**Agricultural Education Division Operating Policies**

**Procedures and Policy Manual for the Organization and Operation of the ACTE Agricultural Education Division**
Revised September 17, 2019

The purpose of this Procedures and Policy Manual is to inform members of the organizational structure and operating procedures for the ACTE Agricultural Education Division. It serves as a refresher manual for Policy Committee members on how the division operates. In addition, it provides a record of those policy and procedure changes made on a yearly basis. These procedures supplement the policies of the ACTE and its Board of Directors.

Scott Stone
Vice-President
ACTE Agricultural Education Division
July 2018 – June 2021

**ORGANIZATION AND OPERATION OF THE AGRICULTURAL EDUCATION DIVISION**

1. **General Purposes**

The general purposes of the Agricultural Education Division of the Association for Career and Technical Education (ACTE) are:

1. To develop high professional attitudes and standards among teachers, teacher educators, supervisors, and administrators concerned with agricultural education.
2. To offer services to members of the Agricultural Education Division that will provide, maintain, extend and expand quality programs to prepare and to improve individuals for essential occupations in the total agricultural industry.
3. To provide for better understanding of the program of agricultural education.
4. To act as a clearinghouse for the dissemination of new ideas, research, and other items that will aid program development.
5. To keep members of the Agricultural Education Division informed as to plans and policies of the Association for Career and Technical Education and their implications for career and technical education.
6. To promote professional relationships with other agencies, organizations, and institutions concerned with agriculture and agricultural education.
7. **ACTE Board Composition and Operation**
8. The ACTE Board of Directors consists of 19 members including vice presidents for Administration, Agricultural Education, Business Education, Engineering and Technology Education, Family and Consumer Sciences Education, Guidance and Career Development, Health Science Education, Marketing Education, New and Related Services, Postsecondary, Adult and Career Education, and Trade and Industrial Education, plus five regional vice presidents, president, president-elect and past president of ACTE
9. The Executive Committee of the ACTE Board is comprised of the president, president-elect, past president, a regional representative, a divisional representative and a finance chair.
10. Each division and region shall have a policy committee to plan and implement a strategic plan for the division/region and assist in the implementation of the ACTE Strategic Plan. (The National Council for Agricultural Education will serve as the policy committee for the Ag Ed Division.)
11. **Agricultural Education Division Organization**
12. The Agricultural Education Division consists of the three affiliates:
	1. the National Association of Agricultural Educators (NAAE),
	2. the National Association of Supervisors of Agricultural Education (NASAE) and,
	3. the American Association for Agricultural Education (AAAE).

Members of the affiliates are encouraged to be members of the ACTE Agricultural Education Division.

1. Other membership organizations may affiliate as membership interest indicates, according to the policies of the ACTE Board of Directors.
2. Each organization shall elect its own officers and develop its own Program of Activities.
3. The affiliated organizations of the Division are only affiliated with ACTE through the Agricultural Education Division. They are not affiliates of the ACTE.
4. Members of ACTE who are professionally engaged in or interested in agricultural education shall be considered members of the Agricultural Education Division.
5. **Agricultural Education Division Policy Committee**
6. The National Council for Agricultural Education (NCAE) and the ACTE Agricultural Education Division Policy Committee are a unified body and serve as the leadership group for the Agricultural Education Profession. The major roles of this group are:
	1. to provide national leadership for the Agricultural Education profession;
	2. to assist ACTE achieve its goals as identified in the annual strategic plan;
	3. to provide a mechanism whereby the three affiliates of the Division (NAAE, AAAE, NASAE) can communicate with ACTE;
	4. identify priority issues of the profession; and;
	5. to develop and implement plans to resolve the issues.

