



Standing Orders, Rules, and Policies

Section 1.00

Organizational Governance & Communication

- 1.01 Communication of Bylaws and Standing Rules to the Membership.
- 1.02 Addressing Bylaws Amendments at Annual Conference.
- 1.03 Standard Order of Business for Meetings
- 1.04 Consent Agenda for Meetings
- 1.05 Priority Agenda for Meetings
- 1.06 Agenda Notice for all Business Sessions.
- 1.07 President's Council

Section 2.00 Membership

- 2.01 Annual Dues
- 2.02 Membership Classes
- 2.03 Individual Membership Categories and Dues
- 2.04 Institutional Membership

Section 3.00 Regions

- 3.01 United States
- 3.02 Canadian Provinces

Section 4.00- Nomination & Election Procedures

- 4.01 Nominating Committee Directions
- 4.02 Nomination Timeline for Candidates

Section 5.00 Officer Duties

- 5.01 President
- 5.02 President-Elect
- 5.03 Immediate Past President
- 5.04 Secretary/Treasurer
- 5.05 Regional Directors
- 5.06 Judging Conference Director
- 5.07 Historian
- 5.08 Parliamentarian
- 5.09 Standing Committee Chairs
- 5.10 Officer Reports.

Section 6.00 Regional Leadership

- 6.01 Regional Director Meetings and Organization.
- 6.02 Regional Director Tasks.
- 6.03 Assistant Regional Directors
- 6.04 Campus Ambassador Volunteers

Section 7.00 Association Liaisons

- 7.01 Liaison Responsibilities
- 7.02 Liaison Procedures
- 7.03 Delta Tau Alpha Liaison
- 7.04 Association of Public and Land Grant Universities (APLU) Liaison
- 7.05 Non-Land Grant Agricultural and Renewable Resources Universities (NARRU) Liaison

Section 8.00 Annual Conference

- 8.01 Annual Conference Sites
- 8.02 Annual Conference Coordination
- 8.03 Annual Conference Program Chair
- 8.04 Annual Conference Activities
- 8.05 Special Rules of Order for Annual Meeting

Section 9.00 Virtual Meeting Rules of Order

- 9.01 Special Rules of Order for Virtual Meetings

Section 10.00 Standing Committees

- 10.01 Standing Committee Structure
- 10.02 Standing Committee Meetings
- 10.03 Standing Committee Program of Work
- 10.04 Educational Issues and Teaching Improvement Committee
- 10.05 Educator Recognition Committee
- 10.06 Experiential Learning Committee
- 10.07 Foundation Advisory Committee
- 10.08 Global Engagement Committee
- 10.09 Annual Conference Committee
- 10.10 Finance Committee
- 10.11 Nominating Committee

Section 11.00 NACTA Journal

- 11.01 Journal Editor
- 11.02 NACTA Journal Editorial Board
- 11.03 Editorial Board Member Position Descriptions
- 11.04 Manuscript Topics
- 11.05 Manuscript Processing
- 11.06 Library Subscriptions

Section 12.00 NACTA Foundation

- 12.01 Foundation Advisory Committee
- 12.02 Giving Levels.

