

BYLAWS OF
WISCONSIN ASSOCIATION OF
AGRICULTURAL EDUCATORS, INC.

Revised/Approved (June 2010)

ARTICLE I

NAME

The name of this Association shall be the Wisconsin Association of Agricultural Educators, Inc (WAAE).

ARTICLE II

OBJECTIVES

The objectives of this Association are to:

1. Encourage high standards of teaching agriculture education.
2. Encourage mutual collaboration among its members.
3. To assist the agriculture education teacher in making him/her a greater asset to the community.
4. Promote cooperative relationship with supervisory staffs and teacher training departments in policy information.
5. Promote a constructive program of agriculture education in the State of Wisconsin.
6. Cooperate with state and national organizations, which have an interest in agriculture education.
7. Promote social and fraternal relationships among the members of the Association.
8. Encourage sectional activities among the members.
9. Aid the members in the development and dissemination of teaching aids and materials.

ARTICLE III

MEMBERSHIP

Section 1 All persons interested in agriculture education and meeting the qualifications of one of the categories as explained in Sections B and C of this article shall be eligible for membership.

Section 2 Membership in this Association shall be designated as active, associate, student, and honorary.

Section 3 Each type of membership shall be defined as follows:

A. Active:

Active membership shall be defined as persons who are professional certified and are employees in a agriculture education program at a secondary, post-secondary, farm business and production management, and agribusiness levels; state staff and teacher educational positions; and are members of affiliated associations. Employment may be on a full or part-time basis.

B. Associate

- (1) **Individual:** Associate individual membership shall include teacher education staff, state supervisory staff, and others engaged in the program of agriculture education who are not employed as teachers of agriculture education. Retired teachers, supervisors, teacher educators, and others interested in agriculture education shall be eligible for membership. Associate members may serve in an advisory capacity to WAAE.
- (2) **Organization:** Associate organization membership includes those agriculture, agribusiness, industry, civic, governmental, and other organizations or firms who desire to be informed and/or support the agriculture education instructors and/or agriculture education programs.

C. Student: Student membership in this organization shall be limited to students preparing to become instructors in agriculture education programs or furthering their education in graduate agricultural education programs.

D. Honorary: Honorary membership may be conferred by a 2/3 vote of the Association at a regular meeting upon recommendation of the Executive Board. Honorary membership does not include membership in affiliated organizations.

E. Life: Upon completing 35 years of WAAE membership, life membership is automatically conferred. Other life memberships may be conferred by a 2/3 vote of the Executive Board.

Section 4 Active, associate and student membership shall automatically terminate upon failure to pay dues.

Section 5 Affiliated organizations, as used in the terminology of membership, shall mean those organizations, which WAAE includes in the payment of dues by active members.

Section 6 Only active members who meet the provisions of the Bylaws shall be entitled to hold office.

Section 7 Association Memberships:

- A. WAAE shall retain membership in the following organizations:
 - 1. Council on Agricultural Research, Education, and Teaching
 - 2. Wisconsin Agribusiness Council
 - 3. Others as approved by the Executive Board (State and National Foundations)
- B. WAAE members have the option to become members of WACTE and ACTE if they so choose (local 24). Dues are established by the respective associations.

Section 8 Membership dues will be as follows:

- A. Membership dues in the organization shall be voted at the professional development conference or conferences.
- B. Active membership dues shall include the necessary amount for NAAE membership plus the WAAE dues, which cannot be changed without action at the summer conference.

- C. Associate and student membership dues shall be reviewed at least once yearly and decided upon by the majority of the members of the Executive Board.
- D. Dues for active and student membership shall be for the fiscal year of the organization. Associate dues shall be from May 1 through April 30.
- E. If there is no change in the allocation of dues from the past year; the Executive Board can authorize the Executive Director to collect the dues in advance.
- F. If the Executive Board proposed a change in the allocation of dues; the dues cannot be collected until the change has been voted upon by the membership.
- G. Life members do not pay WAAE dues, but they do pay affiliated organizational dues.
- H. Members must pay all back WAAE dues packages to qualify for awards after a lapse in membership while actively engaged in teaching agriculture education. Credit (WAAE tenure) for military service before entering the teaching field may be obtained by paying the WAAE dues portion for each full year of service time. Back dues will be the same amount as was paid during the actual year of his/her service time.
- I. The Fiscal year from membership of the Association shall extend from July 1 through June 30.

