

**CONSTITUTION OF THE
AGRICULTURAL AND LIFE SCIENCES COLLEGE COUNCIL
INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES**

ARTICLE I. NAME

The name of this organization shall be the Agricultural and Life Sciences College Council (herein referred to as ALSCC) of the Institute of Food and Agricultural Sciences.

ARTICLE II. PURPOSE

The purposes of this organization shall be to:

1. Provide leadership for the students and student organizations of the College of Agricultural and Life Sciences.
2. Serve as a liaison between the student organizations of the College of Agricultural and Life Sciences and the Student Government of the University of Florida.
3. Stimulate interest in agricultural and life sciences.
4. Support and promote the clubs/organizations of the College of Agricultural and Life Sciences
5. Provide programs of interest and relevance to the student body of the College of Agricultural and Life Sciences.
6. Promote communication between the faculty and students of the College of Agricultural and Life Sciences.

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, the Agricultural and Life Sciences College Council shall be a registered student organization at the University of Florida. The Agricultural and Life Sciences College Council shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination the Agricultural and Life Sciences College Council agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment the Agricultural and Life Sciences College Council agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing The Agricultural and Life Sciences College Council agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally

endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Section D. Responsibility to Report If this organization becomes aware of any such conduct described in this article, The Agricultural and Life Sciences College Council will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. OFFICERS

SECTION A.

The officers of ALSCC are elected in the spring semester and installed at the last regularly scheduled meeting of the semester. ALSCC officers shall assume the duties of their office at the beginning of the summer semester and serve one year terms. To be eligible to hold an office in ALSCC, students must be:

1. In good academic and disciplinary standing and meet all current guidelines set by the Department for Student Activities and Involvement at The University of Florida.
2. Enrolled in a degree program in the College of Agricultural and Life Sciences
3. A graduate or undergraduate student

SECTION B.

The Constitutional student offices of the ALSCC shall be:

Executive officers:

1. **President:** The duties shall be to preside over all meetings of ALSCC, to call special meetings if found necessary, to represent the Council on the University of Florida Board of College Councils, to serve as a line of communication to the Dean of the College of Agricultural and Life Sciences, and to perform all other duties of presiding officers as stated in the latest version of Robert's Rules of Order. If the office of President must be vacated during the year, the Vice President assumes the responsibilities of the President until a ALSCC general body election to elect a new President is held. The ALSCC general body election shall be announced at the next regularly scheduled ALSCC meeting following the vacancy. The election shall be held on the date of the second regularly scheduled ALSCC meeting following the vacancy.
2. **Vice President:** The Vice President shall assume the duties of the President in his or her absence. The Vice President shall oversee all committee work and shall serve as the parliamentarian for the council. If the office of Vice President must be vacated during the year, the Treasurer assumes the responsibilities of the Vice President until

- a college-wide election to elect a new Vice President is held. The ALSCC general body election shall be announced at the next regularly scheduled ALSCC meeting following the vacancy. The election shall be held on the date of the second regularly scheduled ALSCC meeting following the vacancy.
3. Secretary: The Secretary shall keep accurate minutes of all meetings of the ALSCC, contact any organization which is not in attendance at the meetings, conduct correspondence of the ALSCC, compose an officer phone and address list of all department clubs, and maintain the official record for club attendance at all functions of the ALSCC. If the office of Secretary must be vacated during the year, the Public Relations Director assumes the responsibilities of the Secretary until a college-wide election to elect a new Secretary is held. The ALSCC general body meeting shall be announced at the next regularly scheduled ALSCC meeting following the vacancy. The election shall be held on the date of the second regularly scheduled ALSCC meeting following the vacancy.
 4. Treasurer: The duties shall be to coordinate all financial transactions of the ALSCC with the Student Government Finance Office and serve as chair of the finance committee. The Treasurer shall be responsible for coordinating and/or completing check requests, reimbursement forms, annual budgets and all other financial transactions. The Treasurer will process financial requests from the member organizations and process paperwork for all approved transactions. Also, the treasurer shall attend the BOCC meetings with the President. If the office of the Treasurer must be vacated during the year, the Assistant Treasurer assumes the responsibilities of the Treasurer until a college-wide election to elect a new Treasurer is held. The ALSCC general body meeting election shall be announced at the next regularly scheduled ALSCC meeting following the vacancy. The election shall be held on the date of the second regularly scheduled ALSCC meeting following the vacancy.

