**CASNR Student Council Constitution and Bylaws**

*Revised March 2013*

Constitution Table of Contents

[Article I – Name 2](#_Toc253923446)

[Article II- Objectives of the CASNR Student Council 2](#_Toc253923447)

[Article III- Membership 2](#_Toc253923448)

[Article IV – CASNR Student Council 3](#_Toc253923449)

[Article V - Meetings 4](#_Toc253923450)

[Article VI – Standing Committees 5](#_Toc253923451)

[Article VII – Parliamentary Authority 6](#_Toc253923452)

[Article VIII – Reports to Campus Life Office 6](#_Toc253923453)

[Article IX – Amendments 6](#_Toc253923454)

[Article X – Revision of Bylaws 7](#_Toc253923455)

Article XI – Date of Revisions..…………...……………………………………………. 7

# Bylaw Table of Contents

[Section 1- Elections of the CASNR Student Council 8](#_Toc254134380)

[Section 2- Qualifications for CASNR Student Council Officers 8](#_Toc254134381)

[Section 3- Campaigning 8](#_Toc254134382)

[Section 4- Public Relations and Promotions Committee Operations 9](#_Toc254134383)

[Section 5- Internal Affairs Committee Operations 9](#_Toc254134384)

[Section 6- Vacancies in an Office of the CASNR Student Council 10](#_Toc254134385)

[Section 7- Admittance of Clubs into the CASNR Student Council 11](#_Toc254134386)

[Section 8- Standing of Clubs 11](#_Toc254134387)

[Section 9- Duties of the President 11](#_Toc254134388)

[Section 10- Duties of the Vice-President for Business Affairs 12](#_Toc254134389)

[Section 11- Duties of the Vice-President for Student Affairs 13](#_Toc254134390)

[Section 12- Duties of the Secretary 13](#_Toc254134391)

[Section 13- Duties of the Treasurer 14](#_Toc254134392)

[Section 14- Duties of the Assistant Treasurer 14](#_Toc254134393)

[Section 15- Duties of the Reporter 15](#_Toc254134394)

[Section 16- Duties of the CASNR Student Spokesperson 15](#_Toc254134395)

[Section 17- Duties of the CASNR Senators 15](#_Toc254134396)

[Section 18- Duties of the Advisors and other Council authorities 16](#_Toc254134397)

[Section 19- Duties of a CASNR Student Council Executive 16](#_Toc254134398)

[Section 20- Notice and Cancellation of Meetings 16](#_Toc254134399)

# Article I – Name

The name of this organized body shall be the CASNR Student Council of Oklahoma State University.

# Article II- Objectives of the CASNR Student Council

The objectives of the CASNR Student Council shall be to provide a means of addressing the concerns of the students in the College of Agricultural Sciences and Natural Resources, to enhance and expand the educational opportunities of those students, provide opportunities for student leadership, and to consolidate the skills and abilities of the College’s student body to advance both the College and the agricultural and resource sciences.

# Article III- Membership

Section 1. Listed below are the 38 clubs and student organizations recognized by the CASNR Student Council.

CASNR Ambassadors

Ag Communicators of Tomorrow

Aggie X

Agronomy Club

Alpha Zeta

American Fisheries Society

American Society of Landscape Architects

Animal Science Leadership Alliance

American Society of Agricultural and Biological Engineering

Biochemistry Club

Block and Bridle  
Brother Under Christ (BYX)

Career Liaisons

Cattleman’s Association

Collegiate 4-H

Collegiate Farm Bureau

Collegiate FFA

Cowboy Motorsports

Cowboy’s For Christ

Dairy Science Club

Environmental Science Club

Food Science Club  
Freshmen In Transition

Horseman’s Association

Horticulture Club

Leadership League

Meat Science Association

Oklahoma Collegiate Cattlewomen

PLANET

Pre-Veterinary Medicine Club

Range Club

Rodeo Association

Sanborn Entomology Club

Shotgun Sports

Society of American Foresters

Soil and Water Conservation Society

Turf Club

Wildlife Society

# Article IV – CASNR Student Council

Section 1. The governing body of the CASNR Student Council shall be an CASNR Representative Council which shall be comprised of two representatives from each recognized club within the College of Agricultural Sciences and Natural Resources, the executive officers listed in Article IV, Section 2 of this constitution, and the members of the Freshman/Transfer Advisory Committee appointed under the provisions of Article IV, Section 3 of this constitution.

