

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

Revised 04 07, 2023

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** (APLU).

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: denote 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 APLU, the consensus of W-APS shall be conveyed to the Chair, Academic Programs Section of the Board on Agriculture Assembly of APLU (hereinafter called the National APS) by the Chair of the W-APS. The W-APS shall conduct its affairs in conformance with the stated objectives and procedures of the [Rules of Operation of the National APS](#).

The W-APS, with the other such Regional Associations, is an integral part of the National APS. It provides through its business meetings a means by which the views of the Administrative Heads and Directors/Associate/Assistant Deans (or duly authorized representatives) of W-APS may be determined formally and transmitted to the Academic Committee on Organization and Policy (ACOP) and the National APS on matters either of its own origin or on matters referred to it by ACOP or the National APS. 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 National APS, reacts to proposals of ACOP and the National APS and participates in the handling, when appropriate, of interim business of the National APS;

- 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 Agricultural Experiment Station Directors (WAAESD), which employs an Executive Director and other staff to manage the Western Directors' Office (WDO), W-APS pays a portion of the WDO operating expenses in exchange for a portion of the Executive Director's and other staff's time to assist in conduct of W-APS business as well as other expenses related to the functions of the WDO.
- E. Convene meetings to conduct business of interest to W-APS members.

Article III - Membership

- A. The members of W-APS shall be the Administrative Heads and 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 of Canada and Mexico, as approved by APLU and the Western Executive Director. The Executive Director for the National APS shall be ex-officio, non-voting member of the W-APS.
- B. The voting members of the W-APS shall be limited to only one vote per institution in good standing and the Executive Director of the WDO.
- C. Members in good standing shall be defined as those member institutions that are current in payment of assessments to WDO. Any member institution that fails to pay its assessments by June 30, shall be given a written notice that the outstanding balance must be paid by December 31 of the current calendar year or said institution shall be removed as a member in good standing.
- D. Any member institution removed for failure to pay assessments to the WDO as indicated above may request, in writing, to be readmitted as a member in good standing. This request must be accompanied by payment of the current year assessments.

Article IV – Positions, Terms, and Duties

- A. The Officers of the W-APS shall be a Chair-elect, Chair, 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 APS, which is typically held in the fall. The officers progress through the positions in a sequential fashion.
- B. Executive Director. The W-APS shall contribute to the support of the WDO under the terms outlined in Article II D.
- C. Executive Committee. The Executive Committee shall be composed of four voting members, including the Chair-Elect, Chair, and Past Chair of W-APS and the W-APS member of the National APS Executive Committee (outlined in Article IV of the National APS Rules of Operations). The Executive Director shall be an *ex-officio*, non-voting member of the Executive Committee.

- D. Elections. The Officers are elected by the membership at the annual W-APS business meeting (typically held in conjunction with the Western Region Joint Summer Meeting) or by a confidential email/web voting method, as determined by the Executive Committee. A simple majority vote is required for the election. If the Past Chair resigns, the Executive Director shall become a voting member of the Executive Committee for the remainder of the Past Chair's term. Should the Chair resign, the Chair-elect shall assume the vacated position. In the event that the Chair-elect position becomes vacant, the remaining members of the Executive Committee shall arrange a special election to complete the year's term.
- E. Committees and Designees. The Executive Committee shall appoint a member to the 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 term of appointment shall be three (3) years with opportunity for reappointment if agreed upon by the WDO.

From time to time, designees may be appointed to *ad hoc* committees and task forces to accomplish the business of W-APS.

- F. Duties of the Executive Committee-The Executive Committee is empowered to handle the interim affairs of the W-APS between business meetings. 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. The Executive Committee executes the program of the W-APS and works collaboratively with WDO. All members of the Executive Committee are expected to assist in the preparation of the meeting agendas. Transition of positions takes effect at the W-APS section meeting at the National APS meetings in the fall, typically November.
- G. Duties of the Chair-The Chair shall preside at business meetings of the W-APS, at meetings of its Executive Committee, at the National APS meetings, Joint COPs meetings and on all other occasions where W-APS is to be represented.
- H. Duties of the Chair-elect-The Chair-elect assumes secretarial duties of the W-APS when WDO staff is not present. The Chair-elect shall communicate such Minutes to the WDO for distribution to W-APS.
- I. Duties of the Past Chair-The Past Chair represents W-APS in the Chair's absence and assures coordination with WDO on nominations for national and regional positions.
- J. Duties of the W-APS National representative- The W-APS National APS representative shall execute duties as outlined in the National APS Rules of Operations. The W-APS National representative will also represent W-APS in the event that neither the Chair or Past Chair are available.

Article V -Quorum

For the purposes of carrying out business of the W-APS, a quorum shall consist of a simple majority of the average number of attendees in good standing for the past six months. At the beginning of each meeting a WDO staff member will report to the Chair the necessary quorum for that day's meeting. A simple majority resolves all issues except amendment of the By-Laws.

Article VI - Parliamentary Authority

The emphasis in all meetings shall be an 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 VII - Amendment of Bylaws

These Bylaws may be amended at any business meeting of the W-APS provided the proposed amendment(s) has been distributed to all members at least 30 days in advance of the meeting and is passed by a two-thirds majority of the voting members. Bylaws may be approved via a confidential email/web voting process.

Article VIII - Repository of Documents

The WDO will serve as a repository of documents of W-APS.