

CONSTITUTION AND BY-LAWS  
of the  
NORTHEAST AGRICULTURAL/BIOLOGICAL ENGINEERING CONFERENCE

Adopted 29 July 2008

ARTICLE 1

SECTION 1 - NAME. The name of this organization shall be the Northeast Agricultural/Biological Engineering Conference. The conference shall function as a community in conformance with the by-laws of the American Society of Agricultural and Biological Engineers, 2950 Niles Road, St. Joseph, Michigan.

SECTION 2 - TERRITORY. The territory covered by this conference will include the northeastern United States and Eastern/Atlantic Canada.

ARTICLE II - SPONSORSHIP AND OBJECTIVES

SECTION 1 - The conference is sponsored and supported by interested members in the territory.

SECTION 2 - The objectives of this conference shall be to:

- (a) Promote the science and art of engineering as it relates to agriculture, biology, and related applications including, but not limited to, aquaculture, environmental, and food processing.
- (b) Encourage original and applied research.
- (c) Foster education and professional involvement in agricultural and biological engineering and related technologies.
- (d) Advance the professional standards of agricultural and biological engineers and related technologists.
- (e) Promote the intercommunication of members among themselves and allied technologists to encourage the improvement of the intellectual and technical skills of its members with a view to the promotion of public welfare through the development of better educated engineers and related technologists.
- (f) Broaden the usefulness of agricultural and biological engineering and related technologies.
- (g) Unite the members in the bonds of friendship, good fellowship, and mutual understanding as well as professionalism.
- (h) Provide a forum for the open discussion of all matters relating to the relationships among agricultural and biological engineers and the biological sciences.

- (i) Foster communications and interactions between agricultural and biological engineers and related biological scientists.
- (j) Recognize outstanding contributions from professionals and students in the field of agricultural and biological engineering.

### ARTICLE III - MEMBERSHIP AND DUES

SECTION 1 - MEMBERSHIP. The conference membership shall consist of members interested in engineering applied to agricultural, environmental, food, or other biological systems.

SECTION 2 - DUES AND ASSESSMENTS. There may be conference dues. Special support, either monetary or other, may be requested for specific purposes by the Conference Planning Committee from the Sections from time to time. Sections within the territory will be expected to contribute toward conference expenses from their operating funds. Student members will be charged a reduced conference registration fee.

### ARTICLE IV - CONFERENCE MEETINGS

SECTION 1 - PLACE. Conferences shall be held annually at such places, either within or outside of the territory, as determined by the Conference Planning Committee.

SECTION 2 - ANNUAL MEETING. An annual business meeting will be held in conjunction with the annual conference.

SECTION 3 - SPECIAL MEETINGS. Special meetings may be called by the Chair of the Conference Planning Committee or by a majority of the Conference Planning Committee members.

SECTION 4 - NOTICE. Written notice of all annual conferences shall be provided to all ASABE and NABEC members in the territory. Notice of any special meetings shall include the terms and purpose for which the meeting is being held.

SECTION 5 - QUORUM. A quorum is required to conduct business at the business meeting. A quorum shall consist of at least 10 members either present or by proxy.

SECTION 6 - VOTING. At all business meetings, each member present, or by proxy, shall be entitled to one vote. A majority vote is required for passage of transactions. Members may also cast votes by mail at the direction of the Chair of the Conference Planning Committee.

SECTION 7 - CHAIR. The Chair, or in his/her absence, the Chair-Elect shall preside at all business meetings. In the absence of both the Chair and Chair-Elect, the 1<sup>st</sup> Vice-Chair may act as Chair of the meeting.

SECTION 8 - SECRETARY. The Secretary of the Conference Planning Committee shall act as secretary at all business meetings. If the Secretary is absent, the Secretary-Elect may act as secretary at the meeting.

## ARTICLE V - CONFERENCE PLANNING COMMITTEE

SECTION 1 - MANAGEMENT AND CONTROL. All property, business, and affairs shall be managed and controlled by the Conference Planning Committee.

SECTION 2 - OFFICERS AND TERMS OF OFFICE. The Conference Planning Committee officers shall consist of: Chair, Chair-Elect, 1st Vice-Chair, 2nd Vice-Chair, Secretary, Secretary-Elect and Treasurer. Terms of office for the Conference Planning Committee officers shall be one year. Each term of Office shall begin with the close of the annual conference. Each officer (other than the treasurer) will normally be nominated to the next office, in sequence from secretary-elect to chair. The treasurer is eligible to serve an unlimited number of successive terms.

SECTION 3 - NON-OFFICER MEMBERS. Non-officer members of the Committee shall consist of the following ASABE representatives: District 1, Publications Council, Membership Development Council, Standards Council, and Meetings Council; and the Past-Chair, Parliamentarian, Newsletter Editor, Undergraduate Student Competition Coordinator, members of the Program Committee, and Chairs and Vice-Chairs of active Host Site Committees.

