

Constitution of Agriculture Education Club and the Alpha Tau Alpha Chapter of Kansas State University

Article I. Name

Section 1. These organizations will be known as the Agricultural Education Club and Alpha Tau Alpha Chapter of Kansas State University

Article II. Purposes

The purpose of these organizations will be:

Section 1. To promote the agricultural education profession.

Section 2. To prepare students to be an advocate for agricultural education.

Section 3. To enhance professionalism among members through activities and experiences.

Section 4. To provide opportunities for members to interact with those people who are involved within agricultural education and the agriculture industry.

Section 5. To maintain relationships with other campus, state, and national organizations having compatible objectives.

Article IIIA. Membership—Agricultural Education Club

Section 1. Any student of good standing with Kansas State University of any major can be involved with Agricultural Education Club

Section 2. To be considered an active member, a student needs to pay the annual dues to be set by the executive committee.

Article IIIB. Membership—Alpha Tau Alpha

Section 1. To be initiated into the Alpha Tau Alpha Honorary a student needs

- a. To be enrolled in the Agricultural Education Curriculum
- b. Completed 30 hours of college course work.
- c. Completed one semester at Kansas State University with a K-State cumulative GPA of 3.0 or above.

Section 2. To be considered a national member, students must pay national dues.

Article IV. Elections of Officers and Committee Chairs

Section 1. The following list of officers and committee chairs will be elected at a November meeting of the organizations and will be installed at the banquet in December:

- a. President, Vice President, Secretary, Treasurer, Public Relations Coordinator, Agriculture Student Council Representative, Education Student Council Representative.

- b. Finance Committee Chair, Club Committee Chair, Club Committee Chair, Service Committee Chair.

Section 2. Officer elections will go as follows:

- a. An application created by the nominating committee will be completed; the nominating committee will consist of the advisor and graduating senior officers, and any other members selected by the advisor(s) present.
- b. Each applicant will have an interview conducted by the nominating committee resulting in a slate of candidates for the respected officer positions.
- c. Members will then vote, by secret ballot, on each of the respected officer positions within the organization.

Section 3. Committee Chair Elections will go as follows:

- a. An application created by the nominating committee will be completed; the nominating committee will consist of the advisor and graduating senior officers, and any other members selected by the advisor(s) present.
- b. Applicants will have an interview conducted by the nominating committee resulting in a slate of candidates for the respected chairmen positions.
- c. In the event of too few applicants to fill all available positions, the President will open up nominations at the next regularly scheduled business meeting and nominees will be voted on by secret ballot.

Section 4. Office vacancies:

- a. A vacancy of the Agricultural Education Club President will be filled by the Agricultural Education Club Vice President. The Vice President position will be filled by accepting nominations from the floor at a monthly meeting of the organizations and voted on by secret ballot.
- b. A vacancy of a non-president office will be filled by accepting nominations from the floor at a monthly meeting of the organization and voted on by secret ballot.

Section 5. Officers may be removed from office because of unsatisfactory service or behavior by a two-thirds vote of the members and the consent of the advisor of the organizations.

By-Laws of the Agricultural Education Club and Alpha Tau Alpha Chapter of Kansas State University

Article V. Duties of Officers

Section 1. Agricultural Education Club President- The president is responsible for presiding over organizational meetings of the Agricultural Education Club Executive Committee. The president shall (1) to hold bi-annual strategic planning meetings of the executive committee, one of which should be a retreat, and (2) serve as a non-voting ex-officio member of the KAAE Executive Committee. Other responsibilities include completing SGA forms and representing the organizations to leaders of the College of Agriculture and the College of Education when the need arises.

Section 2. Ag Education Club Vice-President- The Vice President is to assist the President at all times, including presiding over meetings in the President's absence. He or she will also be called on to coordinate student membership of Alpha Tau Alpha Honorary and recognize qualifying

members at the annual banquet. The Vice President is responsible for coordinating the Program of Activities (POA), committees for organizational activities and functions.

