

# **Agri-Life Council**

## **CONSTITUTION**

Revised: August 23, 2007

### **Article I**

The name of this organization shall be "The Agri-Life Council of North Carolina State University," hereafter referred to as "The Council" in the Constitution and By-Laws.

### **Article II Purposes**

Section 1. The Council shall be to promote and stimulate advancement and leadership in campus activities; to provide education and recreation; and to promote stronger college and university spirit.

Section 2. The Council shall act as a liaison between the students and the administration.

### **Article III Membership**

Section 1. Any student organization affiliated with, but not part of the Pan-Hellenic or Interfraternity Councils, the College of Agriculture and Life Sciences and/or the Agricultural Institute shall have two elected members on the Council. Alternates may serve their club when their regular members are absent. When/if at any point these particular student organizations become a part of the Pan-Hellenic or Interfraternity Councils, membership on the Agri-Life Council shall be terminated at the end of the semester that membership on the Pan-Hellenic or Interfraternity Councils begin.

Section 2. Any student attending North Carolina State University may attend any Council Meeting.

### **Article IV Officers**

Section 1. Officers of this organization shall be president, vice-president, secretary, treasurer, reporter, and a student government representative. The term of the office shall be one academic year. Officers shall be elected at the end of the academic school year and shall take office at the beginning of the following academic school year. No officer may succeed himself/herself in the same office. In order to serve as an officer, a student must have a grade point average of 2.0 or better. At no point should an officer of the council represent a club that he/she is a member of for any purpose while at a council meeting. Any person being nominated for a council office should have served as a council representative for an active club seated on the council at least one semester prior to their nomination.

Section 2. Elected officers must attend all executive meetings and all council meetings as scheduled. If unable to attend a meeting you must contact the President within 24 hours of the scheduled meeting time. If any elected officer is unable to serve or voted by The Council, with a two-thirds vote, to be inadequately fulfilling his/her duties as an officer, the Council shall elect a new officer to replace him/her, unless the vacated office is that of president. If the office of the president is vacated, the vice-president shall assume that office and a new vice-president shall be elected.

Section 3. The duties of the officers shall be prescribed in the By-Laws of the Council.

#### **Article V Advisors**

Section 1. Faculty advisory committee: The faculty advisory committee shall consist of two faculty members who shall each hold office for a two-year term. One new member shall be elected at the end of each academic school year by a majority vote of the active council members and officers (excluding the Council President).

Section 2. The faculty advisors shall be members of the faculty of the College of Agriculture and Life Sciences.

Section 3. The two members of the faculty advisory committee shall come from different departments.

Section 4. The faculty member who has served longer on the committee shall serve as senior advisor. The other faculty member shall be titled the junior advisor.

Section 5. The faculty advisory committee shall advise the Council in all matters pertaining to the Council.

#### **Article VI Finances**

Section 1. Every undergraduate in the College of Agriculture and Life Sciences shall pay to the college treasurer a fee. The fee shall be handled by the college treasurer and expended only on a warrant issued by the director of Academic Affairs of the College of Agriculture and Life Sciences as based on the Council's budget.

Section 2. Any club represented on the Council shall have the right to apply to the Council for excess funds as prescribed in the By-Laws.

Section 3. Any club or organization receiving funding from two or more college Councils will receive no more than ½ the projected allocation.

#### **Article VII Activities**

The Council shall sponsor such social and informative activities as it deems necessary and as provided for in the By-Laws.

### **Article VIII Voting Procedures**

Section 1. Each club represented on the Council shall have two voting members, the two elected Agri-Life Council representatives. In the absence of a Council representative, the club president may act as a voting member.

Section 2. CALS Student Senators attending council meetings shall have one vote each.

Section 3. Only delegates present at the time of voting may cast a ballot.

Section 4. Voting is open to "active" clubs seated on the council.

Section 5. Voting shall be by hand or by secret ballot if requested.

Section 6. Officers of the Council shall have one vote each on all business except election of officers.

Section 7. In the event of a tie, the Council president shall break the tie.

Section 8. A quorum shall be present at the beginning of each meeting in order for business to take place. Quorum shall be defined as the presence of 2/3 of the active clubs seated on the council. One representative from each club will be considered an "active" club present.

### **Article IX By-Laws**

Section 1. The Council shall establish a set of By-Laws to include operational and procedural matters. The By-Laws shall not be in conflict with this Constitution.

Section 2. By-Laws may be adopted, amended, or suspended by a two-thirds vote of the total membership (two representatives per club) of the Council, if quorum is present at the meeting.

