



Utah Association of Agricultural Educators
(UAAAE)

**POLICY AND PROCEDURE
MANUAL**

Glossary

Mission Statement	3
Philosophy Statement.....	3
Fundamental Values.....	4
Goal Statements.....	6
Purpose Statements.....	7
Code of Ethics.....	7
Constitution.....	10
Bylaws	13
Articles of Incorporation	27
Appendix A- Standing UAAE Committees.....	29
Appendix B- UAAE Completed Years of Service & Recognition Awards.....	30

AGRICULTURAL EDUCATION IN UTAH

MISSION STATEMENT

The mission of agricultural education in Utah is to provide a total educational system with educational programs *in* and *about* agriculture. In conducting these programs, agricultural educators aspire to excellence as we recruit, prepare, and support individuals in and for careers in agriculture.

EDUCATION IN AGRICULTURE

PHILOSOPHY STATEMENT

Education in agriculture is an integral segment of public education which prepares students for employment and/or further education in agriculture. Education in agriculture is a year round coherent sequence of instruction based upon industry validated competencies. Education in agriculture adheres to the program concept which provides for curriculum articulation enabling students to progress from basic through specialized competencies. The essential components of education in agriculture are formal instruction, experiential education and leadership and personal development.

- Formal instruction denotes classroom and laboratory instruction which is based upon the principles of teaching and learning, and incorporating: applied academic skills; problem solving; higher order cognitive skills; and psychomotor development leading to the attainment and application of competencies.
- Experiential education involves individualized and practical applications of the formalized instructional competencies which are integral and unique features of a complete program. Quality occupational experiences are supervised by teachers of agriculture on a year round basis. Skills are developed, records are kept and a personal investment of time, energy and/or money is included.
- Leadership and personal development are those human relations and leadership skills which are taught and developed utilizing the FFA Organization as an intracurricular part of the program. All students must participate to develop the personal skills necessary for success in agricultural occupations.

FUNDAMENTAL VALUES

Sound educational practices must be based upon accepted principles and values which are held as fundamental and based on research-proven methodologies. The values upon which the mission statement and philosophy are based are described below. We believe:

- the name of our profession is Agricultural Education;
- in education *in* agriculture;¹
- in education *about* agriculture;²
- all populations must have equal access and opportunity to education *in* and *about* agriculture;
- in developing the whole person;
- in responding to the needs of the student, community and the market place;
- in advocating free enterprise and entrepreneurship;
- that FFA is an integral part of the total secondary school program of education *in* agriculture;
- that students enrolled in secondary school programs of education *in* agriculture should conduct Supervised Agricultural Experience (SAE) programs;
- in teaching subject matter through application in a practical setting;
- in reinforcing math, language, and scientific principles and concepts in a setting of practical applications;
- that year-round operation and management is essential for a total program of education in agriculture;

¹ Education in agriculture is an educational program designed to provide students with agricultural occupational and entrepreneurial competencies using technical instruction, leadership development, and supervised occupational experiential education in an articulated program.

² Education about agriculture is an educational program designed for all people from kindergarten through adult for the purpose of creating an agriculturally-literate person who understands the industry of agriculture.

- that good public relations are essential to the survival and success of agricultural education;
- partnerships with industry, parents, community, and other educational organizations are basic to the success of all agricultural education programs;
- that FFA alumni should support the total agricultural education program at the local, state, and national levels;
- in curricula that offers common units for technical preparation which are competency-based and industry-validated;
- in an articulated and coherent program of sequential instruction;
- that agricultural education instructors must demonstrate pedagogical as well as technical competence;
- that agricultural educators should participate in regular professional development opportunities to further develop professionally;
- that the agricultural education profession is responsible for providing leadership for both education *in* and *about* agriculture;
- that state supervision should provide direction for agricultural education, monetary support, and enforcement of state standards;
- that the role of teacher education includes the pre-service and in-service education of agricultural educators, a leadership role in providing research, and curriculum development and dissemination for Agricultural Education;
- all agricultural educators should be active in professional organizations which support agricultural education.

GOAL STATEMENTS

The following goal statements are based upon the philosophy and values and are set forth by and for the Agricultural Education Profession.

1. To insure that quality agricultural education programs exist in all educational institutions in Utah.
2. To serve all people and groups equally without discrimination.
3. That all education in agriculture programs utilize the proven delivery system which includes formal instruction, experiential education, and leadership development.
4. That an appropriate delivery system is developed for education about agriculture.
5. That class size limit guidelines be maintained to provide appropriate & safe instruction for the given type of instructional offering and available facilities; in most circumstances are concerned that shop classes, horticultural classes, and other courses may be too heavily loaded to be safe or efficient.
6. That all secondary-level teachers in agricultural programs provide continuing instructional opportunities throughout the summer months.
7. That "industry current" curricula are utilized by all agricultural education programs.
8. That all programs of education in agriculture are articulated from secondary to post-secondary.
9. To provide competency based pre-service and in-service education which prepares and enables agricultural educators to conduct programs in agricultural education.
10. That all agricultural education programs be fully funded, including full funding of the summer portion of the curriculum.
11. That a network of support services exists in Utah to further agricultural education.
12. To incorporate new and emerging technologies to support the delivery of agricultural education in Utah.

