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# **New York Association of Agricultural Educators (NYAAE) Policy and Leadership Handbook**

A Resource Guide  
for the  
NYAAE Executive Council,  
NYAAE Membership and New  
York Agricultural Education  
Outreach Staff



*NYAAE is . . .*

*"The professional organization of agricultural educators in New York State. NYAAE promotes and improves the teaching of agriculture, as well as maintains and improves professional standards of agricultural educators at the secondary and post-secondary levels."*

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## **1. NYAAE POLICY AND LEADERSHIP HANDBOOK – INTRODUCTION**

This handbook provides guidelines to the NYAAE Executive Council, staff, and state agricultural education association leaders regarding the general operation and management of NYAAE. This handbook is the implementation guide for bringing the NYAAE goals and mission to life. Questions about this document should be directed to the NYAAE office by calling 607-255-9253. This handbook is a set of guidelines only, is not all-inclusive, can be changed unilaterally at any time, and this version of the policy supersedes any previous or contemporaneous ones.

### ***1.1 The NYAAE Mission***

NYAAE is . . . "The professional organization of agricultural educators in New York State. NYAAE promotes and improves the teaching of agriculture, as well as maintains and improves professional standards of agricultural educators at the secondary and postsecondary levels."

### ***1.2 The NYAAE Core Business Goals***

- Promote quality education at all levels of instruction.
- Recruit, develop and recognize effective agricultural educators.
- Provide visionary leadership and responsive customer service.
- Sustain a communication system that encourages grassroots input and state dissemination.
- Ensure legislative advocacy.
- Maintain and nurture a positive relationship within the agricultural education community.
- Develop and maintain a secure financial base.

### ***1.3 The NYAAE Organizational History***

#### **1.3.1 The Record of Vocational Agriculture In New York**

(title from the 30<sup>th</sup> anniversary Yearbook 1941)

The New York Association of Agriculture Education (NYAAE) began as The Association of Teachers of Agriculture of New York (ATANY) in 1911. The early history of agricultural education in New York State was recorded in four books call the Twenty-Year Book, the Thirty-Year Book, the Forty-Year Book, and the Fiftieth Anniversary Yearbook. The first section of each book was devoted to updating the history of agricultural education to the point at which it was printed. In 1991, the "80 Anniversary Yearbook" was produced which included many quotations from the previous yearbooks. In 2017 the most recent yearbook, "106<sup>th</sup> Anniversary Yearbook" was produced that continued recording the history of NYAAE from 1991-2017 while celebrating the 100<sup>th</sup> anniversary of the Smith-Hughes Act of 1917.

The complete rich history of NYAAE and agriculture education in New York recorded in these Yearbooks are accessible on the NYS FFA Website. <https://www.nysffa.org/nyaae>

Below are a few notes\excerpts from these documents.

#### **"The Early Days"**

"It is proposed.....while they(the students) are reading natural history might not a little gardening, planting, grafting, inoculating, etc. be taught and practiced; and now and then excursions made to

neighboring plantations of the best farmers, their methods observed and reasoned upon for the information of the youth. The improvement of agriculture being useful to all, and a skill in it no disparagement to any.” Benjamin Franklin, 1749

### **“BLAZING THE TRAIL ON THE EDUCATION FRONTIER”**

In 1901 “The Maher School of Agriculture” was organized as a branch of the Belleville Academy. In 1904 the NYS Legislature approved the act establishing the New York State of Agriculture at Cornell University.

Frank Howe was appointed the first NYS Supervisor of Agriculture education in 1910. One of his first efforts was to write a new syllabus for Farm Mechanics for New York high schools, the first to be published in the US. Also during the first year, there were 17 vocational schools of agriculture. One of his most daring experiments was tried at Tully, where the experiment of having a young woman graduate of Cornell University conducted the vocational agriculture course. The experiment was not satisfactory to any of the parties concerned and the Department abandoned the proposal to have women teach vocational Agriculture. During his 2<sup>nd</sup> year the Association of agriculture teachers was organized and he was chosen as the first president. Interesting note: In December of 1912, Katherine Rowe Moore of Penn Yan was elected the 2<sup>nd</sup> President of the association. The next female president elected was 72 years later in 1984, Victoria Woods. In 1991 yearbook, there were 40 female Agriculture teachers listed. In the last 25 years, there have been 14 Male presidents and 12 female presidents. (2 presidents served in 2015)

The summer of 1911 Cornell University announcement read: “The object of the Summer School in Agriculture is to train persons who desire to teach agriculture, including nature study and home economics.”

In 1935 the Board of Regent declared that the 6 schools of agriculture (Ag and Techs) should only admit high school graduates in the regular vocational-technical curriculums.

The 50<sup>th</sup> Anniversary Yearbook contains a review of the early history and an extensive review of postsecondary institutions and an excellent overview of the Development of Oswegatchie Camp.

There are many references to A. K. Getman and Ralph Sutliff through all of these documents including a quote of Dr. Getman reprinted in the 80<sup>th</sup> Anniversary Yearbook. “Education is intimately linked with the economic and social struggles of any people. Out of a vital need for new abilities to meet the changing conditions of life came both the desire and means to improve our schools.”

The concepts of BOCES, shared services, and consolidation were born in the 1960s which resulted in a reduction of Ag Education programs and teachers by 50%.

The Retired Agriculture Teachers of NY and Agriculture in the Classroom were developed in the 1980’s during a serious downturn in the agricultural economy. Many farms and more Ag Education programs continued to close during this time.

Below is the most recent history from the “**106 Anniversary Yearbook**” that was produced in 2017.

#### **Agricultural Education Major Changes 1991-2017**

In 1991, the Agricultural Education program was located in the Department of Education, College of Agriculture and Life Sciences and was staffed by Dr. Arthur L. Berkey, Dr. Dean Sutphin, Dr. Daryle E. Foster (IMS / CERP) and Ms. Elizabeth Wolanyk (Agriculture In The Classroom AITC). The decades that followed resulted in several major changes in staffing, leadership development and even the ways and venue to earn Agricultural Education Certification in New York.

The retirements of Dr. Harold Cushman in 1990, Dr. William Drake in 1991 and the promotion of Dr. Dean Sutphin to Chair of the Department of Education and then to Associate Dean of the College of Agriculture and Life Sciences left Dr. Berkey delegated to teaching most of required Ag Education courses and research responsibility with some assistance from Dr. Foster. Until his retirement in 1995, Dr. Berkey chaired graduate

committees and served as undergraduate adviser for most all the Agricultural Education majors. He is most remembered by his advisees as being an advocate for his students and a respected leader and mentor for Agricultural Educators. In the late 1990s, Dr. Donald Peasley was hired as a lecturer to teach. Dr. Sutphin's classes and then Dr. Carol Conroy and Dr. Roger Steel were hired with predominately teaching and research responsibilities.

There was a decreased number of Agricultural Education teaching and research faculty at this time, but it was a growth period for the Cornell extension and outreach programs including the expansion of the New York Agriculture in the Classroom (AITC), to include a new school gardening program entitled "Kids Growing Food". Ms. Margaret Barker was the program coordinator until her retirement in 2002 and fortunately both AITC and Kids Growing Food are still helping students gain an understanding and appreciation of the food and fiber system. Ms. Wolanyk was the first AITC Coordinator (1985) and provided the leadership to make New York's program one of the best in the United States resulting in Ms. Wolanyk being selected as the National Director of AITC Program in Washington, D.C. Other New York AITC program Coordinators include Mr. Andrew Fagan and Dr. Janet Hawkes who both provided exemplary service to the program. AITC is currently under the coordination and direction of Katie Carpenter and Dr. Terry Tucker.

During the decades before 1991, the primary leadership of Agricultural Education consisted of the "Joint Staff", a group with representatives from Ag and Tech Colleges, President of ATANY (AEANY), all the Cornell Ag Education faculty and State Education Department (SED). Unfortunately, it was during this decade that many of the leadership at Cornell and SED retired including Mr. Lee Traver, SED Bureau Chief in 1996, Dan Moskwa in 1990, Roy Denniston, Ken DeCerce in 1998, Dick Jones, and at Cornell Dr. Bill Drake in 1991, Dr. Harold Cushman in 1990, Dr. Joe Bail and Dr. Arthur Berkey in 1995.

It was the massive retirements of the leadership in Agricultural Education in New York and few if any plans for replacement of these positions that required thinking differently about how services and leadership could be provided to the teachers and students in Agricultural Education. A new direction was needed and during an annual ATANY Conference several teachers informally asked Dr. Foster to explore the possibility of securing funds necessary to hire staff to provide the services that were once provided by SED and Cornell University. Meetings were held with State Legislators, SED Commissioners, Department of Ag and Markets Commissioner and Farm Bureau leaders with the goal of meeting the needs of the Agricultural Education community. Grant proposals were written and funds were secured resulting in hiring the first staff in 1996. Ms. Donna Moore (now Ph.D.), Ms. Shari Lighthall, Oswegatchie Education Center, Mr. Walt Elmore, FFA Executive Treasurer and Ms. Dottie Wilcox, Administrative assistant, were hired by Cornell and together they started a new chapter of innovation and growth of Agricultural Education in New York. The Agricultural Education Outreach (AEO) Program has grown over the past twenty plus years and is still providing great support and leadership for the teachers of agriculture and their students including FFA members and to the Oswegatchie Education Center. The support for the AEO Program has grown from the initial funding of \$160,000 in 1996 to over 1.5 million dollars in 2017.

The Cornell Educational Resources Program (CERP), formally IMS also managed several other state and national curriculum development efforts with funding from Mr. Terry Hughes, Director of Ag Tech Prep and Career Pathways at SUNY Cobleskill and other national funding sources. Curriculum Specialists Ms. Beth Martinec and Mr. Rich Hoffman made major contributions in national Veterinary Science and Food Science program areas. Dr. Foster also worked with the Cornell International Agriculture and Rural Development (IARD) efforts taking both short and long term international development assignments in the South Pacific, East Africa and Southeast Asia.

Since 2003, replacements for the CERP Directors position includes: Dr. Janet Hawkes, Mr. Perry Dewey, Mr. Bob Haight, Mr. Eric Larson, and others. Currently Cornell faculty, Dr. Terry Tucker and Dr. Jeff Perry are providing the leadership for Agricultural Education in New York. Dr. Tucker is the Director of Cornell Agricultural Outreach and Education and Associate Director of CALS International Program. Dr. Jeff Perry, Senior Lecturer, is teaching courses for the new cross university partnership between Cornell and Ithaca College to expand the Master of Arts in Teaching (MAT) degree to include Agricultural Education Certification. At the classroom level in 1991, programs were hurting. New York State had at least twelve high school programs close that year. New York agriculture education was using the Basic Ag Skills curriculum and was slowly converting from production agriculture emphasis to the new agriscience emphasis.

There was an old guard of respected, successful educators that were in the process of retiring and an experienced but younger group of very involved and dedicated educators that were willing to help the upstarts gain traction. Coursework was beginning to evolve from Ag I, Ag II or the Basic Ag Skills format to semester based, specialized courses. National FFA was investing money into a wide range of national curriculum; environmental science, turfgrass, food science and biotechnology to name a few. FFA was strong, but just starting to update its vision and push forward in quality programming and encouraged growth. Camp Oswegatchie embraced a new form of Leadership classes and the ropes course was just starting to take off.

Looking ten years into the future, the current trend is for program growth, thanks in a large part to the success and visibility of FFA members and the quality students we have in agriculture education. We are enjoying a pendulum swing towards non-cognitive skills and Career and Technical Education as a helpful experience for all students, both work and college bound. We hope this growth trend continues, but funding is always a significant factor and it is hard to predict how that needle will move! Interest in teaching agriculture from career changers and college graduates is gaining momentum. The goal is to have three pathways for agriculture education certified instructors by the fall of 2018. We have a large population ready to retire in the next ten years so opportunities in new and old programs alike will abound. Who knows where the next curve in the road will lead? Precision agriculture, drones and GIS continue to gain momentum at the high school level. The world continues to eat so food production and handling continue to be growth areas. Agriculture continues to be an exciting career to be involved with regardless of the particular flavor you choose.

