (18) Executive Positions as detailed in Article IV, Section 5, and each Executive Position shall be occupied by one (1) individual via the electoral procedure described in Article VII

**Section 2:** The Executive Council will act as the major governing body of the SAMS in fulfilling all tasks, duties, and responsibilities as stated in this Constitution and as adopted by the Executive Council itself

**Section 3:** The SAMS shall hold weekly meetings or at a frequency dictated by the Executive Council. It shall be mandatory for all Executives to attend all meetings unless legitimately unable to do so. All SAMS Members and potential Members shall be welcomed to attend weekly meetings

**Section 4:** An agenda of matters of attention and concerns shall be prepared and presented at each weekly meeting by both Co-Presidents, who shall also chair all weekly meetings. Executives shall contact one (1) or both Co-Presidents to address any matters they would like added to the weekly agenda prior to weekly meetings

**Section 5:** The following shall be the systematic procedure for executing each and every item on the agenda at SAMS meetings:

1. The Co-Presidents shall present the item and all pertinent information to all meeting attendees
2. The Co-Presidents shall open the floor for meeting attendees to speak freely on the item one at a time and in an organized manner. Though any individual present at the meeting may speak on the item, Executives shall have preference for speaking. If the Co-Presidents deem that an individual is not adhering to the current item when speaking, that individual will be reminded to adhere to the current item
3. At any time after the Co-Presidents have opened the floor for discussion, any Executive may motion to put a proposal concerning the item to a vote. The proposal shall be clearly stated and addressed to all meeting attendees, and one (1) additional Executive shall second the proposal for voting to commence. Failure to have an additional Executive second the proposal shall result in the proposal being withdrawn and the floor shall once again be opened for all meeting attendees to speak freely on the item

4. If a proposal is voted on and successfully passed via the process outlined in Section 6 of this Article, then the Co-Presidents shall present the next item and the process shall be repeated until all items on the agenda have been successfully executed. If a proposal is voted on and fails, then the floor shall once again be opened for all meeting attendees to speak freely on the item

**Section 6:** The following shall be the systematic procedure for voting on proposals at all SAMS meetings:

1. Via a show of hands, and as identified by the Co-Presidents, individuals present at the meeting and eligible to vote on the proposal shall indicate whether they: vote in favour, vote against, or abstain. For an individual to be eligible to vote, that individual must be a SAMS Full-Member and must be present at the meeting itself. For all official Executives not present at the meeting, their votes shall automatically be recorded as abstaining
2. For a proposal to pass, a simple majority of votes in favour shall be recognized. If this criterion is not met, the proposal fails

**Section 7:** Unless discussed and adopted at an official SAMS meeting via the procedure outlined in this Article, both Co-Presidents shall collectively handle and execute all SAMS matters and concerns in which a restricted time-frame requires the item to be dealt with before it can be presented at an official SAMS meeting. In this manner, unless discussed and adopted at an official SAMS meeting via the procedure outlined in this Article, both Co-Presidents shall collectively handle and execute all matters and concerns in real-time at all official SAMS events

**Section 8:** If required, the following shall be the standard procedure for the removal of an Executive from their title and Position:

1. At an official SAMS meeting, an Executive shall motion for the dismissal of the Executive in question, clearly identifying why they believe that Executive should be removed from their title and Position
2. One (1) additional Executive must second the proposal. If this criterion is not met, the motion fails
3. The Executive in risk of dismissal shall be given an opportunity to defend themselves by speaking freely to all meeting attendees
4. One week shall be allowed to pass, at which point another meeting shall be held
5. The Executive in risk of dismissal shall once again be given an opportunity to defend themselves by speaking freely to all meeting attendees
6. An Executive Vote shall be held via secret ballot, in which each Executive shall indicate whether they: vote in favour, vote against, or abstain. For all official Executives not present at the meeting, their votes shall automatically be recorded as abstaining, unless indicated via proxy to the Co-Presidents prior. For the motion to pass, two-thirds (2/3) of the Executive Council shall vote in favour of the motion. The Executive in risk of dismissal shall not exercise a vote

