

CONSTITUTION OF AGRICULTURAL EDUCATION SOCIETY

ARTICLE I – NAME AND PURPOSE

Section 1: The name of this organization shall be the Agricultural Education Society (AES).

Section 2: The purpose organization shall be:

- To promote food, agricultural, and environmental sciences;
- To stimulate interest in the profession of agricultural education and in leadership;
- To acquaint the members of the organization with the program of agricultural education;
- To provide fellowship opportunities among those who are interested in agricultural education;
- To cooperate with other youth agencies and organizations whose objectives are similar to those of the organization;
- To develop professional competencies and improve the abilities of members to conduct activities and work with organizations encountered in their professions.

ARTICLE II – MEMBERSHIP

Section 1: Active Membership: Any student at The Ohio State University who is interested in agricultural education shall be an active member upon payment of annual membership dues. 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 2: Honorary Membership: Individuals who have made an outstanding contribution to the Agricultural Education Society, the program of agricultural education, and to the general improvement of agriculture may be elected to honorary membership by the Executive Committee with approval of the Advisor.

Section 3: Each semester of internship is considered a semester of active membership without the member attending the required number of meetings.

ARTICLE III – OFFICERS

Section 1: The officers of the organization shall be: President, Vice President, Secretary, Treasurer, Reporter, CFAES Council Representative, and the Advisor.

Section 2: The constitutional officers of the organization, except for the Advisor, shall be elected annually by a majority vote of the members present at a regular business meeting. The Chairperson of the Department Agricultural Communications, Education, and Leadership shall appoint the Advisor.

Section 3: Dues paying members of the organization who have had at least one semester of active membership may be elected to any office. No elected officer shall hold

more than one office nor chair any committee during their term of office. *Except when deemed necessary by the executive committee.

Section 4: Any member of the organization holding a constitutional office or committee chair or co-chair shall:

- Maintain a 2.50 cumulative grade point average in all academic work pursued at the university;
- Be enrolled at least half-time at The Ohio State University;
- Not be on disciplinary probation as defined in the Code of Student Conduct.
- If an officer's cumulative grade point average falls below a 2.50, the officer shall continue in office on probation until the following semester's grades are determined. If the cumulative grade point average continues below a 2.50, a new officer will be elected according to the procedures in the By-Laws.

ARTICLE IV – DUTIES OF OFFICERS

Section 1: The President shall:

- a. Begin meetings promptly.
- b. Plan order of business with the Vice President and with the Executive Committee.
- c. Appoint all committees with the approval of the Executive Committee.
- d. Work with the faculty advisers.
- e. Listen and facilitate the needs of Agricultural Education Society members.
- f. Register organization with The Ohio State University through office of student activities.
- g. Make preparations for planning retreat.
- h. Make preparations for officer & committee planning.

Section 2: The Vice President shall:

- a. Preside over meetings in the absence of the President.
- b. Preside over meetings of the Executive Committee.
- c. Assume responsibility for publicity of Executive Committee meetings.
- d. Publicize appointments made by the Executive Committee.
- e. Be informed of activities and work with the President.
- f. Facilitate functioning of committees.
- g. Maintain Program of Activities.
- h. Appoint one or more member(s) to each committee.

Section 3: The Secretary shall:

- a. Provide a summary of minutes to be presented at the regular meetings.
- b. Keep a record of the business conducted at the Executive Committee meetings.
- c. Maintain an electronic file in the Agricultural Education office.
- d. Create and distribute all correspondence for AES
- e. Prepare an agenda for all regular business meetings.
- f. Prepare and edit officer and executive application.

Section 4: The Treasurer shall:

- a. Assess members annual dues and write receipts.
- b. Provide a list of paid members to the secretary at every meeting.
- c. Manage financial expenditures and income.

- d. Have a report of financial status of AES at each meeting.
- e. Have the books audited yearly.
- f. Develop a budget for the organization.
- g. Serve as an ex-officio member of the Fundraising committee.

Section 5: The Reporter shall:

- a. Submit information to Department and College publications.
- b. Determine a communication plan for the organization
- c. Create and manage AES bulletin board
- d. Take pictures throughout the year and create the year in review for banquet.
- e. Publicize all meetings and activities.
- f. Use social media to communicate with members and advertise events

Section 6: The CFAES Council Representative shall:

- a. Attend every Council meeting and must find a replacement to attend Council functions in their absence.
- b. Present report from each meeting to the AES meetings.
- c. Attend AES Executive Committee Meetings.

Section 8: The Standing Committee Chairs shall:

- 1. The Program Committee Chair:
 - a. Plan educational programs for the membership of AES.
 - b. Make room reservations
 - c. Make arrangements to obtain keys before meetings for the auditorium
 - d. Provide refreshments, themes, and décor for meetings
 - e. Help the secretary write thank you notes
 - f. Encourage members to participate in programs
- 2. Fundraising Committee Chair:
 - a. Maintain fundraisers
 - b. Seek new fundraising projects
 - c. Explore avenues for special projects
- 3. McCaslin Leadership Development Committee Chair:
 - a. Establish professional development opportunities.
- 4. Banquet Committee Chair:
 - a. Conduct an annual banquet for AES members
- 5. Education and Outreach Committee Chair:
 - a. Develop educational opportunities for the organization

Section 9: The Advisor shall:

- a. Be a member of the faculty of the Department Agricultural Communication, Education, and Leadership or an appointee of the ACEL Department Chair.
- b. Evaluate the program and the general conduct of the organization whenever it is deemed advisable.
- c. Provide advising to the club, but cannot overrule a decision of the

membership unless the decision is in violation of school policy.

