

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

Article I. Name

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

Section 2. As a Departmental Student Organization, the Department of Communications and Agricultural Education has final say in matters of the Agricultural Education Club including membership, officers, activities, and the constitution.

Article II. Purposes

The purpose of these organizations will be:

Section 1. To promote the agricultural education profession.

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

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

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

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

Article IIIA. Membership—Agricultural Education Club

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

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

Article IIIB. Membership—Alpha Tau Alpha

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

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

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

Article IV. Elections of Officers and Committee Chairs

Section 1. The following list of officers and committee chairs will be elected at a meeting of the organization and will be installed prior to their installation at the banquet. There are to only be one officer per position and one chair per committee.

- a. President, Vice President, Secretary, Treasurer, Public Relations Coordinator, College of Agriculture Student Council Representative, and College of Education Representative.
- b. Finance Committee Chair, Club Committee Chair, Professional Chair, and Service Committee Chair.

Section 2. Officer elections will go as follows:

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

Section 3. Committee Chair Elections will go as follows:

- a. An application created by the student leaders and advisor will be completed and submitted along with a resume; the nominating committee will consist of the advisor and graduating senior officers, any other members selected by the advisor(s) present, and one industry representative chosen by the graduating senior officers.
- b. Applicants will have an interview conducted by the nominating committee resulting in a slate of one candidate per respected committee chair position.
- c. In the event of too few applicants to fill all available positions, the President will open up nominations at the next regularly scheduled business meeting and nominees will be voted on by secret ballot.

Section 4. Office vacancies:

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

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

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

Article V. Duties of Officers

Section 1. President- The president is responsible for presiding over organizational meetings of the Agricultural Education Club Executive Committee. The president shall (1) hold bi-annual strategic planning meetings of the executive committee, one of which should be a retreat, and (2)

serve as a non-voting ex-officio member of the KAAE Executive Committee. Other responsibilities include completing Student Governing Association forms and representing the organizations to leaders of the College of Agriculture and the College of Education when the need arises.

Section 2. Vice-President- The Vice President is to assist the President at all times, including presiding over meetings in the President's absence. He or she will also be called on to coordinate student membership of Alpha Tau Alpha Honorary and recognize qualifying members at the annual banquet. The Vice President is responsible for coordinating the Schedule of Events, committees for organizational activities and functions.

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

Section 4. Treasurer- The Treasurer will (1) correspond with the department account, (2) keep an accurate record of all transactions and provide monthly financial reports, (3) and develop and maintain a budget.

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

Section 6. College of Agriculture Council Representative – The Agriculture Council Representative shall (1) attend the regular College of Agriculture Council meetings and report back to the organization, (2) be responsible for presenting concerns and ideas from the Agricultural Education Club to the council (3) and ensure that Student of the Month, Faculty of the Semester, and Advisor of the Year applications are submitted.

Section 7. College of Education Representative – The Education Representative shall (1) attend the regular College of Education meetings and report back to the organization, (2) be responsible for presenting concerns and ideas from the Agricultural Education Club, (3) and represent the club to other general College of Education events.

Article VI. Committees

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

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

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

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

Section 5. Service Committee: Is responsible for, but not limited to, serving the agriculture, agricultural education, and communities by organizing and participating in service projects and activities.

Article VII. Executive Committee

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

Section 2. Responsibilities of the executive committee will be as follows: meeting prior to regular meeting of organizations to set the meeting agenda, set meeting time and place, reserve meeting rooms, and handle all business for the organizations that needs to be dealt with between meetings. All members of the executive committee will be responsible for upholding the general expectations and executive committee attendance policy as outlined in Sections 3 and 4 of Article VII. In the event an executive committee member would like to leave their position, they may do so through written communication to the advisor.

Section 3. General Expectations – Expectations of all executive committee members include: being active in club activities, attending regular meetings, demonstrating good character, and contributing to the executive committee and its responsibilities.

Section 4. – Executive Committee Attendance Policy – Executive Committee members acquiring two unexcused absences from either regular meetings or executive committee meetings without notice to the advisor can be removed from their duties by a majority two-thirds vote of the membership. An unexcused absence is determined by the advisor. Refer to Article IV, Section 4 for the officer replacement process.

Article VIII. Advisor

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

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

Article IX. Amending Constitution and By-Laws

Section 1. Any member may propose amendments to the constitution. To make amendments to the constitution, the following protocol must be followed: (1) a special committee meets to discuss and create the proposed amendments, (2) proposed amendments are presented to the

executive committee for discussion and approval to be presented to the club, (3) proposed amendments will be presented to the members at least one week prior to the meeting where it will be voted on, (4) proposed amendments are presented to the club at a regular business meeting to be voted on, (5) and proposed amendments will be approved by a two-thirds vote of members present.

Section 2. The constitution will be reviewed annually by the executive committee.

Last edited 8/30/2023 by Elizabeth Sturgis, Corley Becker, Alex Scovill, and Allison Arment