

ASABE CA/NV Student Rally Planning Committee Update

Date: July 7, 2019

Progress Summary

Rally Progress Overview

Various ASABE regions, such as the Midwest and Southeast regions, hold annual Student Rallies. They are typically 2 day events, occurring over a weekend, where students from various ASABE chapters and sections gather together at a host University. These events are highly attended and serve as an excellent opportunity for students and faculty to showcase their departments, develop leadership skills, recruit, network, and educate and prepare students for ASABE related professions.

The ASABE CA/NV Section began the process of organizing a Student Rally back in July 2018. The idea was pitched by two officers, Tyler Barzee and Ferisca Putri, who previously were part of the Southeast and Midwest regions, before joining UC Davis as graduate students. The idea of the rally was discussed at the ASABE AIM in Detroit, MI (July 29-Aug 1, 2018) and then again at the ASABE CA/NV Annual Business Meeting in Tulare, CA (Feb 13, 2019). Planning for the rally was done in various officer meetings in 2018-2019 and the Section finally applied for ASABE Initiative funding in March 2019. Funding was approved in May 2019 for \$30,000 of which, \$20,000 was allocated to the first year's rally and \$10,000 is to be spent for the second year rally contingent on securing sponsorship in the amount of 50% of the first year's budget.

Since May, a Student Rally Committee has been established along with 7 subcommittees: Student Executive, Programming, Event Logistics & Space Reservation, Registration & Engagement, Budget, Sponsorship, and Governing Documents. The Committee met for its first meeting on May 30th and then a conference call was setup with Lacy Parrish from North Carolina State to gain insight from her experience planning this year's Southeast Regional Student Rally.

Subcommittee members have been or are in the process of being finalized. Work towards the goals of each subcommittee has begun. This document provides an overview of progress on the rally thus far and a timeline of events of how we got here.

If you are interested in working on the Student Rally Planning Committee, please contact Hossein Edalati (ahedalati@gmail.com) or Tyler Barzee (tjbarzee@ucdavis.edu).

Timeline Events

July 12, 2018: Officer's Meeting

- Idea of organizing a Section Student Rally first mentioned.
- Officers Ferisca Putri and Tyler Barzee introduced the idea of organizing a Student Rally having both experienced them during undergrad at University of Illinois, Urbana Champagne and Clemson University, respectively.

July 31st, 2018: Joint UCD-ASABE CA/NV Luncheon at ASABE AIM in Detroit, MI

- ASABE CA/NV members from UC Davis and CalPoly San Louis Obispo discussed the idea of having a Section Student Rally during a luncheon at the ASABE Annual International Meeting in Detroit, MI.

Sep 10, 2018: Officer's Meeting

- Officer's discussed next steps in bringing the ASABE CA/NV Student Rally to fruition.
- Programming and logistics were discussed. Sample content from Southeast and Midwest ASABE Regions were shared with the Officer's team to get a better idea of what the Student Rally is, it's purpose, and logistics surrounding the event.

Jan 16, 2019: Officer's Meeting

- Officer's discussed presenting information about the Student Rally before Section members at the Annual Business meeting in Tulare, CA of Feb 13th.

February 13, 2019: Annual Business Meeting

- Tyler Barzee provided a 5 minute presentation about Student Rally's in other ASABE Sections and the goal of organizing Student Rally's in our section.

February 21, 2019: Officer's Meeting

- Officer's discussed taking the next steps in making the Student Rally happen by applying to either ASABE E-06 or Initiative Funding and putting together a proposal application. UC Davis BAE Dept Chair, Dr. Jenkins had given verbal approval to host the first Rally at UC Davis. Officers discussed section of the proposal and made plans to submit the Initiative Fund application by the March 1st deadline.

