

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION



2026-2027
LEADERSHIP
HANDBOOK

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION
LEADERSHIP HANDBOOK

Table of Contents

Bylaws 01.

Operating Policies 02.

Officers' Responsibilities..... 03.

Awards and Applications 04.

Miscellaneous Information 05.

CALIFORNIA AGRICULTURAL TEACHERS’ ASSOCIATION
LEADERSHIP HANDBOOK

STATE BYLAWS

Table of Contents

State Bylaws..... 01.01.01

BYLAWS
OF
CALIFORNIA AGRICULTURAL TEACHERS ASSOCIATION
(a California nonprofit mutual benefit corporation)

ARTICLE I.

General Provisions

Section 1. Name. The name of this corporation is CALIFORNIA AGRICULTURAL TEACHERS ASSOCIATION (hereafter referred to in these bylaws as "CATA" or "corporation").

Section 2. Principal Office. The principal office for the transaction of business of CATA shall be located in California. The Board of Directors ("Board") shall have the authority to set and change the precise location of the principal office so long as the principal office remains in California.

Section 3. Purposes. CATA is a nonprofit mutual benefit corporation organized under California law. CATA is formed for the purpose of engaging in any lawful act or activity for which a nonprofit mutual benefit corporation may be organized under the law.

The specific purpose of this corporation is to promote and improve the teaching of agriculture in California and to foster the welfare of those engaged in this work.

Section 4. Affiliations. CATA shall be affiliated with the National Association of Agricultural Educators. Membership dues for the national organization will be paid through CATA.

ARTICLE II.

Members

Section 1. Voting Members. CATA is organized with members, but without capital stock. Any teacher of agriculture education in a middle school, secondary school, community college, college, or university in California, as well as former secondary and post-secondary teachers of agriculture education who are currently serving in administrative or other educational positions, and student teachers of agriculture education who are currently involved in student teaching, shall be eligible for voting membership in CATA, conditioned upon execution of the required membership application/agreement and payment of such dues, fees, and assessments as shall be established by the Board.

All voting members in CATA shall have the rights afforded members under the California Nonprofit Mutual Benefit Corporation Law, including the right to vote on issues put before the membership and to serve on the Board of Directors. Each voting member shall have one (1) vote on membership issues.

Section 2. Non-voting Associate Members.

a. CATA may, in its discretion, admit associate members who shall be non-voting members of CATA. Non-voting associate members may be any individual, business, nonprofit organization, or government entity that does not qualify for voting membership, so long as that individual, organization, or entity is aligned with and committed to the purposes of CATA.

Examples of non-voting associate members include elementary school teachers of agriculture education, for-profit and nonprofit corporations and organizations and government entities that have an interest in agriculture education, retired agriculture education teachers with less than 20 years' service, and students enrolled in agriculture education teacher preparation courses at California colleges and universities but who are not yet involved in student teaching.

b. Retired agriculture education teachers with 20 or more years of service shall be nonvoting associate Honorary Members of CATA.

c. Non-voting associate members shall execute any required membership application/agreement and shall pay such dues, fees, and assessments as shall be established by the Board, if any. Non-voting associate members shall not have any of the voting rights or other rights afforded voting members under the California Nonprofit Mutual Benefit Corporation Law.

Section 3. Dues, Fees, and Assessments. The dues, fees, and assessments for all members of CATA shall be set by the Board. Dues may not be increased by more than 15% above their current level in any given year. CATA shall notify all members annually regarding the amount of the required dues, fees, and/or assessments, either by posting such information on the CATA website or by email.

Section 4. Good Standing. Those members who have timely paid the required fees, dues, and assessments, who conduct themselves in accordance with any code of ethics established by CATA, and who are not in violation of any bylaw, rule, policy or procedure of CATA, shall be members in good standing.

Section 5. Termination of Membership. Membership shall terminate on the occurrence of any of the following events:

- (a) Resignation of a member upon notice to CATA;
- (b) Death of a member;
- (c) The dissolution of a member that is an entity;
- (d) Failure of a member to pay any fees, dues, or assessments within the period of time established by the Board after they become due and payable;

- (e) Expulsion pursuant to Sections 6 and 7 of this Article.

Section 6. Suspension or Expulsion from Membership. Any CATA member may be suspended or expelled in accordance with this Article, based on the good faith determination by the Board, or a committee authorized by the Board to make such a determination, that the member has failed in a material and serious degree to comply with CATA's Articles of Incorporation, bylaws, policies, procedures, code of ethics if any, or any law applicable to CATA and its members, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of CATA.

An individual or entity whose membership is suspended shall not be a member in good standing during the period of suspension.

Section 7. Procedure for Suspension or Expulsion. If grounds appear to exist for suspension or expulsion of a member under this Article, the procedures set forth below shall be followed:

- (a) The member shall be provided at least 15 days prior notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent first class or express mail to the member's last address as shown on CATA's records.
- (b) The member shall be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or expulsion. The hearing shall be held, or the written statement considered, by the Board or by a committee authorized by the Board to determine whether the suspension or expulsion should take place.
- (c) The Board or authorized committee shall decide whether or not the member should be suspended, expelled or sanctioned in some other way. The decision of the Board or committee shall be final.
- (d) Any action challenging an expulsion, suspension or termination of membership, including any claim alleging defective notice, must be commenced within one year after the effective date of the expulsion, suspension or termination.

Section 8. Effect of Termination, Suspension or Expulsion. All rights and privileges of a member of CATA shall cease upon termination, suspension or expulsion from membership. If a suspended member is also a director on the Board, they will not be eligible to serve on the Board during the period of the member's suspension. The director or director may resume their director duties if the suspension is lifted and good standing is restored.

In the case of termination or expulsion, the member's membership in CATA shall terminate on the effective date of the termination or expulsion. If the terminated or expelled member had a director on the Board, the director shall no longer be eligible to serve on the Board as of the effective date of the member's termination or expulsion.

However, termination, suspension or expulsion shall not relieve the member (or former member) of any existing obligations to CATA (e.g. unpaid dues, fees, or assessments, duties of loyalty and confidentiality relative to CATA if the member had a director on the Board, duty to return CATA property and documents, etc.).

Section 9. No property Rights/No Withdrawal Value. Membership in CATA does not constitute an ownership interest in any asset of CATA at any time. If a member is terminated or expelled for any reason, CATA shall not be liable for the payment of any amount whatsoever to the member, including any obligation to refund any dues, fees or assessments. Each member is received into membership on its express agreement to this provision.

Section 10. Transfer of Memberships. A membership or any right arising from membership may not be transferred to another individual or entity without the prior written approval of the Board.

Section 11. Limitations. No individual or entity shall hold more than one membership in CATA.

Section 12. Liability of Members. Except as required by law, no member is liable for CATA's debts, liabilities, or obligations.

Section 13. Meetings of Members.

- (a) **Place and Manner of Holding Meetings.** Meetings of the members shall be held in any place designated by the Board. In the absence of any such designation, members' meetings shall be held at CATA's principal office.

A meeting of the voting members may be conducted, in whole or in part, by electronic transmission by and to the corporation, electronic video screen communication, conference telephone, or other means of remote communication if CATA implements reasonable measures: (1) to provide members a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting concurrently with those proceedings, (2) if any member votes or takes other action at the meeting by means of electronic transmission to the corporation, electronic video screen communication, conference telephone, or other means of remote communication, to maintain a record of that vote or action in its books and records, and (3) to verify that each person who has voted remotely is a voting member of CATA in good standing.

However, CATA shall not conduct a meeting of members solely by electronic transmission by and to the corporation, electronic video screen communication, conference telephone, or other means of remote communication unless one or more of the following conditions apply: (A) all of the members consent; (B) the Board determines it is necessary or appropriate because of an emergency, as defined in Section 7140(m)(5) of the California Corporations Code; or (C) notwithstanding the absence of consent from all members, the meeting includes a live audiovisual feed for the duration of the meeting.

CATA may offer, in addition to remote audiovisual feed, an audio-only means by which a member may participate provided that the choice between participating

via audiovisual or via audio-only means is made by the member and CATA does not impose any barriers to either mode of participation. A de minimis disruption of an audio or audiovisual feed does not require CATA to end a meeting or render CATA out of compliance with this section.

(b) Annual Meeting.

An annual meeting of the members shall be held each year at a time and location determined by the Board. At this meeting, any proper business may be transacted, subject to any limitations in law or these bylaws. Written notice of the annual members' meeting shall be given to all members of CATA, and the Board, in accordance with the procedures provided in subsections (d) and (e) below. Only voting members of CATA may vote at CATA's annual membership meeting. Non-voting associate members and other interested persons may attend if permitted by the CATA President (but do not vote) and may be excluded from some portions of the meeting in the discretion of President.

(c) Special Meetings of the Members. Other meetings of the members ("special meetings") may be called at any time by 1) the Board, (2) the President of the Board, or (3) five percent of the voting members.

A special meeting of members may be called by written request, specifying the general nature of the business proposed to be transacted and submitted to the President or the Secretary of CATA. The officer receiving the request shall cause notice to be given promptly to the members entitled to vote, in accordance with subsections (d) and (e) below, stating that a meeting will be held at a specified time and date. If the meeting is called by anyone other than the Board or President, the meeting date shall be at least thirty-five (35), but not more than ninety (90) days after receipt of the request. If the Board or President calls the meeting, the meeting date may be any date for which appropriate notice is given in accordance with subsections (d) and (e) below. If notice of a requested special meeting is not given within twenty (20) days after receipt of the request, the person or persons requesting the meeting may give the notice.

(d) Notice Requirements for Members' Meetings. Written notice of any membership meeting shall be given, in accordance with these bylaws, to each voting member of CATA. Subject to any additional requirements in law or these bylaws, the notice shall state the place, date and time of the meeting, the means of electronic transmission by and to CATA (Corporations Code Sections 20 and 21) or electronic video screen communication, if any, by which members may participate in the meeting, and the general nature of the business to be transacted, and no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all those who are nominees at the time the notice is given to members.

(e) Manner of Giving Notice for Meetings. Except as otherwise provided in these bylaws or by law, notice of any meeting of members shall be sent not less than 10 nor more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if notice is given by mail, and the notice

is not mailed by first-class or express mail service, then that notice shall be given not less than 20 days before the meeting.

Notice of a members' meeting or any report shall be given personally, by electronic transmission (Corporations Code sections 20 and 21) if appropriate consents have been signed, or by regular, bulk, or express mail service, addressed to a member at the address of the member appearing on the books of CATA or given by the member to CATA for purpose of notice; or if no such address appears or is given, at the place where the principal office of CATA is located. An affidavit of giving of any notice or report in accordance with the provisions section, executed by the Secretary, shall be prima facie evidence of the giving of the notice or report.

Notice given by electronic transmission by CATA under this subdivision shall be valid only if it complies with Corporations Code Section 20. Notwithstanding the foregoing, notice shall not be given by electronic transmission by CATA after either of the following:

(1) CATA is unable to deliver two consecutive notices to the members by that means.

(2) The inability to so deliver the notices to the member becomes known to the Secretary or other person responsible for the giving of the notice.

Section 14. Waiver of Notice or Consent. The transactions of any members' meeting, however called or noticed and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (1) a quorum is present, and (2) either before or after the meeting, each member who is not present in person, signs a written waiver of notice, a consent to holding of the meeting, or an approval of the minutes. The waiver of notice, consent or approval need not specify either the business to be transacted or the purpose of any meeting of members. All such waivers, and consents, or approvals shall be filed with the corporate records or made a part of the minutes.

A member's attendance at a meeting shall also constitute a waiver of notice of and presence at that meeting, unless the member objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of the meeting, but not so included, if that objection is expressly made at the meeting.

Section 15. Quorum for Membership Meetings. Twenty percent (20%) of the voting members shall constitute a quorum for the transaction of business at any meeting of members. Provided, however, that if any meeting of members is actually attended by less than one-third of the voting power, the only matters that may be voted on are those for which the general nature of the action was specified on the notice of the meeting.

Section 16. Loss of Quorum. The members present at a duly called or held meeting at which a quorum is present may continue to transact business until notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum (or by a greater

number if required by law or by the articles of incorporation or these bylaws). Any meeting may be adjourned by a majority of those members in attendance, whether or not a quorum is present.

Section 17. Act of the Members. If a quorum is present, the affirmative vote of a majority of the voting power represented at the meeting, entitled to vote and voting on any matter, shall be the act of the members, unless the vote of a greater number is required by law, or by the articles of incorporation or these bylaws.

Section 18. Eligibility to Vote/Number of Votes. Voting members entitled to vote at any meeting of members or by ballot shall be all those voting members in good standing as of the date the vote is taken. Each voting member shall be entitled to one vote at any annual or special meeting of members.

Section 19. Proxies. Proxy voting is not allowed.

Section 20. Action of Members by Written Ballot Without a Meeting. Any action that may be taken at any meeting of members may be taken without a meeting by complying with the following procedure.

The President of CATA shall cause a ballot to be distributed to each voting member in accordance with Section 13(e) of this Article.

Any written ballot pursuant to this section shall: 1) set forth the proposed action, 2) provide an opportunity to specify approval or disapproval of any proposed action, and 3) provide a reasonable time within which to return the ballot to CATA.

The cover letter or memo soliciting ballots shall indicate the number of responses needed to meet the quorum requirement and, with respect to ballots other than for the election of directors, shall state the percentage of approvals necessary to pass the action submitted. The solicitation must specify the time by which the ballot must be received by CATA in order to be counted.

Approval of an action by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Directors may be elected by written ballot under this section. If directors are to be elected by written ballot and the Board adopts a nomination procedure for the election process, the procedure may provide for a date for the close of nominations prior to the printing and distributing of the written ballots.

A written ballot may not be revoked. All written ballots shall be filed with the Secretary of CATA and maintained in the corporate records for at least three years.

Article III.

Regions

Section 1. Regions. Voting members are divided into six Regions (by reference to California counties) as follows:

Region 1 - North Coast: Napa, Marin, Sonoma, Lake, Mendocino, Del Norte, Humboldt, Alameda, San Francisco, San Mateo, Solano, Contra Costa, and Yolo.

Region 2 - Superior: Placer, Sutter, Colusa, Yuba, Nevada, Sierra, Butte, Glenn, Tehama, Plumas, Lassen, Shasta, Modoc, Siskiyou, and Trinity.

Region 3 - Central: Calaveras, Alpine, Amador, Sacramento, San Joaquin, El Dorado, Mono, Mariposa, Merced, Stanislaus, and Tuolumne.

Region 4 - San Joaquin: Kern, Kings, Fresno, Tulare, Madera, and Inyo.

Region 5 - South Coast: Santa Cruz, Santa Clara, San Benito, Monterey, San Luis Obispo, Santa Barbara, Ventura and that portion of Los Angeles County immediately in and around the Los Angeles Unified School District.

Region 6 - Southern: That portion of Los Angeles County not in the South Coast area, Orange, San Bernardino, Riverside, Imperial, and San Diego.

Section 2. Purpose. The purpose of Regions is to facilitate regional conferences and activities in order to lessen the travel time and expense for participation.

Section 3. Formation/Modification/Termination of Regions. New Regions may be authorized, or existing Regions modified or eliminated, by the Board. Proposals to the Board for a new Region, or to modify or eliminate an existing Region, may be made by any member of CATA or director on the CATA Board and shall be in writing and signed by the individual(s) making the proposal. Any such proposal will be considered by the Board and its decision will be relayed in writing to the individual(s) making the proposal within 30 days after the decision is made.

Regions may operate informally as subsets of CATA, or may formalize by incorporating. Provided however, that any Region incorporating must do so as a California nonprofit corporation and must verify to CATA at any time requested by CATA that it is complying with all requirements of the applicable nonprofit corporation law and any federal and state tax exempt status it may acquire.

The corporate name of any incorporated Region must contain a reference to "CATA" and the Region agrees that use of the CATA acronym is with CATA's permission only and is conditioned on the Region's compliance with all policies and procedures applicable to CATA Regions.

Section 4. Compliance. Each Region, whether new or existing at the time these bylaws are approved, must sign a "Region Agreement" approved by the Board agreeing to abide by the bylaws, policies and procedures of CATA. A Region shall have its own bylaws as well, but only in a

form approved by CATA, and if incorporated the bylaws must comply with the applicable California nonprofit law.

Section 5. Regional Officers. Each region shall have a President, Vice President, Secretary, and Treasurer elected by the membership of the Region for one year terms.

Section 6. Pre-Existing Regions. The three Regions incorporated prior to 2025 (San Joaquin Region CATA, Southern CATA, and South Coast CATA) will be acknowledged as official regions of CATA on condition that 1) their corporate entities are in good standing with the State of California and any other applicable government agency, 2) their bylaws are approved by CATA, and 3) each signs the Region Agreement required by CATA.

ARTICLE IV.

Divisions

Section 1. Divisions. Voting members are also divided into three divisions as follows:

- a. Secondary School Division – all voting members who are secondary school teachers or student teachers as secondary schools.
- b. Post-Secondary School Division – all voting members who are community college or university professors.
- c. Operations Division – all voting members will be assigned to a committee under Operations.

Section 2. Purpose. The purpose of these divisions is to allow an open exchange of ideas and to develop recommendations for the improvement of the CATA programs as they pertain to each division.

Section 3. Officers. Each Division will elect a Chair, Chair-Elect, Vice Chair, and a Secretary at the annual conference for one year terms.

Section 4. Committees.

a. The standing committees for the Secondary School Division and Post -Secondary School Division shall be:

- 1. Affairs and Relations
- 2. Curriculum
- 3. Inservices
- 4. Student Activities

b. The standing committees for the Operations Division shall be:

- 1. Budget and Audit

2. Nominations/Bylaws/Professional Awards
3. Curricular Code
4. Membership Services
5. Agriculture Issues
6. Professional Ethics
7. Teacher Recruitment/Retention
8. Tech Prep/Articulation/Certification

ARTICLE V.

