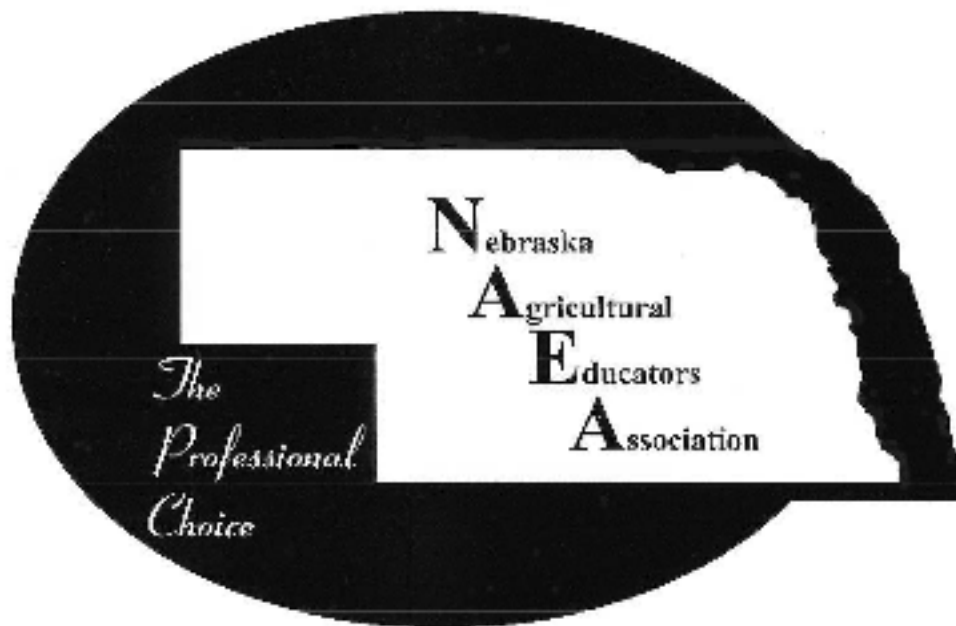


Nebraska Agricultural Educators Association Committee, Member & Officer Handbook



Professionals Educating People About the Science of Life . . .
AGRICULTURE, FOOD, AND NATURAL RESOURCES

Agribusiness Systems
Animal Systems
Environmental Service Systems
Food Products and Processing Systems
Natural Resources Systems
Plant Systems
Power, Structural, and Technical Systems

Revised June 2020

NAEA STANDING COMMITTEES

A. Structure

1. There shall be eight Committees. The NAEA President may call for additional committees with the approval of the NAEA Board.

The eight Committees are:

- I. Career Development Events
- II. Agricultural Issues
- III. Awards
- IV. Finance, Budget, and Audit
- V. Professional Development
- VI. Nomination
- VII. Resolutions
- VIII. District Alignment

The State Fair is not a standing committee at this time. It is more of a sounding board for State Fair Representatives to NAEA.

Each Committee will be coordinated by the NAEA President-Elect.

Each Committee may be divided into Sub-Committees to facilitate the activities of that Committee.

Other Standing Committees

- I. Executive Committee
President, President-Elect, Treasurer, Past President, Executive Director
- II. Conference Planning Committee
Executive Officers, Executive Director, Chairpersons of Hosting Districts, Professional Development Committee Chair, and Representatives of NDE Ag Ed Section, UNL AgLEC Staff, and ACTEN.

B. Responsibilities and Procedures

I. Responsibilities of Committee Chairperson:

- a. Call Committee meetings as necessary to conduct committee assignments.
- b. Delegate responsibility and communicate with committee members throughout the year.
- c. Construct Committee calendar.
- d. Submit Committee report to NAEA President-Elect after Committee meeting.
- e. To see that all Committee assignments are completed.
- f. Submit correspondence, i.e., thank you letters to sponsors of related activities.
- g. Maintain an active file of activities and pass on to the next Committee Chairperson.
- h. Maintain a current Committee membership list.
- i. Submit budget requests to the Finance, Budget & Audit Committee.
- j. The term of an appointment as committee chairperson, vice chair, and secretary shall be for a minimum of 3 years
- k. Invite Pres-Elect to meetings

Rotation of Elections for Committee Chairs, Secretaries, and Vice Chairs

This is linked to the NAEA District/Committee Report Google Sheet-will change when changed in the google sheet

Chairperson 2020, 2023, 2026, 2029
Secretaries 2021, 2024, 2027, 2030
Vice Chairs in 2022, 2025, 2028, 2031

- II. Responsibilities of Committee Members:
 - a. Attend all called meetings.
 - b. Complete assigned tasks.
 - c. Submit reports to the Committee Chairperson.
 - d. Convey opinions, resolutions, and ideas to the Committee Chairperson for appropriate action.
 - e. It is suggested that the term of an appointment to a Committee shall be for a minimum of three years

Suggested Electrons terms for Committee Members-Follows election of district officers

<u>Districts</u>	<u>Elected</u>	
I, II, III, IV	2020, 2023, 2026, 2029	Serve at 20,21,22, thru April 30th of 2023
V, VI, VII, VIII	2019, 2022, 2025, 2028	Serve at 20,21, thru April 30th of 2022
IX, X, XI, XII, XIII	2021, 2024, 2027, 2030	Serve at 20 thru April 30th of 2021

- III. Procedure:
 - a. Activities planned during the year will be presented at the NAEA Annual Conference for membership information.
 - b. A budget must be submitted to the Finance, Budget, & Audit Committee and approved at the NAEA Annual Conference.
- IV. NAEA President-Elect Responsibilities To Committees:
 - a. Coordinate Committee's activities.
 - b. Instruct each Committee Chairperson as to his/her responsibilities.
 - c. Attend Committee meetings when possible.
 - d. Report at Board of Directors meetings on Committee's activities.
 - e.. Maintain an active file of Committee activities and pass on to subsequent Chairperson.
 - f. Compile an updated list of Committee members submitted by District Chairpersons at each spring Board meeting.
 - g. Appoint a 3 person Resolution Committee. It is a committee of three past presidents appointed by President-Elect.

NAEA COMMITTEE RESPONSIBILITIES

- I. **Career Development Events**
 - a. The committee shall consist of not more than 2 voting representatives from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.
 - b. Coordinate Ag Education contests with State Contest Coordinator.
 - c. Implement guidelines for initiating new Contests.
 - d. Meet following State Ag Ed Contests to discuss updating and improving contest areas.
 - e. Recommend updating and reprinting of contest materials for use by Ag Ed Departments for the upcoming year.
 - f. Current Guidelines and Policies for CDE Eligibility, Results Protests, Duties of Subcommittees and CDE Contest review rotation can be found in the appendix section of this handbook.
- II. **Agricultural Issues**
 - a. The committee shall consist of not more than 2 voting representatives from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.
 - b. Address teacher concerns.
 - c. Monitor legislative issues that affect our profession.
 - d. Improve agribusiness relations.
 - e. Use the NAEA President to communicate urgent issues to the membership.
 - f. Meet at Kearney Activate and Leverage and NAEA Annual Conference.

III. **Awards**

- a. The committee shall consist of not more than 2 voting representatives from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.

Ideas Unlimited

- a. Promotion of the Ideas Unlimited Contest prior to the NAEA Annual Conference. A designee of the Awards Committee will receive and review applications to select 6 teachers to present.
- b. At NAEA Annual Conference: Receive entries, log-in, set up display area, supervise during viewing hours, record notes of members and announce winners at the NAEA Annual Conference Business Meeting.
- c. Work with winning entry for necessary modification for NAAE entry at Region III meeting.
- d. Evaluate the program and alter rules and procedures as necessary.
- e. Appoint a panel of judges to determine the winner of the Ideas Unlimited Contest held during the NAEA Annual Conference.

Retirement, Milestone, Teacher of Teacher, Outstanding; Young Member, Teacher, Mentor, Secondary Program, 30 Minute Club, New Teacher Creeds, "I" Survived, Teacher Turn the Key Awards

- a. A designee from the Awards Committee will be responsible for gathering names and making each award for the above areas to be presented at the annual conference.
- b. A designee will be responsible for promoting (Teacher of Teacher, Outstanding; Young Member, Teacher, Mentor, Secondary Program, 30 Minute Club, and Teacher Turn the Key) each award to the membership to get more members to apply for the awards.
- c. Work with Past President and President-Elect on respective awards

IV. **Finance, Budget, and Audit**

- a. The committee shall consist of not more than 2 voting representatives from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.
- b. Prepare and submit NAEA Budget at NAEA Annual Conference.
- c. Contact Treasurer, Executive Director, and Committee Chairpersons for budget input.
- d. Distribute Committee Reports & Budget Request form. (Appendix J)
- e. District Treasurers should be appointed to the Finance Committee.