PURPOSE STATEMENTS

The purpose for the Utah Association of Agricultural Educators (UAAE) shall be as follows:

1. to promote fellowship among the agriculture education teachers in Utah;
2. to promote the professional aspects of teaching agriculture education;
3. to promote and develop the general welfare of the members of this organization;
4. to maintain worthwhile relationships with other professional organizations;
5. to promote and maintain ethical practice among the agriculture education teachers in Utah;
6. to further develop and expand vocational education in agriculture;
7. to cooperate with and further support the aims and purposes of the National Association of Agriculture Educators (NAAE);
8. to work closely with the postsecondary systems in articulating courses in agriculture;
9. to provide practical and useful applications of math, science, and language competencies for students in agricultural education programs.

CODE OF ETHICS

The Code of Ethics should include the following relationships:

A. Relationships With Your School

1. Keep busy with the responsibilities of your job.
2. Leave your itinerary with the superintendent or principal, and your spouse when working in the community.
3. Exhibit interest in the overall school programs.
4. Attend teachers' meetings and other school meetings.
5. Express your appreciation to other faculty members when they render assistance.
6. Dress appropriately for each occasion.
7. Be well-groomed; it costs little – only effort.
8. Refrain from overworking joint programs with other teachers.
9. Seek constructive criticism from local school officials as a means of improving your program of work.
10. Conduct the type of program that establishes you as an educator in agriculture.

B. Relationships With Other Agriculture Education Teachers

1. Express appreciation to other teachers and students for their successes.
2. Be a good listener and learn from the experiences of others.
3. Always contact the vocational instructor at another department when buying projects or visiting agriculture education students' Supervised Agricultural Experience programs (SAE's).
4. Do not voice criticism of other agriculture education instructors in a way that might be gossip.
5. Consult experienced teachers near you when confronted with major problems.
6. Do not bid for other positions.
7. Never apply for a position where a agriculture education teacher is already employed.
8. Be a team player – give and take with your fellow teachers.
9. Give information to a co-worker to the best of your ability when asked.
10. When a new teacher asks questions that seem irrelevant, answer as accurately as possible.
11. Send letters of appreciation to other programs having students who have rendered outstanding service.
12. Invite all agriculture teachers in your county to the FFA banquet and local functions.
13. Attend professional improvement meetings.
14. Remit UAAE, NAAE, and UACTE dues promptly.

C. Relationships With The Utah Department of Education And Utah State University

1. Be prompt and accurate with all reports; be on time for all appointments within and outside the community.
2. Work on a full-time basis with the exception of vacation or professional improvement time.
3. Do not use alibis when you have failed to follow through on a detail.
4. Contact both the state Department of Education and Utah State University regarding transfers or interviews.
5. Notify both groups when you are contacted by the superintendent and/or school board about a possible position in your school system.
6. Never pass the buck to the state Department of Education or Utah State University.
7. Stand on your own two feet.
8. If you notice criticism, pass the information on to the person in charge.
9. Be familiar with the state standards for CTE programs in agriculture.
10. Confide and discuss problems with your CTE director.
11. Be professional in your thoughts and actions.

D. Relationships with the FFA Organization

1. Stay behind the scenes, allowing the FFA members to be in front at banquets, special programs, etc. See that each event is well planned.
2. Never use alcoholic beverages of any kind when you are associated with students.
3. Be honest, sincere and conscientious in your relationships with students, as well as adults.
4. Conduct yourself in a manner that will set a favorable pattern for your students.
5. Stay with FFA members during the night when away at fairs, shows, conventions, and contests; do not farm them out (all members should have a chaperon). Make sure to follow all district and state policies.
6. Assist FFA members with personal problems as well as with school affairs.
7. Build reliable young adults, as well as sound agriculture programs.
8. Properly inform FFA members about the FFA Code of Ethics.
9. Remit FFA dues and program of activities before deadline.
10. Be responsible for your FFA members' abiding by all rules when participating in FFA activities and awards programs.

E. Other Relationships

1. Be a recognized agriculture leader in your community.
2. Earn and maintain the respect of students and adults.
3. Be familiar with your community.
4. Be a member of the Chamber of Commerce and a civic club if these organizations are active in your community.
5. Cooperate with other agriculture agencies.
6. Do not minimize the efforts of other agencies.
7. Be discrete regarding your salary and money received from other sources.
8. Chewing tobacco or smoking should be used with discretion in public.
9. Proper titles of guests and honored persons should be recognized and used, especially in public affairs.
10. Meet all financial obligations when due and refrain from using credit beyond your ability to meet payments.
11. Be an early riser for the day's activities.
12. Be objective, rather than having a negative attitude.
13. Utilize the professional services of industrial people. Use welding instructors, veterinarians, mechanics and other agriculture professionals with adult programs.
14. Sponsor programs in the community that will involve more people in agriculture.
15. Send letters of appreciation to individuals, business firms and organizations that sponsor programs for agricultural CTE students and FFA members.
16. Show appreciation and favorable recognition to elected officials at both state and national levels.
17. Remember that some problems may be resolved with time.