### 1.3.2 ATANY and NYAAE Past Presidents

*All of the great leaders have had one characteristic in common: it was the willingness to confront unequivocally the . . .*

Year	President	Conference Location
1911-1912	Frank W. Howe	Syracuse
1912-1913	Katharine R. Moore	Syracuse
1913-1914	T. M. Avery	Syracuse
1914-1915	W. F. H. Breeze	Syracuse
1915-1916	E. W. Thurston	Syracuse
1916-1917	Harold B. Allen	Syracuse
1917-1918	Harold B. Allen	Syracuse
1918-1919	Herbert Mapes	Ithaca
1919-1920	O. Bert Trowbridge	Ithaca
1920-1921	Wayne G. Benedict	Ithaca
1921-1922	S. R. Lockwood	Ithaca
1922-1923	S. R. Lockwood	Ithaca
1923-1924	Van C. Whittemore	Ithaca
1924-1925	S. O. Salmon	Farmingdale
1925-1926	L. M. Stephens	Ithaca
1926-1927	S. W. Lay	Morrisville
1927-1928	E. R. Hoskins	Morrisville
1928-1929	H. L. Smith	Morrisville
1929-1930	E. L. Black	Morrisville
1930-1931	L. F. Packer	Morrisville
1931-1932	L. J. Howlett	Farmingdale
1932-1933	B. J. Koch	Ithaca
1933-1934	W. A. Rodwell	Ithaca
1934-1935	O. M. Watkins	Chautauqua
1935-1936	G. S. Robinson	Geneva

### ATANY and NYAAE Past Presidents, cont.



*... major anxiety of their people in their time. This, and not much else,  
is the essence of leadership. —John Kenneth Galbraith*

<b>Year</b>	<b>President</b>	<b>Conference Location</b>
1936-1937	Leon F. Lee	Ithaca
1937-1938	R. M. Finch	Ithaca
1938-1939	H. J. Curtis	Ithaca
1939-1940	R. D. Gibbs	Farmingdale
1940-1941	G. E. Stoddard	Ithaca
1941-1942	E. F. Nohle	Ithaca
1942-1943	H. B. Allen	Ithaca
1943-1944	S. T. Stanton	divided/wartime
1944-1945	F. S. Maxwell	divided/wartime
1945-1946	John A. Mack	Morrisville
1946-1947	H. C. White	Geneva
1947-1948	J. O. Sanders	Geneva
1948-1949	R. R. Jansen	Ithaca
1949-1950	Clifford Thatcher	Farmingdale
1950-1951	A. E. Vrooman	Ithaca
1951-1952	Ethan J. Randall	Geneva
1952-1953	George Dodge	Canton
1953-1954	Donald Watson	Morrisville
1954-1955	Richard Rozelle	Ithaca
1955-1956	Edward Mott	Alfred
1956-1957	J. M. Carter	Quagga Lake
1957-1958	Elliott Johnson	Ithaca
1958-1959	Stanton B. Smith	Oswego
1959-1960	V. O. Linderman	Oneonta
1960-1961	Carl E. Widger	Ithaca
1961-1962	Henry McDougal	
1962-1963	James Rose	
1963-1964	Jay Manchester	Farmingdale
1964-1965	Leonard Grubel	Henderson Harbor
1965-1966	Ward Ellsworth	Alfred
1966-1967	Howard Teal	Concord/Kiamesha Lake
1967-1968	Donald Robinson	Syracuse Country House
1968-1969	Robert Watson	Sagamore/Lake George
1969-1970	Clifford Luders	Tamarack Lodge/Greenfield Pk.
1970-1971	Bruce Hilton	Rochester Holiday Inn
1971-1972	Richard Strangeway	Tamarack Lodge/Greenfield Pk.
1972-1973	Stanley Oakes	Gideon Putnam/Saratoga Springs
1973-1974	Gerald Read	Homowack
1974-1975	Floyd Macomber	Grand Island
1975-1976	LeRoy Nichol	Edgewood/Alexandria Bay
1976-1977	Warren Giles	Corning Hilton
1977-1978	Arthur Ives	Norwich Hilton
1978-1979	Fred Miller	Homowack
1979-1980	Art D'Ambrosio	Hidden Valley Ranch
1980-1981	Gary Nieskes	The Castle/Olean
1981-1982	Charles Couture	Rochester Marriott
1982-1983	Alfred Chapin, Jr.	Utica Sheraton
1983-1984	Raymond Lighthall	Cobleskill Ag and Tech
1984-1985	Victoria Woods	Roaring Brook Resort
1985-1986	Leon Bilow	Canandaigua Sheraton
1986-1987	Thomas Mitchell	Buffalo Hilton

**ATANY and NYAAE Past Presidents, cont.**

<b>Year</b>	<b>President</b>	<b>Conference Location</b>
1987-1988	Homer Bushey	Lake Placid Hilton
1988-1989	Carl Kalk, Jr.	Morrisville Ag and Tech
1989-1990	Jan Held Woodworth	Bonnie Castle
1990-1991	Raymond Ernenwein	SUNY Alfred
1991-1992	Richard Starzyk	Brown's
1992-1993	Neil Lamb	Syracuse
1993-1994	Beth Spencer	Binghamton
1994-1995	Homer Bushey	Utica
1995-1996	William Ransom	Rochester
1996-1997	William Stowell	Alexandria Bay
1997-1998	David Marbot	Ithaca
1998-1999	Betsy Foote	Camp Oswegatchie
1999-2000	Keith Schiebel	Camp Oswegatchie
2000-2001	Keith Schiebel	Camp Oswegatchie
2001-2002	Perry Dewey	Lake Placid
2002-2003	Perry Dewey	Camp Oswegatchie
2003-2004	Jeff Perry	SUNY Cobleskill
2004-2005	Jeff Perry	Ellicottville
2005-2006	Tara Berescik	Camp Oswegatchie
2006-2007	Tara Berescik	Camp Oswegatchie
2007-2008	John Busekist	Canandaigua
2008-2009	John Busekist	Camp Oswegatchie
2009-2010	Betsy Foote	Camp Oswegatchie
2010-2011	Keith Schiebel	Camp Oswegatchie
2011-2012	Keith Schiebel	Camp Oswegatchie
2012-2013	Keith Schiebel	Camp Oswegatchie
2013-2014	Carol Wright	Java/Biggest Loser
2014-2015	Tara Berescik	Camp Oswegatchie
2015-2016	Derek Hill/Tina Miner-James	Camp Oswegatchie
2016-2017	Tina Miner James	Albany
2017-2018	Erin McCaffrey	Camp Oswegatchie
2018-2019	Michelle Kline	Camp Oswegatchie
2019-2020	Gleason Walley	VIRTUAL\ Pandemic
2020-2021	Karen LaBombard	Camp Oswegatchie
2021-2022	Betsy Foote	Saratoga
2022-2023	Tara Burke	Camp Oswegatchie

#### ***1.4 NYAAE Today***

Today, the NYAAE represents the needs and concerns of agricultural educators at the preservice, middle school, high school, and postsecondary levels of instruction. NYAAE offers professional development opportunities, advocacy, leadership development, education support for teacher recruitment and retention, and other services and opportunities. NYAAE offers membership and participation to all individuals interested in supporting agricultural education. Furthermore, the NYAAE attempts to serve the total agricultural education community by working closely with other state and national agricultural education organizations, state and national career and technical education organizations and university faculty who are involved with preservice teacher education in agricultural education. With a rich heritage and tradition to build upon, the NYAAE is poised for future growth and success in the years ahead.

## **1.5 NYAAE Organizational Structure**

### **1.5.1 NYAAE Regions**

NYAAE Regions directly correspond to the NYFFA District Regional Trustees:

Districts 1/2 – NYAAE Trustee and Alternate

Districts 3/6 – NYAAE Trustee and Alternate

Districts 4/5 – NYAAE Trustee and Alternate

Districts 7/8 – NYAAE Trustee and Alternate

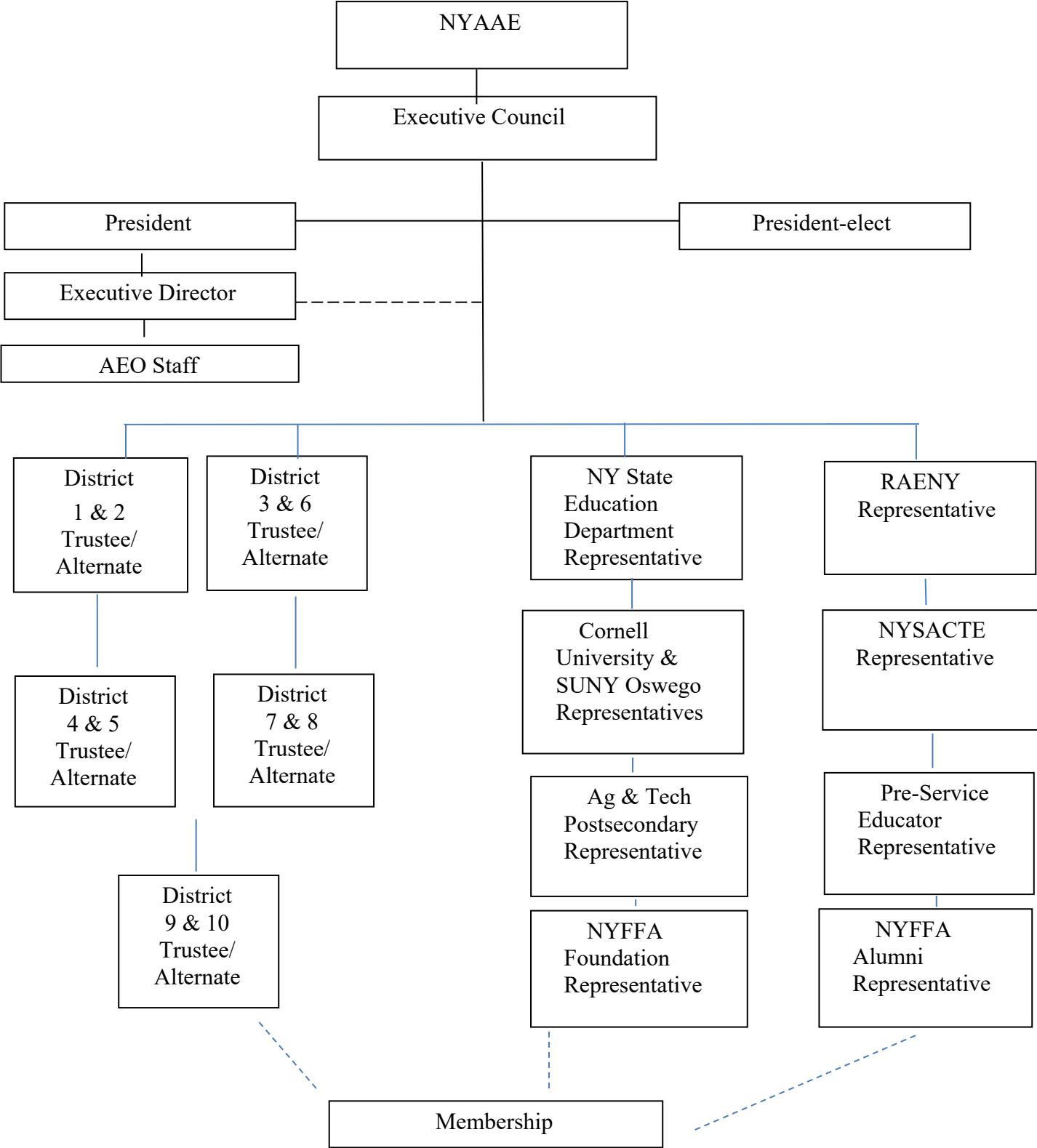
Districts 9/10 – NYAAE Trustee and Alternate

Refer to [www.nysffa.org](http://www.nysffa.org) “[Map of Programs](#)” and “[Schools by District](#)” for contact information and regional descriptions.

### **1.5.2 NYAAE Organizational Chart**

Please refer to the organizational chart on the following page.

# NYAAE Organizational Structure





## 2. NYAAE CONSTITUTION & BYLAWS

### The Constitution of the New York Association of Agricultural Educators

#### Article I

##### Name and Affiliations

- Section A This organization shall be known as the New York Association of Agricultural Educators (NYAAE).
- Section B The NYAAE shall be affiliated with the National Association of Agricultural Educators, the New York State Association of Career and Technical Educators and the (National) Association for Career and Technical Educators.

#### Article II

##### Purposes

- Section A The purpose of NYAAE shall be to promote and improve the teaching of agriculture.
- Section B To maintain and improve professional standards of agricultural teachers.
- Section C To maintain and develop a 'Esprit de Corps' of the members through social, recreational and professional programs.
- Section D To develop and maintain proper relationships with other organizations and agencies having compatible objectives.
- Section E To sponsor, promote, and guide strong agricultural education programs in district and state activities.
- Section F To maintain, promote and support the New York FFA Leadership Training Foundation, Inc. by promoting the attendance of FFA members at Oswegatchie Educational Center, promoting financial support through local FFA chapter efforts and cooperating with the program whenever and where possible.

#### Article III

##### Membership

- Section A Active membership is open to persons professionally associated with agricultural education at any level, as teachers, directors, or administrators upon payment of annual dues and subscription to the constitution.
- Section B Honorary Life Membership may be awarded to deserving individuals by action of the Executive Council. Active and Associate members of the Association will become Honorary Life Members upon retirement. Such membership does not require payment of dues and does not provide voting

privileges in meetings.

Section C Student membership shall be available to any student in an approved college program who is preparing to teach an agricultural subject. Dues for student membership shall be set by the membership at the NYAAE Annual Meeting.

Section D Annual membership for active and student membership is from July 1 - June 30, any membership dues processed from May 1 - June 30 will be granted NYAAE membership for the remainder of that membership year and the next membership year.

#### Article IV

##### Officers

Section A The elected officers of NYAAE shall be: President, President-Elect, five Regional Trustees and five Regional Trustee Alternates.

1. FFA Districts 1 & 2- 2022 and every three years thereafter
2. FFA Districts 3 & 6 – 2023 and every three years thereafter
3. FFA Districts 4 & 5- 2023 and every three years thereafter
4. FFA Districts 7 & 8- 2024 and every three years thereafter
5. FFA District 9 & 10- 2024 and every three years thereafter
6. President-Elect – annually

Section B The Executive Director shall be appointed annually by the Executive Council at the first Executive Council meeting following the NYAAE Annual meeting. The Executive Director shall be the Director of Agricultural Education Outreach, or their appointee, or other prominent agriculture education leader if Agricultural Education Outreach does not exist.

