

# **Constitution of the National Agricultural Communicators of Tomorrow**

## **Article 1: Name**

### **Section 1**

The name of this organization is the National Agricultural Communicators of Tomorrow (ACT), hereafter referred to as “National ACT.” Each local chapter is recognized by an individual name.

## **Article 2: Affiliation**

### **Section 1**

National ACT establishes close relationships with all professional agricultural communications organizations.

## **Article 3: Purposes**

### **Section 1**

The purposes of this organization are as follows:

- A. To stimulate interest in the profession of agricultural communications on the local, national, and international levels.
- B. To promote the interchange of ideas among students and faculty members at colleges and universities offering professional education in agricultural communications.
- C. To provide opportunities for personal and professional growth between students and agricultural communication professionals.

## **Article 4: Membership and dues**

### **Section 1**

Membership is composed of undergraduate and graduate students actively interested in agricultural communications. Associate membership is composed of faculty members.

### **Section 2**

Individual and chapter national dues are established by the members at the annual convention. Dues are paid through the local treasurer to the national faculty adviser, or directly to the national faculty adviser if no local chapter exists. All dues must be submitted by December 1.

### **Section 3**

Establishing chapter and individual membership:

- A. Potential chapters submit a request for affiliation, a local constitution, and bylaws to the national secretary/treasurer for review by the executive committee.
- B. Individuals become affiliated by submitting national dues and membership registration information to the national faculty adviser.

## **Article 5: Officers**

### **Section 1**

National ACT officers are president, first vice president, second vice president, secretary/treasurer, and editor. The National ACT executive committee is composed of the officers of the national organization and the National ACT adviser team, with the president serving as chair. It is the duty of this committee:

- A. To handle all matters of policy between meetings of National ACT.
- B. To approve petitions of local chapters and individuals applying for affiliation.
- C. To be responsible for the program at the annual National ACT convention.

## **Section 2**

Duties of officers:

A. The duties of the president are as follows:

- 1) To preside at all National ACT meetings,
- 2) To appoint and oversee such committees as he/she deems necessary,
- 3) To maintain contact with members and all advisers,
- 4) To maintain contact with professional organizations,
- 5) To coordinate the program for the National ACT conventions,
- 6) To organize elections,
- 7) To uphold the National ACT constitution,
- 8) And to turn over the president's file to the president-elect at the end of the term.

B. The duties of the first vice president are as follows:

- 1) To preside at all meetings in absence of the president,
- 2) To oversee and coordinate the National ACT Critique and Contest,
- 3) And to turn over the first vice-president's file to the first vice president-elect at the end of the term.

C. The duties of the second vice president are as follows:

- 1) To coordinate committee activities,
- 2) To coordinate selection of the National ACT Scholarship recipient,
- 3) To coordinate selection of the National ACT Honored Professional,
- 4) To coordinate ACT alumni relations,
- 5) To maintain the National ACT internship directory,
- 6) And to turn over the second vice president's file to the second vice president-elect at the end of the term.

D. The duties of the secretary/treasurer are as follows:

- 1) To record all minutes of National ACT meetings,
- 2) To conduct the National ACT membership program and to conduct a membership survey,
- 3) To organize fund raising,
- 4) To carry on correspondence for National ACT other than matters of policy,
- 5) And to turn over the secretary/treasurer's file to the secretary/treasurer-elect at the end of the term.

E. The duties of the editor are as follows:

- 1) To maintain the National ACT Web site,
- 2) To shoot photographs at all National ACT conventions and meetings,
- 3) To maintain the National ACT professional development opportunities on the Web site,
- 4) To gather and provide information for the National ACT Web site,
- 5) And to turn over the editor's file to the editor-elect at the end of the term.
- 6) The editor can select, at his/her discretion, additional staff from his/her university.

F. It is the duty of all officers to keep each other informed of their activities concerning National ACT and to maintain and update the officer guidelines for each respective office.

## **Section 3**

The term of office is from annual convention to annual convention. An officer can serve only two terms. National ACT officers must be a dues-paying member and enrolled and in good standing academically at their universities or colleges during the fall through spring terms following their election at the National ACT convention. An officer who is elected and then graduates after the fall semester or is not in good standing academically will forfeit the office. An election, following the procedures of Article 5, Section 5, will be conducted immediately to fill the vacancy.

#### **Section 4**

All officers are elected by the following procedures:

- A. A candidate must complete an Intent to Run form.
- B. Send the Intent to Run form and applicable materials to the National ACT president on or before the stated deadline.
- C. Copies of all Intent to Run forms and applicable materials are distributed to chapters.
- D. A candidate may only run for two offices total.
- E. Slide downs are allowed only once per candidate, and the office is selected by the candidate.
- F. To slide down, persons must designate they are willing to slide down.
- G. In the event that an office has no candidates for it at the beginning of the National ACT convention, Intent to Run forms are taken at the first business meeting for the open office.
- H. Candidates who fill out an Intent to Run form at the beginning of the National ACT convention cannot file for nor slide-down into a position in which a pre-filed candidate is running.
- I. In the event there are no slide downs and no Intent to Run forms completed for an open office at the first business meeting, nominations will be taken from the floor during elections. Self nominations are accepted.
- J. Candidates from the floor cannot slide down in the event that they lose.
- K. If an office has no candidates and no one has submitted an Intent to Run form for that office at the first business meeting, a person who has run twice previously and has been unsuccessful may run for the open office.
- L. Only two candidates per university are allowed to be elected for National ACT office.
- M. If no more than a total of five candidates run for the five offices and three or more candidates are from the same university, nominations from the floor during elections will be accepted.
- N. If no more than a total of five candidates run for the five offices and three or more candidates are from the same university and no nominations from the floor are received, three candidates from the same university may be elected.

