

**BYLAWS OF
WISCONSIN ASSOCIATION OF AGRICULTURAL EDUCATORS, INC.**
Revised/Approved (June 2016)

ARTICLE I

NAME

The name of this Association shall be the Wisconsin Association of Agricultural Educators, Inc. (WAAE).

ARTICLE II

OBJECTIVES

The objectives of this Association are to:

1. Encourage high standards of teaching agriculture education.
2. Encourage mutual collaboration among its members.
3. to assist the agriculture education teacher in making him/her a greater asset to the community.
4. Promote cooperative relationship with supervisory staffs and teacher training departments in policy information.
5. Promote a constructive program of agriculture education in the State of Wisconsin.
6. Cooperate with state and national organizations, which have an interest in agriculture education.
7. Promote social and fraternal relationships among the members of the Association.
8. Encourage sectional activities among the members.
9. Aid the members in the development and dissemination of teaching aids and materials.

ARTICLE III

MEMBERSHIP

Section 1 All persons interested in agriculture education and meeting the qualifications of one of the categories as explained in Sections B and C of this article shall be eligible for membership.

Section 2 Membership in this Association shall be designated as active, associate, student, and honorary.

Section 3 Each type of membership shall be defined as follows:

A. Active:

Active membership shall be defined as persons who are professional certified and are employees in an agriculture education program at a secondary, post-secondary, farm business and production management, and agribusiness levels; state staff and teacher educational positions; and are members of affiliated associations which include newly (recently) retired/resigned members. Employment may be on a full or part-time basis.

B. Associate

1. **Individual:** Associate individual membership shall include teacher education staff, state supervisory staff, and others engaged in the program of agriculture education who are not employed as teachers of agriculture education. Retired teachers, supervisors, teacher educators, and others interested in agriculture education shall be eligible for membership. Associate members may serve in an advisory capacity to WAAE.
2. **Organization:** Associate organization membership includes those agriculture, agribusiness, industry, civic, governmental, and other organizations or firms who desire to be informed and/or support the agriculture education instructors and/or agriculture education programs

C. **Student:** Student membership in this organization shall be limited to students preparing to become instructors in agriculture education programs or furthering their education in graduate agricultural education programs.

D. **Honorary:** Honorary membership may be conferred by a 2/3 vote of the Association at a regular meeting upon recommendation of the Board of Directors. Honorary membership does not include membership in affiliated organizations.

E. **Life:** Upon completing 35 years of WAAE membership, life membership is automatically conferred. Other life memberships may be conferred by a 2/3 vote of the Board of Directors. In the event a member retires with at least 30 years of membership they will receive life membership.

Section 4 Active, associate and student membership shall automatically terminate upon failure to pay dues.

Section 5 Affiliated organizations, as used in the terminology of membership, shall mean those organizations, which WAAE includes in the payment of dues by active members.

Section 6 Only active members who meet the provisions of the Bylaws shall be entitled to hold office.

Section 7 Association Memberships:

A. WAAE shall retain membership in associations approved by the Board of Directors.

B. WAAE members have the option to become members of WACTE and ACTE if they so choose (local 24). Dues are established by the respective associations.

Section 8 Membership dues will be as follows:

A. Membership dues in the organization shall be voted at the professional development conference or conferences.

B. Active membership dues shall include the necessary amount for NAAE membership plus the WAAE dues, which cannot be changed without action at the annual professional development conference.

- C. Associate and student membership dues shall be reviewed as needed and decided upon by the majority of the members of the Board of Directors.
- D. The WAAE membership year shall align with the membership year followed by the NAAE.
- E. If there is no change in the allocation of dues from the past year; the Board of Directors authorizes the Executive Director to collect the dues in advance.
- F. If the Board of Directors proposed a change in the allocation of dues, the dues cannot be collected until the change has been voted upon by the membership.
- G. Life WAAE members do not pay WAAE dues, but they do pay affiliated organizational dues.
- H. Members must pay all back WAAE dues packages to qualify for awards after a lapse in membership while actively engaged in teaching agriculture education. Credit (WAAE tenure) for military service before entering the teaching field may be obtained by paying the WAAE dues portion for each full year of service time. Back dues will be the same amount as was paid during the actual year of his/her service time.
- I. The Fiscal year from membership of the Association shall be March 1 through the last day of February.

Section 9 Dues paid to meet tenure requirements shall be paid at the full rate of the year(s) being paid or credited.

Section 10 Voting

- A. Voting privileges are held only by active members who meet the provision of the Bylaws.
- B. Proxies are specifically prohibited at all membership meetings of the Association.
- C. When authorized by a majority vote of the Board of Directors, members may vote by email. The Board of Directors may vote by email at any time it is deemed necessary by the President
- D. If for valid reasons any active member of the Association cannot be present at their designated sectional meeting, he/she may send his/her vote for one Alternate Vice-President nominee to the present Sectional Vice-President. Ballots can be submitted via email or other technology and will be counted as any other ballot in the election.
- E. Officers: The Executive Director shall be hired by majority vote of the members of the Board of Directors present at any meeting called by the President.