Section C All officers shall be members in good standing of NYAAE. Regional Trustees and Alternates must be employed as agricultural education teachers and serve as an FFA advisor to an officially registered NYS FFA chapter throughout their entire tenure of service as a Trustee.

Section D Terms

1. The terms of Regional Trustees and Alternates shall start July 1st of the year elected and continue for a three-year duration. Regional trustees and Alternates may serve up to two consecutive terms in each position. Additional terms may be served following a three-year break in service.
2. The President-Elect shall assume the role of President the year immediately following their one year term.
3. The President shall serve a one year term, unless the President-Elect is unable to fulfill the role of President, in the event that the president does not want to serve a second term, elections will be held.

Section E Vacancies: Whenever a vacancy occurs among members of the elected officers, other than from expiration of their terms of office, the elected alternate shall fill in until the next annual meeting. If there is no alternate, the Executive Council shall appoint a replacement to serve until elections are held at the next NYAAE annual meeting where a new officer will be elected to complete the rest of the term. In filling vacancies for unexpired terms, an officer who has served more than half a term in an office is considered to have served a full term.

#### Article V

##### Boards and Committees

Section A Definition: The Executive Council shall consist of the elected officers plus State Education Department Representative, Cornell University Representative, SUNY Oswego Representative,

Post-Secondary Representative, RAENY (Retired Agricultural Educators of New York), Pre-Service Teacher Representative, FFA Foundation Representative, FFA Alumni Representative, with exofficio, non-voting members to include State FFA Advisor, State FFA Director, Executive Director, Agricultural Education Outreach Specialists and NYSACTE Board Representative.

Section B The Executive Council shall have the authority to advise upon actions of the State Board of Student Officers and the delegates at any annual meeting of the State FFA Association in order to ensure conformity with the provision of the National Career and Technical Education Acts and the New York State Education Department. In matters requiring a vote of action on FFA matters, the Board of Trustees which consists of only the five designated Regional Trustees, or the Regional Trustee Alternate, in the absence of the trustee, are designated to vote on FFA motions/actions. The remaining members of the Executive Council are advisory in nature only.

Section C Duties: Board of Trustees Shall:

1. Meet at least twice annually to consider FFA policy changes. Policy changes must also be approved by the student board of officers.
2. Attend special meetings of the Executive Council as designated by the President with no less than seven days prior notice.
3. Receive notice of regular meetings 30 days prior to the meetings except for the first meeting after June 15th each year.
4. Serve on standing and special committees of the FFA, advise and make recommendation to the State Board of Student Officers with respect to the conduct of the activities and business of the organization as well as to support and maintain the best interest of agricultural education and the State FFA Association.
5. Formulate and promote the policies of the FFA Association.
6. Promote the public relations activities of the Association.
7. Review and act on the FFA Annual Program of Activities.
8. Approve budget and special transactions of the State FFA Association.
9. Aid in planning, conducting and evaluating the FFA Annual Meeting.
10. Make long range policy decisions concerning the State FFA Association.
11. Participate in an annual board training workshop coordinated by the Agriculture Outreach and Education Staff.

Section D Duties: The Executive Council shall:

1. Conduct the business of the NYAAE between Annual Meetings.
2. Review and act on the NYAAE Annual Program of Activities.
3. Designate officers to form the delegation headed by the President to represent the NYAAE at NAAE, NYSACTE, and ACTE Conventions.
4. Determine the time and place of the NYAAE Annual Meeting and notify the members.
5. Select a present or past Executive Council member to serve on the NYSACTE Executive Committee.
6. Serve on standing and special committees of the NYAAE.
7. Formulate the plan and organization for the NYAAE Annual Professional Improvement Conference.
8. Participate in an annual board training workshop coordinated by the Agricultural Outreach and Education Staff.

## Article VI

### Dues

Section A The annual dues of the Association shall include membership in the New York Association of Agricultural Educators and a contribution to the New York State FFA Leadership Training Foundation. The Association will promote membership and receive and transmit dues in affiliated organizations including: NAAE, NYSACTE and ACTE.

## Article VII

### Finances

- Section A The Executive Council shall be responsible for approving the annual budgets, making all appropriations and authorizing the NYAAE Executive Director to make all expenditures of the NYAAE.
- Section B The Executive Council shall be responsible for approving the annual budgets, making all appropriations and authorizing the FFA Director to make all expenditures of the NYS FFA Association.
- Section C If NYAAE Executive Director or FFA Director are unable to authorize expenditures it will become the responsibility of the Finance Committee Chair, the NYAAE Executive Council and the FFA Governing Board.
- Section D The members of the Executive Council may be reimbursed for their expenses in carrying out the functions of their offices, when such expenses are not those usually incurred in the regular schedule of duties of their profession.
- Section E All committees appointed by the President and Executive Council may be reimbursed for their expenses of attendance at sessions not held in conjunction with regularly scheduled meetings which agricultural teachers would ordinarily attend at the discretion of the Executive Council.

## Article VIII

### Executive Director

- Section A Duties: The Executive Director or their appointee(s) shall:
1. Arrange Council Meetings in cooperation with the President.
  2. Send notices of meetings and agendas to all necessary persons.
  3. Attend Executive Council Meetings.
  4. Represent NYAAE at other agricultural or educational organizations, legislative hearings or SED meetings.
  5. Promote membership.
  6. Co-chair Legislative Committee.
  7. Coordinate NYAAE Professional Improvement Conference and Annual Meeting with direction from the Executive Council (such as awards, registration, program and site selection).
  8. Will authorize checks and ensure funds are dispersed to creditors.
  9. Submit reports at Executive Council Meetings and NYAAE Annual Meeting.
  10. Conduct orientation of new Executive Council officers.

## Article IX

### Triad

- Section A The Triad shall consist of the NYAAE President, the New York State FFA Leadership Training Foundation Board Chairperson and the Agricultural Education Outreach Coordinator or their designee.
- Section B The purpose of the Triad is to act in an advisory capacity to coordinate the activities of the three organizations (NYAAE, FFA and the Foundation Board) and to advise Agricultural Education Outreach.
- Section C The Triad shall meet as the need arises.



Article X

Parliamentary Authority

Section A Robert's Rules of Order Newly Revised

Article XI

Amendments

Section A The constitution may be amended by a two-thirds vote of the members present and voting at the NYAAE Annual Meeting. Proposed amendments must be submitted in writing to the Executive Council 30 days before the business session of the NYAAE Annual Meeting.

Section B By-Laws may be amended at any Executive Council meeting by an affirmative vote of a majority of the Executive Council, provided that at least 30 days notice has been given to all members of the Executive Council of the character of the proposed amendment, or amendments, to be voted upon.

Revised at NYAAE Annual Meeting:

June: 1975, 1976, 1977, 1978, 1979, 1983, 1985, 1998, 2003, 2006, 2010, 2011, 2012, 2017, 2020, 2021

The By-Laws  
Of the New York Association of Agricultural Educators

Article I

Membership Recognition

Section A Service recognition shall be made by the NYAAE to members as they complete 5, 10, 15, 20, 25, 30, 35, and 40 years of service to teaching agriculture. Consideration shall be given for years of teaching in "Out of State" service for a maximum of five years for the ten year and greater recognition. Full credit shall be given for military service, provided the candidate was a member in good standing just prior to entering military service.

Article II

Duties of Officers

Section A The President shall:

1. Serve as the president of the Executive Council and Board of Trustees.
2. Call all regular and special meetings of the NYAAE, the Executive Council and the TRIAD and preside over the same.
3. Appoint all regular and special committees and act as ex-officio member of each.
4. Be responsible for the proper notification of committees as to work to be done.
5. Be one of the official delegates, or designate a representative, of the NYAAE at the Annual Meetings of the Association of Career and Technical educators and the National Association of Agricultural Educators.
6. Represent NYAAE, or designate a representative, with other organizations and affiliates.
7. Appoint a chairperson for the Nominating Committee.

Section B The President-Elect shall:

1. Assume the duties of the President in his/her absence.

2. Serve as a delegate at the NAAE Annual Meeting, or designate a representative.
3. Be responsible for the NYAAE Program of Activities and monitoring all committee activities.
4. Seek and recommend special programs for the NYAAE Annual Professional Improvement Conference one year in advance.
5. Prepare a NYAAE Program of Activities for the forthcoming year.
6. Attend meetings as designated by the President.
7. Coordinate NYAAE Awards in the categories set by the NAAE
8. Keep accurate official records of proceedings of the NYAAE Annual Meeting and meetings of the Executive Council and Governing Board.
9. Be responsible for correspondence and communications of the NYAAE.

Section C

The Regional Trustees shall:

1. Attend all the regular and special meetings of the Board of Trustees and Executive Council.
2. Keep all region members informed of recommendations and actions of the Executive Council.
3. Promote professional membership and coordinate a membership drive in his/her respective region.
4. Recruit and promote NYAAE leadership positions.
5. Vote on the actions of the State Board of Student Officers and FFA financial matters.
6. Serve on standing and special committees.

Section D

The Regional Trustee Alternates shall:

1. Assume the duties of the Regional Trustees in his/her absence.
2. Stay current on all Board of Trustees and Executive Council recommendations and actions.
3. Serve on standing and special committees.

### Article III

#### Elections

Section A

A Nominating Committee shall consist of the President as chair, or designated appointee.

Section B

The Nominating Committee shall place at least two names in nomination for each elected office except President.

Section C

The NYAAE shall elect Trustees to the Board of Trustees of the New York Association of FFA as provided in its charter.

Section D

NYAAE Officers shall be elected at the Annual Meeting of the NYAAE.

Section E

President shall have served as an elected officer of the NYAAE for a minimum of two years prior to the election of President.

Section F

The President-Elect shall have served as an elected officer of the NYAAE for a minimum of one year prior to the election of President-Elect.

Section G

Alternate Regional Trustees are elected on the same schedule as the Regional Trustees.

Section H

Regional Trustees and Alternates are elected at the NYAAE annual meeting by the NYAAE regional members that they represent.

### Article IV

#### Meetings

Section A

The NYAAE Annual Meeting shall be held in connection with the NYAAE Annual Professional Improvement Conference. The annual meeting shall be held in person unless otherwise designated

by the Executive Council. If the Executive Council decides the annual meeting needs to be held electronically, notification will be provided in advance. A set of rules for the meeting will be developed and voted on by the delegates at the beginning of the business session. Other meetings shall be arranged for by the Executive Council as necessary.

Section B Official business may be conducted in person, virtual/electronic or a combination of both set by the NYAAE Executive Council.

Section C. Meetings held in person: Except as otherwise provided in these bylaws, meetings of the Executive Council should be held in person. Some meetings of the Executive Council shall be held electronically either (a) when the President or Chair has obtained written consent for this from every Executive Council member, or (b) when ordered by the Executive Council, by a two-thirds vote with previous notice of a motion to do so having been given. Committees will follow the same procedures.

Section D. Meetings held electronically: When conducting meetings electronically through use of Internet meeting services designated by the President that support voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Executive Council shall be subject to all rules adopted by the Executive Council, to govern them, which may include any reasonable limitations on, and requirements for Executive Council members' participation. Any such rules adopted by the Executive Council shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision. A vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. When board members are unable to attend a meeting in person they may be given permission to attend the meeting electronically when technology allows.

#### Article V

##### Fiscal Year

Section A The fiscal year of the NYAAE shall be July 1 to June 30 of each year.

#### Article VI

##### Dues

Section A Dues of the NYAAE shall be determined one year in advance by a vote of the members at the NYAAE Annual Business Meeting.

Section B First year teachers may become regular members by paying dues equal to student membership dues.

Section C: Membership committee chair supported by AEO staff is responsible for collecting dues, maintaining an accurate membership roster for NYAAE and forwarding dues and membership rosters to the appropriate organizations in a timely manner.

#### Article VII

##### Business

Section A The business of the NYAAE shall be conducted in accordance with the accepted rules of parliamentary procedure. One-fifth of all members shall constitute a quorum.

## Article VIII

### Amendments

Section A The constitution may be amended by a two-thirds vote of members present and voting at the NYAAE Annual Meeting. Proposed amendments must be submitted in writing to the Executive Council 30 days before the business session of the NYAAE Annual Meeting.

Section B By-Laws may be amended at any Executive Council meeting by an affirmative vote of a majority of the Executive Council, provided that at least 30 days notice has been given to all members of the Executive Council of the character of the proposed amendment, or amendments, to be voted upon.

## Article IX

### Dissolution

Section A **Dissolution provision** In the event of dissolution, all of the remaining assets and property of the corporation shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws; or to the federal government, or to a state or local government for a public purpose; or to another organization to be used in such manner as the judgment of a Justice of the Supreme Court of the State of New York determines will best accomplish the general purposes for which this organization was formed.

Section B **Non-inurement provision** No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Section C **Restrictive legislation provision** No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501(h) of the Internal Revenue Code), as amended, nor shall the organization participate in, or intervene (including the publication or distribution of statements), in any political campaign on behalf of or in opposition to any candidate for public office.

