

**UNIVERSITY OF DELAWARE
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
AGRICULTURE COLLEGE COUNCIL
CONSTITUTION AND BY-LAWS**

Revised 05/22/08

Preamble: We, the students at the University of Delaware, do hereby form the organization known as the Agriculture College Council for the purpose of giving the students of the College of Agriculture and Natural Resources a sense of unity, providing events for these students to meet others, and allowing students to voice their opinions on the College of Agriculture and Natural Resources.

Article I: Name. The name of this organization shall be the Agricultural College Council of the University of Delaware, hereafter referred to as the AgCC.

Article II: Purpose. The purpose of the AgCC shall be:

- A. To encourage, initiate, and conduct services, which are beneficial to the students of the College of Agriculture and Natural Resources.
- B. To promote unity among students and organizations of the College of Agriculture and Natural Resources.
- C. To promote cooperation among the faculty and students of the College of Agriculture and Natural Resources to better suit student needs in agriculture.
- D. To provide an opportunity for student organization representatives to further develop leadership skills, discuss problems, exchange ideas, recruit members, and encourage greater club involvement.
- E. To provide updates on CANR information to student organizations.
- F. To assist in the planning, coordination, and promotion of the Fall/Spring Ag Social, Ag Carnival, Ag Day, and the Advisor Appreciation Reception, as well as informal social events during the semester such as movie nights, game nights, and study breaks.
- G. To act on such legislation as is consistent with the aforesaid.

Article III: Affiliation with any other group. This organization is and shall remain nonpolitical, nonpartisan, and nonprofit. At no time shall the revenues or funds on this club be used for the personal benefit of its members or others, except for those incentives pursuant with the club's purposes set forth in Article I, Section II. These incentives shall be scholarships and awards for excellence.

Article IV: Non-Discrimination Clause. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article V: Membership

Section 1: Eligibility. All full-time, matriculated undergraduate students in the College of Agriculture and Natural Resources shall be eligible to be a member of AgCC.

Section 2: Organization Representatives. The organization representatives to AgCC shall be an appointee of each student organization within the College of Agriculture and Natural Resources.

Section 3: Non-representing members. The following groups of people are allowed non-voting or representing membership: part time or graduate students, alumni, community and honorary members. These members are **NOT** allowed to vote, hold office, count towards the group's

membership, nor have any influence upon decision making of the organization.

Section 4: Policies and Procedures for Disciplining/Removing members. The following circumstances would require removing a member from the organization:

- Taking part in actions that go against the mission of the group
- Disruptive and disrespectful behavior in meetings or towards other members
- Behavior during community events that reflect negatively on the organization
- Any action that goes against UD's Code of Conduct

Article VI: Officers.

Section 1: Officer duties. The officers of AgCC shall serve as the official student representative to any appropriate college-wide committees recommended by the advisor of AgCC.

Section 2: President. The president of AgCC shall be the person selected by the AgCC executive board to serve as the official representative of the students of the College of Agriculture and Natural Resources. The President shall be the presiding officer of AgCC and shall be responsible for ensuring the functioning of all AgCC events and the effectiveness of AgCC constitution and by-laws. The President shall be responsible for developing meeting agendas in concert with the advisor for all meetings held. The President shall serve as the undergraduate student representative to the Courses and Curriculum Committee. In addition, the President is responsible for attending any presidential meetings sponsored by the Registered Student Organization of the University of Delaware.

Section 3: Vice-President. The Vice-President of AgCC shall be the selected by the AgCC executive board to be the executive assistant to the President and oversee all AgCC events. The Vice-President shall serve as the presiding officer of AgCC in the absence of the President. In the event that the President cannot complete his/her term of office for any reason, the Vice-President shall take the place of the President. In addition, the Vice-President shall perform other duties as assigned to him/her by the President. The Vice President shall be responsible for maintaining the AgCC website.

Section 4: Secretary. The Secretary of AgCC shall be the person selected by the AgCC executive board, and shall be responsible for keeping accurate records of AgCC meetings and maintaining attendance records at AgCC meetings. In addition, the Secretary shall conduct all correspondence, reserve rooms for meetings, and distribute minutes of AgCC meetings to each executive officer, each representative, and faculty advisor within one week of meetings. Furthermore, s/he shall perform other duties as assigned to him/her by the President.

Section 5: Treasurer. The Treasurer of AgCC shall be the person selected by the AgCC executive board to function as the financial officer of AgCC. All checks required for AgCC must be signed by two administrators of the activities and programs office. The Treasurer is responsible for obtaining signatures that appear on all forms, contracts, or letters, which may financially obligate AgCC. Any such form, contract, or letter which does not contain two signatures, shall be considered invalid. The Treasurer is responsible for completing and submitting Event Supplemental forms for Ag Day. The Treasurer is charged with attending any Treasurer meetings sponsored by the Resident Student Organization of the University of Delaware, and for preparing a proposed budget in the spring for the following year's AgCC. The Treasurer is responsible for coordinating all fundraising activities of AgCC.

Section 6: Public Relations Chair. The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, submitting press releases to the appropriate media, submitting event information to the Talk of Townsend, and ensuring the group is represented at events designed to help promote the organization and build membership.