### **Article X Amendments**

This constitution may be amended by three-quarters vote of all the Council Representatives, the vote coming not less than two weeks after the amendment was proposed, if quorum is present at the meeting.

## **Article XI Meetings**

Section 1. Regular meetings shall be held on the first and third Thursday nights of every month (unless otherwise stated by the Council President) at such a time designated by the President. The meeting place shall be that designated by the president.

Section 2. A quorum shall be two-thirds of the "active" clubs seated on the council. A quorum must be present to conduct official business.

## **Article XII Attendance**

Section 1. An undergraduate club will be considered "active" if both of the following criteria are met:

1. A letter is received by the Agri-Life Council president prior to or at the second or third regular meeting of each semester or at the discretion of the Council President, stating that it intends to be an "active" club that semester. This letter must be signed by the club president, advisor, and both Agri-Life Council representatives.

2. A club may miss no more than two meetings during a semester. The club must have a least one representative or a "proxy" present for the club to be considered present.

Addition: The club may appoint any member of their organization to serve as a proxy; however, at no time will an Agri-Life Council officer be allowed to perform the duties of an Agri-Life Representative or act as a proxy for said club.

Failure to meet both criteria renders a club inactive for that semester and the club forfeits its voting privileges in Agri-Life Council matters.

Section 2. After the first absence, the vice-president of the Council will contact the club's president and advisor and will explain the consequences of future absences.

Section 3. As a punitive measure, absences in the preceding semester will be taken into consideration by the Excess Funds Committee for the next distribution of funds, as stated later in the bylaws.

Section 4. Following a club or organization's third absence from Agri-Life Council meetings, the club or organization will forfeit active status on the council and must serve a probationary period of one full academic semester before being eligible to repetition. During the probationary period the club's representatives may have no more than two absences.

## **BY-LAWS**

### **Article I Duties of the Officers**

Section 1. The Agri-Life Council President, from hereafter referred to as the president, shall preside at all meetings of the Council. He/she shall name all committees for which no provision has otherwise been made. He/she shall perform such other duties as the Constitution and By-Laws prescribe to those imposed on his/her office by parliamentary practice.

Section 2. The Agri-Life Council Vice-president, from hereafter referred to as the vice-president, shall perform the president's duties during the president's absence. He/she shall be coordinator of all Council activities.

Section 3. The Agri-Life Council Secretary, from hereafter referred to as the secretary, shall: (1) make and keep official records of the Council; (2) keep an accurate record of attendance at Council meetings; and (3) handle Council correspondence.

Section 4. The Agri-Life Council Treasurer, from hereafter referred to as the treasurer, shall: (1) disburse all funds approved by the Council, (2) audit records of all enterprises for which fees are expended; (3) make a written report each semester of all expenditure through Council activities; and (4) serve as chairman of the Excess Funds Committee.

Section 5. The Agri-Life Council Reporter, from hereafter referred to as the reporter shall see that all information pertaining to the Council that should be published is placed in the proper publication channels. He/she shall also be responsible for posting Council meeting notices.

Section 6. The Agri-Life Council Student Government Representative, from hereafter referred to as the student government representative, shall act as a representative between the Agri-Life Council and the NC State University Student Government. He/She shall attend each meeting of the (Student Body) President's Roundtable and the Student Senate and thereafter submit a report of the business to the Agri-Life Council. A proxy shall be appointed to fulfill the duties of the office in the event that the student government representative is absent from a given meeting. He/she shall also be responsible for providing the council with information regarding Student Government Appropriations of funds and elections of officers.

## **Article II**

### **Awards**

Section 1. The Council shall award monies for the purchase of a plaque (monetary amount determined by the council officers) to each club represented on the Council that desires it. Each club chooses its recipient and awards the plaque at its own discretion.

Section 2. Members of the Council upon completion of their terms shall receive a certificate for service on the Council. Certificates shall be presented at the end of the year Agri-Life Council Banquet.



Section 3. The Council shall present any such other awards as it shall feel carries out the function of the Council.

**Article III**  
**Functions of the Council**

The Council shall sponsor at least one major social function and at least one major informative program during the school year. The Council may sponsor any other activities which it deems necessary.

**Article I V**  
**Applying for Excess Funds**

Section 1. An Excess Funds Committee shall be established each semester, fall and spring, consisting of the Council treasurer as chairman, two voluntary members of the Council, and one of the Council advisers when their schedule permits.

Section 2. At the beginning of each semester, any club anticipating applying for excess funds that semester should submit an estimate of the amount it will seek in the form of an application for excess funds that can be found on the council website.

