

1 **Bylaws of Kentucky Association of Agriculture Educators**

2 *Adopted July 2023*

3 **Article I. Name**

4 The name of this organization shall be the Kentucky Association of Agriculture Educators, Incorporated.

6 **Article II. Purpose**

7 The purposes of this organization shall be:

- 8 1. To sponsor, promote and give leadership and guidance to any state activity program engaged in
- 9 by departments of agricultural education in Kentucky.
- 10 2. To serve as an advisory body, through the Executive Committee, to the Agricultural Education
- 11 Program Consultants in the Office of Career and Technical Education, Kentucky Department of
- 12 Education.
- 13 3. To serve as an advisory body through the Executive Committee, to the Kentucky Association of
- 14 the National FFA Organization.
- 15 4. To promote professional improvement among the members by providing opportunities to meet
- 16 and study and discuss problems of interest in all areas of agriculture/horticulture, natural
- 17 resources, management, and communication education as they pertain to agricultural
- 18 education. This may include workshops, seminars, speakers, and tours.
- 19 5. To promote the program of agricultural education in Kentucky.
- 20 6. To promote diversity and equal opportunities for all members and students within our programs
- 21 regardless of race, sex, religion, or ethnic background.

22 This association shall be non-commercial, nonsectarian, and nonpolitical. This association shall not
23 endorse any commercial enterprise or political candidate.

24 The policies and practices of this association shall be determined democratically.

26 **Article III. Membership**

27 III. Section A: Any person shall be eligible for membership who is interested in the purposes of KAAE and
28 who meets the criteria for membership. Membership in the Association shall be Active, Affiliate,
29 Student, and Honorary.

30 *III.A.1. Active Membership.* Active membership shall be anyone who is professionally qualified to
31 teach agriculture in K-12 or postsecondary public or private schools or state staff. Only active
32 members shall be entitled to vote in meetings, hold elective office, or be a committee member
33 in the association.

34 *III.A.2. Associate Membership.* Associate membership shall be anyone engaged in agricultural
35 education who is not professionally qualified to teach agriculture.

36 *III.A.3. Student Membership.* Student membership may be granted to undergraduates training
37 for careers related to agricultural education.

38 *III.A.4. Honorary Membership.* Honorary Membership in the KAAE is reserved for individuals
39 whose support of, and/or contributions to, the advancement of Agricultural Education in
40 Kentucky are deserving of special recognition. Honorary Membership in KAAE will be granted to
41 those individuals who have made significant contributions to the advancement of Agricultural
42 Education but may or may not have had the opportunity to participate as an active KAAE
43 member. Nominations for Honorary Membership must be submitted to the KAAE Executive
44 Committee for consideration. Individuals selected for Honorary Membership are considered a
45 lifelong member of KAAE, they are not required to pay any dues, and may not vote or hold office
46 but receives all other benefits and privileges of membership. Any member may nominate
47 persons of distinction who have made significant contributions to Agricultural Education.
48 Candidates for Honorary Membership may not be currently eligible for active membership.

49

50 III. Section B. Dues. The annual dues of this Association shall be paid to the KAAE Executive Treasurer or
51 to such person or persons designated by this officer. Dues are to be paid between July 1st and October
52 31st. Membership shall be forfeited if dues are not paid by November 1st. Any teacher hired after
53 November 1st may pay dues by March 1st.

54 *III.B.1.* Active and associate members shall also include membership in the Association for
55 Career and Technical Education (ACTE), the Kentucky Association for Career and Technical
56 Education (KACTE), and the National Association of Agriculture Educators (NAAE).

57 *III.B.2.* Student membership dues shall be the amount set for student membership in the NAAE.

58 *III.B.3.* Membership and Fiscal Year. The membership and fiscal year for the association shall be
59 July 1 to June 30.

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61 **Article IV. Officers**

62 IV. Section A. Officers. The officers of the Association shall be the President, the Vice President, the
63 Secretary, the Executive Treasurer, the Reporter, and the immediate Past-President.

64 IV. Section B. Qualifications.

65 *IV.B.1.* The teachers nominated for state office shall have been an active member of KAAE for
66 not less than 5 years. Additionally, they must have served at least one term as a regional
67 chairperson or served on one of KAAE's standing committees.

