

**CONSTITUTION AND BY LAWS OF THE
AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS
STUDENT BRANCH AT THE OHIO STATE UNIVERSITY**

ARTICLE I- NAME

Section 1: The name of this organization shall be AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS STUDENT BRANCH AT THE OHIO STATE UNIVERSITY and shall be located at The Ohio State University, Agricultural Engineering Building, Department of Food, Agricultural, and Biological Engineering, Room 200, 590 Woody Hayes Drive, Columbus, Ohio, 43210.

ARTICLE II- PURPOSE AND OBJECTIVES

Section 1: The purpose of the Society shall be accomplished by:

1. Holding regular meetings at which the membership may (a) practice in parliamentary procedure, (b) practice public speaking, public appearance, and leadership; (c) present papers, talks, or other programs of general interest; (d) listen to outside speakers; (e) participate in discussions of professional or general topics; (f) be kept informed of activities in FABE within department, college, and university.
2. Bringing students and faculty together for fellowship and a common interest, and to extend one's circle of friends, thus strengthening bonds among the students and between the students and the FABE Department, colleges, and university.
3. Carrying out branch projects for the betterment of the branch, local department, colleges, university, and individual members.
4. Competing for individual, team, and branch awards as described on the International ASABE website.
5. Promoting FABE among fellow students on and off campus when possible.

ARTICLE III- MEMBERSHIP

Section 1: Membership in AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS STUDENT BRANCH AT THE OHIO STATE UNIVERSITY may consist of three types- Members, Honorary Members, and Alumni Members.

Section 2: **Members** shall be undergraduate students enrolled in FABE, engineering related degrees, or other curriculums as shown by the rolls of The Ohio State University. These members are the only members that have voting privileges within the organization. Students who must defer their enrollment for purposes of internship/co-op experiences or military service, or those special circumstances approved by the executive committee, may still be on the active roster.

Section 3: First semester freshmen and transfers, as well as new upperclassmen members, will be considered guest members of the organization for Autumn semester. They will be permitted to attend all meetings and events but will not be voting members. With payment of dues in the Spring, they will become full voting members.

Section 4: **Honorary Members** shall be individuals whom the club desires to honor with such membership.

Section 5: **Alumni Members** may include university faculty, staff, graduate students, FABE graduates and persons of agricultural related concerns, who, through their interest and participation will promote Agricultural and Biological Engineering and the ideals of the Student Branch.

Section 6: This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section 7: Members will be removed from the organization if they fail to pay dues, if they have graduated, and/or no longer show interest in the organization. Members can also be removed if their conduct is in a manner that portrays a negative view of the organization. Members will be contacted about their failure to pay dues, and if they do not respond or do not pay the dues after being contacted, they will be removed from the roster and will no longer be able to attend exclusive ASABE activities. Members who have graduated will be contacted to determine their interest in maintaining activity within the organization, and will be removed from the roster if they do not respond or choose to be inactive within the organization. If members show poor conduct, the Executive Committee will meet and discuss whether or not the member shall be removed from the organization, or what action should be taken.

ARTICLE IV- DUES AND FEES

Section 1: The annual dues to the branch shall be set at the last meeting of Fall semester, if no motion is made; dues are to remain the same as the previous year. Current dues are TWENTY-FIVE DOLLARS or work equivalent at Farm Science Review (4 shifts at FSR for all dues paid, 3 shifts for \$5 dues, 2 shifts for \$15 dues) or Engineering Expo (1 shift for all dues paid). The exception to this rule is for freshman members, who may be permitted to attend Autumn semester meetings without the payment of dues. Payment of dues in the spring constitutes full membership in the organization.

Section 2: Dues are to be paid to the Treasurer. Dues are good for a calendar year. Dues are to be paid by **members** ONLY.

Section 3: Local members are responsible to pay National ASABE membership dues.

Section 4: A roll is to be slated at the first two meetings, anyone that has not paid membership dues by the third meeting of spring semester, shall be dropped from the roll.

Section 5: The branch may assess fees for special activities by a simple majority vote. These activities may include socials, banquets, contest, and conferences.

ARTICLE V- OFFICERS AND ELECTIONS

Section 1: To be eligible for election into an office, a member shall have attended a minimum of 75 percent of meetings during the current school year, 2.50 GPA, enrolled full-time at The Ohio State

University, and paid membership dues for previous year and by ~~February 1~~ the third meeting of the current school year. Incoming freshmen are also eligible for office. Election shall occur the last meeting of Fall semester. The term is for one year.

Section 2: **President** - The president shall preside over all meetings, holds the responsibility of preparing the agenda for each meeting, coordinates the activities of the organization, evaluates progress of the chapter, and represents the organization in public relations and official functions. The president shall be on the checkbook.

Section 3: **Vice President** - The vice president shall preside over meetings in the absence of the president. Other responsibilities include organizing any executive committee meetings necessary, and assisting with the logistical organization of the Farm Science Review each fall including volunteer shifts, set-up and tear-down, and transportation. They will also serve as primary contact for any issues being coordinated with the FSR staff.

