ATHS Undergraduate Council

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the ATHS Undergraduate Council (ATHSUC) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Our mission is to provide guidance, mentorship, and community for incoming ATHS students and a support system for majors and minors throughout their undergraduate experience at University of Rochester. Our organization also strives to create a space for undergraduate students to connect with their peers, professors, and professionals in the field.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.

B. Definition of active member - An active member must be an Archaeology, Technology, and Historical Structures major, minor, or cluster or anyone with a strong interest in the field of archaeology. They also must be in attendance of at least 3 events per semester.

C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization..

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership and two officers.

SECTION TWO - VOTING

A. Voting on any issue shall be official only if the meeting is valid.

B. All members shall have equal voting power.

C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

D. Absentee Voting - Active members must notify the president at least 24 hours prior to the meeting time with their vote for it to be valid.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

A. President - Must be a junior or a senior and a declared ATHS major. Also, must have served on the executive board previously, unless no one else is qualified.

B. Secretary - Must be a junior or a senior and a declared ATHS major or minor, unless no one else is qualified.

C. Business Manager - Must be a junior or a senior and a declared ATHS major or minor, unless no one else is qualified.

D. Publicity Chair - Must be a junior or a senior and a declared ATHS major or minor, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

A. All officers shall be members of the Students' Association.

B. All officers shall promote active recruitment of new members.

C. All officers shall enforce this constitution.

D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.

E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President will also function as a go-between for the ATHS Undergraduate Council and the ATHS Council Faculty Advisor & Program Director; they are in charge of planning upcoming events, reaching out to/meeting with professors. The President will also be responsible for formally inviting speakers to the Brown Bag Lecture Series.

F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. The Business Manager will be in charge of council expenses, managing logistics for events, and maintaining a

budget. The Business Manager is also responsible for registering events in CCC and attending all WCSA training events.

G. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. The Secretary will also be in charge of emails within the organization, scheduling/managing information sessions, and maintaining up-to-date ATHS course information within the database. They shall also take roll call at all meetings, tally votes, maintain an accurate list of organization members and take meeting minutes. The Secretary will also be responsible for communication/organization within the Board, including but not limited to maintaining tasks within the asana, updating the Google Calendar, and maintaining the ATHS bulletin board (located outside the faculty advisor's office).

H. The Publicity Chair shall be responsible for social and community engagement, making flyers/posters, and creating and managing a council Instagram account.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nomination and Elections Procedure - Nominations for executive board positions must be submitted at least 48 prior to the date of elections. Elections can only take place when quorum is present. Elections will be overseen by the President, who will only vote in the case that a tie breaker is needed.

B. Term of Office - Each term of office will be limited to the length of 1 year. Officers may hold the same position from the year prior, but they must run for reelection.

C. Timing of Elections - Elections will take place at the end of the fall semester at least 2 weeks prior to the last day of classes. Current council officers will prepare transition documents and must meet with their successors within 2 weeks of elections. Both outgoing and incoming officers must be present for at least the first 3 meetings of the spring semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.

B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a ⅔ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.

C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.

D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

A. The ATHS Undergraduate Council of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the ATHS Undergraduate Council. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The ATHS Undergraduate Council abides by the nondiscrimination policy of the University of Rochester.

Signature of Confirmation — Date: 6 April 2026

Chloe Pernía

President, ATHS Undergraduate Council

Ryan Lin — 4/7/26

Signature of Approval — Date

Ryan Lin

Chair, Student Organization Administration & Review Committee