

NCATA Board Member Handbook and Policy Guide



North Carolina Agriculture Teachers' Association
Affiliated with the National Association of Agricultural Educators

2nd Edition
July 2010

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Agriculture Teacher's Creed

I am an agricultural educator by choice and not by chance.

I believe in American agriculture; I dedicate my life to its development and the advancement of its people.

I will strive to set before my students by my deeds and actions the highest standards of citizenship for the community, state and nation.

I will endeavor to develop professionally through study, travel and exploration.

I will not knowingly wrong my fellow teachers. I will defend them as far as honesty will permit.

I will work for the advancement of agricultural education and I will defend it in my community, state and nation.

I realize that I am a part of the public school system. I will work in harmony with school authorities and other teachers of the school.

My love for youth will spur me on to impart something from my life that will help make for each of my students a full and happy future.

NCATA History

The North Carolina Vocational Agricultural Teachers' Association was formed at the annual conference of teachers of vocational agriculture in the summer of 1939. J.C. Brown, Waynesville agriculture teacher, was largely responsible for the organization being formed when in 1938 he proposed to a group of teacher that such an organization was needed. The proposal met with approval and Brown was delegated to draw up a Constitution and Bylaws which was presented at the 1939 conference. Much of the material was drawn from his experience with the Florida Association of Teachers of Vocational Agriculture while he was teaching in Florida. R.S. Dunham of Cary, R.B. Winchester of Mt. Gilead, O.J. Gaylord of Bath, A.L. Vann of Rich Square, Fred L. Hunt of Fuquay and others assisted in getting the organization started. Membership in the association was set as active and honorary. The active membership was confined to agriculture teachers and members of the state supervisory and teacher training staff.

R.S. Dunham of Cary was elected as the first President and served two years. Dues were fifty cents for the first year and raised to one dollar the second year where they remained until 1949. Other first year officers were: R.B. Winchester (Secretary-Treasurer) and A.W. Parker of Littleton, G.K. Savage of Roseboro, H.E. Singletary of Orrum, P.H. Satterwhite of Cleveland, and R.M. Morris of Rutherfordton (Vice Presidents).

In addition to adopting a Constitution and Bylaws, a Code of Conduct was approved. The code reads: I will maintain a high standard of conduct. I will accept my responsibility as a good citizen. I will study to improve myself professionally. I will do unto my fellow teachers as I would like for them to do unto me. I will work in harmony with school authorities, academic teachers, and all agencies whose primary aim is the improvement of rural life. I will defend a fellow teacher and his program as far as honesty will permit. I will stand ready to cooperate with and assist fellow teachers where feasible. I will consider a contract binding until dissolved by mutual consent.

At a meeting in Raleigh on July 25, 1941, the Association drew up a number of suggestions as to how the Association and the State Department of Agricultural Education might strengthen the working relationship between them. Some of these included: (1) That in arranging salary schedules, the staff give due consideration to the rising cost of living. (2) That travel to and from conference be paid at the rate of five cents per mile provided that no teacher received more than \$15.00. (3) That at least two meetings on the conference program be allotted to NCVATA. (4) That the conference extend over a period of four or five days and be equally divided between recreation and professional development. (5) That recognition, by way of salary increases, be made for teachers who hold higher academic degrees. (6) That the state staff be increased so that each department might secure adequate supervision and help.

In 1949 the NCVATA joined the National Vocational Agriculture Teachers Association (NVATA now known as the National Association for Agricultural Educators), which had been organized in 1948. In 1951, S.F. Peterson of Ayden was elected NVATA Vice President for Region V at the national convention in Minneapolis, Minnesota. In 1954 he was elected as National President of NVATA.

Peterson has a great impact on the state association. In 1952, a new NCVATA was approved by the state association, which included several significant changes. One of the major changes was that the NCVATA President's term would be for two years after serving as President Elect for one year. Also, from that point forward the officers of the association were assisted for their travel to the NVATA National Conventions. The initial limit on this financial assistance was not to exceed \$50.00 per person.

In 1950, the Association created the Widow's Fund. The efforts of H.G. Johnston and R.S. Dunham led to the development of this fund. Dunham named the fund and it was based on the idea of providing a financial gift to the surviving widow of an agriculture teacher. The first assessment was \$3.00 and in 1959 it was raised to \$5.00. Fred L. Hunt served as secretary-treasurer of the fund until 1961 when those duties were assumed by Wayne Proffitt. He continued in this role until his retirement in the 1990's.

In 1958-60, Vayden Hairr served as President of the NCVATA. In 1961, C.V. Tart was elected as NVATA Alternate Vice President for Region V.

In addition to being affiliated with the NVATA, the association was also became affiliated with the American Vocational Association (later known as Association for Career and Technical Education and the North Carolina Vocational Association (later known as the North Carolina Association for Career and Technical Education). Major accomplishments of the association in the first twenty-five years of the Association included:

1. Prepared, adopted, and encouraged the adherence to a code of ethics.
2. Unified and correlated the professional activities of the membership.
3. Promoted the improvement and extension of vocational agriculture in North Carolina.
4. Cooperated with and prompted a closer working relationship with state leaders and university faculty.
5. Helped secure teacher pay increases, travel allowances, and such services as use of school buses for vocational agriculture bus trips.
6. Secured purchasing contract agreements with care, appliance, and other dealers.
7. Worked for legislation favorable to vocational agriculture as well as other areas of vocational education.
8. Worked for and encouraged the appointment of qualified supervisory personnel favorable to vocational agriculture.

