

Northeast District Activities Guidelines

The intent of these guidelines is that they will serve as policy for the Northeast Missouri Vocational Agriculture Teachers Association. They can be amended at anytime by a majority vote of the members present if notice of intent is given, by a two-thirds vote of the members present if notice of intent is not given, or by a majority vote of the entire membership. (See Robert's Rules of Order Newly Revised, section 34, Rescind or Amend Something Previously Adopted.) Notice of Intent must be given at the previous meeting or in the call of present meeting. It must also state the complete substances of the proposed change. A quorum of the membership shall be defined as a majority of the district schools and a majority of the district Ag teachers.

January District Meeting

1. To be held the second Friday at Centralia starting at 4:30 PM.
2. In case of inclement weather the District President and the host school's ag teacher(s) will decide on postponing the meeting. If members are in doubt, they can call the host school's ag teacher(s) or the District President for information.
3. Reschedule date will be the following Thursday.
4. Although vendors are welcome, we will not solicit their involvement. They will **only** be allowed to set up a display.
5. Contact People to invite:
 - a. DESE District Supervisor
 - b. Professional Development Specialist
 - c. UMC/Truman/NCMC Ag Ed Representative
 - d. MCCE
 - d. IML
 - e. Missouri Department of Agriculture
 - f. Missouri Department of Conservation

Summer District Meeting

1. To be held the Thursday after Memorial Day.
2. Location and Tour – The respective Area officers will plan the tour and meeting location and prepare a proposal to be presented at the January District Meeting. The following rotation will be followed:
 - Area 3
 - Area 4
 - Area 5
3. Agenda
 - Tour
 - Meal
 - Business Meeting
 - a. Committee Reports
 - b. Budget

Summer Conference District Meeting

1. The old President will preside.
2. The new and past Treasurer will collect dues.
3. Agenda Items
 - Committee Reports
 - Resolutions
 - Dues Collection

District Planning Meeting – May

1. To be held the Thursday before Memorial Day at the District President's school.
2. To include the following people:
 - a. District MVATA Officers
 - b. Area MVATA Officers
 - c. Area FFA Advisors
 - d. DESE District Supervisor
3. Agenda Items
 - a. Budget
 - b. Calendar – Review dates & give a three year projection
 - c. July Meeting Agenda
 - d. Nominate Committee members
 - e. Update District Activity Guidelines

District Planning Meeting – November

1. To be held in the conjunction with the Fall District Speaking Contest starting at 5:30 pm.
2. To include only the following people:
 - a. District Officers
 - b. Past District President
 - c. DESE District Supervisor
3. Agenda Items
 - a. January Agenda
 - b. Contest Assignments

District Officer Selection

1. A Nomination Committee consisting of the current District President as chair and all other past District Presidents from the respective Area will select two nominees from their area.
2. Nominations from the floor will also be accepted. Must be from the respective Area.
3. The entire District membership will vote for the officer.
4. Rotation - Nominees will be from the same Area as the Past President and follow the sequence listed below:

- Past President
- President
- Vice President
- Secretary
- Treasurer
- Officer Elect

Officer Responsibilities

President

1. Attend Executive Committee meetings and serve as a liaison between the District and the State. Meetings to be held in October, February and July.
2. Assume duties of the President immediately following the District meeting at the Summer MVATA Conference.
3. Orient new teachers to the NE District Activities and Guidelines.
4. Serve as chair of the District Officer Nominating Committee.
5. Serve as chair of the District Committee Member Nominating Committee.
6. Attend the annual NAAE/ACTE Convention held in December.
7. Attend Region IV NAAE Conference in July.
8. Host the May District Planning meeting.
9. Be responsible for obtaining a contract for the District Contest site for the next year.
10. Be responsible for the Fall District Young Farmer Speaking Contest. Refer to Fall Speaking Contest for details.

Vice President

1. Coordinate the awards program for State recognition in both NAAE and ACTE.
2. Attend the February State Executive Committee Meeting.
3. Attend the Region IV Conference.
4. Attend the MVATA Summer Conference Executive Committee Meeting prior to taking over as District President.
5. Be responsible for the Fall District Pork Producers Speaking Contest. Refer to Fall Speaking Contest for details.
6. Be responsible for bus assignments and bus organization at the District Vo Ag Contests.