7. If the motion passes, the Executive in question shall be stricken of their title and removed from their Executive Position immediately
8. Bi-elections shall take place within no more than three (3) weeks time of the removal of an Executive

**Section 9:** Should any Member or Executive of the SAMS be found in serious violation of this constitution, demonstrate a serious neglect of their respective responsibilities, or commit a major offence against the SAMS – including theft, vandalism, or fraud – that individual will be immediately stripped of their title at the discretion of the Co-Presidents. Should the individual in question hold the title of Co-President, then they will be stripped of their title at the discretion of the remaining Co-President and the Vice-President

**Section 10:** Should any Executive who fails to attend 75% of SAMS official meetings in a given term and/or fails to communicate sufficiently with regards to SAMS operations and their Executive responsibilities should they be unable to attend said meetings, that executive may be removed from their Executive title at the discretion of the two (2) co-presidents and one (1) vice-president, unless the Executive in question holds the position of co-president or vice-president, in which case removal of the Executive shall follow the procedures outlined in section 8 of this article

**Section 11:** Emergency meetings shall be called at the collective judgment of both Co-Presidents. It shall be the responsibility of all Executives to attempt to attend. If attendance is not possible, it shall be the responsibility of all Executives to make themselves knowledgeable of the items brought forth at the meeting immediately afterwards

**Section 12:** An up-to-date copy of the Constitution shall be on-hand at every official SAMS meeting or nearby, so that it may be consulted as necessary

## **Article VI: Finance**

**Section 1:** At the commencement of each term of office, the Co-Presidents, Vice-President, and Treasurer shall receive signing privileges for any financial institutions containing SAMS funds by means of a written letter of consent from the previous Co-Presidents, Vice-President, and Treasurer, respectively. At the end of each term of office, it shall be the responsibility of the Co-Presidents, Vice-President, and Treasurer to leave written letters of consent with the new appropriate Executives

**Section 2:** All transactions using SAMS funds shall be approved by the Treasurer and at least one (1) of the Co-Presidents

**Section 3:** All SAMS funds shall be monitored and maintained on a regular basis by the Treasurer as appropriate

## **Article VII: Elections**

**Section 1:** Elections concerning the occupation of Executive Positions shall be held annually no later than four (4) weeks and no earlier than two (2) weeks after the first day of classes of the Fall Academic Semester

**Section 2:** The election date, once voted upon and confirmed by the Executive Council, must be announced to the SAMS Membership no later than two (2) weeks prior to the election date

**Section 3:** Eligible candidates who wish to run for an Executive Position(s) shall submit all required and completed election forms no later than one (1) week prior to the election date. During the final week before the election date, election forms shall only be accepted if direct consent from the Chief Returning Officers is obtained

**Section 4:** If the deadline for elections forms passes and there are Executive Positions of which no candidates have applied to run for, then the deadline for election forms for those specific Executive Positions shall be extended to two (2) days prior to the election date. If the extended deadline for election forms passes and there are again still no candidates that have applied for those specific Executive Positions, then elections shall proceed as normal with bi-elections being held within two (2) weeks for the vacant Executive Positions

**Section 5:** Each Executive Position shall be occupied by the one (1) candidate successfully elected to that Executive Position via the procedures outlined in this Article

**Section 6:** For candidates to be deemed eligible to run for an Executive Position, they must fulfill all of the following criteria:

- a) The individual is a SAMS Full-Member
- b) The individual has completed and submitted all election forms and other required documents to the Chief Returning Officers by the specified deadlines or under other appropriate circumstances described in this Article.

