

# MVATA Handbook

2011-2012

Missouri Vocational Agriculture Teachers Association

## ***My 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.*

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Affiliate Organizations

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ACTE.....	<a href="http://www.acteonline.org">http://www.acteonline.org</a>

## INTRODUCTION

The Missouri Vocational Agriculture Teachers Association (MVATA) is composed of certified teachers of Vocational Agriculture who teach in the secondary, adult, and post-secondary schools of Missouri. The purpose of MVATA is to improve Agricultural Education as a profession and to improve agriculture and agri-business as vocations in the state of Missouri.

The MVATA Handbook is published to provide useful information to the teachers of Agricultural Education and to friends interested in the Association. This book is intended to provide a better understanding of the MVATA, its structure, objectives, and program of work.

The MVATA Handbook was first developed in 1969-70 and it has given excellent guidance and advice to Association members. Because of increased membership, growth in the services of Agricultural Education, changes in the vocational acts and the exhaustion of the present supply, it has been revised. This revision was made by the 1999-2000 MVATA Executive Committee and is now available on the Agricultural Education's website.

The MVATA Executive Committee

## History of the MVATA

The Missouri Vocational Agriculture Teachers Association was organized in 1923; just six years after the first department of Vocational Agriculture was started. The name given the new organization was “Missouri Agricultural Teachers Association.” There is no record of a constitution being adopted at this time but the following officers served during 1923-24:

President - G. J. Dippold - Bethany  
Vice President - M. R. Dunn - Kirksville  
Secretary-Treasurer - Paul F. Barnes - Trenton

During 1930-31, a constitution was written and adopted. It changed the name of the organization to “Missouri Association Vocational Agricultural Teachers.” In 1932-33, the name was changed back to “Missouri Agricultural Teachers Association” and remained this way for three years. A new constitution was adopted in 1937 and the present name of the organization was established.

The early members of the organization had a tremendous task just to keep the organization alive, especially through the depression years. Salaries were low and expenses limited, but records indicate that all teachers of Vocational Agriculture gave freely of their time and money. They had to fight for every advancement in agricultural education that we take for granted today.

Vocational Agriculture began in Missouri with three departments, established in 1917, New London, Shelbina, and University High School at Columbia. Four new departments were established in 1918-19 and 35 new ones in 1919-20. Today, 326 departments serve over 26,600 high school students and many post-secondary students.

The following have served as president of the association:

1923-24	G. L. Dippold, Bethany
1924-25	J. L. Campbell, Belton
1925-26	J. L. Campbell, Belton
1926-27	W. L. Barrette, Boonville
1927-28	W. L. Barrette, Boonville
1928-29	R. T. Wright, Gillian City
1929-30	A. Gorrell, Mexico
1930-31	W. L. Marauder, Macon
1931-32	Frank Gillette, Fredericktown
1932-33	J. L. Peril, Salisbury
1933-34	Noel D. Kirby, Monett
1934-35	L. O. Gutting, Maryville
1935-36	G. E. Karls, Bolivar
1936-37	E. E. Schmid, Hamilton
1937-38	Floyd Barnhart, Caruthersville
1938-39	G. K. Arney, Princeton
1939-40	Darrell Young, Nevada
1940-41	Carl Gross, Cameron
1941-42	John R. Thomson, Eldon

1942-43	George Berkemeier, Drumm Institute
1943-44	Glen Wade, Savannah
1944-45	Lester Maddox, Mountain Grove
1945-46	Harold Boucher, Brunswick
1946-47	C. E. Grace, Albany
1947-48	Robert L. Hayward, Butler
1948-49	Ernest Hanebeaum, Carrollton
1949-50	Max Lampo, Neosho
1950-51	Jesse Mothersbaugh, Carrollton
1951-52	Charles Hill, Cameron
1952-53	Oral Barrow, Rogersville
1953-54	Charles Elliott, Bethany
1954-55	C. M. Kroeck, California
1955-56	Paul Stevenson, Eagleville
1956-57	John Mowrer, Unionville
1957-58	B. Oscar Brown, Salem
1958-59	Ward Harrington, Macon
1959-60	R. E. Ridge, Popular Bluff
1960-61	Lee Fitchett, Chillicothe
1961-62	Bill Fulbright, Richland
1962-63	Robert Denker, California
1963-64	Gerald Page, Nixa
1964-65	Norman Hilgedick, Lancaster
1965-66	Wayne Wolfe, Hermann
1966-67	Darwin Harris, Oran
1967-68	Jim Riley, Cameron
1968-69	G. W. Hamby, Sweet Springs
1969-70	Ireland M. Young, Marshfield
1970-71	Jefferson Battles, Fulton
1971-72	Linville C. Hardin, Houston
1972-73	Floyd F. Hager, Farmington
1973-74	Clabe Coffman, Bethany
1974-75	Edward C. Dugan, Fayette
1975-76	Vincil P. Warren, Lamar
1976-77	Herman C. Peeper, South Shelby
1977-78	Robert L. Parsons, Salem
1978-79	Roger Slayton, Naylor
1979-80	Ken Lockridge, Gallatin
1980-81	Allan Rohrbach, Green Ridge
1981-82	Jim Honey, Carthage
1982-83	Don LaRue, Monroe City
1983-84	Wayne Sprick, Washington
1984-85	Kenny Graham, Farmington
1985-86	Jim Lee, Bethany
1986-87	Paul Crews, Slater
1987-88	Gene Courdin, Cassville
1988-89	Mickey Briscoe, Macon
1989-90	Kent Schescke, Washington
1990-91	David Wells, Jackson
1991-92	Earl Dotson, Cameron

