

The Association for International Agricultural and Extension Education



Policies and Procedures Handbook

This policy handbook serves as the record of the operational policies and procedures of the Association for International Agricultural and Extension Education (AIAEE) as established by its Board of Directors. The handbook is intended to provide detailed information for day-to-day operations of the organization. Content in the handbook must be consistent with current bylaws of the AIAEE.

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AIAEE POLICIES AND PROCEDURES HANDBOOK
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I. Procedures for Policy Change and Handbook Modification

This policy handbook serves as the record of the operational policies and procedures of the Association for International Agricultural and Extensional Education (AIAEE) as established by its Board of Directors. The AIAEE Policies Handbook will be available to all members via the AIAEE intranet. The Handbook is intended to provide detailed information for day-to-day operations of the organization. Content of the handbook must be consistent with the current AIAEE constitution and bylaws, which always take precedent.

The AIAEE Policies and Procedures Handbook may be changed at any time by a majority vote of the Board of Directors. The Secretary is responsible for recording changes to this handbook, updating it, and ensuring that the most current edition is posted on the AIAEE website. The Secretary is also responsible for conducting an annual review of Board of Directors minutes and bringing forth any conflicts or needed changes in this handbook at the meeting of the Board of Directors preceding the changeover of the Board.

II. Responsibilities of Officers

All elected officers are voting members of the Board of Directors.

A. President

Purpose — To preside over all meetings of the AIAEE and the Board of Directors and ensure the overall management of all aspects of the AIAEE. The current President is designated to represent the Association during their term and make commitments on behalf of the organization.

Term — 1 year, with an interval of two years from the time of completing a term of service before being eligible for election to the position of President-elect again.

Time Estimate

- 3 hours per month to organize and facilitate monthly calls
- 3–5 hours per week to manage various duties
- Increases to 4-6 hours per week in the month before the annual conference

Responsibilities

- Act as the official representative of the Association unless another representative is otherwise appointed
- Work with the AIAEE Treasurer to make sure taxes are filed annually
- Promote the AIAEE
- Appoint committee chairs to standing committees and convenes ad hoc committees as determined necessary by the Board of Directors
- Request plans of work from committee chairs
- Work regularly with committee chairs to ensure that duties are being completed and deadlines met. If committees are not completing tasks or meeting deadlines, works with individuals involved to find a solution

- Sign contracts and approve expenses on behalf of the Association
- Make sure that the actions of the board and committees are legal and records are accurate, in conjunction with the Treasurer for financial records and with the Secretary for archival records
- Develop the monthly agenda of the business meeting in collaboration with the Secretary
- Convene Board meetings
- Provide guidance to the conference planning team and assists with conference planning where necessary (example: site planning)
- Announce the results of officer elections to the membership of the Association
- Organize and lead the business meeting at the annual conference
- Lead the new membership meeting during the annual conference
- Provide an orientation on roles and expectations for the incoming elected officer taking over presidential role

B. President Elect

Purpose — To learn the duties of the role of President and assist with the management of the Association and serve as backup in case the President is unavailable.

Term — 1 year as President-elect. The President-elect should expect a commitment of three years since this position transitions to one year each as President and Past President.

Time Estimate

- 1 hour per month for monthly calls
- 3-5 hours per month throughout the year
- Increases to 5-7 hours per week leading up to conference as part of the planning committee for 3 months of the year

Responsibilities

- Preside over the Board of Directors in the absence of the President
- Provide input to the President
- Serve on the AIAEE Conference Planning and Professional Development Committees
 - Acts as liaison to the scholarly activities and professional development committees to ensure that deadlines are being met and appropriate procedures are followed
- Represent and promote the AIAEE at national conferences and other events when the President is not available
- Participate in monthly AIAEE conference calls and attends the annual conference
- Provide an orientation on roles and expectations for the incoming elected officer taking over President-Elect role

C. Past President

Purpose— To act as an advisor to the President and President-elect in order to ensure continuity within the Association. This position also acts as chair of the Nomination Committee, and serves as a mentor to student members.

Term — 1 year

Time Estimate

- 1 hour per month for monthly calls
- 3 hours per month for mentoring membership in the student group
- 10 hours in January and February for the officer nomination and election process

Responsibilities

- Nominations Committee Chair
 - Organize a committee of two other members whose duty is to solicit recommendations and nominate a minimum of two candidates for each office to be filled
 - Email listserv to request nominations for candidates for each office to be filled
 - Complete all necessary steps to prepare the ballot, including collecting pictures and biographies of nominees
 - Set up survey and tabulates results
 - For more information on the committee's duties and timeline, see Section IV
- Regularly mentor student members
- Serve on the Board of Directors
- Provide an orientation on roles and expectations for the incoming elected officer taking over Past President role

D. Secretary

Purpose— To keep full and accurate records of all business and proceedings in regular and special meetings.

Term — 1 year, without limitation on number of terms for which that person can be re-elected.

Time Estimate

- 1.5 hours per month for 12 months for the calls, setting up calls, Doodle polls, writing minutes, etc.
- Another 1-2 hours per week leading up to conference for 3 months of the year for letters, emails, etc.

Responsibilities

- The role of Secretary starts at the end of the annual conference, during the first meeting of the Board of Directors after the business meeting held at the annual conference
- Participate in regular Board meetings, takes minutes, shares minutes, and amends as necessary

- Provide dropbox access to all officers and remove past officers
- In consultation with the President, organize regular Board meetings. This may include scheduling the meetings, requesting agenda items, drafting the agenda, setting up Skype calls, and helping all board members join the call
- Prepare jointly with conference organizers invitation letters for participants who may need them (employer's request, visa documentation, etc.)
- Archive formal Board documents to the administrative section of the AIAEE website and ensures access to the archives is available to membership
- Provide an orientation on roles and expectations for the incoming elected officer taking over Secretary role
- Conduct an annual review of Board of Directors minutes and bring forth any conflicts or needed changes in this handbook at the meeting of the Board of Directors preceding the changeover of the Board
- During the AIAEE annual conference business meeting (whole membership):
 - Amends, as approved, the minutes of the prior year's business meeting minutes
 - Takes minutes of the AIAEE annual conference business meeting
 - Archives the business meeting minutes before the new Secretary takes over

E. Treasurer

Purpose —To maintain membership and financial balances throughout the year. They are accountable to the Association's Board and membership for appropriate management of fiscal resources.

Term — Two years, without limitation on number of terms for which the person can be re-elected.

Time Estimate

- Regular – 1 hour a week
- During membership renewal and just before conference registration – 2.5 hours a week
- During preparation of documents for taxes — 4 hours a week (for about a month)

Responsibilities

- Work with CPA to make sure taxes are filed annually
- Disburse funds once approved by the President
- Sign all checks for payment of expenditures
- Responsible to reply to all membership status/payment inquiries which includes manually adding new and renewed members the database upon receiving payment.
- Review and sign all contracts on behalf of the Association with approval of the Board of Directors
- Present reports on fiscal matters to the Association at the annual conference
- Follow the AIAEE Fiscal Policies and Procedures Handbook guidelines.
- Provide an orientation on roles and expectations for the incoming elected officer taking over Treasurer role

F. Member-at-Large Director

Purpose — To serve as a member of the Board of Directors to present an alternative view from that of the officer roles.

