

**The Ohio State University Chapter
Agricultural Communicators of Tomorrow
Constitution and Bylaws
Revised 10/18/2023.**

**ARTICLE I
NAME**

The name of this organization shall be the National American Association of Agricultural Communicators of Tomorrow (NACT). This chapter will be recognized as the Agricultural Communicators of Tomorrow (ACT), The Ohio State University chapter.

**ARTICLE II
AFFILIATION**

ACT will seek a close relationship with the National American Association of Agricultural Communicators of Tomorrow, professional agricultural communication organizations in Ohio, the Ohio State ACT Alumni Organization and the Ohio State University College of Food, Agricultural and Environmental Sciences Student Agricultural Student Council.

**ARTICLE III
PURPOSES**

The purposes of this organization shall be:

A.) To stimulate interest in the profession of agricultural communication on the campus, state, and national levels and international levels.

B.) To promote the interchanging of ideas among students and faculty members at colleges and universities that offer professional education in agricultural communication.

C.) To provide a means of contact between students and members of professional agricultural communication organizations.

D.) We will use strategic communication initiatives to connect students to agriculture and prepare them for future needs and opportunities that advance their communities and themselves.

- E.) **Values:**
 - Transparency
 - Advocacy
 - Collaboration
 - Growth
 - Creativity

- Leadership

ARTICLE IV MEMBERSHIP

Section 1. Membership Qualifications

Membership shall be composed of active undergraduate students actively interested in the profession of agricultural communications. Associate membership shall be composed of professional individuals and graduate students interested in ACT.

Section 2. Chapter Membership

Chapter and individual membership is outlined as followed:

A) The Ohio State University has established chapter membership in the National Agricultural Communicators of Tomorrow.

B) Individuals shall become locally and nationally affiliated by paying chapter dues and completing the national membership registration form. All dues and registration forms shall be handled by the chapter treasurer.

C) Students must also attend at least one business meeting throughout the course of each semester.

Section 3. Individual Membership

Students become affiliated with ACT by paying dues and attending at least one business meeting.

Section 4. Removal of Membership

Removal of membership is outlined as followed:

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership.

ARTICLE V DUES

Section 1. Dues

Individual and chapter national dues shall be established by the executive committee at the first meeting of the academic year and shall consist of national and chapter dues. Dues shall be paid through the treasurer. All individual and national dues must be submitted before October 30 to be accepted by the national treasurer.

ARTICLE VI OFFICERS

Section 1. Responsibilities of Officers

All officers must be dues-paid members by the set date. The responsibilities of the officers is outlined as followed:

- A. To serve on the executive committee alongside the advisors and committee chairpersons.
- B. To handle all matters of policy between meetings of the chapter organization.
- C. To approve petitions of individuals applying for affiliation.
- D. To be responsible for the program at each biweekly monthly meeting of ACT.

Section 2. Officer Positions and Duties

The chapter officer team shall consist of President, Vice President, Secretary, Treasurer and a CFAES Student Council representative. The duties of the elected and appointed officers are as follows:

- A. **President-** The president shall be the executive head of the chapter and shall have the following duties and powers:
- a) Preside over all meetings of the organization.
 - b) Maintain constant contact with the chapter advisors.
 - c) Coordinate the programs and compile an agenda for each meeting.
 - d) Turn his/her complete file of records over to the president-elect upon expiration of the office.

B. Vice President-

- a) Preside over meetings of the organization in the absence of the president.
- b) Oversee all committees, coordinate committee activities and appoint new committees as deemed necessary.
- c) Perform such duties as assigned by the president.
- d) Make arrangements for the executive meeting.
- e) Arrange guest speakers.
- f) Reserve chapter and executive meeting locations.
- g) Turn his/her complete file of records over to the vice president-elect upon expiration of the office.

C. Secretary

- a) Record all minutes of meetings of the chapter.
- b) Furnish copies to each member (upon request).
- c) Take responsibility for an accurate list of membership.
- d) Serve as the official contact.
- e) Turn his/her complete file of records over to the secretary-elect upon expiration of the office.

D. Treasurer

- a) Conduct all financial transactions and business.
- b) Keep accurate financial records
- c) Serve as a chairperson of the fundraising committee.
- d) Turn his/her complete file of records over to the treasurer-elect upon expiration of the office.

E. CFAES Student Council Representative

- a) Attend all CFAES Student council meetings

- b) Represent ACT at the college level via voting, funding request and Council sponsored events.
- c) Turn his/her complete file of records over to the treasurer-elect upon expiration of the office.