Section 7: Historian. The historian is responsible for compiling an annual scrapbook.

The historian shall assemble all memorabilia to preserve for a permanent record. The historian shall be responsible for taking pictures at all events.

Article VII: Elections.

Section 1: Qualifications for Officers. The following qualifications must be met in order for a member to become an officer:

- All Executive Officers **MUST** be full time matriculated undergraduate students at the University of Delaware College of Agriculture and Natural Resources
- Students must have a **minimum** GPA of 2.25
- Presidential candidates **must** have already served as either an executive board member, or as a committee chair, for one year.

Section 2: Election of Officers. Annual elections for officers of AgCC shall be held during the spring semester of each academic year. The representatives of AgCC will be held responsible for distributing information about AgCC positions and the officer elections.

Nominations will occur for two-three weeks and will be returned to the AgCC executive board. Students in the College of Agriculture and Natural Resources are allowed to run for office. The senior executive board members will then review the nominations and decide upon officers for the upcoming academic year. Newly elected officers will be posted by the current President of the AgCC.

Section 3: Procedure for Disciplining/Removal of Officers. The grounds and conditions for removal/discipline of officers includes the following:

- a notice of charges
- a right to a fair hearing
- the right to appeal

Any elected officer or committee chair found not deserving, may be removed from office by a two thirds vote of the active members after his or her case has been brought before the club for initial review. If the officer is removed, immediate nominations will occur; all CANR students are eligible for nomination. At the next business meeting, the nominee(s) will give a brief 1-2 minute speech stating why they are best qualified for the position. The nominee must be elected to the vacant position with a majority of votes.

Section 4: Resignations. In case of resignation of any elected officer, an election shall be called to fill that vacancy. In the event the president resigns, the vice president will take the office, and an election will be held to fill the office of the vice president. As stated above, nominations for the vacant position must occur one week prior to elections, and nominees must be active members. Procedures for nomination and election will be the same as stated in Section 2.

Section 5: Officer Transition. Elections should be held sometime in the second half of the spring semester, no later than three weeks prior to classes ending, in order to allow time for training of the new officers. Officers must be trained in the following areas:

- introduction to Activities & Programs Office and staff
- review of policies and procedures
- the passage of important information
- planning next year's events

Article VIII: Meetings. During the academic year, the officers of the AgCC shall hold bi-weekly meetings at a time and place determined by the President. The representatives and organization members shall attend meetings as they are needed in order to discuss student organization updates, and any organizational or leadership issues they may have.

Attendance at all regular meetings shall be required of all AgCC officers. If a student

organization representative is unable to attend, prior permission must be obtained from the AgCC President, and the student organization representative must be excused. The student organization representative is responsible for finding a suitable replacement, preferably an active member of that organization.

Section 1: Organizations. Student organizations that shall be included in AgCC shall include: Alpha Gamma Rho Fraternity, Alpha Zeta Fraternity, Animal Science Club, Collegiate 4-H, Collegiate FFA, Design Interest Group, Equestrian Team, Food Science Club, Plant and Soil Science Club, National Agrimarketing Association, Minorities in Agriculture Natural Resources and Related Science, Horticulture Club, Sigma Alpha Sorority, and The Wildlife Society; Any ratification of the aforementioned shall be approved based upon Article VI.

Section 2: Quorum. The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made shall be 75% of the executive board and the club advisor at scheduled meetings. This is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. This applies for executive meetings as well as general meetings

Article IX: By-Laws. The organization shall establish by-laws to carry out the policies set forth in this constitution. However, they cannot in any manner or intent change the original purposes of this constitution or organization. By-laws and amendments to the bylaws must be approved by a majority vote of active members at a designated regular meeting.

Article X: Establishment of Committees. If it is deemed necessary to establish committees, then a proposal for a committee must be set forward by an active member; this proposal must include the necessity for committee, as well as a tentative list of events for the committee to plan. All active members will then vote on the proposal, and a simple majority is necessary for the committee to be established.

Article XI: Advisor. There must be one primary advisor, who **MUST** be a full time professional faculty or staff person; no part time/salaried staff or graduate students may serve as advisor. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of the organization. The advisor shall be selected by the executive board. Duties of the advisor shall include the following:

- Attending meetings and events
- Offering advice
- Serving as a liaison between the organization and the AgCC officers, as well as with the University

The organization has the right to change their primary advisor at any time. In addition to the primary advisor, there may be as many secondary advisors as deemed necessary by the organization.

Article XII: Disbursal of organizational assets should the group become defunct. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

Article XIII: Rules for Ratifying the Constitution. Approval of changes to the constitution require a simple majority vote of all active members and approval by the Activities and Programs Office.

Article XIV: Rules for amending the Constitution. Adding articles/sections to the constitution requires a 2/3 vote of all active members, and advance notice to all members of the proposed change.

Signatures:

President: 

Vice President: 

Activities & Programs Staff:

[Handwritten Signature]

Date: _____

UNIVERSITY OF DELAWARE
RECEIVED

JUN 09 2008

OFFICE OF
ACTIVITIES & PROGRAMS