American Dairy Science Association
Governance Documents and Handbooks

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ARTICLE I
Name

The name or title by which this corporation shall be known in law is the American Dairy Science Association, Inc.

ARTICLE II
Purpose

The American Dairy Science Association (ADSA) is a nonprofit, professional corporation organized as a scientific and educational association to serve the dairy and dairy-related industries by stimulating the discovery, application, and dissemination of knowledge; creating an atmosphere in which free interchange of information and full understanding will exist among the various segments of the industries involved; providing a forum for the discussion and solution of industry problems; providing for the recognition of outstanding personal achievement; publishing original research reviews, and timely information in official publications of ADSA; and sponsoring programs for challenging and developing youth for leadership responsibilities.

The American Dairy Science Association is designed to serve all who have an interest in any phase of animal production and dairy foods.

ARTICLE III
Membership

Section 1. Any person shall be eligible for membership who has research, educational, commercial, or administrative responsibilities and interest in the broad disciplines within animal biology and food utilization in dairy and dairy-related industries.

Section 2. Any firm having an interest in dairy or related industries shall be eligible for Sustaining Membership.

Section 3. The right to membership and participation in ADSA activities will be granted to qualified applicants, subject to payment of dues.

ARTICLE IV
Board of Directors

Section 1. The governing board of ADSA shall be the Board of Directors, comprising the elected officers, consisting of the President, Vice President, immediate Past President, and six Directors; in addition, the Board shall include the following nonvoting members: the Past-Past President, and the Executive Director, Secretary-Treasurer, and Editor(s) who are appointed by the Board of Directors; and the Presidents of the Graduate Student Division and the Student Affiliate Division. The Board of Directors shall be responsible for the business of ADSA.

Section 2. The Vice President and two Directors will be elected each year.

Section 3. The Vice President shall serve one year and shall succeed to the presidency at the expiration of the President’s term of office. The Directors shall serve for three years.
Section 4. The elected officers shall take office at the time of installation during the first Annual Meeting after their election. If an Annual Meeting has been cancelled by action of the Board of Directors, their term of office shall begin July 1.

Section 5. A vacancy among the elected officers shall be filled for the unexpired term by the Board of Directors. The appointee so elected shall be eligible for election to another term.

ARTICLE V
Meetings

Meetings of ADSA shall be at least once during each calendar year. The date and place of each meeting shall be fixed by the Board of Directors. Notice of the time and place of meetings of ADSA shall be given to all members not less than four weeks prior to the meeting. In an emergency, the Annual Meeting may be cancelled by action of the Board of Directors.

ARTICLE VI
Amendments

Section 1. Amendments to the Constitution and Bylaws of ADSA shall be presented in writing to the Board of Directors and, if approved by the majority of the Board, shall be published in the Journal of Dairy Science and/or mailed and/or emailed to each voting member at his or her last known address at least thirty days prior to the date amendments will be presented for approval.

Section 2. The Constitution and Bylaws may be amended at the Annual Meeting of ADSA by an affirmative vote of three-fourths of the voting members present.

Section 3. The Constitution and Bylaws may be amended by mail or email vote by the voting members of ADSA. In such case, an affirmative vote by two-thirds of those voting shall be necessary for approval.

ARTICLE VII
Dissolution

Section 1. In the event dissolution of ADSA becomes desirable, the Board of Directors shall adopt a resolution recommending dissolution of ADSA, together with a plan of distribution of assets, and submit the question of dissolution and plan of distribution to the voting members of ADSA. A copy of such resolution shall be mailed to each voting member at his or her last known address not less than 30 days nor more than 60 days before the ballots are to be counted. The resolution to dissolve ADSA and to adopt a plan of distribution each will become effective provided a minimum of 25% of the voting membership votes on the proposed resolution, and affirmative vote by two-thirds of those voting shall be necessary for its approval.

Section 2. Upon approval of dissolution of ADSA, assets shall be applied and distributed to its obligations. Any assets remaining thereafter shall be transferred by the Board of Directors to an organization or organizations selected by the Board of Directors that qualify under Section 501(c)3 of the Internal Revenue Code of 1954.
ARTICLE I
Membership

Section 1. The right to membership and participation in ADSA activities will be granted to qualified applicants as defined in Article III, Sections 1, 2, and 3 of the Constitution, subject to payment of dues.

Section 2. The American Dairy Science Association shall have six classes of members: Professional, Sustaining, Student Affiliate, Graduate Student, Post Doctoral, and Life Members.

a) Professional Member. Any person who has research, educational, commercial, or administrative responsibilities and interests in the broad disciplines within the animal biology and food utilization fields in the dairy and dairy-related industries.
b) Sustaining Member. Any firm engaged in the dairy industry or any business having an interest in the dairy industry shall be eligible for sustaining membership on payment of annual dues. A representative of the Sustaining Member shall be entitled to the rights of a Professional Member.
c) Student Affiliate Member. Any person shall be eligible for nonvoting membership as a Student Affiliate Member who is certified by a Professional Member as a regularly enrolled college student who does not hold a full-time position at the time of application for, or annual renewal of, Student Affiliate membership and who does not hold a rank of instructor or higher, or the equivalent.
d) Graduate Student Member. Any person shall be eligible for nonvoting membership as a Graduate Student Member who is certified by a Professional Member as being in a graduate student position. Annual membership dues for Graduate Student Members, which includes electronic access to the Journal of Dairy Science, shall be set by the ADSA Board of Directors.
e) Post Doctoral Member. Any person shall be eligible for nonvoting membership as a Post Doctoral Member who is certified by a Professional Member as being in a post doctoral position, and does not hold an academic rank of instructor or higher, or the equivalent. Annual membership dues for Post Doctoral members, which includes electronic access to the Journal of Dairy Science, shall be 50% of the Professional membership rates.
f) Life Member. Any Professional Member to whom the Board of Directors grants life membership upon application and fulfillment of one of the following criteria:
   1) Professional Member in good standing who retires after having been a member for 25 years or more, including time as a Student Affiliate Member. Retires means withdraws from employment full-time.
   2) Professional Member in good standing who has paid dues to ADSA for 40 years or more, including time as a Student Affiliate Member.
   Life Members shall be eligible to vote and to participate in activities of ADSA without paying annual dues. A Life Member has electronic access to the Journal of Dairy Science and can receive the paper copy by paying the usual rate for a paper copy.
g) Professional Members, representatives of Sustaining Members, and Life Members shall have voting rights in ADSA.

Section 3. Election of Members

a) An eligible candidate for membership in ADSA shall make written application in letter form or on forms provided by ADSA and endorsed by one member of ADSA. Upon receipt of the application and payment of dues, the Executive Director shall enter the applicant on the rolls of ADSA and under the classification as set forth in Article I, Section 2, of the Bylaws.
b) Applicants will be accepted, on the basis of qualifications for membership as defined in Article III of the Constitution, by the Executive Director.
Section 4. Membership term will be from January 1 through December 31 of the current year in which the application is received, regardless of date of receipt, except if received after November 1 in any year, in which case the membership will become effective January 1 of the following year unless specified otherwise by the applicant.

Section 5. Change of Status.

a) A Professional Member’s status can be changed to Life Member by the Board of Directors approving a written application as in Article I, Section 2(f) of these Bylaws.

b) A Professional Member’s status can be changed to Student Affiliate Member or Post Doctoral Member upon written application by, or on behalf of, the person concerned who meets the qualifications as set forth under Article I, Section 2(c or d) of the Bylaws. In the event a change of status occurs during the membership year from Professional Member to Student Affiliate Member or Post Doctoral Member, dues paid for the current year will not be refunded.

c) A Student Affiliate Member’s status can be changed to Graduate Student Member, Professional Member, or Post Doctoral Member upon receipt of written application by, or on behalf of, the person concerned, who has graduated and no longer meets the requirements set forth in Article I, Section 2(c) of the Bylaws. The applicant will not be required to pay the difference in dues for the remainder of the calendar year. A Student Affiliate status will be changed automatically to Graduate Student Member or Professional Member the next calendar year following date of graduation, as given on the application for Student Affiliate Membership, unless ADSA is advised otherwise as defined in Article I, Section 2(c).

d) A Graduate Student Member’s status can be changed to Professional Member or Post Doctoral Member upon receipt of written application by, or on behalf of, the person concerned, upon showing that the applicant meets the criteria for Professional or Post Doctoral membership and no longer meets the requirements set forth in Article I, Section 2(d) of the Bylaws. The applicant will not be required to pay the difference in dues for the remainder of the calendar year. A Graduate Student Member’s status will be changed automatically to Post Doctoral Member or Professional Member the next calendar year following date of graduation, as given on the application for Graduate Student Membership, unless ADSA is advised otherwise as defined in Article I, Section 2(d).

Section 6. Members shall pay annual dues as established by the ADSA Board of Directors on or before January 1.

Section 7. Any member who is in arrears for annual dues on January 1 shall be suspended and may be reinstated during the year of suspension by paying the current year’s dues prior to December 31. Any member who has been suspended for more than one year may reapply for membership.

ARTICLE II
Subscriptions

Institutional member subscriptions to the Journal of Dairy Science will be accepted on a complete volume basis upon receipt of payment as set by the Board of Directors. Subscriptions will be for the current year of January through December inclusive, unless specified otherwise, regardless of date of order.

ARTICLE III
Organization

Section 1. The American Dairy Science Association shall consist of two Professional Divisions, a Student Affiliate Division, a Graduate Student Division, and regional Branches. One Professional Division shall be organized around the disciplines and their applications to the production phases of the dairy industry; one shall be organized around the disciplines and their applications to the processing and distribution phases of the dairy
industry. The Professional Divisions may consist of sections organized to benefit the specialized professional functions of groups of members within the Division.

Section 2. Professional Divisions.

a) Each Division shall have a Council comprising the Chairperson of the Division and elected members from the Division. Each Council shall be governed by its Bylaws, consistent with the Constitution and Bylaws of ADSA, and shall be responsible for conduct of affairs of the Division. Each Council shall be the liaison between its members and sections and the Board of Directors. Each Division Council shall transmit to the Board of Directors those approved requests and recommendations requiring consideration by the Board of Directors.

b) A Section of a Division may be requested by petition to the Division Council from not less than 25 Professional Members of the Division. Upon recommendation of the Division Council, based on approval by the majority of the voting Professional Members of the Division at an Annual Meeting, the Board of Directors may authorize establishment of the Section.

c) An approved Section shall prescribe procedures to elect its offices and for its operation consistent with Constitution and Bylaws of the Division and ADSA.

Section 3. Student Affiliate Division.

a) The Student Affiliate Division, comprising Student Affiliate Members as defined in Article I, Section 2(c) of the Bylaws, shall have a Council of three Professional Members and six Student Affiliate Members.

b) The Professional Members and the Student Affiliate Members of the Student Affiliate Council shall be elected by the voting members of the Division at the Annual Meeting. The President of ADSA shall appoint a liaison representative from the Board of Directors as a nonvoting member of the Council.

c) The Council shall serve as an advisory group for the Division and shall serve as liaison body between the Division and the Board of Directors.

d) The Division shall elect officers and govern the affairs of the Division in accordance with its Constitution and Bylaws, which shall be consistent with the Constitution and the Bylaws of ADSA.

e) The President of the Division may serve as a nonvoting member of the ADSA Board of Directors.

f) Student Affiliate Branches of the Student Affiliate Division shall consist of local chapters at colleges and universities offering courses that pertain to dairying. A local chapter may be authorized as a Student Affiliate Branch by the Board of Directors on petition from a majority of the local chapter members and on recommendation of two Professional Members of ADSA. Members of approved Student Affiliate Branches may participate in the affairs and activities of the Student Affiliate Division as governed by the Division in accordance with its Constitution and Bylaws.

Section 4. Graduate Student Division.

a) The Graduate Student Division, comprising Graduate Student Members as defined in Article I, Section 2(d) of the Bylaws, shall have a Council of four officers and two directors.

b) The officers and directors shall be elected by the voting members of the Division prior to the Annual Meeting and manage the affairs of the Division in accordance with its Constitution and Bylaws, subject to the supervision and control of the ADSA Board of Directors.

c) The Council shall serve as a program planning committee and advisory group for the all aspects of the Division and shall advise the ADSA Board of Directors as needed.

d) The President of the Division shall serve as a nonvoting member of the ADSA Board of Directors.

e) The ADSA Board of Directors shall appoint a liaison to facilitate the work of the Graduate Student Division Counsel. The liaison shall be an ex officio member of the Graduate Student Council.

Section 5. Branches of ADSA.
a) The Branches of ADSA, organized on the basis of geographical location, may be authorized by the Board of Directors upon petition of not less than 25 Professional Members of ADSA. The Branches shall govern themselves in a manner consistent with the Constitution and Bylaws of ADSA.

ARTICLE IV
Election of Officers

Section 1. Nominating Committee.

a) Each Professional Division shall establish a Nominating Committee to be responsible for nominating annually two Professional Members from its Division for the ADSA office of Director and in alternate years two Professional Members for the office of Vice President of ADSA.
b) The Nominating Committee of each Professional Division shall consist of five members from the Division, two of whom shall be the most recently elected ADSA Directors and three shall be Professional Members selected by the Council of the Division. The President and Executive Director of ADSA shall serve as nonvoting members. The more senior of the two ADSA Directors on each committee shall be named Chairperson by the Council of the appropriate Division.
c) The Nominating Committee of each Division shall nominate Professional Members from its Division for the office of Chairperson of the Division in accordance with nomination and election procedures established by the Council of the Division.

Section 2. Procedures for Nominations.

a) The membership shall be invited and encouraged to nominate candidates for ADSA officers prior to January 1. Each Nominating Committee shall select two candidates for each ADSA office to be filled from its respective Division. The Chairperson of each Nominating Committee shall certify the availability of the candidates from the Division to serve if elected and shall report the nominees to the President and Executive Director of ADSA prior to February 15.

Section 3. Election Procedures.

a) The President of ADSA shall instruct the Executive Director to procure pertinent biographical information for nominees for each ADSA office. Biographical sketches will be posted to an electronic voting site and mailed, along with a ballot, to members without email addresses.
b) Members shall cast their votes electronically via the electronic voting site and ballots shall be returned by members without email addresses to the office of the Executive Director on or before the close of the election website. Ballots shall be returned by the voting members to the office of the Executive Director on or before June 1.
c) The ballots shall be counted by the ADSA’s office staff and reported to the Executive Director, who will then verify and certify the results to the President. A tie vote shall be broken by the Board of Directors.

