

Pennsylvania Association of Agricultural Educators



CONSTITUTION, BYLAWS, AND POLICY PROCEDURE MANUAL

Written: 12/11

June 1, 2012

Dear PAAE Members,

Attached with this letter are the PAAE Constitution, Bylaws, and Policy Procedure Manual for the Pennsylvania Association of Agricultural Educators. This is a newly created manual by the association, and shall be used a document for guidance when making decisions in regards to the association.

This manual was created by members who were chosen to serve on the Policy Manual committee by the Executive Board. The manual was created in December 2011, and received the first and second vote of approval by the Executive Board in March 2012 and May 2012. The development committee consisted of SaraBeth Fulton, Sherisa Nailor, Gerald Reichard, and Debra Seibert.

If a member would like to see any additions or corrections to the manual, please inform your regional Vice-President. All changes shall be voted on by the Executive Board, and new changes will be implemented after the policy manual has been updated. If there are changes or corrections to the constitution or bylaws, the changes will be voted upon at the annual conference by the membership at large.

It was the goal of the Executive Board to provide a document that clearly describes the association's purpose and operating procedures. The board will hope that future leaders will follow the procedures outlined in this document, and update the information when necessary. It is important for an association to have set guidelines in order to effective.

Thank you for your dedication to the association.

Respectfully,

SaraBeth C. Fulton
President, PAAE (2011-2012)

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AGRICULTURE EDUCATION IN PENNSYLVANIA

VISION (July, 1997)

**“UNIVERSAL AGRICULTURAL EDUCATION FROM AG ED FAMILY UNITY
THROUGH COMMUNICATION, COOPERATION, AND COLLABORATION”**

This vision statement was adopted by the membership in July 1997 for use by all Ag Ed Family organizations

MISSION STATEMENT (July, 1996)

**“TO PROVIDE AND SUPPORT PROFESSIONAL LEADERSHIP DEVELOPMENT
FOR AND ABOUT AGRICULTURAL EDUCATION”**

This mission statement was adopted by the membership in July, 1996

EDUCATION IN AGRICULTURE

VOCATIONAL AGRICULTURAL EDUCATION (November 2011)

“Vocational agricultural education” shall mean that form of vocational education which develops student potential for success in entering and advancing through careers in the food, agriculture and natural resources sciences, such as production agriculture, animal science, agribusiness management and marketing, agricultural research, energy systems, agricultural mechanics and engineering, biotechnology, food science, processing and retailing, banking, agricultural education, forestry, horticulture, landscape contracting, nursery and floriculture production, retail garden center management, leadership and career development, management, economics and marketing, natural resources management, plant and soil science, power and systems technology, rural-urban interfacing and other related fields.

PHILOSOPHY STATEMENT

Agricultural education is an integral segment of public education, which prepares students for employment and/or further education, and/or to make a lifetime of informed choices in the global agriculture and natural resources systems. Agricultural education is a year round coherent sequence of instruction based upon industry-validated competencies. The essential components of agricultural education are formal instruction, experiential education and leadership and personal development.

*Formal education denotes classroom and laboratory instruction which is based upon the principles of teaching and learning, and incorporating; applied academic skills, problem solving, higher order cognitive skills, and psychomotor development leading to the attainment and application of competencies.

*Experiential education involves individualized and practical applications of the formalized instructional competencies which are integral and unique features of a complete program. Quality experiences are supervised by teachers of agriculture on a year round basis. Skills are developed, records are kept and a personal investment of time, energy and/or money is included.

*Leadership and personal development are those leadership and human relations skills which are taught and developed utilizing the National FFA Organization as an intra-curricular part of the program. All students must participate to develop the personal skills necessary for success.

FUNDAMENTAL VALUES

Sound educational practice must be based upon accepted principles and values which are held as fundamental. The values upon which the mission statement and philosophy are based, are described below.

We Value:

1. A program delivery system that features a multi-year sequence of instruction consisting of industry validated standards (classroom and laboratory instruction), experiential learning (SAE), and leadership and personal development (FFA).
2. Positive relationships through FFA in a challenging and competitive learning environment that allows students opportunities for success.
3. Rigorous education through the integration of academic standards, utilization of critical thinking and problem solving skills, and lifelong learning.
4. Instructional relevance to the workplace through year round supervised agricultural experiences that include onsite instruction and supervision.
5. Collaboration with community advisory committees and industry stakeholders.
6. A student centered approach to education that develops the whole student, and involves the family and community in the educational process.
7. Preparation of students for education and/or training following high school.
8. An inclusive educational environment that is supportive of all student populations and learning styles.
9. Educational facilities and equipment that reflect industry standards.
10. Teacher leadership from our profession in cooperation with pre-service teacher-educators and state staff.
11. Member driven solutions that meet the needs of our membership through strategic planning, teacher recruitment, curriculum and assessment development, in service, and mentoring.
12. The diversity of our teachers in background, experience and program emphasis.
13. An agricultural lifestyle that promotes responsible, sustainable environmental stewardship.
14. Promoting agricultural literacy within our schools and communities.
15. Maintaining wellness and balance in our professional and personal lives.

GOAL STATEMENTS

The following goal statements are based upon the philosophy and values and are set forth by and for the Agricultural Education Profession.

Agricultural Education:

- I. Should be recognized as a key component in all formal and non-formal educational components.
 - A. To insure that quality agricultural education programs exist in all educational institutions in Pennsylvania.
 - B. That all programs of agricultural education are articulated from elementary to postsecondary.
 - C. To provide competency based pre-service and in-service education, which prepares and enables agricultural educators to conduct programs in agricultural education.
 - D. All eligible agricultural education students are FFA members.
- II. In Pennsylvania, will look like a school within a school, which offers a program involving diverse populations, emerging technology, core academics, and experiential “hands-on” learning.
 - A. That all agricultural education programs utilize the proven delivery system which includes formal instruction, experiential education, and leadership development.
 - B. That all Ag. Ed. programs integrate and reinforce appropriate academic instruction.
- III. Should meet the needs of students and of industry in a global society by utilizing and implementing all resources available. Furthermore, agricultural education must continue to meet the future with a clear sense of how far we have come and where we want to go.
 - A. That “industry current” curriculum is utilized by all agricultural education programs.
 - B. That all agricultural education programs be fully funded.
 - C. To incorporate new and emerging technologies to support the delivery of agricultural education in Pennsylvania.
 - D. Students will complete portfolios reflecting agricultural and natural resources experiences.
 - E. Students must be made aware of all agricultural issues and environmental concerns in order to utilize their problem solving skills to make rational decisions as adults.
- IV. Will develop partnerships in cooperation with community and industry.
- V. Will embrace demographic changes and ethnic diversity by serving all people and groups equally without discrimination.
- VI. Publicize agricultural literacy through a network of support services that exists in Pennsylvania to further agricultural education.
- VII. Professional development
 - A. All agricultural educators are active in the Pennsylvania Association of Agricultural Educators and other related professional organizations.
 - B. All agricultural educators attend and participate in all professional development events.
 - C. Develop and implement a leadership development program.
 - D. Conduct a teacher recruitment and retention program.

The following goal statements are based upon the philosophy and values that are set forth by and for the Agricultural Education Profession.

1. To ensure that quality agricultural education programs exist in all educational institutions in Pennsylvania.
2. To serve all people and groups equally without discrimination.
3. That all education in agriculture programs utilize the proven delivery system which includes formal instruction, experiential education, and leadership development.
4. That an appropriate delivery system is developed for education about agriculture.
5. That “industry current” curricula is utilized by all agricultural education programs.
6. That all programs of education in agriculture are articulated from secondary to post-secondary.
7. To provide competency based pre-service and in-service education which prepares and enables agricultural educators to conduct programs in agricultural education.
8. That all agricultural education programs be fully funded.
9. That a network of support services exists in Pennsylvania to further agricultural education.
10. To incorporate new and emerging technologies to support the delivery of agricultural education in Pennsylvania.

DEFINITION OF TERMS

Agricultural education: formal or non-formal educational activities that address the vital role of agriculture and natural resources in advancing personal and global well-being.

Competency: a statement that describes an event, an activity, a specific level of subject matter knowledge that has a certain level of attainment to be achieved.

Integral: as it relates to the total secondary agricultural education program, FFA (the leadership and personal development component) and supervised experience (the experiential education component) are important and essential parts of complete program.

