

BYLAWS
The Animal and Dairy Science Graduate Student Association of
The University of Georgia
(ADS GSA)

PREAMBLE

These bylaws of the University of Georgia Graduate Student Association define the role, responsibilities, and membership of the Graduate Student Association. These bylaws define the respective accountabilities of the Executive Committee and functions to promote the efficient governance and operation of the Animal and Dairy Science Graduate Student Association.

ARTICLE I

PURPOSE

Section 1

The commitment of this organization is to foster connections, encourage development, and promote science among Animal and Dairy Science graduate students and faculty members through a variety of social and professional development events.

Section 2

The ADS GSA is committed to inclusivity, striving to bridge the gap between the multiple disciplines within Animal and Dairy Science.

ARTICLE II

MEMBERSHIP

Section 1

This organization does not discriminate in the selection of members or the selection of the Executive Committee.

Section 2

Persons eligible for membership shall include graduate students, visiting scholars, and postdoctoral associates of the Department of Animal and Dairy Science at The University of Georgia.

Section 3

Non-students shall be allowed to participate in any Association activity or social event but shall not be considered a voting member and shall not be eligible for an Executive Committee position. A non-student is someone who is not currently enrolled in the Animal and Dairy Science Department at the University of Georgia.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of five individuals:

1. These individuals will be made up of graduate students from the Animal and Dairy Science Department at The University of Georgia
2. The Executive Committee will be comprised of a President, Vice President of Operations, Vice President of Events, Vice President of Finance, and Vice President of Marketing

Section 2

The Executive Committee shall meet monthly to plan the agenda and attend to any business not requiring the participation of the general body of the Animal and Dairy Science Graduate Student Association.

Section 3 The Executive Committee shall assist with departmental events such as, but not limited to the ADS Quadrathlon, speaking on behalf of the graduate school at undergraduate club meetings, and ADS symposiums.

Section 4 Individuals wishing to be on the Executive Committee must understand the time commitment and responsibilities required for each position, as stated in Article V.

Section 5 While serving on the Executive Committee, individuals who are unable to complete their responsibilities, must delegate tasks to another Executive Committee member and then ensure the task is completed.

ARTICLE IV

ELECTIONS

Section 1

Individuals wishing to be on the Executive Committee ballot must meet the following requirements:

1. Be a graduate student housed under the Department of Animal and Dairy Science, regardless of discipline.
2. Be in good standing with the university.
3. Have not served more than 2 consecutive years in the same position on the Executive Committee at the time of election.
 - a. In the event that no other member desires to be an Executive Committee member, then those who have served 2 consecutive years as in the same position at the time of election, will be considered by the Faculty Advisors.
4. Have not been previously impeached out of an Executive Committee position.

Section 2

Committee members shall be elected by a simple majority of the members. Faculty Advisors shall facilitate elections at the end of each academic year (May), and the new Executive Committee will assume duties the month following elections, after a transition meeting between the incumbent Executive Committee and the newly elected Executive Committee is held.

ARTICLE V

DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1

President- The president shall preside over all meetings of the Graduate Student Association general body and Executive Committee. They shall create a meeting agenda and disseminate it prior to the meetings. They shall enforce the by-laws. They must be organized, responsible, and able to hold all other Committee members responsible for their duties. They must represent ADS GSA and embody the goal and purposes of the Association. They shall serve as the point of contact for the department, professors, staff, and any other organizations. In the absence of or upon request of the President, the President can name a member of the Executive Committee to assume temporary duties of the President.

Section 2

VP of Operations- The VP of Operations shall keep minutes at general body and Executive Committee meetings. They shall attend the University Graduate Student Association meetings and report back to the ADS GSA members. They must welcome all new graduate students. They must hold at least one outreach event annually to the undergraduate Animal and Dairy Science students and assist in any other outreach events that ADS may request. The VP of Operations shall record club membership, such as, but not limited to, member contact information, member birthdays, and member suggestions. For all events, they will ensure all attending members sign in. They shall upkeep the group message by adding new members and removing those who have graduated. They shall assist the VP of Marketing with merchandise order forms. They shall assist the VP of Events with event clean-up and organization. Additionally, they shall assist the President and other Executive Committee members while ensuring GSA productivity. They must be organized, sociable, and work well with others.

Section 3

VP of Events- The VP of Events shall plan, coordinate, and set up all ADS GSA events. Once event dates and locations have been scheduled, they must be communicated with the VP of Marketing. The VP of events must be able to devote time throughout the semester to plan and participate in said events. They shall collaborate with the VP of Finance on event budgets. At least two different events must be planned every month. They shall take recommendations from all GSA members to ensure attendance. Therefore, they must be organized and proficient in communicating with others.