Term — Three years, with an interval of one year after completion of a term of service before being eligible for election to position again.

Time Estimate — 1–2 hours a month

Responsibilities

- Bring forth issues from the members in general to make sure board is addressing them
- Advise the AIAEE Board of Directors on international agricultural and extension education realities in the countries represented by the AIAEE membership
- Chair the Membership Committee
 - Lead initiatives to recruit new members
 - Meet with committee once a quarter to discuss issues members may have
 - Work with appropriate committees to ensure member concerns are communicated

G. Student Representative

Purpose —To help manage student initiatives as part of the annual conference, such as the silent auction and student social, and to work to increase student membership in the AIAEE

Term — One year, with an interval of one year after completion of a term of service before being eligible for election to the position again. Must be enrolled as a student in an academic degree program.

Time Estimate —

- 1 hour for the monthly meeting
- 2-3 hours per month
- 15-20 hours during the conference

Responsibilities

- Organize fundraising auction to be held at the annual conference
 - Solicit items for auction from membership
 - Work with the Communications Chair to include information on silent auction items in emails announcing the conference
 - Recruit students to help with the auction
 - Work with conference planners on location/timing of auction display
 - Lead discussion with students at the annual conference to decide where to donate auction proceeds
 - Work with Treasurer to ensure funds are sent to the chosen recipient
 - Present report to the AIAEE Board of Directors that includes activities/accomplishments of student members and auction results

- Work with Past President and conference planners to organize student social during the annual conference
- Work to increase student participation in the AIAEE

III. Current Standing and Ad Hoc Committees

All standing and ad hoc committee Chairs prepare and submit to the Board of Directors an annual Plan of Work.

Listed below are the current standing and ad hoc committees (not included in the 2016 Bylaws) within the Association. Every committee has a chair and the responsibilities are listed. The current President of the AIAEE conducts informal interviews with interested candidates for chair in the spring and then appoints committee chairs. Their 1-year term, unless otherwise noted, begins after the annual conference. All committee chairs are responsible for being familiar with the AIAEE bylaws and Policies and Procedures, and ensuring that their committee complies.

As of August 2016 Bylaws the following are standing committees (Article VI, Section 2)

- Auditing
- Communications
- Conference Planning
- Constitution and Bylaws
- Nominations
- Scholarly Activities

A. Auditing Committee

The Auditing Committee advises on fiscal policy, independently reviews financial accounts, and communicates with membership on financial matters. This committee should have five members and have their first meeting prior to the annual conference. Committee members can expect to spend to spend approximately 8 hours on preparations prior to the annual conference, with 2-4 hours spent at the conference.

Responsibilities

- Preside over internal audit process- Chair's responsibility
- Monitor the posting of annual audits after the annual conference and the fiscal year
- Liaison with Board of Directors, Treasurer, Journal Editors and CPA- Chair's responsibility
- Participate in regular monthly executive meetings – Chair's responsibility
- Provide an internal review of all financial accounts at the annual conference
- Advise on bookkeeping practices throughout the year
- Advise on general accounting practice throughout the year
- File annual report of financial integrity to membership – Chair's responsibility
- Authorize posting of Financials to web after the annual conference – Chair's responsibility
- Confirm that taxes are filed annually

- *Time Estimate* — 2 hours per month or less on average, with approximately 8 hours for preparation of reports prior to the annual conference
- This chair is not a voting member of the Board of Directors

B. Awards Committee

The awards committee will develop the judging schedule for all the AIAEE awards (described in Section XII). They are responsible for determining the timeline each year for awards to ensure that all awards can be presented at the annual conference. Ensure all nominees are eligible for awards.

Responsibilities

- Coordinate the call for nominations for professional achievement awards and Fellows; review and recommend members for awards to the Board of Directors
- Coordinate ordering medallions and plaques for presentation at the annual conference
- Create certificates for all poster and paper presentation award winners
- Arrange and schedule judges at the conference for poster and abstract presentation reviews
- Calculate scoring of the judge reviews for posters and abstract awards
- Announce the awards at the annual conference
- Work with the Communications Committee to encourage members to nominate individuals for awards - Chairs responsibility
- Prepare script for awards ceremony
- Ensure certificates for poster and abstract awards are complete and signed in time for the awards ceremony
- *Time Estimate* — 4–5 hours before the annual conference, 4–5 during the annual conference. One hour per month to participate in monthly conference calls

C. Communications Committee

The Communications Committee is responsible for all communications to the public, and for organizing regular communication to members of the AIAEE. This includes the following:

Responsibilities

- Review the website content and usability and recommend changes
- Manage social media
- Manage and develop communications with membership
- Send out emails for upcoming events, including ones that are planned by other committees
- Distribute information about jobs, conferences, etc. to the membership via the AIAEE listserv
- Connect with the conference Planning Committee on a regular basis to discuss their recruitment communications needs
- Participate in monthly conference calls
- *Time Estimate* — 2 hours per month

D. Conference Planning Committee

At a minimum, the conference planning committee includes a chair (appointed by the President), the President-elect, and a local host. It is the responsibility of the Conference Planning Committee to manage and organize conference facilities and meal functions for the conference. Due to the extensive work involved in planning the annual conference, this committee greatly benefits from having more active participants. Some of the duties of this committee include:

Responsibilities

- Determine the schedule for the conference and activities to be carried out
- Coordinate logistical details of the conference with the hotel
- Work with the Professional Development Committee, Scholarly Activities Committee, Awards Committee, and student representative to organize their aspects of the conference
- Develop and submit to the Board of Directors a budget for the conference - Chairs responsibility
- Plan and ensure registration processes are in order
- Finalize the schedule for the conference
- *Time Estimate* — 2–4 hours a week throughout the year, with the peak in the week before and during the annual conference

E. Constitution and Bylaws Committee

The Constitution and Bylaws Committee is charged to advise and assist with the periodic review of the need for changes to the AIAEE Constitution and Bylaws. Once the chair, in consultation with the Board of Directors, has determined that there are necessary changes, he or she will recruit committee members to assist with recommending edits.

Responsibilities

- Review the constitution and by-laws once per year to determine potential changes
- In consultation with the Board, recruit committee members to assist with revisions
- Submit recommended revisions of the constitution and by-laws to the Board of Directors- Chairs responsibility
- Prepare explanations and ballot for membership voting on changes as needed
- Liaison with Executive Committee as needed
- *Time Estimate* — Varies greatly depending on edits needed for the constitution and bylaws

F. Professional Development Committee

This committee is tasked with organizing and coordinating professional development opportunities for the membership. Some of the duties of this committee include:

Responsibilities

- Send out the ‘call’ and decide on the professional development sessions at the annual conference
- Work with conference planning committee regarding professional development tours
- Organize professional development opportunities using multiple modes of implementation throughout the year
- Communicate professional development opportunities offered by other professional organizations
- Manage professional development sessions at the annual conference
- Maintain and conducts meetings among the committee as deemed necessary – Chair responsibility
- Participate in monthly executive board meetings
- *Time Estimate* — 2–3 hours per month on average throughout the year

G. Nominations Committee

The Nominations Committee consists of three members, with the Past President serving as the chair. The committee is responsible for soliciting and putting forward a slate of nominees for the new AIAEE officers. The committee shall consider all suggestions and nominate a minimum of two candidates for each office. They will also be responsible for counting the voting ballots and reporting the results to the President. More about the process for board election is outlined in Section IV.