9. Adopted a "Widows' Fund" plan that provides a financial benefit to the survivors of a deceased member.

The importance of the NCVATA has continued to grow and expand over the years. In 1999, the NCVATA voted to change its name to the North Carolina Agriculture Teachers' Association (NCATA). This change grew out of a name change of the national association and the fact that vocational agriculture was now known as agricultural education. Major accomplishments that have occurred in recent years include:

1. The creation of legislation in 1983 to maintain 12-month positions for agricultural education programs.
2. The creation of legislation to build a conference center at the North Carolina FFA Center located at White Lake in Bladen County.
3. The establishment of a new state agricultural education leadership model at NC State University in the Department of Agricultural and Extension Education.
4. The protection of the 12-month legislation in the 1997 Excellence in Education Act.
5. The establishment of a scholarship program for future agriculture teachers in 2000.
6. The leadership to assist in the establishment of a new FFA Foundation position at NC State University in 2003.
7. The legislative influence to assist in protecting career-technical education from state budget cuts.
8. Establishment of a part-time employment position for the NCATA as a legislative liaison.
9. The legislative influence to establish a reoccurring fund for the construction of a new dining facility at the North Carolina FFA Center at White Lake, NC.
10. The legislative influence to secure short term funding for a curriculum coordinator's position on the State Agricultural Education Staff.
11. Renaming of the NCATA Widow's fund to the Wayne Proffitt Benevolence Fund in honor of long time Widow's Fund Secretary/Treasurer Wayne Proffitt.

NCATA Presidents

1939-41 R. S. Dunham
1941-44 J. C. Brown
1944-46 O. J. Gaylord
1946-47 E. J. Whitmire
1947-48 A. L. Vann
1948-50 H. G. Johnston
1950-52 S. F. Peterson
1952-54 C. E. Morrison
1954-56 Randel J. Lyday
1956-58 S. B. Lacey
1958-60 V. B. Hairr
1960-62 Fred Lay
1962-64 Johnnie Evans
1964-66 Travis E. Hendren
1966-68 Orland Gabriel
1968-71 Jack Cole
1971-73 W. D. Neill, Jr.
1973-74 Bob Smith
1974-74 Frank Rivenbark
1975-76 M. J. Roundtree
1976-77 E. F. Strickland
1977-78 Bill Teague
1978-79 Cuyler Best
1979-80 Ned Hudson
1980-81 John Bradley
1981-82 Roger Newby
1982-83 J. D. Melton
1983-84 Cyrus Vernon
1984-85 Raymond Caviness
1985-86 Jerry G. Davis
1986-87 Guy Angel
1987-88 Weldon Faircloth
1988-89 Guy Cutler
1989-90 W. E. Fouts
1990-91 Walter Jones
1991-92 Doug Privette
1992-93 David Mooring
1993-94 Benjie Forrest
1994-95 Tom Sawyer
1995-96 Gwen Clark
1996-97 Roger Teeple
1997-98 Denny Tart
1998-99 James Guard, Sr.
1999-00 David Harris
2000-01 David Cress
2001-02 Ricky Joyner
2002-03 Michael Joe Holt
2003-04 Gerald Barlowe
2004-05 Jimmy Roberts
2005-06 Danny Blake
2006-07 Brantley Murphy
2007-08 Chuck Michel
2008-09 Jim Guard
2009-10 Glenn Howell
2010-11 Gerald Barlowe

NCATA Board Member Roles and Responsibilities

Strategic/Futuristic Thinking – to participate in long-range planning exercises for the NCATA.

Address/Set Policy – to participate in the development and implementation of policies for the NCATA.

Financial Stewardship – to participate in the development and management of the budget for the NCATA.

Leadership (Involve, Engage, Example) – to be a role model for other agriculture teacher by being an excellent agriculture teacher that provides a total agricultural education/FFA program for the students that you serve everyday in your school.

Communications (Internal/External) – to be an active listener for the NCATA and to share information openly about the NCATA with members and partners.

Accountable to Members – to be a servant-leader to the members of the NCATA.

Professionalism – to exhibit professional, ethical and moral conduct in your role as a NCATA leader.

Life-Long Learner – to seek knowledge in order to provide the best leadership possible for the members that you serve.

NCATA Mission and Goals

Mission

NCATA is a profession organization dedicated to the enhancement and support of the state and local Agricultural Education Programs and NCATA members.

Goals

We . . .

- Provide professional development opportunities.
- Are politically active.
- Offer recognition for outstanding members and programs.
- Encourage scholarship programs.
- Offer peer support.

We aspire to be. . .

- A voice of all agriculture teachers, led by members who are well trained and knowledgeable of their duties and responsibilities to achieve the goals of the organization. (voice, training, leadership development, advocate, be proactive)
- Providing a mentoring program where an accomplished teacher works with a new teacher in all aspects of teaching agriculture.
- Better inform members by regular publication of newsletter using electronic technology and the web site.
- Improve communication and participate with other entities that have a vested interest in agricultural education.

Organizational Goals

- **Goal 1:** To be the advocate voice for all agriculture teacher in North Carolina.
- **Goal 2:** To create a strong mentoring program for all new agriculture teachers in North Carolina.
- **Goal 3:** To provide excellent communications for the members on professional development opportunities and issues facing agricultural education.
- **Goal 4:** To create win-win partnerships with other organizations and agencies that will strengthen agricultural education in North Carolina.