V. **Professional Development**

- a. The committee shall consist of not more than 2 voting representatives from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.
- b. The primary role of the professional development committee will be to plan presenters for professional development opportunities at the Fall Ag Ed Symposium, the Ag Ed Cafe and any other professional development opportunities as needed.
- c. The professional development committee will complete a needs assessment to assess professional development needs. This needs assessment would be completed by June 1st and reviewed at the Professional Development committee meeting at NCE. This needs assessment would be used for assessing needs for the Fall Ag Ed Symposium, Ag Ed Cafe, PDWs, NCE conference, and other professional development sessions. The needs assessment would also be available to other institutions that would like to provide professional development (NDE, UNL, NCTA, SCC, extension, etc).
- d. A representative from the Nebraska Department of Education and post secondary institutions will be involved in our meetings.
- e. The NAEA Mentor Coordinator for the Beginning Teacher Program is an ex-officio member of the committee.
- f. Business and industry partners do not need to be at our meeting but can submit requests to present at our professional development functions.
- g. The chairperson of the professional development committee will be a member of the NCE planning committee.
- h. We will maintain a website for professional development. On this website, we will include:
 - i. A list of all professional development opportunities that apply to Nebraska agricultural education. There will be a contact listed on the website to get professional development opportunities posted.
 - ii. A form will be located on the website for business and industry to request an opportunity to present. A notification will

- iii. A form will be on the website that teachers could fill out as they think of professional development opportunities and ideas. A notification will be sent to the professional development committee chair when a form is submitted.
- iv. The results from the two above forms will be available as a link on the website so anyone could see what has been submitted.

VI. **Nominations**

- a. A five-member committee consisting of the immediate five Past Presidents with the Past President serving his/her final year serving as Committee Chairperson.
- b. Contact Districts about potential candidates; encourage nominations; print and count ballots for NAEA Officers, NVAF Officers/Representatives, FFA Alumni Representative, FFA Foundation Representative, and ACTEN Representative.
- c. Call for nominations at the NAEA First Business Session and vote on nominations at the NAEA General Business Session.

VII. **Resolutions**

A resolution is a formal statement to bring forth an item to be addressed and voted on by the entire NAEA membership.

- a. Resolutions may be submitted by any NAEA individual or NAEA entity.
- b. Resolutions must be submitted on the form available in the NAEA Handbook. (Appendix K)
- c. Resolutions must be submitted to the Resolutions Committee by the Opening Session of the NAEA Annual Conference.
- d. At the NAEA Annual Conference First Regular Business Session, the Committee will read all resolutions and may refer resolutions to a specific Committee for discussion and recommendations only.
- e. All resolutions will be voted on by the entire NAEA Membership at the NAEA Annual Conference Final Business Session using the process as follows:

Process:

1. Read resolution in entirety;
2. Move and second the adoption of resolution as presented;
3. Ask for Committee recommendations, if applicable;
4. Open resolution for discussion; and
5. Vote

- f. The Resolutions Committee will consist of 3 members appointed by the NAEA President-Elect.

VIII. **District Alignment**

- a. The committee shall consist of not more than 1 voting representative from each District. Additional non-voting District representatives are encouraged to attend Committee meetings. These individuals may participate in the discussion; however they are not granted voting privileges.
- b. Coordinate district alignment of new chapters with the state department.
- c. Review district alignment and membership equity, at least every three (3) years.
- d. Propose redistricting options for membership vote when deemed necessary.

The policy adopted by the NAEA Board for Programs wishing to opt-out of their current district. (Adopted 11/4/2016)

Due to extreme circumstances, Ag Ed programs wishing to move to another district must submit a written explanation for justification. The request will be sent to the NAEA board chairperson and district chairs by December 1st. The board will review the request and respond with an official ruling by the end of the March NAEA board meeting. Approval must receive 2/3's vote of the NAEA Board.

OFFICER, CHAIRPERSON, AND MEMBER DUTIES AND RESPONSIBILITIES

President	President-Elect
Treasurer	Past President
Executive Director/Membership Secretary	District Chairperson
Members	
Recording Secretary	Others

Duties and Responsibilities of the NAEA President

1. Keep in contact with the Association officers; delegate authority; and coordinate responsibilities of their offices.
2. Provide an opportunity for the State Association Executive Committee to meet at regular intervals and serve as Chairperson.
3. Prepare the meeting agenda, notify the Board of the time and place of each meeting, forward a copy of the agenda to each Board member, and remind persons for specific items of the agenda.
4. Make extensive plans and preparation with the Executive Committee, Conference Planning Committee, and others for the NAEA Annual Conference meeting.
5. Be responsible for the NAEA Annual Conference Evaluation and report the results to the Board.
6. Maintain and promote an effective state support committee for Agricultural Education.
7. Serve as the legislative alert person for NAEA members.
8. Maintain an organized file of correspondence, activities, and other materials relevant to the President's leadership.
9. Represent the NAEA as an ex-officio member of the ACTEN Board of Directors.
10. Be familiar with the Articles of Incorporation and By-laws of the State and National Associations.
11. Be familiar with the current operating policies of NAEA and affiliated Associations.
12. Respond promptly to communications.
13. Provide for a publicity and public relations program.
 - a. Maintain a continuous flow of materials to the NAAE national office.
14. Represent the State Association at the Region III NAAE Leadership Conference, the Annual NAAE Convention, and other meetings for Agricultural Education.
15. Submit State Association problems/suggestions during Region III NAAE Leadership Conference.
16. Assume the responsibility of reporting the NAEA Annual Conference activities to other members. A complete report given during the NAEA Annual Conference.
17. Complete and submit all reports to the Region and National NAAE.
 - a. Prepare an electronic copy and a printed copy for each state of the State report for distribution at Region III NAAE Leadership Conference and for the Region III meeting at the NAAE Annual Convention.
 - b. NAAE State Presidents Award (Year End)
 - c. Officers list, etc.

18. Be Chairperson of the Conference Planning Committee.
19. Review and make necessary changes to the NAEA Handbook

Duties and Responsibilities of the NAEA President-Elect

1. The President-elect shall become familiar with the duties and responsibilities of the President.
2. Conduct State Association meetings in the absence of the President.
3. Be encouraged to represent the NAEA at the NAAE Region III Leadership Conference and the NAAE National Convention.
4. Should attend, if possible, all professional related meetings that are required of the President.
5. Shall serve as a member of the NAEA Conference Planning Committee.
6. Shall be responsible for coordinating and preparing the program for the NAEA Annual Banquet and serve as Master of Ceremony.
7. Invite sponsors of NAAE awards to the NAEA Banquet to assist with the respective award presentations, and receive a guest list from the Executive Director so as to assign member hosts for the honored guests and/or sponsors of awards.
9. Request reports are submitted by each District Chairperson to enable this office to be informed on NAEA activities.

Duties and Responsibilities of NAEA Secretary

1. Minutes of all meetings shall be organized, completed, edited, and submitted to the Board of Directors.
2. Serve as the official custodian of the records and seal of the Association.
3. Be familiar with the Articles of Incorporation and By-Laws of the State Association and the NAAE.
4. Respond promptly to requests for information from the national office, the NAAE Region Vice President, and others corresponding with the State Association. Including updating the NAAE State Officer Roster and submitting to the NAEA.
5. A good filing system should be maintained. It should include records of meetings, names of members, copies of the State and National Constitution/By-Laws, State and National Committee Reports, correspondence, etc.
6. Cooperate with the President on organizing the meeting agenda.

Duties and Responsibilities of NAEA Treasurer

1. Shall together with the Executive Director deposit in a regular business bank or trust company money and/or securities of the Association.
2. Shall receive, and under direction of the Board of Directors, hold for safekeeping or expend funds as directed by the Board.
3. Shall serve as a Consultant to the Budget, Finance, and Audit Committee, and keep the Board of Directors informed on the status of financial transactions.
4. A detailed financial report should be made regularly to the Board of Directors and annually to the Membership.

