

**By-Laws of the Association of Women in Agriculture  
at the University of Wisconsin - Madison**

**Accepted April 8th, 2024**

**APPROVED**

**Article I**

Section 1 - Purpose of the By-laws and the Association of Women in Agriculture

- A. The purposes of the Association of Women in Agriculture are set forth in the articles of incorporation. These are the rules, adopted by the Association of Women in Agriculture, for the general regulation and management of its affairs.
- B. The purpose of AWA is to help its members prepare for a career in agriculture and agriculture related fields; to aid women in agriculture in achieving their goals; to improve communication among women in agriculture; and for the general betterment of agriculture.

**Article II**

Section 1 - Membership

- A. No person in this Association is excluded from membership, officer positions, or participation on the basis of his or her race, color, or creed other than a commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or unless exempt under Title IX, sex. All members must abide by the rules and policies set forth in these bylaws to remain a member in good standing. Active membership in the Association is open to all members currently enrolled at the University of Wisconsin-Madison, who express a sincere interest in agriculture:
  - a. Active members will pay full student dues to the Association of Women in Agriculture Benefit Corporation and to the Association of Women in Agriculture at UW-Madison. Excluding members who have received Promising New Member Scholarship (See Article VI, Section 3. F.d.i)
- B. Active members of the Association must successfully complete the membership education and initiation process as developed by the Membership Coordinator,.
- C. Additionally, it is highly recommended that all members review the by-laws each year for the good of the membership and organization.
- D. Member in Good Standing Status for Undergraduate Students
  - a. To attain member in Good Standing Status
    - i. Non-refundable dues must be paid by the third meeting of the semester
      - 1. Except for members who have received Promising New Member Scholarship (See Article VI, Section 3. F.d.i)
    - ii. A member will be expected to attend all mandatory events, including regular meetings unless a proper excuse is given to the Secretary prior to the event. (See Article VI, Section 1.A.4-5). Three unexcused mandatory event absences a semester will result in the loss of members in good

standing status and possible deactivation from the Association pending a vote by the membership.

1. Excused absences include professor-scheduled course reviews; academic events or conferences; family events (i.e. funerals, weddings, scholarship meetings, labs, or classes); and/or illness. Other absences are to be excused at the discretion of the Principal Officers (Executive Team) of the Association of Women in Agriculture at UW-Madison.
    - a. Members must fill out an absent request form stating a specific reason for their absence and send it to the Secretary 48 hours in advance.
  2. Fines will also be incurred (See Article IX, Section 2.C.)
  3. Mandatory events will be determined by the Executive Team each year.
- iii. Must complete 2 service activities (at least one planned by the Service Coordinator), and 1 fundraising activity Fundraise a total of \$40 through fundraising activities (See Article IX, Section 2.A.) and attend 1 social activity each semester, and 1 alumni event each academic year (excluding AWA Day), as determined by the Service Coordinator, Fundraising Coordinator, Activities Coordinator, and Alumni Coordinator.
- b. Must play an active role on a committee during the fall and spring semesters. Committee duties will be led by the respective officers and assigned by the Vice President.
    - i. Excluding AWA Outreach Event Chair Positions will be excluded from committee requirements during the semester the event is held in.
    - ii. Abide by AWA UW-Madison Code of Conduct (see separate document “AWA UW-Madison Code of Conduct”)
    - iii. Abide by AWA Alcohol & Illegal Substances Policy Agreement (see separate document “AWA Alcohol & Illegal Substances Policy Agreement”)
    - iv. Abide by AWA UW-Madison Strike System

#### E. Inactive Status

- a. Students who have been initiated as a members of the Association of Women in Agriculture and have petitioned the student membership for inactive status may be inactive for one semester, upon approval via an anonymous majority vote of the membership.
- b. Members must email the Secretary by the third official membership meeting of the semester if they would like to be approved for inactive status. Members must email the Secretary by the second official membership meeting of the semester if they would like to be approved for inactive status.
- c. Inactive members are ineligible to participate in AWA events for the semester in which they are inactive. This includes but is not limited to AWA meetings, social activities, service events, and fundraising events.
  - i. Previous Headshots will be used for any necessary photos (composite).