Responsibilities

The Past President is the chair of the Nominations Committee. Please see the AIAEE Bylaws ARTICLE IV. NOMINATION AND ELECTION OF OFFICERS for details of their responsibilities.

H. Scholarly Activities Committee

The Scholarly Activities Committee is responsible for coordinating oral and poster presentation submissions, managing the review process, and organizing oral and poster presentations at the annual conference. After the conference, working with the Professional Development Committee, the committee creates a report of oral, poster, and professional development proceedings from the conference for publication on the Conference page of the AIAEE website.

i. Scholarly Activities Committee Chair Responsibilities

- Serve as communication manager within the committee and with the membership
- Distribute calls for oral presentations and poster proposals at least eight months before the annual conference; work with Professional Development Committee to include call for professional development proposals in the call

- Train incoming committee members on review process and use of submission website
- Coordinates with committee members to schedule oral presentations and poster sessions at the annual conference
- Lead Scholarly Activities Committee meeting at annual conference
- Assist if issues should arise during the review process or on final organization of abstract or poster manuscripts for publication
- Work with the Professional Development Committee Chair to include professional development abstracts in the conference proceedings
- Compile and review collective abstract proceedings prior to publication
- Provide annual report of activities to the Board of Directors
- Lead Scholarly Activities Committee meeting at annual conference
- Review abstract presentations and poster proceedings prior to publication
- Participate in monthly Board meetings
- *Time Estimate* — Three weeks during submission review time. Two weeks before and after the conference to prepare the proceedings. 1 hour a month for board meetings

ii. Scholarly Activities Committee Oral Presentation Chair Responsibilities

- Assist with annual call for abstract presentation proposals (proofreading, updating etc.)
- Respond to author(s) and member questions about submission/review process and deadlines for submission/registration
- Ensure submissions have one current member listed prior to distribution for review
- Navigate Express Academic to manage submissions and reviews
- Pre-review submissions for word count, organizational mission fit, and adherence to APA guidelines
- Clean submitted abstract proposals for blind review by remove all identifying information
- Assign a minimum of two reviewers to each abstract
- Track submissions and abstract review status in Express Academic
- Go through reviews to make sure comments are appropriate, etc.
- Notify authors of proposal acceptance/rejection
- Solicit abstract revisions and presenter registration by early registration deadline
- Prepare abstract presentation list for conference based on allotted spaces
- Prepare back up list of presentations for potential “no-shows.”
- Prepare conference presentations including abstract, posters, and professional development sessions into proceedings in APA format for publication on the AIAEE website
- Review registration to confirm each abstract is represented by at least one author by the early bird date. Notify authors who have not registered that presentations will not be scheduled
- Provide final list of presenters to secretary as needed for letters of invitation
- Ensure authors adhere to APA in final submissions of abstracts to be published in the post-conference proceedings publication on the AIAEE website; submit to committee chair.
- Participate in monthly executive board meetings

- *Time Estimate* — Approximately 7–8 hours per week, heavily concentrated from September to December and in the few weeks before and after the conference. 1 hour a month for board meetings

iii. Scholarly Activities Committee Poster Presentation Chair Responsibilities

- Assist with annual call for posters and papers (proofreading, updating etc.).
- Answer author and member questions about submission/review process and deadlines for submission/registration.
- Navigate Express Academic to manage submissions and reviews.
- Ensure one author is a current member
- Pre-review submissions word count, organizational mission fit, and adherence to APA guidelines.
- Clean submitted abstracts to remove identifying information.
- Track submissions and review status.
- Go through reviews to make sure comments are appropriate, etc.
- Review registrations to confirm each poster is represented by at least one author by early bird date. Notify authors who have not registered that presentations will not be scheduled.
- Notify authors of proposal acceptance/rejection.
- Provide final list of presenters to secretary as needed for letters of invitation
- Provide final list of presenters to Awards Committee Chair for judging purposes
- Prepare poster presentation list for conference handout
- Ensure authors adhere to APA in final submissions of abstracts to be published in the post-conference proceedings publication on the AIAEE website; submit to committee chair.
- Assist with setting up posters during the annual conference.
- Participate in monthly executive board meetings.
- *Time Estimate* — Approximately 6–7 hours per week, heavily concentrated from September to December and in the few weeks before and after the conference. 1 hour a month for board meetings.

IV. Journal of International Agricultural and Extension Education (JIAEE)

The *Journal of International Agricultural and Extension Education* (JIAEE) is the official refereed publication of the Association. Its purpose is to enhance the research and knowledge base of agricultural and extension education from an international perspective. Three issues are published each year (every 4 months). The JIAEE Managing Board, made up of the individuals in the positions listed below, will conduct its annual planning and business meeting at the annual conference. An annual report will be presented to the AIAEE Board of Directors and the AIAEE membership.

Term is six years with two years in each of the following roles.

A. JIAEE Managing Editor

- Review, process, and assign articles submitted for review

- Holds authority to not circulate for review article submissions that do not meet expected standards for a professional article due to content, authenticity, or adherence to APA formatting
- Notifies authors of the acceptance or rejection of their respective submission
- *Time Estimate* — 2 hours per week

B. JIAEE Executive Editor

- Maintain fiscal responsibility for JIAEE
- Invoice authors
- Provide manuscript publishing agreements for signatures
- Format each issue
- Write the editorial comments
- Prepare and submit to the Board of Directors an annual Plan of Work for the *JIAEE*
- *Time Estimate* — 3–4 hours per week

C. JIAEE Past Editor

- Coordinate selection of new editor
- Coordinate training for both the Managing Editor and Executive Editor
- Work with the incoming Executive Editor to determine specific tasks for which new Executive Editors may request assistance
- *Time Estimate* — 2 hours per week

V. Board Election and Removal

A. Electing New Officers

- Candidates for Office — Candidates for office include the President-elect, Secretary, Treasurer, Member-at-Large Director, and Student Representative. The President and Past President automatically begin their term in the cycle after being elected as President-elect. Any professional or student member is eligible to vote and hold office.

Terms for each candidate, as well as re-election eligibility, are outlined in Section II.

- Election Procedures — Elections will be conducted by vote of eligible membership at least 60 days prior to the annual business meeting. The Past President will chair the Nominations Committee and will invite at least two other current members to serve on the committee. The committee shall consider all suggested nominations. There should be a minimum of two candidates for each office.

There shall be an opportunity for nominations from the floor immediately prior to any voting by members if the election for officers is held during an annual business meeting. If the election is held by electronic balloting, there shall be provisions for writing in the names of candidates other than those nominated by the committee.

