

**By-Laws of the UW Madison  
Association of Women in Agriculture  
Revised November 21<sup>st</sup>, 2016**

**Article I**

Section 1 - Purpose of the By-laws

- 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

**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, creed other than 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—exceptions deemed necessary by the current officer team.
- a. Active members will pay full student dues to the Association of Women in Agriculture, Inc. and to the UW-Madison Association of Women in Agriculture.
- B. Active members of the Association must successfully complete the membership education and initiation process as developed by the Membership Coordinator.
- C. Member in Good Standing Status for Four-Year Students
- a. To attain member in Good Standing Status
- i. Dues must be paid by the third meeting
- 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 loss of member 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; and/or illness. Other absences are to be excused at the discretion of the Principle Officers of UW-Madison Association of Women in Agriculture.
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, 1 fundraising activity, and attend 1 sister bonding activity each semester, as determined by the Service Coordinator, Fundraising Coordinator, and Activities Coordinator.

- iv. Abide by AWA UW-Madison Code of Conduct (see separate document “AWA UW-Madison Code of Conduct”)
  - v. Abide by AWA UW-Madison Strike System
- D. Inactive Status
- a. Students who have been initiated as a member of the Association of Women in Agriculture and have petitioned the student membership for inactive status may be inactive for one semester, upon approval.
  - b. Members must email the Secretary by the third official membership meeting if they would like to be approved for inactive status.
- E. 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 for alumni status may be granted alumni status, upon approval.
  - b. All other members active at the time of graduation will be granted alumni status.
- F. Re-attaining Active Member Status
- a. Any non-active member must petition to the Executive Team to re-attain active or associate member status and privileges.

### **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)
    - iii. One strike is given per missing required sister bonding activity (up to one)
  - b. Failure to pay semester dues
  - c. Unexcused meeting absence
  - d. Not attending a mandatory event
  - e. Failure to pay fines
  - f. Failure to abide by the AWA UW-Madison Dress Code
  - g. Failure to abide to the AWA UW-Madison Code of Conduct
- B. Member in Bad Standing
- a. A Member will be considered a Member in Bad Standing the first semester he/she receives three or more strikes.
  - b. A Member in Bad Standing will receive an email from the Secretary regarding his/her status at both two and three strikes (see Article VI, Section 2.F.e),
  - c. A Member in Bad Standing will receive a formal notice from the President at the second to last or last meeting of the semester regarding his/her status in order to meet with the Principle Officers to make necessary amends.
  - d. Member in Bad Standing status will recorded by the Secretary every semester to keep a tally for possible deactivation (See Article III, Section 1.C.a)

- C. Deactivation
  - a. The second semester a member receives three or more strikes (total, not necessarily consecutive), that member will be eligible for deactivation by a membership vote.
  - b. A member who is involuntarily deactivated cannot claim any association with the UW-Madison Association of Women in Agriculture, 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 Inc.
- D. Strikes can be given by Principle Officers and Coordinators of UW-Madison Association of Women in Agriculture.

## **Article IV**

### Section 1 - Executive Team Composition

- A. Principle Officers of the UW-Madison Association of Women in Agriculture shall be: President, Vice President, Secretary, and Treasurer.
- B. Coordinators of the UW-Madison Association of Women in Agriculture shall be: Membership, Activities, Public Relations, Alumni, Fundraising, Scholarship, Sentinel, Sunshine, Service, and Communications.
- 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 upon discretion of the Advisory Team.
  - c. In severe case, as determined by the Advisory Team, a member may be put up for deactivation.
- B. Principle 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, 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 next highest officer will take the President’s/Vice President’s position on the Advisory Team as well.
  - b. Selected members will be selected upon 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 from 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 student member who has 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 principle offices of President and 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 his/her term as President given: He/she must have had lived in the AWA House for at least one academic year; he/she must have had a previous AWA officer position; and he/she 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.
  - a. This clause must be voted on with a majority vote by the membership each fall to extend the expiration date, no more than one year at a time, and make it effective for the following spring election. Expiration date is December 31<sup>st</sup> of the current year.
  - b. If the membership fails to pass this clause prior to the spring semester of the academic year, the prior rule stands: only full-time residents of the AWA house, who have member in good standing status, are eligible for the principle office of President.
- C. Any active student member who has member in good standing status (see Article II, Section 1, C) is eligible for the principle 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 student member who has 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, Inc.
- F. Nominations will be opened 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 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 which 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. House Manager and House Steward may not hold an Officer or Coordinator position during the same academic school year.