NCATA – FOCUS 20/10
March 20, 2010, Greensboro, NC
Meeting Notes

The following are notes from a NCATA strategic planning meeting held in March of 2010 attended by a statewide group of NCATA members

Strengths of NCATA

- Dedicated leadership that encourages membership
- Political/Legislative
- Family feel
- Widow's Fund
- Recognition Program
- Working together/getting things done

NCATA Mission Statement

NCATA is a professional organization dedicated to the enhancement and support of the state and local agricultural education programs and NCATA members.

What is the value of being a NCATA member? What are the benefits of being a NCATA member? What should NCATA be doing?

- Mentoring program
- Sharing/Blogs
- Incentives/prizes for experienced teachers
- More information given to college students in agricultural education on how to be a FFA advisor
- More exposure to NCATA, NAAE, NCACTE and ACTE while in college
- Advocate to directors and administrators
- More middle school support/Middle school best practices sharing
- Regular communications
- Communications to new teachers
- New teacher welcome kit
- Workshops/Resources for lateral entry teachers
- Curriculum/Lesson Plans/Resources/Blogs/Online Sharing
- Hands-on professional development at summer conference
- Statewide partnerships with agricultural companies that benefit programs and teachers locally
- Pro-rated memberships for 10-month teachers and new teachers
- Share the value of membership
- Capture history of NCATA (Video Glenn Howell!)
- Highlight options in the middle school curriculum that are available in the high school curriculum/program
- Marketing/Promotion of NCATA
- Communicate the benefits of NAAE, ACTE and NCACTE
- Retirement benefits to members

- Sharing of information on retirement options
- Benefit package for NCATA members
- Professional Development and Leadership Program (for all members and NCATA officers)

Themes from the abovementioned responses:

- Communication
- Middle School Help
- Advocacy/Mentoring
- Education
- Professional Development
- Member Benefits

Action Steps for the Themes (in rank order)

Curriculum/Resources

- Online resources posted
- Ability for teachers to upload and add content
- Ag teacher wiki's and blogs
- Ag teacher expert list ... who to call if you need help
- Sharing hands-on activities
- Post sample lesson plans
- Who would have access to these resources? The NCATA Board should decide ...

Mentoring

- Organize the program (by region, by teaching area, by number of teachers, etc.)
- Find mentors and mentees
- Who would serve as mentors?
- Who would be eligible to be mentored?
- How long can they be a mentee? (One year and lateral entry teachers and then provide the ag teacher experts list ...)
- What training is needed for mentors?
- Regional Coordinators know the new teachers ...
- A time is needed for mentors and mentees to meet in an organized fashion
- Revamp the new teacher program at summer conference
- Work with new teacher appraisal system – train mentors too
- Provide a survey at conference
- Have mentors available at summer conference – Regional VPs and Alternate VPs could serve in this capacity

Professional Development

- Leadership Training for teachers with 5-15 years of experience
- Leading the organization with 15-30 years of experience
- Retirement network for teachers with 30+ years of experience
- Train NCATA VPs
- Sessions at summer conference and summer workshops series to provide teacher leadership development

- Each Regional VP could host a professional development activity in their region at least once per year
- Local teachers can host spend-a-day programs for teachers to visit their local program and see what they do

Marketing and Promotion

- Develop a NCATA brochure with the benefits of membership listed
- Educate college students in agricultural education about NCATA, NAAE, NCACTE and ACTE
- Educate lateral entry teachers – Identify them, contact them, add info specific to them to the NCATA website
- Mailing to new and lateral entry teachers OR distribute through the visits of the regional coordinators
- Hire a professional marketing group to help create the NCATA message and icon
- New/Beginning teacher packet/kit
- List of agriculture teacher experts

NCATA Benefit Package

- Pro-rated membership for 10-month teachers and new/lateral entry teachers
- Retirement community
- Help from retired teachers with new teachers
- Survey members – what benefits are needed?
- Are any discounts available for members?

Two Arms of Value

1 – Advocacy/Legislative

2 – Recruit, Retain and Recognize agriculture teachers

New Teacher Workshop Ideas

- Should be for first year teachers and lateral entry teachers only
- Provide info on NCATA, NAAE, ACTE and NCACTE
- Provide examples of lesson plans
- Provide information on modified assignments/working with diverse learners
- Provide information on classroom management

**NCATA STRATEGIC PLAN
(PROGRAM OF WORK)
2010-2011**

The following is a list of NCATA goals for the 2010-2011 year. Action is not limited only to the listed goals.

- GOAL 1:** Increase NCATA membership to 325 members.
- GOAL 2:** Increase NCATA collegiate student membership to 50 members
- GOAL 3:** Send representatives to the NAAE national convention and the Region V Leadership Conference to be held in NC in the summer of 2011.
- GOAL 4:** Send representatives to all NCACTE meetings and work closely with NCACTE to accomplish their goals of promoting Career and Technical Education in North Carolina.
- GOAL 5:** Increase the membership of active teachers in the NCATA Widow's Fund.
- GOAL 6:** Continue a strong advocacy program with the North Carolina General Assembly and U.S. Congress to promote agricultural education/FFA concerns and issues.
- GOAL 7:** Work closely with the Agricultural Education Programs at North Carolina State University, North Carolina A & T State University and Mount Olive College to recruit future agriculture education teachers into their teacher education programs.
- GOAL 8:** Sponsor an interactive booth at the annual career show at the 2011 North Carolina State FFA Convention to recruit and promote the NCATA and the profession of teaching agricultural education.
- GOAL 9:** Provide at least two college scholarships from NCATA for future agricultural education teachers in teacher preparation programs in NC.
- GOAL 10:** Finalize the development of a NCATA professional development recognition plan and present it for approval at the 2011 NCATA annual meeting.
- GOAL 11:** Establish a mentoring program in each agricultural education region, to be administered by the NCATA regional vice president, to pair an experienced teaching mentor with all new teachers between 0-2 years of experience.
- GOAL 12:** Create a new NCATA state award area called the NCATA Outstanding Mentor Award to recognize annually the efforts an outstanding experienced mentoring teacher that has participated, during that year, in the NCATA Mentoring Program as nominated by their mentee.
- GOAL 13:** Provide a NCATA New Teacher Kit to all beginning new agricultural education teachers at the annual agricultural education summer conference.
- GOAL 14:** Work with the leadership of the North Carolina Agricultural Education State Staff at North Carolina State University to establish an Agricultural Education Leadership Academy for agricultural education teachers.