Section D **Restrictive purposes and activities provision** Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or

corresponding provisions of any subsequent Federal tax laws.

Revised at NYAAE Annual Conference:

June: 1976, 1977, 1978, 1980, 1985, 1998, 2003, 2006, 2010, 2011, 2012, 2020, 2021, 2022

### **3. NYAAE OPERATING POLICIES**

#### **3.1 NYAAE Governance and Structure**

##### **3.1.1 Officers and Executive Council**

The NYAAE Officers and Executive Council shall meet the eligibility requirements outlined in the NYAAE Bylaws. The Executive Council is elected at the annual NYAAE Conference by the members present. Key areas of responsibility for the board include: participation in all official board meetings and/or conference calls, providing strategic direction, financial oversight, appointing of the chief staff officer and being an advocate for fund-raising and public relations. A detailed position description for each of the offices of president, president-elect and regional trustee shall be maintained in the NYAAE Operational Manual section of this document.

##### **3.1.2 Procedure for Changing Organizational Policy**

The policies of the organization may be revised and/or amended by a 2/3 vote of the NYAAE Executive Council. The council will review the policies for accuracy at the regular meetings of the NYAAE Executive Council.

##### **3.1.3 Procedure for Addressing Directives from the NYAAE Membership and Committees**

The NYAAE Executive Council shall carefully review and give consideration to all directives surfaced by the NYAAE membership during the annual NYAAE business meeting and from the committees. The NYAAE Executive Council shall report their action regarding member and committee directives through member communications, including the website, emails, and other communications opportunities.

##### **3.1.4 State Annual NYAAE Conference**

The NYAAE membership shall meet at the annual NYAAE Conference conducted at time specified by the NYAAE Executive Council. The primary purposes of this meeting shall be to conduct official business, professional development activities and member recognition.

##### **3.1.5 NYAAE Types of Membership Statement and Dues**

Per the direction of the NYAAE Bylaws, Mission and Goals, the NYAAE Executive Council affirms its commitment to aggressively recruit and retain active, and student members for the association. The dues of the organization shall be set and approved by the membership. Changing membership dues of active and student members requires a 2/3 majority vote of the members at the annual meeting. Currently, NYAAE membership dues are set, as follows:

- (a) Active membership dues are \$60.00 annually.
- (b) Student membership dues are \$10.00 annually.
- (c) First year teacher dues are \$10.00 for the first year only.

#### **3.2 NYAAE Operations and Management**

##### **3.2.1 NYAAE Fiscal Year and Related Activities Statement**

The NYAAE fiscal year is July 1 through June 30. Farm Credit East acts as a certified public account for NYAAE. NYAAE shall operate on an accrual accounting system.

##### **3.2.2 NYAAE Fiscal Protocols**

The NYAAE Executive Council has a Fiduciary duty over the organization. The finance committee chair in coordination with the Executive Director oversees the organization's finances.

### **Financial protocols for the New York Association of Agricultural Educators**

- The fiscal year is July 1-June 30 annually.
- A trustee is appointed as the finance chair and serves three years in this role that aligns with their term as a board member. This will provide stability and efficiency for the organizations.
- Starting after April 1<sup>st</sup> each year, the Executive Director with assistance of State Staff will prepare a proposed budget for the NYAAE Association annually to be reviewed by the NYAAE Finance Committee and approved by the NYAAE Executive Council.
- Adoption of the NYAAE budget must occur after the approval of the NYS budget and should be approved at the NYAAE Executive Council meeting each June.
- NYAAE will contract accounting services with Farm Credit East.
- Farm Credit East maintains our financial records, develops reports, provide financial guidance, files our taxes, reconciles accounts, and provides the check writing service.
- The AEO program assistant will provide day-to-day record keeping and organization for all accounts payable and receivables. Which includes maintaining accurate backup digital files, including all payments received invoices, payments, reimbursements forms, monthly bank statements, debit card transactions, and receipts.
- All digital files will be accessible on a shared server that is accessible by the AEO program assistant, finance committee chair, and NYAAE Executive Director (AEO Director).
- NYAAE Executive Director will transfer PayPal funds to community bank accounts and provide a transaction record to the AEO program assistant.
- NYAAE Executive Director will download bank statements monthly and provide them to the AEO program assistant to include in the weekly report to Farm Credit East.
- NYAAE Executive Director will provide authorization of payments and designate applicable categories.
- NYAAE Executive Director (or their designee) will authorize (sign) checks and ensure funds are dispersed to creditors.
- Currently all checks over \$5,000 require the signature of the finance chair. We recommend this policy be reviewed in the future by the finance committee to ensure payments are made on time and to streamline the process but still provide “checks and balances”.
- The finance chair will be consulted when changes of greater than 15% of the approved overall budget need to occur or as needed to discuss and review financial matters.

**\* These procedures and roles are dependent upon AEO funding and staffing levels. If AEO staff are unable to fill these roles, the above procedures and roles become the responsibility of the finance committee chair, and the NYAAE Executive Council.**

### **Recommended Long Term Financial Policy/Procedures:**

As our organizations, continue to grow, so will the need for greater fiscal responsibility, management, and oversight. It is the recommendation of the finance committee that a discussion needs to occur between the key stakeholders and leaders that manage funds within New York Team Ag Ed (NY FFA Foundation, FFA Association, NYAAE, OEC, NYAITC, etc.). It is our belief there are ways to be more efficient with our financial accounting and possibly explore shared services.

#### **3.2.3 NYAAE Statement Regarding Working with Other Organizations**

The NYAAE affirms its commitment to develop strong working relationships and partnerships with organizations of similar mission and goals. Organizations that NYAAE seeks cooperation with include, but are not limited to: Association for Career and Technical Education, New York Association for Career and Technical Education, National Association of Supervisors of Agricultural Education, American Association for Agricultural Education, National FFA Organization, National Postsecondary Agricultural Students, National Young Farmers Educational Association, The National Council for Agricultural Education, National FFA Alumni Association, National FFA Foundation, National Farm and Ranch Business Management Education Association, United States Department of Education and United States Department of Agriculture, New York State Department of Education, New York State Department of Agriculture and Markets, New York FFA Association, New York FFA Foundation, New York FFA Alumni, and New York Farm Bureau.

#### **3.2.4 NYAAE Official Publication Statement**

NYAAE shall communicate with its members through the AgED-L email list serve, New York Association of Agricultural Educators Facebook page and the [www.nysffa.org/nyaae](http://www.nysffa.org/nyaae) webpage.

### **3.2.5 NYAAE Executive Council and Staff Conflict of Interest Policy and Disclosure Statement**

No member of the NYAAE Executive Council or staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the NYAAE. Each individual shall disclose to the NYAAE any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the NYAAE Executive Council or staff shall refrain from obtaining any list of NYAAE members for personal or private solicitation purposes at any time during the term of their affiliation. Executive Council Members and staff shall sign a Conflict of Interest Policy and Disclosure Statement annually and signed forms will be filed in the NYAAE office.

### **3.2.6 NYAAE E-Mailing List Sales and Uses**

Any organization requesting the NYAAE mailing list must make their request in writing and specify how the mailing list will be used. Acceptable uses of the mailing list include the promotion of educational materials, agricultural equipment, member services, etc. All final approval for use of the mailing list shall be made by the executive director.

### **3.2.7 NYAAE Legislative Affairs Statement**

Legislative Affairs is a critical element of the NYAAE mission. It is NYAAE's policy that the organization be prepared to provide information to members of the legislature and testify before New York legislative Committees on issues affecting agricultural education.

### **3.2.8 NYAAE Leadership Position Announcement Statement**

NYAAE provides equal opportunity, as more fully set forth above, to all interested members for open leadership positions on the basis of demonstrated ability, experience and training. Leadership position openings will be distributed through public media and agricultural education as appropriate for the position.

### **3.2.9 NYAAE Sexual Harassment Statement and Disability Statement**

Each individual representing NYAAE has the right to be free from harassment because of age, race, religion, national origin, disability, sex or other protected status. Sexual harassment may include: requests for sexual favors; unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances, including suggestive comments; unwelcome sexual innuendos or sexually oriented "kidding" or "teasing"; and an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

Harassment can come from directors, fellow employees, or customers and other third parties (such as vendors). Men as well as women can be victims of sexual harassment. The NYAAE cannot stress enough that it will not tolerate any form of harassment, whether based on sex, race, national origin, religion, age, disability or any other protected category. The NYAAE will not tolerate harassing conduct that affects or interferes unreasonably with an individual's performance that creates an intimidating, hostile, or offensive environment, or otherwise is harassing.

The Executive Director and the NYAAE president are primarily responsible for dealing with harassment incidents. All individuals are responsible for reporting incidents of harassment. The NYAAE management at all levels is committed to preventing harassment, taking immediate corrective action to stop harassment, and promptly investigating any allegation of harassment. Officers in particular have a special obligation to report harassment of which they become aware, by immediately contacting the Executive Director or the NYAAE president. There will be an investigation into the matter, and if the allegation is sustained, the responsible person will be disciplined. Discipline can include counseling, suspension, and termination. If investigation reveals that the harassment continues despite prior discipline, the responsible individual may be terminated immediately. Retaliation against an employee who has made or assisted in a complaint of harassment is strictly prohibited and provides separate grounds for discipline, up to and including termination.

NYAAE will attempt reasonably to accommodate disabled members to permit them to perform the essential



functions of their position in a safe and efficient manner. NYAAE will afford reasonable accommodation to qualified members with a known disability provided that the accommodation does not cause undue hardship to the organization, or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others. Members with disabilities desiring a reasonable accommodation for their disability must inform the Executive Director of the disability and may suggest, on a confidential basis, how the NYAAE may reasonably accommodate them.

### **Statement of Value – From Diversity and Inclusion Committee**

NYAAE is committed to advancing, in our organization and communities, inclusion, diversity, and equity. We embrace a community that values both respect for the person and freedom of speech and encourages a diverse range of perspectives and experiences. Our world is becoming increasingly diverse and ever more interconnected. We believe that agricultural education occurs best when teachers value diverse socio-economic backgrounds, cultures, races, religions, abilities, identities, and sexual orientations. We look to examine and revise teaching practices as necessary to ensure that we are effective in reaching every student by engaging with unfamiliar ideas, perspectives, cultures, and people. This allows for conditions of dramatic and meaningful growth. We promote civility and denounce acts of hatred, violence, and/or intolerance of any kind.

NYAAE is actively seeking to broaden the diversity of educators in conjunction with the National Teach Ag campaign. We are partnering with the Agricultural Outreach and Education (AOE) initiative to increase the presence of Agricultural Education in urban communities.

Over the last 50 years, the gender demographics of Agricultural Educators in New York have transitioned from a predominantly male membership to over 50% female representation statewide.

Currently, 60% of Agriculture Educators in the state have less than 10 years of service. This shift provides an opportunity to develop a culture of inclusion and awareness.

The choice to create a just and equitable organization is not accidental, but intentional. In order for our plans to move forward, we will have to work together as an organization. We strive to equip teachers with the skill sets to lead student conversations in the realm of diversity and inclusion.

In order to address the above points, we are planning and executing the following initiatives surrounding topics of diversity, inclusion, and equity:

- Critical Conversations on Diversity, Inclusion, & Equity
  - We will continue to host discussions, in a safe space, for our membership.
- Virtual Diversity & Inclusion Resources
  - The NYAAE website will provide digital resources for self study purposes as well as curricular resources for classroom use.
- Diversity Training for NYAAE Membership and Executive Council
  - In conjunction with the Professional Development Committee and Agricultural Education Outreach, we are creating continual PD opportunities for educators.
- New Teacher Online Support Platform
  - This non-judgemental platform supports teachers from pre-service to year 5, guided by our mentors, who provide tools and professional practices.
- Collegiate Campaign
  - Expand the NYAAE and Agriculture Education presence at colleges throughout the state in order to increase the diversity of our membership and promote scholarship opportunities.
- Update NYAAE Promotional Materials
  - In conjunction with the Public Relations Committee, update NYAAE promotional materials to reflect the growing diversity of our educators and to recruit a more broad membership.

NYAAE remains steadfast in our commitment to civil discourse, reasoned thought, sustained discussion, and constructive engagement without degrading, abusing, harassing, or silencing any.

### **3.2.10 NYAAE Reimbursement/Travel Statement**

NYAAE will pay all reasonable business-related expenses incurred by AEO Staff, Executive Council Members and other authorized individuals working on behalf of NYAAE in the performance, in accordance with NYAAE policies. All travel on behalf of NYAAE must receive prior approval from the Executive Council or the Executive Director in order to be reimbursed. In order to be reimbursed for travel expenses, receipts must be submitted promptly to the appropriate NYAAE accounting person, and NYAAE may also require additional information and/or completion of an expense form.

#### **3.2.10.1 Travel Reimbursement**

NYAAE Reimbursement/Travel Statement

NYAAE will pay all reasonable business-related expenses incurred by AEO Staff, Executive Council Members and other authorized individuals working on behalf of NYAAE in the performance, in accordance with NYAAE Policies. All travel on behalf of NYAAE must receive prior approval from the Executive Council or the Executive Director in order to be reimbursed. In order to be reimbursed for travel expenses, itemized receipts must be submitted promptly within 30 days to the appropriate NYAAE accounting person, and NYAAE may also require additional information and/or completion of an expense form.