5. Is encouraged to represent the State Association at the NAEA Region III Leadership Conference and the NAAE National Convention.

Duties and Responsibilities of the NAEA Past President

1. Shall serve in an advisory capacity to the Board of Directors, Committee Chairpersons, and the Membership.
2. Shall be a member of the Board of Directors.
3. Shall be a member of the Conference Planning Committee.
4. Shall serve as a member of the Nominating Committee for five years. In the final year, he/she shall serve as Chair of the Committee.
5. Shall be responsible for NAAE Awards
 - a. Contact District Chairpersons soliciting applications for Outstanding Young Member, Outstanding Ag Ed Instructor, Outstanding Ag Education Program, Outstanding Post Secondary Program, Outstanding Service Citation, Outstanding Cooperative Citation, Teacher to Teacher, and Agriscience Teacher.
 - b. Applications submitted no later than April 15th.
 - c. Be responsible for Committee review of applications.
6. Shall encourage and remind state award winners to apply for regional awards and similar award categories through NAAE and ACTEN.
7. Be encouraged to represent the State Association at the NAAE Region III Leadership Conference and the NAAE National Convention.

Duties and Responsibilities of the NAEA Executive Director/Membership Secretary

These responsibilities are carried forth with the guidance and support from the NAEA Board of Directors:

Membership Services:

1. Shall serve as Membership Secretary, and maintain membership records.
2. Promote, solicit, and receive membership fees for NAEA, NAAE, ACTEN, and ACTE, and subscriptions to the Agricultural Education Magazine.
3. Prepare and distribute membership materials at the NAEA Annual Conference. Forward membership materials to prepaid members not present at the NAEA Annual Conference and to additional members upon receipt of payment.
4. Remit all membership fees collected within 45 days to NAAE, ACTEN, and ACTE, and subscriptions to the Agricultural Education Magazine following the NAEA Annual Conference to meet requirements for the NAAE Professional State Association Award.
5. Conduct follow-up solicitations of instructors/staff for membership fees to NAEA, NAAE, ACTEN, and ACTE, and subscriptions to the Agricultural Education Magazine who did not initially join the professional associations and subscribe to the Agricultural Education Magazine.
6. Present membership status report at the NAEA Annual Conference and Board of Director meetings.
7. Solicit, receive, maintain, and update a NAEA Associate members list.
8. Shall receive names and award Thirty-Minute Club recipients.

Public Relations:

1. Assist the NAEA Awards Committee in soliciting nominations for NAEA, NAAE, ACTEN, and ACTE awards.
2. Inform Ten-Year Club President of members eligible to be inducted into membership.
3. Develop and solicit sponsorships for special recognitions of NAEA members who receive recognition awards at the NAEA Annual Conference, and for those members who retire from the Agricultural Education profession.
4. Maintain and update a guest list for the NAEA Annual Conference Awards Banquet, and be responsible for sending invitations to guests, award recipients, and others as deemed appropriate by the NAEA Board of Directors and Executive Director.
5. Assist NAEA Annual Conference by ordering plaques/certificates, preparing information bibliographies, printing certificates, and such tasks deemed necessary.
6. Prepare a listing of exhibitors and/or sponsors for distribution the NAEA Annual Conference.
7. Maintain an updated list of Agricultural Educators who have retired or left the profession.

Administrative Services:

1. Serve as an ex-officio member of the NAEA Board of Directors.
2. Attend the NAEA Annual Conference and Board of Director Meetings, and, if possible, represent the NAEA Association at the NAAE Region III Leadership Conference and the NAAE National Convention.
3. Present an Executive Director's Report at the NAEA Annual Conference and Board of Director Meetings.
4. Serve as a member of the NAEA Conference Planning Committee.
5. Authorized as one of the NAEA Board of Director members approved to sign checks for the Association.
6. Be responsible for adhering to the NAEA Courtesy Policies as outlined in the NAEA Membership Handbook.
7. Maintain a historical record of the NAEA Officers and District Chairpersons.
8. Maintain a historical record of NAEA of the NAEA Ten-Year Club.
9. Maintain and update, when necessary, the NAEA Membership Handbook.
10. Maintain and update, when necessary, the NAEA Constitution, By-Laws, and Articles of Incorporation.
11. Oversee the NAEA Scholarship program.
12. Develop and maintain a liaison with the Agricultural Education personnel in the Nebraska Department of Education and other governmental business and community agencies and organizations interested in Agricultural Education.

General Services:

1. Perform such additional duties as directed by members of the NAEA Board of Directors.

Duties and Responsibilities of the NAEA District Chairpersons

1. Coordinate District Career Development Events.
2. Send list of District qualifiers to CDE Coordinator.
3. Secure nominations for District Outstanding Young Member, Outstanding Ag Ed Instructor, Outstanding Ag Education Program, Outstanding Post Secondary Program, Outstanding Service Citation, and Outstanding Cooperative Citation, Teacher to Teacher, and Agriscience Teacher. and forward applications to the Past President no later than April 15th.
4. Work cooperatively with the NDE State and UNL AgLEC Staff concerning dissemination and collection of needed information.
5. Inform and orient new instructors.
6. Responsible for teacher concerns throughout the NAEA District. Serve as District contact person for NAEA Courtesy Policy.
7. Submit District committee assignments for NAEA to President-Elect.
8. Work cooperatively with other officers and Board members in Board activities and policies.
9. Convey opinions, resolutions, or recommendations of their District to the NAEA Board of Directors for appropriate action.
10. Maintain good public relations within their respective District.
11. Conduct District spring and fall meeting and hold District elections and appointments.
12. Determine CDE and LSE contest sites, dates, and responsibilities prior to or during the NAEA Annual Conference.
13. Be encouraged to represent the State Association at the NAAE Region III Leadership Conference. Also, be encouraged to represent the State Association at the NAAE Annual Convention during the third year of serving on the board as district chair. NOTE: In order to attend the NAAE National Convention , one must have attended a NAAE Region III Leadership Conference.
14. Secure appropriate district awards. (Plaques, Ribbons, etc.)
15. Secure door prizes for the NAEA Annual Conference.
16. Participate in Conference Planning meetings when your District is responsible for hosting the NAEA Annual Conference and do the necessary pre-planning, such as:
 - a. Make arrangements for Family Mixer,
 - b. Make arrangements for recreational activities; such as: Golf Tournament,
 - c. Make arrangements for Young Member Social, and
 - d. Other duties assigned by President and/or Conference Planning Committee; such as: luncheon hosts.
17. Be familiar with the Constitution and By-Laws of the NAEA.
18. Contact the NAEA Executive Director on bereavements, tragedies and happy occasions, occurring to District members.

Duties and Responsibilities of NAEA Members

1. Ag Ed Instructors, teacher educators, and state staff are encouraged to submit articles to the listserv.
2. Members should take and submit appropriate pictures for inclusion in the NAEA listserv or website.
3. Provide correct mailing addresses when registering for the NAEA Annual Conference.
4. Notify the President-Elect and Membership Secretary of any change(s) in personal and/or school information; such as: addresses, telephone/FAX numbers, e-mail address, and school name.
5. Be encouraged to represent the State Association at the NAAE Region III Leadership Conference.

Other Duties and Responsibilities

BOARD OF DIRECTORS -- POLICIES

I. Duties of Board Members

1. To direct the work of the Association as prescribed by the Constitution.
2. To discharge the duties specified for Directors in this handbook.

II. Board Meetings

1. Regular Board meetings will be held four times each year as follows:
 - a. The Annual Meeting will be held during the NAEA Annual Conference. This will include a Pre & Post-Conference meeting and any other meetings deemed necessary by the Executive Committee.
 - b. The remaining meetings will be held in September, November, & March. Additional meetings may be called at the discretion of the Executive Committee.
2. Procedure for business of Board Meetings:
 - a. Roll call
 - b. Reading of the minutes of the preceding meeting
 - c. Reports of Committees
 - d. Reports of Officers
 - e. Reports of Executive Director/Membership Secretary
 - f. Old and unfinished business
 - g. New business
 - i. Good and welfare
 - j. Adjournment
3. Attendance at Board Meetings:
 - a. Each member is expected to attend all Board meetings.
 - b. In the event the District Chairperson is unable to attend, a designated District representative should be in attendance.