2. The membership on the ACTE Agricultural Education Division Policy Committee/NCAE is comprised of the:

1. National FFA Advisor & Board Chair who shall serve as ex-officio member, without vote.
2. National FFA Executive Secretary who shall serve as ex-officio member, without vote.
3. The Executive Director of NAAE, who will serve as an ex-officio member, without vote.
4. The CEO of National FFA, who will serve as an ex-officio member, without vote.
5. The President of the National FFA Foundation, who will serve as an ex-officio member, without vote.
6. The Immediate Past President of The Council irrespective of organizational affiliation.
7. The Vice President of the Agricultural Education Division of the Association for Career and Technical Education, or the person holding the equivalent successor office of the Association for Career Technical Education (ACTE) or a successor organization (also referred to as Ag Ed Division Vice President).
8. A representative of the American Association for Agricultural Education (AAAE).
9. A representative of the National Association of Supervisors of Agricultural Education (NASAE).
10. A representative of the National Association of Agricultural Educators (NAAE).
11. A representative of production agriculture recommended by the National Young Farmer Educational Association (NYFEA).
12. An adult representing secondary students in agriculture recommended by the National FFA Board of Directors.
13. An adult representing postsecondary students in agriculture recommended by the National Postsecondary Agricultural Student Organization (PAS).
14. An Alumni representative recommended by the National FFA Alumni and Supporters.
15. An adult level instructor recommended by the National Farm & Ranch Business Management Education Association (NFRBMEA).
16. A two-year postsecondary level instructor recommended by the Vice President of the ACTE Agricultural Education Division.
17. An agricultural industry representative recommended by the National FFA Foundation Sponsors’ Board.
18. A representative recommended by the Association of Public and Land-grant Universities (APLU).
19. Representatives as deemed appropriate.
20. **Agricultural Education Division Budget**
21. The Division shall prepare annually a Budget identifying the financial resources available from the ACTE and other sources. The budget and shall be approved by the ACTE Agricultural Education Division Policy Committee/NCAE and submitted to the ACTE Executive Director.
22. The Division must submit a Budget to ACTE by May 1 annually for the next fiscal year.
23. The resources to fund the activities of the Division come primarily from membership. The formula (per Board Policy Manual) for determining division budgets, for divisions with 750 members or more, is $1.75 times the average number of members (excluding students) at the close of each of the three fiscal years preceding the date of approval of the budget, with a minimum amount of $3,600 provided to each Division for the total budget.

Expenditure of funds shall be approved by the Division Vice President, in accordance with policies and procedures designated by the ACTE Board of Directors. Any expenditure over $500.00 requires the approval of two policy committee members.

