



**BYLAWS  
OF THE  
IOWA POSTSECONDARY AGRICULTURAL STUDENTS**

**Adopted February 13, 1981**

**AMENDMENTS TO THE BYLAWS:**

February 25, 1983  
February 14, 1985  
February 4, 1986  
February 8, 1989  
February 7, 1997  
February 6, 1998  
February 7, 2003  
February 10, 2010  
February 3, 2012  
February 7, 2014

**Board of Directors Liability Protection:**

September 20, 2016

## **ARTICLE I - NAME AND LOGO**

**Section A** The name of this organization shall be the Iowa Postsecondary Agricultural Students (PAS).

**Section B** The letters PAS in an oval, (the national organization logo) enclosed in the outline of the State of Iowa shall be the official designated logo for the organization. The state officers may designate an emblem or logo significant to their year in office, and may use such emblem in conjunction and/or in place of the official designated logo, i.e. celebrating an anniversary.

## **ARTICLE II - PURPOSES**

**Section A** The purpose of the Iowa Postsecondary Agricultural Students (PAS) is to provide opportunities for individual growth, leadership development, and career preparation and advancement in agriculture, agribusiness, agricultural technologies, horticulture, and natural resources occupations.

**Section B** The objectives of the Iowa PAS are:

1. To make appropriate educational choices.
2. To promote recognition of the value of postsecondary agricultural education.
3. To encourage cooperation among students in the various curricular areas.
4. To identify and acquire the skills needed for a successful career.
5. To assist the individual in making an occupational choice.
6. To develop and enhance character, citizenship and patriotism.
7. To know and meet the needs of industry through agricultural education.
8. To coordinate and cooperate with educational, professional and service organizations.
9. To provide recognition for outstanding service and achievement in the organization.

## **ARTICLE III - ORGANIZATION**

**Section A** Iowa PAS is a student organization associated with agriculture, agribusiness, agricultural technologies, horticulture, and natural resources offerings in state approved or approvable postsecondary institutions offering certificates, diplomas, associate degrees and baccalaureate degree programs. It is an integral part of the postsecondary instructional program, but may meet and operate outside of class time.

**Section B** Iowa PAS is affiliated with the Iowa Department of Education, Division of Community Colleges and Workforce Preparation. The organization shall operate within the requirements and guidelines of student organizations approved by the Department.

**Section C** Iowa PAS is an affiliate of the National Postsecondary Agricultural Student Organization. It is highly recommended that local and state chapters and their members affiliate with the National Postsecondary Agricultural Student Organization.

**Section D** On the local level, there may be several individual organizations to meet the curricular needs of the students. These organizations may form a coordinating council if so desired. However, affiliation with Iowa PAS Iowa will be as a college or university.

**Section E** Iowa PAS is a student organization operated for nonprofit from membership dues, college and university educational funds, State of Iowa Department of Education Students Organizations Federal Perkins funds, business, industry, and agricultural organizations support through the Iowa FFA Foundation, and other agribusiness and individual contributions.

## **ARTICLE IV – DUES and FISCAL/MEMBERSHIP YEAR**

**Section A** The Fiscal Year shall be July 1 through June 30.

**Section B** State dues are payable July 1 through January 31 of the current PAS year. The amount for annual dues will be determined by the Board of Directors. Due dates to the state are December 1 and January 31.

**Section C** The membership of the local chapter and its members shall begin with the receipt of dues in the state organization's treasury and end on January 30 of the year following the receipt of dues.

**Section D** All local chapters are highly encouraged to become active members of the national organization. Check the National PAS Website ([nationalpas.org](http://nationalpas.org)) for membership due dates. State and national dues are for separate memberships.

## **ARTICLE V - MEMBERSHIP**

**Section A** Active membership shall be limited to students enrolled in a program preparing students for a career in the agriculture, agribusiness, agricultural technologies, horticulture, and natural resources at a postsecondary institution.

1. Active membership for students pursuing a certificate, diploma, or an associate degree shall cease at the close of the second national conference following completion of the curriculum.
2. Active membership for students pursuing a baccalaureate degree shall cease upon completion of the curriculum.
3. Active membership dues will be set annually at one of the regular meetings of the Board of Directors.

**Section B** Associate membership is open to those individuals wishing to support the Iowa PAS. Active members may become associate members when they are no longer eligible for active membership status.

**Section C** Honorary membership shall be awarded to persons who have helped advance postsecondary education in agriculture and/or the Iowa PAS and shall be conferred for life. New members shall be selected by the Board of Directors, and shall be presented at the state conference.

**Section D** No qualified individuals shall be denied membership in this organization because of race, creed, color, sex, sexual orientation, gender identify, national origin, gender, disability, religion, age, political party affiliation, or actual/potential parental, family, or marital status.