National FFA Organization: the national agricultural education youth organization.

Public education: educational opportunities that have an alliance with the Pennsylvania State Department of Education.

Supervised experience programs: outside of classroom work-based learning experiences students participate in that relate to their classroom instruction.

PURPOSE STATEMENTS

PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

The purpose for the Pennsylvania Agriculture Teachers' Association shall be as follows:

1. To provide fellowship among the agricultural education teachers of Pennsylvania.
2. To promote the professional aspects of teaching agricultural education.
3. To promote and develop the general welfare of the members of this organization.
4. To maintain worthwhile relationships with other professional organizations.
5. To promote and maintain ethical practice among the agricultural education teachers in Pennsylvania.
6. To further develop and expand agricultural education.
7. To cooperate with and further support the aims and purposes of the National Association of Agriculture Educators (NAAE).
8. To work closely with the postsecondary systems in articulating courses in agriculture.

CONSTITUTION AND BY-LAWS
of the
PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Pennsylvania Association of Agricultural Educators. (PAAE)

ARTICLE II. PURPOSE

The purpose of the organization shall be to advance agricultural education in Pennsylvania by,

- Section 1.** Providing opportunities for professional development and recognition, and
- Section 2.** Recruiting and retaining agricultural educators through professional, social and recreational programs, and
- Section 3.** Promoting agricultural education in Pennsylvania, and
- Section 4.** Serving as a legislative advocate for agricultural education, and
- Section 5.** Planning for the future of agricultural education, and
- Section 6.** Developing partnerships with other agencies, which help to achieve the purposes of agricultural education, and
- Section 7.** Providing a structure for executing this purpose and mission.

ARTICLE III. MEMBERSHIP

- Section 1.** Membership in the Association shall include those engaged in agricultural education in the state of Pennsylvania.
- Section 2.** Membership may also include individuals or organizations interested in the purpose of this Association as prescribed in the By-Laws.

ARTICLE IV. OFFICERS

- Section 1.** Elective Officers: The elective officers shall be: President, President Elect, Past President and Regional Vice-presidents.
- Section 2.** Appointed Officers: The appointed officers shall be the Executive Secretary, Treasurer, and the Assistant Treasurer.

ARTICLE V. ORGANIZATION

Section 1. The purpose and business of the Association shall be effected through the Executive Committee, the Executive Board, authorized committees, and the business meetings of the membership.

ARTICLE VI. STRUCTURE

Section 1. The Association shall be comprised of Regions as prescribed in the By-Laws.

ARTICLE VII. MEETINGS

Section 1. The Association shall hold an annual meeting to conduct the business of the organization.

Section 2. The time and place of the annual meeting shall be determined by the Executive Board of the Association.

Section 3. The Executive Committee and the Executive Board shall meet as prescribed in the By-laws.

Section 4. A quorum shall be defined as the members present at any session of the annual business meeting of the Association.

ARTICLE VIII. AFFILIATIONS

Section 1. The Association shall be affiliated with the National Association of Agricultural Educators, Inc. (NAAE), the Pennsylvania Association for Career and Technical Education (PA-CTE), and the Association for Career and Technical Education (ACTE) in accordance with policies established by the Executive Board of this Association.

ARTICLE IX. AMENDMENTS

Section 1. This constitution may be altered or amended by a two-thirds vote of the members present at a regular business session of the annual meeting or at a special meeting called for that purpose.

Section 2. Said alteration or amendment shall:

1. be proposed with the endorsement of the Executive Board and,
2. be distributed to the active Association members at least thirty (30) days prior to the annual meeting and,
3. be presented in the first business session of the annual meeting with action to be taken at a later session.

Section 3. Any action to amend the By-Laws, which was not distributed to the active membership in advance of the annual meeting must be brought up at least one business session prior to any action being taken. These special amendments will require an 80% vote of the membership present at the annual meeting for passage.

ARTICLE X. RESOLUTIONS

Section 1. Resolutions may be presented and acted upon at any session of the annual business meeting of the Association

BY-LAWS

ARTICLE I. MEMBERSHIP

Section 1.

Classification:

a. ACTIVE ANNUAL MEMBERSHIP - Teachers of agricultural education employed in teaching, and/or engaged in part-time graduate work in agriculture education, members of state supervisory staff, and members of the Department of Agriculture and Extension Education of The Pennsylvania State University and Department of Education of the Delaware Valley College are eligible for this classification of membership.

b. FIRST YEAR TEACHERS - Teachers, who have just been hired to teach agricultural education and who are in their first year of teaching, are given that first year's membership in PAAE free. Membership fees in the other professional organizations for first year teachers are to be paid by that member at the rates listed for all others. They must submit a membership form to the Executive Secretary.

c. COLLEGE & UNIVERSITY STUDENTS/STUDENT TEACHERS - A student of agricultural education, full-time graduate and undergraduate, at The Pennsylvania State University or at Delaware Valley College, may apply to the PAAE Executive Secretary for complimentary PAAE & NAAE student memberships.

d. ACTIVE ANNUAL ASSOCIATE and BUSINESS PARTNER MEMBERSHIPS- A person, group, or business interested in supporting the purposes of the association may obtain this classification of membership. Associate and Business Partner memberships shall not be open to those who are eligible for active PAAE membership.

e. HONORARY - Persons who have made outstanding contributions to the Association and to the program of agricultural education may be awarded honorary membership upon approval by the Executive Board.

f. HONORARY LIFE - A special honorary life membership citation may be awarded to past Association members who have performed outstanding service to the programs of agricultural education. Selections shall be made by a majority approval of the Executive Board upon recommendation from the membership.

g. ACTIVE LIFE MEMBERSHIP PAID IN FULL – Members who have previously paid active life or associate life memberships are eligible for this classification of membership. This membership category is still recognized for PAAE for members who have obtained life memberships in the past but new applications for life memberships in PAAE are no longer being accepted.

Section 2.

Voting and Holding Office:

Only active annual or active life members have the right to vote or hold an elected office in the Association. Voting privileges for the July 1 to June 30 membership year shall be extended to include the Association conference that immediately follows that membership year.

Section 3.

Dues:

a. Active members - Annual dues for active membership will be determined by the budget committee for the membership year of July 1 through June 30. Association dues for a teacher teaching agricultural education for the first time in Pennsylvania shall be waived. The dues rate will be prepared by the Spring Regional Meetings and will be voted upon by the membership at the first business session of the Annual Meeting.

b. Student members – free

c. **Associate members and commercial members** - Dues will be determined at the Annual Meeting and will be in effect for the membership year of July 1 through June 30.

Associate membership - \$25.00

Commercial membership - \$25.00

c. **Legislative Action Team** - Suggested annual contributions for all members will be determined at the Annual Meeting and will be in effect for the membership year of July 1 through June 30.

Legislative Action Team - \$50.00

d. **Active Life Members** - Life memberships are no longer being offered to the membership; however, fully paid life memberships are being honored by the Association.

ARTICLE II. REGIONS

Section 1. Association Regions will correspond to the state FFA Regions.

ARTICLE III. OFFICERS

Section 1. Nominations: The Executive Board shall appoint a nominating committee.

Nominations may be made from the floor following the report of the nominating committee at the Annual Meeting of the Association.

Section 2. Terms and manner of election of elected officers:

- a. The President and President Elect shall be elected at the Annual Meeting of the Association. They shall enter upon their duties at the close of the Annual Meeting.
- b. The retiring President shall serve as Past President until his/her successor enters upon his/her duties.
- c. Each Region will elect two Vice Presidents to the Executive Board. One Vice President from each region will be elected each year at the Spring Regional Meetings. The term of the office of Regional Vice President shall be for two years beginning at the close of the Annual Meeting of the Association.

Section 3. Terms and manner of selection of appointed officers:

- a. The Executive Secretary shall be appointed by the Executive Board for a period to be determined by the Board.
- c. The Treasurer and Assistant Treasurer shall be appointed by the Executive Board for a one-year term. They shall enter upon their duties at the close of the Annual Meeting.

Section 4. Vacancies: Should a vacancy occur in any office of the Executive Board, the Executive Board shall make an appointment to fill that office for the unexpired term.