- GOAL 15:** Create a NCATA professional development program with one workshop to be held in each region, coordinated by the NCATA regional vice president, for agricultural education teachers taught by agricultural education teachers on various teaching topics of interest.
- GOAL 16:** Create a NCATA Spend A Day program in each region so that new and beginning teachers can spend a designated day with an experienced agricultural education teacher to observe, question and learn techniques helpful to them.
- GOAL 17:** Create and publish on the NCATA Website an Agricultural Education Teacher Expert List with teacher contact information so that teachers can contact the experts for advice on various topics.
- GOAL 18:** Work with the N.C. Agricultural Education Coordinator to establish a Resource Library for NC agricultural education teachers and allow teachers to post course resource guides, worksheets, Power Points, activity sheets, wikis and blogs and other information to assist teachers.
- GOAL 19:** Create a contact list of former agricultural education teachers by county with their contact information to provide additional resources for teachers, serve as mentors and to create a communication system to keep them informed of current issues and trends in agricultural education.
- GOAL 20:** Recognized annually agricultural education teachers annually for their accomplishments in the following areas: Outstanding Agricultural Educator, Outstanding Young Member, Outstanding Middle/Secondary School Program, Ideas Unlimited, Teachers Turn the Key, Teacher Mentor Award. Also recognize teachers with new and years of service pins, regional teacher of the year and Teacher of Teacher awards.
- GOAL 21:** Conduct an annual awards banquet and necrology service and sponsor a retired teacher reception in conjunction with the North Carolina Summer Agricultural Education Conference.
- GOAL 22:** Work with the Agricultural Education staff to provide a summer conference session on retirement benefits and options for teachers considering retirement in the future.
- GOAL 23:** Work with the Agricultural Education staff to maintain and update the current NCATA website and create and publish two NCATA newsletters.
- GOAL 24:** Create a committee to explore NCATA options for Home School Agricultural Education parents/teachers.
- GOAL 25:** Have at least 20 NCATA members to attend the NAAE Region V Leadership Conference to be held in Waynesville, NC the week of June 27-30, 2011.

NCATA Position Description President

Title: President

Background: A President is elected each year to lead the NCATA. This person moves up from the President Elect.

Expectations: The duties of the regional vice president are as follows:

1. To serve as an advocate for issues and concerns of the agriculture teachers in the state.
2. To strive for 100% NCATA membership in the state.
3. To join all professional associations.
4. To communicate with all agriculture teachers in the state regarding issues and concerns of the association.
5. To have 100% membership in their local FFA chapter.
6. To preside over all board meetings and NCATA events except in cases of emergency.
7. To provide copy for inclusion in the NCATA newsletter two times per year.
8. To present a professional image at all agricultural education activities.
9. To seek input from agriculture teachers in the state on a quarterly basis.
10. To participate in professional and student organization state activities in North Carolina.
11. To serve on the North Carolina FFA Association Board of Directors.
12. To serve on the NCACTE Board of Directors.
13. To serve on the North Carolina FFA Foundation Board of Trustees.
14. To serve on the North Carolina FFA Alumni Council.
15. To coordinate the annual agricultural education awards' banquet.
16. To attend the Region V NAAE Conference and National NAAE Convention.

NCATA Position Description

Regional Vice President

Title: Regional Vice President

Background: There are eight educational regions in North Carolina as recognized by agricultural education and the NC FFA Association. The NCATA has a vice president and an alternate vice president in each region. Each vice president serves a two-year term.

Expectations: The duties of the regional vice president are as follows:

1. To serve as an advocate for issues and concerns of the agriculture teachers in their respective region.
2. To strive for 100% NCATA membership in the region that they represent.
3. To join all professional associations.
4. To communicate with all agriculture teachers in the region regarding issues and concerns of the association.
5. To have average 80% membership in their local FFA chapter prior to and over their two-year term.
6. To attend all board meetings and NCATA events except in cases of emergency. These cases should be communicated with the President before the meeting and/or event.
7. To provide copy for inclusion in the NCATA newsletter four times per year.
8. To present a professional image at all agricultural education activities.
9. To seek input from agriculture teachers in the region on a quarterly basis.
10. To participate in professional and student organization state activities in North Carolina including, but not limited to:
 - State FFA Convention
 - State FFA Leadership Conference
 - FFA Camp
 - Regional In-service and Leadership Conferences
11. To participate in summer conference.
12. To attend pre-conference meetings with the secretary-treasurer.
13. To submit all rosters and dues in a timely manner.
14. To gather required information for awards.
15. To encourage members to submit entries for NAAE and NCATA awards.
16. To attend at least one of the Region V NAAE Conferences and National NAAE Conventions during their term of service.
17. To serve on NCACTE committees.
18. To coordinate mentoring activities within their region.

