

Florida Association of Agricultural Educators (FAAE)

Bylaws

Jan 2020

**Affiliated with the National Association of Agricultural Educators (NAAE)
Florida Association for Career and Technical Education (FACTE)
Association for Career and Technical Education (ACTE)**

Article I – Name and Purpose

Section A: Name

The name of this organization shall be the Florida Association of Agricultural Educators (FAAE), herein referred to as the Association.

Section B: Mission

To promote excellence in the Florida Agriculture Education community by supporting the continuous improvement of agriscience teachers.

Section C: Purposes

The purposes of the Association are:

1. To provide direction for agriscience education through visionary leadership for agricultural education in Florida.
2. To serve as an advocate for agriscience teachers by promoting agriscience education, providing relevant information to agriscience educators, and by advocating agriscience education issues.
3. To provide service to agriscience teachers by providing opportunities for professional growth, facilitating the development and dissemination of agriscience education information, and encouraging participation in professional improvement activities.
4. To promote professional relationships among agricultural education partners.
5. To promote and foster professional ethics among members.
6. To secure legislation favorable to agriscience education and agriculture teachers.
7. To promote cooperation among agricultural education partners.
8. To improve the image of agriscience education at all levels by developing and implementing a comprehensive marketing plan.

Article II - Organization

Section A: Leadership

1. Officers

The officers of this organization shall be as follows: President, President-Elect, Past-President, Secretary, Treasurer, Membership Coordinator, and Reporter.

2. Board of Directors

The FAAE Board of directors shall consist of the officers of the organization; six (6) Area Directors (congruent with the six FFA areas); the FACTE Representative; Legislative/Specialty Tag Chair; State Supervisor of Agriscience and Natural Resources; State FFA Executive Secretary; FFA Foundation Representative, FFA Alumni Representative and Teacher Education Faculty from the University of

Florida, New Teacher Representative, and Collegiate FFA Representative. All members of the Board of Directors shall have voting rights.

3. Area Directors

Membership shall be organized by FAAE Areas. Each Area shall coincide with established FFA Areas, and be elected by a majority of members present at the Annual FAAE Conference.

Section B: Subdivisions

The Association shall have no subdivisions other than those provided for herein.

Article III – Membership

Section A: Types of Membership

Membership in the Association shall be Active, Associate, Honorary, Life, and Student Membership.

1. *Active Membership* shall be limited to persons engaged in teaching agriculture to youths and adults; and to members of supervisory staff, agriculture teacher education faculty, and to teachers, administrators, supervisors, consultants, and coordinators who have been agriculture teachers.
2. *Honorary Membership* in the Association may be provided for any person not eligible for other types of membership. Honorary membership may be bestowed by a two-thirds (2/3) vote of members present at any regular meeting.
3. *Associate Membership* shall consist of agricultural industry personnel actively engaged in areas other than teaching; as approved annually by submission of the FAAE membership dues to the State FAAE Treasurer. Associate membership affords no voting rights.
4. *Student Membership* shall consist of undergraduate or full-time graduate students who are University Agricultural Education majors in Florida, as approved annually by submission of an FAAE membership application to the State FAAE Treasurer.
5. *Life Membership* shall be open to individuals eligible for active or associate membership

Section B: Term of Membership

The term of membership for active, associate, and student membership shall be from July 1 – June 30. Honorary membership shall begin at the time of its awarding. Life membership shall begin with the full payment of life membership dues.

Section C: Nondiscriminatory Membership

FAAE is an equal opportunity organization for all people without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, veteran or draft status.

Article IV – Officers

Section A: Offices

The officers of the Association shall be as follows: President, President Elect, Past President, Secretary, Treasurer, and Reporter. Only active members shall be eligible to hold office. The officers shall serve as the Executive Committee of the Association.

Section B: Duties

The duties of the officers of the Association shall be as follows:

Duties of Officers and Directors

- **President:** The president shall preside at all meetings of the Association and the Executive Board. The President shall perform the usual duties of a presiding officer. The President shall serve as the Association's representative to the Florida FFA Association Board and at the Region 5 and NAAE Conferences. Additionally, the President shall:
 - Annually, by October 1st, submit a letter of support to the FACTE Executive Director. The letter must state that FAAE supports FACTE's endeavors and will only accept unified dues.
 - Appoint Committee Chairs as he/she sees fit.
 - Mentor the president elect concerning the NPS (National Policy Seminar).
 - Secure rooms/registrations/travel for Region 5 and NAAE conferences.
 - Address members at the Advisor meeting of the FFA State Convention.
 - Coordinate with State FFA Executive Secretary concerning matters of the State FFA Convention.
 - Forward state winning applications to the NAAE as well as provide certificates of recognition for those state winners at the state FFA Convention. In addition, the President shall provide plaques to state winners at the Annual meeting.
 - Complete the Professional State Association Award Application and submit it to the NAAE Region V Vice-President with a postmark no later than September 1.