1992-93	Dan Wallace, Clinton
1993-94	John Hobbs, McDonald County
1994-95	Ronald Scheiderer, Salisbury
1995-96	Keith Dietzschold, Cameron
1996-97	Tom Mooney, Fredericktown
1997-98	David Twente, Wellington Napoleon
1998-99	Ron Dickens, Liberal
1999-2000	Harold Eckler, North Shelby
2000-01	Robert Parsons, Salem
2001-02	Rusty Black, Chillicothe
2002-03	Tammy Bartholomew, Cass Career Center
2003-04	Jim Spencer, Jr., Aurora
2004-05	Mike McCrory, Clopton
2005-06	Pam Proffitt-Rowland, Couch
2006-07	J. Micah Bristow, Woodland
2007-08	Dean Swafford, Savannah
2008-09	Randy Plattner, Marshall
2009-10	Eugene Meyer, Sarcoxie
2010-11	Scott Stone, Centralia
2011-12	Jon Wilson, Gainesville

## CODE OF ETHICS

1. We believe that high ethical principles should be practiced by teachers of Agricultural Education and that the influence of the Missouri Vocational Agriculture Teachers Association should be brought to bear on any teacher who acts in an unethical or unprofessional manner.
2. We believe that our profession stands for ideals, cooperation, service, and leadership.
3. We believe that we should improve ourselves professionally by accepted methods.
4. Loyalty to our organization is necessary and any criticism of its activities should be limited to our official meetings.
5. We believe that we should be cooperative with any organization in the community, which has for its purpose an educational growth.
6. We believe that our best efforts should be used for the development of the students under our guidance.
7. We believe that it is our duty to notify the State Supervisor and District Supervisor promptly when a vacancy occurs and likewise when another position has been accepted.
8. We believe that it is unethical to apply for a specific position until that position has been officially declared vacant. Application should be made through the regular channels.
9. We believe it is strictly a violation of the code of ethics for any teacher to underbid the salary of others. Position should be sought upon merit only.
10. We believe it is unethical for a teacher to neglect paying of professional dues, and that until same are paid said teacher should be deprived of membership in this organization, the privileges and benefits thereof.
11. We believe that it is unethical to make false or inaccurate reports, to the State Department regarding our salary, travel, or the accomplishments of our department.
12. We believe that a teacher and the students should adhere closely to all rules and regulations pertaining to fairs, shows, and contests and conduct themselves in a proper manner.
13. We believe that adverse criticism of fellow teachers and other organizations should not be allowed except in constructive manner.
14. We believe that the teachers should cooperate with the State Department, the Department of Agricultural Education at the teacher education institutions, the local school administrators, and teaching staff.
15. We believe new teachers in the field should contact older agriculture teachers in the area and leading citizens of the immediate community for helpful information.

Submitted May 18, 1959, by members of the Professional Improvement and Ethics Committee for MVATA. Reviewed April 21, 1989 by members of the Teachers Welfare Committee.

# **MVATA Districts and Areas**

2011-2012

**Northwest District****Area 1**

Craig  
 DeKalb  
 East Buchanan  
 Fairfax  
 King City  
 Lathrop  
 Mid Buchanan  
 Mound City  
 Nodaway Holt  
 North Andrew  
 North Nodaway  
 North Platte  
 Northeast Nodaway  
 Northwest Technical  
 Plattsburg  
 Rock Port  
 Savannah  
 Smithville  
 South Holt  
 South Nodaway  
 St. Joseph  
 Stanberry  
 Stewartsville  
 Tarkio  
 Union Star  
 West Nodaway  
 Jefferson

**Area 2**

Albany  
 Braymer  
 Cainsville  
 Cameron  
 Chillicothe  
 Gallatin  
 Gilman City  
 Grundy Co. R-5  
 Hamilton  
 Hardin Central  
 Jamesport  
 Maysville  
 N Central Career  
 N Central Mo College  
 Norborne  
 North Daviess  
 North Harrison  
 Pattonsburg  
 Polo  
 Princeton  
 Stet  
 Tina-Avalon  
 Trenton  
 Winston  
 Worth County  
 Hale  
 Ridgeway  
 Breckenridge

**Northeast District****Area 3**

Atlanta  
 Brookfield  
 Bucklin  
 Canton  
 Clark County  
 Green City  
 Kirksville  
 Knox County  
 Lewis County C-I  
 Linn County  
 Macon  
 Marceline  
 Memphis  
 Milan  
 Newtown-Harris  
 North Shelby  
 Putnam County  
 Schuyler R-I  
 South Shelby  
 Meadville  
 New Cambria  
 Novinger

**Area 4**

Ashland  
 Brunswick  
 Centralia  
 Columbia  
 Fayette  
 Fulton  
 Glasgow  
 Hallsville  
 Keytesville  
 Madison  
 Mexico  
 Moberly  
 New Bloomfield  
 North Callaway  
 Northwestern  
 Paris  
 Salisbury  
 South Callaway  
 Westran

**Area 5**

Audrain County R-VI  
 Bowling Green  
 Clopton  
 Elsberry  
 Hannibal  
 Louisiana  
 Marion County  
 Mark Twain  
 Monroe City  
 Montgomery Co. R-II  
 Palmyra  
 Silex  
 Troy  
 Van-Far  
 Warrenton  
 Wellsville  
 Winfield  
 Wright City

**Central District****Area 6**

Blue Springs

Boonville

Carrollton

Concordia

Fort Osage

Higginsville

K.C. East

Lex La Ray

Malta Bend

Marshall

Odessa

Orrick

Pilot Grove

Richmond

Santa Fe

Slater

Sweet Springs

Wellington-Napoleon

Blue Springs South

Maplewoods CC

**Area 7**

Adrian

Appleton City

Archie

Butler

Cass Career Center

Clinton

Crest Ridge

Holden

Drexel

Knob Noster

Lakeland

Leeton

Lone Jack

Belton

Chilhowee

Miami-Amorett

Osceola

Pleasant Hill

Rich Hill

Sherwood

Warrensburg

Ballard

Midway

Montrose

Longview CC

**Area 8**

California

Cole Camp

Eldon

Eugene

Green Ridge

Jamestown

Lake AVTS

LaMonte

Macks Creek

Nichols Career Center

Otterville

Russellville

State Fair

State Fair CC

Stoutland

Tipton

Tuscumbia

Versailles

Windsor

Lincoln

Iberia

Smithton

Lincoln

Stover

**Southwest District****Area 9**

Bronaugh

Carl Junction

Carthage  
El Dorado  
Springs

Everton

Golden City

Greenfield

Jasper

Joplin

Lamar

Liberal

Lockwood

Miller

Nevada

NE Vernon Co.