ARTICLE IV. DUTIES OF THE ELECTED OFFICERS

Section 1. ***President** - The President shall preside at all meetings of the Executive Committee and Executive Board, and attend all meetings of the association, which includes regional meetings. In addition, the President must complete the expectations for this office listed in the policy manual.*

Section 2. ***Past President** - The Past President shall preside at meetings when the President is absent, and complete the expectations for this office listed in the policy manual..*

Section 3. ***President Elect** - The President Elect shall attend all Executive Committee and Executive Board meetings of the Association, while assisting and consulting with the President on*

duties as determined by the President of the Board. In addition, the President-Elect must complete the expectations for this office listed in the policy manual.

Section 4. ***Regional Vice Presidents-** The Regional Vice Presidents shall represent the Region on the Association Executive Board, coordinate the Program of Activities of the Region, conduct the business meeting at the time of the Regional Meetings and coordinate the plans for the Regional Meetings. Regional Vice Presidents will be appointed by the Executive Board to serve as liaisons of each of the committees listed in Article VIII., Section 1. Appointment of committee chairpersons will be at the discretion of the Regional Vice Presidents. In addition, the Regional Vice President must complete the expectations for this office listed in the policy manual.*

ARTICLE V. DUTIES OF APPOINTED OFFICERS

Section 1. ***Treasurer** - The Treasurer shall receive all monies of the Association and pay out the same upon order of the President. He/she shall report to the Executive Board the receipts and expenditures at each regular meeting of the Board and cause his/her annual report to appear in the Annual Report of the Association along with the proposed budget for the coming year.*

The Treasurer shall maintain a well-organized record of the financial accounts of the Association and submit it for audit at the close of the Association year. The Association year shall be considered to be the same as the membership year. The records shall be audited by a committee appointed by the President, who shall submit a copy of the audit report to be included in the printed Annual Report.

The Treasurer shall be responsible for the collection of dues from the membership and shall remit such payments to the respective organizations and accounts as designated on the annual dues collection form. The Treasurer shall forward/share membership information promptly with the Executive Secretary so that an accurate and up to date membership roster can be maintained by that office.

In addition, the Treasurer must complete the expectations for this office listed in the policy manual.

Section 2. ***Assistant Treasurer** - The Assistant Treasurer shall assist the Treasurer with his/her duties as needed and particularly in the preparation of the proposed budget and at the time of registration at the Annual Meeting. In addition, the Assistant Treasurer must complete the expectations for this office listed in the policy manual.*

Section 3. ***Executive Secretary** - The Executive Secretary shall keep full and accurate records of all business proceedings in meetings of the Executive Committee, Executive Board, and Annual Business Meetings and shall have the minutes of these meetings made available to all members. He/she shall also serve as membership secretary for the Association and report to the Executive Board. He/she shall also perform such duties as the Executive Board may designate. In addition, the Executive Secretary must complete the expectations for this office listed in the policy manual.*

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the following officers:
Elected - President, Past President, President Elect;
Appointed - Treasurer, Assistant Treasurer and Executive Secretary.

- Section 2.** The Executive Committee shall convene at the call of the President and shall transact business for the successful operation of the Association and make recommendations to the Executive Board.

ARTICLE VII. EXECUTIVE BOARD

- Section 1.** The members of the Executive Board shall be the six (6) members of the Executive Committee and the eight (8) Regional Vice Presidents.
- Section 2.** The Executive Board shall convene at the call of the President and shall meet as determined necessary to transact business for the successful operation of the Association.
- Section 3.** Quorum - A majority of the fourteen (14) members of the Executive Board shall constitute a quorum to do Association business.

ARTICLE VIII. COMMITTEES

- Section 1.** The basic committee structure for the Association shall include the following eight committees. The President may appoint subcommittees (suggested subcommittees in italics) as necessary or as recommended by the Executive Committee or Executive Board.
- a. **Member Services**
(Professional Improvement, Recruitment and Retention and Membership)
 - b. **Public Policy**
(Legislative Action Team and Lobbyist)
 - c. **Marketing**
(Public Relations and Commercial Relations)
 - d. **Strategic Planning**
(Mission and Goals) (Visions for PA Ag Ed)
 - e. **Policies and By-laws**
(Constitution and By-laws and Resolutions)
 - f. **Finance**
(Budgeting and Auditing)
 - g. **Professional Growth**
(Nominating, Past Presidents, Retired Ag Educators and Awards)
 - h. **Standing Special**
(Summer Conference, Scholarship Advocacy, and Mentoring)
- Section 2.** *Regional Vice Presidents are appointed to serve as liaisons of each of the committees listed in Section 1 of this Article. Appointment of committee chairpersons will be at the discretion of the Regional Vice Presidents.*
- Section 3.** Each committee will meet at least once during the annual summer conference and at other times under the direction of the Regional Vice President in charge.

ARTICLE IX. ADVISORY BOARD REPRESENTATIVES TO THE PAEE ASSOCIATION BOARD

- Section 1.** The Executive Board shall appoint members of the Association to serve as representatives to the following organizations or successor organizations:
- a. *DVC Department of Education*
 - b. *DVC Agricultural Education Student*
 - c. *Harrisburg Area Community College*
 - d. *Legislative Advisor*

- e. *Legislative Advocates*
- f. *NAAE*
- g. *PA Assoc. for Career & Tech. Ed.*
- h. *PA Association of Environmental Educators*
- i. *PA Department of Agriculture*
- j. *PA Department of Education*
- k. *PA Farm Bureau*
- l. *PA FFA Association*
- m. *PA FFA Foundation*
- n. *PA Young Farmers Association*
- o. *PSEA/VP AE*
- p. *PSU Agriculture Economics, Sociology, and Education*
- q. *PSU Agriculture Economics, Sociology, and Education Student*

ARTICLE X. PAAE MEMBER REPRESENTATIVES TO OTHER ORGANIZATIONS

Section 1. The following organizations, or successor organizations, and groups shall be requested to provide advisory representatives to the Executive Board of the Association:

- a. *Ag Ed Advisory Council to Teacher Ed*
- b. *College of Ag Sciences Alumni*
- c. *Farm Safety & Occupational Health Board*
- d. *Farm Show Foundation Scholarship*
- e. *FFA Activities Week*
- f. *Friends of Agriculture Foundation*
- g. *Harrisburg Area Community College*
- h. *NAAE*
- i. *PA ACTE – ACTE*
- j. *PA Farm Show*
- k. *PA Farm Show Livestock Representative*
- l. *PA FFA Alumni*
- m. *PA FFA Board of Directors*
- n. *PA FFA Foundation*
- o. *PA State Council of Farm Organizations*
- p. *Penn State Agricultural Council*
- q. *PSEA-CTE Relations*
- r. *PYFA Advisory Council*
- s. *State Junior Dairy Show*

ARTICLE XI. PROGRAM OF ACTIVITIES

Section 1. The program of the Association is based upon the Program of Activities with sections as follows:

Member Services, Public Policy, Marketing, Strategic Planning, Policies and By-laws, Finance, Professional Growth & Standing Special

Section 2. Achievement of the goals of the Program of Activities shall be accomplished through membership involvement that is based upon empowering leadership, utilizing gift-orientated involvement, development of a passion for the organization, a productive functional structure, inspiring meetings, healthy regional groups, programs based upon needs and respectful relationships.

- Section 3.** *Chairpersons of the sections of the Program of Activities shall be appointed by the eight Regional Vice Presidents and shall be named at the Annual Business Meeting of the Association.*
- Section 4.** *Chairpersons of the sections of the Program of Activities shall be responsible for the activities of their sections, and/or recommending procedures for implementation to the Executive Board for implementation. They shall also be responsible for receiving recommendations from the Regions, for reviewing the sections and recommending changes and additions as necessary.*
- Section 5.** Program of Activities sections may be changed, added, or deleted from Article XI Section 1 by action of the Executive Board.
- Section 6.** Chairpersons of the sections of the Program of Activities shall prepare a report of accomplishments to be included in the Annual Report.

ARTICLE XII. RULES OF ORDER

- Section 1.** Robert's Rules of Order shall prevail in the conduct of meetings except where otherwise provided for in the Constitution and By-Laws.