Section 9 Dues paid to meet tenure requirements shall be paid at the full rate of the year(s) being paid or credited.

Section 10 Voting

- A. Voting privileges are held only by active members who meet the provision of the Bylaws.
- B. Proxies are specifically prohibited at all membership meetings of the Association.
- C. When authorized by a majority vote of the Executive Board, members may vote by mail. The Executive Board may vote by mail at any time it is deemed necessary by the President.
- D. If for valid reasons any active member of the Association cannot be present at their designated sectional meeting, he/she may send his/her vote for one Alternate Vice-President nominee to the present Sectional Vice-President. Such ballots must be signed, submitted by first-class mail, and be received by the Vice-President prior to the day of the sectional business meeting. Such ballots, if properly sent, signed and received, will be counted as any other ballot in the election. However, should a second or more votes be required to break a tie, or for other just reason, such ballots will not be utilized in the second or later voting counts.
- E. Officers: The Executive Director shall be hired by majority vote of the members of the Executive Board present at the annual summer conference meeting.

ARTICLE IV

OFFICERS

- Section 1** The officers of the Association shall consist of President, President-Elect, Past President, and one Vice-President from each of the WAAE sections, one Post Secondary Agribusiness member and one Post Secondary Farm Business and Production Management member in Wisconsin, and the Executive Director.
- Section 2** The State shall be divided into ten sections aligned with the Wisconsin FFA Sections, each section shall have as nearly as possible the same number of instructors. The State shall be reapportioned when deemed necessary by the Executive Board. This reapportionment must be accepted by a 2/3 vote of the members present at a regular business meeting of the WAAE at the annual summer conference.
- Section 3** Under normal circumstances, the President-Elect of the immediate past year shall be elected President, unless prevented by resignation from the agriculture education educational program, or other just circumstances that would remove the individual from active membership.
- Section 4** One member of the Executive Board in office at the time of election, who has served at least two years in the capacity shall be elected by ballot as President-Elect by the majority of the Executive Board present at the last meeting of the Board before the annual summer meetings. In the event there are no candidates from the executive board, candidates shall be considered from the Vice-Presidents, who have served during the past three years.
- Section 5** Should a vacancy occur in any office the following procedures shall be followed:
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| Alternate Vice President: | The section elects a new alternate vice president. |
| Vice-President: | (to serve less than 6 months) President appoints Alternate Vice-President. |
| Vice-President: | (to serve more than 6 months) President appoints new Vice-President. |
| President-Elect: | Special election using existing rules relating to election of President-Elect. |
| President: | President-Elect serves and may appoint assistants and assign specific duties. |
| Past President: | President shall appoint a former Past President to fill this position. |
| Executive Director: | President hires replacement with approval of the Executive Board. |
- Section 6** A. **Vice-President and Vice-Presidents:** Elect from even numbered WAAE state sections (2-4-6-8-10- Post Secondary Farm Business and Production Management members) shall take office at the annual Professional Development Conference banquet in even numbered years. Vice-Presidents and Alternate Vice-Presidents from odd numbered WAAE state sections (1-3-5-7-9- Post Secondary Agribusiness member) shall take office at the annual Professional Development Conference banquet in odd numbered years.

- B. The election of one Alternate Vice-President will take place at the sectional meetings when needed. Nominations "from the floor" will be accepted at the sectional meetings. Members elected will take office at the following Professional Development Conference.

- Section 7** No voting member of the Executive Board shall be eligible to succeed themselves in their respective offices.
- Section 8** Second year Vice-Presidents shall notify the President of their intent to be a candidate for the President-Elect prior to election, with written permission of their employer.
- Section 9** Candidates for WAAE alternate sectional Vice-President must submit in writing their school administrator's approval.
- Section 10** The nominating committee to select sectional alternate and Vice-President candidates shall be the past three sectional Vice-Presidents.
- Section 11** No Executive Board expenses will be paid unless the committee gives prior approval.
- Section 12** All expenses are paid on the voucher system.
- Section 13** State agricultural staff members of the WTCS, DPI, and Teacher Education Institutions are not eligible to hold office.