Whether the election is in-person at the business meeting or by electronic ballot, an official ballot shall be distributed among members and voting shall be by secret ballot. If the election is held by electronic balloting, the official ballot for all positions shall be mailed electronically at least 60 days prior to the business meeting by the Past President to each member of record of the AIAEE. If electronic balloting is used, members will have 10 business days to submit their ballots.

- iii. Election Certificate — The Nominations Committee shall be responsible for counting the ballots. The officers shall be elected by a majority vote. In the absence of a majority vote, a run-off election between the two candidates with the highest number of votes will be conducted within 7 days of the official report of the election results.
- iv. Report of Election — The Nominations Committee shall be responsible for informing the President of the names of the persons elected to each office. The President will announce the results of the election to members of the AIAEE immediately after being informed.

B. New Officer Orientation Guidelines

The new AIAEE officers will be provided an orientation to the AIAEE Board by the AIAEE Secretary prior to their first AIAEE meeting. Materials to reference may include:

- AIAEE Constitution and Bylaws
- AIAEE Policies and Procedures Handbook
- AIAEE Fiscal Policies and Procedures Handbook
- AIAEE Budget

As part of the orientation, incoming members will be directed to the AIAEE website to access the Articles of Incorporation, By-Laws, and Policy Handbook.

It is also expected that current holders of officer and chair positions will have at minimum one meeting with the incoming officer or chair to ensure that pertinent records, procedures, and duties of the role are passed down.

C. Removal of AIAEE Officers

If you believe an officer is unable to fulfill the responsibilities of their role, or is committing acts that are illegal, dishonest, unethical, or otherwise improper, please follow the procedures outlined in the Whistleblower Policy (Appendix 1, Section B).

An elected official can be removed from their position by a 2/3 vote of all voting members of the Board of Directors, or automatically removed if they fail to pay their membership dues. The Board of Directors holds the authority to request the removal of a Chair or a Standing Committee should the need arise, which can be accomplished with a majority vote.

D. Board Vacancies

In case the President becomes unable to fulfill the duties of the office, such office shall be declared vacant immediately by the Board of Directors and be filled by the President-elect.

In case the President-Elect, Secretary, Treasurer, or a Director becomes unable to fulfill the duties of the office, such office shall be declared vacant immediately and the vacancy filled by the person receiving the second highest number of votes at the most previous annual election.

In case the Past President becomes unable to complete the term of office, the office shall remain vacant until the President succeeds to the office of Past President.

If an elected committee member fails to pay dues, or for other reasons be unable to fulfill the responsibilities as a committee member, the position shall be declared vacant and the President shall appoint a replacement to serve until the next regular election.

VI. Voting Procedures

The business meeting of the membership of the AIAEE is held at the annual AIAEE conference. In addition to the business meeting, comprised of all members, the Board of Directors usually meets monthly.

A. Robert's Rules of Order

All meetings convened by the AIAEE or its Committees shall be governed according to the latest edition of Robert's Rules of Order. Robert's Rules of Order is a Parliamentary Procedure— basically a set of rules for conduct at meetings that allows everyone to be heard and to make decisions with minimal confusion. It also provides rules governing key matters, including structure for meeting agenda and debate.

i. Definitions

Motion – This term is used by members to express themselves and bring a topic up for discussion. Beginning a sentence with “I move” indicates a motion. Example: “I move that we go on vacation after this meeting.” Any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

Second – After a motion has been put forward, a second shows support that the motion should be discussed.

ii. Typical Order of Business for AIAEE Meetings

- Call to Order
- Approval of Minutes from past meeting
- Officer Reports
- Committee Reports
- Journal Report
- Old Business

- New Business
- Adjourn

iii. Basic Principles

- All members have equal rights, privileges and obligations.
- Only regular dues-paying members are eligible to vote and hold office (AIAEE Constitution).
- A quorum must be present for the group to act – the AIAEE by-laws Article VIII Section 1. Active members in attendance at the meeting designated as the annual business meeting for purposes of record shall constitute a quorum for conducting business.
- Only one question at a time may be considered, and only one person may have the floor at any one time.

For more clarification on how to use Robert’s Rules of Order, refer to Appendix 2, Robert’s Rules of Order — Simplified.

B. Conference or Skype Calls

Meetings where participants are in multiple locations and communicating via telephone or internet must verbally follow the Robert’s Rules of Order. Members should identify themselves before making a motion or a second to assist the Secretary in keeping clear minutes.

C. Email Electronic Voting

Occasionally, it will be necessary to conduct an electronic vote. Motions will be submitted to the President, who will call for a second via email. After the motion has been seconded, a one-week electronic discussion period will begin, indicated by a multi-person email begun by the President. Board members will confirm to the President they have received the message. The President will keep track of who has received the first message, and will confirm by phone to those who did not receive the original motion and second email message.

Seven days (one week) after discussing the motion, the President will call for a vote. This can be done based on the President’s preferences (email, Qualtrics survey, Google survey, etc.). Votes must be submitted within seven days (one week) after being requested.

The President will relay the voting results to all Board members via email. The email vote will be approved and added to the minutes of the next board meeting.

VII. Document Retention and Destruction

A. General

This policy provides for the systematic review, retention and destruction of documents received or created by the Association in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, and contains guidelines for

how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Association's operations by promoting efficiency and freeing up valuable storage space.

B. Document Retention

The Association follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the Association; however, these guidelines are to be followed in the event the Association should create or receive such a document. The AIAEE Secretary will retain documents. All permanent records, except check registers, will be scanned and held electronically by the Secretary in a location separate from hardcopies.

i. Corporate Records

Item	Time Period
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

ii. Accounting and Corporate Tax Records

Item	Time Period
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

iii. Bank Records

Item	Time Period
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

iv. Payroll and Employment Tax Records (as applicable)

Item	Time Period
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earning Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

v. Employee Records (as applicable)

Item	Time Period
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Application and Contracts	5 years after completion

vi. Legal, Insurance, and Safety Records (as applicable)

Item	Time Period
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

C. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the

above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be saved as a PDF, printed in hard copy and kept in the appropriate file, or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

i. Where to Maintain Documents

a. Intranet — The intranet is to be used to store completed official documents that can be viewed by Association membership. This includes commonly used forms, policies, and board minutes.

b. Dropbox — The secure file hosting service Dropbox is to be used for all working and operational documents used by the AIAEE. A folder within Dropbox will also be used as the Secretary's electronic storage of all documents listed above.

D. Emergency Planning

The Association's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Association operating in an emergency will be duplicated or backed up at least every week.

E. Document Destruction

Destruction of financial and other sensitive documents will be accomplished by shredding once the retention requirements have been met. Electronic files will be deleted from the AIAEE intranet and shared folders where the documents are being stored. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

F. Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Association. The Board of Directors will periodically review these procedures to ensure that they follow new or revised regulations.