Board of Directors

Section 1. Powers of Board of Directors. The Board, subject to restrictions of law, the Articles of Incorporation, and these bylaws, shall exercise all powers of CATA. Without limitation on its general power, except as specified herein, the Board may do the following:

- (a) Policies. Adopt policies, rules and procedures for the management and operation of CATA.
- (b) Administration. Employ an individual or retain a management firm to administer the day-to-day activities of CATA. An individual running the day to day operations of CATA shall be known as the Executive Director. The Board will provide direction to and be the supervisor of the paid Executive Director. The paid Executive Director cannot also be a member of the Board. The Board may also employ or retain directly, or delegate to the Executive Director, the employment/retention of such other employees, independent contractors, agents, accountants, and legal counsel as it from time to time deems necessary or advisable in the interest of CATA, prescribe their duties and set their compensation.
- (c) Borrowing money. Borrow money and incur indebtedness on behalf of CATA and cause to be executed and delivered for CATA's purposes, in CATA name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, liens, and other evidences of debt and securities.
- (d) Gifts. Receive and accept gifts, devises, bequests, donations, annuities, and endorsements of real and personal property, and use, hold and enjoy the same, both as to principal and income, and to invest and re-invest the same or any part thereof for the furtherance of any objects, interests or purposes of CATA.
- (e) Contributions. Make such contributions as the Board determines are necessary and advisable in furtherance of the interests and purposes of CATA.
- (f) Fiscal Year. Fix and change the fiscal year of CATA.
- (g) Contracts. Enter into contracts and agreements with individuals and with public and private entities for the advancement of the purposes for which CATA is organized.

- (h) Property. Acquire, construct and possess real and personal property.
- (i) Bank Accounts and Special Funds. Establish one or more bank accounts and/or special funds in order to accomplish and further the purposes of CATA.
- (j) Committees. Appoint committees of the Board or advisory committees as provided in these bylaws.
- (k) Lobbying/Advocacy. Lobby and/or meet with local, state, and federal agencies and officials on issues important to the members.
- (l) Political Activity. Support or oppose political candidates and/or campaigns.
- (m) Legal Action. Take or support legal action that furthers the purposes of this corporation.
- (n) Other. Do and perform all acts and exercise all powers incidental to, or in connection with, or deemed reasonably necessary for the proper implementation of the purposes of CATA.

Section 2. Number/Qualifications.

The Board shall consist of eighteen (18) directors as follows: the Board President, President-Elect, Secretary, Treasurer, and Immediate Past President; the Chairs of each of the three Divisions, the Secondary School Division Chair-Elect, the Post-Secondary School Division Chair-Elect, the Post-Secondary School Division Vice Chair, and the Operations Division Chair-Elect; the Presidents of each of the six Regions.

Every director must be interested in and committed to the mission and purposes of CATA. California law prohibits non-voting directors on the Board and alternates/proxies for directors. No employee or paid contractor of CATA may be a director on the Board.

Section 3. Elections.

- a. The Board President, President-Elect, Secretary, Treasurer, and Immediate Past President shall be elected by and from among all the voting members statewide;
- b. The Chairs of each of the three Divisions, the Secondary School Division Chair-Elect, the Post-Secondary School Division Chair-Elect, the Post-Secondary School Division Vice Chair, and the Operations Division Chair-Elect shall be elected by the voting members within the three Divisions; and
- c. The Presidents of each of the six Regions shall be elected by the voting members in each Region.
- d. The Board shall adopt separate nomination and election procedures to govern the nomination and election process for each position.

Section 4. Terms of Office. The term of office for director on the Board shall be as follows:

- a. The individual elected by the voting members to serve as the Board Treasurer shall serve for a one-year term on the Board, followed by a one-year term on the Board as Secretary, followed by a one-year term on the Board as President-Elect, followed by a one-year term on the Board as President, followed by a one-year term on the Board as Immediate Past President.
- b. The individual elected as Chair-Elect of the Secondary School Division shall serve a one year term on the Board, followed by a one-year term on the Board as Chair of the Secondary School Division.
- c. The individual elected as Vice Chair of the Post-Secondary School Division shall serve a one-year term on the Board, followed by a one-year term on the Board as Chair-Elect of the Post-Secondary School Division, followed by a one-year term on the Board as Chair of the Post-Secondary School Division.
- d. The individual elected as Chair-Elect of the Operations Division shall serve a one-year term on the Board, followed by a one-year term on the Board as Chair of the Operations Division.
- e. The Presidents of each Region shall serve one-year terms on the Board.
- f. All directors shall serve until expiration of the term for which elected and until a successor has been elected and qualified.
- g. There shall be no limit on the number of terms an individual may serve on the Board if they remain qualified and elected.

Section 5. Reduction of Number of Directors. No change of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

Section 6. Resignations/Removals. Any director may resign by giving written notice to the Board President or Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.

Any director may be removed from the Board by a majority vote of the voting members that elected the director at any properly called and noticed membership meeting (whether statewide or within a Division or Region) where a quorum is present or by written ballot pursuant to Section 20 of Article II above.

Section 7. Vacancies. A vacancy or vacancies on the Board shall exist on the occurrence of the following: (a) the death or resignation of any director, (b) the declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony, (c) the vote of the members to remove any director(s), (d) the increase of

the authorized number of directors, or (e) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at that meeting or the failure of the Board to appoint any director they are authorized to appoint.

Section 8. Filling Vacancies. Vacancies on the Board that occur between elections by the members may be filled by a majority vote of the remaining directors on the Board at any properly called and noticed Board meeting where a quorum is present. The members may fill any vacancy or vacancies not filled by the Board. Any individual filling a vacancy pursuant to this section shall meet the criteria for election to that seat. An individual appointed to fill a vacancy shall serve until the end of the term of the individual whose seat they are filling.

Section 9. Annual and Special Board Meetings. An annual meeting of the Board shall be held in conjunction with the annual membership meeting. Other meetings ("special meetings") of the Board may be held from time to time on the call of the President, the Board, or any two directors. The time and purpose for any special meeting shall be set by the person(s) calling such meeting.

Section 10. Notice of Board Meetings. Notice of meetings of the Board, specifying the time and place of the meeting, shall be given to each director at least ten (10) days before the meeting if sent by first-class mail or express mail service, or at least forty-eight (48) hours before the meeting if personally delivered or delivered by telephone (including a voice messaging system), or by electronic transmission by CATA (Corporations Code Section 20, if appropriate consents have been signed).

Notice shall be deemed delivered when deposited in the U.S. mail or with an express mail service, or when received if delivered personally or by telephone, or on its confirmation as "sent" if by electronic transmission. A notice, or waiver of notice, need not specify the purpose of any meeting of the Board.

Section 11. Place and Time of Meetings. Meetings of the Board shall be held at whatever place and time is designated from time to time by the Board or persons calling the meeting and, in the absence of any designation, shall be held at the principal office of CATA.

Section 12. Board meetings by Telephone or Video Conference or by Electronic Transmission.

Directors may participate in a meeting of the Board through use of conference telephone, electronic video screen communication, or electronic transmission by and to CATA (chat room type meeting under Corporation Code Sections 20 and 21 if appropriate consents are signed).

Participation in a meeting through use of conference telephone or electronic video screen communication constitutes presence in person at that meeting as long as all directors participating in the meeting are able to hear one another.

Participation in a meeting through use of electronic transmission by and to CATA (chat room type meeting) constitutes presence in person at that meeting only if both of the following apply:

(a) Each director participating in the meeting can communicate with all of the other directors concurrently.

(b) Each director is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by CATA.

Section 13. Waiver of Notice and Consent to Meetings. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 14. Quorum. A majority of the authorized number of directors shall constitute a quorum of the Board for the transaction of business.

Section 15. Act of the Board. Unless otherwise restricted by law or these bylaws, every act or decision done or made by a majority of directors present at a meeting duly held at which a quorum is present shall be regarded as an act of the Board. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of a director(s), if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 16. Adjournment. A majority of the directors present, whether or not a quorum, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of the adjournment to another time or place must be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment. Any business that might have been transacted at a meeting as originally noticed may be transacted at an adjourned and rescheduled meeting.

Section 17. Closed Meetings. Any meeting of the Board may be closed by the President so that only directors and individuals deemed necessary by the President are present. Members of CATA who are not directors may attend any Board meeting unless excluded by the President as described in this Section.

Section 18. Board Action by Written Consent. Any action required or permitted to be taken by the Board may be taken in writing, without a meeting, if all members of the Board individually or collectively consent in writing to that action. This means that all Board members must vote on an action by mail or email, and all Board members must vote yes on the action, in order for the action to pass. Whether by mail or email, a vote under this section by written consent must be unanimous. The record of the written votes must be maintained for at least three (3) years.

Section 19. Attendance. Any director who misses three (3) consecutive Board meetings for any reason automatically loses his or her seat on the Board. The CATA Executive Director will notify the removed director via email regarding the removal within 15 days after the third missed Board meeting.

The Board may waive the automatic removal as to a particular director by majority vote at the next Board meeting. The Board's waiver of the automatic removal provision can be based on an excuse acceptable to the Board or any other justification deemed appropriate by the Board. Any vacancy created by this provision shall be filled in accordance with Section 8 above.

The email to the removed director referenced above will notify the removed director that they may 1) appear at the next Board meeting in person to seek reinstatement, or 2) submit a written statement before the next Board meeting with the reasons for the 3 missed meetings and a request to be reinstated. The notification email shall also state the date of the next Board meeting, or if the meeting date has not been set, that the removed director will be notified of the date and time of the next Board meeting at least 10 days before the meeting so they may appear or provide the written statement requesting reinstatement.

Section 20. Compensation of Directors. Directors shall not receive compensation for their services as directors. Directors may, at the discretion of the Board, receive reimbursement for travel and other actual expenses related to activities on behalf of CATA if authorized by the Board or a committee having such authority.

Section 21. Voting Power. For all purposes, the voting power of each voting director shall be one vote.

Section 22. Property Rights. No director shall have any property rights in any assets of CATA.

ARTICLE VI.

Officers

Section 1. Board Officers. The Board officers of the corporation shall be a President, President-Elect, Secretary, Treasurer, and Immediate Past President. Board officers are elected by the voting members as part of the election of directors (see Article V above) and are automatically directors on the Board.

The Executive Director of CATA shall be an officer for banking and other business purposes, but not a Board officer or member of the Board.

Section 2. Election of Board Officers. Board officers are elected by the voting members as part of the election of directors (see Article V above).

Section 3. Terms of Office; Term Limits. Board officers shall serve terms and have term limits (if any) as described in Article V above.

Section 4. Removal of Officers. Because all officers other than the Executive Director are elected by the members, officers may only be removed by the voting members pursuant to Section 6 of Article V above.

Section 5. Resignation of Officers. An officer may resign from the Board at any time by giving written notice to the Board President or Secretary. The resignation shall take effect as of the date

the notice is received or at any later time specified in the notice, and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 6. Vacancies in Office. Vacancies in any officer position shall be filled in accordance with Section 8 in Article V above.

Section 7. Responsibilities of Board Officers.

(a) President. The President of the Board shall preside at meetings of the Board and membership and shall exercise and perform such other powers and duties as the Board may assign from time to time.

(b) President-Elect. The President-Elect shall assist the President as requested or required. If the President is absent or unable to serve, the President-Elect shall perform all the duties of the President. When so acting, the President-Elect shall have all powers of and be subject to all restrictions on the President. The President-Elect shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

(c) Secretary.

(i) Minutes. The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, minutes of all meetings, proceedings, and actions of the Board, and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual or special, and, if special, how authorized, the notice given, and the names of those present at the Board and committee meetings. The Secretary shall keep or cause to be kept, at the principal office in California, a copy of the Articles of Incorporation and the Bylaws, as amended to date.

(ii) Notices and Other Duties. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of its committees required by these Bylaws. The Secretary shall have such other powers and perform such other duties as the Board, the President, or the Bylaws may prescribe.

(iii) If the President and President-Elect are both absent or unable to serve, the Secretary shall perform all the duties of the President. When so acting, the Secretary shall have all powers of and be subject to all restrictions of the President.

(iv) Some duties of the Secretary may be delegated to paid staff or other volunteers, though the Secretary must retain oversight of all responsibilities.

(d) Treasurer.

(i) Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the directors such financial

statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

(ii) Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disperse the corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board, the President, or the Bylaws may prescribe.

(iii) Some duties of the Treasurer may be delegated to paid staff or other volunteers, though the Treasurer must retain oversight of all responsibilities.

(e) Immediate Past President. The Immediate Past President shall act as a resource of institutional memory on the Board and shall have whatever duties may be assigned by the Board or the President.

(f) Executive Director. Under the direction of the President, the Board, and/or the Executive Committee, the Executive Director shall serve as the general manager and chief executive officer of CATA. The Executive Director is authorized to conduct transactions, sign contracts, maintain records, disburse funds, manage other employees and contractors, and carry out other such duties as may be requested by the Board, the Executive Committee, or the Board President.

ARTICLE VII.

Committees

Section 1. Committees of the Board. The Board may create "committees of the Board", each consisting of two or more directors *and no persons who are not directors*, to serve at the pleasure of the Board. Appointments to committees of the Board shall be made by the Board. Any such committee, to the extent provided in the Board resolution creating the committee, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee that has the authority of the Board;
- (b) Fix compensation of the directors for serving on the Board or on any committee;
- (c) Amend or repeal Bylaws or adopt new Bylaws;
- (d) Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;
- (e) Create any other committees of the Board or appoint the members of committees of the Board; or

- (f) Approve any contract or transaction to which CATA is a party and in which one or more of its directors has a material financial interest, except as allowed by the California Corporations Code.

Section 2. Executive Committee. The Executive Committee shall be a “standing committee of the Board” subject to all the rules applicable to “committees of the Board” described in this Article.

The Executive Committee shall consist of the following – the Board President, President-Elect, Secretary, Treasurer, and Immediate Past President, the three Division Chairs, and the PostSecondary Chair-Elect. The Board President of the Board shall serve as the chair of the Executive Committee.

The Executive Committee shall have the authority of the Board between Board meetings to make decisions and take actions relative to the operation of CATA, except for actions that no committee may take pursuant to Section 1 above.

Section 3. Notice Requirements for Committees of the Board. Written notice for meetings of committees of the Board shall be given in accordance with Article III of these bylaws. Provided, however, that this notice may be waived in writing, or by the committee member’s actual attendance at the meeting.

Section 4. Quorum for Committees of the Board. A majority of the voting members of any committee of the Board shall constitute a quorum, and the acts of a majority of the voting members present at a meeting at which a quorum is present shall constitute the act or recommendation of the committee.

Section 5. Advisory Committees. The Board may also establish advisory committees composed of any number of directors and/or other interested persons who are not directors. Appointments to advisory committees shall be made by the Board unless the Board delegates such authority to the Board President or other officers. Advisory committees shall provide advice and recommendations to the Board but shall not have the authority of the Board or any final decision making authority. The “standing committees” of the Divisions are advisory committees.

Section 6. Meetings by Telephone or Video Conference or by Electronic Transmission. Any meeting of a committee may be held by telephone or video conference or by electronic transmission in the same manner provided for in Article III of these bylaws.

ARTICLE VIII.

Liability, Indemnification, and Insurance

Section 1. Liability. Subject to any limitations contained in the California Corporations Code, there is no monetary liability on the part of, and no cause of action for damages shall arise against, any volunteer director or officer of CATA based on any alleged failure to discharge the person's duties as a volunteer director or officer if the duties are performed in accordance with the standards of conduct provided for in the California Corporations Code.

Section 2. Indemnification.

(a) Right of Indemnity. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

(b) Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations Code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of members. At that meeting, the members shall determine under Section 7237(e) whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the members present at the meeting shall authorize the indemnification.

Section 3. Insurance. The Board shall authorize the purchase and maintenance of an insurance policy or policies or bond on behalf of its directors and officers against any liabilities, other than for violating provisions against self-dealing, incurred by the director or officer in such capacity or arising out of their status as such.

ARTICLE IX.

Inspection of Records; Reports

Section 1. Inspection of Records. The members and directors of CATA shall have the right to inspect the books and records of CATA to the extent and under the circumstances provided by the California Nonprofit Mutual Benefit Corporation Law and as determined specifically by the Board when allowable.

Section 2. Annual Report.

(a) CATA shall prepare an annual report and send it to all Board members not later than 120 days after the close of the corporation's fiscal year. That report shall contain in appropriate detail the following:

- i A balance sheet as of the end of that fiscal year and an income statement and a statement of cash flows for that fiscal year.

- ii A statement of the place where the names and addresses of the current members are located.
- iii Any statement required by Section 3 below.

(b) The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no report, the certificate of an authorized officer of the corporation that the statements were prepared without audit from the books and records of the corporation.

(c) The corporation shall notify each member yearly of the member's right to receive a copy of the financial report prepared pursuant to this section. Upon written request of a member, the Board shall promptly cause the most recent annual report to be sent to the requesting member.

Section 3. Statement of Certain Transactions and Indemnifications.

(a) CATA shall annually furnish to its members and directors a statement of any covered transaction or indemnification of a kind described in subsections (b) or (d) below, *if any such transaction or indemnification took place*. If the corporation's annual report is sent to all members, this obligation shall be satisfied by including the required information in the annual report. If the corporation does not send the annual report to members unless requested, it shall satisfy this section by mailing or delivering to its members the required statement within 120 days after the close of the corporation's fiscal year.

(b) A covered transaction is a transaction in which the corporation was a party, and in which any director or officer of the corporation had a direct or indirect material financial interest. A director or officer involved in such a transaction is an "interested person" for purposes of this Section 3.

