1. Name
The body representing the graduate students from the Department of Agricultural and Biological Engineering, University of Illinois will be known as Agricultural and Biological Engineering Graduate Student Association (ABE GSA).

2. Purpose
The purpose of the ABE Graduate Student Association is to foster a stronger community between graduate students and represent the graduate student voice in the department. The Association will serve the graduate student body in three primary areas 1) social events, 2) graduate student representation, 3) academics and career.

2.1 Social
To organize social events that promote more graduate student interaction which may include but are not limited to:

- New Grad student welcome party
- Department BBQ and Tailgating
- Happy hour/Bar Crawl
- Fall picnic/movie night/Potluck
- Social lunch/coffee hour
- Social events with graduate students from other departments
- Organize games (basketball, volleyball, etc.)

2.2 Graduate Student Representation
To represent the ABE graduate student body in the Department and University in areas which may include but are not limited to:

- Serve as a point of contact between the graduate student body and faculty, staff and undergraduate students
- Host prospective students at recruitment lunches and during lab visits
- Provide graduate student representation at department meetings and on the ABE Faculty Graduate Committee in the areas of Policy and Recruitment
- Represent the ABE graduate student body at intra and inter university events
2.3 Academics and Career
To facilitate academic communication among graduate students, promote on-campus collaboration, and increase interaction with industry professionals and alumni, which may include but is not limited to:

- Organize an annual poster symposium to highlight research within the department and improve awareness on campus
- Maintain a website integrating all the relevant information from across the campus for graduate students
- Arrange formal and informal interactions with industry to improve recruitment
- Setup a platform for career counseling by department alumni

3. Meetings of the Association
- General body meetings will be held every month on set dates and times selected by the officers
- All meetings are open to all enrolled University of Illinois ABE graduate students
- All students are privileged to take the floor at Association meetings to present views after gaining the permission of the presiding officer
- All meetings will be organized in a democratic fashion, allowing all decisions to be passed by a quorum, represented by simple majority plus one of the total number of elected student representatives present

4. Membership
ABE GSA participation and membership is open to all graduate students in good standing enrolled full or part-time in the Agricultural and Biological Engineering Department.

5. Organization
The ABE GSA shall have officer positions comprising of a minimum of three members. The Association will have the following officer positions:

- President
- Vice-President
- Secretary
- Treasurer
- Webmaster

Members may hold more than one office if the second office is that of webmaster and other positions may be added as needed. Subcommittees may be established as needed.
5.1 ABE GSA President
The ABE GSA President shall nominate himself/herself or can also be nominated by the members of GSA. This position is required.

5.1.1 Responsibilities
- Preside over and schedule all meetings of the ABE GSA
- Represent the ABE GSA in all matters, both public and private concerning the members of GSA
- Ensure planning and execution of various activities organized by ABE GSA
- Ensure the GSA activities provide the right environment encouraging participation from all the members of ABE GSA
- Ensure GSA activities treat all the graduate students, faculty members and departmental staff with utmost respect
- Serve as the liaison between the department and the graduate students

5.1.2 Restrictions
- No person can serve as the president for more than two consecutive terms.
- The president must be able to serve a full year term of one year.

5.2 ABE GSA Vice President
The ABE GSA Vice-President shall nominate himself/herself or can also be nominated by the members of GSA. This position is optional.

5.2.1 Responsibilities
- Preside over meetings of the ABE GSA when the President isn’t able to attend
- Assist the president in all the general activities of ABE GSA
- Organize the “Welcome reception” for new graduate students every fall
- Assist with other activities when needed

5.3 ABE GSA Secretary
The ABE GSA Secretary shall nominate himself/herself or can also be nominated by the members of GSA. This position is required.

5.3.1 Responsibilities
- Taking meeting minutes and distributing them to the membership after general meetings
- Work with the Department of Agricultural and Biological Engineering to organize any academic event (seminar, workshops and poster competition)
- Assist with other activities as needed
5.4 ABE GSA Treasurer
The ABE GSA Treasurer shall nominate himself/herself or can also be nominated by the members of GSA. This position is required.

5.4.1 Responsibilities
- Maintaining accurate records of the GSA’s expenses
- Processing reimbursements
- Ensuring that spending on GSA’s activities does not exceed existing balances
- Assist with other activities when needed

5.5 ABE GSA Webmaster
The ABE GSA Webmaster shall nominate himself/herself or can also be nominated by the members of GSA. This position is required but may be held concurrently with other offices.

5.5.1 Responsibilities
- Maintaining ABE GSA website
- Updating the website regularly
- Sending invitations to faculty members for specific GSA events
- Sending emails to the department or concerned committees in a timely manner
- Assist with other activities when needed

5.6 ABE GSA Faculty Advisor
The ABE GSA Faculty Advisor shall be the current ABE Graduate Program Coordinator.

6. Elections
- All members of the ABE GSA can be nominated or nominate themselves for the officer positions. Elections are to be held during the first GSA meeting in the fall semester.
- All officer positions shall be elected by a simple majority vote of the ABE GSA members. In the case of a tie, the faculty advisor will have the deciding vote.
- The term for each officer is one year.
- If there are not any nominations/applications for any officer position other than the president, the president can select any member of ABE GSA for that particular post
- Upon election all officers must sign a document detailing that they are aware of the responsibilities associated with the position and they accept them for the term they are in office

7. Removal
The process to remove an officer can be initiated by any member of the ABE GSA. The member(s) should enlist all the charges of incompetency and inconsistency against an officer, and submit a proposal to the faculty advisor of the ABE GSA. If approved by the faculty advisor, the proposal shall be presented at the next general ABE GSA meeting. A two thirds majority in favor of the proposal shall result in removal of the officer.