

Pennsylvania Association of Agricultural Educators



POLICY

Approved July 12th, 2023

POLICIES
of the
PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS

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POLICY 1: REVISION TO THE PAAE POLICY 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 2: 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.

Purpose: The purpose of the policy is to streamline the schedule to provide vendor's who contribute a major service, time to address the membership.

POLICY 3: ROLES & RESPONSIBILITIES OF 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 Summer Agriculture Teachers' Conference, and appoint a planning committee and chairperson.
8. Represent members' concern to the PDE, PDA, and the College of Agricultural Sciences at Delaware Valley University 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 IV 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 the NAAE conference.
14. Serve a one-year term as president and one-year term as past president.
15. Preside over all PAAE Executive Board meetings, 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 1.

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 May 1st.

PAST-PRESIDENT

1. Write congratulatory letters to PAAE winners and administration after the 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 Chair of the Professional Growth Committee in choosing candidates for President-Elect.
8. Attend all PAAE Executive Board meetings, and their respective regional meetings.
9. It is highly recommended to travel to at least one NAAE conference (national or regional) per year.

REGIONAL VICE PRESIDENTS

(This is a bi-annually Elected Position)

The Regional Vice Presidents shall represent the Region on the Association Executive Committee

1. Coordinate the Program of Activities of the Region by working cooperatively with members so as to represent and meet their needs.
2. Conduct the business meeting at the time of the Regional Meetings

3. Coordinate the plans for the Regional Meetings
4. Will be appointed by the Executive Board to serve as liaisons of each of the committees listed in Article VII of the Bylaws.
5. Consider nomination for president-elect upon completion of your current term of office.

POLICY 4: COMMITTEE CHAIRS AND LIAISONS

Committee liaisons will be approved by the Executive Board by the first meeting following the summer conference. Each PAAE Committee will have two Regional Vice Presidents serving as liaisons. The two liaisons will be comprised of one senior VP and one junior VP, and they will represent different regions. This will ensure that each committee is led by board representatives from two different regions, in two different terms of service.

The committee chairman will be appointed at the summer conference and must keep in contact with their assigned Vice President corresponding committee liaisons. Committee members will be appointed at the summer conference during the committee meetings. Within each committee, there should be at least one representative from each region, excluding the chair.

ADVOCACY COMMITTEE CHAIR

(Appointed Position)

1. Manage and maintain the online issue submission form
2. Assist in developing and promote the development of local program one-page advocacy flyers.
3. Assist in developing the legislative priorities of the association.
4. Maintain connection and communications with the PA Ag Ed Excellence Commission.
5. Promote and coordinate attendance at the National Policy Seminar.
6. Promote and educate members on local program advocacy.

MEMBER EXPERIENCE COMMITTEE CHAIR

(Appointed Position)

1. Organize and conduct an annual association apparel sale.
2. Coordinate, order and distribute membership gifts.
3. Oversee and conduct at least two wellness challenges.
4. Maintain programs and activities associated with the Sunshine Subcommittee.
5. Promote membership in PAAE and develop materials to increase membership and participation.
6. Coordinate and deliver the weekly newsletter—This Week in PAAE.

PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

(Appointed Position)

1. Maintain and coordinate the Professional Development Scholarship Program.
2. Recommend and coordinate, as needed, statewide Professional Development programs such as XLR8, TTTK, FAST, etc.

3. Promote and coordinate attendance at the Region VI NAAE Conference.
4. Promote and coordinate attendance at the NAAE National Convention.
5. Maintain connection and communications with the PSU Center for Professional Personnel Development.
6. Assist with conducting an annual Needs Survey of the Membership and Ag Ed Professionals in PA.

TEACHER RECRUITMENT, RETENTION, AND RECOGNITION COMMITTEE CHAIR

(Appointed Position)

1. Maintain and promote the online resource repository.
2. Maintain, update and support the professional support expert list.
3. Maintain and coordinate the Pre-Service Student Scholarship Program.
4. Maintain, coordinate and recognize annual member award winners.
5. Support and assist with the STAR Program work to recruit and retain teachers.
6. Oversee and coordinate a monthly Filling the Cup social media campaign.
7. Support new and beginning teachers through professional mentoring programs.

POLICY 5: EXECUTIVE SECRETARY

Appointed Position

This is not an all-inclusive list, but rather a general listing of the expected duties of the position.

