

# **ASSOCIATION FOR THE ADVANCEMENT OF INDUSTRIAL CROPS BYLAWS**

(AMENDED, SEPTEMBER 2005)

## **ARTICLE I. MEMBERSHIP**

1. There shall be one class of membership: active.
2. Active members shall be all persons who have paid their annual dues.
3. The Board of Directors shall determine the amount of the annual dues.
4. The Board of Directors can waive annual dues, based on merit, when a written request is submitted to the treasurer.

## **ARTICLE II. ADMINISTRATION AND OFFICERS**

1. The Board of Directors shall consist of the Past-President, President, President-Elect, Secretary, Treasurer, Editor, Division Chairs and Approved Representatives. The Past-President, President, and President-Elect shall serve one-year terms with the President succeeding the Past-President and the President-Elect succeeding the President. The Secretary and Treasurer shall serve two-year terms and may be reelected. The Secretary and Treasurer shall be elected on alternate years with the Secretary starting in even numbered years and the Treasurer starting in odd numbered years. The Editor shall serve a two-year term and may be reappointed. The Division Chairs shall also serve two-year terms. Two-thirds of the members shall constitute a quorum for the Board of Directors meetings.
2. The President-Elect, Secretary, and Treasurer shall be elected by ballot submitted to all active members of record. The candidate receiving the most votes for the given office shall be elected. The election shall be completed no later than one month prior to the Annual Conference. Approved Representatives shall be special board approved positions that are renewed annually by the Board of Directors. Individuals who fill these positions will be appointed by the President. Approved Representatives will include, but is not limited to, representatives from other societies who are participating in a board member exchange with AAIC. In these cases of board member exchange, the Past-President of AAIC or other designated board representative, will serve as the AAIC representative on the foreign societies board. All new members of the Board of Directors shall assume their positions at the conclusion of the Annual Business Meeting.
3. The Editor shall be appointed by the Board of Directors.
4. In case of a vacancy of any Board of Directors' position, a replacement shall be selected by majority vote of the remaining members of the Board of Directors.
5. The Board of Directors shall meet during the Annual Conference and at other times as necessary.

6. The duties of the officers are as follows:
  - a. President – preside over the Board of Directors and Annual Business Meetings, and provide leadership to the Association, compile a report on the status of the Association upon assuming the office of past president, containing: list of board members; current by-laws; committee reports; secretary, treasurer, and editor reports (including newsletters); audit committee reports; Annual Meeting reports, and other official documentation. Serve as member of the Long Range Planning Committee.
  - b. President-Elect – serve as understudy to the President, serve as President in the President's absence, serve as chair of the Long Range Planning Committee, and as a member of the program and local arrangements committee for the Annual Conference at which he/she will be serving as president.
  - c. Secretary – keep an official record of all minutes of the Board of Directors and Annual Business Meetings, conduct a mail ballot for election of officers and for amendments to the Bylaws, file the required corporation reports, solicit annual reports from all Association Committees and Divisions, function as a parliamentarian at the Annual Business Meeting, and serve as chair of the Membership Development and Publicity Committee.
  - d. Treasurer – keep the financial records of the Association and send annual dues notices in (November of each year) the beginning of the fiscal year file necessary documents to comply with non-profit status for the Association, and serve as chair of the Budget Committee.
  - e. Editor – edit all official publication of the Association, assist in preparing other Association publications as appropriate, and serve as chair of the Publication Committee.
  - f. Past-President – serve as chair of the Awards and Nominating Committees, and responsible for tallying the ballots from all elections conducted by ballot and serve as member of the Long Range Planning Committee.

### **ARTICLE III. ASSOCIATION COMMITTEES**

1. Association Standing Committees shall consist of the Awards, Publication, Nomination, Audit, Budget, Long Range Planning, and Membership Development and Publicity. Additional standing or *ad hoc* committees may be established or disbanded by the President, as approved by the Board of Directors. They may also be formed by petition of at least five active members of the Association, as approved by the Board of Directors. These committees shall meet at least once each year.
2. All Association Committees shall submit a written annual report to the Secretary of the Association to be presented to the Board of Directors during the Annual

Conference.

