

Constitution and By-Laws of the Michigan Association of Agriscience Educators

We, the members of the Michigan Association of Agriscience Educators in order to form a more effective organization and to promote education in agriculture, do hereby adopt the following Constitution and By-laws.

ARTICLE I - NAME

The name of this organization shall be the Michigan Association of Agriscience Educators.

ARTICLE II - MEMBERSHIP

The membership in this organization shall be active, associate, student, honorary and retired life membership.

Section 1. Active Membership

All teachers of agriculture, instructors and coordinators, teacher trainers, supervisors, or currently certified to teach in agriculture shall be designated as active members of the Association upon payment of such dues as are provided in the By-laws and shall be entitled to all the rights and benefits of the Association.

Section 2. Associate Membership

Interested persons in the field of agriculture who do not qualify as active members and wish to remain active in the leadership of agriculture instruction shall be classified as Associate Members. Associate dues shall be one-half of regular Michigan Association dues.

Section 3. Student Membership

Post-secondary students in Agriscience and natural resources education may become student members upon the payment of dues as provided for in the By-laws.

Section 4. Honorary Membership

The title "Honorary Membership" may be conferred upon those who have made a distinct contribution to the cause of Agriscience and natural resources education.

Section 5. Retired Life Membership

The title "Retired Life Member" may be conferred on any retired member by a recommendation of the Board. Retired Life Members shall have all rights and privileges of other active members, but shall pay no dues except the fees required for NAAE..

ARTICLE III - OFFICERS

All officer terms will commence at the end of the business session of the annual meeting, while recognition of term of office could occur at the award recognition session of the association.

Section 1. Board of Directors

The Board of Directors shall consist of six elected members. At each annual meeting there shall be two directors elected for a term of three years.

There shall be regular meetings of the Board of Directors preceding the regular annual meeting of the Association. Other meetings may be held at the call of the President or upon request of a majority of the members of the Board of Directors.

The outgoing President each year shall be a member of the Board of Directors for the year following the term of office. The Presidents of the 0-9 club and the 10-20-30 club shall be members of the Board of Directors. The Board of Directors will also include one representative from the Michigan Horticulture Teachers Association (MHTA), one FFA Board of Directors Representative, one Postsecondary representative and one Michigan Department of Education representative. The Board of Directors shall fill all vacancies until the next annual meeting. They may also appoint a Parliamentarian, Historian, Social Media/Website Manager, and such other aides as may be necessary or advisable in carrying out the work of the Association.

The Board of Directors shall be elected by the regional membership. The election shall be by ballot at the first regional session of the annual meeting.

Section 2. Vice President

The Vice President shall be elected by the membership by a majority vote. The Board of Directors shall act as a nominating committee and nominate up to three members for Vice President. Additional candidates for Vice President may be nominated by the membership at their first session of the annual meeting. The Vice President shall be the chairperson of the membership committee.

The Vice President shall assume the duties of the office of the President -Elect.

Section 3. President-Elect

The President-Elect shall assume the duties of the office of the President. In the event the President-Elect is not available to assume the office of President the office of the President shall be filled by election at the annual meeting of the Association. The President-Elect shall be responsible for standing committee's functions.

Section 4. President

The President shall be the presiding officer of the Board of Directors, perform such duties as pertain to the office and other duties as may be assigned in the By-laws.

Section 5. Past -President

The Past-President shall be a member of the Board of Directors for the year following the term of office. The Past-President shall serve as an advisor to the Board of Directors.

Section 6. Treasurer

The Treasurer shall be elected by the membership for a three-year term. The Board of Directors shall act as a nominating committee and may nominate up to three members for that office. The Treasurer shall carry on the necessary correspondence of the Association, collect dues, be custodian of funds and pay all bills of the Association upon the order of the Board of Directors, and shall make a report in full at the annual meeting. The Treasurer shall call the meeting to order and proceed to the elections of a chairman pro tempore.

