

**CONSTITUTION
OF
KANSAS ASSOCIATION OF AGRICULTURAL EDUCATORS**

ARTICLE I. Name and Affiliations

Section A. This organization shall be known as the Kansas Association of Agricultural Educators, a non-profit organization. Here forward recognized as KAAE or the Association.

Section B. The Association shall be affiliated with the Association of Career and Technical Education (ACTE), the Kansas Association of Career and Technical Education (K-ACTE) and the National Association of Agricultural Educators (NAAE).

ARTICLE II. Purposes

Section A. The purpose of this Association shall be to promote and improve the teaching of agriculture in secondary schools and where courses in technical agriculture or college degree constitute the principal function.

Section B. To maintain and improve professional standards of teachers of agricultural education.

Section C. To maintain and develop opportunities for agriculture teachers to discuss all problems affecting agriculture on the state and national level.

Section D. To develop and maintain proper relationships with other organizations and agencies having compatible objectives.

Section E. To maintain and develop social fellowship within the teaching profession.

Section F. To sponsor, promote and guide strong, functioning programs of the National FFA Organization.

ARTICLE III. Membership

Section A. Any person engaged in the teaching or the supervision of agricultural education in any public school (unified school districts, area technical schools, community colleges); any member of the agricultural staff of the State Department of Education; and any member of the agricultural education teacher training staff at Kansas State University (KSU) may become a member by subscribing to this constitution and paying the annual dues.

Section B. Active Membership -- All members who pay annual dues and are actively engaged in teaching or supervising agricultural education programs in any public school. All persons who commence teaching agricultural education in Kansas after the close of membership enrollment in the Association shall be considered members in good standing until enrollment is opened the following year.

Section C. Associate Members -- Those who have retired from active teaching, state supervisors, teacher trainers and others subject to the approval of the Executive Committee. Active members who leave teaching during the year shall be transferred to associate membership on the date such leaving.

Section D. Honorary Membership -- Those people who contribute to the furtherance of agricultural education.

Section E. The privilege of voting shall be restricted to active and associate members.

ARTICLE IV. Officers

Section A. The officers of this Association shall be a president, president elect, and district vice presidents representing each corresponding Kansas FFA districts (here forward recognized as district vice presidents) and post-secondary institutions. All officers shall be dues-paid members of the Association.

Section B. The Executive Committee shall consist of the officers of the Association, the immediate past president of the Association, the district vice presidents and the post-secondary vice president, one member of the KSU agricultural education staff, the state FFA executive secretary, a representative of the K-State Agricultural Education Club, FFA Foundation Director, KSDE Agricultural Education Program Consultant - Kansas FFA Advisor. The KAAE Executive Secretary, KAAE Executive Treasurer, Membership Director, Inservice Coordinator will act as non-voting ex officio members of the Executive Committee.

1. The Executive Secretary, Executive Treasurer, Membership Director, In-Service Coordinator shall be hired by the Executive Committee.

Section C. Each district shall elect a secretary-treasurer and may elect other officers as deemed necessary.

ARTICLE V. Elections

Section A. The nominating Committee shall present a slate of one or more candidates for president elect to be voted upon at the annual meeting. An officer shall have the opportunity to move from president elect to president.

1. To be eligible for election to the office of president or president-elect in the Association, a member must have five years of active membership and teaching

experience, must be under contract to teach agriculture the ensuing years of office –as a full time teacher, and provide an Memorandum Of Understanding signed by a district administrator approving the position. They shall have held or be holding the office of KAAE vice president, or be found qualified by the Nominating Committee.

2. The president-elect will be the candidate for president as long as the above criteria for office is met.
3. KAAE District vice presidents and district secretary -treasurers shall be elected prior to annual business meeting of KAAE.

Section B. The Nominating Committee shall consist of the KAAE vice presidents or members chosen to serve in the absence of a vice president. The substitute member shall be from the same FFA district as the vice president for whom he/she is substituting.

No person who is a candidate may sit as a member of the Nominating Committee while it is conducting interviews or making recommendations for that office as provide by Article V, Section A.