Sheldon

**Area 10**

Ash Grove

Bolivar

Buffalo

Conway

Dadeville

Fair Grove

Fair Play

Halfway

Hartville

Hermitage

Humansville

Lebanon

Marshfield

Morrisville

Niangua

Pleasant Hope

Skyline

Stockton

Walnut Grove

Weaubleau

Wheatland

Willard

**Area 11**

Aurora

Cassville

Crowder College

Diamond

East Newton

Exeter

McDonald Co.

Monett

Mount Vernon

Neosho

Pierce City

Purdy

Sarcoxie

Seneca

SW at Washburn

Verona

Wheaton

**Area 12**

Ava

Billings

Bradleyville

Branson

Chadwick

Clever

Crane

Fordland

Forsyth

Galena

Hurley

Logan-Rogersville

Mansfield

Marionville

Ozark

OTC

Republic

Seymour

Sparta

Strafford

**South Central District****Area 13**

Bakersfield

Cabool

Crocker

Dora

Gainesville

Houston

Koshkonong

Licking

Lutie

Mountain Grove

Mt. View/Birch Tree

Norwood

Plato

Richland

Rolla

Salem

Summersville

Thayer

Waynesville

West Plains

Willow Springs

**Area 14**

Belle

Bourbon

Chamois

Clyde C. Miller

Fatima

Gateway

Hermann

Jefferson College

Linn

LSTC

North County

Owensville

Potosi

South County

St. Clair

St. Louis CC-Meramac

St. Louis CC-Flo.

Steelville

Sullivan

Union

Vienna

Washington

Cuba

St. James

**Southeast District****Area 15**

Advance

Bloomfield

Cape Girardeau AVTS

Charleston-Danforth

Delta

East Prairie

Farmington

Fredericktown

Jackson

Kelly-Benton

Meadow Heights

Mineral Area College

Oran

Perryville

Sikeston

Ste. Genevieve

Woodland

**Area 16**

Alton

Bernie

Campbell

Couch

Dexter

Doniphan

Holcomb

Naylor

Neelyville

New Madrid

Pemiscot Co. Voc.

Poplar Bluff

Puxico

Richland Essex

Senath-Hornersville

Southland

Three Rivers CC

Twin Rivers

**CONSTITUTION AND BY-LAWS OF THE  
MISSOURI VOCATIONAL AGRICULTURE TEACHERS ASSOCIATION  
Adopted 1937  
Revised 2000**

PREAMBLE

We, the Missouri Vocational Agriculture Teachers Association, in order to form a more perfect organization, the better to provide for our mutual welfare, promote the interests of Vocational Agriculture in our great state, assume and maintain an active leadership in the improvement of agricultural conditions generally, and render greater service to state or local communities in stabilizing and advancing rural economic and social conditions, do hereby establish and adopt the following Constitution and By-laws.

CONSTITUTION  
ARTICLE I  
NAME

The name of this organization shall be MISSOURI VOCATIONAL AGRICULTURE TEACHERS ASSOCIATION.

ARTICLE II  
MEMBERSHIP

Membership shall be Active, Associate, or Honorary, and all members shall submit to the rules of the Association.

ARTICLE III  
OFFICERS

Section 1. The officers of this Association shall be PRESIDENT, PRESIDENT-ELECT, SECRETARY, SECRETARY-ELECT, EXECUTIVE TREASURER, DISTRICT PRESIDENT SOUTHWEST, DISTRICT PRESIDENT NORTHEAST, DISTRICT PRESIDENT SOUTH CENTRAL, DISTRICT PRESIDENT SOUTHEAST, DISTRICT PRESIDENT NORTHWEST, and DISTRICT PRESIDENT CENTRAL. These officers, together with the retiring PRESIDENT, but minus the SECRETARY-ELECT shall constitute the EXECUTIVE BOARD.

Section 2. All officers shall be elected from the active membership of the Association.

Section 3. The President, President-Elect, Secretary, and Secretary-Elect shall be elected each year at the annual meeting of the Association. The Secretary-Elect will be nominated from a specific district on a rotating bases. Order of rotation among districts will be Southwest, Northeast, Southcentral, Southeast, Northwest, and Central. The Secretary-Elect will be nominated for Secretary, the Secretary will be nominated for

President-Elect, and the President-Elect will be nominated for President. An Executive Treasurer, with a 3-year term of office, will be selected by the Executive Committee, and serve as an Ex-Officio member of the Executive Committee. District Presidents shall be elected by their respective districts at the January meetings.

- Section 4. It shall be the duty of the President to appoint a nominating committee in advance of the annual meeting, with such committee to present to the membership at the annual meeting a slate of qualified candidates for the offices called for in Article II, Section 1, with the exception of District Presidents. This committee shall be composed of the retiring President of the District Associations and three past Presidents of the Missouri Vocational Agriculture Teachers Association.
- Section 5. After the presentation of the nominating committee's slate of candidates, nominations shall be accepted from the floor.
- Section 6. If no nominations are presented from the floor, the nominating committee's slate shall be accepted from the floor.
- Section 7. If additional nominations are made, then each candidate shall be voted upon, until all officers are elected. An officer shall be declared elected when he receives more votes than any other candidate for the same office.
- Section 8. The term of office shall be for one year, or until a successor is duly elected. Such term shall begin at the last regular business meeting of the Association during the annual meeting.
- Section 9. The officers shall perform such duties as usually accompany their offices and such other duties as may be prescribed by the By-laws of the Association.
- Section 10. In case a vacancy occurs in any office except that of President, a successor shall be appointed immediately by the President with the approval of the Executive Board to serve until such time as a successor shall be elected by the Association. In case the President's office becomes vacant, the President-Elect shall accede to that office immediately. In the event that any officer accepts a position outside the field of Vocational Agriculture, the office shall be declared vacant. In case a vacancy occurs in any of the District offices, the District, which this officer represented, shall select a replacement.
- Section 11. The District Presidents are to be the current duly-elected Presidents of the Districts named. Their term on the Executive Board coincide with the terms of State Officers.
- Section 12. The State Executive Committee will select an Executive Treasurer, who will serve a year term, beginning in July of 2010.

