

MAAE OFFICER AND MEMBER POLICY HANDBOOK – Revised 2015**I. GENERAL****A. Operation of Policy**

1. This policy handbook may be amended by a 2/3 vote of the voting members of the board of directors present at any regular board meeting.
2. This policy handbook shall be provided to the incoming directors and officer candidates at the pre-conference meeting.
3. This policy handbook shall be made available to all MAAE members on the MAAE website.
4. This policy handbook shall be provided to all new Ag-Ed teachers in the state on the MAAE website.

B. Annual Meeting

1. The annual summer meeting will be held in conjunction with the state conference.
2. The annual election of officers will take place during the same conference.
3. Election results will be determined by a majority vote of those voting.
4. The annual banquet will be held during the annual conference.
5. The new officers will take office at the conclusion of the annual conference.

C. Representation of Membership on MAAE Board of Directors

1. A regional director and an alternate director shall represent each of the eight MAAE state regions. The alternate director shall be the voting representative for the region at any meeting that the regional director cannot attend.
2. All officers, including the directors and immediate past president, are members of the MAAE Board of Directors.
3. The *Ag in Action* editor, executive director, professional development coordinator, post secondary instructors' representative, regional dean of management representative, and FFA Alumni representative shall serve concurrently as ex-officio, non-voting members of the MAAE Board of Directors, thereby providing liaisons among these groups.
4. The MAAE shall maintain a position of Executive Director. This position shall be considered an ex-officio member of the MAAE Board of Directors. The MAAE executive committee shall be responsible for maintaining the job description, annual renewal of the position description, contract, and budget recommendation for the position. The executive director shall have primary reporting responsibility to the president but also maintain communication and reporting to the board of directors. The executive director should be allowed an appropriate degree of creativity and flexibility in conducting the work listed in the job description. The current job description shall be included as an attachment within the Officer and Member Policy Handbook.
5. The MAAE shall maintain a position of Professional Development Coordinator. This position shall be considered an ex-officio member of the MAAE Board of Directors. The MAAE executive committee shall be responsible for maintaining the job description, annual renewal of the position description, contract, and budget recommendation for the position. The professional development coordinator shall have primary reporting responsibility to the president but also maintain communication and reporting to the board of directors. The professional development coordinator should be allowed an appropriate degree of creativity and flexibility in conducting the work listed in the job description. The current job description shall be included as an attachment within the Officer and Member Policy Handbook.

D. Official Publication

1. The official publication of the association is *Ag in Action*.
2. This publication is to be mailed to each member of the association and others at the discretion of the president and the board.

3. This publication is to be published as determined by the board of directors.
4. Any notice printed in *Ag in Action* shall constitute an official notice to the membership.

E. Attendance at NAAE Convention

1. Directors, officers, and ex-officio members authorized to attend the NAAE Convention as reimbursed delegates will be approved annually by the MAAE executive board. If this policy does not provide for full delegate strength at ACTE and NAAE the MAAE executive board may, at its discretion, authorize reimbursement to MAAE members attending as voting delegates.
2. Actual voting delegates, to be selected from those attending, will be appointed by the president in accordance with the number of voting delegates authorized based on membership. Where the quota is exceeded, preference shall be given second year directors, officers, and ex-officio members of the board.
3. Upon arrival at the convention site the president-elect shall conduct an orientation meeting of all MAAE delegates. The agenda of this meeting shall include but not be limited to the following items:
 - a. The delegates shall inform the president and president-elect of residency during their stay at the conference.
 - b. The president-elect shall make delegate assignments to meetings of the National Association of Agriculture Educators and the Association for Career and Technical Education.
 - cd. Delegates receiving a voting credential shall be at each delegate session or be responsible for having the credentials at the session and available for use by the alternate delegate.

II. POLICIES - BOARD OF DIRECTORS

A. Duties of Members

1. To direct the work of the organization as prescribed by the constitution.
2. To discharge the duties specified for directors in Section IV of this policy handbook.