ARTICLE V

MEETINGS

- Section 1** The annual meeting of the Association shall be held at the time of the annual Professional Development Conference of agriculture instructors.
- Section 2** Special meetings may be called at any time or place as the President may direct upon vote of the Executive Board and notification of the members.
- Section 3** Sectional meetings of the Association shall be held at the same time as the fall and spring meetings of instructors of agriculture, or such other time as may be called by the Executive Board. The Vice-President of each section, or a person designated by him/her, will preside over the sectional meetings.
- Section 4** A quorum at any meeting of the Association shall consist of all paid members in attendance.
- Section 5** That policies and legislation adopted currently by the WAAE can be effective from the time of their adoption, but such policies cannot take away a member's rights and privileges earned under previous policies.

ARTICLE VI

EXECUTIVE BOARD

- Section 1** There shall be an Executive Board consisting of the President, immediate Past President, President-Elect, one Vice-President from each of the WAAE sections, one Post Secondary Agribusiness member and one Post Secondary Farm Business and Production Management member in Wisconsin, and the Executive Director. The Executive Director, who shall be a non-voting member, shall be appointed by the Executive Board, with approval of the active members present at the summer conference business meeting.
- Section 2** The Executive Board shall have two meetings at the annual Professional Development Conference for agriculture education instructors. The first meeting shall precede the conference. The second meeting shall be the afternoon of the last day of the conference. A winter meeting of the Executive Board shall be held during the month of January at a place and date specified by the President.
- Section 3** The Alternate Vice-Presidents will have no voting power. The Alternate Vice-Presidents duties will be to assist the Vice-Presidents from his/her section. Such duties may be designated by the Vice- President.
- Section 4** Executive Director
- A. Shall be selected by a Search and Screen Committee appointed by the President.
 - B. Employment shall be approved by the Executive Board.
 - C. Contracts should be developed by the Search and Screen Committee and updated annually by the President's recommendation to the Executive Board.
 - D. Shall be bonded to the amount equal to or above the annual budget.
 - E. In the absence of an Executive Director, the President and another Executive Board member shall conduct business of the organization.
 - F. Only the Executive Director has the authority to write checks on the Association, except that in the absence of the Executive Director, the President shall have like authority.
 - G. Performance Review: A committee consisting of the past president, president, and president elect will conduct a performance review of the Executive Director prior to contract renewal.
- Section 5** The Executive Board, acting as the elected representatives of the WAAE, may conduct business in the name of the Association. However, the WAAE, at their annual meetings, shall conduct any business that may be properly presented and acted upon.
- Section 6** Nominations for President-Elect by the Executive Board shall be by written ballot. Nominee elected must have a majority vote by the Executive Board.
- Section 7** Executive Board members shall be representatives to the NAAE Convention.

Section 8 WAAE budgeted funds shall be divided among the Executive Board meeting attending the NAAE National Convention.

Section 9 All Executive Board members are encouraged to attend NAAE Region Leadership Conferences.

ARTICLE VII

COMMITTEES

Section 1 Committees may be appointed as deemed necessary by the President or elected by the Executive Board or membership at the annual meeting.

Section 2 The President shall appoint committees where and when needed.

Section 3 The Executive Board shall review and approve committee membership annually.

Section 4 All committees shall submit reports to the Executive Director and President-Elect prior to the annual Summer Conference meeting.

Section 5 Oral committee reports are optimal at the discretion of the President and Committee Chairperson.

Section 6 The President will serve as ex officio member of all committees.

Section 7 Statewide Standing Committees

A. Farm Business and Production Management

Purpose:

- To addresses curriculum topics, methods, teaching loads, etc. The committee is made up of instructors from each of the 13 vocational districts that have a "Farm Business and Production Management" program. These representatives meet 2-3 times per year; twice at summer conference and once at WACTE in the spring. Additional meetings are set if necessary.

B. Past presidents

Purpose:

- The selection of award winners for State Special Citations, NAAE, Outstanding Service, Honored Secondary Agriculture Educator and Honored Post-Secondary Agriculture Educator.
- Provides suggestions to the board on issues and concerns affecting the WAAE organization.

