

ASABE Initiative Fund

Proposal for

Initiating a California/Nevada Section ASABE Student Rally

Initiating Body: ASABE CA/NV Rally Organizing/Planning Committee

Primary Contact Person: Tyler Barzee & the CA/NV Officer Team

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Submission Date: March 1, 2019

Please submit in PDF format as an attachment to an e-mail to ASABE Executive Director Darrin Drollinger at InitiativeFund@asabe.org. His reply e-mail will serve as an acknowledgment of receipt of the proposal.

I. Purpose

The ASABE CA/NV Section is planning an inaugural Student Rally event. The first two Rallies have been tentatively scheduled for January 2020 and January 2021. We are requesting funding (\$20k for the first year, \$10k for the second year) to support the Rally as the section and planning committee develops it and makes it into a self-sustaining event. The Student Rally is a mainstay of many other ASABE sections such as the Southeast and Midwest sections. It is an enriching experience and provides students with opportunities to:

- (1) Take on positions of leadership;
- (2) Network with other students and members at different levels in their careers;
- (3) See and experience other schools; and
- (4) Visit local agricultural and biological museums, research laboratories and facilities, companies, and other interesting sites.

We foresee that the Rally will help our section with:

- (1) Promoting student growth within sections;
- (2) Expansion of our section to new schools;
- (3) Member retention by providing early exposure to the society;
- (4) Advocating professional licensure to students;
- (5) Networking amongst members;
- (6) Educating students about career and educational opportunities;
- (7) Enabling hosts to showcase their institution to prospective students, and
- (8) Cultivating future section and society leaders.

Initiative funds will be used to subsidize the cost of attendance, to ensure a low-cost, high attendance event that will create enthusiasm, collaboration, and momentum for future Rallies and the section.

II. Needs/Problems Addressed

Problem/impact: Lack of early student engagement. The CA/NV section faces a challenge in engaging student members effectively, which has contributed to low member retention (Figure 1). Subsequently, students do not remain active members for long because they do not see the value in membership. This has stunted section growth in terms of membership, activity, and leadership development. Our section's main activities are a bimonthly newsletter and an annual business meeting, held in Tulare, CA in conjunction with the World Ag Expo. Currently, the only in-person, organized form of student engagement done by the section, is the poster competition, which takes place at the annual meeting.

Lack of proper engagement lead to low retention. More than 50% of active membership in the Section is made up of people who joined in the last 10 years (Figure 1a), while only one quarter of the members who joined 3 years ago have remained active members (Figure 1b). *This indicates that many of our members are young and most are not retained in the section beyond a few years.*

Other section challenges. We have a diverse section (Appendix 5, list of current ASABE CA/NV chapters). Three of our chapters (Butte, Hartnell, and Modesto Junior College) participate regularly but are at 2-year institutions. A few of our

departments are relatively young and growing such as UC Merced, established in 2005. In some chapters, potential student members are not concentrated in a single department (e.g. Fresno State). Also, some chapters are affiliated with departments that are not traditionally specific to ASABE (e.g. “Department of Industrial Technology” at Fresno State, “Department of Physics and Engineering” at CSU Bakersfield, and “Mechanical Engineering” at UC Merced).

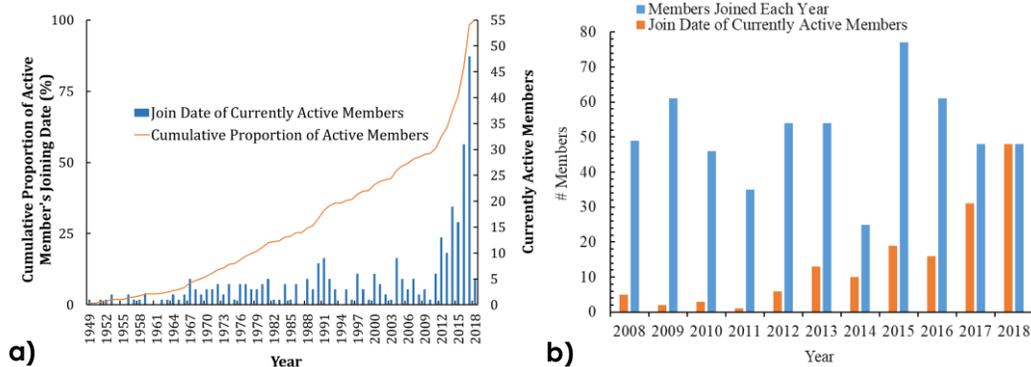


Figure 1. (a) Current Section Membership by Year Joined 1949-2019 and (b) Active Member Retention Based on their Joining Date 2008-2018

Length of time problem has existed. Our section has not hosted a popular event aside from the annual business meeting since the 1980s when an annual District meeting was offered. While the current annual business meeting is a well-attended event, due to logistical reasons and an overlap of attendee membership types (pre-professional and professional), it is not practical to incorporate further student programming. The section needs a student specific event.