## **ARTICLE VI - GOVERNING BODY**

**Section A** The governing body of the Iowa Postsecondary Agricultural Students shall be the Board of Directors (The Board), which includes the six (6) Student Members (state officers selected by the delegates); four (4) Non-Student Members (representatives of college/university PAS coordinators, business, industry, organization individuals, and past PAS members) (selected by the student members); and four (4) Ex-official Members consisting of State Treasurer, State Executive Director, State Advisor, and an Iowa FFA Foundation Representative. The state treasurer, (unless also serving as a nonstudent

board member), the executive director, the state advisor, and the FFA Foundation representative will be non-voting board members. The quorum for The Board meetings to conduct business shall be at least three student members, two non-student members, and one of the ex-official members.

**Section B** The state president, or his/her designee, shall preside over the Board of Directors, state meetings, and state conferences, therefor serving as the chairperson of the Board of Directors and other state meetings). Affirmative votes of the student and non-student members of The Board should be present before actions on items are implemented.

**Section C** If an executive committee of the Board of Directors is desired, it shall consist of at least two student members, one non-student member, and one of the state executive director or state advisor. Executive committee members shall be determined by the Board of Directors. Discussions and recommendations of the executive committee must be approved by the Board of Directors before being implemented.

**Section D** Business at the state conference shall be conducted by the six student members of the Board of Directors (state officers) and two delegates from each college/university in attendance. Certification of the delegates shall be made by the PAS coordinators from each college/university. A quorum at the state conference business meeting shall consist of at least 50% of the delegates present.

## **ARTICLE VII - STATE OFFICERS AND ORGANIZATIONAL POSITIONS**

**Section A** Student Members of the Board of Directors (state officers) shall be a president, secretary, and four vice-presidents elected at large. Officers are limited to two per college. Officers must be of active membership status during their complete term of office, and shall be elected no later than the first state conference following completion of curriculum. State officer candidates (limit of three per college) shall submit an officer application with the registrations for the state conference. The state officers of the organization shall be elected by a majority vote of the delegates present at the state conference.

**Section B** Each member intending to run for state office may be subject to a series of interviews by the nominating committee. The nominating committee shall consist of 1 (one) past president or their designee, 1 (one) current state officer, 1 (one) student member from each affiliate chapter, and the executive director. The Board of Directors may have complete discretion over the selection and approval of the members of this committee. The current state president may serve as an ex-officio member of this committee and selects the chairperson. The nominating committee will, at the final business meeting of the state conference, make a report on the results of the interview process.

**Section C** If an officer finds it impossible to fulfill their commitments during their term of office, they should resign or visit with their college coordinator and state executive director and/or state advisor. Then a recommendation will be presented to the Board of Directors to determine if they should resign and allow another student to experience the opportunity to serve the remainder of the term. If an officer does not fulfill the duties of the office, and does not resign, a majority vote of the Board of Directors may remove them from office. In case of a vacancy in the office of president or secretary, the student officers shall elect one of the vice-presidents to complete the remainder of the term of office. In case of a vacancy in the office of vice-president, the state officers may appoint an individual to fill the vacancy.

## **Section D** Duties of State Officers

### **President:**

1. Call the state conferences and Board of Directors meetings each year.
2. Preside over the state conferences and Board of Directors meetings.
3. Serve as chairman of the Board of Directors
4. Calls and presides over working officer meetings.
5. Represents Iowa PAS at meetings or designate another student officer to do so.
6. Serve as ex-officio member of all committees.
7. To appoint a Parliamentarian (non-voting).
8. Represents the Iowa PAS at the Iowa FFA Foundation meetings.

### **Secretary:**

1. Responsible for minutes of all meetings.
2. Responsible for official correspondence of the organization.
3. Represent Iowa PAS at meetings upon request.
4. Coordinates the organizational Thank You.

### **Vice- Presidents**

1. Conduct activities as assigned to promote the organization throughout the state.
2. Serve on committees as assigned by the president.
3. Represent the membership at PAS meetings.
4. Represent PAS at meetings upon request.
5. Preside in the absence of the president, as designated by the president, state executive director or state advisor.

**Section E** The State Advisor shall be appointed by the Iowa Department of Education, Division of Community Colleges and Workforce Preparation, Bureau of Career and Technical Education or in accordance to the Department's guidelines for advisors of state student organizations. The state advisor serves as an ex-officio member of the Board of Directors.

**Section F** The Executive Director shall be a volunteer position approved by the Board of Directors, shall be annually evaluated by the Board of Directors, and shall serve as an ex-officio member of the Board of Directors. A stipend may be approved by The Board for duties performed. The duties shall include, but not limited to, the management of the operations, oversee the funds and funding issues, communicate and assist colleges and universities with PAS activities, assist in the certification of the national participants, promote the marketing of benefits, and coordinate the state officers' activities.

**Section G** The State Treasurer shall be a volunteer position approved by the Board of Directors, shall be annually evaluated by the Board of Directors, and shall serve as an ex-officio member of the Board of Directors. A stipend may be approved by The Board for duties performed. The duties will consist of being responsible for handling the finances of the organization, such as deposits, disbursements, monthly and annual reports and request for financial proposals/sponsorships. The finances shall be in line with the Department of Education's guidelines for state student organizations. The selection of the financial institution shall be approved by the Board of Directors. A year long, February 1 to January 31, financial report shall be evaluated by the State Delegates Finance Committee.