#### **1. Travel Reimbursement**

NYAAE reimburses travel expenses as follows:

1. When traveling by personal vehicle, the traveler will be reimbursed per round trip mile traveled, as evidenced by a MapQuest printout or similar mapping program showing trip, at the mileage rate approved for reimbursement by the Internal Revenue Service.
2. Lowest available coach airfare (utilizing cost-saving measures, such as Saturdaynight stay-overs, whenever possible).
3. Actual meal costs, with included itemized receipt, up to a maximum of \$45.00 per day.
4. Actual lodging costs, with included itemized receipt, in a medium cost hotel whenever possible; NYAAE does not reimburse incidental expenses.
5. Actual costs for taxicabs, meals for guests of NYAAE, parking, tolls, conference registrations, etc., with included itemized receipt. If a spouse or other family member(s) accompanies a NYAAE staff or board member to a board meeting or convention, etc., the entire room cost will be paid by the NYAAE, provided prior approval of NYAAE is obtained.

### **3.2.11 NYAAE Accident Reporting Procedure**

In the case of an injury or accident to a client, visitor, NYAAE member or any other individual, AEO Staff and Executive Council members should assist as reasonably possible and then report the incident to the Executive Director immediately. A member may be required to complete an incident report at or around the time of reporting the incident.

### **3.2.12 NYAAE Personal Matters Statement**

#### **3.2.12.1 Professional Attitude/Personal Appearance**

Executive Council members should maintain a professional demeanor at all times. Keeping in mind the impression made on clients, visitors, and other members, dress should be neat in appearance and in a manner consistent with a professional atmosphere. In this connection, the Executive Director shall be the final arbiter of the suitability of attire.

### **3.2.13 NYAAE Confidentiality**

All Executive Council Members are expected to maintain confidentiality on those subjects or topics deemed confidential by the Executive Council and AEO Staff.

### **3.2.14 NYAAE Policy Regarding Resignation**

An Executive Council member is expected to give at least two (2) weeks prior written notice of resignation to the

executive director, so arrangements may be made for a suitable replacement or temporary coverage as identified in the NYAAE Constitution (Section E: Vacancies).

### 3.2.15 NYAAE Authorities and Emergency

#### Plan Authorities

The executive director serves as the chief executive officer and chief financial officer for NYAAE.

#### Checking Account at Community Bank, NA –

**Bank** – Community Bank, NA

**Accountant/CPA** – NYAAE’s accountant/CPA is Farm Credit East.

Contacts are: Faith Clancy- [Faith.Clancy@farmcrediteast.com](mailto:Faith.Clancy@farmcrediteast.com) and Lily Crast- [Lillian.Crast@farmcrediteast.com](mailto:Lillian.Crast@farmcrediteast.com)

#### Insurance Broker – Marshall Insurance Services

**Lee A James – Sales Agent/Office Manager**

Lawrence Dye Inc. and Hasper Dye Inc.

POB 107	POB 426
73 Genesee St.	25 Main St.
Cuba, NY 14727	Belfast, NY 14711
P: 585-968-1182	585-365-8888 or 585-365-3966
F: 844-964-7307	585-219-5300
E: <a href="mailto:lee@marshallinsurance.net">lee@marshallinsurance.net</a>	

**NYAAE Attorney** – NYAAE’s lawyer is Adam R. Matteson and the address is:

Mr. Adam R.  
Matteson  
Attorney at Law  
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(315) 874-4031  
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#### Emergency Plan

In the event of an unplanned instance in which the NYAAE executive director becomes incapacitated for a lengthy amount of time or permanently, the NYAAE executive director or NYAAE president will identify who will assume the duties of the executive director and will notify the Executive Council.

### 3.3 NYAAE Awards and Recognition

#### 3.3.1 NYAAE Award Programs and Recognition Activities

The NYAAE affirms its commitment to provide recognition to its members to encourage excellence in educational leadership, innovation, program development, teaching, and mentorship. It is NYAAE policy to select the best-qualified person for each award and/or recognition in the organization. No recipient of an NYAAE award will be discriminated against because of race, creed, color, religion, sex, national origin, ancestry, age, physical handicap, mental handicap, etc. This policy applies to all NYAAE Awards and Recognition. Each of the 5 trustee regions are eligible to have one recipient for eligible awards, there will be one overall winner whose application will be

submitted to the appropriate regional or national NAAE office for advancement in the award process.

NYAAE awards are highlighted below. The descriptions of the awards and the benefits of receiving these awards are subject to change. Please see the respective official award applications each year for the official application instructions, rules, eligibility requirements, award benefits, and all program details.

NYAAE Awards Committee will announce, solicit applications, review and select NY State winners for each of the NAAE Awards and recognition programs as described in the NAAE Leadership Handbook. The awards expenditure will be determined by the Finance Committee and approved annually in the NYAAE Budget.

#### **3.3.1.1 Retiring Presidents and Council Members**

The NYAAE affirms its appreciation of those who serve as president and/or council members for a minimum of three years of service to the council will receive an appropriate plaque or other recognition at the end of their term of office. Such recognition will be provided at the NYAAE conference at which their term of office is completed.

#### **3.3.1.2 Lifetime Achievement Award**

The NYAAE shall recognize retired NYAAE members who have made significant contributions to agricultural education at the state, regional and national levels with the Lifetime Achievement Award. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.3 Outstanding Service Citation**

The NYAAE shall recognize current and retired NYAAE members who have made significant contributions to agricultural education at the state, regional and national levels with the Outstanding Service Citation. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.4 Outstanding Cooperation Award**

The NYAAE shall recognize organizations, agribusiness companies, and others who have given outstanding support to agricultural education with the Outstanding Cooperation Award. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.5 Ideas Unlimited Award**

The NYAAE encourages and recognizes agriculture teachers for creativity and innovation with the Ideas Unlimited Awards Program. The recipient shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office.

Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.6 Teacher Mentor Award**

The NYAAE Teacher Mentor Award Program is one initiative to address the national agriculture teacher shortage issue. Specifically, the recognition program will address teacher retention. Statistics indicate that a large proportion of classroom teachers leave the teaching profession within their first five years of teaching. Beginning teachers are in desperate need of leadership and guidance during their “induction” years. If you ask agriculture teachers what motivated them to enter and stay in the teaching profession, predominately they will attribute their decision to another agriculture teacher who encouraged them. Many state agricultural education associations have recognized the importance of positive relationships between beginning and experienced teachers by creating formal organizational structures to “connect” beginning and experienced teachers. This award program will provide additional incentives for experienced teachers to become mentors for beginning teachers, and it will provide beginning teachers a way to say “thank you” to the experienced teachers who have influenced them. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.7 Teacher of Teacher Award**

The NYAAE encourages and recognizes members who have former agriculture students who are currently teaching agriculture with the Teacher of Teacher Award. The recipient shall receive certificate recognition at the state level. There are three levels of state recognition: Bronze = <2; Silver = 3-4; and Gold = 5+. NYAAE will provide Teacher of Teacher Award Certificates. (NY State recognition only)

#### **3.3.1.8 Years of Service Award**

The NYAAE recognizes members for service in agricultural education with the Years of Service Award. The recipients are recognized for five year segments of service with a certificate and pin. (NY State recognition only)

#### **3.3.1.9 Outstanding Early Career Teacher Award**

The NYAAE recognizes members with five years or less agriculture teaching experience for their participation in professional activities, excellence in teaching, programmatic leadership and involvement in community organizations with the Outstanding Early Career Teacher Award. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.10 Outstanding Agricultural Education Teacher Award**

The NYAAE recognizes members who have demonstrated excellence in teaching, program leadership, innovation and community involvement with the Outstanding Agricultural Education Teacher Award. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.11 Outstanding Middle/Secondary School Agricultural Education Program Award**

The NYAAE recognizes members who have exhibited innovation and creativity in the development of an outstanding agricultural education program at the middle school or secondary school level of instruction that serves all students and the entire community with the Outstanding Middle/Secondary School Agricultural Education Program Award. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.12 Outstanding Postsecondary Agriculture Program Award**

The Outstanding Postsecondary Agriculture Program Award recognizes exemplary postsecondary institutions and full-time young farmer and adult ag ed programs. Qualifying young farmer and/or adult ag ed program staff must devote at least 50 percent of their teaching time to this level of instruction. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.13 *Teachers Turn the Key Professional Development***

Agricultural education is continually faced with a shortage of qualified teachers. Unless those who have been trained enter and remain in the profession for a period of several years, the shortage of qualified teachers will prevail. As a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in professional activities, NAAE offers the Teachers Turn the Key Scholarship.

NYAAE members who are currently in their second, third, or fourth year of teaching are eligible to apply for this professional development. Applicants must be a member of NYAAE and NAAE during the year of application and be a member of NAAE at the time of the NAAE convention at which they receive the scholarship. Applicants must not have attended the NAAE convention previously. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

#### **3.3.1.14 *Outstanding Service Award***

The NYAAE regions shall present the Outstanding Service Award to active agriculture teachers, retired agriculture teachers, retired state supervisors, retired teacher educators and agribusiness supporters for continuous service to agricultural education, conducting an outstanding agricultural education program and involvement in state agricultural teachers' association and NYAAE activities. The recipients shall receive a plaque. NYAAE Awards will be presented at the NYAAE conference. The recipient will be able to move forward to compete in the NAAE

Regional recognition.

Each spring, NYAAE members will be notified of the deadline to submit applications to the NYAAE Office. Any NYAAE member may request an application from the NYAAE office. Specific criteria for the award are provided on the NAAE application form. In accordance with the instructions provided on the award application, state winning entries must be submitted to the NAAE office no later than May 15.

### 3.3.1.15 30 Minute Club Award

## 4. NYAAE OPERATIONAL MANUAL

### 4.1 Committee Structure

The NYAAE Board of Directors has eleven standing committees as follows:

#### NYAAE Committees and Their Respective Missions

- **Finance** – The mission of the Finance Committee is to ensure that the NYAAE has an accountable monetary policy and a stable financial future.  
**Purpose Statement:** Develop the financial future of NYAAE. Set priorities for annual budget.  
**Goals:**
  - Work with foundations regarding investment accounts
  - Work with State staff to develop a budget for the NYAAE
  - Work with state staff to evaluate our financial services agency fees and paid services
- **Public Relations** – The Public Relations Committee will identify proactive strategies to be used to effectively communicate to the public, agricultural education professionals and NYAAE members about the role, benefits and value of the NYAAE organization and agricultural education.  
**Purpose Statement:** Showcase and highlight achievements for NYAAE and Ag Ed.  
**Goals:**
  - Develop plan/strategy for showcasing association
  - Further develop relationships with other CTE Associations
  - Highlight achievements for Ag Education
- **Membership** – The goals and objectives of the Membership committee are to promote valuable programs and services that promote research, management, and curriculum for members in their service areas.  
**Purpose statement:** Educate new agriculture teachers about the importance of being a NYAAE member and retain the membership of current ag teachers.  
**Goals:**
  - Encourage ag programs and schools to replace retiring teachers.
  - Recruit & retain members who did not attend conference
  - Work to get new members to attend conference
  - New Membership – work in conjunction with adhoc Star Committee
  - Young Ag Teacher Support Initiative
  - Teach Ag Campaign
  - Pair new teachers with mentors
- **Policy Book, Constitution and Bylaws** – This committee will strive to keep the constitution and bylaws current and timely for our organization and membership. The committee will keep in mind fairness and ethical treatment to all members and associations.  
**Purpose Statement:** Review constitutions and bylaws for NYAAE and the NYSFFA on an annual basis.  
**Goals:**
  - Make recommendations for revisions to constitution and bylaws
  - Review the NYAAE policy book and recommend changes to student and teacher boards
- **Professional Development** – The committee will be engaged in defining model professional standards, publishing and promoting these standards, attracting and engaging diverse individuals in professional activities, and recruiting, educating, supporting, and providing transition services for new educators.  
**Purpose Statement:** Provide professional development to NYAAE members that are relevant to their curriculum, program, and professional responsibilities.

**Goals:**

- Develop Rigorous and Relevant PD workshop offerings
- Plan annual June Conference meeting and in-service
- New teacher development & mentoring
- Summer PD during Oswegatchie Educational Center weeks
- Assist in planning PD at 212/360, virtual PD offerings, and others as needed by the membership throughout the year.
- STAR Committee (Postsecondary and other stakeholders invited to STAR meetings)
- NYAAE Banquet Planning
  - Professional recognition & awards (President-elect facilitates application process)
  - Review awards policy
  - Create and implement awards recognition program and podium book
- **Legislative** – The goals and objectives of the Public Policy Committee is to identify key public policy issues at the State and National level and suggest ways for the NYAAE to more effectively advocate for issues related to and having influence on agricultural education.

**Purpose Statement:** Monitor and influence local, state, and national policies and state budget initiatives that impact agricultural education on behalf of NYAAE, FFA, and AITC.