B. Regular Meetings

1. Regular board meetings will be held five times each year as follows:
 - a. Meetings will be held during the annual summer conference. These will include a preconference and a post-conference meeting and any other meetings deemed necessary by the executive committee. The post-conference meeting shall be attended by all newly elected officers and directors and shall include the following agenda items: a review and implementation of the MAAE policy handbook, a discussion of leadership priorities of MAAE, and other operational needs of the MAAE Board of Directors.
 - b. A summer meeting of the executive committee will be held in conjunction with the Region III NAAE Leadership Conference.
 - c. A fall meeting will be held at the president's discretion.
 - d. The winter meeting (referred to as mid-winter meeting) will be held prior to the opening session of the Ag Tech Conference.
 - e. The spring meeting will be held in March or April at the president's discretion.
 - f. Special board meetings may be called by the president or executive committee, as necessary.
2. Procedure for business at board meetings
 - a. Officer reports
 - b. Committee reports and other reports as requested by executive committee
 - c. New business
 - (1) If previously placed on president's agenda
 - (2) If properly channeled through respective committee
 - (3) If presented by a board member

3. Attendance at board meetings

- a. Each member is expected to attend all board meetings.
- b. If a director is unable to attend, a representative from that region should be properly authorized to attend.

c. Each ex-officio member is expected to attend or have an authorized representative in his/her place.

4. Non-members of MAAE at MAAE board meetings

- a. The attendance of non-members of MAAE at MAAE board meetings shall be encouraged.
- b. Reports to the board by non-members of MAAE shall be left to the discretion of the president.

5. Nominations for MAAE officers

a. Qualifications of candidates

(1) All candidates for MAAE office must be active members of the MAAE at the time of nomination.

(2) Candidates for president-elect and vice-president must have served or be serving at the time of nomination as a member of the board of directors. This includes exofficio members.

(3) The officer candidate must give assurance to the board that they will accept the office and intends to remain an Agricultural Education instructor for at least his/her term, if elected.

b. Officer candidates must submit an application to the past president at a time determined by the past president. The past president shall convene a committee to recommend a slate of officers at the summer conference of the MAAE.

c. Should a vacancy occur in any office except that of president, a successor shall be selected by the board of directors to serve until a successor can be elected. The vice president shall become president for the remainder of the term if a vacancy occurs in the office of president.

6. Nominations for ACTE and NAAE offices

a. MAAE Board of Directors acts as official nominating committee and determines its own rules at time of nomination.

b. Policy for candidates for Region III NAAE Alternate Vice-President or Vice-President

(1) If a bona fide member of the MAAE wishes to be a candidate for regional secretary or vice-president of Region III NAAE, he/she must state his/her intentions to the MAAE president by July 1.

(2) If there is more than one candidate who wishes to run for the position of regional secretary or vice-president of Region III NAAE, the MAAE president and secretary shall prepare a ballot to be distributed to all MAAE members. Each candidate shall prepare a resume to be included with the ballot.

(3) The candidate receiving the majority of votes by ballot will be declared the candidate representing the MAAE.

III. POLICIES OF COMMITTEE WORK IN MAAE

A. The vice-president shall be responsible for the conduct of all committee work carried on by standing or special committees of the organization.

B. Chairpersons and members of appointive standing committees shall be appointed by the executive committee and approved by the MAAE board.

C. A rotational plan for committees formed by regions will be followed. The chairpersons of all rotational standing committees shall be selected within each region, and the regional directors shall present these names to the vice-president for approval by the board of directors prior to the annual meeting.

D. The following officers and past officers will automatically serve as chairpersons of committees as designated:

President: ACTE, and NAAE Relations Committee; Executive Committee and Conference Planning Committee Past President Resolutions, Policy & By-Laws Committee and Strategic Planning Committee

Vice-President Professional Growth - In charge of all committees (refer to duties of the vice-president in the following pages)

President-Elect: Marketing and Public Policy Committees

Membership Secretary: Membership Services Committee

Treasurer: Finance Committee

E. The new and old rotational standing committee chairpersons, along with the new and old vice presidents and consultants, should meet during the annual conference and as needed.

F. Each committee chairperson or his/her duly appointed representative shall give an oral progress report of the work accomplished by the committee at the mid-winter meeting and at other times as requested by the executive committee.