SECTION 4 - ELECTION OF COMMITTEE OFFICERS. A Secretary-Elect and Treasurer will be elected each year at the conference by the members present at the conference. A slate of candidates will be presented as described in Article VI, Section 1 (d) below. Nominations from the floor will also be accepted at the conference.

SECTION 5 - SELECTION OF NON-OFFICER COMMITTEE MEMBERS. Non-officer members, with exception of District 1 Representative which is an elected ASABE position, shall be appointed by the Chair and shall serve three year terms or as otherwise indicated in the Constitution.

SECTION 6 - VACANCIES. Whenever a vacancy exists in the Conference Planning Committee, it will be filled by appointment by the Chair for the remainder of the year.

SECTION 7 - OFFICERS RESPONSIBILITIES. The Conference Planning Committee officers shall have the following responsibilities and additional duties as indicated in position descriptions;

- (a) Chair - To call and preside over all Conference Planning Committee meetings.
- (b) Chair-Elect - To 1) arrange for nominations, selection, and presentation of all honors and awards as are appropriate and 2) coordinate the graduate student competition.
- (c) 1st Vice-Chair - To coordinate and arrange for the program at the annual conference.
- (d) 2nd Vice-Chair - To solicit articles, prepare and arrange for publication of two annual newsletters.
- (e) Secretary - To prepare minutes of all Committee meetings and the annual conference.

- (f) Secretary-Elect - To act for the Secretary in his/her absence.
- (g) Treasurer - To maintain financial records, arrange for annual audits, disburse funds, and report financial status at each Committee meeting and at the Annual Conference.

SECTION 8 - NON-OFFICER MEMBERS RESPONSIBILITIES. The Conference Planning Committee non-officer members shall have the following responsibilities and additional duties as indicated in position descriptions;

- (a) District 1 Representative – To represent NABEC at the District level within ASABE
- (b) Publications Council Representative - To represent NABEC within this ASABE Council
- (c) Membership Development Council Representative – - To represent NABEC within this ASABE Council
- (d) Standards Council Representative - To represent NABEC within this ASABE Council
- (e) Meetings Council Representative – To represent NABEC within this ASABE Council
- (f) Past-Chair – To provide advice and counsel to the Chair and Planning Committee
- (g) Parliamentarian – To ensure that all business and affairs conducted by the Conference is in accordance with the Constitution and the latest edition of Roberts Rules of Order.
- (h) Newsletter Editor – To publish the newsletters
- (i) Undergraduate Student Competition Coordinator – To coordinate and manage the Undergraduate Student Paper and Design competitions.
- (j) Members of the Program Committee – To assist in planning and conducting Conference programs.
- (k) Chairs and Vice-Chairs of Host Site Committees – To plan, coordinate, and manage local arrangements and assist in planning and conducting Conference programs.

#### ARTICLE VI - COMMITTEES

SECTION 1 - The Conference shall have the following standing committees:

- (a) Program - This committee shall consist of the 1st Vice-Chair of the Conference Planning Committee who shall serve as chair and four members. Its responsibilities shall be as defined in Article V, Section 7 (c) and Section 8 (j) above and the related positions descriptions. Selection of Program Committee members should take into account such factors as potential as future officer candidates, ability to contribute to the Program and Planning Committees, geographical location, and type of employment (government, industry, academic).

- (b) Honors and Awards - This committee shall consist of the Chair-Elect of the Conference Planning Committee who shall serve as chair and two other Planning Committee members. Term of service is one year. Its responsibilities shall be as defined in Article V, Section 7 (b) above and the related position description.
- (c) Undergraduate Student Competition - This committee shall consist of the Undergraduate Student Competition Coordinator who shall serve as chair and two other members who may, but do not have to, be Planning Committee members. Its responsibilities shall be as defined in Article V, Section 8 (i) above and the related position description.
- (d) Nominating - This committee shall consist of the Past Chair who shall serve as chair and two other Planning Committee members. Term of service is one year. The committee will solicit candidates and submit its recommendations to the Planning Committee. The committee will then present the Planning Committee's slate of candidates to the NABEC membership at the annual conference.
- (e) Host Site – These committees shall consist of NABEC members and other individuals associated with the places and/or organizations that host Conferences. Responsibilities shall be as defined in Article V, Section 8(k) above and the related position description. Term of service shall be as appropriate to perform the required duties.

SECTION 2 - Other committees - Other committees may be appointed by the Chair on an ad hoc basis for specific purposes and with specified or expected completion dates.

#### ARTICLE VII -AMENDMENTS

SECTION 1 - This constitution and by-laws may be amended in the following manner; a majority vote of the Conference Planning Committee and a favorable vote of two-thirds (2/3) of the NABEC members voting. Such a vote may be made by letter ballot or by vote at a meeting of the conference at which a quorum is present.