The Executive Treasurer position will be selected at the February Executive Committee meeting prior to the end of the current term.

ARTICLE IV  
ANNUAL MEETING

- Section 1. The annual meeting shall be held during the week of the Annual Conference of Vocational Agriculture Instructors, or in case this is prevented, it shall be held at some other date as voted by the Association or determined by the Executive Board.
- Section 2. The business of the Association shall be transacted insofar as possible at the annual meeting, including the election of officers, the audit of the books of the Association, and the reports of the standing committees.

ARTICLE V  
AMENDMENTS

This Constitution may be amended at any regular meeting of the Association or at any special meeting called for that purpose, provided the amendment has been submitted and read at the previous regular or duly-called special business meeting, or as otherwise provided for in the by-laws of the Association.

**BY-LAWS**

ARTICLE I  
MEMBERS

- Section 1. All certified Vocational Agriculture instructors at the secondary and post-secondary levels in the State of Missouri are members of this Association and shall be designated as active members upon payment of annual dues. Unified dues include the Agricultural Education Magazine, MVATA, NAAE, Missouri ACTE, ACTE and The Council.
- Section 2. Associated Membership may be granted to former teachers of Vocational Agriculture; members of the State Department of Education, Agriculture Education Division; members of the Agriculture Education Department of approved Teacher Training Institutions; Supervisors of Vocational Agriculture Programs; and teachers of agriculture who are not vocationally funded, upon application for membership and payment of dues as determined by the Executive Board. Such dues cover necessary costs of Associate Membership, including the Agricultural Education Magazine, NAAE, Missouri ACTE, ACTE, and The Council dues, etc.
- Section 3. On recommendation of the Executive Board, the title "Honorary Member" may be conferred. The title is complimentary, and the action of the Association shall require two-thirds vote of active members present at the meeting.

Section 4. Honorary and Associate members shall be entitled to all privileges of the Association except those of voting and holding office. Honorary members shall not be required to pay any dues and Associate Members shall pay dues as stated in Article I, Section 2 of the by-laws.

Section 5. Active Membership in this Association shall terminate when the member involved leaves the profession of teaching Vocational Agriculture, accepts and fills a position outside the State of Missouri, or fails to pay annual dues.

Section 6. Student membership in the MVATA may be extended to those senior students enrolled in a Missouri Educational Institution and who are pursuing a curriculum that will qualify them to be teachers of Vocational Agriculture. Minimal dues shall be recommended by the Executive Committee and approved by the MVATA membership. Student membership shall entitle student members to the privileges of the association with the exception of voting, holding office, or serving as active members of committees. Student membership shall terminate upon graduation.

## ARTICLE II MEETINGS

Section 1. Regular annual meetings shall be held as called for in Article IV, Section 1 of the Constitution.

Section 2. Additional regular business meetings shall be held during the annual convention of the Missouri FFA Association.

Section 3. Special meetings may be calling by the President, the Executive Board, or by the written request of at least twenty-five percent of the active membership.

Section 4. Sufficient time must be allotted during each meeting for the deliberate consideration of such business as may be before the Association.

Section 5. At least fifty percent of the active membership in attendance at any regular or called business meeting shall constitute a quorum for the transaction of business.

ARTICLE III  
DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association and of the Executive Board except as provided for in Section 2 of this Article. The President shall appoint all standing committees; call special meetings as provided in Article II, Section 3 of the By-laws, look to the general welfare of the Association, and perform all duties generally pertaining to the office of President.

Section 2. The President-Elect shall, in the absence of the President preside at meetings and perform the duties of the office, render assistance to the President, and shall, upon the President's death, resignation, or removal from office for any other reason, immediately accede to that office for the unexpired part of the term. In addition, the President-Elect shall generally perform those duties that fall upon the office of President-Elect.

Section 3. The District Presidents shall perform those duties, which generally fall upon the offices of Executive Board members. In addition, special duties shall be assigned as follows: The duties of a state Reporter (Coordinator of Public Relations) shall be performed by the District President who is representing the District from which the President-Elect is elected; the duties of Sergeant-at-Arms shall be performed by the District President from which the Secretary is elected.

Section 4. The Secretary shall keep a record of the business proceedings of the Association noting all actions taken; shall notify officers, committees, delegates, and all other elected or appointed in case of urgent business, special meetings, etc.; and shall furnish committees with papers referred to them and delegates with credentials. The Secretary shall keep a list of all committees and a list of the standing and special rules as well as copies of the Constitution and By-laws. In the absence of the President and President-Elect, the Secretary shall call the meeting to order and proceed with the election of a chairman pro tem.

It shall be the duty of the Secretary to conduct all correspondence of the Association, except such as naturally belongs to certain committees of officers in the performance of Duties. The Secretary shall send out all notices where previous notice is required, and all notices of meetings when necessary. The Secretary shall notify all applicants for membership as to the action of the Association.

Section 4a. The Secretary-elect shall attend the February Executive Meeting, the May Joint Staff Meeting, and the Region IV conference.

Section 5. The Executive Treasurer will be responsible for all membership dues including but not limited to, dues collections, membership payments to affiliated organizations, tax reporting, and membership reporting to the Executive Committee. The Executive Committee may add other similar duties as necessary. The Executive Treasurer shall have responsibility of the funds in all accounts (Membership & Action Fund) of the

Association and shall pay all bills approved by the Executive Board. The Executive Treasurer shall file the bills paid, keep an accurate account of receipts and expenditures, and make an annual report to the MVATA through accurate financial statements to the membership as approved by the Auditing Committee. The Executive Treasurer shall have charge of all papers and records of the organization, and at the close of the term of office, shall turn the same over to the successor following the audit of the Treasurer's Book. The Executive Treasurer will be an Ex-Officio member of the Executive Committee, and will receive annual compensation in the amount of \$500.00 plus their combined dues package paid. The Executive Treasurer will be expected to attend all Executive Committee meetings as called by the President, and will provide membership and financial reports at that time. They will not be required to attend Region IV Conference or NAAE National Convention. This person will not receive compensation to attend these conferences from the MVATA.

