

# EEB Grad Student Council

## Constitution and Roles

July 2024

# Article 1: The Council

## Section 1: Council Purpose

The purpose of the Ecology and Evolutionary Biology Graduate Student Council [Henceforth, "Council"], first and foremost, is to uphold and advocate for the interests and needs of the EEB Graduate Students [Henceforth, "Community"]. In doing so, the Council will foster a kind, responsible, open, and equitable community of graduate students.

The Council will be comprised of seven Chairs: The Graduate Student Representative, Loremaster, Coin Guardian, International Student Support, Seminars and Workshops, Social, and Outreach.

The scope of the duties of each Chair are defined in the subsequent Articles of this constitution. By election to the Council, the Chairs will be beholden to performing the duties of their defined role and agree to adhere to the general principles of the Council.

## Section 2: Elections

### I) Election Frequency

- a. Elections will be held at the end of the Fall and Spring semesters. Each Chair's term will last one year and begin the subsequent semester.
- b. *Spring election*: the following Chairs will be voted on at the end of the Spring semester and the newly elected members terms will officially start at the beginning of the Fall semester: Loremaster, Coin Guardian, Seminars and Workshops, and Social Chairs.
  - i. This election will be run by the Grad Representative.
- c. *Fall election*: the following Chairs will be voted on at the end of the Fall semester and the newly elected members terms will officially start at the beginning of the Spring semester: Grad Representative, International Student Support, and Outreach Chairs.
  - i. This election will be run by the Coin Guardian.

### II) Election Rules

- a. Nominations will be solicited from the Community towards the end of the semester by the Chair running the election (i.e., the Grad Representative or Coin Guardian).
  - i. Students may nominate themselves or other students to run for a particular Chair.
  - ii. Students may re-run for a role they have previously held or currently hold, or a new role on the Council.
  - iii. After nominations are received, the Chair residing over the election, will reach out to the nominated students and confirm their interest in being on the Council. If a student receives nominations for multiple positions, they will select their preferred position.

- iv. If the student agrees, the student will provide a few sentences of *why* they would like to have that role or why they think they would be good in that role.
- b. After nominees are confirmed, the Chair responsible for the election will send out a ballot to the Community which includes the candidates' rationale.
- c. The Chair will notify the Community of the election winners, including their emails, so that the Community knows who to contact for things within the purview of the newly elected Chairs.
- d. Following the election, the Loremaster will contact the necessary personnel from the Department, to ensure the new Council members are added to the department website.
- e. Outgoing Chairs will facilitate a peaceful transition with incoming Chairs at the start of a new semester to ensure continuity.

### **Section 3: Meetings**

- I) All members of the Council will meet at least two times in the semester, once towards the beginning and once towards the end.
  - a. These dates will be agreed upon by the Council at the beginning of the semester. The Grad representative will be responsible for coordinating and sending reminders for these meetings.
  - b. Each semester one of these meetings will be open to all graduate students providing a space for members of the Community to interface with the Council (i.e. a Town Hall).
    - i. This could be scheduled as a third meeting, if preferred.
    - ii. The town hall requirement replaced by a Grad Retreat once a year.
- II) Council Chairs should hold additional meetings as needed, comprised either of the full Council or smaller subsets, to fulfill their duties.
  - a. Chairs are encouraged to communicate throughout the year with each other via whichever tool best serves them.
- III) Minutes will be taken at each meeting and kept in the Council's OneDrive folder.
  - a. For full Council meetings, the Loremaster will be responsible for note taking, but any meetings with a subset of the Council, a participating Chair will be designated to take notes, upload them, and confirm with the Loremaster that this has been done.
  - b. Council Chairs are encouraged to look at past meeting notes for continuity between Councils.
- IV) In addition to these meetings, Council Chairs should make an effort to attend the events and activities hosted by the Council and by the Department as feasible to promote department camaraderie and support their fellow Chairs.
  - a. This is particularly true for roles such as Grad Representative and International Student Support, so that they may interface with the Community with which they are representing and/or supporting.