Section 4. Elected Officers.

a) Newly elected officers shall be so informed by the President prior to the Annual Meeting during which the election results will be announced publicly. New officers begin their term of office on the close of business on the last day of the Annual Meeting or on the first day of July of the year if the Annual Meeting is not held.

ARTICLE V
Duties of Officers

Section 1. Board of Directors.
a) The Board of Directors shall have full control of the business and affairs of ADSA and shall report its official actions to the members of ADSA at the annual business meeting or, if such a meeting is not held, through the *Journal of Dairy Science*, or ADSA’s Internet website.

b) The Corporation shall hold title to all property and funds of ADSA and shall have the right to powers vested in ADSA by the laws of the District of Columbia under which it was incorporated.

c) The Board of Directors shall establish annually an Executive Committee, the voting members consisting of the President, Vice President, Past President, and the Past-Past President or other appointed member(s) from the Board of Directors, to manage the interim affairs of ADSA as delegated by the Board of Directors. The Executive Committee shall also operate as the Internal Affairs Committee and the Finance Committee. The Secretary-Treasurer shall be a nonvoting member of the Executive Committee.

d) The Board of Directors shall be responsible for strategic planning for the association, annually defining strategic initiatives and overseeing implementation of same.

e) The Board of Directors may appoint or cause to be appointed other such committees or organizations of the Board or ADSA as it deems necessary. The Board of Directors shall receive and act on the recommendations of the committees.

f) The Board of Directors shall pass on all applications for the establishment of Sections and Branches of ADSA.

g) The Board of Directors shall fix the amount of annual dues to be paid by members and the amount to be paid by nonmember subscribers to the *Journal of Dairy Science*.

h) The Board of Directors shall adopt an annual budget under which expenditures of ADSA funds will be authorized.

i) The Board of Directors may employ an Executive Director, Assistant Executive Director, and ADSA Editor(s) under contractual arrangement.

j) The Board of Directors shall appoint annually a Secretary-Treasurer. The Secretary-Treasurer should be a former officer or director whose appointment should not exceed three consecutive years. The Treasurer shall be a nonvoting member of the Board of Directors and Executive Committee.

k) The Board of Directors shall have the authority to define and establish awards and grant Life Memberships.

l) The Board of Directors shall have the authority to present to ADSA a resolution asking for the expulsion of any member whose conduct has been shown to be damaging to ADSA, or its reputation, or purposes after (1) the individual has been invited to appear before the Board; (2) the individual has been advised of the reason for his or her expulsion; and (3) the individual has had opportunity to present his or her witness and to plead his or her case with or without the benefit of counsel.

m) A majority of the elected officers of the Board shall constitute a quorum.

n) All electronic board votes must be unanimous, in accordance with state not-for-profit law.

Section 2. President.

The President shall have general supervision of ADSA and shall (1) preside over meetings of ADSA and the Board of Directors and shall perform such other duties as pertain to the office of President, (2) appoint all committees and representatives of ADSA, not otherwise provided in Article V, Section 3.a) of the Bylaws, subject to approval of the Board of Directors, (3) be an ex officio member of all committees appointed by the Board except as provided for in Article V, Section 1(d) of the Bylaws, (4) jointly, with the Executive Director, sign all contracts with a value between $5,000 and $10,000 and bring contracts in excess of $10,000 to the Board for approval, (5) report on the general condition of ADSA at the Annual Meeting.

a) In the event of a vacancy in the elected officers of ADSA, the President will submit to the Board of Directors for approval the nomination of members to fill this vacancy.

b) The President shall be authorized to sign ADSA checks for disbursement of authorized funds in the absence of the Executive Director or Assistant Executive Director or as the occasion may dictate.
c) The President shall call meetings of the Board of Directors, and notices of such meetings shall be sent to each member of the Board of Directors not less than 20 days prior to the meeting.
d) The President shall call for the committee reports to be acted upon at the business meeting of the Board of Directors.

Section 3. Vice President.

a) The Vice President shall perform the duties of the President in the President’s absence, or in case the office becomes vacant, and other duties as pertain to the office of Vice President. The Vice President shall preside over the Internal Affairs Committee, when the Executive Committee acts in this capacity, and also make the appropriate committee appointments for the ensuing year.

Section 4. Executive Director.

a) The Executive Director shall be the administrator of business affairs of ADSA under the direction of the Executive Committee of ADSA. The Executive Director will be (1) responsible for the staff operations and activities of the business office of ADSA, act as an assistant to officers and committees, and serve as an aid to maintaining a continuity of policy in ADSA; (2) be custodian of the funds of ADSA and disbursing officer; (3) maintain records of receipts and disbursements consistent with generally accepted accounting procedures; (4) prepare an annual budget and submit it to the Executive Committee for recommendation to the Board of Directors for approval; and (5) prepare and distribute prior to each Executive Committee and Board of Directors meeting a financial report of income and disbursements to the Board of Directors.
b) The Executive Director shall administer the budget of ADSA as approved by the Board of Directors. An annual audit of ADSA records shall be made as directed by the Executive Committee of the Board of Directors.
c) The Executive Director shall see that all funds and physical assets and other properties of ADSA are appropriately guarded.
d) The Executive Director shall deposit all funds of ADSA in banks covered by Federal Deposit Insurance and shall invest funds as directed by the Board of Directors.
e) The Executive Director shall be bonded in an amount determined by the Board of Directors. The premium of such bond shall be paid by ADSA.
f) The Executive Director shall coordinate editorial, production, and distribution of the Journal of Dairy Science plus (1) promote the sale of advertising, memberships, subscriptions, and related material; (2) have the authority to purchase or hire such services and supplies as he or she finds necessary for the promotion of ADSA in accordance with the approved budget; (3) have the authority to sign space contracts for advertising; (4) place advertising in sections of the Journal of Dairy Science approved for advertising and set the rates for advertising space and negotiate for the production of the Journal of Dairy Science subject to approval of the Executive Committee.
g) The Executive Director shall accept applications for membership and enter individuals on the rolls of ADSA under the proper classifications according to the qualifications and payment of dues. The advice of the Board of Directors or their designated representatives shall be sought on all applications of questionable qualifications of membership. In case an applicant is not elected to membership, the applicant will be notified, and the dues paid will be refunded.
h) An Assistant Executive Director may be delegated to act on behalf of the Executive Director on matters dealing with ADSA affairs upon approval by the Executive Committee. The Assistant Executive Director shall be bonded as in the Bylaws Article V, Section 4(e).

Section 5. Editor(s).

a) The ADSA Editor(s) shall have charge of all editorial contents published in the Journal of Dairy Science and other official publications under the general supervision of the Journal Management Committee.
b) The Journal Management Committee shall be responsible for establishing an Editorial Board and appropriate procedures to ensure competent review of all material submitted for publication.

Section 6. Secretary-Treasurer.

a) The Treasurer shall also be the Secretary of the association.
   1) Act in the absence of the President, Executive Director, or Assistant Executive Director with respect to the disbursement of funds.
   2) Cooperate with the President and Executive Director in the preparation of a yearly budget for ADSA.
   3) Provide a detailed review of all ADSA transactions.
   4) Assume other duties designated by the Board of Directors.

ARTICLE VI
ADSA Foundation

Section 1. The Board of Directors may establish and operate an ADSA Foundation, at its discretion, in the form of an ADSA Board-designated fund. Temporarily restricted funds, within the Board-designated fund, may be established, to enable ADSA members and others to make donations for specific purposes, in addition to making a general donation to the Foundation.

Section 2. The purpose of the Foundation is to contribute to human welfare by furthering the acquisition and dissemination of knowledge in the fields of dairy and animal science, whether through Foundation projects and programs, or by providing financial support to enhance educational programs of ADSA, especially in conjunction with ADSA’s Annual Meeting. The Foundation may support educational activities of the ADSA Divisions and Branches, as well as make contributions to outside nonprofit organizations, consistent with the Foundation’s purpose, and in accordance with the Foundation’s bylaws.

Section 3. The ADSA Foundation shall be administered by a seven-member Board of Trustees. The Board of Trustees shall have representatives from both Professional Divisions of ADSA. The Trustees shall be appointed by the President of ADSA and approved by the ADSA Board of Directors.

ARTICLE VII
Awards

Section 1. An Award of Honor may be bestowed by ADSA upon any person who has been a member of ADSA for not less than 25 years and who has made a distinguished contribution to ADSA. The citation and Award of Honor shall be presented at a suitable function of ADSA during the Annual Meeting. No more than one Award of Honor may be presented during any year.

Section 2. A Distinguished Service Award may be bestowed by ADSA upon any person in recognition of outstanding contribution to the dairy and related industries. The Board of Directors shall be responsible for defining and establishing suitable recognition to accomplish this purpose.

Section 3. The American Dairy Science Association may honor chosen individuals for outstanding services or achievements. The Board of Directors shall be charged with the responsibility of defining and establishing suitable awards and recognition to accomplish this purpose. The Board of Directors may accept the cooperation, financial or otherwise, of organizations or individuals who may wish to participate in having the individuals chosen to receive such awards or recognitions.

Revised July 2006
July 11, 2007 Revision: Article V, Section 2, item number 4
May 3, 2017 Revision: Article VI
The purpose is to provide for officers, committee members, and representatives of ADSA a capsular description of the organization and of the responsibilities of the persons who have been elected or appointed to serve ADSA.

I. ADSA ORGANIZATIONAL CHART

[Diagram of ADSA organizational chart]

- Board of Directors
  - 10 members
  - 9 voting members
  - 1 non-voting
  - 3 non-voting appointees
  - 7-member Executive Committee
    - 4 voting
- Editor-in-Chief
  - Secretary/Treasurer
- Executive Director
- Branches
  - Midwest (Joint w/ASAS)
  - Northeast (Joint w/ASAS)
- ADSA Foundation
  - DISCOVER Conf.
  - Steering Committee
  - Representatives to Organizations
- Standing Committees
  - Nominating
  - Overall Program
  - Journal Management
  - Resolutions
  - Audit
- Divisions
  - Dairy Foods
  - Production
  - Student Affiliate
  - Graduate Student

Division Structures

- Dairy Foods
  - 7-member Council
    - Chair, Vice Chair, Secretary
    - Nominating
    - Resolutions
    - Publicity
    - Program Committees
      - Lactation Biology
      - Milk Protein & Enzymes
      - Grad Student Paper Presentation Contest
- Production
  - 6-member Council
    - Chair, Vice Chair, Secretary
    - Nominating
    - Resolutions
    - Program Committees
      - Animal Behavior & Well-Being
      - Animal Health
      - Breeding and Genetics
      - Extension Education
      - Forages and Pastures
      - Growth and Development
      - Physiology and Endocrinology
      - Production, Management & the Environment
      - Reproduction
      - Ruminant Nutrition
      - Small Ruminants
      - Teaching/Undergraduate & Graduate Education
      - Graduate Student Paper Presentation Contest
- Student Affiliate
  - 6-member Council
  - 9-member Executive Committee
  - 6 officers
- Graduate Student
  - 6-member Council
  - 6-member Executive Committee
  - 6 officers
II. COMMITTEE OF THE BOARD OF DIRECTORS

The Executive Committee serves the ADSA Board of Directors. Membership changes annually because composition is determined by office, or by Board appointment. Membership is balanced between the Dairy Foods and Production Divisions. Reports are issued directly to the Board of Directors.

Executive Committee: The Board establishes the Executive Committee annually, per the ADSA Bylaws.

1. Manage the affairs of ADSA between Board meetings as delegated by the Board of Directors, or in emergency situations where convening a meeting of the Board of Directors is impractical.

   Duties:
   a. Report actions and recommendations to the Board of Directors.
   b. The volunteer members of the Executive Committee shall set the compensation of the Executive Director, in accordance with best practices and in conformity with IRS Safe Harbor Rules, with respect to paid 501(c)3 organization paid staff, with the approval of the Board of Directors. Document compensation deliberations/negotiations contemporaneously. Conduct a formal evaluation of the Executive Director, with input from the Board of Directors at least annually.
   c. Take, secure, and maintain contemporaneous minutes of executive sessions of the Board of Directors and of all Executive Committee meetings. The President presides over the Executive Committee.

2. Act in the capacity of the Internal Affairs Committee.

   Duties:
   Consider problems and opportunities related to policies, affairs, and awards of ADSA as directed or requested by the President. Recommend action to the Board of Directors. The Vice-President shall preside when the Executive Committee acts in its capacity of the Internal Affairs Committee.

3. Act in the capacity of the Finance Committee.

   Duties:
   a. Act in accordance with the Bylaws in disbursement of funds.
   b. Prepare a yearly budget for ADSA and present it to the Board of Directors.
   c. Take, secure, and maintain contemporaneous minutes of all Finance Committee meetings. The Secretary-Treasurer shall preside when the Executive Committee acts in its capacity of the Finance Committee.

Meetings and Expenses
The calendar year is the fiscal year of ADSA. The committee meets by phone, electronic means, or in person as needed to develop the budget and advise ADSA on its financial objectives.

Motions passed by the Executive Committee, Internal Affairs Committee, and Finance Committee shall be motions made and seconded to the ADSA Board.

STANDING COMMITTEES

The Nominating and Executive Committees are mandated by the ADSA Bylaws.

Authorization is given in the Bylaws for the Board of Directors to appoint other such committees or organizations of the Board or ADSA as it deems necessary. The Overall Program, Journal Management, Resolutions, Awards, and Audit are such committees.

These committees report directly to the Board of Directors, and reports are due at various times throughout the year.

A. Nominating Committee: Each of the two Divisions has a separate five-member Nominating Committee. Each committee selects two candidates for each ADSA office to be filled from the respective Divisions. Article IV, Section 1 of the ADSA Bylaws provides general procedures for selection and function of the Nominating
Committees. Also, each Division has specific rules for its Nominating Committee, and these appear in the Division Bylaws.

B. Overall Program Committee: Committee will consist of 6 official members, with two members each from the leadership of Production and Dairy Foods Division Councils (Past and Current Chairs) and two at-large members (staggered two-year terms) chosen to balance across the blend of membership (e.g. academia, research, international, industry). This results in six members total with at least two from each of production and dairy foods divisions. Additionally, there would be three (3) ex officio members. The ADSA Vice-President, Executive Director, and a Graduate Student Division representative will be ex officio and nonvoting. In addition, the JDS Editor in Chief will be an ex officio member to invite presenter papers.

