

3. NAAE OPERATING POLICIES

3.1 NAAE Governance and Structure

3.1.1 Officers and Board of Directors

The NAAE Officers and Board of Directors shall meet the eligibility requirements outlined in the NAAE Bylaws. The Board of Directors are elected at the annual NAAE Convention by the official voting delegates. Key areas of responsibility for the board include participation in all official board meetings and/or conference calls, providing strategic direction, financial oversight, hiring of the chief staff officer and being an advocate for fund-raising and public relations. A detailed position description for each of the offices of president, president elect and regional vice president shall be maintained in the NAAE TQM Manual.

3.1.2 Regional Secretaries

The NAAE Regional Secretaries are elected to provide leadership and assistance in behalf of the regional vice president. The NAAE regional secretaries shall meet the eligibility requirements outlined in the NAAE Bylaws. The regional secretaries, one per NAAE region, are elected at the annual NAAE convention. A detailed position description for the office of regional secretary shall be maintained in the NAAE TQM Manual.

3.1.3 Executive Committee

The NAAE Executive Committee shall consist of the President, President Elect and the two third-year Regional Vice Presidents. The executive committee shall have the responsibility to act on behalf of the board of directors.

3.1.4 Executive Director

The NAAE Executive Director shall be hired and annually evaluated at the winter board meeting by the NAAE Board of Directors. A detailed position description for the executive director shall be maintained on file at the NAAE office and available upon request. The term of service for the executive director shall be dictated by the contract developed and approved by the NAAE Board of Directors.

3.1.5 Election of Board of Directors and Regional Secretaries

3.1.5.1 Regional Vice Presidents and Regional Secretaries

Nominations for the NAAE regional vice president and/or regional secretary shall be open at the first regional meeting at the annual NAAE convention. Nominations shall remain open until the final region meeting. Election shall be at the final region meeting by majority vote. The procedure for nominating candidates and electing the regional secretary will be determined by the region. Regional vice presidents and regional secretaries elected at the national convention will assume office at the first meeting of the newly installed NAAE Board of Directors. Regional vice presidents shall serve a three year term; regional secretaries shall be elected annually.

3.1.5.2 Tie Breakers for the Offices of President and President Elect

Whenever there are two candidates for president and/or president elect at the annual meeting, the president shall cast a sealed ballot. Prior to tabulating the results, the tellers shall count the total number of ballots cast; if the total number is “even” the president’s ballot shall be opened and cast prior to counting; if the total number is “odd” the president’s ballot shall be returned to the voter, unopened. Election shall be by majority vote.

3.1.6 Committee Structure and Process

The NAAE Board of Directors rely upon the input and direction of the membership to chart the future of the organization. The primary input of the membership is voiced through the official voting delegates attending the annual NAAE Convention. The input of the delegates is channeled through seven standing committees that are operational at board of directors meetings, the annual NAAE Convention and Regional NAAE Conferences. The seven committees are: Finance, Marketing, Member Services, Policy and Bylaws, Professional Growth, Public Policy, and Strategic Planning. The specific operation of the committee structure is outlined in the NAAE Total Quality Management Manual.

3.1.7 Procedure for Changing Organizational Policy

The policies of the organization may be revised and/or amended by a 2/3 vote of the NAAE Board of Directors. The board will review the policies for accuracy at the regular summer and winter meetings of the NAAE Board of Directors.

3.1.8 Procedure for Addressing Directives from the NAAE Delegate Assembly

The NAAE Board of Directors shall carefully review and give consideration to all directives surfaced by the NAAE Delegate Assembly in their winter and summer Board of Directors meetings. The NAAE Board of Directors shall provide a feedback report to the membership of their action regarding delegate directives through the regional conferences and various membership publications conducted in the spring of each year.

3.1.9 Board Meetings

There shall be three regular meetings of the NAAE Board of Directors each fiscal year. The meetings shall be conducted in fall, winter and summer. The agenda for the meeting are finalized by the National President and Executive Director with the input of all board members.

3.1.10 Regional Leadership Conferences

There shall be a regional conference conducted in each of the six NAAE regions each fiscal year. These meetings shall occur in the spring/early summer time frame at the discretion of the regional vice president. The primary purpose of the meetings shall be to conduct regional business, professional development activities and NAAE updates regarding national initiatives and issues.

3.1.11 National Convention

The NAAE official voting delegates shall meet at the annual NAAE Convention conducted at time specified by the NAAE Board of Directors. The primary purposes of this meeting shall be to conduct official business, professional development activities and member recognition.

3.1.12 Delegate Certification

Delegates to the annual NAAE Convention shall be based on membership as of June 30 of the prior fiscal year. Delegates to the Regional NAAE Conferences shall be based on membership as of the convening of the conferences.

3.1.13 NAAE Types of Membership Statement and Dues

Per the direction of the NAAE Bylaws, Mission and Goals, the NAAE Board of Directors affirms its commitment to aggressively recruit and retain active, associate, student, associate life and life members for the association. The dues of the organization shall be set and approved by the delegates for the membership. Changing membership dues of active, direct active, associate, retired, student, and organizational/business members requires a 2/3 majority vote of the delegates at the annual meeting. Currently, NAAE membership dues are set, as follows:

- (a) Active and direct active membership dues are \$60.00 annually.
- (b) Associate and retired membership dues are \$35.00 annually.
- (c) Student membership dues are \$10.00 annually.
- (d) Organizational membership dues are \$750 annually.
- (e) As per the NAAE bylaws, active life membership dues shall be set at 12 times the active membership dues, or currently \$720.
- (f) As per the NAAE bylaws, associate life membership dues shall be set at 12 times the associate membership dues, or currently \$420.
- (g) As per the NAAE bylaws, retired life membership dues shall be set at \$120.

3.1.14 NAAE Organizational Supporting Partners

The board of directors with recommendations from the Executive Director shall set the levels of support for organizations, associations and industry that collaborate with the NAAE.

3.2 NAAE Operations and Management

3.2.1 NAAE Fiscal Year and Related Activities Statement

The NAAE fiscal year is July 1 through June 30. The NAAE Board of Directors shall annually approve in its winter meeting a certified public accountant to handle the accounting functions of the organization. The NAAE shall operate on an accrual accounting system.

3.2.2 NAAE Procurement Statement

The NAAE requires a minimum of three telephone bids from vendors doing work for NAAE if the cost is greater than \$1,000 and less than \$2,500. Three sealed, written bids are required if the cost is greater than \$2,500. In

certain circumstances long-term agreements can override the bidding process if it is deemed to be in the best interest of the organization. In these cases, a record of this agreement shall be maintained on file in the NAAE office.

