

The Bylaws  
of  
The National Society for  
MINORITIES IN AGRICULTURE,  
NATURAL RESOURCES, AND RELATED SCIENCES  
**MANRRS**



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MANRRS is an equal opportunity organization.

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**BYLAWS OF MINORITIES IN AGRICULTURE, NATURAL RESOURCES, AND RELATED SCIENCES  
(MANRRS)**

Amended

4/2010, 4/2011

## **ARTICLE I**

### **Membership**

Section 1. Agricultural and natural resource sciences shall include all those disciplines usually included in degree programs of study offered by colleges, schools and departments of agriculture, veterinary sciences and medicine, and/or natural resources in the nation's institutions of higher learning. Related fields shall be those disciplines associated with agricultural and natural resource sciences which are offered in other administrative units of the nation's institutions of higher learning. The Executive Committee of the Society shall be the final arbiter on questions about the inclusion of specific disciplines in the Society's membership categories.

Section 2. Individual memberships shall be classified as regular, affiliate or associate depending upon the member's disciplinary association.

(a) Individuals whose disciplines are included in agricultural and natural resource sciences shall be classified as regular members of the Society.

(b) Individuals whose disciplines are related fields shall be classified as affiliate members of the Society.

(c) Individuals not included in the regular or affiliate membership classifications who have made contributions to agricultural and natural resource sciences and related fields shall be classified as associate members of the Society.

Section 3. Individual members of the Society shall be designated as (a) Professional Member or (b) Undergraduate Student Member, or (c) Graduate Student Member.

(a) Professional Member - any person who is in an employment stage in his/her life and is not enrolled as a full time student in any educational institution.

(b) Undergraduate Student Member - any person who is enrolled full time in an accredited educational institution and/or program that leads to the award of an associate or undergraduate degree.

(c) Graduate Student Member B any person who is enrolled full time in an accredited educational institution and/or program that leads to the award of a post baccalaureate professional or graduate degree.

(d) Student memberships include full time students temporarily engaged in experiential learning programs.

Section 4. A student enrolled at an institution, which does not have a chartered chapter may become a member of the Society by joining a chartered chapter at another institution or by registering with, and paying dues to, the Society as an independent Student Member.

Section 5. Special memberships in the Society shall be (a) Supporting Member, (b) Honorary Member, and (c) Junior MANRRS Member.

(a) Supporting Member - any company, organization, institution or agency, which contributes to the support of the Society annually according to levels and conditions approved by the Society's Executive Committee.

(b) Honorary Member - a recognition which can be conferred by the Society upon any person or entity who has made significant contributions toward the promotion and improvement of the agricultural and natural resource sciences and/or the Society. Honorary membership alone does not confer upon the honoree any of the rights and privileges of those who hold dues paying memberships in the Society. However, an Honorary

Member may concurrently hold any other class of membership for which the honoree qualifies.

(c) Junior MANRRS Member B a pre-college youth (in grades 8-12) who is a full time student and member in good standing of a Junior MANRRS chapter/group sponsored by a chartered MANRRS chapter in good standing. The sponsoring chapter shall define in good standing for its pre-college affiliate subject to approval by the Membership Committee. All Junior MANRRS groups shall be registered with the MANRRS Membership Committee by the sponsoring chapter.

## **ARTICLE II**

### **Organization**

Section 1. Each chapter in good standing is entitled to full participation in all national matters. Deadlines required for a chapter in good standing shall be established by the Executive Committee. Good standing for chapters shall be defined as:

- (a) A current roster of officers and members on file with the Membership Committee.
- (b) Dues paid to the National Treasurer.
- (c) Copy of local Bylaws on file with the Membership Committee.
- (d) A Personal Information Form (PIF) shall be submitted to the Membership Committee for each dues paying member in the chapter.
- (e) Financial Support From External Sources Form for monetary contributions to the chapter shall be submitted to the National Treasurer of MANRRS.
- (f) A narrative of chapter accomplishments/activities for the calendar year shall be submitted to the Membership Committee.

Section 2. As a special membership category, each Junior MANRRS group's interests in the affairs of the National Society shall be expressed and promoted by its sponsoring chapter and each Junior MANRRS group's structure and operation shall be under the oversight of its sponsoring chapter.

## **ARTICLE III**

### **Administration, National**

Section 1. There shall be an Advisory Committee for the Society.

- (a) The Advisory Committee should include an administrator from an 1862 land grant institution, an administrator from an 1890 land grant institution and 13 members from business, industry, academe and/or government.
- (b) Advisory Committee members shall be selected by the Executive Committee. Advisory Committee members shall have a three year tenure with one third of the members= terms expiring each year. Membership requirements for the Advisory Committee shall be as follows:
  - (i) Served at least one year in the Society prior to nomination to the Advisory Committee.
  - (ii) Be a member in good standing.