1. A vice president may appoint a member to serve on the Nominating Committee in their absence. Should they make that appointment, the committee may elect a substitute member.
2. The Nominating Committee shall elect a chairperson and a secretary from its membership.
3. The Nomination Committee shall provide ballots containing the nominees as presented by the Nominating Committee.
4. District vice presidents or those serving on the nominating committee should inform qualified members in their districts about the President Elect position and encourage them to run. (Preferably at the district's fall area meeting.)
5. All nominations for President Elect shall be finalized 30 days prior to the annual meeting. There will be no allowances for nominations from the floor during the annual meeting. Only nominees approved by the nominating committee will be included in the voting process.

ARTICLE VI. Meetings

Section A. The annual meeting shall be held in connection with the KAAE Ag Ed Symposium. Such other meetings as may be

necessary shall be arranged by the Executive Committee.

Section B. The time and place of the annual meeting shall be determined by the Executive Committee and the members shall be notified as soon as possible after the Executive Committee selects a date and location.

1. Ag Ed Symposium will be on a rotation of west, central and east, beginning in 2016 in the west.

ARTICLE VII Dues

Section A. The annual dues shall be part of a package plan and payable to the secretary-treasurer or KAAE vice presidents who received dues to the Executive Treasurer of the Association.

ARTICLE VIII. Procedure

Section A. The business of the Association shall be conducted in accordance with accepted rules of parliamentary procedure. One-third of the members shall constitute a quorum.

Article IX. Amendments

Section A. This constitution and all bylaws may be amended by a two-thirds vote of members present and voting at the annual meeting. Proposed amendments must be submitted in writing to the Executive Committee not later than thirty days before the annual meeting adjourns and presented to the membership at least one day before the annual meeting adjourns.

ARTICLE X. Constitution Revisions

This constitution shall be examined for revision each five years or sooner if deemed necessary. (2019)

The Past President's committee shall be the group responsible for examining the constitution and making recommendations.

BYLAWS

ARTICLE I. Membership Recognition

Section A. Service recognition's shall be made by the Association to members as they complete 10, 15, 20, 25, 30, 35 and 40 years of service to the furtherance or teaching of agriculture, provided they have paid dues to the Association for the required number of years and have satisfactory records in the profession. Consideration shall be given for military training, provided the candidate was a member in good standing just prior to entering the military service.

ARTICLE II. Duties of Officers

Section A. The President shall:

1. Call all regular and special meetings of the Association, the Executive Committee and preside over the same.

2. Set the agenda for all meetings.
3. Call the meetings when necessary.
4. Be an official delegate to NAAE, K-ACTE, ACTE and Region II.
5. Be a member of the FFA Executive Committee.
6. Be a member of the Ag Ed Advisory Committee.
7. Be a member of the K-ACTE Board of Directors.
8. File a state president report for NAAE and Region II.
9. Appoint regular and special committees in KAAE and K-ACTE.
10. Forward NAAE award applications to ACTE.
11. Have exchange of ideas taken to Region II.
12. See that the Executive Treasurer is properly bonded.
13. Have a signed Memorandum of Understanding, MOU, on file.

Section B. The President-Elect shall:

1. Assume the duties of the president as the need arises.
2. Attend all KAAE executive meetings.
3. Be a member of the FFA Executive Committee.
4. Be a member of the K-ACTE Board of Directors.
5. Be a delegate to the NAAE, K-ACTE, ACTE and Region II.
6. Coordinate committee work and communicate reminders of upcoming action items to committee chairs and district vice presidents.
7. Sign a Memorandum of Understanding, MOU upon being elected.

Section C. The past President shall:

1. Be a member of the FFA Alumni Executive Committee.
2. Co-chair the Legislative Committee.
3. Serve as photographer and be in charge of the news releases for award winners at summer conference.

Section D. The Executive Secretary shall:

1. Keep complete and accurate records of the minutes of the annual meetings, executive meetings and special meetings.
2. Make out all reports, including NAAE reports, with the assistance of the President and any other members of the executive committee he/she deems necessary.
3. Keep an accurate record of committee reports.
4. Serve as a liaison for information from NAAE to KAAE.