Section 4

VP of Finance- The VP of finance shall be responsible for collection and disbursement of monies of the organization. They shall be responsible for the bank account and Venmo. They shall keep an itemized account of all receipts and expenditures. They shall give a financial report to the Executive Committee and general body at every meeting. They must prepare the books for auditing by a Faculty Advisor at the end of every semester (December and May). They shall be in communication with the ADS Business Manager and Administrative Specialist on how to properly manage and withdraw money from the foundation account. They shall be in charge of giving all documents to the ADS Business Manager and Administrative Specialist (an agenda for all events, signed receipts, and the event sign in sheets.) Therefore, they must be responsible and organized. They shall ensure that the events do not go beyond the Association's means. They shall receive payment for merchandise or events. They must plan and organize at least one fundraiser a semester and once scheduled, they must be shared with the VP of Marketing.

Section 5

VP of Marketing- The VP of Marketing shall be in charge of all advertising, social media, and merchandise for the organization. They shall post on the social media frequently including, but not limited to, event fliers, birthdays, spotlights, and research. They shall create a

monthly calendar with all events received by the VP of Events or VP of Finance and disseminate reminders to the listerv and group message, as well as post physical fliers in the building. They shall create merchandise for the organization and take recommendations from all GSA members. They shall collaborate with the VP of Finance and VP of Operations on the order and distribution of said merchandise. They shall encourage graduate students to assist in departmental events such as the ADS quadrathlon, symposiums, defenses, and seminars. Therefore, they must be creative and communicate well with others.

ARTICLE VI

DISCIPLINE OF EXECUTIVE COMMITTEE

Section 1

In the case of an Executive Committee position becoming vacant, their position shall be filled by an elected member to carry out the duties for the remainder of the academic year.

Section 2

1. Any member at a general meeting may bring a motion to impeach any Executive Committee member. The motion will then be opened for discussion during the meeting, and the officer in question will have the opportunity to share their perspective.
2. An Executive Committee meeting will then be held, and two-thirds vote of the Executive Committee and Faculty Advisors is needed to remove an Executive Committee member.
3. If passed, the Faculty Advisors will then facilitate another election to refill the position.

ARTICLE VII

REPORTS AND RECORDS

Section 1

It shall be the responsibility of every Executive Committee member to maintain a document in which a report of all activities and accomplishments of their position is included. This document is to be passed on to the succeeding officer electronically.

Section 2

It shall be the responsibility of the President and VP of Operations to ensure all Executive Committee members are remaining organized throughout the year. This will ensure a smooth changeover to the succeeding Executive Committee members at the transition meeting.

ARTICLE VIII

FACULTY ADVISORS

Section 1

Faculty Advisors shall be a faculty member or professional staff member of the Department of Animal and Dairy Science.

Section 2

The Graduate Student Association shall have two advisors from two different disciplines. The Advisors shall be elected by the majority vote at the first Executive Committee member meeting, after a transition meeting is held. Once selected, the President shall formally ask the Advisors to serve the role of Advisor. If declined, a re-vote must be held.

Section 3 The length of term shall be one year. The consecutive years a Faculty Advisor may serve is without limit.

Section 4 Faculty Advisors shall be available for guidance and counsel for club activities. The Advisors must participate in the first Executive Committee and general body member meeting of the academic year (August). They must audit the financial books at the end of every semester (December and May). They must be active in increasing participation of faculty members to attend events. They must facilitate Executive Committee elections at the end of each academic year (May).

ARTICLE IX

MEETINGS AND PROCEDURES

Section 1 Two general body meetings shall be held per semester, during the fall and spring semesters.

Section 2 The minutes of the meeting shall be recorded by the VP of Operations and approved by a majority vote of the membership at the subsequent meeting.

ARTICLE IX

AMENDMENTS

Section 1 All amendments in these bylaws will be reviewed annually. Amendments are subject to be modified, added, or deleted annually by the President, in the occasion that an amendment shall be changed to be more beneficial for the Association. All members shall review the by-laws and they shall be adopted upon passage by a 2/3 vote of the members at the first general body meeting of the academic year.

Effective Date of Bylaws

This bylaw is effective as of September 30th, 2024

President

Mikayla Dycus: M. Dycus

Vice President of Marketing

Molly Smith: Molly Smith

Vice President of Operations

Hunter Perez: Hunter G. Perez

Faculty Advisors

Dr. Gonzalez: [Signature]

Vice President of Events

Savannah Locke: [Signature]

Dr. Hidalgo: [Signature]

Vice President of Finance

Amanda Warner: Amanda Warner