### **Section 4: Voting**

- I) Any votes that the Council may need to make should be a majority vote.
  - a. Should changes to this Constitution need to be made, including but not limited to the addition or removal of Council positions, a 5/7 majority vote is needed (or whatever supermajority would be required based on the addition/removal of positions).
- II) Should a Chair not be fulfilling their duties, the Council's first action will be to support them and encourage them to delegate, either to other Chairs or to members of the Community.
  - a. If there are extreme circumstances with a Chair, such as behavior violations or complete neglect of duties, the other Chairs must make a unanimous vote to intervene or impeach said Chair.
    - i. If a Chair is impeached, the Council may hold a special election or appoint someone from the Council or the Community to fulfill those duties until the time of the official election. If appointing, the decision should be unanimous.

### **Section 5: Fulfillment of Duties**

- I) One person will be designated to each Chair on the Council, but they are *highly* encouraged to solicit help as needed to properly execute their duties detailed in the subsequent Articles.
  - a. Such help may come from their fellow Chairs and/or from the Community.
  - b. Aides from the Community are welcome to attend meetings as needed but may not vote on official matters, although their input is welcomed.
  - c. Help may include the formation of subcommittees, to focus on attaining a certain task under the purview of a Chair.
- II) As there will be an overlap between outgoing and incoming Chairs during the summer, this allows for duties to be shared between these members.
  - a. The newly elected Chairs for the Fall semester should coordinate as needed with the outgoing Chairs in the beginning of the summer to divide up any potential duties.
  - b. While duties are not explicitly required during the summer, the Community may benefit by having some instances of ongoing activities, and it may be advantageous for Chairs to begin some aspects of coordinating related to their duties prior to the start of the Fall semester.

## Article 2: The Graduate Student Representative

### Section 1: Purpose

Historically, the job of the Graduate Student Representative (Grad Rep) was to communicate information from the faculty to the students. Now, with the Grad Rep's position formalized within the Council and by having the various extra duties the Grad Rep had been taking on delegated across the Chairs of the Council, the Grad Rep will be better able to represent the Community. Thus, the primary role of the Grad Rep will be to function as a liaison between students and faculty, and vice versa. In doing so, they will advocate for student needs.

### Section 2: Duties and Responsibilities

- I) Attend Faculty Meetings
  - a. Attend EEB faculty meetings (approximately) once a month and report back to students via email what was discussed (as able, not all info is allowed to be shared right away).
  - b. If Grad rep is unable to attend, they will coordinate finding another Chair attending in their stead.
    - i. Notes from the meeting should be added to the Grad Rep folder in the Council OneDrive.
  - c. Organize a presentation for faculty retreat as needed.
  - d. Organize meetings with the department head or associate head as needed.
  - e. Poll the Community as needed to advocate for student needs and to provide a survey of student opinions on topics requested by Faculty.
- II) Organize and lead the Grad Student Retreat once a year to discuss student concerns.
  - a. A location, time, and a meal are needed.
  - b. Send out a survey in advance to ascertain the topics of concern to the Community.
    - i. Organize these topics into an agenda with several themes relating to the different topics and allow time for each.
  - c. If the retreat is scheduled towards the beginning of the Spring semester, then the outgoing Grad Rep should assist the newly elected Grad Rep with the retreat.
  - d. Summarize and present the results of the Grad Retreat in a Faculty meeting as needed.
- III) Coordinate the two full Council meetings at the beginning of each semester and send out reminders to the Council as needed.
  - a. Coordinate the Town Hall, if the Council prefers this as an additional meeting.
- IV) The Grad Rep will be responsible for facilitating elections at the end of the *Spring* semester based on Article 1 Section 2.
- V) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.
  - a. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.

- b. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
- c. Prepare the coffee and hot water and bring to the seminars.

VI) *Possible additional duty of the Grad Rep*- Represent EEB on Associated Graduate Council for the College of Science.

- a. The Grad Rep will clarify the scope of this duty in the Constitution if/when the meetings begin.

VII) Delegate tasks as needed to ensure timely and quality work.

- a. The Grad Rep may call on other Council Chairs or other members of the Community to help with the duties outlined above. They may supervise these helpers as much or as little as desired, with the understanding that the Grad Rep is ultimately responsible for the completion of the duties outlined here.

# Article 3: The Loremaster

## Section 1: Purpose

To maintain repositories of information related to the Community, including but not limited to resources for their betterment.