#### **Section 5**

Candidate presentations will be conducted in this format:

- A. Each candidate may give up to a three-minute speech.
- B. Each candidate who slides down will be allowed a one-minute speech to state his/her qualifications for the office he/she slid to.
- C. The National ACT executive committee reviews and selects the questions to ask the officer candidates. All candidates running for that office will be asked the same question.
- D. No campaign material is allowed.

#### **Section 6**

If an officer is not able to carry out the responsibilities of his or her office, a new officer will be elected in the following manner:

- A. An election is called by the remaining National ACT executive committee members.
- B. Nominations are taken, followed by a national mail-in ballot election.
- C. Each chapter receives one vote in the election process.
- D. Ballots are returned to a pre-selected National ACT executive committee member.
- E. A tie is broken in a run-off election.
- F. The newly elected National ACT officer finishes the term of the office.

#### **Section 7**

There is the potential for six National ACT advisers -- one executive adviser/executive treasurer and five from the local chapter of the newly elected National ACT officers -- chosen in the following manner:

- A. One National ACT executive adviser/executive treasurer, hereafter referred to as "executive adviser," is selected every four years by the National ACT executive committee and approved by the voting delegates at the National ACT convention.
  - 1) The executive adviser will serve with the executive adviser-select for one year, and the adviser-select will serve a three-year term.

- 2) An executive adviser-select is chosen by the National ACT executive committee during the executive adviser's third year of service.
  - 3) If the executive adviser should move, change jobs, or for any other reason be unable to serve as executive adviser, a new executive adviser may be selected by the National ACT executive committee to fill the remainder of his/her term.
  - 4) The National ACT headquarters and treasury are located at the university where the executive adviser is employed.
  - 5) The National ACT archives is located at the University of Illinois.
- B. The duties of the National ACT executive adviser are as follows:
- 1) To serve as the contact for new chapters,
  - 2) To serve as executive treasurer for the organization,
  - 3) To oversee the National ACT Web site,
  - 4) To assist with correspondence, when necessary, with professional agricultural communication organizations and with local ACT chapters,
  - 5) And to advise the National ACT executive committee.
  - 6) The National ACT executive adviser may appoint student coordinators at his/her university to assist with National ACT functions.
- C. Five National ACT advisers, serving one-year terms, are selected in the following manner:
- 1) The adviser from the chapter of the National ACT president.
  - 2) The adviser from the chapter of the National ACT first vice president.
  - 3) The adviser from the chapter of the National ACT second vice president.
  - 4) The adviser from the chapter of the National ACT secretary/treasurer.
  - 5) The adviser from the chapter of the National ACT editor.

## **Article 6: Conventions and meetings**

### **Section 1**

Annual national conventions will be with professional agricultural communications organizations. The National ACT executive committee will determine the logistics of the annual national convention.

### **Section 2**

Each college or university represented at the annual national convention is entitled to one voting delegate. A chapter's voting delegate will represent the chapter in all voting procedures. A chapter's voting delegate will be chosen by the chapter prior to the national convention and will register as the appointed voting delegate at the beginning of the convention.

### **Section 3**

National ACT officers are elected with a plurality of delegate votes. Ties will be broken in a run-off election.

### **Section 4**

Amendments to this constitution are made by two-thirds vote of the delegate body. The addition and revision of bylaws are accomplished in like manner.

### **Section 5**

Business meetings are conducted according to parliamentary procedure.

## **Article 7: Local Chapters**

### **Section 1**

Local chapters shall establish constitutions and bylaws, and elect such officers as they deem necessary. Local chapters' constitutions and bylaws must be in conformity with the National ACT constitution.

## **Section 2**

Each local chapter shall elect or appoint one member to be responsible for correspondence with the national editor.

## **Article 8: Contests**

### **Section 1**

National ACT sponsors the National ACT Critique and Contest and other contests.

### **Section 2**

National ACT sponsors the National ACT Scholarship for at least one outstanding ACT member. This member is selected by a committee named by the national second vice president.

### **Section 3**

National ACT sponsors the Honored Professional Award for at least one outstanding agricultural communicator. This recipient is selected by a committee named by the national second vice president.

## **Article 9: Nonprofit Status Under Section 501(c)(3) of Internal Revenue Code**

### **Section 1**

National ACT is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

### **Section 2**

No part of the net earnings of National ACT shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that National ACT shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of National ACT shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and National ACT shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

### **Section 3**

Upon dissolution of National ACT, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

**National Agricultural Communicators of Tomorrow was formed July 12, 1970.**

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