

BY-LAWS AND RULES OF ORDER

of the

NORTH CAROLINA STUDENT ENGINEERING BRANCH

of the

AMERICAN SOCIETY OF AGRICULTURAL & BIOLOGICAL ENGINEERS

As Adopted April 08, 2008

ARTICLE I – NAME AND OBJECT

- Section 1. The name of this organization shall be the North Carolina Student Engineering Branch of the American Society of Agricultural & Biological Engineers (ASABE), and shall be located at D.S. Weaver Laboratories, North Carolina State University, Raleigh, NC.
- Section 2. It shall be the object of the Branch to promote directly and indirectly the science and art of engineering in agricultural, food, and biological systems; to encourage original research; to foster education; to advance the standards of engineering; to increase and extend the association of agricultural, food, and biological systems engineers among themselves and with allied scientists and technologists; to encourage the professional development of its members, and severally and in cooperation with other groups to broaden the usefulness of agricultural, food, and biological systems engineering.
- Section 3. These By-laws, and any Rules adopted in connection herewith, shall conform to the rules, regulations, and policies of the American Society of Agricultural & Biological Engineers pertaining to its student branches. In addition this Branch shall at every opportunity endeavor to bring its individual members and faculty into a closer affiliation with one another.

ARTICLE II – MEMBERSHIP

- Section 1. Membership in the Branch may consist of three kinds –Members, Associate Members, and Honorary Members.
- Section 2. Members shall be undergraduate or graduate students enrolled in any engineering or technology curriculums in the Department of Biological and Agricultural Engineering as shown by the rolls of North Carolina State University.
- Section 3. Associate Members shall be undergraduate or graduate students enrolled in any curriculum other than those offered in the Biological and Agricultural Engineering Department as shown by the rolls of North Carolina State

University and who demonstrate an interest in agricultural and biological engineering.

- Section 4. Honorary Members shall be extended to any person or organization in recognition of special contributions determined by a two-thirds vote of the members of the Branch present and voting at a regular or special business meeting.
- Section 5. Any member of the Branch, who has violated these by-laws, or who is guilty of conduct unbecoming a member, may be expelled by a two-thirds vote of the members of the Branch present and voting at a regular or special business meeting, after he or she has been given an opportunity to be heard in his or her own defense, either orally or in writing.
- Section 6. A member is assumed to be in good standing, and will remain so, if they pay their dues as provided in ARTICLE VII and meet two (2) of the following requirements each semester: (1) participate in at least one Branch sponsored activity, (2) are active on at least one (1) Branch committee, or (3) attend at least two (2) meetings per semester. These requirements must be met to be considered a member in good standing, and only members in good standing may vote on Branch issues.

ARTICLE III – OFFICERS

- Section 1. Officers of the Branch shall be President, Vice-President, Secretary, Treasurer, Faculty Advisor, and such other officers as may be approved by the Council of the ASABE.
- Section 2. The President shall preside at all meetings when present. She or he shall appoint committees which are not otherwise provided for in these by-laws or which may be authorized by vote of the Branch at any business meeting. He or she shall assume active leadership of the Branch and perform other customary duties of the office. The president shall also serve as the chairman of the membership committee.
- Section 3. The Vice-President shall preside in the absence of the President and assist him or her in their duties. In conjunction with the President, the Vice-President shall be responsible for program planning for all regular meetings
- Section 4. The Secretary shall perform all customary duties of the office, including correspondence of the Branch, and maintaining accurate Branch meetings attendance records. The secretary shall also be responsible for maintaining the Branch's website in a timely manner. The secretary shall also serve as the chairman of the publicity committee.

Section 5. The Treasurer shall receive all funds due the Branch, including dues, properly care for such funds, and upon authorization by vote of the Branch disperse those funds to meet the obligations of the Branch. Proper financial records shall be kept at all times. The Treasurer shall also serve as the Chairman of the Finance Committee.

Section 6. The Tractor Team Liaison shall be the official delegate for the Branch and the Pack Pullers ¼ Scale Tractor Team. He or she shall counsel with tractor team officers and members and represent the tractor team in any voting or decision making activities involved in the Executive Committee meetings of this organization.