## **Article VI**

### Section 1- Executive team responsibilities

- A. To update and maintain a binder of events, activities, and financial budget for each position.

### Section 2 - Principle Officer Duties

- A. Principle 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 to 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. President
  - a. The President will guard the welfare and aims of the organizations and see that all officers perform his/her respective duties.
  - b. The President will preside at all meetings, or request the Vice-President to take the chair.
  - c. The President will appoint all officers and committees decreed necessary and not otherwise provided for.
  - d. The President will set all meeting dates, whether of the entire membership or of selected members and Executive Team members, prepare agendas, and will rule on membership requests for meetings.
  - e. The President will coordinate with the Secretary to keep record of members in good standing (see Article II, Section 1, C).
  - f. The President will work with the Treasurer to write any grant proposals for the organization.

- g. The President will serve as the chairperson of the team and will call meetings and distribute information to team members.
- h. The President shall serve on the Association of Women in Agriculture, Inc. Corporation Board of Directors, and prepare reports for these meetings.
- i. The President shall vote only to break a tie.
- j. The President shall oversee surveying the membership as a method for evaluating the officer team.
- k. The President will head the AWA student membership Executive Team

#### D. 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 in the spring semester.
- g. The Vice-President will serve on the AWA student membership Executive Team.

#### E. 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 e-mail within three days and be posted on the website within three days. A file of all past minutes will be kept.
- b. Secretary shall contract with a photographer, or work with current contractor to have composites taken. An accurate list of members, correct name spellings and their positions is needed.
- c. The Secretary will be responsible for all books, office supplies, and other organizational property, not otherwise delegated to other Officers or Coordinators.
- d. The Secretary will keep an accurate attendance record.
- e. The Secretary will work with the President to keep 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 his/her status. (see Article 3, Section 1.B).
- f. The Secretary will serve on the AWA student membership Executive Team.
- g. The Secretary will notify and award strikes to those members who do not follow the AWA Dress Code for all meeting 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.

#### F. Treasurer

- a. The Treasurer will be responsible for keeping and submitting organizations financial policy and assets, and will make all disbursements in payment of the organizations debts and obligations.
- b. The Treasurer will collect both membership dues for the Corporation at the end of each semester, 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, Inc. and if necessary, with the student Organizations Financial Officer.
- d. The Treasurer will serve on the Financial Management Committee of the Association of Women in Agriculture, Inc.
- e. The Treasurer will work with the President to keep 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 Executive Team.
- g. The Treasurer shall live in the AWA House.

### Section 3 - Coordinator Duties

#### A. Membership Coordinator

- a. Membership 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 potentials and members, usually held the second week of school each semester.
- b. Membership Coordinator will match big sisters to each potential, and will inform big sisters of their responsibilities. Big sisters will be involved in the education and initiation process of the potential, helping him/her learn the rules and traditions of AWA.
- c. Membership 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.
- d. Membership 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.
- e. Membership Coordinator will have a professional activity designed to familiarize active and potential members in a formal business discussion each semester. This activity should build professional interview skills.
- f. Membership Coordinator will work with the Activities Coordinator to plan a social event for actives and potentials each semester.
- g. Membership Coordinator will plan the initiation ceremony of potential members with the Executive team and the committee members

#### B. Activities Coordinator

- a. Activities Coordinator will plan the AWA Spring Formal.
- b. Activities Coordinator will contact the UW Homecoming Committee to obtain information and inform members of homecoming activities and promote participation during homecoming week.
- c. Activities Coordinator will plan other social events for the membership.