Section 13.00

Adoption, Amendment, and Suspension of Standing Orders, Rules, and Policies

- 13.01 Record of Adoption/Amendment

Adopted November 17, 2020; Last Amended March 19, 2024



Standing Orders, Rules, and Policies

Section 1.0 Organizational Governance & Communication

- 1.01 Communication of Bylaws and Standing Rules to the Membership. Membership would be provided access to the current bylaws and standing rules by the management firm when membership dues are submitted. Additionally, in March prior to the annual conference every year, the membership would be notified by email of pending deadline (30 days prior to annual meeting) for notice to be provided of potential bylaw amendments. The email reminder would include links to the existing bylaws, standing rules, as well as contact information for the current organizational parliamentarian if assistance is needed.
- 1.02 Addressing Bylaws Amendments at Annual Conference. In the week prior to the annual business meeting, the Parliamentarian with the assistance of the management firm and the host conference site will conduct a Bylaws hearing for the discussion on proposed bylaws amendments. Amendments would be considered by the assembly as a special order in the first business session of the conference.
- 1.03 Standard Order of Business for Meetings. The parliamentary authority of NACTA is the most recent edition of Robert's Rules of Order, Newly Revised. Informed by the parliamentary authority and addressing the needs of NACTA, the standard order of business for NACTA business meetings will be: (i) Consent Agenda Items, (ii) Priority Agenda Items, (iii) Reading and Approval of Minutes; (iv) Reports of Officers and Standing Committees; (v) Reports of Special Committees; (vi) Special Orders; (vii) General Orders and Unfinished business, (viii) New Business, (ix) Announcements/Good of the Order, and (x) Adjournment.
- 1.04 Consent Agenda for Meetings. Routine and non-controversial matters to approve may be placed on a consent agenda by the team of past president, president, and president-elect of NACTA. Items on a consent agenda can be approved *en bloc* (as a whole) with a majority vote. Any member may request that any item on the consent agenda be removed from the consent agenda and transferred to the regular agenda for deliberations.
- 1.05 Priority Agenda for Meetings. A priority agenda for any NACTA business session (executive meeting or membership meeting) can be created and developed by the current president of the organization to allow the organization to take up important agenda items, or business of significant consequence, early in the meeting. The priority agenda will be taken up after the consent agenda is disposed of. The assembly can amend any priority agenda with a majority vote.
- 1.06 Agenda Notice for All Business Sessions. For all business sessions of the organization, be it executive meetings or membership meetings, planned agendas should be shared with the executive committee or the membership a minimum of 24 hours prior to the meeting.
- 1.07 President's Council. The current president, the immediate past president, the president-elect, the secretary-treasurer, and a representative from the management firm will comprise the NACTA President's Council. The council will meet at the call of the current president for consultation in stewardship of the organization in preparation for the meetings of the Executive Committee. All organization proposed business items/actions must be brought to the Executive Committee for approval.



Standing Orders, Rules, and Policies

Section 2.0 Membership

- 2.01 Annual dues. Each member will be assessed annual dues that will be used to cover expenses of the Association. Membership is annual. The amount of dues to be assessed will be determined during the business meeting at the annual conference as recommended by the Executive Committee. Dues are payable upon receipt of invoice from the Secretary/Treasurer. Dues will be reviewed every three years by the finance committee after the annual meeting for approval by the membership at the next annual meeting.
- 2.02 Membership Classes. The Board may establish and/or change the membership classes. The Executive Committee will set the dues amount and the criteria for each class of membership with approval in the business meeting at the annual conference. To be in good standing, a member must not be more than six months in arrears in his/her dues and financial obligations to the Organization. Individuals more than six months in arrears in their dues will be declared inactive but retained on the membership rolls for an additional six months. Inactive members can reinstate their good standing by payment of current and all past dues. Individuals whose dues are more than one year in arrears will be dropped from the membership rolls.

2.03 Individual Membership Classes and Dues

* As last updated in 2023

Membership Classes	Period	Amount
Active Members (with institution as a member)	1 yr.	\$100
	3 yrs.	\$270
Active Members (w/o institution as a member)	1 yr.	\$125
	3 yrs.	\$340
Graduate Student	1 yr.	\$35
Emeritus Member	1 yr.	\$25
Life Members	1-time payment	\$750
	4-year payment	\$200/yr.

2.04 Institutional Membership

Institutional Membership	Period	Amount
4 Year College or University	1 year	\$200
2 Year College or University	1 year	\$100



Standing Orders, Rules, and Policies

Section 3.0 Regions

3.01 United States

Western Region

Alaska
American Samoa
Arizona
California
Colorado
Guam
Hawaii
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

Southern Region

Arkansas
Alabama
Florida
Georgia
Louisiana
Mississippi
North Carolina
Oklahoma
South Carolina
Tennessee
Texas
Puerto Rico
Virgin Islands

Central Region

Illinois
Iowa
Kansas
Minnesota
Missouri
Nebraska
North Dakota
South Dakota
Wisconsin

Eastern Region

Connecticut
Delaware
Indiana
Kentucky
Maine
Maryland
Massachusetts
Michigan
New Hampshire
New Jersey
New York
Ohio
Pennsylvania
Rhode Island
Vermont
Virginia
West Virginia

3.02 Canadian Provinces and territories

Alberta
British Columbia
Labrador
Manitoba
Nanuvut
Newfoundland
Nova Scotia
Ontario
Prince Edward Island
Quebec
Saskatchewan



Standing Orders, Rules, and Policies

Section 4.0 Nomination & Election Procedures

- 4.01 Nominating Committee Directions: The nominating committee will consist of five total individuals. The two most immediate past presidents and three other NACTA active members appointed by the President. The immediate past president serves as chair. The Nominating Committee should determine the offices to fill and solicit nominations from the membership by October 1st.
- 4.02 Nomination Timeline for Candidates: NACTA Active members are eligible for election to leadership roles in the organization. NACTA members should be notified of available leadership positions through the organization's communication channels, including but not limited to, the membership electronic newsletter, the website, and social media. Members may self-nominate or be put forth by the nominating committee. To be an eligible candidate, all nominees must complete an individual nomination form providing the necessary information to conduct elections with the organization's management firm. The Nomination Form will be closed by December 1st. After December 1st, the only way a name can be added to the ballot is by being placed there by the nominating committee.