3. Awards Committee – shall develop and maintain a list of awards and criteria for selections as approved by the Board of Directors, and shall solicit nominations for awards and prepare written nominations for presentation and approval by the Board of Directors. Members shall be the Past-President (chair), President, President-Elect, and one member elected by each Division. The term of membership for the Division members shall be two years, with elections staggered so that approximately half of the Divisions elect their at-large-members in alternate years.
4. Nomination Committee – shall prepare nominations for the appropriate Board positions. Members shall be the Past-President (chair), President, and one member elected by each Division. The term of membership of the Division members shall be two years and they shall be elected in alternate years than their representatives on the Awards Committee.
5. Publication Committee – shall produce and distribute official publications of the Association, abstracts of papers from annual meetings and additional printed or electron publications as deemed necessary by the Board of Directors. Members shall be the Editor (chair), and Associate Editors as deemed necessary by the Editor.
6. Audit Committee – shall prepare an annual audit report of the financial records of the Association to be submitted at each Annual Business Meeting. Membership shall be two at-large-members appointed by the President for a two-year term and shall be selected in alternate years.
7. Membership Development and Publicity Committee – shall develop strategies and materials to increase membership in the Association, issue dues notifications and official election ballots, maintain records of membership, and carry out membership surveys as deemed necessary by the Board of Directors. Members shall be the Secretary (chair), and up to four at-large-members (two-year terms), selected by the Secretary from those individuals nominated by the Divisions.
8. Budget Committee – shall on an annual basis allocate revenues, including membership dues, for society activities. Members shall be the Treasurer (chair), and up to four at-large-members (two-year terms) selected by the Treasurer from those individuals nominated by the Divisions.
9. Long Range Planning Committee – shall consider and recommend to the Board of Directors actions and activities relating to the function and continued growth of the Association. Members shall be the President-elect (chair), the President, the Past-President, and up to four at-large members (two-year terms) selected by the President-Elect from those individuals nominated by the Divisions.

#### **ARTICLE IV. MEETINGS**

1. The Association shall have an Annual Conference which shall include an Annual Business Meeting.
2. The Association or its Divisions may hold any number of additional meetings each year as approved by the Board of Directors.
3. The Board of Directors may declare periodic Annual conferences as “International Conferences.”
4. For Association business meetings, a quorum shall constitute twenty (20) percent of the current active membership.

## **ARTICLE V. DIVISIONS**

1. The Association shall be composed of Divisions representing various industrial crops and their industrial products. International Divisions can be formed as required or as appropriate to reflect the changing interests of the Association.
2. The purpose of each Division is to provide a forum for the coordination of research, development, and commercialization of a crop and its products or of crops with similar end-products through annual meetings and the establishment of technical committees. Each Division shall elect a chair who will serve on the Board of Directors, elect representatives to the Awards, Nomination, Membership Development and Publicity, Budget, and Long Range Planning Committees, and assist in developing technical programs for the Annual Conferences of the Association.
3. Each Division shall have a Steering Committee composed of a chair, secretary, and the chairs of any technical committees each elected for a two-year term. They may not serve more than two consecutive terms.
4. Each Division shall meet at least once during the Annual Conference of the Association.
5. Divisions may be formed by petition of 15 active members or five percent of the active membership, whichever is larger, with approval of the Board of Directors. Divisions may be disbanded by the Board of Directors upon the request of the Division Steering Committee or when fewer than 15 active members indicate an interest in the Division.
6. Each Division may form Technical Committees with approval of the Division Steering Committee.
7. The Guayule and Natural Rubber Division was the first Division. It was formed specifically to assure continuity of the activities related to guayule undertaken by the Guayule Rubber Society, the predecessor to the Association for the Advancement of Industrial Crops.
8. The General Crops and Products Division provides a forum for members not affiliated with any other Division and to provide a structure from which

additional Divisions may develop once sufficient member interest occurs.

9. Members may affiliate with more than one Division.

#### **ARTICLE VI. PUBLICATIONS**

1. The official publication of the Association shall be the AAIC Newsletter. The Newsletter shall be published three or four times a year and will contain the Annual Meeting Announcement, the Call for Papers, Minutes of the Annual Business Meeting, information and procedures for the Awards and Nomination Committees, membership renewal forms, reports from Division chairs, and a membership list.
2. Additional publications, printed or electronic, may be established as recommended by the Board of Directors and approved by a mail ballot of the membership.

#### **ARTICLE VII. AMENDMENTS TO THE BYLAWS**

1. Amendments may be proposed by the Board of Directors or by a petition signed by at least ten (10) percent of the active members of record at the previous Annual Business Meeting.
2. Amendments shall be approved by a majority vote of those active members casting ballots. Voting may be by ballot or by those members present or represented by proxy at an annual meeting.

#### **ARTICLE VIII. CERTIFICATION**

The undersigned, as a duly elected officer of the Association for the Advancement of Industrial Crops, hereby certifies that the above amended Bylaws have been approved by ballot of active members.

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W. W. Schloman, Jr., President  
Association for the Advancement of Industrial Crops