## Section 2: Duties and Responsibilities

- I) Regularly (at least once per semester) advertise the existence and location of all resources maintained by the Loremaster to the Community.
- II) Update Council member names and contact information after each election.
- III) Maintain all resources in the EEB Grad Student Resources Folder. Maintenance includes keeping resources up to date, correcting outdated or incorrect information, and, for some resources, soliciting regular input from the Community.
  - a. Every document in the folder should be checked at least once per year to ensure information is up to date. Some specific maintenance needs are outlined below, but this will not be an exhaustive list as the resource folder grows.
    - i. Send reminders near the end of each semester asking current TAs to contribute to the Teaching Resources folder, including updating the relevant document with their TA duties if needed.
    - ii. Send reminders at least once per semester soliciting materials to include in the Grants and Fellowship resources folder, including uploading successful application materials or contributing knowledge about grants others could apply to.
- IV) Expand the EEB Grad Student Resources folder when appropriate, in response to the current needs of the Community.
  - a. Work with other Council Chairs as needed to share or improve resources and records. Some examples are outlined below, but it is not an exhaustive list as needs changes and the resource folder will grow.
    - i. Work with Social and/or International Student Support Chairs to ensure the School and Life in Tucson resources are shared with incoming students.
    - ii. Work with the Social Chair to organize peer review sessions for fellowship or grant applications/proposals.
- V) Work with Graduate Program Coordinator to maintain a directory of alumni, including their graduation year from the department, contact info, and current job/what they're doing with their life.
  - a. If possible, make this directory easily accessible to the Community and the Workshops & Seminars Chair through the EEB website or OneDrive.
- VI) Record and/or organize minutes for Council meetings.
  - a. For meetings at which the Loremaster is present, including meetings of the entire Council, the Loremaster is responsible for recording minutes and distributing them to other members of the Council in a timely fashion.

- b. For meetings of subsets of the Council at which the Loremaster is *not* present, the Loremaster should communicate with whoever recorded minutes at that meeting and ensure that minutes are made accessible to Council members in a timely fashion.

VII) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.

- a. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.
- b. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
- c. Prepare the coffee and hot water and bring to the seminars.

VIII) Delegate tasks as needed to ensure timely and quality work.

- a. The Loremaster may call on other Council Chairs or other members of the Community to help with any organization or maintenance task above and may supervise these helpers as much or as little as desired, with the understanding that the Loremaster is ultimately responsible for the completion of the duties outlined here.

# Article 4: The Coin Guardian

## Section 1: Purpose

The primary purpose of the Coin Guardian is to ensure responsible management, allocation, and transparency of financial resources within the Graduate Council, fostering the welfare and social enrichment of the Community.

## Section 2: Duties and Responsibilities

### I) Financial Oversight

- a. The Coin Guardian shall diligently monitor and manage the financial affairs of the Graduate Council, including but not limited to, budget planning, expense tracking, and financial reporting.
- b. The Coin Guardian shall collaborate with other members of the Council to develop an annual budget proposal, allocating funds appropriately to support departmental events, initiatives, and welfare programs.
- c. They will liaison with the Department head to confirm or request funds for activities, including but not limited to the following:
  - i. Monthly budget for seminar and coffee hour snacks and beverages
  - ii. Meals for Grad Retreat or other meetings as requested by Chairs

### II) Transparency and Accountability

- a. The Coin Guardian shall maintain accurate records of income, expenditures, and remaining budget, providing regular financial reports to the Council for transparency and accountability and the files should be maintained in the Council OneDrive folder.
- b. The Coin Guardian shall enforce university financial policies and procedures to ensure responsible handling of funds, promoting integrity and ethical conduct in all financial transactions.
- c. When Council members submit receipts for reimbursements, the Coin Guardian should help as needed and be cc'd on the email.
  - i. They should receive the hard copies for safekeeping after submission and maintain a spreadsheet of all purchases.

### III) Collaboration and Support

- a. The Coin Guardian shall serve as a resource and advisor to other Council members regarding budget management, financial planning, and adherence to University financial policies.
- b. The Coin Guardian shall actively seek out opportunities for additional funding, grants, or University sponsorships to supplement the Council's budget and support its initiatives.
  - i. This will require working with the EEB Business Office on any potential applications or funding that is received.