NCATA Vice Presidents Duties and Assignments

The following is a month-by-month listing of NCATA vice presidents' responsibilities.

July

- Attend Summer Conference
- Attend Board of Directors Meeting on the evening prior to 1st day of Conference
- Collect Dues from Regional Members
- Attend Board of Directors Meeting on the morning of the final day of Conference
- Make a list of experienced teachers that are willing to serve as mentors from your region.
- Allow members to sign up for NCATA committees during regional meetings and return the list to the NCATA President or Secretary/Treasurer.
- Pass out and collect the teacher expert list

August

- Send membership email to all teachers from your region that did not pay dues at the summer conference with membership information.
- Meet with your alternate Vice President to coordinate mentoring responsibilities.
- Contact your regional coordinator to determine the new teachers and those in their 1st or 2nd year of teaching.
- Pair a mentor teacher with a new teacher. Provide the mentor and mentee a guideline for the mentoring program. Encourage mentors to develop a FaceBook page so that mentees can contact upon need.

September

- All mentors and mentee should be paired by September 1.
- Send mentors a quarterly report to complete by the end of September
- Contact mentors by email monthly or through FaceBook to stress the importance of making contact with their mentee
- Find a teacher from your region to serve as the host for the Spend a Day program and have them determine the date (anytime during the year) that they want to host new teachers. Publicize this activity at your regional in-service meeting and via email to your region.
- Attend Fall In-service Meeting
- Send Johnny Jessup Newsletter articles by deadline.
- Begin to plan the summer in-service opportunity for your region. You might want to discuss it at fall in-service.
- Finalize the teacher expert list and send to Josh Bledsoe to post on the NCATA website

October

- Attend the Fall NCATA Board Meeting
- Contact Mentors and Mentees for updates
- Send a letter to regional members that have not paid dues – stay in contact with regional coordinators about those that are unpaid.

November

- Contact Mentors and Mentees for updates

December

- Contact Mentors and Mentees for updates
- 2nd quarterly report from mentors is due at the end of the month
- Mentee evaluations are due in January. Send out evaluation form to mentees.
- NAAE Convention in Las Vegas

January

- Finalize plans for the summer in-service program
- Contact Mentors and Mentees for updates
- Replace non functioning mentors.

February

- Contact Mentors and Mentees for updates
- Send out email to regional members about NCATA awards and applications are due soon.
- Mentor quarterly reports are due at the end of the month
- Attend Spring NCATA Board Meeting
- Provide a brief 3-4 sentence description of your summer in-service opportunity to Josh Bledsoe to include in the summer in-service document. Include time, dates and cost if any.
- Send Johnny Jessup newsletter article

March

- Contact Mentors and Mentee for updates

April

- Contact Mentors and Mentees for updates

May

- Contact Mentors and Mentees for updates

June

- Contact Mentors and Mentee for updates
- Get final quarterly report from mentors and evaluations from mentees.
- Contact all teachers from your region in late June about the upcoming summer conference and encourage them to join NCATA. Provide dues information. Contact Sec/Treas if you have a question.

NCATA Position Description President - Elect

Title: President Elect

Background: A President Elect is elected each year. This person moves up to President in their second year.

Expectations: The duties of the regional vice president are as follows:

1. To serve as an advocate for issues and concerns of the agriculture teachers in the state.
2. To strive for 100% NCATA membership in the state.
3. To join all professional associations.
4. To communicate with all agriculture teachers in the state regarding issues and concerns of the association.
5. To have 100% membership in their local FFA chapter.
6. To attend all board meetings and NCATA events except in cases of emergency.
7. To provide copy for inclusion in the NCATA newsletter four times per year.
8. To present a professional image at all agricultural education activities.
9. To seek input from agriculture teachers in the region on a quarterly basis.
10. To participate in professional and student organization state activities in North Carolina.
11. To serve on as a liaison on all committees.
12. To lead the strategic planning process for the association.
13. To serve on the North Carolina FFA Foundation Board of Trustees.
14. To serve on the North Carolina FFA Association Board of Directors.
15. To serve on the NCACTE Board of Directors.
16. To assume the duties of the chair in the absent of the President.
17. To attend the Region V NAAE Conference and National NAAE Convention.
18. To coordinate the NCATA Scholarship Fund Raiser.
19. To attend the National Agricultural Education In-service Workshop.
20. To serve on the North Carolina FFA Alumni Board of Directors.
21. To coordinate all professional development workshops sponsored in each region by the NCATA Vice Presidents.

NCATA Position Description

Past President

Title: Past President

Background: A Past President serves the year after they are President. This person moves up from the President.

Expectations: The duties of the regional vice president are as follows:

1. To serve as an advocate for issues and concerns of the agriculture teachers in the state.
2. To attain 100% NCATA membership in the state.
3. To join all professional associations.
4. To communicate with all agriculture teachers in the region regarding issues and concerns of the association.
5. To have 100% membership in their local FFA chapter.
6. To attend all board meetings and NCATA events except in cases of emergency.
7. To provide copy for inclusion in the NCATA newsletter four times per year.
8. To present a professional image at all agricultural education activities.
9. To seek input from agriculture teachers in the region on a quarterly basis.
10. To participate in professional and student organization state activities in North Carolina.
11. To serve as chair of the North Carolina FFA Association Board of Directors.
12. To serve on the North Carolina FFA Foundation Board of Trustees.
13. To serve on the North Carolina FFA Alumni Council.
14. To coordinate the NCATA silent auction.
15. To prepare the Professional State Association Award application.
16. To coordinate the NCATA Newsletter and web site.