Section 7. The Faculty Advisor(s) shall be the official representative between the Branch and the Department of Biological and Agricultural Engineering. They shall counsel with officers, members and committees of the Branch and assist toward the highest accomplishment of the organization. They shall be a member in good standing of the ASABE. If the Branch deems necessary, more than one Faculty Advisor may be elected.

Section 8. All officers of the Branch with exception of Faculty Advisor(s) shall be undergraduates of the grade of Member. A candidate for President must be one who has been a member in good standing and is in his or her junior or senior year. Other officers must be at least in their sophomore year, and be in good standing with the Branch.

Section 9. Any officer, for conduct unbecoming his or her office, and after specific charges have been filed with and investigated by the Executive Committee, may be removed by a two-thirds vote of all members of the Branch. Notification of advisor(s) is required before charges may be filed.

Section 9. Branch officers shall be elected during the Branch's last regular business meeting of the spring semester.

ARTICLE IV – COMMITTEES

Section 1. The Executive Committee shall consist of Branch officers, committee chairs, council representatives and such other members that the president chooses to appoint.

Section 2. The following committees shall be formed as needed and shall submit written and oral reports to the Branch periodically.

Membership Committee
Finance Committee
Public Relations Committee

Special Activities Committee

- Section 3. The Membership Committee Chair shall be responsible for materials and activities related to promotion of this organization and recruitment and retention of members.
- Section 4. The Finance Committee Chair shall be responsible for identifying opportunities for fund-raising and completing applications for appropriations from supporting organizations including, Student Government, Engineer's Council, Agri-Life Council and the NC State Section of ASABE.
- Section 5. The Public Relations Committee Chair shall be responsible for giving notice of all upcoming Branch functions in all suitable media. He or she shall also provide reports of Branch activities to the campus papers or magazines as directed by the Executive Committee.
- Section 6. The Special Activities Committee Chair shall be responsible for coordinating club participation in campus activities, fund-raising, service projects and selected field trips.
- Section 7. The Membership Chair, Public Relations Chair, and the Special Activities Chair shall be elected by the membership as necessary.
- Section 8. Two-thirds of the Executive Committee shall constitute a quorum for the transactions of any business not requiring action at a full Branch meeting.
- Section 9. The President of the Branch shall have the power to appoint a chair of his or her choice for any committee he or she feels is necessary or is authorized to form by vote of the Branch. The President and the committee chair shall have joint responsibility for selecting an appropriate number of committee members. The President shall be an ex-officio member of all committees.
- Section 10. Any committee member or chair may be relieved of his or her appointment by unanimous Executive Committee vote or two-thirds vote of the Members of the Branch.
- Section 11. None of the previous or subsequent rules shall be construed to mean that Members of any grade may not hold as many committee appointments as they feel they are able.

ARTICLE V – COUNCIL REPRESENTATIVES

- Section 1. The Engineering Council Representative shall represent the Branch at all Engineering Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. This position is contingent on the Branch's representative being elected to the Engineering Council.
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Section 2. There shall be two (2) College of Agriculture and Life Sciences Council Representatives. These representatives shall represent the Branch at all CALS Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. Two representatives of at least sophomore standing shall be elected each year.

Section 3. These council members shall be elected at the last regular business meeting of the spring semester.

ARTICLE VI – MEETINGS

Section 1. The Branch shall hold regular meetings during the fall and spring semesters for the conduction of business and the presentation of professional and other suitable programs.

Section 2. The Executive Committee shall meet regularly, between Branch meetings but may postpone regular meetings or call special meetings when it judges such actions to be in the best interests of the Branch.

Section 3. All Branch meetings shall be conducted in accordance with Robert's Rules of Order and all elections and voting shall be done in the most democratic manner possible in the judgment of the Branch, and only by members who are deemed to be in good standing.

ARTICLE VII – DUES AND FUNDING

Section 1. Branch members are required to pay dues of \$5 per scholastic semester.

National ASABE Student Membership is not required and will not substitute for these dues.

Section 2. Only members in good standing are eligible for member rates at any local Branch activities or functions requiring participant funding.

ARTICLE VIII – PROCEDURAL

Section 1. The Branch shall submit by June 1st of each year a brief report covering membership, attendance, officers, and financial status to the Secretary of the ASABE in the form required by his or her office.

Section 2. These By-laws shall become effective when ratified by a three-fourths vote of the Members in good standing present at any regular or special meeting called for that purpose.

