

Pennsylvania Association of Agricultural Educators



BYLAWS

Approved July 13th, 2021

BYLAWS
of the
PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

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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,

1. Providing opportunities for professional development and recognition.
2. Recruiting and retaining agricultural educators through professional, social and recreational programs.
3. To promote agricultural education and the professional aspects of teaching agriculture.
4. Serving as a legislative advocate for agricultural education.
5. Planning for the future of agricultural education by working closely with the postsecondary systems in articulating courses in agriculture and maintaining worthwhile relationships with other professional organizations and agencies.
6. To promote and develop the general welfare of the members of this organization through fellowship.
7. To cooperate with and further support the aims and purposes of the National Association of Agricultural Educators (NAAE).

ARTICLE III. MEMBERSHIP

III.A. Membership - Shall include those engaged in agricultural education in the state of Pennsylvania.

III.A.1. Active Annual Membership - Active Membership shall be defined as persons in Pennsylvania professionally qualified to teach agriculture, or any course related thereto which requires an understanding and knowledge of agriculture in PK-adult or any postsecondary public and/or private institutions or Pennsylvania state staff who are members of affiliated state associations of agricultural educators.

III.A.2. College & University Students/Student Teachers - A student of agricultural education, full-time graduate and undergraduate, at The Pennsylvania State University or at Delaware Valley University or any other approved agricultural education institution, may apply to the PAAE Executive Secretary for complimentary PAAE & NAAE student memberships.

III.A.3. 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 another PAAE membership category.

III.A.4. 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 Committee.

III.A.5. 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 those members who have obtained life membership previously, but new applications for life memberships in PAAE are no longer being accepted.

III.B. Dues - are payable to the Executive Treasurer of the organization. Dues need to be paid by December 31st of the current year to be eligible for awards.

III.B.1. Active Annual Membership - Annual dues for active membership will be \$100. First year teachers will be waived the membership fee.

III.B.2. College/University Students and Student Teachers - Student members are free.

III.B.3. Active Annual Associate and Business Partner Memberships - Dues are \$25.

III.B.4. Active Life Membership Paid in Full - Life memberships are no longer being offered to the membership; however, fully paid life memberships are being honored by the Association.

III.B.5. Membership and Fiscal Year - The membership and fiscal year for the organization will be from July 1 - June 30.

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

III.C.1. NAAE Membership - Dues can be paid in conjunction with members' PAAE membership at the NAAE membership rate on an annual basis.

ARTICLE IV. OFFICERS

IV.A. The Elected Officers - The elected officers are; President, President Elect, Past President and two (2) Regional Vice-presidents from each Pennsylvania FFA region. The appointed officers shall be the executive secretary and executive treasurer.

IV.B. Qualifications - Active members are eligible for elected office. Members are not allowed to hold more than one office concurrently. Appointed officers can be anyone deemed capable by the Executive Board. Officer dues must be paid prior to the start of the current year's meetings.

IV.C. Terms of Office:

IV.C.1. Terms for President, President-Elect, Past-President - The term of office for the president, president-elect, and past-president shall be one-year beginning with election at the annual meeting of the organization with the adjournment of the subsequent annual meeting, or until their successors are elected. The President, President-Elect, and Past-President may only serve one concurrent term in each office. Upon completion of term as past-president, members could run for re-election as president-elect.

IV.C.2. Terms for Regional Vice-Presidents - The term of office for regional vice-presidents shall be two-years beginning with election at the annual meeting of the organization with the adjournment of the subsequent annual meeting, or until their successors are elected. Regional vice-presidents will have staggered terms with a maximum of two regional vice-presidents being elected annually unless a vacancy occurs. Regional Vice-Presidents shall have a limit of two (2) consecutive terms.

IV.C.3. Terms for Appointed Offices:

IV.C.3.A. - The Executive Secretary shall be appointed by the Executive Board for a term of three years. There will be an annual renewal by a committee determined by the Executive Board using the PAAE Appointed Executive Office Evaluation Rubric.

IV.C.3.B. - The Executive Treasurer shall be appointed by the Executive Board for a term of three years. There will be an annual renewal by a committee determined by the Executive Board using the PAAE Appointed Executive Office Evaluation Rubric.

IV. D. Duties of Officers

IV.D.1. Elected Officers:

IV.D.1.A. President - The President shall preside over all meetings of the Executive Board, and attend all committee meetings of the association. In addition, the President must complete the expectations for this office listed in the policy manual.

IV.D.1.B. 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..

IV.D.1.C. President Elect - The President Elect shall attend all Executive Board meetings while assisting and consulting with the President on duties as determined by the President of the Committee. In addition, the President-Elect must complete the expectations for this office listed in the policy manual.

IV.D.1.D. Regional Vice Presidents - The Regional Vice Presidents shall represent the Region on the 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 Committee to serve as liaisons of each of the committees listed in Article VII. In addition, the Regional Vice President must complete the expectations for this office listed in the policy manual.

IV.D.2. Appointed Officers:

IV.D.2.1. Executive Treasurer - The Executive 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 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 Executive 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 fiscal year shall be considered to be the same as the membership year; July 1-June 30.. 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 Executive 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 Executive 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 Executive Treasurer must complete the expectations for this office listed in the policy manual.

The Executive Treasurer may not be allowed to sign his/her own paycheck.