This initial revision of this PAAE Constitution and By-laws was the product of an all-day workshop that was conducted on May 8, 1999, at the Greenwood High School Ag Ed Department, Millerstown, PA, and included the following Association Board members:

**C. Lehman Metzler, PAAE President
Merril L. Brofee, PAAE President Elect
Wayne Irish, PAAE North Central Regional Vice President
John F. Deasy, PAAE Eastern Regional Vice President
Gerald W. Reichard, PAAE Executive Secretary**

This workshop draft proposal was then further revised by the Executive Board members of the Association who were present at the May 21, 1999, Executive Board Meeting in Somerset. A further revised form was amended and adopted by the membership of the Association who were present at the July 1999 Summer Institute Association Business Sessions held in Somerset. That draft proposal was adopted by the members who attended the annual meeting held at Delaware Valley College during July of 2003.

This printing represents the proposed changes that were recommended for adoption by the Policy and Bylaws Committee and were adopted by the members present at the annual meeting of the Association at the Summer Ag Ed Conference held at the Central Columbia High School on July 11, 2007.

This edition was presented to the membership for review, revision and approval at the 2009 Summer Institute in Conneaut Lake on July 13 through 16, 2009. Copies of this constitution were presented at the first session and additional revisions were presented at the final session. This document was rewritten following this annual membership meeting to reflect the proposed modifications. Copies were sent electronically to the PAAE Executive Board members so that they could review and proof this entire document on July 26, 2009 before copies are distributed to the membership.

This edition was presented to the membership for review, revision and approval at the 2012 Summer Institute in Grantville, PA on July 9 through 12, 2012. Copies of this constitution were presented at the first session and additional revisions were presented at the final session.

**PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS
CODE OF ETHICS**

The Code of Ethics should include the following relationships:

A. Relationships With Your School

1. Keep busy with the responsibilities of your job.
2. Leave your itinerary with the superintendent or principal, and your spouse when working in the community.
3. Exhibit interest in the overall school programs.
4. Attend teachers' meetings and other school meetings.
5. Express your appreciation to other faculty members when they render assistance.
6. Dress appropriately for each occasion.
7. Be well-groomed; it costs little – only effort.
8. Refrain from overworking joint programs with other teachers.
9. Seek constructive criticism from local school officials as a means of improving your program of work.
10. Conduct the type of program that established you as an educator in agriculture.

B. Relationships With Other Agricultural Education Teachers

1. Express appreciation to other teachers and students for their successes.
2. Be a good listener and learn from the experiences of others.
3. Always contact the vocational instructor at another department when buying projects or visiting agricultural education students' Supervised Agricultural Experience Programs (SAE's).
4. Do not voice criticism of other agricultural education instructors in a way that might be gossip.
5. Consult experienced teachers near you when confronted with major problems.
6. Never apply for a position where an agricultural education teacher is already employed.
7. Be a team player.
8. Give information to a co-worker to the best of your ability when asked.
9. When a new teacher asks questions that seem irrelevant, answer as accurately as possible.
10. Send letters of appreciation to other programs having students who have rendered outstanding service.

11. Invite all agriculture teachers in your area to the FFA banquet and local functions.
12. Attend professional improvement meetings.
13. Remit PAAE, Association for Career and Technical Education of Pennsylvania and NAAE dues promptly.

C. Relations With The Pennsylvania Department of Education and The Pennsylvania State University

1. Be prompt and accurate with all reports; be on time for all appointments within and outside the community.
2. Work on a full-time basis with the exception of vacation or professional improvement time.
3. Do not use alibis when you have failed to follow through on a detail.
4. Contact both the state Department of Education and The Pennsylvania State University regarding transfers or interviews.
5. Notify both groups when you are contacted by the superintendent and/or school board about a possible position in your school system.
6. Never pass the buck to the State Department of Education or The Pennsylvania State University.
7. Stand on your own two feet.
8. If you notice criticism, pass the information on to the person in charge.
9. Be familiar with the state standards for agricultural education.
10. Confide and discuss problems with your vocational director/principal.
11. Be professional in your thoughts and actions.

D. Relationships With The FFA Organization

1. Stay behind the scenes, allowing the FFA members to be in front at banquets, special programs, etc. See that each event is well planned.
2. Never use alcoholic beverages or tobacco products of any kind when you are associated with students.
3. Be honest, sincere and conscientious in your relationships with students, as well as adults.
4. Conduct yourself in a manner that will set a favorable pattern for your students.
5. Stay with FFA members during the night when away at fairs, shows, conventions, and contests: Do not farm them out (all members should have a chaperone).
6. Assist FFA members with personal problems as well as with school affairs.

7. Build reliable young adults, as well as sound agriculture programs.
8. Properly inform FFA members about the FFA Code of Ethics.
9. Remit FFA dues before deadline.
10. Be responsible for your FFA members abiding by all rules when participating in FFA activities and awards programs.

E. Other Relationships

1. Be a recognized agriculture leader in your community.
2. Earn and maintain the respect of students and adults.
3. Be familiar with your community.
4. Be a member of the Chamber of Commerce and a civic club if these organizations are active in your community.
5. Cooperate with other agriculture agencies.
6. Do not minimize the efforts of other agencies.
7. Be discrete regarding your salary and money received from other sources.
8. Proper titles of guests and honored persons should be recognized and used, especially in public affairs.
9. Meet all financial obligations when due and refrain from using credit beyond your ability to meet payments.
10. Be an early riser for the day's activities.
11. Be objective, rather than having a negative attitude.
12. Utilize the professional services of industrial people. Use welding instructors, veterinarians, mechanic and other agriculture professionals in your program.
13. Sponsor programs in the community that will involve more people in agriculture.
14. Send letters of appreciation to individuals, business firms and organizations that sponsor programs for agricultural education students and FFA members.
15. Show appreciation and favorable recognition to elected officials at both state and national levels.
16. Remember that some problems may be resolved with time.

NAAE AGRICULTURAL TEACHER'S CREED

Our Creed is:

I AM AN AGRICULTURAL EDUCATOR BY CHOICE AND NOT
BY CHANCE.

I BELIEVE IN AMERICAN AGRICULTURE; I DEDICATE MY
LIFE TO ITS DEVELOPMENT AND THE ADVANCEMENT OF
ITS PEOPLE.

I WILL STRIVE TO SET BEFORE MY STUDENTS BY MY
DEEDS AND ACTIONS THE HIGHEST STANDARDS OF
CITIZENSHIP FOR THE COMMUNITY, STATE AND NATION.

I WILL ENDEAVOR TO DEVELOP PROFESSIONALLY
THROUGH STUDY, TRAVEL AND EXPLORATION.

I WILL NOT KNOWINGLY WRONG MY FELLOW TEACHERS.
I WILL DEFEND THEM AS FAR AS HONESTLY WILL PERMIT.

I WILL WORK FOR THE ADVANCEMENT OF AGRICULTURAL
EDUCATION AND I WILL DEFEND IT IN MY COMMUNITY,
STATE AND NATION.

I REALIZE THAT I AM A PART OF THE SCHOOL SYSTEM. I
WILL WORK IN HARMONY WITH SCHOOL AUTHORITIES
AND OTHER TEACHERS OF THE SCHOOL.

MY LOVE FOR YOUTH WILL SPUR ME ON TO IMPART
SOMETHING FROM MY LIFE THAT WILL HELP MAKE FOR
EACH OF MY STUDENTS A FULL AND HAPPY FUTURE.

PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

POLICY MANUAL

Policy For Revisions to the PAAE Policies Manual

All new and/or amended policies will be presented at one regular executive board meeting and acted upon at the next regular executive board meeting, requiring a second vote. As acted upon at the January 20, 2012, PAAE Executive Board meeting.

POLICY IN REGARDS TO VENDORS AT SUMMER CONFERENCE

Vendors shall not be allowed to make presentations during the sessions of the annual summer conference unless they provide a major service to PAAE (i.e. sponsor a meal, major activity, or break). Instead, vendors are encouraged to display their products in the trade show.

