

# **Constitution of the Western Region of the American Association for Agricultural Education**

*Adopted September 2013, Amended September 2018*

## ARTICLE I NAME

Section 1. The name of the organization shall be "Western Region American Association for Agricultural Education." The name "Western Region" may be used herein in lieu of the complete name of the organization.

Section 2. The Western Region is a regional affiliate of the "American Association for Agricultural Education," herein referred to as "AAAE." As such, the Western Region will operate under the guidelines, procedures, and practices of AAAE, except as noted herein.

## ARTICLE II PURPOSE

Section 1. Mission: The mission of the Western Region is congruent with the mission of its parent organization, the American Association for Agricultural Education. The AAAE mission is to advance the broad field of study which integrates social and behavioral sciences with agricultural, life, environmental, and natural resource sciences. Scholarship within the field of study is additive to the knowledge bases of planning and needs assessment; curriculum development; learning theory; instructional design; delivery strategies; evaluation; research methods and tools; scholarship and writing; history, philosophy and ethics; and contextual applications, culture and diversity. Our context for scholarship and practice include teacher education, international agricultural education, extension education, agricultural communications, distributed learning, higher education, and leadership education.

Section 2. Goals: The Western Region will accomplish its mission by:

- serving as an advocate for the improvement of teaching and learning in agriculture.
- providing a forum to address issues in agricultural education.
- providing an approach to identifying, prioritizing, and organizing research in agricultural education.
- providing opportunities for individual and organizational growth, development, and renewal.
- providing opportunities to communicate the results of research and other scholarly activities.
- providing opportunities for collaboration within and outside of agricultural education.
- providing for recruiting, inducting, and mentoring people into the profession.

Section 3. Values: As a professional organization, we value:

- high quality instruction in the total formal and nonformal agricultural education system.
- developing and empowering individuals.
- actively engaging learners/experiential learning.
- high quality research and other scholarly activities.
- an active role in contributing to both formal and non-formal educational systems.
- professional renewal and adjusting to change.
- collaboration and networking.
- the critical role of agriculture and natural resources in our nation's welfare
- a public that is informed about trends and issues in the agricultural industry

### **ARTICLE III STATES AND TERRITORIES**

Section 1. States and territories comprising the Western Region shall be defined by AAAE.

### **ARTICLE IV MEMBERSHIP AND DUES**

Membership in the Western Region may be granted and maintained as defined in Article IV of the AAAE Constitution and Bylaws. Upon acceptance as a member in AAAE, members from states and territories comprising the Western Region, as defined by AAAE, shall be considered members of the Western Region.

### **ARTICLE V OFFICERS**

Section 1. The officers of Western Region shall be President (who shall serve as the AAAE Regional Vice President), Vice President, Secretary, and Past-President.

Section 2. Only Active Members may serve in leadership positions.

Section 3. The term of office for officers shall be one year. The Past President shall be succeeded by the President, President by the Vice President, and Vice President by the Secretary. The Secretary shall be elected by majority vote of those present and voting at the annual meeting. Nomination, election procedures, and duties of officers shall be as described in the Bylaws.

### **ARTICLE VII VOTING**

Section 1. All classes of membership are eligible to attend and participate in discussions of Western Region business, but only Active Members are eligible to vote.

### **ARTICLE VII COMMITTEES**

Section 1. Standing Committees will follow those committees designated by the AAAE bylaws that specify regional representation.

Section 2. Committees may be appointed as deemed necessary by the President and/or Executive Committee.

### **ARTICLE VIII MEETINGS**

Section 1. The annual meeting of the Western Region shall be held at such time and place as the membership shall decide. Host states will be determined as outlined in Article V, Section 1 of the Western Region Bylaws.

Section 2. Notice of the annual meeting shall be made to the membership in writing or electronically via email and/or listserv at least 60 days prior to the annual meeting.

#### **ARTICLE IX AFFILIATION**

Section 1. The Western Region may affiliate with other organizations upon majority vote of the Active Membership or of those present at the annual meeting, providing such affiliation is not in violation of AAAE policies.

#### **ARTICLE X PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with this constitution and bylaws and any special rules of order the organization may adopt.

#### **ARTICLE XI AMENDMENTS**

Section 1. This Constitution may be amended by two-thirds of the Active Members present and voting at any annual meeting provided that:

- Proposed amendments are submitted to the Executive Committee at least 60 days in advance of the annual meeting.
- The Executive Committee has submitted proposed amendments to the membership in written or electronic form no later than 30 days before the annual meeting.

Section 2. Amendments may be proposed by the Executive Committee, by committee recommendation, or by any Active Member.

#### **ARTICLE XII DISSOLUTION**

Section 1. On dissolution of the Western Region, the Executive Committee shall pay or make provision for the payment of all of its liabilities. Any remaining assets will become the property of AAAE.

**Bylaws of the Western Region  
of the  
American Association for Agricultural Education**

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**ARTICLE I ELECTION OF OFFICERS**

- Section 1. Officers shall serve a four-year term, rotating through the offices from secretary, vice president, president, and finally past president.
- Section 2. The President, with the approval of the Executive Committee, shall appoint a nominating committee which will be chaired by the Past President. The nominating committee shall prepare a slate of candidates for Secretary of the Western Region and any other offices that have been filled by appointment (see Article II). The nominating committee shall submit its report to the Executive Committee prior to the first session of the annual meeting.
- Section 3. Nominations for any elective offices of the Western Region may be made from the floor.
- Section 4. Voting for election of Western Region officers shall be by secret ballot during the annual meeting.