CONSTITUTION

UTAH ASSOCIATION OF AGRICULTURAL EDUCATORS

Article I. Name

Section A. The name of this organization shall be the "Utah Association of Agricultural Educators"

Article II. Purposes

Section A. The purposes of this organization are:

1. To assume and maintain an active state leadership in the promotion and furtherance of agricultural education.
2. To bring together all Agricultural Educators of this state through membership in this organization which devoted to their interests.
3. To provide an opportunity for all agricultural teachers to discuss their problems on a state level.
4. To serve local and area agricultural teachers in the solution of any problems which may arise.
5. To cooperate with the NAAE and UACTE in furthering the cause of agricultural education.

Article III. Membership

Section A. Active membership

Members of this organization shall consist of Agricultural Educators, Institutional On-the-farm instructors, State Supervisors, Teacher Educators, or any other leaders who are entirely engaged in Agricultural Education in the state of Utah, and who have paid their annual dues.

Section B. Associate membership

Associate membership is open to those teachers, State Supervisors, Teacher Educators, and others who have retired from active service, subject to the approval of the executive committee.

Section C. Honorary membership

Those who have rendered outstanding service to the state organization may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Article IV. Officers

Section A. The officers of this association shall be Past President, President, President-Elect, Secretary, Secretary-Elect, Co-Treasurer, Reporter, and Historian.

Section B. These officers shall constitute an executive committee and serve for the following terms of office:

1. Past President: One year after serving as the President
2. President: One year after serving as President-Elect, then move into the Past-President position
3. President-Elect: One year following election, then move into President office
4. Secretary: Shall serve as a stand-alone Secretary for one year, then shall serve one year as Secretary with a Secretary-Elect
5. Secretary-Elect: Shall serve one year with previous Secretary until moving into the Secretary position for 2 years
6. Co-Treasurer: Shall serve for four years with elections occurring every two years.
7. Reporter: Shall serve two years
8. Historian: Shall serve one year

Section C. No officer, except the Secretary and Treasurer, shall be able to succeed himself in his respective office.

Section D. The executive committee shall act or appoint a nominating committee, it being understood that nominations may also be made from the floor, provided however, that the nominee shall be an active member of the organization. This voting shall take place at Summer Conference. In case no summer conference is held, the nominating committee will send out ballots to all members for voting.

Article V. Dues

Section A. The dues of this organization shall be fixed annually by a majority vote of the members present at the summer conference and shall be payable at this time.

Section B. The UAAE year shall run from one annual conference to the next. If no annual conference is held, dues shall be payable before July first.

Section C. Dues shall include the following: Membership in the UAAE, ACTE, NAAE, UACTE, and the delegate fee, or such other purposes as the majority of the active members may vote to support.

Section D. Special assessments may be levied at any time by a majority vote of the active members.

Section E. Those members whose school districts contribute some or all of the annual dues are personally and individually responsible for ensuring payment of those dues in a timely fashion so as to maintain concurrent dues paid status.

Article VI. Meetings

Section A. The meetings of this association shall be held at such a time and place as the executive committee shall decide, but should be held at least twice each year.

Article VII. Procedure

Section A. Parliamentary procedure in meetings of the organization shall be in accordance with Roberts' Rules of Order

Article VIII. Amendments

Section A. This constitution and by-laws may be amended by a two-thirds majority vote, by secret ballot, of all the active members present at an annual meeting, provided the proposed changes have been submitted in written form to the President of the association and submitted to membership for vote.

BYLAWS

UTAH ASSOCIATION OF AGRICULTURAL EDUCATORS

Article I

Offices

The principle office of the corporation shall be located in Salt Lake City, Salt Lake County, state of Utah. The corporation may also have such offices at such other places within or without the state as the Board of Directors may from time to time determine.

Article II

Members

1. a) Eligibility and qualifications for membership, and the manner of and admission into membership shall be prescribed by resolutions duly adopted by the Board of Directors of the corporation or by such rules and regulations as may be prescribed by the Board of Directors. All such resolutions or rules and regulations relating to members adopted by the Board of Directors of the corporation shall be affixed to the bylaws of the corporation, and shall be deemed to be a part thereof. Such resolutions or rules and regulations adopted by the Board of Directors may prescribe, with respect to all members, the amount and manner of imposing and collecting any initiation fees, dues or other fees, assessments, fines and penalties, the manner of suspension or termination of membership, and for reinstatement of membership, and, except as may hereinafter otherwise be provided, the rights, liabilities and other incidents of membership.
- b) The right or interest of a member shall not terminate except upon the happening of any of the following events: death, resignation, failure to meet the annual membership requirements, expulsion, dissolution or liquidation of the corporation.
2. a) The annual meeting of members of the corporation shall be held on such date or dates as shall be fixed from time to time by the Board of Directors of the corporation. The first annual meeting shall be held in connection with a summer professional development conference on a date within twelve (12) months after the formation of the corporation. Each successive annual meeting shall be held on a date not more than twelve (12) months following the preceding annual meeting. Special meetings of members may be held on such date or dates as may be fixed by the Board of Directors of the corporation from time to time and by the members on such date or dates as shall be permitted by law.