Section 3. Any amendment to these By-laws may be adopted by a two-thirds vote of the Members in good standing present at any meeting.

BY-LAWS AND RULES OF ORDER

Of the

NORTH CAROLINA STUDENT ENGINEERING BRANCH

Of the

AMERICAN SOCIETY OF AGRICULTURAL ENGINEERS

As Adopted April 10, 2003

ARTICLE I – NAME AND OBJECT

- Section 1. The name of this organization shall be the North Carolina Student Engineering Branch of the American Society of Agricultural Engineers (ASAE), and shall be located at D.S. Weaver Laboratories, North Carolina State University, Raleigh, NC.
- Section 2. It shall be the object of the Branch to promote directly and indirectly the science and art of engineering in agricultural, food, and biological systems; to encourage original research; to foster education; to advance the standards of engineering; to increase and extend the association of agricultural, food, and biological systems engineers among themselves and with allied scientists and technologists; to encourage the professional improvement of its members, and severally and in cooperation with other groups to broaden the usefulness of agricultural, food, and biological systems engineering.
- Section 3. These By-laws, and any Rules adopted in connection herewith, shall conform to the rules, regulations, and policies of the American Society of Agricultural Engineers pertaining to its student branches. In addition this Branch shall at every opportunity endeavor to bring its individual members and faculty into a closer brotherhood with one another.

ARTICLE II – MEMBERSHIP

- Section 1. Membership in the Branch may consist of three kinds – Honorary Members, Members, and Associate Members.
- Section 2. Members shall be undergraduate or graduate students enrolled in the professional engineering curriculums as shown by the rolls of North Carolina State University.
- Section 3. Any member of the Branch, who has violated these by-laws, or who is guilty of conduct unbecoming a member, may be expelled by a two-thirds

vote of the members of the Branch present and voting at a regular or special business meeting, after he has been given an opportunity to be heard in his own defense, either orally or in writing.

Section 4. A member is assumed to be in good standing, and will remain so, if they pay their dues as provided in ARTICLE VII and meet two (2) of the following requirements each semester: (1) participate in at least one Branch sponsored activity, (2) are active on at least one (1) Branch committee, or (3) attend at least two (2) meetings per semester. These requirements must be met to be considered a member in good standing, and only members in good standing may vote on Branch issues.

ARTICLE III – OFFICERS

Section 1. Officers of the Branch shall be President, Vice-President, Secretary, Treasurer, Faculty Advisor, and such other officers as may be approved by the Council of the ASAE.

Section 2. The President shall preside at all meetings when present. He shall appoint committees which are not otherwise provided for in these by-laws or which may be authorized by vote of the Branch at any business meeting. He shall assume active leadership of the Branch and perform other customary duties of the office.

Section 3. The Vice-President shall preside in the absence of the President and assist him in his duties. Also the Vice-President shall be responsible for program planning for all regular meetings

Section 4. The Secretary shall perform all customary duties of his office, including correspondence of the Branch, and he will maintain accurate Branch meetings attendance records. The secretary shall also be responsible for maintaining the Branch's website in a timely manner,

Section 5. The Treasurer shall receive all funds due the Branch, including dues, properly care for such funds and upon authorization by vote of the Branch, disperse those funds to meet the obligations of the Branch. Proper financial records shall be kept at all times. The Treasurer shall also serve as the Chairman of the Finance Committee.

Section 6. The Faculty Advisor(s) shall be the official representative between the Branch and the Department of Biological and Agricultural Engineering. He shall counsel with officers, members and committees of the Branch and assist toward the highest accomplishment of the organization. He shall be a member in good standing of the ASAE. If the Branch deems necessary, more than one Faculty Advisor may be elected.

Section 7. All officers of the Branch with exception of Faculty Advisor(s) shall be undergraduates of the grade of Member. A candidate for President must be one who has been a member in good standing and is in his junior or senior year. Other officers must be at least in their sophomore year, and be in good standing with the Branch.

Section 8. Any officer, for conduct unbecoming his office, and after specific charges have been filed with and investigated by the Executive Committee, may be removed by a two-thirds vote of all members of the Branch.

Section 9. Branch officers shall be elected during the Branch's last regular business meeting of the spring semester.

ARTICLE IV – COMMITTEES

Section 1. The Executive Committee shall consist of Branch officers, committee chairs, council representatives and such other members that the president chooses to appoint.