**Section 7:** If at any time prior, during, or after elections, or during the candidate's term of office, the criteria in Section 6 of this Article is not fulfilled, the respective candidate shall not be allowed to run for an Executive Position or shall be vacated from their Executive Position – whichever applies – with bi-elections occurring within two (2) weeks

**Section 8:** Candidates may run for more than one (1) Executive Position but shall not occupy more than one (1) Executive Position. If a candidate is successfully elected to more than one Executive Position, then that candidate shall choose immediately which Executive Position they would like to occupy, with the other Executive Positions being occupied by the successful runner-up candidates

**Section 9:** Elections shall be held on the officially announced election date in an appropriate area where a sufficiently sized group of individuals may congregate. One (1) ballot – designed and accepted by the SAMS Executive Council prior to the elections – shall be administered to each eligible voter present. Voters shall complete their ballot and submit it anonymously as per the instructions present on the ballot itself. Voting polls must remain open for a minimum of two

hours. Once the voting polls have been closed, the ballots shall be counted in secrecy by the Chief Returning Officers and a SAMS Full-Member who does not hold a SAMS Executive Position. Individuals running for an Executive Position in the elections shall not participate in the counting of the ballots. Once the ballots have been counted and the results confirmed, the Chief Returning Officers will announce to the SAMS Executive Council all successful candidates and the results will be published on all SAMS social-media immediately.

**Section 10:** Candidates shall be prohibited from campaigning or soliciting votes from individuals while the election polls are open. Failure to comply will result in the immediate disqualification of the candidate in question

**Section 11:** For an individual to be eligible to vote on the election date, the individual must be a SAMS Full-Member

**Section 12:** Individuals may submit a proxy vote to the Chief Returning Officers by email provided they fulfill the criteria outlined in Section 11 of this Article and do so no later than 48 hours prior to elections. The individual shall provide in the email a legitimate reason why they are unable to vote in person, which must be approved by the Chief Returning Officers for the proxy vote to be granted to the individual. Proxy votes shall not be accepted any later than 48 hours prior to elections

**Section 13:** A minimum of twenty (20) ballots – excluding proxy votes – shall be cast at all elections. Failure to make this quota shall result in the elections being declared unrepresentative with bi-elections occurring between three (3) and seven (7) days later as decided upon by the Executive Council

**Section 14:** The election ballots must be kept for a minimum of three (3) weeks after the election and a two (2) week period will be allowed for any appeals to be made regarding the election results. The verdict of all appeals will be made by the Chief Returning Officers. If no appeals have been made after the two (2) week time period has ended, then the election results will be officially ratified by the Executive Council immediately

**Section 15:** Unless otherwise appointed by the SAMS Executive Council, the two (2) Co-Presidents shall serve as the Chief Returning Officers for all SAMS elections, provided that they themselves are not running in the election as a candidate

## **Article VIII: Amendments and Extensions**

**Section 1:** Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds (2/3) of eligible voters at an official SAMS meeting, present and voting in favour

**Section 2:** Any and all proposed amendments to this Constitution shall be advertised to the SAMS Membership no less than one (1) week prior to the ratification of an amendment

**Section 3:** Any amendments to this Constitution shall come into effect immediately following ratification

**Section 4:** All amendments to this Constitution shall be properly documented on the last page of this Constitution

**Section 5:** A copy of the updated Constitution shall be made available to all appropriate parties within one (1) week of ratification of an amendment

### History of Amendments

Amendments	Modifier	Date	New Version Code
<p>Section Added to Article V: Council and Procedures.</p> <p>“<b>Section 10:</b> Should any Executive who fails to attend 75% of SAMS official meetings in a given term and/or fails to communicate sufficiently with regards to SAMS operations and their Executive responsibilities should they be unable to attend said meetings, that executive may be removed from their Executive title at the discretion of the two (2) co-presidents and one (1) vice-president, unless the Executive in question holds the position of co-president or vice-president, in which case removal of the Executive shall follow the procedures outlined in section 8 of this article”</p>	Branden Rizzuto	December 15 <sup>th</sup> , 2014	1.0.1