

CONSTITUTION
of the
KANSAS STATE UNIVERSITY STUDENT BRANCH
of the
AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS

ARTICLE I. Name and Object

Section 1. The name of this organization shall be the Kansas State Student Branch of the American Society of Agricultural and Biological Engineers, and shall be located at Kansas State University, Manhattan, Kansas.

Section 2. It shall be the object of the Student Branch to promote directly and indirectly the interests of the students in Biological and Agricultural Engineering, particularly as these interests relate to their professional advancement and to the parent society, the American Society of Agricultural and Biological Engineers.

Section 3. This Constitution, and any Bylaws adopted in connection therewith, shall conform to the rules, regulations and policies of the American Society of Agricultural and Biological Engineers pertaining to its student branches.

ARTICLE II. Membership

Section 1. Membership in the Student Branch shall consist of honorary members, active members, and associate members.

Section 2. Honorary members shall be local ASABE members whom the Student Branch desires to honor with such membership.

Section 3. Active members shall be undergraduate students enrolled in the Biological and Agricultural Engineering curriculum as shown by the rolls of Kansas State University.

Section 4. Associate members shall be students of curriculums other than Biological and Agricultural Engineering, who evidence an interest in Biological and Agricultural Engineering and desire to affiliate with the ASABE Student Branch.

Section 5. Active members in good standing in the Student Branch are eligible to become student members of the ASABE as provided in the Bylaws of the parent society.

ARTICLE III. Officers

Section 1. Officers of the Student Branch shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, First Sergeant-at-Arms, Second Sergeant-at-Arms, First Open House Chair, Second Open House Chair, Scribe, and Faculty Advisor.

Section 2. All officers of the Student Branch, except the Faculty Advisor, shall be of the grade of active member. A candidate for President shall attain at least a junior standing during the term of presidency. Candidates for the First and Second Vice-Presidents, Secretary, Treasurer, Sergeant-at-Arms, and Scribe shall have attained at least sophomore standing.

Section 3. The officers provided for in Article III, Section I above shall constitute the Executive Committee of the Branch, two-thirds of whom shall constitute a quorum for the transaction of any business not requiring action at a regular or special meeting.

Section 4. Any officer who does not serve the office adequately, or displays unbecoming conduct, may be removed by a majority of the active members of the Student Branch present and voting at a regular or special meeting, but only after specific charges have been filed with and investigated by the Executive Committee.

ARTICLE IV. Duties of Officers

Section 1. The President shall preside at all meetings when present. The President shall appoint committees which are not provided for in the Bylaws, but are authorized by the Executive Committee or the Student Branch. The President shall assume an active leadership role in the Student Branch, and perform other customary duties of the office. The President shall serve as the Student Branch representative to Engineering Student Council.

Section 2. The First Vice-President shall preside in the absence of the President, and assist with the President's official duties. The First Vice-President shall provide for the program at each Student Branch meeting, contact prospective speakers, arrange for the physical facilities of the meeting such as; projection equipment, screens, and any display material used by speakers, and introduce the speaker to the student group. The First Vice-President shall maintain correspondence with the Student Branch Industry Advisors.

Section 3. The Second Vice-President shall be in charge of all activities relevant to the professional development of the members. The Second Vice-President should explain, and encourage members to take part in the different honor awards, student paper awards, and any other activities carried on by the ASABE or the Mid-Central Section of ASABE. The Second Vice-President shall also be responsible for arranging and planning the spring departmental picnic.

Section 4. The Secretary shall perform the customary duties of the office, including the taking of minutes at meetings, and the handling of correspondence between the Student Branch and the officers and committees of the parent society. The Secretary shall be responsible for the maintenance of the Student Branch web page.

Section 5. The Treasurer shall collect all dues, fees, and other monies due the Student Branch. The Treasurer shall properly care for all funds and, upon proper authorization, disburse them to meet the obligations of the Student Branch. The Treasurer shall keep suitable financial records and accounts of all funds, which shall be subject to the rules of the Kansas State University Student Governing Association. The Treasurer shall be responsible for attendance at required SGA meetings and submission of a budget to SGA by the assigned date.