III. Regional and National Meeting Attendance

1. All Board members are encouraged to attend the annual NAAE Region III Leadership Conference.
2. Directors and officers authorized as delegates to attend the NAAE National Convention will be approved annually by the NAEA Board. The following policies will apply:

- a. District chairs can attend National Convention as a delegate during the third year of his/her term.

<u>Districts</u>	<u>Elected</u>	<u>Attend Nationals</u>
I, II, III, IV	2020, 2023, 2026, 2029	2019, 2022, 2025, 2028
V, VI, VII, VIII	2019, 2022, 2025, 2028	2021, 2024, 2027, 2030
IX, X, XI, XII, XIII	2021, 2024, 2027, 2030	2020, 2023, 2026, 2029

- b. To attend the NAAE National Convention, NAAE District Chairs must have attended a NAAE Regional Conference.
- c. Amount of payments to attend the above meetings will be determined by the NAAE Finance, Budget and Audit Committee and approved by NAAE members. Compensation for approved expenses incurred at the respective meetings will be channeled through the NAAE Treasurer.

STATE CONFERENCE HOST DISTRICTS

<u>Districts</u>	<u>Year of Conference</u>		
II, III, & IV	2021	2025	2029
I, V, & VI	2022	2026	2030
VII, VIII, & X	2023	2027	2031
IX, XI, & XII	2024	2028	2032

NAEA EXPENDITURE OF FUNDS POLICIES

1. Funds will expended only with the approval of the membership at the NAAE Annual Conference or the Board of Directors at official meetings. A quorum must be present and majority vote is required.
2. The expenditures for the NAAE professional fee will be set by the NAAE Board of Directors and paid each year according to the Association's annual assessment.
3. The accepted proposed annual budget will serve as an expenditure limit in the approved categories. Extension of funds for any category must be approved by the Board of Directors prior to the expenditure.
4. Expenditure of non-budgeted funds will be made only by approval of NAAE Executive Committee. Written approval is required to authorize the Executive Committee to release funds. The Treasurer or Executive Director signature is required on all NAAE checks.
5. Approval for travel reimbursement will be determined by the Finance, Budget, and Audit Committee.
 - a. NAAE Regional Conference travel to each member attending.
 - 1) No travel expense will be provided when the NAAE Region III Leadership Conference is hosted in Nebraska.
 - 2) Travel expense to NAAE National Convention will be prorated to appropriate Board of Directors attending.

NAEA COURTESY POLICIES

To maintain a strong spirit of professional unity, the NAAE presents the following provisions in recognizing retirements, bereavements, tragedies, and happy occasions affecting members of the organization:

1. The District Chairperson/Member will contact the NAAE Executive Director regarding the occasion.
2. The NAAE President, NAAE District Chair, and/or the NAAE Executive Director will utilize the Ag Ed e-mail List Serve to facilitate more rapid and efficient communications.

3. The occasions that should be reported by the District Chairperson/Member and suggested action by the Executive Director are:

<u>Occasion</u>	Appropriate Action
1. Death of member	1a. Donation of \$200 1b. In addition, establish a memorial fund. The collection of memorial monies will be limited to one month
2. Death of immediate family	
a) Spouse	2a. Card--\$50 to flowers or established memorial fund
b) Children	2b. Card--\$50 to flowers or established memorial fund
c) Parent	2c. Card--\$25, family choice memorial fund
3. Death of retired member or former member	3. Card--\$25 to flowers or established memorial fund
4. Marriage of member	4. Card
5. Birth of Child	5. Card
6. Personal injury or loss from natural disaster (fire, flood, tornado, etc.)	6. Statewide financial appeal via e-mail List Serve
7. Hospitalization	7. Card and/or flowers (at discretion of District Chairperson)
8. Award or Honor (civic, community, professional)	8. Card/letter of Commendation
9. Retiring Board Members	9. NAEA Appreciation Certificate

NOTE:

1. Any NAEA member becoming aware of any of the previously listed occasions should contact their District Chairperson and NAEA Executive Director immediately.
2. Situations that deviate from the Courtesy Policy will be acted upon by the NAEA Executive Officers.

IDEAS UNLIMITED CONTEST

The IDEAS UNLIMITED contest is designed to give NAEA members the opportunity to display classroom, agricultural mechanics, SAE, and FFA instructional aids plus share ideas for departmental operations and public relations.

Rules:

1. Contestants must be NAEA members.
2. All entries must have potential value for Agricultural Education.
3. Ideas have won a first place in any previous contest may not be re-entered.
4. Entries must be accompanied by a typed description and information on how it is to be used. Length and originality will be considered in judging.
5. The actual aid, sample, model, or pictures will be displayed with the entry form. Entries should be in a form that can be displayed at the NAEA Annual Conference.
 - a. Instructional aids must be handmade or purchased.
 - b. Slide/computer exhibitors must furnish plastic display sheets and/or a device to properly exhibit their entry.

6. Ideas must be turned in to the NAEA Awards Committee no later than a time designated by the Awards Committee.
7. Entries will be judged and ranked by a appointed panel from the Awards committee at the NAEA Annual Conference.
8. Awards will be presented at the NAEA Annual Conference during or before the Final Business Meeting.
9. All items will be returned. However, instructors will need to pick up their own materials.
10. The overall state winning entry will be submitted to the NAAE IDEAS UNLIMITED contest in accordance with their rules and regulation.

Awards:

1. Certificate & cash award are provided to those that present at the NAEA Annual Conference..

THIRTY MINUTE CLUB AWARD

I. Purpose

To encourage members to publicize activities of Agricultural Education by issuing “Thirty Minute Club” certificates to those who have met the requirements.

II. Membership

Membership in the “Thirty Minute Club” is granted any member who has devoted a minimum of thirty minutes preparing articles for pictures for publication in farm, professional, or other magazines or preparing materials for use on radio or television stations.

III. Recognition Procedures:

1. Recipients must hold current membership in NAEA/NAAE.
2. The year or recognition shall be from one NAEA Annual Conference to the next.
3. Members are eligible to receive one “Thirty Minute Club” certificate annually.
4. Media using the candidate’s material must have reached beyond the borders of the state., NAAE News and Views, and the AGRICULTURAL EDUCATION MAGAZINE are examples of such media.
5. Potential recipients of the award should inform the Executive Director or their articles by May 15th.
6. Certificates of Recognition will be presented by the President Elect at one of the NAEA Annual Conference Luncheons.

TEACHER OF TEACHER AWARD

The Teacher of Teacher Award is provided to encourage NAEA members to recruit students to become instructors in the field of Agricultural Education.

1. Recipients must hold current membership in the NAEA/NAAE.
2. Recipients are eligible after their former student/s sign a contract to teach Agricultural Education.
3. Certificates of Recognition will be presented at the NAEA Banquet held during the Annual Conference. As of 2016 the FFA Alumni began presenting a plaque to the Teacher of Teacher recipients..
4. The University of Nebraska AgLEEC Department with coordinate with the Executive Director in determining who are eligible for recognition.

YEARS OF SERVICE AWARDS

NAEA members are recognized for their years of membership to the profession of Agricultural Education.

1. NAEA members completing their first year of service receive a certificate. Said certificate will be presented at one of the NAEA Annual Conference Luncheons.
2. Five Year NAEA members will receive a certificate and a years of service plaque. Said certificate will be presented at the NAEA Banquet during the Annual Conference.
3. Ten, Fifteen, Twenty, Twenty-Five, Thirty, Thirty-Five NAEA members receive a plaque after completing 10 years of service with service plates to be added on increments of 5 years of additional service. Said plaque will be presented at the NAEA Annual Banquet.
4. Provided that there is sponsorship, Service Pins to NAEA members who have completed 10, 20, 30, 40 years of service. Service Pins will be presented at the NAEA Annual Banquet.
5. Retirement of NAEA members:
 - a. Appropriate plaque presented by NAEA at the Annual NAEA Banquet.
 - b. Additional recognition may be present if sponsorship is available.

If budget allows or sponsors are available, additional recognitions may be presented: such as polo shirt, pen set, etc.

APPRECIATION CERTIFICATES

Appreciation certificates are available to recognize members and non-members who have given exceptional service to the Association.

Certificates are available for Outgoing Board of Directors, Executive Committee Members, and others deemed necessary. Said certificates will be presented at the NAEA Annual Conference Final Business session.

100% MEMBERSHIP RECOGNITION

100% Membership Districts are recognized during the Membership Secretary's report given at the NAEA Annual Conference.