Addressing the problem: Student Rally as a method of student engagement. Various ASABE regions, such as the Midwest and Southeast Districts, hold annual Student Rallies. 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. *To our knowledge, no similar event has ever taken place in the CA/NV Section.* Initiating a separate event in the form of a self-sustaining section Student Rally would add great value to student membership in ASABE in our section. This annual event would work to improve inter- and intra- department ASABE chapter relations as well as increase ASABE student membership, retention, and share of pre-professional members that continue to full membership.

Addresses need to engage members early to improve retention - There is a need to increase internal programming to demonstrate the value of ASABE membership to student members to aid in recruitment and retention. Considering the young membership, this is an opportune time to pursue the development of activities such as Student Rallies that have potential to heavily influence the section's newest members. It is critical to demonstrate the value of ASABE membership to students as strongly and rapidly as possible to favor retention and continued growth of the section. Moreover, Student Rallies strengthen the section from the foundation by establishing a mechanism to network across the student clubs

within the section; provide a direct interface between students, academia, and industry; and lead in-person demonstrations of the unique characteristics and value present in each academic department.

While the overall structure or attendance estimate of the CA/NV Section Student Rally has not been finalized, other sections (such as the SE) have annual student participation of up to 100 students (Figure 2). The governing structure is normally composed of a student-led officer team that is democratically elected during a business meeting. The President and Vice President are students of the department chosen for the next year's Rally. As detailed further in Appendix 3b, the Rally usually consists of organized programming across 2-3 days that typically includes field, industry, campus, and lab tours; an ASABE Business Meeting; a short Student Design Competition; and Guest/Keynote speakers (Figure 3). UC Davis has now agreed to host the first Rally, with Cal Poly SLO having expressed interest in hosting the subsequent year's Rally.



Figure 2. Participants of 2014 ASABE SE Region Rally at Auburn University



Figure 3. ASABE Student Rally Examples of (from left to right, top to bottom) the student business meeting, a field tour, a student team design activity, a NASA keynote speaker, and a lab tour

Other initiatives underway to address the problem. Other initiatives in the past year to help address our section's limited student engagement have been to:

- (1) Encourage more student, and more regular and widespread chapter involvement in the bimonthly newsletter;
- (2) Make a more concerted effort to connect students and industry by adding 'Industry update' and 'Job Posting' sections in the Bimonthly Update (newsletter) as well as creating a 'Job Posting' page on our website;
- (3) Organize a section luncheon at AIM in Detroit, MI;
- (4) Expand sponsorship base by reaching out to section members in industry and to alumni in industry to become ASABE members and sponsors;
- (5) Elect section officers from more chapters and from industry, and to give students greater leadership roles.

III. Anticipated Results

The long-term goal of this initiative is to implement an annual CA/NV Section Student Rally with a wide reach across the section that offers valuable networking, professional development, and educational opportunities for section's students and other members. The specific Objectives of the initiative are to:

1. Develop a self-sustaining governing structure for CA/NV Section Rallies and a framework for organizing them.
2. Engage with local ASABE-affiliated industries to obtain sponsorship and networking opportunities for students.
3. Initiate an inaugural, and second annual, CA/NV Section Student Rally at participating universities.

Success of Objective 1 will be measured by the production and subsequent revision of a set of proposed governing documents (Constitution and Bylaws) for CA/NV Student Rallies. The documents will be offered for ratification at the inaugural Rally and, if successful, accepted as a suitable framework for the Rallies. The documents should then be revised as necessary and proposed for ratification at the subsequent year's Rally. Governing documents from the two known sections that currently implement annual Student Rallies (Midwest and Southeast) will be requested for reference (see Appendix 2 for sample Bylaws).