Feb 21 - March 1, 2019: ASABE CA/NV Student Rally Proposal

- ASABE CA/NV put together Student Rally proposal. Proposal was submitted on 3/1/19.
- [Copy of Proposal](#)

May 9, 2019: ASABE CA/NV Student Rally Proposal Accepted

- The Student Rally Proposal was by ASABE BOT for \$30,000 over 2 years with \$20,000 in funding for the first year and \$10,000 for the second year contingent on demonstrating sponsorship in the second year in the amount of 50% of the first year's budget.

May 30, 2019: 1st Rally Meeting

- First rally committee meeting was held including ASABE CA/NV Officers, UCD BAE Dept Head, Dr. Bryan Jenkins, CalPoly SLO BRAE Dept Head, Dr. Peter Livingston, and others. 7 Rally subcommittees created. Plans were made to finalize subcommittee appointments by July and to begin work on Rally organizing.

June 5, 2019: Meeting with Lacy Parrish to discuss Southeast Region Student Rally

- Meeting with Lacy Parrish from North Carolina State to gain insight and discuss her experience organizing the Southeast Region Rally at NC State in 2019.
- Lacy provided a tremendous amount of institutional knowledge from everything about budget, to planning, programming, and logistics.

Subcommittee Update

In order to streamline the planning process, seven subcommittee categories have been identified to encompass all major tasks. The section has identified members to lead each subcommittee as well as four to six committee members consisting of students, faculty, and industry engineers.

The seven subcommittees are:

1. Student Executive
2. Programming
3. Event Logistics and Space Reservation
4. Registration and Engagement
5. Budget
6. Sponsorship
7. Governing Documents.

Appendix 1. Draft Year 1 ASABE CA/NV Student Rally Schedules

Year 1 (2019-2020 Academic Year)

Host: UC Davis (Finalized, see letter of support from UC Davis BAE Department Chair, Dr. Bryan Jenkins)

Dates: Under consideration, pending approval from schools. Student Rally will take place over 3 days. Five proposed dates identified below, with preferred date of MLK Jr. Weekend in bold.

1. Veteran's Day Weekend (Nov 9-11, 2019)
2. Winter Break (3 consecutive days, Dec 21, 2019-Jan 5, 2020)
3. **MLK Jr. Weekend (Jan 18-20, 2020)**
4. President's Day Weekend (Feb 15-17, 2020)
5. Memorial Day Weekend (May 23-25, 2020)

Schedule: Students will arrive in the early afternoon of Day 1 and meet up for a half day of activities. Day 2 will feature a full day of programming, followed by a half day on Day 3, after which students will return home.

Day 1

3:00 PM UC Davis Campus and BAE Dept Tours

Tour of the UC Davis campus and Bio & Agricultural Engineering Department labs and research facilities lead by local students.

6:00 PM Dinner Break

Dinner break. Students leave campus to go have dinner at one of the local eateries.

7:30 PM Student Rally Opening Ceremony

Ice breakers, brief motivational speech, and an overview of the Rally's upcoming events. Participants will have an opportunity to discuss why they chose to join ASABE, what they hope to get out of the Student Rally, and what they can contribute to the next day and half worth of events.

Day 2

8:30 AM Breakfast and Business Meeting

Students will return to campus for breakfast, provided by the host, followed by the inaugural Student Rally Business Meeting. Part of the meeting will be development and approval of a

governing structure, bylaws, and elect student officers. To make proper headway on these tasks, section officers will facilitate these activities. Samples of other Student Section bylaws and governing structure should be provided to student attendees prior to coming to the Rally. Students will discuss provisions within the bylaws and reach consensus regarding those bylaws and leadership structure. Participants will also share their experiences and discuss activities in their respective chapter as a means by which “to compare notes.” This way students can return to their respective chapters with new ideas and energy.

11:00 AM Engineering Design Competition

Members form multi-chapter teams and will be tasked with an engineering problem. This fun, stimulating activity will promote networking of members from different chapters. It will also promote teamwork, leadership, problem solving skills and challenge students to use their knowledge, creativity, and ingenuity.

