

## Constitution and Bylaws

### The Ohio State University - MANRRS

#### Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS)

#### The Ohio State University

#### Preamble/Purpose

We pledge to work for the inclusion, achievement, and advancement of all people in the agricultural sciences, natural resource sciences, and other related fields in a positive and educational manner among all ethnic minorities. We will form campus and community connections to further our message and to gain other perspectives through participation in agricultural and environmental activities and programs to ensure that ethnic minorities will be represented within these disciplines. These activities and programs will be initiated both within and outside the academic community. This will give members new experiences and exposure to other possible fields they may not have encountered. MANRRS is also committed to serving/assisting the community we belong to and will engage in service projects with a goal of at least once a semester. The Ohio State MANRRS represents students in main campus and ATI campus (Wooster). MANRRS- Ohio State University will abide by all the rules and regulations in accordance with the national constitution.

### **Article I: Membership**

**Section 1:** Agricultural and natural resource sciences shall include all those disciplines usually included in degree programs of study offered by colleges, schools and departments of agriculture, veterinary sciences and medicine, and/or natural resources in the nation's institutions of higher learning. Related fields shall be those disciplines associated with agricultural and natural resource sciences which are offered in other administrative units of the nation's institutions of higher learning. The Executive Committee of the Society shall be the final arbiter on questions about the inclusion of specific disciplines in the Society's membership categories.

**Section 2:** Individual memberships shall be classified as regular, affiliate or associate depending upon the member's disciplinary association.

- a. Individuals whose disciplines are included in agricultural and natural resource sciences shall be classified as regular members of the Society.
- b. Individuals whose disciplines are related fields shall be classified as affiliate members of the Society.
- c. Individuals not included in the regular or affiliate membership classifications who have made contributions to agricultural and natural resource sciences and related fields shall be classified as associate members of the Society.

**Section 3:** Individual members of the Society shall be designated as (a) Professional Member or (b) Undergraduate Student Member, or (c) Graduate Student Member.

- a. Professional Member: any person who is in an employment stage in his/her life and is not enrolled as a full-time student in any educational institution.
- b. Undergraduate Student Member: any person who is enrolled full time in an accredited educational institution and/or program that leads to the award of an associate or undergraduate degree.

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- c. Graduate Student Member: any person who is enrolled full time in an accredited educational institution and/or program that leads to the award of a post-baccalaureate professional or graduate degree.
- d. Student memberships include full-time students temporarily engaged in experiential learning programs.

**Section 4: Non-Discrimination Policy:** This organization and its members shall be free from discrimination against any individual(s) 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 basis in accordance with Student Organization Registration and Funding Guidelines.

## **ARTICLE II: Organization**

Chapter in good standing is entitled to full participation in all national matters. Deadlines required for a chapter in good standing is December 1st. Good standing for chapters shall be defined as:

- a. A current roster of officers and members on file with the Membership Committee.
- b. Dues paid to the National Treasurer.
- c. Copy of local Bylaws on file with the Membership Committee.
- d. A Personal Information Form (PIF) shall be submitted to the Membership Committee for each dues-paying member in the chapter.
- e. Financial Support from External Sources Form for monetary contributions to the chapter shall be submitted to the National Treasurer of MANRRS.
- f. A narrative of chapter accomplishments/activities for the calendar year shall be submitted

to the Membership Committee.

### **Article III: Officers**

There shall be officer representation on both Ohio State main campus and agricultural technical institute Wooster campus. Officers shall work together between campuses to ensure the success of the MANRRS-Ohio State chapter. The elected positions of the organization shall be:

- a. President
- b. Co - Vice President (Columbus)
- c. Co - Vice President (Wooster)
- d. Secretary
- e. Treasurer
- f. Historian
- g. Parliamentarian
- h. Sergeant at Arms
- i. Graduate Student Representative (if applicable)

For listed duties of officers, see Article VII

### **Article IV: Elections**

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- a. Officers shall be elected annually at the last meeting of spring semester. Voting shall be conducted by secret ballot.
- b. Voting shall be conducted by secret ballot, with the term of office for regularly elected members to be for one year. The term of office for officers elected between elections shall end at the next regular election. The term of office begins at the end of the meeting at which an officer is elected.
- c. The term of the office for regularly elected members shall be for one year. Term of the office begins at the end of the meeting at which an officer is elected.
- d. If there is no slate running for office, positions may be appointed.

### **Article V: Advisors**

There shall be an advisor identified on both Ohio State main campus and agricultural technical institute.

For listed duties of advisors, see Article VII

## Article VI: Removal of an Executive Committee Officer and General Member

### Section 1:

- a. If a member from the executive committee 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 executive committee. At least one advisor from each campus must be present to vote.
- b. 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.
- c. If 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.
- d. The Executive Committee may appoint a qualified member to fill the unexpired term.

### Section 2.

- If a member from the general body 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 executive committee. At least one advisor from each campus must be present to vote.
- b. Any general body member 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, 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.
  - c. If 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.
  - d. The Executive Committee may appoint a qualified member to fill the unexpired term.

