

# **BYLAWS OF THE CALIFORNIA/NEVADA SECTION COUNCIL OF PRE-PROFESSIONALS OF THE AMERICAN SOCIETY OF AGRICULTURAL & BIOLOGICAL ENGINEERS**

**January 2020**

## **Article I: Name, Purpose, and Objective**

Section 1. The name of this organization shall be the California/Nevada (CA/NV) Section Council of Pre-Professionals of the American Society of Agricultural & Biological Engineers (Council).

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

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

Section 4. To this end, a primary function of the Council shall be, with the aid of ASABE CA/NV Section Officers, Section Chapters, and Academic Department Chairs, to organize the ASABE CA/NV Section Student Rally, a meeting of students members from across the Section for one or more days of educational and career building activities.

Section 5. The Council shall be governed by these bylaws, which shall be in harmony with the rules, regulations, and policies of the parent society, 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 are student members of the nationally recognized student branches of the ASABE CA/NV Section.

Section 3. Associate members shall students from 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. Regular members in "good standing" shall have full rights consisting of voting privileges, holding of offices, and hosting of the annual Section Rally. All other regular members, members in "poor standing," can have the status of

“good standing” reinstated if they meet all the criteria for “good standing” the year before the next Rally they attend.

Section 5. For a student branch to be considered in "good standing", members from that branch must participate in ASABE CA/NV Section sanctioned Events (the Student Rally and Annual Section meeting). Participation should include physical attendance although in cases in which this is not possible, a letter of good intent, explicitly explaining the position of the student branch on issues as provided by the Executive Council is acceptable.

### **Article III: Officers and Their Elections**

Section 1. The President, Vice-President, Past President (non-voting), Secretary, Treasurer, and Parliamentarian shall constitute the Executive Committee of the Council, of which the Regional Advisor (non-voting), CA/NV Section Chair (non-voting), and President of the International Pre-Professional Community (IPC) of the ASABE (non-voting) shall be ex-officio members.

Section 2. A quorum shall consist of three members of the Executive Committee of the Council.

Section 3. The officers shall perform the duties prescribed by these bylaws and the parliamentary authority of ASABE.

- 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 Executive Committee. The President shall conduct the business meeting(s) during the Student Rally. 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. The President shall have general and active supervision over the property, business, and affairs of the Section Student Rally.
- 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 Past President shall be responsible for advising the Executive Council, informing the Council of the prior year's Rally, and providing lessons learned in maintaining a smooth transition and continuity.
- d. The Secretary shall be responsible for keeping a record of minutes from all meetings held by the Executive Committee and the Rally business meeting(s).
- e. The Treasurer shall be responsible and have authority for all funds and securities of the Student Rally and have general supervision of the collection and disbursement of funds of the Rally such as collecting branch membership monies and reviewing the Student Rally budget report. The Treasurer shall also collaborate with the President for fundraising and sponsorship events related to the Rally.
- f. The Parliamentarian shall be responsible for the correct parliamentary procedure in conducting business meeting(s).
- g. The Regional Advisor shall be the department head at that year's hosting branch as identified in item 4b below.

Section 4. Requirements to hold the offices of this organization:

- a. Voting officers shall be current members of the ASABE student branch at their respective institutions and current pre-professional/student members of ASABE. They shall also be regular members of "good standing," which is defined as having good academic and disciplinary standing at their respective institutions.
- b. Prior to the 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 letterhead. The letter should state the student's name, the name of the upcoming year's advisor, and a willingness to host the next Section Rally and serve as the Regional Advisor.
- c. The President, Vice-President, Secretary, Treasurer, and Parliamentarian shall be at least academic sophomores during the time of the Student Rally.
- d. The Past President must be the President from the previous year's Executive Council. The Past President may defer the position to another willing member of a voting member of the previous year's Executive Council, at the discretion of the Past President. In this case, the officer's position title will be their position title from the prior year prefixed by "Past."
- e. A single student branch shall not be entitled to hold more than two of the five offices total on the Council, unless the situation arises in which the Section has only 2 student branches in "good standing."

- 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 Student Rally's business meeting(s).

Section 5. Officers shall be elected during the Student Rally business meeting(s).

- a. The official delegates shall be up to 2 regular members in "good standing" and shall be entitled to nominate officers. Delegates are defined as the ASABE student members belonging to a regular member in "good standing" and participating in the Rally. Regular members are responsible for choosing their own delegates.
- b. 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 office.
- c. All elected officers are required to participate in meetings of the Rally Executive Committee, the Annual Section Meeting, and the following Section Rally during their term of office. If they are unable to physically participate in the Annual Section Meeting, they may send a representative along with a letter of good intent to the Section Executive Committee instead.
- d. The election of officers shall be by secret ballot in the following order: President, Vice-President, Secretary, Treasurer, and Parliamentarian.
- e. 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 6. Should an officer, aside from the President, 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 assume the role of President and the Executive Council will vote on whether or not the Section Rally should be hosted at the prior president's institution. A representative from the current hosting branch should be present for this vote to speak on behalf of that branch.

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

Section 7. All officers of the Executive Committee of the Council shall keep a logbook of their activities during their year in office. The Executive Committee shall also keep a logbook including a three page reflection written by the President after the annual Section 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 Section 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 Section Rally. Each regular member’s president shall serve as the primary point of contact between the CA/NV Section Council Vice-President and their respective student branch. A Report of the Executive Committee activities shall be made on a quarterly basis.

#### **Article IV: Meetings**

Section 1. The CA/NV Section Council of Pre-Professionals shall hold at least one business meeting during the Section Rally.

Section 2. The Section Rally will take place at the academic institution of the President. The Executive Committee along with the Academic Department Chairs will determine the time of the next Section Rally.

Section 3. The Executive Committee shall meet regularly prior to each year’s business meeting(s) 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 Section 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 Executive Committee. The Executive Committee will assist the President in preparation for and hosting of the Rally.

Section 5. 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

business meeting(s) for officer elections and any other business which they have been previously notified will be introduced.

Section 6. The branch that is hosting the Section 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 Rally business meeting(s), provided that the proposal has been sent to all member branches at least two weeks prior to the Section Rally (except for in the case of first ratification).

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 Council President will serve as the Chair of the Constitution Committee.

#### **Article VI: Activities and Awards**

Section 1. The CA/NV Section Council of Pre-Professionals shall annually award the "Outstanding ASABE Student Branch in the CA/NV Section" Award at the business meeting(s) of the Council.

Section 2. The recipient of the Outstanding Student Branch Award shall be selected by a vote of the ASABE members present during the business meeting(s) after each regular member has had the opportunity to make a presentation about their branch activities. A student branch may not vote themselves as recipient of this award.

#### **Article VII: Regional Advisor**

Section 1. The ASABE Student Engineering or Mechanization Branch advisor of the current CA/NV Section Council President shall also serve as the CA/NV Section Rally Advisor.

Section 2. The Section Rally Advisor shall assist in coordinating undergraduate students in preparing for the Section Rally and acting as a contact person for visiting schools. The role of contact person may be delegated as approved by the student branch officers.

#### **Article VIII: 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.