Section 6. The Sergeant-at-Arms shall help maintain order, reconvene meetings and perform such other duties as may be assigned by the Association or that usually pertain to such an office.

The duties of this office shall be performed by the District President serving the District from which the Secretary is elected.

Section 7. The Parliamentarian shall assist the President when problems in parliamentary arise.

The duties of this office shall be performed by the District President serving the District from with the President is elected.

Section 8. The Reporter shall furnish news of importance to the various news media concerning Vocational Agriculture and assist the editor in preparing news for the Association Service Letters.

The duties of this office shall be performed by the District President serving the District from which the President-Elect is elected.

#### ARTICLE IV EXECUTIVE BOARD

Section 1: The Executive Board shall attend to the affairs of the Association between regular meetings of the Association; fix, when not otherwise determined, the time and place of meetings; prepare and recommend to the Association for its adoption an annual budget; and perform such other duties as are, or may be, specified in the rules or by the order of the Association.

Section 2: The acts and rules of the Executive Board shall not conflict with those of the Association.

Section 3: Regular meetings of the Executive Board shall be held immediately before each annual meeting of the Association for consultative purposes and for any other business that may arise. Special meetings may be called by the President or by two members.

Section 4: Five members shall constitute a quorum of the Executive Board.

#### ARTICLE V DUES

The dues of Active Members shall be determined by and prorated on the basis of the annual budget as voted by the Association in its annual meeting. Associate Members shall pay annual dues as stated in Article I, Section 2 of the By-laws. All dues shall be paid to the Executive Treasurer during or immediately after the close of the regular annual meeting. Any member failing to pay dues on or before October 1, following the annual meeting, will be judged delinquent and will immediately lose all rights, benefits, and privileges of membership in this Association.

All members shall be informed in writing, by the Secretary, the names of delinquent members. Active membership may be regained by the payment of dues and by the approval of the Executive Board.

#### ARTICLE VI COMMITTEES

The President shall appoint, subject to the approval of the Executive Board, such committees as are necessary to carry on properly the work of the Association. Each Committee shall consist of at least three members and shall perform such duties as pertain to the committees.

#### ARTICLE VII AMENDMENTS

These By-laws may be amended at any regular business meeting of the Association or at a special meeting called for that purpose, provided the amendment has been submitted in writing to each Active Member of the Association at least three months prior to the time at which it is proposed to vote upon such amendment.

#### ARTICLE VIII ETHICAL CONDUCT

Complaints as to unethical conduct on the part of members of the Association shall be made to the President in writing and signed by the parties making the complaint. The complaint shall state the exact nature of the charges and be accompanied by a signed statement and affidavits of the evidence pertaining to the charge. Upon receiving such complaint, the Executive Board shall investigate the charges and, if it finds that the charges are true and the offense serious, it shall report its findings to the Association and the State Department of Education.

ARTICLE IX  
SERVICE AWARDS

Awards shall be presented to those persons who have served in the field of Vocational Agriculture for ten, twenty, thirty, and forty years. Time spent in the armed forces shall be counted, providing the teacher was teaching when entering the service and re-entered teaching within twelve months after discharge. Person who have taught or are teaching Veterans Agriculture shall have a maximum of two years counted toward service awards, provided they are a duly-certified Vocational Agriculture Teacher. Service awards will only be presented to those agriculture educators who have maintained paid membership consistent with length of service or since 1987.

## **ELECTION AND RESPONSIBILITIES OF OFFICERS AND MEMBERS**

### Election of President, President-Elect, Secretary, and Secretary Elect

The President and subsequently the President-Elect, Secretary, and Secretary-Elect are rotated from one district to another. The procedure consists of a district's (when its turn arrives) nominating a Secretary-Elect. The state nominating committee places the district nominee in nomination. As stated in the Constitution, nominations may be made from the floor. The Secretary-Elect is nominated for Secretary, the Secretary is nominated for President-Elect and President-Elect for President. The following order of rotation among districts will be used: Southwest, Northeast, South Central, Southeast, Northwest, and Central.

### Executive Committee

Purpose: To carry out the responsibilities assigned by the MVATA Constitution and By-laws.

### President

Responsibilities:

1. Preside at all meetings of the MVATA and the Executive Committee.
2. Represent the MVATA at all meetings where a representative is required or designate someone to act in President's place.
3. Appoint committees with advice from the Executive Committee.
4. Assist with proper public relations activities and publicity for MVATA.
5. Select responsible members when delegating responsibilities.
6. Coordinate activities of the Legislation Committee.
7. Attend all Missouri ACTE Executive Board meetings as a representative of MVATA.
8. Attend Missouri ACTE, ACTE, NAAE annual and other related meetings.
9. Attend regional meetings for Region 4 NAAE called by the NAAE Vice President.
10. Coordinate the activities of and encourage accredited delegates to attend all NAAE, ACTE and Missouri ACTE meetings.
11. Call a minimum of three Executive Committee meetings annually—in July, October, February, and during the Missouri ACTE Convention. Others may be called as deemed necessary.
12. Help plan and preside at the annual meeting.
13. Accept MVATA assigned duties with the Missouri Association of FFA, Missouri FFA Alumni Association, and Missouri Young Farmers Association.
14. Include President-Elect in as many activities as possible.
15. Assist the NAAE regional officers in carrying out regional activities.

16. See that all required reports are made to the NAAE.
17. Seek advice from Past Presidents and other past officers.
18. Coordinate activities and cooperate with the student branch of MVATA.
19. Preside at agriculture section of Missouri ACTE at annual meeting.
20. Serve as a member of the Joint Staff through the February meeting.