#### C. Public Relations Coordinator

- a. The Public Relations Coordinator will update the AWA booth and take it to functions to inform people about AWA
  - b. The Public Relations Coordinator will keep stock of the AWA informational brochures.
  - c. The Public Relations Coordinator shall provide information to female high school students about AWA. Mailing lists come from Agriculture Hall acceptance lists and sign-up sheets from the AWA promotional booth.
  - d. The Public Relations Coordinator will coordinate with the head broadcaster of the AgChat radio talk show through WSUM radio. He/She will be responsible for obtaining membership help, and putting in studio hours.
- 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 membership coordinator each semester.
  - c. The Alumni Coordinator will plan an alumni social event when alumni and actives have the desire for such an event.
  - d. The Alumni Coordinator will serve on the Corporation of the Association of Women in Agriculture, Inc.
- E. Fundraising Coordinator
- a. Fundraising Coordinator will organize events to raise money for the membership.
  - b. Fundraising Coordinator will organize the auction at AWA Day with proceeds going to the Education Committee of the Association of Women in Agriculture, Inc.
- F. Scholarship Coordinator
- a. Scholarship Coordinator will provide members with the AWA scholarship applications from AWA, Inc. and will inform members of other scholarships they may apply for.
  - b. Scholarship Coordinator will get plaques and awards for outstanding members and alumni.
  - c. Scholarship Coordinator will monitor the test files. He/she will encourage and remind members to donate quizzes and exams to keep the file up-to-date each semester.
    - i. Files should not leave the house.
  - d. Scholarship Coordinator will assist the membership coordinator with planning a professional activity designed to familiarize active and potential members in a formal business discussion each semester. This activity should build professional interview skills.
  - e. Scholarship Coordinator is responsible for AWA member of the month recognition.
  - f. The Scholarship Coordinator will serve on the Education Committee of the Association of Women in Agriculture, Inc.
- G. Sentinel Coordinator
- a. The Sentinel Coordinator will familiarize him/herself 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 assemble slide shows for any appropriate events. Content of each show should be varied for each audience, and old pictures should be used as little as possible.
- c. The Sentinel Coordinator will be in charge of scheduling speakers for selected meetings.
- d. The Sentinel Coordinator will be in charge of setting up and taking down the Great Room for meetings.
- e. The Sentinel Coordinator is responsible for planning senior recognition night.
- f. The Sentinel Coordinator will assemble a by-laws revision committee when deemed necessary.

#### H. Sunshine Coordinator

- a. The Sunshine Coordinator will update the birthday list at the beginning of each year and add new members throughout the year by utilizing the membership directory created by the secretary.
- b. The Sunshine Coordinator will recognize members' birthdays at meetings with cards and small gift or candy.
- c. The Sunshine Coordinator will decorate the house for holidays and seasons, including obtaining and decorating the house Christmas tree.
- d. The Sunshine Coordinator will recognize graduates each year with a gift.
- e. The Sunshine Coordinator will send cards, flowers, etc. for events deemed necessary.

#### I. Communications Coordinator

- a. Communications Coordinator will maintain and update website on a regular basis.
  - i. Articles on website may be written by AWA members.
  - ii. Copies of bills must be sent to the Corporation Board Treasurer.
- b. to the actives, alumni, and friends of AWA as deemed necessary.
  - i. Articles can be written by AWA active or alumni members.
- c. Communications Coordinator will work closely with alumni to proof read and approve the e-alert prior to being sent.
- d. Communications Coordinator will keep updated e-mail address for all those receiving the e-alert.

#### J. Service Coordinator

- a. Service Coordinator will coordinate all service activities deemed appropriate by the membership.

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

- A. In and Out of House Liaisons will attend all meetings of the Executive Team, House Management Committee, and any house resident meetings.
  - a. In House Liaisons will be selected from the elected In-House officers.
  - b. Out-of-House Liaisons will be selected from the elected Out-of-House officers by the elected Out-of-House officers.
  - c. If there are no Out-of-House officers elected, the Out-of-House Officer will be nominated from and elected by the membership.