3.2.3 NAAE Statement Regarding Working With Other Organizations

The NAAE affirms its commitment to develop strong working relationships and partnerships with organizations of similar mission and goals. Organizations that NAAE seeks cooperation with include, but are not limited to: Association for Career and Technical Education, National Association of Supervisors of Agricultural Education, American Association for Agricultural Education, National FFA Organization, National Postsecondary Agricultural Students, National Young Farmers Educational Association, The National Council for Agricultural Education, National FFA Alumni Association, National FFA Foundation, National Farm and Ranch Business Management Education Association, United States Department of Education and United States Department of Agriculture.

3.2.4 NAAE Official Publication Statement

The official publication of the NAAE shall be the NAAE *News and Views*. This publication shall be published electronically six times per year and shall be supplied to all members and others who support and/or partner with NAAE with various initiatives.

3.2.5 NAAE Equal Opportunity Statement

The NAAE is an equal opportunity employer. It is the policy of the NAAE to provide equal opportunity to all employees and applicants for employment regardless of their race, color, sex, sexual orientation, religion, age, national origin, political affiliation, disabling condition, or service in the uniformed services, in accordance with applicable law. The NAAE's commitment to the principles of equal employment opportunity includes a strong policy against discrimination based upon any of these factors. The NAAE's policy against discrimination based upon sex includes an absolute prohibition of sexual harassment. (See Sexual Harassment Policy section below). The NAAE's equal opportunity policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, promotion, termination, training and work assignments, leaves of absence and compensation. It must be clearly understood by all employees and applicants that any violation of this policy will not be tolerated.

3.2.5.1 Reporting and Investigation Procedure

The NAAE cannot respond to discrimination, sexual or other harassment of which it is unaware, nor can it respond to mere rumors. Thus, it is imperative for an employee with a concern involving discrimination, sexual or other harassment to promptly make use of the reporting procedure in this policy. If an investigation of any allegations of discrimination or sexual harassment show that discriminatory or harassing behavior has taken place, the individual will be subject to disciplinary action, up to and including, dismissal.

3.2.5.2 No Retaliation ("Whistle Blower" Policy)

NAAE will not permit employment-based retaliation against anyone who brings a complaint of discrimination or sexual harassment or who speaks as a witness in the investigation of a complaint of discrimination or sexual harassment. Discrimination or sexual harassment will not be tolerated at NAAE. If an investigation of any allegation of discrimination or sexual harassment shows that discriminatory or harassing behavior has taken place, the individual will be subject to disciplinary action, up to and including, dismissal.

3.2.5.3 Immigration Law Compliance

NAAE is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986 (as it may be amended from time to time), each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete a new Form I-9.

3.2.6 NAAE Board and Staff Conflict of Interest Policy and Disclosure Statement

No member of the NAAE board of directors or staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the NAAE. Each individual shall disclose to the NAAE any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the NAAE board of directors or staff shall refrain from obtaining any list of NAAE members for personal or private solicitation purposes at any time during the term of their affiliation. Board members and staff shall sign a Conflict of Interest Policy and Disclosure Statement annually and signed forms will be filed in the NAAE office.

3.2.7 NAAE Mailing List Sales and Uses

The NAAE shall provide its membership mailing list to supporters, vendors and partners for a fee to be established by NAAE management at the beginning of each fiscal year. Any organization requesting the NAAE mailing list must make their request in writing and specify how the mailing list will be used. Acceptable uses of the mailing list include the promotion of educational materials, agricultural equipment, member services, etc. All final approval for use of the mailing list shall be made by the executive director.

3.2.8 NAAE Legislative Affairs Statement

Legislative Affairs is a critical element of the NAAE mission. It is NAAE policy that the organization be prepared to provide information to members of Congress and testify before Congressional Committees on issues affecting agricultural education. All member contributions to the NAAE legislative fund will be spent on activities related to priority legislative issues.

3.2.9 NAAE Position Announcement and Employee Recruitment Statement

NAAE provides equal opportunity employment, as more fully set forth above, to all applicants for open positions on the basis of demonstrated ability, experience and training. Position openings will be distributed through public media and agricultural education as appropriate for the position.

3.2.10 NAAE Sexual Harassment Statement and Disability Statement

Each individual employed by the NAAE has the right to be free from harassment because of age, race, religion, national origin, disability, sex or other protected status. Sexual harassment may include: requests for sexual favors; unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances, including suggestive comments; unwelcome sexual innuendos or sexually oriented "kidding" or "teasing"; and an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

Harassment can come from directors, fellow employees, or customers and other third parties (such as vendors). Men as well as women can be victims of sexual harassment. The NAAE cannot stress enough that it will not tolerate any form of harassment, whether based on sex, race, national origin, religion, age, disability or any other protected category. The NAAE will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, that creates an intimidating, hostile, or offensive working environment, or otherwise is harassing. No employee or manager has the authority to suggest that an employee will receive a job benefit or detriment in exchange for an agreement or refusal to submit to sexual overtures.

The Executive Director and the NAAE president are primarily responsible for dealing with harassment incidents. All employees are responsible for reporting incidents of harassment. The NAAE management at all levels is committed to preventing harassment in the workplace, taking immediate corrective action to stop harassment in the workplace, and promptly investigating any allegation of work-related harassment. Managers in particular have a special obligation to report harassment of which they become aware, by immediately contacting the Executive Director or the NAAE president. There will be an investigation into the matter, and if the allegation is sustained, the responsible person will be disciplined. Discipline can include counseling, suspension without pay, and termination. If investigation reveals that the harassment continues despite prior discipline, the responsible individual may be terminated immediately. Retaliation against an employee who has made or assisted in a complaint of harassment is strictly prohibited and provides a separate grounds for discipline, up to and including termination.

NAAE will treat qualified individuals equally without regard to their disability in all employment practices including the recruitment, hiring, advancement, demotion or transfer, layoff or termination, rate of pay or other forms of compensation and benefits, and selection for training, as required by law. NAAE will attempt reasonably to accommodate disabled employees and job applicants to permit them to perform the essential functions of their jobs in a safe and efficient manner. NAAE will afford reasonable accommodation to qualified applications and employees with a known disability provided that the accommodation does not cause undue hardship to the organization, or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others. Applicants and employee with disabilities desiring a reasonable accommodation for their disability must inform the Executive Director of the disability and may suggest, on a confidential basis, how the NAAE may reasonably accommodate them.

3.2.11 NAAE Substance Abuse Statement

NAAE will not tolerate the abuse of legal or illegal substances in the work environment. The impairment of any employee's performance due to drug or alcohol addiction is deemed to be NAAE's business, and not a reserved aspect of one's private life. Reporting to work or being on the NAAE's premises with any quantity of unauthorized drug, controlled substance, or alcohol, etc., in any quantity in one's system or in one's possession is strictly prohibited. The sale or use of illegal drugs will be reported to the appropriate law enforcement agency.

NAAE regards the unauthorized possession and distribution of controlled substances as a crime and will discipline any employee proved to be involved in such a crime whether or not such employee is addicted to drugs. Involvement in any of the above will result in disciplinary action, up to and including dismissal.

