

**Standing Rules**

**Adopted May 19, 2020**

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**Section 1.0**

**AAAE Regions**

**1.01 Regional Alignments**

There shall be three (3) regions: North Central, Southern, and Western. States and territories included in each region are:

|  |  |  |
| --- | --- | --- |
| North Central | Southern | Western |
| Connecticut  Delaware  Illinois  Indiana  Iowa  Kansas  Maine  Maryland  Massachusetts  Michigan  Minnesota  Missouri  Nebraska  New Hampshire  New Jersey  New York  North Dakota  Ohio  Pennsylvania  Rhode Island  South Dakota  Vermont  West Virginia  Wisconsin | Alabama  Arkansas  Florida  Georgia  Kentucky  Louisiana  Mississippi  North Carolina  Oklahoma\*  Puerto Rico  South Carolina  Tennessee  Texas\*  Virginia  Virgin Islands | Alaska  Arizona  California  Colorado  Guam  Hawaii  Idaho  Montana  Nevada  New Mexico  Oregon  Utah  Washington  Wyoming |

**1.02 Home Regions**

Members can accept regional leadership positions/awards only in their home region, except that members in Texas and Oklahoma may individually designate the Western region as their “home” region and accept regional leadership positions and awards in that region instead of their home region as defined by the Constitution.

**1.03 Regional Autonomy**

Each region may function separately or collaboratively, but must operate within the AAAE Bylaws.

**1.04 Regional Governing Documents**

Each region shall establish a set of bylaws, which must be approved by the majority of members from that region at an annual AAAE regional meeting and by the majority of AAAE members at an annual AAAE meeting. Bylaws shall include provisions for: (a) electing regional officers, (b) filling officer vacancies, (c) selecting representatives to serve on AAAE standing committees, and (d) replacing standing committee members.

**1.05 Regional Policies**

Each region shall establish policies and procedures, which must be approved by the majority of members from that region at an annual AAAE regional meeting.

**Section 2.00**

**Dues**

**2.01 Annual Dues**

Annual dues for each class of membership shall be established by the AAAE Board of Directors.

**2.02 Lifetime Dues**

The lifetime membership fee for Active Members shall be 20 times the annual dues for Active Membership.

**2.03 Membership Year**

Membership follows the calendar year. Dues can be paid from November 1 to February 1 for the new membership year.

**Section 3.00**

**Officer Duties**

**3.01 President**

The President shall preside at all AAAE national meetings and meetings of the Board of Directors. The President shall appoint committees as authorized by the Board of Directors and the AAAE Bylaws. The President shall act as the official representative of the organization unless a representative is otherwise appointed. In addition, the President shall perform the duties customarily associated with the office of President.

**3.02 President-Elect**

The President-Elect shall, in the absence of the President, act in the official capacity of the President and perform all duties of that office. Should the office of President become vacant at any time during the year, the President-Elect will automatically assume the position of President for the remainder of the term.

**3.03 Vice-President for Communications**

The Vice-President for Communications shall be responsible for the updating and maintenance of the AAAE website and other organization social media platforms.

**3.04 Secretary**

The Secretary shall keep an accurate record of all organization business and proceedings of the annual meeting, monthly board of director meetings, and special meetings. The Secretary shall be responsible for AAAE correspondence upon the direction of the President and/or the Board of Directors.

**3.05 Treasurer**

The Treasurer shall be responsible for the safekeeping of funds and shall be responsible for reporting receipts, expenditures, balances, and investments at the request of the Board of Directors. The Treasurer shall be responsible for accepting and dispensing funds and for the investment of balances as appropriate in accordance with policies established by the Board of Directors. The Treasurer shall present a Treasurer’s Report, proposed budget, and account audit statement for review and consideration by the members at the annual meeting each year.

The Assistant Treasurer shall be responsible for collecting dues, funds associated with any activity of the organization, and maintaining membership records in collaboration with the Treasurer.

**3.06 Historian**

The Historian shall be responsible for the archives of the organization.

**3.07 Past-President**

The Past-President shall serve in an advisory capacity to the President and chair the Nominating Committee.

**Section 4.00**

**Committees**

**4.01 Standing Committees**

Standing Committees will meet at least once per year in conjunction with the annual meeting. Other meetings, either face-to-face or electronic, may be called by the committee chair. Each standing committee shall elect a chair and chair-elect at its annual meeting. Voting members of the standing committees shall be limited to those committee members elected in their respective regions. Other AAAE members are invited to attend and participate in committee discussions but do not have voting privileges.

If a voting member of a standing committee cannot attend a committee meeting, he/she may select a proxy from their region to serve on the committee in their absence. Individuals holding a proxy for a standing committee shall provide documentation of their proxy status to the standing committee chair prior to the start of the committee meeting.

**4.02 Special Committees**

Special committees may be appointed by the President and/or Board of Directors as the need arises. Special committees shall serve until their assigned duties are completed or they have been discharged by the Board of Directors or action of the membership.

