**Constitution and Bylaws of the**

**Maryland Agriculture Teachers Association, Inc.**

Be it enacted that secondary educators of Environmental, Agricultural, and Natural Resources of the State of Maryland have placed on file a written act of constitution and by-laws to be adhered to and recognized as an instrument for binding together the agriculture educators of this State Association for a better working state program and as an assurance of equality for all.

**Preamble**

Whereas, the preservation of good order and the equalization and defining of duties are essential to the well-being of all associations; therefore, be it resolved that we, the members of the Maryland Agriculture Teachers' Association, do hereby adopt and agree to support the following Constitution and By-laws and to hold ourselves bound to each other in law and order as ladies and gentlemen.

**Article I**

**Name**

Section 1 This association shall be known as the Maryland Agriculture Teachers Association, Inc. (MATA).

**Article II**

**Membership**

**Section 1**  The active members shall include all teachers in the state of Maryland who are engaged in the teaching of Environmental, Agricultural, and Natural Resources in the secondary and middle schools and who have paid MATA membership dues.

**Section 2** Affiliate members may include post-secondary agriculture educators, members of the faculty of the University of Maryland System, employees of the Maryland Agricultural Education Foundation, the State FFA Executive Secretary and any others engaged in the program of agricultural education who are not employed as secondary (or middle school) teachers.

**Section 3** Associate membership shall consist of those persons who are not eligible for active or affiliate membership, but who maintain an interest in the areas of agricultural education, including teachers of other disciplines.

**Section 4** Any active member leaving the State of Maryland to teach elsewhere or working at any position other than the teaching of agricultural education either in or out of the State, shall

automatically become an affiliate member in MATA for the remainder of the membership year.

 **Section 5** Student membership shall be extended to undergraduates in training for careers related to agricultural education.

**Section 6** Retired members are those individuals who were members of MATA at the time of their retirement. Retired member (lifetime) dues shall be one year's annual dues at the time of achieving retired member status and may be paid over a period of four years.

**Article III**

**Offices and Duties**

 **Section 1** The officers of this Association shall be the Past-President, President, President-Elect, Secretary, Treasurer, Reporter and Membership Chairperson.

**Section 2** The Board of Directors shall consist of the officers listed in section 1.

**Section 3** Officers of MATA must be active members, except for the Treasurer, who is appointed by the Board of Directors as per Section 10

**Section 4** The Past-President shall serve for a period of one year. The Past-President shall prepare and submit the NAAE Professional State Association Award Application in a timely matter, prepare and present the “Year in Review Report” at the MATA Summer Conference.

**Section 5** The President shall perform all of the duties assigned to that office. The term of office shall be one year. The President, or in his or her absence, the President-Elect shall preside at all Association and Board of Directors meetings. Should the office of President become vacant, that office shall not be filled. The Past-President shall assume the duties of the President.

**Section 6** The President shall preside at all meetings of MATA, preserve order therein, announce the decision of MATA in all cases, and exercise a general supervision and control of MATA at all meetings. The President shall represent MATA at the NAAE conventions or shall appoint a delegate to attend. The President has the power to appoint MATA representatives to various committees and board if a vacancy occurs.

**Section 7** The President-Elect shall serve for a period of one year prior to assuming the position of President. The President-Elect shall perform such duties as directed by the Board of Directors.

**Section 8** It shall be the duty of the Secretary to make accurate minutes of the transaction of business of MATA. The Secretary shall be elected to a two year term of office and shall be elected in even numbered years.

**Section 9** Upon completion of the term of office, the Secretary will file a copy of the minutes of the meetings held during the term in office in the repository for the next elected Secretary.

**Section10** The Treasurer shall receive and under direction of the Board ofDirectors, shall hold in safekeeping all monies paid to MATA andshall expend the same only upon the order of the Board ofDirectors. The Treasurer shall keep an exact account of thereceipts and expenditures with vouchers, statements and orinvoices for the latter. The Treasurer shall be a permanent

appointee of the Board of Directors.