NCATA Position Description

Secretary/Treasurer

Title: Secretary/Treasurer

Background: The NCATA elects a secretary/treasurer for the Association. The term of office is four years.

Expectations: The duties of the regional vice president are as follows:

1. To serve as an advocate for issues and concerns of the agriculture teachers in their respective region.
2. To join all professional associations.
3. To communicate with all agriculture teachers in the region regarding issues and concerns of the association.
4. To have 100% membership in their local FFA chapter.
5. To attend all board meetings and NCATA events except in cases of emergency. These cases should be communicated with the President before the meeting and/or event.
6. To provide copy for inclusion in the NCATA newsletter four times per year.
7. To present a professional image at all agricultural education activities.
8. To seek input from agriculture teachers in the region on a quarterly basis.
9. To participate in professional and student organization state activities in North Carolina.
10. To prepare financial statements for all board meetings.
11. To serve as the financial officer of the association.
12. To maintain the official minutes and other records of the association.
13. To communicate quarterly membership reports to the vice presidents.
14. To order business cards and stationary.
15. To order all award materials for NCATA members.
16. To correspond with other professional organizations regarding membership and dues.
17. To abide by all constitutional requirements.
18. To oversee the publication of the NCATA Awards Program.
19. To attend the Region V NAAE Convention and National NAAE Convention.
20. To be bonded for handling the funds of the NCATA.

Board Training and Operations Calendar North Carolina Agriculture Teachers' Association

September/October

Each year the NCATA Board of Directors conducts a four to six hour meeting in October or November to focus on training and planning for the year. The NCATA President will host this meeting. If schedules permit, this meeting may be conducted at destination location to encourage board members to bring families as an effort to build a better sense of community for the professional association. Key issues to be included on the agenda include:

- Review of the summer conference.
- Regional membership reports.
- Legislative update.
- Non-profit board and leadership training.
- Promotion of awards' programs.
- State Agricultural Education Update (successes, challenges, concerns)
- History of NCATA
- Preparation for NAAE Convention
- Review/Evaluation of Summer Conference
- Review of NCATA Policies and Procedures

March

Each year the NCATA Board of Directors conducts a one-day (drive in/drive out) meeting in March to focus on the following:

- Understanding Boards and Non-Profit Management
- Long-Range Planning
- Budget Development
- Summer Conference Planning
- Strategic Planning
- Legislative Update
- Summer Conference Planning

July

Each year a meeting is conducted in conjunction with the Annual Agricultural Education Conference

- Summer Conference Details
- Membership Development
- New Board Orientation
- Leadership Development
- Legislation/Policy Development
- National Update
- Awards' Programs
- Communication Systems
- Provide training and updates on the dues collection process.
- Review of conference details/planning.

CONSTITUTION AND BYLAWS OF THE NORTH CAROLINA AGRICULTURE TEACHERS ASSOCIATION

ARTICLE I NAME:

SECTION 1. The name of this organization shall be the North Carolina Agriculture Teachers Association (NCATA).

ARTICLE II PURPOSES:

SECTION 1. To assume and maintain active leadership.

SECTION 2. To promote cooperative efforts.

SECTION 3. To promote professional improvement.

SECTION 4. To encourage the adherence to the National Code of Ethics.

SECTION 5. To cooperate with all professional organizations in developing and promoting legislation favorable to agricultural education.

ARTICLE III ORGANIZATION:

SECTION 1. The eligible membership and geographical boundary of this organization shall be:

- a. Teachers of Agriculture and related professional personnel as set forth in this organization.
- b. This organization shall be confined to a statewide organization, and shall have no subdivisions except those herein provided.
- c. This association shall be divided into areas to coincide with the educational regions as set forth by the NC FFA Association.

SECTION 2. The North Carolina Agriculture Teachers Association shall be affiliated with the National Association of Agricultural Educators (NAAE).

ARTICLE IV MEMBERSHIP:

SECTION 1. Membership in this Association shall be of five types: Active, Associate,

Honorary, Student, and Affiliated.

- a. Active membership shall consist of individuals teaching Agriculture in the public schools

In North Carolina, the state staff members of Agricultural Education, and teacher trainers of Agricultural Education.

- b. Associate membership shall be confined to persons who were active members when retired or disabled and who are covered under the N. C. Teachers Retirement System. Associate members are eligible to vote hold office, and participate in meetings and other activities. Associate members shall only be required to join the North Carolina Agriculture Teachers Association.
- c. Honorary membership shall be presented to any person not eligible for active membership whom the Association shall elect to such by a majority vote of members in a meeting assembly. Honorary members shall not have the right to vote, serve on committees, or hold elective or appointive office.
- d. Student membership is open to college students preparing to teach Agriculture. Student members shall not have the right to vote, serve on committees, or hold elective or appointive office.
- e. Affiliated membership is open to any person or business with an interest in Agricultural Education that is not eligible to have Active, Associate, or Student membership. Affiliated members shall not have the right to vote, serve on committees, or hold elective or appointive office.

SECTION 2. Voting privileges and the right to hold office shall be confined to active and associate members.

SECTION 3. Membership year shall extend from July 1st to June 30th of the following year.

SECTION 4. The appointment and election of all committee members shall consist of representations from all recognized ethnic groups and geographical regions.

