

Northwest District  
MVATA  
Handbook

Adopted July 2012

Missouri Vocational Agriculture Teachers Association

## ***My Creed***

*I am an agricultural educator by choice and not by chance.*

*I believe in American agriculture; I dedicate my life  
to its development and the advancement of its people.*

*I will strive to set before my students by my deeds and actions the highest  
standards of citizenship for the community, state and nation.*

*I will endeavor to develop professionally  
through study, travel and exploration.*

*I will not knowingly wrong my fellow teachers. I will  
defend them as far as honesty will permit.*

*I will work for the advancement of agricultural education  
and I will defend it in my community, state and nation.*

*I realize that I am a part of the public school system. I will work  
in harmony with school authorities and other teachers of the school.*

*My love for youth will spur me on to impart something from my life  
that will help make for each of my students a full and happy future.*

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## INTRODUCTION

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

This Handbook was first developed in 2011-12. Because of increased membership, growth in the services of Agricultural Education, it has been created.

The Northwest District Ag Teachers Association Executive Committee

## **MVATA CODE OF ETHICS**

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

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

# Northwest District

## Area 1

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

## Area 2

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

**CONSTITUTION AND BY-LAWS OF THE  
NORTHWEST DISTRICT AGRICULTURE TEACHERS ASSOCIATION  
Adopted July 2012**

PREAMBLE

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

CONSTITUTION  
ARTICLE I  
NAME

The name of this organization shall be NORTHWEST DISTRICT AGRICULTURE TEACHERS ASSOCIATION.

ARTICLE II  
MEMBERSHIP

Membership shall be Active and all members shall submit to the rules of the Association.

ARTICLE III  
OFFICERS

Section 1. The officers of this Association shall be PRESIDENT, VICE PRESIDENT, SECRETARY, SECRETARY-ELECT, AND TREASURER.

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

Section 3. The President, Vice President, Secretary, Secretary-Elect, and Treasurer shall be elected each year at the annual meeting of the Association. The Secretary-Elect will be nominated from the specific area on a rotating basis. Order of rotation among districts will be even years-Area I and odd years-Area II. The Secretary-Elect will be nominated for Secretary, the Secretary will be nominated for Vice President, and the Vice President will be nominated for President. The Treasurer, with a 3-year term of office, will be selected by the Executive Committee, and serve as an Ex-Officio member of the Executive Committee.

Section 4. It shall be the duty of the respective Area President's to appoint a nominating committee in advance of the annual meeting, with such committee to present to the

membership at the annual meeting a slate of qualified candidates for the office called for in Article II, Section 1.

Section 5. After the presentation of the nominating committee's slate of candidates, nominations shall be accepted from the floor from the respective area for Secretary-Elect.

Section 6. If no nominations are presented from the floor, the nominating committee's slate shall be accepted from the floor.

Section 7. If additional nominations are made, then each candidate shall be voted upon, until Secretary-Elect is are elected. An officer shall be declared elected when he/she receives more votes than any other candidate for the office.

Section 8. The officers shall perform such duties as usually accompany their offices and such other duties as may be prescribed by the By-laws of the Association.

Section 9. In case a vacancy occurs in any office except that of President, a successor shall be appointed immediately by the President with the approval of the Executive Board to serve until such time as a successor shall be elected by the Association. In case the President's office becomes vacant, the President-Elect shall accede to that office immediately. In the event that any officer accepts a position outside the field of Vocational Agriculture, the office shall be declared vacant. In case a vacancy occurs in any of the offices, the Area, which this officer represented, shall select a replacement.

#### ARTICLE IV ANNUAL MEETING

Section 1. The annual meeting shall be held during the annual winter meeting of Northwest District Ag Teachers Association, or in case this is prevented, it shall be held at some other date as voted by the Association or determined by the Executive Board.

Section 2. The business of the Association shall be transacted insofar as possible at the annual meeting, including the election of officers, the audit of the books of the Association, and the reports of the standing committees.

#### ARTICLE V AMENDMENTS

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

## BY-LAWS

### ARTICLE I MEMBERS

- Section 1. All certified Vocational Agriculture instructors at the secondary and post-secondary levels in the Northwest District are members of this Association and shall be designated as active members upon payment of annual dues.
- Section 2. Active Membership in this Association shall terminate when the member involved leaves the profession of teaching Vocational Agriculture, accepts and fills a position outside the State of Missouri, or fails to pay annual dues.