3.2.12 NAAE Smoking Statement

With the current evidence that smoking is dangerous and injurious to a person's health, employees are encouraged not to smoke. During working hours, NAAE policy is to limit smoking to the designated smoking areas in the office building at times agreed to with the executive director.

3.2.13 NAAE Employment Classification Statement

There are four classifications of employees. The classifications are as follows:

1. Regular Full-time - employee works a normal 40 hour week on regularly scheduled basis.
2. Regular Part-time - employee works less than the normal 40 hour work week.
3. Contracted Full-time - contract employee works a normal 40 hour week on regularly scheduled basis.
4. Temporary - an employee hired for period not exceeding three months and who is not entitled to regular benefits.

All employees are classified as exempt and non-exempt according to the following definitions:

1. Salaried Exempt - Management and administrative positions as prescribed by federal and state labor statutes which are exempt from mandatory overtime payments.
2. Salaried and Hourly Non-exempt - Support and technical support positions as defined by federal and state labor statutes which are covered by the provisions for overtime payments.

It is important that NAAE's personal data for all employees, such as address and telephone number, be kept accurate and up-to-date for emergency purposes as well as for NAAE's compensation and benefits purposes. Every employee is required to report any in that information changes to the executive director as soon as possible. NAAE will not disclose any of the employee's personnel data without the employee's express prior permission.

3.2.14 NAAE Employee Anniversary Date Statement

NAAE recognized two anniversary dates per year based on the time of the year that the employee was hired. If an employee is hired between July 1 and December 31, their anniversary date shall be July 1. If an employee is hired between January 1 and June 30, their anniversary date shall be January 1. Anniversary dates shall be used as the time for making salary adjustments to employee compensation packages.

3.2.15 NAAE Statement Regarding Hiring Relatives

NAAE permits the hiring of relatives of current employees if the applicant is qualified and selected by the hiring supervisor. However, relatives will not work in the same department with or under the same supervision of a relative. A relative is defined as any person related to the employee by blood, marriage or adoption.

3.2.16 At Will Employment; Employment Termination

Employment with NAAE is voluntarily entered into, and an employee is free to resign at any time. Similarly, NAAE is free to conclude an employment relationship at any time for any lawful reason, with or without notice. It should be recognized that neither an employee nor NAAE has entered into any contract of employment, express or implied. An employee's relationship to NAAE is, and will always remain, one of voluntary employment "at will."

Employment termination with NAAE shall occur through one of the following actions:

1. Resignation - voluntary termination by the employee.
2. Dismissal - involuntary termination.
3. Layoff - termination due to reduction of the workforce or elimination of a position.

In the case of termination of NAAE staff, the executive director shall determine the terms of the termination. In the case of termination of the NAAE executive director, the terms of the dismissal will be determined by the terms of the executive director's employment contract with NAAE. Any regular full-time employee whose employment is involuntarily terminated may request a hearing with the executive committee of the NAAE Board of Directors.

3.2.17 NAAE Position Description Statement

Position Descriptions for NAAE employees shall be maintained on file in the NAAE office. Position descriptions shall include position title, position summary, qualifications and major duties/responsibilities. Positions shall be annually reviewed and updated by the NAAE executive director.

3.2.18 NAAE Statement Regarding Compensation and Pay Periods

The NAAE paydays are the last day and 15th day of each month. For paydays that fall during the weekends, checks will be distributed on the Friday prior to the payday. If a company holiday falls on the payday, employees will receive their payroll check on the last workday prior to the holiday.

3.2.19 NAAE Overtime Statement

Nonexempt salaried employees will be paid at the rate of one and one-half times their regular rate of pay for all time worked in excess of 8 hours in any one day and 40 hours in any one week. Nonexempt salaried shall not work any overtime hours without the express prior consent of the executive director. To the extent allowed by law, NAAE may elect, in lieu of overtime pay, to compensate a non-exempt employee for overtime work by allotting the employee an equivalent amount of compensatory time within the same pay period in which the overtime was worked.

3.2.20 NAAE Normal Operating Hours

NAAE normal operating hours are from 8:00 a.m. to 5:00 p.m., with a one-hour lunch period beginning at noon. If approved by the executive director in his or her discretion, those hours may be modified to begin between 7:30 a.m. and 9:00 a.m. and end between 4:00 p.m. and 5:30 p.m., respectively.

3.2.21 NAAE Statement Regarding Performance Appraisals

The NAAE Board of Directors shall conduct an annual formal performance appraisal for the NAAE executive director at the winter meeting of the Board of Directors. It is the responsibility of the NAAE executive director to conduct a formal performance appraisal for all NAAE employees approximately once per year. All documentation for these appraisals are maintained in the personnel files of the organization. Performance appraisals may be conducted more often if the board and/or executive director deem it necessary.

3.2.22 NAAE Statement Regarding Payroll Deductions

All deductions mandated by law will be deducted from every NAAE employee's gross wages, including without limitation federal income tax, social security tax (FICA) and applicable state tax. Every NAAE employee must complete a federal withholding allowance certificate (W-4) on or before his or her first day on the job. NAAE employees may fill out a new W-4 at any time. Every NAAE employee will be sent an annual Wage and Tax Statement (W-2) for the preceding year on or before January 31.

3.2.23 NAAE Employee Benefits Statement

The NAAE Board of Directors values the hard work and commitment exhibited by its staff. To recognize those efforts, NAAE provides employee benefits as protection and extra services for the employee. NAAE reserves the right to alter any benefits, including without limitation any insurance coverages, for its employees, from time to time and at any time, as the NAAE Board of Directors in its sole discretion deems advisable. These benefits are available only for Regular Full-time employees of NAAE.

3.2.23.1 Insurance

NAAE will provide and pay for insurance which covers accidents occurring while at work as required by law, as well as any other coverages required by applicable law. If you have an accident while at work, you must report it immediately to the executive director. Compensation benefits are in accordance with the applicable state law governing such accidents.

3.2.23.2 Retirement

The basic provisions of the NAAE employees retirement plan are set forth in plan description, which is available from the executive director. To enroll, employees must satisfy the eligibility requirements set forth in the plan.

3.2.23.3 Snow Day(s)/Inclement Weather

In cases of extreme or inclement weather, the NAAE executive director may, in his or her discretion, elect to close the NAAE office. This will only occur in extreme circumstances when employee safety may be at risk and will usually not occur unless the University of Kentucky closes.

3.2.23.4 Maternity Leave

NAAE recognizes the importance of and values families of its employees. Any regular full-time employee who has been employed by NAAE for two (2) or more years and who agrees to return to work following the maternity leave will be entitled to eight (8) consecutive weeks of maternity leave without pay, during which period his/her position will be held open. Employees may credit accrued vacation time, sick leave and personal days towards this eight (8) consecutive week maternity leave period and will be compensated accordingly; provided that the total period of maternity leave shall not exceed eight (8) consecutive weeks. All plans for and dates of intended maternity absence should be given to the executive director as soon as possible, and in all events at least six (6) months in advance.