Expectations For The Executive Board

PRESIDENT (*Yearly Elected Position*)

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Plan and conduct meetings of the PAAE Executive Board.
3. Appoint committees and serve as an ex-officio member.
4. Represent the association and speak on occasion as required.
5. Represent PAAE on the FFA Foundation Board.
6. Coordinate PAAE efforts and check on their progress.
7. Assist with the Annual Agriculture Teachers' Conference, and appoint a planning committee and chairmen.
8. Represent members' concern to the PDE, PDA, and the College of Agricultural Sciences at Delaware Valley College and The Pennsylvania State University.
9. Assist the Executive Secretary with completing appropriate paperwork; including NAAE Professional State Association Award, and documents required by NAAE, ACTE, and other organizations.
10. Represent members at the regional and national NAAE conferences or designate someone to take his or her place.
11. Prepare and submit president's/state report at NAAE Region 6 and the National NAAE conference.
12. Attend all regional teachers' meetings or designate someone to attend in his or her place.
13. Appoint additional delegates for National NAAE conference.
14. Serve a one-year term as president and one-year term as past president.
15. Preside over all PAAE Executive Board meeting, and attend all regular membership meetings.
16. Attend various meetings when requested by members of the Ag. Ed. Family.
17. Prior to the first Executive Board meeting, review the policy manual and provide suggested updates to the board.
18. The President must have the "Memorandum of Understanding" signed prior to the summer conference where election takes place. The submission date will be June 1st.

PRESIDENT-ELECT *(Yearly Elected Position)*

1. Assist the president in the handling of PAAE business.
2. Assist committee work and preside over meetings in the President's absence.
3. Maintain all committee reports of the organization of the previous year.
4. Represent PAAE at functions the president is unable to attend.
5. Represent the PAAE at the regional and national NAAE conferences in absence of the President.
6. Represent PAAE on the FFA Association Board.
7. Coordinate the annual program of work with the Regional Vice Presidents.
8. Serve one-year term as president-elect, one-year term as president and one-year term as past president.
9. Attend all PAAE Executive Board and general membership meetings.
10. Attend various meetings when requested by members of the Ag. Ed. Family.
11. The President-Elect must have the "Memorandum of Understanding" signed prior to the summer conference where election takes place. The submission date will be June 1st.

EXECUTIVE SECRETARY: *(Appointed Position)*

1. Record and compile accurate minutes of all meetings of the PAAE Executive Board and any other PAAE membership meetings that include the 8 annual regional meetings. Submit copies of these minutes to the PAAE Board members and have copies of these minutes available for any PAAE member that requests a copy. Forward an electronic copy to the PAAE web master so that these minutes can be posted appropriately of the PAAE website.
2. Collect and member dues and forms, and forward the documents to NAAE.
3. Maintain copies of the following items either in hard copy or electronically:
 - a. Minutes of all PAAE Meetings.
 - b. Current contact information for all of the PAAE Board Members.
 - c. Electronic copies of the current PAAE & NAAE Constitutions and Bylaws
 - d. (Articles of Incorporation – PAAE is not incorporated).
 - e. Lists of all PAAE committees and committee chairmen.
 - f. Program of Work and Committee Goals as recorded and made available to the executive secretary by all committee chairmen.
 - g. Complete and accurate records of all memberships in both of the Agriculture Education Professional Organizations.
 - h. Collaborate annually with NAAE in developing a combination membership form, demographic form and contact information form which includes a listing of all Ag Ed awards and recognitions that the member has received up to the present time. This effort is being made to update and confirm the accuracy of present records that are on file.
 - i. Compile accurate records of all contributions that members provide for other purposes like, contributions to legislative efforts, sponsorships for college student professional memberships in PAAE, NAAE, ACTE, PA-ACTE and any other professional educational organizations, contributions to the Ag Council, and subscriptions to the Ag Ed Magazine.
 - j. Provide copies of an invoice to school districts that request a copy of this invoice that can be filed with a school purchase order.
 - k. Mail receipts for payments of dues and other contributions to the members upon receipt of these payments that were made with a personal check or with a school district check.
 - l. Mail completed membership cards to the members.
 - m. Forward these memberships to the NAAE membership chairman so that NAAE insurance coverage can be adequately maintained and that these members can maintain an accurate record of continuous memberships for eligibility to all NAAE benefits and services.

- n. Forward invoices for the NAAE dues memberships and for other payments that are made by the member to the PAAE treasurer so that payments can be made to NAAE and others as requested.
- o. Maintain an accurate and complete financial ledger complete with vouchers for income deposits and expense vouchers so that all transactions that are conducted by the association can be accurately documented. One copy of this form shall be forwarded to the PAAE Treasurer and the PAAE Executive Secretary shall retain one copy of the voucher in a notebook.
- p. Copies of invoices shall be made on the back of the check request voucher forms and copies of the payments received by the PAAE Executive Secretary shall be copied on the back of the deposit vouchers.
- q. Forward copies of the NAAE Demographic Information Form to the NAAE Membership Chairman and to the PAAE Treasurer. The PAAE Executive Secretary shall file one additional copy.
- r. Mail letters of requests for information to members who do not comply with the request to provide a completed copy of the NAAE Demographic Forms.
- s. Promptly deposit any association monies that are received into the properly designated PAAE bank account and submit copies of these deposit receipts to the PAAE Treasurer. Prior to each deposit, 2 copies are made of all checks so that the executive secretary can maintain a record of all payments and so that the treasurer can see copies of the checks and payments that are being deposited.
- t. Manage the PAAE Grant that is provided by the Pennsylvania Department of Agriculture to the PAAE to assist in the funding of the PA FFA Executive Manager and for other PA FFA purposes. This includes the following actions: Upon receipt of the notification of the monthly hours of service that the executive manager provides, the executive secretary must create an invoice to be submitted to the Commonwealth of PA. Copies of this invoice are also mailed to 6 other persons for various reasons. Upon receipt of the payment by the executive secretary, the check is deposited into the PAAE account and the PAAE Treasurer creates a check for the PA FFA Association. Copies of this Commonwealth of PA Check are mailed to 3 persons to confirm that a payment has been received and properly processed within the system.
- u. Respond to all email requests that ask questions about the association, request information about their membership status, or supply information for the benefit of the professional associations.
- v. Receive correspondence from the legislative consultant for consideration and that is suggested to be placed on the Ag Ed Listserv.
- w. Prepare and discuss meeting packets for PAAE meetings with the President that include officer rosters, meeting agendas, meeting minutes, treasurer's reports, copies of the current budget, membership rosters, copies of various forms and copies of committee reports that are submitted to the executive secretary. This includes copies of a calendar of activities when this information is made available to the executive secretary
- x. The executive secretary should communicate frequently with the president so that PAAE business information can be shared and so that both officers can share this business information.
- y. It is advisable for the executive secretary to attend NAAE Conferences whenever possible since there are sessions held specifically for persons who provide executive secretarial information.
- z. The PAAE Executive Secretary has maintained most of the office equipment necessary for providing printing and copying services for the association. PAAE did purchase one ink jet copier that was retired and replaced with another ink jet 4-way for use. PAAe has supplied the ink necessary for maintaining this printer.
- aa. The executive secretary has provided copies of the nomination forms for candidates for the various NAAE awards categories, a historical record of previous applicants and the required three-year continuous membership record for NAAE Awards. The Executive Secretary has provided the letters of invitation to apply, provided copies of the applications, received the completed forms, made copies of the applications for PAAE, forward applications to the PAAE president to sign and mailed or made available the applications to NAAE.

- bb. Provide W-9 Tax Forms as requested by vendors who require this form in order to make payments to PAAE.
- 4. Attend all PAAE Board and general membership meetings.
- 5. Assist the conference committee chairperson with the Awards Banquet Program.
- 6. Assist the treasurer with filing all necessary tax forms for the fiscal year.
- 7. Provide monthly ledger reports, with the Treasurer, to the Assistant Treasurer for the compilation of the budget-to-actual comparison reports.
- 8. Highly recommended to travel to at least one NAAE conference (national or regional) per year.

PAST PRESIDENT: *(Serve a one year term)*

- 1. Write congratulatory letters to PAAE winners and administration after summer conference.
- 2. Summarize the conference evaluations ending his/her term as president and report at the first Executive Board meeting following the conference.
- 3. Assist the Executive Secretary and President with completing appropriate paperwork; including NAAE Professional State Association Award, and documents required by NAAE, ACTE, and other organizations.
- 4. Attend PAAE Executive Board meetings.
- 5. Advise and assist the President.
- 6. Serve on committees as needed.
- 7. Co-chair the nominating committee with the regional Vice-President in choosing candidates for President-Elect.
- 8. Attend all PAAE Executive Board meetings, and their respective regional meeting.
- 9. It is highly recommended to travel to at least one NAAE conference (national or regional) per year.