## **Article VII: Committees**

There shall be 4 (four) committees formed annually. These shall be

- a. Program/Hospitality
- b. Public Relations
- c. Finance
- d. Membership

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**Section 1:** The Program/Hospitality Committee shall plan professional and academic monthly programs for the organization, social activities, and arrange welcome of members (including refreshments, room set-up & clean-up).

**Section 2:** The Public Relations Committee shall engage in and actively promote awareness of the organization, utilizing all newsletters, magazines, and other public forums to announce and publicize programs and activities of the organization.

**Section 3:** The Finance Committee shall be composed of the Treasurer and other members and shall develop a budget annually.

**Section 4:** The Membership Committee shall be composed of the Secretary and other members of the organization. This committee shall solicit membership of the organization; provide reasonable notice prior to all regularly scheduled and special meetings.

**Section 5:** The President shall appoint one member to serve as a representative on the CFAES Student Council. The representative shall serve a one-year term

## **Article VII: Duties of Executive Committee**

The Executive Committee includes all officers and 1 advisor from each campus.

### **Section 1: President**

1. Establish a vision for the upcoming year by September 1st
2. Set SMART Goals for the organization as well as each committee
3. Establish each meeting's focus and align speakers
4. Organize Executive Board meetings one week prior to each meeting

5. Organize all General Body Meetings two weeks prior to meeting and schedule with Secretary
6. Secure meeting locations for all General Body and Executive board meetings

**Section 2: Co Vice Presidents**

1. Assist the President in creating all reports (Chapter of the year, Mid-year, and Annual) a month before the due date.
2. Plan the end-of-year celebration by March 1st
3. Organize and plan all community service events for the year, with no less than two community service events per semester.
4. Keep a record of members' attendance and community service hours for national report

**Section 3: Secretary**

1. Create a membership log with assistance of President and Vice President
2. Keep an accurate and up-to-date list of paid General Body Members.
3. Regularly check OSU email and email correspondence to General Body Members
4. Run social media pages and create flyers to be posted a week prior to event
5. Create meeting agendas at least one week prior to the Full Body Meeting
6. Take notes at all executive board and general body meetings

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**Section 4: Treasurer**

1. Collect and track annual membership dues; communicate with Secretary/Membership Chair to ensure membership list is up to date
2. Track organization income and expenses with President, Vice-President, and Advisory Board
3. Create and present monthly, semi-annual, and annual financial reports
4. Create one fundraising event per semester
5. Purchase items for events and handle reimbursements

**Section 5: Parliamentarian**

1. Work with the President and Vice President to ensure presenters are scheduled a month before each Full Body Meeting (FBM)

2. Ensure meeting agenda is organized per Robert's Rules of Order
3. Understand parliamentary procedure assist in training Executive Board and General Body Members
4. Plan the elections process by April 1
5. Prepare/purchase food for general body members, working with the treasurer for funds.

**Section 6: Sergeant at Arms**

1. Ensure all bylaws and traditions are adhered by everyone
2. Support the president by making sure they have all materials needed before the meeting
3. Secure meeting locations for all General Body and Exec board meetings

**Section 7: Historian**

1. Update social media pages
2. Have all events/programs documented one week after each event
3. Create program flyers and post them to social media one week prior to the event.
4. Take pictures of all events and post each to social media within 24 hours after the event
5. Send out monthly newsletter to General Body Members and DEI CFAES - Maria Sanchez
6. Create Chapter of the Year report with all events from the school year to be submitted to the MANRRS National Office with assistance from President and Vice President

**Section 8: Advisor**

1. Assist with conducting chapter meetings and ensure parliamentary procedures are practiced (Robert's Rules of Order).
2. Assist the executive board in establishing a vision for the chapter with goals.
3. Provide guidance for fundraising activities, budget development, hosting outside speakers, liability issues, travel, and priority programs.
4. Ensure the treasurer collects dues in a timely manner, submits all forms and national dues to the MANRRS national office, and keeps track of student membership.
5. Advise students in resume and business card preparation.

6. If hosting a regional cluster, work with the local chapter, regional vice president, and the MANRRS national office in planning the annual regional workshop.
7. Promote the national organization of MANRRS on campus.
8. Solicit support for your chapter from your dean and other university officials.
9. Serve as a mentor or help students identify one, teaching the skills and responsibilities of good leadership, such as problem solving, decision making, financial management, conflict resolution, and program planning.
10. Encourage members to network with potential employers and other universities for post-graduate opportunities.
11. Encourage students to compete in regional and national contests.
12. Assist students in preparing for internships, job interviews, etc. or directing them to student services.
13. Be aware of Yearly Chapter Dates.

## **Article VIII: Voting**

**Section 1:** Voting membership is limited to currently enrolled Ohio State students. Other parties such as alumni, professionals, faculty etc. are encouraged to become active members but do so as non-voting honorary or associate members.

**Section 2:** For all elections and conduct of business, a majority shall consist of fifty (50) percent plus 1 of those voting.

## **Article X: By-laws and Amendments**

**Section 1:** This constitution may be amended at any organizational meeting. Any proposed amendments shall be presented to members and advisors one month before amendment vote.

**Section 2:** The majority needed to approve amendments to this constitution shall be that specified in the constitution