G. Committee chairpersons shall keep the vice-president informed of committee progress by means of reports as outlined by the vice-president.

H. Temporary committees may be established by the MAAE Board of Directors on an as needed basis. The committees will be directed by the MAAE board, and the committees will be dissolved upon completion of their tasks.

IV. DUTIES OF MAAE EXECUTIVE BOARD OF DIRECTORS

Note: The powers of the executive committee shall be outlined in the by-laws of the MAAE. All officers are responsible for forwarding files to the next officer.

A. DUTIES OF THE MAAE OFFICERS

1. Duties of the President

- a. Call, arrange for facilities and preside at all MAAE board and general membership meetings. Give written notice of board meetings at least two weeks prior to each meeting. Meeting notices are to be sent to the following:
 - (1) Officers, directors, and ex-officio members
 - (2) State supervisor and assistant supervisors
 - (3) Teacher education staff
 - (4) Editor of *Ag in Action*
 - (5) Committee chairpersons who are scheduled to report at said meeting
- b. Attend as official representative of the MAAE those functions and activities where representation is desired (Region III NAAE Leadership Conference, NAAE Convention, MAELC Board, and Team Ag Ed).
- c. Serve as liaison with the Minnesota Department of Education, Minnesota State Colleges and Universities; and other educational organizations.
- d. Maintain a president's file of correspondence, activities and other relevant material.
- e. Prepare and present an annual report to the membership at the annual MAAE banquet.
- f. Appoint committees as necessary.
- g. Prepare and submit all necessary NAAE reports.
- h. Inform entire membership of all ACTE and NAAE elective positions (refer to Section IIB-6a).
- i. Be responsible for dispersal of and/or implementation of all adopted by-laws and resolutions.

j. Assist professional development coordinator in contacting sponsors of awards and activities to determine their willingness to sponsor the following:

- (1) Outstanding Ag-Ed Teacher Award
- (2) Outstanding Young Member Award
- (3) Outstanding Middle/Secondary Ag-Ed Program
- (4) Outstanding AgriScience Teacher
- (5) 10, 20, 30, 35, 40, 45, and 50 Year Service Awards
- (6) 25 Year Service Award
- (7) MAAE Scholarships
- (8) Breakfast at conference
- (9) Luncheon at conference
- (10) Outstanding Post Secondary/Adult Program
- (11) Teacher-Mentor Award

m. See that service awards and other plaques are acquired in cooperation with membership secretary.

2. Duties of Past Presidents

a. Duties of Immediate Past President

- (1) Serve as member MN FFA Foundation Board and Past President's Advisory Committee.
- (2) Serve as chairperson of Awards Selection Committee.
- (3) Serve as chairperson of MAAE Past President's Dinner and issue invitations.
- (4) Be responsible for printing ballots for annual MAAE officer election if necessary.
- (5) Give charge to first-year Ag-Ed teachers who become MAAE members at banquet.
- (6) Give charge to new MAAE regional directors at annual conference.

b. Duties of Other Past Presidents

- (1) The five immediate past presidents shall serve as the Past President's Advisory Committee. In the event of a vacancy in this committee, the president shall appoint from among the other past presidents a replacement to complete the unexpired term. The fifth past president, as the original senior member of the committee, shall serve as chairperson.
- (2) Serve as resource persons and consultants to the president and board of directors.
- (3) Study, review and advise on problems or issues.
- (4) Make recommendations for improvement.
- (5) Brainstorm and develop new ideas and innovations.
- (6) Be responsible for revision of MAAE policy handbooks when requested by the president and board of directors.

3. Duties of the Vice-President

- a. Be responsible for conducting all committee work carried on by the MAAE. Arrange for oral and/or written committee reports to be submitted at meetings of the board of directors as required.
- b. Conduct those portions of the board meetings concerned with committee reports.
- c. Serve as a member of the executive committee.
- d. Conduct meetings in the absence of the president.
- e. If a vacancy occurs in the office of president, the vice-president shall become president for the remainder of the term.
- f. Serves on the FFA Alumni Board & MnACTE Board
- g. Serves as an exofficio member of the SAE & CDE Committees

4. Duties of the President-elect

- a. Coordinate travel and housing to NAAE convention for attendees. Arrange for MN night out at the NAAE Convention.