1. Record and compile accurate minutes of all meetings of the PAAE Executive Board and any other PAAE membership meetings that include the eight (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. Upload these minutes to the PAAE website.
2. Collect member dues and forms, and forward all monies to the Executive Treasurer.
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 accurate records of all memberships for both PAAE and NAAE.
 - 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. 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.
- m. Forward invoices for the NAAE dues memberships and for other payments that are made by the member to the PAAE executive treasurer so that payments can be made to NAAE and others as requested.
- n. Forward copies of the NAAE Demographic Information Form to the NAAE Membership Chairman and to the PAAE Executive Treasurer. The PAAE Executive Secretary shall file one additional copy.
 - o. 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 Director 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 Director provides, the Executive Secretary must create an invoice to be submitted to the Commonwealth of PA. Copies of this invoice are also mailed to six (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 Executive Treasurer creates a check for the PA FFA Association. Copies of this Commonwealth of PA Check are mailed to three (3) persons to confirm that payment has been received and properly processed within the system.
- p. 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.
- q. Receive correspondence from the legislative consultant for consideration and that is suggested to be placed on the Ag Ed Listserv.
- r. Prepare and discuss meeting packets for PAAE meetings with the President that include officer rosters, meeting agendas, meeting minutes, executive 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
- s. The Executive Secretary should communicate frequently with the President so that PAAE business information can be shared.
- t. It is advisable for the Executive Secretary to attend NAAE Conferences whenever possible since there are sessions held specifically for persons who perform secretarial duties.
- u. The PAAE Executive Secretary will maintain the office equipment necessary for providing printing and copying services for the association. PAAE will purchase equipment and supplies as needed.
- v. The Executive Secretary will provide copies of the nomination forms for candidates for the various NAAE awards categories, keep a historical record of previous applicants and the required three-year continuous membership record for NAAE Awards. The Executive Secretary will provide the applications to the PAAE President to sign and mail or make the applications available to NAAE.
- w. Provide W-9 Tax Forms as requested by vendors who require this form in order to make payments to PAAE.

- x. Attend all PAAE Board and general membership meetings.
- y. Assist the summer conference committee chairperson with the Awards Banquet Program.
- z. Assist the Executive Treasurer with filing all necessary tax forms for the fiscal year.
- aa. Highly recommended to travel to at least one NAAE conference (national or regional) per year.
- bb. Maintain a current MOU for each president and president-elect.

POLICY 6: EXECUTIVE TREASURER

Appointed Position

This is not an all-inclusive list, but rather a general listing of the expected duties of the position.

1. Attend the Executive Board meetings that are addressing the association's proposed budget.
2. Keep accurate records of the financial status of the association and provide the auditing organization committee with the ledger and checkbook for an audit (1) time during the fiscal year.
3. Pay debts 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 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 executive 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 debts of the association in a timely fashion
11. Assist in providing up-to-date executive treasurer's reports for PAAE Executive Board and Association Business meetings.
12. Work with the Executive Secretary in developing a budget or budgets as deemed appropriate by the Executive Board.

POLICY 7: FINANCIAL MANAGEMENT PRACTICES

1. The PAAE Executive Treasurer shall be responsible for managing all financial accounts of PAAE. This includes checking and savings accounts and other financial accounts that may be established as priorities of the organization change (i.e. investments accounts, scholarship accounts, etc.)
2. Two (2) additional PAAE members will be given view-only access to the online accounts. These individuals must be **current, active members** of the organization and do not need to be members of the Executive Board. Preference will be given to individuals who consistently work with the PAAE Finance Committee.

3. The PAAE Executive Treasurer will be responsible for the reimbursement of PAAE members. All reimbursement will be paid via check, only after the PAAE Voucher has been completed and sent to the Executive Treasurer.
4. PAAE personnel (i.e Executive Secretary and Executive Treasurer) will be paid quarterly via check. The PAAE Executive Treasurer may not sign his/her own check. He/she must coordinate with one of the individuals with view-only access to the accounts to obtain their signature on the check.
5. The PAAE Executive Treasurer will mail out required tax forms in January of each year to PAAE personnel (i.e. 1099 forms).
6. The Executive Treasurer will work closely with the accounting firm for PAAE to file taxes for each calendar year in accordance with current tax laws and in a timely manner.
7. The Executive Treasurer shall present a budget to the Executive Board each year at the March meeting for discussion and review. Final approval of the budget will take place at the May meeting of the Executive Board.
8. The Executive Treasurer shall work with the finance committee during the annual summer conference to begin developing a budget for the next fiscal year. The current fiscal year budget will be reviewed and any possible changes can be discussed and completed

POLICY 8: PERSONNEL/HUMAN RESOURCE MANAGEMENT PRACTICES

1. PAAE EQUAL OPPORTUNITY STATEMENT

- a. The PAAE is an equal opportunity employer/Association. It is the policy of the PAAE to provide equal opportunity to all employees/members and applicants regardless of their race, color, sex, sexual orientation, religion, age, national origin, political affiliation, disabling condition, or service in the uniformed services, in accordance with applicable law. The PAAE's commitment to the principles of equal employment/membership opportunity includes a strong policy against discrimination based upon any of these factors. The PAAE's policy against discrimination based upon sex includes an absolute prohibition of sexual harassment. The PAAE's equal opportunity policy applies to all terms and conditions of employment/membership, including, but not limited to, recruiting, hiring, placement, promotion, termination, training and work assignments, leaves of absence and compensation. It must be clearly understood by all employees/members and applicants that any violation of this policy will not be tolerated.