(c) The statement required by subdivision (a), if any, shall describe briefly:

(i) Any covered transaction during the previous fiscal year involving more than fifty thousand dollars (\$50,000), or which was one of a number of covered transactions in which the same interested person had a direct or indirect material financial interest, and which transactions in the aggregate involved more than fifty thousand dollars (\$50,000).

(ii) The names of the interested persons involved in such transactions, stating such person's relationship to the corporation, the nature of such person's interest in the transaction and, where practicable, the amount of such interest; provided, that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

(d) The statement required by subdivision (a), if any, shall also describe briefly the amount and circumstances of any loans, guaranties, indemnifications or advances aggregating more than ten thousand dollars (\$10,000) paid or made during the fiscal year to any officer or director of the corporation pursuant to Article VI of these bylaws; provided that no such report need be made in the case of a loan, guaranty, or indemnification approved by the members or a loan or guaranty not subject to the provisions of subdivision (a) of Corporations Code Section 7235.

ARTICLE X.

Miscellaneous

Section 1. Fiscal Year. Unless changed by the Board, the fiscal year of the corporation shall be July 1 to June 30.

Section 2. Conflicts of Interest. Board members and committee members must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of CATA. If a Board member or committee member believes that a conflict exists relative to a particular issue being considered by the Board or any committee, they shall disclose the conflict to the Board or committee, as appropriate, and abstain from discussion or voting on the issue.

For purposes of this section and these bylaws, a "conflict of interest" means a situation in which a Board or committee member is part of a discussion or decision by the Board or a committee which has the potential to financially benefit that Board or committee member or a member of that Board or committee member's immediate family. "Immediate family" means, spouse or domestic partner, children, parents, siblings, parents-in-law, or siblings-in-law.

Both the fact and the appearance of a conflict of interest should be avoided. Board members or committee members who are unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the President, who will determine whether disclosure to the Board or the assistance of legal counsel is required.

Section 3. Intellectual Property. All intellectual property prepared or purchased by or on behalf of CATA, including but not limited to CATA's name, educational, promotional, legislative, regulatory, and training materials, website content, newsletters, contracts, logos, service marks, membership lists, contributor lists, and research results, shall be the exclusive property of CATA and directors, members, employees, and contractors agree to deal with it as such. Directors, members, employees, and contractors agree that they will not sell, transfer, publish, modify, distribute, or use for their own purposes, the intellectual property belonging to CATA without prior approval of the Board memorialized in a writing signed by the Board President.

Section 4. Required Disclosures and Reporting. CATA shall comply with the disclosure and reporting requirements of federal and state agencies to which it is subject.

ARTICLE XI.

Amendments

Section 1. Amendment to Bylaws. These bylaws may be amended, or repealed and new bylaws adopted, by a two-thirds (2/3) vote of the Board at any properly called and noticed meeting where a quorum is present.

However, approval of the voting members is also required for any amendment or for new bylaws after the initial adoption that would:

- (a) Materially and adversely affect the members' rights as to voting or dissolution;
- (b) Effect an exchange, reclassification, or cancellation of all or part of the memberships;
- (c) Authorize a new class of membership;
- (d) Change the number of authorized directors;
- (e) Change from a fixed number of directors to a variable number of directors, or vice versa;
- (f) Increase or extend the terms of directors;
- (g) Allow any director to hold office by designation or selection rather than by election by the members;
- (h) Increase the quorum for members' meetings; or
- (i) Repeal, restrict, create, expand, or otherwise change proxy rights.

All proposed bylaw amendments or new bylaws must be sent to all directors and/or members eligible to vote on such amendments or new bylaws at least thirty (30) days prior to the meeting at which the amendments or new bylaws will be discussed and voted on.

ARTICLE XII.

Dissolution

Section 1. Voluntary Dissolution. CATA may be voluntarily dissolved at any time by a two thirds (2/3) vote of the voting members at any properly called meeting where a quorum is present. If the voting members approve the dissolution, the Board shall promptly cease operations and proceed to wind up and dissolve CATA.

Section 2. Remaining Assets. Upon the dissolution of CATA, all debts thereof shall be paid and its affairs settled, and all remaining assets shall be distributed as determined at the time of dissolution by CATA Board in its sole discretion, so long as the distribution is not inconsistent with law, these bylaws, or the articles of incorporation.

OPERATING POLICIES

Table of Contents

Policies/Responsibilities

Dues Policies.....	
Membership Policies.....	
Organizational Policies.....	
Executive Director and Executive Assistant Policies	
Fiscal Policies	
Conference Policies	
Legislative Policies	
State Officer Policies	
Election/Voting Policies	
Curricular Code Policies	
State Officer Policies	
Resolution Policies.....	
Executive Committee Responsibilities	
Operations/Post Secondary/Secondary Responsibilities	
Regional Officers Responsibilities	
Sectional Officers Responsibilities.....	

Applications

CATA State Officer Election Rules/Application.....	
CATA Division Officer Election Rules/Application.....	

CATA OPERATING POLICIES

Adopted January 19, 1985

Revised June 2023

The following are considered operating policies for the conduct of the organization and shall not conflict with any CATA Bylaws. Awards, Applications, and Officer duties are all considered part of the operating policies. These policies may be changed by a majority vote of the Executive Committee, Governing Board, or by a General Assembly Meeting during the Annual Conference.

Dues Policies

Voting Member dues may not be raised more than 15% above the current level in any given year.

I. Dues Structure

- A. **Agricultural Teachers** (Voting Members) = \$140
- B. **First Year Teachers** (Voting Members) = \$70
- C. **Agriculture Teachers less than ½ time (FTE)** (Voting Members) = \$70
- D. **Student Teachers** (Voting Members) = \$12 (\$2 for CATA and \$10 for NAAE)
- E. **Associate Members** (Non-voting) = \$50
- F. **Corporate Members** (Non-voting) = \$140

Lifetime dues may be received by a one-time payment of ten times the annual membership dues. .

CATA members who retire with 20 years or more of service will receive an Honorary Life CATA membership. Honorary members (non-voting) are not required to pay dues.

The CATA year shall run from July to June of the following year. Dues shall be due and payable on July 1, for the ensuing year and are delinquent at the beginning of the Fall Regional Meeting.

Only active members whose dues are paid are eligible to participate in activities and services sponsored or controlled by CATA, including:

1. Regional CATA Meetings
2. Sectional CATA Meetings
3. Any CATA publications
4. Services of the Executive Director
5. Any voting procedures
6. Apply/Serve as an officer

In addition to individual dues, each region shall assess a \$10 fee for each instructor attending fall and spring regional meetings. The Regional Treasurer shall send this assessment to the State CATA Office as soon as possible after the regional meeting. CATA will give the region hosting the annual awards ceremony a stipend up to \$10,000.00 to assist with award ceremony related expenses.

MEMBERSHIP POLICIES

I. Membership Goals

- A. Regional and sectional membership goals shall be set annually by the Regional Presidents and approved by the Executive Committee during their Summer Planning Meeting.

II. Regional and Sectional Membership Incentives

- A. Regions and sections will receive recognition at Conference for reaching their membership goals.
- B. In addition, the Treasury of each region and section which reaches its goal will be eligible to receive a cash award not to exceed \$400 in total.

ORGANIZATIONAL POLICIES

I. Affiliations

- A. CATA shall be affiliated with the National Association of Agricultural Educators (NAAE). NAAE membership dues will be paid through the CATA. The CATA members serving as the California delegates at the National NAAE Conference shall be granted full authority and power to act for the California Agricultural Teachers' Association. Funds needed for travel by delegates may be granted by the CATA Governing Board.

II. CATA Organizational Structure

- A. **Sectional Level** is composed of agricultural teachers in a specific geographical area. Each section has elected officers who plan the sectional calendar of activities for the year.
- B. **Regional Level** is broken into six geographic regions. Each region has a Fall and Spring Regional Meetings planned and executed by the Regional Officers. Regions also hold two business sessions at the CATA Summer Conference.
- C. **State Level** consists of the Governing Board, Executive Committee, Executive Assistant, and the Executive Director.

III. Governance

- A. **CATA Governing Board** is composed of the Executive Committee, Regional Presidents, three Division Chairs, three Division Chair-Elects, and the Post-Secondary Vice Chair. The Governing Board directs and supports the organization during the year. CATA operation authority is channeled through the Governing Board to the CATA President and the Executive Director. The Governing Board adopts policies and procedures that represent the interests and desires of membership.

a. Governing Board Operations

- i. The Governing Board shall administer the organization between annual Meetings
- ii. The Governing Board shall meet at least twice a year at the call of the President
- iii. The Winter Governing Board Meeting shall be held during the month of January.
- iv. The Pre/Post-Conference Governing Board Meeting shall be held during the month of June.
- v. All members of the board present at any curricular activity must assume authority and take responsibility to act in all disciplinary situations in which CATA may participate.
- vi. Governing Board Minutes shall be available for posting on the CATA Website.
- vii. Governing Board members may be requested to present a typed report at the Winter and Pre-Conference Governing Board Meetings

detailing their involvement during the year to the CATA Secretary.

- viii. The President-Elect, Past President, Division Chairpersons and Regional Presidents shall serve as the Nominations/By-Laws/Professional Awards Committee during the Winter Governing Board Meeting.
- ix. The State President may invite the CDE State FFA Advisor, Various State Staff, Teacher Educators, and other leaders within Agriculture Education to all Governing Board Meetings.
- x. Members not part of the governing board in attendance may not have a vote on any matter brought forth.
- xi. The State FFA Advisor or others invited will be given an opportunity to present a report if warranted.

B. **Executive Committee** consists of the President, President-Elect, Secretary, Treasurer, Past President, the three Division Chairs, and Post-Secondary Chair-Elect. Each position is elected by the voting membership. In addition, the Executive Committee makes recommendations to the Governing Board on CATA business and governance issues.

- a. Shall make recommendations to the Governing Board on issues and requests.
- b. The Executive Committee shall oversee the hiring of the employees of the CATA.
- c. The Executive Committee shall administer the yearly evaluation of the Executive Director.
- d. Fall Executive Committee meeting shall be held in August/September
- e. Winter Executive Committee Meeting shall be held prior to the Winter Governing Board Meeting.
- f. There shall be a Pre-Conference Executive Meeting prior to the Pre-Conference Governing Board Meeting at the annual Summer Conference.
- g. Special meetings may be called by the President. Past special meetings have included but are not limited to:
 - i. Post Conference Meeting
 - ii. NAAE Convention
 - iii. Relief Fund Needs

C. The **Executive Director** performs the duties of the position in conjunction with the policies and procedures adopted by the Governing Board. The CATA President provides general coordination to the Executive Director. The primary duties of the Executive Director are to advocate for agricultural education and career technical education at the state legislative level. In addition, the Executive Director facilitates the operation of the organization and the annual CATA Conference. The Executive Director also works with the CA FFA Foundation and CA FFA Adult Board to complete their missions.

D. In conjunction with the Executive Director, the **Executive Assistant** serves the membership performing the organization's administrative duties. In addition, the Executive Assistant

manages the member role, financial transactions, and acts as the point of contact for the day-to-day operations of CATA.

- E. CATA is composed of three **Divisions: Secondary, Post-Secondary, and Operations**. The purpose of these divisions is to allow an open exchange of ideas and to develop recommendations for improving CATA programs and operation. Each Division elects a Chair, Chair-Elect, Vice-Chair, and a Secretary at the annual CATA Conference. All CATA members in secondary schools are members of the Secondary School Division and focus on secondary issues. Community college and university CATA members make up the Post-Secondary Division. Finally, all CATA members are members of the Operations Division. All matters which need to be discussed by both groups, shall be assigned to a committee in Operations.

IV. Line of Authority/Responsibility

- A. CATA members shall express their interest and desire to the Governing Board Members for actions or services to be performed by members of the Governing Board, Executive Committee, Executive Assistant, and Executive Director.
- B. The Governing Board shall adopt policies and procedures which represent the interests and desires of the membership.
- C. The State CATA President has responsibility for ensuring that approved policies and procedures are implemented. The President must consult with the Executive Committee if deviations from adopted policies are deemed necessary. Such deviations should be judiciously exercised and considered as one-time exceptions, not as formal policy or procedure deviations.
- D. The Executive Director shall perform the duties of this position in concert with the policies and procedures adopted by the Governing Board. The CATA President shall provide general coordination to the Executive Director and shall be consulted regarding policy or procedural deviations.
- E. It is the intention of CATA that the Executive Director be provided with the widest possible latitude in fulfilling the duties of the office. While communication with all association officers and members is to be encouraged, operation authority is channeled through the Governing Board to the CATA President and then on to the Executive Director.

EXECUTIVE DIRECTOR AND EXECUTIVE ASSISTANT POLICIES

I. Office Location

- A. The CATA office will be located near Sacramento, California.
- B. The Association will pay such costs as are necessary in the acquisition and maintenance of such an office.

II. Travel Expenses

- A. The Executive Director shall be permitted wide latitude in identifying which meetings and activities are anticipated to be of value to the Association. The Executive Director should consult with the Association President at such times when questions might arise regarding this general policy.
- B. All travel should be planned and organized in such a manner that optimum benefits shall result for the Association. The Association shall pay for travel and meals that are directly related to the performance of the staff duties. Mileage from staff's residence to the office and return will not be reimbursed.
- C. Cost incurred for air, bus, or train travel shall be reimbursed at the actual cost of the ticket. Mileage shall be reimbursed at the rate that is in effect at the time of travel for the State of California employees.
- D. An allowance shall be permitted for the purpose of paying lodging, meals, and incidental expenses. Reimbursements shall be made in accordance with state employee guidelines.

III. Executive Director Hiring Process

- A. The CATA Executive Committee, FFA Foundation Board Chair, California Association FFA Board Chair, three Past CATA Presidents, CATA Executive Assistant, and the California FFA Foundation Fund Development Director will serve on the interview committee, excluding any of those interested in the position.
- B. The interview will consist of a writing prompt (30 minutes) and an interview (30 minutes) with the interview committee.
- C. At the conclusion of the interviews, the interview committee will select the new Executive Director and come to a consensus on the terms of employment.

III. Executive Director Terms of Employment

- A. CATA Staff serves at the pleasure of the Governing Board and is employed for an indefinite period. The employment and/or dismissal of the Executive Director shall be determined by a majority vote of the Executive Committee.
- B. The President shall present to the Governing Board appropriate recommendations regarding the employment, dismissal or continued employment of the Executive Director. Such recommendations may include but not necessarily be limited to salary, fringe benefits, travel provisions, and a budget for the Executive Director's operations.

IV. Executive Director Evaluation

- A. The President, in consultation with the Association's Executive Committee, is empowered to conduct performance evaluations of the Executive Director yearly during the Fall Executive Committee meeting.
- B. An evaluation meeting will be held between the Executive Director and the Executive Committee. Fiscal audit and review will occur at each of the evaluation conferences.
- C. At the conclusion of the Executive Committee Meeting the performance evaluation procedure, decisions regarding employment, dismissal, or continuing employment will be made known to the Executive Director. Such recommendations may include, but not necessarily be limited to: salary, fringe benefits, travel provisions, and a budget for the Executive Director's operations.

V. Working Days, Vacation Allowance, and Sick Leave

- A. The Executive Director and Executive Assistant positions are to be considered as a full-time employment obligation with holidays similar to those accorded employees of the State of California:

1.	New Year's Day	January 1
2.	Martin Luther King	3 rd Monday in January
3.	Lincoln's Birthday	February 12
4.	Washington's Birthday	3 rd Monday in February
5.	Cesar Chavez Day	Last Monday in March
6.	Memorial Day	Last Monday in May
7.	Juneteenth	June 19
8.	Independence Day	July 4
9.	Labor Day	1 st Monday in September
10.	Veteran's Day	November 11
11.	Thanksgiving Day	Day after Thanksgiving also
12.	Christmas Day	December 25

- B. Vacation credit to CATA staff will be granted in accordance with the vacation schedule in effect for employees of the State of California.

Employees shall not be entitled to vacation leave credit for the first six months of service. On the first day of the monthly pay period following completion of six qualifying monthly pay periods of continuous service, all full-time employees covered by this section shall receive a one-time vacation bonus of forty-two hours of vacation credit. Thereafter, for each additional qualifying monthly pay period, full-time employees shall be allowed a credit for vacation with pay on the first day of the following month as follows:

0-3 years	7 hours per month
4-10 years	10 hours per month
11-15 years	12 hours per month
16-20 years	13 hours per month
20+ years	14 hours per month

Earned vacation time accrues to a maximum of double the yearly accrual. No additional vacation will be earned until accrued vacation time is used. The maximum vacation payout at the time of separation is 160 hours.

- C. Sick leave will be in accordance with the State of California schedule of eight hours per month, not to exceed 160 hours.
- D. Mandatory Paid Shutdown – The FFA Center is closed from December 25th through January 2nd.

FISCAL POLICIES

I. Audit

- A. An audit or review of the financial records will be conducted at each evaluation conference during the Summer Executive Committee Meeting.

II. Bond

- A. The Executive Director and the office staff shall all be bonded.

III. CATA Reimbursement Policy

- A. Original receipts are necessary for all expenses claimed. Meal reimbursements, including tips, are reimbursed based on the current State of California employee Meal and Incidental Rates. All expense claims are subject to approval by the CATA staff.
- B. Reimbursement for pay-pay-view movies or steaming services, minibar purchases, bar charges billed to the room, spa services, laundry services, and late checkout fees, etc. will not be allowed.
- C. Airport parking will be reimbursed in accordance with the State of California employee policy.
- D. Mileage reimbursements paid for use of personal vehicles will be based on the current State of California employee's Personal Vehicle Mileage Reimbursement Rates.
- E. A reasonable monthly stipend may be provided to CATA employees whose job responsibilities require frequent and ongoing cell phone use for organizational business.
- F. The Pre-Conference Governing Board's expenses incurred for travel, lodging and meals will not be reimbursed by CATA.