The Overall Program Committee Chair will be invited to participate in meetings of the Board of Directors, as appropriate.

The Overall Program Committee Chair will be the Past Chair of the Production Division Council, and the Vice-Chair will be the Past Dairy Foods Division Council Chair. The current Chairs of the respective Division Councils will fill the roles of the other two division members on the committee to ensure continuity as well as experience prior to assuming committee leadership roles.

**Desired Collective Experience:** Prior high-level program committee experience; multi-disciplinary experience; animal-human cross-society collaborative experience; extensive contacts and connections with other dairy organizations; extensive academia contacts and connections spanning animal and dairy science; extensive industry contacts and connections spanning dairy production and dairy foods.

**Term:** Two years, Committee member or Vice-Chair rotating up. Members at large serve two-year staggered terms.

**Charter/Mission:**

1. Proactively bring forth to the ADSA Board proposals for Annual Meeting-Specific events/programs (preconference, in-conference, and postconference events). Including but not limited to proposals for multi/cross-discipline symposia and animal-human collaborations through recruiting and working with appropriate societies; workshops and short courses; academic classes or venues; etc. Identify additional areas to be covered in order to provide a comprehensive dairy program within the symposia and platform session expense budget set by the Board of Directors.
2. Review (or initiate) proposed changes (additions/deletions/new initiatives) within and outside the scientific program that are brought forth and make recommendations to the ADSA Board.
3. Coordinate with external organizations partnering with ADSA for joint meetings to develop programming initiatives meeting the needs of both (or more) groups.
4. Solicit from general membership and committee chairs symposium and workshop proposals for the annual meeting. Evaluate and schedule accepted proposals in program.
5. Provide leadership to committee chairs in finalizing scientific sessions and use that input to develop final overall scientific program for the annual ADSA meeting.
6. Determine timeline for program development and provide oversight of the abstract call and submission process.
7. Provide input on sponsorship for specific sessions or events and relate that to the Executive Director.
8. Nominating committee for the two at-large committees.

A Program Development Timeline, similar to what follows, will be created for each ADSA annual meeting.
<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline Prior to Start of Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request symposia suggestions from ADSA membership</td>
<td>395 days</td>
</tr>
<tr>
<td>Seat program committees</td>
<td>389 days</td>
</tr>
<tr>
<td>Reminder to submit symposium suggestions to ADSA membership</td>
<td>388 days</td>
</tr>
<tr>
<td>Deadline to submit symposium suggestions from ADSA members</td>
<td>383 days</td>
</tr>
<tr>
<td>Program chairs provided with member suggestions</td>
<td>381 days</td>
</tr>
<tr>
<td>On-site ADSA program committee meetings (meet with your specific program committee)</td>
<td>364–361 days</td>
</tr>
<tr>
<td>Program committee chairs deadline to opt in/out of symposia proposal</td>
<td>327 days</td>
</tr>
<tr>
<td>Program committee chairs, invited symposia, and workshop chairs submit symposia/workshop proposals online to overall program committee for review</td>
<td>311 days</td>
</tr>
<tr>
<td>Overall program committee conference call to review symposia and workshop proposals submitted online</td>
<td>297 days</td>
</tr>
<tr>
<td>Overall program committee notifies committees of accept/reject/revise decisions of submitted symposia/workshop proposals</td>
<td>296 days</td>
</tr>
<tr>
<td>Provide listing of symposia and workshop titles to ADSA for inclusion in newsletter</td>
<td>264 days</td>
</tr>
<tr>
<td>Call for abstracts sent to all members and posted online</td>
<td>264 days</td>
</tr>
<tr>
<td>Site visit, symposia/workshop, scheduling/room assignments meeting</td>
<td>246–245 days</td>
</tr>
<tr>
<td>Symposia finalized in online symposia request system</td>
<td>240 days</td>
</tr>
<tr>
<td>Full symposia details broadcast email</td>
<td>236 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>229 days</td>
</tr>
<tr>
<td>Symposia sponsors solicited</td>
<td>228 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>201 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>166 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>138 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>131 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>124 days</td>
</tr>
<tr>
<td>Call for abstracts reminder email</td>
<td>123 days</td>
</tr>
<tr>
<td>Abstract submission deadline</td>
<td>123 days</td>
</tr>
<tr>
<td>Committee chairs begin abstract review process and communicating with reviewers/engage review teams/assign reviewers</td>
<td>122 days</td>
</tr>
<tr>
<td>Event</td>
<td>Deadline Prior to Start of Annual Meeting</td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Deadline for all transfers between sections; after this date, no transferring of abstracts allowed</td>
<td>115 days</td>
</tr>
<tr>
<td>All abstracts should now be assigned to reviewers</td>
<td>114 days</td>
</tr>
<tr>
<td>Reviews completed and all authors notified of accept/reject/revise decisions</td>
<td>103 days</td>
</tr>
<tr>
<td>Final status (accept/reject) assigned to abstracts</td>
<td>96 days</td>
</tr>
<tr>
<td>Assembled sessions due from committee chairs (oral and poster)</td>
<td>89 days</td>
</tr>
<tr>
<td>Session titles to overall program committee for review</td>
<td>88 days</td>
</tr>
<tr>
<td>Final adjustments due from overall program committee</td>
<td>82 days</td>
</tr>
<tr>
<td>Call for late-breaking abstracts</td>
<td>82 days</td>
</tr>
<tr>
<td>Export abstracts to Editorial/Production</td>
<td>80 days</td>
</tr>
<tr>
<td>Full program online and members notified</td>
<td>65 days</td>
</tr>
<tr>
<td>Late-breaking abstract submission reminder</td>
<td>61 days</td>
</tr>
<tr>
<td>Review of abstracts document by overall program committee</td>
<td>51 days</td>
</tr>
<tr>
<td>Late-breaking abstract submission reminder</td>
<td>47 days</td>
</tr>
<tr>
<td>Late-breaking abstract deadline</td>
<td>45 days</td>
</tr>
<tr>
<td>Deadline: review of abstract book by overall program committee</td>
<td>40 days</td>
</tr>
<tr>
<td>Program book sent to printer</td>
<td>40 days</td>
</tr>
<tr>
<td>Late-breaking abstracts reviewed and final 8 selected</td>
<td>25 days</td>
</tr>
<tr>
<td>Program book complete at printer ad delivered to FASS</td>
<td>16 days</td>
</tr>
<tr>
<td>Abstracts posted online with email announcement</td>
<td>16 days</td>
</tr>
<tr>
<td>Ship date</td>
<td>9 days</td>
</tr>
</tbody>
</table>
The Program Development Timeline will be incorporated into the Annual Meeting Calendar, etc. that is created by staff.

Individual Program Committees that were set by Board of Directors effective with the 2017 Annual Meeting, follow.

<table>
<thead>
<tr>
<th>Meeting Program Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Program Committee</td>
</tr>
<tr>
<td>Overall Program Chair</td>
</tr>
<tr>
<td>Overall Program Vice Chair</td>
</tr>
<tr>
<td>DPC Chair</td>
</tr>
<tr>
<td>DFC Chair</td>
</tr>
<tr>
<td>At-Large Member 1</td>
</tr>
<tr>
<td>At-Large Member 2</td>
</tr>
<tr>
<td>Animal Behavior and Well-Being</td>
</tr>
<tr>
<td>Chair</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td>Animal Health</td>
</tr>
<tr>
<td>Chair</td>
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<tr>
<td></td>
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<tr>
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<tr>
<td>Breeding and Genetics</td>
</tr>
<tr>
<td>Chair</td>
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<td></td>
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<tr>
<td>Dairy Foods</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Vice Chair</td>
</tr>
<tr>
<td>Member at Large</td>
</tr>
<tr>
<td>Member at Large–Academia</td>
</tr>
<tr>
<td>Member at Large</td>
</tr>
<tr>
<td>DFD Secretary</td>
</tr>
<tr>
<td>Extension Education</td>
</tr>
<tr>
<td>Chair</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Topic</td>
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<tr>
<td>Forages and Pastures</td>
</tr>
<tr>
<td>Growth and Development</td>
</tr>
<tr>
<td>Milk Protein and Enzymes</td>
</tr>
<tr>
<td>Physiology and Endocrinology</td>
</tr>
<tr>
<td>Production, Management, and the Environment</td>
</tr>
<tr>
<td>Reproduction</td>
</tr>
<tr>
<td>Ruminant Nutrition</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td><strong>Small Ruminant</strong></td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td><strong>Teaching/Undergraduate and Graduate Education</strong></td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td><strong>Special Symposia/Committees</strong></td>
</tr>
<tr>
<td>ADSA Southern Section Symposium</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>ADSA Graduate Student Symposium</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td><strong>Student Competitions</strong></td>
</tr>
<tr>
<td>ADSA SAD Undergraduate ORAL and POSTER Competition</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Graduate Student Competition: ADSA Dairy Foods ORAL</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Graduate Student Competition: ADSA Dairy Foods POSTER</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Graduate Student Competition: ADSA Production ORAL (MS/PhD)</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
The ADSA Vice-President recommends the at-large appointments to the Overall Program Committee to the Board of Directors for approval.

Production Division appointments (as well as vacancies that need to be filled) are made by the then current Vice-Chair of the Production Council, in consultation with the Production Council. Volunteers who serve on committees with three members shall serve three-year terms, rotating to vice chair, and then to program committee chair.

The Dairy Foods Council serves as the Dairy Foods Program Committee, under the leadership of the Dairy Foods Council Chair.

C. Journal Management Committee: Four members, four-year terms, plus two members (the Board representative and the immediate Past Editor) appointed annually. Ex officio members: Editor(s), Managing Editor, Executive Director, and Board representative. Members may succeed themselves for only one term. The senior committee member shall chair the committee. A member reappointed for a second term shall become the junior member of the committee.

Duties:
1. Appraise content, readability, and arrangement of the journal, making recommendations to the editor(s).
2. Approve the style brief, “Instructions for Authors of Journal of Dairy Science.”
3. Suggest topics and potential authors for review papers and for “Our Industry Today.”
4. Recommend to the Executive Committee for approval by the Board of Directors:
   a. Addition or deletion of sections of the journal.
   b. Number of pages to be published annually.
   c. Additional publications.
   d. Procedures for handling manuscripts.
   e. Nominees for the position of Editor-in-Chief and Section Editors.
   f. Nominees for the Editorial Board (three-year term).
   g. Nominees for the Journal Management Committee.
5. Perform additional duties as assigned by the Executive Committee or Board of Directors.

D. Resolutions Committee: The ADSA Secretary, in consultation with the Production Division and Dairy Foods Division Chairs, shall be responsible for corporate resolutions.

Duties:
1. Authors’ resolution that expresses gratitude of ADSA members to hosts of the Annual Meeting and for contributions thereto.
2. Authors’ resolution that expresses gratitude of ADSA members to the Annual Meeting sponsors.
3. Authors resolution that expresses gratitude of ADSA members to award sponsors.
4. Authors resolution that expresses gratitude of ADSA members to speaker sponsors.
5. Solicits proposed resolutions from each division’s members and assists in perfecting those resolutions tendered by the members.
6. Transmits proposed resolutions to the ADSA Board of Directors prior to the Annual Business Meeting of ADSA, to be read and approved at said meeting.

E. ADSA Awards Committee

Members:
The APSA Awards Committee will be composed of three ADSA members who have recently chaired an ADSA award’s committee, one representative from an organization that donates an award, and two members of the ADSA Board of Directors, one each from the Production Division and Dairy Foods Division. The ADSA President and the Executive Director will serve as ex officio members. The Past President of ADSA will serve as Chair of the committee.

Appointments:
The ADSA Production Division and Dairy Foods Division Board members will be the Directors who are serving in the second year of the three-year term. Three past chairs of ADSA awards committees will be appointed so that a three-year rotation is established. A person may be appointed twice, for a maximum total service of six years.

Committee Scope:
The committee is to regularly review the ADSA’s awards and awards procedures and report recommendations to the Board. Review activities can include evaluating relevance of awards, evaluating an award’s requirements and nomination process, identifying new recognitions, evaluating the frequency of an award and its monetary offering, and other award concerns as identified by the committee, the individual award committee members, or the Board of Directors.

The committee will work closely with the award sponsor when an award is evaluated. The committee is also charged with arbitrating and interpreting award rules and candidates’ eligibility. If necessary, rules may be rewritten, with sponsor’s approval, to clarify or narrow the award scope. Rule interpretation, however, in any one year is the sole discretion of the Awards Committee.

Meetings:
Typically, the committee’s main efforts will take place during the summer and fall after the Annual Meeting and before invitations to nominate individuals for association awards are announced.

Budget:
The American Dairy Science Association will budget for conference calls and on-site expenses, for meeting space and possible breakfast or lunch, when the committee meets at the Annual Meeting.

F. Audit Committee: Three members. The chair and two members are appointed annually by the Vice President and approved by the Board of Directors. Each may serve a maximum of three consecutive one-year terms. Past Treasurers, past Presidents, or past board members shall constitute the membership. Duties include interacting with the audit firm, receiving and discussing the annual audit report, and presenting the audit report to the Board of Directors.

III. EDITORS

The Editor-in-Chief and 25 Section Editors (seven in Dairy Foods; four in Animal Nutrition; three in in Breeding, Genetics, and Genomics; five in Health, Behavior, and Well-being; two for Management and Economics; three for Physiology; and one for invited reviews) will be appointed by the Board of Directors to three-year terms with two successive terms possible. The Editor-in-Chief will be solicited from past editors. Terms of Section Editors will be staggered so that not all editors within a section will complete their rotations in
the same year. The Section Editors in the last year of their rotation will have additional duties as Senior Editors for their respective sections. Note that with some Section Editors within a section having concurrent terms, not all will have the opportunity to serve as Senior Editor. The editors shall have charge of all editorial contents published in the journal and other official publications under the general supervision of the Journal Management Committee (Reference: Revised Bylaws of ADSA, Article V, section 5, b).

