

**CONSTITUTION OF THE DAIRY SCIENCE CLUB
NORTH CAROLINA STATE UNIVERSITY STUDENT CHAPTER OF THE
AMERICAN DAIRY SCIENCE ASSOCIATION
STUDENT AFFILIATE DIVISION**

ARTICLE I

Name and Affiliation of the Organization

- Section 1:* The name of the organization shall be Dairy Science Club at North Carolina State University.
- Section 2:* The Club shall be the North Carolina State University Student Chapter of the American Dairy Science Association – Student Affiliate Division.

ARTICLE II

Purpose of the Organization

- Section 1:* The purpose of the Club shall be to promote and stimulate interest in the dairy industry.
- a) To provide educational activities for students interested in agriculture.
 - b) To promote scholarship and leadership skills among club members.
 - c) To provide friendship and encourage feeling of mutual interest and enthusiasm in the dairy industry among students and faculty.

ARTICLE III

Membership

- Section 1:* Membership is open to all North Carolina State University students with an interest in the dairy industry. All members must be designated Active. To be active you must attend at least two-thirds of Club meetings and participate in at least one Club activity each semester, unless there are unavoidable circumstances. Upon which they need to notify the secretary.
- Section 2:* Graduate students may be active members but shall not hold office. They shall attend meetings and one Club activity.
- Section 3:* Only active members shall be eligible to vote or run for office.
- Section 4:* Any student who meets the defined criteria for membership will be accepted as a member without regard to race, color, sex, religion, national origin, handicap, age, marital or military service status.

ARTICLE IV

Officers and Faculty Advisors

- Section 1:* Club officers shall consist of a President, Vice-president, Secretary, Treasurer, Reporter and two Agri-Life Council Representatives.
- Section 2:* The elected officers may come from any undergraduate class, provided the member has been active for at least one semester and shall serve a term of one year.

- Section 3:* The officers must be in good academic standing with a minimum of a 2.0 Overall GPA.
- Section 4:* Two faculty advisors shall be elected from the College of Agriculture and Life Sciences and shall serve staggered two-year terms, with one new advisor elected each year.
- Section 5:* If an officer becomes ineligible for office or resigns, the vacancy should be filled by election at the next business meeting.
- Section 6:* Executive Committee shall be composed of Club elected officers, Faculty Advisors and Chairs of all standing committees.

ARTICLE V

Duties of Officers and Advisors

- Section 1:* The President shall preside at all meetings of the organization and Executive Committee. The President shall also appoint all committee chairs and any new committees. Additionally, it is the President's responsibility to see that other officers and committee chairs perform their duties. The President shall be the official representative of the club unless a representative is chosen.
- Section 2:* The Vice-president shall perform the President's duties in the absence of the President. The Vice-president shall arrange the program, time, location of Club meetings and serve as an advisor to all standing committees. The Vice-president shall also perform other duties as assigned by the President.
- Section 3:* The Secretary shall record attendance and keep an accurate record of minutes at all Club and Executive Committee meetings. The Secretary shall also handle and maintain membership roster, all standing committee reports and all correspondence with the Club. The Secretary shall be responsible for updating contact information of new officers and advisors with the NCSU Student Organization Resource Center at the end of his/her term. The Secretary shall transfer all Club records to his/her successor at the end of his/her term.
- Section 4:* The Treasurer shall be entrusted with the financial transactions of the Club and shall keep an accurate account of such records. The Treasurer shall collect all fees from new and active Club members; be responsible for all receipts and disbursements; and prepare a budget for each semester to be reviewed by the Agri-Life Council Representatives.
- Section 5:* The Reporter shall report all news of the club through available media, post Club meeting announcements two days in advance and take pictures at all activities. The Reporter shall also Chair Scrapbook/Yearbook committee.
- Section 6:* The Agri-Life Council Representatives shall attend each Agri-Life Council meeting and report Council activities to the Club. The Agri-Life Representatives shall review the budget prepared by the Treasurer and apply for Excess Funds from the Council each semester. The Agri-Life Representatives shall prepare an activity report each semester and apply for NCSU Student Senate funding if directed by the President. The Agri-Life Representatives shall transfer their records to their successors at the end of their term.
- Section 7:* The Faculty Advisors shall attend meetings of the Club, approve the budget and provide advice and assistance with Club activities. The Advisors shall work with

the Club Executive Committee and other standing Committees on matters of leadership, policy and administrative discretion.