IV. Salary and Office Expenses

- A. The annual salary of CATA staff shall be set by the membership upon a recommendation from the Budget and Audit Committee.
- B. The Executive Director and Executive Assistant salary and regular office expenses will be paid each month without any approval necessary by the President or Treasurer.
- C. The salary schedule for the Executive Director and Executive Assistant will be adjusted annually for COLA according to the state rate.

- D. The salary for the Executive Director and Executive Assistant will include a benefit stipend based on 30% of their salary which may be utilized for purposes of providing all or part of the costs of health insurance.

V. Annual Budget

- A. The Annual Budget shall be reviewed and revised by the Budget and Audit Committee during the Annual Conference, by the CATA Treasurer.
- B. This budget shall be presented to the membership for approval and adoption during the Annual Conference.

VI. Annual Dues

- A. The Governing Board shall not raise dues until the reserves fall below 50% of the operating budget.

VII. Savings

- A. To ensure the financial stability of the organization in the event of economic constraints, and to engage in special projects, the Governing Board shall maintain a savings account equal to 50% of the prior year's operating expenses. If savings exceed three years of operating expenses, the Governing Board will refer with recommendations to the Budget and Audit Committee at the Summer Conference on how to reduce the savings.

CONFERENCE POLICIES

I. Dates

- A. The annual Conference shall be held in June, with the dates being set by Governing Board one year in advance.

II. Registration

- A. Any individual who meets the criteria of active or associate membership must register to participate in Conference activities.
- B. Active and Associate members will receive reduced registration fees, which will be set annually during the Winter Governing Board Meeting.
- C. Those individuals who pre-register will receive a reduced rate.
- D. Conference pre-registration for Student Teachers shall be free.
- E. Guests may register for the Annual Conference.
- F. Conference reimbursements that are made for individuals attending the California Agricultural Teachers' Association Summer Conference will be made to the originator of the check or purchase order.

III. Conference Program

- A. The purpose of the annual conference is to conduct the official business of the organization, provide professional development, highlight the achievements of members, and build community.
- B. Provide an orientation to the profession and organization to new teachers.
- C. Introduce new teachers during sessions.
- D. Provide opportunities for professional development.
- E. Provide recreational/social activities.

III. CATA Awards Ceremony

- A. The hosting of the annual awards ceremony shall be on a rotating basis as follows:

1.	San Joaquin Region	2026
2.	South Coast Region	2027
3.	Central Region	2028
4.	Southern Region	2029
5.	North Coast Region	2031
6.	Superior Region	2030
- B. The host region must work closely with the Governing Board and Cal Poly San Luis Obispo's Agricultural Education Department when planning and conducting the Awards Ceremony.
- C. The Awards Ceremony shall be planned as a "break-even" financial activity.
- D. CATA awards will be presented at the Awards Ceremony.

IV. Farm and Idea Show

- A. The exhibitors' fee for the annual Farm Show shall be set annually at the Winter Governing Board Meeting.
- B. CATA regions will provide hosts for the Farm and Idea Show to chair the activity and to clean up.
- C. Farm and Idea Show responsibility will be on a regional rotation (to follow the year region is responsible for the Awards Ceremony).

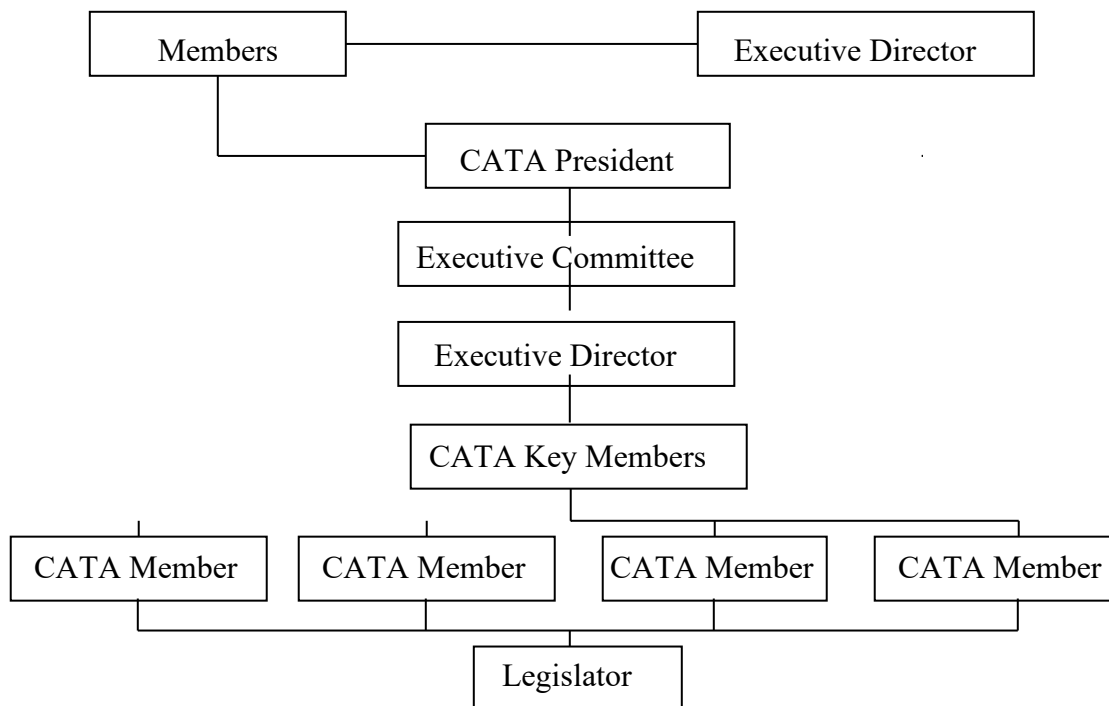
V. Conference Minutes

- D. Conference highlights will be published in the October issue of the "Golden Slate."
- E. A full set of Conference minutes shall be posted on the CATA website by September.

LEGISLATIVE POLICIES

- I. All legislative items to be considered for support or opposition shall be submitted to the Executive Committee through the President.
- II. Legislative action shall be determined by a majority vote of the Executive Committee. The Executive Committee's position will then be made known to the Executive Director for action.
- III. If legislation is clearly supportive of a CATA position statement, the Executive Director may automatically support such legislation.
- IV. If legislation is clearly in opposition to a CATA position statement, the Executive Director may automatically oppose such legislation.
- V. The Executive Director shall support budgetary items which benefit secondary and post-secondary agriculture programs.
- VI. A legislative network is formed so that prompt action may be taken whenever legislative action becomes necessary.

LEGISLATIVE NETWORK



STATE OFFICER POLICIES

I. Qualifications

- A. All nominees for the state office of Treasurer must have been a State Division Chairperson or a Regional Officer.

II. Vacancies

- A. If an office becomes vacant, the Governing Board shall have the power to fill the vacancy by a majority vote. The position shall be filled by election at the following summer conference.
- B. In the event the office of the Presidency becomes vacant, the President-Elect shall succeed to the Presidency.

III. Reimbursements

- A. CATA will reimburse the expenses of the President, President-Elect, Secretary and Treasurer to the National NAAE Convention.
- B. CATA will reimburse the expenses of the President-Elect and the Secretary (or their designees) to the Region meetings.

IV. Travel Expenses

- A. Reimbursement for meals, lodging, and transportation will be reimbursed by CATA in accordance with the CATA Reimbursement Policy.

ELECTION/VOTING POLICIES

I. Offices

- A. All CATA officers elected at state; regional and sectional levels shall be CATA Voting Members in good standing with at least two years of CATA paid membership and who are currently teaching agriculture. If elected while teaching agriculture, that person may continue through the normal sequence of chairs as long as they qualify for active membership.
- B. The elected officers of this organization shall be the President, President-Elect, Secretary, Treasurer and Past President; and Chair, Chair-Elect, Vice Chair and Secretary of the Secondary School Division; and Chair, Chair-Elect, Vice Chair and Secretary of the Post Secondary Division; and Chair, Chair-Elect, Vice Chair, and Secretary of the Operations Division.
- C. Each year the organization will elect a state officer to serve five, one-year terms. This person will serve one year in each office, in order, Treasurer, Secretary, President-Elect, President, and Past President.

II. Voting

- A. Officers will be elected with a majority vote.
- B. In the event that more than two candidates are nominated and no candidate receives a majority of the votes cast, a runoff election shall be conducted between the two candidates receiving the highest number of votes. Balloting will continue as necessary until one candidate obtains a majority vote.
- C. A quorum, as defined in the Bylaws, must be present for the election of a nominee to be valid.
- D. Voting will take place after the nomination speeches.

CURRICULAR CODE POLICIES

I. The Curricular Activities Code

- A. All official FFA activities sponsored or supervised by CATA will be governed by the rules established in the latest revised copy of the CATA Curricular Code.
- B. The CATA Curricular Code may be amended by a majority vote at a general assembly meeting during the annual conference. Only those portions, which are due for revision, can be discussed and voted upon. All proposed changes to the Curricular Code must be submitted to the CATA office by June 1 and must be submitted using the Curricular Code Change Proposal Template.
- C. By majority vote of the Governing Board, a portion or portions of the Curricular Code may be opened for consideration and changed during conference.

II. Extenuating Circumstances

- A. In the case that a state finals contest cannot host all of the requirements outlined in the curricular code, a proposal of what needs to change can be submitted to Governing Board for approval for that year's contest only.
- B. Governing Board reserves the right to rule on the proposal and can deny the request if sufficient information is not presented.

III. New Contests

- A. New contests proposals must follow the rules outlined in General Rules and be submitted to the CATA Office by June 1 and must be submitted on the Curricular Code Change Proposal Template.
- B. All new contest proposals must have confirmation of a proposed contest host, a budget of what the contest would cost, and a sponsor that is willing to sponsor the awards for the first three years of the proposed contest.
- C. Proposed Contest Hosts must be approved by the State FFA Advisor.
- D. All new contest proposals must be submitted to the Winter Governing Board for review and then sent to each region to be added to their agendas for Spring Region Meetings. New contests will require a majority vote of the general membership at Summer Conference of the year the contest is proposed.

RESOLUTIONS POLICIES

I. Resolutions

- A. All issues of statewide concern shall be presented in resolution form.
- B. Resolutions developed within the organization are meant to be disseminated within the organization and are not meant for public discussion.
- C. Resolutions must be developed according to the guidelines on the following pages.

SAMPLE RESOLUTION FORM

REGIONAL MEETING RESOLUTION

WHEREAS, CATA is an organization of professionals in vocational agriculture;
and

WHEREAS, attendance by professionals at regional CATA meetings is critical
to the success of the organization and profession; and

WHEREAS, CATA regional meetings consist of vital business and inservice;
and

WHEREAS, many regions of CATA schedule several events (i.e., judging
contests, FFA meetings and/or competitive events) which directly
conflict with CATA regional meeting attendance and participation;
therefore, be it

RESOLVED that the CATA Governing Board go on record as strongly
recommending to the regional supervisors, CATA regional
officers, and CATA membership to schedule CATA regional
meetings on a day when no other activity is scheduled which
would conflict with meeting attendance and participation.

Resolution No: _____

Date Adopted: _____

Resolution process for items presented at Fall Regional Meetings



Start Here

Fall Regional Meeting

Resolution is initiated by CATA region and determined to adopt or not adopt based on a majority vote.

If adopted, resolution must be submitted to the CATA office 30 days prior to the Winter Governing Board meeting.



Winter Governing Board

Resolution is presented to the CATA Governing Board and vote is required.

Majority Vote
Board recommends
pass or do not pass.

Less than Majority
Board recommends
no action.



Spring Regional Meeting

Regions may make amendments to resolution and recommend pass, do not pass, or no action by majority vote.

Results of vote must be submitted to the CATA office 30 days prior to the Pre-Conference Governing Board meeting.



Pre-Conference Governing Board Meeting

Resolution presented & amendments consolidated, if needed.

Majority Vote
Board recommends
pass or do not pass.

Less than Majority
Board recommends
no action.



Bylaws Committee

Resolution reviewed for accuracy. Posted for 24 hours before voting.



General Membership

Amendments are acceptable.

General Resolution
Majority vote to adopt

Resolution process for items presented at Winter Governing Board



Start Here

Winter Governing Board

Resolution is presented to the CATA Governing Board and vote is required.

Majority Vote

Board recommends
pass or do not pass.

Less than Majority

Board recommends
no action.



Spring Regional Meeting

Regions may make amendments to resolution and recommend pass, do not pass, or no action by majority vote.

Results of vote must be submitted to the CATA office 30 days prior to the Pre-Conference Governing Board meeting.



Pre-Conference Governing Board Meeting

Resolution presented & amendments consolidated, if needed.

Majority Vote

Board recommends
pass or do not pass.

Less than Majority

Board recommends
no action.



First CATA Conference Regional Meeting

Resolution is presented and amendments are acceptable.
Recommend pass, do not pass, or no action by majority vote.



Special Governing Board Meeting at Conference

Resolution presented & amendments consolidated, if needed.

Majority Vote

Board recommends
pass or do not pass.

Less than Majority

Board recommends
no action.



Bylaws Committee

Resolution reviewed for accuracy. Posted for 24 hours before voting.



General Membership

Amendments are acceptable.

General Resolution
Majority vote to adopt

AWARDS POLICIES

Fall Sectional and Regional Meetings start the recognition process of outstanding CATA members. Below is a summarized list of award application requirements. Refer to the CATA website for complete details.

Applications for Outstanding Program, Outstanding Post-secondary Program, Outstanding Agricultural Education Teacher (Don Wilson Memorial Award), Outstanding Young Teacher, Teacher of Excellence, Pathway Teacher of the Year, Hall of Fame, and Teacher Mentor Awards are due **February 15th**.

CATA Scholarship Award applications are due **August 20th**.

Founder Award Nominations are due at Winter Governing Board.

Entries for the **Idea Show Award** are submitted at the CATA Annual Conference.

Service Awards are automatically awarded.

Idea Show Award

- Recognizes creativity and imagination in teaching ideas, activities, and projects for use in the agricultural education setting.
- Must be a paid member of the CATA.

CATA Scholarship Program

- Recognizes and awards students obtaining Agricultural Teaching and Specialized Credentials whose intent is to teach Agriculture in California.
- Must be a fifth-year post-baccalaureate student who is completing teacher certification requirements in a college or university that offers a program of study in agriculture teacher education.
- Must be an individual accepted into a credential program with the intention of becoming an agriculture teacher.
- Recipients must become a student member of CATA while teaching.

Service Awards

- To recognize teachers for their continuous service to the agricultural youth of California.
- Awards are given at the fifteen-, twenty, twenty-five-, thirty, thirty-five, forty, forty-five and fifty-year marks.

Teacher of Teachers Award

- To identify and recognize teachers who have former students teaching agriculture.
- The award covers a five-year period and is based on the number of nominations the CATA member receives during the five-year period.
- Recipients must be paid members of the CATA.

Thirty Minute Club

- Recognizes members who publicize activities of agricultural education.
- A member must have spent a minimum of thirty minutes preparing an article, post, meme, or picture for publication in a professional magazine, preparing scripts for use on radio, television, social media, or producing video communication pieces. Media material must have reached beyond the borders of California.
- Recipients must be paid members of the CATA.

Pathway Teacher of the Year Award

- Recognizes CATA members who emphasize concepts, principles, and applications related to their pathway curricula.
- Recipients must be paid members of the CATA.

Ideas Unlimited Award

- To recognize creativity and imagination among agricultural educators.
- To promote and highlight innovative teaching ideas, activities, and projects for use in agriculture classrooms.

- The award encourages educators to share their best new teaching ideas with the profession.
- Recipients must be paid members of the CATA.

Outstanding Young Teacher

- Honors the nominee's leadership and involvement in civic, community, agriculture/agribusiness, and professional activities.
- Nominees must be in their third to seventh year of teaching.
- Nominees must be paid members of the CATA.

Teacher of Excellence

- Nominees must have completed at least 10 years of teaching agricultural education at the secondary, community college or university level, or across a combination of these levels.
- Nominees must be a paid member of CATA for at least ten years and be paid members by the fall regional meeting of the year nominated.
- Nominees must have held at least one CATA sectional, regional, or state office.
- The number of nominees in each region may submit is subject to the teacher member population of each region. Check the application for the number of eligible nominees from each region.

Outstanding Program

- Recognizes secondary programs for excellence.
- Open to all secondary programs.
- All secondary program staff members must be paid CATA members.
- There are seven program award divisions:
 - Middle School Program (stand-alone programs of any size)
 - Secondary Program Categories – 1 Person Program, 2 Person Program, 3 Person Program, 4 Person Program, 5-6 Person Program, 7 or More Person Program

Outstanding Post-Secondary Program

- Recognizes post-secondary programs for excellence.
- Open to all post-secondary programs.
- All secondary program staff members must be paid CATA members.
- There are two program award divisions:
 - 1-3 Person Program and 4 or More Person Program

Teacher Mentor Award

- Recognizes experienced teachers who are mentors for beginning teachers.
- The award serves as a thank you to the experienced teachers who have influenced beginning teachers through leadership and guidance.
- Nominees must be paid members of the CATA.

Outstanding Agricultural Education Teacher -Don Wilson Memorial Award

- Honors the nominee's leadership and involvement in civic, community, agriculture/agribusiness, and professional activities.
- Nominees must have taught for 20 years.
- Nominees must have received the Teacher of Excellence Award.
- Nominees must be paid members of the CATA.

California Representative for the NAAE Teachers Turn the Key Program

- Select a CATA member to participate in the NAAE Teacher Turn the Key Program. The program is limited to one participant per state.
- Participants must be CATA and NAAE paid members.

- Participants must be in their second, third, or fourth year of teaching at the time they apply.
- All participants must attend the entire NAAE convention during the program.