5. Attend annual conference, if possible, Region II and NAAE meetings.
6. Perform such additional duties as the Executive Committee may direct.
7. Be subject to an annual performance evaluation.
8. Coordinate Ag Ed Symposium registration.
9. Coordinate the 25-50 membership insurance plan with the Executive Treasurer.
10. Communicate with membership about award opportunities, applications and other information.

Section E. Executive Treasurer

1. Coordinate payment of NAAE Membership
2. Coordinate the 25-50 membership insurance plan with the Executive Secretary.
3. Maintain a checking and investment account.
4. Make an accurate accounting of all sums received.
5. Present a financial reports at Executive and Annual meetings.
6. Prepare and present annual budget.
7. Prepare and present the annual audit report.
8. Perform such additional duties as the Executive Committee may direct.
9. Be subject to an annual performance evaluation.

Section G. The Executive Committee shall:

1. Administer and determine policies for the organization.
2. Fill any vacancies accruing in the offices of the Association in the interim between any two annual meetings of the Association.
3. Plan and coordinate long-term planning for the Association.
4. Make the agenda for all business meetings.
5. Appoint all of the standing committees, usually only paid-up members.
6. Approve all "special purposes" collections during the conference.
7. Select delegates to NAAE Convention using the following order of preference: President, President-Elect, Executive Secretary, Executive Treasurer, District Vice Presidents, Past Presidents, membership.
8. Insist that all district officers and committee members are official KAAE members.
9. Authorize purchase of all supplies handled by the Association as a service to its membership and payment of all accounts against it.

Section H. The officers shall be installed at the closing session of the annual meeting at which they are elected and shall assume the duties of their respective office at that time.

ARTICLE III. Finances

Section A. The Executive Committee shall be responsible for authorizing all expenditures of the Association and should adhere to the annual budget as much as possible.

Section B. The Budget and Finance Committee shall be responsible for preparing the annual budget and recommending financial resources for the following fiscal year.

Section C. A bond purchased at the expense of the Association shall protect the officers of the Association.

ARTICLE IV. Dues

Section A. The amount of the annual dues shall be determined at the summer conference Executive Meeting. Associate members shall pay only current KAAE dues.

Section B. The amount of the annual dues will be a part of the package plan and will include the following in one lump sum: National Association of Agricultural Educators, Kansas Association of Agricultural Educators, Kansas Association of Career and Technical Education, Association of Career and Technical Education dues.

ARTICLE V. KAAE District Vice Presidents

Section A. One district vice president from each secondary KAAE district and the statewide post-secondary KAAE shall be elected and shall serve for a period of two years providing he/she resides in the district during the time of service. Each district should elect a secretary-treasurer to serve a term of two years.

Section B. The district vice president shall be a member of KAAE Executive Committee and shall represent the district at all executive meetings. Vice presidents have the privilege to designate a member from their district to represent the district on occasions where the elected vice president finds it impossible to attend.

Section C. The individual(s) nominated for vice president must have taught for three (3) years in their school district before being elected.

Section D. The duties of the district vice president shall be:

1. Turn in District Dates to the Executive FFA Secretary by May 1st if possible.
2. Identify potential judges for State Stars, state proficiency award selection and National Chapter award.
3. Responsible for keeping District Rules in place.
4. Be responsible for posting CDE results ASAP after the event.

5. Preside over all District Meetings at Ag Ed Symposium, K-ACTE Summer Conference and during the year.
6. Serve and be present at Executive Meetings. If you cannot attend, find a replacement from your district.
7. Appoint representatives to serve on standing committees by you fall district meeting.
8. Encourage all members in your district to become a member of KAAE.
9. Collect phone numbers of your district teachers and utilize a calling tree if needed.
10. Complete a signed Memorandum of Understanding, MOU.

Section E. Additional duties for KAAE vice presidents may be added at the discretion of their respective districts.

ARTICLE VI. Standing Committees

Section A. Committees may be appointed as deemed necessary by the President, Executive Committee, or requested by membership.

Section B. The president-elect shall be responsible for organizing committee meetings and reports during business sessions.

Section C. The size and number of each committee shall be determined by the Executive Committee.