1. Travel expenses for the Division Vice President, will be authorized and paid from the Division's Budget provided from ACTE Agricultural Education Division funds
2. **Agricultural Education Division Committees**
3. Committees may be established in accordance with the needs to carry out the purposes of the Division.
4. Agricultural Education Division committees are under the direct authorization of the ACTE Agricultural Education Division Vice President.
5. Ad hoc committees can be appointed and terminated at the discretion of the ACTE Agricultural Education Division Vice President.
6. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE by-laws or policies establishing such committees.
7. Division appointments to ACTE standing committees are made by the ACTE Agricultural Education Division Vice President as recommendations to the ACTE Board of Directors.
8. **Member Input**
9. The ACTE Agricultural Education Division receives input from the three affiliates. The member input process provides the means to communicate directly to other agencies and organizations those issues, concerns, suggestions and recommendations which the Division desires to address. Through this process, the Division, its affiliates, and members, have the vehicle to affect policy of other organizations and the ACTE.
10. Once ACTE receives input from the ACTE Agricultural Education Division, this input is handled in one of two ways:
	1. If it affects ACTE policy, it is assigned to the appropriate ACTE Board subcommittee for consideration and recommendation. Following the subcommittee meeting, each item is discussed with the entire Board and action taken.
	2. For those items which do not affect ACTE policy and are of an informational nature, they likewise are assigned to the appropriate Board subcommittee for information. No official Board action is taken with these items.
11. **Division Vice President**
12. Duties: The Vice President of the ACTE Agricultural Education Division shall represent the Division on the Board of Directors of the ACTE in accordance with the ACTE by-laws.
13. Term of Office: The Vice President of the Agricultural Education Division shall serve a term of three years. When the office of Division Vice President falls vacant prior to the scheduled election, the ACTE Board of Directors shall fill said office in accordance with the Policies of the ACTE.
14. Qualifications: All members of the ACTE Agricultural Education Division are eligible for nomination. It is further recommended that nominees have the following qualifications:
	1. Major responsibility shall be in the field of agricultural education.
	2. Sustained membership in the ACTE.
	3. A large percentage of those involved in agricultural education in that nominee's state should be members of ACTE.
	4. An understanding of career and technical education and a willingness to promote the ACTE and its entire program.
	5. Authorization to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities the office of Division Vice President.
	6. Served on the ACTE Agricultural Education Division Policy Committee or on one or more ACTE committees, have had a good attendance record at annual meetings of the ACTE and have participated in the programs of the Division.
15. Process of Nomination: When the Division becomes eligible to elect a new Vice President, the current Vice President will inform the presidents of each of the affiliated organizations to submit nominations. Nominations may be made by either the affiliated organizations or by an individual member of the division. Such nominations should be made through the current Division Vice President and the chair of the Division's Nominating Committee. The Division's affiliated organizations, through their publications, should notify members that nominations are being received.
16. The following rotation was established and has been continued for the office of Division Vice President:
	1. University Agricultural Educator (AAAE)
	2. Supervisor (NASAE)
	3. Teacher (NAAE)
17. The Division Vice President will appoint a nominating committee of three persons from the affiliated organization whose turn it is in the rotation to nominate candidates for Ag Ed Vice President. No member of the nominating committee shall be a candidate for office. The committee will review all nominations and interview each candidate. The nominating committee shall recommend at least two nominees to the ACTE in accordance with their policies. Additional nominations may be made from the floor at this business meeting by any member of the Division, as long as the member has completed the application process and has been interviewed and deemed qualified. Should the person(s) nominated from the floor receive a majority vote of the members present and voting, their name(s) shall be included on the ballot with the candidates recommended by the nominating committee. The Division Vice President shall inform the ACTE Board of the Division's nominees for inclusion on the ballot to be sent to all members of the Division.
	1. **Recording Secretary**

The Recording Secretary will be appointed by the Chairman of the NCAE. The Recording Secretary shall maintain accurate minutes of Policy Committee and Agricultural Education Division meetings. The minutes will be distributed to Policy Committee members within 30 days after meetings. The secretary shall distribute proposed amendments to the Operating Policies to the membership as described in Section XIII of this document. A summary report of the Division activities is to be prepared and distributed to the division members at the annual business meeting. The individual shall also prepare correspondence for the Division as assigned by the Division President and Policy Committee.

**X. Reporting of Divisional Activities**

It shall be the responsibility of the Division Vice President to submit reports/minutes of the Policy Committee meetings and other activities within the Division on a continuing basis to the office of the Executive Director of the Association for Career and Technical Education.

**XI. Agricultural Education Magazine**

The Agricultural Education Division of the Association for Career and Technical Education recognizes The Agricultural Education Magazine as the professional journal for agricultural education.

**XII. Meetings**

During the ACTE Convention, the Division will hold at least one officially announced business meeting. Members of the Division present at the officially announced business meeting shall constitute a quorum.

**XIII. Revisions**

These policies may be amended by submitting the proposed revision in writing to the Division President at least 60 days before the annual meeting. The Division President shall notify all members of the profession of the proposed changes at least 15 days before the annual meeting. Proposed revisions which receive a majority vote of the members present and voting at the annual meeting of the Division shall be submitted to the ACTE Board of Directors for approval as the official policies of the Divisions.

**XIV**. **General ACTE Policy**

Any statements or policies included in the Operating Policies which are in conflict with the Articles of Incorporation, By-laws or Operating Policies of the Association for Career and Technical Education shall be declared null and void.

* + - 1. **Distribution of Policy**

**Current Ag Ed Divisional operating policies will be made available on the ACTE and NCAE websites.**

**Revised – Fall 2019**