Hall of Fame

- Eligibility will begin three years after official retirement.
- Honors the nominees who have made a significant state wide impact on the scope and quality of Agricultural Education programs in California.
- Each Region may select two individuals.
- Nominator is responsible for ensuring that the application is completed.

Hall of Fame Agriculture Educator

- Eligibility will begin three years after official retirement.
- A retired Agriculture Educator is either: Someone who has retired from Agriculture Education and completed the CATA recognition process, **or** an Agriculture Educator who passed away in service.

Hall of Fame Agriculture Industry Leaders

- Agriculture industry leaders and others may be honored at any point in their careers, regardless of retirement status.

Founder Award

- To honor a CATA member who has had an extremely important influence on CATA policies and/or activities.
- This award shall be considered the consummate award a CATA member may receive.
- **PAST WINNERS:** H. H. Burlingham (1983), Larry Rathbun (1984), Donald E. Wilson (1987), Jerry T Davis (1987), Warren D. Reed (1991), Kenneth Harris (1993), Ted Gregg (1999), Jim Aschwanden (2019).

Procedures for Selection of CATA Teacher and Program Awards

All Pathway Teachers of the year, Outstanding Program, Outstanding Post-secondary Program, Outstanding Agricultural Education Teacher (Don Wilson Memorial Award), Outstanding Young Teacher, and Teacher Mentor Awards will be selected using the following procedure.

1. **Application Deadline**
All award applications must be received by the CATA Office no later than **February 15**. Applications submitted after this date will not be considered. All applications are to be submitted via the CATA website.
2. **Eligibility for Review**
Only complete and timely applications will advance to the evaluation process. Late or incomplete submissions will be **disqualified**.
3. **Scoring Committee Composition**
Applications will be evaluated by an impartial scoring committee composed of current voting members of CATA. **Every effort will be made to include representation from all six CATA geographic regions.**
4. **Evaluation Process**
The scoring committee will review and score each application using the **approved rubrics**. All applications will be evaluated consistently and objectively according to these established criteria.
5. **Selection of Award Recipients**
Award recipients will be determined based on the final scoring results from the committee.
6. Selection of the **Overall Outstanding Secondary and Post-secondary Programs** will be made by the CATA Executive Committee from the winners of each of the subcategories.
7. **Announcement of Recipients**
Award recipients will be formally announced during the **Awards Ceremony at CATA's Annual Conference** unless prior notification is needed for NAAE competition.

8. **NAAE Awards:**

The state winner in the following categories may apply for the national award through NAAE. Applications must be submitted through the NAAE website by 9:00 a.m. on May 15. Application submission to NAAE is the responsibility of the applicant.

1. NAAE Awards include Outstanding Ag Teacher, Outstanding Young Teacher, Teacher Mentor, Overall Outstanding Secondary Program, Overall Outstanding Post-Secondary Program, and Ideas Unlimited.

Procedures for Selection of the CATA Teacher of Excellence Award

1. **Nomination Allocation by Region**

Each CATA region shall be entitled to submit **two (2) nominees** for the Teacher of Excellence Award.

2. **Additional Nominee Increments**

Regions may submit **one (1) additional nominee** for each successive membership participation increment, as verified by the **CATA office at Summer Conference**, according to the following scale:

- All Regions: **2 nominees**
- **75+ members: 3 nominees**
- **100+ members: 4 nominees**
- **125+ members: 5 nominees**

3. **Selection Committee Composition**

All Teacher of Excellence nominees shall be evaluated by an **impartial scoring committee** consisting of:

- **Six (6) former Teacher of Excellence award recipients**, with one representative from each CATA geographic region, and
- **Two (2) state officers: the Past President and the President.**

4. **Committee Member Selection**

Each of the six former Teacher of Excellence committee members shall be selected by their respective **CATA Regional Presidents**, in consultation with their **Regional Supervisors**.

5. **Conflict of Interest Provision**

In the event that either the Past President or President is a nominee for the Teacher of Excellence Award, that officer shall be **removed from the scoring committee** and replaced by the **next highest-ranking state officer**.

6. **Evaluation Process**

The scoring committee shall review and score all eligible nominees using the **approved evaluation criteria and scoring procedures** as established by CATA.

7. **Determination of Recipient(s)**

Final selection of the Teacher of Excellence Award recipient(s) shall be based on the scoring results as determined by the committee.

8. **Announcement of Recipient(s)**

The Teacher of Excellence Award recipient(s) shall be announced in accordance with CATA's established award presentation practices.

Procedure for Selecting the California representative for the NAAE Teachers Turn the Key Program.

1. Interested individuals must submit a letter of interest and a resume to the CATA Office by **February 15th**.
2. The CATA Executive Committee will verify the eligibility of all individuals submitting a letter of interest and resume.
3. The Executive Committee will review all eligible nominations and make the final selection of an individual to represent California in the Teacher Turn the Key Program.
4. The selected individual will then be required to fill out an NAAE Application for the program and have it submitted to NAAE by **June 16**.
5. CATA does not make the final decision on inclusion in the program. Final selection into the program is done independently by NAAE.

Procedures for Selection of the CATA Founders Award

1. **Nomination Process**
CATA members may nominate qualified individuals for the CATA Founders Award.
2. **Submission Deadline**
All nominations must be submitted via email to the CATA Office no later than the date of the **CATA Winter Governing Board Meeting**. Nominations should include a rationale for the individual receiving the award. Nominations received after this deadline will not be considered.
3. **Selection Committee Composition and Selection Process**
The President-Elect, Past President, Division Chairpersons and Regional Presidents shall serve as the selection committee for the CATA Founders Award. Final selection will be made during the **CATA Winter Governing Board Meeting**.
4. **Announcement of Recipient**
The recipient of the CATA Founders Award will be announced in accordance with CATA's established award presentation practices.

Procedures for Selection of the CATA Hall of Fame

1. **Nomination Authority**
Each CATA region may nominate **up to two individuals** for induction into the Hall of Fame using any established regional method. The individual submitting the nomination is responsible for ensuring that the application is complete.
2. **Application Responsibility**
All regional presidents, or their designated representative, shall complete and submit the official **Agriculture Education Hall of Fame application form** for each nominee.
3. **Submission Deadline**
All completed nominee applications must be forwarded to the CATA Office no later than **February 15**.
4. **Selection Committee Appointment**
The Governing Board shall annually review and appoint the members of the Hall of Fame selection committee. The current **State President-Elect** shall serve as a **non-voting chair** of the committee.
5. **Selection Committee Composition**
An impartial selection committee consisting of **twelve past CATA Presidents or Hall of Fame inductees** shall evaluate all nominees. The committee shall represent a **cross-section of the state**.
6. **Evaluation Criteria**
The committee shall review nominees based on submitted **biographical information** and supporting materials.
7. **Scoring Method**
Each nominee shall be evaluated using a **"qualified" or "not qualified"** designation.

8. **Selection Threshold**
Nominees must receive a “**qualified**” designation from a **majority** of the selection committee to be eligible for induction into the Hall of Fame.
9. **Notification of Results**
Regional presidents shall be notified of the selected inductees **immediately following** the selection committee’s determination of inductees.
10. **Announcement of Recipient**
The recipient(s) of the CATA Hall of Fame Award will be announced in accordance with CATA’s established award presentation practices.

Procedures for Selection of the CATA Scholarship Program

1. **Application Deadline**
All completed applications and supporting materials must be submitted to the CATA Office no later than **August 20**. Applications received after this date will not be considered.
2. **Eligibility for Review**
Only complete and timely applications will advance to the evaluation process. Incomplete or late submissions will be **disqualified**.
3. **Selection Committee Composition**
The **CATA Executive Committee** shall serve as the evaluation and selection committee for the CATA Scholarship Program.
4. **Evaluation Process**
The Executive Committee will review all eligible applications and assess each candidate based on the materials submitted.
5. **Selection of Recipients**
Scholarship recipients will be determined by the Executive Committee based on the established evaluation criteria.
6. Up to ten applicants will be selected each semester to receive a \$1,000 scholarship to be used toward tuition and fees associated with being a university student preparing to be an agriculture teacher.
7. **Notification of Recipients**
Selected recipients will be notified after the fall CATA Executive Committee meeting.

Procedures for Selection of the CATA Idea Show Award

1. **Entry Eligibility**
Participation in the CATA Idea Show Award is open to individuals attending the CATA Summer Conference.
2. **Entry Process**
To enter, participants must bring their ideas to the CATA Summer Conference and display them during the **Farm and Idea Show**.
3. **Display Requirements**
All entries must be displayed during the designated Farm and Idea Show period to be eligible for consideration.
4. **Selection Method**
Selection of award recipients shall be determined by **popular vote** of those attending the Farm and Idea Show.
5. **Award Categories**
The **top three entries in each designated area** shall be selected based on the results of the popular vote.
6. **Awards**
First Place: \$50; Second Place: \$40; Third Place: \$30; Overall Outstanding Winner: \$100

7. **Determination of Winners**

Votes will be tallied following the Farm and Idea Show, and winners will be determined based on the highest number of votes received in each area.

8. **Announcement of Recipient**

The recipient of the CATA Founders Award will be announced in accordance with CATA's established award presentation practices.

Procedures for Selection of CATA Service Awards

1. **Purpose of the Award**

CATA Service Awards recognizes CATA members who have successfully and productively completed **fifteen (15) to fifty (50) years** of service as a teacher of agriculture.

2. **Eligibility Criteria**

Eligible recipients must be **CATA member** who have completed qualifying years of service in agricultural education.

3. **Service Milestones**

Service Awards shall be presented at the following milestones:
15, 20, 25, 30, 35, 40, 45 and 50 years of service.

4. **Selection Method**

Eligible recipients shall be identified based on verified years of service in agricultural education.

5. **Verification of Service**

Verification of service years shall be conducted using CATA records and/or documentation provided by the member or their employing institution.

6. **Determination of Recipients**

Members who meet the required years of service for a designated milestone shall be selected to receive the corresponding Service Award.

7. **Presentation of Awards**

Service Awards shall be presented in accordance with CATA's established award presentation practices.

Procedures for Selection of the CATA Teacher of Teachers Award

1. **Award Period**

The Teacher of Teachers Award shall be evaluated over a **five-year period**.

2. **Basis for Selection**

Selection shall be based on the **number of nominations** a CATA member receives from former students who have become teachers of agriculture during the five-year period.

3. **Nomination Authority**

Student teachers from each of the **five participating universities** shall be entitled to submit **two (2) nominations** during the award period.

4. **Eligibility Criteria**

Nominees must be **CATA members** and former students must have entered the profession as teachers of agriculture.

5. **Award Levels**

Award recipients shall be recognized according to the following designation levels based on the number of former students who have become teachers of agriculture:

- **Bronze Certificate:** One (1) or two (2) former students
- **Silver Certificate:** Three (3) or four (4) former students
- **Gold Certificate:** Five (5) or more former students

6. **Verification of Nominations**

Nominations and qualifying service shall be verified by CATA using available records and supporting documentation as necessary.

7. **Determination of Recipients**

Award designations shall be determined based on verified nomination totals at the conclusion of the five-year period.

8. **Presentation of Awards**

Teacher of Teachers Awards shall be presented in accordance with CATA's established award presentation practices.

Procedures for Inclusion in the CATA Thirty Minute Club

1. **Purpose of Recognition**

The Thirty Minute Club recognizes CATA members who actively **publicize and promote agricultural education activities** through various media platforms.

2. **Eligibility Requirement**

Individuals seeking inclusion must be **paid members of CATA** at the time of recognition.

3. **Qualifying Activity**

A member must have spent a **minimum of thirty (30) minutes** preparing qualifying communication materials, including but not limited to:

- Articles, posts, memes, or photographs for publication in a professional magazine or other media outlet;
- Scripts prepared for use on **radio, television, or social media platforms**; or
- Video communication pieces.

4. **Audience Reach Requirement**

Media utilizing the candidate's submitted material must have reached **beyond the borders of California**.

5. **Recognition Period**

The year of recognition shall extend from **one CATA State Annual Meeting to the next**.

6. **Verification of Materials**

Submitted materials shall be reviewed and verified by CATA to ensure compliance with Thirty Minute Club requirements.

7. **Determination of Recognition**

Members meeting all eligibility and verification requirements shall be granted inclusion in the Thirty Minute Club for the applicable recognition year.

8. **Presentation of Recognition**

Certificates and seals shall be issued in accordance with CATA's established recognition and presentation practices.

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION LEADERSHIP HANDBOOK

OFFICERS' RESPONSIBILITIES

Table of Contents

STATE OFFICERS

President.....	03.01.01
President-Elect	03.02.01
Past President	03.03.01
Secretary	03.04.01
Treasurer	03.05.01

DIVISION OFFICERS

Operations Division Chair	03.06.01
Operations Division Chair-Elect.....	03.07.01
Operations Division Vice Chair.....	03.04.01
Operations Division Secretary	03.09.01
Operations Division Structure.....	03.10.01
Operations Division Committees.....	03.11.01
Post Secondary Division Chair	03.12.01
Post Secondary Division Chair-Elect.....	03.13.01
Post Secondary Division Vice Chair.....	03.14.01
Post Secondary Division Secretary	03.15.01
Post Secondary Division Structure	03.16.01
Post Secondary Division Committees.....	03.17.01
Secondary Division Chair	03.18.01
Secondary Division Chair-Elect.....	03.19.01
Secondary Division Vice Chair	03.20.01
Secondary Division Secretary	03.21.01
Secondary Division Structure	03.22.01
Secondary Division Committees.....	03.23.01

REGIONAL OFFICERS

President.....	03.24.01
Vice President	03.25.01
Secretary	03.26.01
Treasurer	03.27.01
Public Relations	03.28.01
Secondary/Post Secondary/Operations Divisions Chairpersons.....	03.29.01

SECTIONAL OFFICERS

President.....	03.30.01
Vice President	03.31.01
Secretary	03.32.01
Treasurer	03.33.01

STATE PRESIDENT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Post-Conference Governing Board Meeting (June)

- A. Make officer assignments for National, State, and Regional CATA/FFA events.
- B. Set dates for CATA activities.
- C. Review the Conference.
- D. Review and update the Leadership Handbook.

III. Summer Executive Retreat (August)

- A. Review final budget report from previous fiscal year.
- B. Conduct the Executive Director's Evaluation.
- C. Review the Executive Director's evaluation with the Executive Director.
- D. Meet with the Chairs of the FFA Foundation and the California Association FFA to coordinate evaluation of CEO.

IV. NAAE Conference (December)

- A. Coordinate an orientation session with delegates and make necessary assignments.
- B. Conduct an Executive Committee Meeting to discuss important issues, if necessary.

V. Governing Board Mid-Year Meeting (January)

- A. Contact Division Chairs. Ask them to have materials submitted by the regions ready for presentation to the Screening Committee.
- B. Contact the Executive Committee. Ask them to be prepared to report.
- C. Contact the Regional Presidents. Ask them to be prepared to report.
- D. Develop an agenda and send it to the Executive Director for distribution to members of the Governing Board at least two weeks in advance of the meeting.
- E. Give the President's Report.

VI. Summer Conference (June)

A. Pre-Conference Governing Board Meeting

1. Develop an agenda and send it to the Executive Director for distribution to members of the Governing Board at least two weeks in advance of the meeting.
2. Make sure the State Office sends the agenda at least two weeks in advance of the meeting.
3. Give a President's Report at the Annual Conference.
4. Preside over the Pre-Conference Governing Board Meeting.

B. Preparation

1. Check with the Executive Director to plan the Conference Program.
2. Invite those people assigned to you, i.e.:
 - a. Director of Career Technical Education
 - b. President of Cal Poly-San Luis Obispo
 - c. State FFA and Collegiate Agriculture Leaders (CAL)
 - d. Presidents
 - e. NAAE Region I Vice President
 - f. NAAE President

3. Confirm a Parliamentarian before the Annual Conference.

C. Conference

1. Preside over the Annual Conference.
2. Coordinate awards at the banquet with the President-Elect.

VII. General Duties

A. Attend Regional Meetings as scheduled.

1. Prepare and distribute state officer reports "Items of Concern."

B. Attend NAAE/ACTE Convention.

1. Be prepared to introduce delegation and hand out a written report of state activities.

- C. Attend major activities when requested by the State Department of Education's Agricultural Education Unit or the Community College Chancellor's Office.
- D. Write to each Teacher Training Institution (CSU-Chico; CSU-Fresno; Cal Poly-Pomona; Cal Poly-SLO; and UC-Davis) and offer the services of a State Officer to talk to Student Teachers about CATA.
- E. Attend Special Assignments as designated (approximately five).
- F. Write an article for **each issue** of the "Golden Slate."
- G. Prepare and give a speech at the California Association FFA Conference.

VIII. Other Special Duties

- A. Serve as a non-voting chairman to the California Agricultural Education Hall of Fame Selection Committee.
- B. Responsible for gathering all the materials and producing the framed photograph and biography for the Hall of Fame inductees.
- C. Present a report from the Hall of Fame Committee to the Nominations/Bylaws/Professional Awards Committee at Summer Conference.
- D. Provide a copy of the Hall of Fame inductees applications and headshot photos to the person in charge of the Hall of Fame Book. (currently Jake Dunn)
- E. Provide a copy of all photos (prior to conference) to the Past President for luncheon presentation.
- F. Coordinate a representation of CATA leadership to attend memorial services of agricultural education family members.

STATE PRESIDENT-ELECT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Preside in the absence of the President.
- B. Assist the President in the discharge of his/her duties.
- C. Serve on the Executive Committee and Governing Board.
- D. Attend Regional Meetings as scheduled.