VIII. Independent Contractors

When the AIAEE requires professional assistance, it is within the purview of the Board of Directors and approved by vote to hire independent contractors for needs that cannot be met by member volunteers. An independent contractor is defined as someone who is contracted by the AIAEE to perform a specific task with stipulations for a specified period of time. This task may be ongoing, but sporadic in nature, or it may be for a specific project that has a clear start and end. The following traits indicate independent contractor status and not employee status:

1. Sets his or her own hours and sequence of work
2. Is permitted to employ assistants if needed without permission

3. Works for other employers besides the AIAEE
4. Is paid by the job or contract completed
5. Furnishes his or her own tools

If someone is providing services to the AIAEE and does not have the traits listed above, it should be examined whether that person should be hired as an employee. Work done by a contractor on behalf of the AIAEE is owned by the AIAEE unless otherwise noted in a contract signed between the AIAEE President and the contractor.

A. Procedure for Hiring Contractors

1. Determining Payment — Before reaching out to individuals or companies to hire an independent contractor, the treasurer should determine where payment for their services could come from. If the contractor is expected to repeat similar work from year to year, their payment should be accounted for as a budget item.
2. Collecting Bids — A Request for Proposal (RFP) describing the project's needs should be drafted by the person the contractor will report to and agreed upon by the board of directors. This RFP can then be distributed to potential vendors and bids for the project obtained. A minimum of three bids for projects over \$10,000 is recommended.
3. Selecting a Bid — Once bids have been collected, the final selection will be made through a majority vote of the board of directors, or an appointed committee if the Board deems it appropriate.
4. Creating a Contract — The individual or company chosen through the bidding process will sign a written contract describing the scope of work, payment, and duration of hire. All contracts will lay out termination procedures (discussed in subsection C) and documentation that states that the independent contractor understands that they are responsible for their own income taxes and insurance coverage.
5. Taxes — Fees paid to independent contractors who are U.S. residents and earn more than \$600 in a calendar year, will be reported to the IRS through a W-9 form to be completed by the individual and the individual will receive an IRS Form 1099 Misc (Miscellaneous Income). Fees paid to independent contractors who are foreign nationals will receive an IRS Form 1042S instead of Form 1099 Misc.

B. Long-term Contractors

A long-term contractor is defined as an independent contractor who works with the AIAEE for more than one fiscal year. Every two years the board of directors shall review the work done by the independent contractor to determine the following:

- Performance and work was satisfactory.
- The contractor still meets the characteristics of an independent contractor. If not, it should be examined if they should be hired as an employee.

- Their pricing is still competitive. If not, or if there is significant doubt, a new round of a call for bids for the task(s) should be collected. The Board of Directors can choose whether to select one of the bids presented or the person currently contracted.

C. Terminating an Independent Contractor

To ensure the distinction between employee and independent contractor is maintained, agreements with independent contractors may be terminated:

- Without cause, by thirty (30) days' prior written notice by either party; or
- With cause, immediately upon material breach of any term of the agreement by either party.

While the above conditions can be modified in the hiring contract, the agreement should not state that either party can walk away at any time, because this indicates an employment relationship.

IX. Membership

Membership is open to all persons interested in agricultural and extension education. This shall include those in such entities as secondary institutions, colleges and universities, extension programs, foundations, national and international governmental agencies, private industries, and consulting organizations.

A. Membership Categories

The categories of membership are:

- i. Professional Member — This is the most common membership. Membership with the AIAEE provides the following benefits:
 - Participation in the annual conference
 - *Subscription to the Journal of International Agricultural and Extension Education (JIAEE)*
 - Subscription to the private AIAEE email listserv
 - Participation in the AIAEE association management through committee services
- ii. Student Member — Student membership provides the same benefits as a professional member. This membership also covers attending a student social during the annual conference and eligibility for a conference scholarship when available. Must be a currently enrolled student.
- iii. Library/Subscription Agency — This membership provides a subscription to *JIAEE*, which includes online access to full articles. No other benefits are included.

B. Membership Dues

Membership dues must be paid annually; there is an option to enroll for a two-year period. Memberships must be renewed by January 1 to maintain access to the members only listserv, register for the conference at the member rate, and receive member rate for any page fees when publishing in the JIAEE. The dues are established for the upcoming year at the annual business meeting of the AIAEE. Those choosing two-year membership pay the dues for both years at the rate established at the time of membership enrollment or renewal.

C. Membership Directory

When members join or renew their membership online, their information is automatically added to the Membership Directory. For those who join or renew via check, the Treasurer (or designee) must manually add them to the database upon receiving payment.

The Treasurer is expected to keep a spreadsheet of the membership directory separate from the online one that is automatically updated. The Treasurer can then give this spreadsheet to other committees for use in completing their duties. This spreadsheet should be updated manually when the treasurer receives notification of a new member or a renewal.

X. Sample Annual Calendar

Monthly tasks

- Board conference calls
- Professional development webinars

January

- Open bidding process for conference location in 2 years
- Email reminder for officer nominations
- Abstract revisions and presenter registration by early deadline
- Student representative begins to solicit items from the membership for auction
- Student representative begins to recruit students to help with the auction
- Student representative begins to work with conference planners on location and timing of auction display
- Late: Nominations open for awards
- Secretary begins to send letters of invitation to registered presenters

February

- On February 1, late registration for the conference begins and registration fee is increased by \$200
- Scholarly Activities Committee provides list of posters and presenters to secretary
- Finalize programs for annual conference
- Nominations for awards closes 2 weeks after opening
- Professional development call for proposals closes mid-February
- Election for Board of Directors, at least 60 days prior to the business meeting

March

- Handle last minute details before the annual conference
- Refunds for the annual conference close one month before the conference is held
- Professional development sessions for conference finalized

April

- Finalize conference location two years out before this year's annual conference
- Annual conference held

May

- All committees provide an annual plan of work and budget to the President and Treasurer at the monthly meeting
- Student representative presents auction report to the AIAEE Executive Committee and presents the donation to the recipient
- Scholarly Activities Committee completes report of conference proceedings

June

- Scholarly Activities Committee develops (for approval of the board) the call for abstracts and posters

July

- Scholarly Activities Committee distributes the Call for Conference abstracts
- Prepare for upcoming year

August

- Organize planning trip to annual conference site
- Communications Committee reviews website for needed changes to static pages

September

- Conference site should be established. Begin work with hotel on contract and needs for conference such as rooms, meals, etc.
- Establish conference budget and registration plan
- Plan professional development tours for conference
- Deadline for abstracts and posters in early October

October

- Abstract and poster submissions are pre-reviewed, cleaned for blind review, and assigned to at least two reviewers

November

- Registration opens for the annual conference
- Professional development tours for conference should be completed

December

- Begin coordinating meals with the hotel for the annual conference
- Nominations Committee for Board of Directors election is formed and nominations are made
- Call for professional development sessions at annual conference
- Notify authors of abstract and poster proposal acceptance/rejection by December 1
- Conduct second poster review process for rejected abstracts, which are resubmitted as posters
- Student representative begins working with the Past President and conference planners to organize the student social and a student service project at the annual conference

XI. Annual Conference

A. Conference Bids and Site Selection

The location of the AIAEE annual conference will be in a different location each year and the location will be secured two years prior to when the conference will be held at that location. The location of the conference should be decided based on partnership considerations, ability and commitment to assist in planning, variety of field trips and tourism activities, overall costs (including travel and hotel costs) and the impact on existing membership in the area.