#### President-Elect

##### Responsibilities:

1. Act for the President when unable to exercise assigned duties.
2. Cooperate with the Missouri ACTE, ACTE, NAAE and other educational associations.
3. Attend all Missouri ACTE Executive Board meetings as a representative of MVATA.
4. Help plan for the agriculture section of Missouri ACTE Annual Convention.
5. Cooperate with the President in planning and conducting the annual meeting.
6. Attend all meetings of the Executive Committee of the MVATA.
7. Attend as many meetings and conferences as possible with the President.
8. Prepare and submit budget at all Annual Conferences.
9. Serve as MVATA Representative to the Joint Staff meeting.
10. Coordinate the awards for the NAAE recognition — Outstanding Young Member, Outstanding Agricultural Education Program, Outstanding Agricultural Education Teacher, Outstanding Postsecondary/Adult Program, Teachers Turn the Key, Teacher Mentor Award, Ideas Unlimited Award.
11. Order Creeds, Frames, Packets, etc. for New Teachers.
12. Order awards for the annual MVATA banquet.

#### Secretary

##### Responsibilities:

1. Serve as recording secretary for the Association.
2. Provide services and give direction to individual members.
3. Provide services to the Executive Committee. (Responsibility shared with Executive Treasurer)
4. Review and file research material.
5. Keep accurate records of Association

6. Be responsible for committee reports at the annual MVATA meeting. Distribute committee files to chairman at MVATA Summer Conference Planning Session.
7. Correspond with new teachers prior to conference inviting them to the New Teacher Orientation.
8. Send letters of invitation to incoming District presidents for February Executive Committee meeting.
9. Revise the MVATA Handbook as warranted.
10. Serve as MVATA Representative to the Joint Staff meetings.

#### Secretary Elect

##### Responsibilities:

1. Attend the February Executive Meeting.
2. Attend the May Joint Staff Meeting.
3. Attend the Region IV conference.

#### Executive Treasurer

##### Responsibilities:

1. Manage the finances of the association as directed by the Executive Committee or its appointed representatives.
2. Collect member dues and Action Fund money.
3. Assist in preparation of the annual budget.
4. Submit records for audit by the MVATA Audit Committee.
5. Prepare an annual financial report for members of the association.
6. Provide the Executive Committee with a financial report at each Executive Committee meeting.
7. Keep the necessary records and file the required forms to maintain MVATA as a not-for-profit organization.
8. Provide services to the Executive Committee. (Responsibility shared with Secretary)
9. Cooperate with the NAAE, ACTE, and Missouri ACTE by submitting dues and other requested information.
10. Present annual report to membership.
11. Complete room and travel arrangements, as well as conference registration to the annual NAAE/ACTE Convention for members of the Executive Committee.

12. Purchase Bonding Insurance as directed by the Executive Committee.
13. Forward tax information to consultant for use in completing IRS forms.
14. Submit officer lists, and dues to the NAAE office.
14. Coordinate the awards for the NAAE recognition - NAAE Outstanding Cooperation Award, NAAE Outstanding Service Citation, NAAE Lifetime Achievement Award

#### Immediate Past President

##### Responsibilities:

1. Attend all meetings of the Executive Committee.
2. Attend the Agriculture Education Summit.
3. Be available to give advice and counsel to the active officers.
4. Be available to lead discussions on professionalism.
5. Chair the ACT Committee.
6. Chair the Nominating Committee.

#### District Presidents

##### Responsibilities:

1. Arrange for the prompt collection of membership dues, and the prompt transmittal to the Executive Treasurer.
2. See that all records are kept complete, up-to-date, and available at all times.
3. Assist with State, District, and Area activities.
4. Attend Executive Committee meetings and serve as a liaison between the District and the State.
5. Orient new teachers to the MVATA activities.
6. Transmit ideas of District teachers to Executive Committee.
7. Serve as a member of the State Nominating Committee.
8. Keep teachers of the District informed of developments in the State Office, the MVATA, and the teacher-training institutions.
9. Attend the annual NAAE/ACTE Convention.
10. Attend Region IV NAAE Conference.

#### District Vice-Presidents

##### Responsibilities:

1. Attend the February Executive Meeting
2. Attend the Region IV Conference

### Members

#### Responsibilities:

1. Pay membership dues promptly.
2. Accept and work on committees as assigned by the President and the Executive Committee.
3. Participate in Area, District, and State meetings.
4. Be alert for new ideas to improve the profession.
5. Become familiar with the MVATA Constitution.
6. Be aware of the importance of good public relations.
7. Be aware of and participate in awards programs of professional organizations.
8. Cooperate with related organizations in local communities.
9. Forward copies of information news articles, editorials, etc. to the Missouri ACTE office and for the Ag. Education Bulletin.
10. Be a credit to the profession at all times.

## **MVATA COMMITTEE DESIGN**

There are presently fifteen committees in MVATA. The following are six member committees with a representative from each district, Auditing, Membership, Teacher Welfare & Service Awards, Legislation, Awards Luncheon, Public Relations, Resolutions, FFA Relations-Camp, and Agricultural Committee for Tomorrow Adult Education/Postsecondary. These Appointments are made at the Annual MVATA Conference with the chairman rotating off the committee and his/her district appointment rotating on the committee at the end of the conference. The above committee will meet at each annual MVATA Conference.

There are three sixteen member committees, which are FFA Relations-Contest, Area Legislation, Professional Improvement & In-service Education and Teaching Aids. The Missouri State Fair Committee is a 16 member committee with one from each area. A representative from each area is named to these committees on a set rotation. These committees meet twice each year, once at the MVATA Conference and again in late January or early February.

Each Committee is expected to meet during the MVATA Conference, function based on its purposes and responsibilities, and report to the Membership and/or Executive Committee. Each committee chairman must file a report with the Secretary of the MVATA.