C. Safety

Purpose:

- To promote safety topics throughout the state.
- To encourage safety projects, activities and attitudes in all agriculture departments and FFA Chapters.

D. Soil Conservation

Purpose:

- Promote and coordinate State FFA Land Judging Contest.
- Update resource material to be used for land judging competition.
- Cooperatively work with State Soil Conservation Service in developing and promoting youth awareness and appreciation of the importance of land conservation.
- Promote Soil Judging manuals.

E. New Teacher

Purpose:

- Develop materials to help new teachers find success in the agricultural education profession.
- Implement and evaluate the WAAE mentor/mentee program.

F. Fund Raising

Purpose:

- To provide items for the silent auction and to assist where needed at Monday evening's auction.

G. Supervised Agricultural Experience

Purpose:

- Develop materials to aid agricultural educators in the implementation of Supervised Agricultural Education programs for students.

H. Secondary/Post Secondary Curriculum

Purpose:

- To promote updated curriculum content for agricultural education departments.
- To identify new and unique curriculum resources.
- To annually review existing state agricultural curriculum for suggested updates and changes.

J. State CDE

Purpose:

- To develop and promote the State FFA CDE Contests.
- To establish guidelines for qualifying and eligibility in the area and state contests and to develop a selection process for Wisconsin's representation at National FFA Contests.
- To evaluate individual contests, keeping them as parallel to national contests as possible and establish a good working relationship with contest superintendents.
- To work with area contest personnel in running qualifying contests.
- To work closely with the state contest manager in all phases of the state contest including the state contest booklet, finances, registration and contest results.

K. Promotions and Public Relations

Purpose:

- To develop an ongoing public relations policy and position to facilitate the continuation of agricultural education as an integral part of K-16 education in Wisconsin.

L. Teacher Retention

M. Wellness

N. Ideas Unlimited

Section 8 Sectional Standing Committees

A. Technology and Communications – Section I

Purpose:

- Evaluate the WAAE homepage on a regular basis.
- Make recommendations for information/services to be added to the Website.
- Assess the relevance of information currently on the Website.
- Suggest improvements in layout and design of the Website.

B. Support to WI FFA Foundation Golf Outing - Section II

Purpose:

- To work with the chairperson of the Wisconsin FFA Foundation Golf Outing and provide whatever help and support is needed.

C. Social - Section III

Purpose:

- Furnish recreation and audio materials for picnic on opening evening of summer conference.

D. - Section IV

Purpose:

- To provide instructors an opportunity to exchange teaching materials and ideas.
- Materials are displayed during the annual WAAE conference.
- Through this exchange of ideas it is hoped that instructors throughout the state can provide/receive new and exciting ideas for instruction.

E. Resources - Section V

Purpose:

- To improve the accumulation, consolidation and distribution of materials necessary to improve agricultural education in Wisconsin.
- Distribute the legislative directory to all members.
- Provide audio-visual equipment for summer conference.
- Assist in gathering and distributing workshop materials presented during summer conference and other inservices.
- Assist in providing guidelines for workshop presenters to improve classroom application.

F. Membership Development and Services - Section VI

Purpose:

- To provide updated information to instructors, students, guidance counselors, administrations, school boards and parents as to the opportunities that exist in agriculture. This could be in the form of written information, workshops or field days.

G. Forestry - Section VII

Purpose:

- To plan and prepare annual forestry related activities/projects for agriculture instructors and related professionals.

H. - Section VIII

Purpose:

- To gather ideas used by agriculture educators to share with other educators.
- To enter the winning idea in the NAAE competition.

I. Diversity - Section IX

Purpose:

- Educate agricultural education instructors on diversity issues.
- Develop a list of best practices to address diversity issues in agricultural education.

J. Banquet Accommodations- Section X

Purpose:

- Provide photographer at WAAE banquet.
- Submit photographs of WAAE Award Winners/Special Events to WAAE members and newsletter editor.
- Invite state/local media to WAAE events.
- Increase the public's knowledge of agricultural education.