### IV) The Coin Guardian will coordinate with Administrative Associate for Monday pizza lunch orders, or with other Chairs, as needed.

- V) The Coin Guardian will be responsible for facilitating elections at the end of the *fall* semester based on Article 1 Section 2.
- VI) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.
  - a. If the coffee and/or snack supply are low, purchase items for the week based on the budget.
  - b. Keep a copy of the receipt after submitting for reimbursement or submitting pcard information to the EEB Business Office.
  - c. Prepare the coffee and hot water and bring to the seminars.
- VII) Delegate tasks as needed to ensure timely and quality work.
  - b. The Coin Guardian may call on other Council Chairs or other members of the Community to help with any of the above and may supervise these helpers as much or as little as desired, with the understanding that the Coin Guardian is ultimately responsible for the completion of the duties outlined here.

### **Section 3: Limitations**

- I) Scope of Authority
  - a. The Coin Guardian shall not have authority over matters unrelated to financial management, such as academic funding, student support services, or individual financial assistance.

## Article 5: International Student Support

### Section I: Purpose

The purpose of the International Student Support Chair is to function as a liaison between International Students, the CARE committee, and the department as a whole. This Chair will represent the interests of the international student community and help enhance their overall experience at the EEB department.

### Section II: Duties and Responsibilities

- I) Orient new international graduate students to the EEB department and sending them an information kit on life as a graduate student at the University of Arizona and in the US.
  - a. For example, a document containing information on things revolving around daily life in the U.S. and specific to Tucson.
    - i. List of major supermarkets, apps for daily day usage (food delivery apps, private taxi apps (Uber and Lyft), Tucson public transport apps, etc.), social norms, and more.
- II) Act as a liaison between the international graduate student community in the EEB department, the Grad Rep, and the CARE committee.
  - a. Conduct at least one meeting a year with international students to get to know the issues and grievances.
    - i. The meeting should be conducted at the beginning of either of the semester, but ideally in the Fall.
    - ii. Record minutes from meeting and upload to the International Support folder of the Council OneDrive and let Loremaster know.
    - iii. Coordinate with the Coin Guardian about funding should a meal be served at this meeting.
  - b. Attend the CARE committee meetings pertaining to international student related issues.
    - i. The Chair should be connected to the Chair of international students in the CARE committees and work with them, as long as that subcommittee exists.
    - ii. Should the international student CARE subcommittee be dissolved, then the Chair will liaison with the CARE committee to bring relevant issues to them as needed.
  - c. Communicate with the Grad Rep about any relevant issues that should be brought to faculty.
    - i. This may include providing data for the Grad Rep to present and/or attending the faculty meeting in conjunction with them.
- III) Communicate various events conducted by the UofA International Student Office, or the GPSC or beyond (in conjunction with Social Chair).
- IV) Maintain a repository for various funding opportunities for international students in conjunction with the Loremaster Chair.

- a. Send periodic reminders to the Community about its presence and to solicit additions to the repository.
- V) Coordinate as needed with the Seminar and Workshop Chair and/or the CARE committee to organize seminars related to international student support and inclusion.
  - a. For example, the UofA Global Center, diversity training groups, or tax information.
- VI) Coordinate as needed with the Social Chair and Coin Guardian about organizing international student events.
  - a. Solicit ideas from the Community about events or activities of interest that could be celebrated each year.
- VII) Promote an inclusive culture in the department.
  - a. For example: Encouraging everyone to have their name pronunciation badges in their email signature and updating the EEB personnel directory [link](#) (with name pronunciation badges)
  - b. Participate in the organization of cultural celebrations within the Council.
- VIII) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.
  - a. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.
  - b. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
  - c. Prepare the coffee and hot water and bring to the seminars.
- IX) Delegate tasks as needed to ensure timely and quality work.
  - a. The International Student Support Chair may call on other Council Chairs or other members of the Community to help with any of the above duties and may supervise these helpers as much or as little as desired, with the understanding that the International Student Support is ultimately responsible for the completion of the duties outlined here.