**Goals:**

- Develop a plan for legislative efforts on state and national levels
- Review policy books for CAO and FB and propose revisions as necessary through resolution process
- Monitor and influence ACTE/NYSACTE efforts relating to Ag Ed and CTE
- Assist state staff in planning of Ag Ed Day (SLE) in Albany
- Coordinate letter writing campaign to address current issues
- Encourage individual legislative activities / visits.
- Coordinate advocacy efforts with CAL, New York Farm Bureau, and CAO
- **Strategic Planning** – The goals and objectives of the Strategic Planning Committee are to review and revise the strategic plan and to set the direction of NYAAE covering the profession, its mission, and the organization.
- **Executive Council Nominating Committee-** The goals of the nominating committee is to find teachers who are willing and able to serve the NYAAE through a position on the executive council.

**Purpose Statement:** Recruit NYAAE members to serve as officers.

**Goals:**

- Find teachers to fill empty seats when they become available.
- **State Fair:** Is a committee that meets regularly to consider how to consistently grow and develop the FFA's presence at the NYS State Fair.

**Purpose Statement:** Showcase and highlight achievements for NYAAE and Ag Education.

**Goals:**

- Establish NYS FFA as a main attraction at the Fair
- Increase public awareness of New York FFA
- Promote Agricultural Education opportunities to local schools

**Diversity and Inclusion:** NYAAE remains steadfast in our commitment to civil discourse, reasoned thought, sustained discussion, and constructive engagement without degrading, abusing, harassing, or silencing any. This committee will be working with both NYAAE and NYS FFA in order to have uniformity for our teachers and students.

**Purpose Statement:** The choice to create a just and equitable organization is not accidental, but intentional. In order for our plans to move forward, we will have to work together as an organization. We strive to equip teachers with the skill sets to lead student conversations in the realm of diversity and inclusion.

**Goals:**

- Develop a comprehensive Diversity and Inclusion Statement for our organizations
- Explore professional development and trainings for staff, board members, teachers, and state officers surrounding diversity and inclusion



- Engage our teachers through social media in robust monthly “chats”/Zoom discussions on topics related to diversity and inclusion led by the committee chairs

In order to address the above points, we are planning and executing the following initiatives surrounding topics of diversity, inclusion, and equity:

- Critical Conversations on Diversity, Inclusion, & Equity
  - We will continue to host discussions, in a safe space, for our membership.
- Virtual Diversity & Inclusion Resources
  - The NYAAE website will provide digital resources for self-study purposes as well as curricular resources for classroom use.
- Diversity Training for NYAAE Membership and Executive Council
  - In conjunction with the Professional Development Committee and Agricultural Education Outreach, we are creating continual PD opportunities for educators.
- New Teacher Online Support Platform
  - This non-judgmental platform supports teachers from pre-service to year 5, guided by our mentors, who provide tools and professional practices.
- Collegiate Campaign
  - Expand the NYAAE and Agriculture Education presence at colleges throughout the state in order to increase the diversity of our membership and promote scholarship opportunities.

**Functions of the Committees** – The committees, consisting of volunteer NYAAE members, are designed to gather grassroots input on existing NYAAE initiatives and new potential NYAAE initiatives and to report that input to the NYAAE executive council. The committees may make recommendations to the NYAAE executive council, who have been elected by NYAAE members to be the governing body of the NYAAE. The NYAAE executive council will act on the recommendations of the committees. At least one member of the NYAAE executive council, serving as the board consultant to the full committee, will serve as the chair of the respective board committee.

**Committee Membership** – Each of the 10 NYFFA Districts will have at least one member on each committee. Members will serve the committee on annual terms with no limit to their service to the committee.

**Committee Leadership** – The committee chair will typically be the member of the executive council who is serving the committee. The committee chair has the power to: (a) vote to create a tie or (b) break a tie.

**Committee Meetings** – There will be at least two virtual or in person committee meetings per year. Virtual committee meetings will be conducted by webinar and/or conference call.

**Additional Virtual Committee Meetings** – Additional virtual committee meetings may be called at any time at the discretion of the committee leaders and members.

**Quorum for Committee Meetings** – A quorum for conducting official business during any committee meeting is 50 percent of the current committee members OR one member from each NYAAE region.

**Duties of Committee Chair** – The committee chair will conduct two (or more, if needed) committee meetings and present the committee report at the business session during the NYAAE conference. The committee chair will be responsible for selecting the dates and times of virtual committee meetings, planning the agenda for all committee meetings, and ensuring that committee members are well informed and prepared to participate in all committee meetings. The committee chair, with assistance from the staff consultant, will be responsible for communications with committee members regarding committee meeting schedules, agendas, and preparations needed for the committee meetings.

**Duties of Committee Secretary** – The committee secretary will prepare the minutes of the two (or more, if needed) virtual committee meetings. The secretary will assist the chair in communicating with committee members regarding committee meeting schedules, agendas, and preparations needed for the committee meetings.

**Duties of Committee Staff Consultant** – The staff consultant is expected to be knowledgeable in regards to the

ongoing initiatives of the committee. The staff consultant is not a voting member of the full committee. Rather, the staff consultant is a resource person to the full committee to help the committee stay focused and on-track with its deliberations and initiatives. The staff consultant will have institutional knowledge of the committee's former and current initiatives. The staff consultant will also assist with logistics for committee meetings and initiatives, including setting up virtual meetings. A staff consultant or committee chair may initiate or call a meeting.

**Duties of Committee Members** – Committee members will participate in virtual committee meetings and engage actively in the committee's activities and initiatives. Nonvoting committee members are welcome to participate in committee meetings on behalf of themselves or on behalf of an absent committee member.

On any matter that comes before the NYAAE executive council through the committee process, the council may take one of four positions as follows:

1. The council may implement the item exactly as it was recommended.
2. The council may implement the item with some modifications.
3. The council may refer the item to a standing committee at the next NYAAE convention.
4. The council may reject the item with full explanation as to why.

Further, the NYAAE executive council encourages committees to focus on broad policies that affect NYAAE rather than on day-to-day operational matters. Committees and the executive council should concentrate on providing leadership and a vision for the overall organization. The day-to-day detail of managing the business of the organization is a function of the AEO staff.

#### **4.2 NYAAE Conference**

The NYAAE conference is conducted as the annual meeting of the association. This is the state meeting for NYAAE; it is a forum for addressing state issues, recognizing excellence in the profession, and providing professional development opportunities for agriculture teachers.

The conference operation requires a full year of planning that begins immediately following the conference each year. The NYAAE Executive Council, professional development committee, and staff focus on critical issues such as conference planning, the hotel site and rates, meeting facilities and catering, workshops, general sessions, committee and district meetings.

#### **4.3 FFA Foundation Projects**

The New York FFA Foundation serves as a fund raising source for the NYAAE. The NYAAE does not do all of its fund raising through the New York FFA Foundation; however, it is a source of fund raising. NYAAE acknowledges that it cannot function as an effective state organization without the financial support of the New York FFA Foundation. Through the Foundation, NYAAE is able to develop connections with many corporate funding sources.

It is the responsibility of the NYAAE staff to provide management for sponsored programs, follow Foundation policies regarding project management, and remain within budget (any budget overruns are absorbed by NYAAE).

NYAAE initiatives funded as special projects of the New York FFA Foundation are included in the NYAAE Annual Report on the NYAAE website

#### **4.5 Time Commitment of an Executive Council Member**

1. Attend annual NYAAE conference and meetings of the Executive Council. Conduct a regional meeting during the annual conference. (Approximately 7-9 days.)
2. Conduct regional leadership meetings and activities. (Minimum of two days a year.)

3. Represent the NYAAE at other meetings, as requested. (Range of 2-3 days a year.)
4. Carry on regular correspondence with the NYAAE office, NYAAE Executive Council, etc.
5. Send regular updates to teachers within region.

**4.5.1 Memorandum of Understanding between Executive Council Candidates and Their School Administrators**

Executive Council candidates are required to complete the Memorandum of Understanding and submit it to the NYAAE office before May 31<sup>st</sup> in order to run for office. A copy of the form is included on a following page.

**4.5.2 Approximate Travel/ Time Commitments for NYAAE Executive Council Members**

<u>Date</u>	<u>Week Days</u>	<u>Weekend Days</u>	<u>Total Days</u>
<b>August</b>			
Executive Council Meeting & Training	1		1
<b>October</b>			
National FFA Convention (this is not unique to NYAAE Council Members – many ag teachers attend – NYAAE does not reimburse travel costs for this event)	4	2	6
<b>November/December</b>			
NAAE Convention (this is not unique to NYAAE Council Members – many ag teachers attend – NYAAE sponsors travel costs for this event for official delegates ONLY)	4	1	5
<b>January</b>			
212/360 Conference and Council Meeting	1	1	2
<b>February/March</b>			
Legislative Meetings	2		2
ACTE National Policy Seminar (optional)	3		3
<b>April</b>			
Virtual Executive Council Meeting	1		1
<b>June</b>			
NYAAE Annual Conference	3	1	4
<b>Totals</b> (Optional Events Included)			
	19	5	24

**Notes:**

**The president and president-elect** may have additional meetings to attend during the year. Every effort is made to minimize the amount of time away from regular responsibilities as an agricultural educator.

### 4.5.3 Memorandum of Understanding NYAAE Executive Committee

The New York Association of Agricultural Educators (NYAAE) is a professional organization for agricultural educators at all levels, upon payment of annual dues. Its purpose is to promote and improve the teaching of agriculture; maintain and improve professional standards for agricultural teachers through social, recreational, and professional programs; sponsor, promote and guide strong agricultural education programs in district and state activities; and maintain, promote, and support the New York FFA Leadership Training Foundation.

The NYAAE is governed by an elected Executive Committee consisting of a President, President-Elect, Treasurer, five regional Trustees and five regional Trustee Alternates. Regional Trustees and Alternates must be employed as agricultural education teachers and serve as an FFA advisor to an officially registered NYS FFA chapter throughout their entire tenure of service as a trustee. The terms of regional trustees shall start July 1 of the year elected and continue for a three-year duration. The President-Elect shall assume the role of President the year immediately following their one-year term. The President shall serve a one- year term.

#### Duties and Responsibilities of a member of the NYAAE Executive Committee and NYAAE Governing Board of Trustees:

1. Attend all regularly scheduled meetings of the NYAAE Executive Board (June, Summer/Fall, January), and special meetings as designated by the President.
  - a. In the event of an absence from a meeting, please provide written notification at least one week in advance to the President and regional Trustee/Alternate.
2. Chair or co-chair a standing or special committee of the FFA and/or NYAAE Executive Council. Provide a committee report, advise, and make recommendations to the State Board of Student Officers while maintaining the best interest of agricultural education and the State FFA Association.
3. Advocate on behalf of NYAAE at State Leaders Experience, National Policy Seminar, Ag Society's Annual Meeting, Empire State Council of Agricultural Organizations Lobby Days, Farm Bureau PX (Policy Execution) Days, Farm Bureau Annual Meeting, Taste New York Event (Albany).
  - a. Trustees are required to attend at least two of the events listed above.
  - b. Alternate Trustees are required to attend at least one of the above events.
4. Represent the NYAAE Executive Committee, NYAAE Governing Board of Trustees, and FFA in the best possible light by following a professional and ethical code of conduct.
5. Aid in planning, conducting, and evaluating the FFA Annual Meeting.
6. Participate in an annual board training workshop coordinated by the Agriculture Outreach and Education Staff.
7. Adhere to the constitution and bylaws of the New York Association of Agricultural Educators, which can be found on the New York FFA webpage.

Each year, an evaluation will be conducted by the NYAAE President and President-Elect to determine if NYAAE Executive Committee members have met the duties and responsibilities outlined above. Upon yearly completion of the required activities listed above, Trustees will be awarded a \$250 scholarship, Alternate Trustees will be awarded a \$125 scholarship, that can be used to attend the annual NYAAE Conference, or other State FFA Event (i.e.- State Convention, 212/360 Conference). Failure to meet the duties and responsibilities outline will result in an immediate loss of scholarship funds. We hereby understand that these requirements will be reviewed annually during the appointed term and subsequent failure to uphold the requirements may result in a request for resignation and/or dismissal from the Board. Any concerns regarding members of the NYAAE Executive Committee will be handled in executive session.

Serving on the NYAAE Executive Committee and NYAAE Governing Board of Trustees is more than an "honor." It requires leadership, representation, and commitment. It gives the local educational institution and community visibility statewide and enhances the opportunity for professional growth for the local educator, educational institutions, and the community.

We, the undersigned, have read this Memorandum of Understanding and we pledge our cooperation during the term of service.

Name of Candidate	Signature of Candidate	Date

Position Candidate is seeking

**Approved:**

Signature of Local Administrator	Title	Date

**Received:**

NYAAE President-Elect Date

**Prospective NYAAE Executive Committee and NYAAE Governing Board of Trustees members and leaders are required to complete the Memorandum of Understanding and submit it to the NYAAE President-Elect no later than May 31<sup>st</sup>.**

## 4.6 NYAAE Officer Position Descriptions and Duties

### 4.6.1 Executive Council

The function of the Executive Council is to establish and review major policies and plans of the association. Executive Council members have specific legal and fiscal responsibilities to members of the association. Executive Council members working in cooperation with fellow board members, the chief association executive and the membership are more successful when they work together. However, human beings don't work together automatically. To reach their common objectives, members need the coordination force of leadership.

Persons elected to a position on the Executive Council, face the challenge of representing all members. The Executive Council's decisions are group decisions. These actions are a composite of the background, experience, knowledge and thinking of its collective membership. Council members may choose to differ on issues but should be supportive of final decisions.

