

## Bylaws

of the Nutritional Biology Graduate Student Advisory Committee



at the University of California, Davis



Last modified January 21, 2021

### **Article 1 - Name**

#### *Section 1*

The name of this organization is the Nutritional Biology Graduate Student Advisory Committee for the Graduate Group in Nutritional Biology (GGNB) at the University of California, Davis. The abbreviated name for this organization is GradSAC.

### **Article 2 - Purpose**

#### *Section 1*

The GGNB GradSAC is a student-run group whose mission is to facilitate positive student-faculty communication and develop and manage student-led GGNB activities and events.

### **Article 3 - Authority**

#### *Section 1*

This organization is a recognized student organization at the University of California, Davis and adheres to the campus policies as defined in the Terms and Conditions defined by AggieLife.

#### *Section 2*

The President is responsible for renewing GradSAC's registration as a recognized student organization each June. This process is conducted through AggieLife.

### **Article 4 - Membership**

#### *Section 1*

Membership in the organization is open to all graduate students who are enrolled in a master's or PhD program in the GGNB.

#### *Section 2*

Membership is open to all GGNB students regardless of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Discrimination of any form is strictly prohibited.

### *Section 3*

The GGNB GradSAC is composed of current GGNB students (typically about 10-15) and one faculty advisor. GradSAC members come from various program emphases and lab groups to allow for diverse representation and participate on a volunteer basis for a year-long commitment. GradSAC activities are partially funded through the graduate group with additional funding acquired through fundraising and university grants. Service with GradSAC consists of monthly meetings, special projects at the discretion of the individual member, and responsibilities of elected positions, as appropriate. Members are requested to make every effort to attend GradSAC meetings. If unable to attend, it is requested that the vice-president is informed, and the meeting notes are read. Additionally, members are to volunteer for at least one event throughout the year.

## **Article 5 - Officers**

### *Section 1*

There are currently 13 officer positions in GradSAC; some positions can be held by multiple people. Members are eligible to hold more than one position.

The officers of the organization include the President; Vice President; Graduate Student Association (GSA) liaisons; Treasurer; Assorted Development, Mentorship, and Development Coordinator(s) (ADME); Assorted Development, Mentorship, and Development (ADME) Assistant Coordinator(s); Committee Representatives; Recruitment Coordinator; Recruitment Assistant Coordinator; Social Events Coordinator; Outreach and Fundraising Coordinator; Diversity & Social Awareness Representative; and International Student Representative. All officers are required to complete a one-year term of their respective position and are eligible for re-election.

### *Section 2*

Powers and Duties of Officers:

#### *a. President*

- Oversee GradSAC activities
- Work with Vice President and advisors to set dates for quarterly meetings
- Communicate with faculty and staff advisor on a regular basis
- Manage student symposium organization
- Keep files updated on Box
- Coordinate the election for the subsequent year
- Transition officer list on AggieLife
- Coordinate updates to the GGNB Survival Guide

#### *b. Vice President*

- Assist the President
- Aid in scheduling meetings & responsible for meeting minutes
- Aid in tracking events and participation throughout the year
- Work closely with current President and transition to the President role in the subsequent academic year

#### *c. GSA Liaison*

- Represent GradSAC in Graduate Student Association (GSA) and act as liaison between GSA and GradSAC
- \*Participation in GSA is crucial because it serves as our primary source of income

\*Number of GSA Liaisons is based on GGNB student enrollment

d. *Treasurer*

Maintain accurate records of GradSAC budget and accounts  
Work closely with the Social Events Coordinator to manage events  
Point person for all requested reimbursement funds

e. *Assorted Development, Mentorship, and Exploration Program (ADME) Coordinator(s)*

Facilitate the ADME program  
Organize schedule of topics  
Communicate topics and schedule to graduate group  
\*1 Coordinator is required and 2 are encouraged

f. *ADME Assistant Coordinators*

Assist the ADME Coordinators  
\*1-2 Assistant Coordinators are encouraged

g. *GGNB Committee Representatives*

\*GGNB bylaws state that the president should be the representative at the faculty meetings; however, the President may appoint another member to go in their place. The attendee for the Executive and Curriculum meetings may be different members.