Section 2.A. The executive officers of the CASNR Student Council shall be a President, Vice-president for Business Affairs, Vice President for Student Affairs, Secretary, Treasurer, Reporter, Assistant Treasurer, the CASNR Senators, the members of the Freshman/Transfer Advisory Committee, and a CASNR Student Spokesperson.

Section 2.B.1. The CASNR Student Council President, Vice-president for Business Affairs, and Vice President for Student Affairs shall be elected annually by campaigning prior to online elections which will be voted upon by the Wednesday of CASNR Week.

Section 2.B.2. The CASNR Senators shall be elected annually during the fall elections of the Oklahoma State University Student Government Association.

Section 2.C.1. The CASNR Student Council Secretary, Reporter, and Assistant Treasurer shall be elected annually by the CASNR Student Council Representative Council at its meeting during CASNR Week.

Section 2.C.2. The Assistant Treasurer shall automatically be promoted to the position of Treasurer at the end of the incumbent Treasurer’s term.

Section 2.C.3. The CASNR Student Spokesperson shall be appointed annually during CASNR Week by a committee comprised of the incumbent CASNR Student Spokesperson and at least three (3) College of Agricultural Sciences and Natural Resources faculty members.

Section 2.C.4. The CASNR Student Council shall have three (3) faculty advisors, one of whom shall be the Assistant Dean for Academic Programs of the College of Agricultural Sciences and Natural Resources, and two (2) additional College faculty members chosen for staggered two-year terms by the CASNR Student Council.

Section 3 A Freshman/Transfer Advisory Committee shall be appointed during the first four weeks of the fall semester of each academic year to serve a one year term. A minimum of two members from the freshman class and two members from the transfer class to equal no less than ten, but no more than twelve members. These ten to twelve members shall be selected by a committee chaired by the Student Council Vice-President for Student Affairs and consisting of four other council officers and one of the Council advisors.

Section 4.A. All CASNR Student Council Officers, with the exception of the President and members of the Freshman/Transfer Advisory Committee, shall have one vote in those matters brought before the Council.

Section 4.B. The ten to twelve members of the Freshman/Transfer Advisory Committee shall vote collectively in those matters brought before the CASNR Student Council, with each group casting one vote.

Section 4.C. The President of the CASNR Student Council shall only cast a vote in the event of a tie in the voting on an issue before the Council.

Section 5 Should a vacancy be declared in any CASNR Student Council executive office for any reason, the office shall be filled in the interim until the next election in the manner prescribed in Section 6 of the bylaws appended to this constitution.

# Article V - Meetings

Section 1 CASNR Representative Council shall meet on the second Wednesday of the fall semester of each year, and on alternating Wednesdays for the remainder of the academic year.

Section 2.A. At least two meetings of the CASNR Representative Council shall be held during each full month of the academic year, so long as standing university policy regarding student activities during pre-finals week and finals week is observed.

Section 2.B. Two-thirds of the CASNR Representative Council or CASNR Student Council executive officers shall constitute a quorum of the CASNR Student Council.

Section 3.A. CASNR Student Council executive officers and advisors shall meet every Wednesday of the academic year.

Section 3.B. In such meetings of the executive officers, all individual officers and

Freshman/ Transfer Advisory Committee Members shall have one vote in those matters coming before the group, with the exception of the president, who shall only vote in the event of a tie.

Section 4 CASNR Representative Council meetings or meetings of the executive officers and advisors may be rescheduled or canceled under the provisions of Section 20 of the bylaws appended to this constitution.

# Article VI – Standing Committees

Section 1 The standing committees of the CASNR Student Council shall be the Public Relations and Promotions Committee and the Internal Affairs Committee.

Section 2.A. The purpose of the Public Relations and Promotions Committee shall be to publicize all CASNR Student Council events, direct all spirit events for the College of Agricultural Sciences and Natural Resources, and aid the CASNR Student Council Reporter and CASNR Student Spokesperson in their efforts to represent the College.

Section 2.B. The chair of the Public Relations and Promotions Committee shall be the

CASNR Student Council Reporter, who shall oversee the selection of the committee members and coordinate their activities.

Section 2.C. The chair of the Public Relations and Promotions Committee members shall be conducted in the manner prescribed in the bylaws appended to this constitution.