TREASURER: *(Appointed Position)*

- 1. Attend the Executive Board meeting that is addressing the association's proposed budget.
- 2. Keep accurate records of the financial status of the association and provide the auditing committee with the ledger and checkbook for an audit (1) time during the fiscal year.
- 3. Pay debits of the association in a timely manner.
 - a) Send dues check to NAAE
 - b) Send dues to business associations as directed by the PAAE Executive Board.
 - c) Pay other bills as per income.
- 4. Receive conference net income value from conference planning committee.
- 5. Prepare and file all tax forms for the fiscal year.
- 6. At the end of the fiscal year, develop a budget with the Assistant Treasurer for the coming year using input from the Executive Board, the finance committee, and the auditing committee. This proposed budget should be presented at the March Executive Board meeting.
- 7. Keep accurate records of the financial status of the association and provide the auditing committee with the treasurer's ledger and checkbook for an audit one time per year.
- 8. Receive funds for the association from various sources and deposit them in a timely fashion.
- 9. Receive regular reports from the executive secretary of deposits that this officer has made into the bank checking account.
- 10. Pay all debits of the association in a timely fashion
- 11. Assist in providing up-to-date treasurer's reports for PAAE Executive Board and Association Business meetings.
- 12. Work with the Assistant Treasurer and the Executive Secretary in developing a budget or budgets as deemed appropriate by the executive board.

ASSISTANT TREASURER: *(Appointed Position)*

1. Assist the Treasurer in preparing the budget for the March Executive Board Meeting.
2. Work with the Finance Committee at the Summer Conference to review the proposed budget for the following fiscal year.
3. Assist the Treasurer with his/her duties as needed and particularly in the preparation of the proposed budget and during registration for the Annual Meeting/Summer Conference.
4. Create reports of budget-to-actual financials from the ledger reports for each executive board meeting.
5. Oversee the internal audit by the January meeting of the executive board.

Expectations For Committee Chairman

Committee chairman will be appointed by the Executive Board. The committee chairman must keep in contact with their assigned Vice President. Committee members will be appointed at the summer conference during the committee meetings.

MEMBER SERVICES COMMITTEE CHAIR *(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. Attend events that promote PAAE membership.
3. Work with Member Services Committee to create a plan of action to meet the goals of the PAAE.
4. Oversee the continuation of the Mentoring Program of New Teachers and work with the Mentoring Program Chairman.
5. Assist the Mentoring chairman in obtaining the new teacher's list and choosing PAAE mentors.
6. Create a welcome letter to be sent out to PAAE members.
7. Assist the Mentoring Program chairman with developing and maintaining a checklist for mentors and protégés to use throughout the year.
8. Contact any former members who did not renew their PAAE membership.
9. Assist the Executive Secretary with updating the membership and demographic form.
10. Complete and present an Annual Committee Report at May Executive Board meeting.
11. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

PUBLIC POLICY CHAIRMAN *(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. Keep in contact with advocacy chairmen, and inform them of any items that relates to their committee.
3. Work with the legislative consultant in regards to topics affecting agricultural education.
4. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

MARKETING COMMITTEE CHAIR *(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. Create a plan of action to market the organization for the year.
3. Complete and present an Annual Committee Report at May Executive Board meeting.
4. Maintain a file of local newspapers and publications (addresses, contacts) in each local community that is served by an agricultural education department. At the conclusion of the fiscal year, send these publications to the Executive Secretary.

5. Submit articles to appropriate publications in regards to accomplishments with PAAE.
6. Develop a working relationship with statewide publications and organizations.
7. Photograph or obtain photos for news releases and promotions.
8. Maintain the PAAE web page.
9. Maintain an online calendar through the PAAE website.
10. Design and sell PAAE apparel.
11. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.
12. Attend activities that promote the organization.

STRATEGIC PLANNING CHAIRMAN*(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. To complete and review the Annual Program of Activities Document with the public policy committee.
3. To keep the organization focused on the Strategic Plan and keep it updated as needed.
4. Coordinate committee work and serve on committees as needed with the President-Elect.
5. To maintain Policy and Procedures manual, review annually with the President, and suggest changes to the Executive Board.
6. Advise the Executive Board as needed in regards to matters dealing with the strategic plan.
7. Complete and Present an Annual Committee Report at the May Executive Board meeting.
8. Assist the Professional Growth Committee with ACT 48 and Pesticide Education credits for PAAE workshops.
9. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

POLICY AND BYLAWS CHAIRMAN*(Appointed Position)*

1. Attend the required PAAE Executive Board meetings and two regional meetings per year.
2. Serve as an expert on PAAE Policy and Procedures developed by the organization.
3. To review Policy and Procedures manual with strategic planning committee, then review annually with the President and suggest changes to the Executive Board.
4. Serve as an expert on PAAE Policy and Procedure Manual developed by the organization.
5. Present suggested policy changes to the Executive board at the May meeting.
6. Present suggested bylaw changes first to the Executive board prior to presenting the changes at the spring regional meeting. All bylaw changes must be presented to the PAAE Executive board two months prior to voting at the summer conference.
7. Keep in contact with advocacy chairmen, and inform them of any items that relates to their committee.
8. Present with the Vice-President suggested bylaw changes at the first business meeting at the summer conference and vote on the changes at the last business session at the summer conference.
9. Update the Representatives list, and in the case of a vacancy find someone to fill the position.
10. Collect reports from the representatives that can be placed in the packets for the Executive Committee meetings and the Regional meetings
11. Complete and Present an Annual Committee Report at the May Executive Board meeting.
12. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

FINANCE CHAIRMAN *(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. Prepare the proposed budget with the assistant treasurer for review at the March Executive Board meeting.
3. Ensure that the proposed budget is approved at the summer conference.
4. Work with the Assistant Treasurer and Treasurer to develop the audit committee.
5. Assist with auditing of the books at least once per year.
6. Highly recommended to travel to at least one NAAE conference (national or regional) per year.
7. Complete and Present an Annual Committee Report at the May Executive Board meeting.
8. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

PROFESSIONAL GROWTH COMMITTEE CHAIR *(Appointed Position)*

1. Attend the required PAAE Executive Board meeting and two regional meetings per year.
2. Prepare the nomination form for the awards by the fall regional meeting. This document needs to be included in packet.
3. Work with the Executive Secretary to present a list of award nominations for the January board meeting.
4. Complete and Present an Annual Committee Report at the May Executive Board meeting.
5. Update and maintain the PAAE Communities of Practice page.
6. Organize the presenters for the following teacher workshops: Fall Leadership Conference, ACES, and SLLC.
7. Develop a slide show of the current award winners with their biography to be shown at the annual awards banquet.
8. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.
9. Complete the following criteria for the Ideas Unlimited Competition.
 - a. Develop a list of members who will be participating in the Ideas Unlimited Competition prior to the summer conference.
 - b. Make table space available for the entries at the summer conference and identify each entry using a number system for the selection process.
 - c. Create a ballot and provide a ballot box for the selection process.
 - d. Establish a time line for the selection process.
 - e. Tally the ballots at the end of the selection process
 - f. Announce the winner at the last business meeting of the association at the conference
 - g. Assist the winner in acquiring the proper forms that must be submitted in order to be eligible for the competition process at the next regional NAAE conference.
 - h. Emphasize that attendance at this conference is mandatory in order for the winner to continue to participate.
 - i. Assist the winner in acquiring the proper forms that must be submitted in order to be eligible for the competition process at the next regional NAAE conference. The chair should emphasize that attendance at this conference is mandatory in order for the winner to continue to participate and remind the winner that this is the only NAAE Awards program that requires this type of travel, on-site participation, and commitment.

STANDING SPECIAL COMMITTEE CHAIR *(Appointed Position)*

1. Create a three-year plan for Summer Conference ideas.
2. Work with the current summer conference chairman in planning for the summer conference.
3. Work with the Regional Vice President to designate members to serve as conference chairmen.
4. Manage the sunshine committee when members send information about other members in need.
5. Assist the scholarship committee chairman in distributing documents and choosing the scholarship winners.
6. Attend the required PAAE Executive Board meeting and two regional meetings per year.
7. Work with the Vice-President liaison to keep them informed about items regarding the committee that can be brought to the board.

