

**Bylaws of the Western Region
of the
American Association for Agricultural Education**

Adopted September 2013, Amended September 2018, Amended September 2020

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ARTICLE I -- NAME

Section 1. Name

The name of the organization shall be "Western Region American Association for Agricultural Education." The name "Western Region" may be used herein in lieu of the complete name of the organization.

Section 2. Affiliation

The Western Region is a regional affiliate of the "American Association for Agricultural Education," herein referred to as "AAAE." As such, the Western Region will operate under the guidelines, procedures, and practices of AAAE, except as noted herein.

ARTICLE II -- PURPOSE

Section 1. Mission

The mission of the Western Region is congruent with the mission of its parent organization, the American Association for Agricultural Education. The AAAE mission is to advance the broad field of study which integrates social and behavioral sciences with agricultural, life, environmental, and natural resource sciences. Scholarship within the field of study is additive to the knowledge bases of planning and needs assessment; curriculum development; learning theory; instructional design; delivery strategies; evaluation; research methods and tools; scholarship and writing; history, philosophy and ethics; and contextual applications, culture and diversity. Our context for scholarship and practice include teacher education, international agricultural education, extension education, agricultural communications, distributed learning, higher education, and leadership education.

Section 2. Goals

The Western Region will accomplish its mission by:

- serving as an advocate for the improvement of teaching and learning in agriculture.
- providing a forum to address issues in agricultural education.
- providing an approach to identifying, prioritizing, and organizing research in agricultural education.
- providing opportunities for individual and organizational growth, development, and renewal.

- providing opportunities to communicate the results of research and other scholarly activities.
- providing opportunities for collaboration within and outside of agricultural education.
- providing for recruiting, inducting, and mentoring people into the profession.

Section 3. Values

As a professional organization, we value:

- high quality instruction in the total formal and nonformal agricultural education system.
- developing and empowering individuals.
- actively engaging learners/experiential learning.
- high quality research and other scholarly activities.
- an active role in contributing to both formal and non-formal educational systems.
- professional renewal and adjusting to change.
- collaboration and networking.
- the critical role of agriculture and natural resources in our nation's welfare
- a public that is informed about trends and issues in the agricultural industry

ARTICLE III -- STATES AND TERRITORIES

States and territories comprising the Western Region shall be defined by AAAE Standing Rules.

ARTICLE IV -- MEMBERSHIP

Membership in the Western Region may be granted and maintained as defined AAAE Bylaws. Upon acceptance as a member in AAAE, members from states and territories comprising the Western Region, as defined by AAAE Standing Rules, shall be considered members of the Western Region.

ARTICLE V -- OFFICERS

Section 1. Elected Officers

The officers of Western Region shall be President (who shall serve as the AAAE Regional President), Vice President, and Secretary.

Section 2. Eligibility

Only Active Members may serve in leadership positions.

Section 3. Nominations

The Vice President shall appoint a nominating committee. The committee shall prepare a slate of candidates. The committee shall submit its report during the annual meeting of the organization.

Section 4. Terms of Office

The term of office for officers shall be two years. The President shall be succeeded by the Vice President. The Vice President and the Secretary shall be elected by majority vote of those present and voting at the annual meeting of even numbered years.

Section 5. Vacancies

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 Vice President until the next meeting of the Western Region.

Should the Vice President or Secretary 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 Western Region.

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 VI -- MEETINGS

Section 1. Annual Meeting

The annual meeting of the Western Region shall be held at such time and place as the membership shall decide. Host states will be determined as outlined in 3.0 Conference Host of the Western Region Standing Rules.

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 2. Electronic Meetings

The annual meeting, executive committee, standing committees, and special committees are authorized to meet by telephone, or web conference, or through

other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

Members of these bodies may participate in any meeting through the use of telephone conference communication equipment by means of which all persons participating in the meeting can simultaneously hear each other. Such participation shall be at the discretion of the president and shall constitute presence at the meeting.

Section 3. Action Without Meeting

The executive committee, standing committees, or special committees may take action without a meeting if the action is taken by all members of the committee. The action must be evidenced by one or more written consents describing the action taken and signed by each committee member.

Section 4. Voting

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

Section 5. Quorum

For the purposes of conducting business at the annual meeting, those Active Members in attendance shall constitute a quorum.