ARTICLE VI

Standing Committees

- Section 1:* All committee chairs will be nominated by the Club members and appointed by the President.
- Section 2:* Committee chairs shall meet with the President and Faculty Advisors once per semester.
- Section 3:* The Executive Committee shall consist of elected and appointed Club officers and Faculty Advisors. The President will chair the committee, which shall meet a minimum of three times each semester.
- Section 4:* The Recruitment Committee shall encourage students to join the Club, write announcements for the Department of Animal Science Undergraduate Newsletter and other publications. The Recruitment Committee shall be responsible for posting fliers and preparing Club display for events. The Reporter shall chair the committee.
- Section 5:* The Nominations Committee shall prepare and announce a slate of nominations for officers and awards prior to the last meeting in March each year.
- Section 6:* The Fundraising Committee shall hold at least one fund raising activity each semester.
- Section 7:* The Activities Committee shall assist the Vice President with Club programs, field trips and special events.
- Section 8:* The Service Committee shall arrange service projects for the Club.

ARTICLE VII

Meetings

- Section 1:* The Club shall meet twice each month. Meeting time and location selected by the Vice-president shall be suitable to the majority of Club members. Meeting date and time shall be decided at the beginning of the first semester each year. The President may call meetings as necessary.
- Section 2:* Parliamentary Laws (Robert's Rules of Orders) shall be observed at all meetings.

ARTICLE VIII

Quorum and Voting

- Section 1:* A quorum shall consist of a two-thirds vote of the Club members present.
- Section 2:* No Club member can vote proxy.

ARTICLE IX

Elections

- Section 1:* Elections shall be held at the first meeting in April. An office can be filled by election any time during the semester if it becomes vacant.
- Section 2:* Nominations from the floor shall open at the first meeting in March.

ARTICLE X

Fees and Dues

- Section 1w:* All money received by the Club, not otherwise provided for in these articles, shall constitute a fee to be appropriated and disposed of as the Club sees fit.

ARTICLE XI

Activities

- Section 1:* The Club shall provide assistance to the North Carolina Cooperative Extension Service dairy activities. These include North Carolina State Fair, North Carolina Holstein Association and other dairy-related group activities.
- Section 2:* The Club shall recognize outstanding members at an End of Year Banquet to be arranged by the Activities Committee.

ARTICLE XII

Awards

Each year at the End of Year Banquet, an Outstanding Club Member shall be recognized. This person shall exemplify scholarship, leadership and fellowship within the dairy industry and must have been an active club member for two semesters.

ARTICLE XIII

Amendments

- Section 1:* The Club shall have the power to alter these articles by a two-thirds vote of the members present at any regular meeting, provided the motion for such an amendment has been made at a previous regular meeting.
- Section 2:* Amendments to this constitution shall be submitted in writing and signed by at least three active members of the Club.

*Effective November 2004

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Membership

- Section 1:* Membership is open to all North Carolina State University students with an interest in the dairy industry. All members must be designated Active. To be Active, a member must pay all Club fees and dues, attend at least two-thirds of Club meetings and participate in at least one Club activity each semester, unless there are unavoidable circumstances. Upon which they need to notify the secretary/treasurer.
- Section 2:* Graduate students may be Active members but shall not hold office. They shall pay Club dues and attend meetings.
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ARTICLE X
Fees and Dues

- Section 1:* Dues shall be \$5 per year, payable to the Secretary/Treasurer on or before the third meeting of the year or that they attend.
- Section 2:* All money received by the Club, not otherwise provided for in these articles, shall constitute a fee to be appropriated and disposed of as the Club sees fit.

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*Effective March 2003

NC STATE UNIVERSITY

Student Organization Resource Center
1202 Talley Student Center
Campus Box 7306
Raleigh, NC 27695-7306

919.515.3323
919.513.0328 (fax)

May 27, 2003

Abigail Nelkie, President
Dairy Science Club
Box 7621
NCSU Campus

Mitchell Hockett, Advisor
Dairy Science Club
Box 7621
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: Tony Caravano, Student Government