- b) Any annual or special meeting of members may be held at such place within or without the state as the Board of Directors of the Corporation may from time to time fix. In the event the Board of Directors shall fail to fix such place or time, or in event members are entitled to call or convene a special meeting in accordance with law, then in such event, such meeting shall be held at the principal office of the corporation.
 - c) Annual or special meetings of members may be called by the Board of Directors or by an officer of the corporation instructed to do so by the Board of Directors, except to the extent that directors may be required by law to call a meeting, and shall be called by the secretary on behalf of the members, when required to do so by law.
 - d) Written notice stating the place, day and hour of the meeting shall be given for all meetings. Such notice shall state the person or persons calling the meeting. Notice for an annual meeting shall state that the meeting is being called for the election of directors and for the transaction of such other business as may properly come before the meeting. Notices of special meeting shall state the purpose or purposes for which the meeting is called. At any special meeting, only the business stated in the notice of meeting may be transacted thereat. Notice of meeting shall be given either personally or by first class mail or e-mail not less than ten (10) days nor more than fifty (50) days before the date of the meeting, to each member at his address recorded on the records of the corporation, or at such other address which the member may have furnished in writing to the secretary of the corporation. Notice shall be deemed to have been given when deposited with postage prepaid in a post office or other official depository under the exclusive jurisdiction of the United States Post Office. Any meeting of members may be adjourned from time to time. In such event, it shall not be necessary to provide further notice of the time and place of the adjourned meeting if announcement of the time and place of the adjourned meeting is given at the meeting so adjourned. In the even t the Board of Directors fixes a new record date for an adjourned meeting, a new notice shall be given, in the same manner as herein provided. No notice need be given to any member who executes and delivers a waiver of notice before or after the meeting. The attendance of a member in person or by proxy at the meeting without protecting the lack of notice of a meeting, shall constitute a waiver of notice by such manner. Any notice of meeting to members relating to the election of directors, shall set forth any amendments to the bylaws of the corporation adopted by the Board of Directors, together with a concise statement of the changes made.
 - e) At every meeting of members, there shall be presented a list or record of members as of the record date, certified by the officer responsible for its preparation, and upon request therefore, any member shall have the right to inspect such list or record at the meeting. Such list shall be evidence of the right of the persons to vote at such meeting, and all person who appear on such list or record to be members may vote at such meeting.
3. At each annual meeting of members, the Board of Directors shall present an annual report. Such report shall be filed with the records of the corporation and entered in the minutes of the proceedings of such annual meeting of members.

4. a) Meetings of the members shall be presided over by the following officers, in order of seniority—the president, president-elect, past president or, if none of the foregoing is in office or present at the meeting, by a chairman to be chosen by a majority of the members in attendance. The secretary or an assistant secretary of the corporation shall act as secretary of every meeting. When neither the secretary nor an assistant secretary is available, the chairman may appoint a secretary of the meeting.
- b) The order of business at all meetings of members shall be as follows:
 - Roll Call
 - Reading of the Minutes of the Preceding Meeting
 - Report of Standing Committees
 - Officers' Reports
 - Old Business
 - New Business
5. Every member may authorize another person to act for him by proxy in all matters in which a member may participate, including waiving notice of any meeting, voting or participating in a meeting, or expressing consent or dissent without a meeting. Every proxy shall be signed by the member or his attorney-in-fact, and shall be revocable at the pleasure of the member executing it, except as otherwise provided by law. Except otherwise provided by law, no proxy shall be valid after the expiration of eleven (11) months from its date.
6. The directors may, but need not, appoint one (1) or more inspectors, to be selected from the group of past-presidents of the UAAE, to act at any meeting or any adjournment thereof. If inspectors are not appointed, the presiding officer of the meeting may, but need not, appoint inspectors. Each appointed inspector shall take and sign an oath faithfully to execute the duties of inspector with strict impartiality and according to the best of his ability. The inspectors shall determine the number of memberships outstanding, the voting power of each, the number of memberships represented at the meeting, the existence of a quorum, and the validity and effect of proxies. The inspectors shall receive votes, ballots or consents, hear and determine all challenges and questions arising in connection with the right to vote, count and tabulate all votes, ballots or consents, determine the results and do such acts as are proper to conduct the election or vote of all members. The inspectors shall make a report in writing of all matters determined by them with respect to such meeting.
7. Except as provided by law, the members entitled to cast a majority of the total number of votes are entitled to be cast at the meeting, shall constitute a quorum at a meeting of members for the transaction of any business. The members present may adjourn the meeting despite the absence of a quorum. Each membership shall entitle the holder thereof to one (1) vote. In the election of directors, a plurality of the votes cast shall elect. Except to the extent provided by law, all other action shall be by a majority of the votes cast, provided that a quorum is present at the time of such vote. Whenever the vote of members is required or permitted, such action may be taken without a meeting on the written consent setting forth the action taken signed by all members entitled to vote.