Section 2. The following committees shall be formed and active, and shall submit written and oral reports to the Branch periodically.

- Membership Committee
- Finance Committee
- Publicity Committee
- Special Activities Committee

Section 3. The Membership Committee Chair shall be responsible promoting increased membership.

Section 4. The Publicity Committee Chair shall be responsible for giving notice of all upcoming Branch functions in all suitable media. He shall also give reports of Branch activities to the campus papers or magazines as the Executive Committee also directs.

Section 5. The Special Activities Committee Chair shall be responsible for coordinating club participation in campus activities, service projects and selected field trips.

Section 6. The Membership Chair, Publicity Chair, and the Special Activities Chair, and shall be elected at the last regular business meeting of the fall semester.

Section 7. Two-thirds of the Executive Committee shall constitute a quorum for the transactions of any business not requiring action at a full Branch meeting.

Section 8. The President of the Branch shall have the power to appoint a chair of his choice for any committee he feels is necessary or is authorized to form by vote

of the Branch. The President and the committee chair shall have joint responsibility for selecting an appropriate number of committee members. The President shall be an ex-officio member of all committees.

Section 9. Any committee member or chair may be relieved of his appointment by unanimous Executive Committee vote or two-thirds vote of the Members of the Branch.

Section 10. None of the previous or subsequent rules shall be construed to mean that Members of any grade may not hold as many committee appointments as they feel they are able.

ARTICLE V – COUNCIL REPRESENTATIVES

Section 1. The Engineering Council Representative shall represent the Branch at all Engineering Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. This position is contingent on the Branch's representative being elected to the Engineering Council.

Section 2. There shall be one (1) College of Agriculture and Life Sciences Council Representatives. These representatives shall represent the Branch at all CALS Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. One representative shall be elected each year.

Section 3. These council members shall be elected at the last regular business meeting of the spring semester.

ARTICLE VI – MEETINGS

Section 1. The Branch shall hold regular meetings during the fall and spring semesters for the conduction of business and the presentation of professional and other suitable programs.

Section 2. The Executive Committee shall meet regularly, between Branch meetings but may postpone regular meetings or call special meetings when it judges such actions to be in the best interests of the Branch.

Section 3. All Branch meetings shall be conducted in accordance with Robert's Rules of Order and all elections and voting shall be done in the most democratic manner possible in the judgment of the Branch, and only by members who are deemed to be in good standing.

ARTICLE VII – DUES AND FUNDING

Section 1. Branch members are required to pay dues of \$5 per scholastic year

National ASAE Student Membership is not required and will not substitute for these dues. Dues shall be paid in the fall semester on or before the third regular meeting. Students joining the Branch in the spring shall pay the full \$5 dues on or before the third regular meeting of the semester.

Section 2. Only members in good standing are eligible for member rates at any local Branch activities or functions requiring participant funding.

ARTICLE VIII – PROCEDURAL

Section 1. The Branch shall submit by June 1st of each year a brief report covering membership, attendance, officers, and financial status to the Secretary of the ASAE in the form required by his office.

Section 2. These By-laws shall become effective when ratified by a three-fourths vote of the Members in good standing present at any regular or special meeting called for that purpose.

Section 3. Any amendment to these By-laws may be adopted by a two-thirds vote of the Members in good standing present at any meeting.

These By-laws have been

Adopted by the North Carolina Student Engineering Branch, of ASAE

Date _____

Signed _____ Office _____

Approved by the Biological and Agricultural Engineering Department Faculty

Date _____

Signed _____ Title _____

BY-LAWS AND RULES OF ORDER**Of the****NORTH CAROLINA STUDENT ENGINEERING BRANCH****Of the****AMERICAN SOCIETY OF AGRICULTURAL ENGINEERS****As Adopted October 22, 1987****ARTICLE I – NAME AND OBJECT**

Section 1. The name of this organization shall be the North Carolina Student Engineering Branch of the American Society of Agricultural Engineers (ASAE), and shall be located at D.S. Weaver Laboratories, North Carolina State University, Raleigh, NC.

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

Section 3. These By-laws, and any Rules adopted in connection herewith, shall conform to the rules, regulations, and policies of the American Society of Agricultural Engineers pertaining to its student branches. In addition this Branch shall at every opportunity endeavor to bring its individual members and faculty into a closer brotherhood with one another.