Section 7. Secretary

The Secretary shall keep an accurate record of the proceedings of all meetings of the Association and the Board of Directors. The Board of Directors shall act as a nominating committee and may nominate up to three members for that office. The Secretary shall be elected by the membership for a three-year term the year after the election of the Treasurer.

Section 8. Committees

The (Standing) Committees of the MAAE shall be:

Advocacy in Agricultural Education Committee

The purpose of the Advocacy in Agricultural Education committee is to provide insight and recommendations on opportunities to effectively influence agricultural education through promotion, communication, and policy.

Financial Review Committee

The purpose of the Financial Review committee is to review the financial statements, dues structure and fiscal solvency of the organization. The President will select the Chair of the auditing committee (a member other than the Treasurer), the committee will review the finances of the MAAE prior to the final business meeting at summer PDI and report their findings. The President shall also select 1-2 additional members to serve on this committee annually.

Member Experience Committee

The purpose of the Member Experience committee is to provide insight and recommendations on the value of the NAAE organization and review the perceptions that current and prospective members have about NAAE.

Professional Development Committee

The purpose of the Professional Development committee is to provide insight and recommendations on leadership and learning to improve and evolve educators for boundless classrooms.

Teacher Recruitment, Retention, & Recognition

The purpose of the Teacher RRR committee is to provide insight and recommendations on topics and initiatives related to attracting, engaging, supporting, and celebrating agricultural education professionals.

Section 9. Board Members

Voting members of the Board shall be the President, President-Elect, Vice President, Secretary, Treasurer, Past President, six elected Board of Directors, 0-9 club President, 10-20-30 club President, MHTA Representative, FFA Board of Directors Representative, Postsecondary Representative, Michigan Department of Education Representative, Parliamentarian, Historian, and Social Media/Website Manager.

Section 10. Board Member Duties

President

- Presides over board meetings and general sessions during conferences.
- Provides annual report for Region 4 NAAE.
- Appoints committee members as needed for NAAE or MAAE.
- Handles hot issues-new issues personally or designates MAAE representative.
- Attends ACTE/NAAE National Convention & NAAE Region 4 Conference.

- Fill out the Professional State Association Award Application
- Prepare a National State Report for Conferences with the President-Elect
- Prepare and give remarks about MAAE at the State FFA Convention
- Serve on a National Committee for NAAE
- Sets the annual MAAE budget with Treasurer
- Appoint a representative to attend the National Leaders Council meeting when appropriate.
- Appoint chairperson for the Financial Review Committee prior to Summer PDI
- At least every 3 years appoint a special constitutional review committee to update and suggest changes to the constitution at Summer PDI. The next committee report should be no later than Summer PDI of 2027.

President-Elect

- Presides at board meetings and general sessions in the absence of the President.
- Works with all committee chairs to carry out their responsibilities.
- Reports on NAAE/ACTE activities to members.
- Attends NAAE National Convention & NAAE Region 4 Conference.
- Serves on ACTE &/or NAAE committee as assigned.
- Works with the New Teacher Mentoring Program.
- Prepare a National State Report for Conferences with the President
- Coordinate the Legislative Event for the State FFA Convention

Vice President

- Works with membership to encourage teachers to join MAAE.
- Contacts Post-secondary student organizations and related courses to schedule a presentation on the importance of MAAE as an organization.
- Chair of the Awards committee with 0-9, 10-20-30, and Historian as representatives on the committee to plan the Fall Award Recognition.
- Reports on NAAE Region 4 Conference.
- Attends ACTE/NAAE National Convention & NAAE Region 4 Conference.
- Serve on a National Committee for NAAE

Past President

- Assists the Vice President with membership recruitment.
- Serves as the board representative on the MAAE Conference Planning committee to oversee MAAE functions at summer conference
- Provides leadership for fundraising at conferences, i.e. 50/50 drawings, silent auction.
- Attends ACTE/NAAE National Convention & NAAE Region 4 Conference.