8. The Board of Directors of the corporation shall fix a record date for the purpose of determining members entitled to notice of, to vote, to express consent or dissent from any proposal without a meeting, to determine members entitled to receive distributions or allotment of rights, or for any other proper purpose. Such record date shall not be more than fifty (50) days nor less than ten (10) days prior to the date of such meeting or consent or the date on which any distribution or allotment of rights, as the case may be, is to be made. In the event no record date is fixed, the record date for the determination of members entitled to vote at a meeting of members shall be the close of business on the day next preceding the day on which notice is given, or, if no notice is given, the day on which the meeting is held. The record date for determining members for any purpose other than that specified in the preceding sentence shall be the close of business on the day on which the resolutions of directors relating thereto is adopted. Establishment of a record date shall apply to any adjournment of any meeting, unless a new record date is fixed by the Board of Directors for such adjourned meeting.
9. The Board of Directors may cause to be issued certificates, cards or other instruments permitted by law evidencing membership in the corporation. Such membership certificate, card or other instrument shall be non-transferable, and a statement to that effect shall be noted on the certificate, card or other instrument. Membership certificates, cards or other instruments, if issued, shall bear the signatures or facsimile signature of an officer or officers designated by the Board of Directors and may bear the seal of the corporation or a facsimile thereof.

Article III

Board of Directors

1. The corporation shall be managed by a Board of Directors. Each director shall be at least eighteen (18) years of age, and shall be a member of the corporation during his directorship. The Board of Directors shall consist of nine (9) persons: President, President-elect, Treasurer; Treasurer Elect, Secretary, Dues remitter, Reporter, Historian, Past President. Thereafter, the number of directors constituting the entire board shall be no less than three (3). Subject to the foregoing, the number of the Board of Directors may be fixed from time to time by action of the members or of the directors. The numbers of directors may be increased or decreased by action of the members or the Board of Directors to effect such increase or decrease shall require the vote of a majority of the entire Board of Directors. No decrease shall shorten the term of any director then in office.
2. The Board of Directors shall consist of those persons elected by the incorporation of the corporation, and they shall hold office until the first annual meeting of members, and until their successors have been duly elected and qualify. Thereafter, at each annual meeting of members, the membership shall elect directors to hold office until the next annual meeting. Each director shall hold office until his successor has been duly elected and qualified, or until his prior resignation or removal as hereinafter provided.

3. a) Any or all of the members of the Board of Directors may be removed with or without cause by vote of the members of the corporation. The Board of Directors may remove any director thereof for cause only.
- b) A director may resign at any time by giving written notice to the Board of Directors or to an officer of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors or such officer. Acceptance of such resignation shall not be necessary to make it effective.
4. Newly created directorships or vacancies in the Board of Directors may be filled by a vote of majority of the Board of Directors then in office, although less than a quorum, unless otherwise provided in the article of incorporation of the corporation. Vacancies occurring by reason of the removal of directors without cause shall be filled by a vote of the members. A director elected to fill a vacancy caused by resignation, death, or removal shall be elected to hold office for the unexpired term of his predecessor.
5. a) A regular annual meeting of the Board of Directors shall be held immediately following the annual meeting of members. All other meetings shall be held at such time and place as shall be fixed by the Board of Directors from time to time.
- b) No notice shall be required for regular meetings of the Board of Directors for which time and place have been fixed. Special meetings may be called by or at the direction of the president, or by a majority of the directors then in office.
- c) Written, oral, or any other method of notice of the time and place shall be given for special meetings of the Board of Directors in sufficient time for the convenient assembly of the Board of Directors. The notice of any meeting need not specify the purpose of such meeting. The requirements for furnishing notice of a meeting may be waived by any director who signs a waiver of notice before or after the meeting or who attends the meeting without protesting the lack of notice to him.
6. Except to the extent herein or in articles of incorporation of the corporation provided, a majority of the entire members of the Board of Directors shall constitute a quorum. At any meeting held to remove one (1) or more directors, a quorum shall consist of a majority of the directors present at such meeting. Whenever a vacancy on the Board of Directors shall prevent a quorum from being present, then, in such event, the quorum shall consist of a majority of the members of the Board of Directors excluding the vacancy. A majority of the directors present, whether or not a quorum is present, may adjourn a meeting to another time and place. Except to the extent provided by law and these bylaws, the act of the Board of Directors shall be by a majority of the directors present at the time of vote, a quorum being present at such time. Any action authorized by resolution, in writing, by all of the corporation shall be the act of the Board of Directors with the minutes of the corporation shall be the act of the Board of Directors with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the board.
7. The chairman of the board shall be the current President of the UAAE and shall preside at all meetings of the Board of Directors. If the chairman is not present, the president-

elect shall preside, if the president-elect is absent, the Board of Directors shall elect a chairman to preside at that meeting.

8. Whenever the Board of Directors shall consist of more than three (3) persons, the Board of Directors may designate from their number, an executive committee and other standing committees. Such committees shall have such authority as the Board of Directors may delegate, except to the extent prohibited by law. In addition, the Board of Directors may establish special committees for any lawful purpose, which may have such powers as the Board of Directors may lawfully delegate.