1:00 PM Catered Seated Lunch and Keynote Speech

Lunch provided by the Student Rally host followed by a keynote speaker (TBD) to speak on the importance of leadership in building an organization.

2:30 PM Design Competition Judging

The Engineering teams’ designs will be judged by a panel of judges representing the various chapters.

3:30 PM Tours

Tours will be chosen from a list of sites provided below. Potential tour sites include local industry, ag businesses, museums, and historical sites. Following tours, students may return to Davis for dinner and informal socializing.

Day 3

10:00 AM Breakfast and Business Meeting

Governing structure and responsibilities of officers will be reviewed. Officers will be nominated and elected, which will be an opportunity to shape the following Student Rally’s programming and to affect change within the section. Bylaws will also be finalized and approved.

Potential Site Tours:

- Micke Grove Park, Lodi (ASABE Historic Landmark)
- Ag Industrial Manufacturing, Lodi
- Genentech, Vacaville
- Solano Irrigation District, Vacaville OR Monticello Dam (Lake Berryessa), Winters

- UC Davis Biodigester, Davis
- CA Agriculture Museum, Home of Heidrick Tractor Collection, Woodland
- Western Center for Ag Equipment & Tech, Davis (ASABE Historic Landmark)
- Basalite Concrete Products, Dixon
- Banks Integration Group, Vacaville
- Dairy, Elk Grove
- California Museum (Cesar Chavez), Sacramento
- Blue Diamond Almonds, Sacramento
- Lockeford USDA NRCS Plant Materials Center, Lockeford

Appendix 2. Sample Bylaws from 2013 Southeast Section

BYLAWS OF THE SOUTHEASTERN REGION COUNCIL OF PREPROFESSIONALS OF THE AMERICAN SOCIETY OF AGRICULTURAL & BIOLOGICAL ENGINEERS

(Revised 1990, 1998, 1999, 2004, 2010, 2011, 2013)

Article I Name and Purpose Object

Section 1 The name of this organization shall be the Southeastern Region Council of Pre-Professionals of the American Society of Agricultural & Biological Engineers.

Section 2 The parent society of this organization shall be the American Society of Agricultural & Biological Engineers.

Section 3 The purpose of the Council shall be to promote the interest of the Southeastern Region student branches as they relate (a) to the professional advancement of agricultural, biological, and biosystems engineering students and (b) to the parent society.

Section 4 The Council shall be governed by these bylaws, which shall be in harmony with the rules, regulations, and policies of the parent society, the American Society of Agricultural & Biological Engineers (ASABE) pertaining to student branches.

Article II Membership

Section 1 Membership in this Council may consist of two kinds – regular members and associate members.

Section 2 Regular members shall consist of the nationally recognized student branches of the ASABE Southeastern Region from Auburn University, Clemson University, Florida A&M University, Mississippi State University, North Carolina Agricultural & Technical State University, North Carolina State University, University of Florida, The University of Georgia, University of Kentucky, The University of Tennessee, Virginia Polytechnic Institute and State University, University of Arkansas, Louisiana State University, Texas A&M University, and Oklahoma State University.

Section 3 Associate members shall be any branch consisting of any organization which does not possess full qualifications for regular membership but which the Council wishes to honor with such membership.

Section 4 All chapters shall pay dues of one hundred dollars (\$100.00) per year to the student branch hosting the region rally to be considered an active member in the Council. Branch membership dues will be used to underwrite Rally expenses incurred by the host branch. Dues shall be paid by January first of each calendar year. Any excess money remaining after all debts incurred from hosting the annual rally have been reconciled shall be transferred to the next host branch sooner than 60 days following rally.

Section 5 The rights of regular members are pending based on participation in ASABE Southeastern Regional Council sanctioned events (annual rally business meeting, etc). In order for a student branch to be considered in "good standing" any members in attendance at the current rally must participate in all activities and pay Rally dues, or any members that have provided a letter of good intent, explicitly explaining their position on issues as provided by the Executive Council and have paid annual membership dues. This shall constitute "good standing."