**Duties:**

**A. Editor-in-Chief**

1. Serves as ex officio member of the Board of Directors, the Executive Committee, and the Journal Management Committee, representing the Section Editors to these bodies and as journal liaison to the Board.
2. Encourages and facilitates editorial policies in concert with the Journal Management Committee and ADSA staff as approved by the ADSA Board of Directors.
3. Reports to the Journal Management Committee and performs additional duties as assigned by the Journal Management Committee.
4. Works with the ADSA Board of Directors on long-range planning.
5. Selects and recommends individuals for vacant editor positions with sensitivity to the diverse scientific backgrounds that reflect section disciplines.
6. Ensures orientation of new Editors and provides guidance to all editors.
7. Solicits feedback on journal performance from ADSA membership and responds to concerns expressed by members.
8. Facilitates and implements development of new issues of journal publication (e.g., electronic publication).
9. Solicits articles on current issues, policy, and scientific reviews on areas of key importance to the ADSA membership.
10. Does not have specific manuscript editing responsibilities but mediates conflicts between authors and Section Editors.
11. Approves page proofs of each issue of the journal.
12. Ensures timely and efficient function of the editorial process and ensures maintenance of quality standards during the editorial process.
13. Keeps abreast of developments that may affect copyrights and related issues such as licensing.
14. Reports annually the status of the journal to the Board of Directors.
15. Approves page charge waivers in concert with policies established by the ADSA Board of Directors.

**B. Section Editors**

1. Recommends appointments to the Editorial Board.
2. Participates in Journal Management Committee meetings and training sessions for new editors.
3. Supervises confidential review of manuscripts received for their acceptability for publication in the *Journal of Dairy Science*. One Section Editor per manuscript will serve as the handling editor to oversee the review process. Sections are as follows: Dairy Foods; Animal Genetics; Breeding, Genetics, and Genomics; Health, Behavior, and Well-being; Management and Economics; Physiology; and Invited Reviews.
   a. Assign reviewers.
   b. Mediate differences between authors and reviewers to produce an acceptable manuscript.
   c. Provide feedback to authors to use shaping acceptable manuscripts.
   d. Reject faulty and inappropriate manuscripts and inform authors of reasons not to accept.
C. Senior Editors

1. Provides leadership in his/her section to include assignment of manuscripts to the appropriate editor for supervision of reviews.
2. Performs other duties as specified under Section Editors.
3. Solicits reviews of subjects needed and appropriate for the journal readership.

D. Procedures for processing manuscripts for the Journal of Dairy Science. (The Technical Editors perform or supervise performance of each function unless otherwise indicated.)

1. Publish revised Instructions for Authors at the beginning of each calendar year on the Journal website.
3. Appropriate scientific editor receives manuscripts and confidential reviews from reviewer and decides whether to publish or to reject.
   a. Scientific editors mediate between reviewers and authors to produce an article that most effectively conveys the author’s message. This includes consideration of reviewers’ suggestions by authors, revisions by authors, reappraisals of some revised manuscripts, and scientific and technical editing by the editors.
   b. Scientific editors reject faulty and inappropriate manuscripts by informing authors of decision and reasons not to accept.
4. Scientific editors notify author(s) and technical editors of acceptance (via electronic peer-review system).
5. Log in accepted manuscripts, perform copy and technical edit of manuscripts, and submit manuscripts for composition and proofreading.
6. Send author proof with accepted edited manuscript to author for correction and approval along with reprint order form. Technical Editors retain original typeset copy.
8. As production schedule permits, corrected author proofs are posted to an Articles in Press site ahead of insertion into an issue.
9. For each issue of the Journal of Dairy Science, with manuscripts approved by authors, the Technical Editors will order for insertion the appropriate number of manuscripts into sections and subject matter within sections.
10. Write or organize News and Events/ADSA Affairs sections with suggestions of editors.
11. Supervise contents, paging, and headings. Editor-in-Chief and Technical Editors check page proofs, and then Technical Editors release the corrected issue for distribution by print and online.

E. Editorial Board

Members of the Editorial Board are selected to serve three-year terms by the Journal Management Committee. Editorial Board members cannot serve for more than two consecutive three-year terms.

Duties: Editorial Board members review manuscripts submitted for publication in the Journal of Dairy Science and make recommendations regarding publication. Must agree to review specified minimum number of manuscripts in a given year.

IV. REPRESENTATIVES TO ORGANIZATIONS

Representatives are appointed annually to represent ADSA to the respective organizations and to keep ADSA informed of matters of interest and importance. Terms vary by organization. The Vice President recommends appointment to the Board of Directors for approval.

Each representative is expected to submit an annual report. The ADSA Executive Director will issue a call for the respective reports each calendar year.
A. American Association for Accreditation of Laboratory Animal Care (AAALAC): The representative is appointed for a three-year term at the request of AAALAC. The representative attends the annual meeting of AAALAC and is to inform the ADSA President of any matters that may need action by the Board.

B. American Association for the Advancement of Science (AAAS): The representative, who serves a three-year term attends the annual meeting of the AAAS, participates in the section on Agriculture, Food, and Renewable Resources, and informs the ADSA President of any matters that may need action by the ADSA Board of Directors.

C. American Feed Industry Association, Nutrition Council (AFIA): The representative, who serves a three-year term, attends the annual meeting of the AFIA, participates on the dairy subcommittee (highlighting current research and extension programs), and reports to the ADSA President any matters that may need action by the Board.

D. American Registry of Professional Animal Scientists (ARPAS): One representative, selected by ARPAS from a nomination list of two names, for a two-year term. The ARPAS representative must be a member of both ADSA and ARPAS and serves as a liaison between the two groups, participating in ARPAS activities and keeping the ADSA President informed of matters that may need action by the Board.

E. Animal Agriculture Coalition: The representative, appointed annually, meets at least annually with this group and informs the ADSA President of any matters that may need action by the ADSA Board of Directors.

F. Bovine Alliance on Management and Nutrition (BAMN): The representative, who serves a three-year term, attends the annual meeting of the American Association of Bovine Practitioners and reports annually to the Board.

G. Council for Agricultural Science and Technology (CAST): Two representatives, appointed in alternate years for three-year terms, represent ADSA in two yearly meetings of the CAST Board of Directors. The representatives serve on committees of CAST, advise the office of Executive Vice President of CAST (upon request) of potential members of task forces, provide advice and opinions to CAST as requested, and communicate to the President of ADSA regarding matters that may need action by the Board.

H. European Association of Animal Production (EAAP)

I. International Dairy Federation (US National Committee): The representative, appointed annually, meets annually with other members of this organization that serves the technical areas of the US dairy industry and carries out an essential function with other dairying nations.

J. National Mastitis Council (NMC): The representative, appointed annually, maintains liaison between ADSA and NMC, attends and participates in meetings of NMC, and assists in forwarding common adjectives of ADSA and NMC.

K. 3-A Sanitary Standards Committee: The two representatives, during a three-year term, are observers and advisors (nonvoting) to the 3-A Sanitary Standards Committee, which is concerned with the sanitary design of dairy equipment. Thus, the ADSA representatives provide technical advice on the sanitary design of dairy equipment, attend meetings of the 3-A Sanitary Standards Committee (when possible), and keep ADSA informed of matters of technical or educational interest.

L. World Association for Animal Production (WAAP) Council: The representative, appointed for a five-year term, represents ADSA as a member of the Council of WAAP, along with about 12 representatives from other member societies. The Council prepares and revises statutes and bylaws, provides direction for conduct of the World Conference, decides locations of conferences, determines amounts of annual dues of member associations, and considers accommodations for dues of societies with seriously limited financial resources. Normally the Council meets during the World Conference on Animal Production. Between conferences, business is conducted by mail. The representative should keep the President and the Board apprised of activities of WAAP and keep a current list of ADSA officers in the hands of WAAP Council members.
M. Professional Animal Auditor Certification Organization (PAACO): Two representatives, appointed for a two-year staggered term, represent ADSA as PAACO board members. They will attend PAACO board meetings in addition to maintaining involvement with, and support of, various PAACO operational activities.

V. AWARDS

Rules governing the Awards of ADSA can be obtained from the ADSA headquarters office.

Committees to select award recipients are composed of six members, two being appointed to each committee annually for three-year terms. The respective chairpersons are usually senior members of the committees and are the only nonvoting and publicly identified members.

Invitations to submit nominations for awards are sent to members by about December 1. Materials supporting nominees must be sent to the Award Committee Chairperson by February 15. Committees make recommendations for awards to the Executive Director by April 1.

VI. REFERENCES

Bylaws of the Production Division of the American Dairy Science Association

Revised July 2015

The Production Division is that Professional Division of ADSA organized around disciplines and their applications to the production phases of the dairy industry (Article III, Section 1, Revised Bylaws of ADSA).

ARTICLE I
Voting Members

Any Professional Member of ADSA present at a business meeting of the Production Division shall be eligible to vote during that meeting.

ARTICLE II
Meeting

The Production Division shall convene to conduct business during the Annual Meeting of ADSA.

ARTICLE III
Organization

Section 1. Production Council.

A) The Production Council shall be the three officers of the Division and three Professional Members (Directors) elected by the Division.
   1) Officers of the Council shall be the officers of the Division.
   2) One Professional Member shall be elected to the Council for the office of Secretary by majority of voting members at the Annual Meeting of the Division to serve for three years starting from the end of that meeting.
   3) The Secretary shall serve from the end of that meeting until he/she has completed minutes of the next Annual Meeting.
   4) The Secretary shall become Vice-Chairperson at the end of the Annual Meeting to serve until the end of the next Annual Meeting.
   5) The Vice-Chairperson shall become Chairperson at the end of the Annual Meeting to serve until the end of the next Annual Meeting.
   6) One Professional Member shall be elected to the Council as Director by a majority of voting members at the Annual Meeting of the Division to serve for three years starting from the end of that meeting.

B) The Production Council shall govern and conduct affairs of the Division in accord with the Constitution and Bylaws of ADSA and Production Division.
   1) To execute actions approved in the business meeting of the Division.
   2) To confirm the Vice-Chairperson’s appointments to standing committees by a majority of the Council approving.
   3) To plan programs for the Annual Meeting in years when this meeting is not joint with other professional societies.
   4) To cooperate on program planning with professional members from other societies when joint Annual Meetings are being held.
   5) To provide three council officers as members of the Nominating Committee (Article IV, Revised Bylaws of ADSA).
6) To recommend to the Division action on petitions for Sections that satisfies best the purpose of ADSA.
7) To specify functions of any Section approved [Article III, Section 2(c), Revised Bylaws of ADSA].

Section 2. Committees.

A) Nominating Committee.
   1) Composition.
      a) Two Directors of ADSA most recently elected from the Production Division.
      b) Three Council Officers of the Division.
      c) President and Executive Director of ADSA without vote.
   2) Functions.
      a) To nominate annually two Professional Members of the Production Division for Director of ADSA.
      b) To nominate in alternate years two Professional Members of the Production Division for Vice President of ADSA.
      c) To nominate annually two Professional Members for Secretary of the Production Division.
      d) To nominate annually two Professional Members for the three-year term as Director on the Production Council.
   3) Procedures.
      a) The Chairperson shall be the more senior of the two Directors on the committee.
      b) Procedures for nominating candidates for Director and Vice President are in Article IV, Section 2, of the ADSA Bylaws.
      c) The Committee shall establish its own procedures to nominate candidates for Secretary and Director of the Production Council. Nominations shall be reported at the Annual Meeting of the Division.
   4) Term of Service.
      a) Each member shall serve from the end of the Annual Meeting of the Division to the end of the next Annual Meeting.

B) Resolutions Committee.
   1) Composition.
      a) The Chair, Vice-Chair, and Secretary of the Division shall serve as the Division’s Resolutions Committee.
   2) Functions.
      a) To receive, edit, and recommend to the ADSA Secretary-Treasurer resolutions or motions and associated actions, if any, pertaining specifically to the affairs of the Division.
   3) Procedures.
      a) The Secretary shall solicit the members of the division by email for resolutions, motions, and associated actions pertaining specifically to the affairs of the division by June 1 of each year.
      b) The Resolutions Committee shall review submissions from the members of the division, if any, edit as the committee deems appropriate, and forward to the ADSA Secretary-Treasurer not later than June 15 of each year.

C) Program Committees.
   1) The Vice-Chairperson of the Production Division shall appoint committees that are listed in the ADSA Production Division Handbook with approval by the Production Council.
   2) The committees shall be comprised of three Professional Members of the Division unless otherwise noted in the Handbook.
   3) The term of service shall be three years beginning with the end of the Annual Meeting at which appointments are announced.
4) When ADSA meets jointly with the American Society of Animal Science (ASAS) or other societies, those societies, where appropriate, likewise have similar appointments to such committees. Each program committee functions as a whole for the joint meeting, not as a separate ADSA committee.

5) The chairperson or vice-chairperson (in years when a member of another society is chairperson) of each committee shall be responsible for submitting a report on committee activities to the overall program committee chairperson prior to the Annual Meeting.

6) The Chairperson of the Division shall submit a report summarizing the activities of the committees at the Annual Meeting of the Division. The Chairperson of the Division shall submit a report approved by the Division to the Executive Director of ADSA.

7) Standing committees in addition to those in the Production Division Handbook may be established at the Annual Meeting by the Production Division approving the composition, functions, procedures, terms of service, and selection of the new committee.

8) Ad hoc committees helpful to conduct affairs of the Division may be appointed by the Chairperson of the Division with approval of the Council of the Division when such affairs cannot be assigned appropriately to the standing committees.

Section 3. Sections.

A) A Section of the Division may be formed upon demonstrable need to fulfill the purpose of ADSA (Article III of the Revised ADSA Bylaws) and where a Section would benefit the specialized professional functions of groups of members more than a standing committee.

B) Procedures to form a Section are in Article III, Section 2(b), of the Revised Bylaws of ADSA. Procedures of a Section and its relationship to the Division are in Article III, Sections 2(a) and 2(c), of the Revised Bylaws of ADSA.

ARTICLE IV
Interpretation and Amendments

Section 1. The Production Council shall be the authority in interpreting these Bylaws.

Section 2. Bylaws may be amended by affirmative vote of two-thirds of those Professional Members voting via email on the amendment that has been presented in writing to the Production Council and emailed successfully to at least three-fourths of the members.

Handbook for Officers, Council Members, and Committees of the Production Division for the American Dairy Science Association

The purpose is to provide for officers, council members, and committee members of the Production Division a description of their responsibilities and the organizational structure of the Division.