2. PAAE NON-DISCRIMINATION CLAUSE

- a. The PAAE is committed to equal access to programs, facilities, membership and employment for all certified Pennsylvania Agricultural Educators. It is the policy of the PAAE to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, military service, veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes

the realization of PAAE's professional and educational mission, and will not be tolerated.

3. PAAE SEXUAL HARASSMENT STATEMENT

- a. Each individual has the right to be free from harassment because of age, race, religion, national origin, disability, sex or other protected status. Sexual harassment may include: requests for sexual favors; unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances, including suggestive comments; unwelcome sexual innuendos or sexually oriented "kidding" or "teasing"; and an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.
- b. Reporting and due process procedures
 - i. If there is a report of any sexual harassment there will be an investigation into the matter, and if the allegation is sustained, the responsible person will be disciplined. Discipline can include counseling, suspension without pay, and termination. If investigation reveals that the harassment continues despite prior discipline, the responsible individual may be terminated immediately. Retaliation against an employee/member who has made or assisted in a complaint of harassment is strictly prohibited and provides separate grounds for discipline, up to and including termination.

4. PAAE DISABILITY STATEMENT

- a. PAAE will treat qualified individuals equally without regard to their disability in all employment practices including the recruitment, hiring, advancement, demotion or transfer, layoff or termination, rate of pay or other forms of compensation and benefits, and selection for training, as required by law. PAAE will attempt reasonably to accommodate disabled employees/members to permit them to perform the essential functions needed in a safe and efficient manner. PAAE will afford reasonable accommodation to qualified employees/members with a known disability provided that the accommodation does not cause undue hardship to the organization, or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others. Employees/members with disabilities desiring a reasonable accommodation for their disability must inform the President of the disability and may suggest, on a confidential basis, how the PAAE may reasonably accommodate them.

5. PAAE EXECUTIVE OFFICE SELECTION PROCESS

- a. Vacancies for Executive Secretary and Executive Treasurer will be posted on the PAAE Website and through the Pennsylvania Agricultural Education Listserv and made public with duties and responsibilities.
- b. Interested candidates should submit a letter of interest and resume by the designated deadline and to the designated person.
- c. All interested applicants will be interviewed by a selection committee appointed by the Executive Board. The committee will use the PAAE Appointed Executive

Office Interviewing Rubric to determine which applicant to select to fill the vacancy.

POLICY 9: FUNDRAISING

1. PAAE as a 501(c)6 cannot and should not solicit contributions (monies which would be deductible by the donor for charitable purposes).
2. When soliciting monies, PAAE should communicate clearly that any contributions or gifts to this organization are not deductible as charitable contributions for federal income tax purposes.
3. Recall that a 501(c)6 is a business league and it is exempt as the entity exists to further promote the common business interest of its membership; and, it does so without a profit motive.
4. PAAE exists to improve the conditions of agricultural educators. Receipt of sponsorships, membership dues and related funds (grants, etc.) for carrying out this specific purpose are wholly allowable.
5. A 501(c)6 has a different freedom in that its activities need only further its exempt purpose to promote the improvement of the respective business conditions.

POLICY 10: ELECTION PROCEDURE

1. The Executive Secretary will send notification to members informing them of positions open for election.
2. Candidates interested in the regional Vice-President positions should show interest at the regional meeting.
3. Read through the 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 positions 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 the annual summer conference.
9. It is recommended that the President resides in the same region as the summer conference during their term.
 - a. If no one from the assigned region will fill the open positions:

2021	Northern
2022	Eastern
2023	South Central

2024	Western
2025	Northern
2026	Eastern
2027	South Central
2028	Western

POLICY 11: DIGITAL PARTICIPATION

1. Digital meetings can take place for various reasons when it is not ideal or possible to get together in person.
2. A meeting notice will be sent via email or other appropriate means by the Executive Secretary with an adequate description of how to participate in the meeting no less than one month prior to the meeting.
3. The meeting may take place via Zoom, Google Meet or another appropriate platform.
4. When an in-person meeting is scheduled to take place, the Board reserves the right to decide whether or not digital participation will be allowed.
5. Regular rules, guidelines and/or procedures outlined in the By-Laws will be followed with the following changes/confirmations:
 - a. Members may vote on organization matters when a quorum (defined in the By-Laws Article V.D) is present digitally.