

**CONSTITUTION**  
**UGALLA Lifelong Learning Association at UGA**

**Preamble**

*We the members of the UGALLA Lifelong Learning Association at UGA, and subscribing to the regulations and policies of the University of Georgia, establish this Constitution to govern the matters within our organization.*

**ARTICLE I: Name**

The name of this organization or association is the Lifelong Learning Association at UGA (UGALLA), hereafter referred to as UGALLA.

**ARTICLE II: Mission**

The mission of UGALLA is to provide a communication network and support system for students interested in adult education and lifelong learning; to facilitate social and professional interaction among lifelong learners; and to support adjunct learning experiences such as seminars, field trips, workshops, and leadership opportunities.

**ARTICLE III: Membership**

**a. Types of membership**

- 1) Active membership shall be open to University of Georgia students, faculty, staff members, alumni, and community members. Active student members have full voting rights, may hold leadership positions on the UGALLA board, and are eligible to apply for travel funding. All may belong to the UGALLA listserv and other communication networks, may receive UGALLA newsletters, and may attend UGALLA events.
- 2) Sustaining membership shall be open to former UGALLA members and other persons interested in lifelong learning who wish to maintain a limited affiliation. Sustaining members have no voting rights, are not permitted to hold a leadership position on the UGALLA board, and may not apply for travel funding. They may, however, belong to the UGALLA listserv and other communication networks, may receive UGALLA newsletters, and may attend UGALLA events.

**b. Qualifications**

- 1) All active and sustaining members must affirm that they are interested in lifelong learning.
- 2) All active and sustaining members must affirm that they will follow all UGA and Board of Regents policies and local, state, and national laws.
- 3) All members must affirm that they are in good standing with the University of Georgia.

**c. Method of application**

- 1) All students enrolled in the Adult Education (Adult Ed), Human Resource & Organization Development (HROD), Qualitative Research (QUAL) and Educational Administration and Policy (EDAP) programs in the Department of Lifelong Education, Administration & Policy at the University of Georgia will be eligible members of UGALLA. Said students may choose to opt out of membership in UGALLA.
- 2) Membership data forms will be required for all members.
- 3) Data forms will be made available by, collected by, and maintained by the Secretary.

#### **ARTICLE IV: Non-Discrimination**

A. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

However, religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

B. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). *Title VI* of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. *Title IX* states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance

#### **ARTICLE V: Officers**

##### **a. Organizational structure**

- 1) The UGALLA Executive Committee will consist of the President, Vice President, Treasurer, Secretary, and Committee Chairs.
- 2) UGALLA will strive to have diverse representation on its board.
- 3) Committees will consist of Communications Chair, Social/Lecture Chair, Retreat Chair, Symposium Chair, and others as needed.
- 4) Ad hoc committees will be created by the president with the approval of the executive committee. Ad hoc committees will be formed in special cases as required.

##### **b. The Executive Committee of this organization shall consist of:**

###### **1) President**

The President is elected to hold office for a one-year academic term and is eligible for re-election. The President shall work closely with the UGALLA board. The President shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Be currently enrolled as a master's or doctoral student in the Department of Lifelong Education, Administration, and Policy within the Adult Ed/HROD programs
- b) Have a minimum of one semester of experience in the Adult Ed/HROD program at UGA and be an active member of UGALLA before running for office
- c) Understand university policies and procedures related to student organizations
- d) Convey university policies and procedures related to student organizations to officers and members
- e) Call and officiate meetings
- f) Focus on strategic planning and set meeting agendas and organizational priorities with input from the UGALLA board and membership
- g) Cast tie-breaking votes when necessary
- h) Work with Vice President to develop relationships within the UGA community and the Athens community
- i) Represent UGALLA at university and community meetings
- j) Delegate responsibilities as needed to other officers and members
- k) Coordinate evaluation efforts of the organization
- l) Maintain knowledge of the organization and personal commitment to its goals and objectives