- d. Special exceptions for additional semesters of inactive status may be granted by an anonymous majority vote of the membership for cases including study abroad and extenuating circumstances.
    - i. Study Abroad and Co-Op membership status may be granted to these members excluding them from all membership requirements without repercussions and need to petition back into the organization.
      - 1. Photo Evidence of Completion of Study Abroad and/or Co-op will be sent to the Secretary at the completion of the academic year or semester.
        - a. Members studying abroad and/or on Co-op will have the option to run for a following academic year officer position.
  - e. Inactive members before inactivation must complete a form linked at the bottom of the email explaining the reasoning behind declaring inactive status.
- F. Deactivation Status
- a. Should a member choose to leave the organization or is removed from the organization via the strike system or the Advisory Board at any time throughout their college career prior to graduation, they will take on the deactivated status.
    - i. Should a member choose to deactivate voluntarily, they will be able to keep the organization affiliation.
    - ii. Should a member choose to deactivate voluntarily by transferring to another school, they will be able to keep the organization affiliation.
  - b. Deactivated members are ineligible to participate in AWA events following their deactivation. This includes but is not limited to AWA meetings, social activities, service events, and fundraising events.
  - c. Deactivated members must submit a request to deactivate form to the Secretary with an explanation for the reasoning behind declaring Deactivation Status.
    - i. Located at the bottom of the email.
- G. Re-Obtaining Active Member Status
- a. Any non-active member must petition to fill out a request to return form and send it to the Secretary to the Executive Team and advisory team to re-attain active status and privileges.
  - b. If active member status is re-attained, students' membership status will be put on a one-semester probationary where they are allotted only one strike.
    - i. Excluding Alumni or Co-op Inactive Status (See Article II, Section E.D.i)
  - c. To re-attain active member status, the advisory team and executive team must have a majority vote to allow the non-active member to re-attain active membership.
- H. Alumni Status
- a. Students who have been initiated as a member of the Association of Women in Agriculture, have one semester until graduation, and have petitioned the student membership (remove: and have petitioned the student membership) for alumni status may be granted alumni status, upon approval.
    - i. i.e. internships, off-campus living, co-op, early graduation, inactivation in other student organizations

- b. Early Alumni Status will only be granted to members of senior standing who have been an active member for at least two consecutive semesters (potential semester does not count)
  - 1. Excluding Study Abroad and Co-op Inactive Membership Status (See Article II, Section E.D.i)
  - ii. “Graduation” may include students transitioning into graduate or other professional programs, including but not limited to medicine, pharmacy, and veterinary.
- c. All other members who are active with no outstanding requirements or fines at the time of graduation will be granted alumni status.
  - i. Any emergency or unusual circumstances will be handled on a case-by-case basis as seen as necessary by the Executive Team.
- d. Members petitioning for alumni status must fill out a request for early alumni status form and submit it via email to the executive team.

### **Article III**

#### Section 1 - AWA UW-Madison Strike System

- A. Strikes will be given to members for the following discretions:
  - a. Failure to complete Member in Good Standing Requirements
    - i. One strike is given per missing required service activity (up to two)
    - ii. One strike is given per missing required fundraising activity (up to one)  
One Strike is given per no participation in any required fundraising activity (up to one)
    - iii. One strike is given per missing required social activity (up to one)
    - iv. One strike is given per failure to meet committee requirements
    - v. One strike is given per missing required alumni activity (up to one)
  - b. Failure to pay semester dues by the third membership meeting
  - c. Unexcused meeting absence
  - d. Not attending an unexcused mandatory event
  - e. Failure to pay fines
  - f. Failure to abide by the AWA UW-Madison Dress Code (see separate document “AWA UW-Madison Dress Code” in weekly email)
  - g. Failure to abide by the AWA UW-Madison Code of Conduct
- B. Member in Bad Standing
  - a. If the same requirement is missed for two consecutive semesters, members will be placed in bad standing.
  - b. A member will be considered a Member in Bad Standing the following semester if they receive three or more strikes.
  - c. A Member in Bad Standing will receive an email from the Secretary regarding their status at both two and three strikes (see Article VI, Section 2. F.e),
  - d. A Member in Bad Standing will receive a formal notice from the President and/or the Secretary at the second to last or last meeting of the semester regarding their status in order to meet with the Principal Officers to make necessary amends.

