

CONNECTICUT ASSOCIATION OF AGRICULTURAL EDUCATORS

Revised August 2014

CONSTITUTION

ARTICLE I. NAME

The name of the organization shall be "Connecticut Association of Agricultural Educators"

ARTICLE II. OBJECTIVES

The objectives of this Association are:

1. To assume and maintain an active leadership in the promotion and furtherance of agriculture in Connecticut.
2. To provide an opportunity for members to discuss problems and concerns affecting agriculture education in Connecticut.
3. To affiliate with the National Association of Agriculture Educators and the Association of Career and technical Education, to cooperate with local education associations, (Local Federations of Teachers'), CT Education Association, (Connecticut Federation of Teachers), and the National Education Association (American Federation of Teachers) in furthering the cause of all Vocational Education.

ARTICLE III. MEMBERSHIP

Sec. 1. Membership shall be of the following types:

- a. Active membership - All persons teaching Agriculture Education in secondary or post secondary public or private institutions offering less than a baccalaureate degree in Agriculture Education, the State Consultant, the Teacher Educator, and the FF A Executive Secretary and who pay dues. These members will be the only persons eligible to vote on Connecticut Association of Agricultural Educators' business.
- b. Student membership - Students in training to be Agriculture Education teachers and who pay dues.
- c. Associate members - Those people who have contributed to the furtherance of Agriculture Education and who have been voted by membership.

Sec. 2. Membership Year

The membership year shall be July 1 to June 30th. Any new personnel may become a Member by payment of dues. During the summer meetings (July and August) Those who were members of the previous year may vote. After September 1, member's delinquent in dues payment become ineligible to vote until payment of dues is received or evidence that a purchase order requesting dues payment has been submitted.)

ARTICLE IV. OFFICERS

Sec. 1. The officers of the Association shall be a President, President-Elect, Secretary, Treasurer, and Website Editor. These officers shall be elected for one year at the annual meeting. The retiring President shall be a member of the Executive Committee and service for one year or until succeeded by the next retiring President.

Sec. 2. The President shall appoint the Nominating Committee and the committee will select its own Chairman. This committee should seek our interested and qualified individuals and notify the membership 30 days prior to the annual meeting. The positions for nominations include: President, President-Elect, Treasurer, Secretary, Website Editor and FFA Executive Committee Advisors, and FF A Foundation, Inc. representative.

Sec. 3. Officers will be elected from the active membership as defined in Article III, Sec. 1a. In case the status of any officer shall change during his (her) term of office, his/ (her) office shall be declared vacant immediately and filled by the Executive Committee from the active membership; it being understood, however, that this appointment shall be to fill out the term.

Sec. 4. Any officer failing to carry out his/ (her) duties may be removed from office by a two-thirds majority vote at any meeting.

ARTICLE V. DELEGATES

Sec. 1. This Association shall be represented by delegates selected from the active membership in addition to those specifically named by the Constitution.

ARTICLE VI. DUTIES OF OFFICERS AND THE EXECUTIVE COMMITTEE

THE PRESIDENT

1. Appoint all major committees and arrange for the committees to function throughout his/ (her) term.
2. Keep in touch with the association officers; delegate authority to them and make certain they perform the responsibilities of their office(s).
3. Provide an opportunity for the state association executive committee to meet at regular intervals.

4. Organize, continue and promote effective state support committees for (agricultural education) and the FF A
5. Organize and continue an active legislative committee within the state association.
6. Maintain organized files of correspondence, activities and other materials relevant to the president's leadership.
7. Promote participation in NAAE award programs for members and the state association.
8. Be familiar with the constitution and by-laws of the state and national associations.
9. Be familiar with the current operating policies (I. General) of the NAAE.
10. Respond promptly to the communications from the NAAE national office and officers.
11. Maintain a continuous flow of materials to the NAAE national office and officers.
12. Represent the state association at the annual NAAE regional leadership conference, the annual NAAE convention, and other meetings concerning education in agriculture.
13. Submit state association problems and suggestions during a regional meeting. Such items are logically considered in a regional meeting first, and if supported, by the NAAE executive committee.
14. Assume the responsibility of reporting the annual convention activities to the members. A summary can be given in the newsletter followed by a complete report during a regular meeting.
15. Complete and submit all reports to the NAAE national office promptly.

