

**Constitution and By-laws
College of Agriculture Alumni Association
of the Louisiana State University and
Agricultural and Mechanical College
Adopted 1988, Amended 2000, 2003, 2005**

Article I

Name

Section 1.

The name of this organization shall be the "College of Agriculture Alumni Association of the Louisiana State University and Agricultural and Mechanical College".

Article II

Purposes

Section 1.

The purpose of the College of Agriculture Alumni Association at Louisiana State University and Agricultural and Mechanical College is to promote general welfare and development of the University and to provide support to all programs within the College of Agriculture and the LSU AgCenter. Fulfillment of this purpose shall be pursued through the following means:

- a. Developing a closer fellowship and association among alumni, students, faculty, staff, and friends of the College of Agriculture.
- b. Assisting with recruitment of well-qualified students and the placement of graduates.
- c. Encouraging interest in and support for scholarships, fellowships, innovative teaching, research, extension programs, and other activities.
- d. Encouraging activities that promote the importance of the professions in agriculture and recognizing persons and organizations with meritorious service in these professions.
- e. Promoting events and other activities for agricultural alumni.

Section 2. Cooperate with the LSU Alumni Federation, other LSU Alumni Associations, and the LSU Foundation in promoting all objectives, goals, and programs of the University.

Article III

Membership

Section 1. Former students, faculty, staff, and friends of the Louisiana State University College of Agriculture shall be members upon the payment of dues.

Section 2. Membership dues shall be set by the Board of Directors and payable on a calendar year basis

Article IV

Officers

Section 1. Officers of this association shall include the President, President-Elect, Secretary, and Treasurer.

Section 2. Election and Service.

- a. The nominating committee shall make nominations of candidates for office of President-Elect, Secretary, and Treasurer and shall present the nominations to the Association membership for election at the annual meeting in even-numbered years.
- b. Voting: a simple majority of votes cast constitute election to office.
- c. Only active members are eligible to hold office, to be official delegates, and to vote.
- d. The term of office shall begin upon election at the Fall General Meeting and shall be two years in duration.
- e. Officers shall be members of the Board of Directors.

Section 3.

Duties

- a. **President.** The President shall be responsible for discharge of all duties inherent in the chief office of an organization, including presiding at membership and Board meetings of the Association, appointing committees, serving as Chairman of the Board of Directors and its Executive Committee, and calling membership and Board meetings.
- b. **President-Elect.** The President-Elect shall discharge duties of the President in his/her absence or disability and, in addition such other and special duties as may from time to time be prescribed by these by-laws or delegated by resolution of the Board of Directors.
- c. **Secretary.** Record and distribute minutes of all meetings of the Board of Directors and general membership. Distribute to the general membership notices of meetings, minutes of meetings, and correspondence from the President and Board of Directors.
- d. **Treasurer.** In coordination with the Secretary, govern all financial records of the Association. Maintain and report on all financial records of the Association; receive, and serve as custodian, and dispense funds of the Association in keeping with approved practices set by the Board of Directors. Incorporate long-range planning of financial resources for the association, including strategic goals and investment portfolio management as needed.

Article V

Board of Directors

Section 1.

Board of Directors membership shall include the four Association officers, with the President serving as Chairman of the Board, and two members from each of the ten geographical areas, up to 20 at large members, elected by the Association membership and the six immediate past presidents of the Association. Ex-officio members of the board shall include the College of Agriculture Dean, Associate Dean, and the College of Agriculture alumni director.

Additional ex-officio Board Members may include: Departmental Ag Alumni Presidents and/or representatives, one Ag Leadership representative, one Development Council liaison, and one Ag Student Council representative.

All ex-officio Board Members will be non-voting.

Section 2.