- e. Member in Bad Standing status will be recorded by the Secretary every semester to keep a tally for possible deactivation (See Article III, Section 1. C.a)
- C. Deactivation
  - a. In the second semester a member receives three or more strikes (total, not necessarily consecutive), that member will be eligible for deactivation by an anonymous majority membership vote.
  - b. A member who is involuntarily deactivated cannot claim any association with the Association of Women in Agriculture at UW-Madison, including no reference to AWA on official resumes.
    - i. Members who are deactivated involuntarily will not be allowed to rejoin without permission of the Association of Women in Agriculture Benefit Corporation.
- D. Strikes can be given by Principal Officers and Coordinators of Association of Women in Agriculture at UW-Madison

## **Article IV**

### Section 1 - Executive Team Composition

- A. The Executive Team of the Association of Women in Agriculture at UW-Madison shall be: President, Vice President, Secretary, and Treasurer.
- B. Coordinators of the Association of Women in Agriculture at UW-Madison shall be: Membership, Activities, Communications, Alumni, Fundraising, Service, Sentinel, and Sunshine.
- C. In/Out-of-House Liaisons (see Article VI Section 4).
- D. House Manager, House Steward, and House Assistant (see Article VI, Section 5).

### Section 2 – AWA UW-Madison Advisory Team Composition

- A. An Advisory Team will review any violations to the AWA UW-Madison Code of Conduct (see separate document “AWA UW-Madison Code of Conduct”).
  - a. The Advisory Team will determine if any offense has been made and will deliver anywhere from one to three strikes per offense and will suggest any necessary penance.
  - b. Depending on the severity of the offense, up to three strikes may be given at the discretion of the Advisory Team.
  - c. In severe cases, as determined by the Advisory Team, a member may be put up for deactivation.
- B. Principal members of AWA UW-Madison Advisory Team shall be President, Vice President, three randomly selected members in good standing, and one advisor or non-active member, a third-party representative.
  - a. The President shall serve as the head and contact of the AWA UW-Madison Advisory Team,
    - i. In the event that the President is involved in the issue, the Vice President shall serve as head and contact.
    - ii. In the event that both the President and Vice President are involved in the issue, the randomly selected member with the highest seniority shall serve

- as head and contact, and the next highest officer will take the President's/Vice President's position on the Advisory Team as well.
- b. Selected members will be selected during the first AWA UW-Madison membership meeting of that academic year. These individuals must be Members in Good Standing and are able to serve more than one term. Terms are academic years.
    - i. In the event that any of the selected members are involved in the issue, they will not participate on the AWA UW-Madison Advisory Team for that offense only.
- C. Offense Meetings
- a. The issue must be reported to the head and contact of the AWA UW-Madison Advisory Team (see Article IV, Section 2. B.a) within one week.
  - b. The offense meeting will take place within three weeks of the report.
  - c. It is recommended that AWA UW-Madison Advisory Team follows a trial-based procedure where both sides have the opportunity to discuss his/her actions. The plaintiff can write a written statement or voice their concerns during the Offense Meeting.

## **Article V**

### Section 1 - Elections

- A. Any active and/or Study Abroad and Co-op student member who has a member in good standing status (see Article II, Section 1, C) and is a full-time resident of the AWA house is eligible for the principal office of Treasurer, with the exception to any members who will have graduated or left the University before the term of office will have expired.
- B. The President is not required to be a full-time resident of the AWA House during their term as President given; The member must have had lived in the AWA House for at least one academic year; the member must have had a previous AWA officer position; and the member must be available at the AWA House a minimum of one day per week for at least a two hour period to hear any concerns from members relating to AWA.
- C. Any active and/or Study Abroad and Co-op student member who has a member in good standing status (see Article II, Section 1, C) is eligible for the principal offices of Vice President and Secretary except a member who will have graduated or left the University before the term of office will have expired.
- D. Any active and/or Study Abroad and Co-op student member who has a member in good standing status (see Article II, Section 1, C) is eligible for a Coordinator position except a member who will have graduated or left the University before the term of office will have expired.
- E. House Manager, House Steward, and House Assistant are selected by the House Management Committee of the Association of Women in Agriculture Benefit Corporation.
- F. Nominations will be opened at least one meeting prior to elections through closing at election time.
- G. Elections shall be held annually and at least one meeting prior to officer installation. Elections may be held at any time, as agreed upon by the Executive Team.