Secretary

- Prepares agendas for meetings and sends out meeting announcements in cooperation with President
- Maintains association correspondence
- Takes minutes at all board meetings and general sessions during the conference.
- Manage and update the association website
- Attends ACTE/NAAE National Convention & NAAE Region 4 Conference every other year.

Treasurer

- Develops the annual budget with the President.
- Provides membership report at each meeting.

- Handles all treasury and financial statements.
- Completes the registration and makes accommodation reservations for MAAE officers for the NAAE Region 4 Conference and the NAAE Convention
- Attends ACTE/NAAE National Convention & NAAE Region 4 Conference.
- Manages registration for Summer PDI
- Collects dues and submits the national roster
- Provides information to the financial review committee prior to summer PDI.
- Coordinate financial accommodations for summer PDI

Special Projects Consultant

- Maintain and seek affiliate membership in the MAAE through correspondence and updating records
- Create a post-secondary, student friendly membership & Summer PDI package.
- Coordinates a New Teacher Mentoring Program
- Work on increasing membership to MAAE by the Michigan Agriscience instructors
- Plan the Fall Award Recognition in cooperation with the Vice President, 0-9 President, 10-20-30 President, and Historian
- Coordinate NAAE Awards program for MAAE (nomination forms, reminders, collect award apps., facilitate judging, submit to NAAE)
- Coordinate MAAE Intern Scholarship Program
- Serve as a member to the MAAE Summer PDI Committee

Parliamentarian

- To assist the Board in parliamentary matters as necessary.

Historian

- Handles selection of Del Huber award winner.
- Responsible for ordering and recognizing members with Years of Service pins
- Maintains a record of deceased and past member and reports at the summer meeting
- Attend the Retired Ag Teachers Meeting and reports back to the board on their activities
- Maintain a record of state and national MAAE/NAAE award winners
- Works with Charles Arensmeier on the Program Achievement Recognition List

Social Media/Website Manager

- Maintain and keep MAAE website up to date
- Work with the treasurer to make sure all fees related to the website and social media are paid prior to due dates.
- Post relevant content to social media channels in a timely fashion. A minimum of 2 posts per month is expected.
- Share appropriate content through MAAE social media channels.
- Give reports at board and annual meetings about progress and ask for content.

0-9 President

- Official member of Board of Directors and should attend all regularly scheduled meetings.
- Serves on the selection committee to award the MAAE scholarship.
- Responsible for 0-9 meeting during Summer PDI.
- Arranges for “years of service” recognition at Summer PDI
- Plans recognition for Agriscience teachers who are retiring from teaching.

10-20-30 President

- Official member of Board of Directors and should attend all regularly scheduled meetings.
- Serves on the selection committee to award the MAAE scholarship.
- Responsible for 10-20-30 meeting during Summer PDI.
- Arranges for “years of service” recognition at Summer PDI
- Plans recognition for Agriscience teachers who are retiring from teaching.

Regional Representatives:

- Attend all MAAE Board meetings or send an alternate from region.
- Represent the views of members of the region in regard to policy and direction and provide input for discussion.
- Serve as a chair of one of the standing committees and reports on activities at each Board meeting
- Prepare written report for each Board meeting that can be given to the secretary for minutes
- Keep members of the region informed i.e. newsletter, emails, or minutes of meetings
- Encourage teachers in region to pay MAAE dues by identifying and keeping track of members and non-members
- Seek and provide information for businesses to serve as Affiliate members in MAAE
- Communicate regional issues to the Board
- Provide leadership for selecting mentors for new teachers in the region.
- Nominate one person from the region for NAAE/MAAE Award Program

Postsecondary Representative and Department of Education and MHTA Representative

- Attend MAAE Board meetings and keep the board up-to-date information on events.

Designated MAAE Representatives on Other Boards/Committees:

MAAE Policy Committee Chair

- Coordinate the appointment recommendations of members to serve on the committee.
- Serve as a board liaison to communicate recommendations to contracted services.
- 2027 Vice President will serve as the replacement on this board.