Section D. Appointments are made by the vice presidents at an Executive Committee meeting during the annual conference. The president shall have the privilege to appoint special committees.

Section E. Committee chairpersons or committee representatives shall prepare reports for presentation to the KAAE during the annual meeting.

Section F. Committees should strive to fulfill all objective and goals set forth in duties and purposes of committee, or any additional objectives the committee sees necessary for the Association.

Section H. District VP's need to communicate with their district teachers about committee happenings and sign up members.

Section I. Committee members must be members of KAAE by the August 15th deadline.

Section J. Committee membership changes at annual meeting.

Section K. Input can be offered by KAAE members.

Section L. This will be the committee time frame for business:

- Summer conference will be the meeting to provide suggestions.
- Fall Executive meeting the executive committee will review all suggestions

- Ag Ed Symposium will be the action items
- Need an official vote on the items at Ag Ed Symposium

POLICIES for KAAE

1. Hiring Procedures

Steps in KAAE hiring process-

- Posting of position on Moodle. Two months prior to exec meeting if possible.
- Application process to include a letter of application, resume, and signed Memorandum of Understanding, MOU. (MOU would need to be developed and clearly outline job description, days of travel/missed time and reimbursement if applicable- would include teacher and signature)
- 30 days after posting is deadline for applications
- If more than two applicants for the position an electronic copy of each applicant's letter and resume would be posted to KAAE Exec Moodle for Exec members to vote in selecting two finalists to be interviewed.
- Interview committee would consist of KAAE President, one other paid KAAE Staff member and KSDE Ag Ed Program Consultant. Interview would take prior to or on the date of the KAAE Exec meeting.
- Interview committee would propose the hiring of the selected candidate to the Exec Committee for a vote.

2. Duties of Paid Positions

Executive Secretary

*See Article II, Section D

Executive Treasurer

*See Article II, Section E

Membership Director

- Work with the KAAE membership to get their dues paid in a timely manner and monitor all affiliate dues to see that membership is maintained correctly.
- The Membership Director will work closely with the Executive Treasurer and Executive Secretary on all matters related to membership and report to the KAAE president.
- Job performance will be evaluated at or before Summer Conference and

- membership procedures audited with a report to the membership and the KAAE Executive Committee.
- Dues collection will start on July 15 of each year with a kick off at Summer Conference. Membership director will be available at Summer Conference to initiate the kickoff.
- Membership will pay dues directly to ACTE and provide proof of payment to the Director so he can monitor affiliate memberships.
- Receive the membership reports for processing from KACTE and process them so that NAAE and KAAE reports are correct. Make sure the money received from KACTE is placed with the Executive Treasurer for deposit.
- Membership Director will prepare a membership report for NAAE and KAAE showing who has paid memberships by September 15 of each year. The NAAE report will require a check to be sent with it also via the Executive Treasurer.
- Membership Director will provide reports to KAAE and KAAE Executive Committee via moodle on Sep 15 and then update the reports at Symposium and Leaders Lab.
- All membership records are to be archived with the Executive Secretary for future use.
- Perform any other duties deemed necessary to maintain membership records and dues paying policies of the KAAE organization at the direction of the KAAE Executive Committee through the KAAE president.

BEST (Beginning Education Support Team)

- (formerly Teacher Success Coordinator) - will be under the supervision of the Kansas State Agricultural Education department.

In-service Coordinator

- Plan and facilitate KAAE Inservice committee meetings and conference calls with committee members.
- Coordinate KAAE Inservice program for Ag Ed Symposium and K-ACTE Summer Conference.
- Work closely with KAAE officers to set times for in-service, tours and other educational activities for both conferences.
- Work closely with KSU Ag Ed Staff, Kansas FFA Staff and KSDE Agricultural Education Staff to stay up on current Ag Ed, FFA and other issues facing agriculture educators.

5. Meet with the KAAE Executive Committee prior to both conferences to overview the schedule.
6. Line up tokens of appreciation, gifts, etc. for workshop presenters and tour guides.
7. Attend In-Service committee meetings and participate in conference calls.
8. Work with KAAE officers to secure items (Media, Equipment and other special items) needed by workshop presenters at Ag Ed Symposium and K-ACTE Summer conference.
9. Secure KAAE Inservice committee members to introduce workshop presenters, lead tours and insure that the in-service program at conferences runs smoothly.
10. Select an in-service committee member to attend NAAE National convention to gain awareness of current agricultural education issues and gain ideas for state in-service program.
11. Conduct a post conference evaluation.

