

**CONSTITUTION**  
**of the**  
**Iowa Student Branch**  
**of the**  
**AMERICAN SOCIETY OF AGRICULTURAL and BIOLOGICAL**  
**ENGINEERS**

**Article I – Name**

1. The name of this organization will be the Iowa Student Branch of the American Society of Agricultural and Biological Engineers (ASABE), and will be located at Iowa State University, Ames, Iowa. The student organization hereafter be referred to as the Branch.

**Article II – Purpose**

1. It will be the object of the Branch to promote directly and indirectly the interests of the students in agricultural and biosystems engineering, particularly as these interests relate to their professional advancement and to the parent society, ASABE.

**Article III – Statements of Compliance**

1. The Branch abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Branch agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

2. This constitution, and any by-laws or rules adopted in its connection, will not oppose the rules, regulations, and policies of the ASABE, which pertain to its student branches. A copy of the constitution will be available on the Branch website for all members to view.

**Article IV - Non-Discrimination Statement**

1. Iowa State University and the Branch 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, gender identity, or status as a U.S Veteran.

### **Article V – Membership**

1. Membership is open to any student enrolled at Iowa State University who has paid dues to the Branch.

2. Dues will not be lower than the amount required for national student membership in the American Society of Agricultural and Biological Engineers. Dues will not be higher than double the national student membership amount.

3. Members of the Branch who have violated the Branch's bylaws, or who are guilty of conduct unbecoming of a member, may be expelled by a two-thirds vote of the members of the Branch present at a regular or special business meeting. The member who is under review has the opportunity to defend themselves orally or in writing before the vote is conducted.

### **Article VI – Risk Management**

1. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Branch, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

### **Article VII – Officers**

1. The officers of the Branch will be President, Vice President, Treasurer, Secretary, Engineering Student Council (ESC) Representative, College of Agriculture and Life Sciences (CALs) Council Representative, Sergeant-at-Arms, Historian, Grillmaster, Public Relations Representative, Webmaster, and Recruitment Representative.

2. The President will preside at all meetings when present; shall assume active leadership of the Branch; act as the liaison between the Department of Agricultural and Biosystems Engineering, ASABE headquarters and the Branch; have the power to call special meetings; and perform other customary duties of the office. He/She will be a non-voting member of the Branch.

3. The Vice President will serve as the Risk Management officer for the Branch, as provided in Article V Section 1. He/She will preside over meetings in the absence of the President; prepare programs for the Branch meetings; and be responsible for sending letters of invitation and appreciation to guest speakers.
4. The Treasurer will collect and receive all dues, fees, and other money due to the Branch. He/She will properly care for such monies and upon proper authorization pay them out to meet the obligations of the Branch. He/She will keep financial records and accounts of all such money. The record will be subject to the rules of Iowa State University, which govern student organizations, and will be kept open for inspection by any member or college authority.
5. The Secretary will keep the attendance, minutes, and other official records of the Branch. He/She will be responsible for sending out the minutes from the prior meeting, the tentative agenda for the upcoming meeting before every regular meeting or special meeting and general communication between the Executive Council and the members of the Branch.
6. The Representatives to the ESC and CALS Councils will meet the qualifications required by these respective councils. These individuals will report pertinent information from his/her respective council to Branch members at any regular or special Branch meeting.
7. The Sergeant-at-Arms will be in charge of making arrangements for refreshments served at all events.
8. The Historian will collect, and hold in good faith, member resumes to compile a resume book as requested by the Executive Council. He/She will also be responsible for writing the Branch AEM Report each year.
9. The Grillmaster coordinates the operation of a grill owned by the Student Branch at Branch events or in conjunction with outside parties as requested. He/She will maintain the grill in good working condition to make it representative of a professional society.
10. The Public Relations Representative has the responsibility of promoting the Branch's public image. He/She will design and order appropriate marketing materials, such as apparel, flyers, and hallway displays, as seen fit by the Executive Council.
11. The Webmaster will monitor and update the online presence of the Branch. This includes any applicable social media accounts and/or websites.
12. The Recruitment Representative's focus is to recruit new members as incoming and transfer students as well as students already at Iowa State University interested in joining a club. They also hold the responsibility of assisting new students with their transition and ensuring their involvement in the Branch.

## **Article VIII – Advisors**

1. The advisors will be the official representatives between the Branch and the Iowa State University Department of Agricultural and Biosystems Engineering. They will counsel officers, members, and committees of the Branch. They will be members of the ASABE in good standing and can serve this position at his/her leisure while he/she is at Iowa State University. The Executive Council will appoint an advisor from a compiled list of candidates as needed. The Branch will have two faculty advisors. Faculty Advisors are not subject to the same dues as student members.

## **Article IX – Committees**

1. Standing committees of the Branch will include: Community Service Committee, Events Committee, Fundraising Committee, and Social Committee. These committees will each have at least one committee chairperson, with the potential for more as the Executive Council sees fit.

2. The Community Service Committee has the duty to find opportunities for the Branch to participate in activities that benefit the community and organize events accordingly.