Section 5.0 Officer Duties

- 5.01 President. The general duties of the President will be to: (a) preside at the annual conference of the North American Colleges and Teachers of Agriculture and meetings of the Executive Committee; (b) facilitate standing committees formation with leadership and members; (c) establish special committees with the approval of the Executive Committee and appoint members to these committees; (d) act as the official representative of the Association unless a representative is otherwise appointed; (e) serve, as appropriate, as an ex-officio member of any committee; (f) ensure that future conference host sites for three years into the future are identified with dates and the contact person listed on the NACTA website; and (g) receive the external audit financial report and provide a copy to the Secretary/Treasurer.
- 5.02 President-Elect. The general duties of the President-Elect will be to: (a) serve in lieu of the President if the President cannot serve; (b) provide assistance and advice to the president as requested; (c) assume the office of President following completion of a one-year term as President-Elect; (d) coordinate with the Secretary/Treasurer and the managing firm on publishing organizational newsletters; (e) consult with President's council to secure nominations to appointed officers of NACTA (Foundation Director, Historian, Journal Editor, Parliamentarian and one Finance Committee member) for consideration by the Executive Committee to appoint before September of each calendar year, and (f) convene the President's Council to review organization governing documents (bylaws, standing rules, etc.) with appointed parliamentarian by April of calendar year prior to annual business meeting.
- 5.03 Immediate Past President. The general duties of the Immediate Past President will be to: (a) chair the Nominating Committee; (b) coordinate the selection of the Distinguished Educator Award, including establishing and publishing policies and guidelines for the award, receiving nomination materials, and selecting the award recipients with input from the Executive Committee; (c) coordinate the selection of the Murray Brown Leadership Award, including establishing and publishing policies and guidelines for this award; receive nomination materials; and selecting the award recipients with input from the Executive Committee; and (d) coordinate regular meetings between the management firm and the host site for the annual conference representing the NACTA Executive Committee.



Standing Orders, Rules, and Policies

- 5.04 Secretary/Treasurer. The general duties of the Secretary/Treasurer will be to: (a) serve as an active conduit for communication between the Executive Committee, executive management firm, and members (if necessary); (b) be knowledgeable of the organization's records and related materials, and provide advice and resources to the Executive Committee when necessary; (c) provide signatory authority for financial transactions of the organization; (d) support the Executive Committee as they discharge their fiduciary duties, (e) coordinate with the President-Elect and the management firm on organizational newsletter; and (f) chair the standing Finance Committee.
- .05 Regional Directors. The general duties of each Regional Director will be to represent NACTA in matters of a regional nature and coordinate the regional leadership structure described in section 5.0 of the standing rules of the organization. Regional directors are asked to submit a report in a timely manner to the Executive Committee Meetings. The regional directors will select a chair from their elected ranks to lead the regional directors for the year.
- 5.06 Judging Conference Director. The general responsibilities of the Judging Conference Director will be to: (a) serve as the official representative of NACTA to the Judging Conference; (b) facilitate communication between NACTA and Judging Conference participants; (c) identify and schedule future host sites for Judging Conferences; and (d) explore future experiential learning opportunities.
- 5.07 Historian. The general duties of the Historian will be to (a) maintain the archives of NACTA and (b) make reports of historical events relevant to the Association when appropriate.
- 5.08 Parliamentarian. The duties of the parliamentarian will be determined by the President, Executive Committee, and as outlined in the organization's parliamentary authority *Robert's Rules of Order Newly Revised*. The parliamentarian is also tasked with moderating a Bylaws hearing prior to the Annual Meeting when any bylaws amendments are submitted. The parliamentarian is authorized to correct article and section designations, punctuation, grammar, syntax, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent and maximize clarity of the governing documents of NACTA including the bylaws and the standing orders, rules, and policies.
- 5.09 Standing Committee Chairs. Standing committee chairs will solicit members for their committee, plan the work of the committee and provide updates to the Executive Committee as needed or requested. Chairs will work with the President to have nominations for the Executive Committee to appoint the five core committee members of each committee, striving for regional representation when possible.
- 5.10 Officer & Committee Reports. All officers, regional directors and committee chairs will provide an annual written report summarizing their activities to the Executive Committee via a copy sent to the organization's management firm by June 1 prior to the annual conference.