K. Door Prize Committee - Rotating by Section

Purpose:

- Solicit and supply door prizes for summer conference business sessions and activities.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current **Robert's Rules of Order, Newly Revised** shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

ARTICLE IX

AMENDMENTS

Section 1 Bylaws of the Association may be amended at any regular or special meeting by a 2/3 vote of the members present, providing there is a quorum present.

Section 2 The membership must be advised of a proposed amendment change when notified of the annual conference or at least ten days prior to any special meeting.

ARTICLE X

DISSOLUTION

Should the members of the Association vote to dissolve the same, the assets of the Wisconsin Association of Agriculture education Instructors, Inc., shall be transferred to the Wisconsin FFA Center.

WAAE STANDING RULES

I. Officer Notebooks

- A. Each member of the Executive Board shall have a binder/notebook containing but not limited to the following items.

WAAE Meetings
Membership
Official Documents
State Newsletters
Sectional Meetings
Awards
Miscellaneous

Financial Reports
WAAE Committees
Summer Conference
Sectional Newsletters
Related Ag Ed Organizations
NAAE
Correspondence

II. Awards

- A. WAAE - Past President Committee shall recommend Regional NAAE Citation, Organization Relations, Special State Citations, Distinguished Secondary Agriculture Educator, Distinguished Post-Secondary Educator, and the NAAE Outstanding Teacher Service Award.
- B. The Executive Board shall approve the above.
- C. The WAAE will publish the Organization Relations and special NAAE Citation award selections prior to the Awards Banquet.
- D. The President shall appoint a committee to select state winners for the NAAE Outstanding Agriculture Education Program, NAAE Outstanding Young Members, and NAAE Outstanding Agricultural Educators.
- E. WAAE shall present recognition certificates to the school administrators of the retiring Presidents and the 5 retiring Vice-Presidents.
- F. WAAE shall present recognition certificates to the retiring Vice-Presidents.
- G. WAAE shall present a retiring President plaque.
- H. WAAE shall present a gavel to the new President.

III. Facilities and Equipment

- A. When a new Executive Director is being hired, the Search and Screen Committee, appointed by the President, shall recommend the location and type of facilities best suited for the Executive Director.
- B. If the Executive Board recommends a change in location or facilities, the President and Past President shall make the selection/recommendation.

IV. Secretarial

- A. Additional secretarial services shall be hired as needed by the President and Executive Director.

V. Financial

- A. The President shall appoint an Audit Committee or select an audit firm by the Mid-Winter Executive meeting.
- B. The Audit Committee shall meet in May/June and submit its report to the Executive Director before Summer Conference.
- C. A preliminary budget shall be prepared by the current President, President Elect, and Executive Director prior to June.
- D. The budget shall be approved by the Executive Board prior to Summer Conference.
- E. The budget will be submitted to the membership for approval at least four months in advance.
- F. The Executive Director shall present a budget review, for the next year, at Mid-Winter Executive meeting.

VI. Savings and Investments

- A. The President and Executive Director shall recommend any changes or addition to the organization's checking, savings or investments.
- B. The Executive Board shall approve of any changes in checking, savings or investments.

VII. Newsletters

- A. The President-Elect shall coordinate the State Newsletter.
- B. The Executive Director shall manage and edit the State Newsletter.
- C. Sectional Vice-Presidents are responsible for distributing Sectional Newsletters.
- D. Sectional newsletters shall include information from NAAE and regional sources.

VIII. Campus Visits

- A. A WAAE Representative shall schedule a visit annually to each University campus administering Agricultural Education degree programs.
- B. WAAE campus visits shall be appointed by the President.

IX. Miscellaneous

- A. WAAE may sell a membership list only if the list is limited to working addresses.
- B. WAAE members may vote for sectional elections if they request and return a ballot prior to the Spring Sectional meetings.
- C. The Master of Ceremonies for the WAAE Awards Banquet shall be the current Past President.
- D. Individual associate members and the representatives of organizational associate members shall receive banquet invitations and tickets.
- E. Ideas Unlimited Winners: The first place winner in our state contest shall be submitted in a timely manner for Region III competition.
- F. WAAE may sell education materials at an increased price to non-members.
- G. WAAE may market educational materials through retailers if the profits enter the operating budget.