ARTICLE VII COMMITTEES

Section 1. Responsibilities of Committees

All committee members and chairs must be dues-paid members by the set date. The responsibilities of the officers is outlined as followed:

- A. Chairs of committees shall serve on the executive committee alongside the advisors and officers.
- B. Committee chairs shall provide updates each meeting on the progress of their committee's events.
- C. To be responsible for the programs that fall within the purpose of each committee.

Section 2. Committees and Duties

The committees and their individual duties are outlined as followed:

A. **Education Committee-** This committee shall plan and oversee all projects the club puts on or is a part of that aim to educate others about agriculture. Each year they will plan the Farmers Share event that brings agriculture to main campus and shares the story of agriculture with non-agricultural students. They will also assist when needed with the Agricultural Communication Career Development Event (CDE) through the Ohio FFA Association. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized in future projects.

B. **Fundraising Committee-** This committee shall plan and oversee all fundraising events conducted by the chapter. The committee shall plan at least one fundraising effort or event per semester and will work closely with the chapter treasurer to ensure success. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized in future fundraising efforts.

C. **Leadership Committee-** This committee shall be responsible for the annual Night of Young Professional Events hosted by the chapter each fall. The purpose of the event is to prepare individuals for professional settings in variety of ways, such as speakers, workshops and other experiences. They will work closely with industry professionals to gain sponsorships and presenters. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized for future events.

D. **Philanthropy Committee-** This committee shall plan and oversee all service projects conducted by the chapter. They shall plan at least one event per semester but work to create a variety of opportunities for the chapter to give back. Examples include events, service projects and other experiences. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized for future events.

E. **Public Relations Committee-** This committee is responsible for maintaining the public image of the chapter. They will maintain all social media accounts and regularly update them, be in charge of the chapter website and create fliers, display boards and brochures as

needed. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized in future projects.

F. Social Committee- This committee shall plan and oversee all social functions of the chapter. They should work to plan at least one event per semester that occurs outside of normal chapter meetings. The committee shall present reports to the vice-president and maintain a detailed record of all events to be utilized for future events.

G. Professional Development Conference (PDC) Committee- This committee will only be active and utilized in the years that The Ohio State University is hosting the National Professional Development Conference for the National ACT Organization. This committee will be responsible for the programming, coordination and funding of the entire event. They will work closely with the advisors and current officer team to organize a successful event, present reports to the vicepresident and maintain a detailed record of all events to be utilized for future conferences.

ARTICLE VIII FINANCES

Section 1. Account Holder and Responsibility

A. The treasurer, advisor and one other chapter officer (preferably president) will have their certified signatures on file with the bank to be used to sign all financial documents.

B. The treasurer shall review the chapter's bank account and the bank's service charge policies annually and take action to change banks or renegotiate the type of account used by the chapter when bank service charges are found to be excessive.

C. The treasurer shall submit a formal written report to be filed with the minutes of every ACT chapter meeting that includes the following information:

- a. Last balance as reported by the bank in its monthly statement.
- b. Total of all checks issued but that have yet to clear the account used

Maintenance and reporting of accounts:

1) The treasurer shall review the organization's bank account and the bank's service charge policies annually and to take action to change banks or renegotiate the type of account used by the chapter where bank service charges are found to be excessive.

2) The treasurer shall submit a formal written report to be filed with the minutes of every ACT chapter meeting that includes the following information:

- a) last balance as reported by the bank in its monthly statement
- b) total of all checks issued but that had not cleared the account as of the closing date on the last monthly statement.
- c) total of all checks issued since the last monthly statement.
- d) subtotal of a minus b and c
- e) statement of expected bank charges

- f) final account balance as of ACT meeting date: d minus e
 - g) list of names of individuals or organizations to which outstanding checks have been paid
 - h) report on how well the chapter is following the itemized budget
- 3) The treasurer shall submit at the first meeting of every academic term, a full written financial report that includes all of the information listed under #2, as well as copies of all receipts for income received during the previous semester and photocopies of all checks received.

Section 2. Account Maintenance and Monitoring

Section 3. Income Maintenance and Monitoring

- A. The treasurer must issue written receipts with a carbon copy that will be retained by the chapter for all cash, checks, money orders or other forms of income paid or donated to the chapter.
- B. The treasurer will make a copy of all checks or other non-cash forms of payment.
- C. The treasurer will deposit all payments to the chapter within 30 business days after the payment is issued.
- D. The treasurer will maintain an up-to-date file with all such materials and records mentioned and turn the complete file of records over to the treasurer-elect upon expiration of the office.