Section 3.A. The purposes of the Internal Affairs Committee shall be to conduct the

regular and special elections of the CASNR Student Council, review the standing documentation of the Officers on CASNR Student Council, evaluate the performance of the Officers of the CASNR Student Council, monitor the standing of the clubs recognized by the Council, certify the qualifications of the candidates for office on the Council, and investigate those complaints brought to its attention by any member of the CASNR Student Council.

Section 3.B. The Chair of the Internal Affairs Committee shall be the CASNR Student Council Vice-President for Business Affairs, who shall oversee the selection of committee members and coordinate their activities.

Section 3.C. The selection of the Internal Affairs Committee members shall be conducted in the manner prescribed in the bylaws appended to this constitution.

# Article VII – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the CASNR Student Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws, or any special rules of order the CASNR Student Council may adopt.

**Article VIII- Reports to Campus Life Office**

Section 1 At the beginning of the fall semester, CASNR Student Council shall report the name of officers and advisors to the Department of Campus Life and shall promptly report any changes that occur during the school year. *(Changes in the officers and/or faculty advisors occurring during the year MUST be reported to the Department of Campus Life promptly to keep organizational records current. Updates should be made through the CampusLink program at www.campuslink.okstate.edu.)*

Section 2 At the beginning of the fall semester, CASNR Student Council will file with the Department of Campus Life a signed “Affirmation of Compliance.” *(Copies of the form may be obtained from the Campus Life office at 006 Classroom Bldg..)*

Section 3 The funds of CASNR Student Council, if any, will be deposited with the University banking services and these may be audited yearly, preferably at the time a new treasurer is installed.

Section 4 It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of this organization by the Committee on Student Organizations.

# Article IX – Amendments

Section 1 Any amendment is deemed valid by a two-thirds vote of CASNR Student Council Executive members.

Section 2 Proposed amendments must be forwarded to CASNR Student Council Internal Affairs Committee with one week prior notice for approval.

Section 3.A. Amendments must be approved by a two-thirds majority of those votes cast by CASNR Student Council Representative Members in which said amendments are to be considered.

Section 4 Unless otherwise specified within the amendment(s) being considered, all amendments shall take effect immediately following their approval by a vote as specified in this article.

# Article X – Revision of Bylaws

Section 1 The bylaws appended to this constitution may be revised by action of the

CASNR Student Council or by initiative petition as described in Article VII, Section 1 of this constitution.

Section 2 Proposed revisions to the bylaws must be submitted to the CASNR Student Council no later than one week prior to the meeting at which said proposals shall be considered.

Section 3 Revisions to the bylaws must be approved by a two-thirds majority of the CASNR Representative Council members present at the meeting during which the revision is considered.

Section 4 The CANSR Student Council Internal Affairs Committee shall conduct a bi- yearly review and revision of the bylaws.

# Article XI – Date of Revisions

April 2005 – Constitution Revised

April 2005 – Bylaws Revised

April 2007 – Constitution Revised

April 2007 – Bylaws Revised

March 2010 – Constitution Revised

March 2010 – Bylaws Revised

March 2012 – Constitution Revised  
March 2012 – Bylaws Revised

March 2013 – Constitution Revised  
March 2013 – Bylaws Revised

**CASNR Student Council Bylaws**

*Revised March 2012*

# Section 1- Elections of the CASNR Student Council

1. Eligibility for voting in any CASNR Student Council election shall be checked against the most recent available listing of those people currently enrolled in the College of Agricultural Sciences and Natural Resources.
2. The polls for any CASNR Student Council election shall be open by 8:00 a.m. and close at 5:00 p.m., and shall be supervised by members of the Internal Affairs Committee.
3. Any individual wishing to contest an election must do so by 5:00 p.m. on the day following the election by filing a written state listing the information relevant to their complaint with the Internal Affairs Committee. It shall then be the duty of the Internal Affairs Committee to investigate the complaint and report to the CASNR Student Council.

# Section 2- Qualifications for CASNR Student Council Officers

1. The candidate must be enrolled as a full time student with a major of the

College of Agricultural Sciences and Natural Resources while serving the term in office.

1. Candidates for CASNR Student Council offices must have a 2.5 grade point average and must not be on academic probation.
2. The candidate’s personal signature shall be considered an agreement to comply with these election rules and other regulations established by the Internal Affairs Committee, such as checking the candidate’s transcript.