Expectations For Standing Special Committees

ADVOCACY COMMITTEE CHAIRS *(Appointed Position, 2 Chairmen)*

1. Complete and present an Annual Committee Report at summer conference.
2. Represent PAAE at legislative activities of the organization or designate someone to take his or her place.
3. Maintain member communication between our legislative consultant and the members.
4. Develop an annual legislative plan of action.
5. Maintain a relationship with other agricultural organizations and collaborate on legislative matters.
6. Attend the NAAE National Policy Seminar.
7. Work closely with the legislative consultant and inform the Executive Board about legislative items.

CONFERENCE COMMITTEE CHAIR

1. Identify committee members to assist in planning and executing the summer conference.
2. Submit a conference budget of income and expenses to the President, Executive Secretary and Assistant Treasurer by January of the conference year.
3. Develop a plan for acquiring conference sponsorships to fit the budget of the conference.
4. Assist the Executive Secretary in acquiring award sponsors, ordering awards for the banquet, finalizing award recipients and organizing the Past Presidents' Luncheon/Breakfast.
5. Coordinate registration efforts and information with Penn State's Center for Professional Personnel Development, if needed.
6. Coordinate agenda items, meeting times and tour packages with PYFA and develop a registration package for them as well.
7. Provide a comprehensive registration package: full conference, daily attendance, spouse fees, young farmers, children's, etc.
8. Provide detailed financial reports to the Executive Secretary to file appropriate tax reports.
 - a. July 1 - June 30 (Conference Year): Profit and Loss Detail and Balance Sheet
 - b. July 1 (Conference Year) - June 30: Profit and Loss Detail and Balance Sheet
9. Finalize conference agenda and registration information and release to membership no later than March 15th of the conference year.
10. Prepare Certificates of Appreciation for conference sponsors, workshop presenters and tour hosts.
11. Release all conference planning information and reports to the next host committee by September 1st following the conference.

MENTORING PROGRAM CHAIR

1. Develop and update a mentor checklist for both the mentors and protégés.
2. Work with Penn State Center for Personnel Professional Development in obtaining the new teacher's list.
3. Work with the Member Services chair to choose PAAE mentors.
4. Assist the Member Services chairman with developing and maintaining a checklist for mentors and protégés to use throughout the year.
5. Provide presentations to post-secondary agricultural education students to encourage membership.
6. Provide monthly updates/reminders to Mentors and Protégés of upcoming activities and potential mentoring topics for the month.

SCHOLARSHIP COMMITTEE CHAIR

1. Make the annual PAAE scholarship presentation at Pennsylvania FFA Activities Week.
2. Appoint a scholarship committee to choose the scholarship winners.
3. Update the scholarship application, and post on the PAAE website.
4. Manage the money accounts and donations collected for this fund.

PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

ELECTION PROCEDURE

1. The Executive Secretary will send notification to members informing them of positions opened for election at the summer conference.
2. Express interest to regional Vice-President at the regional meeting.
3. Read through Policy and Procedures manual to understand expectations of the office.
4. If running for President or President Elect, complete the Memorandum of Understanding and return to the Executive Secretary by June 1st prior to the summer conference where elections take place.
5. If running for President or President Elect, you must attend the summer conference where elections take place.
6. If running for regional Vice President, the current Vice President will hold elections at the spring regional meeting.
7. All newly elected officers will assume their position at the last business meeting during the summer conference.
8. If a sufficient number of members did not apply, the Past President and regional Vice Presidents will work to fill vacant offices prior to annual summer conference.
9. It is recommended that the President resides in the same region as the summer conference during their term. The exceptions would be as followed:
 - a. The year the conference is held at Penn State
 - b. If no one from the assigned region will fill the open positions

Conference Schedule

2012	South Central Region
2013	Eastern Region
2014	Western Region
2015	South Central
2016	Penn State
2017	Northern
2018	Eastern

**PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS PRESIDENT
MEMORANDUM OF UNDERSTANDING**

Name: _____

Home Address: _____ Phone: _____
_____ Cell: _____

School: _____

School Address: _____ Phone: _____
_____ Email: _____

Expectations for the President

1. *Preside over and conduct meetings according to accepted parliamentary procedure.*
2. *Plan and conduct meetings of the PAAE Executive Board.*
3. *Appoint committees and serve as an ex-officio member.*
4. *Represent the association and speak on occasion as required.*
5. *Represent PAAE on the FFA Foundation Board.*
6. *Coordinate PAAE efforts and check on their progress.*
7. *Assist with the Annual Agriculture Teachers' Conference, and appoint a planning committee and chairmen.*
8. *Represent members' concern to the PDE, PDA, and the College of Agricultural Sciences at Delaware Valley College and The Pennsylvania State University.*
9. *Assist the Executive Secretary with completing appropriate paperwork; including NAAE Professional State Association Award, and documents required by NAAE, ACTE, and other organizations.*
10. *Represent members at the regional and national NAAE conferences or designate someone to take his or her place.*
11. *Prepare and submit president's/state report at NAAE Region 6 and the National NAAE conference.*
12. *Attend all regional teachers' meetings or designate someone to attend in his or her place.*
13. *Appoint additional delegates for National NAAE conference.*
14. *Serve a one-year term as president and one-year term as past president.*
15. *Preside over all PAAE Executive Board meeting, and attend all regular membership meetings.*
16. *Attend various meetings when requested by members of the Ag. Ed. Family.*
17. *Prior to the first Executive Board meeting, review the policy manual and provide suggested updates to the board.*
18. *The President must have the "Memorandum of Understanding" signed prior to the summer conference where election takes place. The submission date will be June 1st.*

Signature of Officer

Date

Signature of Administrator *

Date

Please email or fax by June 1st to the Executive Secretary

Mike Brammer
Executive Secretary
2301 North Cameron Street
Harrisburg, PA 17110

*Signature indicates that the candidate had discussed the duties, responsibilities and time commitments associated with the office with their administrator and that the administrator has given his/her approval.

**PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS PRESIDENT-ELECT
MEMORANDUM OF UNDERSTANDING**

Name: _____

Home Address: _____ Phone: _____

_____ Cell: _____

School: _____

School Address: _____ Phone: _____

_____ Email: _____

Expectations for the President-Elect

1. Assist the president in the handling of PAAE business.
2. Assist committee work and preside over meetings in the President's absence.
3. Maintain all committee reports of the organization of the previous year.
4. Represent PAAE at functions the president is unable to attend.
5. Represent the PAAE at the regional and national NAAE conferences in absence of the President.
6. Represent PAAE on the FFA Association Board.
7. Coordinate the annual program of work with the Regional Vice Presidents.
8. Serve one-year term as president-elect, one-year term as president and one-year term as past president.
9. Attend all PAAE Executive Board and general membership meetings.
10. Attend various meetings when requested by members of the Ag. Ed. Family.
11. The President-Elect must have the "Memorandum of Understanding" signed prior to the summer conference where election takes place. The submission date will be June 1st.

Signature of Officer

Date

Signature of Administrator *

Date

Please email or fax by June 1st to the Executive Secretary

Mike Brammer
Executive Secretary
2301 North Cameron Street
Harrisburg, PA 17110

*Signature indicates that the candidate had discussed the duties, responsibilities and time commitments associated with the office with their administrator and that the administrator has given his/her approval.

OPERATING POLICIES

Regional and National NAAE Conferences

1. If a person receives an award at the regional and national level, it is expected that they attend the conference to receive their award.
2. PAAE will budget money each year to provide to award winners and delegates based on the amount of money they are paying towards the contest. If awards winners do not pay any out of pocket expenses for the conference registration, hotel, and travel expenses, no money will be given.
3. The budget amount will be divided among the eligible participants attending the conference. The way the money is divided will be based on the amount of money the person is paying out of pocket.
4. It is expected that all members receiving money towards the conference from PAAE will submit a report to the Executive Secretary within two weeks after the conference. Failure to do this may result in loss of funds.
5. If a member is chosen to serve as a delegate at the national level, they must attend all business meetings, regional meetings, and committee meetings.

PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS AWARDS PROGRAM

Goal: To recognize members and supporters for their contributions to the improvement of Agricultural Education.

Nomination

Members will be nominated at the fall regional meetings. The Vice President running the meeting will ensure that members are given time to complete award nomination form.

Selection

Vice Presidents will submit nominations form to the Executive Secretary prior to December 1st. The Executive Secretary will compile the list of names submitted from each region. The Executive Board will select award recipients at the January board meeting. The award recipients will be chosen based on the criteria established for the award. The total number of nominations will not be used to determine the award winner for each category. After the board meeting, the Executive Secretary will send a letter to each award recipient congratulating them and informing them of the correct procedures and deadlines.