3.2.23.5 Official Holidays

NAAE provides 13 paid holidays each year for regular full-time employees. NAAE recognizes these holidays and is usually closed on these days:

- January 1 -- New Year's Day
- January -- Martin Luther King Day
- May -- Memorial Day
- July -- Independence Day
- September -- Labor Day
- November -- Thanksgiving Day
- November -- Day after Thanksgiving Day
- December 24 -- Christmas Eve
- December 25 -- Christmas Day
- Plus four days between Christmas Day and New Years Day

The NAAE executive director, in his/her discretion, may identify some of these holidays as "floating holidays" in order that employees may take off an extra day at a different time of year in lieu of a "floating holiday." This discretion is also provided because the workload may require employees to work on certain holidays. Furthermore, if a holiday occurs on a weekend day, the Friday immediately before or the Monday immediately after the holiday will be observed as a holiday.

3.2.23.6 Vacation Time

All regular full-time employees will receive a minimum of 12 days (96 hours) per calendar year. All regular full-time NAAE employees will get an increase in paid annual leave days from 12 days per year to 17 days per year after they have completed two years of employment with NAAE. If an employee's anniversary date occurs in the middle of a NAAE fiscal year, the additional paid annual leave days will be prorated accordingly. The number of vacation days an employee receives may be increased at the discretion of the executive director. If the number of vacation days is increased at the discretion of the Executive Director, said increase will be uniformly applied to all employees. Vacation time may be taken by the employee upon prior notice to and approval of the executive director. Unused vacation days will accumulate from one year to the next up to a limit of 40 days leave (i.e., 320 hours), which may be "carried over" from one calendar year to the next; provided, however, that accrued vacation leave in excess of 40 days will be lost as of June 30 of each year.

Upon termination of employment, eligible staff will be paid for unused vacation days, up to a maximum of 320 hours, based on the current rate of pay. Overtime hours cannot be used to earn additional annual leave. Employees do not accrue vacation leave while they are on unpaid leave.

3.2.23.7 Sick Leave

NAAE provides paid sick leave for its regular full-time employees, who are entitled to a minimum of 12 days (96 hours) per year to be used by the employee for personal illness or illness of a spouse, child and/or parent. The number of sick days an employee receives may be increased at the discretion of the executive director. Unused sick days will accumulate from one year to the next up to a limit of 120 days (960 hours), which may be "carried over" from one calendar year to the next; provided, however, that accrued sick leave in excess of 120 days will be lost as of June 30 of each year. Employees will not be paid for unused sick days upon termination of employment. Overtime hours cannot be used to earn additional sick leave. Employees do not accrue sick leave while they are on unpaid leave.

Requests for sick leave must be submitted in writing to the Executive Director as far in advance as possible. If it is not possible to request sick leave in advance, for instance in the case of acute or sudden illness, a request for sick leave shall be submitted as soon as practicable but in no case later than the first day you return to work.

3.2.23.8 Bereavement Leave

NAAE employees shall be entitled to up to three (3) days of bereavement leave per eligible incident in the event of death of an immediate family member, which shall mean any of the following: the employee's spouse, the employee's parent, the employee's child or stepchild, the employee's immediate father-in-law, the employee's immediate mother-in-law, the employee's sibling, the employee's grandparent, the employee's grandchild. A request for bereavement leave must be approved in advance by the executive director. The NAAE executive director, in his/her sole discretion, may allow an employee to take such bereavement leave for attendance at the funeral of non-immediate family members or persons with an especially close relationship. Bereavement leave may be paid or unpaid. Bereavement leave will be deducted from the employee's leave in the following order: earned and available vacation time, sick leave or as leave without pay.

3.2.23.9 Jury Duty

Employees are entitled to time off for mandatory jury duty required as a result of a valid subpoena or court order, provided that the employee provides satisfactory proof of duty to the NAAE executive director. NAAE will reimburse full time employees for the difference between the total compensation received for the jury duty and his or her minimum daily earnings. The employee is expected to report for work when it does not conflict with court obligations. The employee is responsible for keeping the executive director informed about the amount of the employee's time that is required for jury duty.

3.2.23.10 Voting

NAAE encourages all employees to vote. The employee shall request time off to vote at least one day before the election from the NAAE executive director. The NAAE executive director may, in his/her discretion, allow the employee up to two (2) hours of time off with pay to vote. That time will be deducted from the employee's leave in the following order: earned and available vacation time, then sick leave.

3.2.23.11 Continuing Education/Professional Development

NAAE encourages its employees to seek further education and professional development related to enhancement of their performance as an NAAE employee. The tuition for these types of workshops and courses may be reimbursed by the NAAE upon prior request of the employee, in the sole discretion of the executive director.

3.2.23.12 Professional Memberships

NAAE employees are encouraged to join and participate in professional organizations related to their duties and responsibilities with the NAAE. NAAE agrees to reimburse the costs of these memberships for the employee up to \$150.00. The executive director shall have the sole discretion to exceed the \$150.00 maximum for an employee if certain organizational alliances/memberships are deemed to be in the best interest of NAAE.

3.2.23.13 Military Leave

Leaves of absence without pay for military duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard duty or training, or if you volunteer for the same, you must notify your supervisor in advance and submit copies of your military orders to your supervisor as soon as practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. Your eligibility for reinstatement after your military duty or training is determined in accordance with applicable federal and state laws

3.2.24 NAAE Reimbursement/Travel Statement

NAAE will pay all reasonable business-related expenses incurred by NAAE employees, Board of Directors and other authorized individuals working on behalf of NAAE in the performance of their job responsibilities, in accordance with NAAE policies. All travel of behalf of NAAE must receive prior approval from the Board of Directors or the executive director in order to be reimbursed. In order to be reimbursed for travel expenses, receipts must be submitted promptly to the appropriate NAAE accounting person, and NAAE may also require additional information and/or completion of an expense form.

3.2.24.1 Travel Reimbursement

NAAE reimburses travel expenses as follows:

1. When traveling by personal vehicle, the traveler will be reimbursed per roundtrip mile traveled at the mileage rate approved for reimbursement by the Internal Revenue Service.
2. Lowest available coach airfare (utilizing cost-saving measures, such as Saturday night stay-overs, whenever possible).
3. Actual meal costs up to a maximum of \$45.00 per day.
4. Actual lodging costs in a medium cost hotel whenever possible; NAAE does not reimburse incidental expenses.
5. Actual costs for taxicabs, meals for guests of NAAE, parking, tolls, conference registrations, etc.

If a spouse or other family member(s) accompanies a NAAE staff or board member to a board meeting or convention, etc., the entire room cost will be paid by the NAAE, provided prior approval of NAAE is obtained.

