

CONSTITUTION AND BY LAWS OF THE AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS

ARTICLE I- NAME OF ORGANIZATION

Section A: The name of this organization shall be AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS 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- ORGANIZATION PURPOSE

Section A: 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 ASABE website.
5. Promoting FABE among fellow students on and off campus when possible.

ARTICLE III- UNIVERSITY REGULATIONS

Section A: Hazing and Discrimination, including Sexual Misconduct - AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 these guidelines.

Section B: Hazing - AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C: Bylaws - AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational

bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV- MEMBERSHIP

Section A: Membership Eligibility - Membership in AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS may consist of three types- Members, Honorary Members, and Alumni Members. **Honorary Members** shall be individuals whom the student branch desires to honor with such membership. **Alumni Members** may include university faculty, staff, graduate students, FABE graduates and people of agricultural related concerns, who, through their interest and participation, will promote ASABE and the ideals of the Student Branch. All students are equally eligible and encouraged to become a member of the organization.

Section B: Member Selection - Members shall be undergraduate students enrolled in FABE, engineering related degrees, or other curriculums as shown by the rolls of The Ohio State University. Membership is strictly voluntary. Students may choose to become members by joining the organization's GroupMe and regularly attending general body meetings. Only those who have voluntarily joined in this manner will 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 C: Membership Timeline - Undergraduate students (all ranks and majors) will be considered guest members of the organization until attending of four meetings in the period of one semester upon joining of the student branch. Membership is open on a rolling basis. They are permitted to attend all meetings and events but will not be voting members. With completion four meetings of attendance and payment of dues (collected once a year) or participating in the student branch fundraiser, they will become full voting members.

Section D: Member Removal - 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 the member shall be removed from the organization, or what action should be taken. The member shall be removed from the organization if a two-third vote is obtained by the executive committee.

ARTICLE V- ADVISOR

Section A: Advisor Duties and Responsibilities - The Advisor(s) 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 a student branch sanctioned eating contest with the food selected by graduating members.

Section B: Advisor Term - Election shall occur at the last meeting of the Fall semester. The term is for one year.

Section C: Advisor Selection - Potential candidates will be nominated by an active member of the student branch. The candidate will either accept or decline this nomination. Once all nominations are made, there is a motion and a second made to approve the closing of nominations. Each candidate will give a short speech about why they desire to assume the advisor position. Then, the voting occurs and the candidate receiving 50% + 1 of the votes will be granted that advisor position. The advisor must be faculty or staff within the department and be approved by the department chair.

Section D: Advisor Replacement - The advisor position can change at the end of each term during elections in fall. If it is deemed by the executive committee or the F&BE department chair that the advisor has not effectively fulfilled their duties and responsibilities or has acted in a manner that could be deemed inappropriate, a two-third vote by the executive committee will remove the advisor from their position. In the case of an advisor vacating the position, a special election can be held to replace the advisor.

ARTICLE VI- ORGANIZATION LEADERSHIP

Section A: Officer Positions - The officers and advisors mentioned below shall constitute the Executive Committee of the student branch, 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 student branch.

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 branch, and represents the organization in public relations and official functions. The president shall be on the checkbook.

Vice President - The vice president shall preside over meetings in the absence of the president. Other responsibilities include organizing executive committee meetings, and assisting with the logistical organization of the Farm Science Review annual fundraiser each fall including volunteer shifts, set-up and tear-down, and transportation and all aspects of this event. They will also serve as primary contact for any issues being coordinated with the FSR staff in conjunction with the advisor and other officers.

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 annual fundraiser.

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.

Social Chair(s) - The social chair(s) arranges social activities, guest speakers, and tours for the organization. The social chair(s) are also responsible for the organization's Arch-E week representation and involvement in any student branch activity. The social chair(s) also shall keep in contact with FABE Department communications personnel to maintain the organization's website, social media, and provide updates in a timely manner.

E/Ag-Council Representative(s) - E-Council Representative(s) shall attend E-Council (COE Student 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. Ag Council Representative(s) shall attend Ag Council (CFAES Student Council) meetings and provide reports to the organization at organizational meetings. This also includes securing any Ag Council funding and submitting necessary documents for such funding.

Section B: Officer Eligibility - 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 if applicable. Incoming freshmen are also eligible for office. Election shall occur at the last meeting of Fall semester. The term is for one year.

Section C: Officer Selection Process - Potential candidates will be nominated by an active member of the student branch. The candidate will either accept or decline this nomination. Once all nominations are made, there is a motion and a second made to approve the closing of nominations. Each candidate will give a short speech about why they desire to assume said officer position. Then, the voting occurs among the general body members and the candidate receiving 50% + 1 of the votes will be granted that officer position.

Section D: Officer Removal - 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.

ARTICLE VII- ORGANIZATION DISSOLUTION

Section A: Dissolution Requirements - Circumstances where organization dissolution would come into effect includes lack of membership and insufficient funding for the student branch.

Section B: Dissolution Procedures - If for some reason the organization has a need to dissolve, all organization assets and debts go back to the Department of Food, Agricultural, and Biological Engineering under the direction of the advisor and department chair with cooperation from the most recent President and Treasurer.

ARTICLE VIII- CONSTITUTIONAL AMENDMENTS

Section A: Amendment Process - An amendment to this constitution and bylaws may be proposed at any regular business meeting and adopted by a two-third vote of the membership present at the next regular meeting. An email shall be sent to all membership in regard to an amendment change 72 hours before the meeting. This constitution and bylaws shall become effective on adoption by a two-third vote of members present at any regular meeting. Between proposal and voting, the Executive Committee may reword an amendment, without

change of meaning, to best suit the constitution and bylaws. The interpretation of this constitution and bylaws by the Executive Committee and advisor shall be final in all cases.

This constitution and bylaws have been ADOPTED by AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS on March 11, 2026.

President: Austin Pleiman

Vice President: John Coyne

Treasurer: Blake Osswald

Secretary: Katie Nupp

Faculty Advisor: Andrew Klopfenstein