

SCIAFA Constitution and Bylaws

***The Constitution and Bylaws of the Student Caucus of the
International Association of the Fantastic in the Arts
Passed Unanimously March 24, 2000***

Note: For clarity of documentation Vice Representative will be referred to as VR and Undergraduate Representative of UGR in all amendments and clauses passed in 2021.

Article I – Name of the Organization

The organization is called the Student Caucus (hereafter SC) of the International Association of the Fantastic in the Arts (hereafter IAFA).

Article II – Mission Statement

The purpose of the SC is to foster and promote growth, scholarship, and fellowship among the student members of the IAFA and to address the needs of students working in the field of the fantastic, by establishing mentoring and other programs through coordinating efforts with the main body of the IAFA.

Article III – Membership in the Organization

Membership is open to all interested persons currently pursuing studies leading to a degree. Members must also be members of the IAFA; however, student members of IAFA are not required to join the SC. IAFA student members who wish to become caucus members complete membership forms and submit them to the chair (see Article III, Clause 1).

There are no dues requirements for membership.

Clause 1. Membership

Anyone who registers as a student with IAFA will automatically be added to the official SC email list. Anyone can opt out of these emails at any time by contacting SC board.

Article IV – Officers (see Amendments III, V, & VI)

Elections are held annually in August, via the SC e-mail list (see Amendment VII). Anyone who cannot vote by e-mail should notify the chair in order to make alternate arrangements. The outgoing chair conducts the election. The outgoing chair ensures that a sufficient period is allowed for nominations and counting of ballots.

If at any time the chair becomes unable to serve, the deputy chair assumes the position and calls a special election. If both the chair and the deputy chair are unable to serve, the Board of Directors of the IAFA will oversee a special election.

1. Chair of SC and Student Representative to the IAFA Executive Board (see Amendments III & VI)
 - a. Position is elected by simple majority vote of the SC membership.
 - b. Term of Office is one year from September 1–August 31 (see Amendment II).
 - c. Primary responsibility is to represent the interests of the SC to the IAFA Executive Board.
 - d. Chair will attend, as a voting member, all IAFA board meetings that fall during the term year.
 - e. Additional responsibilities
 - i. overseeing SC activities
 1. including but not limited to schedule of SC events at annual IAFA conference
 2. maintenance of SC website
 3. maintenance of e-mail list
 4. liaison with IAFA Newsletter editor
 5. production of promotional pieces
 6. and regular contact with SC membership.
 - ii. The Chair shall delegate responsibility as s/he finds appropriate and/or necessary. (See also Amendment 1)
2. Deputy Chair of SC and Associate Student representative (see Amendments II & VI).
 - a. Position is elected by simple majority vote of the SC membership.
 - b. Term of Office is one year from September 1–August 31. (See Amendment 2)
 - c. Primary function is to support the Chair.

Article V – Meetings

The SC meets once a year at the annual conference of the IAFA. This meeting may take the form of a special session, business meeting, or informal gathering at which both officers and a simple majority of the members have affirmed an ability to attend.

The Chair presides at the meeting. If the Chair is unable to attend, the Deputy Chair shall preside.

Article VI – Changes to these Bylaws

Changes to these bylaws may be proposed by any member of the SC. Proposed changes should be submitted in writing to the Chair of the SC. The Chair will submit proposed changes to the general membership at the annual meeting of the SC. A simple majority vote of those members present is required for acceptance of changes. At least fifty percent of the membership must be present for the vote to take place.

Clause 1. Insufficient attendance for vote

In the case that 50% of the membership is not in attendance at the body meeting, the voting will be made available online, pending publication of the meeting minutes, for any members unable to attend to also cast their votes

Subclause 1. Insufficient vote

In the case that less than 50% of the membership has not voted by the deadline for the vote, Representative can extend the voting deadline as they see fit or announce the results of the vote based on number of votes cast by the deadline.

Subclause 2. Membership total

To facilitate the voting procedures, Representative will acquire an up-to-date list of all current members in good standing and make public the minimum number of votes needs to pass changes to this document or for elections.

Amendments

I adopted 27 March 2002

II, III, and IV adopted 23 March 2012

Amendment I. Mentor Proposal

In order to help student scholars find their way around ICFA, discover the natural friendliness of the conference as quickly as possible, and encourage them to leave ICFA with fond memories of the supporting organization, SC recommends that IAFA institute and facilitate a mentor program for student attendees of ICFA.