- b. Purchase nametags for officers, directors and ex-officio members.
- c. Serve as a member of the MAAE Executive Committee, MAELC Board, FFA Foundation Board in absence of the Past President, and other committees designated by the MAAE.
- d. Coordinate MAAE retirement party activities.
- e. Provide for invitations and complimentary tickets for and recognition of guests at the annual banquet. Be responsible for public relations activities including guest invitations for various MAAE functions as determined by the executive committee and/or the board of directors
- f. Work closely with the professional development coordinator to edit resumes of retirees.
- g. Attend the NAAE Convention and Region III NAAE Leadership Conference.
- h. Maintain an up-to-date folder with names and addresses for banquet and luncheon lists.
- i. Other duties: Give certificate awards to retiring officers, retiring directors and retiring teachers. Assist the president as requested.
- j. Determine any appropriate memorial in the case of illness or bereavement when a death occurs to an active or affiliate member of the MAAE or his/her immediate family (wife, husband or child).

5. Duties of the Secretary

- a. Recording
 - (1) Keep accurate, concise minutes of all meetings of the organization.
 - (2) The minutes shall include:
 - (a) Time and place of each meeting
 - (b) Roll call of directors, officers, and guests
 - (c) Business transacted
 - (d) Summary of treasurer's report
 - (e) Summary of committee reports
 - (3) Post copies of the minutes within ten days following each meeting to the MAAE website.
 - (4) Maintain records of the association.
- b. Correspondence
 - (1) Handle the official correspondence of the organization whenever it falls within his/her scope of duties to do so.
 - (2) Handle the official correspondence whenever he/she is requested to do so by the president.
- c. Other duties and responsibilities of the secretary
 - (1) Be a member of the MAAE executive committee
 - (2) Work closely with the president in preparing the meeting agenda, dates and locations.
 - (3) Work closely with the membership secretary and keep on file a list of all members.

6. Duties of the Treasurer

- a. Be a member of the MAAE executive committee.
- b. Record all dues and report these dues to the membership secretary.
- c. Collect all receipts and record.
- d. Disburse money by check as approved by the MAAE budget.
- e. Pay MAAE Executive Director and Professional Development Coordinator as per yearly contracts.
- f. Keep a record of receipts and disbursements in a form approved by the MAAE board.
- g. Deposit reserves in excess of working capital as authorized by the board of directors.
- h. Report the following at each board meeting for MAAE and MAAE Scholarship Fund:
 - (1) Total receipts
 - (2) Total expenses
 - (3) Net worth statement
 - (4) Other points of interest pertaining to the organization
- i. Create category reports for Executive Director and Professional Development Coordinator.

- j. Obtain an audit after each 2-year term by a certified public accountant or accounting firm as directed by the officers and/or board of directors at the close of the fiscal year for MAAE and MAAE Scholarship Fund.
- k. Serve as chairperson of the Finance committee. The Finance committee will meet at the summer (June) board meeting and, if necessary, at the annual conference.
- l. Approve no expenditure other than contractual for which funds are not already received and available, except with specific approval of the board of directors.
- m. Make expenditures in excess of allotments in the budget of the total of any major budget classification only with the approval of the executive board.
- n. With the approval of the board of directors, select the banks in which funds are deposited, providing that all such banks have federal deposit insurance protection. Reasonable effort shall be made to keep total deposits in any one bank within the limits of such protection at all times.
- o. With approval of the board of directors, invest in federally insured depositories the balance of current funds in excess of immediate needs.
- p. All checks for the disbursement of funds, except those drawn against the operating fund as hereinafter provided, shall bear the actual or facsimile signature of either the treasurer or the professional development coordinator.
- q. Past treasurer shall remain active until summer board meeting to provide continuity in transferring financial records.
- r. The treasurer shall have the last 3 treasurers review the financial statement at the end of his/her term.
- s. Use a format similar to prior year's treasurer's report.
- t. Send a copy of the June 30 treasurer's report to the person filing for tax exemption.