Secretary

1. Serve as recording secretary for the District.
2. Update District Activity Guidelines.
3. Keep accurate records of Association.
4. Collect and file committee reports from District Committee Members.
5. Correspond with new teachers encouraging them to attend the summer District meeting and the Summer MVATA Conference.
6. Prepare and mail minutes of each meeting within 2 weeks.
7. Prepare the agenda and mail to each member 2 weeks prior to each meeting.
8. Be responsible for the Fall District Farm Bureau Speaking Contest. Refer to Fall Speaking Contest for details.
9. Purchase and distribute contest cards.
10. Be responsible for Contest registration.
11. Serve on the public Relations Committee
12. September 1st, send guidelines and district calendar to all teachers.

Treasurer

1. Manage the finances of the District as directed by the Executive Committee.
2. Collect MVATA member dues and Action Fund money.
3. Prepare the annual budget and financial report to present at the Summer District Meeting.
4. Collect District Vo Ag dues.
5. Collect scanner usage fee.
6. Be responsible for the Fall District Sheep Speaking Contest. Refer to Fall Speaking Contest for details.
7. Order plaques for District Contest.
8. Arrange for scantron at District Contest.
9. Copy and file tests, key, and contest results.
10. Confirm with District Supervisor regarding contest tests and keys.
11. Order 1st, 2nd and 3rd place medals for each contest and 1st place parliamentary procedure and Ag Issue team members.

Past President

1. Attend the November District Planning Meeting.
2. Be responsible for the Fall District Soil and Water Speaking Contest. Refer to Fall Speaking Contest for details.

Officer Elect

1. Be responsible for the Fall District MIC Speaking Contest. Refer to Fall Speaking Contest for details.
2. Assist the District Treasurer in collecting dues at the MVATA Conference.

Committee Structure – MVATA

***(Committee members will be updated following MVATA Summer Conference prior to the Sept. 1 email)

1. District Selection Process – The District Executive Committee will serve as a nominating committee and nominate at least 2 people for each District Committee. NOT VOLUNTEERS.
2. Current State Committees and District Representatives
(current and newly elected committee members need to attend)
 - a. Membership – District Treasurer
 - b. Public Relations – Scott Stone
 - c. Adult Education – Joannie Baker – 2013
 - d. Auditing – Shawn McEwen 2016
 - e. Legislation – Bruce Fowler – 2015
 - f. Resolutions – Valerie Montgomery – 2014
 - g. Luncheon – Nathan Scheiderer 2016
 - h. Camp – Mark Lemmon – 2013
 - i. Teacher Welfare & Service Awards – Larry Henneke – 2011
 - j. ACT – Scott Stone
3. Current State Committees and Area Representatives – Not District
 - a. State Fair -

Area 3 -	Rick Ayers-2013
Area 4 -	Stephanie Gutshall-2014
Area 5 -	Brock Bailey-2011
 - b. Contest -

Area 3 -	Jennifer Pantry-2012
Area 4 -	Wes Miller-2014
Area 5 -	Doyle Justus-2013
 - c. Curriculum -

Area 3 -	Jenny Bradley-2012
Area 4 -	Bob Bagnell-2011
Area 5 -	Marie Davis-2014
 - d. Prof. Dev. -

Area 3 -	Cassie Whitlock-2014
Area 4 -	Doug Chambers-2012
Area 5 -	Jason Vandivort-2011
4. District Representative Responsibilities
 - a. Present a Committee Report at each District Meeting.
 - b. Provide the District Secretary with a written report to file.
 - c. Attend all Committee Meetings and represent the District's views.
 - d. Seek input from the District.

Area Leadership Conference

1. The areas with the National Officer will be given priority for a Wednesday conference date.

Greenhand Motivational Conference

1. Date, Time and Location set by DESE
2. Respective Area Officers in charge of their respective Conference.

Fall District Speaking Contests

1. To be held at South Shelby on the Tuesday prior to the week of Thanksgiving starting at 5 pm.
2. Officer in charge of each contest:
 - a. Officer Elect - MIC
 - b. Vice President - Pork Producers
 - c. Secretary - Farm Bureau
 - d. Treasurer - Sheep Producers
 - e. President – Young Farmers
 - f. Past President – Soil and Water
3. The District Officer in charge of each contest is responsible for the following items:
 - a. Bringing score sheets and rules from the current state contest bulletin
 - b. Explaining the rules and procedures to the judges.
 - c. Bringing a timekeeper and stop watch. Timekeeper will also introduce
 - d. Collecting Manuscripts.
 - e. Drawing for presentation order.
4. Contact People
 - a. Farm Bureau – Steve Roberts (660)651-1921
 - b. MIC – Alan Gares (573)449-5910
 - c. Sheep Producers – Jenny Milligan (660) 385-2158
 - d. Pork Producers – Diane Slater
 - e. Young Farmers – Lisa Evans (DESE)
 - f. Soil and Water -