- **President-elect:** The President-elect shall serve as coordinator for all committee work and perform such other duties as may be assigned by the President. He/she shall automatically become President the year following his/her election and serve as Chairman in the absence of the President. He/she shall chair the Nominating Committee and be responsible for coordinating the FACTE auction item(s) and the NAAE Disaster Relief donation effort. He/she shall represent the association at the National Policy Seminar. He/she shall be elected annually. He/She shall also attend meetings of the FFA alumni board. The President-Elect is responsible for providing a plaque to the outgoing President at the Annual Meeting.

- **Past President** – The Immediate Past President assists the President serving as source of information and guidance, as requested. He/she has responsibility for nominations for awards, serving as the chair of that committee. The Past President is also responsible for applications for grants for Intern Projects. This officer also serves as the representative to the Florida FFA Foundation. They will also complete the Professional State Association Award Application and submit it to the NAAE Region V Vice-President with a postmark no later than September 1.

If the elected president must vacate that office during his/her term, the immediate Past President shall serve out the term until the next election of officers.

- **Secretary:** The Secretary shall keep full and accurate records of all business and proceedings at regular and special meetings. The secretary is also responsible for FFAE booth sign-up duties at the State FFA Convention. He/She shall perform such duties as prescribed by the Board and shall be elected to a two year term. The Secretary shall be elected on odd numbered years.
- **Treasurer:** The Treasurer shall receive and disperse the funds of the Association. The Treasurer shall keep an accurate account of receipts and expenditures and shall report the financial standings at all regular meetings and when requested by the Executive Committee. He/she shall and disburse dues to FACTE, NAAE and ACTE in a timely manner. The Treasurer must register FFAE as not for profit and have 501c3 papers filled with appropriate state agency. The treasurer will also be responsible for filing taxes. The treasurer will also be responsible for submitting applicable expenditures to the Agriculture Education/ FFA license tag committee for auditing. He/she shall be elected to serve a two year term. The Treasurer shall be elected on even numbered years.
- **Membership Coordinator:** The Membership Coordinator shall be responsible for inputting and maintaining the membership roster with the NAAE. The Membership Coordinator shall be elected on odd numbered years.
- **Reporter:** The Reporter shall be responsible for creating and disbursing news about the association. He/she shall produce a minimum of four newsletters to be distributed electronically to the membership. Additional Reporter duties shall include updating the Association's social media and designing FFAE's booth at the annual State FFA Convention. The Reporter shall be elected on even numbered years.
- **Area Director:** Area Directors shall serve as the coordinator of activities for their respective areas. Area Directors are responsible for communicating the Association's business to the members in their areas. The Area Directors shall be elected to a two year term on an alternating schedule as follows:
 - 1, 3 and 5 – Odd years
 - 2, 4 and 6 – Even years
- **Collegiate FFA Representative:** Collegiate FFA Representative shall serve as a coordinator between the FFAE Board and the Collegiate FFA members. This

representative will be elected to one calendar year term by the Collegiate FFA membership. This representative is entitled to full voting rights.

- **New Teacher Representative:** New Teacher Representative shall be open to any FFAE member who has completed 1-3 years of Agriculture Education teaching and will be elected by the FFAE membership at the annual meeting. This representative will serve a two-year term and is bestowed full voting rights. This position will be voted on in odd years.

Section C: Officer Elections

Officers of the Association shall be elected as indicated below, and shall be installed in time to serve at least one session prior to the adjournment of the meeting at which they are elected. Only active members of the Association shall be eligible to hold office.

1. The President-Elect shall be elected annually. The President-Elect cannot be elected from the same area two consecutive years. The Treasurer and Reporter will be elected in even years. The Secretary and New teacher Representative will be elected in odd years. The outgoing President cannot become the President-Elect until (s)he has been retired or resigned from office for a minimum of two years. Candidates for president elect must have previously served in an elected FFAE board position.
2. A nominating committee shall be formed thirty (30) days prior to officer elections. The nominating committee shall consist of the FFAE executive board of directors. Executive board members that are running for an office will not be eligible to serve on the nominating committee. The President-Elect shall serve as the chair of the committee. The duties of the nominating committee shall be to solicit officer applications, verify membership, screen applicants, and prepare a ballot. A slate of officers will be nominated by the nominating committee and presented to the membership at the general session of the Annual FFAE Conference. Additional nominations may be made from the floor during this meeting. The nominating committee will prepare a ballot for use in electing officers.
3. Election of officers shall be held by ballot at the Annual FFAE Conference. Officers will begin their official term following their installment at the last FFAE meeting at the FFAE conference.
4. All officer candidates must have a completed memorandum of understanding submitted to the nominating committee in order to be eligible for candidacy.

Section D: Board of Directors

The officers of the Board of Directors shall serve as the executive committee of the Association. All members of the Board of Directors shall have voting rights. The Board shall be selected as follows:

1. Area Directors – Area Directors shall be elected in even years (2010, 2012, 2014, etc.) from members who are employed in even-numbered Areas. Area Directors from odd numbered Areas will be elected in odd years (2011, 2013, 2015, etc.) from members who are employed in odd-numbered Areas. Area Directors shall be elected by a majority of all FFAE members present.