Guidelines

A person may only be nominated for a state level award once every five years. If they receive the National award, they cannot reapply at the national level. For qualification criteria and descriptions, refer to the awards description page.

Deadlines

May 1 st	Nominees Letter/Applications Mailed
May 1 st	Application Packets Received or Postmarked to Executive Secretary
May 15 th	Applications are mailed to NAAE
July	Award Recipients attend the Awards Banquet

Applications are available on the NAAE Website: www.naae.org

PAAE/NAAE Awards Description Page

Outstanding Agricultural Education Teacher Award

This program distinguishes NAAE members who are at the pinnacle of their profession-those who are conducting the highest quality agricultural education programs. The award recognizes leadership in civic, community, agriculture/agribusiness and professional activities. Outstanding agricultural educators are innovators and catalysts for student success in agricultural education. Individuals may receive the regional award only once; previous regional winners are not eligible to apply.

Outstanding Young Member Award

As a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in the professional activities, the NAAE Outstanding Young Member Award program is sponsored by John Deere as a special project of the National FFA Foundation. NAAE members who have completed at least three but not more than five years of teaching are eligible to apply for this award; members who are currently in their sixth year of teaching are eligible to apply. Individuals may receive the regional award only once; previous regional winners are not eligible to apply.

Outstanding Secondary/Middle School Program Award

A goal of NAAE is to promote outstanding programs in agricultural education and effectively communicate success stories. The Outstanding Middle/Secondary School Ag Ed Program Award promulgates that goal. Agricultural education programs in middle schools and secondary schools are eligible to participate in this recognition program.

Note: If you receive the state award, you will not apply for the national award until the following year.

Outstanding PostSecondary/Adult Program Award

The Outstanding Postsecondary/Adult Ag Ed Program award recognizes exemplary 2-year postsecondary institutions and full time young farmer and adult agricultural education programs. Qualifying young farmer and/or adult ag ed program staff must devote at least 50 percent of their teaching time to this level of instruction. Previous regional winners may reapply for this award every five years if they choose (that is, programs that won the regional award in 2010 may reapply in 2015).

“Teachers Turn The Key”Scholarship Application

Agricultural education is continually faced with a shortage of qualified teachers. Unless those who have been trained enter and remain in the profession for a period of several year, the shortage of qualified teachers will prevail. As a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in the professional activities, NAAE offers the Teachers Turn the Key Scholarship.

Teacher Mentor Award

If you ask agriculture teachers what motivated them to enter and stay in the teaching profession, predominately they will attribute their decision to another agriculture teacher who encouraged them. Many state agricultural education associations have recognized the importance of positive relationships between beginning and experienced teachers by creating formal organizational structures to connect beginning and experienced teachers. This award program will provide additional incentives for experienced teachers to become mentors for beginning teachers, and it will provide beginning teachers a way to say thank you to the experienced teachers who have influenced them.

Ideas Unlimited Award

The Ideas Unlimited contest is designed to give members an opportunity to exchange classroom and other teaching ideas. The idea may be original or borrowed. Each application should specify how the idea was used by the applicant and how the idea could help others in their teaching.

All active NAAE members, except current members of the NAAE board of directors, who are teaching agricultural education are eligible to enter this competition. In addition, each applicant must have been a NAAE member the three previous years or continuously since he/she began teaching. There are no restrictions limiting the number of times an individual can win the regional contest.

Outstanding Cooperation Award

NAAE will recognize organizations, agribusiness companies, and others who have given outstanding support to agricultural education with the Outstanding Cooperation Award. One recipient from each of the six NAAE regions will be recognized with a plaque at the 2011 NAAE Convention.

Outstanding Service Citation Award

NAAE will recognize current and retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with the Outstanding Service Citation.

Lifetime Achievement Award

NAAE will recognize retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with Lifetime Achievement Award. This award was formerly known as the Honorary Life Membership Award. The award program name change occurred in 2002.

Professional State Association Award

NAAE will recognize state associations who have aggressively engaged in certain well-planned activities designed to serve the best interest of the members and the profession.

Appendix

PAAE CHECK REQUEST VOUCHER

Send this request to: Mike Brammer, PAAE Exec. Secretary, 2301 North Cameron Street - Harrisburg, PA 17110

Date: _____ Email: _____

Requested By: _____ Phone: _____

Check Amount: _____ Invoice No. _____

Purpose: _____

Payable To: _____

Mail To: _____

Street: _____

City/State/Zip Code: _____

.....FOR OFFICE USE ONLY.....

Ledger Line Number	COMMITTEE			DOLLARS
Check Request #	NUMBER	NAME	CHECK DESCRIPTION	\$\$\$\$
Date Recorded	1	FINANCE		\$
Check Number	2	MARKETING		\$
By:	3	MEMBER SERVICES		\$
Date Submitted:	4	POLICIES & BYLAWS		\$
Special Notes	5	PROFESSIONAL GROWTH		\$
	6	PUBLIC POLICY		\$
	7	STRATEGIC PLANNING		\$
	8	ADVOCACY		\$
	9	CONFERENCE		\$
	10	MENTORING		\$
	11	SCHOLARSHIP		\$
	12	MISCELLANEOUS		\$

Total For This Check: \$ _____

PAAE DEPOSIT SLIP VOUCHER

SUBMIT TO: Mike Brammer, PAAE Exec. Secretary, 2301 North Cameron Street - Harrisburg, PA 17110

Date: _____ Email: _____
 Received From _____ Phone: () _____
 Amount Payment \$ _____ Check Number: _____ Cash: _____
 Purposes: _____
 Payment By: _____
 Payment For: _____
 Street _____
 City/State/Zip _____

FOR OFFICE USE ONLY

Ledger Line Number	COMMITTEE	Amount
Deposit Slip Number	NUMBER NAME	Item Description Each
Date Recorded BY: _____	1 FINANCE	\$ _____
Bank Deposit Date BY: _____	2 MARKETING	\$ _____
Date Sent To _____	3 MEMBER SERVICES	\$ _____
Treasurer _____	4 POLICIES & BYLAWS	\$ _____
Special Notes (Also see reverse side)	5 PROFESSIONAL GROWTH	\$ _____
	6 PUBLIC POLICY	\$ _____
	7 STRATEGIC PLANNING	\$ _____
	8 ADVOCACY	\$ _____
	9 CONFERENCE	\$ _____
	10 MENTORING	\$ _____
	11 SCHOLARSHIP	\$ _____
	12 MISCELLANEOUS	\$ _____
	Total	\$ _____

NAAE/PAAE Awards Nominees

for

Return this nomination form to your PAAE Regional VP or to the PAAE Executive Secretary ASAP.

PLEASE PRINT NAMES OF NOMINEES

1. Outstanding Young Member Award

Eligibility: 3 continuous years of NAAE membership or continuous since beginning to teach. Must have taught a minimum of 3 years and not more than 5. May be in 6th year when applying.

1. _____

2. Outstanding Teacher Award

Eligibility: 3 continuous years of NAAE membership or continuous since beginning to teach if less than three years.

1. _____

3. Outstanding Secondary/Middle School Program Award

Eligibility: 3 continuous years of NAAE membership or continuous since beginning to teach for all Ag Ed staff members within the school.

1. _____

2. _____

4. Outstanding Postsecondary/Adult Program Award

Eligibility 3 continuous years of NAAE membership or continuous since beginning to teach for all Ag Ed staff members within the school. May include teachers who devote 50% of their time as young farmer instructors

1. _____

5. Teacher Mentor Award

I cannot find a three year minimum membership requirement for this award.

1. _____

6. "Teachers Turn The Key" Scholarship

Must be an NAAE member during the year of attending the conference and have never attended a conference before. Must be in their 2nd, 3rd or 4th year of teaching.

1. _____

7. Ideas Unlimited Award

Must have three years of continuous NAAE memberships .

(Winner determined at the Summer Conference.)

8. Outstanding Service Citation

For current and retired NAAE members. .

1. _____

9. Lifetime Achievement Award

For retired NAAE members

1. _____

10. Outstanding Cooperation Award

For Ag Businesses, companies, individuals, etc.

1. _____

Nominated by: _____ E-mail: _____

