

National Agriculture in the Classroom Organization

CONSTITUTION & BYLAWS

Adopted by the Consortium of States July 12, 1997

Article 1: Name and Purpose

Section A: The name of this organization shall be the National Agriculture in the Classroom Organization.

Section B: The purposes for which this National Agriculture in the Classroom Organization (NAITC) was formed include the following:

1. To assume and maintain an active national role in promoting agricultural literacy programs.
2. To provide leadership and support to the USDA-AITC National Program.
3. Provide leadership and a professional network for state Agriculture in the Classroom programs.
4. To ensure continuity of the NAITC Organization.
5. To pursue funding sources for agricultural literacy programs that would meet NAITC objectives.
6. To work in cooperation with other organizations and agricultural literacy programs to achieve common goals and objectives.

Article 2: Membership

Section A: Each USDA-recognized, state-sanctioned Agriculture in the Classroom program will select one person and a designated alternate to represent their state, District or U.S. Insular area as a voting member of NAITC.

1. A state in good standing is defined as one that has paid dues and submitted the state report by the annual published deadlines.

Section B: The NAITC will recognize four United States Agriculture in the Classroom Regions:

1. Western Region: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, the Republic of Palau.
2. Central Region: Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.
3. Eastern Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, District of Columbia.
4. Southern Region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, the Commonwealth of Puerto Rico, the Virgin Islands of the United States.

Section C: NAITC Executive Committee

1. Each region will select two NAITC members from their region to serve on the NAITC Executive Committee. Each regional representative will have one vote on the NAITC Executive Committee.
2. Executive committee members will be voted in by the members of their respective regions annually at the annual NAITC meeting.

3. The executive committee may hire an executive director who will serve as an ex-officio, non-voting member of the executive committee.

Article 3: Officers

Section A: The officers of this organization shall consist of the president of the executive committee, the president-elect, the secretary, the treasurer, and the past president.

Article 4: Dues

Section A: Dues shall be set by the NAITC and paid annually.

Section B: Only members that have paid their dues will have a vote during any NAITC meeting and access to any NAITC benefits including grants.

Article 5: Meetings

Section A: The executive committee will meet at least annually.

Section B: The NAITC membership will meet at least annually.

Article 6: Amendments

Section A: This Constitution may be amended or changed at any NAITC business meeting by a two-thirds vote of at least 50 percent of the total NAITC membership.

Section B: Any proposed amendment must be submitted to the NAITC membership at least 30 days, in writing or by electronic messaging, prior to the meeting at which the voting will take place.

Article 7: Bylaws

Section A: Bylaws will be added as needed to govern this organization.

Section B: Bylaws can be added or amended at any NAITC business meeting by a majority vote of at least 50 percent of the total NAITC membership.

BYLAWS

Article 1: Basic Policies

- Section A: The organization shall be non-commercial, nonsectarian, and nonpartisan.
- Section B: The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion or purposes of the organization.
- Section C: The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- Section D: Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code as agreed upon by the National Agriculture in the Classroom Organization (NAITC) membership.

Article 2: Membership and Dues

- Section A: Membership is defined in the National Agriculture in the Classroom Organization Constitution in Article 2, Section A. Membership in the organization shall be made available without regard to race, color, creed or national origin.
- Section B: Members will be invoiced annually following January 1 of each year.
- Section C: Annual dues shall be paid by member states. Any change in dues will be recommended by the NAITC Executive Committee and voted on by full membership at the annual meeting.

Article 3: Officer Duties and Responsibilities

- Section A: President and President-Elect of the Executive Committee
1. The president will serve for one year and may be elected to a second term. The president will then serve as the past president.
 2. The president-elect of the executive committee will be selected by the State NAITC representatives attending the annual meeting. The president-elect will serve for one year, and may be elected for a second year before becoming the president.
 3. The past president will have one vote on the executive committee.
 4. Any NAITC representative will be eligible for the office of the president-elect and can be nominated during the annual meeting. Votes will be tallied by a written ballot, and the nominee with the most votes will become the president-elect of the executive committee.
 5. No officer can serve for more than six consecutive terms.
 6. Duties of the president:
 - a. conduct meetings and business of the NAITC.
 - b. serve as the contact between the USDA national director and the NAITC.
 - c. serve as the contact between the agricultural industry and the NAITC.
 7. Duties of the president-elect:
 - a. conduct meetings in the absence of the president.
 - b. assist the president and accept duties as assigned.

Section B: Secretary

1. The secretary will be elected from the executive committee by the executive committee.
2. The duties of the secretary shall be to work in cooperation with the executive director and/or executive committee in the following areas:
 - a. assure that accurate minutes are maintained.
 - b. assure that necessary correspondence in writing or by electronic messaging is carried out.
 - c. assure that meetings are called to order in the absence of the president or president-elect.
 - d. assure that a current copy of the constitution and by-laws is maintained.
 - e. count votes.
3. The term of office shall be for one year elected annually.