Article IV

Officers

1. The Board of Directors shall consist of the regularly elected officers of the UAEE, with the president acting as Chairman of the Board. The Board of Directors shall be presented a slate of nominees to the respective corporate offices which shall be originated in the annual meeting of members.
2. Each officer shall hold office until the annual meeting of the Board of Directors except treasurer and secretary which terms of office shall be for two years and until his successor has been duly elected and qualifies. The Board of Directors may remove any officer with or without cause at any time.
3. a) The president shall be the chief executive officer of the corporation, shall have the responsibility for the general management of the affairs of the corporation, and shall carry out the resolutions of the Board of Directors.

b) During the absence or disability of the president of the corporation, the president-elect shall have all the powers and function of the president. The president-elect shall perform such duties as may be prescribed by the Board of Directors from time to time.

c) The treasurer shall have the care and custody of all of the funds and securities of the corporation, and shall deposit said funds in the name of the corporation in such bank accounts as the Board of Directors may from time to time determine. The treasurer shall, when duly authorized by the Board of Directors, sign and execute all contracts in the name of the corporation when counter-signed by the president; he may also sign checks, drafts, notes and orders for payment of money, which shall have been duly authorized by the Board of Directors and counter-signed by the president, if so required by the board.

d) The secretary shall keep the minutes of the Board of Directors and the minutes of the members. He shall have custody of the seal of the corporation, and shall affix and attest the same to documents duly authorized by the Board of Directors. He shall serve all notices for the corporation which shall have been authorized by the Board of Directors, and shall have charge of all books and records of the corporation.

Article V

Duties of Officers

Section A. President

1. The President shall preside at all meetings, direct the affairs of the association, and shall have power to call special meetings if such are necessary to carry on the affairs of the association
2. They shall act as chairman of the executive committee.
3. They should attend the annual meetings of the ACTE and NAAE together with two other association officers, or designate representatives in good standing who will attend.
4. Preside over and conduct meetings according to accepted parliamentary procedure
5. Encourage participation in state UACTE and NAAE award programs.
6. Plan and conduct meetings of the UAAE Board of Directors.
7. Appoint committees and serve as an ex-officio member.
8. Represent the association and speak on occasion as required.
9. Represent UAAE on the FFA Advisory Board.
10. Coordinate UAAE efforts and check on their progress.
11. Represent UAAE Board on the UACTE Board of Directors.
12. Represent members' concern to the Utah State Office of Education and Utah State University.
13. Direct the annual development of a program of work.
14. Complete appropriate paperwork for NAAE.
15. Represent members at the regional and national NAAE conferences.
16. Attend NPS, National ACTE Conference.
17. Plan the Mid Winter Conference, the Summer Professional Conference, and UEA Meetings.

Section B. President-Elect

1. The President-Elect shall assume the duties of the President in their absence or upon his call.
2. The President-Elect shall automatically become President at the end of the summer conference the year following their election
3. Assist the president in the handling of UAAE business.
4. Act much like a vice president in assisting in committee work and presiding over meetings in president's absence.
5. Represent the UAAE at the regional and national NAAE conferences.
6. Be in charge of all awards.
7. Be in charge of the annual program of work for UAAE.
8. Serve as a non-voting member on the UACTE Board and help the president plan the Mid Winter Conference, Summer Professional Development Conference, and UEA Meetings.

Section C. Secretary

1. Shall keep an accurate record of all meetings and report the same as called for by the President or members of the organization at the regular meetings
2. Make needed correspondence of, and for, the organization
3. Shall have copies of the Constitution and Bylaws available at all association meetings and shall see that these copies are turned over to the succeeding officers.
4. Submit copies of minutes to UAAE Officers, within 2 weeks following each meeting, and have minutes available for any member who requests them.
5. The outgoing Secretary shall, at summer conference, compile and submit to the incoming Secretary, a list of the members of the UAAE showing the tenure of each member. Such list will be used by the awards committee in carrying out its functions.
6. Maintain a filing system including records of meetings, names, addresses and phone numbers of board, UAAE and NAAE constitutions, articles of incorporation and by-laws, program of work, list of standing committees with chairperson and goals, and a list of the current UAAE goals.

7. Cooperate with the president in organizing, scheduling meetings, materials, agendas, etc., in order to facilitate UAAE business.
8. Shall serve in the role of Secretary for two years

Section D. Secretary-Elect

1. Shall assist the Secretary in all of their duties, in preparation for their duties as the Secretary.
2. The Secretary- Elect shall assume the duties of the Secretary in their absence or upon their call.
3. The Secretary-Elect shall automatically become Secretary at the end of the summer conference the year following their election, and shall serve in that position for a term of two years

Section F. Co-Treasurer

1. Shall receive funds, make needed authorized expenditures and keep an accurate financial record of the association.
2. Shall receive membership dues
3. Shall distribute funds and membership dues as follows: ACTE, UACTE, and NAAE. Initial Roster and dues will be distributed by September 15th of each year. Supplements to the roster will be updated by the end of each month following the initial roster submission.
4. Shall keep an accurate membership list showing those members who have submitted their dues for the current year and notify UAAE members and officers of current membership quarterly.
5. Provide up-to-date treasurer's reports at each UAAE meeting and submit an annual financial report and budget at the annual conference.
6. Issue a check to the association President for expenses to the national convention of the ACTE/NAAE, the amount to be part of the dues of the UAAE
7. Shall serve as the Co-Treasurer for a period of four years. Treasurers will be elected on a two year rotation.
8. Keep accurate records of the financial status of the association and provide the auditing committee with the ledger and checkbook for an audit two (2) times during the fiscal year.
9. Pay debts of the association in a timely manner.
10. Receive all monies due the organization and deposit in the bank in a timely fashion.
11. Provide a smooth transition of the financial records and responsibilities of the office to the new UAAE Co-Treasurer.