## **MVATA COMMITTEES**

### A.C.T. COMMITTEE

#### COMMITTEE STRUCTURE

Past 6 MVATA Presidents

Chairman - Most recent Past President

Secretary - Member in last year of committee service

Vacancies will be filled by MVATA Executive Committee from replacements proposed by A.C.T. Committee.

Ex Officio Members - DESE Ag Education Representative

Teacher Education Representative

President of MVATA

The A.C.T. Committee is RESPONSIBLE TO the MVATA Executive Committee.

#### PURPOSE

To provide State Planning and Leadership for the total educational process in Agricultural Education including Secondary, Post-secondary, Young Farmer, Adult and Teacher Education Programs.

#### OBJECTIVES

1. Involve industry in evaluating and developing instructional programs.
2. Provide a forum for the total profession to solve issues and concerns.
3. Provide state structure to search out resources for Agriculture Education, identify and unite manpower to carry out the Agricultural Education Program.

### MEMBERSHIP COMMITTEE

This committee consists of the state Executive Treasurer and district secretaries-treasurers.

#### PURPOSE

To promote membership in the MVATA and to see that the organization is properly financed.

#### RESPONSIBILITIES

1. Promote 100 percent membership in the MVATA, NAAE, Missouri ACTE, & ACTE.
2. Encourage teachers to purchase life membership in the various professional organizations.
3. Stimulate student interest in professional organizations and encourage students to obtain student membership when available.
4. Encourage teachers to remain in the field of Agriculture Education.
5. Collect membership dues, and promptly submit to the Executive Treasurer.

## TEACHER WELFARE AND SERVICE AWARDS

### PURPOSE

To work for professional recognition of teachers of Agriculture Education and for cooperation with other teacher's organizations.

### RESPONSIBILITIES

1. Work with other professional organizations for the welfare and advancement of all teachers in public education.
2. Work for improvement of state teacher retirement legislation.
3. Provide memorial recognition for deceased members of MVATA.
4. Arrange for annual awards to be presented to 10, 20, 30, and 40 year teachers along with retirees.
5. Arrange for Distinguished Service, Outstanding Young Member, Outstanding Agricultural Education Teacher, Outstanding Agricultural Education Program, Teacher of Teachers and other awards in recognition of outstanding services.
6. Collect personal information on 30 year, Distinguished Service, and Retirement Recipients to assist awards presenters at banquet.

## LEGISLATION

### PURPOSE

To support legislation designed to promote Agriculture Education, agri-business and agriculture at the local, state and national levels.

### RESPONSIBILITIES

1. Provide each Agriculture teacher with a list of state and national legislators and their addresses.
2. Encourage communication between teachers and legislators at state and federal levels through letters and personal contacts.
3. Encourage teacher input into legislative procedure concerning Agriculture Education at all levels.
4. Place in the hands of teachers, handbooks and information to inform them as to policies and regulations of the State Department of Education in regard to vocational programs.
5. Keep teachers informed concerning pending legislation or rules that affect vocational programs and the teaching profession.

## MISSOURI STATE FAIR

### PURPOSE

To cooperate with the Extension Service, Agriculture Education Section—State Department of Elementary and Secondary Education and State Fair officials, to provide the best possible Junior Division (or youth participation) at the Missouri State Fair.

### RESPONSIBILITIES

1. Make recommendations for FFA Division of the State Fair, submitting such in writing to the Fair Board.
2. Solicit sufficient help for operating FFA Division.
3. Encourage student participation by publicizing prizes and awards.
4. Make recommendations in regard to housing, showing facilities, etc.
5. Communicate with State Fair Commission and with other divisions and keep teachers informed in regard to State Fair participation.

## CURRICULUM AND RESOURCES

### PURPOSE

To serve in an advisory capacity to the Agriculture Education Section, the State Department of Elementary and Secondary Education, Agricultural Education Department, MU, the Instructional Materials Laboratory and the Missouri Resource Center for Career & Technical Education.

### RESPONSIBILITIES

1. Review operating policies and make recommendations to all departments concerned with curriculum preparation.
2. Make recommendations for teaching materials needed.
3. Attend meetings of committee and curriculum service personnel and serve as a communication link between Agricultural instructors and Curriculum Materials Services.
4. Serve as a liaison with other agricultural agencies.
5. Evaluate instructional materials developed by curriculum materials services and make recommendations for their uses in Missouri instructional programs.
6. Promote participation in the Ideas Unlimited contest and select an annual winner and forward to the regional contest.

## ADULT EDUCATION

### PURPOSE

1. To plan activities for Adult Education instructors.

2. To plan a summer meeting of the committee in conjunction with the MVATA conference.
3. To plan a meeting and program for a fall workshop to be held in late September.

#### RESPONSIBILITIES

1. This committee will report to the MVATA Executive Committee.
2. To promote adult education of farmers and agri-businessmen.
3. To promote the use of Farm Business Management Analysis.

#### AWARDS LUNCHEON

##### PURPOSE

To provide recognition for accomplishments of MVATA members at the annual conference, and to provide fellowship for teachers and guests at the annual awards luncheon.

##### RESPONSIBILITIES

1. Secure tickets, programs, award brochures (through cooperation with Teacher Welfare and Service Committee) for luncheon.
2. Arrange for place and menu, seating places, awards, flowers, etc.
3. Arrange for a photographer to be present.
4. Arrange for gift to retiring president.
5. Send invitations to guests of the Association.
6. Provide guest list for Master of Ceremonies.
7. Confer with manager for sound system.
8. Arrange for ticket sales to respective district members and personal guests.

#### PUBLIC RELATIONS

##### PURPOSE

To promote Agriculture Education through public relations and information dispensed through various media sources.

##### RESPONSIBILITIES

1. Encourage MVATA and teachers to submit articles for publication in state and national newsletters and magazines.
2. Publicize events of state concern such as Legislative Breakfast, Awards Luncheon, Annual Conference, and State FFA Camp.
3. Submit information to newspapers, radio or television stations, publicizing awards and honors received by teachers and students.