Organization

1. Chairperson.
   A) The Vice Chairperson shall become Chairperson at the end of the Annual Meeting to serve until the end of the next Annual Meeting.
   B) Duties.
      1) To preside over the Division and the Council.
      2) To coordinate programs and activities of the Division.
      3) To conduct Council Meeting at Annual ADSA or JointMeetings.
      4) To conduct Division Meeting at Annual ADSA or JointMeetings.
      5) To submit a report summarizing the activities of the committees at the Annual Meeting of the Division, and then submit report approved by the Division to the Executive Director of ADSA.
      6) To represent the Division to the Board of Directors of ADSA.

2. Vice Chairperson.
   A) The Secretary shall become Vice Chairperson at the end of the Annual Meeting to serve until the end of the next Annual Meeting.
   B) Duties.
      1) To appoint members of standing committees with approval of the Production Council, always with consideration of capability, and professional and geographical representation.
      2) To perform duties of the Chairperson during his/her absence or disability.
      3) To assist the Chairperson.

3. Secretary.
   A) The Secretary shall be elected by majority of voting members at the Annual Meeting of the Division to serve from the end of that meeting until he/she has completed reports of the next Annual Meeting.
   B) Duties.
      1) To record minutes of business meetings of the Division, and report these minutes to the Executive Director of ADSA.
      2) To assist the Chairperson.

   A) The Production Council shall be the three officers of the Division and three Professional Members (Directors) elected by the Division.
      1) Officers of the Council shall be the officers of the Division.
      2) One Professional Member shall be elected to the Council as Director by majority of voting members at the Annual Meeting of the Division to serve for three years starting from the end of that meeting.
   B) The Production Council shall govern and conduct affairs of the Division in accord with the Constitution and Bylaws of ADSA and Production Division.
      1) To execute actions approved in the business meeting of the Division.
      2) To confirm the Vice-Chairperson’s appointments to standing committees by a majority of the Council approving.
      3) To plan programs for the Annual Meeting in years when this meeting is not joint with other professional societies.
      4) To cooperate on program planning with professional members from other societies when joint Annual Meetings are being held.
      5) To provide three council officers as members of the Nominating Committee.
6) To recommend to the Division action on petitions for Sections that satisfies best the purpose of ADSA.
7) To specify functions of any Section approved.

5. Committees.

A) Nominating Committee.

1) Composition.
   a) Two Directors of ADSA most recently elected from the Production Division.
   b) Three Council Officers of the Division.
   c) President and Executive Director of ADSA without vote.

2) Functions.
   a) To nominate annually two Professional Members of the Production Division for Director of ADSA.
   b) To nominate in alternate years two Professional Members of the Production Division for Vice President of ADSA.
   c) To nominate annually two Professional Members for Secretary of the Production Division.
   d) To nominate annually two Professional Members for the three-year term as Director on the Production Council.

3) Procedures.
   a) The Chairperson shall be the more senior of the two Directors on the committee.
   b) Procedures for nominating candidates for Director and Vice President are in Article IV, Section 2, of the ADSA Bylaws.
   c) The Committee shall establish its own procedures to nominate candidates for Secretary and Director of the Production Council. Nominations shall be reported at the Annual Meeting of the Division.

4) Term of Service.
   a) Each member shall serve from the end of the Annual Meeting of the Division to the end of the next Annual Meeting.

5) Timing
   a) The list of nominees shall be provided to the committee by February 1.
   b) The nominating committee shall have the final selections made by March 1.

B) Resolutions Committee.

1) Composition.
   a) Three Professional Members of the Division

2) Functions.
   a) To receive, edit, and present to the Annual Meeting of the Division recommendations pertaining to affairs of the Division.
   b) To recommend action for each resolution presented.
   c) To provide liaison for transmitting resolutions to the Resolutions Committee of ADSA.

3) Procedures.
   a) The member in the third year of his/her term shall be Chairperson.
   b) The Committee shall form its own procedures.

4) Term of Service.
   a) Three years beginning with the end of the Annual Meeting at which the appointment is announced.

5) Selection.
   a) One Professional Member shall be appointed annually by the Vice-Chairperson of the Division with approval of the Council.

6) Timing
   a) The resolutions shall be prepared and presented to the Council by the Resolutions Committee for approval at the Council Meeting conducted at the Annual ADSA or Joint Meetings.
b) The resolutions approved by the Council shall be presented by the Resolutions Committee to the Production Division for approval at the Division Meeting held at the Annual ADSA or Joint Meetings.

c) The resolutions approved by the Production Division shall be transmitted by the Production Division Resolutions Committee to the ADSA Resolutions Committee after the Annual Meeting.

C) Program Committees.

1) The Vice-Chairperson of the Production Division shall appoint committees with approval by the Production Council at the Council Meeting conducted at the Annual ADSA or Joint Meetings.

2) The committees shall be comprised of three Professional Members of the Division unless otherwise noted below in description of specific committees.

3) The term of service shall be three years beginning with the end of the Annual Meeting at which appointments are announced.

4) When ADSA meets jointly with ASAS or other societies, those societies, where appropriate, likewise have similar appointments to such committees. Each program committee functions as a whole for the joint meeting, not as a separate ADSA committee.

5) Committees shall form their own procedures.

6) The chairperson or vice chairperson (in years when a member of another society is chairperson) of each committee shall be responsible for submitting a report on committee activities to the overall program committee chairperson prior to the Annual Meeting. The report shall include committee members and incoming members, actions of the committee, and numbers of dairy-related abstracts, invited papers, and symposia.

7) The Chairperson of the Division shall submit a report summarizing the activities of the committees at the Annual Meeting of the Division. The report shall include committee members and incoming members, actions of the committee, and numbers of dairy-related abstracts, invited papers, and symposia. The Chairperson of the Division shall submit a report approved by the Division to the Executive Director of ADSA after the Annual Meeting.

8) Extension Education Committee.

a) Functions.

(1) To recommend programs for the Annual Meeting related to dairy extension education.

(2) To study activities in dairy extension education and to recommend innovations or changes.

9) Breeding and Genetics Committee.

a) Functions.

(1) To recommend programs for the Annual Meeting related to improving various characteristics of dairy cattle.

(2) To study activities in improving dairy cattle and to recommend innovations or changes.

10) Ruminant Nutrition Committee.

a) Functions.

(1) To recommend programs for the Annual Meeting related to nutrition of dairy cattle.

(2) To study nutrition of dairy cattle and to recommend innovations or changes.

11) Physiology Committee.

a) Functions.

(1) To recommend programs for the Annual Meeting related to physiology of dairy cattle.

(2) To study physiology of dairy cattle and to recommend innovations or changes.


a) Functions.

(1) To recommend programs for the Annual Meeting related to health of dairy cattle and relating dairy cattle to human health.

(2) To study activities in which dairy cattle and health are associated and to recommend innovations or changes.
(3) To provide liaison between ADSA and federal and state agencies officially protecting health of farm animals and between ADSA and national organizations with similar interests in health.

13) Lactation Biology Committee (with Dairy Foods Division).
   a) Composition.
      (1) Four Professional Members of ADSA, three from the Production Division and one from the Dairy Foods Division, plus two from ASAS when meeting jointly.
   b) Functions.
      (1) To recommend programs for Annual Meetings related to milk synthesis.
      (2) To stimulate interest in biology of formation of milk and to encourage others not members of ADSA to participate in Annual Meetings.

14) Production, Management, and Environment Committee.
   a) Functions.
      (1) To recommend programs for the Annual Meeting related to management of dairy cattle.
      (2) To study management practices and to recommend innovations or changes.

15) Growth and Development Committee.
   a) Functions.
      (1) To recommend programs for the Annual Meeting related to growth and development of dairy cattle, especially of dairy heifers.
      (2) To study growth and development of dairy cattle and recommend innovations or changes.

16) Forages and Pastures Committee.
   a) Functions.
      (1) To recommend programs for the Annual Meeting related to utilization of forages and pastures by dairy cattle.
      (2) To study utilization of pastures and forages by dairy cattle and recommend innovations or changes.

17) Animal Behavior and Well-being Committee.
   a) Functions.
      (1) To recommend programs for the Annual Meeting related to animal behavior and well-being.
      (2) To study animal behavior and well-being and recommend innovations or changes.

18) Food Safety Committee ([ADSA Board appointed]).
   a) Composition.
      (1) One Professional Member of the Division; two members of the Dairy Foods Division are also on this committee.

19) Dairy Livestock Committee ([ADSA Board appointed]).
   a) Functions.
      (1) To recommend a program for Industry Day informal dairy session during the Annual Meeting.
      (2) Three years beginning with the end of the Annual Meeting at which appointments are announced.

20) Production Division Graduate Student Paper Competition Committee.
   a) Composition.
      (1) Six Professional Members of the Division.
      (2) Two appointed annually for three-year terms by Vice-Chairperson of Division with approval by Division Council.
   b) Function.
      (1) To organize and conduct graduate student paper competition within the Production Division of ADSA at the ADSA Annual Meeting.

21) Other Committees ([ADSA Board appointed]) Teaching and Undergraduate Education International Animal Agriculture Women and Minority Issues Contemporary Issues
The Dairy Foods Division is that professional division of ADSA organized around disciplines and their applications to the processing and distribution phases of the dairy industry (Article III, Section 1, Revised Bylaws of ADSA).

ARTICLE I
Voting Members

Any Professional Member of the Dairy Foods Division of ADSA present at the business meeting of the Dairy Foods Division shall be eligible to vote during that meeting. A Dairy Foods Division Member is an ADSA member who indicates Dairy Foods Division affiliation in the most recent published ADSA Membership Directory or upon most recent ADSA dues payment.

ARTICLE II
Meeting

The Dairy Foods Division shall convene to conduct business during the Annual Meeting of ADSA.

ARTICLE III
Organization

Section 1. Officers.

A) Officers of the Division shall be Chairperson, Vice Chairperson, and Secretary.
B) Election of officers will proceed with the election of simple majority of voting members at the Annual Meeting of the Division of one person into the office of Secretary. This person will ascend to the office of Vice Chairperson and then to Chairperson in respective years following election.
C) In the event an officer of the Division is unable to serve, the duties of that officer shall be assumed by the next senior officer, or in the case of Secretary, by a Council member appointed by the Division Chairperson.

Section 2. Duties of Officers.

A) Chairperson.
   1) To preside over the Division and its Council.
   2) To coordinate programs and activities of the Division.
   3) To represent the Division to the Board of Directors of ADSA.
   4) To appoint members of standing committees, consistent with these Bylaws and those of ADSA, with approval of the Dairy Foods Council, and always with consideration of capability, professional, and geographic representation.
   5) To report pertinent activities of the Division to ADSA at the Annual Meeting of ADSA.
   6) To chair the Division’s Program Committee for the Annual Meeting.
B) Vice Chairperson.
   1) To assist the Chairperson in Division and Council activities.
   2) To perform the Division and Council duties of the Chairperson in his/her absence or inability.
C) Secretary.
   1) To record minutes, business transactions, and correspondence of the Dairy Foods Division and the Council.
   2) To report to the members of the Division at the Annual Meeting and to the Executive Director of ADSA all official actions of the Council and the actions of the Division, including reports of committees of the Division.
   3) To assist the Chairperson and Vice Chairperson.
   4) To give the newly elected Secretary complete records of actions of the Division and the Council, including business meeting minutes and committee reports.


A) The Dairy Foods Council shall be seven Professional Members: the Chairperson, Vice Chairperson, and Secretary of the Division, three Professional Members, and the member of the Dairy Foods Division who was most recently elected to the Board of Directors of ADSA. Officers of the Division shall serve as officers of the Council.
B) One Professional Member shall be elected to the Council by majority of voting members at the Annual Meeting of the Division to serve for three years starting from the end of the Annual Meeting.
C) The Dairy Foods Council shall govern and conduct affairs of the Division in accordance with the Constitution and Bylaws of the ADSA and the Bylaws of the Dairy Foods Division, and perform the following duties:
   1) To serve as members of the Division Program Committee as provided in Section 4.
   2) To accomplish actions approved in the business meeting of the Division.
   3) To select one member and Chairperson of the Nominating Committee (Article IV, Revised Bylaws of ADSA).
   4) To confirm the Chairperson’s appointments to standing committees by a majority vote of the Council.
   5) To recommend to the Division action on petitions for establishing, modifying, or dissolving sections and for specifying their functions.

Section 4. Standing Committees.

A) Program Committee.
   1) Composition.
      a) The Dairy Foods Council shall constitute the Program Committee.
      b) The Chairperson of the Council shall be the Chairperson of the Program Committee, and the Vice Chairperson of the Council shall be the Vice Chairperson of the Program Committee.
   2) Functions.
      a) To develop the Division’s program for the Annual Meeting.
      b) To collaborate with the Production Division and other associations in developing sessions of mutual interest.
   3) Procedures.
      a) Recommendations for programs for the Annual Meeting shall be developed and transmitted to the Chairperson of the Program Committee.
      b) Officers of the Program Committee shall finalize the program in consultation with the Program Committee of ADSA.
B) Nominating Committee.
   1) Composition.
      a) Voting members: Two Directors of ADSA most recently elected from the Dairy Foods Division, the two most recent past Division Chairpersons, and one (or more, if necessary to maintain five total committee members) Professional Member(s).
b) Nonvoting members: President and Executive Director of ADSA without vote.

2) Functions.
   a) To nominate annually two Professional Members of the Dairy Foods Division for Director of ADSA.
   b) To nominate in alternate years two Professional Members of the Dairy Foods Division for Vice President of ADSA.
   c) To nominate annually at least two Professional Members as candidates for three-year terms on the Dairy Foods Council. One candidate will compete for the office of Secretary and one will compete for the Professional Member position on the Dairy Foods Council. Other nominations may be received from the floor at the time of the election provided the nominee has indicated a willingness to serve.

3) Procedures.
   a) Each year the most recent past Division Chairperson and the most recently elected Dairy Foods Division Director will be added to the committee.
   b) Each year all members having served two years will rotate off the committee.
   c) Professional Members will be appointed as needed by the Division Chairperson with approval of the Dairy Foods Council.
   d) The Chairperson shall be the senior Dairy Foods Division Director on the committee.
   e) Procedures for nominating candidates for Director and Vice President are in Article IV, Section 2, of ADSA Bylaws.