District FFA & VO Ag Contests

1. Officer Responsibilities
 - a. President
 - 1) Facilities
 - 2) Site contract for next year
 - b. Vice President
 - 1) Bus Assignments
 - 2) Loading Buses
 - c. Secretary
 - 1) Purchasing Contest cards
 - 2) Registration
 - 3) Distributing Contest cards
 - 4) Collecting contest summary sheets from Contest Chairs
 - d. Treasurer
 - 1) Arranging for copier
 - 2) Ordering plaques
 - 3) Copying and filing tests, keys, and results

2. Contest Chair Responsibilities
 - a. Organize and carry out the contest
 - b. Notify the District Secretary of cards and materials needed.
 - c. Notify the district president of facilities needed.
 - d. Completing Contest Summary Sheet and returning to Secretary
 - e. Certify or designate someone to certify the results of their contest upon its completion.

3. Speaking Contest Chairman
 - a. Find a fourth judge to grade all manuscripts the night of NE District Contest.

District FFA Contest Allocations

Contest	Area 3	Area 4	Area 5	Dist to State
Parliamentary Procedure	3	3	3	3
Division I Prepared	3	3	3	3
Division II Prepared	3	3	3	3
Advanced Prepared	3	3	3	3
Creed Speaking	3	3	3	3
Extemp Speaking	3	3	3	3
Knowledge	7	7	7	9
Job Interview	3	3	3	3
Ag Issues	3	3	3	3

Contest Rules

1. All vo-ag contests will be scored the same way as the state contest is expected to be scored (i.e. judgingcard.com vs. standard scoring cards in CDE Handbook). When there is doubt about the format the state contest will use, the executive committee shall decide and schools will be informed no less than one week prior to the district vo-ag contest.
2. Original scantrons for judgingcard.com will not be released. Student responses will be located on the internet for viewing.
3. All district contest results will be final one hour after the last contest is posted.
4. Results posted prior to the last contest posting are unofficial.
5. If a problem with a contest arises the following steps should be followed:
 - a. All grievances must be put in writing and directed to the president.
 - b. Grievances will not be addressed by the executive committee until the last contest is posted.
 - c. The executive committee and contest chairman (if available) will make a final decision regarding the grievances.
 - d. If a change is made with contest team placing; an attempt to notify all teams affected by the change (state qualifying teams) will be made by 12:00 p.m. on the next business day.
6. Each contest will designate only one team for an alternate to state. If the alternate team is to be substituted for another team in the state contest, the State Director of Agricultural Education must be notified **before 5:00 p.m. on Monday** of the week of State Contests.
7. **Individual team members, in order to participate at the State Contest, must be either entered on judgingcard.com or declared as an alternate at the time of registration.**
8. A student may only compete in a maximum of two of the following district contests each year: creed speaking , prepared public speaking, extemporaneous speaking, parliamentary procedure, or FFA knowledge.
9. Students that do not give a set of oral reasons, but turn in the card, should get a score of 1 (one) to help with recording team scores. Should the point(s) given for a student not giving reasons affect the outcome of any team or individual ranking, the individual and team score will be adjusted to not count the point(s) given for no reasons.

Northeast District Official Dress Checklist

Contestant Name: _____

School Name: _____

Contest: _____

Checked By: _____

MALES

FEMALES

Black skirt (at least knee length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat)

_____ **Black slacks**

_____ **White – collared shirt**

_____ **Official FFA tie**

_____ **White – collared blouse**

_____ **Official FFA scarf**

_____ **Black dress shoes*****

_____ **Black dress shoes with a closed heel and toe**

_____ **Black socks**

_____ **Black nylon hosiery**

_____ **Official FFA jacket zipped to the top**

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***Taken from the Missouri Career Development Event Handbook, 2006 - 2010: “All contestants in the FFA Leadership Events must wear Official FFA Dress as identified in the current FFA Manual. **In Parliamentary Procedure any team with a member not in Official FFA Dress during any part of the event will result in a 100 point deduction from the total team score.** In other Leadership events ten percent of the contestant's score will be deducted for any member not in Official FFA Dress. (Black boots have been determined as acceptable for male members.)”