Section 6.0 – Regional Leadership

- 6.01 Regional Director Meetings and Organization. The five regional directors are tasked with selecting a chair for regional leadership from their elected ranks on an annual basis. The chair will be responsible for convening the regional directors 8 to 10 times a year as desired.
- 6.02 Regional Director Tasks. The five regional directors are provided the following suggested tasks for implementation in their respective region.
- Facilitate regional teaching workshops
 - Facilitate regional breakout sessions/socials at NACTA Conference



Standing Orders, Rules, and Policies

- c. Oversee marketing materials with the management firm, including a packet for potential and/or new members
- d. Maintain a list of Campus Ambassadors and review information packet for Campus Ambassadors

6.03. Regional Leadership Teams. Each regional director is asked to recruit and assist a group of four assistant regional directors. Tasks of the assistant regional directors include:

- a. Send welcome email to new members within the region
- b. Identify and network with Campus Ambassadors within the region
- c. Distribute Campus Ambassador packets as needed
- d. Contact and encourage administrations about joining and/or maintaining membership in NACTA
- e. Build community within the region utilizing tools like social media (Facebook; Twitter; LinkedIn)

6.04 Campus Ambassador Volunteers. Campus Ambassador Volunteers, as recruited by regional directors, are asked to:

- a. Send NACTA information packet to new faculty and graduate students each fall semester
- b. Share calls for NACTA abstracts with faculty and student researchers
- c. Share NACTA Conference registration information with faculty and graduate students
- d. Convey the benefits of NACTA membership at faculty events and through communication
- e. Help recognize NACTA award winners on their campuses



Standing Orders, Rules, and Policies

Section 7.0 Association Liaisons

- 7.01 Liaison Responsibilities. The NACTA Executive Committee will have the authority to appoint NACTA members as Association Liaisons to various associations as the need arises. The general responsibilities of the Association Liaisons will be to: (a) serve as the official representatives of NACTA to various associations whose memberships consists primarily of colleges of agricultural, environmental, natural, and life sciences; (b) facilitate communications between NACTA and the associations. Liaisons are expected to attend the Executive Committee meetings.
- 7.02 Liaison Procedures. The following policies will pertain to liaisons: (a) vacant positions will be appointed by the President with approval from the Executive Committee; (b) appointees will serve designated terms as appropriate and there is no limit on the number of terms served; and (c) annual reports summarizing activities will be provided to the Executive Committee via a copy sent to the Secretary/Treasurer at least two weeks prior to the annual conference.
- 7.03 Delta Tau Alpha Liaison. The general responsibilities of the Delta Tau Alpha Liaison will be to: (a) serve as the official representative of NACTA to the Honor Society of Delta Tau Alpha; and (b) facilitate communications between NACTA and the Delta Tau Alpha Society. This liaison will also serve as the National Advisor of Delta Tau Alpha.
- 7.04 Association of Public and Land Grant Universities (APLU) Liaison. The general responsibilities of the APLU Liaison will be to: (a) serve as the official representative of NACTA to the APLU; and (b) facilitate communications between NACTA and the APLU.
- 7.05 Non-Land Grant Agricultural and Renewable Resources Universities (NARRU) Liaison. The general responsibilities of the NARRU Liaison will be to: (a) serve as the official representative of NACTA to the NARRU; and (b) facilitate communications between NACTA and the NARRU.

Section 8.0 Annual Conference

- 8.01 Annual Conference Sites. Conference sites should be selected at least three years in advance if possible and a requirement of a minimum of one year in advance.
- 8.02 Annual Conference Coordination. The NACTA Executive Board will have the option to task a management firm with managing the annual conference. The Immediate Past President, the management firm, and the host site will coordinate to conduct the annual conference in conjunction with the standing Annual Conference Committee (see section in Standing Committees on Annual Conference Committee).
- 8.03 Annual Conference Program Chair. A conference program chair (also an Associate Editor) will be appointed for a 3-year term by the NACTA Editor-in-Chief. The program chair will work with the annual conference host site with duties to include call for abstracts announcement (January), updating categories for abstract submission, taking into account the annual conference theme, accessing abstracts online to be sent out to reviewers, making the final decision on abstract acceptance or rejection, and the scheduling of abstracts, symposia, workshops (and their publication in the NACTA Journal) and selection of the Blue-Ribbon speaker.
- 8.04 Annual conference activities. In the week prior to the annual business meeting, a bylaws hearing should be conducted by the organizational parliamentarian (either virtual or face-to-face).



Standing Orders, Rules, and Policies

8.05 Special Rules of Order for Face-to-Face Annual Meetings. The following special rules of order are adopted for yearly annual meeting business session conducted as part of the Annual Conference. These special rules of order should be provided in written form to all members attending the business sessions.