The Board of Directors will review proposals and select the location of the AIAEE annual conference two years in advance. The Conference Planning Committee will propose dates for each conference. Furthermore, conflicts with other organizational conferences that members are likely to be part of should be considered in the date selection.

The Conference Planning Committee is charged to work with the Board of Directors in securing proposals for future annual conferences using the Proposal for Conference Site and Hosting Form (See Appendix 2.B). Attempts will be made to secure proposals and a final location selected two years in advance of the conference through an internal application process.

The Chair of the Conference Planning Committee will coordinate the location determination process, including review of the current request for conference site proposals and dissemination of the request within 30 days of the close of the bidding cycle. Board of Directors members are encouraged to contact members to promote site proposals. The Board of Directors will review the final proposals and the conference site is selected through a majority vote.

B. Decision Making Process

- The Conference Planning Committee will oversee the site selection process, with the assistance of the Board of Directors as needed
- Applicants will submit applications (format posted on the AIAEE website) electronically so that the committee can efficiently review them at least two years prior to the conference

- Conference Planning Committee meets to review the full application(s) and make recommendations to Board for site inspection. The committee will distill and present a summary of the applications to the Board. The Board makes a final site selection.

C. Minimum Criteria for Consideration as a Conference Site for AIAEE

A potential site candidate must demonstrate suitable logistical and organizational capabilities for all the following:

- Meeting facilities
- Overall costs, including hotel, meal costs, and travel expenses
- Adjacent or nearby hotel facilities
- Airport and local transportation services
- Site's ability to attract conference participants
- Ability to demonstrate local/regional community development activities, projects, or research initiatives as potential experiential professional development field trips/tours for participants
- Internet capabilities
- Variety of high-quality tourism and recreation opportunities for meeting the participants' and their guests' expectations

D. Conference Finances

The AIAEE will assume financial surplus or loss responsibility for the annual conference. Consideration for total costs associated with the operation of the annual conference, including organizational expenses, should be considered as the annual conference site is selected and the annual conference is planned.

The overall intention is to keep a typical participant's costs for attendance as reasonable as possible, especially relative to other similar professional development opportunities available to the AIAEE members. Accordingly, in the AIAEE's site selection and conference pricing decisions, the costs for transportation, lodging and meals, conference facility, conference insurance, and other items will be evaluated to ensure that conference costs are commensurate with the value to the AIAEE members. Rates for the conference will be set in a manner that provides a high-quality experience for members, while keeping this affordability in mind. The rate for student member conference registration is reduced with appropriate proof of student status. The budget will take into consideration the reduction in the student registration when setting the price for the conference.

The Conference Planning Committee, in coordination with the Treasurer, shall create an itemized budget for the upcoming conference to accompany conference planning documents. The Treasurer will recommend an estimated budget for the second conference, and the Board of Directors will approve both budgets at the beginning of the fiscal year (September).

E. Sponsorship

Securing financial resources from donors or sponsors is the responsibility of the Conference Planning Committee. Sponsorships can be used to assist in reducing the cost for participants to attend or utilized to provide outstanding professional development. As such, securing funding should begin early to plan effectively.

The following activities can be sponsored:

- Receptions
- Meals
- Breakfast
- Sessions (poster, professional development, etc.)
- Awards Ceremony
- Field Trips

F. Host Institution Expectations

The local host institution shall work with the conference planning committee to plan all aspects of the conference. At a minimum, it is understood, as part of the application process that the host institution is willing to provide a minimum base of support to the conference. This support will include:

- The local hosts shall ensure the conference reflects the local culture and agriculture
- Identify opportunities for professional development oriented tours that highlight community resource and economic development efforts and recreational opportunities related to the conference
- Act as a local contact for the conference hotel and/or conference facilities
- Provide the Conference Planning Committee with local transportation information including transportation to and within the conference site.
- When possible, the local hosts shall assist with securing sponsorships.

G. Outside Agencies

The Conference Planning Committee may contract outside agencies to assist with venue solicitation, hotel contracts, conference planning, and/or registration. When possible, a member in the state/province/city should be contacted first to evaluate potential bids to be accepted—or alternatives to having a third party involved in soliciting any proposals for hosting. The AIAEE Board of Directors must approve all contracts before they are signed.

H. Annual Conference Refund Policy

Written notice of cancellation must be received at least one month before the conference. A processing fee of 50% will be deducted from the total registration amount to be refunded. No refunds will be issued within one month of the start of the conference.

XII. Awards

The announcement for nominations is sent to all the AIAEE members in February. Nominations for the awards listed below (sections A–E) are open at least for two weeks and sent to the Awards Committee member designated on the nomination form. The same form is used for awards A–D and a separate form is used to nominate Fellows/Senior Fellows.

After nominations have been received, the Awards Committee reviews the nominations for eligibility and sends eligible nominations for the Board of Directors to review. The Awards Committee has the authority to reclassify a nomination if it does not meet the criteria or withhold the nomination moving forward if the committee determines the nomination does not meet the criteria. The Board of Directors has two weeks to review the nominations and vote for the final selection of the award and Fellows/Senior Fellows recipients. The Board of Directors has the authority to modify nominations if they believe the inappropriate award category was used for the nomination.

All awards listed below are presented at the annual conference during the Business Meeting or Awards Reception, as appropriate.

A. Outstanding Leadership Award

A person who has demonstrated outstanding leadership in international agricultural and extension education will be selected for this award. This individual must be a member of the AIAEE. The recipient of this award should have made substantial leadership contributions to international agricultural and extension education for at least 10 years.

- **Personal Commitment:** exerts extraordinary dedication and efforts in support of international agricultural and extension education programs, activities and services.
- **Evidence of Leadership Ability:** is supportive and cooperative in working relationships; seeking to develop positive and productive attitudes; and offers encouragement and recognition to others.
- **Achievement:** is goal oriented, sets examples for others, has demonstrated significant accomplishments, and has acquired noticeable peer recognition.
- **Prominence:** has achieved stature of leadership, noted as conspicuous among peers, and is sought out for advice and counsel.
- **Additional information:** years of membership in and service to the AIAEE, years of involvement with agricultural & extension education, research (including publications and grants), teaching, outreach/service for example.

B. Outstanding Service Award

An international agricultural and extension educator who has made meritorious service contributions beyond his or her regular employment is eligible for this award. This individual must be a member of the AIAEE. This service must be of 10 years or longer in duration.

- **Meritorious Service:** has made significant contributions to the environment, promotion, development, and progress of international agricultural and extension education.
- **Peer Recognition:** has achieved noticeable recognition within the international agricultural and extension education community for services that are far beyond any normal expectations.
- **Dedication:** demonstrates concern, personal sacrifice to assist others, and actively supports organization and activities involved in the improvement of international agricultural and extension education.
- **Sustained Effort:** provides assistance and contributes to individuals and the association over a sustained period of time.
- **Additional information:** years of membership in and service to the AIAEE, years of involvement with agricultural & extension education, research (including publications and grants), teaching, outreach/service for example.