TEN YEAR CLUB

In order that the aims of Agricultural Education may be realized more fully, that the welfare of the teaching profession may be promoted, that others know what we as instructors consider proper procedure, and that a high standard of professional relations may be set up, the Ten Year Club for NAEA members has been established.

1. Membership Qualifications
 - a. Completion of a minimum of ten full years of instructing or service to Agricultural Education.
 - b. Have paid profession fees for a minimum of 10 years to a State Agricultural Education Association.
2. Officers
 - a. The officers of the Ten Year Club should be: President, Vice President, Secretary/Treasurer.
 - b. Officers for the upcoming year shall be elected during the Annual Meeting of the Ten Year Club.
3. Activities
 - a. The Ten Year Club activities include:
 - 1). Annual banquet
 - 2). Selected program
 - 3). Induction of new members
 - 4). Election of new officers

NAEA/NAAE AWARDS

There are industry sponsored NAAE awards available to NAEA/NAAE members. NAEA members may win a trip to the NAAE Annual Convention in November/December as a guest of one of the above sponsors. Each regional winner will receive the following four part prize to

attend the NAAE Annual Convention:

1. Round-trip, first class air transportation from the commercial airport nearest the winner's home to the NAAE convention site.
2. A single room will be provided at the convention hotel during the entire NAAE Annual Convention.
3. Expense money for meals, etc, at a prescribed rate.
4. An engraved plaque.

These awards are based on corporate sponsorship and are reviewed annually. The awards may vary from year to year therefore NAAE guidelines should be checked.

The OUTSTANDING YOUNG MEMBER AWARD is designed to encourage young instructors to remain in the profession or teaching agricultural education and to encourage and recognize participation in the activities of the NAAE.
(Best to apply at four years of experience and under.)

The OUTSTANDING AGRICULTURAL EDUCATION INSTRUCTOR AWARD is designed to recognize outstanding instructors who excel in conducting an agricultural education program involving students at the middle, secondary, post- secondary and/or adult levels. He/she is an innovator and a catalyst for all levels of agricultural education and may work with any or all of these student populations. The award recognizes leadership in civic, community, agriculture/agribusiness and professional activities.

The OUTSTANDING AGRICULTURAL EDUCATION PROGRAM and OUTSTANDING POST-SECONDARY AGRICULTURAL EDUCATION PROGRAM are designed to promote outstanding programs in agricultural education and communicate success stories. The objectives of these programs are: 1) to encourage agricultural education educators to describe how the basics of education are incorporated into programs; 2) to conduct effective public relations/publicity programs; and 3) to recognize agricultural educators who are conducting outstanding middle/secondary school and postsecondary agricultural programs. Current practice is to only recognize a program where all of the teachers are members.

There are two NAEA/NAAE awards available to recognize a NAEA/NAAE member and a businessperson/organization that have rendered outstanding service to NAEA/NAAE.

The NAEA/NAAE OUTSTANDING SERVICE CITATION AWARD is designed to recognize a current or retired NAEA/NAAE member who has made significant contributions to Agricultural Education at the state, regional, and national levels. The award recognizes services provided to agricultural education, agricultural programs, and/or agricultural student organizations; acknowledges achievements in, cooperation with, and service in professional organizations; and membership, leadership, and service in professional organizations.

The NAEA/NAAE OUTSTANDING COOPERATION AWARD is designed to recognize organizations, agribusiness companies, and others who have given outstanding support to Agricultural Education. the award recognizes services provided to agricultural educators, agricultural programs, and/or agricultural student organization; support of, cooperation with, and promotion of the agricultural educator's association programs; awards and honors acknowledging achievement in cooperation with, and service in professional organizations.

The official applications for the NAEA/NAAE Awards are available directly from the NAAE website or may be downloaded from www.neaged.org.

Applications should be submitted directly to the immediate NAEA Past President; postmarked no later than April 15th. If submitted after April 14th, the immediate NAEA Past President must specify a cut-off date.

NAEA District and State plaques will be presented at the NAEA Annual Conference Awards Banquet.

NAAE State Winner Certificates will be presented at the NAEA Annual conference Awards Banquet.

Appendix A:

THE NEBRASKA FFA ASSOCIATION BOARD OF DIRECTORS

The purpose of the Nebraska FFA Association Board of Directors is to manage the affairs of the Nebraska FFA Association.

The responsibilities of the Board of Directors shall include, but shall not be limited to the following:

1. Maintaining general direction and control over the affairs of the Nebraska FFA Association, and ensuring that established policies are enforced and carried forth;
2. Establishing and developing policies for the sound management and operation of the Nebraska FFA Association;
3. Providing advice and direction to the Nebraska Director of Agricultural Education and the State FFA Executive Director to carry out the policies, programs and goals of the Nebraska FFA Association and to ensure the financial viability of the Nebraska FFA Association; and,
4. Consult with the Nebraska Director of Agricultural Education, the State FFA Executive Director, and the State FFA Officers to plan and coordinate leadership workshops, conferences, conventions, and other activities of the Nebraska FFA Association.

The Board of Directors shall be composed of:

1. One local FFA chapter advisor from each of the twelve (12) FFA Districts within the State of Nebraska. Each Director representing an FFA District shall be elected by a majority vote of the advisors of local FFA Chapters located within the applicable FFA Districts. Selected Directors are not required by the Nebraska FFA Association By-Laws to be members of the NAEA to serve on the FFA Board of Directors.
2. The current State FFA President or in his/her absence, the current State FFA Secretary.
3. The State Director of Agricultural Education shall serve as a non-voting, ex officio member of the Board.
4. The State FFA Executive Director shall serve as a non-voting, ex officio member of the Board.

Appendix B:

THE NEBRASKA VOCATIONAL AGRICULTURAL FOUNDATION

The purposes of the Nebraska Vocational Agricultural Foundation (NVAF) are summarized as follows:

To receive, administer, and disburse funds for such charitable or educational purposes as will, in the discretion of the Board of Directors, promote leadership training in regards to the mental, moral, spiritual, intellectual, educational and physical improvement, and assistance of all people who are interested in religious, charitable, or educational studies, instruction and pursuit, including, but not limited to Agricultural Education studies, regardless of race, color or religious creed, national origin, age, handicap or sex; that without in any way limiting or restricting the foregoing but rather in enlargement and extension thereof such funds shall be used for the following purposes:

1. For educational scholarship
2. For providing conference facilities for recreation, and leadership training, and for the maintenance of same.

The NVAF has no members. However, the business of the Foundation is governed by a Board of Directors consisting of ten (10) members in addition to the Executive Committee.

1. The Executive Committee shall be composed of a President, Vice-President, and Treasurer elected by the membership of the Nebraska Agricultural Educators Association (NAEA) during the NAEA Annual Business Meeting, each for a three year term.

To be nominated as an officer of the NVAF, the nominee shall have been an active member of the NAEA for at least three years, and shall have served on the NVAF Board of Directors.

2. Eight of the ten remaining Directors of the Board of Directors shall be elected from within the membership of NAEA, with two additional Directors being appointed from the statewide business community and outside the NAEA membership.

Election Rotation

2018, 2021, 2024	Representative for Districts 3, 4, 7 Representative for Districts 6, 8, 11 At Large Representative
2019, 2022, 2025	President Secretary Representative for Districts 1, 2, 5 At Large Representative
2017, 2020, 2023	Vice President Treasurer Representative for Districts 9, 10, 12

The Leadership Center

The first action of the NVAF Board of Directors was to purchase a twenty seven acre tract of land on the east side of Aurora for the purpose of establishing and developing The Leadership Center.

The Mission of The Leadership Center is to provide quality, affordable meeting and training facilities, services, coordination, and resource referral support to groups gathered for the purpose of training/developing leaders or to groups who gather to enhance the relationships among their members.