ARTICLE II – MEMBERSHIP

Section 1. Membership in the Branch may consist of three kinds – Honorary Members, Members, and Associate Members.

Section 2. Honorary Members shall be local ASAE members excluding students, whom the Branch desires to honor with such membership. These members shall be elected just prior to the Spring Awards Banquet and shall have the same benefits as a student member for one (1) academic year. In special cases Honorary members may be elected to a Life-Time Honorary Membership.

Section 3. Members shall be undergraduate or graduate students enrolled in the professional agricultural engineering curriculums as shown by the rolls of North Carolina State University.

Section 4. Associate Members shall be students of engineering curriculums other than SBE/SBA agricultural engineering, who evidence an interest in agricultural engineering and desire to affiliate with the Branch.

Section 5. Any member of the Branch, who has violated these by-laws, or who is guilty of conduct unbecoming a member, may be expelled by a two-thirds vote of the members of the Branch present and voting at a regular or special business meeting, after he has been given an opportunity to be heard in his own defense, either orally or in writing.

Section 6. A member is assumed to be in good standing, and will remain so, if they pay their dues as provided in ARTICLE VII and meet two (2) of the following requirements each semester: (1) participate in at least one Branch sponsored activity, (2) are active on at least one (1) Branch committee, or (3) attend at least three (3) meetings per semester. These requirements must be met to obtain member rates for a local activity for which funds are to be allocated.

ARTICLE III – OFFICERS

Section 1. Officers of the Branch shall be President, Vice-President, Secretary, Treasurer, Faculty Advisor, and such other officers as may be approved by the Council of the ASAE.

Section 2. The President shall preside at all meetings when present. He shall appoint committees which are not otherwise provided for in these by-laws or which may be authorized by vote of the Branch at any business meeting. He shall assume active leadership of the Branch and perform other customary duties of the office.

Section 3. The Vice-President shall preside in the absence of the President and assist him in his duties. Also the Vice-President shall be responsible for program planning for all regular meetings and will serve as Chairman of the Branch Meetings Committee.

Section 4. The Secretary shall perform all customary duties of his office, including correspondence of the Branch, serve as Vice-Chairman of the FIEI Report Committee, and will maintain accurate Branch meetings attendance records.

Section 5. The Treasurer shall receive all funds due the Branch, properly care for such funds and upon authorization by vote of the Branch, disperse those funds to meet the obligations of the Branch. Proper financial records shall be kept at all times. The Treasurer shall also serve as the Chairman of the Finance Committee.

Section 6. The Faculty Advisor(s) shall be the official representative between the Branch and the Department of Agricultural Engineering. He shall counsel with officers, members and committees of the Branch and assist toward the highest accomplishment of the organization. He shall be a member in good standing of the ASAE. If the Branch deems necessary, more than one Faculty Advisor may be elected.

Section 7. All officers of the Branch with exception of Faculty Advisor(s) shall be undergraduates of the grade of Member. A candidate for President must be one who has been a member in good standing for two semesters.

Section 8. Any officer, for conduct unbecoming his office, and after specific charges have been filed with and investigated by the Executive Committee, may be removed by a two-thirds vote of all members of the Branch.

ARTICLE IV – COMMITTEES

Section 1. The Executive Committee shall consist of Branch officers, committee chairs, council representatives and such other members that the president chooses to appoint.

Section 2. The following committees shall be formed and active, and shall submit written and oral reports to the Branch periodically.

Branch Meetings Committee
Membership Committee
Finance Committee
Publicity Committee
Special Activities Committee
FIEI Report Committee

Section 3. The Membership Committee Chair shall be responsible for collection of Branch dues. The chair shall also be responsible for promoting increased membership and maintaining an accurate record of activity points as described in Article VII Section 4.

Section 4. The Publicity Committee Chair shall be responsible for giving notice of all upcoming Branch functions in all suitable media. He shall also give reports of Branch activities to the campus papers or magazines as the Executive Committee also directs.

Section 5. The Special Activities Committee Chair shall be responsible for coordinating club participation in campus activities, service projects and selected field trips.

Section 6. The FIEI Report Committee Chair shall be responsible for compiling, editing, and submitting the annual FIEI Report.

Section 7. The Membership Chair, Publicity Chair, Special Activities Chair, and the FIEI Chair shall be elected at the last regular business meeting of the fall semester.