FFA Alumni Board

- Attend all FFA Alumni Board meetings and report back at MAAE meetings.
- 2024 Vice President will serve as the replacement on this board.

FFA Foundation Board

- Attend all FFA Foundation Board meetings and report back at MAAE meetings.
- 2026 Vice President will serve as the replacement on this board.

MAAE SCECHS Coordinator

- Coordinate the assigning of SCECHs for MAAE professional development
- 2025 Vice President will serve as the replacement on this board.

FFA Board of Directors

- Term is established by the FFA Board of Directors.

ARTICLE V - QUORUM

Twenty-five percent of the active membership shall constitute a quorum to conduct business at any meeting.

ARTICLE VI - AMENDMENTS

Section 1.

This Constitution may be amended by a two-thirds vote of the members present at any regular meeting provided the proposed amendment is presented in writing to the membership thirty days prior to said annual meeting upon recommendation of the Board of Directors.

Section 2.

By-laws may be adopted, amended or replaced at any regular meeting by a majority vote of the members present.

BY-LAWS

1. Board of Directors:

This board shall formulate the general policies of the Association, recommend a program of work and be responsible for promoting the interests of the Association.

2. Board of Directors-Election:

The members of the Board of Directors shall be elected by a majority vote.

3. Dues:

The annual dues package will include membership in MAAE and NAAE. First year educator membership will be seventy-five percent of the annual dues package. The annual dues package for an Associate Membership shall be fifty percent of the Active Member dues. Student membership and Retired Life Membership dues shall be based on NAAE dues.

4. Association For Career and Technical Education and National Association of Agriculture Educators

At the discretion of the Board of Directors, it shall be the policy of the Association to: (a) send its President and other delegates to the annual meeting of the Association for Career and Technical Education and National Association of Agriculture Educators as its delegates; (b) pay necessary transportation, registration, meals and hotel accommodations; (c) have a report of the meeting read by the delegates at the following annual meeting of the MAAE.

5. Membership-Delinquency:

Any member not paying dues shall be automatically suspended from membership, but can be reinstated as a member of good standing by payment of dues for the current year.

Eligibility for Service Keys and/or awards, and/or the holding of an office in the Association shall be based upon the actual number of years of membership in good standing. Dues for years in arrears may be paid to add years of membership providing qualifications for membership were met during those years.

The fiscal year for membership terminates at the close of summer conference.

Any person becoming eligible for membership in the MAAE for the association by December 15 of that year receives a full year of credit for membership awards and service keys.

6. Salaries:

The Board of Directors is authorized by the Association to pay the Treasurer an annual salary deemed appropriate by the board of directors not to exceed \$500, pay the President of the Association an annual salary not to exceed \$500 and pay the Special Projects Consultant an annual salary not to exceed \$4,000.

7. Recommended Order of Business:

- A. Call to order by the President.
- B. Reading of minutes of the last annual meeting by the Secretary.
- C. Report of the President
- D. Report of the Secretary
- E. Report of the Treasurer
- F. Report of Social Media/Website Manager
- G. Report of the Committees
- H. Unfinished business
- I. New business
- J. Election of Vice President
- K. Election of Directors
- L. Adjournment

8. Service Keys and/or Awards

Service Keys shall be awarded to members in good standing for each five years of service through forty-five years.

Upon thirty years of service a member shall be awarded a watch or clock at the annual meeting with appropriate inscription.

Additional credit for study or service in other states is based upon that state association's credit and is transferable.

9. Fiscal Year:

The fiscal year of the association shall be from January 1 to December 31.

10. Annual Meeting:

The annual meeting of the association shall be the meeting at the conclusion of the summer conference.

Adopted July 18, 1938

Revised July 1961

Revised July 1968

Revised July 1990

Revised July 2002

Revised September 30, 2003

Revised June 30, 2008

Revised July 1, 2009

Revised November 8, 2011

Revised October 11, 2013

Revised June 17, 2024