- a. Two-thirds of members (quorum) must be in attendance at an election meeting to elect any Officer or Coordinator.
  - b. Officers and Coordinators must be elected by a majority (greater than 50%) of active members in attendance. If no one receives a majority, the candidate with the lowest number of votes is removed from the ballot, and the membership votes again. This process is repeated until the majority is obtained. In the event of a tie between two final candidates, both candidates will be allowed to speak again and the membership will continue to vote until one candidate receives the majority of the vote.
  - c. Vacancies that may arise during the academic year shall be filled by a special election, under the same requirements of regular elections.
  - d. Candidates need not be present to be nominated or elected for an Officer or Coordinator but must have accepted the nomination before the election.
- H. No two Officer or Coordinator positions may be held by one person simultaneously.
  - I. No two members may be elected to the same officer position.
  - J. House Manager, House Steward, and House Assistant may not hold an Officer or Coordinator position during the same academic school year.
  - K. The advisor(s) shall be present and will assist in tallying votes during elections. In the case of an emergency in which the advisor(s) cannot be present, the President and another officer (an individual who is ineligible or declines to run for office), as appointed by the President, will count the ballots.
  - L. Newly elected officers will be expected to attend a Parliamentary Procedure workshop, within the first two meetings of the following semester.

## **Article VI**

### Section 1- Executive team responsibilities

- A. To update and maintain a digital and/or physical folder of events, activities, and financial budget for each position.

### Section 2 - Principal Officer Duties

- A. Principal Officers may be assigned additional duties as deemed necessary by the Corporation Board of Directors and/or the student Executive Team.
- B. If an officer or coordinator does not fulfill all required duties they are subject to removal of position by 2/3 vote of the active officer team. If an officer is removed they may petition for the membership to be reinstated by collecting 50 percent of the membership's signatures and pass by a majority vote at the next meeting.
- C. The respective officers will record attendance of their organized events.
- D. President
  - a. The President will guard and prioritize the welfare and aims of the organizations as outlined in these bylaws.
  - b. The President shall oversee all officers and ensure they perform their respective duties as outlined in these bylaws.
  - c. The President will preside at all meetings, or request the Vice-President to take the chair.

- d. The President will appoint all officers and committees decreed necessary and not otherwise provided for.
  - e. The President will set all meeting dates, whether of the entire membership or of selected members and Executive Team members, and will rule on membership requests for meetings.
  - f. The President will coordinate with the Secretary to keep record of members in good standing (see Article II, Section 1, C).
  - g. The President will work with the Treasurer to write any grant proposals for the organization.
  - h. The President will serve as the chairperson of the Executive officer team and will call meetings and distribute information to team members.
  - i. The President, or an appointee, will fulfill all requirements to ensure AWA maintains its Registered Student Organization status.
  - j. The President shall serve on the Association of Women in Agriculture Benefit Corporation Board of Directors, and prepare reports for these meetings.
  - k. The President shall vote only to break a tie.
  - l. The President will head the AWA student membership Principal Team.
- E. Vice-President
- a. The Vice-President will assist the President, and in the absence of, or at the request of the President, will preside and perform the duties of the President.
  - b. The Vice President will, upon resignation or permanent absence of the President, succeed to that office until such a time as elections are held.
  - c. The Vice-President is responsible for communication within the organization and shall inform members of meetings and activities through a calendar of events and e-mailings.
  - d. The Vice-President will keep advisors informed of student membership activities.
  - e. The Vice-President shall serve as an ex-official member on committees and be responsible for the functioning of all committees and teams.
  - f. The Vice-President will organize and conduct officer elections.
  - g. The Vice-President shall oversee surveying the membership as a method for evaluating the officer team and present the responses at each officer retreat.
  - h. The Vice-President will serve on the AWA student membership Principal Team.
  - i. The Vice-President will provide members with the AWA scholarship applications from AWA Benefit Corporation and will inform members of other scholarships they may apply for.
  - j. The Vice-President will arrange the voting and gifts for Outstanding Class Members for the freshman through junior classes.
  - k. The Vice President will present a speech for each Outstanding Class Member (freshman, sophomore, and junior) on behalf of the student membership at each annual AWA Day event.
- F. Secretary
- a. The Secretary will keep an accurate account of all meetings of the organization and write all communications. Minutes will be sent out via email within three days. A file of all past minutes will be kept.