# Section 3- Campaigning

1. No campaign material may be distributed sooner than 5:00 p.m. the Sunday prior to a general or special election and a resulting run-off election.
2. Each candidate will be allowed five (5) ground signs. No grounds signs may exceed the size of two feet by three feet or the equivalent area (six square feet) except for one ground sign which may be no larger than four feet by eight feet or the equivalent area.

1. All campaign signs must be collected or otherwise properly disposed of by

5:00 p.m. the day following the election.

1. Candidates shall be responsible for obtaining proper university permits before placing any campaign materials in any building.
2. Candidates shall not violate any university policies in regard to their campaigning.
3. Other campaign materials not prohibited by these rules, such as marquees, electrical signs, and billboards, are permitted provided they are approved by the Internal Affairs Committee. Should these tactics be used without the approval of the Internal Affairs Committee, the candidates may be disqualified.

# Section 4- Public Relations and Promotions Committee Operations

A. Members of the Public Relations and Promotions Committee must be members in good standing of a club recognized by CASNR Student Council.

1. Members of the Public Relations and Promotions Committee shall be chosen after CASNR Roundup, but no later than the end of the fourth week of classes of the fall semester.
2. Those wishing to serve on the Public Relations and Promotions committee shall submit an application to the current CASNR Student Council Reporter, who shall the review the applications, and submit a slate of Committee nominees to the CASNR Student Council advisors. Those candidates receiving the unanimous approval of the advisors shall be submitted to the CASNR Student Council, where a simple majority vote of approval shall be required to confirm the nominees’ appointment to the Committee.
3. Public Relations and Promotions Committee member shall serve one-year terms. If a Committee member desires to serve additional terms, they must re-apply in the manner described in Section 5, paragraph C of these bylaws. Preferential treatment shall not be given to incumbent applicants.

# Section 5- Internal Affairs Committee Operations

1. The outgoing Internal Affairs Committee shall select the new committee so that no one club has the voting majority.
2. Members of the Internal Affairs Committee must be members in good standing of a club recognized by the CASNR Student Council.
3. Five members of the Internal Affairs Committee shall be selected during the first four weeks of the fall semester.

D. Those wishing to serve on the Committee shall submit an application to the current Internal Affairs Committee, which shall review the applications, conduct interviews of the candidates, and submit a slate of committee nominees to the CASNR Student Council advisors. Those candidates receiving the unanimous approval of the advisors shall be submitted to the CASNR Student Council, where two-thirds vote of approval shall be require to confirm the nominees’ appointment to the committee.

1. If the CASNR Student Council or the Council advisors should fail to approve a nominee to the Committee, a replacement must be selected from those applicants not selected in the earlier portion of the process. Should no qualified applicants remain, a call for applications must be issued until a suitable candidate may be found.
2. Internal Affairs Committee members shall serve one-year terms. If a

Committee member desires to serve additional terms, they must reapply in the manner described in Section 4, paragraph D of these bylaws. Preferential treatment shall not be given to incumbent applicants.

1. The CANSR Student Council Internal Affairs Committee shall conduct a bi-yearly review and revision of the bylaws.
2. The CASNR Student Council President and the Council advisors shall oversee the operations of the Internal Affairs Committee, and shall be responsible for investigating any complaints lodged against it.

# Section 6- Vacancies in an Office of the CASNR Student Council

1. The Internal Affairs Committee shall have the power to declare a vacancy in any office of the CASNR Student Council.

1. Should a vacancy be declared in the office of CASNR Student Council President, the vacancy shall be filled by the next officer in the following line of succession: Vice-president for Business Affairs, Vice President for Student Affairs, Secretary, Treasurer, Reporter, and Assistant Treasurer.

Should a vacancy be declared in any office of the CASNR Student Council Executive Team (which include Vice President for Business Affairs, Vice President of Student Affairs, Secretary, Treasurer, Reporter, Assistant Treasurer, and CASNR Senators) except that of President, the Internal Affairs Committee shall accept applications for the vacated office for a period of not less than two weeks and no longer than four weeks. The Internal Affairs Committee shall determine the eligibility of the applicants for office and shall submit a list of eligible candidates to the CASNR Representative Council for vote. The candidate receiving a simple majority of the votes shall serve the remainder of the vacating officer’s term.