7. Duties of the Membership Secretary

- a. Be a member of the MAAE Executive Committee.
- b. Organize and implement with the treasurer and directors the plan for the collection of dues and registration at the annual conference.
- c. Submit membership dues to State & National Associations on October 1
- d. Organize, develop and maintain a file of the current year membership.
- e. Develop and maintain a permanent membership record file, including active, retired, associate and student members.
- f. Encourage and assist the directors to secure late payment of dues by all agricultural instructors, supervisors and teacher trainers who did not pay dues at the annual conference.
- g. Organize and carry out the solicitation and collection plan of associate, affiliate and student member dues.
- h. Assist professional development coordinator with registration and membership materials for MAAE conferences.
- i. Keep the officers and directors informed of the progress made in dues collection.
- j. Furnish a list of the members directly to the editor of *Ag in Action*.
- k. Assist president-elect in furnishing to the MAAE board the names of retiring members who have dedicated their lives to the service of agricultural education, so that they may be properly recognized at the annual conference. Retiring members to be recognized:
 - (1) Must have been a member of their professional agriculture organization during this period of time.
 - (2) Must have received the 20 year service award, and 10 of those years must have been in Minnesota schools.
 - (3) Must have been an affiliate member and must be retiring from active full time involvement in agriculture education.
- l. Assist professional development coordinator in obtaining an appropriate retirement plaque for presentation at the annual banquet of the association.

- m. Be responsible for all conference recognition of members for the 5, 10, 20, 25, 30, 35, 40, 45, and 50 year awards.
 - (1) Agriculture service experience shall count for all service awards providing the individual has been an MAAE or other NAAE state active or affiliate member during the period of time covered by the service award.
 - (2) Partial years totaling six months or more shall be counted as a full year of teaching service.
 - (3) Years of military service interrupting agriculture teaching shall count toward all service awards.
 - (4) Service awards shall be given to active and affiliate MAAE members.
 - (5) The executive committee will review applicants who have not had continuous MAAE membership.
 - (6) The membership secretary shall coordinate the purchase of recognition pins
- n. Provide regional directors with a list of potential service award recipients for them to contact.
- o. Facilitate the recognition of the Teachers of Teachers award program

B. DUTIES OF THE EXECUTIVE DIRECTOR

1. Maintain an office for the MAAE at no charge to the MAAE. This is to make sure the organization has a constant mailing address.
2. Attend MAAE Executive Board meetings and present an executive director's report.
3. Attend other meetings representing the MAAE as directed by the president.
4. Assist in coordinating the legislative efforts of the MAAE.
5. Perform other duties as assigned by the MAAE Executive Board.

C. DUTIES OF THE PROFESSIONAL DEVELOPMENT COORDINATOR

1. Coordinate and develop the programming for the MAAE Summer Conference and MAAE Ag-Tech Conference.
 - a. Coordinate, compile and prepare initial registration materials.
 - b. Work with the hotel and convention center for all arrangements and rooms.
 - c. Prepare and print meal function and conference programs.
 - d. Develop workshop objectives and workshop descriptions.
 - e. Prepare name badges, workshop lists and attendance certificates.
 - f. Order conference awards.
 - g. Prepare, distribute, and compile conference evaluations.
 - h. Compile and distribute appreciation list.
 - i. Develop and administer conference budget.
 - j. Conduct pre-conference on-site visits and develop contract.
2. Coordinate, compile and prepare initial mail initial registration materials.
3. Work with the hotel and convention center for all arrangements and room assignments.
4. Develop workshop objectives and workshop descriptions.
5. Prepare and print meal function and conference programs.
6. Prepare name badges.
7. Prepare workshop lists and issue workshop certificates.
8. Order conference awards.
9. Prepare, distribute, and compile conference evaluations.
10. Compile and distribute appreciation list.
11. Develop and administer conference budget.
12. Conduct pre-conference on-site visit.
13. Attend MAAE Board meetings and present professional development coordinator report.
14. Contact and solicit award and statewide sponsors.
15. Administer conference scholarship program.
16. Work cooperatively with the Editor to publish the Ag in Action.

