

# **Iowa Association of Agricultural Educators (IAAE)**

## **Policy Handbook**

(Tentative) Adoption Date: June 28, 2012

Affiliated with the:

National Association of Agricultural Educators (NAAE)

Association of Career and Technical Education (ACTE)

Iowa Association of Career and Technical Education (IACTE)

## **GENERAL**

### **A. Operation of Policy**

1. This policy handbook may be revised or amended by the 2/3 vote of the voting members of the Board of Directors present at any regular board meeting.
2. This policy handbook, plus any recommended revisions, shall be placed in the hands of the incoming directors and officer candidates prior to the Annual Conference.
3. This policy handbook should be adopted at the summer board meeting of the new officers and board and amended as necessary by the board.

### **B. Annual Meeting**

1. The Annual Summer Meeting will be held in conjunction with the state conference.
2. The annual election of officers will take place during the same conference.
3. Election results will be determined by a majority vote.
4. The Annual Banquet will be held during the annual conference.
5. The new officers will take office at the conclusion of the annual conference.

### **C. Representation of Membership of Board on the Directors of IAAE**

1. The Board of Directors shall consist of the state officers, the representatives, and the following ex-officio members: one state consultant from DE assigned to the agricultural education, the ISU Ag Ed Club President or a designated representative, one representative from the Governor's Council on Agricultural Education, and the department chairperson of the Agricultural Education at ISU or his/her designated representative.
2. Elected Representative on the IAAE board at the present time is IACTE.

### **D. Official Publication**

1. The official publication of the Association is the "IAAE News" and will be available online on the IAAE website.
2. The notification of publication is to be disseminated via email to each member of the Association and others at the discretion of the president, president-elect, and the board.
3. This publication is to be updated quarterly or as determined by the board.
4. Any notice printed in the "IAAE News" or through email notification shall constitute an official notice to the membership.

## **POLICIES - BOARD OF DIRECTORS**

### **A. Duties of Members**

1. To direct the work of the organization as prescribed by the Constitution/Bylaws.
2. To discharge the duties specified for directors in this Policy Handbook and in Officer Handbook.

### **B. Regular Meetings**

1. Regular board meetings will be held five times each year as follows:
    - a.Meetings will be held during the annual summer conference. These will include a pre-conference and post-conference meeting and any other meetings deemed necessary by the Board of Directors.
    - b.The early fall meeting will be an online / conference call meeting on a weekday afternoon in late August.
    - c.The late fall meeting will be a Saturday Team AgEd meeting during the month of September.
    - d.
    - e.The winter meeting will be a Team AgEd meeting during December/January.
    - f.The spring meeting will be a Saturday Team AgEd meeting during the month of April.
    - g.Special board meetings will be called by the President or Board of Directors.
    - h.Regular meetings will be held at the Enrichment Center in Ankeny unless changed by the President.
  2. Procedures for business and board meetings
    - a.IACTE Representative Report, Iowa FFA Foundation Report, Governor's Council Report, DE Report, Ag Ed Club Report, ISU Report and Officer reports.
    - b.Committee reports and other reports as requested by the Board.
    - c.New Business:
      - i. If previously placed on the president's agenda.
      - ii.If properly channeled through respective committee.
      - iii.If presented by a board member.
  3. Attendance at board meetings
    - a.Each board member is expected to attend all board meetings. If a director is unable to attend, a substitute representing the absent board member should be properly authorized to attend. Each ex-officio member is expected to attend or have an authorized representative attend in his/her place.
  4. Non-officers of IAAE at IAAE board meetings
    - a.All members are encouraged to attend all meetings.
- ### **C. Nominations for Statewide IAAE Officers and Representatives**
1. The past president acts as official nominating committee chairman. The nominating committee will consist of the Past Presidents Committee.

2. Each IAAE State Vice-President should attempt to secure, from the district he/she represents, candidates for nomination to IAAE state offices. These candidates should be recommended to the nominating committee.
  3. Officers may recommend additional officer candidate names to the nomination committee.
  4. Two nominees for each office are selected by the nominating committee. Other eligible candidates may be nominated from the floor. Nominations from the floor for offices close at the second general session.
  5. The Nominating Committee will meet at an appropriate time prior to the annual summer conference.
  6. Qualifications of candidates
    - 1.a. All candidates for IAAE office must be active members of the IAAE at the time of nomination.
    - 1.b. Candidates for president-elect must have served or be serving as a member of the Board of Directors at the time of nomination.
- D. Nominations for District/Post Secondary IAAE Officers
1. Each district will be responsible for administering their own nomination committee to secure candidates for District/Post Secondary IAAE Offices.
- E. Nominations for Elected NAAE Officers, Committees, or Boards
1. It is recommended that candidates for elected NAAE offices, committees or boards, seek the approval of the IAAE Board of Directors.
    - a. If elections for NAAE offices, committees or boards are to be held at upcoming Region III Summer Conferences and/or ACTE/NAAE Convention, the IAAE president shall notify the IAAE membership no later than March of the election year. Any member interested in being a candidate, should contact the IAAE President by May 1. If there is more than one IAAE candidate, resumes will be posted in the IAAE website so an appropriate election can be held at the annual summer conference.