Section 4: **Treasurer** - The treasurer shall have general custody of all the funds and securities of the section and have general supervision of the collection and disbursement of funds for the section. By the second meeting of the spring semester, the treasurer shall create and present a budget for approval to the members. The treasurer shall endorse on behalf of the section for collection checks, notes and other obligations, and shall deposit the same to the credit of the section in such bank or banks or depositories as the executive committee may designate and present financial reports at each meeting. Additional duties of the treasurer include collection of membership dues and ordering organization supplies when needed and providing a training session for the new treasurer. The treasurer will be responsible for management of inventory and supply ordering for the Farm Science Review.

Section 5: **Secretary** - The secretary shall keep minutes at all branch and officer meetings and present the previous meeting's minutes for approval. The secretary is responsible for correspondence with other branches and the national level. The secretary shall keep a copy of the Constitutions and Bylaws and pass them on to their replacement. They will also keep a roll of members and attendance for all meetings.

Section 6: **Social Chair** - The social chair arranges for social activities, guest speakers, and tours for the organization. The social chair is also responsible for the organization's Arch-E week representation and involvement in any club activity. The social chair also shall keep in contact with FABE Department communications personnel in order to maintain the organization's website, social media, and provide updates in a timely manner.

Section 7: **E-Council/ISB Representative** - The E-Council/ISB Representative shall attend E-Council meetings and provide reports to the organization at organizational meetings. This also includes securing any E-Council funding and submitting necessary documents for such funding. They also shall be the main correspondent with the International Student Branch (ISB) of ASABE and provide reports to the organization and organizational meetings.

Section 8: **Advisor** - The Advisor shall be the official representative between the branch and the Food, Agricultural, and Biological Engineering Department. The advisor shall counsel the officers, members, and committees and seek to guide them toward the highest accomplishments. The advisor shall be on

the checking, savings, and any accounts associated with the branch. An additional requirement of this position is that the advisor must participate in one pie eating contest hosted by the club per year.

Section 9: The officers and advisor mentioned above shall constitute the Executive Committee of the club, two-thirds of whom plus the advisor shall constitute a quorum for the transaction of any business needing attention before the next regular meeting or business not requiring action by the entire club.

Section 10: Any officer, for conduct unbecoming of their office, may be removed by a two-thirds vote of the Executive Committee and advisor approval, but only after specific charges have been filed with and investigated by the Executive Committee and advisor.

ARTICLES VI- MEETINGS

Section 1: The club shall hold regular meetings to conduct business on Tuesday nights throughout the semester. It will be the job of the Executive Committee to set meeting dates.

Section 2: A quorum for transaction of business shall be a simple majority of membership.

Section 3: Robert's Rules of Order shall be the parliamentary authority of the branch.

Section 4: The following shall be the orders of the day:

1. Program
2. Roll Call
3. Minutes from the Previous Meeting
4. Officer Reports
5. Team Reports
6. Old/Unfinished Business
7. New Business
8. Announcements
9. Advisor's Comments

Section 5: The program shall be determined before the business meeting whenever practical.

ARTICLE VII- FUNDING

Section 1: All members except freshmen apply to the rules stated below (Sections 2-6, Article VII).

Section 2: Anyone requesting funding must be paid by the third meeting of that school year.

Section 3: All funding shall go to national and student branch ASABE activities. Examples include rally, student design teams, and conferences. This may include scholarships for students planning to take the FE exam. They must submit written application and documentation, which will be approved or denied, by the advisor.

Section 4: The amount of funding shall be determined in part by the amount of hours worked at the Farm Science Review, or other club fundraiser. Fifty percent attendance at meetings and other club activities is also required to be eligible for funding.

Section 5: A report (oral or written) is to be given after the activity is complete to the club.

Section 6: The Executive Committee shall work to come up with a reasonable solution on a case-by-case basis.

Section 7: No funding shall be provided for capstone design projects.

ARTICLE VIII- ADOPTION, AMENDMENTS AND INTERPRETATION

Section 1: This constitution and bylaws shall become effective on adoption by a two-thirds vote of members present at any regular meeting.

Section 2: An amendment to this constitution and bylaws may be proposed at any regular business meeting and adopted by a two-thirds vote of the membership present at the next regular meeting. An email shall be sent to all membership in regards to an amendment change 72 hours before the meeting.

Section 3: Between proposal and voting, the Executive Committee may reword an amendment, without change of the meaning, to best suit the constitution and bylaws.

Section 4: The interpretation of this constitution and bylaws by the Executive Committee and advisor shall be final in all cases.

ARTICLE IV – METHOD OF DISSOLUTION OF ORGANIZATION

Section 1: If for some reason the organization has a need to dissolve, all organization property and cash shall go back to the department of Food, Agricultural, and Biological Engineering under the direction of the advisor.

This constitution and bylaws have been ADOPTED by AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS STUDENT BRANCH AT THE OHIO STATE UNIVERSITY on November 17, 2020.

President: Jonathan Clark

Vice President: Trent Meyer

Treasurer: Alexander Kutz

Secretary: Clare Sollars

Faculty Advisor: Andrew Klopfenstein