



COLLEGIATE

COLLEGIATE FARM BUREAU
AT THE OHIO STATE
UNIVERSITY

Article 1 – Name

The name of the organization will be: Collegiate Farm Bureau at The Ohio State University. This organization can also be referred to as: CFB at The Ohio State University; CFB at OSU.

Article 2 – Affiliation with Other Groups

The Collegiate Farm Bureau at The Ohio State University (“Collegiate Chapter”) will be associated with both Ohio Farm Bureau (“OFB”) and American Farm Bureau Federation (“AFBF”).

Article 3 – Purpose, Aims and Functions

The purpose of this organization shall be:

- i. To provide support to students who are engaged in the field of agriculture;
- ii. To serve as a connection between current industry professionals and students engaged in the field of agriculture;
- iii. To promote agriculture and related fields;
- iv. To develop future leaders of the agriculture industry by providing opportunities for students in leadership and citizenship engagement, career development, professional development, and experiential learning;
- v. To familiarize members with, and to maintain cooperative relationships with, OFB and AFBF organizations; and
- vi. To create a diverse student organization that is educated and passionate on agricultural industry, policy, and innovation.

The mission of this organization shall be:

Collegiate Farm Bureau at The Ohio State University exists to support students engaged in agriculture, enhance members' knowledge, and develop well-equipped future leaders for the agriculture industry.

Article 4 – Membership Requirements and Limitations

- I. Membership in Collegiate Farm Bureau at The Ohio State University shall be open to all Ohio State University students who have an interest in agriculture and would like to further the purposes of this organization. Membership shall become valid upon payment of dues. In addition to Collegiate Farm Bureau dues, collegiate members must also be a member of Ohio Farm Bureau (either as an individual or under family membership). This

membership may be obtained at the same time as CFB dues are paid. *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.*

IIa. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer

Article 5 – Officers

- i. Terms of Service
 - a. A term for elected officers shall be one year with elections being held in the spring. An officer can serve only one term in the same office.
- ii. Election Procedures
 - a. All officers will be elected by secret ballot and a winner will be selected by simple majority of the members in attendance. Only members in good standing, and who have a minimum of two semesters remaining before graduation at the time of election may be nominated.
- iii. Titles and Duties
 - a. President- Responsible for presiding over the organization and officer meetings. The President holds executive power to designate project leaders and appointed positions within the organization. Acts as the representative of the organization at local, state, and national levels.
 - b. Vice President- Responsible for presiding over the organization and officer meetings in the President's absence. Vice President serves as the hand of the President and is responsible for internal relations of the organization.
 - c. Secretary- Responsible for maintaining a detailed record of all meetings of the organization, the maintenance of a listserv and member database (which shall include up to date names and emails of active members). Is additionally

responsible for the safeguarding of all documents and records of the organization.

- d. Treasurer- Responsible for a detailed record of all financial transactions of the organization, the collection of dues, and the payment and disbursement of funds as directed by the officers. Additionally, responsible for the maintenance of the organizations bank account and all duties incident of that.
 - e. Public Relations/Outreach Officer- Responsible for maintaining positive internal and external relationships with CFB and stakeholders, including social media presence.
- iv. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Article 6 – Advisor

Faculty Advisor(s) may serve one-year renewable terms beginning in Spring semester. The club may have two advisors at a time.

Article 7 – Meetings

Meetings will be held on a bimonthly basis with exceptions being posted by the Secretary. All amendments and elections of the organization can be made with a quorum. Meetings will be called by the president or vice president. Special meetings will consist of executive board meetings and will only require the presence of the officers and are called by the president.

Article 8 – Quorum

A quorum will consist of a simple majority of the organizations paid members present.

Article 9 – Amendments

Amendments to this Constitution may be presented at any business meeting by any member of the organization and shall be passed after the second reading at a subsequent meeting by a 2/3 vote of the membership attending the meeting. Quorum is necessary.

Article 10 – Ratification

This constitution will require a 2/3 vote of the membership for adoption.

Bylaws

Article 1 – Membership

Membership in Collegiate Farm Bureau at The Ohio State University shall be open to all Ohio State University students who have an interest in agriculture and would like to further the purposes of this organization. Membership shall become valid upon payment of dues. In addition to Collegiate Farm Bureau dues, collegiate members must also be a member of Ohio Farm Bureau (either as an individual or under family membership). This membership may be obtained at the same time as CFB dues are paid. *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.*

Article 2 – Dues

Dues shall be determined on a yearly basis by the Executive Board and must be paid on a yearly basis by active members. In addition to Collegiate Farm Bureau at The Ohio State University dues, members must also be a member of Ohio Farm Bureau as an individual or under their family's OFB membership. Payment of dues entitles the member the right to vote and hold office in this organization. If for any reason the Collegiate Farm Bureau at The Ohio State University is disbanded, all property and the bank balance shall be donated to Rural America Relief.

Article 3 – Duties of Officers

President: Responsible for presiding over the organization and officer meetings. The President holds executive power to designate project leaders and appointed positions within the organization. Acts as the representative of the organization at local, state, and national levels.

Vice President: Responsible for presiding over the organization and officer meetings in the President's absence. Vice President serves as the hand of the President and is responsible for internal relations of the organization.

Secretary: Responsible for maintaining a detailed record of all meetings of the organization, the maintenance of a listserv and member database (which shall include up to date names and emails of active members). Is additionally responsible for the safeguarding of all documents and records of the organization.

Treasurer: Responsible for a detailed record of all financial transactions of the organization, the collection of dues, and the payment and disbursement of funds as directed by the officers. Additionally, responsible for the maintenance of the organizations bank account and all duties incident of that.

Public Relations Officer: Responsible for maintaining positive internal and external relationships with CFB and stakeholders, including social media presence.

Article 4 – Executive Board

The Executive Board shall consist of all elected officers and their duties shall be:

- a. Meet at least monthly to discuss and prepare an agenda for the following month's meeting.
- b. Transact such duties as shall be delegated to it by the members of the Collegiate Farm Bureau at The Ohio State University organization.
- c. Keep minutes of all meetings and make the minutes available at the succeeding meeting of the Collegiate organization.

Article 5 – Committees

The group and/or President shall set up the Standing Committees and Special Committees as needed. The chairperson of each committee shall be a paid member and shall be appointed by the President. The chairperson of each committee shall submit a report at the following business meeting. The Standing Committees shall be Programming Committee, Leadership Committee, and Philanthropy Committee.

Article 6 – Order of Business

The order of business at all meetings of members, insofar as possible, shall be as follows:

- a. Call to order
- b. Reading of the minutes
- c. Officer reports
- d. Unfinished business
- e. Presentations/New business
- f. Debate on policy issues

g. Adjournment

Article 7 – Parliamentary Authority

Proceedings at meetings of members shall be conducted in accordance with "Roberts Rules of Order (Newly Revised).

Article 8 – Amendment Procedure

Amendments to the Bylaws may be introduced in written form and discussed at any properly announced meeting of the organization. Any amendment to the Bylaws must be presented at a regular business meeting at least one meeting prior to the business meeting in which it will be voted upon. Amendments can then be adopted at the following month's business meeting by a simple majority vote of the members of the organization present at the meeting.