C. Outstanding Achievement Award

A professional who during his or her career (more than 5 years) has demonstrated a combination of service leadership, and scholarly activity in international agricultural and extension education is eligible for this award. The individual must be a member of the AIAEE.

- **Personal Commitment:** exerts extraordinary dedication and effort in support of international agricultural and extension education programs, activities and services.
- **Meritorious Service:** has made significant contributions to the improvement, promotion, development, and progress of international agricultural and extension education.
- **Achievement:** is goal oriented, sets an example for others, has demonstrated significant accomplishments, and has acquired noticeable peer recognition.
- **Evidence of Scholarly Activity:** has a listing of journal articles, papers, and presentations related to international agricultural and extension education issues and topics.
- **Additional information:** years of membership in and service to the AIAEE, years of involvement with agricultural & extension education, research (including publications and grants), teaching, outreach/service for example.

D. Outstanding Early Achievement Award

A professional who early in his or her career (less than 5 years) has demonstrated a combination of service, leadership, and scholarly activity in international agricultural and extension education is eligible for this award. The individual must be a member of the AIAEE.

- **Personal Commitment:** exerts extraordinary dedication and effort in support of international agricultural and extension education programs, activities and services.
- **Meritorious Service:** has made significant contributions to the improvement, promotion, development, and progress of international agricultural and extension education.
- **Achievement:** is goal oriented, sets an example for others, has demonstrated significant accomplishment, and has acquired noticeable peer recognition.
- **Evidence of Scholarly Activity:** has a listing of journal articles, papers, and presentations related to international agricultural and extension education issues and topics.
- **Additional information:** years of membership in and service to AIAEE, years of involvement with agricultural & extension education, research (including publications and grants), teaching, outreach/service for example.

E. AIAEE Fellows

Nominators must be members of the AIAEE. The Awards Committee Chair will verify eligibility of nominee and forward nominations to the AIAEE's Executive Committee who will deliberate and make selections. The number of Fellows and Senior Fellows may vary year to year, however, typically no more than three Fellows should be selected in a calendar year and no more than one Senior Fellow should be selected in a calendar year. Persons who were elected as Fellows and advance to the rank of Senior Fellows are not considered in this limit. The policy relating to the Fellows program is developed and maintained by the Awards Committee. The AIAEE Board of Directors must approve substantial changes to this policy.

Criteria for selection as a Fellow include: service, leadership, achievement, and peer recognition. To be selected a Fellow or Senior Fellow must: have provided noteworthy service to the AIAEE and the profession; have provided significant leadership to the AIAEE and/or international agricultural and extension education; have substantial academic and/or outreach achievements; and be widely regarded and recognized in the field of study and its application (The last of these four being the most important.)

- **Fellow:** The purpose of the Fellow award is to recognize and nourish the AIAEE members who have made exceptional contributions to the profession and who have no less than eight years and no more than fifteen years of service as a professional in agricultural and extension education and who show great promise for continued contributions. Fellows are elevated to Senior Fellow after twenty years of service as a professional in agricultural and extension education.
- **Senior Fellow:** The purpose of the Senior Fellow award is to recognize and nourish the AIAEE members who have made exceptional and sustained contributions to the profession and who have more than fifteen years of service as a professional in agricultural and extension education.

F. Conference Awards

As part of the annual conference, the Awards Committee coordinates the judging process for presentations and posters. Awards are given for the top scores in abstract presentations and most votes for posters. At least one original author must present the abstract or poster to be eligible for judging. Eligibility is determined by the Scholarly Activities Committee.

i. Judging Processes

The Awards Committee will use the list of registered members at the annual conference to invite judges for the Abstract Presentations in advance of the start of the annual conference. This process will begin at least one month in advance of the start of the conference. An orientation session for judges will be scheduled prior to the start of the conference. All members volunteering to judge will be asked to attend. Judging forms and schedules will be distributed at that time. During the conference, the judges will return scoring sheets to the Chair of the Awards Committee. These will be inputted and analyzed to determine the recipients of the Outstanding Award winners.

Awards for the Poster Presentations will be decided upon by the attending members. Each poster will be given a number delineating its division, either student or professional, based upon the presenting author's status. Members will have the opportunity to vote for their top two posters in each division by placing a ticket or token in a corresponding container. The three posters in each division that have received the most votes will be given the second runner up, first runner up, and Outstanding Awards during the award ceremony.

ii. Abstract Presentation Awards

a. Criteria — The purpose of the abstract presentations selected for the AIAEE annual conference is an opportunity to share, using oral presentation skills primarily, among the membership, latest research, projects or thinking in the field. As such, the awards emphasize this set of skills. The abstract may be a concept or idea that reflects innovative models of educational programming, shares research results, presents a philosophical perspective or describes an application for agricultural and extension education practitioners.

The main purpose of the Outstanding Abstract Presentation award is to recognize individuals for their ability to communicate effectively in a 15-minute session a research project, a development program in the field or a theoretical or philosophical argument contributing to scholarship in the field.

b. Presentation Guidelines — Abstract proposals submitted for review must follow this format: Introduction/theoretical framework/review of literature; purpose and objectives; methods/data sources or theoretical/philosophical themes; results, products and/or conclusions; recommendations, educational importance, implications and/or application; and references.

c. Judging — The abstract judging is focused on the presentation—not the research or program shared. However, consideration is given to the technical content and the conclusions or contribution to enhancing scholarly understanding in international agricultural and extension education.

Abstract presentations are judged using two major categories. The first category is Technical Content including innovativeness, value to the AIAEE membership, and contribution to the field or discipline. The second category is Visual Presentation including appearance, layout, and logical organization of material and conveys the message.

Judges are requested to rate an abstract presentation using the following criteria:

1. The presenter(s) effectively communicated the substance of the abstract.
2. The presenter(s) used appropriate visual aids.
3. The abstract, as reported, should have a significant impact on agricultural and extension education.
4. The information reported contributes to the knowledge base and future practice in agricultural and extension education.
5. Appropriate research methods were used to correctly conduct the study OR appropriate consideration was given to a defensible rationale for problem/issue identification, action planned, outcomes described, evaluation and conclusions.
6. Appropriate analyses were used to interpret data OR adequate information was provided on which to assess the logic of the actions taken, outcomes and decisions made.
7. The presenter responded knowledgeably to questions.

d. Awards — Three awards are given in each of two categories at the annual conference, student and professional. Awards are given to recognize the second runner-up, first runner-up, and Outstanding Abstract Presentations.

iii. Poster Presentation Awards

a. Criteria — The main purpose of the Outstanding Poster Presentation Award is to recognize individuals for their ability to communicate effectively in a visual/graphic manner in a poster format about a concept or idea that reflects innovative models of educational programming, shares research results, presents a theoretical or philosophical argument, or describes an application for agricultural and extension education practitioners contributing to scholarship in the field.

b. Presentation Guidelines — Poster abstracts submitted for review must follow this format: Introduction/need/rationale; purpose and objectives; methods; results; recommendations, educational importance, implications and or application; and references.

c. Judging — Posters must meet the Poster Presentation Guidelines to be eligible for judging; any poster not meeting the guidelines but hung for presentation will not be judged.

d. Awards — Three awards are given in each of two categories at the annual conference, student and professional. Awards are given to recognize the second runner-up, first runner-up, and Outstanding Abstract Presentations.