**2) Vice President**

The Vice President is elected to hold office for a one-year term and is eligible for re-election. The Vice President shall work closely with the President and be ready to assume the presidency under circumstances set forth in the UGALLA bylaws. The Vice President shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Be currently enrolled as a master's or doctoral student in the Department of Lifelong Education, Administration, and Policy within the Adult Education or Human & Organizational Resource Development programs
- b) Work with President to develop strategic plan, meeting agendas, and organizational priorities
- c) Work with President to develop relationships within the UGA community and the Athens community
- d) Coordinate the activities of Committee Chairs to ensure communication among the chairs
- e) Be available to work with Committee Chairs to ensure progress toward a common goal
- f) Special projects as assigned by the President or Faculty Advisor
- g) Attend UGALLA board meetings
- h) Preside over meetings in the President's stead

- i) Assume responsibilities of President under circumstances set forth in the UGALLA bylaws
- j) Maintain knowledge of the organization and personal commitment to its goals and objectives

**3) Treasurer**

The Treasurer is elected to hold office for a one-year term and is eligible for re-election. The Treasurer shall maintain financial records of the organization, providing regular financial accounting to the UGALLA board, annually to the general membership, and other times as needed. The Treasurer shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Be currently enrolled as a master's or doctoral student in the Department of Lifelong Education, Administration, and Policy within the Adult Education or Human & Organizational Resource Development programs
- b) Attend UGALLA board meetings
- c) Work with College of Education staff and UGALLA board to develop and submit annual budget
- d) Understand financial accounting for nonprofit organizations and UGA student organizations
- e) Convey financial policies and procedures related to university student organizations to UGALLA board
- f) Convene the nominating committee for election of officers, unless the Treasurer is planning to run for an officer position
- g) Oversee annual membership enrollment
- h) Collect and deposit organization funds
- i) Provide an update on UGALLA's financial status at every general meeting
- j) Be responsible for reimbursement of expenses from UGALLA funds
- k) Other duties as necessary to manage and administrate the finances of UGALLA
- l) Maintain knowledge of the organization and personal commitment to its goals and objectives

**4) Secretary**

The Secretary is elected to hold office for a one-year term and is eligible for re-election. The Secretary shall maintain historical records of the organization, including but not limited to membership data forms, meeting minutes, planning timelines, and official UGA documents. The Secretary shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Be currently enrolled as a master's or doctoral student in the Department of Lifelong Education, Administration, and Policy within the Adult Education or Human & Organizational Resource Development programs
- b) Maintain membership database
- c) Attend UGALLA board meetings
- d) Record and publish meeting minutes
- e) Maintain UGALLA and UGALLAEXEC listservs
- f) Represent UGALLA at campus and community meetings as needed
- g) Maintain knowledge of the organization and personal commitment to its goals and objectives

**5) Executive Committee Member-at-Large**

The Executive Committee Member-at-Large is elected to hold office for a one-year term and is eligible for re-election. The Executive Committee Member-at-Large shall serve as a liaison among international students, minority students, and UGALLA board. The Executive Committee Member-at-Large shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Be currently enrolled as a master's or doctoral student in the Department of Lifelong Education, Administration, and Policy within the Adult Education or Human & Organizational Resource Development programs
- b) Represent UGALLA at meetings of international and minority students in the Adult Ed/HROD program
- c) Stay abreast of what international student associations and minority student associations are doing across campus
- d) Stay abreast of international scholars and students visiting the Adult Ed/HROD program
- e) Facilitate interaction between UGALLA members and visiting scholars/students, including writing notes and hosting events to welcome the scholars/students
- f) Help to ease the transition of international students and minority students to the Adult Ed/HROD program, UGA, Athens, and the U.S.
- g) Work with the UGALLA board on initiatives related to mentoring and social activities

**c. The Committee Chairs of this organization shall consist of:**

**1) Communications Chair**

The Communications Chair is appointed to hold office for a one-year term and is eligible for re-election. The Communications Chair shall facilitate communications and public relations of the organization. The Communications Officer shall work with UGA persons and administration in compliance with UGA club regulations, and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Coordinate activities of the Communications Committee
- b) Attend UGALLA board meetings
- c) Work with UGALLA board to develop goals, communication strategies, and other ideas for communications and public relations
- d) Assist with communications within and beyond the organization
- e) Help to create posters, handouts, brochures, and newsletters for the organization
- f) Maintain records of communications strategies implemented, suggestions for communications strategies not implemented, and contacts for future reference
- g) Maintain knowledge of the organization and personal commitment to its goals and objectives