- b. The Secretary shall contract with a photographer, or work with the current contractor to have composites taken. An accurate list of members, correct name spellings, and their positions is needed.
  - c. The Secretary will send current member information to AWABC as requested for the alumni to maintain accurate records and to use in communications.
  - d. The Secretary will be responsible for all other organizational property, not otherwise delegated to other Officers or Coordinators.
  - e. The Secretary will keep an accurate attendance record.
  - f. The Secretary will work with the President to keep a record of each member's status within the organization. A letter or email of warning will be sent to members after they have 2 strikes. After 3 strikes, the member is no longer in good standing and will again receive a letter or email regarding their status. (see Article 3, Section 1. B).
  - g. The Secretary will serve on the AWA student membership Executive Team.
  - h. The Secretary will notify and award strikes to those members who do not follow the AWA Dress Code for all meetings and mandatory meetings/events.
    - i. The first offense will result in a verbal or written warning.
    - ii. The second offense and greater will result in a strike/offense.
- G. Treasurer
- a. The Treasurer will be responsible for keeping and submitting the organization's financial policy and assets and will make all disbursements in payment of the organization's debts and obligations.
  - b. The Treasurer will collect both membership dues for the Corporation and the student membership, by the third meeting of each semester. The Corporation dues will be paid to the Corporation Board each semester.
  - c. The Treasurer will maintain accounts as directed by the Board of Directors of the Association of Women in Agriculture Benefit Corporation and if necessary, with the student organization's Financial Officer.
  - d. The Treasurer will serve on the Financial Management Committee of the Association of Women in Agriculture Benefit Corporation
  - e. The Treasurer will work with the President to keep a record of each member's status within the organization and help write any grant proposals for the organization.
  - f. The Treasurer will serve on the AWA student membership Principal Team.
  - g. The Treasurer shall live in the AWA House.

### Section 3 - Coordinator Duties

#### A. Recruitment Coordinator

- a. Recruitment Coordinator will recruit new members at the beginning of each semester and throughout the year as well. This will include planning a social event for the potential members.
- b. The recruitment Coordinator will educate new and potential members about the rules, expectations, guidelines, traditions, and benefits of AWA. This shall be done through potential meetings and the AWA Membership Guide, with assistance from other members as needed.

- c. The Recruitment Coordinator will match big sisters to each potential, inform big sisters of their responsibilities, and facilitate bonding through activities and meetings.
  - d. The Recruitment Coordinator will have plaques available for each potential member. The designing of the plaques will be done by each potential's big sister, before initiation.
    - i. Plaques will be available before the first meeting of the following semester
  - e. The Recruitment Coordinator will facilitate an activity for all potentials. The activity should be done as a group to encourage bonding and sisterhood between the class members during the education process.
  - f. The Recruitment Coordinator will have a professional activity designed to familiarize active and potential members with a formal business discussion each year. This activity should build professional interview skills.
    - i. One Promising New Member Scholarship will be awarded each year to a potential member who exhibits strong professional character, leadership, and commitment to AWA.
  - g. The Recruitment Coordinator will work with the Activities Coordinator to plan a social event for activities and potentials each semester.
  - h. The Recruitment Coordinator will plan the initiation ceremony of potential members with the Executive team and the committee members
- B. Activities Coordinator
- a. The activities Coordinator will plan the AWA Spring Formal.
  - b. The activities Coordinator will plan other social events for the membership.
- C. Communications Coordinator
- a. The Communications Coordinator will assist the Membership Coordinator in updating the AWA booth and promotional materials and taking them to functions to inform people about AWA.
  - b. The Communications Coordinator will serve as the head broadcaster of AgChat. They will be responsible for obtaining membership help and putting in studio hours.
  - c. The Communications Coordinator will update and maintain all AWA social media accounts.
  - d. The Communications Coordinator will use the AWA Camera to capture AWA events.
- D. Alumni Coordinator
- a. The Alumni Coordinator will plan AWA Day with the Alumni.
  - b. The Alumni Coordinator will send the names, phone numbers, and addresses of graduating AWA members to the alumni programming coordinator each semester.
  - c. The Alumni Coordinator will plan professional and social events for alumni and active members.
  - d. The Alumni Coordinator will serve on the Corporation of the Association of Women in Agriculture Benefit Corporation.
- E. Fundraising Coordinator
- a. The Fundraising Coordinator will organize events to raise money for the membership.

