

ASABE International Preprofessional Community
BYLAWS

Submitted by the IPC Executive Council, 2007-2008

Adopted by the IPC Members, June 29, 2008 at Annual International Meeting, Providence, RI

Approved by the ASABE Membership Development Council, November 19, 2008

ARTICLE I – NAME

The name of this organization shall be the American Society of Agricultural and Biological Engineers International Pre-professional Community (The Community). The Community shall be governed by the provisions of these Bylaws which shall be in harmony with the rules, regulations, and policies of the Society pertaining to its student branches.

ARTICLE II – OBJECTIVE

The objectives of The Community shall be:

1. To promote leadership development and professional advancement of preprofessional members of the Society.
2. To promote the interests and activities of Branches of The Community
3. To promote the objectives of the Society among preprofessional members.

ARTICLE III – MEMBERSHIP

Section 1. Membership in The Community shall consist of members of the Society designated as preprofessionals enrolled in or recently graduated from undergraduate or graduate programs of study.

ARTICLE IV – EXECUTIVE COUNCIL

Section 1. The Executive Council shall be the body of International Pre-professional Community members responsible for the leadership and representation of the community.

Section 2. Members of the Executive Council shall be the Officers of The Community. The Advisor shall be an ex-officio member of the Executive Council.

Section 3. Four Executive Council members shall be declared a quorum of the Executive Council and the approval of four members is required before any action can be taken.

ARTICLE V – OFFICERS

Section 1. The officers of The Community shall be: President, First Vice President, Second Vice President, Secretary, and Parliamentarian.

Section 2. A vacancy in the office of President shall be filled by the First Vice President. Vacancies in other offices will remain unfilled until an election is held at a regularly scheduled meeting.

Section 3. The Community shall have an Advisor who is a member of the Society.

ARTICLE VI – DUTIES OF OFFICERS

- Section 1. The President shall be responsible for the coordination and direction of all activities of The Community. The President shall preside at all regular meetings and shall be the Chair of the Executive Council.
- Section 2. The President shall be responsible for presenting and publishing a list of objectives which shall be reviewed by the Advisory Board and approved by the Executive Council.
- Section 3. The First Vice President shall be responsible for the coordination and direction of all committees of the International Pre-professional Community.
- Section 4. The Second Vice President shall be responsible for coordinating Executive Council communication with the Society, Community Regions, Branches, and members. The Second Vice President shall assume the duties of the President in the absence of both the President and First Vice President.
- Section 5. The Secretary shall be responsible for keeping an accurate, written record of all meetings of The Community and shall distribute minutes of meetings to the Executive Council and Branches. The Secretary shall assist the President and Second Vice President in communication and shall serve as Secretary of the Executive Council.
- Section 6. The Parliamentarian shall be responsible for keeping order and ensuring the proper use of Robert's Rules of Order at all meetings of The Community. The Parliamentarian is responsible for advising the Executive Council on proper rules of order.
- Section 7. All officers shall maintain written records of the activities of the office, and at the conclusion of their term, shall present the records with a report of recommendations to the new officers.

ARTICLE VII – ADVISORY BOARD

- Section 1. The Advisory Board shall be the body of members charged with representing the interests of regions and disciplines within The Community. The Board shall respond to inquiries made by the Executive Council and advise the Council on issues of international significance.
- Section 2. Members of the board may be classified as 1) Regional Representatives or 2) Technical Representatives.
- Section 3. The number of members of the Advisory Board shall be limited only by the number of regions and disciplines within The Community.
- Section 4. The Advisory Board will meet at the Annual International Meeting before the official business meeting. The Advisory Board will also meet after the official business meeting and will, with the Executive Council, develop the objectives for the following year.

Section 5. The Regional Representatives of the Advisory Board must be elected officers from the regions as described in ARTICLE XI. Only one representative from each region may sit on the Advisory Board.

ARTICLE VIII – ELECTIONS OF OFFICERS

Section 1. Officers shall be elected annually at a meeting of The Community. Elections shall be held at a business session and announced in the meeting program.

Section 2. Any member of The Community shall be eligible for office. The nominees for President and First Vice President shall have completed three years toward a degree. All nominees for office must be present at the election session.

Section 3. Each Branch shall be entitled to no more than one officer in The Community at the time of the next Annual International Meeting. In the event that any office remains open with no nominee for that office, a candidate from the same Branch as a nominee for another office may be nominated to the vacant office. In this case, one Branch shall be entitled to no more than two of the offices of The Community.

Section 4. Each nominee for office shall be entitled to present his or her qualifications, interest in the office for which he or she is nominated, and his or her ideas for improvement and advancement of The Community.

Section 5. Voting shall be by secret ballot in the following order: President, First Vice President, Second Vice President, Secretary, and Parliamentarian.

Section 6. All nominees must declare a commitment to attend all Executive Council functions and participate in the Annual International Meeting of the Society excluding illness or extenuating circumstances.

Section 7. The Advisor shall be selected by a majority of the voting delegates present at the election and approved by ASABE staff. It would be expected that this person would declare a similar commitment as the officer nominees and would be expected to serve as Advisor at least 3 to 5 years, so as to provide continuity to the International Preprofessional Community.

ARTICLE IX – MEETINGS

Section 1. Regular meetings of The Community shall be held annually and in conjunction with the annual international meeting of the Society.

Section 2. Other meetings may be organized or sponsored by The Community or its Branches.

Section 3. The official body of regular meetings shall consist of the members of the Executive Council And up to two delegates from each University present.

Section 4. The members of the official body of the meetings shall be entitled, only when present, to two votes on each item of business including the election of officers. Members of the

Executive Council shall not be entitled to a vote unless designated as the delegates of a Branch.

Section 5. Robert's Rules of Order shall be the official guide for the conduct of all meetings.

ARTICLE X – BRANCHES

Section 1. Members of The Community may organize into Branches at institutions offering undergraduate and/or graduate programs of study.

Section 2. Branches shall function in accordance with the Objectives and Bylaws of The Community and of the Society.

Section 3. All members of a Branch shall be members of The Community.

Section 4. Each Branch shall be governed by its own Bylaws.

Section 5. Each Branch shall elect and maintain officers including one designated officer responsible for communication with the Executive Council of The Community and/or the Region to which the Branch is affiliated.

ARTICLE XI – REGIONS

Section 1. Branches of The Community may organize into Regions for the purpose of providing enhanced professional development and fellowship. Regions may consist of Branches at institutions offering undergraduate and/or graduate programs of study.

Section 2. Branches wishing to form Regions, must submit a petition to the Executive Council of The Community to be recognized as an official Region of the Community. In addition, the Region must be approved by The Community and the Society.

Section 3. Regions shall function in accordance with the Objectives and Bylaws of The Community and of the Society.

Section 4. Each Branch shall be governed by its own Bylaws.

Section 5. Each Region shall elect and maintain officers. The officer designated as President of the Region shall be the Region's Representative on the Advisory Board.

ARTICLE XII – AMENDMENTS

Amendments to these Bylaws become effective when approved by:

1. Two-thirds majority vote of the official body at any business meeting of the Community,
2. The Membership Development Council of the Society.