1. *Agenda/Program of Work/Consideration of Business:* The president will adapt the agenda as required for smooth operation of the assembly with consent of the assembly.
2. *New Business Items:* Any new item of business presented as a main motion for consideration during the annual meeting must be emailed to the parliamentarian prior to being made in the business session.
3. *Time Limits:* Each item of business on the agenda in the annual meeting is limited to 10 minutes per item. Time can be extended for any item with permission of the convention assembly with a majority vote. The clock will run uninterrupted unless ordered stopped by the chair.
4. *Seconds for Motions:* Motions made in the annual meeting will not require a second to be restated by the chair.
5. *Voting:* Only members who are registered for the annual meeting and present at the time of the business meeting may make motions, discuss, and vote on business items.
6. *Debate/Discussion:* During the Annual Meeting, no member may speak for more than two minutes in any one debate/discussion and only twice on the same subject. Debate may be extended with permission of the assembly by unanimous consent. No one will speak for the second time in the Annual Meeting until all those seeking recognition have had the opportunity to speak once.
7. *Minutes, Reports and Permanent Records:* Minutes of the Annual Meeting will not include the name of the maker of the motion. All reports and other material for the permanent record or proceedings of the organization will be emailed to the NACTA secretary before the conclusion of the Annual Meeting.
8. *Corrections:* The parliamentarian will be authorized to correct article and section designations, punctuation, grammar, syntax, and cross-references and to make such other technical and confirmation changes as may be necessary to reflect the intent of the business in the Annual Meeting.



Standing Orders, Rules, and Policies

Section 9.0 Virtual Meeting Rules of Order

9.01 Virtual Special Rules of Order. The bylaws of NACTA authorize the Executive Committee to either call special meetings or move the annual meeting to virtual settings if needed. The following special rules of order will guide engagement in virtual meetings of NACTA.

1. Meeting Electronic Platform & Quorum
 - i. Login time. The president or president's designee will provide the internet meeting service availability to begin no less than 10 minutes before the start of each meeting.
 - ii. Quorum. The presence of a quorum will be established and announced by the president or president's designee who has ability to see the online list of participating members. Thereafter, the continued presence of a quorum will be determined by the online list of participating members. Quorum for NACTA is 50 active members.
 - iii. Technical requirements and malfunctions. Each attendee is responsible for his or her electronic connection; no action will be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting; nor will a refund be granted.
 - iv. Forced disconnections. The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
2. Agenda/Program of Work/Consideration of Business:
 - i. Agenda. The president will adapt the agenda as required for smooth operation of the assembly with consent of the assembly.
 - ii. Motions and Amendments. Any new item of business presented as a main motion or offered as an amendment will, before being recognized, need to be emailed to the parliamentarian.
 - iii. Display of motions. Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, will be displayed, to the extent feasible, until disposed.
 - iv. Consideration Time Limits. Each item of business on the agenda in the annual meeting is limited to 10 minutes per item. Time can be extended for any item with permission of the convention assembly with a majority vote. The clock will run uninterrupted unless ordered stopped by the chair.
3. Voting:
 - i. Voting Eligibility. Only members who are registered for the annual meeting and present at the time of the business meeting may make motions, discuss, and vote on business items.
 - ii. Voting. Votes will be taken by unanimous consent or the polling feature of the meeting service unless otherwise ordered by the assembly or required by the rules.
 - iii. Ballot votes. Ballot votes, if required, will be taken using the virtual election platform as designated by the parliamentarian.
4. Assignment of the Floor/Debate/Discussion:
 - i. Assignment of the floor. To seek regular recognition by the chair, a member will type in the chat feature the purpose for which recognition is being sought or the intention to speak for or against the motion. The Tech Team will determine and keep track of the speaking order.
 - ii. Limits of Debate. During the Annual Meeting, no member may speak for more than two minutes in any one debate/discussion and only twice on the same subject. Debate may be extended with permission of the assembly by unanimous consent. No one will speak for the second time in the Annual Meeting until all those seeking recognition have had the opportunity to speak once.
 - iii. Interrupting a member. Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, will raise their hands using the platform's raise hand feature. No other motions will be allowed to interrupt. The raise hand feature will only be used for this purpose.
 - iv. Identification of speaker. When recognized by the chair, members will state their name and their academic affiliation/institution.
5. Minutes, Reports, and Permanent Records:
 - i. Names of the Motion Maker. Minutes of the Annual Meeting will not include the name of the maker of the motion.
 - ii. Reports and other Material. All reports and other material for the permanent record or proceedings of the organization will be emailed to the NACTA secretary before the conclusion of the Annual Meeting.
 - iii. Corrections. The parliamentarian will be authorized to correct article and section designations, punctuation, grammar, syntax, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the business in the Annual Meeting.