3.2.24.2 Regional and/or State Travel Expenses

Regions and/or states are encouraged to help minimize travel expenses for visiting board members and staff.

3.2.24.3 Reimbursement for Regional Secretaries

NAAE provides reimbursement to each NAAE Regional Secretaries for actual NAAE-related travel expenses incurred for the one respective NAAE regional leadership conference and the NAAE annual convention. Any other travel expenses incurred during the year by the NAAE Regional Secretaries will not be reimbursed by NAAE.

3.2.25 NAAE Accident Reporting Procedure

In the case of an injury or accident to a client, visitor, NAAE employee or any other individual in the NAAE office, employees should assist as reasonably possible and then report the incident to the executive director immediately. An employee may be required to complete an incident report at or around the time of reporting the incident.

3.2.26 NAAE Personal Matters Statement

3.2.26.1 Personal Business

NAAE realizes that employees may need to take care of certain personal business during working hours. It is suggested that these matters be taken care of during the lunch break. Should that not be feasible, please consult the executive director for prior permission. Personal business matters should not interfere with an employee's responsibility to his/her occupation and overall performance.

3.2.26.2 Professional Attitude/Personal Appearance

Employees should maintain a professional demeanor at all times. This extends to employees' dress and work area decoration, the suitability of which shall be determined by the executive director. Keeping in mind the impression made on clients, visitors, and other employees, dress should be neat in appearance and in a manner consistent with a professional atmosphere. In this connection, the executive director shall be the final arbiter of the suitability of attire.

3.2.27 NAAE Telephone Use Statement

The NAAE office telephone system is present for the transaction of office business. Personal calls are to be kept to a minimum so as to avoid any disruption to the efficient operation of office business. Should an emergency arise and an employee needs to make a personal long distance call from the office, he/she should obtain prior approval from the executive director. The cost of any such long distance call will be borne by the responsible employee.

3.2.28 NAAE Employees' Confidentiality and Non-Disclosure Obligation

All NAAE employees, whether full-time, part-time, salaried, hourly or contract employees, shall not use or disclose to any person or entity, whether or not in competition with NAAE, any knowledge or information which the employee has received at or from NAAE relating to the operation of the organization, including without limitation forms, reports, studies and procedures, trade secrets, financial records, NAAE administrative files or any other information which NAAE has the right to protect from use or disclosure by others. All of the above information shall be treated as confidential. Employees who improperly use and/or disclose any such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not benefit from the disclosed information.

3.2.29 NAAE Policy Regarding Computers

ALL OF THE COMPUTER PROGRAMS, DATA AND ELECTRONIC MESSAGES ON THE NAAE COMPUTER SYSTEM ARE THE PROPERTY OF NAAE. NAAE MANAGEMENT RESERVES THE RIGHT, AT ANY TIME, TO INSPECT, COPY OR DELETE ANY PROGRAMS OR DATA ON ANY COMPUTER IN THE NAAE OFFICE.

NAAE's computers are to be used only for NAAE business. All requests for new software or new equipment shall be directed to the executive director. Any problems with computers, including malfunctions and questions regarding proper use should be directed to the executive director. Employees should not attempt to fix or relocate any computer equipment on their own. Employees should shut down their computers when they are not in the office. Employees may not access the Internet from NAAE computers except in connection with NAAE business. Employees are not permitted to play computer games on NAAE computers.

Programs or data may not be removed or copied from the system without prior authorization from the executive director. There are serious federal penalties for unauthorized copying of computer software. Because of the potential for computer viruses and legal liability, NAAE does not permit the running of any unauthorized software on any NAAE computers. Therefore, no software (or any outside diskette) may be loaded or maintained on any computer belonging to NAAE without prior authorization of the executive director. (This includes programs, data files, screen savers, games, system utilities, etc.) Employees shall comply with any network and other computer security procedures established by NAAE.

3.2.30 NAAE Policy Regarding Security

Administration of keys and/or security cards for the NAAE office doors is handled by NAAE's designated executive director. Employees must promptly report any lost or broken cards or keys to the executive director. At no time shall person who are not employees of NAAE be permitted to roam at will, unescorted, through NAAE offices. Employees must accompany visitors to or from the NAAE reception area. If you encounter a stranger in the office who does not satisfactorily identify himself or herself, please advise the executive director and/or the building security staff immediately.

3.2.31 NAAE Policy Regarding Personal Property

Personal items and property of value should be safeguarded. Pocketbooks, billfolds, and jewelry should not be left unattended or on desks. NAAE is not responsible for loss of an employee's money or other valuables.

3.2.32 NAAE Policy Regarding Resignation

An employee is expected to give at least two (2) weeks prior written notice of resignation to the executive director, so arrangements may be made for a suitable replacement or temporary coverage. Individuals who leave the employment of NAAE will receive their final paycheck on the next regular NAAE payday following the date of termination of employment. An employee discharged for cause or terminating voluntarily shall not receive severance pay.

3.2.33 NAAE Authorities and Emergency Plan

Authorities

The executive director serves as the chief executive officer and chief financial officer for NAAE.

Checking Account at Fifth Third Bank – There are two authorized signatures on the NAAE checking account at Fifth Third Bank in Lexington, Kentucky: Jay Jackman, NAAE executive director, and Linda Berry, NAAE staff associate. As far as the bank is concerned, either signature (Jackman or Berry) is sufficient on checks drawn on the NAAE checking account; however, all payables are initialed by Jackman before checks are written for the payables. Once a payable is approved by Jackman, it matters not who signs the check, Jackman or Berry. NAAE's internal policy is that any checks of \$1,000 or more must be signed by two NAAE staff persons. Typically, a check of \$1,000 or more is signed by Jackman and Berry; however, on some occasions, Berry is not available to sign, so another NAAE staff person (Smith, Fritsch, or Chaplin) might co-sign the check with Jackman. As long as either Jackman or Berry signs the checks, regardless of the amount of the check, the bank requirement is satisfied. As long as checks of \$1,000 or more are signed by either Jackman or Berry plus one additional NAAE staff person (Berry, Smith, Fritsch, or Chaplin), the NAAE internal requirement is satisfied.

NAAE's representative at Fifth Third Bank is:

Ms. Tracy Winckler-Hulberg
Fifth Third Bank
250 West Main Street
MD 735911
Lexington, KY 40507
(859) 455-5205
Tracy.Winckler-Hulberg@53.com

Accountant/CPA – NAAE's accountant/CPA is Stephen D. Schnettler, PLLC, in Lexington, Kentucky.