**2) Social/Lecture Chair**

The Social/Lecture Chair is appointed to hold office for a one-year term and is eligible for re-election. The Social/Lecture Chair shall coordinate social events and lectures, including but not limited to meet-and-greets, fall and spring parties, and invited lecturers. The Social/Lecture Chair shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Coordinate activities of the Social/Lecture Committee
- b) Attend UGALLA board meetings
- c) Work with UGALLA board to develop ideas for social events and lectures to invite to speak with UGALLA members
- d) Take into consideration the diverse membership—especially in regard to local and commuting students and students’ familial and work obligations—when planning activities
- e) Manage scheduling and implementation of social events and lectures
- f) Maintain records of social activities and lectures implemented, suggestions for activities not implemented, and contacts for future reference
- g) Maintain knowledge of the organization and personal commitment to its goals and objectives

**3) Fall Retreat Chair**

The Retreat Chair is appointed to hold office for a one-year term and is eligible for re-election. The Retreat Chair shall coordinate the annual Fall Retreat for Adult Education/HROD students and faculty. The Retreat Chair shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Coordinate activities of the Fall Retreat Committee
- b) Attend UGALLA board meetings
- c) Work with UGALLA board and Adult Education/HROD faculty to develop agenda and other aspects of the Fall Retreat

- d) Manage coordination and implementation of the Fall Retreat
- e) Maintain records of Fall Retreat activities implemented, suggestions for activities not implemented, and contacts for future reference
- f) Maintain knowledge of the organization and personal commitment to its goals and objectives

**4) Winter Symposium Chair**

The Symposium Chair is appointed to hold office for a one-year term and is eligible for re-election. The Symposium Chair shall work with Adult Education/HROD faculty coordinate the annual winter research symposium for Adult Education/HROD students. The Retreat Chair shall work with UGA persons and administration in compliance with UGA club regulations and shall represent the organization at university meetings as required by UGA club regulations.

Requirements:

- a) Coordinate activities of the Symposium Committee
- b) Attend UGALLA board meetings
- c) Serve as the liaison between UGALLA and the Adult Education/HROD faculty
- d) Work with Adult Education/HROD faculty and the UGA to coordinate and implement the winter research symposium as needed
- e) Maintain records of winter research symposium activities implemented, suggestions for activities not implemented, and contacts for future reference
- f) Maintain knowledge of the organization and personal commitment to its goals and objectives

**d. Past President**

- 1) The President shall become Past President upon expiration of the presidential term. If the President is re-elected for additional terms, the President will become Past President at the conclusion of the last presidential term.
- 2) The Past President shall remain in contact with the UGALLA board for one year to provide institutional knowledge, continuity, and guidance to the board.
- 3) The Past President may fulfill responsibilities remotely through electronic communication.
- 4) The Past President shall have no voting rights beyond those of a regular active member.

**e. Qualifications for office**

- 1) Officers must be students in the Adult Education or Human Resources and Organizational Development programs at the University of Georgia.
- 2) Officers must be able to serve a full one-year term.
- 3) Officers must be in good academic standing.
- 4) Officers must agree to abide by Adult Education/HROD program standards.

**f. Terms of office**

- 1) The term of office is June 1 through May 31.

- 2) Outgoing officers will end their terms and incoming officers will begin their terms by May 31.
- 3) The swearing-in ceremony will take place after the last social of the spring semester.

**g. Term limits**

There are no term limits.

**h. Election of Officers**

- 1) Executive Committee members (President, Vice President, Treasurer, Secretary, and Executive Member-at-Large) will be elected by UGALLA members.
- 2) Election is by a majority of voters.
- 3) Votes can be electronic.
- 4) Presidential candidates will be responsible for choosing a Vice Presidential running mate for their ticket.
- 5) Candidates for Treasurer, Secretary, and Executive Member-at-Large will run independently.
- 6) The outgoing Treasurer will appoint a nominating committee and will organize a town hall meeting by February 15 to introduce UGALLA members to the candidates running for the Executive Committee, unless the Treasurer is running for office in the upcoming election cycle.
- 7) If the Treasurer will be running for office during the upcoming election cycle, a Nominating Committee Chair will be appointed by a majority vote of the UGALLA board.
- 8) Election of Executive Committee members will take place by March 1 every year.
- 9) Chairs of standing committees will be appointed by the Executive Committee by April 15. The Executive Committee may appoint committee chairs at any time during the year as needed, however.
- 10) In the event that elections do not take place accordingly, the past president the past president and executive committee members who are current students shall appoint officers to vacant positions, only to be held until the next election cycle.
- 11) Ad hoc committees may be formed and disbanded by the Executive Committee as needed.