III. Other Special Duties

- A. Coordinate all resolutions and assign them to committees. Email approved resolutions to Regional Presidents for action.
- B. Tabulate resolution results of the Spring Regional Meetings. Present them at the Pre-Conference Governing Board Meeting.
- C. Coordinate all CATA and NAAE Awards. Send a letter to Regional Vice Presidents concerning their responsibilities on awards.
- D. Establish and preside over committees for selection of the state level of NAAE and CATA awards, and Teacher of Excellence.
- E. Update the operations policy in regards to awards and submit to the Nominations/By Laws/Awards committee for approval at the annual conference.
- F. Attend the National NAAE/ACTE Convention, if assigned.
- G. Attend the Region I NAAE Convention. (April)
- H. Coordinate the Introduction and Orientation of New Teachers during Conference.
 - 1. Secure a list of new teachers from the teacher training institutions by May 1. Send them a letter inviting them to attend the New Teachers' Program.
 - 2. Arrange an orientation meeting at the Annual Conference.
 - 3. Make sure ample copies of the Code of Ethics certificates are on hand to distribute to new teachers.

4. Make new teacher introductions.
- I. Make sure the CATA entry for the NAAE Ideas Unlimited Contest is prepared, entered, and delivered to the NAAE Region I Meeting.
- J. Present Teacher of Excellence, NAAE and CATA Awards at Summer Conference Banquet.
- K. Coordinate and present at Summer Conference:
 1. Teacher of Teachers Award
 2. Service Awards
- L. Chair one General Assembly session.
- M. Organize the ceremony for New Officer Installation during Conference.

CATA Officer Installation

Past President	President	President Elect	Secretary	Treasurer	Secondary Chair	Post Secondary Chair	Operations Chair
				Past Treasurer	Past Secondary Chair	Past Post Secondary Chair	Past Operations Chair

Podium at Front of Stage

All officers line up as indicated on the above sketch. As each officer is introduced, move across the stage to the podium, one position at a time. Introduce the new officer following the script. When you have been introduced move to the end of the line. When all officers have been introduced you will be in the same order as you were in the beginning. Retiring Divisions Officers and the Ex-Past President exits the stage after presenting their replacement.

New Officer Installation Procedures

Operations Division Chairperson:

I, _____, as outgoing Operations Division Chair, would like to introduce to you the next Chair, _____. _____, it is your responsibility to develop agenda topics from each region for Governing Board consideration and to set up the agenda for Summer Conference committees concerning the operations of CATA.

Post Secondary Division Chairperson:

I, _____, as outgoing Post Secondary Division Chair, would like to introduce to you the next Chair, _____. _____, it is your responsibility to develop agendas for all Post Secondary Division meetings and communicate the concerns and interests of the community colleges to the general membership in order to continue strengthening the linkage between the community college and secondary divisions.

Secondary Division Chairperson:

I, _____, as outgoing Secondary Division Chair, would like to introduce to you the next Chair, _____. _____, it is your responsibility to develop agenda topics from each region for Governing Board consideration and to set up the agenda for Summer Conference committees as directed by the secondary teachers of CATA.

State Treasurer:

I, _____, as outgoing State Treasurer, would like to introduce to you the next State Treasurer, _____. _____, it is your responsibility to work with sectional and regional treasurers to promote CATA membership. You are to also work with the Executive Director in developing and presenting the budget, and work with the CATA Executive Assistant in preparing and distributing membership reports.

State Secretary:

I, _____, as outgoing State Secretary, would like to introduce to you the next State Secretary, _____. _____, it is your responsibility to keep minutes, publish them in a timely manner, and to work with the regional officers to collect regional minutes.

State President-Elect:

I, _____, as outgoing State President-Elect, would like to introduce to you the next State President-Elect, _____. _____, it is your responsibility to prepare and present awards, preside over the resolution process and to assist the association as needed.

State President:

I, _____, as outgoing State President, would like to introduce to you the next State President, _____. _____ as State President, it is your responsibility to communicate with the Executive Director, State Officers, and the membership, and to prepare and conduct CATA activities.

State Past President:

I, _____, as outgoing State Past President, would like to introduce to you the next Past President, _____. _____, it is your responsibility to conduct the Past President activities and to continue serving on the Executive Committee.

STATE PAST PRESIDENT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Assist the State President upon request.
- B. Organize and host the State CATA Past Presidents' and Hall of Fame Luncheon at Summer Conference.
- C. Serve as a member of Governing Board.
- D. Serve as a member of the Executive Committee.
- E. Coordinate the Hospitality Committee
 - 1. Arrange transportation and hospitality for Keynote Speaker at Summer Conference.
 - 2. Arrange transportation and hospitality for Special Guests at Summer Conference.
- F. Distribute holiday cards and gifts for CATA and FFA Center staff to be delivered in December.

STATE SECRETARY'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws

II. Governing Board Mid-Winter Meeting

- A. Keep a record of all proceedings. Send a copy of the Minutes to each Governing Board Member at least ten days prior to the first Spring Regional Meeting.
- B. Provide highlights of action items.

III. Executive Committee Meeting

- A. Keep a record of all proceedings. Send a copy of the Minutes to each Governing Board Member.

IV. CATA Conference

- A. Pre-Conference Governing Board Meeting
 - 1. Contact Governing Board members and ask them to prepare the reports needed.
 - 2. Keep a record of all proceedings. The minutes become a part of the Annual Conference Minutes.
- B. Conference
 - 1. Keep a record of all business conducted from the floor of the Assembly.
 - 2. Write a brief summary of all reports adopted by the General Assembly for the Conference Minutes.
 - 3. Secure copies of all reports submitted as official business.
 - 4. Print enough copies of the CATA Conference Minutes for the CATA Governing Board, State Staff Members, and State Advisory Representatives and distribute at least ten days prior to the first Fall Regional Meeting.

V. Conference Evaluation and Officers' Planning Meeting at End of Conference

- A. Keep Conference Minutes to a reasonable size.
- B. Keep a record of proceedings.

- C. Coordinate with the CATA Executive Director and provide a mailing list of new officers to the NAAE Executive Secretary and Region I Vice President prior to September 1.
- D. Coordinate with the CATA Executive Director and other officers the completion of the State Profile Page.
 - 1. Several officers will be involved in providing information for this report.

VI. General Duties

- A. Correspondence
 - 1. File and send copy to the State President.
 - 2. Send sympathy card/note to family or department as needed for the loss of one of our agricultural education family members on behalf of CATA.
- B. Attend Region I NAAE Convention, if assigned.
- C. Permanent Records
 - 1. Keep on file copies of:
 - a. Executive Committee's calls, agendas, and minutes.
 - b. Governing Board's call, agendas, and minutes.
 - c. Summer Conference minutes.
 - d. CATA State Bylaws

STATE TREASURER'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Finances

- A. Attend the CATA Operations Division Budget and Audit Committee Meetings.
- B. Coordinate with the Executive Director in preparing the semi-annually financial statements.
- C. Coordinate with the Executive Director in preparing the proposed annual budget.
- D. Review system for auditing CATA's financial records. At least one meeting at the beginning of the fiscal year (July) should be held with the Executive Director.

III. Membership

- A. Coordinate and assist in the dues collection process at Conference.
- B. Coordinate with the Executive Director regarding the monthly publication of membership rosters.
- C. Take responsibility for insuring that every elected officer in CATA has paid dues by their first regional meeting.
 - 1. Send a letter and application form to non-paying officers.
 - 2. Send a letter to their Regional President.
- D. Be sure all NAAE dues are sent to NAAE before the National NAAE Convention.
- F. Handle all financial problem areas dealing with membership.
- G. Continue in development of dues incentive programs and membership services.

IV. Conference

- A. Buy gifts for the executive assistants. Present these during Conference.
- B. Assist the Financial Office in collecting dues during Conference.

C. Coordinate all membership incentive activities.

IV. General Duties

A. Attend NAAE/ACTE National Convention, if assigned.

OPERATIONS DIVISION CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Duties

A. Fall Regional Meeting

1. Contact Regional Presidents to develop resolutions and/or concerns for the Winter Governing Board Meeting.
2. Contact each Regional President to furnish them with agenda topics and any other information that will implement the transaction of business.
3. Follow up communications after regional meetings with Chairperson and/or President.

B. Winter Governing Board Meeting

1. Review last year's minutes.
2. Secure copies of all regional minutes and prepare a Governing Board report, which will include agenda topics submitted by the various regions.

C. Spring Regional Meeting

1. Contact each Regional President to furnish them with agenda topics and other information that will implement the transaction of business.
2. Follow up communications after regional meetings.

D. Prior to Conference

1. Obtain copies of any resolutions from regional secretaries, by way of the Executive Director's office, by January 1 and May 1.
2. Review last year's Conference Minutes and Governing Board Minutes.

3. Prepare agenda for Summer Conference from the above listed sources.
 - a. Develop agenda items for Governing Board.
 - b. Special agenda topics that are apt to be confusing to the general members should have the author and background information listed.
 - c. Rank agenda topics so that the more important or pressing items will receive first attention.
4. Send all pertinent information to the Division Chairs.

E. At Conference

1. Contact Regional Presidents for replacements if each region is not fully represented (6 members from each region and for each department).
2. Make sure a secretary records all business transacted.
3. Attend to all business referred to the Operations Division.
 - a. All business should be considered and it should be:
 1. Considered for proper action;
 2. Deleted from the agenda; or
 3. Referred back to the regions for further study. This should be done only when it becomes apparent that additional information is needed in order to consider items properly for business.
4. Prepare typed report for CATA Conference.
 - a. Make the report as concise as possible without deleting important information.
 - b. Follow format mentioned above, namely: items considered and recommendations to Conference; items deleted; and items referred back to regions for further study.

III. Serve as a member of Executive Committee, Governing Board, and Operations Division Council.

OPERATIONS DIVISION CHAIR-ELECT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Duties

- A. Serve as a member of CATA Governing Board and Operations Division Council.
- B. Assist the Chair of the Operations Division in carrying out the duties of that office so as to provide effective continuity.
- C. Attend Governing Board meetings and represent CATA when and where designated by the State CATA Officers (i.e. regional meetings, state and national conferences, etc.)
- D. Work with the Operations Division Chair in developing agenda items for the Operations Division meeting at the CATA regional meetings.
- E. Assist the Chair of the Operations Division in developing the format and program for the CATA Summer Conference.
- F. Serve as a chairman of assigned committees.
- G. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
- H. Maintain a file of all communications.

OPERATIONS DIVISION VICE CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Duties

- A. Serve on the Operations Division Council.
- B. Assist the Chair of the Operations Division in carrying out the duties of that office so as to provide effective continuity.
- C. Attend Governing Board meetings as an unofficial member. (No voting rights.)
- D. Work with the Operations Division Chair in developing agenda items for the Operation Division meeting at the CATA regional meetings.
- E. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
- F. Assist the Chair of the Operations Division in developing the agenda and program for CATA Summer Conference:
 - 1. Division Meetings Agenda Items
 - 2. Operations Council
 - 3. Committee Chairs format/items
- G. Review Membership Handbook with Executive Director. Should include:
 - 1. History of CATA
 - 2. Benefits of Membership
 - 3. Flow Chart of Organization
 - 4. Resolutions – How to write a resolution and how they move through CATA.
- H. Chair assigned committees at Conference.
- I. Maintain a file of all communications.

OPERATIONS DIVISION SECRETARY'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. Duties

- A. Serve on the Operations Division Council.
- B. Collect minutes from all subcommittees and turn in a copy to the State Secretary and the Operations Division Chair.
- C. Attend Governing Board meetings as an unofficial member. (No voting rights.)
- D. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
- E. Work with the Operations Division Chair in developing agenda items for the Operations Division meeting at the CATA regional meetings.
- F. Assist the Chair of the Operations Division in developing the format and program for the CATA Summer Conference.
- G. Chair assigned committees at Conference.
- H. Maintain a file of all communications.

OPERATIONS DIVISION COMMITTEES

I. Budget and Audit

The committee reviews the proposed annual budget, makes appropriate changes as needed, and sends recommendations regarding the annual budget to the Operations Division meeting.

II. Nominations, Bylaws, and Professional Awards

The mission of this committee is to review the qualifications of candidates running for state CATA office and approve the submitted applications, discuss and recommend proposed changes to the CATA Bylaws, prepare ballot at summer conference, and review the criteria and qualifications for Professional Awards within the CATA organization.

III. Curricular Code

This group of committees is charged with updating and correcting the Curricular Code, which governs all FFA contests. One-third of the contests are reviewed annually by the membership, with provisions to open other contests as needed. The proposed changes are discussed in committee, posted for member review, and voted on at the Operations Division meeting.

IV. Membership Services

The mission of this committee is to formulate, evaluate, and recommend to the CATA membership through the Operations Division, policies involving: Classes of Membership, Dues and Conference Fees, Recruitment of Members, Educational Exhibits/Farm and Idea Show, “Golden Slate”, and other services to benefit CATA members and their agricultural programs.

V. Agriculture Issues/Fairs

This committee deals with concerns facing the agricultural education profession, including issues involving fairs and expositions and other activities.

VI. Professional Ethics

The goal of the Professional Ethics Committee is to establish and evaluate the CATA organization’s Code of Ethics, mediate and arbitrate unethical situations, and to educate new and continuing CATA members regarding ethical practices within our profession.

VII. Teacher Recruitment/Retention

The mission of this committee is to formulate and recommend strategies to recruit prospective agricultural teachers into our profession, and coordinate scholarship fund raising efforts. The committee is also responsible for judging the scholarship applications at summer conference and providing the current balance in the scholarship fund.

VIII. Articulation/Certification/Tech Prep

The mission of this committee is to foster collaborative conversations among various stakeholders (Industry Representatives, Certification Organizations, Secondary Teachers, and Post-Secondary Instructors) and recommend strategies for providing pathway specific student certifications that are aligned with industry identified knowledge, skills, and abilities necessary for students to demonstrate employment potential and instructional pathway progression. The committee's mission is to also provide information on parallel and independent curriculum projects for Junior High, High School, and Community Colleges. It also provides communication and education regarding Tech Prep developments and provides a mechanism to assist and guide instructors and schools regarding articulation procedures.

POST SECONDARY DIVISION CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Act as liaison between the post-secondary instructors, CATA Executive Director, regional post-secondary chairperson, and the Chancellor's Office.
- B. Carry out the duties typical to the state officers.
 - 1. Serve on the Governing Board and the Executive Committee.
 - 2. Represent CATA at regional meetings as determined by the Governing Board.
 - 3. Present verbal and written reports at Winter and Spring Governing Boards.
- C. Handle distribution of agenda items for the Post Secondary Division at the regional and state level.
 - 1. Collect agenda items from Conference and any other source available.
 - 2. Send these items to the regional post-secondary chairpersons before the Fall Regional Meetings with instructions to act upon them and any other items which the regions feel are necessary.
 - 3. Obtain copies of all regional minutes and make a report at the Mid-Winter Governing Board Meeting.
 - 4. Send agenda items that are established at Governing Board back to regional chairperson for action at the Spring Regional Meetings.
- D. Serve on the Post Secondary Division Council.
- E. Direct the Post Secondary Division at two meetings at CATA Summer Conference.
 - 1. Work closely with Chair of Inservice to establish a program.
 - 2. Chair professional session proceedings and first division meeting.

- F. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
- G. Direct the Community College Mid-Winter Institute.

III. Additional Duties

- A. Serve on the Agriculture/Natural Resources State Advisory Committee.
- B. Actively represent post-secondary agriculture instructors by:
 - 1. Keeping abreast of educational legislation.
 - 2. Writing letters to any legislator or group when asked.
 - 3. Attending hearings, meetings, etc., when necessary.
- C. Work with Chancellor's Office and Cal Poly on program planning for Conference.
- D. Attend the Directors' meetings when such meetings are called by the Chancellor's Office or by present chair of Directors' Group.
- E. Serve on the statewide California Community College Agricultural Advisory Committee.

IV. Suggestions

- F. Carry multiple copies of materials to any regular meeting you attend.
- G. Write to regions for information about regional meetings you plan to attend.
- H. Develop several presentations to be used at regional meetings.

POST SECONDARY DIVISION CHAIR-ELECT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Assist the Chair of the Post Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- B. Assist as liaison between CATA, the Chancellor's Office and the community college instructors.
- C. Serve as a member of the Governing Board and Executive Committee,
- D. Represent CATA when and where designated by the State CATA Officers (i.e. regional meetings, state and national conference, etc.).
- E. Serve on the Post Secondary Division Council.
- F. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
- G. Work with the Post Secondary Division chair in developing agenda items for the Post Secondary Division meetings at the CATA regional meetings.
- H. Assist in conducting the Mid-Winter Community College Institute.
 - 1. Work with the Post Secondary Division Chair and the designated school in the development and running of the meetings.
 - 2. Professional Section Meetings
 - 3. Division Meeting Agenda Items
 - 4. Post Secondary Luncheon
- I. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- J. Strive to maintain ongoing involvement and close working relationships between the Post Secondary Division and CATA regarding business and activities that take place.

K. Assist in conducting Summer Conference:

1. Work closely with Chair of Inservice Committee to establish a program.
2. Chair Post Secondary Luncheon.
3. Chair Professional Session preceding luncheon.

III. Additional Duties

- A. Serve on California Community College Agriculture/Natural Resources State Advisory Committee in the absence of the Chair of the Post Secondary Division.
- B. Maintain a file of information and pass on to your successor.

POST SECONDARY DIVISION VICE CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Assist the Chair of the Post Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- B. Assist as liaison between CATA, the Chancellor's Office and the community college instructors.
- C. Serve as a member of the Governing Board and represent CATA when and where designated by the State CATA Officers (i.e. regional meetings, state and national conference, etc.).
- D. Serve on the Post Secondary Division Council.
- E. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
- F. Work with the Post Secondary Division chair in developing agenda items for the Post Secondary Division meetings at the CATA regional meetings.
- G. Assist in conducting the Mid-Winter Community College Institute.
 - 1. Work with the Post Secondary Division Chair and the designated school in the development and running of the meetings.
 - 2. Professional Section Meetings
 - 3. Division Meeting Agenda Items
 - 4. Post Secondary Luncheon
- H. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- I. Strive to maintain ongoing involvement and close working relationships between the Post Secondary Division and CATA regarding business and activities that take place.
- J. Assist in conducting Summer Conference:
 - 1. Work closely with Chair of Inservice Committee to establish a program.