Mr. Steve Schnettler
Certified Public Accountant
Stephen D. Schnettler, PLLC
300 West Maxwell Street
Lexington, KY 40508
(859) 389-7022
schnettlercpa@gmail.com

Auditor – NAAE’s auditor is Ray, Foley, Hensley & Company, PLLC, in Lexington, Kentucky. NAAE’s auditor at Ray, Foley, Hensley & Company is:

Mr. Jerry Hensley
Certified Public Accountant
Ray, Foley, Hensley & Company, PLLC
230 Lexington Green Circle
Suite 600
Lexington, KY 40503
(859) 231-1800
jhensley@rfhco.com

NAAE Investments – NAAE’s investments broker is MorganStanley SmithBarney in Lexington, Kentucky. NAAE’s representative at MorganStanley SmithBarney is:

Ms. Stephanie Nallia
Retail Investment Consultant
Fifth Third Bank
250 W. Main Street
MD 735911
Lexington, KY 40507
(859) 231-9557
Stephanie.L.Nallia@SmithBarney.com

401(k) Plan – Jay Jackman is the administrator and trustee for NAAE’s retirement plan, which is a 401(k) plan. The TPA of NAAE’s 401(k) plan is McGregor & Associates in Lexington, Kentucky. NAAE’s representative at McGregor & Associates is:

Mr. Todd Wetzel
McGregor & Associates, Inc.
333 West Vine Street
Suite 1610
Lexington, KY 40507
(859) 233-4377
toddw@mai-ky.com

Insurance Broker – Forrest T. Jones & Company in Reston, Virginia and Kansas City, Missouri is the broker for NAAE’s business insurance policies. NAAE’s representative at Forrest T. Jones & Company is:

Mr. Mike Williams
Association Sales Director
Forrest T. Jones and Company
1760 Reston Parkway
Suite 303, Town Center Building
Reston, VA 20190
(703) 318-8189
mrwilliams@ftj.com

NAAE Attorney – NAAE’s lawyer is Wyatt Tarrant & Combs in Lexington, Kentucky. NAAE’s representative at Wyatt Tarrant & Combs is:

Mr. Kevin Johns
Attorney at Law
Wyatt Tarrant & Combs
250 West Main Street

Suite 1600, Lexington Financial Center
Lexington, KY 40507-1746
(859) 288-7438
kjohns@wyattfirm.com

Emergency Plan

When a known risk exists that the NAAE executive director might be incapacitated due to some planned event such as general anesthesia during a planned surgery, the executive director will have a telephone conversation with the NAAE president to notify him/her of the risks and to explain what needs to happen in the unlikely event that the executive director cannot continue his duties with NAAE.

In the event of an unplanned instance in which the NAAE executive director becomes incapacitated for a lengthy amount of time or permanently, the NAAE associate executive director will assume the duties of the executive director until such time as the NAAE board of directors takes official action to fulfill the responsibilities of the executive director.

The current NAAE president, in consultation with the interim or new executive director, should contact the NAAE lawyer, Kevin Johns, for assistance in changing authorities from the former executive director to the interim or new executive director. Most authorities, including those for investments and the 401(k) plan, can be changed by simple action of the NAAE board of directors. The lawyer can assist with changing other authorities. With a second signer on the checking account, payment of bills and deposits of revenue can continue; the accountant can assist with understanding revenue and expense codes.

3.2.34 Employee Acknowledgement Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge that I am aware that I have received and reviewed the NAAE Operations and Management chapter containing NAAE's human resources policies and procedures, and that the NAAE Operations and Management chapter is also available for my review at NAAE's office upon request. I have read and am familiar with the contents of the NAAE Operations and Management chapter. I specifically acknowledge that I have read and have become familiar with the contents of NAAE's Equal Opportunity Employment and Sexual Harassment policies, and I understand that I must report any violation of these policies by anyone in NAAE in accordance with any procedures outlined in these policies. I understand that as changes and amendments are made to the NAAE Operations and Management chapter, notice of the changes will be sent to me, and I agree I will review those changes at that time.

I understand that the NAAE Operations and Management chapter is for informational purposes only and has been prepared for the convenience and general guidance of NAAE's employees. I acknowledge that the material contained in the NAAE Operations and Management chapter is the sole property of NAAE and that copies may not be made or used outside NAAE without the express permission of the executive director.

I understand that if any NAAE employee is employed pursuant to the terms of a separate written employment contract with NAAE, such employee shall be subject to the terms and conditions of his/her employment contract and this the NAAE Operations and Management chapter, provided that if are conflicting terms between the two, the terms of the employment contract shall be controlling.

This Manual supersedes all previous editions.

I, _____, have read and understood the NAAE Operations and
(Employee's printed name)

Management chapter, and agree to follow the established guidelines as a NAAE employee.

Signature of Employee

Date

3.3 NAAE Awards and Recognition

3.3.1 NAAE Award Programs and Recognition Activities

The NAAE affirms its commitment to provide recognition to its members to encourage excellence in educational leadership, innovation, program development, teaching, and mentorship. It is NAAE policy to select the best-qualified person for each award and/or recognition in the organization. No recipient of an NAAE award will be discriminated against because of race, creed, color, religion, sex, national origin, ancestry, age, physical handicap, mental handicap, etc. This policy applies to all NAAE Awards and Recognition.

NAAE awards are highlighted below. The descriptions of the awards and the benefits of receiving these awards are subject to change. Please see the respective official award applications each year for the official application instructions, rules, eligibility requirements, award benefits, and all program details.

3.3.1.1 Retiring National Presidents and Vice Presidents

The NAAE affirms its appreciation of those who serve as president and/or vice president for a minimum of three years; they shall be made life members of NAAE and receive an appropriate plaque and other recognition at the end of their term of office. Such recognition will be provided at the NAAE convention at which their term of office is completed.

3.3.1.2 First Year National Vice Presidents

The NAAE affirms its appreciation of those who serve as an NAAE Vice President; upon completion of one year of service, they shall receive an NAAE officer key. The officer keys will be presented at the NAAE convention at which the vice presidents' first year of service on the board is completed.

3.3.1.3 National Board Member Spouse Recognition

The NAAE affirms its appreciation for the spouses of those who serve on the NAAE Board of Directors with appropriate recognition. Such recognition will be provided at the NAAE convention.

3.3.1.4 Lifetime Achievement Award

The NAAE shall recognize retired NAAE members who have made significant contributions to agricultural education at the state, regional and national levels with the Lifetime Achievement Award. The recipients shall receive a plaque. Each region is eligible to have one recipient. Awards will be presented at the NAAE convention.

Each spring, applications will be provided from the NAAE office to the state agricultural teachers' association presidents. Any NAAE member may request an application from the NAAE office. Completed applications should be delivered to the respective regional leadership conferences for evaluation. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.5 Outstanding Service Citation

The NAAE shall recognize current and retired NAAE members who have made significant contributions to agricultural education at the state, regional and national levels with the Outstanding Service Citation. The recipients shall receive a plaque. Each region is eligible to have one recipient. Awards will be presented at the NAAE convention.