### ARTICLE II MEETINGS

- Section 1. Regular annual meetings shall be held as called for in Article IV, Section 1 of the Constitution.
- Section 2. Additional regular business meetings shall be held during the summer and at the summer MVATA Conference.
- Section 3. Special meetings may be calling by the President, the Executive Board, or by the written request of at least twenty-five percent of the active membership.
- Section 4. Sufficient time must be allotted during each meeting for the deliberate consideration of such business as may be before the Association.
- Section 5. At least fifty percent of the active membership in attendance at any regular or called business meeting shall constitute a quorum for the transaction of business.

### ARTICLE III DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the Association and of the Executive Board except as provided for in Section 2 of this Article. The President shall appoint all standing committees; call special meetings as provided in Article II, Section 3 of the By-laws, look to the general welfare of the Association, and perform all duties generally pertaining to the office of President.
- Section 2. The Vice President shall, in the absence of the President preside at meetings and perform the duties of the office, render assistance to the President, and shall, upon the President's death, resignation, or removal from office for any other reason, immediately accede to that office for the unexpired part of the term. In addition, the

Vice Present shall generally perform those duties that fall upon the office of Vice-President.

Section 3. The Secretary shall keep a record of the business proceedings of the Association noting all actions taken; shall notify officers, committees, delegates, and all other elected or appointed in case of urgent business, special meetings, etc.; and shall furnish committees with papers referred to them and delegates with credentials. The Secretary shall keep a list of all committees and a list of the standing and special rules as well as copies of the Constitution and By-laws. In the absence of the President and President-Elect, the Secretary shall call the meeting to order and proceed with the election of a chairman pro tem.

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

Section 4. The Secretary-elect shall be responsible for attending the MVATA summer conference following being elected to collect dues for the Northwest District Ag Teachers Association. The Secretary-elect is responsible for keeping membership records for their year of service and work with the State MVATA Executive Secretary in collecting outstanding dues. The Secretary-elect is also responsible for collecting and maintaining dues for the Northwest District Ag Teachers Association.

Section 5. The Treasurer will be responsible for all membership dues including but not limited to assisting with dues collections, and membership reporting to the Executive Committee. The Executive Committee may add other similar duties as necessary. The Executive Treasurer shall have responsibility of the funds in all accounts of the Association and shall pay all bills approved by the Executive Board. The Executive Treasurer shall file the bills paid, keep an accurate account of receipts and expenditures, and make an annual report to the annual winter meeting of the Northwest District Ag Teachers Association. The Executive Treasurer shall have charge of all papers and records of the organization, and at the close of the term of office, shall turn the same over to the successor following the audit of the Treasurer's Book.

#### ARTICLE IV EXECUTIVE BOARD

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

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

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

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

#### ARTICLE V DUES

The dues of Active Members shall be determined by and prorated on the basis of the annual budget as voted by the Association in its annual meeting. All dues shall be paid to the Secretary-elect during or immediately after the close of the regular annual winter meeting. Any member failing to pay dues on or before February 1, following the annual meeting, will be judged delinquent and will immediately lose all rights, benefits, and privileges of membership in this Association.

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

#### ARTICLE VI COMMITTEES

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

#### ARTICLE VII AMENDMENTS

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

## ARTICLE VIII ETHICAL CONDUCT

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

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

#### Election of President, Vice President, Secretary, Secretary-elect, and Treasurer

The President and subsequently the Vice President, Secretary, and Secretary-Elect are rotated from one area to another. The procedure consists of an area's (when its turn arrives) nominating a Secretary-elect. The Secretary-elect is nominated for Secretary, the Secretary is nominated for Vice-President and Vice President for President. The following order of rotation among areas will be used: even years-Area I and odd years-Area II. The Treasurer is elected to a three year term of service, if a vacancy occurs then an election will be held to fulfill the position for the remaining of the term.