The mentor program would put established, non-student members of IAFA in contact with student members who have expressed an interest in such a relationship before the conference starts.

The mentors would be drawn from a pool of volunteers only. Volunteers would be solicited through a letter sent out with acceptances of paper proposals. The letter is described in full detail below. The same letter would welcome any student members to become mentees.

IAFA and SC would co-sponsor a designated space at the Conference Opening Reception where mentors and mentees could meet. Attendance at this meeting is the primary task to be filled by both mentor and mentee (see Amendment IV).

The SC representative to the Board will be primarily responsible for the maintenance of this program (see Amendment VI).

The letter to be sent out with acceptances for paper proposals will briefly describe the reason IAFA has instituted the program and provide contact information and a deadline for registration in the program. A special point should be made in the letter to remind registrants they will be expected to meet their partners at the mentor/mentee forum detailed above. The letter would also ask registrants about their scholarly interests in order, as far as possible, to match mentors and mentees accordingly. A space in the letter would ask for e-mail addresses from those applicants comfortable supplying them.

All completed applications would be sent to the current SC representative (see Amendment VI).

The applications must be received by the SCIAFA representative at least one month prior to the beginning of the next ICFA.

Clause 1. Undergraduate Mentorship Program

In order to better serve all members of SC, SC will institute a subsidiary to the mentorship program designed for undergraduate students.

The undergraduate mentorship program (UGMP) would put established non-student members of IAFA or graduate student members of SC and IAFA in contact with undergraduate student members who have expressed interest in such a relationship before the conference starts.

The mentors would be solicited for the UGMP the same means as already established above.

The UGMP will be incorporated into the already established Conference Opening Reception. The same expectations for mentors and mentees will apply to participants in the UGMP.

The UGR will be primarily responsible for the maintenance of the program with support and assistance from the VR and UGMP will be structured and managed in the same way through the same means as established above.

Applications for the UGMP will be received by the UGR on the same timeline as established above.

Subclause 1. Graduate student participation in the UGMP

Graduate students who volunteer to mentor undergraduate students would not be eligible to request a non-student mentor in the same year.

Undergraduate students who were participants in the UGMP would be eligible to request another mentor when/if they attend ICFA as a graduate student.

Clause 2. Program name change

To facilitate an ease of communication, this clause changes the mentor program to the Graduate Mentorship Program (GMP) to differentiate it from the Undergraduate Mentorship Program (UGMP). This should not suggest the two programs are separate from each other though as detailed in the above amendment.

Amendment II. Term Changes (see Amendment VII).

In order better to align the term of the SC representative with those of the broader IAFA body and provide better continuity for SC both in its administration and its representation to the board, we herein resolve:

1. The term of the SCIAFA representative will run from the first day in August following the representative's election through the last day of July, two years later. For example, the representative elected following the passing of this amendment will serve a term beginning August 1, 2012 and abdicate the position on July 30, 2014.
2. The assistant chair position will become a two-year position, concurrent with the Vice Representative Position
3. The official title for both positions will be changed to Representative and Vice Representative to reflect informal changes since 2008.

Amendment III. New Position—Immediate Past Representative (see Amendment VI)

1. The outgoing Representative will serve a one-year term as Immediate Past President to foster continuity (term August 1-July 31).
2. Similar to the Executive Board position of Immediate Past President the IPR will serve in an advisory capacity to the incoming Representative.
3. The IPR must attend the annual meeting during their term as well as the Annual ICFA Board Meeting and Business Meeting.
4. The IPR should continue to follow the IAFA board list and be available to the Representative via email or phone for the duration of the term.

Amendment IV. Changes to the Mentor Program

1. The formal role of mentor now includes providing feedback to mentees by
 - a. attending their mentee's presentation or
 - b. reading their mentee's work before the conference.
2. To facilitate this change Representative must make and distribute contact information to matches at least two weeks prior to the conference
3. The Newcomer Meet-Up will formalize the invitation of all new ICFA attendees and allot space to ICFA regulars for informal mentoring of non-matched newcomers.

Amendment V. New Position—Undergraduate Representative

To reflect increasing undergraduate population in SC, SC proposes to add an undergraduate representative (UGR) to the SC board. Only undergraduates with a minimum of two years left until graduation are eligible to nominate themselves for this position.