THE PRESIDENT-ELECT

1. The president-elect should become familiar with all duties and responsibilities of the president.
2. The president-elect should know the duties of the president assist him/ (her) and assume leadership responsibilities assigned by the president.
3. Be responsible for conducting all the committee work within the state association.
4. The president-elect shall serve as a member of the executive committee.
5. The president-elect conducts state association meetings in the absence of the president.

6. Be prepared to represent the state association at the regional meetings and the national convention.
7. Whenever possible, the president-elect should attend all meetings required of the president.
8. Assist the secretary in completing the NAAE program of work.

THE SECRETARY

1. The secretary should keep complete, concise and accurate records of all meetings of the executive committee and the state association.
2. A good filing system should be maintained. This should include records of meetings, names of members, copies of the state and national constitution by-laws, state and national programs of work, correspondence, etc.
3. Respond to all communications promptly. A copy should be retained in the secretary's file and one copy should be forwarded to the president.
4. Cooperate with the president in organizing the meeting agenda, notify members of the time and place of each meeting, forward a copy of the agenda to each participant, and remind persons responsible for specific items on the agenda.
5. Copies of minutes of all meetings should be submitted to the executive committee members as soon after meetings as feasible. Minutes should be well organized, complete and edited.
6. Be familiar with the constitution and by-laws of the state association and the NAAE.
7. Respond promptly to requests for information from the national office and the NAAE Regional Vice-President and others who correspond with the state association.

THE TREASURER

1. The treasurer receives and, under the direction of the executive committee, holds for safekeeping or expending, funds as directed by that committee.
2. The treasurer should serve as chairman of the budget committee, assist in preparing the annual budget and keep the president informed on the status of financial transactions.
3. The treasurer should receive and expend all money and issue all membership cards.
4. The treasurer normally receives dues for the CAAE and NAAE.
5. Subscriptions to the Agricultural Education Magazine are paid out by the treasurer.
6. All dues should be forwarded promptly to keep members in good standing.

7. An audit should be made annually by an auditing committee as appointed by the president at the end of the fiscal year.
8. A detailed financial report should be made regularly to the executive committee and annually to the membership.

THE WEBSITE EDITOR

1. The website editor shall serve on the executive committee and as a member of the public relations and communications committee.
2. The website editor shall update the CAAE website regularly.
3. The website editor with the help of the executive committee shall publish the website following guidelines set forth by the NAAE.
4. The website editor should perform additional duties as set forth by the President.

ARTICLE VII. COMMITTEES

Sec. 1. Committees may be appointed as deemed necessary by the president or executive committee. Standing committees include:

Membership/Professional Development
Governmental Relations & Legislation
Public Relations and Communications
FFA Relations
Agribusiness Relations/S.A.E
Parent/Alumni Relations

Sec. 2. The Executive Committee shall constitute the administrative body of the Association and carry out all of the activities necessary to the successful operation of the Association between meetings. The official executive committee shall consist of president, past president, president-elect, treasurer, and secretary and website editor.

Sec. 3. The President as needed may appoint special committees. These will include but are not limited to the following:

Audit
Nominating

ARTICLE VIII. CAAE RECOGNITION PROGRAMS

All programs, eligibilities, and rules must be made available to all members.

ARTICLE IX. MEETINGS

- Sec. 1. The meetings of the association shall be held at such time and place, as the executive committee shall decide; when schools are in recess if possible.
- Sec. 2. The executive committee shall meet at the call of the President or upon request of a majority of the executive committee
- Sec. 3. A quorum shall be 25% of active membership.

ARTICLE X. AMENDMENT

- Sec. 1. This constitution may be amended at any regular meeting provided the following provision is met:

All amendments must be sent to the Secretary at least 30 days prior to the meeting and copies of such proposed amendments must be provided for each of the members at the same time.

ARTICLE XI.

This Constitution shall be the sole document governing the operation of the Connecticut Association of Agriculture Educators (C.A.A.E.).

ARTICLE XII. DISSOLUTION

Upon the dissolution of the Connecticut Association of Agricultural Educators, assets shall be distributed to the Connecticut FFA Foundation for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The Connecticut FFA Foundation must be exempt under section 501(c)(3) at the time this dissolution takes place. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction 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.