Section C: Treasurer

1. The treasurer will be elected from the executive committee by the executive committee.
2. The duties of the treasurer shall be to work in cooperation with the executive director and/or executive committee in the following areas:
 - a. provide oversight of the NAITC funds.
 - b. assure that accurate financial records are kept.
 - c. serve as chairman for the budget committee.
 - d. assure that an accurate list of NAITC members is maintained.
 - e. assure that IRS documents are filed as needed.
 - f. review quarterly financial reports from the executive director.
 - g. organize and assist with fundraising activities.
3. The term of office shall be for one year elected annually

Section D: Regional Representatives of the NAITC

1. Each region shall have two representatives to the NAITC Executive Committee. Representatives will serve a two-year term and will be elected to staggered terms of office. The secretary and the treasurer of the NAITC will be regional representatives of the NAITC.
2. The duties of the regional representative shall be to:
 - a. represent regional interests at executive committee meetings, and act as a liaison in communication between members of the region and the executive committee.
 - b. attend (when possible) meetings of the NAITC, and the NAITC Executive Committee.
 - c. plan, facilitate, and host regional meetings of the NAITC annually.
 - d. assist the officers of the NAITC in fulfilling the goals and objectives of the NAITC.
 - e. regional representatives will be voted upon by their regions.

Section E: Executive Director

1. The executive committee may hire an executive director for the purpose of managing, directing and supervising the programs and activities of the NAITC.
2. Duties, responsibilities and compensation will be agreed upon annually by the executive committee and executive director.

Section F: Officer and Regional Representative Resignation, Vacancy and Replacement

1. If any officer or regional representative of the NAITC Executive Committee cannot complete their term of office, they must submit their resignation to the executive committee in writing or by electronic messaging prior to their departure.

2. Any vacancy for president or president-elect may be filled as soon as possible by a conference call of the state contacts.
 - a. President: The president-elect may become the president and nominees and balloting will be conducted to elect a new president-elect. If the president-elect is unable to serve at that time the state contacts will select an individual to fulfill the position of president until the next national meeting.
 - b. President-Elect: A nomination form will be sent to each state NAITC member to submit nominations in writing or by electronic messaging within a specified length of time. A list of candidates will be available to the state contacts prior to the conference call to elect a name to fill the position of president-elect.
 - c. Secretary and Treasurer of the executive committee: Since these officers are elected by the executive committee, the executive committee will conduct another election to determine the member who will hold the vacated office.
3. Regional Representatives of the executive committee: If a regional representative is unable to fill the term of office, the office will remain vacated until a new representative is elected by the region to fill the remainder of the term. Any vacancy of a regional representative may be filled as soon as possible by conference call of the state contacts in that specific region where the vacancy occurs until the next national meeting.

Section G: Professional Services

1. The NAITC Executive Committee may hire professional services to assist them in administering specific programs.
2. Any person/entity who is hired to administer a specific program on behalf of the NAITC is ineligible to apply for any grant they administer.
3. The NAITC Executive Committee will review professional services annually to ensure adequate administration.

Article 4: Nominations/Elections

Section A: Nominations for president-elect will be taken annually in writing or by electronic messaging at least 60 days before the annual meeting.

Section B: A list of nominees will be sent in writing or by electronic messaging 30 days prior to the annual meeting to each state NAITC member.

Article 5: Meetings of the NAITC

Section A: Annual Meeting

1. When possible the annual meeting will be held in conjunction with the National Agriculture in the Classroom Conference; however, the annual meeting may be convened at anytime during the year as deemed necessary by the executive committee upon 60 days notice by mail or by electronic messaging to the NAITC voting membership.
2. The privileges of making motions, debating, and/or voting at the annual meeting shall be limited to NAITC members or their designated alternate upon evidence or receipt of payment of dues.

Section B: NAITC Executive Committee Meetings

1. When possible members of the NAITC Executive Committee will meet in Washington D.C. for a fall and spring meeting.

2. The fall meeting will, when possible, be hosted by the USDA. The NAITC executive committee (president, president-elect, past president, regional representatives, executive director) along with committee chairs (as recommended by the executive committee) will be invited.
3. The spring meeting will be hosted by the NAITC, and the executive committee will attend along with other members of the NAITC and guests as invited by the executive committee.

Article 6: Fiscal Year and Audit

Section A: The fiscal year for the NAITC shall be from August 1 to July 31.

Section B: The books and financial records of the NAITC will be internally audited within 60 days of the close of the fiscal year and at any other time deemed necessary by the executive committee.

Article 7: Parliamentary Authority

Section A: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NAITC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article 8: Committees of the NAITC

Section A: Committees of the NAITC will be appointed by the president with approval of the executive committee. Standing committees include Outreach, Public Relations, Nominating, and Budget. Ad-hoc committees can be named by the resident. Members of each committee will reflect a geographic balance when possible.

Section B: Outreach Committee

1. The purpose of this committee will be to assist the NAITC with maintaining contact with congressional leaders.
2. Members of the NAITC and the outreach committee will assist congressional leaders by providing accurate and timely information on AITC programs.

Section C: Public Relations Committee

1. The purpose of this committee will be to assist the NAITC with promoting the AITC program in various media sources.
2. Members of this committee will assist the executive committee in promoting AITC programs across the nation and in specific regions.

Section D: Nominating Committee

1. The chairman will be the immediate past president.
2. One state contact from each region will serve as a member of the committee

Section E: Budget Committee

1. The chairman of the committee will be the treasurer
2. The committee will include members of the executive committee appointed by the president
3. The executive director will serve as an advisor to the committee
4. The committee will recommend the budget to the executive committee for review before it is presented to the members at the annual meeting.

Section F: The president may elect to form an advisory committee which shall be made up of the past presidents of the NAITC and will serve as an ad-hoc committee.

1. The chairman of the advisory committee will be the past-past president and will serve as chairman until a successor is named.
2. Any past president who is no longer serving as a state contact for a state represented in the NAITC shall relinquish all rights and responsibilities related to the advisory committee.

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