**Section11** The Treasurer shall complete an audit of the Treasurer's bookseach year prior to the annual meeting, such an audit to beinspected by an auditing committee consisting of teachers of5agricultural education in the State of Maryland. The audit shall bemade at the annual meeting of MATA.

**Section12** The Treasurer shall present to each member a statement of duespayable at the beginning of or prior to the annual business meeting held at the MATA Summer Conference.

**Section 13** The outgoing Treasurer shall be responsible for remitting dues tothe appropriate organizations collected at the annual meetingwithin 45 days of the last day of the annual meeting.

**Section 14** The Reporter shall report MATA and NAAE activities,accomplishments, and recommendations to MATA members andsupporters; keep current with MATA and NAAE programs; keepcurrent with national agricultural education issues; attend the MATA Board of Directorsmeetings. The Reporter shall be elected to a two year term andshall be elected in odd-numbered years.

**Section 15** It shall be the duty of the Membership Chairperson to maintain anaccurate membership list, solicit new membership and encouragemembers to apply for various awards and grants. The MembershipChairperson shall be elected to a two year term of office and shall

be elected in odd-numbered years.

**Article IV**

**Meetings and Voting**

**Section 1** There shall be at least three business meetings of MATA yearly. The annual meeting shall be held in conjunction with the MATA Summer Conference; The Fall/Spring Meeting shall be held at the discretion of the Board of Directors.

**Section 2**  Fifty percent of the active members shall constitute a quorum for the transaction of business.

**Section 3** The payment of active dues shall entitle a member to cast one vote on all items of business conducted during any MATA Business.

**Section 4** Voting shall be via a voter's card provided to active members.

**Section 5** In so far as practical, meetings shall operate under rules established by the current edition of Robert's Rules of Order.

**Article V**

**Election of Officers**

 **Section 1** The election of a President-Elect shall take place each year at the annual meeting by a majority of votes cast.

**Section 2** The Past-President shall be the President from the previous year.

**Section 3** The election of a Secretary shall take place every other year in even-numbered years at the annual meeting, and shall be determined by the majority of votes cast.

**Section 4** The Treasurer shall be a permanent appointee of the Board of Directors.

**Section 5** The election of a Reporter shall take place every other year in an odd numbered year, and shall be determined by the majority of votes cast.

**Section 6** The election of a Membership Chairperson shall take place every other year in odd-numbered years at the annual meeting, and shall be determined by the majority of votes cast.

**Section 7** In the case of a vacancy occurring among the offices, the Board of Directors shall have the power to appoint a successor from their own members, it being understood, however, that this appointment shall be to fill out the unexpired term and shall not affect any officer rotation.

**Section 8** No active member shall be eligible to hold office unless he/she has been a member of this Association for a minimum of one year. Active members with one year of active or affiliate membership the preceding year are eligible to hold an office.

**Section 9** Any officer leaving the teaching profession or leaving the state to accept any position elsewhere shall automatically terminate the office.

**Section 10** The MATA representative to other boards shall be elected during theannual meeting.

**Section 11** Newly elected officers will assume their duties immediately aftertheir installation during the annual meeting held in connectionwith the MATA Summer Conference.

**Section 12** Should an office become vacant, the Board of Directors shallassume the duties of that office until the next regular meeting.

**Article VI**

**Fees and Dues**

**Section 1** The membership dues for active and affiliate members shall be set by the members, payable yearly in advance.

**Section 2** Associate and student dues shall be set by the Board of Directors.

 **Article VII**

 **Constitution**

**Section 1** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the MATA Organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws, any special rules of order the MATA Organization may adopt and any statutes applicable to this organization that do not authorize the provisions of this constitution and bylaws to take precedence.

**Article VIII**

 **Amendments**

**Section 1** This Constitution may be amended at any regular meeting of

MATA by a two-thirds vote of the active members present provided that a quorum is present.

**Section 2** Proposed amendments must be submitted at least 30 days prior to meeting at which they are to be accepted.

Revised October, 1993

Revised June, 1996

Revised July, 2006

Revised, July 2010

Revised October 14, 2010