- F. Service Coordinator
  - a. The service Coordinator will coordinate all service activities deemed appropriate by the membership.
- G. Sentinel Coordinator
  - a. The Sentinel Coordinator will familiarize themselves with the by-laws of the Association of Women in Agriculture and the newly revised edition of Roberts Rules of Order to keep order at meetings.
  - b. The Sentinel Coordinator will be in charge of scheduling speakers for selected meetings.
  - c. The Sentinel Coordinator will be in charge of setting up and taking down the Great Room for meetings.
  - d. The Sentinel Coordinator is responsible for planning senior recognition night.
  - e. The Sentinel Coordinator will coordinate an annual bylaw review with all officers, and assemble and chair the bylaws revision committee as needed.
- H. Sunshine Coordinator
  - a. The Sunshine Coordinator will recognize members' birthdays at meetings with cards and small gifts or candy.
  - b. The Sunshine Coordinator will provide refreshments for regularly scheduled membership meetings.
  - c. The Sunshine Coordinator will recognize graduates each year with a gift.
  - d. The Sunshine Coordinator will send cards, flowers, etc. for events deemed necessary.
  - e. The Sunshine Coordinator will plan an apparel order(s) for AWA and distribute the items.

#### Section 4 - In-/Out-of-House Representatives

- A. In- and Out-of-House Representatives alongside all newly elected officers will attend the first house meeting of the academic year.
  - a. The In-House Representatives will be selected from the elected In-House officers. The In-House Representative will be nominated and elected by the house residents.
  - b. The Out-of-House Representative will be selected from the elected Out-of-House officers. The Out-of-House Representative will be nominated and elected by the membership.
  - c. If there are no Out-of-House officers elected, the Out-of-House Representative will be nominated from and elected by the membership.

#### Section 5 - House Manager, House Steward, and House Assistant Responsibilities

- A. The House Manager, House Steward, and House Assistant will perform the responsibilities as outlined in these by-laws. In addition, the House Manager, House Steward, and House Assistant will also perform duties as outlined in position handbooks and contracts overseen by the AWA Corporation House Management (Co-)Chair(s) and Board.
- B. House Manager
  - a. The House Manager will recruit residents by giving our contracts to interested AWA members and set up tours or weekend visits for incoming freshmen.

- b. The House Manager will maintain equipment and house appearance inside and out, including but not limited to:
    - i. House job assignments (weekly/monthly, check-in/check-out, and for special events)
    - ii. Leaf raking, lawn mowing, snow shoveling/removal
    - iii. Shampooing carpets, cleaning floors for special events
    - iv. Repairs/painting
    - v. Responsible for collecting check-in and check-out forms
  - c. The House Manager will plan meetings with the House Steward, House Assistant, In-House Representative, and house residents to go over/explain house rules and expectations, assign house jobs and K crew, and review the fining system.
  - d. The House Manager will plan meetings with the House Steward and House Assistant to review the state of the house and House Management performance. In-house and Out-of-House Representatives will be notified of all such meetings.
  - e. The House Manager will collect rent, parking, and fines and send them to appropriate accounts (Rent and parking to AWA Corp Board Treasurer, fines to house checkbook).
  - f. The House Manager will be encouraged to attend AWA Corporation Board Meetings and must serve on the House Management Committee. The House Manager will regularly communicate house needs and problems with the AWA Corporation Board House Management (Co-)Chair(s), House Management Committee, and Corporation Board.
  - g. The House Manager will assign rooms according to the established and approved point system. Parking will be assigned similarly. The House Manager will receive the first pick in parking with the House Steward guaranteed a spot in the parking lot. The House Assistant will be guaranteed a spot on the street. if desired by the House Assistant.
- C. House Steward
- a. The House Steward will purchase food and supplies based on residents' food preferences, the cooks' grocery list, needed cleaning supplies, etc. Other supplies can be purchased through distributors or can be purchased by the House Steward.
    - i. Large cost items and major house supplies should go to the House Management Committee for approval and possible funding
  - b. The House Steward will be responsible for the AWA House Cook.
    - i. The House Steward will work with the AWA Corporation Board House Management (Co-)Chair(s) and Corporation Board Treasurer to update contracts as necessary, hire/fire cooks, complete all federal and state tax forms, and pay the cook from the house account.
  - c. The House Steward will be encouraged to attend AWA Corporation Board Meetings and must serve on the House Management Committee. The House Steward will regularly communicate house needs and problems with the AWA Corporation Board House Management (Co-)Chair(s), House Management Committee, and Corporation Board.
  - d. The House Steward will be responsible for encouraging out-of-house members to take advantage of their free meals and for keeping a record of this.
- D. House Assistant