Success of Objective 2 will be measured by the successful attainment of at least two industry sponsors for the first Student Rally and four for the second Student Rally. The Rally Organizing/Planning Committees will work with the sponsors to deliver keynote speeches, site tours, and/or professional-development services for the inaugural Rally. The sponsorship will be used to subsidize the cost of lodging, meals, and/or transportation for Rally participants.

Success of Objective 3 will be measured by successful implementation of two inaugural Rallies at participating institutions in the section. Specifically, a successful Rally will be considered one where at least five representatives from each institution in the section are in attendance and where a new Rally Organizing Officer team is elected for the planning of the subsequent event.

IV. Alignment to Society Objectives and Strategic Priorities

This Initiative is directly related to several ASABE objectives and priorities including:

- ASABE Objective 1 – by “encouraging association of agricultural, food, and biological engineers among themselves and with allied scientists and technologies for the mutual exchange of knowledge and experience”.

The proposed Initiative seeks to establish a formal structure by which students in ASABE-affiliated academic departments can network among themselves and with leaders from academia and industry.

- ASABE Strategic Goal 3 – by “Demonstrating the value of membership to members and potential members” and “broaden opportunities and relationships among those who work in the agricultural and biological engineering profession”.

The proposed Initiative would substantially increase the value of ASABE membership for students in the CA/NV Section. The Rally program will introduce students to local peers and colleagues and function as a venue for graduate school and industry recruitment. In this manner, although the Rally is aimed towards students, local academies and industries will also benefit from the increased opportunity for face-to-face interactions. Success towards this goal will be demonstrated over time by increased numbers of new pre-professional members as well as an increased number of student members that transition to full membership as a result of the valuable experiences that the section offered them.

- ASABE Strategic Goal 5 – by “Providing an inclusive culture that values diversity”, “Providing a range of opportunities for engagement during all career stages across academia, industry, and government”, and “Promoting building relationships among members”.

The proposed Initiative will welcome students and professionals of all demographics to participate in the proposed activities. Moreover, the Rally will be designed to encourage cross-pollination among members of different schools to facilitate diversity in perspectives shared amongst the participants. The Rally will serve as an additional, and more specific, engagement opportunity for students and professionals compared to our annual ASABE CA/NV meeting. For the student participants, the Rally will serve to build inter-campus relationships through the specific programming opportunities offered during the Rally as well as the opportunity to work with student organizing officers from across the section towards planning the next year's event. Success for this goal is expected to be demonstrated by an increase in the number of participants at CA/NV Section meetings as well as an increase in the number and retention of student members within the section due to excitement and interest in the event.

V. Timetable

The proposed event timetable is provided below. Planning is currently underway. Several potential dates, conducive to students at both quarter and semester-based schools in our section, have been identified with a Student Rally Event tentatively schedule to take place on MLK Jr. Weekend in January 2020 and 2021.

- **Apr 2018:** Formed Section Student Rally Organizing/Planning Committee
- **May-Sep 2018:** Pitched idea at ASABE AIM to section department chairs and began stimulating interest in the concept including cursory commitment from UC Davis to host the first Rally and from Cal Poly SLO to hold the second
- **Oct 2018:** Began planning and soliciting feedback throughout section
- **Feb 2019:** Presented concept at Annual CA/NV Section Meeting and began outreach to industry sponsors and ASABE HQ for support

Table 1. Proposed Timeline for Two Years of ASABE Student Rally Planning

Year 1 Dates	Year 2 Dates	Activities and Milestones
Mar-Apr 2019	Feb-March 2020	Determine potential Rally dates, begin finalizing budget, planning event schedule, and reserving university space
May-Jul 2019	Apr-Jul 2020	Begin drafting (Y1) or revising (Y2) governing documents, continue planning schedule and activities, and determining speakers
Aug-Dec 2019	Aug-Dec 2020	Will finalize proposed governing documents, event schedule, activities, and speakers
Jan 2020 MLK Jr. Weekend	Jan 2021 MLK Jr. Weekend	Hold Student Rally (Dates and Locations Subject to Change)

VI. Budget

We are requesting \$30,000 of support from the ASABE Initiative Fund to help support the first two years of the CA/NV Student Rally. This consists of \$20,000 for year one and \$10,000 for year two, since the Rally committee will work towards securing more industry sponsorship in the second year. The continued funding from ASABE for the second Rally will help ensure momentum is maintained for the program and ensure a level of funding certainty during the transition of responsibilities to Rally organizing team.