C) Resolutions Committee.
   1) Composition.
      a) The Chair, Vice-Chair, and Secretary of the Division shall serve as the Division’s Resolutions Committee.
   2) Functions.
      a) To receive, edit, and recommend to the ADSA Secretary-Treasurer resolutions and associated actions, if any, pertaining specifically to the affairs of the Division.
   3) Procedures.
      a) The Secretary shall solicit the members of the Division by email for resolutions and associated actions pertaining specifically to the affairs of the Division by June 1 of each year.
      b) The Resolutions Committee shall review submissions from the members of the Division, if any, edit as the committee deems appropriate, and forward to the ADSA Secretary-Treasurer not later than June 15 of each year.

D) Dairy Products Evaluation Committee.
   1) Composition and Term.
      a) The Dairy Products Evaluation Committee will consist of five collegiate coaches who are ADSA Professional Members. Members will serve five-year terms with one member being appointed each year.
      b) The chairperson and vice chairperson of the committee will be the members serving in their fifth and fourth years, respectively, on the committee. The vice chairperson will fill the duties of chairperson when needed.
      d) The chairperson of the committee will appoint a nominating subcommittee no later than the Annual Meeting. This subcommittee will nominate a minimum of two coaches to fill vacancies and to serve in ascension to chairperson. Coaches at the ADSA Annual Meeting will choose by majority vote the newest member of the committee. The incoming chairperson will communicate the decision to the Chairperson of the Dairy Foods Division.
   2) The function of the Dairy Products Evaluation Committee is to consider rules of the National Dairy Products Contest and to make recommendations to coaches whose vote(s) during the annual contest will determine how the contest and related activities are conducted.
   3) The committee will establish its own procedures.
E) Graduate Student Paper Competition Committee.
1) Composition.
   a) The committee will be composed of three Professional Members of the Dairy Foods Division, one new member appointed each year by the Chairperson of the Dairy Foods Division. The new member will serve a three-year term.
   b) The chairperson of the committee will be the senior member of the committee.
   c) The committee chairperson may appoint ad hoc committee members as needed to accommodate schedule or conflict-of-interest issues for paper judging.
2) Functions.
   a) To oversee and conduct a competition among graduate students presenting papers at the Annual Meeting to promote and reward excellence in presentation and scientific endeavor in dairy foods research.
   b) To solicit and evaluate abstracts and presentations, and to select first, second, and third place participants in the Graduate Student Paper Competition. Activities will be done in a timely manner to accommodate needs of the Dairy Foods Program Committee.
   c) All judging activities will be conducted in a fair, nondiscriminatory manner.
3) Procedures.
   a) Qualifications for entry into the Graduate Student Paper Competition and competition procedures will be published in the “Call For Papers” prior to each Annual Meeting and will be established by the Graduate Student Paper Competition Committee and the Dairy Foods Council.
   b) A minimum of three judges will evaluate each abstract and paper.
   c) Judges cannot vote on their own students’ abstracts or presentations.
   d) Ad hoc committee members will be used to judge abstracts and presentations as necessary for compliance with these Bylaws and as deemed necessary by the committee chairperson.
F) Milk Protein and Enzymes Committee.
1) Composition.
   a) Five to ten Professional Members appointed as needed at the Annual Meeting by the Chairperson of Dairy Foods Division following recommendations of the current Milk Protein and Enzymes Committee. The chairperson is elected by members of the committee.
   b) Rotation off the committee is determined as needed by the committee or as desired by individual committee members.
2) Functions and Procedures
   a) To recommend appropriate nomenclature for milk proteins. This nomenclature is communicated by publication in the Journal of Dairy Science. It is also communicated to the Journal of Dairy Science Editor-in-Chief and is enforced in the journal.
   b) To organize symposia on topics of current importance in the area of milk protein and enzymes.
   c) To publish reports of recommended protein methodology as needed.
G) Lactation Biology Committee.
1) Joint with Production Division, and with ASAS when meeting jointly with that association. See Article III, Section 5.C)5) of Production Division Bylaws.
H) Publicity Committee.
1) Composition.
   a) One to three Professional members, appointed yearly by the Chairperson of the Dairy Foods Council at the Annual Meeting of ADSA.
   b) Chairperson of the committee is appointed by the Chairperson of the Dairy Foods Council.
2) Functions.
   a) To publicize items of particular interest to the Dairy Foods Division, including, but not limited to, announcement of the Annual Meeting and pertinent aspects of its program in publications in the dairy foods field.
I) Graduate Student Poster Competition Committee
   1) Composition.
      a) The committee will be composed of three Professional Members of the Dairy Foods Division, one new member appointed each year by the Chairperson of the Dairy Foods Division. The new member will serve a three-year term.
      b) The chairperson of the committee will be the senior member of the committee.
      c) The committee chairperson may appoint ad hoc committee members as needed to accommodate schedule or conflict-of-interest issues for paper judging.
   2) Functions.
      a) To oversee and conduct a competition among graduate students presenting posters at the Annual Meeting to promote and reward excellence in presentation and scientific endeavor in dairy foods research.
      b) To solicit and evaluate abstracts and posters, and to select first, second, and third place participants in the Graduate Student Poster Competition. Activities will be done in a timely manner to accommodate needs of the Dairy Foods Program Committee.
      c) All judging activities will be conducted in a fair, nondiscriminatory manner.
   3) Procedures.
      a) Qualifications for entry into the Graduate Student Poster Competition and competition procedures will be published in the “Call For Papers” prior to each Annual Meeting and will be established by the Graduate Student Poster Competition Committee and the Dairy Foods Council.
      b) A minimum of three judges will evaluate each abstract and paper.
      c) Judges cannot vote on their own students’ abstracts or presentations.
      d) Ad hoc committee members will be used to judge abstracts and presentations as necessary for compliance with these Bylaws and as deemed necessary by the committee chairperson.

Section 5. Ad Hoc and Special Committees.

A) Ad hoc and special committees helpful to conduct affairs of the Division may be appointed by the Chairperson with approval of the Council of the Division when such affairs cannot be assigned appropriately to the standing committees.

Section 6. Sections.

A) A Section of the Division may be formed upon demonstrable need to fulfill the purpose of ADSA (Article III of the Revised Bylaws of ADSA) and where a Section would benefit the specialized professional functions of groups of members more than a standing committee.
B) Procedures to form a Section are in Article III, Section 2(b) of the Revised Bylaws of ADSA.
C) Procedures of a Section and its relationship to the Division are in Article III, Sections 2(a) and 2(c), of the Revised Bylaws of ADSA.

ARTICLE IV
Interpretation and Amendments

Section 1. The Dairy Foods Council shall be the authority in interpreting these Bylaws. Section

2. Bylaws may be amended by affirmative vote of three-fourths of those Professional Members voting on the amendment at the Annual Meeting of the Division after the proposed amendment has been presented in writing to the Dairy Foods Council and published in the Journal of Dairy Science.

Section 2. Bylaws may be amended by affirmative vote of three-fourths of those Professional Members voting via email on the amendment that has been presented in writing to the Dairy Foods Council and emailed to the Dairy Foods Division members.
Constitution and Bylaws of the
Student Affiliate Division of the
American Dairy Science Association

ARTICLE I
Name

The name of this organization shall be the Student Affiliate Division of ADSA (hereafter called the Student Affiliate Division).

ARTICLE II
Purpose

The purpose of this organization shall be to provide a channel of communication whereby information of mutual interest may be exchanged between the various member chapters and ADSA; to acquaint students with ADSA, its scope, purpose, and program; and to develop leadership and promote scholarship among students interested in the dairy industry.

ARTICLE III
Membership

Section 1. The Student Affiliate Division shall consist of undergraduate students who are certified by a Professional Member as regularly enrolled college students who do not hold full-time positions at the time of application for, or annual renewal of, affiliate membership and who do not hold ranks of instruction or higher, or the equivalent.

Section 2. Student Affiliate Chapters of the Student Affiliate Division shall consist of clubs organized at colleges and universities offering courses, which pertain to dairy foods and/or production. A local club may be authorized as a Student Affiliate Chapter by the Board of Directors on petition from a majority of the local club members and on recommendation of two Professional Members of ADSA. Members of approved Student Affiliate Chapters may participate in the affairs and activities of the Student Affiliate Division.

Section 3. Annually at a date to be set by the Executive Committee, each chapter shall submit a brief report of its activities to the Second Vice President of the Student Affiliate Division who will serve as editor, and then forward them to the Executive Director of ADSA. The charter of a chapter may be revoked by the Board of Directors of ADSA upon recommendation of the Executive Committee of the Student Affiliate Division if that chapter fails to submit an annual report or evidence of effective action in line with the objectives of this organization.

Section 4. Each chapter shall elect their own officers and make rules to govern themselves in a manner consistent with their charter, the Constitution and Bylaws of ADSA, and of the Student Affiliate Division.

ARTICLE IV
Officers and Student Affiliate Division Advisory Council

Section 1. The officers of this Division shall be President, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, and Officer-at-Large. These officers shall be elected by a majority vote of the voting members of the Student Affiliate Division at the national convention of this organization. They shall serve a term of one year or until their successors are elected. Their terms of office shall begin at the time of their
installation during the national convention. If no national convention is held, officers shall be elected by mail ballot to all Student Affiliate Division members, and their terms of office shall begin on July 1.

Section 2. Officers of the organization must be undergraduate members of the Student Affiliate Division of ADSA.

Section 3. The Student Affiliate Division Advisory Council shall consist of three Professional Members that serve to advise the Student Affiliate Division. Each Professional Member shall serve a term of three years with one new member being elected at the Annual Meeting after the Student Affiliate Division officers are elected.

Section 4. The six officers of this division, together with the Student Affiliate Division Advisory Council, shall constitute the Executive Committee. The Executive Committee shall transact the business of the Division.

ARTICLE V
Regions and Sections

Section 1. Regions of the Student Affiliate Division shall be organized on the basis of geographical division, as is ADSA. The regional division may be authorized by the Board of Directors of ADSA upon petition by the chapters involved and recommendation by the Executive Committee of the Student Affiliate Division.

Section 2. Sections of the Student Affiliate Division organized by members on the basis of special interests may be authorized by the Executive Committee of the Student Affiliate Division upon petition of not less than 10 members.

Section 3. The regions and sections of the Student Affiliate Division shall elect their own officers and make rules to govern themselves in a manner consistent with the Constitution and Bylaws of ADSA and of the Student Affiliate Division.

ARTICLE VI
Conventions

Section 1. The national convention shall be each year in conjunction with the Annual Meeting of ADSA.

Section 2. Each chapter may send as many delegates as it desires to the national convention providing each delegate is a member in good standing of his/her local chapter and of the Student Affiliate Division. A delegate from an institution at which no local chapter exists must be a Student Affiliate Division member in good standing.

Section 3. For the purpose of election of officers, each chapter with a delegation at the convention will be entitled to two votes provided it has at least two delegates in attendance. If only one delegate is present, only one vote will be allotted to that club. Each academic institution which does not have a chapter will be entitled to one vote providing it is represented by at least one Student Affiliate Division member in good standing.

ARTICLE VII
Ratification and Amendments

Section 1. This Constitution, when ratified, shall direct all proceedings and activities of this organization and its local chapters.

Section 2. This Constitution shall be ratified when it has been approved by a two-thirds vote of the delegates at the national convention.
Section 3. Any other Constitution of the Student Affiliate Division that was written and approved prior to the ratification of this Constitution shall be considered void.

Section 4. This Constitution may be amended by a two-thirds vote of the voting members in attendance at the national convention, providing that the proposed amendment has been submitted in writing by the Secretary-Treasurer of the Student Affiliate Division to each local chapter and to each Student Affiliate Division member at least 60 days prior to the national convention. Publication in the *Journal of Dairy Science* may be used as an alternative to written notification.

BYLAWS

ARTICLE I

Dues

The Board of Directors of ADSA shall determine the dues to be paid by members of the Student Affiliate Division.

ARTICLE II

Meetings

Section 1. Robert’s Rules of Order shall govern the meetings of this organization in all cases where they are applicable and when they do not conflict with the Constitution, Bylaws, or special rules of the organization.

Section 2. Any action which will effect a change in the manner in which competitive activities are judged at the current national meeting must

a) be approved by a 100% vote at that meeting in order to be effective at the current meeting;  

b) or not take place until the following Annual Meeting.

ARTICLE III

Duties of Officers

Section 1. The President shall preside at all meetings of the organization and the Executive Committee. The President shall be responsible for the program at the national meetings as well as appointing any committees, other than the Executive Committee, that are deemed necessary. The President shall see that the other officers and the appointed committees carry out their duties in a satisfactory manner. The President shall be an ex officio member of the ADSA Board of Directors and of the ADSA Program Committee.

Section 2. The First Vice President shall be responsible for the educational activities of the organization, which includes overseeing the judging of the chapter contest.

Section 3. The Second Vice President shall be responsible for membership and will assist the various chapters with their membership problems as well as helping to organize new chapters. In doing this, the Second Vice President shall be responsible for the student articulates, student symposiums, and the Student Affiliate Division newsletter.

Section 4. The Third Vice President shall be responsible for the awards given by the Student Affiliate Division and coordinate any other award involving Student Affiliate Division Members such as the Most Miles Traveled Award and the Yearbook Contest Award. Other duties may be assigned by the President.

Section 5. The Secretary-Treasurer shall keep the records and handle the correspondence of the organization in accordance with policies established by the Executive Committee. A copy of all records, important correspondence, and all business transactions will be sent to the Executive Director of ADSA.
Section 6. The Officer-at-Large shall be responsible for the Undergraduate Paper Presentation Contest. Other duties may be assigned by the President. In the case of any office becoming vacant, this officer shall fill that office and assume all of the responsibilities of that office.

However, if the office of President becomes vacant, the First Vice President will assume this position, and the Officer-at-Large will assume the duties of First Vice President.

Section 7. The order of succession, in the absence of the President, shall be First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, and the Officer-at-Large.

Section 8. All officers are required to submit an annual report to the Secretary-Treasurer for the minutes.

Section 9. The Executive Committee shall serve as an advisory group and give its approval for major decisions, new programs, significant appointments, and other significant matters, before they can be enacted.