Section 8. Two-thirds of the Executive Committee shall constitute a quorum for the transactions of any business not requiring action at a full Branch meeting.

Section 9. The President of the Branch shall have the power to appoint a chair of his choice for any committee he feels is necessary or is authorized to form by vote of the Branch. The President and the committee chair shall have joint responsibility for selecting an appropriate number of committee members. The President shall be an ex-officio member of all committees.

Section 10. Any committee member or chair may be relieved of his appointment by unanimous Executive Committee vote or two-thirds vote of the Members of the Branch.

Section 11. None of the previous or subsequent rules shall be construed to mean that Members of any grade may not hold as many committee appointments as they feel they are able.

ARTICLE V – COUNCIL REPRESENTATIVES

Section 1. The Engineering Council Representative shall represent the Branch at all

Engineering Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. A rising Junior shall be elected as alternate to represent the Branch when the regular representative is indisposed and shall become the Engineering Council Representative after one year as an alternate.

Section 2. There shall be two (2) College of Agriculture and Life Sciences Council Representatives. These representatives shall represent the Branch at all CALS Council meetings and shall make suitable reports to the Branch at regular meetings of the Branch. One representative shall be elected each year and shall serve a two-year term.

Section 3. These council members shall be elected at the last regular business meeting of the spring semester.

ARTICLE VI – MEETINGS

Section 1. The Branch shall hold regular bi-weekly meetings during the fall and spring semesters for the conduction of business and the presentation of professional and other suitable programs.

Section 2. The Executive Committee shall meet bi-weekly, between Branch meetings but may postpone regular meetings or call special meetings when it judges such actions to be in the best interests of the Branch.

Section 3. All Branch meetings shall be conducted in accordance with Robert's Rules of Order and all elections and voting shall be done in the most democratic manner possible in the judgement of the Branch.

ARTICLE VII – DUES AND FUNDING

Section 1. Branch members except Honorary Members are required to pay dues as follows according to fall semester university class standing:

Freshmen – Free
Sophomore - \$1.00 per year
Junior, Senior, or Graduate Student - \$2.00 per year

National ASAE Student Membership is not required and will not substitute for these dues. Dues shall be paid in the fall semester on or before the third regular meeting. Spring and summer session transfer students are not required to pay dues until the first fall semester following transfer.

Section 2. Only members in good standing are eligible for member rates at any local Branch activities or functions requiring participant funding.

Section 3. Assessment to secure additional necessary funds may be levied on any member grades by a two-thirds vote at any regular business meeting which, in the judgement of the Faculty Advisor is well enough attended to represent the will of the Branch.

Section 4. Branch funding for Regional/National activities shall be allocated, among the participating member in good stand, in part, based on a point system. Points shall be

accumulated by points per hour of service. One activity point shall be allocated for each hour of work and may accumulated until used. Branch funding based upon points will be allocated in portion to total points of participants. If approved, this system shall become effective as of _____. Anyone who becomes a National officer shall received 10 bonus points per semester for his position.

ARTICLE VIII – PROCEDURAL

Section 1. The Branch shall submit by January 1st of each year a brief report covering membership, attendance, officers, and financial status to the Secretary of the ASAE in the form required by his office.

Section 2. These By-laws shall become effective when ratified by a three-fourths vote of the Members present at any regular or special meeting called for that purpose.

Section 3. Any amendment to these By-laws may be adopted by a two-thirds vote of the Members present at any meeting.

These By-laws have been

Adopted by the North Carolina Student Engineering Branch, of ASAE

Date _____

Signed _____ Office _____

Approved by the Biological and Agricultural Engineering Department Faculty

Date _____

Signed _____ Title _____

March 7, 2002

Brian Phillips, President
American Society of Agricultural Engineers
Box 7625
NCSU Campus

Dr. Rod Huffman, Advisor
American Society of Agricultural Engineers
Box 7625
NCSU Campus

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges accorded by that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability that may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds and gives you certain on-campus solicitation privileges. Additionally, this status enables you to link your student organization's homepage to the University's Web, and to access the services provided by the Student Organization Resource Center.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in loss of registration.

We look forward to working with you. Good luck with your new group.

Sincerely,

T. Michael Wallace
Coordinator, Student Organization Resources

cc: Darryl Willie, Student Government