Section 4. Payment Maintenance and Monitoring

- A. The treasurer is required to pay persons or organizations with a check, cash or with the business Venmo for any expenses they have incurred for which they are to be reimbursed.
- B. The treasurer shall maintain a written record for all payments, no matter how small.
- C. All checks, money orders and other payments issued by the chapter should require two valid signatures. The treasurer, advisor and one other chapter officer (preferably president) will have their certified signatures on file with the bank to be used for this purpose.

Section 5. Failure to Meet Finance Requirements

All committee members and chairs must be dues-paid members by the set date. The responsibilities of the officers are outlined as followed:

Sanctions for failure by the treasurer to perform duties as required:

1. To institute general membership consensus for penalty if two reports are missing in one semester.
2. The treasurer shall be subject to immediate and automatic impeachment from office without vote of the membership in the event that the chapter issues check on insufficient funds in two different bank statement periods during the tenure of a single treasurer, or

where the issuance of checks on insufficient funds exceeds \$1,000 in one bank statement period.

3. In the case of impeachment of the treasurer, the President of ACT will call an immediate election to name a new person to fill that office for the remainder of the former treasurer's term.

4. The treasurer shall be personally responsible for reimbursing the chapter from his/her own resources for all charges incurred by the chapter from any source as a result of the issuance of checks on insufficient funds, where those charges result from accounting errors by the treasurer.

a) The reporter/historian shall keep parent organizations informed of current ACT activities, write thank-you letters to guest speakers, write thank-you letters to financial donors within seven days of receipt, report chapter activities to the national editor by each newsletter deadline, keep records of all pictures taken at meetings, and help with display compile a scrapbook and make enlargements for display boards. and banquets as necessary. The reporter/historian shall turn over the camera and scrapbook to the historian-elect upon the completion of his/her term in office.

b) The duties of the editors shall be to publish a minimum of three newsletters and turn all files over to the editor-elect upon the completion of his/her term in office.

c) The CFAES Student Council Representative Agriculture and Natural Resources Council Representative will attend all meetings of the Council and report back to the ACT chapter a teach regular meeting. He/she will act as the liaison between the chapter and the Council to inform other College of Food, Agricultural, and Environmental Sciences organizations of ACT activities. If he/she can not make a meeting they must find a replacement by the Monday preceding the meeting to be missed.

d) It shall be the duty of all officers to keep each other informed of their activities concerning the organization and to maintain and update the officer guidelines for each respected office.

Term of office

The term of office shall be one year, and elections will be held in the Spring semester. Members seeking an office shall complete an application and turn it in no later than one week prior to the general election at a regularly scheduled meeting. Formal nominations will be accepted the week before the election and will be closed before voting on each office. Votes will be secret ballot and will be counted by the retiring president and advisor. In the case the president is seeking re-election, a member not seeking office will help the advisor count votes.

Advisor

The advisor will be appointed by the Department and approved by the College of Food, Agricultural, and Environmental Sciences. He/she will act as the liaison between the Department of Agricultural, Communication, Education, and Leadership Education and the organization, attend chapter and executive meetings and keep members informed of curriculum and departmental changes, and attend all regional and national meetings with

chapter members, at no expense to the chapter. The chapter advisor will act as the national advisor to any member of the chapter elected to national ACT office.

Removal of Officers

Any officer that is found to be neglecting or incapable of completing in dereliction of their duties, listed in Article 6, Section 2 of this Constitution shall be removed from office by a two-thirds vote of the quorum. If the President is unavailable or if the individual is found neglecting or incapable of their duties, one shall call for a new election at the next regularly scheduled chapter meeting. Shall an officer decide to step down from their position for any reason, the President or Vice President, if the president is stepping down, shall call for an election to replace them at the next regularly scheduled meeting. If, at any of the above elections, another officer of the exec team is elected, the President or Vice President can call an additional election to replace the vacated position.

ARTICLE VIII BUDGET

Section 1. Creation and Distribution of Budget

During Autumn Semester of each year, an itemized budget will be developed by the executive committee and approved by the advisor and treasurer. A copy of the budget will be distributed to each member at the beginning of the academic year, along with the constitution and bylaws.

ARTICLE IX AMENDMENTS TO BYLAWS

Section 1. Bylaw Amendments

Amendments to this constitution can be made by a two-thirds vote of a quorum at any business meeting after the approval of the executive committee. One-half (50%) of dues-paid members in attendance constitutes a quorum. The addition and revision of bylaws shall be accomplished in like manner.

ARTICLE X NON-DISCRIMINATION POLICY

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.