ARTICLE IV

OFFICERS

- Section 1** The officers of the Association shall consist of President, President-Elect, Past President, and one Vice-President from each of the WAAE sections, one Post Secondary Agribusiness member and one Post Secondary Farm Business and Production Management member in Wisconsin, and the Executive Director. Collectively, this group will be referred to as the Board of Directors.
- Section 2** The State shall be divided into ten sections aligned with the Wisconsin FFA Sections, each section shall have as nearly as possible the same number of instructors. The State shall be reapportioned when deemed necessary by the Board of Directors. This reapportionment must be accepted by a 2/3 vote of the members present at a regular business meeting of the WAAE at the professional development conference. The Association will also have representation from Post-Secondary On Campus, and Post-Secondary Farm Business Management (off campus).
- Section 3** Under normal circumstances, the President-Elect of the immediate past year shall be elected President, unless circumstances would prevent that individual from fulfilling their term.
- Section 4** One member of the Board of Directors in office at the time of election, who has served at least two years in the capacity, shall be elected by ballot as President-Elect by the majority of the Board of Directors present at the last meeting of the Board before the professional development conference. In the event there are no candidates from the Board of Directors, candidates shall be considered from the Vice-Presidents, who have served during the past three years in consecutive order.
- Section 5** Should a vacancy occur in any office the following procedures shall be followed:
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| Alternate Vice President: | The section elects a new alternate vice president. |
| Vice-President: | (to serve less than 6 months) President appoints Alternate Vice-President. |
| Vice-President: | (to serve more than 6 months) President appoints new Vice-President. |
| President-Elect: | Special election using existing rules relating to election of President-Elect. |
| President: | President-Elect serves and may appoint assistants and assign specific duties. |
| Past President: | President shall appoint a former Past President to fill this position. |
| Executive Director: | President has authority appoint an interim executive director while a selection committee interviews and makes a recommendation to the board. The Board of Directors votes on the final hiring to fill the position |

Section 6 Vice-Presidents

- A. Vice-President and Vice-Presidents: Elect from even numbered WAAE state sections (2-4-6-8-10- Post Secondary Farm Business and Production Management members) shall take office at the annual Professional Development Conference banquet in even numbered years. Vice-Presidents and Alternate Vice-Presidents from odd numbered WAAE state sections (1-3-5-7-9- Post Secondary Agribusiness member) shall take office at the annual Professional Development Conference banquet in odd numbered years.
- B. The election of one Alternate Vice-President will take place at the sectional meetings when needed. Nominations "from the floor" will be accepted at the sectional meetings. Members elected will take office at the following Professional Development Conference.

Section 7 No voting member of the Board of Directors shall be eligible to succeed themselves in their respective offices.

Section 8 Second year Vice-Presidents shall notify the President of their intent to be a candidate for the President-Elect prior to election and with written permission of their employer.

Section 9 Candidates for WAAE alternate sectional Vice-President must submit in writing their school administrator's approval.

Section 10 No Board of Directors expenses will be paid unless the committee gives prior approval.

Section 11 All expenses are paid on the voucher system.

Section 12 Anyone who is professionally qualified to teach agriculture in K-12 or postsecondary public or private schools or state staff or active membership as defined in Article III. Membership, Section 3A is eligible to hold office.

ARTICLE V

MEETINGS

Section 1 The annual meeting of the Association shall be held at the time of the annual Professional Development Conference of agriculture instructors.

Section 2 Special meetings may be called at any time or place as the President may direct upon vote of the Board of Directors and notification of the members.

Section 3 Sectional meetings of the Association shall be held at the same time as the fall meetings of instructors of agriculture, or such other time as may be called by the Board of Directors. The Vice-President of each section, or a person designated by him/her, will preside over the sectional meetings.

Section 4 A quorum at any meeting of the Association shall consist of all paid members in attendance.

Section 5 That policies and legislation adopted currently by the WAAE can be effective from the time of their adoption, but such policies cannot take away a member's rights and privileges earned under previous policies.

ARTICLE VI

BOARD OF DIRECTORS

Section 1 There shall be a Board of Directors consisting of the President, immediate Past President, President-Elect, one Vice-President from each of the WAAE sections, one Post-Secondary Agribusiness member and one Post-Secondary Farm Business and Production Management member in Wisconsin, and the Executive Director. The Executive Director, who shall be a non-voting member, shall be appointed by the Board of Directors, with approval of the active members present at the annual professional development conference business meeting. The Agricultural and Natural Resources DPI consultant shall also serve as a non-voting member, ex-officio member of the WAAE Board of Directors.

Section 2 The Board of Directors shall have two meetings at the annual Professional Development Conference for agriculture education instructors. The first meeting shall precede the conference. The second meeting shall be the afternoon of the last day of the conference. A summer board meeting will be held at a time and location to be determined usually in July or August. A winter meeting of the Board of Directors shall be held during the month of January and a spring meeting in April at a place and date specified by the President.

Section 3 The Alternate Vice-Presidents will have no voting power unless the Vice-President is absent at which time the alternate will vote in his/her place. The Alternate Vice-Presidents duties will be to assist the Vice-Presidents from his/her section. Attendance at all board meeting is highly recommended. Such duties may be designated by the Vice- President.