Standing Orders, Rules, and Policies

Section 10.0 Standing Committees

- 10.01 Committee Structure. Committee Chairs are elected, assumed as a duty of another elected office or appointed depending on each committee. Each committee will have a minimum of 5 voting core members solicited by the elected committee chair and approved by the Executive Committee. It is desired, if possible, to have regional representation on all committees. Committees may have additional non-voting members and all NACTA members are invited to volunteer to serve on committees. Committee members are appointed on an annual basis. The president's council or their designee will serve as an ex-officio member of all committees and will not count towards quorum.
- 10.02 Standing Committee Meetings. Standing committees are asked meet as needed to achieve their program of work with a minimum of two meetings a year with one of those meetings occurring during annual conference. Meetings can be held virtually.
- 10.03 Standing Committee Program of Work. Standing committees are asked to create a program of work and submit to the Executive Committee by December 1st. Standing committees are asked to provide a written report on the progress of committee's program of work by May 15th prior to annual conference.
- 10.04 Educational Issues and Teaching Improvement Committee. The general responsibilities of the Educational Issues and Teaching Improvement (EITI) Committee will be to: (a) solicit and respond to member needs regarding programs and activities for instructional improvement; (b) identify, develop, sponsor, and conduct specific teaching and learning related activities such as blue-ribbon presentations, round tables, symposia, and workshops at the annual conferences; and (c) provide recommendations and assistance to the Editor regarding the publishing of materials pertaining to educational issues and teaching improvement. The chair of the EITI will also be an Associate Editor of the NACTA Journal.
- 10.05 Educator Recognition Committee. The general responsibilities of the Educator Recognition Committee will be to: (a) establish and publish policies and guidelines for the teaching awards; (b) receive nomination materials; (c) determine the award recipients; and (d) post the names of award recipients to the NACTA Teaching Awards website within four weeks following the annual conference. The chair of the Educator Recognition Committee will also be an Associate Editor of the NACTA Journal.
- 10.06 Experiential Learning Committee. The general responsibilities of the Undergraduate Experiential Learning Committee will be to: (a) collaborate with the Judging Conference Director to intentionally extend the mission of NACTA through the Judging Conference; (b) explore creative opportunities for NACTA to enhance undergraduate experiential learning; (c) develop career preparation and skill development opportunities through enhanced relationships with agricultural and environmental state and federal agencies, business leaders and companies; and (d) work with the Educational Issues and Teaching Improvement Committee to recommend programs for the annual conference focused on the implementation and assessment of experiential learning activities.
- 10.07 Foundation Advisory Committee. Section 10.0 of the standing rules provides more guidance to the Foundation Advisory Standing Committee.



Standing Orders, Rules, and Policies

- 10.08 Global Engagement Committee. The general responsibilities of the Global Engagement Committee will be to: (a) Promote global perspectives in the scholarship of teaching and learning agriculture and related disciplines among NACTA members; (b) Encourage publication of global agriculture articles and global engagement tips in the NACTA Journal; (c) Cultivate and nurture connections between NACTA and other organizations involved with international agriculture; (d) Increase awareness among NACTA members how global engagement promotes diversity and inclusion in agriculture and related disciplines; and (e) Enhance collaboration leading to global agriculture curriculum development and exchange programs, including identification of potential funding sources.
- 10.09 Annual Conference Committee. The annual conference committee as indicated in the bylaws will be responsible for ensuring that NACTA conducts an annual meeting per section 7.0 of the standing rules on Annual Meeting. The committee will be chaired by the Immediate Past President and comprised of the following 8 individuals or their designees: Educational Issues and Teaching Improvement Committee Chair; Regional Director of Region Hosting Annual Conference; Educator Recognition Committee Chair; Associate Editor-Abstract Review; Secretary/Treasurer; Management Firm Representative; Parliamentarian and Local Host Institution Representative.
- 10.10 Finance Committee. The Finance Committee is responsible for the oversight of all financial matters of NACTA, for the development of the annual NACTA financial report, NACTA budgets, and review of contractual obligations involving budgetary implications.
- 10.11 Nominating Committee. The general responsibilities of the Nominating Committee will be to: (a) select nominees for President-Elect, Secretary/Treasurer, open Director-Elect positions; Standing Committee Chairs and Finance Committee Member (b) present this slate to the Executive Committee for approval at the fall meeting; (c) coordinate the preparation of ballots and distribute information about the candidates to the membership at least 90 days prior to the annual conference; and (d) coordinate conducting the election via electronic voting.