- a. Change signatures for writing check and complete signature cards as necessary.
- b. Inform the new treasurer as to accounts receivable, accounts payable, invoices, billing and record keeping system.

Section H. Reporter

1. Shall be responsible for the publicity in an about the association
2. Shall oversee the Public Relations committee
3. Shall prepare and oversee the distribution of the UAAE Newsletter (i.e. “The Yellow Dog”), with a minimum of two newsletters compiled and distributed each year

Section I. Historian

1. Shall have control over the UAAE Website
2. Shall keep a list of the UAAE Officers and shall ensure that this list is passed on to future Historians

Section J. Past-President

1. Shall act as the chairman of the nominating committee
2. Write congratulatory letters to UAAE winners after summer conference, with copies to the principal, CTE Director, and superintendent of the award recipient.
3. Summarize the conference evaluations ending his/her term as president and report at UEA.
4. Attend UAAE Board of Directors’ meetings.
5. Advise and assist the president.
6. Serve on committees as needed.
7. Chair the nominating committee for UAAE officer elections.
8. Present nominating committee report at the summer professional development conference.

Section K. Executive Committee

1. The executive committee shall direct the policies of the association as outlined in the constitution and shall have power to act for the association on all matters deemed advisable, between regular meetings.
2. This committee shall meet quarterly to perform the necessary business of the association
3. A quorum of the executive committee shall consist of two-thirds of the voting membership
4. To act as a board of review in cases of unethical actions of the members of the association with power of rescinding continued membership in the association. It may appoint a committee to investigate and act on such problems.

Article VI

OFFICER ELECTION PROCEDURE

The following is the recommended policy for electing an officer to the Board of Directors for the Utah Vocational Teachers' Association (UAAE).

1. Letter (application) must be sent to all UAAE members by May 1 from the UAAE secretary.
2. Members are to return the completed application by the first day of the summer professional development conference to the immediate past president.
3. The nominating committee consisting of all available past presidents shall meet and nominate officers at the summer professional development conference.
4. Nominations shall be announced at the Agriculture Teachers' Awards Dinner.
5. If a sufficient number of members did not apply, the following will occur:
 - a) Announce those members who did apply and were nominated. These members will be elected at the summer Agriculture Teachers' Conference: no other (late) members will be allowed to run against them.
 - b) Announce remaining offices for which members may run and be elected.
 - c) Make applications available for members.
 - d) Members who wish to run must return the application to the immediate past president within three (3) weeks after the State FFA Leadership Conference.
 - e) These members who return their applications will be available to run for only the offices referred to in Section 5, Part B.
 - f) If at the summer Agriculture Teachers' Conference, there are still an insufficient number of officer candidates, those offices that were not applied for will not have an officer during that particular year.

Article VII

Committees

Section A. Committees may be appointed, as deemed necessary, the President or the executive committee

A committee list shall be made available at all regular scheduled meetings of the UAAE, and is attached to these bylaws as Appendix A.

Article VIII

Safe Keeping

Section A. Current copies of this constitution and By-laws shall be filed with the President, Secretary, State Advisor, and posted on UAAE website.

Section B. These officers shall be responsible for and charged with their safe-keeping

Article IX

ACTE- NAAE

Section A. That the President, or a member designated, and two others designated by the association, attend the ACTE and NAAE-meetings as delegates of the UAAE.

Article X

Awards

Section A. Current awards available through UACTE are found at www.uacte.org. UAAE members are encouraged to apply for qualifying award areas and submit completed applications to the current president by September 15th. The winning award applications will be submitted to UACTE to represent the Agricultural Division. If the Agricultural Division application wins its award category, it will be submitted to ACTE by the UACTE Board of Directors.

Applicants must be current dues paying members to UAAE and UACTE and in good standing with both organizations to apply.

Section B. All current dues paying members of UAAE, in good standing, are encouraged to apply for NAAE awards in areas in which they eligible. The current year's applications can be found at www.naae.org. Applications are due to the UAAE President by April 30th with exception of NAAE Ideas Unlimited applicants. Ideas Unlimited applications are due to the UAAE

President by March 1st, the winning applicant should plant to attend Region 1 Conference (month of April) to present their idea.

Winning UAAE applicants will be recognized at UAAE Summer Conference and applications will be sent to NAAE for national competition by the current UAAE President.

Section C. UAAE members in good standing who have completed years of service benchmarks will receive recognition at the annual conference. Benchmarks can be found in Appendix B.

Article XI

Miscellaneous

1. The corporation shall keep at the principal office of the corporation, complete and correct records and books of account, and shall keep minutes of the proceedings of the members, the Board of Directors, as well as a list or record containing the names and addresses of all members.
2. The corporate seal shall be in such form as the Board of Directors shall from time to time prescribe.
3. The fiscal year of the corporation shall be fixed by the Board of Directors from time to time, subject to applicable law.
4. a) All bylaws of the corporation shall be subject to alteration or repeal, and new bylaws may be, by a majority vote of the members entitled to vote in the election of directors, at a special meeting of the members called for such purpose.

b) The Board of Directors shall have the power to make, alter or repeal, from time to time, bylaws of the corporation, except that the board may not amend or repeal any bylaw in which control thereof is vested exclusively in the members. If any bylaw regulating an impending election of directors is adopted, amended or repealed by the board, there shall be set forth in the notice of the next meeting of members for the election of directors, the bylaw so make, amended or repealed, together with a concise statement of the changes made.