- a. The House Assistant will plan monthly activities to bring in-house and out-of-house girls together and help everyone feel at home. The House Assistant will also help make out-of-house girls feel welcome at the AWA house.
- b. The House Assistant will assist Sunshine with the decorating of the house for seasons and holidays.
- c. The House Assistant will assist the House Manager and House Steward with their duties when needed.
  - i. The House Assistant will assist the House Steward with weekly grocery shopping.
- d. The House Assistant will be in charge of keeping the AWA printer stocked with ink and paper at all times.
- e. The House Assistant will monitor the test files. The House Assistant will encourage and remind members to donate quizzes and exams to keep the file up-to-date each semester.
  - i. Files are not permitted to leave the AWA House Basement
  - ii. Deactivated, In-activated, and Early Alumni members will lose access to all test files

#### Section 6 - AWA Outreach Event

- A. The current General Co-Chair will serve as the General Chair for the upcoming year.
- B. The General Chair must be an active member in good standing for the entire academic year.
- C. The General Chair will provide applications for the positions of General Co-Chair and all other chairmanship or co-chairmanship positions by the third meeting of the previous semester.
- D. The General Chair along with at least two other past chairs will select the General Co-Chair and other Chair and Co-Chair positions
  - a. **\*\*It is recommended that one individual does not hold the positions of Breakfast on the Farm General Chair and President during the same academic year\*\***
- E. The General Chair will be expected to attend the last two officer meetings of the semester prior to the semester that the event will be held in and must attend all officer meetings during the semester the event takes place in until the Outreach Event is completed.
  - a. The General Chair will be expected to attend both the fall and spring officer re-treats.
- F. AWA Outreach Event Chair Positions will meet committee requirements for the semester the event takes place in.

#### Section 7 – CALSSA Representative

- A. The CALSAA Representative shall be determined by the Executive Officer Team at (or before) the Fall officer retreat. This individual must attend all CALSAA meetings in order for AWA to maintain status as a CALS affiliated student organization.

## Article VII

### Section 1 - Membership Meetings

- A. Regularly scheduled meetings will be held every other week or in accordance with the academic calendar.
  - a. Meetings will be held at the AWA House, 1909 University Avenue unless otherwise specified.
    - i. Business is permitted to be conducted via video conference.
  - b. Meetings will be held Monday evenings at 6:30 pm unless otherwise specified.
  - c. Notice of all regularly scheduled membership meetings will be sent out over email at least twenty-four hours in advance by the Vice-President.
    - i. In the event that (an) additional membership meeting(s) must be held, notice must be sent out over email at least seventy-two hours in advance by the Vice-President.
  - d. In the event of a conflict, the member must contact the Secretary 48 hours prior to the meeting. Such conflicts include those listed in A II, S 1.C.1 of the AWA Bylaws.
  - e. In the event of an emergency conflict, death, or illness, an excuse must be given to the Secretary before the meeting.

### Section 2 - Voting Procedure

- A. A quorum will be defined as 2/3 of the active members. In order to conduct any voting, a quorum must be present.
- B. To be qualified to vote for officer elections, and constitutional and by-law amendments, a member must be an active member in good standing status, as defined in the by-laws.
- C. To be qualified to vote on all of the business, a member must be in good standing status, as defined by the by-laws.
- D. Motions will be carried by a majority of those qualified voting members in attendance except in the following cases:
  - a. Amending the bylaws will be done by two-thirds of the membership.
  - b. All other cases are specified by Robert's Rules of Order.
- E. The student membership may amend the Association of Women in Agriculture Student Membership by-laws and AWA UW-Madison Code of Conduct pertaining to the student membership, with immediate effect, during the academic year as described in the voting procedures.
  - a. Any amendments to the bylaws require a vote by two-thirds of the membership. This will be confirmed by the Secretary after attendance.
  - b. The process requires a written proposal, as it would be incorporated into AWA UW-Madison by-laws or AWA UW-Madison Code of Conduct, as a notice to all members, including a date and time that the amendments will be considered for voting.
  - c. The proposal must be presented in writing at a membership meeting and may be discussed and amended. In order to vote on the proposal, a motion must be properly moved and seconded. The motion must be postponed until the next regularly scheduled membership meeting in order to vote on it.