68 *IV.B.2.* No person shall serve as a state and regional officer during the same year

69 IV. Section C. Term of Office. All officers shall be elected to a one-year term. All officers of the State
70 Association shall assume their duties upon election and shall serve until their successors are elected.

71 IV. Section D. Duties of Officers.

72 *IV.D.1. Duties of the President.* The president shall serve as chairperson of the Executive
73 Committee, preside at all meetings, appoint special committees as needed and perform all other
74 duties belonging to this office.

75 *IV.D.2. Duties of the Vice President.* The vice president shall perform the duties in the absence or
76 inability of the president to act and shall assist the president as needed. The vice president
77 oversees information and public relations. The Vice-President shall serve as President-elect of
78 the Association.

79 *IV.D.3. Duties of the Secretary.* The secretary shall keep a record of the meetings of the
80 Association and of the Executive Committee and handle all correspondence.

81 *IV.D.4. Duties of the Reporter.* The reporter shall be responsible for sharing relevant information
82 with the KAAE membership and managing social media accounts. The Reporter shall also
83 perform such other duties as may be delegated appropriate to that office.

84 *IV.D.5. Duties of the Executive Treasurer.* The Executive Treasurer shall manage the financial
85 accounts of the organization and provide regular reports to the Executive Committee and
86 membership. The position shall be the Frankfort-based Agricultural Education Program
87 Consultants at the Kentucky Department of Education with an on-going term. The position of
88 Executive Treasurer shall not serve as a voting member of the Executive Committee.

89 *IV.D.6. Duties of the Past-President.* The duties of the immediate past president include serving
90 as an advisor to the president and chairing the nominating committee.

91 IV. Section E. Nomination and Elections of Officers

92 *IV.E.1. Nominating Committee.* The responsibilities of the nominating committee include the
93 development of the ballot for the election to occur at the annual meeting. The committee shall
94 nominate one candidate for each office to be filled, and it shall report the slate of candidates to
95 the members at the first session of the annual meeting. The Nominating Committee shall be
96 appointed by the president of KAAE. The Past President shall serve as the chairperson of the
97 Nominating Committee. In addition to the past president, the committee is comprised of the
98 last five state presidents, who are still in the profession, and are active paid members of the
99 association. Additionally, an appointed representative from each region not represented by the
100 past presidents, shall constitute a nominating committee to recommend officers for the
101 association. For those regions not represented with the last five presidents, each region may
102 determine who will represent their region on the nominating committee.

103 *IV.E.2. Elections.* The election of officers shall be held at the time of the annual meeting of the
104 membership. Nominations for State Officer may also be made during the election process, from
105 the floor by any active member. All active paid members shall be entitled to vote. Elections shall
106 be by ballot vote. In the event there is but one nominee for any office, the vote for that office
107 may be taken by voice vote.

108 IV. Section F. Vacancies. Should any office of the State Association become vacant during the year, the
109 Executive Committee shall name a successor to serve until the next regular election.

110

111 **Article V. Meetings**

112 V. Section A. Annual Meeting. The Association shall hold one meeting each year open to all members for
113 the purpose of conducting annual financial reports, officer elections, and the attention to any other
114 business items during the annual conference for the teachers of agriculture or joint career and technical
115 education conference.

116 V. Section B. Special Meetings. Special meetings of the membership may be called upon the
117 recommendation of the Executive Committee.

118 V. Section C. Electronic Meetings. The KAAE Executive Committee and all committees and
119 subcommittees shall be authorized to meet by telephone conference or through other electronic
120 communications media so long as all the members can simultaneously hear each other and participate
121 during the meeting.

122 V. Section D. Notice to Membership. Unless members indicate otherwise to the KAAE Secretary, all
123 communication required in these bylaws, including meeting notices, may be sent electronically.

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125 **Article VI. Executive Committee**

126 VI. Section A. Executive Committee Composition. The Executive Committee of this Association shall be
127 composed of the State KAAE Officers and the chairpersons of all the regions.