**i. Provisions for removal**

- 1) Executive Committee members may be removed if they do not uphold UGA/Board of Regents policies, if they lose good standing in their academic program, or if they receive a vote of no confidence by two-thirds of the UGALLA board.
- 2) Committee Chairs may be removed from office mid-term by a two-thirds vote of the Executive Committee.
- 3) The removal process may be initiated by a UGALLA board member.

**j. Provisions for officer vacancies**

In the event of an officer vacancy, the UGALLA board will appoint a replacement to serve until the next scheduled election. The replacement officer must be approved of by a majority vote by UGALLA board members. The UGALLA advisor may advise/counsel in this process.

## **ARTICLE VI: Meetings**

### **a. Meeting times**

- 1) President shall schedule two mandatory meetings for Executive Committee, Committee Chairs, and faculty advisor per fall and spring semester.
- 2) President shall establish meeting dates and times with input from the UGALLA board.
- 3) Chairs may call meetings of their committee as needed.

### **b. Notification of upcoming meetings**

Meetings will be publicized by the President, with assistance from additional board members if necessary, so that any UGALLA member or Adult Education/HROD faculty may attend.

### **c. Quorum**

- 1) A quorum of the UGALLA board shall consist of 50 percent of the UGALLA board plus one.
- 2) A quorum of a committee shall consist of 50 percent of committee members plus one.

### **d. Authority to call meetings**

- 1) President has authority to call meetings of the UGALLA board.
- 2) Committee Chairs have authority to call meetings of their committee as needed.

## **ARTICLE VII: Amendments**

The constitution may be amended by a vote of two-thirds of voters. Voting on amendments may be electronic or in person.

## **ARTICLE VIII: Advisors**

### **a. Appointment of faculty advisor**

- 1) The faculty advisor shall be appointed by mutual agreement between the advisor and a majority of the joint outgoing and incoming UGALLA boards.
- 2) Appointment of the faculty advisor shall take place by the end of spring semester for the coming fiscal year.

### **b. Term of office**

The faculty advisor shall serve a two-year, renewable term.

### **c. Co-advising**

If two faculty members would like to serve as the UGALLA faculty advisor, co-advising will be permitted.

### **d. Duties of the faculty advisor**

- 1) The faculty advisor shall provide mentoring of executive officers and committee chairs in the form of:

- a) Knowledge about the department to inform decisions
  - b) Help in understanding departmental politics
  - c) Constructive and developmental feedback
  - d) Identification and access to professional development opportunities
  - e) Volunteering to support UGALLA activities, including co-chairing committees as needed
- 2) The faculty advisor shall facilitate communication between UGALLA and Adult Education/HROD faculty by:
    - a) Communicating with UGALLA executive officers and committee chairs.
    - b) Representing UGALLA at faculty meetings.
  - 3) The faculty advisor shall attend the two mandatory meetings per semester with executive officers and committee chairs, likely in August, October, January, and March, and will attend additional scheduled meetings as needed, as often as possible.

**e. Voting rights of the faculty advisor**

The faculty advisor is ex-officio.

**f. Removal from office**

The faculty advisor may be removed from office by a two-thirds vote of the UGALLA board.

**BYLAWS**  
**UGALLA Lifelong Learning Association at UGA**

1. **Members' rights, duties, expulsion, and resignation procedure**
  - a. Members have the right to expect UGALLA board members to conduct themselves and the business of the organization in accordance with the highest principles of adult education and human resource and organization development.
  - b. Members are expected to conduct themselves in accordance with the highest principles of adult education and human resource and organization development.
  - c. Members may be expelled for violating UGALLA expectations; UGA/Board of Regents policies; or local, state, or national laws.
  - d. Expulsion shall be decided by a vote of two-thirds of the UGALLA board.
  - e. Members may resign at any time for any reason via written notice presented to the President, Vice President, or Secretary.
  