A HISTORY OF THE LEADERSHIP CENTER

- 1968 Twenty-seven acres, a swimming pool and roller skating rink, which had been built about 1928, were purchased for the leadership training of the FFA and named the site as "The Nebraska Youth Leadership Development Center". Articles of Incorporation were signed by Norval McCaslin, Dr. Ted D. Ward, and Irving Wedeking.
- 1971 First FFA Camp held. Slept in Army tents.
- 1972 Two cabins were roughed in. Money was provided by Rural Rehabilitation Funds and administered by the Nebraska Department of Agriculture.
- 1973 The third cabin was built and bunk beds were bought with help from AK-SAR-BEN.
- 1974 A full-time Director was hired.
- 1975 The roller skating rink, known as "Old White", was remodeled. It was used as classrooms, auditorium and canteen.
- 1978 A new swimming pool was completed with funds from the Rural Rehabilitation Funds which were administered by the Nebraska Department of Agriculture.
- 1979 Mather Dining Hall was build with one half of the funds from the Myrl and Bessie Mather Foundation. Dedication was held October 21.
- 1980 The night of the Grand Island tornadoes, we received seven and one-half inches of rain. Two of the basement walls washed in on "Old White". It as condemned by the Fire Marshall and dismantled.
- The Wedeking Room in Mather Dining Hall was completed and dedicated August 5.
- 1982 Nebraska Hall was built to replace "Old White" ". This consists of five classrooms and a large auditorium which serves as a recreational area as well. This was built with funds from many individuals, the Nebraska Bankers Association and a low interest loan from Small Business Association disaster funds. Dedication was November 1.
- 1983 AK-SAR-BEN Square enclosed the swimming pool, added office space, a canteen and meeting space. Dedication was October 31.
- 1984 Kiewit Lodge, a twenty-eight room motel type housing unit was completed.
- 1989 Sixteen and one-half acres were purchased for future growth. A three and one-half acre pond was developed with the Natural Resource District providing the engineering and overseeing of the project. The pond was stocked with fish in August.
- 1990 With the help of a grant from the Frank and Alice Farr Foundation, the driveway, parking lot and service roads were paved with asphalt. Nebraska Hall was renamed in honor of Dr. Allen Blezek and dedicated October 7.
- 1991 Our name was changed to "The Leadership Center".
- 1994 AK-SAR-BEN Lakeside, additional meeting room space with a capacity of 400 people, along the west side of AK-SAR-BEN Square was completed. Dedicated April 19.
- 1995 42 x 60 Morton Building was constructed for equipment storage.
- 1996 Parking lot expansion for approximately 50 more cars. The Conference Room was remodeled into the Board Room.
- 1997 The Board Room was dedicated in honor of Clifford Jensen on October 5.

2003 Mather Hall expansion and remodeling.

2004 Ted Ward Lodge, a thirty-two room motel, was completed.

Appendix C:

THE NEBRASKA FFA ALUMNI ASSOCIATION

The purposes of the Nebraska FFA Alumni Association shall be:

1. To support and promote Agricultural Education, the FFA and Young Farmers/Rancher Education Association (YF/REA), and FFA and YF/REA activities on the local, state, and national levels;
2. To provide a tie to Agricultural Education personnel and the FFA, and to assist the FFA in involving former members in worthy activities;
3. To foster and promote greater knowledge of the agricultural industry and support education in agriculture;
4. To cooperate with the Nebraska FFA Association, local FFA Alumni affiliates, and the National FFA Alumni Association;
5. To promote and maintain an appreciation for the American free enterprise system; and,
6. To promote and enhance the personal development opportunities of FFA members through Agricultural Education and the YF/REA.

All members of the Council must be a member of the Nebraska and National FFA Alumni Associations.

The FFA Alumni Council shall be composed of:

1. One District Chair from each of the Nebraska FFA Association Districts;
2. One representative of the At-Large membership;
3. Three representatives for the Agricultural Educators selected from the secondary, post secondary, and university levels:
 - a. The Secondary Agricultural Education representative shall be elected every three years (2022) by the NAEA membership at the NAEA Annual Business Meeting;
 - b. The Post-secondary Agricultural Education representative shall be elected every three years (2021) by the members of NAEA District 13; and,
 - c. The UNL AgLEEC representative shall be elected every three years (2022) by the members of NAEA District 14.
4. The FFA representative shall be a past State FFA Officer.
5. The Past State FFA Alumni Chairperson; and,
6. Ex officio Non-voting Representatives:
 - a. The State FFA Executive Director or designate;
 - b. The State YF/REA Director or designate;
 - c. The Nebraska FFA Alumni Executive Director; and,
 - d. The Nebraska FFA Alumni Membership Secretary.

Appendix D:

NATIONAL ASSOCIATION OF AGRICULTURAL EDUCATORS

The mission of the National Association of Agricultural Educators (NAAE) is: Professionals providing agricultural education for the global community through visionary leadership, advocacy and service.

NAAE seeks to advance Agricultural Education and promote the professional interest and growth of agricultural instructors as well as recruit and prepare students who have a desire to teach in the field of Agricultural Education. Membership benefits assist members in growing professionally and in becoming more effective Agricultural Educators through:

Opportunities:

State, regional and national conferences allow members to network with peers who share your concerns and expertise. These events offer camaraderie and fellowship.

Advocacy:

NAAE monitors governmental affairs affecting Agricultural Education and assists in developing priorities and strategies to affect federal legislation and appropriations. NAAE has representatives on several national organization boards to represent the members interests and concerns.

Service:

The governing body (Board of Directors) of the Association is recognized as “grassroots leadership” and is composed of a President, President Elect, and six Regional Vice Presidents who are all secondary or post secondary Agricultural Education Instructors elected by their peers.

Associated State Associations are authorized voting delegates at the NAAE Region Leadership Conference and NAAE National Convention based on the following criteria:

1. One delegate for the State President or his/her designate.
2. One additional delegate for every 50 members of major fraction thereof. Example: 1-26 members - 1 delegate; 27-76 members - 2 delegates; 77-126 members - 3 delegates; 127-176 - 4 delegates.

A major member (active, active life and student) service is the in-dues professional liability insurance. Every active, active life, and student member is authorized \$100,000 of pro-liability coverage. Then these designated NAAE members may upgrade their coverage to a \$1 million policy for an additional annual premium of \$35 paid directly to the insurance company. Or, they can upgrade to \$2 million coverage for an additional annual premium of \$40 paid directly to the insurance company. For information regarding the pro-liability coverage, contact the Forrest T. Jones & Company, the insurance carrier, at this toll-free number (800) 821-7303, ext. 315.

Appendix E:

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

The purposes of the Association for Career and Technical Education of Nebraska (ACTEN) shall be those purposes set forth in the current Program of Work, as adopted by the Board of Directors and Assembly of Delegates each year; provided such Purposes shall not be inconsistent with nor contradict the Purposes set forth in the Articles of Incorporation.

The Purposes as stated in the Articles of Incorporation are as follows:

1. To provide leadership for the development, delivery and promotion of quality vocational education in Nebraska,
2. To promote and encourage the development, improvement and expansion of vocational education programs in Nebraska,
3. Unify and integrate all the vocational education interests through representative membership,
4. Render services to local communities in promoting and developing quality vocational education programs,
5. To support other entities in their efforts to promote, develop and expand vocational education; and,
6. To engage in any lawful act or activity for which corporations may be organized under the Nebraska Corporation Act.

NAEA'S representation on the ACTEN's Board of Directors shall be as follows:

1. The NAEA President serves as an ex officio member. He/She is invited to attend each meeting of the ACTEN Board of Directors.
2. Any Division of ACTEN with more than one hundred members within ACTEN shall be represented by two Division Directors. These Ag Ed Division Directors shall be elected for three year terms from and by the NAEA membership at the NAEA Annual Business Meeting. One Ag Ed Division Director to be elected in one year (2023) and one Ag Ed Division Director to be elected in another year (2024).

Appendix F:

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

The Association for Career and Technical Education (ACTE) is the largest national education association dedicated to the advancement of education that prepares youth and adults for careers.

The Mission of ACTE is to provide educational leadership in developing a competitive workforce.

The Purposes are as follows:

1. Professional Development -- To encourage career development, professional involvement and leadership among members;
2. Program Improvement -- To foster excellence in career and technical education;
3. Policy Development -- To advocate national public policy to benefit career and technical education; and,
4. Marketing -- To promote career and technical education to the general public.

The ultimate goal of ACTE is preparing students for the workplace; therefore, its members have strong ties with employers.

ACTE works full-time on legislative issues to ensure career and technical education programs are adequately funded...and that our members are granted all they need to make the most of their professional abilities. One of the legislative programs receiving attention by ACTE is the Carl Perkins Act.

When an individual joins ACTE, he/she may take advantage of an opportunity to receive \$30,000 of term life insurance at no cost to the member.