1. The primary responsibilities of UGR would include:
 - a. Attend all SC board meetings
 - b. Represent undergraduate students in any and all conversations related to any and all SC sponsored programming
 - c. Coordinating and facilitating an undergraduate mentorship program as a subsidiary SC's already established mentorship program (see amendments I, clause 1 & III).
2. Additional responsibilities could include:
 - a. Moderating SC sponsored panels as ICFA
 - b. Proposing and curating panel(s) or other programming catered to undergraduate interests
 - c. Managing social media
 - d. Serving as point of contact for undergraduate members or potential members
3. UGR is responsible for running the election for their replacement along the same timeline as detailed in Amendment VII.
4. UGR is also expected to be available to support and advise the incoming UGR once their term is ended.

Amendment VI. Clarifying Board Positions

As currently proposed in this document there are four board positions: Representative, Vice Representative, Undergraduate Representative, and Immediate Past Representative. This amendment proposes to clarify the responsibilities of these positions and clarify terminology.

1. Representative Position
 - a. Primary responsibility is to represent the interest of the SC to the IAFA Executive Board.
 - b. Chair will attend, as a voting member, all IAFA board meetings that fall during the term years.
 - c. Representative will be primarily responsible for official SC programming including, but not limited to:
 - i. ICFA panels, workshops, and roundtables
 - ii. Non-ICFA virtual panels, workshops, and roundtables
 - d. Representative will maintain official communication with the membership via email and maintain the mailing list.

- i. This includes timely communication with IAFA registrar and PIO regarding email blasts, membership count and emails, and another administrative business related to this responsibility
 - e. Representative is responsible for running election for new Representative and VR
 - f. Additional responsibilities could include but are not limited to:
 - i. Maintenance of SC website
 - ii. Maintenance of other SC social media
 - iii. Production of promotional material
 - iv. Maintaining projects sponsored or started by previous SC boards
 - g. Additional responsibilities can be delegated to any other members of the board as seen necessary and fit
 - h. Representative is expected to fulfil the position of Immediate Past Representative (see Amendment III & Amendment VI, paragraph 4).
- 2. Vice Representative (VR)
 - a. Primary responsibility is to organize and facilitate the GMP
 - i. This responsibility includes supporting the UGR in organizing and facilitating the UGMP
 - b. VR will be primarily responsible for unofficial SC programming including but not limited to
 - i. Social events at ICFA
 - ii. Special interest groups
 - iii. Reading/working/writing groups
 - c. VR will maintain unofficial communication with membership via social media
 - d. Additional responsibilities could include but are not limited to:
 - i. Maintenance of SC website
 - ii. Maintenance of other SC social media
 - iii. Production of promotional material
 - iv. Maintaining projects sponsored or started by previous SC boards
- 3. Undergraduate Representative
 - a. See Amendment V
- 4. Immediate Past Representative
 - a. The outgoing Representative will serve a one-year term as Immediate Past Representative (IPR) to foster continuity (August 1-July 31)
 - b. The primary responsibility of IPR is to advise Representative and VR and to foster continuity.
 - c. IPR is expected to attend all SC board meetings, the SC body meeting, and IAFA body meeting during their term.
 - d. IPR should expect to take on small, additional responsibilities to support the board (such as serving as a moderator for SC sponsored ICFA panels) as delegated by Representative.
 - e. IPR will assist and advise UGR in running the UGR election.

- f. IPR should make every effort to attend ICFA during their term with the understanding the IPR might have left academia or be otherwise unable to conceivably attend.

Amendment VII. Election Procedures

Much like the IAFA board elections, the SC board elections for Representative and VR will run on an opposite schedule than the election for UGR. This will help foster continuity between boards. UGR will be elected in odd years and Representative and VR will be elected in even years. For example, UGR elected in 2021, Representative and VR in 2022, UGR in 2023, and so forth.

Nominations for Representative, VR, and UGR (regardless of year) will open the first week of April and close at the end of the month. Representative can decide how they would like to receive nominations. Voting will open the first week of May when the ballots are posted.

Individuals should nominate themselves for one position only. In the instances where no one is nominated for VR, the runner-up for Representative will take on VR responsibilities. The winning candidates will be selected based on a simple majority vote. The voting process outlined in Article VI applies here as well.