

Article I - Name

Section I. The name of this organization shall be the "Agricultural Systems Technology Club at Iowa State University."

Article II - Purposes

Section I. The purposes of this organization shall be to acquaint students, industry, and the general public with opportunities in the field of agricultural systems technology, develop potential leadership, create a spirit of fellowship among members, and develop professional attitudes. Agricultural Systems Technology Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Agricultural Systems Technology Club agrees to annually complete President's and Treasurer's Training.

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. Iowa State University and Agricultural Systems Technology Club 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.

Section II. Privileges of Membership - An active member is eligible to vote at all club meetings and may receive reduced rates for designated club activities. In lieu of club dues, we ask that active members participate in community service activities and club fundraising activities.

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, Publicity and Apparel Chair, College of Agriculture and Life Sciences Council Senior Representative, College of Agriculture and Life Sciences Council Junior Representative, Service Day Chair, and Refreshments Chair. 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 club meetings, call and preside at special meetings, and appoint all committees not otherwise provided for. He/she shall also preside at meetings of the executive council. The president shall also coordinate with the ABE department to ensure members are knowledgeable about department events, including ASABE meetings. The president will also:

[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).

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 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 Publicity and Apparel Chair – The Publicity and Apparel Chair shall design and coordinate the production of club apparel. They also manage publicity efforts, including creating promotional materials and campaigns to increase awareness and engagement with the club's activities.

Paragraph F. Duties of the Service Day Chair - The service day chair shall organize fundraising activities like service days each semester: snow blower service days in the fall and lawn mower service days in the spring.

Paragraph G. Duties of the College of Agriculture and Life Sciences 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. The representative must attend the council meetings.

Paragraph H. Duties of the Refreshments Chair - The Refreshments Chair is responsible for organizing and managing food and beverages for club meetings and events. They ensure refreshments are bought, served, and aligned with members' preferences and dietary needs.

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 November of the fall semester at a time 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 2/3 vote of the general membership if actions are deemed inappropriate by the membership such

as failing to abide by their duties, failure to attend meetings, or failure to abide by Iowa State University policies. The officer is permitted to speak before the general membership about the charges made concerning his/her performance. The officer is not permitted to participate or be present in the deliberation or final vote of the general membership 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, active 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 2/3 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. The amended constitution or by-laws must be submitted to Student Engagement within 10 days of ratification.

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 2/3 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 2/3 vote 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. Advisor appointment procedures follow that of the Club Advisor general election section.

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 vice president establishing said committee.

Section IV. Committee Chair Selection - The vice president 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 any member. A proposed nominating and election procedure must be read and ratified by at least 2/3 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 2/3 vote of members present. A majority vote of members present shall determine the election of officers. Officers can be removed from office by a 2/3 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. The president shall inform the general membership about the special election one meeting prior to the election occurring. This election will follow the procedures as described in the general election clause.

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 2/3 of the active membership.

Article 6. Regular meetings shall be held every other week during the school year at a date set by the executive council.