

# Constitution and Bylaws of the North American Colleges and Teachers of Agriculture

*Approved June 2008*

## **ARTICLE I: Name**

The name of this organization shall be the "North American Colleges and Teachers of Agriculture." The letters NACTA may be used as the official acronym of the organization.

## **ARTICLE II: Purposes**

The purposes of this organization shall be to:

- Provide for all post-secondary teachers of agricultural, environmental, natural, and life sciences a forum for discussion of questions and issues relating to the professional advancement of agricultural instruction.
- Seek improvement in the post-secondary teaching of agricultural, environmental, natural, and life sciences through examination and discussion of courses and curricula, teaching and testing techniques, facilities, and materials.
- Encourage, promote, and reward instructional excellence in agricultural, environmental, natural, and life sciences and the research supporting this instruction.

## **ARTICLE III: Membership**

**Section 1. Active Membership.** Active membership shall consist of regularly employed teachers of agricultural, environmental, natural, and life science subjects in institutions of higher education, or individuals employed by institutions or businesses that have an interest in and concern for higher education, support NACTA ideas, and who have paid their annual membership dues.

**Section 2. Honorary Membership.** Honorary membership shall consist of presidents, administrative deans, or other administrative officers of educational institutions offering courses in agricultural, environmental, natural, and life sciences, who are interested in actively supporting NACTA. Honorary members do not pay dues or have voting privileges.

**Section 3. Institutional Membership.** Institutional membership shall consist of institutions of higher education offering courses in agricultural, environmental, natural, and life sciences that have paid the annual membership dues. Institutions of higher education holding institutional membership shall receive one copy of each issue of the NACTA Journal. All regularly employed teachers of agricultural, environmental, natural, and life science subjects at the institution shall be eligible for Institutional Active membership in NACTA.

**Section 4. Institutional Active Membership.** Institutional active membership shall consist of regularly employed teachers of agricultural, environmental, natural, and life science subjects in institutions of higher education that hold Institutional Membership,

and who have paid their annual membership dues. Institutional active members shall have all rights and privileges as pertain to active members.

**Section 5. Lifetime Membership.** Lifetime membership shall consist of all active and institutional active members who have paid a lifetime membership fee or who have been awarded such status by the Executive Committee.

**Section 6. Library Membership.** Library membership shall consist of institutional, public, or private libraries that have paid an annual subscription fee. Library members shall receive one copy of each issue of the NACTA Journal.

**Section 7. Emeritus Membership.** Emeritus membership shall consist of retired college or university teachers of agricultural, environmental, natural, and life sciences. They shall have all the rights and voting privileges of active and institutional active members.

#### **ARTICLE IV: Membership Dues**

Each member shall be assessed annual dues which shall be used to cover expenses of the Association. The amount of dues to be assessed shall be determined during the business meeting at the annual conference. Dues are payable upon receipt of invoice from the Secretary/Treasurer.

#### **ARTICLE V. Officers and Directors**

**Section 1.** Officers of this organization shall be President, Immediate Past President, President-Elect, Secretary/Treasurer, Membership Director, Historian, and Editor.

**Section 2.** In case of the demise or resignation of an officer other than the President, the Executive Committee shall appoint a qualified member to serve until the next annual meeting. The Secretary/Treasurer, Membership Director, Historian, and Editor will not be elected by the membership, but shall be appointed by the Executive Committee.

**Section 3.** The terms of office of President, President-Elect, Immediate Past President, Secretary/Treasurer, Membership Director, Historian, and Editor shall be for one year.

**Section 4.** Individuals who serve as President shall not succeed themselves in office.

**Section 5.** There shall be five Regional Directors, one each for the Western, Southern, Central, Eastern, and Canadian regions. Geographical boundaries of each region shall be determined by the Executive Committee. Regional Directors shall serve a term of two years.

**Section 6.** Regional Directors-Elect of the Central and Canadian regions shall be elected in even years. Regional Directors-Elect for the Eastern, Southern and Western regions shall be elected in odd years. Regional Directors-Elect shall become Regional Directors after one year of apprenticeship.

**Section 7.** Election of the President-Elect and Regional Directors-Elect shall be carried out via electronic voting. The Nomination Committee shall prepare ballots and distribute information about the candidates to the membership at least 90 days prior to the June Conference. NACTA members shall then have 30 days to submit their votes electronically. Election to office shall be by majority vote of members voting. Newly elected individuals shall assume their offices at the close of the annual Conference.

