

# Constitution of The Farm Operation Club

## Revised September, 2010

Farm Operation Club will abide by Iowa State University rules and regulations, state and federal laws.

### Article I Name and Purpose

Section I The name of this organization shall be The Farm Operation Club at Iowa State University. The club shall be affiliated with Postsecondary Agricultural Students of Iowa and the National Postsecondary Agricultural Student Organization.

Section II It shall be the purpose of this organization to provide opportunities for members to develop and enhance the skill and abilities needed to enter and advance in agricultural-related careers as well as develop fellowship among its members. Students broaden their education through speakers, programs, club trips, and other activities

- A. The organization is open to all ISU students but provides Ag Studies students with a means of participation in extra-curricular activities.
- B. The organization shall abide by all University rules and regulations

### Article II - Membership

Section I The Farm Operation Club is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section II The membership dues will be determined by the current Executive Team and will be announced at the first monthly meeting at the beginning of each academic year (August to May). State and National PAS dues are determined by the leadership of these respective organizations. Membership dues are due on or before the October meeting for students joining for the academic year. Students joining in the spring must pay membership dues on or before February meeting to be a member through the end of the academic year. All dues will be paid to The Farm Operation Club, handled by the Treasurer and Membership Chair.

Section III Dues paying members of the Farm Operations Club shall be considered full members of the state PAS organization and are entitled to the privileges and benefits of such affiliation. Dues paying members may also be affiliated with the national PAS organization upon paying national PAS dues and are entitled to the privileges and benefits of such affiliation.

### Article III - Meetings

- Section I There shall be one regular meeting of the Farm Operation Club each month during the regular school year. This meeting will be held on the date most convenient for the members of the club.
- Section II Special meetings may be called by the President whenever:
- A. He/she deems necessary
  - B. He/she is petitioned to do so by twenty-five (25) percent of the members in good standing
- Section III Parliamentary procedure according to Robert's Rules of Order shall be used at all meetings

### Article IV - Officers

- Section I The officers of the club shall be President, Vice President, Secretary, Treasurer, Senior and Junior Representative of the Agriculture Council, Social chairperson, Publicity chairperson, Membership chairperson, Historian and PAS Representative.
- Section II Vacancies in offices below shall be filled as stated:
- A. President. The Vice President shall fill this office.
  - B. The following offices shall be filled by special election at the first regular meeting following the vacancies. They will be open to any club member not already holding an office.
    - i. Vice President
    - ii. Secretary
    - iii. Treasurer
    - iv. Senior Representative to the Ag Council
    - v. Junior Representative to the Ag Council
    - vi. PAS Representative
    - vii. Social Chairperson
    - viii. Publicity Chairperson
    - ix. Membership Chairperson
    - x. Historian
- Section III The Executive Council
- A. The purpose of the Executive Council shall be as follows:
    - i. To prepare for regular club meeting.
    - ii. To receive the reports of the officers and committee heads.
    - iii. To make minor decisions such as the time and places of meetings, and other items of business that will cause the smoother operation of the regular club meeting.
  - B. The Executive Council shall consist of:
    - i. President
    - ii. Vice President

- iii. Secretary
  - iv. Treasurer
  - v. Senior Representative to Ag Council
  - vi. Junior Representative to Ag Council
  - vii. PAS Representative
  - viii. Social Chairperson
  - ix. Publicity Chairperson
  - x. Membership Chairperson
  - xi. Historian
  - xii. Faculty Advisor and Assistant Advisor
  - xiii. The chairpersons of the committees, which are active at the time of the Executive council meeting.
- C. Only the officers of the club shall be allowed to vote at Executive Council meetings.
  - D. Committees should be given as much freedom as possible in developing their program. However, the committee chairpersons should report to the Executive Council each month so there will be agreement on the procedures being followed.

#### Article V - Elections

Section I All officers shall be elected at the last regular meeting of the fall semester.