Each spring, applications will be provided from the NAAE office to the state agricultural teachers' association presidents. Any NAAE member may request an application from the NAAE office. Completed applications should be delivered to the respective regional leadership conferences for evaluation. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.6 Outstanding Cooperation Award

The NAAE shall recognize organizations, agribusiness companies, and others who have given outstanding support to agricultural education with the Outstanding Cooperation Award. The recipients shall receive a plaque. Each region is eligible to have one recipient. Awards will be presented at the NAAE convention.

Each spring, applications will be provided from the NAAE office to the state agricultural teachers' association presidents. Any NAAE member may request an application from the NAAE office. Completed applications should be delivered to the respective regional leadership conferences for evaluation. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.7 Ideas Unlimited Award

The NAAE encourages and recognizes agriculture teachers for creativity and innovation with the Ideas Unlimited Awards Program. This awards program shall include the selection of six national winners, one from each of the six NAAE regions. The recipients shall receive plaque recognition and other awards as provided by any program sponsor(s). The national awards will be presented at the NAAE convention. Applicants who are selected as one of the six national award recipients must have been a NAAE member the three (3) previous years or continuously since he/she began teaching. Award eligibility (membership status and any other qualifications) must be certified by the state association president or his/her designate.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. State winners will receive certificate recognition. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be delivered to NAAE office postmarked no later than May 15. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.8 Teacher Mentor Award

The NAAE Teacher Mentor Award Program is one initiative to address the national agriculture teacher shortage issue. Specifically, the recognition program will address teacher retention. Statistics indicate that a large proportion of classroom teachers leave the teaching profession within their first five years of teaching. Beginning teachers are in desperate need of leadership and guidance during their "induction" years. If you ask agriculture teachers what motivated them to enter and stay in the teaching profession, predominately they will attribute their decision to another agriculture teacher who encouraged them. Many state agricultural education associations have recognized the importance of positive relationships between beginning and experienced teachers by creating formal organizational structures to "connect" beginning and experienced teachers. This award program will provide additional incentives for experienced teachers to become mentors for beginning teachers, and it will provide

beginning teachers a way to say “thank you” to the experienced teachers who have influenced them. The recipients of this award at the state level shall receive recognition. Each state shall be eligible to submit one applicant for regional consideration. Six national winners, one from each of the six NAAE regions, will be recognized at the NAAE Convention.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be mailed to the NAAE office, postmarked no later than May 15. Each region’s entries will be sent to a different region for evaluation. When possible, the evaluation will take place at the regional leadership conferences. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.9 Thirty Minute Club Award

The NAAE encourages and recognizes members who have dedicated at least thirty minutes in preparing articles and/or photos for publication in media that has distribution beyond the recipient's state borders with the Thirty Minute Club Award. The articles and/or photos must promote agricultural education, agriculture and/or education. The recipient shall receive certificate and/or seal recognition at the state level.

Thirty Minute Club Award Certificates and seals can be purchased by a state association from the NAAE office for a nominal fee.

3.3.1.10 Teacher of Teacher Award

The NAAE encourages and recognizes members who have former agriculture students currently teaching agriculture with the Teacher of Teacher Award. The recipient shall receive certificate recognition at the state level. There are three levels of state recognition: Bronze = <2; Silver = 3-4; and Gold = 5+. State associations may request Teacher of Teacher Award Certificates from the NAAE office for a nominal fee per certificate.

3.3.1.11 Years of Service Award

The NAAE recognizes members for service in agricultural education with the Years of Service Award. The recipients are recognized for five year segments of service with a plaque, certificate and/or charm at the discretion of each respective state association. State associations may request Years of Service Certificates from the NAAE office for a nominal fee per certificate.

3.3.1.12 State Outstanding Service Award

The NAAE supports the recognition of those agriculture and agribusiness leaders who have provided outstanding service to agricultural education with the State Outstanding Service Award. The recipients shall be recognized with a certificate at the state level. State associations may request State Outstanding Service Award Certificates from the NAAE office for a nominal fee per certificate.

3.3.1.13 Membership Development Awards

The NAAE encourages and recognizes strong leadership in the area of membership development through seven different Membership Development Awards.

3.3.1.13.1 Regional Membership Award (Percentage)

The NAAE shall recognize the Regional Vice President attaining the highest percentage membership growth at the NAAE Convention by engraving his/her name on the rotating regional membership award cup.

3.3.1.13.2 Regional Membership Award (Numerical)

The NAAE shall recognize the Regional Vice President attaining the highest numerical membership growth at the NAAE Convention by engraving his/her name on the rotating regional membership award cup.

3.3.1.13.3 100 Percent State Association

The NAAE shall recognize those states attaining 100 percent state agriculture teacher membership in NAAE with certificate recognition at the NAAE Convention. The state association shall certify that 100 percent membership has been attained.

3.3.1.13.4 10 Percent Growth

The NAAE shall recognize those states attaining 10 percent growth of state agriculture teacher membership in NAAE with certificate recognition at the NAAE Convention. The NAAE shall certify that 10 percent membership growth has been attained.

3.3.1.13.5 Highest Percentage Growth

The NAAE shall recognize the state attaining the highest percentage membership growth with plaque recognition at the NAAE Convention. The NAAE shall certify that highest numerical membership growth has been attained.

3.3.1.13.6 Highest Numerical Growth

The NAAE shall recognize the state attaining the highest numerical membership growth with plaque recognition at the NAAE Convention. The NAAE shall certify that highest numerical membership growth has been attained.

3.3.1.13.7 100 Percent Collegiate Membership

The NAAE shall recognize those universities attaining 100 percent NAAE membership by those students preparing to teach agriculture with certificate recognition. The university shall certify that 100 percent membership has been attained.

3.3.1.14 Professional State Association Award

The NAAE encourages and recognizes the development of a strong and viable state association through the Professional State Association Award presented at the NAAE Convention. The award application is based on the state association's performance in the previous fiscal year. The recipients shall be recognized as a Distinguished Professional State Association, Professional State Association and Active State Association based on the quality of the application. Plaque recognition shall be provided.

State association presidents will be provided the application forms each year from the NAAE office. The completed applications must be postmarked to the respective regional vice president no later than September 1. Regional vice presidents will approve the applications and forward them to the NAAE office. The executive director will approve the applications and determine the level of recognition to be awarded to each application. Specific criteria for the award are provided on the application form.