- (iii) Attended at least one-half of the summer pre-planning conferences/meetings or served on a regional/national committee.
- (iv) A second consecutive term may be served with the recommendation of the Advisory Committee Chairperson, and approval of the Executive Committee.
- (c) The Advisory Committee Chairperson shall be selected by the National Professional President and approved by the Executive Committee.
- (d) The National Professional President, National Undergraduate Student President and National Graduate Student President from the immediately preceding year shall be ex-officio members of the Advisory Committee.
- (e) The Advisory Committee shall guide and advise the Executive Committee and, through it, the Society in achieving the Society's objectives. It shall:
  - (i) advise the Society's leadership on Society programs, priorities and program evaluation,
  - (ii) network in the public and private sectors to identify and solicit support, financial and otherwise, for the Society's programs and day-to-day operations, and
  - (iii) serve as role models and a support network for the Society's members with emphasis on student members and members who are at the developmental stages of their professional careers.

## **ARTICLE IV**

### **Committees**

#### **National**

Section 1. There shall be six standing committees of the Society. They shall be:

- (a) Finance
  - i) Identify and develop national funding sources in cooperation with the Advisory Committee.
  - ii) Establish the Society's financial policies and procedures.
  - iii) Serve as a body of consultants for the Society's student chapters and regions on fund raising at the local level.
  - iv) Monitor local and national fund raising initiatives to keep the Executive Committee informed of internal competition for the same source of funds.
- (b) Membership
  - i) Direct initiatives to recruit new student chapters, student members, and Professional Members and to retain existing chapters and members.
  - ii) Develop guidelines for applications for membership from potential new chapters and members and for reinstatement from inactive chartered chapters and members, receive and review applications, and forward recommendations on approval or denial to the Executive Committee for final action.
  - iii) Maintain an updated roster of chartered chapters and chapter advisors and student and professional member data bases.
  - iv) Assist the Publications Committee in regularly publishing national student and professional membership

directories.

v) Monitor the distributions of student chapters and student members at the state level and make recommendations to the Executive Committee on regional structure of and representation in the Society.

vi) Monitor and approve implementation of Junior MANRRS groups by MANRRS chapters.

vii) This committee shall include sub-committees for representation of Professional Members, Undergraduate Student Members and Graduate Student Members and for oversight of Junior MANRRS groups.

(c) Public Relations

i) Develop and implement initiatives and processes to keep audiences identified by the Executive Committee informed about the Society's programs, objectives and accomplishments.

ii) Coordinate all of the Society's national honors and recognitions programs including receipt of nominations, verification of nominees= qualifications and delivery of recommendations on disposition to the Executive Committee for final action.

iii) Establish criteria and solicit and receive bids to host the Society's annual conference in conjunction with the Conference Program Committee and make recommendations to the Executive Committee in a timely manner to allow the conference sites to be determined at least two years in advance.

(d) Publications

i) Assume responsibility for all national publications not specifically assigned to other committees by the Executive Committee or the Society's constitution.

ii) Edit and publish at least two newsletters each year.

iii) Cooperate with the membership committee and facilitate publication of the student and professional member directories.

(e) Conference Program

i) Plan and facilitate the Society's annual conference.

ii) Submit an estimated budget for the upcoming annual conference to the National Treasurer at least 30 days prior to the summer planning meeting for approval by the Executive Committee at that meeting.

iii) Submit itemized reports of all annual conference income and expenditures, including supporting documents, to the National Treasurer within 60 days after the annual conference.

iv) The Executive Committee shall establish a policy for the makeup of the Conference Program Committee to ensure representation of the locations of the national conferences for the upcoming and immediately preceding years and representation of graduate students and other student members and professional members.

(f) Communications

i) Facilitate the completion of communications by the Executive Committee following the annual conference and any formal interim meetings.

ii) Edit and facilitate publication of the proceedings of the annual conference.

iii) Distribute Society and Executive Committee minutes of official business meetings as directed by the Executive Committee and/or National Professional President.



iv) This committee shall include the National Secretaries for the current and immediately preceding years and site representatives for the host institutions for the annual meetings for the immediately preceding and upcoming years.

Section 2. Standing committees shall carry out additional assignments as requested by the Executive Committee.

Section 3. Standing committee members shall be appointed for terms of two years unless the term is specified otherwise by this constitution and may serve up to two consecutive terms.

Section 4. Each standing committee chairperson shall submit to the National Professional President a plan of work and a budget for the period which ends with the upcoming national conference at least 30 days before the summer planning meeting.

Section 5. Each year, the National Professional President, the National Undergraduate Student President and the National Graduate Student President shall appoint nominating committees for national offices at least 120 days before the annual conference.