**ARTICLE II VACANCIES**

- Section 1. Should the President leave the region or profession, or for other reasons become unable to fulfill the duties of the office, such office shall be declared vacant immediately and be filled by the Vice President until the next meeting of the Western Region.
- Section 2. Should the Vice President or Secretary leave the region or profession or for other reasons become unable to fulfill the duties of the office, such office shall be declared vacant immediately and the vacancy shall be filled by action of the Executive Committee until the next meeting of the Western Region.
- Section 3. Should the Past President leave the region or profession, or for other reasons become unable to fulfill the duties of the office, the office shall be filled by the most recent Past President available, or if needed, filled by action of the Executive Committee until the next meeting of the Western Region.
- Section 4. Should any member of a Standing Committee leave the region or profession, or for other reasons be unable to fulfill the duties of the committee, such position shall be declared vacant immediately and be filled by the President.

**ARTICLE III DUTIES OF OFFICERS**

- Section 1. The President's duties shall include:

- Participate as a voting member of the Executive Board for the American Association for Agricultural Education. This includes participation in the board meetings at the annual AAAE conference as well as quarterly conference call meetings.
- Along with other officers, plan the agendas for business sessions at the regional meetings.
- Conduct regional meeting business sessions.
- Coordinate with the local planning group to plan the Annual Western Region AAAE Meeting.
- Conduct the election of officers, committee chairs, and regional representatives.
- Solicit proposals for national meeting sites (every third year).
- Maintain list of regional meeting host state rotation.
- Assist with national AAAE awards nomination and selection as directed by the AAAE Executive Board.

Section 2. The Vice President's duties shall include:

- In the absence of the President, act in the official capacity of the President and perform all duties of that office.
- Coordinate the work of the committees
- Coordinate the Western Region AAAE Awards
  - Provide region meeting planning committee coordinator with budget for awards (plaques, certificates, etc.).
  - Update and send out nomination packets to AAAE list approximately 5 months prior to regional meeting with a nomination deadline of approximately 2 months prior to the meeting.
  - Post updated nomination packets to the AAAE website approximately 5 months prior to regional meeting.
  - Send a reminder to AAAE list 3-4 weeks prior to the nomination deadline.
  - Contact past winners of each award to serve as the selection committee. Send all nominations received for each award to the selection committee members. Ask them to respond by ranking the nominees. Set a deadline for selection committee response at least 3 weeks prior to the regional meeting.
  - Purchase plaques and certificates.
  - Make award presentations at the regional meetings.
  - Update awards record and post to AAAE website.
- Work with the secretary to write resolutions for conference and research hosts, etc.
- Propose resolutions in the last business session of the regional meeting.

Section 3. The Secretary's duties shall include:

- Coordinate with regional officer team to create agendas for the regional business meetings.
- Distribute agendas via email two weeks prior to the regional meeting.
- Post meeting agendas to the AAAE website two weeks prior to the regional meeting.
- Keep the minutes from the business meetings and post them to the AAAE website. This includes collecting committee meeting reports, organizing them, and including them in the minutes.
- Maintain a current list of regional officers and committee members.
- Update the western region leadership information on the AAAE website.
- Assist the vice-president in writing the resolutions thanking conference and research hosts, etc.
- Send resolutions to the appropriate parties.
- Secretary shall be responsible for correspondence of the Western Region, upon direction of the President and/or Executive Committee.

Section 4. The Past-President duties shall include:

- Serving in an advisory capacity to the President.
- Chairing of the Nominating Committee for officers and other elected positions.

Section 5. The Executive Committee shall constitute the administrative body of the Western Region and carry out all of the activities necessary to the successful achievement of its goals. The Executive Committee is comprised of the officers of the Western Region and shall be responsible for:

- Recommending appropriate administrative and legislative proposals to the Western Region membership.
- Establishing administrative and operational policies for the Western Region.
- Serving the general welfare of the Western Region.

## ARTICLE IV COMMITTEES

Section 1: Committee membership is limited to Active Members.

Section 2. In accordance with AAAE bylaws, each region shall select six representatives to serve on standing committees. The term of committee members shall be three years with two members elected each year, terms to start at the regional meeting. Standing Committees members shall be selected by election. In the event of a vacancy on a Standing Committee, the President of the Western Region shall appoint a replacement, as outlined in Article II, Section 4 of the Western Region Bylaws.

Section 3. Standing committees shall meet at least once annually in conjunction with the annual Western Region meeting. Other meetings, either in electronic form or in person, may be scheduled by the committee chair. Each standing committee shall elect a chair and vice-chair at its annual meeting. Although other AAAE members are invited to participate in

committee discussions, voting members of the Standing Committees shall be limited to those committee members elected to the committee.

Section 4. Special committees may be appointed by the President unless otherwise directed by motion to refer. These committees will be discharged once they have completed their charged functions.

Section 5. The Western Region may select from the Active Membership at large representatives to other councils or organizations.

#### **ARTICLE V CONFERENCE HOST**

Section 1. States comprising the Western Region will rotate as hosts of the conference.

#### **ARTICLE VI QUORUM**

Section 1. For the purposes of conducting business at the annual meeting, those Active Members in attendance shall constitute a quorum.

Section 2. For the purposes of business conducted electronically, a minimum of a majority of the Active Members shall constitute a quorum.

#### **ARTICLE VII AMENDMENTS**

Section 1. Amendments may be proposed by the Executive Committee, by committee recommendation, or by any Active Member.

Section 2. The Bylaws of the Western Region may be amended by a majority vote of the Active Members present and voting at any annual meeting provided that:

- Proposed amendments are submitted to the Executive Committee at least 60 days in advance of the annual meeting.
- The Executive Committee submitted proposed amendments to the membership in written or electronic form no later than 30 days before the annual meeting.

Section 3. Bylaws may be amended by a 2/3 vote at an annual Western Region meeting without prior notice.