## Article 6: Social Chair

### Section I: Purpose

The purpose of the Social Chair is to foster a sense of community, camaraderie, and engagement among members through the organization and execution of social events and activities.

### Section II: Duties and Responsibilities

- I) Plan and organize social events, including but not limited to parties, happy hours, outings, and recreational activities. Ideally, this would be at least one event per month.
  - a. Coordinate with other members of the Committee to ensure the successful execution of events, including but not limited to the following:
    - i. The Coin Guardian for budgets and/or use of pcard or submission of reimbursements.
    - ii. International Student Support, for culturally relevant activities.
  - b. Periodically communicate with the Community to solicit feedback, suggestions, and ideas for future events.
    - i. Maintain said notes or feedback in the Social Chair folder of the OneDrive to facilitate continuity across years.
  - c. For any events that may be off campus or difficult to attend for students without cars, provide sign ups sheets or other modalities of communication (e.g., EEB graduate student WhatsApp) for students to coordinate carpools.
- II) Advertise events, department news (e.g., papers, work, research, seminars) to curate intra and inter departmental relationships via social media, weekly announcements, and/or the graduate student list serv.
  - a. A list of Re-occurring events that are popular should be maintained in coordination with the Loremaster.
- III) Assist the Graduate Program Coordinator with Graduate Recruitment in the Spring.
  - a. Solicit the Community to house and help transport prospective students during their visit.
  - b. Assist with arranging the student-hosted party and finding a volunteer to host it.
- IV) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.
  - a. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.
  - b. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
  - c. Prepare the coffee and hot water and bring to the seminars.

### Section II: Aide from the Council and Community

- I) The Social Chair shall solicit aid from other Council Chairs and/or the Community at large for duties and/or tasks related to specifics of the coordination, promotion, or logistics of any planned events or activities.
  - a. Form a subcommittee of volunteers from the Community and/or Council Chairs as needed for events or for particular duties.
    - i. Additional meetings may need to be coordinated by the Chair in preparation for larger events among the helpers.
    - ii. Helpers and/or subcommittees may be temporary for certain events or have a more permanent role to provide regular assistance for these duties. The former are particularly encouraged for Social Chair to solicit.
  - b. The Social Chair may supervise these helpers and/or subcommittees as much or as little as desired, with the understanding that they will ultimately be responsible for the completion of the duties outlined here.
- II) Council Chairs will be encouraged to actively participate in events and activities and foster engagement from their own labs, social groups, and the Community.

# Article 7: Seminars and Workshops Chair

## Section I: Purpose

The purpose of the Workshops & Seminars Chair is to facilitate invitations for Monday and Tuesday Seminar speakers from the Community and to organize informational workshops that are relevant to the Community.

## Section II: Duties and Responsibilities

- I) Monday seminars
  - a. Poll the Community for interest in particular speakers at the beginning of the Fall semester or end of summer.
  - b. Send emails to invited speakers, coordinating with the faculty member in charge of Monday Seminars.
  - c. Organize speaker visits.
    - i. Coordinate with the Administrative Associate or other relevant department personnel for their travel arrangements and schedule.
    - ii. General assistance may be needed from other Chairs and/or the Community.
    - iii. Coordination with the Coin Guardian or Social Chair may be needed for specific aspects.
- II) Tuesday seminar
  - a. Based on Polling of the Community arrange for topical Tuesday seminars (e.g. Library services, Campus Health, other Workshops based on section IV, etc.)
  - b. Coordinate with the Faculty member in charge of Tuesday seminars to schedule these seminars.
- III) At the beginning of the semester, send out a sign-up sheet to the Council Chairs for them to select a week they will be responsible for providing snacks and coffee at the Monday and Tuesday seminars.
  - a. While Chairs should be responsible for remembering their week, reminders could be sent to help facilitate this.
  - b. Sign up for two weeks as well.
    - i. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.
    - ii. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
    - iii. Prepare the coffee and hot water and bring to the seminars.
- IV) Workshops
  - a. Poll the Community interest in topics one to two times per year.
    - i. For example: resume/CV building, interviewing, career options, science communication skills, curriculum development, etc.
    - ii. A record of ideas can be maintained in the Seminar Chair folder in the Council OneDrive, in coordination with the Loremaster.

