

**BYLAWS OF THE STUDENT FORUM ADVISORY BOARD (SFAB)
OF THE AMERICAN SOCIOLOGICAL ASSOCIATION**

**ARTICLE I
ORGANIZATION**

The name of the organization shall be American Sociological Association SFAB, or the ASA SFAB (SFAB).

**ARTICLE II
PURPOSES**

The Bylaws provide for the organizational and administrative structure, policies, and procedures for the ASA SFAB. It is intended that these Bylaws be a statement of general policy.

The purpose of this organization is to be a representative body of the student members of the American Sociological Association. As such, the ASA SFAB is committed to the mission of the ASA, which is to serve sociologists in their work, advance sociology as a science and profession, and promote the contributions and use of sociology to society (ASA mission statement).

**ARTICLE III
MEMBERSHIP**

Membership in the ASA Student Forum organization shall be open to persons enrolled in undergraduate or graduate institutions who are classified as Student Members of the American Sociological Association, pursuant to the Bylaws of the American Sociological Association. Students elected to the SFAB shall meet the eligibility standards established by the American Sociological Association.

Members of the Student Forum and the SFAB shall adhere to the ASA Code of Ethics, pursuant to the Bylaws of the American Sociological Association. An advisor to the Student Forum shall by virtue of his/her position become a member of the SFAB.

All members of the Student Forum and the SFAB shall be treated without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, or mental or physical disability. This does not preclude the Student Forum from carrying out activities which have as a goal the amelioration of conditions that may restrict members from full participation in the Student Forum or its activities.

All members of the SFAB shall be elected by the Student Forum. Nominations for election shall be open to all Student Forum members of ASA. A committee of the SFAB will oversee the nomination process and submit a list of at least four (4) and no more than eight (8) of the best nominations to the ASA that will allow for at least one undergraduate, one coursework graduate student, and one post-coursework graduate student to be elected.

ARTICLE IV MEETINGS

The annual membership meeting of this organization shall be held on the second (2nd) day of the ASA Annual Meeting held in August of each and every year.

The SFAB meeting shall take place no later than the date on which the ASA Annual Meeting is adjourned, and preferably immediately following the Student Forum annual business meeting.

The presence of not less than six (6) of the nine (9) SFAB members at the ASA Annual Meeting shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these Bylaws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting. Voting by proxy is not allowed at any of the meetings of the SFAB.

Monthly video or phone conference meetings are to be held to discuss business related to the SFAB and its committees. Notices of such meetings shall be mailed to all members at their electronic mailboxes as they appear in the membership roll book at least five (5) days before the scheduled date set for such special meetings. Such notice shall include and agenda for the meeting, the date, time, and video link or phone conference number.

Special meetings of this organization may be called by the chair, when s/he deems it for the best interest of the organization. Notices of such meeting shall be mailed to all members at their physical addresses or electronic mailboxes as they appear in the membership roll book at least five (5) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom the meeting was called. At the request of not less than five (5) of the members of the elected SFAB, the chair shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE V VOTING

At all meetings, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. Voting by proxy is not allowed.

ARTICLE VI ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes of the Preceding Meeting
3. Reports of Committees
4. Reports of Officers
5. Old and Unfinished Business
6. New Business
7. Adjournment

ARTICLE VII BOARD DUTIES

The business of the Student Forum shall be managed by the SFAB consisting of nine (9) members, together with the advisor(s) to the Student Forum and the SFAB. The officers to be chosen for the ensuing year shall be chosen at the annual meeting of the SFAB organization in the same manner and style as the officers of this organization and they shall serve for a term of one (1) year.

The SFAB members shall have the control and management of the affairs and business of this organization. Such SFAB shall only act in the name of the organization when it shall be regularly convened by its chairperson after due notice to all the members of such meeting.

Six (6) members of the SFAB shall constitute a quorum and the meetings of the SFAB shall be held regularly on the second day of the ASA Annual Meeting. Each SFAB member shall have one vote. Voting by proxy is not allowed. The SFAB advisor(s) are non-voting members.

The Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary. Vacancies in the SFAB shall be filled in the manner prescribed by the American Sociological Association. The Chair of the Student Forum by virtue of his/her office shall be Chair of the SFAB. The SFAB shall elect from one of their members a Secretary.

A member of the SFAB may be removed when sufficient cause exists for such removal. Sufficient cause includes, but is not limited to, unexcused absences from the annual ASA Annual Meeting, failure to attend or participate in the Student Forum meetings held during the ASA Annual Meeting, unethical and/or discriminatory behavior against the ASA, the ASA Student Forum, the SFAB or any individual member thereof.

When a Board member leaves the Board before the fulfillment of his or her term, the chair shall have discretion to choose an interim Board member to fulfill the vacant seat. The nominated Board member will serve the rest of the original member's term.

The SFAB may entertain charges against any member; the SFAB member may be represented by counsel upon any removal hearing. The SFAB shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

ARTICLE VIII OFFICERS

The initial officers of the organization include the following:

Chair
Vice Chair
Secretary

Chair. The Chair shall preside at all membership meetings; shall by virtue of her or his office be Chairperson of the Board; shall present at each annual meeting of the organization an annual report of the work of the organization; shall appoint all committees, temporary or permanent; shall see that all books, reports and certificates required by law are properly kept or filed; shall be one of the officers who may sign the checks or drafts of the SFAB; shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. The Chair must be entering the second year of the two-year term on the SFAB.

Vice Chair. The Vice Chair shall assist the Chair at all membership meetings; when the Chair is unable to attend the meeting or cannot fulfill a duty due to an extenuating personal circumstance, the Vice Chair will organize the monthly meeting.

Secretary. The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be her/his duty to file any certificate required by any statute, federal or state. S/he shall give and serve all notices to members of this organization; shall be the official custodian of the meeting records of this organization; may be one of the officers required to sign the checks and drafts of the SFAB; shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization; shall submit to the SFAB any communications, which shall be addressed to her/him as Secretary of the organization; shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Officers will be nominated and voted on during the Annual Meeting. Officers shall by virtue of their office be members of the SFAB. No officer shall for reason of her or his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE IX COMMITTEES

All committees of this organization shall be filled and appointed by the first phone conference call following the annual meeting. Term of office shall be for a period of one (1) year or less if sooner terminated by the action of the SFAB or some other action outside the control of the SFAB.

The permanent committees shall be:

Communications Committee: Providing content for The Student Sociologist newsletter, local arrangements at the Annual Meeting, and social media

Awards Committee: Merging the Student Forum Paper Session and Student Forum Roundtable, acting as the Best Student Paper committee, and organizing the Student Forum Travel Awards

Workshop Committee: Administering and organizing of two scheduled workshops to be held at the ASA Annual Meeting

ARTICLE X DUES

There shall be no dues payable separately to the ASA Student Forum or the SFAB; however, all members of the Student Forum must be student members in good standing with the ASA.

ARTICLE XI RULES OF PROCEDURE

The rules contained in the current edition of Robert's Rules of Order shall govern the Student Forum and the SFAB in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the SFAB may adopt.

ARTICLE XII AMENDMENTS

These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than four (4) members (two-thirds majority of quorum), present and voting. Any and all amendments to the ASA Bylaws that impact the SFAB shall be considered for possible inclusion. Amendments to the ASA Bylaws may be proposed, considered, and voted on at any SFAB meeting, including the ASA Annual Meeting, monthly video or phone conference meetings, or special meetings so long as six (6) members of the SFAB are present and thus quorum is established. In the event that the ASA Bylaws or SFAB conflict in any way, or prevent the SFAB from rendering a decision in any matter related to SFAB operations or Student Forum membership, the ASA Bylaws shall supersede the SFAB Bylaws.

ARTICLE XIII TRAVEL REIMBURSEMENT

All current and incoming Board members will receive at least partial and no more than 100% reimbursement of their travel expenses to the Annual Meeting. Contingent on the availability of funds, the SFAB will strive to reimburse members for at least \$500 worth of their travel costs. To receive reimbursement, Board members must submit an expense report and accompanying original receipts from their travel expenses.