4. Encourage District and Chapters to submit news articles and photographs of their FFA activities and events to local and area media.
5. Distribute letters to membership when members need to be informed of situations relating to the profession.
6. Encourage Chapters to cooperate with agri-business, civic groups, conservation programs, etc. in their areas.
7. Recognize and honor individuals and businesses for professions who have supported and contributed to the Agricultural Education programs.

## FFA RELATIONS-CAMP

### PURPOSE

To assist the Missouri FFA Camp Director in an advisory capacity in formulating guidelines for efficient camp operations.

### RESPONSIBILITIES

1. Formulate guidelines for area, district, and volunteer adult counsel for FFA Camp.
2. Assist camp personnel in developing a challenging leadership training program.
3. Make recommendations for improvements and maintenance of camp facilities.
4. Make recommendations for recreational programs and equipment.
5. Develop with the Camp Director rules and regulations to facilitate efficient and safe camp operation.

## FFA RELATIONS-CONTESTS

### PURPOSE

To guide, direct, and encourage area, district, and state FFA contest. To serve in an advisory capacity for State Agriculture/FFA Leadership Contests.

### RESPONSIBILITIES

1. Recommend guidelines for area, district, and state contests.
2. Where feasible adhere to national rules and regulations for the contests.
3. Revise state contest bulletin on 3 year rotation.
4. Evaluate and update contests annually.
5. Make recommendations for deletion or addition to the list of contests.

## RESOLUTIONS

### PURPOSE

To present to MVATA membership for consideration resolutions that reflect the policies, appreciations, and goals of the organization.

### RESPONSIBILITIES

1. Encourage MVATA committees and individual members to share inputs for decision making in the association and, as a result, to have a voice in the resolutions presented to the association for consideration.
2. Provide opportunities during the annual conference to read and ask for group action on resolutions presented.
3. Develop resolutions to be sent to friends of Agricultural Education and the FFA for assistance rendered.

## PROFESSIONAL DEVELOPMENT

### PURPOSE

To provide professional help for Agriculture teachers in academic and financial areas, and to promote and evaluate in-service training for Agriculture instructors.

### RESPONSIBILITIES

1. Establish a method for aiding new and returning teachers of Agricultural Education.
2. Coordinate in-service training workshops at State Conference with planning committee (Executive Committee).
3. Review teacher competency guidelines for the certification of beginning teachers.
4. Encourage research studies of the Agricultural Education Program in Missouri.
5. Assist in an advisory capacity for the State Professional Development Specialist and Joint Staff on Agricultural Education.
6. Survey the educational needs of MVATA members.
7. Serve as a communication link between Agriculture instructors.
8. Evaluate in-service training programs that are presented to Agriculture instructors.

## AUDITING

### PURPOSE

To annually audit the financial records of the Association.

### RESPONSIBILITIES

1. Verify membership, receipts, expenditures, and bank records
2. Compare actual expenditures to the approved budget.
3. Review financial management procedures & make recommendations to the Executive Committee.

## POSTSECONDARY

### PURPOSE

To serve in an advisory capacity to the Agricultural Education section, Missouri Department of Elementary and Secondary Education.

### RESPONSIBILITIES

1. To promote postsecondary agricultural education.
2. To provide input on state wide issues.
3. To assist in planning PAS leadership events.

## MVATA AWARDS

Area: 10, 20, 30, 40 year Awards - Retirement

Responsible for Area: MVATA President-Elect.

Rules and Guidelines: See By-laws Article IX, Service Awards for 10, 20, 30, and 40 year. Retirement guidelines parallel those followed by Missouri.

Area: 30 Minute

Responsible for Area: MVATA President-Elect.

Rules and Guidelines: Recipient has authored Article or Produced Radio or T.V. Program on Agricultural Education that crossed state lines.

Area: Teacher of Teachers

Responsible for Area: Teacher Educator, Agricultural Education, University of Missouri-Columbia.

Rules and Guidelines:

1. Three certificates will be available. The bronze for MVATA members with one or student who has taught for a minimum of one year, silver for three students and gold for five.
2. Where more than one teacher of Agriculture was involved in high school, the instructor who had the student in class when he or she graduated from high school receives credit.
3. A “teacher of agricultural education” shall be identified as defined by the By-laws of the NAAE.
4. Teaching records must be verified by the State District and/or Supervisor of Agricultural Education. (maybe out of state teachers as long as documentation is provided.)
5. Recipients of “Teacher of Teachers” award must be member of MVATA.

6. Certificates shall be signed by the current MVATA and NAAE President and Secretary.

Area: Distinguished Service

Responsible for Area: MVATA President and Teacher Welfare and Service Awards Committee.

Rules and Guidelines:

I. Primary Requirements for Consideration

1. The teacher must have taught Agriculture for 10 years or more.
2. A teacher may receive the award only once.
3. The teacher must meet all professional responsibilities and must be a member in good standing in the MVATA during his/her entire teaching career in Agricultural Education while in Missouri.
4. He/she must have made some professional improvement during the last 5 years (School—Workshop).

II. Criteria for Selection

1. A complete program of Agricultural Education in operation including (1) Leadership, (2) Classroom Instruction, (3) Supervised Agricultural Experience Program.
2. Kind of job being done with facilities, possibilities available and work load of teacher.
3. Be active in district and area teacher's organizations.
4. Be active in community life in local community.
5. The above mentioned points are to be used as a guide. No effort was made to include all the factors that might be used in selection of an outstanding teacher.

III. Procedures for Selecting Award Winner

1. The Teacher Welfare and Service Awards Committee shall determine the distinguished award winners.
2. Committee membership shall be composed of previously receiving the distinguished service award.
3. Each district may nominate a maximum of two candidates for awards each year.
4. A maximum of 6 shall be honored in any year.
5. Final award recipients shall be selected from the 12 nominated.

Missouri Vocational Agriculture Teachers Association  
Distinguished Service Award  
Application

The application has been updated and the new application can be found in excel format at:  
[http://dese.mo.gov/divcareered/ag\\_mvata\\_awards.htm](http://dese.mo.gov/divcareered/ag_mvata_awards.htm)