

Bylaws

WESTERN ACADEMIC PROGRAMS SECTION

**Academic Programs Section
Board on Agriculture Assembly
Association of Public and Land Grant Universities**

Adopted July, 16, 2003

Revised Oct 28, 2009

Revised July 12, 2017

Article I - Name

The name of this organization shall be the Western Academic Programs Section Association, hereinafter called the Western Academic Programs Section or W-APS as is stated above and established in conformity with the constitution of the **Association of Public and Land Grant Universities** (hereinafter called the National Association).

Article II - Purpose

The Western Academic Programs Section shall represent the administrators of the academic programs of the colleges of food and agriculture sciences in the Western Region in their collective dealings. [Food and agricultural sciences: Denotes activities concerned with the production, processing, marketing, distribution, conservation, consumption, research, and development of food and agriculturally related products and services, inclusive of academic programs in agriculture, natural resources, forestry, veterinary medicine, human sciences/ family and consumer sciences, and other, closely allied fields.]

On matters to be ratified by, reported to, or recommended to the National Association, the consensus of W-APS shall be conveyed to the Chair, Academic Programs Section of the Board on Agriculture Assembly of the National Association by the Chair of the W-APS. The W-APS 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 W-APS, 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 (APS) on matters either of its own origin or on matters referred to it by ACOP or the Section. The W-APS 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 a means by which the W-APS may take action that is limited to the Western Region.

These and some other functions of the W-APS 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 United States Department of Agriculture- National Institute of Food and Agriculture (USDA-NIFA), 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 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

- A. The members of the Western Academic Programs Section shall be the Directors/Associate/Assistant Deans (or duly authorized representatives) of 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); regional Non-Land Grant Agriculture and Renewable Resources Universities (NARRU); 1994 Land Grant Universities; regional universities Canada and Mexico, as approved by APLU; and the Western Executive Director. The Associate and Assistant Deans/Directors and the Administrative Heads of the member institutions of the W-APS 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 W-APS.
- B. The voting members of the W-APS shall consist of the Directors/Associate/Assistant Deans (or duly authorized representatives) of the member institutions, as defined above, in good standing and the Executive Director of the WDA. Voting shall be limited to only one vote per institution.
- C. Members in good standing shall be defined as those member institutions that are current in payment of assessments (no more than two years in arrears). Any member institution that fails to pay its assessments for two (2) years shall be given a written notice that all outstanding balances must be paid by June 30 of the current calendar year or said institution shall be removed as a member in good standing by two-thirds majority vote of the members.
- D. Any member institution removed for failure to pay assessments as indicated above may request, in writing, to be readmitted as a member on good standing. This request must be accompanied by payment of all outstanding assessments that were due at the time of removal.

Article IV - Meetings

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

Article V - Officers

- A. The Officers of the W-APS shall be a Chair, Chair-elect/Secretary, and Past Chair. A person will serve in each position for one (1) year; each term begins and ends with the close of the W-APS meeting held at the annual meeting of the National Association. The officers progress through the positions in a sequential fashion.
- B. Elections. The Officers, members of the Executive Committee and other designees of the W-APS may be elected by the membership at the annual Western Regional meeting or by a confidential email/web voting method, as determined by the current officers. A nominating committee named by the Chair shall submit nominations. A simple majority vote is required for election. In the event that the Chair or Chair-Elect/Secretary 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 W-APS shall contribute to the support of the Executive Director and Western Director's office under the terms of the Joint Memorandum of Agreement (2016) among western experiment station directors and academic 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 W-APS, 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 W-APS.

The Secretary assures that the secretarial duties of the W-APS are fulfilled; he/she also serves as the official Secretary of the Executive Committee. The Secretary of the W-APS shall bear the official responsibility on behalf of the W-APS for approving all actions and communications. The Secretary shall communicate all minutes to the W-APS and the Western Executive Director.

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

Officers and other designees of W-APS 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 W-APS.

All officers and other designees of the W-APS 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 W-APS and provides guidance to the Executive Director. The Executive Committee also is empowered to handle the interim affairs of the W-APS between business meetings.

Article VII - Committees and Designees

- A. Multistate Review Committee (MRC). The MRC is a joint committee with the WAAESD charged with reviewing and oversight of the portfolio of Multistate Research Fund activities and other multistate activities. The W-APS shall appoint a member to this committee. The term of appointment shall be three (3) 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 W-APS, a quorum shall consist of a minimum of six (6) members in good standing 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 W-APS 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. Bylaws may be approved via a confidential email/web voting process.

Article XI - Repository of Documents

The Office of the Western Executive Director will serve as a repository of documents of W-APS.