SECTION 5. Any person who has been a member of the NCATA and are continuing in Education in North Carolina, shall be allowed to continue membership in the state association and take part in the Wayne Proffitt Memorial Benevolence Fund.

ARTICLE V OFFICERS:

SECTION 1. Officers of this Association shall be President and President-Elect; immediate Past President; with one Vice-President, from each

Region as provided by ARTICLE III, SECTION 1, Item c.; Secretary-Treasurer of NCATA; Secretary-Treasurer and alternate Secretary-Treasurer of Wayne Proffitt Memorial Benevolence Fund; Representative of Retired Agriculture Teachers: and three ex-officio members, who shall be the State Agricultural Education Coordinator, and head Teacher Trainers at N. C. A. and T. State University and N. C. State University.

SECTION 2. Each federation shall elect a person to be a contact person between the regional vice-president and the local NCATA membership of that federation.

ARTICLE VI EXECUTIVE COMMITTEE:

SECTION 1. The executive committee will consist of the officers as provided by Article V, Section 1.

SECTION 2. Meetings of the executive committee may be called by the president to attend to the business of the Association. Travel expenses may be paid from Association funds at the prevailing rate allowed State employees to members of the committee attending an executive committee meeting.

ARTICLE VII MEETINGS:

SECTION 1. There shall be at least one annual meeting of this association. The time and place of the annual meeting shall be determined by the executive committee.

SECTION 2. All meetings shall be governed by Roberts Rules of Order.

ARTICLE VIII AMENDMENTS:

SECTION 1. Amendments to this Constitution shall be submitted in writing to the membership and may be adopted or rejected one day later of thereafter by 2/3 vote of members in the meeting assembly.

ARTICLE IX BYLAWS:

SECTION 1. Bylaws consistent with this constitution may be adopted by majority of members in meeting assembly.

BYLAWS

ARTICLE I OFFICERS:

- SECTION 1. To hold office in the Association, a candidate must have been a member of the N. C. Agriculture Teachers Association for at least three years.
- SECTION 2. The president shall be elected for a one-year term. The president may be re-elected to serve one second term, four or more years after serving as past president.
- SECTION 3. The president-elect shall be elected at each annual meeting to take the office of president.
- SECTION 4. The president and president-elect shall attend the annual convention of the National Association of Agricultural Educators. The president shall represent the Association at the Annual Regional Planning Meeting of the NAAE.
- SECTION 5. A retiring officer shall; at the annual meeting; turn over all records, correspondence, and other materials related to that office to the person that succeeds them in office.
- SECTION 6. The secretary-treasurer shall be elected to serve four years. The vice-presidents, alternate vice-presidents and retired teacher representative shall be elected to serve two years.
- SECTION 7. Vacated office of the president shall be filled by the president-elect. The executive committee shall select a member to fill a vacated office.
- SECTION 8. All officers shall be installed in office by the incumbent president during the annual meeting in which they were elected.
- SECTION 9. The Association may pay from Association funds; travel for convention expenses per voting delegate to attend the annual NAAE convention as selected by the executive committee of the NCATA as prescribed below:
1. Full registration for ACTE and NAAE.
 2. ½ of the room rate.

3. Travel to and from conventions shall not to exceed coach fare for air travel, or state mileage rate up to 600 miles.
NOTE: Association compensation is to follow LEA compensation where applicable.
 - a. The ACTE delegates shall come from the NAAE delegates.
 - b. The ACTE and NAAE delegates shall come from the NCATA Executive Committee, if possible, or shall be appointed by the Executive Committee of the NCATA.

SECTION 10. At no time shall the Executive Committee of the Association authorize the expenditure of funds exceeding assets of the NCATA.

SECTION 11. When the office of president is vacated during the year, the president-elect shall assume the responsibility of president for the remainder of that year, then, that person shall serve as president for the year that they were elected.

SECTION 12. When the office of president is vacated and the president-elect assumes the office of president, the new president-elect in accordance with ARTICLE I, SECTION 7, of the BYLAWS, shall serve the time remaining for that term only.

SECTION 13. When the office of vice-president has been vacated during the term, the alternate vice-president shall assume the duties of vice-president. They are to assume the duties for this term and for the term for which they were elected.

SECTION 14. A candidate for president or president-elect must have served as a regional vice-president.

ARTICLE II DUTIES OF OFFICERS:

SECTION 1. The president shall preside at all meetings of the Association and the Executive Committee. They shall appoint all committee chairpersons except that of the nominating committee, sign all contracts, and approve all expenditures authorized by the Association and the Executive committee.

SECTION 2. Chairpersons of the various committees to carry out the program of the Association shall be appointed from the vice-presidents. Each vice-president shall appoint one member from their region to serve

on the nominating committee. The nominating committee shall elect a chairperson from their number.

SECTION 3. The president-elect shall preside in the absence of the president.

SECTION 4. It shall be the duty of the secretary-treasurer to record proceedings of all official meetings of the Association, conduct all necessary correspondence, submit an annual report of receipts and expenditures, receive money for dues, make receipts for same and deposit such funds to the credit of the Association, pay dues to the National Association, pay bills on approval of the president, have their books and accounts audited, and be bonded. After each constitution and bylaws revision, the secretary-treasurer shall have copies distributed to the membership.

SECTION 5. It shall be the duty of the secretary-treasurer of the Wayne Proffitt Memorial Benevolence Fund to receive and dispose all funds and keep records of all business transacted by the Widow's Fund of the NCATA.

SECTION 6. Alternate vice-presidents assist the vice-presidents in the performance of their duties.

