

**Bylaws of the North Central Region of the  
American Association for Agricultural Education**

*Adopted October 5, 2018*

**ARTICLE I OFFICERS**

- Section 1. The officers of North Central Region shall be President (who shall serve as the AAAE Regional Vice President), President-elect, and Secretary/Treasurer.
- Section 2. Only Active Members may serve in leadership positions.
- Section 3. The term of office for officers shall be two years. The President shall be succeeded by the current President-elect. The President-elect and Secretary/Treasurer shall be elected by majority vote of those present and voting at the annual meeting.

**ARTICLE II ELECTION OF OFFICERS**

- Section 1. The Professional Development committee should serve as the nominating committee. The nominating committee shall prepare a slate of candidates for President-elect and Secretary/Treasurer of the North Region. The nominating committee shall submit its report to the Executive Committee prior to the first session of the annual meeting.
- Section 2. Nominations for any elective offices of the North Central Region may be made from the floor.
- Section 3. Voting for election of North Central Region officers shall be by secret ballot during the annual meeting.

**ARTICLE III COMMITTEES**

- Section 1. Standing committee membership is limited to Active Members.
- Section 2. Standing Committees will follow those committees designated by the AAAE bylaws that specify regional representation.
- Section 3. In accordance with AAAE bylaws, each region shall select six representatives to serve on standing committees. The term of committee members shall be three years with two members elected each year, terms to start at the regional meeting. Standing Committees members shall be selected by election. In the event of a vacancy on a Standing Committee, the President of the North Central Region shall appoint a replacement, as outlined in Article VII, Section 3.
- Section 4. Standing committees shall meet at least once annually in conjunction with the annual North Central Region meeting. Other meetings, either in electronic form or in person, may be scheduled by the committee chair. Each standing committee shall elect a chair and vice-chair at its annual meeting. Although other AAAE members are invited to participate in committee discussions, voting members of the Standing Committees shall be limited to those committee members elected to the committee.

Section 5. Special committees may be appointed by the President and/or Executive Committee unless otherwise directed by motion to refer. These committees will be discharged once they have completed their charged functions.

Section 6. The North Central Region may select from the Active Membership at large representatives to other councils or organizations.

#### **ARTICLE IV ELECTION OF STANDING COMMITTEE MEMBERS**

Section 1. The Professional Development committee should serve as the nominating committee. The nominating committee shall prepare a slate of candidates for two members for each of the standing committees. The nominating committee shall submit its report to the Executive Committee prior to the first session of the annual meeting.

Section 2. Nominations for any elective offices of the North Central Region may be made from the floor.

Section 3. Voting for election of North Central Region committee members shall be by secret ballot during the annual meeting.

#### **ARTICLE V VOTING**

Section 1. All classes of membership are eligible to attend and participate in discussions of North Central Region business, but only Active Members are eligible to vote.

#### **ARTICLE VI MEETINGS**

Section 1. The annual meeting of the North Central Region shall be held at such time and place, as the membership shall decide. Host states will be determined as outlined in Article X, Section 1.

Section 2. Notice of the annual meeting shall be made to the membership in writing or electronically via email and/or listserv at least 60 days prior to the annual meeting.

Section 3. Electronic meetings are recognized as equal to face-to-face meetings.

#### **ARTICLE VII VACANCIES**

Section 1. Should the President leave the region or profession, or for other reasons become unable to fulfill the duties of the office, such office shall be declared vacant immediately and be filled by the President-elect until the next meeting of the North Central Region.

Section 2. Should the President-elect or Secretary/Treasurer leave the region or profession or for other reasons become unable to fulfill the duties of the office, such office shall be declared vacant immediately and the vacancy shall be filled by action of the Executive Committee until the next meeting of the North Central Region.

Section 3. Should any member of a Standing Committee leave the region or profession, or for other reasons be unable to fulfill the duties of the committee, such position shall be declared vacant immediately and be filled by the President.

