

University of Florida Animal Sciences Graduate Student Association Bylaws

Article I

Name

This organization shall be known as the “Animal Sciences Graduate Student Association” at the University of Florida. Hereinafter referred to as “ASGSA”.

Article II

Purpose and Relationship to the University of Florida

Section 1. Objective:

The objective of this organization shall be to coordinate graduate student activities and programs which further the professional and social development of the graduate students in the Department of Animal Sciences and related fields at the University of Florida.

Section 2. Programs:

Social activities shall foster the interaction among graduate students and between graduate students, faculty, and staff, and community.

Professional development activities should include but not limited to seminars given by experts in various fields related to animal sciences, and promotion of symposiums and meetings pertaining to animal sciences.

Article III

Meetings

Section 1. Regular Meetings:

Meetings will be established by the membership at the beginning of each semester. ASGSA will plan to meet at least one time per month during the fall and spring academic semesters.

Section 2. Special Meetings:

The executive committee has the authorization to call for additional meetings with a two (2)-week notice.

Section 3. Quorum:

Quorum is the membership present at a regular or special meeting.

Section 4. Minutes Procedure:

Minutes will not be read at the meeting if members have been sent a copy forty-eight (48)-hours prior to the regular meeting.

Section 5. Parliamentary Authority:

The rules contained in the current edition of Robert Rules of Order, Newly Revised, shall govern ASGSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rule guidelines ASGSA may adopt.

Section 6. Executive Committee Meetings:

The officers shall meet at least twenty-four (24)-hours prior to a regular meeting to plan the agenda.

Article IV

Officer Duties:

The President shall:

Preside over all meetings, executive, regular, or other.

Present an agenda to executive board (24)-hours prior to executive meeting.

Authenticate by signature all acts, orders and proceedings of the assembly.

Appoint committees.

Serve as ASGSA representative at Graduate Student Council (GSC) meetings. Including attending meetings and informing ASGSA membership of events and issues concerning GSC. If unable to attend GSC meetings, appoint a department alternative and notify the GSC Secretary.

Serve as ASGSA representative at Agriculture and Life Sciences College Council (ALSCC) meetings. Including attending meetings and informing ASGSA membership of events and issues concerning ALSCC. If unable to attend ALSCC meetings, appoint a department alternative and notify the ALSCC Secretary.

Maintain active status of organization with Student Activities and Involvement and Agriculture and Life Sciences College Council.

The Vice President shall:

Assume the duties of the President in their absence.

Assist the President with the duties of that office.

Head committees created by the President.

Update, maintain, and enforce the bylaws of ASGSA.

The Secretary shall:

Keep a record of minutes and email meeting minutes after each general meeting.

Take attendance of each meeting and maintain ASGSA membership list.

Keep all official documents and read important correspondence.

The Treasurer shall:

- Collect and deposit all incoming monies.
- Record financial transactions of monies.
- Pay expenses as received.
- Give a statement of finances to the membership at each regular meeting.
- Coordinate and plan fundraising events.

The Professional Development Chair shall:

- Plan and coordinate professional development activities.
- Work closely with Faculty advisor to ASGSA.

The Social Chair shall:

- Plan and coordinate social activities.
- Work closely with department social committee to implement, promote and organize department wide events.

The Public Relations chair shall:

- Maintain the ASGSA website and all social media accounts (Facebook, Twitter, Instagram).
- Design fliers for events and promote ASGSA as well as recruit new members.
- Be responsible for the bulletin board in the hallway.
- Coordinate and plan community and public outreach activities.

Article V

Amendments

Section 1. Required Vote:

These bylaws may be amended or suspended in whole or part by simple majority vote.

Section 2. Amendment Procedure:

Proposed amendments, suspensions in whole or part, or revocation relating to the bylaws may be presented at the regular meeting at which voting would occur.