Attend Faculty Meetings  
Attend Executive Committee meetings  
Attend Curriculum Committee meetings

h. *Recruitment Coordinator*

Lead organization for recruitment, in collaboration with the Graduate Coordinator  
Serve as the main point person for the Recruitment Committee  
Provide training to the Recruitment Committee Assistant Coordinator  
Serve as a representative on the GGNB Recruitment Committee

i. *Recruitment Assistant Coordinator*

Work closely with the Recruitment Coordinator and the Graduate Coordinator to organize and facilitate the Recruitment events  
Transition to Recruitment Coordinator role in the subsequent academic year

j. *Social Events Coordinator*

Organize inter-department and GGNB social events  
Coordinate the annual welcome potluck, holiday party, and end-of-year event  
Work with the Outreach Coordinators to organize the annual ASN event

k. *Outreach and Fundraising Coordinator*

Write small news articles related to the graduate group to be posted on the GGNB website  
Facilitate collection of ConGrads newsletter content, creation, and distribution  
Highlight alumni accomplishments  
Organize event at ASN annual meeting for GGNB faculty, students, and alumni  
Coordinate fundraising efforts such as the Picnic Day event and other fundraising activities

I. Diversity Liaison

Foster inclusion and ensure the voices and needs are heard and met of our diverse student body, including but not limited to identities and intersectionality of race, religion, national origin, indigenous status, ethnicity, color, age, gender identity, veteran status, marital status, citizenship, body size, sexual orientation, or disability.

m. International Student Representative

Ensure the voices and needs of the international GGNB students are heard and met

\*The International Student Representative is encouraged but not required to be an international student

**Article 6 - Selection of Officers**

*Section 1*

The officers will be selected annually. Nominations will open for all positions at the beginning of Spring Quarter. All members can be nominated, and self-nominations are allowed. Some positions have a 2-year commitment and follow an assistant to coordinator role. These positions include Recruitment Assistant Coordinator and Recruitment Coordinator, ADME Assistant Coordinator and ADME Coordinator, and Vice President and President. For these positions, nominations can only be made for the trainee and Vice President positions, not the coordinator positions. Nominations will be open for approximately 2 weeks.

*Section 2*

Elections will be held at the end of Spring Quarter either through a secure online portal or in person. Members will have the option to vote anonymously if desired.

*Section 3*

The outgoing President will organize the nominations and the elections.

*Section 4*

Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

*Section 5*

If an officer position is not filled during the Spring election, the position can be filled at any time throughout the year.

*Section 6*

When a resignation in an officer position occurs prior to the one-year term completion, nominations for the new candidate will be accepted from current members. The nominated member must accept the potential officer position prior to voting. If more than one candidate accepts the potential officer position, voting will occur. The candidate with the highest number of votes will be elected to the officer position for the remainder of the vacated one-year term.

## **Article 7 - Meetings**

### *Section 1*

Regular meetings are scheduled quarterly and announced publicly to the GGNB via the gradnutrition@ucdavis.edu email listserv. A minimum of three meetings shall be held per quarter.

### *Section 2*

Special meetings can be called by the President or a majority of the members holding Officer positions. Members must be given a minimum of 24-hour notice prior to the meeting time. Reasons for calling special meetings include but are not limited to preparing for events such as Picnic Day, the Student Research Symposium, and Recruitment.

## **Article 8 - Advisor(s)**

### *Section 1*

The organization shall appoint an individual employed as a faculty or staff member by the University of California, Davis to serve as their advisor.

## **Article 9 - Finances**

### *Section 1*

There are no membership dues.

### *Section 2*

GradSAC is financed partially through the graduate group with additional funding acquired through fundraising and university grants. GradSAC will adhere to any stipulations imposed by funding agencies.

### *Section 3*

GradSAC maintains a Venmo account, @GGNBGradSAC, which is not connected to a bank account. GradSAC also maintains an account affiliated with the University.

### *Section 4*

When seeking reimbursement, members must fill out a reimbursement request form and have it signed by the Treasurer and President. Reasons for reimbursement must be for something that is open to the whole GGNB such as reimbursement for Picnic Day supplies.

## **Article 10 - Amendments**

### *Section 1*

Proposed amendments to these bylaws must be presented in GradSAC one meeting prior to the meeting where the amendment will be voted on.

### *Section 2*

Proposed amendments must receive a majority vote of at least a two-thirds approval from active members. All amendments will be incorporated into the bylaws and implemented immediately.