ARTICLE IV
Ratifications and Amendments

Section 1. These Bylaws shall be ratified when approved by a two-thirds vote of the voting members at the national convention.

Section 2. These Bylaws may be amended by a two-thirds vote of the voting members at the national convention, providing that the proposed amendment has been submitted in writing by the Secretary-Treasurer of the Student Affiliate Division to each member at least 60 days prior to the time of the national convention. Publication in the Journal of Dairy Science may be used as an alternative to written notification.

(revision as of January 1988); revised July 12, 2011, to remove two references to graduate students, in view of the creation of the Graduate Student Division.
Joint Constitution and Bylaws of the American Dairy Science Association–Midwest Branch and the American Society of Animal Science–Midwestern Section

I. The organizations are known as the Midwestern Section of the American Society of Animal Science (ASAS) and the Midwest Branch of the American Dairy Science Association (ADSA).

II. Purpose
   1. To advance research and education in the animal sciences through providing a regional forum for exchange of scientific and technical information, and
   2. To promote interaction and collaboration among the animal industries, scientists, trainees, and students.

III. Membership
   1. Persons who are members of the parent organizations (ASAS and/or ADSA) are eligible for membership in the Midwestern Section and/or Midwest Branch.
   2. Members of either ASAS or ADSA that are associated with organizations in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin are automatically considered members unless they indicated differently.
   3. Members of ASAS that are associated with organizations in Manitoba or Western Ontario, Canada, are automatically considered members unless they indicate differently.
   4. Student Affiliate Members of ADSA in the region shall be Student Affiliate Members of the Midwest Branch of ADSA.
   5. Members of ADSA and/or ASAS that are associated with organizations outside the areas specified above who wish to be members of the Midwestern Section and/or Midwest Branch should request this change or addition through the Executive Director of his/her respective society.

IV. Meeting
   1. The Midwestern Section of ASAS and the Midwest Branch of ADSA shall hold an annual, joint meeting at a time and place as selected by the officers and directors of the Midwestern ASAS and Midwest ADSA, which shall be responsible for a program and shall make other necessary arrangements for the meeting.
   2. The officers and directors of the Midwestern ASAS and Midwest ADSA shall have the authority to cancel an annual meeting if circumstances make such action necessary or desirable.

V. Governing Body
   1. Officers and Directors
      i. President, President Elect, Past President, Secretary-Treasurer, and National Director elected by the membership of the Midwestern Section of ASAS.
      ii. President, Vice President, Secretary-Treasurer, Past President, and a Regional Director elected by the membership of the Midwest Branch of ADSA.
      iii. Director at Large elected by the joint membership of the Midwestern Section of ASAS and the Midwest Branch of ADSA.
      iv. Officers must be current members of their respective societies (Midwest ASAS or ADSA) and the Director at Large may be a member of either, or both societies.
      v. The governing body of the joint societies is referred to as the Board of Directors and shall include officers and directors of both the Midwestern ASAS and the Midwest ADSA and the Director at Large.
   2. Terms of Office
      i. Officers of the Midwestern Section of ASAS: The President and President Elect shall hold office for one year, with the President Elect succeeding the President at the end of the regular year in office. The Past President shall hold office for one year immediately following their term of office as President. The Secretary-Treasurer and National Director are elected for three-year terms.
ii. Officers of the Midwest Branch of ADSA: The Secretary-Treasurer, Vice–President, and President shall hold office for one year, with the Secretary-Treasurer becoming the Vice-President, the Vice-President becoming President, and the President becoming Past President automatically for the ensuing terms. The Regional Director is elected for a three-year term.

iii. At-Large Director: The At-Large Director shall serve a three-year term.

3. Start of Term
Terms of office for all officers will begin following the joint ASAS/ADSA Business Meeting held at the annual joint meeting of these regional societies.

4. Responsibilities
Officers of the Midwestern Section of ASAS, Midwest Branch of ADSA and the At-Large Director share the responsibilities associated with the joint function of these societies. Responsibilities are outlined in the *Master Schedule of Activities and Task Assignments* for the Officers and Directors of the Midwestern Section of ASAS and the Midwest Branch of ADSA.

VI. Finances
1. The Executive Directors of ASAS and ADSA shall maintain financial records with expenditures approved by the Secretary-Treasurer of either the Midwestern ASAS or ADSA.
2. The Executive Directors of ASAS and ADSA are responsible for submitting an annual report of finances to the Board of Directors at the Board Meeting preceding the Annual Meeting.
3. The Board of Directors shall provide this annual report of finances to the membership for their approval at the annual business meeting of the joint societies held during the Annual Meeting.
4. The parent societies (ASAS and ADSA) for each of the regional societies provide financial support to the Annual Meeting as specified in their Constitution and Bylaws.
5. In the event of dissolution of either the Midwestern Section of ASAS or the Midwest Branch of ADSA, funds remaining in the treasury will revert to the parent societies. The Executive Committees of the parent societies will determine the relative distribution of these funds.
6. A registration fee that is recommended by Executive Directors of ASAS and ADSA and approved by the Board of Directors shall be charged at the Annual Meeting sufficient to finance the expenses of the meeting that are not met from other funds.

VII. Committees
1. Program, standing, and special committees shall be formed and members appointed by the Board of Directors. The Vice President of the Midwest Branch of ADSA is responsible for making recommendations of committee membership to the Board of Directors during the Annual Meeting, and after approval by the same, the Midwest ADSA President shall notify the selected personnel for committee membership.

VIII. Amendments
1. A proposed amendment to the Constitution or Bylaws may originate from the Board of Directors or by petition signed by 25 members. Proposed amendments shall be mailed to the membership at least 30 days prior to the Annual Meeting for balloting. To be counted, the FASS office must receive the ballot not later than 14 days before the first day of the Annual Meeting. A two-thirds majority of the total ballots cast shall be required for the adoption of an amendment to the Constitution or the Bylaws.

2. Changes in the American Society of Animal Science’s or the ADSA’s Constitution and Bylaws may necessitate changes in this document, and in which case, the Board of Directors of the Midwestern ADSA/ASAS may originate the needed amendments to be voted upon by the membership.
I. Election of Officers
   1. Nominating Committees
      i. The nominating committee for the Midwestern Section of ASAS will consist of the Past President and persons serving in this role in the preceding two years.
      ii. The nominating committee for the Midwest Branch of ADSA will consist of the Past President and persons serving in this role in the preceding two years.
      iii. If these persons are unable to serve in this role, the Executive Committee will appoint committee members as needed.
   2. Nominations
      i. On an annual basis, the ASAS Nominations Committee will select two candidates for the position of President Elect. This committee will also select two candidates each for the positions of Secretary-Treasurer and National Director of ASAS at the end of their respective three-year terms. After the three-year term of office, the Secretary-Treasurer may be placed on the ballot for President Elect at the discretion of the Nominations Committee.
      ii. On an annual basis, the ADSA Nominations Committee will select two candidates for the position of Secretary-Treasurer. Every third year, this committee will select two candidates for the position of Director of Midwest Branch of ADSA.
      iii. Every 3rd year, the combined ASAS and ADSA Nominations Committee, with leadership from the chair of both committees, will select two candidates for the At-Large Director.
   3. Ballots and Appointments
      i. The election of officers shall be by ballot mailed at least 30 days prior to the Annual Meeting. A brief biographical sketch, prepared by the nominee, will accompany the ballot. The ballot shall provide space for write-in candidates.
      ii. The candidate receiving the largest number of votes shall be declared elected. In case of a tie vote, a runoff election will be held at the Annual Meeting.
      iii. The Board of Directors shall fill, for the un-expired terms, all vacancies in elected positions.
II. Dissolution
   1. If, for any reason, it seems desirable to dissolve either regional society, a written statement from the Board of Directors to that effect shall be sent to all members of the Branch or Section with a ballot. If two-thirds or more of the ballots so indicate, the Branch or Section shall be dissolved.
Constitution and Bylaws of the Northeast Branch of the American Dairy Science Association

Proposed July 7, 1969
Amended July 12, 1971
Adopted April 15, 1972
Amended November 1993

ARTICLE I
Preamble

Preamble. Viable dairy and dairy-related industries depend on discovery, dissemination, and application of new knowledge. These activities can be fostered by coordination on a regional basis in a collegial but formal atmosphere. A forum of university, industry, and government personnel will provide for interactions among individuals involved in research, teaching, and extension to define and understand problems and to contribute to their solutions.

ARTICLE II
Name

This organization shall be known as the Northeast Branch of ADSA.

ARTICLE III
Purposes

1) To provide a meeting of academia, industry, and government personnel for discussion of the science and industry of dairy cattle production and product manufacturing, especially those pertaining to the northeastern region of the United States.
2) To provide a meeting for the presentation of scientific papers.
3) To stimulate graduate and undergraduate student participation in a scientific meeting in their field of interest.

ARTICLE IV
Membership

All members of ADSA working in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, and Eastern Canada shall automatically be considered members of this branch.

Any member of ADSA living or working outside the specified area who wishes to have the privileges of membership may so indicate to the Secretary-Treasurer.

The membership dues shall be fixed by ADSA.

ARTICLE V
Officers

The officers (3) shall be President, Vice President, and Secretary-Treasurer. These officers shall act as the Executive Committee.

The President shall preside at business meetings of the Branch and of the Executive Committee.
The Vice President shall function as President in the absence of the President.

The Secretary-Treasurer shall record minutes of the meetings of the Branch and the Executive Committee and record all financial transactions of the Branch. He/she shall approve transactions of funds of the Branch. He/she shall also ensure that minutes and financial reports of the Branch are maintained in archives at the Business Office of ADSA.

The Executive Committee shall be responsible for any business that needs to be transacted between the annual meetings. They shall also be responsible, through delegation through committees, for arrangements for the annual meetings, including programs and facilities.

**ARTICLE VI**

**Meetings**

An annual meeting shall be held at a location within the region of the membership as selected by the Executive Committee. The annual meeting shall include a business meeting of the Branch. The Executive Committee shall have the authority to cancel an annual meeting if circumstances make such action necessary or desirable.

**ARTICLE VII**

**Committees**

The President, with the advice of the Executive Committee, shall be empowered to appoint such committees as are considered desirable to carry out special functions.

*Nominating Committee.* A committee of three members shall be appointed within two months after the new officers have taken office. The objective of the Nominating Committee is to select two nominees for the office of Secretary-Treasurer and report the results to the membership.

**ARTICLE VIII**

**Amendments**

This Constitution or Bylaws may be amended or repealed at the annual meeting by a vote of two-thirds of the members present, provided that the proposed amendment or repeal shall be stated in writing to all members of the Branch at least one month preceding the annual meeting.

**BYLAWS**

**ARTICLE I**

**Meetings**

In those years when the national meeting is held within the region, the Northeast Branch meeting may be held concurrently and a business meeting of the Branch will be held. No special program shall be arranged unless some topic of regional importance demands urgent consideration.

Close coordination with the Executive Director of ADSA regarding Northeast Branch meetings and other affairs shall be maintained.

Close cooperation with the Northeast Section of ASAS is urged, including holding meetings jointly and integrating programs for the greatest benefit of both organizations.
ARTICLE II
Location of Meetings

Meetings will be held at locations within the region as decided upon by the Executive Committee. Sponsorship of meetings by universities, colleges, government, or industry organizations shall be sought.

ARTICLE III
Financial Support

1) A contribution from the parent organization shall be requested each year to help defray expenses associated with the annual meeting.
2) A registration fee shall be charged at the annual meeting sufficient to cover expenses not adequately covered by the contribution of parent organization or other contributions.

ARTICLE IV
Election of Officers

The Nominating Committee will be responsible for selection of two candidates willing to serve as Secretary-Treasurer. Election will be by ballot to members of the Branch as distributed by the current Secretary-Treasurer. The candidate receiving the largest number of votes shall be declared elected. In the case of a tie vote, a run-off election will be held at the annual meeting.

The Vice President automatically will become President for the ensuing term.

The Secretary-Treasurer automatically will become Vice President for the ensuing term.

New officers will take office at the conclusion of the annual meeting following their election and continue through the next annual meeting for a term of approximately one year.

ARTICLE V
Adoption

This Constitution and Bylaws will take effect upon adoption by the membership as indicated by a majority of those voting by mail ballot.

ARTICLE VI
Dissolution

If, for any reason, it seems desirable to dissolve the Branch, a written statement to that effect shall be sent to all members of the Branch with a ballot. If two-thirds or more of the ballots so indicate, the Branch shall be dissolved. Any monies remaining in the treasury shall be divided equally between ADSA and ASAS if the treasuries of the two societies are combined; otherwise all monies shall go to ADSA.
Revised Constitution and Bylaws of the Southern Branch of the American Dairy Science Association

Revised February 1993 and February 1999

In order to effectuate the policy of dairy development in the Southern states; to promote a mutual understanding of its problems; to bring together at regular intervals professional and technical workers in the dairy field; to recognize and record notable achievements and research; to expand the influence and field of service of ADSA and otherwise to generally bring about a harmonious and sound development of the dairy industry in all its branches in the southern States, there is created, by adoption of these Articles of Association, a Southern Branch of the American Dairy Science Association, which will hereinafter be known as Southern Branch, American Dairy Science Association.

In order to further effectuate the close collaboration of this branch with that of ADSA and in order that there be a recognition by both of a mutual interest, one in the other, Article III, Section IV, of the Revised Bylaws of ADSA, shall form the basis of the governing rules and Bylaws of this Branch.

BYLAWS OF SOUTHERN BRANCH OF THE AMERICAN DAIRY SCIENCE ASSOCIATION

ARTICLE I

Membership

Section 1. Membership in the Southern Branch is open only to those members of ADSA in good standing.

Section 2. Annual dues may be set by the Board of Directors and shall be payable on or before the first day of the annual meeting of the Branch or at such other time as may be set by the Board of Directors.

ARTICLE II

Officers and Board of Directors

Section 1. The officers of the Branch shall be President, Vice President, Secretary-Treasurer, and Historian.

The Secretary-Treasurer of the Branch shall be elected by the vote of the membership and his/her term of office shall be for one year.

The Secretary-Treasurer shall automatically succeed to the office of Vice President for the ensuing year following his/her term as Secretary-Treasurer.

The Vice President shall automatically succeed to the office of President for the ensuing year following his/her term as Vice President.

The Historian shall be appointed by the Board of Directors for a period of five years and shall be a Past President of the Branch.

