

# California Agricultural Teachers' Association

## 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 <sup>rd</sup> Monday in January
3.	Lincoln's Birthday	February 12
4.	Washington's Birthday	3 <sup>rd</sup> 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 <sup>st</sup> 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 25<sup>th</sup> through January 2<sup>nd</sup>.

## **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).

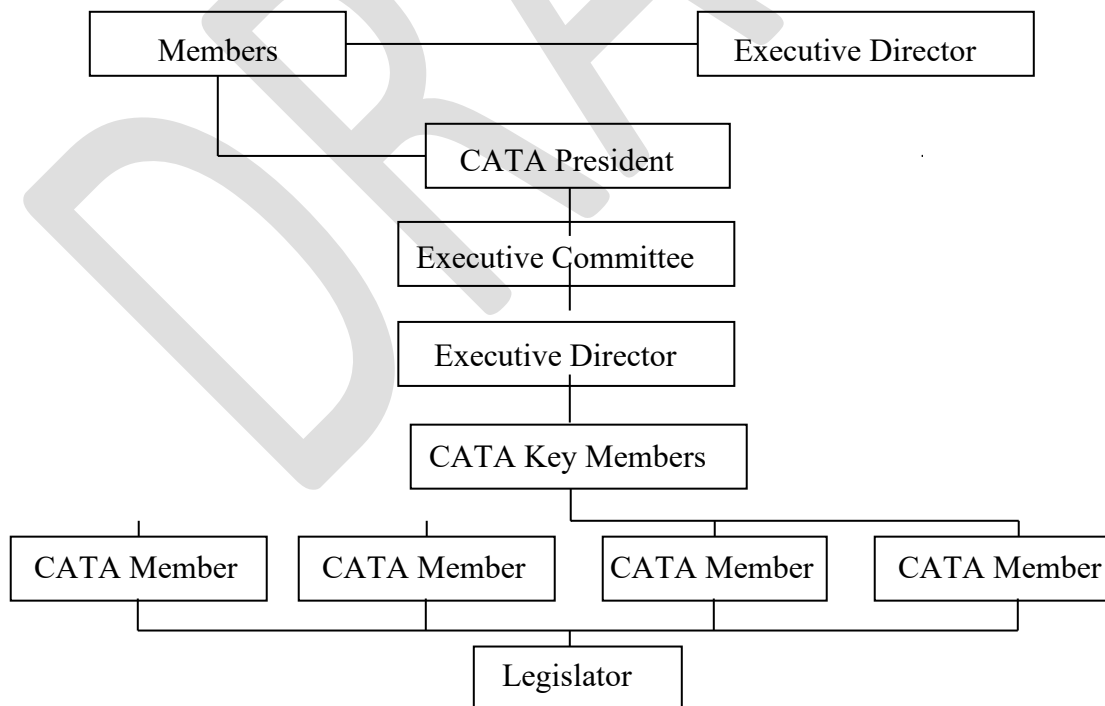
V. Conference Minutes

- 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 15<sup>th</sup>**.

**CATA Scholarship Award applications** are due **August 20<sup>th</sup>**.

**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 have completed at least 10 years of teaching in secondary or community college agricultural education (or a combination of both).
- 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 15<sup>th</sup>**.
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.....	
President-Elect .....	
Past President .....	
Secretary .....	
Treasurer .....	

#### DIVISION OFFICERS

Operations Division Chair .....	
Operations Division Chair-Elect.....	
Operations Division Vice Chair.....	
Operations Division Secretary .....	
Operations Division Structure.....	
Operations Division Committees.....	
Post Secondary Division Chair .....	
Post Secondary Division Chair-Elect.....	
Post Secondary Division Vice Chair.....	
Post Secondary Division Secretary .....	
Post Secondary Division Structure .....	
Post Secondary Division Committees.....	
Secondary Division Chair .....	
Secondary Division Chair-Elect.....	
Secondary Division Vice Chair .....	
Secondary Division Secretary .....	
Secondary Division Structure .....	
Secondary Division Committees.....	

#### REGIONAL OFFICERS

President.....	
Vice President .....	
Secretary .....	
Treasurer .....	
Public Relations .....	
Secondary/Post Secondary/Operations Divisions Chairpersons.....	

#### SECTIONAL OFFICERS

President.....	
Vice President .....	
Secretary .....	
Treasurer .....	

## **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.

DRAFT



## **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.

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## **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.

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## **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](mailto: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](mailto: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](mailto: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](mailto: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\_\_\_\_\_