To access information regarding ACTE as well as the term life insurance policy, log on to the Internet at this address:
www.acteonline.org

Appendix G:

NEBRASKA SECONDARY/POST SECONDARY AG ED PROGRAMS BY DISTRICT

Districts 1-12

For a complete list of current secondary programs and their district assignments, please access the following link

<http://www.neaged.org/ag-ed-districts.html>

District 13

Central Community College (Grand Island, Columbus, Hastings)

Metropolitan Community College (Omaha) Mid-Plains Community College (North Platte, McCook)

Nebraska College of Technical Agriculture (Curtis)

Northeast Community College (Norfolk)

Southeast Community College (Lincoln, Beatrice, Milford)

Western Nebraska Community College (Scottsbluff, Sidney) University of Nebraska AgLEEC Department (Lincoln) Nebraska Department of Education, Agricultural Education Staff (Lincoln)

Appendix H:

NAEA CONFERENCE CHECKLIST

PRESIDENT

- ___ Sep 1 Schedule and conduct Conference Planning Committee Meeting
- ___ Dec 10 Finalize Conference Program Outline with NDE
- ___ Dec 10 Send Conference information and Call to Conference to NDE
- ___ Jan 1 Schedule and conduct Conference Planning Committee meeting, if deemed necessary
- ___ Mar 1 Confirmation letter to program participants as identified by Conference Planning Committee
- ___ Apr 1 Schedule and conduct Conference Planning Committee meeting, if deemed necessary
- ___ May 15 Develop and print Conference Evaluation Form (Form on Secretary/Treasurer Computer)
- ___ May 15 Forward list of audio video needs to NDE Ag Ed Coordinator
- ___ May 15 Confirm arrangements for accommodations of special guests
- ___ May 15 Print final Conference Program if not done by NDE
- ___ May 20 Prepare agenda materials for NAEA Pre-Conference Board Meeting
- ___ Pre-Con Prepare President's Report
- ___ Pre-Con Assign hosts for special guests
- ___ Conf Sign certificates as prepared by Executive Director
- ___ Conf Host keynote speaker
- ___ Conf Implement Conference Evaluation
- ___ Jun 15 Prepare and forward Thank-you letters

PRESIDENT ELECT

- ___ Sep 1 Attend Conference Planning Committee meeting
- ___ Jan 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ Mar 20 Develop banquet program and forward to NDE
- ___ Apr 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ Apr 15 Assist Past President as requested in Award Selection process
- ___ Conf Assign Host persons for expected banquet guests
- ___ Conf Hand out Teacher of Teacher Awards
- ___ Jun 15 Prepare and forward Thank-you letters

TREASURER

- ___ Sep 1 Attend Conference Planning Committee meeting
- ___ Sep 1 Prepare financial statement for NAEA Board of Directors meeting
- ___ Nov 10 Prepare financial statement for NAEA Board of Directors meeting
- ___ Jan 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ Feb 10 Prepare financial statement for NAEA Board of Directors meeting
- ___ Apr 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ Pre-Con Prepare financial statement for NAEA membership
- ___ Conf Write checks for Ideas Unlimited winners
- ___ Conf Coordinate billing procedures for meal functions/breaks with NCE/NDE Coordinator
- ___ Jun 10 Contact Bank and secure Authorization form for signing checks

RECORDING SECRETARY

- ___ Sep 1 Attend Conference Planning Committee meeting
- ___ Sep Attend NAEA Board of Directors meeting and records minutes
- ___ Nov Attend NAEA Board of Directors meetings and record minutes
- ___ Jan 1 Attend Conference Planning Committee meeting, if deemed necessary

- ___ Feb Attend NAEA Board of Directors meeting and record minutes
- ___ Apr 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ May 1 Develop a News Release Letter, with open blank for instructor's name, for forwarding to local newspaper
- ___ Pre-Con Distribute News Release Forms to District Chairs for distribution at District Meetings.
- ___ Conf Keep minutes of Pre, Conference, and Post meetings
- ___ Jun 15 Prepare and forward Thank-you letters

PAST PRESIDENT

- ___ Sep 1 Attend Conference Planning committee
- ___ Jan 1 Attend Conference Planning committee, if deemed necessary
- ___ Apr 1 Attend Conference Planning committee, if deemed necessary
- ___ Apr 1 Appoint Awards Selection Committee
- ___ Apr 15 Review applications and determine recipients
- ___ Apr 17 Notify Executive Director of NAEA and NAAE Award Winners
- ___ Conf Host special guests as assigned by President
- ___ Jun 15 Prepare and forward Thank-you letters

MEMBERSHIP SECRETARY

- ___ Jul 1 Conduct follow-up solicitation of new and renewal members
- ___ Jul 15 Forward initial memberships to NAAE, ACTEN, and the Ag Ed Magazine
- ___ On-going Conduct follow-up solicitation of new and renewal members
- ___ Sep 1 Prepare membership report for NAEA Board meeting
- ___ Oct 1 Forward second mailing of memberships to NAAE, ACTEN, and the Ag Ed Magazine
- ___ Nov 10 Prepare membership report for NAEA Board meeting
- ___ Dec 30 Mail final mailing of memberships to NAAE, ACTEN, and the Ag Ed Magazine
- ___ Feb 1 Prepare professional fees registration form for Nebraska Career Education Conference distribution.
- ___ Feb 10 Prepare membership report for NAEA Board meeting
- ___ Apr 1 Notify 10-Year Club President of eligible members

- ___ May 1 Begin collecting professional membership fees for upcoming year
- ___ Conf Distribute membership materials to pre-paid members and hand membership materials to on-site registrants
- ___ Conf Present Final Membership report for year ending May 31st.

EXECUTIVE DIRECTOR

- ___ Sep 1 Prepare Executive Director's report for NAEA Board meeting
- ___ Sep 1 Attend Conference Planning Committee meeting
- ___ Nov 10 Prepare Executive Director's report for NAEA Board meeting
- ___ Dec 1 Solicit names and addresses of potential from NAEA Board members
- ___ Jan 15 Send invitational letters to last year's Exhibitors and Sponsors
- ___ Feb 10 Prepare Executive Director's report for NAEA Board meeting
- ___ Mar 1 Invite Retiring NAEA members/spouses and guests of special award to NAEA Banquet
- ___ Apr 1 Secure Sponsorship for tenure pins
- ___ Apr 15 Remind Past President to forward names of award recipients immediately following award selection
- ___ Apr 15 Send follow-up letter to last year's sponsors
- ___ May 1 Letter of invitation to Ag Education graduates who have signed contracts in Nebraska and other incoming teachers, with copy to administrators
- ___ May 1 Order plaques for NAEA/NAAE Award winners and plaques/frames for other NAEA recipients
- ___ May 1 Order retiree plaques/clocks
- ___ May 1 Prepare certificates for eligible recipients
- ___ May 1 Letter of confirmation to Sponsors/Exhibitors
- ___ May 5 Letter of invitation to Conference Banquet guests
 - May 5 a. ___ Nebraska Department of Education (NDE) Commissioner of Education
 - May 5 b. ___ NDE Assistant Administrator
 - May 5 c. ___ NDE Vocational Education Program Administrator
 - May 5 d. ___ NDE Curriculum/Instruction Team Leader
 - May 5 e. ___ Vice Chancellor of UNL IANR

- May 5 f. ____ Dean of CASNR
- May 5 g. ____ ACTEN President
- May 5 h. ____ Retired UNL AgLEC and NDE Ag Ed personnel
- May 5 i. ____ NAAE Award sponsors
- ____ May 15 Determine 30-Minute Club recipients
- ____ May 25 Confirm banquet guests and make list for President-Elect
- ____ Pre Conf Prepare list of exhibitors/sponsors with complete addresses
- ____ Conf Have exhibit area ready for exhibitor needs; cooperate with NDE NCE coordinator
- ____ Conf Assist the exhibitors in setup
- ____ Jun 15 Prepare and send Thank-You letters

DISTRICT CHAIRPERSONS

- ____ On-going Notify Executive Director of any individual according to the NAEA Courtesy Policy for action
- ____ Sep Attend NAEA Board meeting
- ____ Nov Attend NAEA Board meeting
- ____ Feb Attend NAEA Board meeting
- ____ Feb 1 Notify Executive Director of retirees from their respective district for recognition by NAEA
- ____ Apr 1 Plan retirement presentations for own district retirees
- ____ Jun 1 Secure door prizes
- ____ Conf Host special guests as assigned by President
- ____ Jun 15 Prepare and send Thank-You letters

HOST DISTRICT CHAIRPERSONS

- ____ Sep 1 Attend Conference Planning Committee
- ____ Dec 15 Coordinate with NCE regarding meal functions, etc.
- ____ Jan 1 Attend Conference Planning committee, if deemed necessary
- ____ Feb 1 Make arrangements for Family Mixer/Young Member Social; notify Executive Director of location & price

- ___ Apr 1 Attend Conference Planning Committee meeting, if deemed necessary
- ___ May 1 Inform President/Executive Director of special guests from host areas
- ___ May 1 Contact local news media of up-coming NAEA Conference
- ___ Pre Con Prepare directional signs as needed for registration, meeting rooms, directions to special activities, etc.