- A. The Vice President will announce the coming election at each of the two meetings, which precede the election meeting.
- B. Officers shall be elected by the vote of the members. The method of voting shall be the prescribed by the President of the club.
- C. Candidates for a given office shall leave the room at the time of balloting.
- D. President: The Executive Council will nominate from the applications received two candidates minimum for President.
- E. Those not elected shall have the choice to be eligible for other positions.
- F. Nominations for all positions from the floor will be accepted.
- G. Farm Operation club officers shall be elected in the following order: President, Vice President, Secretary, Treasurer, Senior and Junior Ag Representatives to the Agriculture Council, PAS Representative, Social chairperson, Publicity chairperson, Membership chairperson, Historian.
- H. All candidates will give a speech, which shall not exceed two minutes.
- I. Open discussions will be allowed for each candidate.
- J. Candidates must have a cumulative grade point average (GPA) of 2.00 or better.
- K. Club members desiring an office shall complete an officer application form at least one week prior to the election.
- L. Officer applications shall be available for review by Farm Operation Club members for a period of at least one (1) week prior to the time of election.

- M. If there are not enough candidates to fill Executive Council nominations will be taken from the floor.
- N. Only dues paying members of the Farm Operation Club will be allowed to vote.

(a) 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.

(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 (a) and (b)."

## Article VI - Duties of Officers

Section I Duties of club officers shall be as follows:

- A. President
  - i. To preside at all regular meetings.
  - ii. To appoint committees as the need arises.
  - iii. Manage the executive team ISU e-mail list serve.
  - iv. To direct all activities of the club not specifically listed as duties of other officers.
- B. Vice President
  - i. The Vice President shall secure the speaker and send proper acknowledgement to the speaker for his/her services.
  - ii. Assist the President in the execution of his/her duties.
  - iii. To serve as ex-officio member of all committees appointed by the President.
- C. Secretary
  - i. Keep the minutes of Executive Council and regular club meetings.
  - ii. Take care of all correspondence for the club.
  - iii. Keep a file of all minutes from previous years.
  - iv. Inform officers of all meetings.
- D. Treasurer
  - i. Assist Membership Chairperson in collection of dues.
  - ii. Keep an accurate account of financial records, accounts, and prepare a budget.
  - iii. Be responsible for writing all vouchers and the club credit card.
- E. Agricultural Council Representatives
  - i. Attend and represent the Farm Operation club at all council meetings.
  - ii. Give a report on proceedings of the council to the club at each regular meeting.
- F. PAS Representative
  - i. Coordinate club participation and organization for PAS events.
  - ii. Represent the club at state and national PAS events as a delegate
  - iii. Coordinate the request of funds form the College of Agriculture and Life Sciences and from the Department of Ag Education and Studies to help cover the cost off attending PAS events.
- G. Social chairperson
  - i. Plan, supervise, and schedule social events for the club.
  - ii. Shall supervise the annual Banquet committee.
  - iii. Shall chair the VEISHEA committee.

- H. Publicity chairperson
  - i. Publicize the club activities.
  - ii. Inform members and advisors of meeting dates.
  - iii. Coordinate the printing and distribution of the newsletter.
  
- I. Membership chairperson
  - i. Organize membership drive during fall and spring orientation.
  - ii. Keep a complete list of members for each semester.
  - iii. Update and maintain the club ISU e-mail list serve.
  - iv. Determine who is eligible to vote for each election.
  - v. Responsible for the completion and distribution of initiation certificates.
  
- J. Historian
  - i. To enter all club material in the Historian's book in an orderly fashion.
  - ii. To arrange for, or personally take pictures of the members and activities.
  - iii. Update display in Curtiss Hall.
  - iv. Keep web page running and current.
  
- K. Advisor(s)
  - i. Maintain communication with officers and meet with them regularly.
  - ii. Be aware of all financial activities.
  - iii. Ensure the club follows University rules and regulations.
  - iv. Advisors shall be appointed by the Department of Agricultural Education and Studies.