#### **ARTICLE VI: Executive Committee**

**Section 1.** Government of the Association shall be vested in the Executive Committee.

**Section 2.** The Executive Committee shall consist of the President, President-Elect, Secretary/Treasurer, five Regional Directors, two or three Regional Directors-Elect, Immediate Past President, Editor, and Membership Director, and Historian.

**Section 3.** The presence of eight members of the Executive Committee shall constitute a quorum at its meetings.

**Section 4.** All standing committee chairs and liaisons shall serve as nonvoting ex-officio members of the Executive Committee.

**Section 5.** Meetings of the Executive Committee shall be held at least twice each year as called by the President.

**Section 6.** All Past Presidents may serve as nonvoting ex-officio members of the Executive Committee.

#### **ARTICLE VII: Affiliates**

**Section 1.** Any state or area having a group of teachers of agriculture at the post secondary level with 20 or more NACTA members may form an affiliate with NACTA. The purposes and the constitution of the affiliate must be in harmony with those of NACTA. Approval for affiliation is given by the Executive Committee. A copy of the constitution of the affiliate must accompany the request for affiliation.

**Section 2.** An annual report of the activities and membership of each affiliate shall be provided to the Executive Committee via a copy sent to the Secretary/Treasurer prior to the annual NACTA conference.

### Bylaws

#### **ARTICLE I: Meetings**

**Section 1.** The North American Colleges and Teachers of Agriculture (NACTA) shall meet annually. Special meetings may be called at the discretion of the Executive Committee.

**Section 2.** The Executive Committee shall recommend the time and place of each annual conference. Final determination shall be made by members during the business meeting at the annual NACTA conference. Conference sites shall be selected at least two years in advance.

## **ARTICLE II: Duties of Officers**

**Section 1. President.** The general duties of the President shall be to: (a) preside at the annual conference of the North American Colleges and Teachers of Agriculture and meetings of the Executive Committee; (b) establish ad hoc committees with the approval of the Executive Committee and appoint members to these committees; (c) act as the official representative of the Association unless a representative is otherwise appointed; and (d) serve, as appropriate, as an ex-officio member of any committee.

**Section 2. Immediate Past President.** The general duties of the Immediate Past President shall be to: (a) chair the Nominating Committee; and (b) chair the Distinguished Educator Award Committee.

**Section 3. President-Elect.** The general duties of the President-Elect shall be to: (a) serve in lieu of the President if the President cannot serve; (b) provide assistance and advice to the president as requested; (c) assume the office of President following completion of a one-year term as President-Elect; and (d) chair the Murray Brown Leadership Award Committee.

**Section 4. Secretary/Treasurer.** The general duties of the Secretary/Treasurer shall be to: (a) act as recorder at all business meetings of NACTA and meetings of the Executive Committee; (b) conduct or otherwise oversee all correspondence of the Executive Committee; (c) publish a newsletter at least twice annually; (d) maintain and distribute accurate updated mailing lists; (e) coordinate mailings of letters of welcome and congratulations to appropriate recipients; (f) standardize and maintain letterhead materials and distribute these to the Executive Committee; (g) keep all financial books and records of the Association and render reports at the request of the Executive Committee; (h) be bonded as determined by the Executive Committee (NACTA shall bear the expense of the bond); (i) act as custodian of all funds of the Association and the NACTA Foundation; and (j) collect dues, keep accurate financial records, and present a report at each annual conference.

**Section 5. Editor.** The general duties of the editor shall be to: (a) oversee the publication of the NACTA Journal, including development of the budget, printing, and mailing or other means of distribution to members; (b) chair the Publications Committee; (c) conduct the annual ownership, management, and circulation audit with the U.S. Postal Service in order to qualify for Second Class mailing permit; (d) maintain the NACTA web site; and (e) coordinate the solicitation and peer review of conference presentation abstracts.

**Section 6. Membership Director.** The general duties of the Membership Director shall be to: (a) direct, oversee, and coordinate all membership programs and membership recruitment activities; (b) work directly with the Secretary in maintaining membership rosters and conducting membership renewal activities; (c) chair the Membership and Public Relations Committee; and (d) direct, oversee, and coordinate public relations activities.