Service

- a. The nominating committee shall make nominations of candidates for membership on the Board of Directors, two from each geographical area as follows: Area 1 -Bienville, Bossier, Caddo, DeSoto, Natchitoches, Red River, Webster. Area 2 - Caldwell, Claiborne, Jackson, Lincoln, Morehouse, Ouachita, Union. Area 3 - Catahoula, Concordia, East Carroll, Franklin, Madison, Richland, Tensas, West Carroll. Area 4 - Avoyelles, Grant, LaSalle, Rapides, Sabine, Vernon, Winn. Area 5 - Acadia, Allen, Beauregard, Calcasieu, Cameron, Evangeline, Jefferson Davis. Area 6 - Iberia, Lafayette, Pointe Coupee, St. Landry, St. Martin, St. Mary, Vermilion. Area 7 - East Baton Rouge, East Feliciana, Livingston, St. Helena, Tangipahoa, Washington, West Feliciana. Area 8 - Ascension, Assumption, Iberville, Lafourche, St. James, St. John, Terrebonne, West Baton Rouge. Area 9 - Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. Tammany. Area 10 - out of state. The nominating committee shall also nominate up to 20 at large members.
- b. Only active members are eligible to hold office, to be official delegates, and to vote.
- c. Service of elected members of the board shall begin upon election with a two-year term. Board Members may be reelected to serve multiple, successive terms in office.
- d. One-half of the elected Board of Directors members (one from each geographical region and one-half of at-large) are to rotate off the board annually, unless reelected. (as per article 5, 2a)

Section 3.

Duties

- a. It shall be the duty of the Board of Directors to approve programs of the Association, to decide upon questions of importance in the interim between annual or regular meetings and to represent the Association when necessary.
- b. In the event of an unexpected vacancy among Association elected positions, the Board of Directors may fill the vacancy until scheduled election time.

Section 4.

Meetings. The Board of Directors shall meet as often as necessary, but not less than annually.

Section 5.

Quorum: The number of board members attending a called session of the Board shall constitute a quorum.

Section 6. Executive Committee. The Executive Committee shall include: President, President-Elect, Secretary, Treasurer, and the Dean or College Representative, with the president serving as chair.

The Executive Committee will: 1) serve as an advisory committee for the Association and 2) carry out responsibilities as charged by the Board of Directors.

Article VI

Membership Meetings

Section 1. At least one general meeting of the LSU Agricultural Alumni Association, to be known as the annual meeting, shall be held each year. The date and place shall be fixed by the Board of Directors.

Section 2. Called meetings of the Association membership may be set by action of the President and Board of Directors to conduct urgent matters of business which cannot be delayed until the annual membership meeting, with a majority of votes required for approval of any business matter requiring voter approval.

Section 3. Business of the Association may be conducted by mail or email when deemed appropriate by the President and Board of Directors, with a majority of votes cast required for action.

Section 4. Special meetings of the membership may be called for any purpose or purposes by the President or by the Board of Directors and shall be called by the President at the request of not less than 50 members in the organization.

Section 5. At any annual or special meeting of the membership, the voting (active) members present shall constitute a quorum for the transaction of business, and a majority of votes cast shall rule.

Section 6. Only active members may vote and be involved in Association business.

Section 7. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Alumni Association of the Louisiana State University College of Agriculture in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-laws, and any special rules of order that may be adopted.

Article VII

Committees

- Section 1.** The President of the LSU College of Agriculture Alumni Association shall appoint the following committees:
- a. Nominating Committee: Make nominations at the annual meeting to fill vacancies on the Alumni Board of Directors, and also present a slate of officers for the coming year.
 - b. Outstanding Alumni Committee: Make nominations for recognition of Outstanding Alumni of the year, as deemed appropriate by the .
- Section 2.** Other committees shall be appointed by the President as directed by the Board of Directors.
- Section 3.** The President shall be an ex-officio member of all committees except the nominating committee.

Article VIII

Amendments

- Section 1.** This document may be amended either by mail ballot, email ballot, or at any membership meeting by the majority vote of those present. A 30-day notice of proposed amendments shall be given the membership before balloting is conducted.

Article XI

Dissolutions

- Section 1.** Upon dissolution of the College of Agriculture Alumni Association all assets of the organization shall become property of the LSU College of Agriculture.