128 VI. Section B. Ex-officio members. The Program Consultants of Agricultural Education shall be ex-officio
129 members of this committee.

130 VI. Section C. Duties of the Executive Committee. The Executive Committee shall be responsible for the
131 management and administration of the association in all respects and for all purposes and shall have the
132 power to conduct the business of the organization except that which is retained by the membership as
133 provided by these bylaws.

134 VI. Section D. Executive Director/Officer or Agent. The Executive Committee may employ an executive
135 director whose duties and compensation shall be as specified by the Executive Committee by contract.
136 The association may authorize any officer or agent of the association to enter into a contract or execute
137 and deliver any instrument in the name of the association. This authority may be limited to a specific
138 contract or instrument, or it may extend to any number and type of possible contracts and instruments.

139 VI. Section E. Executive Committee Meetings. Regular meetings of the KAAE Executive Committee shall
140 occur on a minimum of a quarterly basis as called by the President with a minimum notice of 7 days
141 given. Additional meetings of the Executive Committee may be called by the president or a majority of
142 its members.

143 VI. Section F. FFA Advisory Committee. When meeting as an advisory committee in a joint session with
144 the FFA Executive Committee, FFA Officers may propose motions. If such motions are made and if a
145 member of the KAAE Executive Committee seconds the motion(s), then the motions will be accepted as
146 items of business on the floor for further action. Only members will vote on any of these items.

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148 **Article VII. Regions of the Association**

149 VII. Section A. Regional Boundaries. The state shall be divided into geographic regions. Teachers of
150 agriculture in a region shall automatically become members of that regional organization upon payment
151 of their Association dues. The number and boundaries of regions shall coincide with the Kentucky FFA
152 Association Regions.

153 VII. Section B. Regional KAAE Officers. Officers of the regional organization shall be a Chairperson, a Vice
154 Chairperson, and a Secretary and/or Treasurer. The officers shall be elected bi-annually. Other officers
155 and committees will be left to the discretion of each region. Only active paid members will serve as
156 officers and committee members. Associate members shall not be members of regional organizations
157 but shall be members at large.

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159 **Article VIII. Committees**

160 VIII. Section A. Standing Committees. There shall be the following standing committees: Nominating,
161 Finance, Professional Growth & Awards, Scholarship, Advocacy, and Contest. The duties of the standing
162 committees shall be described in the association's policies.

163 *VIII.A.1. Composition of Standing Committees.* The association's policies shall determine the
164 composition of each committee. The president shall appoint the committee chairs.

165 VIII. Section B – Special Committees. Special committees shall be appointed by the president, the
166 executive committee, or the membership as deemed necessary. Committees may incur expense to the
167 association only if given prior approval by the executive committee

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169 **Article IX. Organization Financial Transactions**

170 IX. Section A. Funds. All funds of the association shall be deposited to the credit of the association in
171 banks, credit unions, trust companies or other depositories that the association selects.

172 IX. Section B. Financial Gifts. Any officer may accept on behalf of the association any contribution, gift,
173 bequest, or devise for the general purpose or for any specified purpose of the association. Gifts and
174 recognition of said gifts shall be consistent with state and federal law concerning non-profit
175 corporations.

176 IX. Section C. Loans. The association shall not make a loan to any individual.

177 IX. Section D. Fiscal Year. The fiscal year of the association shall begin on July 1 and end on June 30.

178 IX. Section E. Financial Policies. The association shall adopt policies and procedures consistent with
179 federal non-profit organization laws and non-profit organization audit standards and conduct fiduciary
180 responsibilities in compliance with these policies and procedures.

181 IX Section F. Approval of Expenditures. The Executive Committee shall approve the expenditure of funds
182 of the Association.

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184 **Article X. Parliamentary Authority**

185 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the
186 Association in all cases to which they are applicable and in which they are not inconsistent with these
187 bylaws and any special rules of order the association may adopt.

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189 **Article XI. Amendments**

190 The bylaws may be amended by a majority vote of the members present and voting at the annual
191 meeting of the Association, provided the proposed amendments have been submitted to the Executive
192 Committee. The proposed amendment(s) shall be distributed to members 30 days prior to the meeting.