**Section H** The organizational accounts shall contain at least two unrelated (blood and/or business partners) individuals on the signature cards. Only one signature will be required for distribution of funds. No transactions (checks or transfer of funds) shall be distributed to the individual signing the request. A credit card with an amount limitation approved by the Board of Directors may be utilized. The Board, on September 20, 2016, initiated and approved that the Treasurer and the Executive Director are the only two positions authorized to accept, transfer, pay invoices and bills, deposit, withdraw, or freeze any or all

funds pertaining to the Iowa PAS organization. The Board also directed that the members of the Board shall be protected from any liability of the organization's funds and actions.

**Section I** The official dress code of the state officers shall be determined by each year's team. The attire is suggested to be in line with the national organization which is a blue blazer, khaki pants or skirt, a white shirt or blouse, a red PAS tie/scarf, and dress shoes. The official dress shall be worn at all formal meetings, conferences, and/or when representing PAS in an official role. All other events state officers should be encouraged to wear PAS polo with khakis or appropriate dress for the event.

## **ARTICLE VIII - MEETINGS**

**Section A** Meetings of the organization shall consist of a minimum of four Board of Directors meetings, to be held at least quarterly, and two statewide conferences for the entire state membership (a Leadership Conference (fall) and a State Conference (spring)). The purpose of two statewide conferences is to provide continues activities at the state level for the membership throughout the year.

**Section B** The State Conference will be hosted at a location designated by the state officers. The purposes of the conference shall be to elect officers, select state winners of the competitive events (CPAs), conduct business and industry workshops, view business and industry job opportunity displays, and hold social events. Business at the State Conference shall be conducted by the student members of the Board and two delegates from each college and university members in attendance. State winners and participants of the CPAs will be eligible to represent Iowa and compete in the national conference.

**Section C** The Leadership Conference will also be hosted at a location designated by the state officers. The purpose of the conference shall be to present the benefits of participating in local, state, and national PAS activities by offering business and industry tours and seminars/workshops, attend career fairs, interact with speakers and presenters, provide recreational activities, and to build leadership unity among the students from various colleges/universities.

**Section D** Parliamentary authority at all meetings shall be the most recent edition of "Robert's Rules of Order".

## **ARTICLE IX - COMMITTEES**

Committees shall be appointed by the Board of Directors on an "as needed" basis to assist in such areas as:

1. Bylaws
2. Conferences Planning
3. Finances
4. Marketing
5. Membership
6. Nominations
7. Public Relations
8. Sponsorships
9. State Activities

College and university delegates will serve on the standing committees of Finance, State Activities, and Nomination at the State Conference.

## **ARTICLE X – ADVISORY COUNCIL**

**Section A** The official name of this group of representatives will be the “IOWA PAS ADVISORY COUNCIL”.

**Section B** The purpose of an advisory council is to provide advice, relay business, industry, and agricultural organizations needs to colleges and students, provide support and financial assistance, and identify technical skills, academic, and leadership development.

**Section C** The committee will consist of at least the state president, immediate past-president and up to six (6) business, industry, and organization representatives to be diversified in the areas of production, marketing, research, management, and service representing the curriculum areas of the organization such as but not limited to; animal science, agronomy, ag power and equipment, agricultural technologies, horticulture, natural resources, farm management, and agribusiness.

**Section D** The length of term will be a two (2) year rotating term so the selection of members will occur each year. To begin the council three (3) representatives will be selected for a three (3) year term. A representative may hold a maximum of two (2) terms. Each college and university active in PAS will be allowed to submit the names of six (6) people for the different curriculum areas. The intention is to have those people active above the local level in their profession. A resume for each person being nominated shall be submitted. The potential candidates will be screened by the Board of Directors. The student members shall hold their position as determined by their office in Iowa PAS. A past state officer or PAS member should chair the council.

**Section E** The industry members will discuss, vote and make recommendations concerning the operations of the state organization, the structure of the Bylaws, and the development of activities for the local chapters and state organization. These recommendations will then be forwarded to the Board of Directors for final consideration.

**Section F** There will be a minimum of two (2) official meetings per year and any other meetings as deemed necessary. Attendance at a Leadership and/or a State Conferences is recommended.

## **ARTICLE XI - AMENDMENTS**

**Section A** Proposed amendments to the Bylaws of the Iowa PAS shall be submitted to the Board of Directors by active college and university members and/or by members of The Board at least 60 days before the State Conference.

**Section B** The Board of Directors shall notify the state membership of the proposed amendments at least 30 days prior to the State Conference.

**Section C** A two-thirds vote by the delegates present at the state conference shall be required for adoption.

**Section D** Editing the content of the Bylaws, without delegate approval, is appropriate to keep them current with the operation and intent of the organization. The editing must not change the original delegates’ approved intent. All edited editions shall be distributed to the delegates at the State Conference and posted on the Web Site.