

## **Bylaws**

### **WESTERN ACADEMIC PROGRAM DIRECTORS ASSOCIATION**

**Academic Programs Section  
Board on Agriculture Assembly  
National Association of State Universities  
And Land Grant Colleges  
Adopted July, 16, 2003**

#### **Article I - Name**

The name of this organization shall be the Western Academic Program Directors Association, hereinafter called the Western Academic Program Directors or WAPD as is stated above and established in conformity with the constitution of the National Association of State Universities and Land Grant Colleges (hereinafter called the National Association).

#### **Article II - Purpose**

The Western Academic Program Directors Association shall represent the administrators of the academic programs of the Colleges of Agriculture in the Western Region in their collective dealings. On matters to be ratified by, reported to, or recommended to the National Association, the consensus of WAPD shall be conveyed to the Chair, Academic Programs Section of the Board on Agriculture Assembly of the National Association by the Chair of the WAPD. The WAPD shall conduct its affairs in conformance with the stated objectives and procedures of the By-laws of the Section and the Board on Agriculture Assembly of the National Association.

The WAPD, with the other such Regional Associations, is an integral part of the Academic Programs Section. It provides through its business meetings a means by which the views of the Directors of the Association may be determined formally and transmitted to the Academic Committee on Organization and Policy (ACOP) and the Academic Programs Section on matters either of its own origin or on matters referred to it by ACOP or the Section. The WAPD also provides a forum for the exchange of information and for discussion and debate among members and guests on matters of common concern that may not require formal action. And, it provides the means by which the WAPD may take action that is limited to the Western Region.

These and some other functions of the WAPD are spelled out more completely, as follows:

- A. Arranges for and conducts its own affairs, makes recommendations to ACOP and to the Section, reacts to proposals of ACOP and the Section and participates in the handling, when appropriate, of interim business of the Section;

- B. Participates with CSREES, other Regional Associations and other states in the region in the programming and conducting of cooperative integrated multistate academic activities;
- C. Facilitates cooperation among its member programs and universities, with federal and other state agencies, with state governments, and others in the planning, programming, financing, implementing and performing of academic activities;
- D. In conjunction with the Western Association of Agriculture Experiment Station Directors and the Western Extension Directors Association, employs, and pays the salaries and/or benefits of, the Executive Director and other staff as well as other expenses related to the functions of the Executive Director.

### **Article III - Membership**

The voting members of the Western Academic Program Directors Association shall be the Directors/Associate Deans (or duly authorized representatives) of its member 1862 Land Grant Institutions (Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming), American Association of State Colleges of Agriculture and Renewable Resources (AASCARR) programs and 1994 Land Grant Universities in the above states, and the Western Executive Director. The Associate and Assistant Directors and the Administrative Heads of Agriculture of the member institutions of the WAPD shall also be members; however, the voting privilege shall be limited to one vote for each institution. The National Executive Director for Academic Programs of the National Association shall be an *ex-officio*, non-voting member of the WAPD.

### **Article IV - Meetings**

There will be an annual meeting and other meetings as determined by the WAPD and/or its Executive Committee.

### **Article V - Officers**

- A. The Officers of the WAPD shall be a Chair, Secretary, and Past Chair, each for a one (1) year term that begins January 1 each year and ends the following December 31. The officers progress through the positions in a sequential fashion.
- B. Elections. The Officers, members of the Executive Committee and other designees of the WAPD shall be elected by the membership at the annual meeting of the National Association. Nominations shall be submitted by a nominating committee named by the Chair. A simple majority vote is required for election. In the event that the Chair or Chair-Elect resigns, the next person in the rotation shall assume the vacated position. In event that the Secretary position becomes vacant; the

remaining members of the Executive Committee shall arrange a special election to complete the year's term.

- C. Executive Director. The WAPD shall contribute to the support of the Executive Director and Western Director's office under the terms of the Joint Memorandum of Agreement (date) among western experiment station directors, academic programs and extension programs, with duties as specified therein and as up-dated from time to time as recorded in the Minutes.
- D. Duties. The Chair shall preside at business meetings of the WAPD, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. He/She is the chief executive officer of the WAPD.

The Secretary assures that the secretarial duties of the WAPD are fulfilled; he/she also serves as the official Secretary of the Executive Committee. The Secretary of the WAPD shall bear the official responsibility on behalf of the WAPD for approving all actions and communications. The Secretary shall communicate all minutes to the WAPD and the Western Executive Director. The Secretary shall be the Chair-elect and shall preside in the absence of the Chair. He/She shall become Chair for the remainder of the term should the Chair resign or otherwise be unable to serve.

The Past Chair shall serve as the chair of the nominations committee.

Officers and other designees of WAPD are expected to exercise their own judgments in the execution of their roles and duties subject to prior policy guidance and/or policy review by the WAPD.

All officers and other designees of the WAPD are responsible for maintaining and then passing on to their successors complete sets of official documents of a continuing directive nature.

#### **Article VI -Executive Committee**

The Executive Committee shall be composed of the Chair, Chair-Elect/Secretary, and Past Chair. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee.

The Executive Committee through the Chair executes the program of the WAPD and provides guidance to the Executive Director. The Executive Committee also is empowered to handle the interim affairs of the WAPD between business meetings.

#### **Article VII - Committees and Designees**

- A. Regional Coordination and Implementation Committee. (RCIC)

The RCIC is a joint committee with the WAAESD is charged with reviewing and oversight of the portfolio of Multistate Research Fund activities and other multistate activities. The WAPD shall appoint a member to this committee. The term of appointment shall be four (4) years. Guidelines for the operation of this committee are found in a separate document.

**B. Ad hoc Committee and Task Forces.**

From time to time, special committees and task forces may be formed as necessary to accomplish the business of the association.

**Article VIII -Quorum**

For purposes of carrying out business of the WAPD, a quorum shall consist of a minimum of ten (10) members or their officially designated representatives present and voting at any duly called meeting where written notice and agenda are sent out at least 30 days in advance of the meeting. A simple majority resolves all issues except amendment of the By-Laws.

**Article IX - Parliamentary Authority**

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

**Article X - Amendment of Bylaws**

These Bylaws may be amended at any business meeting of the WAPD provided the proposed amendment has been mailed to all members at least 30 days in advance of the meeting and is passed by a two-thirds majority of the voting members present at the meeting.

**Article XI - Repository of Documents**

The Office of the Western Executive Director will serve as a repository of documents of WAPD.