

**PENNSYLVANIA ASSOCIATION  
OF  
AGRICULTURAL EDUCATORS**

**MISSION STATEMENT**

***“TO PROVIDE AND SUPPORT PROFESSIONAL LEADERSHIP DEVELOPMENT  
FOR AND ABOUT AGRICULTURAL EDUCATION”***

**This mission statement was adopted by the membership in July, 1996**

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**VISION STATEMENT**

***“UNIVERSAL AGRICULTURAL EDUCATION FROM AG ED FAMILY UNITY  
THROUGH COMMUNICATION, COOPERATION, AND COLLOABORATION”***

**This vision statement was adopted by the membership in July 1997 for use by all Ag Ed Family organizations**

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**CONSTITUTION AND BY-LAWS**

of the

**PENNSYLVANIA ASSOCIATION OF AGRICULTURAL EDUCATORS**

**CONSTITUTION**

**ARTICLE I. NAME**

The name of this organization shall be the Pennsylvania Association of Agricultural Educators. (PAAE)

**ARTICLE II. PURPOSE**

The purpose of the organization shall be to advance agricultural education in Pennsylvania by,

**Section 1.** Providing opportunities for professional development and recognition, and

**Section 2.** Recruiting and retaining agricultural educators through professional, social and recreational programs, and

**Section 3.** Promoting agricultural education in Pennsylvania, and

**Section 4.** Serving as a legislative advocate for agricultural education, and

**Section 5.** Planning for the future of agricultural education, and

**Section 6.** Developing partnerships with other agencies which help to achieve the purposes of agricultural education, and

**Section 7.** Providing a structure for executing this purpose and mission.

**ARTICLE III. MEMBERSHIP**

- Section 1.** Membership in the Association shall include those engaged in agricultural education in the state of Pennsylvania.
- Section 2.** Membership may also include individuals or organizations interested in the purpose of this Association as prescribed in the By-Laws.

#### **ARTICLE IV. OFFICERS**

- Section 1.** Elective Officers: The elective officers shall be: President, President Elect, Past President and Regional Vice-presidents.
- Section 2.** Appointed Officers: The appointed officers shall be the Executive Secretary, Treasurer, and the Assistant Treasurer.

#### **ARTICLE V. ORGANIZATION**

- Section 1.** The purpose and business of the Association shall be effected through the Executive Committee, the Executive Board, authorized committees, and the business meetings of the membership.

#### **ARTICLE VI. STRUCTURE**

- Section 1.** The Association shall be comprised of Regions as prescribed in the By-Laws.

#### **ARTICLE VII. MEETINGS**

- Section 1.** The Association shall hold an annual meeting to conduct the business of the organization.
- Section 2.** The time and place of the annual meeting shall be determined by the Executive Board of the Association.
- Section 3.** The Executive Committee and the Executive Board shall meet as prescribed in the By-laws.
- Section 4.** A quorum shall be defined as the members present at any session of the annual business meeting of the Association.

#### **ARTICLE VIII. AFFILIATIONS**

- Section 1.** The Association shall be affiliated with the National Association of Agricultural Educators, Inc. (NAAE), the Pennsylvania Association for Career and Technical Education (PA-CTE), and the Association for Career and Technical Education (ACTE) in accordance with policies established by the Executive Board of this Association.

#### **ARTICLE IX. AMENDMENTS**

- Section 1.** This constitution may be altered or amended by a two-thirds vote of the members present at a regular business session of the annual meeting or at a special meeting called for that purpose.
- Section 2.** Said alteration or amendment shall:
1. be proposed with the endorsement of the Executive Board and,

2. be distributed to the active Association members at least thirty (30) days prior to the annual meeting and,
3. be presented in the first business session of the annual meeting with action to be taken at a later session.

**Section 3.** Any action to amend the By-Laws which was not distributed to the active membership in advance of the annual meeting must be brought up at least one business session prior to any action being taken. These special amendments will require an 80% vote of the membership present at the annual meeting for passage.