ARTICLE III EXECUTIVE COMMITTEE:

SECTION 1. The government of the Association shall be vested in the Executive Committee.

SECTION 2. The presence of two-thirds of the members of this committee shall constitute a quorum.

SECTION 3. The Executive Committee shall:

- a. manage the business of the Association,
- b. fill such vacancies in office as may occur between annual meetings,
- c. be allowed to transact business by correspondence between annual meetings,
- d. appoint delegates to officially represent the Association at the annual convention of the National Association of Agricultural Educators,
- e. create and regulate services for members,
- f. provide for auditing the books and accounts of the secretary-

treasurer, and meet at least twice a year.

SECTION 4. The president shall, with the permission from the two-thirds majority of the Executive Committee, act for the Association during an emergency arising between meetings of the committee. The president shall report his action at the first Association meeting following the emergency.

ARTICLE IV DUES:

SECTION 1. Annual dues for the Association shall be set as:

Active Membership: \$100.00

Associate Membership: \$15.00

Student Membership: \$5.00

Affiliated Membership: \$25.00

ARTICLE V AMENDMENTS:

SECTION 1. These bylaws may be amended by a majority vote of members in a meeting assembly.

THE ABOVE CONSTITUTION AND BYLAWS WERE REVISED AT THE 2010 ANNUAL MEETING OF THE NORTH CAROLINA AGRICULTURE TEACHERS ASSOCIATION.

NCATA Policy Positions

Agricultural Education in North Carolina *The Rationale for a Comprehensive/Year-round Program*

An effective agricultural education is comprised of three core elements: ***Classroom/Laboratory Instruction; Supervised Agricultural Experience; FFA Student Organization Activities.*** To be effective and maximize opportunities for students enrolled in agricultural education, secondary agricultural education programs in North Carolina **must** be offered on a 12-month/year-round basis. This position has been supported historically by educational and agricultural leaders and policy-makers. On March 4, 1976, the State Board of Education approved a resolution which stated:

“...AND WHERE POSSIBLE, that vocational agriculture teachers be employed and work with their students on a 12 month basis.” This position was further supported in 1983 by the North Carolina General Assembly in Chapter 115 C-302 of General Statutes of North Carolina which states: ***“Provided, that local boards shall not reduce the term of employment for any vocational agriculture teacher personnel position that was 12 calendar months for the 1982-83 school year for any school year thereafter.”***

The rationale for conducting agricultural education programs on a 12-month/year-round basis emerges from the unique “year-round” educational opportunities made available to agriculture students. These opportunities include, but are not limited to:

1. Supervised Agricultural Experience (Work-based Learning Experience):

Since it's beginning in 1917, one of the three core elements of an agricultural education program has been Supervised Agricultural Experience (SAE). SAE is a model of the school-to-work transition/work-based learning approach to education. All agricultural education students are expected to have a year-round, work-based learning programs that are monitored by the agriculture teacher. These experience programs may be implemented as apprenticeships, job shadowing, agriscience projects, cooperative education, field trips and/or supervised agricultural experiences. Agriculture teachers are expected to conduct on-site visits with employers, students, parents/guardians and other partners involved in the students' work-based learning experience throughout the year.

2. Student Organization Activities (FFA): FFA began in 1928 and is one of the three core elements of an agricultural education program. These activities require the agriculture teacher to focus a great amount of time and energy on FFA if the students are to truly benefit. Many state FFA activities are scheduled in the summer months to reduce days away from school for students and teachers. They include: State FFA Convention, State FFA Leadership Conference, State FFA Camp. Also, strong FFA chapters have chapter and FFA alumni activities being conducted at the local level year-round, including the summer months.

3. Facility/Laboratory/Project Maintenance: Agricultural education facilities and laboratories require year-round maintenance and oversight. Furthermore, quality agricultural education requires the use and maintenance of live animal and plant projects (ie. aquaculture, biotechnology, greenhouse, floriculture, forestry, animal science projects, etc.). Both of these factors provide an excellent opportunity for the agricultural education program to serve the local community's educational and agricultural needs on a year-round basis. As science becomes more and more a part of our curriculum, it is vital that laboratories and live projects be maintained on a 12-month basis.

4. Community-Based Adult Education: Leadership, delivery and/or facilitation for community-based adult education programs in agriculture is expected to occur during the summer months. These activities might include technical assistance for community agriculturalists and/or classes/seminars for adults on the upgrading their skills and knowledge in such areas as floral design, landscaping, agricultural mechanics, internet, etc. Furthermore, the summer months provide the agriculture teacher with a much needed opportunity to gather data and assess the needs of the students, community and agricultural industry to enhance the local agricultural education program's instructional program. These activities provide much needed connectivity between the community and the agricultural education program and enhances the value of the school's facilities and faculty to the community it serves.

5. Professional and Instructional Improvement: Throughout the summer months, agriculture teachers have the opportunity to participate in various professional and instructional program enhancement activities and workshops. Different workshop topics are offered in various locations around the state topics related to agricultural technology and improved teaching methodology. Agriculture teachers are expected to participate in the Annual Agricultural Education Conference conducted in the summer. This time is also critical for the agriculture teacher to modify, revise and update curriculum for the next year and to articulate their curriculum with the community college and/or university system.

If agricultural education is to be successful and effective it must be a 12-month/yeararound program; anything less than year-round does not and will not effectively serve the students, communities and agricultural industry. **For more information regarding agricultural education in North Carolina, contact the State Agricultural Education Office at 919-515-4206.**