

E-06 ASABE FOUNDATION LIAISON COMMITTEE
BYLAWS
AMERICAN SOCIETY OF AGRICULTURAL AND BIOLOGICAL ENGINEERS

ARTICLE I – PURPOSE AND SCOPE

- A. The purpose of E-06 shall be to 1) assist the Society Board of Trustees (BOT) by defining, developing, and prioritizing fund raising opportunities and needs for recommendation to the ASABE Foundation Board (FBOT), 2) appoint ad hoc committees, as needed, to manage funds not aligned with an existing committee, and 3) conduct other liaison activities between the BOT and FBOT.
- B. The committee shall:
1. Gather, define, and prioritize new, existing, or expanded opportunities for Foundation fundraising through outreach to the ASABE membership and structure; and then communicate this to the BOT for their consideration
 2. Identify prioritized fundraising projects supporting ASABE Goals and Priorities.
 3. Communicate prospective donors to the Foundation.
 4. Communicate with the Development Committee of the Foundation to understand current fundraising priorities and activities and ensure they align with current BOT-adopted strategic goals and priorities.
 5. Appoint ad hoc committees, as needed, to manage Foundation funds not aligned with existing committees of the Society.
 6. Conduct other liaison activities as assigned by the BOT.

ARTICLE II - MEMBERSHIP

A. MEMBERS

1. This committee shall consist of up to nine (9) Society members and the ASABE Director of Advancement (ex-officio). Membership shall include (a) at least one current or recent (past four years) ASABE Foundation trustee; (b) at least one current ASABE trustee; (c) at least one Young Professional Community member (at the time of election); (d) at least one International Preprofessional Community member (at the time of election); and (e) at-large members from across the technical and other communities of the Society.
2. Membership term shall begin at the close of the Annual International Meeting and end at the close of a subsequent Annual International Meeting.
3. Members shall serve three-year terms with a limit of two consecutive terms served.
4. In the event of a mid-term resignation, the committee Chair may appoint a Society member to serve the remainder of the term.

B. NOMINATIONS

1. The Vice Chair shall accept nominees for committee members and officers at any time prior to committee vote at the Annual International Meeting, and will communicate these to the Chair.
2. The Chair shall contact nominees to determine their willingness to serve prior to committee vote at the Annual International Meeting.

ARTICLE III - OFFICERS

A. OFFICER TERMS

1. The committee officers, for a given year, shall be Chair and Vice Chair. The officers' term shall be two years, from the end of one Annual International Meeting through the close of the second following Annual International Meeting.
2. At the conclusion of the Chair's term, the Vice Chair shall succeed to the office of Chair.
3. If the Chair office becomes vacant for any reason, the Vice Chair shall assume the office of Chair. If the Vice Chair office becomes vacant, the Chair shall conduct an election of a new Vice Chair to serve the remainder of the term.

B. DUTIES OF THE CHAIR

1. Keep the Purpose and Scope stated in Article I foremost in the activities of the committee and proposed revision of these as needed.
2. Cooperate with headquarters in the prompt setting of committee meeting times and places.
3. Provide an agenda to each committee member two to four weeks prior to any meeting.
4. Carry out committee decisions directly, by delegation to committee members or by establishing subcommittees.
5. At the close of the Annual International Meeting, turn over a historical file to the incoming Chair and provide a copy of current Bylaws.
6. Serve as committee representative to the Board of Trustees when required.

C. DUTIES OF THE VICE-CHAIR

1. Obtain a roster of attending committee members and visitors at each meeting and furnish a copy to the Chair.
2. Keep minutes of all committee meetings and within three weeks furnish copies to all committee members.
3. Assemble the final slate of nominees of officers and members and give to the Chair one month in advance of the vote at the Annual International Meeting.

ARTICLE IV - CONDUCT OF BUSINESS

A. MEETINGS

1. Committee meetings shall be held at the Annual International Meeting and throughout the year as needed.
2. All meetings shall be conducted in accordance with the latest edition of Roberts' Rules of Order, Revised.
3. Visitors are welcome at all meetings of the committee.

B. PROXIES

1. Any member may appoint a proxy, with full voting rights, with notification to the Chair.
2. Members unable to attend a meeting may submit written comments on agenda items to the Chair.

C. VOTING

1. All matters shall be decided by a simple majority vote of members and proxies comprising of a quorum.
2. A quorum shall be 5 or more committee members.

ARTICLE V - BYLAWS AMENDMENTS

- A. The committee may, by a simple majority, propose changes to the bylaws in harmony with the Constitution and Bylaws of ASABE, provided that such bylaws or amendments shall have been presented to committee members at least 30 days before the committee meeting at which action is to be taken. Proposed changes must be approved by the BOT before enactment.
- B. Any committee member may propose, in writing, an amendment to the bylaws.
- C. A bylaw or an amendment shall take effect immediately upon BOT approval and shall be submitted to headquarters for review to ensure compliance with the ASABE Constitution and Bylaws.
- D. Upon approval, copies of the committee bylaws, marked with the latest approval date, shall be distributed to the committee members and ASABE headquarters.

BoT Approved 4/22/2016
Updated 4/2017