## **ARTICLE X. RESOLUTIONS**

**Section 1.** Resolutions may be presented and acted upon at any session of the annual business meeting of the Association

# **BY-LAWS**

## **ARTICLE I. MEMBERSHIP**

**Section 1.** Classification:

- a. **Active members** - Teachers of agricultural education currently engaged in teaching, or graduate work in agriculture education, members of the state department of education staff engaged in agricultural education activities, and members of the staff of the educational institutions in Pennsylvania granting certificates to teach agricultural education are eligible to become active Association members.
- b. **Student members** - Students of agricultural education at institutions granting certificates to teach agricultural education are eligible to become student members of the Association.
- c. **Associate members and commercial members** - These memberships shall be open to any person, group, or business interested in supporting the purpose of the Association. Associate membership and commercial membership shall not be open to those eligible for active Association membership.
- d. **Honorary members** - Persons who have made outstanding contributions to the Association and to the program of agriculture education may be awarded honorary membership upon approval by the Executive Board.
- e. **Honorary life members** - A special honorary life membership citation may be awarded to past Association members who have performed outstanding service to the programs of agricultural education. Selections shall be made by a majority approval of the Executive Board upon recommendation from the membership.
- f. **Active Life Members** - Members who in past years have paid life memberships in full will have this membership honored. No new life memberships are being initiated for those eligible for active membership.

**Section 2.** Voting and Holding Office - Only active annual or active life members have the right to vote or hold an elected office in the Association.

**Section 3.** Dues:

a. **Active members** - Annual dues for active membership will be determined by the budget committee for the membership year of September 1 through August 31. Association dues for a teacher teaching agricultural education for the first time in Pennsylvania shall be waived. The dues rate will be prepared by the Spring Regional Meetings and will be voted upon by the membership at the first business session of the Annual Meeting.

b. **Student members** - free

c. **Associate members and commercial members** - Dues will be determined at the Annual Meeting and will be in effect for the membership year of September 1 through August 31.

Associate membership	-	\$20.00
Commercial membership	-	\$25.00

d. **Legislative Action Team** - Suggested annual contributions for all members will be determined at the Annual Meeting and will be in effect for the membership year of September 1 through August 31.

Legislative Action Team - \$50.00

e. **Active Life Members** - Life memberships are no longer being offered to the membership; however, fully paid life memberships are being honored by the Association.

## ARTICLE II. REGIONS

**Section 1.** Association Regions will correspond to the state FFA Regions.

## ARTICLE III. OFFICERS

**Section 1.** Nominations: The Executive Board shall appoint a nominating committee. Nominations may be made from the floor following the report of the nominating committee at the Annual Meeting of the Association.

**Section 2.** Terms and manner of election of elected officers:

a. The President and President Elect shall be elected at the Annual Meeting of the Association. They shall enter upon their duties at the close of the Annual Meeting.

b. The retiring President shall serve as Past President until his successor enters upon his duties.

c. Each Region will elect two Vice Presidents to the Executive Board. One Vice President from each region will be elected each year at the Spring Regional Meetings. The term of the office of Regional Vice President shall be for two years beginning at the close of the Annual Meeting of the Association.

**Section 3.** Terms and manner of selection of appointed officers:

a. The Executive Secretary shall be appointed by the Executive Board for a period to be determined by the Board.

b. The Treasurer and Assistant Treasurer shall be appointed by the Executive Board for a one year term. They shall enter upon their duties at the close of the Annual Meeting.

**Section 4.** Vacancies: Should a vacancy occur in any office of the Board of Directors, the Executive Board shall make an appointment to fill that office for the unexpired term.

## ARTICLE IV. DUTIES OF THE ELECTED OFFICERS

**Section 1.** **President** - The President shall preside at all meetings of the Executive Committee and Executive Board and perform the duties of the office as prescribed in the Constitution and By-Laws and the usual duties of the office.

**Section 2.** **Past President** - The Past President shall preside at meetings when the President is absent.

**Section 3.** **President Elect** - The President Elect shall attend all meetings of the Association, Executive Committee, and Executive Board and assist and consult with the President on duties as determined by the President of the Board.