2. Committee chairs shall serve on the Board of Directors and be appointed by the chair from the membership at-large or from within the Board if necessary.
 - a. *FACTE Liaison* – FACTE/Professional development. This committee chair shall serve as the coordinator for the professional development portion of the annual conference. He/ she shall represent FFAE at all FACTE Board meetings. He/she shall coordinate the FFAE pre conference social activity as well as the meal for the Owl’s Club breakfast. It is recommended that the Past and present Owl’s Club Presidents assist the chair of this committee.
 - b. Membership/Member Services
 - c. Legislative/Specialty Tag

3. FFA Foundation Representative – The FFA Foundation Representative shall be selected by the FFA Foundation.

4. FFA Board of Directors Representative – The FFA Board of Directors Representative shall be selected by the FFA Board of Directors.

5. State FFA Executive Secretary

6. State Supervisor of Agriscience and Natural Resources Education

7. Teacher Education Faculty – Teacher education faculty who have primary duties in the undergraduate Teacher Education program at the University of Florida.

8. New Teacher representative – voted on by general membership.

9. Collegiate FFA representative – selected by Collegiate FFA.

Section E: Vacancies

Any vacancy of an officer occurring between the annual meetings shall be filled by an appointment of the Executive Committee. A vacancy is described in the Constitution and Bylaws.

Article V – Meetings

Section A: Annual Meeting

The annual meeting of the Association shall be held each year in conjunction with FAAE's Mid- Winter Conference. Additional meetings may be held at such times and locations as selected by the Executive Committee.

Section B: Other Meetings

The FAAE Board of Directors shall meet (either in person or via conference call) a minimum of four times annually at times and locations agreed upon by the executive committee.

Article VI – Dues

Section A: Dues

The dues of the Association shall be those recommended by the Board of Directors and approved by a plurality vote of members present at the annual meeting. Memberships shall be established as follows:

1. **Active** membership dues shall be \$150.00 annually. To be an active member of FAAE, individuals must also be active members of FACTE and NAAE.
2. **Associate** membership.
3. **Student** membership.
4. **Life** membership in FAAE.
5. No dues shall be levied on **Honorary** members.

Article VII – Voting

Section A: Eligibility

Only active members of the Association who are in attendance at the time a vote is taken are eligible to vote. Proxy or absentee ballots/votes will not be accepted.

Section B: Procedures

During business meetings of the Association, the Chair reserves the right to ask inactive members to seat themselves apart from active members. The procedure of delegate specific seating is available to assist the chair in accurately counting valid votes.

Article VIII - Committees

Section A: Standing Committees

All members of FAAE are eligible and encouraged to serve on standing committees. Committee chairpersons shall be elected annually meeting within the standing committees. Standing committee chairpersons shall serve as ex-officio members of the FAAE Board of Directors. Area board officers and designees shall serve as consultants of each committee as listed.

- A. Member Services (Area 1 Representative and Membership Coordinator)
- B. Marketing (Area 3 Representative)
- C. Policy and By-Laws (Past President and Area 4 Representative)
- D. Public Policy/ Legislative (President Elect and Area 5)
- E. Professional Growth and Development (Area 6 and FACTE Representative)
- F. Finance (Treasurer, Area 2 and Tag Representative)

Section B: Special Committees

The President may establish committees, as deemed appropriate to carry out the Associations needs. The committees may consist of members of the Board and other FAAE members, based on the work to be carried out. In establishing such committees, the President will provide a charge to the committee and a designated time frame in which the committee's work is to be complete.

The President may establish ad hoc committees and/or a taskforce as necessary to deal with emerging issues and/or handle special assignments.

Within two weeks of committee meeting at conference, via conference call, or via the internet, chairpersons of committees shall submit a report of progress toward annual objectives, including activities, accomplishments and recommendations to the President. Action required by the Board will be identified.

Article IX – Parliamentary Procedure

The parliamentary reference to be used in transacting the business of the Association shall be Robert's Rules of Order (latest revision).

Article X – Amendments

Section A: Procedure for Amending Bylaws

Amendments to these Bylaws shall be submitted in writing to the chair of the Board of Directors prior to the first session of the annual meeting. Amendments may be adopted at a later or subsequent session at the annual meeting of the Association by a two-thirds (2/3) vote.

Section B: Quorum

A quorum shall be defined as members present at FAAE Board of Directors meetings, the FAAE General Session of the FAAE Annual Teachers Conference, or other called special meetings, providing thirty (30) days' notice has been given for any of these meetings.

Section C: Authority

These Bylaws supersede and replace any existing governing documents for the Association previously written and shall supersede and replace all By-laws affecting the same.

Article XI - Disbandment

In the event that FAAE should disband the remaining funds shall be dispersed to the Florida FFA Organization.