III. Additional Duties

- A. Serve on California Community College Agriculture/Natural Resources State Advisory Committee in the absence of the Chair / Chair-Elect of the Post Secondary Division.
- B. Maintain a file of information and pass on to your successor.

POST SECONDARY DIVISION SECRETARY'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Serve on the Post Secondary Division Council.
- B. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
- C. Take minutes at Post Secondary Division meetings and compile the committee meeting minutes.
 - 1. Obtain a copy of the Post Secondary Chair's report given at the General Session.
 - 2. Organize and type all minutes and reports in a professional and consistent manner.
 - 3. Work with the Chancellor's Office to publish and mail the minutes.
- D. Take minutes at the Community College Mid-Winter Institute and work with the Chancellor's Office to publish and mail the minutes.
- E. Take minutes at the Post Secondary Council meetings and work with the Chancellor's Office to publish and mail the minutes.
- F. Submit an article for each issue of the "Golden Slate."
- G. Make sure a finished copy of all minutes are submitted to the State CATA Secretary.

POST SECONDARY DIVISION COMMITTEES

I. Student Activities

This committee deals with issues regarding student leadership activities in their division. Student conferences, training, and other matters regarding the overall management of student organizations are referred to this committee.

II. Curriculum

This committee deals with all curriculum revision and adoption issues in the Division. Special curriculum project funding issues are referred to this committee for recommendation to the full Division.

III. Inservice

The purpose of this committee is to provide input regarding the development and delivery of statewide inservice activities. In addition, the committee reviews previous inservice activities and critiques the effectiveness of the inservice delivery.

IV. Affairs/Relations/Visioning

This committee deals with organization business issues specific to the Division. Topics might include: agricultural education legislation, program standards, relations with National Professional Organizations, and other issues not specifically assigned to other Division committees.

SECONDARY DIVISION CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Serve as a member of the CATA Executive Committee.
- B. Serve as a member of the CATA Governing Board and act as the chief spokesperson for issues that are of particular concern to secondary school members.
- C. Represent CATA at events that are of particular significance to agricultural education and/or CATA at the secondary school level as assigned by the President.
- D. Serve as Chairperson of the state-level CATA Secondary Division.
 - 1. Seek and receive agenda items for division meetings at State Conference and prepare the agenda.
 - 2. Correspond, as necessary, with Secondary Division Chairpersons of the regions to provide them with information regarding division business to be conducted at the regional meetings and to receive from them regional input to the solution of problems facing the division.
 - 3. Respond to questions by the Governing Board and the general assembly which are relative to division action and recommendations.
 - 4. Report to Governing Board with a written and oral report for Winter and Summer meetings.
- E. Appoint ad hoc and standing committees, as necessary, to accomplish division business.
- F. Work directly with the Agriculture Staff Consultant in planning the operation and agenda for the division.

- G. Assist in the orientation and training of a successor.
 - 1. Participate in planned training sessions.
 - 2. Maintain and update a file of “helpful hints” to pass on from year to year.
- H. Serve as CATA representative on the Community College Agriculture/Natural Resources Advisory Committee.
- I. Chair the assigned standing committee and develop its agenda.

SECONDARY DIVISION CHAIR-ELECT'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Serve as a member of the CATA Governing Board.
- B. Assist the Chair of the Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- C. Attend Governing Board Meetings and represent CATA when and where designated by the State Officers (i.e., regional meetings, state and national conferences, etc.).
- D. Work with the Secondary Division Chair in developing agenda items for the Secondary School Division meetings at the CATA regional meetings.
- E. Assist the Chair in developing the format and program for CATA Summer Conference (i.e., Inservice Subcommittees and Division Meeting Agenda Items).
- F. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- G. Strive to maintain ongoing involvement and close working relationships between the Secondary Division and CATA regarding business and activities that take place.
- H. Serve as a Chair on assigned standing committee.
- I. Maintain a file of information and pass on to your successor.

SECONDARY DIVISION VICE CHAIR'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Assist the Chair of the Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- B. Work with the Secondary Division Chair in developing agenda items for the Secondary Division meetings at the CATA regional meetings.
- C. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- D. Strive to maintain on going involvement and close working relationships between the Secondary Division and CATA regarding business and activities that take place.
- E. Serve as the Chair of assigned committee. Seek and receive agenda items for Conference meetings.
- F. Attend a mid-winter meeting to be held at Winter Governing Board.

III. Additional Duties

- A. Write an informal article pertinent to the Secondary Division to be submitted for publication in each issue of the "Golden Slate."
- B. Assist in orientation and training of a successor.
- C. Maintain a file of information and pass on to your successor.

SECONDARY DIVISION SECRETARY'S RESPONSIBILITIES

I. State Bylaws

- A. Be familiar with State Bylaws.

II. General Duties

- A. Keep a record of all officer meetings.
- B. Chair the assigned committee and help develop its agenda.
- C. Work with the Secondary Division Officers in planning the division business.
- D. Secure copies of correspondence from regional meetings pertaining to the Secondary Division.
- E. Maintain file of all minutes, correspondence, and official business and provide copies for division officers and CATA Secretary.
- F. Attend Governing Board meetings.

SECONDARY DIVISION COMMITTEES

I. Affairs and Relations

This committee deals with organization business issues specific to the Division. Topics might include agricultural education legislation, program standards, relations with National Professional Organizations, and other issues not specifically assigned to other Division committees.

II. Inservice

The purpose of this committee is to provide input regarding the development and delivery of statewide inservice activities. In addition, the committee reviews previous inservice activities and critiques the effectiveness of the inservice delivery.

III. Curriculum

This committee deals with all curriculum revision and adoption issues in the Division. Special curriculum project funding issues are referred to this committee for recommendation to the full Division.

IV. Student Activities

This committee deals with issues regarding student leadership activities in their division. Student conferences, training, and other matters regarding the overall management of student organizations are referred to this committee.

REGIONAL PRESIDENT'S RESPONSIBILITIES

I. Fall Regional Meeting

A. Planning Meeting

1. Include sectional presidents and other regional officers, regional department chairpersons, host school representatives, and any interested teachers. This is best done during the summer.
2. Have available conference reports and any additional items received from the Division Chairperson for Secondary, Post Secondary and Operations Divisions, and the Executive Director.

B. Host School

1. Contact early to be sure they are making the necessary preparations for the Regional Meeting.
2. Host school is responsible for the coffee hour, luncheon and adequate meeting rooms. A fee large enough to cover the coffee hour and luncheon should be charged. It should be understood by the host school that they should only expect to get back their expenses.

C. Dues

1. Dues are delinquent at the beginning of the Region's Meeting.
 - a. Each region, for example, may want to charge additional fees to non-CATA members at regional meetings. Other suggestions may include the use of voting cards.

D. Minutes

1. Each President should check with his/her secretary to make sure that copies of regional minutes are sent to the State Officers, Division Chairpersons, and the Executive Director.

E. Nominees for Teacher of Excellence and other CATA/NAAE awards should be selected by the Fall Regional Meeting.

1. Completed application forms should be sent to the Executive Director, postmarked no later than February 15.
2. Formal recognition of sectional winners should be part of your program.

I. Fall Regional Meeting (Cont'd)

- F. Remind Governing Board members and all officers of State Secondary Division, Post Secondary Division, and Operations Division to attend Mid-Winter Governing Board.

II. Governing Board Mid-Winter Meeting (January)

- A. Each regional president is an official member of the CATA Governing Board and should make the necessary arrangements to participate and:
1. Serve on the Resolution Screening Committee.
 2. Prepare a Regional President's Report to cover the highlights of regional activities.
 - a. Submit an oral social report and written action item report if applicable to Governing Board (copy to State CATA Secretary).

III. Spring Regional Meeting

- A. Check items as you did for the Fall Regional Meeting. Additional items to take care of include:
1. Election of next year's slate of regional officers.
 2. Select nominee for state office.
 3. Check rotation schedule to see if appointments need to be made for: one chairman for each)
 - a. The Farm Show – need 10 cleanup/setup helpers (host region only)
 - b. The Idea Show – need 5 cleanup/setup helpers (host region only)
 4. Make a final attempt to collect delinquent dues.
 5. Take care of all business passed along from Governing Board.
 6. Make sure the Secretary sends copies of the regional meeting minutes and accompanying action cover page, if applicable, to the Executive Director.

III. Spring Regional Meeting (Cont'd)

B. Division Chairpersons

1. The success of the Spring Regional Meeting, as far as CATA business is concerned, rests with these chairpersons.
 - a. Contact each of them to make sure they will attend.
 - b. Each should be prepared with agenda topics so they may lead discussion on assigned business.

C. Appoint members to serve on:

1. Agriscience Teacher of the Year Award Selection Committee
2. Outstanding Ag Teacher Selection Committee
3. Outstanding Program Awards Selection Committee
4. Outstanding Young Member Selection Committee
5. Teacher of Excellence Selection Committee
6. Teacher Mentor Selection Committee

IV. Summer Conference

A. Governing Board Meeting (Sunday preceding Conference)

1. Give oral and written report on regional activities including:
(Copy to State CATA Secretary)
 - a. Highlights of the Spring Regional Meeting.
 - b. Nominee for state office.
 - c. Any special problems occurring in the region.
 - d. Outstanding awards won by agriculture teachers or FFA members.
 - e. Special recommendations, if any, to Governing Board from the region.

B. Conference Registration

1. Help Regional Treasurer collect dues.
2. Hand out conference packets.

IV. Summer Conference (Cont'd)

C. Hosted Sessions

1. Make sure six-quality raffle items are on stage.
2. Designate two people (one for each door) to pass out raffle tickets.
3. Usher people into the session to expedite the start of the session.
4. The following sessions are hosted on a rotating basis:
 - a. Monday – Opening Session
 - b. Monday – Secondary Division Meeting
 - c. Monday – Post Secondary Division Meeting
 - d. Tuesday – General Assembly
 - e. Wednesday – General Assembly
 - f. Thursday – General Assembly

D. Regional Meetings

1. At first meeting make sure that each agriculture department is fully represented by members from your region.
 - a. Line up campaign for nominee for state office.
 - b. Select captain and get sign-up for Conference athletic events.
 - c. Introduce new teachers to region.
2. At last region meeting supply incoming president with notebook containing all important information pertaining to previous year, i.e.,
 - a. Minutes
 - b. Agenda for region meetings, etc.
 - c. Time lines, etc.
 - d. Balloting
 - e. Conference Evaluations (thoughtful and time given)

IV. Summer Conference (Cont'd)

E. Regional Reports

1. Regional Report forms need to be turned into the CATA State Secretary by noon Monday, in Room 241 in the Ag Ed Department.
 - a. New Regional Officers
 - b. New Sectional Officers
 - c. Thirty-Minute Club Awards
 - d. Service Awards
 - e. Retiring Teachers

F. Region Hosting Banquet

1. Hosts first session
2. Decorates stage
3. Banquet promotion (skits during session, etc.)
4. Leads flag salute at first session.
5. Gives the invocation at first session.

V. General Duties

- A. Notify State President regarding any deaths or major disaster events in your region.

REGIONAL VICE PRESIDENT'S RESPONSIBILITIES

I. General Duties

- A. Potentially, the Vice President does everything the President does. Therefore, he/she should be prepared by knowing the responsibilities of the President and should be ready to assist the President at all times.

II. Special Duties

- A. Serve as Regional Awards Chairperson for the following:
 - 1. Agriscience Teacher of the Year
 - 2. Teacher of Excellence
 - 2. Honorary American Farmer
 - 3. Outstanding Young Member
 - 4. Outstanding Ag Teacher
 - 5. Service Awards
 - 6. Retired Teachers
 - 7. Outstanding Agriculture Program
 - 8. Outstanding Agriculture Program – Post Secondary Division
 - 9. Teacher Mentor
- B. The Vice President or designee must serve as regional representative in the selection of the State Outstanding Young Member, Outstanding Ag Teacher, and Outstanding Vocational Agriculture Program during the State FFA Conference.
- C. Attend the Pre-Conference Governing Board Meeting and attend the Governing Board Mid-Winter Meeting.
- D. Review minutes of Inservice Committee from Summer Conference to help plan regional inservices.
- E. Conference and Regional Meeting
 - 1. Assist the President in filling out the necessary forms.
 - 2. Distribute those to the appropriate individuals.
- F. Coordinate the committee activities to keep the region informed.
 - 1. Including selection of committee members and collection of committee reports.
- G. Lead flag salute if your region is hosting the first session at Summer Conference.

REGIONAL SECRETARY'S RESPONSIBILITIES

I. Summer Planning Meeting

- A. Send notice of the Summer Planning Meeting to the regional officers, regional division chairperson, sectional presidents, the host school, and the Regional Supervisor.
- B. Take minutes during the meeting and distribute the minutes to those involved.

II. Pre-Regional Meeting

- A. Send the agenda and meeting announcement to every agriculture teacher in the region at least ten days prior to the meeting.
- B. Send the above listed materials and special invitation to:
 - 1. The State Supervisor of Agricultural Education
 - 2. The Agricultural/Natural Resources Specialist in the California Community Colleges Chancellor's Office
 - 3. The State CATA Officer assigned to the region
 - 4. Dean of Agriculture and Ag Education Departments at the State Universities
 - 5. The CATA Executive Director

III. Regional Meeting

- A. Keep an accurate record of the minutes of the meeting.
 - 1. Collect department reports
- B. Encourage members to fill out publicity sheets.

IV. Post-Regional Meeting

- A. Prepare and distribute the minutes to:
 - 1. CATA Regional Members
 - 2. CATA Governing Board Members
 - 3. CATA Executive Director

IV. Post-Regional Meeting (Cont'd)

- A. Prepare and distribute the minutes to: (Cont'd)
 - 4. State Supervisor of Agricultural Education
 - 5. Agriculture/Natural Resources Specialist in the California Community Colleges Chancellor's Office
- B. Send thank you letters to the appropriate individuals.
- C. Send publicity sheets to the appropriate addresses.

REGIONAL TREASURER'S RESPONSIBILITIES

I. Conference

- A. Be prepared to assist in distributing registration packets on Sunday night and Monday morning at State CATA Conference.
- B. Give dues report during the Regional Meeting at Conference including:
 - 1. Last year's final results
 - 2. This year's progress
- C. Encourage dues payment through the membership portal.
- D. Make sure Sectional Treasurers have adequately updated membership lists, forms and are contacted on a regular basis.
- E. Contact State Treasurer to assist with collection of unpaid dues after Fall Regional Meeting.

II. Pre-Region Meeting

- A. Work with the Sectional Treasurers to encourage dues payment.
- B. Help correct errors which may occur with dues data collection. Send corrected information to the CATA office.
- C. Coordinate the payment of registration fees to the host school.

III. Regional Meeting

- A. Collect dues. Have membership forms available at all times.
- B. Report on the dues situation and regional finances.
- C. Post the regional Membership Roster.
- D. Collect \$10 per member registration fee and forward it to the CATA office. Each region shall assess a \$10 fee for each instructor attending fall and spring regional meetings. One sixth of those fees will be sent to the region that is responsible for hosting the annual CATA Banquet to assist with banquet related expenses.

IV. Reminder

- A. Dues are delinquent at the beginning of the Fall Regional Meeting.
- B. Send all dues collected to the CATA office.

IV. Reminder (Cont'd)

- C. Work to encourage paid member incentives.
- D. Encourage Sectional Treasurers to make personal contact with non-paid potential CATA members after the Fall Regional Meeting.

REGIONAL PUBLIC RELATIONS OFFICER'S RESPONSIBILITIES

I. Summer Conference

- A. Secure the services of an agriculture teacher in each of the sections of your region – someone who “keeps an ear to the ground” and knows what is happening or can make it happen.
- B. Plan what type of publicity you can produce during the year and make arrangements with those people, if in attendance at Conference.

II. Prior to Deadline for Each Issue of the “Golden Slate”

- A. Make contacts (letters, phone calls, personal visits) with people who have information that needs to be communicated. Set their deadline one week prior to your own deadline.
- B. Compile all news, stories, and photos from your region into an organized and easily understood article. The article should be typed, double spaced and no longer than 300 words.
- C. Mail, fax, or email your copy to arrive in the Executive Director’s Office on or prior to the deadline. Inform the Executive Director if you have requested another person to send an article directly to him.
- D. Take pictures or encourage other persons to take photos of something significant in your region. The photos, together with a brief description, should be sent with your copy.

III. Specifics Regarding Written Copy

- A. Interesting copy from your region.
 - 1. New ideas being tried.
 - 2. New or different programs being offered.
 - 3. Out-of-class or off-the-job activities of well-known agriculture teachers.
 - 4. Personal items of well-known agriculture teachers.
 - 5. Anything else worthy of recognition.
 - 6. Make it light and humorous if possible; most of all, make it READABLE.

III. Specifics Regarding Written Copy (Cont'd)

B. Other types of information.

1. Methods of obtaining free materials for use in Agricultural Departments.
2. New or different methods of teaching.
3. Unique activities.
4. Ideas that work (projects, labor savers, etc.).
5. Teaching tips (anecdotes or suggestions).
6. Effective Ag Advisory Committees or Booster Clubs.
7. "Letter to the Editor".

IV. Specifics Regarding Photographs

- A. Black and white or color photos may be submitted.
- B. Any size photo is acceptable.
- C. An identifiable action should be taking place in the photo.
- D. An identifiable person or persons should be in the photo.
- E. Take photos as close as possible and include just the important items.
- F. There should be a center of interest in the photo.
- G. People in the photo should be facing the center of interest or be involved with it.