For the purposes of business conducted electronically, a minimum of a majority of the Active Members in the region shall constitute a quorum.

ARTICLE VII -- COMMITTEES

Section 1. Executive Committee

The Executive Committee shall constitute the administrative body of the Western 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 Western Region and shall be responsible for:

- Recommending appropriate administrative and legislative proposals to the Western Region membership.
- Establishing administrative and operational policies for the Western Region.
- Serving the general welfare of the Western Region.

Section 2. Standing Committees

Standing Committees will follow those committees designated by the AAAE Bylaws that specify regional representation. Standing committee terms are for

three years and members will be elected at the annual meeting from the active membership.

Section 3. Special Committees

Committees may be appointed as deemed necessary by the President and/or Executive Committee.

ARTICLE VIII -- AFFILIATION

The Western Region may affiliate with other organizations upon majority vote of the Active Membership or of those present at the annual meeting, providing such affiliation is not in violation of AAAE policies.

ARTICLE IX -- DISSOLUTION

On dissolution of the Western Region, the Executive Committee shall pay or make provision for the payment of all of its liabilities. Any remaining assets will become the property of AAAE.

ARTICLE X -- PARLIAMENTARY AUTHORITY

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 these bylaws and any special rules of order the organization may adopt.

ARTICLE XI -- AMENDMENT OF BYLAWS

Section 1. Proposed Bylaws Amendments

Amendments may be proposed by the Board of Directors, by regional recommendation, by committee recommendation, or by any active member.

Section 2. Submission of Proposed Bylaws Amendment

Proposed amendments must be submitted to the Executive Committee at least 60 days prior to the annual meeting. The Executive Committee shall submit proposed amendments to the membership in written or electronic form at least 30 days prior to the annual meeting.

Section 3. Vote Required for Amendment

The proposed bylaws amendment must receive a two-thirds ($\frac{2}{3}$) vote of active members present and voting at the annual meeting for adoption.

**Standing Rules of the Western Region
of the
American Association for Agricultural Education**

Adopted September 2013, Amended September 2018, Amended September 2020

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1.0 -- DUTIES OF OFFICERS

1.1 President

The President's duties shall include:

- 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.
- Along with other officers, plan the agendas for business sessions at the regional meetings.
- Conduct regional meeting business sessions.
- Coordinate with the local planning group to plan the Annual Western Region AAAE Meeting.
- Conduct the election of officers, committee chairs, and regional representatives.
- Solicit proposals for national meeting sites (every third year).
- Maintain list of regional meeting host state rotation.
- Assist with national AAAE awards nomination and selection as directed by the AAAE Executive Board.
- Request regional financial information from the AAAE treasurer and report to the membership.

1.2. Vice President

The Vice President's duties shall include:

- In the absence of the President, act in the official capacity of the President and perform all duties of that office.
- Coordinate the work of the committees
- Coordinate the Western Region AAAE Awards
 - Provide region meeting planning committee coordinator with budget for awards (plaques, certificates, etc.).
 - Update and send out nomination packets to AAAE list approximately 5 months prior to regional meeting with a nomination deadline of approximately 2 months prior to the meeting.
 - Post updated nomination packets to the AAAE website approximately 5 months prior to regional meeting.
 - Send a reminder to AAAE list 3-4 weeks prior to the nomination deadline.
 - Contact past winners of each award to serve as the selection committee. Send all nominations received for each award to the selection committee

members. Ask them to respond by ranking the nominees. Set a deadline for selection committee response at least 3 weeks prior to the regional meeting.

- Purchase plaques and certificates.
- Make award presentations at the regional meetings.
- Update awards record and post to AAAE website.
- Work with the secretary to write resolutions for conference and research hosts, etc.
- Propose resolutions in the last business session of the regional meeting.
- Chair the Nominating Committee for Officers and other elected positions.

1.3. Secretary

The Secretary's duties shall include:

- Coordinate with regional officer team to create agendas for the regional business meetings.
- Distribute agendas via email two weeks prior to the regional meeting.
- Post meeting agendas to the AAAE website two weeks prior to the regional meeting.
- 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.
- Maintain a current list of regional officers and committee members.
- Update the Western Region leadership information on the AAAE website.
- Assist the vice-president in writing the resolutions thanking conference and research hosts, etc.
- Send resolutions to the appropriate parties.
- Secretary shall be responsible for correspondence of the Western Region, upon direction of the President and/or Executive Committee.