Section 2. The Board of Directors shall consist of six members: the immediate Past President, the President, the Vice President, the Secretary-Treasurer, and two directors elected by the membership.

One director shall be elected each year whose term of office shall be for two years. The officers shall assume office immediately after the close of the annual meeting.
Section 3. The President shall appoint such committees, with approval from the Board of Directors, not provided for in the Bylaws of the Branch, as they may deem proper, from their own membership or from the membership of the Association.

Section 4. The Board of Directors shall have the authority to fill vacancies that may occur among the offices of the Branch, such appointees to serve until the next annual meeting at which time the office involved shall be filled by a secret ballot vote of the members in attendance.

ARTICLE III
Duties of Officers

Section 1. The President of the Branch shall preside at all business meetings of the Branch and meetings of the Board of Directors and shall perform such other duties as pertain to his/her office. The President shall notify each elected officer of his/her election and announce the result of such election at the annual meeting. Also, he/she will notify the Executive Director of ADSA and the Secretary of the Southern Agricultural Workers of the results of the election.

Section 2. The Vice President shall perform the duties of the President in the absence of the President and shall perform the duties of the Program Chair, which include the following: receive abstracts, arrange program, coordinate invited speakers, and work with any joint sessions. The Vice President shall nominate new members of Standing Committees and present these at the annual meeting of the Board of Directors.

Section 3. The Secretary-Treasurer shall have charge of the business management of the Branch, shall have custody of the books and records of the Branch, keep the minutes of all meetings of the Branch and of the Board of Directors, maintain a list of all members, distribute annual meeting registration packets (through ADSA) to all members, coordinate and conduct on-site registration, collect all dues, keep the funds of the Branch and make disbursements there from when properly authorized through ADSA. At the termination of his/her office, he/she shall transmit to the incoming Secretary-Treasurer all funds of the Branch and all records of his/her year of office. Copies of all records that may have historical value shall be forwarded to the Historian.

Section 4. The Historian shall keep a record of all data and activities of historical value and shall provide a summary report to ADSA at the end of his/her term of office.

Section 5. The Board of Directors shall have full control of the business of the Branch, including committee appointments at the annual meeting, and the title to all property and funds of the Branch shall be vested in the Board of Directors. The Board of Directors shall approve, if deemed necessary, the Standing Committee appointments nominated by the Vice President.

ARTICLE IV
Election of Officers

Section 1. A nominating committee consisting of three members of the Branch shall be appointed by the President. This committee shall present two names from the membership for Secretary-Treasurer and two for Director. This committee shall submit its report to the membership at the business session of the annual meeting. Additional nominations shall be called for from the floor. When nominations are made from the floor, the members present at the business session shall vote and the two candidates for each office receiving the greatest number of votes shall be presented to the members of the Branch by mail ballot.

Section 2. The President, in cooperation with the Secretary-Treasurer shall conduct the election by mail, in the same mailing as the call for papers for the annual meeting. All ballots shall be counted by the President and verified by the Vice President.
ARTICLE V
Standing Committees

Section 1. The Standing Committees shall consist of the following: (1) Nominating, (2) Honors Award, (3) Dairy Cattle Judging, (4) Dairy Products Judging, (5) Resolutions, and (6) Necrology. Each Standing Committee shall have three members serving three years on a rotating basis, with the senior member acting as Chair. One new member shall be appointed each year.

Section 2. Each committee shall be called on to give a report at the annual meeting and three written copies of the report shall be submitted to the Secretary.

ARTICLE VI
Meetings

Section 1. Meetings of the Branch shall be held in conjunction with the annual meeting of the Southern Association of Agricultural Scientists and the Branch shall act in cooperation with such Association. In lieu of such annual meeting of the Southern Association of Agricultural Scientists, or, for other reasons deemed justifiable by the Board of Directors, a separate meeting may be held.

Section 2. Meetings of the Board of Directors shall be held on call of the President provided, however, that no less than 20 days notice of such meeting shall be sent to each member of the Board of Directors. Also, a meeting of the Board of Directors shall be held at the time of the annual meeting, prior to the business session.

ARTICLE VII
Transcript of Proceedings

Section 1. The Secretary-Treasurer shall prepare copies of the minutes of each annual meeting and shall file one copy with the Executive Director of ADSA and two copies with the Branch Historian. The Secretary-Treasurer also shall submit an abstract of each formal paper presented at the annual meeting to the Secretary of the Association of Southern Association of Agricultural Scientists and to the Editor of the Journal of Dairy Science for publication in the journal.

ARTICLE VIII
Amendments

Section 1. All amendments to these Bylaws must be referred to the Board of Directors for its recommendation prior to final action by the Branch. The Board of Directors may, at its discretion, submit proposed amendments to the member of the Branch for vote by mail or at the annual meeting. In case of mail ballots, an affirmative vote of two-thirds of all voting shall be necessary for approval. At any meeting of the Branch, an affirmative vote of two-thirds of those members present shall be necessary to amend these Bylaws provided, however, that all members have been notified of the proposed amendment prior to such meeting.

ARTICLE IX
Southern States Designated

Section 1. For purposes of organization of the Branch known as Southern Branch, ADSA, the following shall be designated as Southern States: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Puerto Rico.

Approved as amended this 5th day of February, 1963, at the annual meeting of the Southern Division, ADSA, Memphis, Tennessee.
Approved as revised this 2nd day of February, 1993, at the Southern Division, ADSA, Tulsa, Oklahoma.

Approved as revised this 1st day of February, 1999, at the Southern Division, ADSA, Memphis, Tennessee.

Attest: S/Ben E. Goodale, President

S/C. W. Reaves, Secretary-Treasurer

Revised February, 1993 J. Russell Bishop, President

Roger W. Hemken, Secretary-Treasurer

Revised February, 1999 William Crist, President

Jean A. Bertrand, Secretary-Treasurer
American Dairy Science Association Foundation Bylaws

Revised July 15, 2015

I. Name: The name of this organization shall be the American Dairy Science Association Foundation, hereinafter the ADSA Foundation.

II. Location of Record: The address of business for the ADSA Foundation shall be the same as the address of the association headquarters of ADSA.

III. Purpose: The purpose of the ADSA Foundation is to contribute to human welfare by furthering the acquisition and dissemination of scientific knowledge and to support and enhance educational programs of ADSA, especially in conjunction with ADSA’s annual meeting. Furthermore, the Foundation may support educational activities of the ADSA Divisions and Branches.

IV. Organization:

A. Board of Trustees: The ADSA Foundation shall be administered by a seven-member Board of Trustees appointed by the ADSA President and approved by the ADSA Board of Directors. The Board of Trustees shall be representative of the two Professional Divisions of ADSA, three members each being appointed from the Production Division and the Dairy Foods Division for three-year terms with maximal service for two consecutive terms. Terms of members from each Division shall expire in consecutive years so that one member from each Division will be appointed yearly. The Chair of the Board, who may be a member of either Division, will be appointed annually, and may serve a maximum of three years. The ADSA President and Executive Director shall serve as ex officio members of the Board of Trustees.

B. Offices of the Board of Trustees shall consist of the Chair and Treasurer, appointed by the ADSA President and approved by the ADSA Board of Directors, and the Vice Chair and Secretary, elected by the ADSA Foundation Trustees. The Treasurer of the ADSA may serve as the nonvoting Treasurer of the ADSA Foundation when duly appointed.

In the absence or incapacitation of the Chair, the Vice Chair will function as Chair of the Trustees.

C. Committees

1) The Executive Committee of the Board of Trustees shall consist of the officers of the Board. The Executive Committee shall manage interim affairs of the Foundation with powers as delegated by the Board of Trustees.

2) The Board of Trustees may appoint other committees as it deems necessary.

D. Relationship to ADSA Board of Directors: Trustees of the ADSA Foundation shall function independently of the ADSA Board of Directors, provided all actions of the Trustees conform to the ADSA Bylaws. The Board of Trustees shall communicate effectively and frequently with the ADSA Board of Directors and with the ADSA Annual Meeting Program Committee.

E. Operations: The Trustees shall perform those functions necessary to (1) affect contributions to the ADSA Foundation sufficient to fulfill the purposes of the ADSA Foundation, (2) provide funds for educational programs and for other activities consistent with the purposes of the ADSA Foundation, and (3) ensure that funds are used for the approved activities. The Trustees shall report annually on activities of the ADSA Foundation to the Board of Directors of ADSA.

V. Patron Members and Donors

a. Patrons shall be those firms or organizations that contribute at least $100 to the ADSA Foundation.

b. Donors shall be those individuals that contribute at least $25 to the ADSA Foundation.

c. Patrons and Donors shall be recognized annually in the year donations are made and in the manner determined by the Trustees of the ADSA Foundation.

VI. Meetings:

a. Frequency and Purpose: The ADSA Foundation Board of Trustees shall meet as necessary to conduct business of the Foundation. One meeting shall be held at the time of the ADSA Annual Meeting. Two specific purposes of that meeting shall be (1) to assess results of expenditures of funds
for the current educational program and (2) to propose a budget of Foundation funds for use by the ADSA Program Committee and other eligible committees during the next year.

b. *Quorum*: A quorum shall consist of four Trustees. Foundation business may be conducted by majority vote, if in-person or by teleconference.

c. *Electronic voting*: Voting by any electronic means shall require an affirmative vote of all Trustees entitled to vote.

d. *Reimbursement of Expenses*: ADSA Foundation funds may be used for reimbursement of reasonable and necessary expenses of ADSA Foundation Trustees in attendance at meetings provided no other sources of funds exist to reimburse expenses.

VII. Use of Funds:

A. The ADSA Foundation shall prudently invest unrestricted contributions made to it and shall not spend more than 5% of the investment balance at December 31 of the preceding year to support calendar year activities of the Foundation, excluding expenditures for Foundation activities that generate revenue. Initiatives approved by the Foundation Trustees that are expected to result in exceeding the 5% spending limit, on a net expense basis for the initiatives, shall be presented to the ADSA Board of Directors for approval. Initiatives that will span more than one year will be presented for ADSA Board approval one time.

B. The Board of Trustees shall authorize, out of the income of the ADSA Foundation, the payment of such incidental expenses as may become necessary. No member of the Board of Trustees shall receive any salary for his or herservices.

VIII. Amendment of Bylaws: These Bylaws may be amended by two-thirds vote of the ADSA members present and voting at the Annual Business Meeting of ADSA, provided written notice has been published in the *Journal of Dairy Science* at least two months prior to the annual meeting or notice has been sent in writing to all ADSA members at least two weeks prior to the annual meeting, or by two-thirds vote of ADSA members responding to an email ballot.

IX. Dissolution or Liquidation: In the event dissolution of the Foundation becomes desirable, the Board of Trustees shall adopt a resolution recommending dissolution of the Foundation to the ADSA Board of Directors, who, upon approval, will recommend dissolution and un-designation of the Foundation designated fund to the voting members of ADSA. A copy of such resolution shall be emailed to each voting member not less than thirty days nor more than sixty days before the ballots are to be counted. The resolution to dissolve the Foundation and un-designate the Foundation designated fund will become effective provided a minimum of 25% of the voting membership votes on the proposed resolution, and affirmative vote by two-thirds of those voting shall be necessary for its approval. Upon voting member approval of dissolution of the Foundation, the ADSA Board shall act to un-designate the Foundation fund.

Constitution and Bylaws of the Graduate Student Division of the American Dairy Science Association

ARTICLE I
Name

The name of this division shall be the Graduate Student Division of ADSA.

ARTICLE II
Purpose

Purpose of the organization shall be to provide professional development and networking opportunities; offer programs, including novel opportunities at meetings and through online environments to enhance communication skills of graduate students; work closely with ADSA to develop leaders for ADSA and the dairy industry; promote scholarship and relationships among graduate students throughout the world; and to foster continued membership in ADSA beyond the student experience.

ARTICLE III
Membership

The Graduate Student Division shall consist of graduate students from anywhere in the world who are certified by a Professional Member as regularly enrolled graduate students who do not hold full-time positions at the time of application for, or annual renewal of, Graduate Student membership dues.

ARTICLE IV
Officers and Graduate Student Division Advisory Council

Section 1. The officers of this Division shall be President, Vice President, Secretary, and Treasurer. These officers shall be elected by a majority vote of those members of the Graduate Student Division voting, for a term of one year. The Vice President shall serve one year and shall succeed to the presidency at the expiration of the President’s term of office, and shall alternate between Dairy Foods and Dairy Production. The Secretary (voting) and Treasurer (nonvoting) shall alternate between Dairy Foods and Dairy Production, and each may be elected to serve a second term. Officer terms of office shall begin at the time of their installation during the national convention. If no national convention is held, officer terms of office shall begin on July 1.

Section 2. The Graduate Student Advisory Council shall consist of the officers and two Graduate Student Division Directors, one from Dairy Foods and one from Dairy Production. Directors (both voting) shall be elected for a one-year term, and may be elected to serve a second one-year term. The Advisory Council serves to create the program and activities for the Graduate Student Division and advise the Graduate Student Division and ADSA Board, as needed. The Advisory Council shall constitute the Executive Committee. The Executive Committee shall transact the business of the Division. A majority of the voting officers of the Advisory Council shall constitute a quorum.

Section 3. Election Procedures.

a) The President of the Graduate Student Division shall instruct the Secretary to procure pertinent biographical information for nominees for each office. Biographical sketches shall be posted to an electronic voting site.

b) Members shall cast their votes electronically via the electronic voting site.
c) Officers and Directors shall be determined by majority vote of the members voting.
d) The ballots shall be counted by the Association’s office staff and reported to the President. A tie vote shall be broken by the Advisory Council.

ARTICLE V
Ratification and Amendments

Section 1. This Constitution, when ratified, shall direct all proceedings and activities of this division.

Section 2. This Constitution shall be ratified when it has been approved by electronic vote with at least two-thirds vote of those graduate students voting.

Section 3. This Constitution may be amended by electronic vote with at least two-thirds vote of the Graduate Students Division members voting, provided that the proposed amendment has been submitted in writing by the Secretary of the Graduate Student Division at least 60 days prior to the start of electronic voting; further provided that all amendments are subject to prior approval by the ADSA Board of Directors.

Ratified and adopted at the inaugural Annual Business Meeting of the Graduate Student Division, July 11, 2011.