REGIONAL SECONDARY, POST SECONDARY, & OPERATIONS DIVISIONS
CHAIRPERSON'S RESPONSIBILITIES

I. General Duties

- A. Act as liaison between the State Division Vice President and the regional division members.
- B. Attend Regional Planning Meetings as called by the Regional President.

II. Fall Regional Meeting

- A. Solicit the membership for regional concerns, which would require state action.
- B. Develop these regional concerns into resolution form and ask the Regional President to present these resolutions at the Mid-Winter Governing Board Meeting.

III. Spring Regional Meeting

- A. Contact your State Division Chairperson before the Spring Regional Meeting for discussion topics.
- B. Prepare an agenda for the Department Meeting.
- C. Make sure your minutes are received by the Regional Secretary.

IV. Summer Conference

- A. Attend the division meeting and present your region's concerns.

SECTIONAL PRESIDENT'S RESPONSIBILITIES

I. General Duties

- A. Coordinate and administer the activities of the CATA Section. Each section of the state will vary as to its activities, but the Section President is a very vital communication link from the State and Regional Officers to the membership and vice versa.

II. Specific Duties

- A. Hold a Planning Meeting early in the summer to plan the time, place, and person responsible for each of the year's activities. Include the Regional Supervisor.
- B. Work with the Regional Supervisor and/or Community College Agricultural Specialist for appropriate topics for sectional meetings and responsibilities, inservices, etc.
- C. Develop and keep an up to date guide for special activities that are specific to your section (i.e., Spouse's Night, fair meetings and responsibilities, Donor's Night, Inservices, etc).
- D. Make sure the Sectional Treasurer has the necessary materials to collect dues and forward them to the CATA State Office. Make a concerted effort to collect and forward dues.
- E. Take nominations for Teacher of Excellence and other awards and submit them at the Fall Regional Meeting.
- F. Set aside one Section Meeting (usually the September meeting) to discuss the yearly calendar and receive sectional input for upcoming meetings.

III. General Instructions

- A. Coordinate the sending of meeting announcements, agendas, and meeting minutes of the previous meeting two weeks prior to each upcoming meeting.
- B. Develop a timeline on the agenda so meetings will not drag.
- C. Try to include an inservice activity in every meeting.
- D. Strive to develop meetings to keep the Post Secondary teachers involved and interested.
- E. Prepare written sectional report for regional meetings.

SECTIONAL VICE PRESIDENT'S RESPONSIBILITIES

I. General Duties

- A. Preside over meetings in the absence of the President.
- B. Be prepared at all times to assist the President in discharging his/her duties.
- C. Serve as the Awards Chairperson for the section. Become aware of the awards, eligibility, requirements and due dates.
- D. See that sectional nominees for Teacher of Excellence and other CATA/NAAE awards (i.e., Outstanding Ag Ed Program, Outstanding Ag Teacher, Outstanding Young Member) are recognized.
- E. Prepare nomination presentations for the awards at a regional meeting prior to state award deadline.
- F. Encourage members to try for awards for which they are eligible.
- G. Assist President and Treasurer with the collection of dues. Make this a sectional team effort.
- H. Publicize the award-winning members of your section. Use the local newspaper and other media.
- I. Distribute resource list to all teachers of the section.
- J. Provide support to new teachers welcoming them to the section (i.e., phone call, visit, mentor).
- K. See minutes of Inservice Committee from Summer Conference.

SECTIONAL SECRETARY'S RESPONSIBILITIES

I. General Duties

- A. Coordinate with Sectional President the distribution of meeting notices to all sectional agricultural teachers at least ten days prior to the meeting.
 - 1. Include a meeting agenda and the previous meeting's minutes to your meeting call.
- B. Keep accurate minutes of all sectional meetings.
- C. Send thank you letters to all individuals supporting sectional activities, i.e.:
 - 1. Judges
 - 2. Program Sponsors
 - 3. Guest Speakers
 - 4. Host Schools
- D. Use local newspapers to publicize your sectional teachers and meetings.
- E. Send minutes to Executive Director and Regional President.

SECTIONAL TREASURER'S RESPONSIBILITIES

I. General Duties

- A. Personally contact each potential member in your section to urge him/her to pay dues.
- B. Send the membership form and dues monies to the CATA office as soon as possible or encourage them to pay through the membership portal.
- C. Use a fund-raiser system, etc. and attempt to build up the section's finances.
- D. Coordinate with the Regional and State Treasurer.
- E. You are encouraged to maintain a sectional checking and savings account.
- F. See that all sectional expenses are paid as directed by your Sectional Executive Committee.
- G. Maintain an up-to-date membership dues list.

II. Membership

- A. Encourage dues payment through the membership portal.
- B. If using a hard copy, fill out the form as completely as possible. Obtain the Member's signature and the complete credit card number if he/she desires to use the credit card system. The expiration blank refers to the date the member's credit card expires and the CVS# refers to the three-digit security code on the back of the member's credit card.
- C. Send the membership form together with check, money, or credit card information to:

California Agricultural Teachers' Association
P.O. Box 186
Galt, CA 95632-0186

- D. If you need assistance, contact the CATA Office at (209)744-1614 or cata@calagteachers.org.

CALIFORNIA AGRICULTURAL TEACHERS’ ASSOCIATION
LEADERSHIP HANDBOOK

APPLICATIONS

Table of Contents

Applications
State CATA Officer Application
State CATA Division Officer Application.....
Agricultural Educator Relief Fund.....

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION

STATE OFFICER ELECTION RULES

QUALIFICATIONS:

To apply for a State Officer position, the applicant must:

1. Be an active CATA member.
2. Have served on Governing Board as either a Regional President, Division Chair
3. Be a teacher of Agriculture.

PROCEDURE:

1. All candidates shall complete the attached application form and submit it to the Executive Director prior to the start of Pre-Conference Governing Board.
2. The Nominations, Bylaws and Professional Awards Committee shall certify those candidates who are qualified and present a recommended ballot to the General Assembly.
3. Each candidate for State Office shall be introduced on stage during the Opening Session of CATA Summer Conference.
4. Each respective candidate shall secure a member to speak on his/her behalf in order to place his/her name in nomination before the conference. This speaker shall be limited to no more than four minutes.
5. After the candidate has been nominated by his/her spokesperson, the candidate shall have four minutes in which to deliver remarks to the conference concerning his/her candidacy.
6. The time limit on speeches will be strictly enforced by the CATA Operations Division Chairperson.
7. Balloting for State Officers will occur after the nomination and candidate speeches.
8. Results of the balloting will be announced at the conclusion of the conference.
9. The newly elected officer is expected to attend a CATA Post Conference Governing Board meeting following the conclusion of the conference.

CATA STATE OFFICER APPLICATION FORM

(Due prior to the start of Pre-Conference Governing Board.)

1. Candidate's Name _____
2. Home Address _____

3. Email Address _____
4. School Name _____
5. School Address _____

6. School Telephone _____
7. Are you currently teaching agriculture? _____
8. Have you served as:
_____ Regional President Region _____ Year _____
_____ State Division Chair Division _____ Year _____
9.

I understand that _____ is seeking a State CATA Office. I further realize that if he/she is elected it will mean a five year commitment in Leadership Training, which will require the full support of the candidate's administration. I support his/her participation in the various professional leadership development activities of the California Agricultural Teachers' Association.	
_____ Administrator's Signature	_____ Date
_____ Department Chairperson's Signature	_____ Date
10. _____
Candidate's Signature _____ Date _____

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION

STATE DIVISION OFFICER ELECTION RULES

QUALIFICATIONS:

To apply for a State Officer position, the applicant must:

1. Be an active CATA member with at least two years of CATA paid membership.
2. Have taught for at least 3 years.
3. Be a teacher of Agriculture.

PROCEDURE:

1. All candidates shall complete the attached application form and submit it to the Executive Director by June 1.
2. The Nominating Committee shall consist of two members from each region.
3. The Nominating Committee shall certify those candidates who are qualified and present a recommended ballot to the General Assembly.
4. Each candidate for State Division Officer shall be introduced on stage during a session at CATA Summer Conference.
5. Balloting for Division Officers will occur during a business session of Summer Conference.
6. The Division Officers shall be elected by their respective Divisions. Division Officers are elected for a four-year term. They will serve one year each as Division Secretary, Vice Chair, Chair-Elect, and Chair. The new Division Secretary will serve as the Chair of the Division Committee on which the outgoing Division Chair served.
7. Results of the balloting will be announced at the conclusion of the conference.
8. The newly elected officer is expected to attend the Post Conference Governing Board meeting following the conclusion of the conference.

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION

STATE DIVISION OFFICER DUTIES

DUTIES:

Duties of the Chair of the Secondary School Division

1. To preside over meetings of the Secondary School Division on a state level.
2. To represent the division as a member of the Governing Board and to report to the Board on the affairs of the division.
3. To represent CATA and/or the Secondary Division at regional meetings, other CATA meetings and affairs, and at any other functions as designated by the President of CATA.
4. To work directly with State Agricultural Education staff as CATA liaison.
5. To appoint committees as necessary to carry out the business of the Secondary Division.

Duties of the Chair of the Operations Division

1. To preside over meetings of the Operations Division on a state level.
2. To represent the division as members of the Governing Board and to report to the Board on the affairs of the division.
3. To represent CATA and/or the Post-Secondary Division at regional meetings, other CATA meetings and affairs, and at any other functions as designated by the President of CATA.
4. To appoint committees as necessary to carry out the business of the Operations Division.

CATA STATE DIVISION OFFICER APPLICATION FORM

(Please email to the Executive Director no later than June 1 at cata@calagteachers.org)

1. Candidate's Name _____
2. Home Address _____

3. Email Address _____
4. School Name _____
5. School Address _____

6. Cell Phone Number _____

7. Are you currently teaching agriculture? _____

8. Check the box next to the office you are running for:

_____ Operations Division Secretary _____ Secondary Division Secretary

9. Provide a brief written introduction of yourself, including why you want to serve as a division officer:

I understand that _____ is seeking a State CATA Office. I further realize that if he/she is elected it will mean a four-year commitment in Leadership Training, which will require the full support of the candidate's administration. I support his/her participation in the various professional leadership development activities of the California Agricultural Teachers' Association.

Administrator's Signature

Date

Department Chairperson's Signature

Date

Candidate's Signature

Date

California Agricultural Teachers' Association Agricultural Educator Relief Fund

Eligibility

All CATA active members are eligible to receive a one-time assistance stipend up to \$1,000 to assist in an extreme time of need from the CATA Agricultural Educator Relief Fund. In the case of a deceased CATA active member, the surviving spouse or dependent(s) may receive the one-time assistance stipend. In extreme situations, such as the progression of a catastrophic illness, the same CATA member may receive one additional stipend up to \$1,000 from this fund, with the second stipend granted at least 12 months after the initial stipend.

Application Procedures

What to Submit: Any member may submit a request for relief funds or a member may submit on behalf of a CATA member in need of relief funds. Members are to submit a request via email to the executive director. The request must include the reason for the relief funds and who would be receiving the funds.

1. **When and Where to Submit** – Requests must be submitted by a CATA active member to the CATA office by email: cata@calagteachers.org

Evaluation Procedures

The executive committee of the CATA will review all requests submitted by a current CATA member in good standing. Upon approval, stipends will be sent directly to the CATA active member, with notification to the CATA member who requested assistance.

Contributions to the Fund

The CATA Agricultural Educator Relief Fund is funded by contributions from individual CATA members. To contribute to this fund, submit payments to the CATA office (Contributions to CATA are not tax deductible as charitable contributions for income tax purposes).

Please direct questions/comments via e-mail to CATA@calagteachers.org or by telephone at (209) 744-1605.

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION LEADERSHIP HANDBOOK

MISCELLANEOUS

Table of Contents

Code of Ethics	06.01.01
California FFA Livestock Exhibition Code of Ethics.....	06.03.01
Ag Teachers & Coaches Code of Conduct for CDEs	06.05.01

CODE OF ETHICS

1. I am proud of my profession.
2. I shall conduct myself with dignity and in a professional manner.
3. I shall endeavor to grow and develop in my profession.
4. I shall work in harmony with school authorities and other teachers at the school.
5. I shall take an active part in school and community life.
6. I shall work for the advancement of agriculture and promote agricultural education.
7. I shall be patient, honest and fair in my dealings.
8. I shall treat others with dignity and respect.
9. I shall strive to set before my students, by example, the highest standards of citizenship.
10. I shall give of myself that each of my students may be inspired to make their future life more full and productive.

“Do The Right Thing”

California FFA Livestock Exhibition Code of Ethics

As a member of the California FFA, I hold these truths to be obvious and self-evident in the management and exhibition of my supervised agriculture experience project.

1. **This is my project.** I deserve and claim all recognition for it. I accept all responsibility for its success or failure.

2. **I am a member of the Animal Agriculture Industry.** I will conduct and manage my project according to the best and ethical practices as prescribed by the animal agriculture industry. For I know I am an FFA member, and on a broader scope, I am a producer and steward for the animal agriculture industry.

3. **The FFA is my organization.** I accept and will follow, not just the stated rules of the fair that I exhibit at, not just the stated rules of the FFA, and not just the stated rules of my school, but I understand the intent and the spirit of the rules and pledge that I will commit myself to following them.

4. **I believe cheating in my livestock project is wrong and I will support this belief by the following statements:**
 - a. It is wrong because any cheating is wrong – any social consensus ethic would have a strong prohibition against cheating in any area.
 - b. It is wrong because cheating violates the very nature and purpose of livestock showing relative to agriculture.
 - c. It is wrong because cheating in this area radically conflicts with emerging social consensus ethical principles for the treatment of animals used by humans.
 - d. It is also imprudent, i.e. it is likely to lead to some extremely negative consequences for agriculture and for shows.

5. **Good animal husbandry, sportsmanship, leadership, and honesty, will be the greatest measure of my SAE.**

Signature: _____

Date: _____

Agriculture Teacher Code of Conduct for the Agriculture Teacher on Recording and advising of students participating in FFA competitive activities.

School Name _____

As an educator and role model, agriculture teachers shall maintain high professionalism in Agriculture Teacher on Recording and advising FFA students in competitive activities.

Before a contest, every Agriculture Teacher on Record of each career development team shall:

- 1.1 Inform students of contest rules;
- 1.2 Be aware of schedules;
- 1.3 Make sure their chapter is in good standing with the FFA;
- 1.4 Prepare students for contest content and safety guidelines;
- 1.5 Be a good adult role model.

During a contest every Agriculture Teacher on Record of a career development team shall:

- 2.1 Assist contest officials when needed;
- 2.2 Abide by rules and expectations for that particular event, including but not limited to rules regarding physical location;
- 2.3 Ensure student communication devices are not in use unless otherwise specified in the curricular code;
- 2.4 Act professionally and ethically.

After the contest, every Agriculture Teacher on Record of a career development team shall:

- 3.1 Professionally conduct themselves during critique and awards;
- 3.2 Treat contest officials and other field days committee members with respect;
- 3.3 Be a good role model for their team;
- 3.4 Model good sportsmanship;
- 3.5 Present any protests or inquiries in written form;
- 3.6 The Agriculture Teacher on Record shall attend curricular code revisions if possible.

At any time in relation to CDEs, the Agriculture Teacher on Record shall:

- 4.1 Behave in a professional manner;
- 4.2 Refrain from knowingly providing misleading or incorrect information
- 4.3 Avoid creating or taking part in confrontational situations involving contest officials or field day committee members;
- 4.4 Follow contest rules or guidelines;
- 4.5 Avoid encouraging or allowing any student to break contest rules;
- 4.6 Avoid communicating with students during the contest;
- 4.7 Avoid intentionally putting a student or another person in harms way.

At all times, FFA Advisors and Agriculture Teachers on Record, when advising students on FFA Award Applications, should:

- 5.1 Conduct themselves professionally and ethically.
- 5.2 Ensure students' award applications are completed by the student applying for the award.
- 5.3 Ensure the accuracy and authenticity of all information and signatures in the award application.
- 5.4 Verify that the contents of all award applications accurately reflect the student's time, hours, and financials related to their project or award area.

At all times concerning Leadership Development Events (LDE) and Agriscience research competitions, Agriculture Teacher on Record and advisors shall:

6.1 Conduct themselves professionally and ethically.

6.2 Avoid creating or taking part in confrontational situations involving contest officials or judges at or after any LDE or Agriscience event.

6.3 Ensure that all written materials submitted as part of an LDE or Agriscience research are the product of the competing student's work and are not plagiarized or written by another. Another is not limited to people but includes artificial intelligence or similar technology.

6.4 Ensure that proper citation is used to credit others' intellectual property.

At all times concerning shows and fairs, the Agriculture Teacher on Record and advisors shall:

7.1 Conduct themselves professionally and ethically.

7.2 Avoid creating or participating in confrontational situations involving contest officials, judges, fair CEOs or livestock officials.

If a contest supervisor, livestock superintendent, fair manager or application scorer finds a CATA member violating the Code of Conduct, that said person of authority may take immediate action to ensure that inappropriate conduct ceases. That action could include banning that CATA member from attending contests or scorings for the remainder of the school year.

In consultation with the State FFA Advisor and State CATA President, the person of authority will inform the CATA member, the CATA member's administration, and the regional supervisor of the action taken. In addition, the person of authority will submit an official letter to the CATA Governing Board, informing them of the infraction and resulting action taken. The CATA Governing Board may take up the matter at their June meeting. If warranted, the CATA Governing Board could take additional action with due process, including revoking the offender's CATA membership for the following school year.

These actions are in addition to and separate from any disciplinary action that host sites, school administrations, school districts, the California Department of Education, the California Commission on Teacher Credentialing, or any other entity of authority may take.

Agriculture Teacher on Record Printed Name

Agriculture Teacher on Record Signature

Date_____