SECTION C. Appointed Officers by the President

1. Public Relations Director: The duties shall be to coordinate all public relations efforts of the ALSCC. The Public Relations Director should arrange for meeting announcements (signs, ads in the Florida Alligator, or any other means) and special event announcements. The Public Relations Director shall also chair the Public Relations Committee. If the office of Public Relations Director must be vacated during the year, the President appoints a new Public Relations Director to be approved by a majority vote of the Executive Officers.
2. Assistant Treasurer: The duties shall be to assist in coordinating all financial transactions of the Agricultural and Life Sciences College Council with the Student Government Finance Office and serve as a member of the finance committee in conjunction with the Treasurer. This shall include assisting in the completion of check requests, reimbursement forms, annual budgets and any other financial transactions. The Assistant Treasurer may accept financial requests from the individual organizations in the absence of the Treasurer. The Assistant Treasurer will be required to assume the responsibilities in the absence of the Treasurer with direction from the President. If the office of Assistant Treasurer is vacated during the

year, the President appoints a new Assistant Treasurer to be approved by a majority vote of the Executive Officers.

SECTION D. Impeachment Process

Any officer of ALSCC may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer.

Part 2: A two-thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, the provisions for replacing the officer shall be followed in accordance with Article VI, Sections B and C.

ARTICLE VII. ELECTIONS

SECTION A. Qualifying and Eligibility

1. Applications for officer positions become available the second Monday in February.
2. Qualifications for positions are listed under Article VI, Section A.
3. All qualifying applications will be due the third Friday in March by 4:00 P.M.
4. Anyone failing to qualify will be notified in writing by the last day in March.

SECTION B. Voting

1. Will be held within the Council and its members whom represent the organizations and departments within ALSCC.
2. Only the delegates listed under Article V, Section B of the constitution will be eligible to vote during elections.

SECTION C. Polling and Balloting Process

1. Elections will be held at the first meeting in April.
2. Elections shall be done by secret ballot with each candidate's name listed by position.
3. Only one ballot per eligible voting member as listed under Article V, Section C.

SECTION D. Results Tabulation

1. Tabulation of the votes will be done in the same room in which elections are held.

The following individuals will be responsible for tabulation of the votes:

ALSCC Elections Committee

ALSCC Executive Committee members who are not candidates for election

Officers must receive a simple majority vote to win the election

SECTION E. Results

The results will be announced at the ALSCC Meeting on the first ALSCC meeting after the second Wednesday in April.

ARTICLE VIII. ADVISORS

ALSCC shall have three advisors – two Faculty/Staff Advisors and an Administrative Advisor. All advisors shall be members of the Executive Committee. At least one of the Faculty/Staff Advisors must have a “Faculty” appointment.

The Administrative Advisor shall serve a term to be decided by the CALS Dean. Faculty/Staff Advisors shall be elected by the membership. The Administrative Advisor shall be appointed by the Dean of the College of Agricultural and Life Sciences.

The two Faculty/Staff Advisors shall serve two-year, staggered rotations. The first year of the rotation shall be served as a junior advisor with the second year serving as the senior advisor. The junior advisor shall be elected by ALSCC members and shall be installed in the final meeting of the spring semester. Nominations will be received at the next-to-last regular meeting of the spring semester, and the nominees will be informed by the acting President. Those individuals accepting the nomination will be allowed to speak on their own behalf at the last regular meeting, preceding the vote by the Council. The new Junior Advisor will begin at the beginning of the summer term.

The duties of ALSCC advisors shall include advising ALSCC members and the Executive Committee on all pertinent matters. Advisors shall also be present at all regularly scheduled meetings and any Executive Committee meetings which might be called.

ARTICLE IX. FINANCE

SECTION A.

No business, including allocation of funds, shall be adopted by the ALSCC without receiving a majority vote of the council members.

SECTION B.

There shall be no dues collected from any member of the ALSCC.

SECTION C. Activities of the ALSCC may be financed by:

1. University of Florida Student Government.
2. Outside revenue provided by fundraisers and donations.
3. The College of Agricultural and Life Sciences and the Institute of Food and Agricultural Sciences.

ARTICLE X. DISSOLUTION OF ORGANIZATION

In the event that this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the general scholarship fund for the College of Agricultural and Life Sciences

ARTICLE XI. MEMBERSHIP INFORMATION

SECTION A.

1. Membership in this organization is open to enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
2. All member organizations of the ALSCC must be registered with the UF Center for Student Activities and Involvement and must have on file a current copy of the constitution and bylaws of each organization which is a designated member.
3. Admittance of a new organization or department into the council will be made in the following manner:

Organizations

At any regularly scheduled meeting, a representative from the organization will submit a constitution and request admission, after stating the club's purposes and goals. The programs and goals of the organization must not be in conflict with the mission of IFAS and the College. The request will stand for a minimum of two weeks while the organization is reviewed and approval is sought from the Dean or Associate Dean for Undergraduate Programs. At the next regular meeting, admission of the organization will be approved by receiving a two-thirds vote of the voting members present. The organization will thereafter be granted two representative seats on all voting matters.