#### Executive Committee

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

#### President

Responsibilities:

1. Preside at all meetings of the Northwest District Ag Teachers Association and the Executive Committee.
2. Represent the NW District Ag Teachers Association at all meetings where a representative is required or designate someone to act in President's place.
3. Appoint committees with advice from the Executive Committee.
4. Assist with proper public relations activities and publicity for MVATA.
5. Select responsible members when delegating responsibilities.
6. Attend all Missouri ACTE Executive Board meetings as a representative of MVATA.
7. Attend Missouri ACTE, ACTE, NAAE annual and other related meetings.
8. Attend regional meetings for Region 4 NAAE.
9. Call Executive Committee meetings annually—at least in November. Others may be called as deemed necessary.

10. Help plan and preside at the winter and summer meetings.
11. See that all required reports are made to MVATA and DESE staff.
12. Represent NW District at Missouri ACTE at annual summer meeting.
13. See that all records are kept complete, up-to-date, and available at all times.
14. Attend Executive Committee meetings and serve as a liaison between the District and the State.
15. Orient new teachers to the MVATA activities.
16. Transmit ideas of District teachers to Executive Committee.
17. Keep teachers of the District informed of developments in the State Office, the MVATA, and the teacher-training institutions.
18. Attend the annual NAAE/ACTE Convention.
19. Attend Region IV NAAE Conference.

#### Vice President

##### Responsibilities:

1. Act for the President when unable to exercise assigned duties.
2. Cooperate with the President in planning and conducting the annual meeting.
3. Attend all meetings of the Executive Committee of the Northwest District Ag Teachers Association.
4. Coordinate district members for applying for awards for the NAAE recognition — Outstanding Young Member, Outstanding Agricultural Education Program, Outstanding Agricultural Education Teacher, Outstanding Postsecondary/Adult Program, Teachers Turn the Key, Teacher Mentor Award, Ideas Unlimited Award.
5. Attend the February Executive Meeting
6. Attend the Region IV Conference

#### Secretary

##### Responsibilities:

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

Secretary-elect

Responsibilities

1. Collect state MVATA dues and action fund money at the summer MVATA Conference.
2. Collect outstanding MVATA dues throughout the year.
3. Collect district dues at the annual winter meeting.
4. Collect outstanding district dues throughout the year.
5. Submit a list of members with unpaid dues to the district membership.
6. Collect for the Ag Ed Relief Fund donation from district ag teachers at the annual winter meeting.

Treasurer

Responsibilities:

1. Manage the finances of the association as directed by the Executive Committee or its appointed representatives.
2. Collect member dues and Action Fund money.
3. Assist in preparation of the annual budget.
4. Prepare an annual financial report for members of the association at the annual winter meeting.
5. Provide the Executive Committee with a financial report at each Executive Committee meeting.
6. Submit donations from Ag Ed Relief Fund from our district membership.

Members

Responsibilities:

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

10. Be a credit to the profession at all times.

Northwest District Agriculture Education CDE Contest Committee

All rules pertaining to Agriculture Education CDE's can be found on the DESE Agriculture Education Website. The district rules pertaining to all CDE's can be found on judging card.com where you register for District Contests.

All District CDE results will not be declared final until 4:00 pm, Tuesday following the career development events. Appeals of event results should be made in writing to the District CDE Director. Appeals of event results will be addressed by the Appeals Committee consisting of the District CDE Director at Northwest Missouri State University of Missouri, Northwest District DESE Supervisor of Agricultural Education, Northwest District CDE Committee Members, and the CDE Superintendent.

Agriculture Education Contest Committee

Chris Henderson – 2011

Ken Wilmes – 2012

Brant Burns – 2013

Chuck Wilson – 2014

Northwest District FFA Leadership Contest Committee

Appeals of event results should be made in writing to the Northwest District DESE Supervisor of Agricultural Education. Appeals of event results will be addressed by the Appeals Committee consisting of the District CDE Director at Northwest Missouri State University of Missouri (in the event of an appeals in the Knowledge contest), Northwest District DESE Supervisor of Agricultural Education, Northwest District FFA Committee Members, and the CDE Superintendent. All appeals must be placed by 12:00 noon on the day following district FFA contests. Results for all district FFA contests will be final at 5:00 the day following district FFA contests.

FFA Leadership Contest Committee

Cara White-2012

Rusty Black-2013

Chase Holcumbrink-2014

Amy Holder-2015