3. The Events Committee will handle all Branch events that include travel. This may include organizing industry trips and ASABE Midwest Regional Rally.

4. The Fundraising Committee will continually search for ways to help raise funds for the Branch. This may be done with annual events or the development of new fundraisers each year.

5. The Social Committee has the responsibility for organizing social events within the Branch and with other organizations. These events should function as team-building and networking events.

6. Special committees of the Branch will be created/dissolved following proper discussion of and majority vote of the Executive Council of the Branch. To create a new committee, there must be substantial evidence of a need for their existence and purpose for their actions and activities. A committee will be dissolved if there is substantial evidence their function is no longer needed or required by the Branch and a majority vote by the Executive Council.

7. The committees will be comprised of volunteers from the Branch.

## **Article X – Elections and Installations**

1. All officers of the Branch will be members of the Branch who are in good standing and have been enrolled at Iowa State University for two full semesters before assuming office. A candidate for President must be one whose term of office will fall in his/her junior or senior year. Good standing is defined as stated below:

- 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). "be a separate officer and can be listed under another officer's duties.

2. Officers will be elected at the third-to-last meeting in the Spring Semester to serve for one year, or if the office is vacated. If a Special Election is deemed necessary by the Executive Council, all Branch membership must be notified at least one week in advance of the election. All elections will follow the procedures outlined in Article X, Paragraph 9.

3. Faculty Advisors will be appointed by the Executive Council as outlined in Article VIII, Paragraph 1.

4. Committee chairperson(s) will be appointed by a majority vote of the Executive Council at the Executive Council meeting immediately following officer elections.

5. New officers will be installed following their election, at the last meeting in the Spring Semester. The retiring President, emphasizing the aims and ideals of the Branch, will conduct a proper installation ceremony.

6. Officer-elects shall read the constitution at the first Executive Council meeting following elections.

7. Candidates running for an office who are not elected may be allowed to run for the next office being voted on. Candidates will be voted on in the order provided in Article VII, Paragraph 1, starting with the President.

8. Officer nominations shall take place at the regular business meeting one meeting prior to the elections meeting. Voting will take place at the next regular meeting after nominations have been closed by a simple majority vote.

9. A majority is needed to elect a candidate. If a majority can not be reached, a run-off of the two highest vote getters will take place. If the run-off candidates tie, the President will cast the deciding vote.

10. Any member of the Executive Council, for conduct unbecoming of his/her position, may be removed by a two-thirds majority of the members of the Branch present and voting at a regular meeting, but only after specific charges in the form of a petition signed by two-thirds of members has been filed with the Secretary. The offending officer must be given an opportunity to be heard in their own defense, either orally or in writing, prior to the vote. If the President is charged, the Vice President will preside.

## **Article XI – Meetings**

1. The Executive Council will decide at the beginning of each semester when to hold meetings. A minimum of two scheduled meetings or activities will take place each month during the school year. This schedule will hold true except during University breaks, dead weeks, final exam weeks, or when so changed by the Executive Council.

2. The Executive Council shall meet prior to the regular Branch meeting so that the regular meeting can be handled more efficiently.

3. A regular meeting agenda will be distributed at least one day prior to the meeting and will include the planned business and program for the coming meeting and other items of student interest by the Secretary as provided by Article VII, Paragraph 5.

4. The Executive Council may postpone regular meetings or call special meetings when in their judgment such action is to the best interests of the Branch.

## **Article XII – Finances**

1. 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.

2. The Branch will have the authority to buy, maintain, operate, and sell properties subject to the limitations prescribed by Iowa State University and ASABE.

### **Article XIII – Miscellaneous**

1. The Executive Council will consist of the officers as provided in Article VII, the advisors as provided in Article VIII, and the committee chairs as provided in Article IX. Two-thirds of the Executive Council will constitute a quorum for the transaction of business. The advisors will be non-voting members of the Executive Council. They may act at once on any business of an urgent nature.

2. This Constitution will become effective when it has been adopted by a two-thirds vote of the members present at any regular or special meeting. Amendments may be adopted in the same manner.

3. The Constitution may be revised only if three-fourths of the members present at any regular meeting approve.

4. Any officer elected prior to the revision of the Constitution shall not be removed from office for violating provisions discussed in Article VII.

5. This copy was retyped on November 29, 1962, from a revised copy of an October 21, 1959 printing.

6. This copy was retyped on September 12, 2008 from a revised copy of a November 29, 1962 printing.

7. This copy was retyped on January 30, 2018 from a revised copy of a September 12, 2008 printing.

8. This copy was retyped on March 24, 2019 from a revised copy of a January 30, 2018 printing.

9. Constitution amendments required by the Iowa State University Student Activities Center to keep the Branch compliant as a Student Organization may be approved and added to the constitution via an alternative process. This process will require the President, Vice President, Treasurer, and Secretary to approve of the changes and bring the changes to at least one club advisor. This special condition will not require the amendment to pass the requirements listed in Article XII, Section 3.