

Bylaws of the Consortium of Practicing and Applied Anthropology Programs (COPAA)

Article I: Name and Purpose.

Section 1: The name of the organization shall be Consortium of Practicing and Applied Anthropology Programs (COPAA).

Section 2: COPAA is organized for the purpose of collectively advancing the education and training of students, faculty, and practitioners in applied anthropology.

Article II. Membership.

Section 1: In order to become a member of COPAA, potential members must meet the following requirements: Potential members are university departments of anthropology (or combined anthropology departments), must have a commitment to COPAA's mission, and must be recommended for membership by another member department of COPAA.

Article III. Leadership Group and Decision-Making.

Section 1: The governing structure of COPAA is as follows: COPAA has a leadership group that includes 2-3 co-chairs, a treasurer, a webmaster, a secretary, a program chair, a student representative, and a practitioner advisory committee.

Section 2: Titles and main duties are as follows:

Co-Chairs: The co-chairs are responsible for the following duties – writing short columns for the SfAA newsletter and Anthropology News, communicating with member departments, administering the Visiting Fellows Program, and addressing website issues (not webmaster). The senior-most co-chair takes on an additional leadership role of point person for any additional issues or concerns.

Treasurer: The treasurer is responsible for collecting member dues and depositing them in the COPAA bank account, distributing funds for the Visiting Fellows Program, communicating with co-chairs regarding the budget and any other financial business, and giving a financial report at the COPAA business meeting.

Webmaster: The webmaster is responsible for website review and updates. The website review occurs once a year in the fall. Updates occur twice a year, in the fall and spring.

Secretary: The secretary takes notes at the business meeting at the SfAA annual meetings, drafts them, and sends them to the co-chairs for review. Once approved, the minutes are sent to the webmaster for uploading on the website.

Program Chair: The program chair is responsible for coordinating the organization of panels and paper sessions for the Annual Meetings of the SfAA and AAA.

Student Representative: The student representative is responsible for working closely with the COPAA leadership group on student issues, advising all COPAA members on student issues, and assisting the program chair with the development of SfAA sessions relevant to COPAA's mission and student issues.

Practitioner Advisory Group: The practitioner advisory group advises the leadership group and the entire membership on issues related to practitioners, including but not limited to the training of practitioners, the profession of practicing anthropologists, and the involvement of practitioners in the consortium.

Section 3: Procedures for filling and vacating positions in the leadership group.

The Co-Chairs will serve a 3-year term, with co-chairs rotating off in sequential years.

The Treasurer will serve an unlimited term. Every 3 years the organization will offer the opportunity for self-nominations to this position.

The Webmaster will serve an unlimited term. Every 3 years the organization will offer the opportunity for self-nominations to this position.

The Secretary will serve an unlimited term. Every 3 years the organization will offer the opportunity for self-nominations to this position.

The Program Chair will serve a 2-year term. Every 2 years the organization will offer the opportunity for self-nominations to this position.

The Student Representative will serve a 2-year term. Every 2 years the organization will put out a call for nominations to fill this position.

The Practitioner Advisory Group is made up of 3-5 members. Every 3 years the advisory group will be asked if they would like to stay on. If one member decides to leave the position, the co-chairs will ask the membership for recommendations of practitioners.

Section 4: Procedures for filling positions on committees.

Visiting Fellows Program (VFP) Committee: The Visiting Fellows Program committee is made up of 3 members. They are responsible for reviewing the program annually, reviewing the applications, and voting on a finalist. Members include one co-chair, the past recipient of the award, and one practitioner.

Section 5: Decisions

Decisions are to be made as follows: Issues that are considered minor will be decided on by the Co-Chairs. Issues that require more input and discussion will be decided on by the leadership group. Issues that require even more input and discussion or that come up close to the annual meeting date will be decided on by those department representatives who attend the annual business meeting.

Examples of decisions by level:

- Co-Chairs will decide the number of committee members per committee.
- Leadership group will decide on increasing annual dues, accepting a new member department.
- Representatives at the business meeting will decide if we want to invite an international speaker or how much money we should allocate for the Visiting Fellows Program.

Amendments to the bylaws must be made as follows: A proposed amendment is presented to the co-chairs. The co-chairs discuss the amendment and decide whether to present it to the leadership

group. The leadership group discusses the proposed amendment. Finally, the proposed amendment is present at the business meeting for discussion and adoption.

Article IV. General, Special, and Annual Meetings.

Section 1: Annual business meetings are to be held at the SfAA annual meetings. Notice of meeting day and time will be given at least 2 weeks prior to the meeting.

Section 2: Special meetings of the leadership group may be called by the co-chairs.

These bylaws were approved on Wednesday, March 28, 2012.