The breakdown of proposed costs can be seen in Table 2. These costs were estimated based on available information from the NC State Rally Planning Committee (2019 Southeast Rally Host) and local data. At this point, the only guaranteed revenue source from participants may be in the form of a \$40 fee that can be used towards lodging, transportation, meals, or giveaways (see Appendix 4 for an example t-shirt giveaway). We have not included lodging or transportation costs in our request to ASABE although we expect that any way that travel can be subsidized will work to increase the number of participating students.

The two most significant expenses are expected to be for rental of university spaces to host the Rally activities and a full day of provided meals, which will include a catered farewell dinner with Keynote address, similarly to the format of the final day of the ASABE AIM. See Appendix 3a for a draft schedule that the officer team has prepared for the first two Rallies.

Table 2. Budget for the first and second CA/NV Section Student Rallies

Description	Amount	Years	Funding Source
Participant Costs	\$40	-	Participants
Lodging	\$150/night	-	Participants
Transportation to host site	Variable	-	Home Departments
Giveaways/shirts/souvenirs	\$2,000, \$1,000	Y1, Y2	ASABE/Sponsors
Rental of University spaces	\$4,000, \$2,000	Y1, Y2	ASABE/Sponsors
Provided meals (2 breakfast and 1 formal catered seated lunch)	\$14,000, \$7,000	Y1, Y2	ASABE/Sponsors
Total Requested	\$30,000	Y1-Y2	ASABE/Sponsors

VII. Key Personnel and Endorsements

Project Leaders:

Tyler Barzee

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Abdolhossein Edalati

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Carolyn M. Jones

carolyn.jones@ca.usda.gov

Ferisca Putri

feputri@ucdavis.edu

Endorsements: The proposed initiative has gained support from many of the section's academic departments, ASABE industry allies, and YPC representatives. Support letters have been included in Appendix 1 for reference. They are from:

Bryan Jenkins, PhD, Distinguished Professor and Department Chair, Department of Biological and Agricultural Engineering, University of California Davis

Balaji Sethuramasamyraja, PhD, Professor, Department of Industrial Technology, California State University Fresno

Travis Moore, PhD, Assistant Professor, Department of Physics and Engineering, California State University, Bakersfield

Reza Ehsani, PhD, Professor, Department of Mechanical Engineering, University of California Merced

Gayle C. Baker, PE, Agricultural Services Engineer, Maurer-Stutz, Inc.

VIII. Appendices

Appendix 1a. UC Davis Support Letter

UNIVERSITY OF CALIFORNIA, DAVIS

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SANTA BARBARA □ SANTA CRUZ

DEPARTMENT OF BIOLOGICAL AND AGRICULTURAL ENGINEERING ONE SHIELDS AVENUE, DAVIS, CALIFORNIA 95616-5294

27 February 2019

TO: Darrin Drollinger
Executive Director, ASABE
Re: CA/NV Section Initiative Fund Proposal

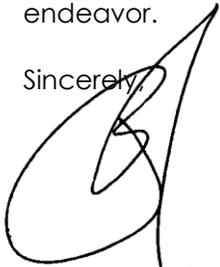
This is to convey our enthusiastic support for the proposal to establish an annual ASABE Student Rally for the California-Nevada Section. This is an outstanding opportunity to help increase Section and national membership, expand regional networking, improve overall communications within the Section and beyond, and enhance employment and professional opportunities for students and others through greater interaction with the activities and services of ASABE. Basing the proposal on successful rallies held in other sections across the country, the officers of the Section have formulated an excellent plan for the development of this activity. Support from the Initiative Fund will allow the Section to define the structure of the Rally and provide a firm foundation for a self-sustaining annual event. UC Davis would be pleased to host the inaugural Rally.

The Rally concept was presented formally to the membership at the recent annual Section meeting held in Tulare, California, on 13 February 2019 while ASABE President Salz was present and received good support from all those in attendance. The Section officers behind this proposal have engaged in a thoughtful consideration and development of this concept over the last year. The project leaders have been highly instrumental and effective in organizing and reinvigorating the Biological Systems Engineering branch of the Graduate Student Association at UC Davis, which participates with the Section. They have also been role models for other students in service to ASABE, including undergraduate students in the UC Davis Student Branch of the ASABE who have participated nationally in the robotics competition, research presentations, and other functions. These officers, along with the others involved in the development of the proposal, will no doubt bring similar insight and skill to organizing and implementing the proposed Student Rally.