TEN-YEAR CLUB PRESIDENT

- ___ Feb 1 Confirm Ten-Year Club site, menu, and cost with Executive Director
- ___ May 1 Send letter of invitation to Ten-Year Club initiates
- ___ Pre Con Prepare program for meeting

AWARDS COMMITTEE CHAIRPERSON

- ___ Oct 15 Send promotion letter to Fall Student Teachers
- ___ Apr 1 Submit Exchange of Ideas/Ideas Buffet plans to Ag Ed Newsletter for inclusion on www.neaged.org
- ___ Jun 1 Develop an Ideas Unlimited ballot
- ___ Pre Con Coordinate Ideas Unlimited/Ag Ed Cafe displays with NCE Ag Ed Representative
- ___ Conf Score ballot; Recognize Award winners
- ___ Post Con Encourage Ideas Unlimited winner to enter his/her winning entry to NAAE Region 3 Leadership Conf

NAEA CDE Committee

CDE Eligibility Exception Policy

Approved & Adopted June 5, 2014

Added & Approved Situation 4a June 9, 2016

Purpose:

On occasion, national qualifying teams are not able to compete in the National FFA CDE, for various reasons. The agriculture teacher can ask the CDE Eligibility Exception Subcommittee to be allowed to compete again at state, even though they won the state contest.

Timeline:

Agriculture teachers requesting an exception to the eligibility rules must submit their request via writing to the CDE Committee Chair by November 15.

Situations that may allow an exception to the eligibility rule:

1. Students qualifying in multiple National FFA CDEs.
2. Death of a family member.
3. Medical emergencies.
4. Other similar situations out of the control of the contestants.
 - a. Such as; if a member competes on a state winning team but does not compete at nationals because of the national rules, that member is allowed to compete again. (Example: State Meats is a 4 person team, but National Meats is a 3 person team, the team member who does not compete at Nationals could submit an eligibility exception.)

Situations that will not allow an exception to the eligibility rule:

1. To participate in sports or other school activities
2. Students who are making a choice, within their control, to not compete at National FFA CDEs.
3. Team members of a contest who choose not to compete at National FFA CDEs, thus not having a full team to compete at National FFA CDEs, therefore, the team is not able to compete at National FFA CDEs.

Eligibility Exception Subcommittee Membership:

1. CDE Committee chair
2. CDE Committee vice chair
3. CDE Committee secretary
4. State CDE Coordinator

Appendix J

COMMITTEE REPORTS & BUDGET REQUESTS

Committee:

Chairperson:

Members Present:

Goals or activities in planning for this next year:

Funding Needed:

Thank you for your sincere dedication to your profession.

NAEA RESOLUTION SUBMISSION FORM

Resolution Title:

Submitted by:

Where as:

Therefore be it resolved:

Budget Item

Date: _____

Signature: _____

Submit to President, President Elect, or Resolution Committee members prior to the opening business session at the annual conference.

If possible bring an electronic version of resolution to Conference.

NAEA CDE Committee
CDE Results Protest Policy
Approved & Adopted June 5, 2014

The CDE Contest Superintendents will do their best to professionally conduct and score the state contests.

Any contest tabulation not completed by the end of the awards ceremony will be available on the web site as soon as possible.

Contest results will be carefully calculated and double checked to ensure accuracy. If there is sufficient evidence that there is a discrepancy in the results, the following protest procedure will be followed:

- Protests affecting the top three individuals or top three teams should be directed to the general CDE Coordinator, via email, with a courtesy copy to the NAEA CDE committee chair. The CDE Coordinator will contact the specific CDE Superintendent as needed.
 - All protests must be in writing, outlining the specific reason for the protest.
 - To be considered, all protests must be received by 4:00 pm (CST) on the Tuesday following the state contest.
 - In the event of a protest, the results for the contest in question will be pending until CDE Coordinator confers with the CDE superintendent and CDE committee chair to resolve the issue.
 - CDE superintendents may initiate a review of the tabulation by the following Tuesday at 4:00 pm (CST).
 - CDE Superintendents will keep applicable physical scoring documentation until the Wednesday following the state contest at noon (CST).
 - CDEs with disputed results may have their results removed from the online results until the dispute / protest are resolved. The CDE Coordinator will contact affected teachers by email to let them know an active protest is being investigated.
 - Results will become official by 10:00 am (CST) on Wednesday unless there is an unresolved protest. The CDE Coordinator will contact affected teachers by email to let them know an active protest is being investigated.
- Ribbon disputes shall be resolved on the timeline and process set by the CDE Coordinator.

When tabulation errors have been determined for team awards, any associated plaques must be returned to the appropriate team.

When tabulation errors have been determined for individual student awards, duplication of medals or certificates may be necessary.

NAEA CDE Committee
Policies & Duties of Conducting CDE Revision Subcommittees
Approved & Adopted: June 5, 2014

Purpose

- to review general and/or specific CDE rules, guidelines, & policies

Duties

1. There should be no changes made to a CDE after September 1 and before the current State CDE's.
2. The CDE Committee will select which members will serve on each CDE Revision Subcommittee, which will be included in the CDE Committee report to the general NAEA membership.
3. The CDE Revision Subcommittee is to review the CDE and will have the "power to act" on necessary changes to the CDE.
4. The CDE Revision Subcommittee should conduct at least 1 live (face-to-face, video conference, tele-conference) meeting, and continued work can be conducted live or via correspondence (mail, fax, email) depending on the nature of the work that must be completed.
5. The CDE Revision Subcommittee Chairperson is responsible for arranging meetings and informing the CDE Revision Subcommittee members.

CDE Subcommittee Timeline:

1. At any time, the CDE Committee, CDE Committee Chairperson, CDE Coordinator, or CDE superintendent(s) may initiate a CDE Review.
 - a. There shall be no changes made to a CDE between September 1 and the following state CDE.
2. January: The CDE Chairperson shall contact the CDE superintendent(s), to inform him/her that their CDE will likely be reviewed following the state contest based on the CDE Revision rotation.
3. June: The CDE Committee may assign CDE review rotations during the summer conference and select CDE Revision Subcommittee members for each contest.
4. June/July/August: The CDE Revision Subcommittee Chair shall schedule a meeting between the Subcommittee members and CDE Superintendent(s).
5. September: The CDE Chairperson will inform the general NAEA membership of approved CDE contest changes.

Revision Subcommittee Membership:

1. CDE Committee Chair
2. CDE Revision Subcommittee Chair
 - a. Assigned by CDE Committee Chair, by volunteer or request, from the CDE Committee membership.
3. At least 2 NAEA members with content expertise will be members of each CDE Revision Subcommittee.
4. State CDE Coordinator.
5. CDE Superintendent

Appendix M:

CDE Review Rotations:

Revision year refers to the year the state contest takes place, not the year when the revision process begins. Revisions to CDEs held during state convention must begin the previous summer and be decided upon by September 1, followed by notification to the ag teachers.

2016 (2021)

Dairy Cattle Judging
Horse Judging
Land Judging
Range Judging
Tractor Driving

2017 (2022)

Food Science
Livestock Management
Livestock Selection
Meats Evaluation

2018 (2023)

Ag. Communications
Ag. Issues
Ag. Mechanics
Ag. Sales

2019 (2024)

Agriscience
Farm Management
Marketing Plan
Welding

2020 (2025)

Agronomy
Floriculture
Natural Resources
Nursery & Landscape

**This shall be filed electronically with the current CDE district chair.
(Envirothon & Tractor Driving → 6/2/15 moved and passed to remove from this rotation)*