

**BYLAWS**  
**WESTERN ADMINISTRATIVE HEADS SECTION**  
**LAND-GRANT COLLEGES OF AGRICULTURE**

July 26, 1988  
Corrected Nov. 8, 1994  
Revised Aug 29, 1995  
Ratified Nov, 1995  
Revised July 7, 2009  
Revised July 21, 2009

**ARTICLE I. NAME**

The name of this organization shall be the Western Administrative Heads Section, Association of Public and Land-Grant Universities, hereinafter called Western AHS.

**ARTICLE II. PURPOSE AND OBJECTIVES**

- Section 1. To provide leadership and organizational structure to guide and advise Western Region research, instructional, extension, international, and informational programs to identify needs and opportunities and to establish priorities of Western Region land-grant colleges of agriculture.
- Section 2. To coordinate the various aspects and plans to bring consistency and coherence to the total regional program.
- Section 3. To encourage, review, evaluate and recommend cooperative regional programs and activities.
- Section 4. These purposes shall include:
- a. Provide communications and input/output linkages with the agricultural sector through the Western Council for Agricultural Research, Extension and Teaching (Western CARET), and other support organizations.
  - b. Suggest and recommend new and expanded areas for involvement by Western Region land-grant colleges of agriculture.
  - c. Review and recommend priorities among the various functions (Research, Instruction, Extension, Service, International).
  - d. Develop public support.

- e. Serve as a sounding board for emerging issues.
- f. Help enhance public interpretation of agriculture and related programs.
- g. Stimulate cooperation and communication among county, state, regional, and national advisory groups and support organizations.
- h. Communicate program priorities and fiscal needs to the appropriate planning and funding sources.

### **ARTICLE III. MEMBERSHIP**

Section 1. Western AHS shall consist of all administrative heads of agriculture and those independent administrative heads of Extension from the 13 western states, American Samoa, Guam, Micronesia, and the Northern Marianas. *Ex officio* members, without vote, shall be current chairs of the Western Association of Agricultural Experiment Station Directors, Western Association of Academic Programs Directors, Western Association of International Agriculture Directors, and Western CARET.

### **ARTICLE IV. COMMITTEES**

Section 1. Executive

- a. The Executive Committee shall consist of the Western AHS Chair, Chair-elect/Secretary, and the immediate past Chair.
- b. The Executive Committee shall meet at the request of the Chair.
- c. The Executive Committee is empowered to act on behalf of Western AHS between regularly called meetings of Western AHS. However, all actions of the Executive Committee will be presented at the next meeting of Western AHS for approval.

Section 2. Standing committees shall be appointed by the Executive Committee.

Section 3. Additional committees as are deemed necessary shall be established and appointed by the Executive Committee or the Chair.

### **ARTICLE V. MEETINGS**

Section 1. Two meetings per year (summer and fall) shall be held, with the date of the summer meeting to be set at the previous summer meeting. The fall

meeting shall occur in conjunction with the annual meeting of Association of Public and Land-Grant Universities. The summer meetings shall occur during the Western Region Joint Summer Meetings of Extension, research, instruction, international, and CARET. Other meetings shall be held at the call of the Chair and members of the Executive Committee.

- Section 2. The standing committees will meet at the call of the respective chairs.
- Section 3. The Executive Committee shall meet at least twice per year (fall and spring/summer).

#### **ARTICLE VI. OFFICERS**

- Section 1. The Chair, Chair-elect/Secretary of Western AHS shall be elected by the membership at the summer meeting. They shall be elected for a term of one year commencing at the close of the summer meeting. Officers may serve no more than two (2) consecutive terms.

#### **ARTICLE VII. DUTIES OF OFFICERS**

- Section 1. The chair shall:
- a. Be the official representative of Western AHS and the Executive Committee.
  - b. Perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by Western AHS.
  - c. Pass on to successor all materials pertinent to the office.
- Section 2. The Chair-elect/Secretary shall:
- a. Be the official representative in the absence of the Chair.
  - b. Record the proceedings of all meeting of Western AHS and the Executive Committee.
  - c. Provide each member of the Western AHS copies of the minutes of the meetings of the Executive Committee and Western AHS and arrange to post minutes on the AHS Website within 30 days.

- d. Perform other duties assigned by the Chair, Executive Committee and the Western AHS.
- e. Perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by Western AHS.
- f. Pass on to successor all materials pertinent to the office.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY**

- Section 1. Roberts Rules of Order, Newly Revised, shall govern the proceedings of Western AHS in all cases not provided for in these Bylaws.

## **ARTICLE IV. AMENDMENTS**

- Section 1. Western AHS members shall be notified of proposed amendments to the Bylaws in writing at least thirty (30) days prior to a regularly scheduled meeting at which the amendment(s) is to be considered.
- Section 2. These Bylaws may be amended at regularly scheduled meeting of Western AHS by two-thirds vote of those members attending.