Section 3. When a club applies for excess funds from the council, it shall submit the following documents to the Council Treasurer one Council meeting prior to the meeting at which the request will be considered.

Letter of Intent

Honor Code

Budget

Activities Budget

A copy of the most recent financial statements from the club's financial institutions.  
(All these documents are due the second or third regular meeting as decided by the Council President.)

Section 4. The Excess Funds Committee shall consider the request and using the estimates of anticipated requests shall make a recommendation to the club concerning the requests.

Section 5. The Council officers shall consider the recommendation of the Excess Funds Committee in making their decision with respect to the allocation of excess funds to each "active" club applying for said funds.

Section 6. The allocation can only be made after approval of the Council officers in consultation with the advisors.

Section 7. At the beginning of each semester, the Council shall balance its checking account at \$2500.00 or an amount deemed necessary by Council officers and advisors for

Council expenses. All other funds shall be distributed to eligible "active" clubs that have submitted an application for Excess Funds.

Section 8. Any request of \$100 or less may be allocated by three-quarters vote of the Council without a detailed budget. Any request over \$100 requires a detailed budget. The Council may allocate only fifty percent of the club's projected expenses.

Section 9. Absences will affect a club's funding as follows:

Absence 1 - 10%

Absence 2 - 50%

3 Absences or more - No Funding will be allocated

These percentages affect the Excess Funds Committee's recommendation to the Council officers, and not the club's request.

Section 10. Agri-Life Council Excess Funds Criteria--Attached to the Agri-Life Council Request for Excess Funds Form will be criteria the Excess Funds Committee will look favorably upon when recommending the allocation of excess funds to clubs/organizations of the Agri- Life Council. The information listed will serve as a check list for the Excess Funds

Committee, and as an indicator to clubs/organizations as to why they did or did not receive the amount of funds requested. The following criteria will be attached to the Agri-Life Council Request for Excess Funds Form.

1. Number of club/organization members
2. Membership dues paid by members
3. Community service projects engaged in, or planned to be engaged in during the semester the funds are requested
4. Fund raising projects presently engaged in, or planned to be engaged in during the semester the funds are requested
5. Participation in a council officer approved philanthropy project.

Section 11. Surplus Funds and Activity Budget--A club/organization demonstrating a surplus of funds on the Agri-Life Council Request for Excess Funds, will not be discriminated against by the Excess Funds Committee for operating successful entrepreneurial activities. In the event that a club/organization displays a surplus of funds the club/organization must submit a detailed budget for a specific activity or activities they would like the Agri-Life Council to subsidize. This activity budget should be drawn up by the club/organization and should be submitted in addition to the Agri-Life Council Request for Excess Funds Form. Examples of activities for which funding will be considered include community service projects, participation in professional meetings, field trips, etc.

Section 12. Honor Code--A club/organization must disclose all financial information to the Agri-Life Council Excess Funds Committee. Copies of the most recent financial statement for demand deposit accounts, money market accounts, certificates of deposit, saving accounts, etc. must be attached to the Agri-Life Council Request for Excess Funds Form.

*The following statement will become known as the "Excess Funds Honor Code:"*

"We have disclosed all financial information and statements requested by the Agri-Life Council Excess Funds Committee consisting of all demand deposit accounts, money market accounts, certificates of deposit, savings accounts, etc. We understand that financial assets not disclosed, will be considered a violation of the Excess Funds Honor Code and the University Student Code of Conduct."

The president and adviser of the club/organization must sign and date the above statement in order for the Excess Funds Committee to consider the club's/organization's request for excess funds.

A club/organization that does not submit all financial information requested by the Excess Funds Committee, and signs the above statement; will be found in violation of the Excess Funds Honor Code. A club/organization found in violation of the Excess Funds Honor Code will not receive any excess funds from the Agri-Life Council for the semester they are found to be in violation, and for three subsequent semesters thereafter.

A club/organization may appeal a violation of the Excess Funds Honor Code to the Agri-Life Council Executive Committee by providing a written notice of appeal within twenty-four hours of being found in violation. The Agri-Life Council Executive Committee will then meet with the club/organization president and adviser to review the violation and sanction. A final determination by the Agri-Life Council Executive Committee will be made within twenty-four hours of the meeting with the club/organization president and adviser.

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Club/Organization President Date

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Club/Organization Adviser Date

Section 13. The first semester that a club or organization is eligible to apply for Excess Funds they may receive up to \$100.00 for start-up funds.

Section 14. Incorrect or incomplete budget packets will receive deductions from the projected allocation as deemed by the Agri-Life Council Excess Funds Committee.