# Section 7- Admittance of Clubs into the CASNR Student Council

A. Any club that desires to join the CASNR Student Council shall submit a letter of application for recognition to the President of the Council, who shall then present the letter at the next meeting of the Council. A two-thirds majority vote of the Council shall be required to confirm the clubs recognized status.

# Section 8- Standing of Clubs

1. Should a club in the CASNR Representative Council fail to send at least one representative to two consecutive regularly scheduled Council meetings, they shall be declared to be in poor standing with the Council.
2. Those clubs in poor standing with the Council shall be ineligible to receive AFAP or other fiscal allocations from the Council, and shall be denied discussion and voting privileges on those issues coming before the council.
3. A club in poor standing may present a petition for reinstatement to good standing, along with a $50.00 reinstatement fee to the Internal Affairs Committee, Which shall then present the petition at the next regular meeting of the CASNR Student Council. The club may be reinstated with a two-thirds vote of approval from the council.
4. If the club of a standing committee member should be declared in bad standing, the committee member shall remain eligible to retain their position, provided they are still a member in good standing of the club itself.

# Section 9- Duties of the President

1. The President of the CASNR Student Council shall preside over the CASNR Student Council and the CASNR Representative Council.
2. The President shall be responsible for chairing CASNR Round Up.
3. The President shall be responsible for upholding the constitution and bylaws of the CASNR Student Council and executing all legislation and policies enacted by the CASNR Student Body and CASNR Representative Council.
4. The President shall be responsible for appointing members to special committees of the CASNR Student Council, and shall serve as an ex-officio member of all standing committees of the Council.
5. The President shall be responsible for being in attendance at President’s Roundtables with all CASNR Student Council recognized clubs and organizations.
6. The President shall be responsible for making sure an event report in received from the chair of each event sponsored by CASNR Student Council.
7. The President shall be responsible for collecting all records and documents of the executive team that were required during their respective office term a week prior to elections.
8. The President shall be responsible for holding an officer transition meeting to redistribute all said documents and records from prior executives to the new executive council the week following the elections.
9. The President will represent the student body of the College of Agricultural Sciences and Natural Resources to the Oklahoma State University Community and the state of Oklahoma.

# Section 10- Duties of the Vice-President for Business Affairs

1. The Vice-President for Business Affairs shall serve as the chair for Internal Affairs Committee, and oversee the bi-yearly revision and review of the CASNR Student Council bylaws.
2. The Vice-President for Business Affairs shall serve as an ex-officio member of all committees of the CASNR Student Council.
3. The Vice-President for Business Affairs shall be responsible for being in attendance at President’s Roundtables with all CASNR Student Council recognized clubs and organizations.
4. The Vice-President for Business Affairs shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, or the Council advisors.

# Section 11- Duties of the Vice-President for Student Affairs

1. The Vice-President for Student Affairs of the CASNR Student Council shall be responsible for the coordination of the Freshman/Transfer Advisory Committee.
2. The Vice-President for Student Affairs shall be responsible for maintaining the CANSR Student Council website.
3. The Vice-President for Student Affairs shall be responsible for being in attendance at President’s Roundtables with all CASNR Student Council recognized clubs and organizations.
4. The Vice-President for Student Affairs shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

# Section 12- Duties of the Secretary

1. The Secretary of the CASNR Student Council shall take electronic minutes in both executive meetings and CASNR representative council meetings.

1. The minutes shall accurately record the attendance of executives and club representatives at each respective meeting.

1. CASNR Student Council minutes will be emailed to the all CASNR Student Council Representatives, each CASNR club President, and the CASNR Student Council executive team and Internal Affairs.
2. The minutes will need to be approved by the President prior to being emailed. The minutes must be emailed no later than two (2) days following a meeting.
3. The incoming Secretary shall be in charge of receiving, updating, and distributing all contact information of CASNR recognized club and executive officers.
4. The Secretary shall file required organizational reports with the Oklahoma State University Government Association.
5. The Secretary shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

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# Section 13- Duties of the Treasurer