2. **Method to amend the by-laws**
  - a. The by-laws may be amended by a majority of voters. Time allotment for voting is no less than ten days.
  - b. Voting on amendments may be electronic or in person.
  
3. **Institutional knowledge**
  - a. UGALLA board members will review the state of the UGALLA organizations (finances, activities, plans, etc.) at least once per year during a board meeting.
  - b. Election of Executive Committee members will take place by March 1 every year to allow time for incoming and outgoing officers to meet by the end of March to determine the budget for the following academic year (due March 31).
  - c. An internal Wiki will be created for the UGALLA board to share minutes, budgets, and other documentation (e.g., instructions for event planning) to preserve institutional knowledge.
  
4. **Leadership incentives**

Executive Committee members and Committee Chairs should receive professional benefit as a reward for their time commitment. Some examples include:

  - a. Terry College Nonprofit Management and Community Service Program training
  - b. Participation in additional UGA-sponsored leadership education and activities
  - c. Mentoring from faculty advisor
  
5. **Financial sustainability**
  - a. The annual budget proposal will be based on estimated enrollment of Adult Education/HROD students for the following year.
  - b. UGALLA board members will reevaluate the budget and reprioritize budget items once funding has been allotted by the UGA College of Education for the school year.
  
6. **Links between UGALLA and Adult Education/HROD faculty**
  - a. Faculty advisor will serve as a liaison between Adult Ed/HROD faculty and UGALLA.

- b. One or more Executive Committee members will attend one Adult Ed/HROD faculty meeting per semester, preferably at the beginning of fall and spring semesters, to update faculty about UGALLA (e.g., officers and committee chairs, upcoming events and activities). Executive Committee members will advise the faculty advisor of when they would like to attend and for how long they would like to speak. The meeting schedule is planned a semester in advance.

## **7. Communication channels**

- a. UGALLA board will use the existing UGALLAEXEC listserv for communication among Executive Committee members, Committee Chairs, and faculty advisor.
- b. UGALLA will use the existing UGALLA listserv for communication among all members, including informal postings such as ride shares, babysitting, spontaneous outings, etc.
- c. The Secretary will be responsible for subscribing all UGALLA members for the UGALLA listserv.
- d. Executive Officers will set ground rules for the UGALLA listserv and monitor its use.
- e. The existing Adult Ed listserv will be for formal announcements of UGALLA activities and general information.
- f. All Adult Education/HROD students will be asked if they would like to be subscribed to the UGALLA listserv. They will have the option to decline and/or unsubscribe if they wish.
- g. Feedback and ideas, including suggestions for themes for the following year, will be solicited via the UGALLA website, the UGALLA listserv, and a suggestion box in the lobby of River's Crossing.
- h. A UGALLA newsletter will be created by Communications Chair with assistance from the board and Communications Committee. The newsletter shall be published once per semester. It shall be distributed to UGALLA members and Adult Ed/HROD faculty, staff, and alumni to inform them of UGALLA activities. The newsletter shall include:
  - i. Letters from officers and committee chairs about their experiences in UGALLA will be included.
  - ii. A spotlight article on an alumnus/a of the Adult Education/HROD program will be featured in each newsletter.
  - iii. Primary distribution method will be electronic, but print paper copies will also be printed to display in River's Crossing and for other public relations needs.
- i. A UGALLA blog/website and Facebook page will be maintained with current information.

## **8. Sustainability**

- a. UGALLA board and faculty advisor will maintain a five-year strategic plan and development plan. The faculty advisor will help to facilitate this process.
- b. UGALLA board and faculty advisor will promote discussions of sustainability and succession on a regular basis, including identifying members in the leadership pipeline.

## 9. Activities

- a. Every year a set number of activities will be held. Standard activities will include fall retreat, winter research symposium, and three socials or educational activities per semester.
- b. The theme of these activities (e.g., keynote speakers at orientation retreat and symposium) will be based loosely upon the year's theme that is determined by incoming officers in March of the previous fiscal year. The theme should be sufficiently general to include all areas of Adult Ed/HROD (e.g., "Pass It Forward," "Making a Difference").
- c. Additional activities (e.g., lectures, conference travel, socials for Adult Ed/HROD/UGALLA alumni at conferences, awards) will be planned by standing or ad hoc committees as needed.