**Section 7. Historian.** The general duties of the Historian shall be to (1) maintain the archives of NACTA and (2) make reports of historical events relevant to the Association when appropriate.

**Section 8. Regional Directors.** The general duties of the Regional Directors shall be to: (a) represent NACTA in matters of a regional nature; (b) actively engage in membership recruitment in their region; and (c) serve as members of the Membership and Public Relations Committee.

**Section 9. Regional Directors-Elect.** The general duties of the Regional Directors-Elect shall be to: (a) become familiar with the duties and activities of the Regional Directors; assist the Regional Directors, (b) assist the Regional Directors in membership recruitment, and (c) serve as members of the Membership and Public Relations Committee.

**Section 10. Annual Reports.** All officers and regional directors shall provide an annual report summarizing their activities to the Executive Committee via a copy sent to the Secretary/Treasurer prior to the annual conference.

### **ARTICLE III: Standing Committees and Liaisons**

**Section 1.** All standing committees and liaisons shall report to the Executive Committee.

Unless otherwise indicated or appropriate, the following policies shall pertain to all standing committees: (a) membership shall be open on a volunteer basis to all NACTA members in good standing; (b) members shall serve designated terms of three years and there is no limit on the number of terms served; (c) vacant chair positions shall be appointed by the president; (d) chairs shall serve no more than three consecutive two year terms; (e) written guidelines and procedures regarding committee conduct and operations are to be maintained and a current version provided to the Executive Committee via a copy sent to the Secretary/Treasurer; (f) a committee meeting is to be held at the annual conference; (g) the official membership roster is to be updated at the conclusion of the annual conference and forwarded to the Executive Committee via a copy sent to the Secretary/Treasurer; (h) members not actively involved in committee activities shall be dropped from the roster; and (i) annual reports summarizing committee activities shall be provided to the Executive Committee via a copy sent to the Secretary/Treasurer prior to the annual conference.

The following policies shall pertain to liaisons: (a) vacant positions shall be appointed by the President; (b) appointees shall serve designated terms as appropriate and there is no limit on the number of terms served; and (c) annual reports summarizing activities shall be provided to the Executive Committee via a copy sent to the Secretary/Treasurer prior to the annual conference.

**Section 2. Conference Program and Host Site Committees.** The general responsibilities of the Conference Program and Host Site Committees shall be to: (a) recommend to the Executive Committee a program and theme for the annual conference at the host institution; (b) establish a web page for the conference, (c) coordinate conference activities; (d) host the conference; and (e) provide a post-conference report including an evaluation and financial summary to the Executive Committee via a copy sent to the Secretary/Treasurer. Each host institution shall select the chair and membership of the Conference Program and Host Site Committee established for its particular conference. The director of the region in which the conference is to be held shall also be a member of this committee. A preliminary program and theme shall be presented to the Executive Committee for approval during the fall executive meeting approximately eighteen months preceding the host institution's conference.

**Section 3. Educational Issues and Teaching Improvement Committee.** The general responsibilities of the Educational Issues and Teaching Improvement Committee shall be to: (a) solicit and respond to member needs regarding programs and activities for instructional improvement; (b) identify, develop, sponsor, and conduct specific teaching and learning related activities such as blue ribbon presentations, round tables, symposia, and workshops at the annual conferences; and (c) provide recommendations and assistance to the Editor regarding the publishing of materials pertaining to educational issues and teaching improvement.

**Section 4. Teacher Recognition Committee.** The general responsibilities of the Teacher Recognition Committee shall be to: (a) establish and publish policies and guidelines for the teaching awards; (b) receive nomination materials; and (c) determine the award recipients.

**Section 5. Journal Committee.** The general responsibilities of the Journal Committee shall be to (a) provide recommendations and assistance to the Editor regarding Journal policies and content; and (b) act as reviewers of manuscripts submitted to the Journal for publication and abstracts for the Annual meetings. The Editor shall chair the committee.

**Section 6. Journal Award Committee.** The general responsibilities of the Journal Award Committee shall be to: (a) establish policies and guidelines for the journal awards; (b) evaluate articles in the four issues of each volume of the Journal; and (c) determine the award recipients.

**Section 7. International Committee.** The general responsibilities of the International Committee shall be to; (a) disseminate items of interest to NACTA members concerning international agriculture; (b) encourage publication of articles on international agriculture in the NACTA Journal; and (c) serve as liaison between NACTA and other organizations involved in international agriculture.