(a) The National Professional President shall appoint a nominating committee of Professional Members for national professional offices. The committee shall also include the National Undergraduate Student President and the National Graduate Student President. The National President-Elect shall chair the committee.

(b) The National Undergraduate Student President and the National Graduate Student President shall each appoint and chair nominating committees from their constituencies for the offices held by members of their constituencies.

The National President-Elect shall be the advisor for each of these two committees.

(c) Calls for nominations will be made by all nominating committees at least 90 days prior to the annual conference and nominations shall be closed 30 days prior to the annual meetings. There shall be no nominations from the floor at the annual meetings unless the process is approved in advance by the Executive Committee.

Section 6. The Executive Committee and/or National President shall appoint members for other committees as needed.

## **ARTICLE V**

### **Officers**

#### **National and Regional**

Section 1. The National Graduate Student President shall be elected by the Graduate Student Members (see Article I, Section 3(c) and Section 4) of the Society from a slate of all qualified current and former Regional Graduate Student Vice Presidents. If this does not yield a slate of at least two (2) candidates, the nominating committee shall solicit candidates from the graduate student membership at large.

Section 2. Elected officers shall take office thirty (30) days following the election and, with the exception of the National Treasurer, they shall serve for a term of one year.

The National Treasurer shall serve a term of four years. Officers may be elected for up to two consecutive

terms.

Section 3. Should a vacancy occur in the office of the National Professional President, the unexpired term shall be filled by the National President-Elect. Should a vacancy occur in the office of National Undergraduate/Graduate Student President, the unexpired term shall be filled by one of the Regional Undergraduate Student/Graduate Student Vice Presidents chosen by the Executive Committee.

Section 4. Should a vacancy occur in any other elected position, the unexpired term shall be filled by selection of the Executive Committee.

Section 5. There shall be a National Parliamentarian.

(a) The Parliamentarian shall be appointed by the Executive Committee. The Parliamentarian shall be an advisory member of the Executive Committee and shall not vote.

(b) The Parliamentarian shall serve the Executive Committee as a resource person on the governing documents of the Society and as a person to resolve all matters of parliamentary procedure.

Section 6. There shall be a National Undergraduate and a National Graduate Student Parliamentarian.

(a) Each Regional Undergraduate and Graduate Student Vice President shall present to the National Undergraduate/Graduate Student President the name of one current chapter Undergraduate Student Parliamentarian for consideration for appointment as National Undergraduate/Graduate Student Parliamentarian for the following year. Each Regional Vice President shall verify that his/her nominee is willing and able to serve and shall submit the nominee's name at least 60 days before the annual conference. The National Undergraduate and Graduate Student Presidents, in consultation with the National President-Elect, shall appoint from the regional selections a National Undergraduate and a National Graduate Student Parliamentarian for the following year. If no qualified regional selection is available, the selection may be made from the general Undergraduate and Graduate student body, respectively.

(b) The National Undergraduate/Graduate Student Parliamentarian shall serve to resolve all matters of parliamentary procedure for the Undergraduate/Graduate Student Membership.

(c) The National Undergraduate and Graduate Student Parliamentarian shall assume office thirty (30) days following appointment.

## **ARTICLE VI**

### **Removal From Office**

Section 1. An officer, Advisory Committee Member, or Committee Chairperson may be removed from office for failure to perform duties described in this Constitution, or other guidelines set by the Executive Committee, or for conduct that is unlawful or that may cast a negative image on the society.

(a) A simple majority vote of the Executive Committee is required for removal.

(b) The Executive Committee may appoint a qualified member to fill the unexpired term.

## **ARTICLE VII**

### **Duties of Officers**

#### **National**

Section 1. Duties of the elected officers shall be:

National Professional President:

- (a) To preside over all official meetings of the Society.
- (b) To chair the Executive Committee and the Executive Sub-committee.
- (c) To serve, or select an alternate to serve, as the official representative of the Society.
- (d) To appoint members of all standing and special committees with the advice and consent of the Executive Committee except as specified otherwise in this constitution.
- (e) To serve as an ex-officio member of all committees.
- (f) To meet with the Advisory Committee.
- (g) To establish with the National Treasurer a written policy for expense reimbursement to members who perform official duties for the Society.

National President -Elect:

- (a) To preside in the absence or the inability of the National Professional President.
- (b) To perform any activities, duties, and responsibilities as designated by the National Professional President.
- (c) To automatically assume the office of National Professional President the succeeding year.
- (d) To serve as adviser to the student section and student officers at the national level.
- (e) To serve as overall coordinator for student competitions and contests held at the national conference and to appoint a chairperson for each competition and contest except those assigned in this Constitution.
- (f) To maintain a set of guidelines approved by the Executive Committee for each student competition or contest held at the national conference.