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

### A. 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 freshman.
- b. The House Manager will maintain equipment and house appearance inside and out, including but not limited to:
  - i. House job assignments (weekly/monthly)
  - ii. Leaf raking, lawn mowing, snow shoveling/removal
  - iii. Shampooing carpets, waxing 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, and house residents to go over/explain house rules and expectations and go over house jobs and fining system. Out of House Representative shall be notified of all such meetings
- d. The House Manager will collect rent, parking, and fines and send to appropriate accounts (Rent and parking to AWA Corp Board Treasurer, fines to house checkbook)
- e. The House manager will attend all Corporation Board Meetings and serve on the House Management Committee. A report stating house needs and problems should be given at these meetings. The House manager will send a report to the meeting in their absence.
- f. The House Manager will assign rooms according to the established and approved point system. Parking will be assigned similarly. House Manager, House Steward, and House Assistant will have first pick in parking.

### B. 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 the House Management Committee for approval and possible funding.
- b. The House Steward will plan meetings with the House Manager to set quarterly House Bills, assign K-Crews, and evaluate cooks' performance
- c. The House Steward will be responsible for the AWA House Cook.
  - i. Update contracts as necessary, hire/fire cooks, complete all federal and state tax forms and pay the cook from the house account.
- d. The House Steward will attend all Corporation Board meetings and serve on the House Management Committee. A report stating house needs and problems should be given at these meetings. The House Steward will send a report to the meeting in their absence.
- e. The House Steward will be responsible for encouraging out-of-house members to take advantage of their free meals and for keeping record of this.

- C. House Assistant
  - a. The House Assistant will plan monthly activities to bring in-house girls together and help everyone feel at home. She will also help make out of house girls feel welcome at the AWA house.
  - b. The House Assistant will assist the House Manager and House Steward with their duties when needed.
  - c. The House Assistant will be in charge of keeping the AWA printer stocked with ink and paper at all times.
  - d. The House Assistant will plan Parent's Day with the House Steward

Section 6 - Breakfast on the Farm Chairmen

- A. The current General Co-Chair will serve as the General Chair for the upcoming year.
- B. The General Chair will provide applications for the positions of General Co-Chair and all other chairmanship or co-chairmanship positions.
- C. 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\*\***
- D. The General Chair will be expected to attend all officer meetings starting at the beginning of spring semester.

Section 7 - Ad Hoc Committees

- A. These are special-event committees, formed by the members or appointed by the president.
- B. AWA Wear Committee Chair
  - a. AWA Wear Committee Chair will survey the membership for AWA Wear paraphernalia interests and research costs.
  - b. AWA Wear Committee Chair will plan an order(s) for AWA paraphernalia each and distribute the items.

Section 8 – CALSAA Representative

- A. The CALSAA Representative shall be determined by the Executive Officer Team at the 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 twice monthly or in accordance with the academic calendar.
  - a. Meetings will be held at the AWA House, 1909 University Avenue, unless otherwise specified.
  - b. Meetings will be held Monday evenings at 6:30 pm unless otherwise specified.
  - c. Notice of all meetings will be sent out over e-mail at least twenty-four 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, a verbal 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, constitutional and by-law amendments, a member must be an active member in good standing status, as defined in the by-laws, and have attended at least three meetings prior to officer elections.
- 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 by-laws will be by two-thirds of the membership
  - b. All other cases 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 by-laws 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 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 by-laws 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) appointed by the organization will have the term for two years with re-election possible for as many terms as desired by the organization.

- B. The advisor(s) will attend one officer meeting and one membership meeting per month, as well as Breakfast on the Farm, professional activity addressing interview skills, Officer Elections, and Officer retreats.

## **Article IX**

### Section 1 - Dues

- A. The Executive team will be authorized to determine the charge for student membership dues, as approved by the membership. The dues will be set at the first meeting of the academic year.
- B. The Executive team 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. Potential 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.

### Section 2 – Additional Fines

- A. Members will be fined \$40.00 if they fail to complete one fundraiser per semester.
- 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 and/or Coordinator in charge of event.
- C. Members will be fined \$40.00 if they do not attend a mandatory event, if they are greater 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 and/or Coordinator in charge of event.

### Section 3 - Membership Funds

- A. All funds received by the membership shall be deposited in bank accounts designated by the Executive Team.
- B. No funds shall be withdrawn from such accounts except by checks signed by either the President or Treasurer.
- C. Funds of the organization may not be used to purchase alcohol or illegal substances.
- D. Funds may be accepted by or used by the organization from other individuals or organizations when desired and available.
- E. 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.