- iii. Check out the Grad Center regularly for information about writing, career, professional development, etc: <https://gradcenter.arizona.edu/>
  - b. Plan and organize at least one workshop per semester that is relevant to the Community interest.
    - i. Form a subcommittee of volunteers from the Community and/or Council Chairs as needed.
    - ii. Identify and contact people to facilitate the workshop.
    - iii. Schedule the workshop by polling the Community for best available dates that match the general availability of workshop hosts.
    - iv. Send reminder emails to facilitators and the Community.
  - c. Coordinate with other Council Chairs as needed, such as the Coin Guardian, Social Chair, or International Student Support.
- V) Delegate tasks as needed to ensure timely and quality work.
  - a. The Seminar Chair may call on other Council Chairs or other members of the Community to help with any of the above duties and may supervise these helpers as much or as little as desired, with the understanding that they are ultimately responsible for the completion of the duties outlined here.

## Article 8: Outreach Chair

### Section I: Purpose

The purpose of the Outreach Chair is to support and increase access to opportunities for the Community interested in science communication, community engagement, and other activities outside of the department.

The Chair's purpose is *not* to help organize every outreach event the department participates in, rather it is their responsibility to ensure students who want to do outreach have ample opportunities to do so.

### Section II: Duties and Responsibilities

- I) Survey the Community once a year, ideally toward the beginning of the Fall semester, to determine the following:
  - a. Level of interest in doing outreach
    - i. Frequency
  - b. Level of support students receive from advisors for doing outreach
    - i. If students who want to do outreach are not supported by their advisors
  - c. What outreach activities they and/or their lab participates in already
    - i. If it is open to other students in the department joining
  - d. Vote on a department wide event of interest
    - i. Such as: Festival of Books, SEES Earth Week, SARSEF science fair, Insect festival, etc.
  - e. Recruit volunteer reviewers for papers written by middle and high school students with journals
- II) Compile a list of opportunities to share with the Community and be a point of contact for faculty and students throughout the year as new opportunities arise.
  - a. Coordinate with the Loremaster to maintain this list and/or signup sheet on the EEB Grad OneDrive and update it after each annual survey.
  - b. Compile weekly announcements on outreach activities components.
  - c. Connect students interested in doing outreach from the annual survey, such as an email chain or slack group.
- III) Cooperate with outreach activities organizations and promote the participation of interested Community members in community wide activities.
  - a. Such as those outside the department: GALs, Star Lab, Sky School, Journals in need of reviewers who are graduate students, etc.
  - b. Such as those within the department: by checking with undergrad advisors about info regarding different major or recruitment events that could have outreach.
- IV) Organize one department-wide outreach opportunity per year based on the annual survey.
  - a. Form a subcommittee of volunteers from the Community and/or Council Chairs as needed.

- i. Should there be strong interest in multiple events based on the survey, consider forming multiple subcommittees to allow for more than one department wide event.
  - b. Tasks of organizing this annual outreach event may include but are not limited to:
    - i. Providing a spreadsheet for sign up based on days/hours, items or activities the student will provide/create
    - ii. Supporting the development of outreach materials by students
    - iii. Coordinating with the department, such as the CARE committee, or other Chairs, such as the Coin Guardian, as needed
    - iv. Coordinating with the organizers of the event
    - v. Sending reminder emails to the Community about the event
- V) Provide coffee and snacks for seminars for two weeks of a semester per the signup sheet sent by the Seminar and Workshop Chair.
  - a. If the coffee and/or snack supply are low, purchase items for the week based on the budget provided by the Coin Guardian.
  - b. Share the receipt with the Coin Guardian after submitting for reimbursement or submitting pcard information to the EEB Business Office.
  - c. Prepare the coffee and hot water and bring to the seminars.
- VIII) Delegate tasks as needed to ensure timely and quality work.
  - a. The Outreach Chair may call on other Council Chairs or other members of the Community to help with the duties outlined above. They may supervise these helpers as much or as little as desired, with the understanding that the Outreach Chair is ultimately responsible for the completion of the duties outlined here.

## **Article 9: Statement of Non-discrimination and Compliance**

- I) This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organizations internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender
- II) The Council shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.