The Section represents a diverse professional base in agriculture, biotechnology, manufacturing, information technologies, utilities, defense, environmental consulting, energy, water, farm equipment sales and service, recreation, finance, local, state, and federal agencies, academia and others. The development of a function of the type described in the proposal constitutes a remarkable mechanism for engaging students from the full complement of academic institutions in the Section with these professionals to mutual advantage. Such interaction, motivated and led through the auspices of ASABE, can only serve to help achieve and further the goals and objectives of the Society. The cost of this proposal seems small tribute to the enormous wealth in talent,

community and fellowship that it will inspire. I hope you will give full support to this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to be 'Bryan M. Jenkins', written over a large, stylized, teardrop-shaped graphic element.

Bryan M. Jenkins
Distinguished Professor and Chair
Department of Biological and Agricultural Engineering

cc: Abdolhossein Edalati
Tyler Barzee

Appendix 1b. California State University Fresno Support Letter



Jordan College of Agricultural
Sciences and Technology

Feb 26th 2019

To
ASABE Initiative Fund Evaluation Committee
ASABE Headquarters
St. Joseph, MI

Dear Initiative Fund Evaluation Committee Members:

To: ASABE Initiative Fund Evaluation Committee

As the Past Chair of the ASABE California Nevada Section, I would like to offer my approval and full support for the Proposal for Initiating a California/Nevada Section ASABE Student Rally. I believe the implementation of the proposed Student Rally would significantly strengthen the CA/NV Sectional Chapter of ASABE through positive impacts like increase in the ASABE membership in the section, increase in visibility of students to participating industries to help them with job placement after graduation and increase in exposure of students from each participating university in the region to network with each other.

The rally activities in the long term may catalyze the institution level student participation in preprofessional, professional and extracurricular opportunities beyond the academics for students. Thereby, increasing the visibility of potential students to industry and the professional society for contribution. Needless to mention that the rally will provide an organized mechanism for collaborative opportunities between industry, faculty, and students from the various institutions in the ASABE California Nevada section. The strong industry presence in the section will allow for significant sponsorship opportunities and result in a self-sustained Student Rally with longterm viability..

Sincerely,

A handwritten signature in black ink, appearing to read "Balaji".

Dr. Balaji Sethuramasamyraja
Professor & Program Director
Department of Industrial Technology
Jordan College of Agricultural Sciences and Technology
Phone: (559) 278-2333
E-mail: balajis@csufresno.edu

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Appendix 1c. California State University Bakersfield Support Letter

February 26, 2019

To: ASABE Initiative Fund Evaluation Committee

As the Faculty Advisor of the ASABE Chapter at California State University, Bakersfield, I would like to offer my approval and full support for the Proposal for Initiating a California/Nevada Section ASABE Student Rally. I believe the implementation of the proposed Student Rally would significantly strengthen the CA/NV Sectional Chapter of ASABE by providing an organized mechanism by which much-needed collaborative opportunities between industry, faculty, and students from the various institutions in the section can be established. The strong industry presence in the section will allow for significant sponsorship opportunities and result in a self-sustained Student Rally with long-term viability. The ASABE chapter at CSUB supports the proposal and intends on fully participating in the proposed Student Rally.

Travis J. Moore, Ph.D.
Assistant Professor
Department of Physics and Engineering
California State University, Bakersfield

Appendix 1d. UC Merced Support Letter

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SCHOOL OF ENGINEERING

UNIVERSITY OF CALIFORNIA, MERCED

5200 N. LAKE ROAD

MERCED, CALIFORNIA 95343

PHONE : (209) 228-3613

FAX : (209) 228-4047

March 3, 2019

To the ASABE Initiative Fund Evaluation Committee and the ASABE Board of Trustees,

I am a 29 year ASABE member and the Faculty Advisor of the ASABE Chapter at UC Merced. We are a young school and we do not have a Biological and Agricultural Engineering department. I am a Professor of Mechanical Engineering, and my interests and those of my research group are in the field of mechanized agriculture. Several years ago my students and I decided that it was in our interest to found an ASABE Chapter at UC Merced.

I am writing this letter to express my full support for a section Student Rally. Just like the Annual International Meeting, the Rally is an opportunity for my students to get out of their bubble, to visit other schools, and to meet people from other chapters. It is an excellent networking opportunity to meet other students, faculty, and industry members with the potential of creating research collaborations and/or advancing their careers post-graduation.