**Section 4.** **Regional Vice Presidents**- The Regional Vice Presidents shall represent the Region on the Association Executive Board, coordinate the Program of Activities of the Region. and conduct the business meeting at the time of the Regional Meetings and to coordinate the plans for the Regional Meetings. Regional Vice Presidents will be appointed by the Executive Board to serve as chairpersons of each of the committees listed in Article VIII., Section 1. Appointment of subcommittee chairpersons will be at the discretion of the Regional Vice Presidents.

## ARTICLE V. DUTIES OF APPOINTED OFFICERS

**Section 1.** **Treasurer** - The Treasurer shall receive all monies of the Association and pay out the same upon order of the President. He/she shall report to the Executive Board the receipts and expenditures at each regular meeting of the Board and cause his/her annual report to appear in the Annual Report of the Association along with the proposed budget for the coming year.

The Treasurer shall maintain a well organized record of the financial accounts of the Association and submit it for audit at the close of the Association year. The records shall be audited by a committee appointed by the President, who shall submit a copy of the audit report to be included in the printed Annual Report.

The Treasurer shall be responsible for the collection of dues from the membership and shall remit such payments to the respective organizations and accounts as designated on the annual dues collection form. The Treasurer shall forward/share membership information promptly with the Executive Secretary so that an accurate and up to date membership roster can be maintained by that office.

**Section 2.** **Assistant Treasurer** - The Assistant Treasurer shall assist the Treasurer with his/her duties as needed and particularly in the preparation of the proposed budget and at the time of registration at the Annual Meeting.

**Section 3.** **Executive Secretary** - The Executive Secretary shall keep full and accurate records of all business proceedings in meetings of the Executive Committee, Executive Board, and Annual Business Meetings and shall have the minutes of these meetings shall be made available to all members.

He/she shall also serve as membership secretary for the Association and report to the Executive Board. He/she shall also perform such duties as the Executive Board may designate.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the following officers:  
Elected - President, Past President, President Elect  
Appointed - Treasurer, Assistant Treasurer and Executive Secretary.

**Section 2.** The Executive Committee shall convene at the call of the President and shall transact business for the successful operation of the Association and make recommendations to the Executive Board.

## **ARTICLE VII. EXECUTIVE BOARD**

**Section 1.** The members of the Executive Board shall be the six (6) members of the Executive Committee and the eight (8) Regional Vice Presidents.

**Section 2.** The Executive Board shall convene at the call of the President and shall meet as determined necessary to transact business for the successful operation of the Association.

**Section 3.** Quorum - A majority of the fourteen (14) members of the Executive Board shall constitute a quorum to do Association business.

## **ARTICLE VIII. COMMITTEES**

**Section 1.** The basic committee structure for the Association shall include the following eight committees. The President may appoint subcommittees (suggested committees in italics) as necessary or as recommended by the Executive Committee or Executive Board.

- a. **Member Services**  
*(Professional Improvement, Recruitment and Retention and Membership)*
- b. **Legislative**  
*(Legislative Action Team and Lobbyist)*
- c. **Public Relations**  
*(Public Relations and Commercial Relations)*
- d. **Strategic Planning**  
*(Mission and Goals) (Visions for PA Ag Ed)*
- e. **Policies and By-laws**  
*(Constitution and By-laws and Resolutions)*
- f. **Finance**  
*(Budgeting and Auditing)*
- g. **Human Resources**  
*(Nominating, Past Presidents and Retired Ag Educators and Awards)*
- h. **Standing Special**  
*(Summer Conference and Scholarship)*

**Section 2.** Regional Vice Presidents will be appointed to serve as chairperson of each of the committees listed in Section 1 of this Article. Appointment of subcommittee chairpersons will be at the discretion of the Regional Vice Presidents.

**Section 3.** Each committee will meet at least once during the annual summer conference and at other times under the direction of the Regional Vice President in charge.