Section 6 Regular members in "good standing" shall have full rights consisting of voting privileges, holding of offices, and hosting of the annual rally. All other regular members, members in "poor standing," can have the status of "good standing" reinstated only with a majority vote of the Executive Council, upon which they will be granted rights of "good standing" members.

Article III Officers and Their Elections

Section 1 Officers of the council shall be President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 2 The officers shall perform the duties prescribed by these bylaws and the parliamentary authority of the organization.

a. The President shall preside at all meetings, when present, and shall appoint committees not otherwise provided for in these bylaws, or by action of the Council at any meeting. The president shall serve as the chair of the Rally Committee. The President shall conduct the annual business meeting. The Office of the President shall maintain a record of the bylaws of the organization, meeting minutes, financial statements, and other Executive Committee documents. The President will also serve as a liaison to the parent society on behalf of the Executive Committee.

b. The Vice-President shall preside at meetings in the absence of the President. The Vice-President shall fill any vacancy in the office of the President. The Vice-President shall

serve as the primary communicator between the Executive Committee and the member branches. The Vice-President will maintain a current list of contact information for each branch.

c. The Secretary shall be responsible for keeping a record of minutes from all meetings held by the Executive Committee and the annual business meeting.

d. The Treasurer shall be responsible for collecting branch membership dues and reviewing the rally budget report. The Treasurer shall also collaborate with the President for fundraising and sponsorship events related to the Rally.

e. The Parliamentarian shall be responsible for correct parliamentary procedure in conducting business meetings.

Section 3 Requirements to hold the offices of this organization:

a. All officers shall be current members of the American Society of Agricultural & Biological Engineers student branch at their respective institutions and current Pre-professional/student members of ASABE.

a. The President shall be at least an academic junior during the time of Rally. Prior to the annual business meeting, a student wishing to run for the office of President shall have their branch's department head and the upcoming year's student branch advisor sign a letter of endorsement on departmental/university letter head. The letter should state the student's name, the name of the upcoming year's advisor and a willingness to host the annual rally and serve as the Regional Advisor.

Vice-President shall be at least an academic junior during the time of Rally.

d. The Secretary, Treasurer, and Parliamentarian shall be at least academic sophomores during the time of Rally.

e. A single student branch shall not be entitled to hold more than two of the five offices total in the Council.

f. A member of the same student branch shall not hold the Office of the President for two consecutive years.

- g. All officers must maintain good academic and disciplinary standing at their respective institutions throughout their term of office.
- h. The term of office shall be one year, with a new Executive Committee being installed at the conclusion of each annual business meeting.

Section 4 Officers shall be elected at the Annual Meeting of the Council.

- a. The official delegates from each regular member of the organization shall be entitled to nominate and vote for the officers.
- b. In the event that a regular member is only able to send one delegate, the branch may nominate that delegate for an office with a letter to the President.
- c. All nominees must be present at the meeting to be eligible for office or submit a written letter in good faith as to the desire to hold a regional office.
- d. All elected officers are required to attend the following rally and annual business meeting during his/her term of office.
- e. The election of officers shall be by secret ballot in the following order: President, Vice-President, Secretary, Treasurer, and Parliamentarian.
- f. A majority vote is required to elect a candidate to any office. In the event that no one candidate receives a majority vote, a second vote must be taken between the top two candidates.

Section 5 Should an officer be unable to fulfill their responsibilities, the Executive Committee shall contact the runner-up from the election and offer them the vacant position. If the runner-up declines the offer, the Executive Committee shall solicit nominations from the regular members. The nomination shall consist of a one page essay describing the candidate's, qualifications, past experiences, and other relevant information. The Executive Committee shall select the new officer from these essays.

If the president is no longer able or willing to complete their responsibilities, the vice-president will become the new president and the Executive Council will vote on whether or not the Rally should be hosted at the prior president's university. A representative from the current hosting branch should be present for this vote to speak on behalf of the current chapter.