## ARTICLE VIII DUTIES OF OFFICERS

Section 1. The President's duties shall include:

- a. Participate as a voting member of the Executive Board for the American Association for Agricultural Education. This includes participation in the board meetings at the annual AAAE conference as well as quarterly conference call meetings.
- b. Along with other officers, plan the agendas for business sessions at the regional meetings.
- c. Conduct regional meeting business sessions.
- d. Coordinate with the local planning group to plan the Annual North Central Region AAAE Meeting.
- e. Conduct the election of officers, committee chairs, and regional representatives.
- f. Assist with national AAAE awards nomination and selection as directed by the AAAE Executive Board.

Section 2. The President-elect's duties shall include:

- a. In the absence of the President, act in the official capacity of the President and perform all duties of that office.
- b. Coordinate the work of the committees.
- c. Work with the secretary/treasurer to write resolutions for conference and research hosts, etc.
- d. Propose resolutions in the last business session of the regional meeting.

Section 3. The Secretary/Treasurer's duties shall include:

- a. Coordinate with regional officer team to create agendas for the regional business meetings.
- b. Distribute agendas via email two weeks prior to the regional meeting.
- c. Post meeting agendas to the AAAE website two weeks prior to the regional meeting.
- d. Keep the minutes from the business meetings and post them to the AAAE website. This includes collecting committee meeting reports, organizing them, and including them in the minutes.
- e. Maintain a current list of regional officers and committee members.
- f. Update the North Central region leadership information on the AAAE website.
- g. Assist the President in writing the resolutions thanking conference and research hosts, etc.
- h. Send resolutions to the appropriate parties.
- i. Secretary/Treasurer shall be responsible for correspondence of the North Central Region, upon direction of the President and/or Executive Committee.

- Section 4. The Executive Committee shall constitute the administrative body of the North Central Region and carry out all of the activities necessary to the successful achievement of its goals. The Executive Committee is comprised of the officers of the North Central Region and shall be responsible for:
- a. Recommending appropriate administrative and legislative proposals to the North Central Region membership.
  - b. Establishing administrative and operational policies for the North Central Region.
  - c. Serving the general welfare of the North Central Region.

#### **ARTICLE IX STATES AND TERRITORIES**

- Section 1. States and territories comprising the North Central Region shall be defined by AAAE.

#### **ARTICLE X CONFERENCE HOST**

- Section 1. The Program Improvement committee will solicit hosts for the regional meeting from the states comprising the North Central Region.

#### **ARTICLE XI: MEMBER RECOGNITION**

- Section 1. The North Central Region shall annually select a member for each of the award categories as established by AAAE.
- Section 2. The Member Services committee will solicit nominations for each of the awards.
- Section 3. The Member Services committee will review the nominations and select a “winner” for each award category.
- Section 4. The Executive Committee may provide special recognition to members and friends of the North Central Region.

#### **ARTICLE XII QUORUM**

- Section 1. For the purposes of conducting business at the annual meeting, those Active Members in attendance shall constitute a quorum.
- Section 2. For the purposes of business conducted electronically, a minimum of a majority of the Active Members shall constitute a quorum.

#### **ARTICLE XIII PARLIAMENTARY AUTHORITY**

- Section 1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with this bylaws and any special rules of order the organization may adopt.

## ARTICLE XIV AMENDMENTS

- Section 1. Amendments may be proposed by the Executive Committee, by committee recommendation, or by any Active Member.
- Section 2. The Bylaws of the North Central Region may be amended by a majority vote of the Active Members present and voting at any annual meeting provided that:
- a. Proposed amendments are submitted to the Executive Committee at least 60 days in advance of the annual meeting.
  - b. The Executive Committee submitted proposed amendments to the membership in written or electronic form no later than 30 days before the annual meeting.
- Section 3. Bylaws may be amended by a 2/3 vote at an annual North Central Region meeting without prior notice.