

Agricultural Communicators of Tomorrow
Iowa State University Chapter
Constitution and Bylaws

Article I: Organization Name

Section I:

The name of this organization shall be Agricultural Communicators of Tomorrow at Iowa State University

Article II: Purpose & Goals

Section I:

The purpose of this organization shall be: (A) to encourage interest and relationships in agricultural communications; (B) to advance the interchange of ideas among students and faculty and with other ACT chapters; (C) to establish contacts through the organization, along with other communication organizations; (D) to provide professional and academic development for members; and (E) to promote agriculture through communications efforts.

Section II:

Agricultural Communicators of Tomorrow abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Agricultural Communicators of Tomorrow agrees to annually complete President's and Treasurer's Training.

Article III: Membership

Section I:

Membership shall be open to all registered students in good standing at Iowa State University. Iowa State University and Agricultural Communicators of Tomorrow do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, ethnicity, or status as a U.S. Veteran

Section II:

Members in ACT are automatically members of National ACT and are entitled to the privileges and benefits of such affiliation.

Article IV: Officers

Section I:

The ACT officers will consist of the President, Vice President, Secretary, Treasurer, CALS Council Representative, Public Relations Representative and Event Coordinator.

Section II:

- a. The officers' duties include attending all meetings and carrying out their responsibilities.
- b. The President shall preside over all meetings. The president's duties include serving as a liaison to the National ACT and delegating responsibilities.
- c. The Vice President will aid the President and will preside over meetings in the absence of the President. The Vice President's duties include delegating all committee work and organizing a guest speaker for club meetings. The Vice President will take responsibility as the risk

management officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to (name of student organization), [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. events

- d. The Secretary will keep minutes of each meeting and will provide those minutes at the next meeting. The Secretary serves as the club reporter.
- e. The Treasurer will keep an accurate record of all funds that belong to ACT and provide a report at each monthly meeting. The Treasure will coordinate all fund raising activities.
- f. The CALS Council Representative will serve as a liaison between ACT and CALS Council, representing ACT's interests, and will attend all CALS Council meetings.
- g. The Public Relations Representative will aid in communication efforts between the club and its members. The Public Relations Representative is responsible for the web site, and the club's public relations and announcements.
- h. The Event Coordinator will coordinate rooms and food for monthly meetings, handle logistics relating to social and recruitment events, and work with the Campus Organization Account (COA) Office to manage a purchasing card.

Section III:

Regular officers shall serve one calendar year.

Section IV:

Officer terms will be held January-December. Officer elections shall be held at the last regular meeting in the fall semester. The method of election will be by secret ballot, simple majority.

Section V:

- a. If the President's position becomes vacant, the Vice President shall fill the office.
- b. All other offices shall be filled by special election at the first regular meeting following the vacancy. The position will be open to any club member not already holding office.
- c. If an officer is unable to fulfill the responsibilities of the office or needs to be replaced or removed for any reason, all members will vote by secret ballot and will pass with a simple majority vote.

Section VI:

The officers of ACT must meet the following requirements:

- a. Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half time credits) must have been taken for the semester under consideration.
- b. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in section II and section VI.

Article V: Finances

Section I:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours or two business days after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Section II:

Shall the ACT dissolve all funds in the current account will be transferred to Iowa State's AgEdS department.

Section III:

Dues are paid yearly in the amount of \$30 for a year-long membership or \$20 for a single semester. Seventeen (\$17) of the said amount will be paid to National ACT for national membership dues. Dues must be paid before announced fall semester deadline.

Article VI: Statement of Compliance

Section I:

Agricultural Communicators of Tomorrow abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Our Agricultural Communicators of Tomorrow agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Article VII: Adviser

Section I:

The Adviser will be named by the Chair of the Agricultural Education and Studies Department. The duties of the advisor will be to advise the organization, oversee the progress of the organization, and guide the professional environment.

Section II:

The advisor is appointed by the department chairperson. This appointment is on a year to year basis depending on the needs of the department and the needs of the club and the interest of the faculty member. The Adviser will be named at the last meeting of the fall semester each year.

Section III:

Removal of an advisor is voted on by club members and should require the super-majority of two-thirds vote. The person who is impeached may be present during the final vote.

Article VIII: Meetings

Section I:

The time and place of all meetings will be scheduled and announced by the ACT president or secretary. The meetings will be monthly unless situations require more meetings. Quorum shall be set at ½ of active members.

Section II:

The executive team will meet prior to the club meeting to establish the agenda for the club meeting.

Section III:

All meetings shall be conducted according to Roberts Rules of Order.

Article IX: Amendments

Section I:

Amendments to this constitution can be made by a two-thirds vote at a meeting with at least two-thirds of the paid members present. The newly amended constitution will be submitted within 10 days to Student Activities Center for approval.

Section II:

Changes to the bylaws shall require the super-majority of two-thirds at one meeting.

Section III:

Amendments brought to a meeting will be discussed at that first meeting and then tabled until the following business club meeting.

Article X: Bylaws:

Section I:

If a member would like to receive club funding to help him or her attend a regional or national conference, they must be an active member as defined as in Article IV.

Section II:

Ad hoc committees will be created by either the club or at the request of the President to deal with issues as they arise.

Section III:

All officers for the serving year are required to attend the annual awards banquet.

Article IX: Affiliation

Section I:

The ISU ACT will be in direct affiliation with the National ACT and will seek a close relationship with all communications organizations.

Section II:

Agricultural Communicators of Tomorrow abides by and supports established Iowa State University policies, state and federal laws and follows local ordinances and regulations. Agricultural Communicators of Tomorrow agrees to annually complete President's and Treasurer's Training.