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# VAAE CONSTITUTION AND BY-LAWS

## ARTICLE 1. NAME AND PURPOSES

### Section A.

The name of this organization shall be "Virginia Association of Agricultural Educators," herein referred to as the "Association." The letters "VAAE" may be officially used to designate the organization or its units of members thereof.

### Section B.

The purposes for which the organization is formed are as follows:

1. To assume and maintain active state leadership in the promotion of Agricultural Education.
2. To render service to the state and local communities in stabilizing and promoting Agricultural Education. 3. To provide an open forum for the discussion and consideration of all questions involved in Agricultural Education.
4. To unite all of the Agricultural Education personnel in Virginia through membership representative of the entire state.
5. To promote the professional improvement of its members.

## ARTICLE 2. MEMBERSHIP

### Section A.

Membership in this organization shall be open to all people in the Commonwealth of Virginia that are interested in Agricultural Education. Such persons shall be eligible for membership in one of the following classes: (a) Active, (b) student, (c) Life, (d) Associate, (e) Honorary.

### Section B.

Types of Membership - Qualifications and privileges of each type of membership shall be defined as follows:

- a. Active membership shall be defined as persons qualified to teach agricultural education courses, or any course related thereto which requires an understanding and knowledge of agriculture, in an elementary, secondary, adult, or post-secondary public and/or private institution in the Commonwealth of Virginia who have paid annual membership dues prescribed for any one of the following packages:
  1. VAAE and NAAE membership, including subscription to the *Agricultural Education Magazine* - \$120
  2. VAAE, NAAE, and VACTE membership, including subscription to the *Agricultural Education Magazine* - \$145
  3. VAAE, NAAE, VACTE, and ACTE membership, including subscription to the *Agricultural Education Magazine* - \$225

Persons will not be required to pay dues for those organizations in which they hold life membership.

- b. Student membership shall be students enrolled in Virginia colleges majoring in Agricultural Education to become instructors of Agricultural Education and who pay annual dues set by the NAAE.
- c. Life members shall be instructors, teacher educators and specialists of Agricultural Education in Virginia who pay or for whom groups pay in the Association the life membership fee of the amount set by the NAAE.

- d. Associate members shall include other individuals interested in agricultural education, but not professionally qualified to teach agricultural education courses, or individuals who have retired from teaching agricultural education in the Commonwealth of Virginia. Associate members shall have no voting privileges.
- e. Honorary members shall be those persons who have made significant contributions to the promotion and development of Agricultural Education in Virginia and who, in recognition of their contributions, have been elected to honorary membership by the active members of the Association.
- f. The Association shall pay for each of its active members, from dues collected as provided in Paragraph 1 of this section, the following: Annual membership dues in the Virginia Association of Agricultural Educators, the National Association of Agricultural Educators, the Virginia Association for Career and Technical Education, and the Association for Career and Technical Education; and the cost of one year's subscription to the *Agricultural Education Magazine*.
- g. The membership year of the Association shall conform to the membership year of the National Association of Agricultural Educators and dues will not be pro-rated regardless of when they are paid.
- h. VAAE dues shall be fixed annually by a majority vote of the Executive Committee at any meeting. Changes in dues shall become effective at the next VAAE convention that follows the Executive Committee's vote.
- i. Voting privileges shall be restricted to active and life members only.

### **ARTICLE 3. OFFICERS**

#### **Section A.**

The officers of the Association shall be: a president, a president-elect, the immediate past president, one secretary, VACTE representative (state advocacy leader), and one vice-president and secretary from each of the FFA Areas of Virginia.

#### **Section B.**

Terms of office of the officers of the Association shall be as follows:

1. The president of the Association shall be elected to serve for a term of one year as president-elect and for the immediate following year as the president.
2. The vice-presidents - one from each FFA Area in Virginia - shall be elected for a term of two years by the active members present and voting of the area which he/she represents.
3. The state secretary shall be elected for a term of one year.
4. The area secretary shall be elected to a one year term by the active members present and voting of the area which he/she represents.

#### **Section C.**

No officer shall be eligible to succeed himself/herself to the office held as president, president-elect, state secretary, and VACTE representative (state advocacy leader).

#### **Section D.**

Instructors of Agricultural Education only shall be eligible to serve as officers of the Association.

### **Section E.**

#### Method of Election:

5. The area vice president and secretary shall be elected by a majority vote by the active members present and voting of the area of which he/she represents. Prior to the opening session of the Annual Conference of Instructors of Agricultural Education, the executive committee of the Association shall appoint a nominating committee comprised of an active member of the Association from each of the FFA Areas in the state with the current president serving as chairperson. It shall be the duty of the nominating committee to place in nomination at the annual meeting of the Association the names of candidates presented by the respective areas for the offices of president, president-elect and secretary. Nominations from the floor, following the presentation of the nominating committee report shall be permitted. Candidates nominated shall be voted on in the order nominated by a ballot vote or as determined by the president.