It is a good event to generate interest in the department from other students and faculty, and to potentially increase our chapters' membership. The energy and ideas generated from the Student Rally will also serve to make our chapter a more active one.

I strongly encourage you to approve funding for our section's Student Rally. I am confident that it will be a popular event that will pay itself off in no time.

Sincerely,

A handwritten signature in blue ink that reads "Reza J Ehsani". The signature is fluid and cursive, with the first name "Reza" being the most prominent part.

Reza Ehsani
Professor
Awards Chair
ASABE CA/NV

Appendix 1 e. Gayle Baker, PE, YPC and PEI Representative Support Letter

February 28, 2019

RE: Letter of Support for Request for ASABE Initiative Funds by ASABE CA/NV Rally Planning Committee

To Whom It May Concern:

It is my pleasure to write a letter of support for the development of a CA/NV Section Rally as a Member At Large Representative on the Young Professional Community Executive Committee and Vice-Chair of the Professional Engineering Institute (PEI) Committee.

In my role on the YPC Executive Committee, I have coordinated the support of the PEI goals and metrics to help other members become licensed with the YPC goals and metrics to position ASABE as the preferred engineering society for technical professionals in agricultural, food, and biological systems as young professionals. This coordination effort has involved preparing outreach at ASABE Preprofessional and Young Professional Rallies and events on behalf of PEI by YPC Executive Committee members.

I support the CA/NV Section Rally Planning Committee's goal to initiate a self-sustaining rally event that will provide an interaction for pre-professionals with the ASABE organization which will provide evidence early in their involvement of the value of continuing their ASABE membership and involvement in the organization. This event will also provide the opportunity to disseminate information about the Fundamentals of Engineering and Agricultural Engineering Professional Engineering Examinations and involvement in ASABE after completion of their undergraduate degree.

Please let me know if you have any further question regarding my support of the Proposal for ASABE Initiative Funds for Initiating a California/Nevada Section ASABE Student Rally.

Sincerely,



Gayle C. Baker, PE
Agricultural Services Engineer
Maurer-Stutz, Inc.
gcbaker@mstutz.com

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.

Appendix 3a. Draft Year 1 and 2 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 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 at UC Davis:

- 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

Year 2 (2020-2021 Academic Year)

Host: Cal Poly, San Louis Obispo (tentative, pending approval)

Dates: Decision pending assessment of first year's Rally, discussion among student officer team, and consultation with department heads. It is expected that the same 5 dates will be the most ideal with MLK Jr. Weekend the best date.

1. Veteran's Day Weekend
2. Winter Break (3 consecutive day)
3. **MLK Jr. Weekend**
4. President's Day Weekend
5. Memorial Day Weekend

Schedule: Undetermined, pending assessment of first year's Rally, discussion among student officer team, and consultation with department heads.

Potential Site Tours at Cal Poly SLO:

- Irrigation Training & Research Center (ITRC), Cal Poly SLO
- Wine History Project of SLO County, SLO
- Morro Bay State Marine Reserve, Morro Bay
- Tri County FISH Team, Arroyo Grande
- Strawberry packing facility, Santa Maria
- Abalone Farm, Inc., Cayucos
- Greenhouse operation, Nipomo
- Morro Bay Desalination Plant
- Cal Poly Dairy Unit
- Firestone Brewery Tour

Appendix 3b. Sample Rally Schedule: 2012 Southeast Section Rally at Virginia Tech

ASABE SER Conference Itinerary

Friday 30 March 2012 to Sunday 1 April 2012

I. March 30, 2012

6:00 PM Social Dinner @ Alphin Stuart Complex

II. March 31, 2012

9:30 AM Business Meeting @ Torgersen Hall Room 2150

11:00 AM Engineering Design Competition @ Ag Quad

1:00 PM Lunch Break

2:00 PM Design Competition Judging

3:00 PM Tours

8:00 PM Formal Dinner @ Hillcrest Hall

III. April 1, 2012

10:00 AM Business Meeting @ Torgersen Hall Room 2150

ASABE SER Conference Itinerary

Friday 30 March 2012 to Sunday 1 April 2012

IV. March 30, 2012

6:00 PM Social Dinner @ Alphin Stuart Complex

Dinner hosted by the Block and Bridle Club followed by ice breakers, a brief motivational speech and an outline of the regional rally's upcoming events by the officers. **Dress is casual.**