4. Executive Meetings

- a. Executive Meetings shall be held quarterly. Suggested meeting times/locations include:
 - 1) Ag Ed Symposium
 - 2) Leader Lab
 - 3) Summer Conference
 - 4) Kansas Junior Livestock Show

5. In-service Committee - added guidelines

Meet the following deadlines:

(First date is deadline for Symposium, the second is for Summer conference)

Rough Outline/Plan of Action	11/1	5/1
Final Outline/Schedule Ready	12/15	7/1
Discuss Schedule with KAAE Exec	1 Day prior	
Overview Schedule to KAAE	1 Day prior	

(Following sections amended and approved by 2/3 vote at Mid-Winter Conference 2019)

6. Financial Policies

- a. Official delegates' expenses to NAAE Convention will be supported by a minimum of \$500 or maximum of \$2,000 for President, President Elect, and 2 more KAAE representatives selected by the Executive Board. A motion at an annual meeting to allow the Budget Committee to add additional reimbursement for delegate expense may be allowed without rescinding bylaws.
- b. The President-elect shall have their name added to the financial accounts of the association. Their name will be

removed once they complete their year of service as association president.

- c. Section E. District rotation policy for Audit and Nomination committees. Southwest district in 2018-19, northwest 2019-20 followed by north central, northeast, east central, southeast and south central.

7. Salary schedule for KAAE paid positions

- a. Base salary shall be \$1,000 for the Executive Secretary, Executive Treasurer, Membership Director and In-service Coordinator-
- b. After three years in the position and positive evaluations from the past presidents the position shall be eligible for a step movement.
- c. The step movement will be 5% each year with a positive evaluation. The movement will cap at \$1000 increase in total compensation.

8. 25-50 Insurance Plan

- a. Eligibility
 1. All dues paying members from KAAE are eligible for the 25-50 plan.
 2. Participation in the 25-50 insurance plan is optional.
- b. Benefits
 1. Teacher members who pass away will receive \$50 from each participating member in the plan.
 2. Spouses of teacher members who pass away will receive \$25 from participating members
 3. Members suffering a monetary loss due to fire, tornado, or other situations may also receive \$25 from the plan.
- c. Plan Procedures
 1. To be eligible for the 25-50 plan, professional dues must be paid by August 15
 2. Teachers will initially pay the \$50 enrollment fee by **September 15** to participate.
 3. If a participating member leaves the profession, their contribution will remain in the plan.
 4. Funds will be entrusted to the KAAE to be deposited and monitored by the executive treasurer.
 5. Teachers that are not married will be given the opportunity to join the \$25 plan for spouses' immediately after marriage.

6. If funds are dispersed to a member or spouse, participating members shall replenish the plan within 30 days.

9. Memorials

- a. Designate \$100 to the memorials of retired teachers or their spouse that have passed away and \$75 for flowers.
- b. Designate \$100 to the memorials of current teachers, their spouse, or children that pass away and \$75 for flowers.

10. National Policy Seminar

- a. KAAE send three representatives to the National Policy Seminar each year.
 - i. One will be a NAAE representative from Kansas.
 - ii. Two will be KAAE representatives.
- b. KAAE will pay registration and transportation costs for KAAE reps.
- c. KAAE will pay transportation costs only for NAAE Kansas rep through reimbursements.

11. Scholarships

- a. KAAE will give out six \$500 scholarships to Ag Ed students who are enrolled in the college of education.
- b. Will be selected each year by a committee, after the applications have been collected by the K-State Ag Ed faculty.

12. Teacher Presentations at Conferences

- a. If an agriculture teacher presents a workshop at Summer Conference or Symposium, then KAAE will provide a \$50 stipend at the end of the conference.
 - i. Teacher must be a KAAE member.

* Updated and approved at the annual meeting

August 9 2015
January 25, 2019.
January 21, 2021