**ARTICLES OF INCORPORATION
OF
UTAH ASSOCIATION OF AGRICULTURAL EDUCATORS**

Know all **INDIVIDUALS** by these present:

That we, the undersigned, have this day associated ourselves together for the purpose of forming a nonprofit corporation under and pursuant to the laws of the state of Utah and for the purpose do hereby adopt these articles of incorporation.

Article I

The name of the corporation shall be Utah Association of Agricultural Educators.

Article II

The duration of the corporation is perpetual.

Article III

The purpose for which this corporation is organized is the transaction of any or all lawful business for which nonprofit corporations may be incorporated under the laws of the state of Utah, as they may be amended from time to time.

Article IV

The initial business which the corporation intends to pursue is the organization and sponsorship of professional development and fellowship activities among teachers of agricultural education.

Article V

There shall be no shareholders or capital stock and no authority to issue shares of stock.

Article VI

The private property of the incorporators, members, directors and officers of this corporation shall be forever exempt from the debts and obligations of the corporation of any kind whatsoever. The corporation shall identify each person who is or who was an incorporator, director of this corporation against all expenses incurred by them and each of them including, but not limited to, legal fees, judgments and penalties which may be incurred, rendered or levied in any legal action brought against any of them for or on account of any action or mission alleged to have been committed while acting within the scope of agency as director or officer of the corporation.

Article VII

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay a reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or Intervene in any political campaign on behalf of a candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article VIII

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of its assets exclusively to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time be established as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Superior Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Article IX

The principal place of business of the corporation shall be the City of Salt Lake City, County of Salt Lake, State of Utah.

Article X

The affairs of the corporation shall be conducted by a Board of Directors which will consist of not fewer than three (3) members at all times. The Board of Directors shall consist of the regularly elected officers of the UAAE, to be elected by the members of the corporation for the terms set forth in the UAAE Constitution and Bylaws.

APPENDIX A
UTAH ASSOCIATION OF AGRICULTURAL EDUCATORS
Standing Committees:

1- Auditing

- a. Review UAAE Finances biannually to ensure sound financial practices.

2- FFA Relations

- a. To provide classroom related materials and support for FFA Chapter recruitment and retention

3- Hospitality & Socials

- a. Develops social activities for UAAE members
- b. Promotes a relaxed social environment during conferences and conventions that allow UAAE members to interact in a non-work related environment

4- Legislative Affairs

- a. Promotes the goals and purpose of UAAE on Capitol Hill, and makes UAAE members aware of legislative action items that will impact agricultural education

5- Membership- Promotes mentoring and retention of new teachers through outreach and support and encourages all agriculture educators to pay professional dues

6- Public Relations

- a. Assure that UAAE members are aware of NAAE information & ACTE information, including News, and legislative action items
- b. Highlights the award opportunities that are available through UAAE
- c. Promote the purpose & vision of UAAE
- d. Informs the public of UAAE information
- e. Informs UAAE members about the events important to UAAE
- f. Promotes UAAE members applying for UAAE awards that can be sent on to

7- Professional Development

- a. Encourages UAAE members to gain professional skills through development workshops and activities
- b. Aides teachers in developing curriculum and quality teaching strategies

APPENDIX B

UTAH ASSOCIATION OF AGRICULTURAL EDUCATORS

UAAE Completed Years of Service & Recognition Awards

1 year	Welcome/Survival Kit – simple recognition of being a part of our association
5 years	Framed certificated acknowledging 5 years (be of quality paper, frame and design)
10 years	Personalized Plaque w/ name, years of service, year awarded
15 years	Tie Tack or lapel pin (Initial set up to forge pin will have a cost, but it's a 1 time fee)
20 years	Specialty Awards such as an engraved pocket knife or pen set (similar to what John Deere gives out for the Outstanding Young Members for NAAE)
25 years	Watch/Clock with small placard
30 years	Queen Size Wool Blanket embroidered with the UAAE letters and 30 -years of service.

Retirement after 30+ years

If blanket was received as a gift on the 30 years of service mark, then upon retirement after the 30 year mark there should be an award plaque or trophy given to recognize exemplary service to the Agriculture Education field. (8 x 10 size with a quote etc.)

Other recognitions to be given:

Retirement Blankets:

From 20 years on if the educator is retiring from teaching/education and has been an active participant in the UAAE they should be recognized with a Queen Size Wool Blanket embroidered with the UAAE letters and the total years of service bestowed. This is not to be given at 20 years, just upon retirement after 20 years.

Special Service Recognition

For members who have served as officers and been a committee leader and helper over 10 years as members should be recognized for their service regardless of their total years of service with a plaque or parting gift. Ideas to include (plaque, certificate etc.)

Past President Plaque:

For those members who serve as the president of our association, they are to receive a gavel Plaque from the current president at the final session of summer conference after completing their year of service as the Past President of UAAE.