#### Article VII - Standing Committees

- Section I      The Farm Operation Club shall have committees throughout the year.
- A. Banquet Committee
    - i. Work with other clubs from the department of Ag Education and Studies to plan and coordinate the annual banquet, which is held in spring.
  - B. VEISHEA Committee
    - i. Assist the Social Chairperson with the club's social activities.
    - ii. Serve on the VEISHEA food stand committee.
  - C. Other
    - i. The Farm Operation club shall form a committee whenever deemed necessary.

#### Article VIII - Tenure of Office

- Section I      All officers of the club shall hold office for a period of one year. If a leave of absence is necessary, a replacement shall be appointed by the Executive

council and approved by a majority of the members present at the next regular meeting.

- Section II No officer shall serve in the same office two consecutive terms.  
A. Serving for a period of 6 months to a year constitutes a term of office.
- Section III Officers must maintain a minimum GPA of 2.00 in each semester while in office and the semester prior to taking office.
- Section IV Removal of officers:  
A. Any officer who does not maintain the minimum GPA is automatically removed from office  
B. Any officer who is found to be inadequately fulfilling the duties of their elected position or who's actions are deemed inappropriate by the membership, may be removed from office by a 2/3 majority vote at any meeting attended by a quorum of 1/2 the membership of the club. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance.

#### Article IX - Amendments

- Section I The articles of this constitution may be amended by a 2/3 majority at any regular monthly meeting attended by a quorum of 1/2 the membership of students enrolled in full semester courses.  
A. Voting on an amendment shall take place at the first regular monthly meeting after the amendment is introduced and it shall become effective immediately upon passage unless otherwise designated.  
B. All faculty advisors must approve an amendment.
- Section II By-laws of this constitution may be amended in the same manner as an Article except that the passage of amendments by the By-laws shall require only a simple majority of members present at any regular monthly meeting.

#### Article X – Finances

- Section I Pertaining to the club's finances:  
A. 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.  
B. The advisor must approve each expenditure before payment.  
C. Dues shall not exceed \$50.00

## By - Laws

- Section I      Honorary membership
- A. One honorary member may be elected each year.
  - B. This person shall be any outstanding person in the field of agriculture or in related fields who has contributed the most to the members of the Farm Operation Club. He/She may be a member of the faculty, of the College of Agriculture, or related fields
  - C. The honorary member will be selected by vote of the members at a monthly meeting.
  - D. This section shall not be constructed to mean that it is mandatory that an honorary member be selected each year.
- Section II      Outstanding Club Member Awards
- A. Selection for the awards will be based on the member's contribution to the club.
  - B. Five award winners will be selected.
    - i. Freshman
    - ii. Sophomore
    - iii. Junior
    - iv. Senior
    - v. Senior
  - C. Each year The Farm Operation will give out a total of \$1500 in scholarship awards divided among the selected winners.
  - D. All club members are eligible to apply by application.
  - E. Two senior club members and the two acting advisors shall select the freshman, sophomore, and junior award.
  - F. The new executive council and the two acting advisors shall select the two senior awards.
  - G. The awards will be presented at the banquet.
  - H. A plaque shall be placed in the Ag Studies office with names of those who have received the award engraved on it.
    - A. The applicant must be an active member of the Farm Operation Club.
    - B. The applicant must be an active member on one of the Farm Operation Club's committees and /or and officer in the club.
    - C. The applicant must have been active and shown leadership capabilities in the Farm Operation club and other extracurricular organizations.
    - D. The applicant must have a minimum cumulative GPA of 2.5.
    - E. The applicant must be a full-time student carrying at least 12 credit hours at Iowa State University.
    - F. The applicant may not have received a total of more than \$500.00 in scholarships from Iowa State University for the current school year.
    - G. The applicant may not have already received this scholarship.
- Section IV      An Awesome Effort Award shall be given monthly at the regular meeting to a member who has gone above and beyond their duties as a member



- A. The award will consist of a certificate.
- B. Executive Council members are ineligible to be selected.
- C. Selection will take place by the Executive Council.
- D. The award does not have to be given at each meeting.

Amended:

November 11, 1996  
November 8, 2001  
September 11, 2003  
February 21, 2008  
September 23, 2008  
December 9, 2009  
September 10, 2010