The candidate(s) for the office of president, president-elect, and state secretary should be elected as follows:

- a. Candidate(s) for the office of president, president-elect and state secretary shall follow the area rotations as described in Article 1, Section A and Section B of the bylaws.
- b. Candidate(s) shall be elected by the active members of the area which he/she represents.
- c. If no candidate(s) are elected by the area, the nominating committee shall select individual(s) for nomination.

### **Section F.**

The executive committee shall be composed of the current president, secretary, the area vice presidents of the association, the immediate past-president, with the Agricultural Education Specialist and the VACTE Board member as ex officio.

## **ARTICLE 4. NOMINEE FOR VAAE PRESIDENT/PRESIDENT-ELECT/SECRETARY**

1. The nominee for VAAE president/president-elect/secretary shall meet the requirements as set forth by the VAAE bylaws.
2. The term of office shall comply with the VAAE bylaws.
3. The nominee shall be elected at the annual meeting of the VAAE.
4. A retiring VAAE president/president-elect/state secretary shall, at the annual meeting, turn over all records, correspondence, and other materials related to his/her office to the person that follows him/her in office.
5. The VAAE executive committee shall appoint a nominee to fill the vacated office of VAAE president/president-elect/state secretary as provided by the VAAE bylaws.

## **ARTICLE 5. VAAE BOARD OF DIRECTORS**

The legal representative of the VAAE shall be the Board of Directors. The Board shall consist of the current VAAE president, VAAE past president, VAAE president-elect, VAAE executive secretary, FFA Advisory Council chair, and the FFA executive secretary. VAAE Board members may serve a term of three years.

## **ARTICLE 6. MEETINGS**

### **Section A.**

This constitution may be amended:

1. The Annual Conference of Instructors of Agricultural Education shall rotate areas with the following rotation: Appalachian, South Ridge, Southeast, Blue Ridge, Northern, and Central. The President will be responsible for planning the Annual Conference of Instructors of Agricultural Education.
2. When proposed amendments are submitted to the executive committee 30 days prior to the opening date set for the Annual Conference of Instructors of Agricultural Education, and
3. When the proposed amendments are submitted to the members of the Association on the opening day of the Annual Conference of Instructors of Agricultural Education, and
4. When proposed amendments receive a two-thirds vote of the active membership in attendance and voting at the annual meeting of the Association.

## **ARTICLE 7. DISSOLUTION**

Upon dissolution, the organization's remaining assets will be distributed to the Virginia FFA Foundation, Inc. a 501(c)(3) organization.

## **ARTICLE 8. STATE ADVISORY BOARD FOR AGRICULTURAL EDUCATION**

- A. The Executive Committee, in collaboration with the State FFA Board of Directors will serve as an Advisory board for Agricultural Education in Virginia, meeting concurrently at all meetings.
- B. The purpose of the Advisory Board is to identify and examine issues affecting agricultural education in the State of Virginia and make recommendations for maintaining and improving state and local programs.

## **BY-LAWS**

### **ARTICLE 1. DUTIES OF OFFICERS**

#### **Section A.**

The President

The president shall preside at all meetings of the executive committee, and shall perform all duties required of a president or executive officer, including the development of a budget for the following year. The president shall also appoint the area vice- presidents to serve on NAAE and VAAE committees. If for any reason the president is unable to perform any of the duties of his/her office, he/she may designate a vice-president to act in his/her stead. In the event the president for any reason fails to designate an acting president, the executive committee shall appoint a presiding officer. The officer rotation shall be as follows: Appalachian, South Ridge, Southeast, Blue Ridge, Northern, and Central.

#### **Section B.**

Vice-Presidents

It shall be the duty of each of the six vice-presidents to serve as president of the FFA areas in Virginia which he represents; and to represent the active membership of his/her area on the executive committee of the Association. In the event the area president resigns, he or she will be replaced for the remainder of the unexpired term as elected by the majority membership of the respective area. The vice-presidents will serve as a chair for one of the VAAE committees.

### **Section C.**

#### The Secretary

The secretary shall keep a full and accurate record of the proceedings of the general meeting of the Association and of the executive committee. He/she shall conduct such correspondence and fulfill such other duties as the president or executive committee shall assign. The rotation of the secretary will be as follows: Blue Ridge, Northern, Central, Appalachian, South Ridge, and Southeast. The Secretary shall not be from the same area as the current President.