17. Maintain conference exhibitor database.
18. Maintain tenure/service award database.
19. Coordinate the Minnesota Farmers Union Legislative Program.
20. Coordinate the Regional Sponsors program.
21. Coordinate the Star Sponsors program.
22. Receive MAAE dues and conference fees.

D. DUTIES OF THE REGION DIRECTOR

1. Relationship with members
 - a. Conduct several business meetings throughout the year within his/her region for the purpose of initiating and completing activities beneficial to the field of agricultural education.
 - b. Allow each member of his/her region the opportunity to expressing his/her opinion to the MAAE Board of Directors.
 - c. Assist in collecting annual MAAE dues from within his/her region and helping identify members who should receive service awards.
 - d. Be responsible for conveying the opinions, resolutions or recommendations of his/her region to the MAAE Board of Directors for appropriate action.
 - e. Work with the regional mentors for the orientation of new instructors within his/her region regarding the policies of the region.
 - f. Encourage the members of his/her region to submit news stories and other information through the appropriate channels for publication on radio and TV, and in *Ag in Action* and other professional magazines.
 - h. Be responsible for members' welfare within their region. Notify the President Elect in the case of illness or bereavement when a death occurs to an active or affiliate member of the MAAE or his/her immediate family (wife, husband or child).
 - i. Work closely with the officers and fellow directors in the MAAE in the promotion of policies beneficial to the profession.
 - j. Appoint an alternate director to represent him/her at a meeting when he/she cannot attend.
 - k. Assist the MAAE vice-president with committee work in the region.
- l. Be responsible for the election of his/her successor at the close of his/her two-year term. This election shall be held at a time when adult, high school, and post high instructors are present. This newly elected director shall be named and the MAAE president notified by June.
 - m. Urge the new director to attend the pre-conference summer meeting.
 - n. Attend the post-conference summer meeting.
 - o. The region director or his/her representative shall cooperate with the regional FFA advisor in conducting the MAAE CDE's & SAE programs.
 - p. The regional director will ensure that there is a representative from their region to serve on the FFA Adult Board of Directors, SAE Committee & CDE Committee

E. Duties of Regional SAE & CDE Committee Representatives

1. Each region shall appoint one representative to serve on each committee
2. Representatives shall serve a 3 year term
3. The committees shall collaborate & report to the MAAE Board of Directors
4. Duties of SAE Committee Representative:
 - a. Meet during Summer conference, Ag Technology conference, and conference calls if necessary.
 - b. Responsibilities:
 - i. Review, update, and maintain all materials and processes for FFA SAEs. (American Degree, State Degree, Proficiency, Record Keeping Systems)
 - ii. Certify all state qualifying applications from your region to verify records.
 - iii. Coordinate and conduct region interviews to verify applications.
 - iv. Complete and turn in the region proficiency, state degree master list to State Advisor.

- v. Collect and ensure delivery of region applications to the state level.
- vi. Must attend state proficiency review and secure two other representatives to assist with award selection.
- vii. Review all applications at the region level (proficiency, state degree, star) to ensure they are in the right category before submitting to state.

c. The Committee Chair and Secretary are elected from region representatives.

5. Duties of CDE Committee Representative:

a. Meet during Summer conference, Ag Technology conference and twice during state convention and conference calls if necessary.

b. Responsibilities:

i. Review, update and maintain all materials for FFA CDEs.

ii. Certify all state qualifying teams and members in their region.

iii. Work with the CDE Coordinator to ensure efficient implementation of CDEs at regional and state levels.

c. Chair and Secretary are elected from region representatives.

F. Duties and Role of the Minnesota State Fair Committee

1. Attend the meeting during the state fair.

2. Coordinate and manage all FFA State Fair competitions.

3. Work with superintendents to ensure smooth running of competitions.

G. Duties of MAAE Conference Planning Committees

1. Rotation of Regions: 5-4-6-2-1-8-3-7

2. Five Standing Committees

A. Current year Ag Technology Conference

B. Current year Summer Conference

C. Next year Ag Technology Conference

D. Next year Summer Conference

E. Legislative

V. MAAE RELATIONSHIPS WITH OTHER AGENCIES

A. Officers and directors of the MAAE will work closely with the state supervisor and his/her staff. These people will serve as consultants on committees.