1.4. Executive Committee

The Executive Committee shall constitute the administrative body of the Western 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 Western Region and shall be responsible for:

- Recommending appropriate administrative and legislative proposals to the Western Region membership.
- Establishing administrative and operational policies for the Western Region.
- Serving the general welfare of the Western Region.

2.0 -- COMMITTEES

2.1. Standing Committees

Standing committees shall meet at least once annually in conjunction with the annual Western 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.

2.2. Special Committees

Special committees may be appointed by the President unless otherwise directed by motion to refer. These committees will be discharged once they have completed their charged functions.

2.3. Other Representatives

The Western Region may select from the Active Membership at large representatives to other councils or organizations.

2.4. Member Services Committee

To accomplish its purpose, the Member Services Committee carries out the following activities:

- Represent the Western Region at the annual AAAE meeting.
- Prepare minutes of meeting(s) and transmit them to the Secretary.
- Elect a chair at the annual meeting.
- Carry out other activities agreed upon by the membership and/or Executive Committee.
- Review and update the Western Region Bylaws and Standing Rules as they pertain to the Member Services Committee.
- Develop opportunities to increase communication in the organization through the use of chat rooms, bulletin boards, and listservs.

2.5. Professional Development Committee

To accomplish its purpose, the Professional Development Committee carries out the following activities:

- Represent the Western Region at the annual AAAE meeting.
- Review the awards program and nominate individuals for appropriate awards.

- Provide leadership for determining, planning and implementing professional development workshops and in-service activities for Western Region members at annual meetings. (i.e. research pre-sessions)
- Carry out other activities related to professional development agreed upon by the membership and/or Executive Committee.

2.6. Program Improvement Committee

To accomplish its purpose, the Program Improvement Committee carries out the following activities:

- Represent the Western Region at the annual AAAE meeting.
- Prepare minutes of meeting(s) and transmit them to the Secretary.
- Elect a chair at the annual meeting.
- Coordinate with the AAAE Vice President of Communications and other appropriate AAAE committees the dissemination of posters on the AAAE web site.
- The committee will identify special interest groups and facilitate collegial working relationships.
- Provide opportunities for collaboration within and outside of agricultural education.
- Serve as an advocate for improvement of teaching and learning in agriculture.
- Provide leadership and representation on organizations of the profession.
- Coordinate the Western Region Poster Session to facilitate the exchange of ideas and activities among the members.
- Carry out other activities related to program improvement agreed upon by the membership and/or Executive Committee.
- Review and update the Western Region Bylaws and Standing Rules as they pertain to the Member Services Committee.

2.7. Research Committee

To accomplish its purpose, the Research Committee is charged with the following:

- Represent the Western Region at the annual AAAE meeting.
- Prepare minutes of meeting(s) and transmit them to the Secretary.
- Elect a chair at the annual meeting.
- Promote dissemination of research through professional research meetings such as the National Agricultural Education Research Conference and regional research conferences.

- Identify individuals and/or departments to chair the annual meeting research presentations.
- Recommend policies related to research conferences to facilitate the dissemination of research.
- Recommend policies related to dissemination of research through journals and other appropriate media.
- Coordinate with the AAAE Vice President of Communications and other appropriate AAAE committees the dissemination of research on the AAAE web site.
- Promote recognition of research and development activities of members through award programs.
- Carry out other activities related to research agreed upon by the membership and/or Executive Committee of AAAE.
- Foster collaboration with other regions and communicate funding opportunities available for agricultural education research.
- Maintain a connection with the goals and activities of other related societies and agencies

3.0 -- CONFERENCE HOST

3.1. Location

States comprising the Western Region as defined by the AAAE Standing Rules will rotate as hosts of the conference.

3.2. Rotation

A rotation schedule will be maintained by the Secretary and voted on by the membership at the annual meeting.

4.0 – AMENDMENT OF THE STANDING RULES

4.1. Proposals

Amendments may be proposed by the Executive Committee, by committee recommendation, or by any Active Member.

4.2. Voting

The Standing Rules of the Western Region may be amended by a majority vote of the Active Members present and voting at any annual meeting.