

CONSTITUTION

THE TAYLOR-HIBBARD CLUB

The purpose of the club is to promote academic interest in agricultural economics, to provide a vehicle for social activities, and to encourage fellowship among students and faculty members.

ARTICLE 1. Name

The name of the club shall be "The Taylor-Hibbard Club", in memory of W. C. Taylor and B. N. Hibbard.

ARTICLE 2. Membership

Membership of the club shall consist of all graduate students and faculty members in the Department of Agricultural Economics, University of Wisconsin.

ARTICLE 3. Offices of the Club

1.1. Elected Officers.

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

1.2. Elected Representatives.

- a) Three student representatives to the Student-Faculty Conference Committee (SFCC).

1.3. Appointed Officers.

- a) The Librarian
- b) Social Chairman
- c) Athletics Chairman
- d) Editor(s) of the News-Letter
- e) Seminar-series Chairman
- f) Concessions Chairman

2. All Officers and Representatives must be student members of the club.
3. All positions shall be for a term of one year.
4. There shall be a meeting in May to elect Officers, and to elect two members to the SPC. The third elected Representative shall be elected at a meeting in October.
5. The Executive Committee shall have the responsibility of selecting members to fill the Appointed positions.

#### ARTICLE 4. Executive Committee

1. The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer of the club.
2. Appointment to the Executive Committee shall be automatic upon election to the respective offices of the club.

#### ARTICLE 5. Meetings

1. The President shall have the power to call meetings.
2. The President shall call a meeting upon the request of five or more members.
3. The President shall ensure adequate publicity of meetings, at least one week in advance, including specific notices in each building to which the Department has allocated offices to members.
4. The President may indicate that the meeting be a "Student-Section" or a "General Membership" meeting.
5. Meetings shall be open to attendance to all members. The President however, may indicate those meetings devoted primarily to student business. Such meetings shall be designated "Student-Section" meetings.
6. At Student-Section meetings, only student members shall have voting privileges.
7. There shall be a meeting in May to elect Officers and Representatives.

## ARTICLE 6. Finances

1. The Club's funds shall be handled exclusively through the Student Financial Advisors Office.
2. There shall be annual membership dues for the Club.
3. The Executive Committee shall have the authority to authorize expenditures up to the sum of \$25.
4. AUTHORITY to spend MORE THAN \$25, can only be given by a Student-Section meeting of the Club.
5. In the event of the dissolution of the Club, all financial assets shall be placed in the H. C. Taylor Memorial Thesis Award Fund.

## ARTICLE 7. Amendments

1. Meetings at which amendments to the constitution will be discussed and/or voted upon, shall be announced as such, and called according to Article 5.
2. Constitutional amendments shall need three-fourths (3/4) affirmative votes of those present and voting, for its adoption. A valid constitutional amendment meeting requires at least ten members present.
3. Constitutional amendments shall only be discussed and voted upon at Student-Section meetings.

## BYE-LAWS.

1. At Student-Section meetings only student members shall have voting privileges. At General Membership meetings, all members shall have voting privileges.
2. The general membership shall determine the amount of the annual dues.
3. Duties of the Officers and Representatives.
  - 3.1 All Officers and Representatives of the Club shall record in writing (typed form) a detailed summary of their activities and duties at the end of their term of office. These shall be completed within one week after leaving office.

3.2. President

In general the President is the leader, supervisor, and co-ordinator of all Club activities. More specifically the President shall:

- a) serve as a student member on the SFCC.
- b) serve as a student member on the Scholastic Programs and Policies Committee (SPP).
- c) preside over all Club meetings.
- d) call all meetings and announce them in accordance with Article 5.
- e) write letters of welcome to all incoming graduate students prior to their arrival for the fall semester, and make time available for him or his representative to meet new graduate students for consultation upon arrival at the University.
- f) act as a liaison between the parent Club in Madison, and branch clubs, sending meeting and other announcements to the president of branch clubs.
- g) appoint all ad hoc committees as the need for them arises.
- h) In matters of general student concern, the President shall have the authority to act as a representative of the student members of the Club in dealings with the Department and Department Chairman.

3.3. Vice-President.

The Vice-President shall:

- a) assume the responsibilities of the President in the absence of the President, or, upon the resignation of the President, shall assume the full responsibilities of the President for the remainder of his term.

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- b) serve as a student representative on the Student Policies and Programs Committee.
  - c) keep a record of each meeting of the SPP Committee, and shall include them in his written report to the Club at the end of his term of office. In addition, the Vice-President shall be responsible for keeping members of the Club informed on matters of student concern, and shall give a report on SPP activities at each business meeting of the Club.
  - d) be responsible for providing refreshments at meetings and seminars of the Club, when requested to do so by the President.