Section 3. Secretary- The Secretary will (1) take minutes at any meeting held by the organization and submit to the club within one week, (2) be responsible for maintaining a list of member and attendance at meetings and activities, (3) maintain the club contact information (4) and is in charge of preparing the agenda as discussed during the executive committee meeting.

Section 4. Treasurer- The Treasurer will (1) maintain the club roster and collect dues, (2) receive all money due to the organization and pay bills presented to them, (3) Keep an accurate record of all transactions and provide regular financial reports, (4) and develop and maintain a budget.

Section 5. Public Relations Coordinator – The Public Relations coordinator will (1) inform students about upcoming Agricultural Education club meetings and events, (2) organize a collection of photos from club events and activities, (3) maintain presence on all social media accounts, and submit articles to Ag News Now. The PR coordinator is encouraged to implement recruitment efforts using the National Teach Ag Campaign and coordinate any necessary publicity functions including, but is not limited to, the State FFA CDE Contest, fundraisers, and events of the Kansas FFA Association.

Section 6. College of Agriculture Council Representative – The Agriculture Council Representative shall (1) attend the regular College of Agriculture Council meetings and report back to the organization, (2) be responsible for presenting concerns and ideas from the Agricultural Education Club to the council (3) and ensure that Student of the Month and Faculty of the Semester applications are submitted. It must also be the responsibility of the College of Agriculture Council Representative to train the newly elected representative in order to make a smooth transition of office.

Section 7. College of Education Council Representative – The Education Council Representative shall (1) attend the regular Education Council meetings and report back to the organizations, (2) be responsible for presenting concerns and ideas from the Agricultural Education Club to the council.

Section 8. General Expectations – Expectations of all officers include: being active in club activities, attend regular meetings, and contributing to the executive committee and its responsibilities.

Section 10. – Officer Attendance Policy – After an officer acquiring two unexcused absences from either regular meetings or executive committee meetings without notice to the advisor can be removed from their duties by a majority vote of the membership. Refer to Article IV, Section 4 for the officer replacement process.

Article VI. Committees

Section 1. There will be four Committees that serve the purposes of Agriculture Education Club. Each committee will have one committee chair and will therefore be a member of the Executive Committee.

Section 2. Finance Committee: Is responsible with assisting the Treasurer in maintaining a constant flow of funds. They are in charge of, but not limited to the planning and coordinating fundraising events.

Section 3. Club Committee: Is responsible for, but not limited to (1) organizing preparation of meals or snacks at club meetings and (2) promoting cohesiveness within the club by organizing social meetings and leadership activities to be implemented at regular business meetings.

Section 4. Professional Committee: Is responsible for, but not limited to providing club members with opportunities for professional development through the following events: National Convention, Guest Speakers, Senior Forum and Internship Panel. They are in charge of, but not limited to, organization of professional clothing orders.

Section 5. Service Committee: Is responsible for, but not limited to, educating the public about agriculture and agricultural education by organizing events.

Article VII. Executive Committee

Section 1. Will be made up of the Agricultural Education Club Officers and the Standing Committee Chairs listed in Article VI.

Section 2. Responsibilities of the executive committee will be as follows: meeting prior to regular meeting of organizations to set the meeting agenda, set meeting time and place, reserve meeting rooms, and handle all business for the organizations that needs to be dealt with between meetings. All members of the executive committee will be responsible for (1) attending 100% of all bi-monthly business meetings and (2) monthly 100% of all executive meetings, and (3) participating in at least 50% of all club activities. Executive committee members will be responsible for (4) notifying the executive president and advisor and (5) fulfilling duties and communications to the club prior to any absence of said required meetings.

Article VIII. Advisor

Section 1. The advisor for the organization will be selected by a member of the Kansas State University faculty.

Section 2. The duties of the advisor include: being present at all meetings of the organizations, work with officers to prepare agenda for meetings, and oversee all functions and activities of the organizations when necessary.

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