### **Section D.**

#### The President-Elect

The president-elect shall be a member of the Executive Committee, become familiar with the work of the Association and perform such duties as assigned by the president or the executive committee. If, for any reason, the president-elect is unable to perform the duties of his/her office, the executive committee shall have the authority to designate an acting president-elect and determine the procedure for naming a person to serve as president of the Association for the term for which the president-elect was originally chosen.

### **Section E.**

#### The VACTE Representative

The VACTE Representative shall be a member of the executive committee, their duties shall be determined by the executive committee. This is a 3 year term of service elected by the general membership.

### **Section F.**

#### The Executive Committee

1. The executive committee shall constitute the administrative body of VAAE and shall have direction of the general meetings of the Association.
2. If no annual conference of instructors of Agricultural Education is held, the president of the Association may call a meeting of the Executive Committee to dispose of any urgent matters of business.
3. The executive committee shall meet at the call of the president or at the written request of five members of the committee. Members of the executive committee shall be reimbursed from funds of the Association insofar as they are available, for the necessary expenses incurred in attending executive committee meetings.
4. The executive committee shall have the authority to create ad hoc committees, as needed, to assist in addressing matters critical to the interests or needs of our organization. Such ad hoc committees may include, but not limited to, representation from Farm Bureau, Agribusiness Council, related FFA organizations, commodity groups, or other organizations affiliated with the industry of agriculture. Any committee hereby created shall serve as an advocacy and resource body with no power to effect policy or speak for the VAAE, unless duly authorized by action at a meeting of the membership.

### **Section G.**

#### Nominee for (VAAE) President/President-Elect/State Secretary

1. The nominee for VAAE president/president-elect/state secretary shall be elected for a term as provided by the VAAE by-laws.
2. To be elected as a nominee for VAAE president/president-elect/state secretary, a member must meet the eligibility requirements of the VAAE bylaws, shall be nominated by the nominating committee as specified in Article 4, Section F, of the Constitution, and must receive a majority vote on a written ballot of the members present at the annual meeting.
3. The president and president-elect must hold membership in VACTE and ACTE in order to perform all duties as prescribed in the VAAE Constitution therein.

## Section H.

- A. The Association may employ an Executive Director.
- B. The duties of the Executive Director shall be to:
  - 1. VAAE Summer Conference
    - a. Collect VAAE officer reports by state convention from:
      - i. Retiring President
      - ii. President Elect
      - iii. Budget
    - b. Work with Area President putting together summer conference
    - c. Mailing for conference
      - i. Registration information
      - ii. Dues information
      - iii. Awards survey
      - iv. Workshop option
      - v. Tour information
    - d. Keep a record of teachers who attend conference for recertification
    - e. Order Awards in March/April.
    - f. Make name tags for participants
    - g. Be prepared to print membership receipts
    - h. Be prepared to print receipts with Tax ID number for donors of door prizes
    - i. And such other duties as directed by the executive committee
  - 2. Manage VAAE Membership
    - a. Receive membership dues including NAAE, VACTE, ACTE, VAAE and Agricultural Education Magazine
    - b. Print Receipts to members who pay dues
    - c. Keep a roster of members
  - 3. Financial Matters
    - a. Copy all checks to be deposited
    - b. Provide receipts
    - c. Create Invoices as needed
    - d. Balance bank statement each month
    - e. Record receipts and disbursements
    - f. Use Excel program to keep records
    - g. Pay all bills
      - i. Summer conference costs
      - ii. Conference Registrations for Officers
      - iii. Mailings
  - 4. NAAE Report
    - a. Collaborate with President to update report
    - b. Historical Background of VAAE
    - c. Update 5-year plan for future conferences
    - d. National Report due in August
  - 5. Annual VAAE Report due by July 1<sup>st</sup>
  - 6. Get parking passes from Virginia Tech Parking Services for on-campus meetings
  - 7. Arrange Transportation for officers to attend conferences through Virginia Tech motor pool
    - a. NAAE/ACTE Conference- December
    - b. NAAE Region VI Conference -
    - c. National Policy Seminar -March
    - d. VACTE- January
  - 8. Register Officers to attend conferences
    - a. Must Register by EARLY BIRD deadline

- b. Fill out NAAE form which provides Free registration for 1 officer to attend National Policy Seminar paid for by NAAE
    - c. NAAE/ACTE registration due prior to July 1
      - i. Send number of attendees in registration
  - 9. Store past records
    - a. House records in an area as deemed appropriate by the VAAE Executive Director and president.
- C. The annual compensation for the Executive Director shall be set by the Executive Committee prior to the annual conference of Agricultural Educators.

### **Section I.**

#### Area Secretaries

The area secretaries shall assist the area vice-presidents in the execution of their duties including their VAAE committee assignments. In the event the vice-president cannot perform his/her duties, the secretary shall serve as the area VAAE representative.