IV.D.2.2. Executive Secretary - The Executive Secretary shall keep full and accurate records of all business proceedings in meetings of the Executive Board, Annual Business Meetings and Regional Meetings. The minutes of these meetings must be made available to all members. He/she shall also serve as membership secretary for the Association and report to the Executive Committee. 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.

IV.E. Nominations and Elections:

IV.E.1. Nominations - The Executive Board shall appoint a nominating committee to be chaired by the past president. Nominations may be made from the floor following the report of the nominating committee at the Annual Meeting of the Association.

IV.E.2. Elections - Elections shall be held at the annual meeting and the regional meetings of the membership via ballot vote. A majority shall elect. In the event there is but one nominee for any office, the vote for that office may be taken by voice vote.

IV.E.3 Consent of Nominee - No name may be placed in nomination without the consent of the nominee to the nominating committee.

IV.F. Removal of Officers - Any officer may be removed by a ballot vote of two-thirds (2/3) of the assembly present and voting; provided however, the vote on removal shall occur at the next regular meeting of the assembly following the meeting at which a motion for removal of an officer is adopted.

IV.G. Vacancies - In the event of a vacancy in any office, the Executive Committee (described in Article VI) shall fill the office by appointment with a majority vote until the next regularly scheduled meeting of the organization at which time the membership shall elect.

ARTICLE V. MEETINGS

V.A. Regional Meetings - Regional meetings shall occur twice per year in each region.

V.B. Annual Meeting - An annual meeting with a business session and program for professional improvement shall be convened in the summer of each fiscal year.

V.C. Special Meetings - Special meetings of the membership may be called by the Executive Board. Notice shall be sent to the members at least 7 days prior to the date of the meeting. Notices must be provided by e-mail and shall include the specific items of business to be conducted at the meeting.

V.D. Quorum - The quorum needed for transaction of business at meetings shall be 15 active members at any session of the annual business meeting or regional meetings.

V.E. Electronic/Telephone Meetings - The Executive Board, Standing Committee, or Special Committees are authorized to meet by telephone or Web conference, or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting. Such participation shall be at the discretion of the president and shall constitute presence at the meeting, thus count towards quorum.

V.F. Action without Meeting - Any Executive Board, Standing Committee, or Special Committee may take action without a meeting if the action is taken by all members of the committee. The action must be evidenced by one or more written consents describing the action taken and signed by each committee member.

V.G. Voting - Voting in elections and amending Bylaws may be by mail-in ballot, voting in person at a time and place designated, or by electronic means, including but not limited to, voting machines, scanned ballots, hand held voting devices, or on a secure website voting program. The Executive Board shall designate the voting method.

ARTICLE VI. EXECUTIVE BOARD

VI.A. Composition - The Executive Board shall consist of the following officers: President, Past President, President Elect, and eight Regional Vice-Presidents. The Executive Secretary and Executive Treasurer shall serve as ex-officio members of the executive committee.

VI.B. Duties - The Executive Board shall be responsible for the management and administration of the association in all respects and for all purposes, and shall have the power to conduct the business of the organization except that which is retained by the membership as provided by these bylaws. This includes management of all paid positions within the organization.

VI.C. Meetings - Executive Board meetings shall occur at least four (4) times per year with the dates and times determined by the President of the association. A majority of the members; six (6) shall constitute a quorum to do Association business.

ARTICLE VII. COMMITTEES

VII.A. The basic committee structure for the Association shall include the following seven standing committees. The President may appoint subcommittees (suggested subcommittees in italics) as necessary or as recommended by the Executive Committee. Regional Vice Presidents are appointed at the first Executive Committee meeting following the annual membership meeting to serve as liaisons of each of the committees listed below. Appointment of committee chairpersons will be at the discretion of the Regional Vice Presidents.

VII.A.1. Member Services

(Professional Improvement, Recruitment and Retention and Membership)

VII.A.2. Advocacy/Public Policy

(Legislative Action Team and Lobbyist)

VII.A.3 - Marketing

(Public Relations and Commercial Relations)

VII.A. 4. Strategic Planning

(Mission and Goals) (Visions for PA Ag Ed)

VII.A.5. Policies and By-laws

(Bylaws, Policy)

VII.A.6. Finance

(Budgeting and Auditing)

VII.A.7. Professional Growth

(Nominating, Past Presidents, Retired Ag Educators and Awards)

VII. B. Special Committees - Special committees shall be appointed by the President, the Executive Board, or the membership as deemed necessary. Committees may incur expense to the organization only if given prior approval by the executive committee. One Regional Vice President will oversee all Special Committees.

VII.C. Meetings - 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.

VII.D. Removal of Committee Members - A committee member may be removed from a committee for three unexcused absences from committee meetings in a single year.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

VIII.A. Robert's Rules of Order Newly Revised shall prevail in the conduct of meetings except where otherwise provided for in the Bylaws.

ARTICLE IX. AMENDMENTS

IX.A. The by-laws 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.

IX.A.1. Said alteration or amendment shall:

IX.A.1.A. Be proposed with the endorsement of the Executive Committee and,

IX.A.1.B. be distributed to the active Association members at least thirty (30) days prior to the annual meeting and,

IX.A.1.C. be presented in the first business session of the annual meeting with action to be taken at a later session.

IX.A.2. 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.