National Secretary:

- (a) To fill out and countersign all certificates issued and keep proper records for the Society.
- (b) To serve all notices required by law or the By-Laws of the Society. In the case of the National Secretary's absence, refusal or inability to act, the duties of the office may be performed by any person whom the Executive Committee selects.
- (c) To accurately record the minutes of the Executive Committee and Executive Committee Sub-committee meetings and of all official general business meetings of the Society. To make written copies of these records available to the Society in a timely manner.
- (d) To report the minutes of previous meetings as requested.
- (e) To chair the Communications Committee.

National Treasurer:

- (a) To keep accurate accounts and manage the funds of the Society.
- (b) To handle financial matters for the Society in a manner approved and recommended by the Executive Committee.
- (c) To maintain copies of the membership rosters and collect annual dues of the Society in a manner developed and approved by the Executive Committee.
- (d) To serve on the Finance Committee.

Historian:

- (a) To keep accurate record of the initiation and development of the Society.
- (b) To review and revise the Society's Constitution as new amendments are passed.
- (c) To register the Society's proceedings, revised constitution, history and other pertinent publications with the Library of Congress and the National Agricultural Library.

National Undergraduate Student President:

- (a) To serve as presiding officer, and convener as needed, for all meetings, special committees and conference sessions of undergraduate student officers and members except those for which the constitution delegates the responsibility to another office.
- (b) To serve as a member of the Executive Committee, the Executive Committee Sub-committee and the Membership Committee.
- (c) To supervise, and serve as a liaison to the Executive Committee for, all regional undergraduate student activities.
- (d) To facilitate communications among national undergraduate student officers and Society chapters.
- (e) To serve as an ex-officio member of the Advisory Committee the year immediately following service as National Undergraduate Student President.
- (f) To appoint undergraduate student representation to the Conference Program Committee.
- (g) To chair a committee for one of the student competitions or contests held at the national conference as assigned by the National President-Elect.
- (h) To report to the National President-Elect and to assist her/him in execution of his/her duties which directly impact Undergraduate Student Members of the Society.

National Graduate Student President:

- (a) To serve as presiding officer and convener as needed for all meetings, special committees and conference sessions of graduate student officers and members except those for which the constitution delegates the responsibility to another office.
- (b) To serve as a member of the Executive Committee, the Executive Sub-committee and the Membership Committee.
- (c) To supervise and serve as a liaison to the Executive Committee for all regional graduate student activities.
- (d) To facilitate communications among graduate student officers and members at the national level.

(e) To serve as an ex-officio member of the Advisory Committee the year immediately following service as National Graduate Student President.

(f) To appoint graduate student representation to the Conference Program Committee.

(g) To report to the National President-Elect and to assist him/her in execution of his/her duties which directly impact Graduate Student members of the Society.

(h) To chair the annual chapter of the year program committee which shall include the National President-Elect, the National Undergraduate Student President and one other Society member appointed by the National Professional President.

### **Regional**

Section 2. Duties of the elected officers shall be:

Regional Undergraduate Student Vice -Presidents:

(a) To act as directors of the regions they represent for activities for Undergraduate Student Members including facilitation of communications with chapters.

(b) To represent and be spokespersons for the chapters and Undergraduate Student Members in the regions they represent.

(c) To develop and implement initiatives to recruit new student chapters and members, to retain existing student chapters and members, and to reactivate inactive student chapters and members in the regions they represent.

(d) To cooperate with the National Treasurer and the Membership Committee to maintain current rosters for chapters in the regions they represent.

(e) To report to the National Undergraduate Student President and to assist him/her in execution of the duties of her/his office.

(f) To serve on the Executive Committee.

Graduate Student Vice -Presidents:

(a) To act as directors for the regions they represent for activities for Graduate Student Members including facilitation of communication among and presiding over meetings of Graduate Student Members in the regions they represent.

(b) To represent and be spokespersons for Graduate Student Members in the regions they represent.

(c) To develop and implement initiatives to recruit and retain Graduate Student Members in the regions they represent.

(d) To serve on the Executive Committee.

Section 3. Regional Undergraduate Student Vice Presidents and Graduate Student Vice Presidents shall coordinate activities within their regions and cooperate with the best interests of the Society as their highest priority.

## **ARTICLE VIII**

### **Amendments**

Section 1. Amendments to the bylaws may be proposed by any two (2) members in good standing of the Society.

Section 2. Proposed amendments shall be in written form in a form prescribed by the Executive Committee.

Section 3. Proposed amendments shall be submitted to the National Secretary at least 30 days prior to the annual meeting for review and recommendations for disposition by the Executive Committee.

Section 4. Ratification of a proposed amendment to the constitution at the annual meeting shall require a majority affirmative vote of the voting membership, which includes all members who are in good standing and present for the vote.

Section 5. Ratification of a proposed amendment submitted to the Society's membership by mail shall require a majority affirmative vote on the ballots returned and received before the due date.