**4.03 Member Services Committee**

To accomplish its purpose, the Member Services Committee carries out the following activities:

1. Revise and publish annually the Directory of University Agricultural Educators.
2. Conduct an annual supply and demand study and a periodic salary survey, summarize the data and distribute to the membership.
3. Collect and post on the AAE website the positions available in agricultural education.
4. Provide information and establish policies for posting information on the AAAE website and determine policy for release of directory information.
5. Carry out other activities agreed upon by the membership and/or Executive Committee.
6. Review and update the AAAE Constitution and Bylaws as they pertain to the Member Services Committee.
7. Develop opportunities to increase communication in the organization through the use of chat rooms, bulletin boards, and listservs.

**4.04 Professional Development Committee**

To accomplish its purpose, the Professional Development Committee carries out the following activities:

1. Select a representative from each region to secure nominations for AAAE officers, under the direction of the Past-President.
2. Review the awards program and nominate individuals for appropriate awards.
3. Provide leadership for determining, planning and implementing professional development workshops and in-service activities for AAAE members at national meetings. (i.e. research pre-sessions)
4. Develop and request annually from AAAE a budget for the committee’s activities.
5. Carry out other activities related to professional development agreed upon by the membership and/or Executive Committee of AAAE.

**4.05 Program Improvement Committee**

To accomplish its purpose, the Program Improvement Committee carries out the following activities:

1. The committee will identify special interest groups and facilitate collegial working relationships.
2. Provide opportunities for collaboration within and outside of agricultural education.
3. Serve as an advocate for improvement of teaching and learning in agriculture.
4. Provide leadership and representation on organizations of the profession.
5. Coordinate the AAAE Poster Session to facilitate the exchange of ideas and activities among the members.
6. Carry out other activities related to program improvement agreed upon by the membership and/or Executive Committee of AAAE.
7. Review and update AAAE Constitution and Bylaws as they pertain to the committee.

**4.06 Research Committee**

To accomplish its purpose, the Research Committee is charged with the following:

1. Promote dissemination of research through professional research meetings such as the National Agricultural Education Research Conference and regional research conferences.
2. Identify individuals and/or departments to chair the National Agricultural Education Research Conference.
3. Recommend policies related to research conferences to facilitate the dissemination of research.
4. Recommend policies related to dissemination of research through journals and other appropriate media.
5. Coordinate with the Vice President of Communications and other appropriate AAAE committees the dissemination or research on the AAAE web site.
6. Promote recognition of research and development activities of members through programs including: but not limited to:
   1. Outstanding research papers at the National Agricultural Education Research Conference
   2. *Journal of Agricultural Education* Author of the Year Awards Program
7. Carry out other activities related to research agreed upon by the membership and/or Executive Committee of AAAE.
8. Foster collaboration with other regions and communicate funding opportunities available for agricultural education research.
9. Maintain a connection with the goals and activities of other related societies and agencies

**Section 5.00**

**Affiliation**

**5.01 Related Organizations**

AAAE may affiliate with related organizations upon a majority vote of the Active Members at the annual meeting or by decision of the Board of Directors.

**5.02 Affiliate Representatives**

AAAE may select from the Active Membership at large representatives to other councils or related organizations. These representatives shall be elected for their term at the annual meeting as indicated below:

1. National Council for Agricultural Education   
   (3-year term, elected at large)

B) National FFA Board of Directors (1 – 3 year term, elected at large)

C) National FFA Awards and Recognition Advisory Committee   
(3 year term)

D) National FFA Officer Nominating Committee (3 year term)

C) National FFA Foundation Board of Trustees (3year term)

D) National FFA Alumni & Friends Council (3 year term)

E) National FFA Career Development Event Advisory Council   
(3 year term)

F) The Agricultural Education Magazine Editorial Board (3 year term)

**Section 6.00**

**Gifts**

**6.01 Tax-Exempt Donations**

All gifts treated as tax-exempt donations must be documented by the Treasurer, who will record the gift and issue the appropriate documentation. Gifts of $1,000 or more, or agreements involving any reciprocal action on the part of the AAAE (e.g. sponsorships, promotions, opportunities to speak, and naming rights for AAAE resources or activities) must be presented in writing to the AAAE Board for approval, with sufficient detail to identify the donor/sponsor and the reciprocal action required.

Gifts of less than $1,000 may be approved by the Treasurer unless the “gift” requires some reciprocal action on the part of the AAAE. Any large gift, or any gift requiring anything of the organization (change of schedule, promotion, advertising, etc.), require board approval.

6.02 Gift Agreement

The AAAE Board may consider these gift agreements during any regular scheduled meeting, including their monthly electronic meetings. Agreements with terms lasting more than five years will be presented to the full membership for a vote during the annual business meeting. All approved agreements will be posted annually, with their terms, as an addendum to the Treasurer’s Report, in the minutes of the AAAE business meeting. Existing agreements may be taken up as regular business during an annual business meeting.