While the Executive Council possess the responsibility of managing the affairs of the business, this is not to be interpreted as meaning they should manage the day-to-day operations of the organization. Day-to-day management is the responsibility of a staff member who is accountable for decisions and performance. The role of the NYAAE Executive Director is challenging and complex. This individual has the responsibility of mastering the uniqueness of the organization and responding to the members as represented through their elected Executive Council.

There is a fine, thin line between Executive Council members and staff. The line separates the roles, responsibilities, authorities and functions of the Council from those of the Executive Director.

There are several tasks that Executive Council members perform:

1. Represent interests of the members and potential members.
2. Insure compliance with laws, operating policies and Bylaws.
3. Recognize separation of staff and council responsibility.
4. Establish objectives and provide direction.
5. Provide for financial requirements and safeguard the assets of the organization.
6. Insure the extension of services to members
7. Monitor operating performance.
8. Organize, coordinate and evaluate Executive Committee activities.

In addition to specific tasks to be performed, Executive Council members are to display certain traits. Each member should be willing to:

1. Be a loyal believer, supporter, and member of the organization.
2. Be a good ambassador in relating the organization to the membership.
3. Be willing and able to devote the necessary time to the responsibility.
4. Be willing to take an active part in board meetings, express opinions freely, and be willing to abide by and support majority decisions.
5. Be broad-minded and qualified to make decisions in the over-all interest of the organization.
6. Be positive, tactful, and cognizant of influence on the attitudes of the organizations staff members.
7. Be knowledgeable of the organization, its character and its Bylaws.
8. Possess an awareness of both the business and social environment in which the organization operates.

Tasks or traits are easy to cite and explain. Often overlooked are the unspoken expectations Executive Council members have of staff and staff have of Executive Council members. The expectations, once honestly revealed, can do a lot to facilitate communication and, what is more important, collaboration between Executive Council members and staff. The following is a summary of the expectations that staff typically have for Executive Council members:

1. Project a good image of the organization.
2. Be good business people.
3. Recognize and respect the line between the staff's role and Executive Council's role.
4. Remove themselves from employee problems.

5. Have a positive attitude toward agriculture and agricultural education.
6. Be willing to self-evaluate themselves on a regular basis.
7. Expect excellence from staff but not perfection.
8. Be on time for meetings, participate conscientiously, stick to the agenda, and possess the courage to present a minority opinion.
9. Conscientiously establish a working relationship with staff.
10. Represent membership.
11. Set direction but allow staff to get job done.
12. Ask questions of the staff; be candid and open.
13. Possess a sense of responsibility and an attitude of progress.
14. Recognize people the staff hires but allow staff to manage them.
15. Accept risk taking as normal operating procedure.
16. Be a leader.
17. Present clear guidance as a board, not as individuals. Shape and approve policy.
18. Be optimistic.
19. Recognize own strengths as well as weaknesses.
20. Be concerned about concepts, not specifics.
21. Remain objective, although board decision may not be in agreement with an individual's thoughts or position.

The following is a summary of the expectations that Executive Council members typically have for staff:

1. Be alert to and prepared for changes
2. Recognize obsolete or inefficient procedures
3. Be trustworthy
4. Recognize individual weaknesses and the organization's weaknesses
5. Understand and know the organization and the profession
6. Be able to recognize problems and deal with them
7. Keep board informed of pending issues
8. Provide and maintain adequate facilities
9. Develop team approach with board and staff
10. Establish goals
11. Be flexible
12. Keep interest of members in mind
13. Provide agenda for meeting
14. Supply meaningful reports
15. Build image of a prosperous business
16. Be imaginative
17. Present both sides of an issue which requires board consideration
18. Prepare and administer a sound budget
19. Delegate responsibility effectively
20. Communicate openly between staff and council
21. Be well prepared for board meetings
22. Accomplish objectives through people
23. Develop a good program
24. Maintain a positive attitude toward the future of agriculture and agricultural education

#### ***4.6.2 Development of a Professional Attitude***

1. Develop an enthusiastic professional attitude for the Membership Development Program by:
2. All association officers transmit desire to attain a high percentage of the entire potential membership.
3. All teachers, teacher educators, and supervisors display a positive attitude for a 100% association membership status.
4. Organize and complete an effective membership campaign.
5. Develop a challenging program of activities to promote the general welfare of the teacher and the profession.
6. Select outstanding persons as committee chairpersons. Appoint persons to committees who are willing to organize and complete challenging programs.

#### **4.6.3 President**

1. Preside at all regular and special meetings of the Executive Council.
2. Preside at all general sessions and special meetings and functions during the annual conference unless otherwise determined by the Executive Council.
3. Appoint NYAAE *ad hoc* committee representation.
4. Serve as an ex-officio, non-voting member of all NYAAE committees.
5. Attend the ACTE National Policy Seminar, when possible.
6. Serve on all administrative committees for agricultural education as stipulated by the NYSACTE.
7. Respond to communications from the state office, NYAAE officers, and other correspondence.
8. Keep the NYAAE members and the Executive Council members properly informed about organization activities.
9. Help coordinate the work of the NYAAE. Delegate authority and encourage officers to carry out their responsibilities.
10. Provide leadership on the national and state levels.
11. Be informed about the total scope of the NYAAE leadership and service. Be familiar with the NYAAE Bylaws and the current operating policies.
12. Complete and submit all reports requested via operating policies.
13. Maintain regular communications with the state and national association officers, delegate authority and make certain association officers perform their responsibilities.
14. Plan and conduct meetings of the executive committee as needed.
15. Evaluate the state conference/business meeting and the state association program of activities.
16. Organize and promote an effective state support committee for agricultural education.
17. Maintain an organized file of correspondence, activities, and other materials relevant to the president's leadership.
18. Promote participation in NYAAE award programs for members and the state association.
19. Represent the state association at the NAAE Regional Leadership Conference, the annual NAAE Convention, and other meetings for education in and about agriculture.
20. Present state association challenges and suggestions during regional meetings. Logically consider these items in a regional meeting first. An affirmative vote by the regional leadership sends these issues to the NAAE Board of Directors. They decide the final disposition of issues.
21. Assume the responsibility of reporting the NAAE annual convention activities to the members. Write a summary for publication in the newsletter followed by a complete report during the annual meeting.

#### **4.6.4 President-elect**

1. Assist the President and Executive Director during the annual conference and on special assignments as determined by the Executive Council.
2. Be informed about the total scope of NYAAE leadership and service. Be familiar with the NYAAE Bylaws and current operating policies.
3. Coordinate the review, revision and presentation of the NYAAE Leadership Handbook with objectives and action steps to the Executive Council for discussion, input and approval at Executive Council meetings.
4. Represent the Executive Council meetings designated by the President and/or the Executive Council.
5. Provide leadership on special matters and serve the NYAAE on committees as designated by the President and/or Executive Council.
6. Attend all regular and special meetings of the Executive Council and the annual state conference.
7. Complete and submit reports requested via operating policies.
8. Be responsible for coordinating committee work within the state association and with the regional and national connecting committees.
9. Serve as a member of the state association executive committee.
10. Conduct state association meetings in the absence of the President.
11. Represent the state association at the regional NAAE meetings and the national convention.
12. Attend meetings required of and by the President.
13. Keep complete, concise, and accurate records of meetings of the association's executive committee and the major association business meetings. (Very important -- these records should be archived for future legal reference.)

14. Maintain a good filing system including records of meetings, names of members, copies of state association and NAAE constitutional bylaws, NAAE strategic plan, correspondence, etc.
15. Respond to communications promptly. Retain a copy in the secretary's file and forward one copy to the president.
16. Cooperate with the president in organizing the meeting agenda, notifying members of the time and place of each meeting. Forward a copy of the agenda to each participant. Remind persons responsible for specific items on the agenda.
17. Submit copies of minutes of meetings to the state association executive committee members. Keep minutes well organized, complete, and edited.
18. Be familiar with the constitution and bylaws of the state association and the NAAE.
19. Respond to requests for information from the NAAE office, vice president, and others corresponding with the state association.

#### ***4.6.5 Executive Council Members***

1. Every Council Member has a chance to become NYAAE President. Each should be familiar with the responsibilities of the President and capable of performing those duties.
2. Be informed about the total scope of NYAAE leadership and service. Be familiar with the NYAAE Bylaws and current operating policies.
3. Serve on NYAAE committees and other committees as appointed by the President.
4. Coordinate Regional work for the NYAAE. Keep all members in the Region informed on important matters.
5. Attend all regular and special meetings of the Executive Council and the annual state conference.
6. Communicate regularly with members within the respective NYAAE region/group.
7. Complete and submit reports as required/requested via operating policies.
8. Every Council Member has a chance to become NYAAE President. Each should be familiar with the responsibilities of the President and capable of performing those duties.
9. Be informed about the total scope of NYAAE leadership and service. Be familiar with the NYAAE Bylaws and current operating policies.
10. Serve on NYAAE committees and other committees as appointed by the President.
11. Coordinate Regional work for the NYAAE. Keep all members in the Region informed on important matters.
12. Attend all regular and special meetings of the Executive Council and the annual state conference.
13. Communicate regularly with members within the respective NYAAE region/group.
14. Complete and submit reports as required/requested via operating policies.

#### ***4.6.6 Pre-Service Representative, Post-Secondary Representative, SUNY Oswego Representative, Cornell University Representative, RAENY Representative and New York FFA Alumni Representative***

1. Complete all tasks identified above for Executive Council members.
2. These representatives function as voting members that support the individuals within their "region." In this case, their region is all of the pre-service teachers in the state, all postsecondary educators, etc.

#### ***4.6.7 The Finance Chair***

1. Serve as chairperson of the state association budget committee. Assist in developing the annual budget. Keep the president informed on the status of financial transactions.
2. Arrange an annual audit by the Finance Committee or an accounting firm as directed by the state association executive committee. The audit or review should be made at the end of each fiscal year.
3. Submit a detailed financial report at regularly scheduled state association executive council meetings and annually to the membership.

#### ***4.6.8 State Advocacy Leader/ Legislative Committee Chair***

NAAE requests that each state association identify a State Advocacy Leader, for NYAAE this person will be the State Legislative Committee Chair. An advocate is someone who actively supports a cause or policy by building relationships with those who exert influence. Anyone *can* and *should* be an advocate regardless of experience or legislation knowledge. The duties of a State Advocacy Leader/ Legislative Committee Chair in respect to working with the NAAE and state agricultural education association include but are not limited to:



1. Interact and build relationships with members of the executive and legislative branches of state and federal government.
2. Coordinate advocacy efforts in line with the legislative deadlines set by the NY Legislature.
3. Review and track proposed legislation that intersects with the state associations' interests.
4. Provide timely alerts to the state association members and officers on legislative developments and information from NYAAE.
5. Advocate for policy recommendations in line with the national and state associations' vision and mission.
6. Encourage state association members and state agricultural education supporters to participate in advocacy on all levels.
7. Provide training and resources on advocacy and public policy to state association members as needed.
8. Promote state association usage of the NAAE Legislative Action Center.
9. Build and strengthen partnerships and collaborations with colleagues, advocates and stakeholders.
10. Liaison to New York Farm Bureau and Council of Agriculture organizations
11. Participate in advocacy related professional development when available (such as State Leaders Experience, ACTE National Policy Seminar, NAAE Convention Workshops, NAAE Webinars, etc).

#### **4.7 Regional Trustee's Guide to Regional Meetings**

##### ***4.7.1 Regional Meeting Planning Time Schedule***

1. At the beginning of each school year, communicate with regional members/groups to pick times for at least two virtual or in person meetings to connect, communicate, and reflect on Executive Council initiatives.
2. Submit meeting agenda, plans and projected expenses to the NYAAE President and Executive Director for approval.
3. Trustees will hold a regional meeting at the annual state conference.

#### **4.8 NYAAE Participation in State Activities**

##### ***4.8.1 Regional Trustees Guide to Serving Regions***

1. Visits and phone calls to members
2. Communication with members and key individuals (as needed)
3. Help solve special problems
4. Personal letters to members offering services as needed
5. Reminders of due dates on awards and reports
6. Appreciation letters to friends of NYAAE
7. Alert members to special concerns and legislative issues.

#### **4.9 Budget Process**

The NYAAE operates on an accrual accounting system. The fiscal year runs from July 1 through June 30. Each year the council reviews and approves a proposed budget from the Finance Chair for the next fiscal year beginning in July. The proposed budget is based on the mission and goals of the organization and performance of the organization as revealed in the audit (by the Finance Committee or an accountant). The process of developing the next year's budget includes the input of the NYAAE Executive Director and the Finance Chair.

NYAAE Finance Committee members have the opportunity to provide input into the organization's budget each year. Through the Finance Committee, members may make suggestions to the Finance Chair and NYAAE Executive Director regarding the budget. The council will adopt the budget for the subsequent fiscal year.

#### **4.10 Membership Processing**

7. NYAAE membership runs concurrent with the fiscal year. All members are inactive beginning July 1. Membership dues for NYAAE and NAAE are included in the annual state conference registration rate for in state current and pre-service educators. Their membership will be submitted by the state dues remitter to NAAE no later than July 15th each year to update their membership from inactive to active. NYAAE membership will follow this same timeline. Membership dues can be submitted on

a rolling basis for each year up until June 15th. New members or individuals who were unable to attend the annual conference can pay their dues by going to this page on the NYAAE website: <https://www.nysffa.org/nyaae>

8. Beginning in mid-October, it should be the goal of the NYAAE office to provide a membership report to the executive council, NYAAE website and others as appropriate. These reports should indicate the number of members in each region and the types of members.