Section 11.0 NACTA Journal

- 11.01 Editor-in-Chief. The general duties of the Editor-in-Chief will be to: (a) oversee the publication of the NACTA Journal, including, assignment of submitted manuscripts, teaching tips, and conference abstracts to Associate Editors, and making the final decision on acceptance/rejection of manuscripts, teaching tips, and conference abstracts, (b) oversee the Editorial Board, (c) oversee the NACTA website related to the NACTA Journal, (d) coordinate the solicitation, peer review and publication of accepted conference abstracts, and (e) communicate, as necessary, with the NACTA Executive Committee and with the NACTA membership.
- 11.02 NACTA Journal Editorial Board. Membership of the NACTA Editorial Board would include 12 members:
1. Editor in Chief – chairs editorial board
 2. Associate Editors (10):
 - a. 4 Associate Editors - Manuscript Review (each with specific areas of focus)
 - b. Associate Editor- Abstract Review (Annual Conference Program Chair)
 - c. Associate Editor - Annual Conference Symposia Chair (Current Chair of the EITI Committee)
 - d. Associate Editor – Teaching Tips
 - e. Associate Editor – Web Content
 - f. Associate Editor NACTA Journal Awards (Current Chair of the Journal Award Subcommittee)
 - g. Associate Editor - Teaching Awards (Current Chair of the Educator Recognition Committee)



Standing Orders, Rules, and Policies

3. Technical Editor – Management of organization personnel

11.03 Editorial Board Member Position Descriptions. The following are position duty descriptions of those who serve on the Editorial Board of NACTA:

1. Editor-in-Chief

- a. Appointed by NACTA Executive Board
- b. 3-year term, renewable for one more term
- c. Selected from pool of past or present Manuscript Handling Associate Editors
- d. Assigns manuscripts to Associate Editors based on topic and workflow to balance out work for Associate Editors.
- e. Makes final manuscript decisions based on recommendations from Associate Editors.
- f. Overseeing of reviewers to award Certified NACTA reviewer certificates.
- g. Chairs Editorial Board

2. Associate Editors - Manuscript Review

- a. Four positions
- b. Appointed by Editor-in-Chief.
- c. 3-year term, renewable for one more term (
- d. Selected from pool of past or present NACTA manuscript reviewers.
- e. Manage peer review process of assigned articles and communicates a recommendation to Editor-in-Chief.
- f. Communicate with Editor-in-Chief and other Associate Editors - Manuscript Handling by email or in meetings as needed.

3. Other Editorial Board Members

- a. Annual Conference Program Chair (Associate Editor – Abstract review). The Program Chair will work with the annual conference host site with duties to include call for abstracts announcement (January), updating categories for abstract submission taking into account annual conference theme, accessing abstracts online to be sent out to reviewers, making the final decision on abstract acceptance or rejection, and the scheduling and publication of abstracts, symposia, workshops, and the selection of the Blue-Ribbon speaker.
- b. Associate Editor – Annual Conference Symposia Chair (Current Chair of the EITI Committee. This position will solicit and respond to member needs regarding programs and activities for instructional improvement; identify, develop, sponsor, and conduct specific teaching and learning related activities such as blue-ribbon presentations, round tables, symposia, and workshops at the annual conference; and provide recommendations and assistance to the Editor regarding the publishing of materials pertaining to educational issues and teaching improvement.
- c. Associate Editor – Teaching Tips. Responsibilities include the editing/approval/rejection of learning object submissions (e.g., teaching tips, videos, software, podcasts, book reviews etc.) as well as monitoring dialogue between membership and learning object submitters in a dynamic “coffee-house” (NACTA Café) atmosphere on a designated site on the NACTA Webpage.
- d. Associate Editor – Web Content. Responsibilities for updating web content (excluding manuscripts, and NACTA Café) and working with NACTA staff to ensure site is current, well organized and engaging.
- e. Associate Editor NACTA Journal Awards (Current Chair of the Journal Awards Subcommittee). Duties include establish policies and guidelines for the Journal Awards, evaluate articles in the four issues of each volume of the journal and determine the award recipients.
- f. Associate Editor - Teaching Awards (Current Chair of the Educator Recognition Committee)



Standing Orders, Rules, and Policies

4. Other Editorial Members, cont.

- a. Technical Editor – Management of organization personnel. Assigns manuscripts to reviewers as directed by Associate Editors (ensure that the assigned reviewers are not co-authors or do not belong to the same academic institution as any authors or co-authors. Access abstracts online and distributes to reviewers. Manages manuscript receipt and removal of identifiers. Managed technical editing and preparation of galley proofs. Assists Editor in Chief with reviewer training to facilitate awarding Certified NACTA Reviewer certificates. Maintains list of manuscript reviewers. Maintains list of award reviewers. Corresponds with Editor in Chief, reviewers and authors as required.