1. The Treasurer shall organize and chair a meeting with Treasurers from all recognized organizations in CASNR Student Council to thoroughly explain the AFAP allocations process, Student Government Association co-sponsorship, and CASNR Student Council co-sponsorship.
2. The Treasurer will be responsible for chairing all philanthropy events put on by CASNR Student Council.
3. Throughout the Treasurer’s last serving semester, he or she shall plan and coordinate officer transition and training with the Assistant Treasurer
4. The Treasurer of the CASNR Student Council shall be responsible for receiving all income to the CASNR Student Council.
5. The Treasurer shall make all necessary disbursements from Council funds.
6. The Treasurer shall present a report of the CASNR Student Council’s financial standing at each regularly scheduled Council meeting.
7. The Treasurer shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

# Section 14- Duties of the Assistant Treasurer

1. The Assistant Treasurer shall serve as a representative on the CASNR Student Council AFAP Allocations committee coordinated by the Student Government Association.
2. The Assistant Treasurer shall be responsible for co-chairing all philanthropy events sponsored by CASNR Student Council.
3. The Assistant Treasurer of the CASNR Student Council shall assist the Treasurer in their duties.
4. Throughout the Treasurer’s last serving semester, the Assistant Treasurer will actively participate in an officer transition and training planned and coordinated by the current Treasurer.

1. The Assistant Treasurer shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

# Section 15- Duties of the Reporter

1. The Reporter shall be responsible for chairing, planning, and coordinating all Homecoming activities for both the college and CASNR Student Council.
2. The Reporter shall be responsible for conducting an application and selection process for the Public Relations and Promotions Committee.
3. The Reporter of the CASNR Student Council shall serve as chair of the Public Relations and Promotions Committee.
4. The Reporter shall publicize the meetings of CASNR Student Council.
5. The Reporter shall report Council activities and functions to appropriate agencies.
6. The Reporter shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

# Section 16- Duties of the CASNR Student Spokesperson

1. The Student Spokesperson shall be responsible for chairing CASNR week and all activities sponsored during this week in the spring semester sponsored by CASNR Student Council.
2. The Student Spokesperson shall be responsible for planning and coordinating a President’s Roundtable at the end of each semester.
3. The CASNR Student Spokesperson shall serve as a representative of the CASNR Student Council.
4. The Student Spokesperson shall promote the College of Agricultural Sciences and Natural Resources and the agricultural industries at all university and community functions deemed appropriate by the CASNR Student Council executive officers or advisors.
5. The Student Spokesperson shall perform those duties deemed necessary and reasonable by the President, the CASNR Student Council, and the Council advisors.

# Section 17- Duties of the CASNR Senators

1. The CASNR Senators are to fulfill all responsibilities and obligations set forth by the Student Government Association
2. The CASNR Senators shall assist clubs with any process dealing with the Student Government Association including, registered club status, recognized club status, AFAP processes, and co-sponsorship requests.
3. The CASNR Senators shall present weekly updates to the executives of the current business taking place in SGA Senate.
4. The CANSR Senators shall be responsible for keeping CASNR Student Council in good standing with the Student Government Association (SGA).

# Section 18- Duties of the Advisors and other Council authorities

1. The Advisors of the CASNR Student Council shall meet with and advise the CASNR Student Council in all matters, and shall co-sign all requisitions with the Council Treasurer.

# Section 19- Duties of a CASNR Student Council Executive

1. Each CASNR Student Council Executive shall be responsible for turning in records and documentation of any chaired CASNR Student Council event within two (2) weeks following the date of the event.
2. Each executive who chairs an event sponsored by CASNR Student Council shall be responsible for turning in a collection of the records and documentation at the end of the year to the President.
3. Each CASNR Student Council Executive shall be responsible for attending an end of the year meeting with the newly elected council one week after elections.

# Section 20- Notice and Cancellation of Meetings

1. The CASNR Student Council shall be responsible for posting notice of all regular and special meetings of the Council at the place said meetings are to be held, no later than twenty-four hours prior to the time at which they are to be convened.
2. The President of the CASNR Student Council shall have the authority to cancel or reschedule meetings of the executive officers with the consent of at least one of the advisors, provided that notice of the meeting change is provided to the officers no later than twenty-four hours prior to the time the meeting was to be convened.
3. The President of the CASNR Student Council shall have the authority to cancel or reschedule meetings of the Council with the consent of at least one of the advisors and the majority approval of the executive officers, provided that notice of the meeting change is provided to the officers no later than twenty-four hours prior to the time the meeting was to be convened.