Section 6. The First Sergeant-at-Arms shall maintain order in the meetings. The First Sergeant-at-Arms shall assist in distributing literature and shall perform such other duties that will assist in the conduct of an orderly and efficient meeting. The First Sergeant-at-Arms shall be responsible for arranging refreshments. The Sergeant-at-Arms shall serve as the Chair of the Pancake Feed Committee. The Second Sergeant-at-Arms shall assist the First Sergeant-at-Arms with arranging refreshments and organizing the Pancake Feed.

Section 7. The Scribe shall be responsible for recording the activities of the Student Branch and maintain the picture board. The Scribe shall be responsible for submitting a report for the Equipment Manufacturer's Institute Competition and encourage activities to improve the Student Branch's performance in the competition.

ARTICLE V. Meetings

Section 1. The Student Branch shall hold regular meetings during the school year for the conduct of business and presentation of professional and other suitable programs.

Section 2. The Executive Committee, with the permission of the Faculty Advisor, may postpone regular meetings or call special meetings when such action is in the best interest of the Student Branch.

Section 3. Attendance at the meetings will be outlined as part of the BAE 020 requirements.

Section 4. If the requirements for the semester are not completed by the specified date, each students with incomplete requirements must write a one page paper discussing the benefits and growth of their area of study in Biological Systems Engineering.

Section 5. Each member must receive three of their six points from attending meetings, unless excused by the advisor.

ARTICLE VI. Adoption and Amendments

Section 1. This Constitution shall become effective upon adoption by a majority vote of the active members present at any regular meeting.

Section 2. The articles of this Constitution may be amended by presentation of the amendment at any regular meeting and shall be voted on at the following meeting. A two-thirds vote of the active members present is necessary for any amendment to the Constitution.

BYLAWS
of the
KANSAS STATE UNIVERSITY STUDENT BRANCH
of the
AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS

ARTICLE I. Elections

Section 1. There shall be a nominating committee selected by the President consisting of graduating seniors.

Section 2. Nominations shall be accepted from the active members before elections or from the floor at the meeting prior to elections.

Section 3. All officers as defined in Article II, excluding the Scribe, will be elected at the last regular meeting before the end of the spring semester and will serve one year terms. The Scribe will be elected at the first meeting in February and will serve a 14-month term, with two scribes serving until the completion of the AEM report.

Section 4. The Open House Chair shall be elected at the last regular meeting before the end of the spring semester, and will serve a two year term as outlined in Article VI, Section 3.

Section 5. The Faculty Advisor shall be elected for a three year term beginning June first, and his or her election shall take place at the last regular meeting of the spring semester. The Student Branch will have three Faculty Advisors, ranking in authority by the year of their current term.

Section 6. The election of all officers will require a simple majority vote.

ARTICLE II. Committees

Section 1. Student Branch committees shall include Executive, Open House, Community Service, and Fund Raising.

Section 2. The Executive Committee shall consist of the Student Branch officers. Elected and appointed committee chairs may attend Executive Committee sessions, but will not be voting members.

Section 3. Two Open House Assistants are to be elected. The first assistant will serve a two-year term. During the first year of the term, the first Open House Assistant will be responsible for the Freshman-Sophomore display and perform the duties assigned by the Open House Chair. During the second year of the term, the Open House Assistant shall assume the position of the Open House Chair. The Open House Chair is responsible to appoint display chair,

coordinate, and plan the curriculum display. The second Open House Assistant will serve a one-year term and will be responsible for the Float and Opening Ceremonies.

Section 4. The Community Service and Fund Raising Committee Chairs and members shall be appointed by the President at the first meeting of the fall semester.

ARTICLE III. Assessment of Dues

Section 1. The amount of assessment of dues for each semester will be determined by the needs and activities of the Student Branch and will be acted upon in a regular meeting. Dues to be assessed and paid by members of the Student Branch shall be passed by a motion at a regular meeting.

Section 2. Payment of local dues shall be a requirement to achieve active member status.

Section 3. The amount of assessment of dues for ASABE membership will be set by the National ASABE, and entitles the payee to National ASABE benefits.

Section 4. National ASABE membership is a requirement for Student Branch officers.

ARTICLE IV. Parliamentary Authority

Section 1. All meetings The electoral meetings of this organization shall be governed by parliamentary procedure as set forth in Robert's Rules of Order.

Section 2. The Sergeant-at-Arms will enforce the Rules of Order.