**Section 8. Book Review & Instructional Media Committee.** The general responsibilities of the Book Review & Instructional Media Committee shall be to: (a) encourage publishers to provide texts, software, and other instructional media for review in the Journal and for display and sale at the annual conference; (b) set up the display and conduct the sale at the annual conferences with the assistance of the Conference Program and Host Site Committees; and (c) provide recommendations and assistance to the Editor regarding the publishing of reviews of instructional media in the Journal.

**Section 9. Judging Conference Liaison.** The general responsibilities of the Judging Conference Liaison shall be to: (a) serve as the official representative of NACTA to the Judging Conference; and (b) facilitate communication between NACTA and Conference participants.

**Section 10. Nominating Committee.** The general responsibilities of the Nominating Committee shall be to: (a) select nominees for President-Elect and open Director-Elect positions; (b) present this slate to the Executive Committee for approval at the Fall meeting; (c) prepare ballots and distribute information about the candidates to the membership at least 90 days prior to the June conference; and (d) conduct the election via electronic voting. The Nominating Committee shall be composed of the three most recent past presidents of NACTA and two other members appointed by the President. The Immediate Past President shall chair the committee.

**Section 11. Delta Tau Alpha Liaison.** The general responsibilities of the Delta Tau Alpha Liaison shall be to: (a) serve as the official representative of NACTA to the Honor Society of Delta Tau Alpha; and (b) facilitate communications between NACTA and the Society. This liaison shall also serve as the National Advisor of Delta Tau Alpha.

**Section 12. Membership and Public Relations Committee.** The general responsibilities of the Membership and Public Relations Committee shall be to: (a) provide recommendations to the Executive Committee regarding membership policies and procedures; (b) conduct membership recruitment activities; and (c) conduct public relation activities. The Membership and Public Relations Committee shall be composed of the Membership Director who shall serve as chair and the Regional Directors, Regional Directors-Elect, Secretary/Treasurer, Editor, Association Liaisons, and other NACTA members.

**Section 13. Distinguished Educator Award Committee.** The general responsibilities of the Distinguished Educator Award Committee shall be to: (a) establish and publish policies and guidelines for this award; (b) receive nomination materials; and (c)

determine the award recipient(s). The committee shall consist of the voting members of the Executive Committee. The Immediate Past President shall chair the committee.

**Section 14. Council for Agricultural Science and Technology (CAST) Liaison.** The general responsibilities of the CAST Liaison shall be to: (a) serve as the official representative of NACTA to CAST; and (b) facilitate communication between NACTA and CAST.

**Section 15. Association Liaisons.** The general responsibilities of the Association Liaisons shall be to: (a) serve as the official representatives of NACTA to various associations whose memberships consists primarily of colleges of agricultural, environmental, natural, and life sciences; (b) facilitate communications between NACTA and the associations; and (c) assist as members of the Membership and Public Relations Committee in the recruitment and public relations activities related to their respective associations. The associations that liaisons shall be appointed to include such organizations as: (1) National Association of State Universities and Land Grant Colleges, Commission on Food, Environment and Renewable Resources, Academic Program Section (NASULGC/CFERR/APS); (2) American Association of State Colleges of Agriculture and Renewable Resources (AASCARR); (3) Consortium of Agriculture Programs at Independent Colleges and Universities (CAPICU); (4) Canadian Faculties of Agriculture and Veterinary Medicine (CFAVM); and (5) Canadian Association of Diploma in Agriculture Programs (CADAP).

**Section 16. Murray Brown Leadership Award Committee.** The general responsibilities of the Murray Brown Leadership Award Committee shall be to: (a) establish and publish policies and guidelines for this award; (b) receive nomination materials; and (c) determine the award recipient. The committee shall consist of the voting members of the Executive Committee. The President-Elect shall chair the committee.

#### **ARTICLE IV: Amendments**

Proposed amendments to the Constitution or Bylaws shall be presented to the members by the Executive Committee during the business meeting at the annual conference. Any proposed amendment not originating with the Executive Committee (a) must have the endorsement of at least five NACTA members; (b) must be presented in writing to the Secretary/Treasurer at least 30 days prior to the annual conference; and (c) shall be presented to the members with the recommendations of the Executive Committee. Adoption of proposed amendments shall require the affirmative vote of two-thirds of the members present.