

Constitution and Bylaws
Southern Agricultural Research Center Advisory Committee
(accepted November 20, 2000, modified November 22, 2005)

Section A: Name and Purpose

- Article I The organization shall be known as the Southern Agricultural Research Center Advisory Committee, hereafter referred to as the "Advisory Committee".
- Article II Purpose: The Advisory Committee shall act in an advisory capacity for program planning matters as they pertain to the research, testing and development functions of the Southern Agricultural Research Center (hereafter referred to as "SARC") at Huntley, Montana and it's relationship to other MAES Research Centers, Montana State University at Bozeman, Montana, and the Montana State University Extension Service.

Section B: Membership

- Article I Prospective Advisory Committee members shall be recommended to the SARC Superintendent for appointment by the county agricultural extension agent in the appropriate county. The membership shall include persons who are familiar with and can effectively address issues regarding:
- a. General goals and missions of the Montana Agricultural Experiment Station,
 - b. General needs and problems of the agricultural sector of Montana,
 - c. Specific needs, concerns and problems of the Southern Agricultural Research Center.
- Article II Each member shall serve a term of three years with effective date of membership starting January 1.
- Article III The Superintendent and other research scientists of the Southern Agricultural Research Center shall be ex-officio members.
- Article IV County Extension Agents in member counties shall be associate members.

Section C: Attendance

Each member on the Advisory Committee is expected to take an active role on the Advisory Committee. If a member cannot attend a meeting, the individual must notify the Advisory Committee secretary. Failure to do so for two consecutive meetings shall be interpreted as resignation on the part of the member. In case of unavoidable emergencies, Advisory Committee members may request the remaining Advisory Committee membership to waive the attendance requirement.

Section D: Constitution Amendments

Amendments of this constitution shall be made upon notification by mail to the total membership of the proposed changes no later than thirty (30) days prior to the voting date. All voting on constitutional changes shall take place at a meeting of the Advisory Committee. A majority vote of the total voting membership in an affirmative manner will be necessary to effect a constitutional change.

By-Laws

Section A: Meetings

- Article I The regular meeting of the Advisory Committee shall be held annually in November.
- Article II The Executive Committee of the Advisory Committee may call special meetings.
- Article III Written notice of Advisory Committee meetings and a planned agenda will be mailed to all members before each meeting by the chairman.
- Article IV The chairman of the Advisory Committee will consult with the SARC Superintendent regarding agenda items before each meeting and the chairman shall also solicit agenda items from other Advisory Committee members before he prepares the agenda.
- Article V A planned agenda will be prepared for each meeting. The agenda will be prepared by the Advisory Committee chairman and the SARC Superintendent.

Section B: Officers and Their Duties

- Article I The officers serving as the Advisory Committee Executive Committee shall be the chairman, vice-chairman, and secretary.
- Article II The chairman, vice-chairman and secretary of the Advisory Committee shall be elected by a majority vote of the members at the annual November regular meeting.
- Article III The chairman shall be elected from among those members who have served on the Advisory Committee for at least one year. The duties of the chairman shall be:
- a. To preside at the meetings of the Advisory Committee.
 - b. To serve as chairperson of the Executive Committee.
 - c. To prepare a meeting agenda in cooperation with the SARC Superintendent.
 - d. To appoint chairpersons of special committees.
- Article IV The secretary shall:
- a. Keep records of the attendance of members at meetings.
 - b. Keep a record of recommendations.
 - c. Maintain a permanent file of Advisory Committee activities.
 - d. Maintain and distribute minutes of all meetings to the members of the Advisory Committee.
- Article V The vice-chairman shall perform the duties of the chairman in their absence.
- Article VI The Superintendent of the Southern Agricultural Research Center shall be an ex-officio member of the Executive Committee.

Article VII Each officer shall be elected for a one year term at the regular meeting of the Advisory Committee, not to exceed three consecutive one-year terms without a one year ineligibility between holding the same office.

Section C: Membership

Article I The County Agricultural Extension Agent from Big Horn, Carbon, Custer, Musselshell-Golden Valley, Stillwater, Treasure-Rosebud and Yellowstone Counties shall recommend a minimum of two regular members for appointment on the Advisory Committee.

Article II Individuals recommended for appointment to the Advisory Committee shall be actively engaged in farming, ranching and/or agribusiness.