## **POLICIES OF COMMITTEE WORK AND COMMITTEE CHAIRPERSONS**

- A. The president shall be responsible for the conduct of all committee work carried on by standing or special committees of the organization.
  - 1. Chairpersons and members of special committees shall be appointed by the president and approved by the IAAE Board of Directors.
  - 2. The following officers and past officers will automatically serve as chairpersons, members, or ex-officio members of the committees as designated:
    - a. President
      - a.1. Ex-officio all Standing and Special Committee
    - b. Past President
      - b.1. Chairperson of Conference Planning
    - c. Treasurer
      - c.1. Ex-officio member of Administrative
    - d. Vice-Presidents
      - d.1. In charge of all committees in their district and will serve on standing committees as ex-officio members as assigned. Each Vice-President shall serve on one committee.
        - o Membership Services
        - o Policy Development
        - o Educational Development
        - o Conference Planning
        - o Policy Development
    - e. IACTE Representative
      - e.1. Ex-officio member of Policy Development
      - e.2. Attend IACTE board meetings and serve on IACTE committees as needed
      - e.3.
- B. Each committee will be reimbursed in accordance with the IAAE Reimbursement Policy.
  - 1. Each committee chairperson or his/her duly appointed representative shall give an oral progress report of the work accomplished by the committee as requested by the Board of Directors.
  - 2. A final committee report for presentation at the annual conference will be presented at the final business session at the summer conference.
- C. It is the duty of each state vice-president for each of the districts to see that each committee member from their district is attending and participating in their committee.
- D. Committee Chairpersons will be selected from those committee members who will be serving their second year on the committee. (Except for the Conference Planning Committee which is chaired by President-Elect)

## **DUTIES OF THE IAAE BOARD OF DIRECTORS**

- A. Duties of the IAAE Board of Directors

1. The powers of the Board of Directors shall be outlined in the by-laws of the IAAE.
2. Duties of the Officers are outlined in the IAAE Policy/Officers Handbook

## **IAAE POLICY FOR REIMBURSEMENT OF EXPENSES**

### A. IAAE Board of Directors Meetings

1. Mileage to called meetings at the current state reimbursement rate.
2. Cost of luncheon for an all-day meeting.
3. Joint travel of directors is recommended.

### B. Approved IAAE Committee meetings and/or committee activities. NOTE: Reimbursement for committee meetings and/or activities is the same as for Board of Directors in Item A; (provided approval of proposed and/or completed activities is given official sanction by the Board of Directors.)

1. Use of the ICN/Skype/Conference Calling/Webinars are encouraged.

### C. ACTE/NAAE National Convention Delegates

1. Expenses will be paid for president, past president, president-elect. Expenses will be paid for the secretary-treasurer, post-secondary state vice-president, district vice-president(s), and IACTE representative during their second year of office. (Double check board minutes for number of reps attending and paid for)
2. Expenses will be paid as follows:
  - a. Travel expenses - state rate for ground travel by car or coach flight by plane.
  - b. Hotel allowance not to exceed ½ share of double occupancy rate per day for days in attendance at convention sessions.
  - c. Meal expenses not to exceed \$15.00 per day for days in attendance at convention sessions.
  - d. Shuttle transportation to and from the airport.
  - e. Registration fees for the convention.
  - f. An itemized statement of expenses must be presented to the executive assistant for payment.

### D. ACTE Policy Seminar

1. IAAE will send two representatives to the annual ACTE Policy Seminar, as appointed by the President, consisting of any combination of President, Past President, President-Elect, IACTE Representative and Policy Development Committee Chair.
2. The IAAE shall pay (what) portion of expenses not covered by ACTE/NAAE/IACTE or other agencies as noted in number 2 above.

### E. Association Affairs/Activities and other IAAE Expenses

1. Full cost of telephone calls, fax, postage, and other expenses will be refunded to official representatives of the IAAE provided authorization is given and provided proper verification is made when reimbursement is requested.
2. Other legitimate bills incurred by members in the interest of and for functions of IAAE upon proper verification and presentation will be considered by the Board of Directors who will make official disposition of the same.

3. A 12-month, \$7,500 spending limit IAAE credit card shall be issued in the name of the current President at the beginning of his/her term in office.
  4. The association checking account established at Great Southern Bank in Ankeny, Iowa, shall have two designated signors on the account: the current President and the Treasurer.
- F. Region III Conference
1. Seventy-five dollar stipend for each Outstanding District Young Member for attending the Region III NAAE Conference in the year they are selected as the district winner.
  2. Twenty-five dollar first time attendee stipend per District (including Post-Secondary). The first member from each District (including Post-Secondary) to notify the President that they will be attending the NAAE Region III Conference for the first time will receive the stipend.
  3. The cost of registration paid for each IAAE Board member attending the Region III Conference will not exceed the amount budgeted in the IAAE Budget.

**REVISIONS APPROVED BY THE IAAE BOARD OF DIRECTORS ON June 28, 2012.**