3.3.1.15 Outstanding Young Member Award

The NAAE recognizes members with five years or less agriculture teaching experience for their participation in professional activities, excellence in teaching, programmatic leadership and involvement in community organizations with the Outstanding Young Member Award. The recipients of this award at the state level shall receive certificate recognition. Each state shall be eligible to submit one applicant for regional consideration. Six national winners, one from each of the six NAAE regions, will be recognized at the NAAE Convention. Applicants who are selected as one of the six national award recipients must have been a NAAE member the three (3) previous years or continuously since he/she began teaching. Award eligibility (membership status and any other qualifications) must be certified by the state association president or his/her designate.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be mailed to the NAAE office, postmarked no later than May 15. Each region's entries will be sent to a different region for evaluation. When possible, the evaluation will take place at the regional leadership conferences. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.16 Outstanding Agricultural Education Teacher Award

The NAAE recognizes members who have demonstrated excellence in teaching, program leadership, innovation and community involvement with the Outstanding Agricultural Education Teacher Award. The recipients of this award at the state level shall receive certificate recognition. Each state shall be eligible to submit one applicant for regional consideration. Six national winners, one from each of the six NAAE regions, will be recognized at the NAAE Convention. Applicants who are selected as one of the six national award recipients must have been a NAAE member the three (3) previous years or continuously since he/she began teaching. Award eligibility (membership status and any other qualifications) must be certified by the state association president or his/her designate.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be mailed to the NAAE office, postmarked no later than May 15. Each region's entries will be sent to a different region for evaluation. When possible, the evaluation will take place at the regional leadership conferences. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.17 Outstanding Middle/Secondary School Agricultural Education Program Award

The NAAE recognizes members who have exhibited innovation and creativity in the development of an outstanding agricultural education program at the middle school or secondary school level of instruction that serves all students and the entire community with the Outstanding Middle/Secondary School Agricultural Education Program Award. The recipients of this award at the state level shall receive certificate recognition. Each state shall be eligible to submit one applicant for regional consideration. Six national winners, one from each of the six NAAE regions, will be recognized at the NAAE Convention. For programs selected as one of the national award recipients, all full-time instructors within the applicant institution or of the department within the applicant institution must have been a

NAAE member the three (3) previous years or continuously since he/she began teaching. Award eligibility (membership status and any other qualifications) must be certified by the state association president or his/her designate.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be mailed to the NAAE office, postmarked no later than May 15. Each region's entries will be sent to a different region for evaluation. When possible, the evaluation will take place at the regional leadership conferences. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.18 Outstanding Postsecondary/Adult Agricultural Education Program Award

The NAAE recognizes members who have exhibited innovation and creativity in the development of an outstanding agricultural education program at the 2-year postsecondary or fulltime adult level of instruction that serves all students and the entire community with the Outstanding Postsecondary/Adult Agricultural Education Program Award. The recipients of this award at the state level shall receive certificate recognition. Each state shall be eligible to submit one applicant for regional consideration. Six national winners, one from each of the six NAAE regions, will be recognized at the NAAE Convention. For programs selected as one of the national award recipients, all full-time instructors within the applicant institution or of the department within the applicant institution must have been a NAAE member the three (3) previous years or continuously since he/she began teaching. Qualifying young farmer and/or adult aged program staff must devote at least 50 percent of their teaching time to this level of instruction. Award eligibility (membership status and any other qualifications) must be certified by the state association president or his/her designate.

Applications will be provided to all NAAE members via the NAAE website. Each state shall be eligible to submit one entry for consideration at the regional level. Each state association may determine its own procedures for selecting the respective state winning entry. State winning entries must be mailed to the NAAE office, postmarked no later than May 15. Each region's entries will be sent to a different region for evaluation. When possible, the evaluation will take place at the regional leadership conferences. Regional vice presidents will coordinate the evaluation process. Specific criteria for the award are provided on the application form.

3.3.1.19 Teachers Turn the Key Awards

Agricultural education is continually faced with a shortage of qualified teachers. Unless those who have been trained enter and remain in the profession for a period of several years, the shortage of qualified teachers will prevail. As a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in professional activities, NAAE offers the Teachers Turn the Key Scholarship.

NAAE members who are currently in their second, third, or fourth year of teaching are eligible to apply for this award. Applicants must be a member of NAAE during the year of application and be a member of NAAE at the time of the convention at which they receive the scholarship. Applicants must not have attended the NAAE convention previously. All state winners must agree to attend the entire NAAE convention. Depending on the year, states may be allowed to submit up to two applicants for the Teachers Turn the Key scholarship program as long as the total number of participants does not exceed 50. The postmark deadline for submitting state winning applications to the national NAAE office is May 15, 2011.

3.3.1.20 Agriscience Teacher of the Year Award

The National Agriscience Teacher of the Year award recognizes teachers who have inspired and enlightened their students through engaging and interactive lessons in the science of agriculture. Each year, one National Agriscience

Teacher of the Year and one runner-up is selected from a group of four finalists at the National FFA Convention. Finalists give a presentation about their teaching methods and answer questions from a panel of judges. In order to be eligible for the Agriscience Teacher of the Year program, a teacher must meet the following criteria: (1) the teacher must be certified to teach agriculture to grades 7 -12; (2) the teacher must currently be employed as an agriculture teacher for grades between 7 and 12; (3) teachers must be nominated for their state's Agriscience Teacher of the Year award (nomination forms must be submitted to and approved by the teacher's state FFA association); and (4) to qualify for the national competition, teachers must be selected by their state FFA associations as one of its top two applicants or as one of its top 10 percent of applicants. Teachers who have been previously awarded the National Agriscience Teacher of the Year award are ineligible for further national awards in this category. Teachers named as national finalist but not selected as a national winner are ineligible in the year immediately following the year they were named a finalist.

Agriscience Teacher of the Year awards are available at the state and national levels. Each participant in the state's Agriscience Teacher of the Year program will receive a certificate. The winner of the state's Agriscience Teacher of the Year award will receive a plaque. The state's top two applicants or its top 10 percent of applicants will be submitted to the NAAE office for the national competition.

Four finalists are selected from the states' top entries. Each finalist will receive a plaque, a \$500 cash award, and a \$1,500 grant to purchase agriscience equipment for his or her school. They will also receive (1) one round trip, coach airfare to the NAAE convention from the commercial airport nearest the finalist's home or roundtrip mileage reimbursed at the current NAAE rate not to exceed the dollar amount of one round trip airfare; (2) lodging for 4 nights at the NAAE Convention hotel; and (3) complimentary NAAE convention registration. The National Agriscience Teacher of the Year award winner will receive a school plaque, an individual plaque and an additional \$1,500 cash award.

3.3.1.21 Regional Conference Appreciation Recognition

The NAAE regions shall present the Regional Conference Certificate of Appreciation to individuals, organizations and others who support regional conference activities. The recipients shall receive certificate recognition. The regional vice presidents will coordinate the awards selection and presentation in their respective regions.

3.3.1.22 Regional Outstanding Service Award

The NAAE regions shall present the Regional Outstanding Service Award to active agriculture teachers, retired agriculture teachers, retired state supervisors, retired teacher educators and agribusiness supporters for continuous service to agricultural education, conducting an outstanding agricultural education program and involvement in state agricultural teachers' association and NAAE activities. The recipients shall receive certificate recognition. The regional vice presidents will coordinate the awards selection and presentation in their respective regions.