Section 10: The Assistant Advisor shall:

- a. Be a graduate student in the department of Agricultural Communication, Education, and Leadership.
- b. Assist the organization in cooperation with the Advisor.

Section 11: In the event that an officer/committee chair of Agricultural Education Society is going to be absent for more than one semester, a member of Agricultural Education Society will replace that officer/committee chair. Each interested member will submit the officer/committee chair application and complete the formal interview process. Deadlines will be issued depending on the time of the absence. Priority will be given to applicants that are past officers of Agricultural Education Society or past/current Agricultural Education Society committee chairs. The executive board will formally install the replacement officer.

Section 12: In the event that an officer/committee chair of Agricultural Education Society is going to be absent for one semester or less, a member of the Agricultural Education Society Executive Board will be appointed to fulfill the responsibilities of that position. The current Agricultural Education Society President will make this appointment.

Section 13: In the event that an officer/committee chair is deemed *not in good standing*, the advisor will discuss the matter with the officer/committee chair, and, where necessary, issue a warning. In the event that a second discussion is warranted, the advisor will bring the matter to the Executive Committee for a *vote to dismiss* the officer/committee chair of their duties.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the Advisor and Assistant Advisor, officers, and committee chairpersons. All members are welcomed at Executive Committee meetings. Voting members shall be the officers and committee chairpersons (one vote per committee). It shall be the duty of this committee to prepare a tentative program of activities and attend to such other business as is necessary for the proper functioning of the organization. The Executive Committee shall have the power to act as necessary for the organization in accordance with actions taken at AES meetings and the provisions of the By-Laws.

ARTICLE VI – MEETINGS

Section 1: The organization shall meet on a regular basis during the academic school year.

Section 2: The Executive Committee shall meet at the discretion of the officers.

Section 3: Special meetings may be called at the discretion of the President.

Section 4: One-fourth of the active membership shall constitute a quorum for the transaction of business.

Section 5: Roberts Rules of Order shall govern in all cases not provided for by the Constitution or By-Laws.

ARTICLE VII – AMENDMENTS

Section 1: Proposed amendments to the Constitution shall be submitted to the organization in writing at least one regular meeting previous to final action. Its adoption shall require the concurrence of two-thirds of the active members present at a regular business meeting.

Section 2: All amendments to the Constitution shall become effective at the next regular business meeting after adoption unless otherwise specified in the amendment.

BY-LAWS OF THE AGRICULTURAL EDUCATION SOCIETY

ARTICLE I – MEETINGS

Section 1: The regular business meetings of the organization shall be held on the second and fourth Tuesday night of each month of the school year except when the Executive Committee deems it necessary to change the meeting time.

ARTICLE II – ELECTION OF OFFICERS AND COMMITTEE CHAIRS

Section 1: The Nominating Committee, composed of one agricultural education faculty-member, one Agricultural Education Society member of senior rank, and one member at large from the College of Food, Agricultural, and Environmental Sciences to be approved by the Executive Committee shall slate one nominee for each elected officer and committee chair or co-chair position :

Section 2: The slate of nominations, along with a list of members applying for each office and committee chair or co-chair, will be compiled.

Section 3: The election of officers will be by adoption of the nominating committee's slate and will be the first item of business during the last meeting before the completion of Autumn Semester . Any deviation from the election process identified in Section 3 will be at the discretion of the advisors.

Section 4: Only those persons in attendance who are dues paying members prior to elections meeting will be eligible to vote.

Section 5: Installation of officers shall take place at the completion of Autumn Semester.

ARTICLE III – MEMBERSHIP DUES

Section 1: The annual membership dues of the organization shall be determined annually at the first general meeting of autumn semester.

Section 2: Members in good standing withdrawing from school for one or more semesters shall be reinstated upon returning and shall be exempt from all dues while absent.

Section 3: In the event that a member is deemed *not in good standing*, the advisor will discuss the matter with the member, and, where necessary, issue a warning. In the event that a second discussion is warranted, the advisor will bring the matter to the Executive Committee for a *vote to dismiss*.

ARTICLE IV – ORDER OF BUSINESS

Section 1: a. Call to Order
 b. Reading and Approval of Minutes

- c. Officers Reports
- d. Old Business
- e. Guest Speaker
- f. Committee Reports
- g. New Business
- h. Adjournment

ARTICLE V – AMENDMENTS

Section 1: The By-Laws may be amended by a two-thirds vote of all members present at any regular business meeting, provided the amendments shall have been proposed in writing at a previous regular business meeting.