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 (also known as the CALS Council) 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 Student Government of the University of Florida when necessary.
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 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 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 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 the incident 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. STUDENT ORGANIZATION ADVISORS

The CALS COUNCIL 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.

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

The duties of the CALS COUNCIL advisors shall include advising the CALS COUNCIL 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 VII. OFFICERS

SECTION A.

The officers of the CALS COUNCIL are elected in the spring semester and installed at the last regularly scheduled meeting of the semester. The CALS COUNCIL 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 the CALS COUNCIL, 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 CALS COUNCIL shall be:

Executive officers:

1. President: The duties shall be to preside over all meetings of the CALS COUNCIL, to call special meetings if found necessary, 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 CALS COUNCIL general body election to elect a new President is held. The CALS COUNCIL general body election shall be announced at the next regularly scheduled CALS COUNCIL meeting following the vacancy. The election shall be held on the date of the second regularly scheduled CALS COUNCIL 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 an election to elect a new Vice President is held. The CALS COUNCIL general body election shall be announced at the next regularly scheduled CALS COUNCIL meeting following the vacancy. The election shall be held on the date of the second regularly scheduled CALS COUNCIL meeting following the vacancy.

3. **Secretary:** The Secretary shall keep accurate minutes of all meetings of the CALS COUNCIL, conduct correspondence of the CALS COUNCIL, compose an officer phone and address list of all department clubs, and maintain the official record for club attendance at all functions of the CALS COUNCIL. If the office of Secretary must be vacated during the year, the Public Relations Director assumes the responsibilities of the Secretary until an election to elect a new Secretary is held. The CALS COUNCIL general body election shall be announced at the next regularly scheduled CALS COUNCIL meeting following the vacancy. The election shall be held on the date of the second regularly scheduled CALS COUNCIL meeting following the vacancy.

4. **Treasurer:** The duties shall be to coordinate all financial transactions of the CALS COUNCIL with the Student Government Finance Office. The Treasurer shall be responsible for coordinating any financial transactions. If the office of the Treasurer must be vacated during the year, the Assistant Treasurer assumes the responsibilities of the Treasurer until an election to elect a new Treasurer is held. The CALS COUNCIL general body election shall be announced at the next regularly scheduled CALS COUNCIL meeting following the vacancy. The election shall be held on the date of the second regularly scheduled CALS COUNCIL 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 CALS COUNCIL. 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 any 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 the CALS COUNCIL 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 VIII. ELECTIONS

SECTION A. Qualifying and Eligibility
1. Applications for officer positions become available the second to last general body meeting of the spring semester.
2. Qualifications for positions are listed under Article VII, Section A.
3. All qualifying applications will be due two weeks prior to the final meeting of the spring semester by 5:00 P.M. by an electronic submission form.
4. Anyone failing to qualify will be notified in writing one week after applications close.

SECTION B. Voting
1. Will be held within the CALS Council and its members who represent the organizations, departments, and members within the CALS COUNCIL.
2. Only the delegates listed under Article XI, Section C of the constitution will be eligible to vote during elections.

SECTION C. Polling and Balloting Process
1. Elections will be held during the final meeting of the spring semester.
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 and Article XI Section C.

SECTION D. Results Tabulation
1. Officers must receive a plurality vote to win the election.
2. Tabulation of the votes will be done in the same session in which elections are held. The following individuals will be responsible for tabulation of the votes:
   - CALS COUNCIL Elections Committee Chair.
   - CALS COUNCIL Executive Committee members who are not candidates for election

   Officers must receive a plurality vote to win the election.

SECTION E. Results
The results will be announced in the same CALS COUNCIL meeting in which the elections are held.

ARTICLE IX. FINANCE

SECTION A.
No business, involving use of funds, shall be adopted by the CALS COUNCIL without receiving a majority vote of the council members.

SECTION B.
There shall be no dues collected from any member of the CALS COUNCIL.

SECTION C. Activities of the CALS COUNCIL 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 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 CALS COUNCIL 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 CALS Council will be established in the following manner:

   **Organizations**
   
   Before any regularly scheduled meeting, a representative from the organization will submit a request for admission, their constitution, and the club’s purposes and goals in a form created and managed by the CALS Council. The programs and goals of the organization must not be in conflict with the mission of IFAS and the College of Agricultural and Life Sciences. The request will stand for a minimum of two weeks while the organization is reviewed, and approval is sought from the College of Agricultural and Life Sciences Dean or Associate Dean. 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 or Schools**
   
   Departments or Schools in the College of Agricultural and Life Sciences who have no organized student groups may also seek representation on the CALS COUNCIL. The same procedure will be followed as stated above, but no constitution will be required. A department will receive one voting seat on the CALS COUNCIL.

**SECTION B.**

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

**SECTION C. Voting Members**

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

ARTICLE XII. MEETINGS

1. The CALS COUNCIL 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 CALS COUNCIL.
3. No organization shall hold meetings in direct conflict with the CALS COUNCIL, except in the case of a specially called meeting. Any organization that holds meetings in conflict may face removal from the CALS COUNCIL. Decisions on removal of organizations will be made by the Executive Committee.

ARTICLE XIII. COMMITTEES

1. Executive Committee: CALS COUNCIL 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 CALS Council; and shall facilitate and judge the annual CALS Club of the Year contest. The Executive Committee shall act on behalf of the CALS COUNCIL when necessary.
2. Finance Committee: The finance committee shall be chaired by the Treasurer. The advisors and officers shall comprise the committee members. The Finance Committee shall monitor all income and expenditures and prepare an annual CALS Council budget.
3. Public Relations Committee: The Public Relations Committee shall be co-chaired by the Secretary and the Public Relations Director. The committee shall coordinate all public relations efforts of CALS COUNCIL. The committee will arrange for meetings and special event announcements.
4. 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. A plurality is the margin of victory. Members of the Elections Committee will be the Executive Officers who are not candidates for election in addition to the Administrative Advisor.
5. Other informal committees may be formed as deemed necessary by the Executive Committee. These may include, but are not limited to: Special Events, Outreach and Engagement, and Fundraising. These committees shall be formed by simple majority vote of the Executive Committee and with the approval of the University of Florida College of Agricultural and Life Sciences Dean.

ARTICLE XIV. ATTENDANCE

1. All organizations recognized by the CALS COUNCIL are expected to send two representatives to each meeting. This requirement excludes members on the CALS COUNCIL Executive Committee.
2. A member of the organization’s executive committee must attend a minimum of two meetings per semester.
3. Any CALS Council 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 CALS 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 College of Agricultural and Life Sciences 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: 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 of the original amendment, and will require a 2/3 vote for passage of those present at any regular meeting to carry.

Revised July 2021
Approved by the CALS Council General Body on October 7, 2021