#### 3.4 Secretary.

The Secretary shall:

- a) keep a written record of all meetings of the Club.
- b) be responsible for ensuring that all retiring Officers and Representatives of the Club write their summaries. He shall in addition ensure that all summaries, letters, and the News-Letter are combined in a permanent manner, and placed in the Club files.
- c) carry out all written business of the Club, as delegated by the President or Executive.

#### 3.5 Treasurer.

The Treasurer shall:

- a) deposit all receipts of the Club, or delegate authority to do so.
- b) determine the validity of all claims, and pay those which are genuine.

- c) maintain accurate financial records, and periodically check their accuracy with the ledger at the Student Financial Advisors Office. ✓
- d) serve in an advisory capacity to the President and Executive Committee on all financial and other matters upon which his opinion is requested.
- e) co-operate with the Chairmen of all Committees which involve the Club financially. ✓
- f) make periodic reports upon request, to business meetings of the Club.
- g) have his records audited by a committee appointed by the President within one week prior to leaving office. ✓

3.6. Representatives to the SFCC.

The Representatives shall:

- a) be responsible for presenting student viewpoints on matters of mutual concern and interest to both students and faculty.
- b) request, after consultation with the President, that a SFCC meeting be held for the purpose of discussing various issues and problems that may have arisen.
- c) arrange among themselves so that one is responsible for recording adequate minutes of SFCC meetings, and keeping a permanent file of these.

3.7. Librarian.

The Librarian shall:

- a) maintain general supervision of the Club library.
- b) ensure the cataloguing of all incoming library materials.
- c) ensure that all new journals of continuing journal series, are bound as complete journal sets.
- d) supervise the purchase of new books, and to ensure the continuity of journal series either as purchased subscriptions or as donations.

- e) keep an annual record of books and journal purchases and donations.

**3.8. Social Chairman.**

The Social Chairman shall co-ordinate the annual social functions of the Club, in conjunction with the appointed chairman of each respective event.

**3.9. Athletics Chairman.**

The Athletics Chairman shall co-ordinate the athletic activities of the Club, in conjunction with the University Intramurals Office.

**3.10. Editor(s) of the News-Letter.**

The Editor(s) of the News-Letter shall:

- a) co-ordinate and organize the compilation, writing, printing and mailing of the annual Taylor-Hibbard News-Letter.
- b) be responsible for the annual student/faculty photograph to be taken in May.

**3.11. Seminar Series Chairman.**

The Seminar Series Chairman shall work with the faculty seminar representative in organizing and co-ordinating the seminar series.

**3.12. Concessions Chairman.**

The Concessions Chairman shall supervise the concession activities of the Club, and to organize the financial aspects in conjunction with the Treasurer.

**4. The Executive Committee shall be responsible for collectively co-ordinating the activities of the Club, and fill all appointed positions of the Club.**

**5. Meetings shall be conducted under Roberts Rules of Order.**

6. Amendments to the bye-laws shall be made according to the procedures laid down under Article 7, for amendments to the constitution.

7. Excluding amendments to the bye-laws and constitution, any items of business requiring a motion shall be accepted as carried upon a simple majority of the legal votes cast.

8. Election nominations.

8.1. The President shall appoint, subject to acceptance, a nominating committee consisting of himself and at least two other members. This shall normally include past Presidents of the Club who are still students.

8.2. Members of the nominating committee shall not be eligible for elected office.

8.3. The nominating committee shall draw up a slate of candidates for each elected office, consisting of two or more names for each office.

8.4. The slate shall be announced and posted at least two weeks prior to the election.

8.5. Nominations may be received from the floor for any elected position.

9. Election Procedures.

9.1. Elections shall be held in the order President, Vice-President, Secretary, Treasurer, SFCC Representatives.

9.2. Elections shall be by secret ballot.

9.3. To be elected, the candidate must receive a simple majority of the legal votes cast. In the event that no candidate receives a simple majority, the candidate with the fewest votes shall be eliminated from the list of candidates, and a new ballot conducted. This shall continue until a candidate has been elected.

- 9.4. The change of office shall take place immediately after the adjournment of the election meeting.
- 9.5. In the event of the resignation of any elected officer or representative (except the President) another election shall be held within three weeks of the resignation date. In the event that the President resigns, the Vice-President shall assume the full responsibilities and duties of the President, and an election shall be held for the office of Vice-President.
- 9.6. Absentee voting shall not be allowed.
10. The constitution shall be considered ratified under the same conditions governing amendments to the constitution, laid down in Article 7.

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Submitted to the Taylor-Hibbard Club by drafting members

Leonard Bull  
Len Bull

Edward Jesse  
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Mark Dadd  
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Gary Storey  
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and ratified by unanimous vote of student membership meeting, May 27, 1969.