11.04 Manuscript Topics. The following categories may be used to sort manuscript topics:

1. Innovative Teaching and Learning
2. Global Education
3. Scholarship of Teaching and Learning
4. Teaching with Technology
5. Online Programming
6. College / University Curriculum
7. K-12 Curriculum
8. Community Learning / Extension

11.05 Manuscript Processing. The following is the process a manuscript submitted to NACTA may follow:

1. Associate Editors - Manuscript Handling would be assigned Associate Editor Status on the manuscript management platform and would each have a list of manuscripts to process.
2. Editor-in-Chief receives manuscripts and assigns to one of four Associate Editor - Manuscript Handling based on topic and workload.
3. Technical Editor- assigns reviewers based.
4. Associate Editor - Manuscript Handling would make a recommendation on the fate of the manuscript and communicate to Editor-In-Chief who would make the final decision.
5. Associate Editors - Manuscript Handling would communicate as a group as needed.
6. Associate Editors - Manuscript Handling and Editor-in-Chief would hold a workshop at each NACTA Annual Conference for authors and/or reviewers.

11.06 Library Subscriptions. Institutional, public, or private libraries may pay for an annual subscription to the NACTA Journal. Libraries that pay for an annual subscription will receive one hard copy of the journal via U.S. Postal Service mail.

Section 12.0 NACTA Foundation

12.01 Foundation Director. The Foundation Director will oversee all activities of the NACTA Foundation including: (a) establishing policy, (b) preparing financial reports, (c) chairing the Foundation Advisory Committee, (d) serving on the Executive Committee, (e) reporting the status of the Foundation to the Executive Committee and the membership at the annual business meeting, and (f) other duties as may be directed by the Executive Committee.

12.02 Foundation Advisory Committee. The duties of the Foundation Advisory Committee will be to: (a) meet formally during the NACTA annual conference for the purpose of providing review, advice, and support to the NACTA Foundation Director; (b) identify priorities and initiatives that encourage, promote, and reward instructional excellence to be supported by the foundation; (c) review and approve financial transactions of the Foundation; and (d) review and approve annual Foundation financial report presented to the NACTA members at the annual business meeting.



Standing Orders, Rules, and Policies

12.03 Foundation Giving Levels.

- a. *Contributor*- Any individual or business making a minimum donation of \$50 during a given fiscal year - June 1 through May 31.
- b. *Educator*- Any individual or business making a minimum donation of \$200 during a given fiscal year - June 1 through May 31.
- c. *Showengerdt Keystone Club*- Any individual or business making a minimum donation of \$1,000. This gift may be pledged and paid over a five-year period.
- d. *NACTA Leadership Level*- Any individual or business making a minimum donation of \$5,000 or more as a one-time gift, named in honor of a former or current NACTA member.
- e. *Founder's Level*- Any person, business, corporation, or foundation making a donation of \$10,000, pledged and paid over a five-year period.
- f. *NACTA Foundation Sustaining Sponsor*- Any person, business, corporation, or foundation making a donation of \$10,000 or more as a one-time gift.

Section 13.00 Adoption, Amendment, and Suspension of Standing Rules

The Standing Rules can be adopted by a majority vote without previous notice by the Executive Committee or the membership at the annual business meeting. A standing rule can be amended by a majority vote with previous notice, or a two-thirds vote without previous notice. Standing rules that have any application outside a meeting context cannot be suspended. Special Rules of Order should be handled as such including being amended or adopted with a 2/3 vote.

13.01 Record of Adoption and Amendments.

These standing rules were initially adopted at the mid-year retreat November 17, 2020. They were amended as follows:

- Amended April 2023 to add special rules of order for the annual meeting, assistant regional directors, and nominations/elections procedures. The following sections were amended or added: 4.01; 4.02, 6.03, 8.02, 8.03, 9.01, 13.01
- Amended June 2022 to address committee composition changes and officer duties. The following sections were amended or added: 4.01, 4.02, 4.04, 4.05, 4.08, 4.09, 8.01, 8.03, 8.07, 8.09, 8.10, 8.11, 9.01.
- Amended May 18, 2021, to clarify sections Section 1.07 – *Creation of President's Council*; 4.0 – *Officer Duties*; 5.01- *Liaison Responsibilities*; 6.0- *Annual Conference*; 7.05 – *Global Engagement Committee*
- Amended May 2022 to add Section 5.0 Regional Leadership
- Amended January 19, 2021, to clarify section 2.04 – *Institutional Membership*.
- Amended December 16, 2020, to include section 6.03- *Annual Conference Program Chair*, 7.02 – *Educational Issues and Teaching Improvement Committee*, 7.03 – *Educator Recognition Committee*, 7.08 *Journal Committee Annual Conference Program Chair*, Section 8.0 NACTA *Journal*.