## **ARTICLE IX. REPRESENTATIVES**

**Section 1.** The Executive Board shall appoint members of the Association to serve as representatives to the following organizations or successor organizations:

- a. Agricultural Education Advisory Council to Teacher Education
- b. Agriculture Awareness Foundation of PA
- c. Farm Safety and Occupational Health Board
- d. FFA Activities Week
- e. National Association of Agricultural Educators
- f. PA Ag Ed Family
- g. PA Association for Career and Technical Education Executive Board
- h. PA Farm Show
- i. PA FFA Alumni
- j. PA FFA Board of Directors
- k. PA FFA Foundation
- l. PA Food Industry Council
- m. PA Pork Producers Council
- n. PA Rural Development Council
- o. PA State Council of Farm Organizations
- p. PA Young Farmers Association Advisory Council
- q. Penn State Ag Council
- r. State Junior Dairy Show
- s. VPAE Executive Board

## **ARTICLE X. ADVISORY REPRESENTATIVES TO THE ASSOCIATION BOARD**

- Section 1.** The following organizations, or successor organizations, and groups shall be requested to provide advisory representatives to the Executive Board of the Association:
- a. Delaware Valley College, Department of Education
    - b. Delaware Valley College Agricultural Education Student Group
    - c. Legislative Consultant/Lobbyist
    - d. Pennsylvania Association for Career and Technical Education
    - e. Pennsylvania Department of Agriculture
    - f. Pennsylvania Department of Education - Agricultural Education Division
    - g. Pennsylvania FFA Association
    - h. Pennsylvania FFA Foundation
    - i. Pennsylvania Young Farmers Association
    - j. The Pennsylvania State University, Department of Agricultural and Extension Education
    - k. The Pennsylvania State University Agricultural Education Student Group

## **ARTICLE XI. PROGRAM OF ACTIVITIES**

- Section 1.** The program of the Association is based upon the Program of Activities with sections as follows:  
Member Services, Legislative, Public Relations, Strategic Planning, Policies and By-laws, Finance, Human Resources & Standing Special

- Section 2.** Achievement of the goals of the Program of Activities shall be accomplished through membership involvement that is based upon empowering leadership, utilizing gift-orientated involvement, development of a passion for the organization, a productive functional structure, inspiring meetings, healthy regional groups, programs based upon needs and respectful relationships.

- Section 3.** Chairpersons of the sections of the Program of Activities shall be the eight Regional Vice Presidents and shall be named at the Annual Business Meeting of the Association.

- Section 4.** Chairpersons of the sections of the Program of Activities shall be responsible for effecting the activities of their sections, or recommending procedures for implementation to the Executive Board. They shall also be responsible for receiving recommendations from the Regions, for reviewing the sections and recommending changes and additions as necessary.

- Section 5.** Program of Activities sections may be changed, added, or deleted from Article XI Section 1 by action of the Executive Board.

- Section 6.** Chairpersons of the sections of the Program of Activities shall prepare a report of accomplishments to be included in the Annual Report.

## **ARTICLE XII. RULES OF ORDER**

- Section 1.** Robert's Rules of Order shall prevail in the conduct of meetings except where otherwise provided for in the Constitution and By-Laws.

**This initial revision of this PAAE Constitution and By-laws was the product of an all-day workshop that was conducted on May 8, 1999, at the Greenwood High School Ag Ed Department, Millerstown, PA, and included the following Association Board members:**

**C. Lehman Metzler, PAAE President  
Merril L. Brofee, PAAE President Elect  
Wayne Irish, PAAE North Central Regional Vice President  
John F. Deasy, PAAE Eastern Regional Vice President  
Gerald W. Reichard, PAAE Executive Secretary**

**This workshop draft proposal was then further revised by the Executive Board members of the Association who were present at the May 21, 1999, Executive Board Meeting in Somerset.**

**This printing represents a final revision that was amended and adopted by the membership of the Association who were present at the July 1999 Summer Institute Association Business Sessions held in Somerset.**

**9/28/99**