

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. Members in ACT are automatically members of National ACT and are entitled to the privileges and benefits of such affiliation. National privileges and benefits will only be available to members who pay their dues before the publicized deadline.

Article IV: Non-Discrimination Statement

Section I:

Iowa State University and *Agricultural Communicators of Tomorrow* do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.

Article V: Officers

Section I:

The ACT officers will consist of the President, Vice President, Secretary, Treasurer, CALS Council Representative, CALS Connections CALS Council Representative, Public Relations Chair and Events 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 with help from fellow officers.
- d. The President will take responsibility as the risk management officer. The Risk Management officer duties are [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- e. The Secretary will keep minutes of each meeting and will provide those minutes at the next meeting. The Secretary will send reminder emails before each meeting. The Secretary will send all announcements to club members via email or GroupMe.
- f. The Treasurer will keep an accurate record of all funds that belong to ACT and provide a report at each monthly meeting. The Treasurer will coordinate all fund-raising activities. The Treasurer will manage the club's purchasing card.
- g. 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.

- h. The CALS Connections CALS Council Representative will serve as a liaison between CALS Connections and CALS Council, representing CALS Connection's interests, and will attend all CALS Council meetings.
- i. The Public Relations Representative will aid in communication efforts between the club and its members. The Public Relations Representative is responsible for social media and public relations.
- j. The Event Coordinator will coordinate rooms and food for monthly meetings, handle logistics relating to social and recruitment events, and complete travel and event authorization to meet University expectations.

Section III:

Regular officers shall serve one calendar year.

Section IV:

Officer terms will be held December - November. Officer elections shall be held at the last regular meeting in the fall semester, which will take place in November. 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. 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.
- b. Have a minimum cumulative grade point average (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, graduate, and professional 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.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section VII:

Officers may be removed through an impeachment process if they fail to meet their responsibilities or violate organization policies. Proceedings may be initiated by a written request from at least two active members stating the reason for removal. Impeachable offenses include failure to perform duties, misuse of funds or resources, and conduct that harms the organization. The accused officer has the right to be present and speak in their defense before a final vote, and removal requires a two-thirds majority vote of active members. If an officer is removed or resigned, the position will be filled by a vote of active members at the next meeting.

Article VI: Committees

Section I:

All members will have the opportunity to join a committee within the club. Members will be responsible for coordinating their preferred committee status with the Vice President. Committees will include CALS Council, Fundraising, and Social.

Section II:

Committee terms will run through the academic year, beginning after the first meeting of the year.

Section II:

- a. The CALS Connections Committee will include three appointed committee positions including appointed editor, assistant editor, and sales lead. Those filling the positions will be appointed annually by the current elected officer team.

- b. The Fundraising Committee will be chaired by two members. Responsibilities will be overseeing all fundraising efforts made by the club.
- c. The Social Committee will be chaired by two members. Responsibilities may include planning pre-chapter meeting socials, seasonal events, and community-building activities.

Article VII: 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 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 \$40 for a year-long membership or \$20 for a single semester. Yearly dues will be paid in the fall semester to adhere to National guidelines. Note while officer terms begin with the calendar year, the dues-paying year will run from August-May. Twenty-five (\$25) of the said amount will be paid to National ACT for national membership dues. Dues must be paid before announced fall semester deadline. If dues are not paid before the announced fall deadline, members forfeit their access to National opportunities and benefits.

Article VIII: 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. Agricultural Communicators of Tomorrow agrees to annually complete President's and Treasurer's Training.

Article IX: 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, the needs of the club, and the interest of the faculty member.

Section III:

An advisor may be removed or replaced if they are unable to fulfill the responsibilities of the position or if a change is determined to be in the best interest of the organization. Any recommendation for removal must be discussed with the department chairperson.

Article X: Meetings

Section I:

The time and place of all meetings will be scheduled and announced by the ACT Secretary and Public Relations Chair. 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 XI: 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 Engagement for approval.

Section II:

In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor. Notification of these changes must be communicated at the next full organizational meeting.

Section III:

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

Section IV:

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

Article XII: 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 dues-paying member as defined 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.

Article XIII: 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.