- d. At the next meeting, the motion is put on the agenda and is brought up for discussion, and may be amended. The membership may discuss the motion, amend the motion, and vote on the motion at this meeting. A motion can only be passed or failed once unless a member moves to reconsider a motion or rescind a motion (see Robert's Rules of Order).
- F. The student membership may amend the Association of Women in Agriculture Benefit Corporation bylaws pertaining to the student membership, with immediate effect, during the academic year as described in the voting procedures.

## **Article VIII**

### Section 1 - Advisor

- A. The advisor(s) and co-advisor(s) appointed by the organization will have the term for two years with re-election possible for as many terms as desired by the organization.
  - a. Advisor elections shall be held every other year congruently with AWA officer elections.
  - b. If no advisor is appointed, an alumni member of the AWABC Board shall serve as interim advisor until a suitable candidate is found.
- B. A co-advisor will be elected at the first meeting of the Spring Semester. The co-advisor will work with the advisor to meet advisor requirements and will serve a 2-year calendar term.
- C. The advisor(s) and co-advisor(s) will attend at least one officer meeting and two membership meetings per semester, as well as Breakfast on the Farm AWA Outreach Event, professional activities, Officer Elections, and Officer retreats.
  - a. The advisor(s) and co-advisor(s) shall be present and will assist in tallying votes during elections. In case of an emergency where the advisor cannot be present, please refer to Article V, Section 1, Subsection K.
  - b. The advisor(s) and co-advisor(s) will also be available to provide input to officers and members outside of meetings.

## **Article IX**

### Section 1 - Non-refundable Dues

- A. The Executive team will be authorized to determine the charge for student membership non-refundable dues, as approved by the membership. The non-refundable dues will be set at the first meeting of the academic year.
- B. The Executive team and Recruitment Coordinator will be authorized to determine the charge for potential member dues, as approved by the membership. The dues will be set at the first meeting of the academic year.
  - a. Fall Potential non-refundable dues will include a \$20 deposit towards their composite photo that will be collected at the time composite photos are taken.
- C. Student membership dues will include the annual Corporation student dues.
- D. Members who do not pay dues by the third membership meeting, per semester, will be fined \$10.00 in addition to the semester dues.
  - a. Unless the Treasurer has been informed 48 hours before the meeting about outstanding circumstances.

### Section 2 – Additional Fines

- A. Members will be fined \$75.00 if they fail to complete any fundraiser event per semester.
  - a. Members who fail to meet the \$40.00 fundraising requirement and have participated in a fundraising activity will be required to pay the difference in the amount owed to AWA.
- B. Members will be fined \$10.00 if they are up to a half hour late or leave as soon as a half hour early from a mandatory event unless prior permission has been given from the Secretary.
- C. Members will be fined \$40.00 if they do not attend a mandatory event if they are more than a half hour late, or if they leave sooner than a half hour early from a mandatory event unless prior permission has been given from the Secretary.

### Section 3 - Membership Funds

- A. All funds received by the membership shall be deposited in bank accounts designated by the Executive Team.

No funds shall be withdrawn from such accounts except by checks signed by either the President or Treasurer.
- B. Funds of the organization may not be used to purchase alcohol or illegal substances.
- C. Funds may be accepted by or used by the organization from other individuals or organizations when desired and available.
- D. Funds will belong to the student organization to use at its discretion, but will not personally benefit the individual members of the student organization.

### Section 4 - House Funds

- A. Funds collected for food and incidentals shall be maintained in a checking account separate from the Corporation and student membership accounts. The House Steward and House Manager shall manage this account.
- B. The money supplied to this account shall be returned to the house members in the form of food, supplies, and/or rebates.
- C. House Funds may be accessed by the House Steward and House Manager through the debit card.