

## Article I - Name

Section I. The name of this organization shall be the "Agricultural Systems Technology Club," which is the Student Section of the American Society of Agricultural and Biological Engineers (ASABE) member at Iowa State University.

## Article II - Purposes

Section I. The purposes of this organization shall be to acquaint students, industry, and general public with opportunities in the field of Ag Systems Technology; develop potential leadership and create a spirit of fellowship among members; development of professional attitudes. Ag Systems Technology Club will abide by Iowa State University rules and regulations, state and federal laws

## Article III - Membership

Section I. Active Membership - The active membership of this organization shall consist of, but is not limited to students who are majoring in Agricultural Systems Technology. Membership is open to all students at Iowa State University who are interested in topics discussed within the club. The Ag Systems Technology Club 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. Privileges of Membership - An active member shall be eligible to vote at all meetings of the Club. An active member may receive reduced rates for designated club activities. Active members are required to participate in community service activities as well as club fundraising activities in lieu of club dues.

## Article IV - Officers

Section I. Officer Eligibility- is dependent on the following statements:

(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).

Section II. Officer Positions - The officers of the Agricultural Systems Technology Club shall be: president, vice-president, treasurer, secretary, three special projects chairs, historian, senior representative to Agriculture Council, junior representative to Agriculture Council, and an ASABE student representative. These officers shall also be referred to as the Executive Council.

#### Section II. Duties of the Officers

Paragraph A. Duties of the president - The president shall prepare agendas for and preside at all meetings of the Club, call and preside at special meetings, and appoint all committees not otherwise provided for. He/she shall preside at meetings of the executive council.

Paragraph B. Duties of the vice-president - The vice-president shall act as program chairperson and assume all duties of the president in the president's absence. The vice president shall be responsible for coordinating the arrangement of speakers at meetings, organizing club trips, and for the overall supervision and coordination of committee assignments.

Paragraph C. Duties of the secretary - The secretary shall keep minutes of all meetings of the Club and the executive cabinet and keep any other records the Club may desire. The secretary will also be responsible for the Association of Equipment Manufacturers (AEM) Report. The secretary shall read or summarize the minutes of the previous regular club meeting at each regular club meeting. The secretary shall keep all required meeting attendance records.

Paragraph D. Duties of the treasurer - The treasurer shall develop a club budget and keep an accurate record of all income and expenditures of the organization. The treasurer shall make regular financial reports to the Club.

Paragraph E. Duties of the special projects chairs - The special projects chairs shall organize community service activities as well as club fundraising activities.

Paragraph F. Duties of the historian - The historian shall compile a historical record complete with pictures, if possible, of the activities of the Club during his/her term of office. It shall be his/her duty to submit any desired material concerning the Club for possible honors should this occur.

Paragraph G. Duties of the Agriculture Council Representatives - The Agriculture Council representatives shall represent this organization and its members to the best of their knowledge and ability while serving as the communication link between the Club and the College of Agriculture Council.

Paragraph H. Duties of the ASABE Representative – The ASABE representative shall represent the club at all possible ASABE club meetings and report back to the club.

Section III. Officer Reports - In addition to the above duties, each officer shall be required to submit an oral report outlining the activities they have completed since the previous meeting to the club at the start of the following meeting.

Section IV. Officer Terms - The term of office shall be for one year. Election of all officers shall be during fall semester at a time designated by the cabinet in office and announced at least one meeting in advance. New officers shall take office at the next meeting following their election.

Section V. Officer Removal - Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

## Article V - Meetings

Section I. Number of Meetings - Meetings shall be held on a biweekly basis while school is in session.

Section II. Meeting Logistics – The specific time, location, and agenda for each meeting shall be determined by Exec.

## Article VI - Finance

Section I. Financial Transactions - All finances of the Club shall be handled jointly by the Club's treasurer and advisor in accordance with Iowa State University Campus Organizations' policies.

Section II. Financial Account - 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 Adviser to this organization must approve and sign each expenditure before payment.

Section III. Dues – In lieu of dues, members are required to participate in community service activities as well as club fundraising activities.

#### Article VII - Amendments and By-Laws

Section I. Constitutional Changes - Amendments to this constitution may be proposed by the executive cabinet or by a majority of members in attendance. A proposed amendment must be read at one meeting and ratified by a two-thirds majority of all members in attendance at the following meeting. If the proposed amendment is not ratified, it is considered dead and must be repropose before it can be voted upon again for ratification. The addition of by-laws and revision thereof may be made by a majority vote of all active members present at the meeting.

#### Article VIII - Club Advisors

Section I. 'Club' Advisor - The Club shall have at least one 'Club Advisor' who is a faculty member of instructor rank or above, who is employed on at least a half-time permanent basis by the University, and who is a faculty member in the Department of Agricultural and Biosystems Engineering.

Section II. 'Club' Advisor Elections - Club Advisors shall serve at the discretion of the members. 'Club Advisor' candidates may be nominated by either the membership or the executive cabinet. A two-thirds majority vote of members present at any meeting is required to add or remove 'Club Advisors'. A majority vote of members present at any meeting is required once every three years to retain a current 'Club' Advisor.

Section III. 'Club' Advisor Duties - Duties and responsibilities of 'Club Advisors' shall be consistent with ISU Campus Organizations' policies. More specific duties may be assigned to the advisors if mutually agreed to by the advisors and by the executive cabinet.

Section IV. 'Club' Advisor Removal - Advisers may be removed from office by  $\frac{3}{4}$  vote of the officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The Adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance.

#### Article IX - Committees

Section I. Committees – Committees shall be established on a need basis by the special projects chairs.

Section II. Committee Duties – Committee duties will be outlined by the special projects chair establishing said committee.

Section IV. Committee Chair Selection - The special projects chairs shall appoint committee chairs and have the authority to remove committee chairs for inability or failure to perform their duties or for noncompliance with requirements of the position.

#### Article X - Officer and Committee Chair Qualifications

Section I. The requirements of all officers and committee chairs are that they 1) be in good academic standing and 2) be enrolled as a fulltime student at Iowa State University for the entire term they are to serve.

## **BY-LAWS**

Article 1. The procedure for nominating and electing officer candidates may be proposed by the executive cabinet or by one-half of the members. A proposed nominating and election procedure must be read and ratified by at least two-thirds of the members present at the meeting preceding the officer election meeting.

Article 2. Voting for officers shall be by secret ballot unless circumstances necessitate other means of voting. A change in this procedure requires a two-thirds vote of members present. A majority vote of members present shall determine the election of officers. Officers can be removed from office by a two-thirds majority vote of a quorum of members. There shall be no voting by proxy. All candidates must meet the officer qualifications.

Article 3. To fill a vacancy in any cabinet position that may occur during the year, the president may call a special election to be conducted during a regular Club meeting. Exec shall specify the specific election procedures to be followed in these cases.

Article 4. The rules contained in Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the constitution.

Article 5. A quorum shall consist of one-fourth of the active membership.

Article 6. Regular meetings shall be held twice a month during the school year at a date set by the executive council.