## **ARTICLE 2. COMMITTEES**

### **Section A.**

The Program of Work of the VAAE shall consist of the following major divisions, to be chaired by the area vice-presidents:

1. Membership Relations
  - a. Duties to include member recruitment
  - b. Serve as the NAAE Membership Development chair from Virginia.
2. Government/Legislation Relations
  - a. Duties to include regular communication with elected representatives.
  - b. Serve as NAAE State Advocacy Leader from Virginia.
3. Professional Improvement
  - a. Duties to include coordinating professional development activities at VAAE conference.
4. Public Relations and Communications
  - a. Duties to include collecting and publicizing VAAE news and events.
  - b. Serve as the NAAE News Editor/Reporter from Virginia.
5. Ag/Agribusiness/FFA Relations
  - a. Duties to include keeping VAAE members informed of relevant news regarding the Virginia FFA Association, Virginia FFA Foundation, and the Virginia Agribusiness Council.
6. Teacher Recruitment and Retention
  - a. Duties to include develop and implement a teacher recruitment and retention plan.
  - b. Serve on the State Teach Ag Results (STAR) Program Committee.

The president shall appoint such special committees as are needed from time to time including a committee on nominations, a committee on resolutions, or others.

## **ARTICLE 3. DELEGATES**

### **Section A.**

Delegates and expenses to ACTE and NAAE

1. The president and president-elect shall be reimbursed for their expenses to conventions as determined by executive committee.
2. The president and president-elect shall be the official delegates from the area which they represent.
3. The secretary-treasurer shall be an official delegate only if funds are available and with approval of the executive committee. The secretary-treasurer has first preference to attend ACTE-NAAE Convention over area delegates.
4. As determined by the executive committee and funds available, areas may elect one delegate to attend the ACTE-NAAE Conventions. The rotation for area delegates will be Appalachian, Southside, Central, Eastern, and Northern.
5. If an area chooses not to send a delegate to the ACTE-NAAE Convention, the area loses its place in the present rotation and place is taken by the next authorized area. Area delegates' representation will occur in the next rotation.
6. If the secretary-treasurer is from the same area as rotational delegate, the area will not lose delegate representation in the present rotation.
7. In years when a fourth delegate is needed to the NAAE Convention, one will be chosen from those scheduled to attend.

## **ARTICLE 4. TENURE RECOGNITION AWARDS**

### **Section A.**

All awards to teachers of Agricultural Education through the VAAE shall be administered by the executive committee and shall meet NAAE award requirements.

### **Section B.**

Length of service shall be determined by:

1. Employment as instructor of agricultural education.
2. Employment as Supervisor, Teacher, Trainer, Career and Technical Education Director in Agricultural Education in Virginia.
3. Military service shall be counted as tenure if the instructor returns to teaching immediately following discharge from active service, or if employment was interrupted by call to active duty and instructor returned to teaching immediately following discharge from active service.
4. Time spent in graduate school if instructor returns to the field of Agricultural Education.
5. Prior service in agricultural education in other states will be recognized if five (5) consecutive years have been spent in Virginia just prior to service award.



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**Section C.**

1. Members shall be responsible for submitting written notification of their eligibility for tenure or other awards to the office of the Executive Director not later than May 31 of each year.

**Section D.**

Awards will be as follows:

1. 5-year tenure award - NAAE Certificate
2. 10-year tenure award - NAAE Certificate
3. 15- year tenure award - NAAE Certificate
4. 20-year tenure award - NAAE Certificate
5. 25-year tenure award - NAAE Plaque
6. 30-year tenure award - NAAE Plaque
7. 35-year tenure award - NAAE Plaque
8. Agriscience Teacher of the Year - NAAE Plaque
9. Outstanding Young Member - NAAE Plaque
10. Outstanding Teacher - NAAE Plaque
11. Outstanding Middle/Secondary Program - NAAE Plaque
12. Outstanding Postsecondary/Adult Program - NAAE Plaque
13. Teacher Mentor - NAAE Plaque
14. Ideas Unlimited - NAAE Plaque
15. Lifetime Achievement - NAAE Plaque
16. Outstanding Cooperation - NAAE Plaque
17. Outstanding Service Citation - NAAE Plaque
18. Teachers Turn the Key - NAAE Plaque
19. Retirement - - NAAE Plaque

The Amended Constitution and By-Laws was previously adopted by affirmative vote of 2/3 of the active members present at the Annual Conference held July 15, 2015.

This Amended Constitution and By-Laws was adopted by affirmative vote of 2/3 of the active members present at the Annual Conference held July 18, 2018.