V. March 31, 2012

9:30 AM Business Meeting @ Torgersen Hall Room 2150

Showcases the events and activities that each college in the southeastern region does to promote ASABE. As a semi informal meeting, this event encourages the exchange of ideas between chapters and facilitates growth among members. Participants will see the positive and successful ideas of other chapters and be able to incorporate these ideas into their respective chapter agendas. This will ensure the continued excellence of the southeastern region ASABE, its members and produce leaders in the field of agricultural engineering. **Dress is casual.**

11:00 AM Engineering Design Competition @ TBD

Engineering design competition to stimulate chapter networking and exchange of ideas. The main goal of the design competition is to promote peer networking, leadership and teamwork development within each group. This event will be a fun application of the skills students have learned in the classroom, in addition to an exercise in creative engineering design. **Dress is casual.**

1:00 PM Lunch Break

Still TBD with who will host. Sycamore Deli or Substation to cater. **Dress is casual.**

2:00 PM Design Competition Judging

3:00 PM Tours

Still need to work on timing: and add time to change

8:00 PM Formal Dinner @ Hillcrest Hall

Dinner hosted by Personal Touch Catering. At the end of dinner keynote speaker *Sonia Maassel Jacobsen, President of ASABE* will be presenting. ***Dress is business informal.***

VI. April 1, 2012

10:00 AM Business Meeting @ Torgersen Hall Room 2150

Business meeting regarding regional and national updates and regional officer elections. A brief overview of the national meeting in August, and important events and opportunities that will be available. Regional officer nominations and elections will be held during this meeting. This is a prime opportunity for young ASABE professionals to increase their participation within the society and be a major part of the future of ASABE. New officers elected at this time will be given further information regarding their duties, as well as encouraging remarks from the past officers will be given immediately before the adjournment of the meeting. ***Dress is business informal.***

Appendix 4. Sample ASABE Rally T-shirt: 2014 Midwest Section Rally at Ohio State University (will be printed in women's and men's cut)



Appendix 5. ASABE California Nevada section chapters

There are currently 8 ASABE CA/NV section student clubs/departments. We receive regular updates and have attendance at our business meeting from 6 of the 8 clubs/departments.

Butte, Hartnell, and Modesto Junior Colleges are 2-year junior colleges, while the remaining 5 (Cal Poly SLO, CSUB, CSUF, UCD, UCM) departments are at ABET accredited 4-year universities.

CSUB (Dept. Physics & Engineering) and UCM (Mechanical Engineering Dept) do not have traditional Agricultural and Biological Engineering programs.

At Fresno State, potential ASABE student members could be found in one of three departments: Lyles College of Engineering, Jordan College of Agricultural Sciences and Technology, or the Department of Industrial Technology, which is home to the Ag System Management Major.

The three junior college chapters also have many disparate Ag related programs and majors.

1. Butte College

- a. Agriculture
 - i. Ag Business
 - ii. Ag Science
 - iii. Mechanized Ag
 - iv. Natural Resources
 - v. Environmental Horticulture
 - vi. Heavy Equipment Operator Technician

2. California Polytechnic State University, San Luis Obispo

- a. BioResources and Agricultural Engineering

3. California State University, Bakersfield

- a. Physics and Engineering

4. California State University, Fresno

- a. Dept. Industrial Technology
 - i. Ag Systems Management

- b. Lyles College of Engineering
- c. Jordan College of Agricultural Sciences and Technology

5. Hartnell College

- a. Agricultural Production Emphasis
- b. Agriculture – Food and Safety
- c. Agriculture Business Emphasis
- d. Agricultural & Industrial Technology – Industrial Mechanics

6. Modesto Junior College

- a. Agriculture and Environmental Sciences
 - i. Agriculture Business
 - ii. Agriculture Science
 - iii. Animal Science
 - iv. Dairy Science
 - v. Environmental Horticulture
 - vi. Equine Science
 - vii. Irrigation Technology
 - viii. Mechanized Agriculture
 - ix. Natural Resources
 - x. Plant Science
 - xi. Power Mechanics/Heavy Equipment Repair

7. University of California, Davis

- a. Biological and Agricultural Engineering

8. University of California, Merced

- a. Mechanical Engineering