Section 4 Executive Director

- A. Shall be selected by a Search and Screen Committee appointed by the President.
- B. Employment shall be approved by the Board of Directors.
- C. Contracts should be developed by the Search and Screen Committee and updated annually by the President's recommendation to the Board of Directors.
- D. In the absence of an Executive Director, the President and another Board of Directors member shall conduct business of the organization.
- E. Only the Executive Director has the authority to write checks on the Association, except that in the absence of the Executive Director, the President shall have like authority.

F. Performance Review: A committee consisting of the past-past president, past president, and president, will conduct a performance review of the Executive Director prior to contract renewal.

Section 5 The Board of Directors, acting as the elected representatives of the WAAE, may conduct business in the name of the Association. However, the WAAE, at their annual meetings, shall conduct any business that may be properly presented and acted upon.

Section 6 Nominations for President-Elect shall be by the Board of Directors. Nominee elected must have a majority vote by the Board of Directors.

Section 7 Board of Directors members shall be representatives to the NAAE Convention. In the event that there are not enough board members present to serve as delegates, other attendees will be asked to serve as delegates.

Section 8 WAAE budgeted funds shall be divided among the Board of Directors members attending the NAAE National Convention.

Section 9 All Board of Directors members are encouraged to attend NAAE Region Leadership Conferences.

ARTICLE VII

COMMITTEES

Section 1 Committees may be appointed as deemed necessary by the President or elected by the Executive Board or membership at the annual meeting.

Section 2 The President shall appoint committees where and when needed.

Section 3 The Board of Directors shall review and approve committee membership annually.

Section 4 All committees shall submit reports to the Executive Director and President-Elect prior to the end of Professional Development Conference.

Section 5 Oral and written committee reports are optimal at the discretion of the President and Committee Chairperson.

Section 6 The President-Elect will serve as ex officio member of all committees.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current **Robert's Rules of Order, Newly Revised** shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

ARTICLE IX

AMENDMENTS

- Section 1** Proposed amendments must be submitted to Executive Director at least by January 1, preceding the annual professional development conference, prior to the January board meeting of the Wisconsin Association of Agriculture Educators Board of Directors. They shall be submitted for action by the Board of Directors, and shall be submitted to the Professional Development Conference by the President-Elect with recommendations. Amendments may be adopted by a 2/3 vote of the delegates present at the annual Professional Development Conference, providing there is a quorum present.
- Section 2** The membership must be advised of a proposed amendment change when notified of the annual conference or at least ten days prior to any special meeting.

ARTICLE X

DISSOLUTION

Should the members of the Association vote to dissolve the same, the assets of the Wisconsin Association of Agricultural Education Instructors, Inc., shall be transferred to the Wisconsin FFA Center.

WAAE STANDING RULES

- I. Awards
- A. WAAE - Past President Committee shall recommend Regional NAAE Citations (Outstanding Service, Outstanding Cooperation, and Lifetime Achievement), Organizational Relations, Special State Citations, and Honored Agriculture Educator.
 - B. The Board of Directors shall approve the above.
 - C. The President shall appoint a committee to select state winners for all award areas not selected by the Past-Presidents committee.
 - D. WAAE shall present recognition to the school administrators of the retiring Presidents and the retiring Vice-Presidents.

E. WAAE shall present recognition to the retiring Vice-Presidents. F. WAAE shall present a retiring President plaque.

F. WAAE shall present a gavel to the new President.

II. Facilities and Equipment

A. When a new Executive Director is being hired, the Search and Screen Committee, appointed by the President, shall recommend the location and type of facilities best suited for the Executive Director.

B. If the Board of Directors recommends a change in location or facilities, the President and Past President shall make the selection/recommendation.

III. Secretarial

A. Additional secretarial services shall be hired as needed by the Executive Director.

IV. Financial

A. The President shall appoint a Finance Committee or select an audit firm by the Mid-Winter Executive meeting.

B. The Finance Committee shall meet and submit its report to the Executive Director before the annual Professional Development Conference.

C. A preliminary budget shall be prepared by the current President, President Elect, and Executive Director prior to the spring meeting.

D. The budget shall be approved by the Board of Directors prior to the annual professional development conference.

E. Executive Director shall provide a quarterly report.

V. Savings and Investments

A. The Executive Finance Committee and Executive Director shall recommend any changes or addition to the organization's checking, savings or investments.

B. The Board of Directors shall approve of any changes in checking, savings or investments.

VI. Newsletters

A. The President shall coordinate the State Newsletter.

B. Sectional Vice-Presidents are responsible for distributing Sectional Newsletters.

VII. Miscellaneous

A. WAAE may sell a membership list only if the list is limited to working addresses.

- B. WAAE members may vote for sectional elections if they request and return a ballot prior to the Spring Sectional meetings.
- C. The Master of Ceremonies for the WAAE Awards Banquet shall be the current Past President.
- D. Ideas Unlimited Winners: The first place winner in our state contest shall be submitted in a timely manner for Region III competition.
- E. WAAE may sell education materials at an increased price to non-members.
- F. WAAE may market educational materials through retailers if the profits enter the operating budget.