

**Cal Poly State University**  
**Agriculture Education and Communications Student Advisory Committee**  
**Constitution and Bylaws**

**Article 1: Purpose**

- (1) To represent students' wants, needs and concerns, and to advise on current issues relative to students in the department, and make recommendations to the department.
- (2) To continue to strengthen and develop the student experience in the Cal Poly Agricultural Education and Communication Department.

**Article 2: Advisor(s)**

**Section 1**

The advisor(s) will be appointed by the Department of Agricultural Education and Communication. They will act as the liaisons between the Department of Agricultural Education and Communication and the Council, attend committee meetings and keep members informed of curriculum and departmental topics under discussion.

**Article 3: Members**

**Section 1**

- Membership will be a balance between Agricultural Communication, Agricultural Science and Masters of Agricultural Education.
- Diversity with year in school, and in good academic standing.
- Include freshman in the pool - application provided during spring to begin service the next fall.
- A published application will be made available to students on the department website.
- Dean's office student council - one person from our department to serve on the committee.
- Students with a minor in Agricultural Communication or Agricultural Education will be eligible in selection pool.

**Section 2**

Members will serve a two year term and are encouraged to reapply upon completion of their term.

**Article 4: Officers**

**Section 1**

The officers of the committee shall include Chair, Vice Chair and Secretary.

**Section 2**

Duties of officers

- A. The duties of the Chair shall be to (1) lead group discussion, (2) facilitate committee meetings, (3) attend conferences, and (4) serve as a fair and unbiased voice for the committee.
- B. The duties of the Vice Chair shall be to (1) perform the duties of the Chair in his/her absence, (2) attend conferences, and (3) assist Chair in leading group discussion.
- C. The duties of the Secretary shall be to (1) keep the minutes of each meeting, and (2) provide each member and advisor the opportunity to correct and amend meeting minutes.

**Section 3**

Officers shall serve a term of one year.

#### **Section 4**

Election of officers

- A. Elections will be held during the spring quarter meeting.
- B. Members may submit themselves for service.
- C. Voting consists of a simple majority.

#### **Section 5**

If an officer is unable to fulfill their duties, the Council may vote to replace the officer for the remaining term. A two-thirds vote by the quorum is required to have a passing vote.

### **Article 5: Committees**

#### **Section 1**

- A. Standing committees shall include: Curriculum Review, Department Resources, Alumni Relations and Marketing.

#### **Section 2**

- A. Additional committees may be appointed at the discretion of the Council.
- B. Committee chairs appointed by Council Chair, in consultation with Council Advisor(s).
- C. Select representation from the Agricultural Science, Agricultural Communication, and Agricultural Education Graduate Program majors.
- D. Motion to approve sub-committees.

### **Article 6: Amendments**

#### **Section 1**

A quorum can be met if 60 percent of the acting members are in attendance at a regularly scheduled meeting.

#### **Section 2**

Amendments to bylaws shall be voted upon and passed with two-thirds vote by the quorum.

### **Article 7: Meetings**

#### **Section 1**

Regular meetings of the Student Advisory Committee will be held at a minimum of once per quarter. The Committee Chair shall call special meetings at any time with approval from the Advisor(s).