#### **4.11 NYAAE Membership for Agricultural Educators**

All persons interested in agricultural education are eligible for NYAAE membership. The NYAAE Bylaws provide clear definitions for becoming active, student, and/or organization members. Membership in the State Career and Technical Education Association or Association for Career and Technical Education is not required for NYAAE membership, but is recommended.

#### **4.12 NYAAE Membership Committee Action Plan**

1. Develop an enthusiastic professional attitude within the state association membership committee:
  - a. Commitment to attain 100% membership.
  - b. Display a positive attitude.
  - c. Organize and complete an effective membership campaign.
  - d. Develop a challenging program of communicating the professional leadership activities and services provided by NYAAE.
  - e. Organize and conduct an effective and continuous membership development program.
  - f. Membership drives should be conducted to spark excitement in joining NYAAE and highlight educators who recommended joining to others.
2. Encourage NYAAE student membership:
  - a. A state association officer should meet with students in training to acquaint trainees with the professional career and technical organizations and their interdependence.
  - b. Association leaders should establish and/or maintain close contact or relationship with teacher educators regarding professional organizations.
  - c. Invite and encourage agricultural students to attend annual state association business meetings or other sessions. Invite at least one student from each institution to attend an executive committee meeting.
  - d. Invite the students attending the National FFA Convention to the NAAE social for student teachers and teacher educators
  - e. Student teacher supervisors should be members of the state association.
  - f. Provide NYAAE organization and structure information to teacher educators.
3. Develop an orientation process or event for new members:
  - a. Present copies of NYAAE bylaws and constitution, NAAE creed, NAAE information bulletin and other available association materials to teachers at time they enter the profession or very soon thereafter. The creed should be in a frame.
  - b. During the annual association meeting give appropriate recognition to new teachers who become members during or prior to the annual association meeting. Consider:
    - 1) Using a name tag with ribbon for identification.
    - 2) Presenting a NYAAE new member pin as they are introduced.
    - 3) Holding a special meeting with new members.
    - 4) Award materials not previously presented.
4. Involve new members in committee work.
5. Teacher mentorship should be implemented to provide personal contact to new members (monitoring).
6. Develop a professional leadership plan that involves all levels of agricultural education:
  - a. NYAAE recognizes that education in and about agriculture exists beyond the secondary level.
  - b. The secondary instructors must cultivate the support and involvement of all agricultural education professionals (no matter what their position) in the state and national professional organizations. The NYAAE recognizes the importance of the contributions made by all levels of agricultural education programs as viable and essential areas of education in and about agriculture. Although the number of instructors in some of these programs is a minority in our association, overall their numbers are substantial. We must find ways to demonstrate our knowledge that these programs exist and are an integral part of the total education program in and about agriculture.

- c. The NYAAE continues to provide leadership, recognition and support in the areas of program development, awards, sessions at NYAAE conferences and legislative proposals.
  - d. The continuing strength and success of agricultural education in America is dependent upon the recognition and support of all levels of the instructional programs in and about agriculture.
  - e. Involving postsecondary members:
    - 1) Provide for representation on the state association executive council. They elect their own representative on the state association executive committee.
    - 2) Involve postsecondary and/or adult instructors in planning and conducting the annual conference/meeting.
      - a) Have representatives from middle school, secondary, postsecondary, and higher education on conference planning committee.
      - b) Plan general sessions of interest to secondary, postsecondary and adult personnel.
      - c) Allow each group to plan sessions for separate meetings.
      - d) Invite all postsecondary and adult instructors to attend and participate in state conferences.
    - 3) Include postsecondary and adult member applications for NYAAE and state association professional awards programs.
      - a) Encourage middle school, secondary, postsecondary, and higher education members to apply for professional awards.
      - b) Make state association awards selection committees aware of differences in middle school, secondary, postsecondary, and higher education. Place emphasis on judging applications accordingly.
    - 4) Utilize professional skills and services of postsecondary and adult members in the youth program activities and in-service training programs.
      - a) Utilize professional skills of postsecondary and adult teachers, whenever possible, as judges and consultants for student program awards and contests.
      - b) Make use of postsecondary facilities in setting up, conducting or hosting various student program functions and in-service programs.
7. Orientation of council members:
- a. NYAAE should promote specific qualifications for its officers based upon professionalism, leadership ability, and service.
  - b. NYAAE constitution & bylaws should provide for continuity in service on the executive committee and should provide for succession into the higher offices.
  - c. Conduct an effective installation of officers during the annual business meeting. The NYAAE officer installation ceremony is recommended.
  - d. A joint meeting of all members on the executive council (including the newly elected and retiring officers) ideally will be held immediately following the installation to get acquainted, oriented, and organized for the ensuing year. This meeting can also be held virtually or at a later date.
  - e. Become familiar with the executive council responsibilities to the NYAAE.
    - 1) Plan to attend the NYAAE Executive Council meetings and annual conference.
    - 2) The NYAAE regional trustee will keep members in their regions informed of NYAAE activities during the regional meetings and represent the association during the NYAAE Executive Council meetings.

#### **4.13 NYAAE Strategic Planning Guide**

- 1. The objectives of the NYAAE Strategic Plan and Action Agenda are:
  - a. To strive to improve professional leadership and service commitments through development of a state program of activities.
  - b. To assist in the self-evaluation of professional leadership and service to the members.
  - c. To facilitate the recording and reporting of NYAAE accomplishments.
  - d. To standardize professional efforts within the NYAAE.
  - e. Acquire from and share with the NYAAE information and methods used successfully.
  - f. NYAAE, wherever feasible, will correlate their goals with those of the NAAE.

2. The six areas of emphasis and the objective(s) of each are:
  - a. Professional Membership & Relations- Enroll and keep as many members that are necessary to accomplish the objectives of the NYAAE as stated in the bylaws.
  - b. Professional Leadership & Service- To assist NYAAE in developing and evaluating the state program for leadership and service.
  - c. Professional Improvement & Program Development- To review all NYAAE activities which will serve as a means of self-evaluation leading to improvement relating to professional improvement and program development.
  - d. Governmental Relations & Legislation Involvement- To report those activities that were used in legislative involvement. To identify at what level they were utilized. To document the activities utilized in identifying legislative concerns or recommendations.
  - e. Public Relations & Communications-
    - 1) To increase and improve communications among all elements of the NYAAE on the national, state and local level;
    - 2) To effectively utilize communications in such a manner as to inform the public of the activities and progress of the NYAAE and its members.
  - f. Agriculture/Agribusiness Relations- To identify the frequency and methods by which agribusiness provides support to agriculture education programs.

*(Special Note: The NYAAE Executive Council reviews the reports and uses them to determine direction and goals for future program planning. Council members are urged to review activity report summaries and incorporate activities important to members of their respective region in their program plan.)*

#### ***4.13.1 Developing the NYAAE Program of Activities***

1. Assign a Program of Activities committee to correlate the goals of NYAAE with those of the NAAE.
2. Keep the NAAE regional vice president and the national office informed of your activities.

#### ***4.13.2 Correlating NYAAE and NAAE Procedures and Activities***

1. Use NAAE jewelry, plaques, gavels and certificates in recognizing members and supporters when necessary.
2. Provide copies of the NAAE creed and information bulletin for incoming and beginning teachers and to others periodically.
3. Invite the NAAE region vice president to attend our state conference and/or annual meeting at least once in three years. (This is a written request.)
4. When the NAAE officer visits our association, arrange for the officer to meet with the executive council and to speak to the membership at a general session.
5. Arrange to have the NYAAE presidents or appointed member to attend the NAAE national convention and NAAE regional leadership conference.
6. Promote member's participation in NAAE award programs. Recognize the winners at the annual banquet or award's meeting.
7. Forward NYAAE issues that have regional or national significance to our NAAE region vice president.
8. Staff will send a list of newly installed officers to the NAAE office.
9. Encourage the retiring president to apply for the NAAE Professional State Association Award. Complete the application form and send to the NAAE Regional Vice President postmarked no later than September 1.

##### ***4.13.2.1 NYAAE Reports Needed by NAAE Office***

1. Newly Installed Officers Report Form.
  - a. Send one copy to the NAAE office; one to the NAAE Regional Vice President; and retain one for NYAAE permanent records.
  - b. The form lists the office, name, mailing address, city or town, state, zip code and home & office telephone

number for newly elected state association officers (including subdivision officers). The information makeup the "NAAE Directory for State and National Officers" and newsletter mailing lists.

2. NAAE Professional State Association Application

- a. The award application is distributed electronically by NAAE.
- b. The report requests information on state wide activities.

3. NAAE Membership List & Dues Remittance Form

- a. State Staff will collect dues from the annual professional development conference and through the state webpage at [www.nysffa.org/nyaae](http://www.nysffa.org/nyaae) on a rolling basis. Membership is active from July 1- June 30<sup>th</sup> each year.
  - The first round of dues will be submitted no later than July 15<sup>th</sup> each year.
  - All dues paid after July 15<sup>th</sup> will be submitted as they are received until June 15<sup>th</sup> each year.
  - Individuals student teaching in NY who want to be NYAAE/NAAE members under NY must submit a NY address.
- b. The form gives the name and complete mailing address for all NAAE dues paying members. The information provided for use in member mailings, including the membership card, all member newsletter and agribusiness sponsored award applications.

5. State Conference Dates Report Form

- a. Forms are distributed to state presidents at NAAE national convention in late November or early December.
- b. Forms are returned to the NAAE region vice president at the convention or mailed to the NAAE office after the convention.
- c. The form requests the date & place of the state conference or annual meeting and date newly installed state association officers assumes responsibilities. The NAAE vice presidents and agriculture or agribusiness sponsors need this information to schedule meetings or activities. The NAAE office uses the information for mailing office forms and other special communications.

#### **4.13.2.2 Involvement in Legislative Affairs**

State career and technical education laws, structure and plans reflect, to a great extent, a response to state legislation. The quality of career and technical education is impacted and greatly influenced by such legislation.

Legislators depend upon professional associations. They are in the position to provide effective and useful information for legislation. The use of organizational and individual leadership and expertise should be a prime function of professional associations. The effectiveness of individual effort is proportional to the quality of effort generated by the association.

Though face-to-face communication is most effective in influencing decisions, the impact of the personal contact is enhanced when supported and supplemented by the association. Such action, both proceeding and subsequent to individual contact, must be of high caliber and must involve the membership as well as the staff of the association.

State level legislation and plans have become an increasingly important determinate of state and local programs of agricultural education. Impact on state legislation and state plans is imperative. To be effective in legislation at the state level requires coordinated efforts by agricultural educators at all levels of agricultural education.

The NYAAE in cooperation with the NYSACTE accepts responsibility for leadership affecting career and technical education legislation. NYAAE will strive to appoint a representative to attend NYSACTE meetings on their behalf. Continuity can be achieved by appointing this representative for multiple years.

The state legislative committee chair should receive vital information and initiate communication to the profession members and/or initiate action to impact legislation and policy.

The standard operating procedure recommended includes the following steps:

- Step 1 State Supervisors, teacher educators and state association president, or their designees, serve as ex-officio members of the state legislative committee.
- Step 2 Share and collaborate with stakeholders to communicate message and asks before beginning to lobby.
- Step 3 Identify the state legislators in each legislative district by name, address, and telephone number.
- Step 4 Identify a teacher of agriculture who knows the legislator personally and whom the legislator respects or assign someone to get to know the legislator personally and gain their respect.
- Step 5 When action is needed the legislative committee informs and instructs each of the communications and impact members.
- Step 6 Key member(s) should regularly contact the legislator(s) and discuss the needs and views of the association.
- Step 7 Key member(s) give written reports of their contacts and results to the legislative committee.

The necessity for effective and efficient communication is obvious. Communication among members of the profession, its allies and lawmakers supporting its position is vital to the success of any effort to influence legislation for agricultural education. The success of such communication will be governed by the quality and timeliness of the subject matter, the efficiency of the delivery system and the degree to which each person involved carries out the assignment.

Two procedures are essential:

1. one to provide a base of information via the printed word, and
2. the others to provide a rapid "contact" on critical developments, such as pending vote. (The latter will be by telephone or personal contact.)

The legislative committee will develop a flow chart of communications. Flowcharts are presented for state level communications and impact activity. However, they can be adapted for use at the local level.

A flowchart relating to "Written Information" should outline a plan to place information into the hands of each leader of the agricultural education organizations, as well as, a plan to utilize persons to channel information to key members of legislators.

A flowchart relating to "Telephone Procedures/ Email Communications" should involve fewer people and be designed to move immediately to provide information to key members of legislature. It is designed to ask each person to make four or five telephone calls. Each regional contact person is assigned persons in selected areas of his/her region. Those persons then contact the schools in their region, as well as following through by contacting the key communicators in their own region.

State and local plans should have essentially the same communication or impact steps. Individuals with an interest and desire to be active in legislative leadership roles will likely serve on the legislative committee.