If the quorum vote is “no,” the new president and chapter advisor should be prepared to take on the responsibility of hosting the Rally at their own university.

Section 6 The President, Vice-President, Secretary, Treasurer, and Parliamentarian shall constitute the Executive Committee of the Council, of which the President of the International Pre-Professional Community (IPC) of the American Society of Agricultural & Biological Engineers shall be an ex-officio member.

Section 7 A quorum shall consist of three members of the Executive Committee of the Council.

Section 8 All officers of the Executive Committee keep a logbook of their activities during their year in office. The Rally Committee shall also keep a logbook including a three page reflection written by the President after the annual rally. The reflection should include what worked well, what did not work well, and suggestions for the succeeding officers and hosting institution. These logbooks along with the current Bylaws, meeting minutes, financial statements, branch contact information, newly elected officer’s contact information, and other Executive Committee and Rally Committee documents shall be sent, in an electronic form, to all the advisors and department heads of the regular members. All regular members should retain a copy of these documents in an archive. A written copy shall also be sent to the next year’s hosting institution. This responsibility shall be completed within 60 days following the annual rally. Each regular member’s president shall serve as the primary point of contact between the Southeastern Region Council Vice-President and his/her respective student branch. A Report of Executive Committee activities shall be made on a quarterly basis.

Article IV Meetings

Section 1 The Southeastern Region Council of Pre-Professionals shall hold at least one business meeting during the annual rally.

Section 2 The annual rally will take place at the academic institution of the President. The Executive Committee will determine the time of the next rally.

Section 3 The Executive Committee shall meet regularly prior to each year’s annual business meeting to prepare the agenda for the annual business meeting and any other business that needs to be resolved. When necessary, the Executive Committee may call a vote between meetings.

Section 4 The program for rally shall be prepared by the host chapter in collaboration with the Executive Committee. The president shall appoint members from the hosting institution to serve on the Rally Committee. The Rally Committee will assist the President in preparation for and hosting of the rally.

Section 5 Each regular member of the Council in 'good standing' will be represented by two official delegates, who shall be elected at any regular or special meeting of their branch.

Section 6 In the absence of either or both delegates of a regular member, the branch may submit an absentee vote in the form of a letter of good intent prior to annual business meeting for officer elections and any other business which they have been previously notified will be introduced.

Section 7 The branch that is hosting rally may charge a registration fee on a per person basis. A budget report on the uses of this fee shall be submitted to the Executive Committee.

Article V Approval and Amendments

Section 1 These bylaws shall become ratified and amended by a two-thirds vote of the delegates at the annual business meeting, provided that the proposal has been sent to all member branches at least two weeks prior to the annual rally.

Section 2 These bylaws shall be reviewed at least every three years by a constitutional committee. Each regular member's President shall serve on the Constitution Committee. The President will serve as the chair of the Constitution Committee.

Article VI Activities and Awards

Section 1 The Southeastern Region Council of Pre-Professionals shall annually award the "Outstanding ASABE Student Branch in the Southeastern Region Award" at the annual business meeting of the Council.

Section 2 The recipient of the Outstanding Student Branch Award shall be selected by a vote of the delegate body during the annual business meeting after each regular member has had the opportunity to make a presentation about their branch's activities.

Article VII Regional Advisor

Section 1 The American Society of Agricultural & Biological Engineers Student Engineering or Mechanization Branch advisor of the current Southeastern Region Council President shall also serve as the Southeastern Region Rally Advisor.

Section 2 The Region Advisor shall assist in coordinating undergraduate students in preparing for the rally and acting as a contact person for visiting schools.

Article VII Parliamentary Authority

Section 1 The rules contained in the current version of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws, the rules of the parent society, and any special rules of order the organization may adopt.

Section 2 The officers should be elected in the following order: President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 3 During the elections, if there are more than two candidates running for the same office, each student branch receives one additional vote.