B. Officers and directors of the MAAE will work closely with the teacher- training department of the University. These people will serve as consultants on committees.

C. Associate members and other business representatives will serve as consultants on committees.

D. There shall be an MAAE committee called the Past President's Advisory Committee, which is an advisory unit to the MDE, MnSCU Program Specialists, and the MAAE. This committee will assist in joint program planning in Agricultural Education. The purpose of the group is to promote and coordinate a more effective program of Agricultural Education throughout the state of Minnesota by enlisting the cooperation and support of teachers, supervisors and teacher trainers. The membership of the Past President's Advisory Committee shall be composed of the immediate past five MAAE presidents. The senior past president of the five shall serve as chairperson, and the state supervisor and head teacher trainer shall serve as consultants. Committee vacancies will be filled in accordance with the provisions of Section IV, A, 2b(1) of this policy handbook.

E. There shall be a Legislative Committee to work closely with the state legislators.

VI. CODE OF ETHICS

A. Community Relations

1. Each member shall devote his/her talents and time to the educational needs and welfare of the community.
2. Each member shall strive to develop the individual student in the areas of high school, post high school, and adult education.

B. School Relations

1. The MAAE members shall be responsible for keeping the local administration and board of education informed of agriculture education programs.
2. He/she should also inform the administration and board about the needs of agricultural education in the community.

C. Professional Relations

1. Each instructor shall maintain the highest professional relations by being active in organizations concerned with and working cooperatively with the school and community.
2. Each instructor shall maintain membership and interest in professional organizations.

VII. MAAE AND NAAE AWARDS GUIDELINES

A. Service Awards - 10, 20, 25, 30, 35, 40, 45, and 50 years of service

1. Guidelines for eligibility are listed in Section IV, A, 7, n,(1-5) of the policy handbook.

B. Outstanding Ag-Ed Teacher of the Year Award

1. This award consists of a traveling trophy, a scholarship in an amount determined by the sponsors, and a permanent plaque.
2. The immediate past president shall be chairperson of the Past Presidents' Selection Committee.
3. The selection committee shall be composed of past presidents.
4. Applications will be available on the MAAE website with the due date to be set by the past president on an annual basis.
5. It is the past president's responsibility to provide a resume of the winner's achievements and send it to the sponsors for their use when they present the award.
6. A Press Release will be provided to the award winner.

C. Outstanding Young Member Award

1. The award consists of a traveling trophy, a scholarship in an amount determined by the sponsors, and a permanent plaque.
2. Applicant will be judged and a winner selected by the Past Presidents' Selection Committee.
3. A Press Release will be provided to the award winner.

D. Outstanding Middle/Secondary Ag-Ed Program.

1. The award consists of a traveling trophy, a scholarship in an amount determined by the sponsors, and a permanent plaque.
2. Applicant will be judged and a winner selected by the Past Presidents' Selection Committee.
3. A Press Release will be provided to the award winner.

E. Outstanding Postsecondary/Adult Ag-Ed Program

1. The award consists of a permanent plaque and entrance in regional NAAE competition.
2. Applicant will be judged and a winner selected by the Past Presidents' Selection Committee.
3. A Press Release will be provided to the award winner.

F. Outstanding AgriScience Teacher

1. The award consists of a permanent plaque and entrance in regional NAAE competition.
2. Applicant will be judged and a winner selected by the Past Presidents' Selection Committee.
3. A Press Release will be provided to the award winner.

G. Outstanding Teacher Mentor

1. The award consists of a permanent plaque and entrance in regional NAAE competition.
2. Applicant will be judged and a winner selected by the Past Presidents' Selection Committee.

3. A Press Release will be provided to the award winner.

H. Teacher of Teacher Awards

1. The membership secretary shall be responsible for determining those eligible to receive the awards. Applications are available on the MAAE website.
2. The former student (now teaching) shall submit eligible teachers should send applications to the MAAE membership secretary.

I. Continuing Education Scholarship – sponsored annually by MAAE.

1. The Past Presidents' Selection Committee shall be responsible for selecting the winners.
2. The applications shall are available on the MAAE website. Applications shall be submitted to the MAAE past president.