Departments

Departments within the College of Agricultural and Life Sciences who have no organized student groups may also seek representation on the ALSCC. The same procedure will be followed as stated above, but no constitution will be required. A department will receive one voting seat on the ALSCC.

SECTION B.

Each regular meeting shall be open to all interested students and faculty. These individuals shall be considered non-voting members of the ALSCC.

SECTION C. Voting Members

1. The executive officers
2. The Agricultural and Life Sciences Senator(s)
3. Two representatives of each organization which is a member of the ALSCC. Each individual may represent only one organization per meeting.
4. One representative from any department which is a member of the ALSCC
5. Two representatives of affiliated organizations approved by the Executive Committee

ARTICLE XII. MEETINGS

1. The ALSCC shall hold no less than one regularly scheduled meeting each month of the academic year while classes are in session, except for summer session. Additional meetings may be called at the discretion of the president or faculty advisors.
2. All Parliamentary law as stated by the latest edition of Robert's Rules of Order shall be followed during meetings of the ALSCC.
3. No organization shall hold meetings in direct conflict with the ALSCC, except in the case of a specially called meeting. Any organization that holds meetings in conflict may face removal from the ALSCC. Decisions on removal of organizations will be made by the Executive Committee.

ARTICLE XIII. COMMITTEES

1. Executive Committee: The ALSCC Officers and the Faculty/Staff Advisors shall comprise the Executive Committee. The Executive Committee shall be responsible for preparing meeting agendas; shall recommend plans, policies, and programs for the consideration of the Council; shall approve budget requests; and shall judge the annual Club of the Year contest. The Executive Committee shall act of behalf of the ALSCC when necessary.
2. Finance Committee: The finance committee chairman will be appointed by the President and approved by a majority vote of the Executive Committee. The advisors and officers shall comprise the committee members. The Finance Committee shall monitor all income and expenditures of ALSCC, prepare an annual Council budget, assimilate budget requests from organizational members of the Council, and submit a yearly budget request to BOCC for consideration.
3. Public Relations Committee: The Public Relations Committee shall coordinate all public relations efforts of ALSCC. The committee will arrange for meeting and special event announcements. The committee shall produce the *Harvest* newsletter on behalf of all IFAS programs each fall and spring. Summer publication of this document shall be optional. The Public Relations Committee shall be chaired by the Public Relations Director.
4. Programs/Social Committee: This committee is charged with planning programs for monthly meetings, planning and facilitating social events, and conducting other such programs as deemed necessary to facilitate cooperation between organizations comprising ALSCC. The chair of this committee is appointed by the Vice President.
5. Elections Committee: The Elections Committee is responsible for the preparation and submission of applications, overseeing the election process, tabulating the votes, and certifying the election results. The chair of this committee is appointed by the Vice President. Simple majority is the margin of victory.

ARTICLE XIV. ATTENDANCE

1. All organizations recognized by the ALSCC are expected to send two representatives to each meeting. This requirement excludes members on the ALSCC Executive Committee.
2. Failure to send at least one officer, either President or Treasurer, unless otherwise approved by the President of ALSCC, to at least one meeting in any given month will result in suspension of the organization's membership.
3. Each organization President or Treasurer must attend one meeting per month.
4. No organization that has had its membership suspended may receive funds through ALSCC. If membership is suspended, an organization may petition the Executive Committee to remove the suspension.
5. Any Executive Committee member failing to attend two general meetings without an excuse deemed valid by the Executive Committee will be removed from office, by a 2/3 vote of the Council.

ARTICLE XV. AMENDMENTS

This constitution can be amended in the following manner:

At any regularly scheduled meeting, any member may bring to the floor the need for an amendment. The proposed amendment shall be submitted in writing to the Executive Committee. The amendment must not be voted upon at least until the next meeting, during which time it must be approved by the Dean or the Associate Dean of Undergraduate Programs. At the next regular meeting, the amendment shall be read a final time, seconded, discussed, and voted upon. The vote taken must be a visual or written vote, and a two-thirds approval is required. Note that in accordance with Robert's Rules of Order, this follows the required procedure of previous notice and a two-thirds vote.

Amendments to amendments, should they be required, may occur at the time of discussion to the original amendment, and only require a majority vote of those present at any regular meeting to carry.

Revised February 2015