XIII. Communications Policies of AIAEE

A. Listserv

All active professional and student members are automatically subscribed to the AIAEE listserv. There is an additional listserv that includes both active members and former members. Both listservs follow the same guidelines.

The listservs are a way for the membership of the AIAEE to communicate with one another about shared interests relating to the mission of the Association. The topics posted should be, for the most part, informational. An occasional discussion may be presented via the listserv if the topic is something that would be of interest to the membership as a whole.

The following topics are allowed:

- Information from the Board of Directors concerning the AIAEE events and initiatives
- Informational posts about field days, workshops, courses, seminars, research results, books, articles, or any other educational resources or learning opportunities
- Events that are also fundraisers, as long as there is some educational value to the event
- Job, internship, and volunteer opportunities
- Event coordination, such as gathering a group to attend the annual conference to keep down costs
- Information about a timely issue, as long as it is general information in a neutral language. The email sent should not have opinions or calls to action, but can link to a page at a different location that has both.

The following topics are not allowed:

- Advocacy action alerts
- Business advertising
- Fundraising appeals. An informational announcement of an event may be posted, or resource that includes a brief line about fundraising at the end of the message with a link to further information

B. Social Media Sites

One member of the Communications Committee will be designated to manage social media on a regular basis, though any member of the committee will have the ability to post. Posts should be related to the activities of the Association or its members, or of interest to the membership.

C. Website

The AIAEE website is located at <http://aiaee.org>.

The purpose of the AIAEE website is to provide organizational background information, news items, conference opportunities, membership information, resources, and forms. It is the main communications hub for the Association. Most of the content is viewable by the general public. However, the membership database is open only to current members.

The Webmaster is an outside consultant hired for the purposes of maintaining the website, as per the guidelines outlined in Section VII. The Webmaster is responsible for annual site and domain name registration, management of the site, updating and other web-related duties as necessary.

The Communications Committee is responsible for reviewing the website on a yearly basis and communicating recommended content changes to the AIAEE Board of Directors. Only officially approved the AIAEE documents and materials should be posted on the website. Once approved, updates should be sent in text format to the Webmaster with clear instructions as to the page(s) being updated. Images and PDFs should be sent separately from the text files.

D. Logo

The logo is an official and registered symbol of the Association. These policies and procedures are subject to review and approval by the Board of Directors and general membership of the AIAEE.

i. Permission to Use — The Board of Directors of the AIAEE assumes all rights, privileges, and responsibilities attached to the use of the official logo. The Constitution and Bylaws Committee of the AIAEE will serve as the "keeper of the logo." Reference should be made to the chairperson of this Committee if there are questions regarding the routine use of the logo and permission to use the logo.

ii. How to Use the Logo — Various sizes of the logo are permitted if all aspects, features, and characteristics of the symbol are clear and easily discernible. The logo should always be appropriately displayed so that the features of this logo are prominent.

Appropriate use of the logo includes:

- Organizational letterhead/stationery
- Facebook page
- Journal
- Program brochures
- Banquet brochures
- Membership brochures
- Conference proceedings
- Promotional materials: pins, jackets, t-shirts, mugs

iii. Restrictions — No part of the logo can be separated from other parts of the symbol and be used in any way to represent the AIAEE. The AIAEE logo cannot be used to gain profit or to solicit funds for profit-making organizations. No person outside of the AIAEE organization has permission to use the AIAEE logo in any way.

iv. Changes to the Logo — The Board of Directors has the authority to recommend changes to the logo. The general AIAEE membership will make the final decision relative to any recommended changes to the logo. Changes to the logo will be based on most votes cast by voting members. Any changes will require at least 30 days' notice prior to the voting period, which shall remain open for 10 business days if conducted via electronic balloting.

Appendix A: Required IRS Policies

A. Conflict of Interest Policy

Article I — Purpose

Directors, officers, committee members, and those working with the Association strive to avoid any conflict between their respective personal, professional, or business interests and the interests of the Association in any and all actions taken by them on behalf of the Association in their respective capacities.

The purpose of the Conflicts of Interest Policy for the Association for International Agricultural and Extension Education (the “Association”) is to protect the Association’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, member of a committee with board-delegated powers, or key employee of the Association. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to non-profit organizations.

Article II — Definitions

1. Interested Person — Any director, officer, member of a committee with board-delegated powers, or key employee who has a direct or indirect Financial Interest (as defined below), is an “Interested Person”. If a person is an Interested Person with respect to any Chapter of the Association, he or she is an interested person with respect to the Association.
2. Financial Interest — A person has a “Financial Interest” if the person has, directly or indirectly, through business, investment or family members:
 - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement; or
 - b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement; or
 - c. A potential ownership or investment interest in or compensation arrangement with any entity or individual with which the Association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.
3. Family Members — A “Family Member” is a spouse, parent, child, spouse of a child, brother, sister, or spouse of a brother or sister of a director, officer, member of a committee with board-delegated powers, or key employee.

Article III — Procedures

1. Duty to Disclose — If any director, officer, member of a committee with board-delegated powers or key employee has any direct or indirect interest in or relationship with, any individual or organization that proposes to enter into any transaction with the

Association, such person shall give notice of such interest or relationship to the board of directors or committee they are working with.

2. Determining a Conflict of Interest — After disclosure of the conflict of interest, the interested person shall leave the board or committee meeting while the conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing a Conflict of Interest
 - a. If a conflict of interest exists, thereafter the interested person shall refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Association or its components.
 - b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the board or committee shall determine whether the Association can obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. Violations of the Conflict of Interest Policy
 - a. If the board or committee has reasonable cause to believe that a director, officer, member of a committee with board-delegated powers, or key employee has failed to disclose actual or possible conflicts of interest, it shall explain to the member the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the response of the director, officer, member of a committee with board-delegated powers, or key employee and making such further investigation as may be warranted in the circumstances, the board or committee determines that such person has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.

Article IV — Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the

financial interest, any action taken to determine whether a conflict of interest was present and the board's or committee's decision as to whether a conflict of interest in fact existed; and

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V — Compensation Committees

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

Article VI — Annual Statements

Each director, officer, member of a committee with board-delegated powers, key employee or material vendor shall annually sign a statement which affirms that such person:

- a. Has received a copy of the Conflicts of Interest Policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands that the Association is a not-for-profit organization and that in order to maintain its Federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII — Periodic Reviews

To ensure that the Association operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, including the following subject:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether acquisitions of services result in impermissible private benefit.
- c. Whether partnership and joint venture arrangements and arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Association's purposes, and do not result in impermissible private benefit.
- d. Whether agreements with providers, employees and third party payers further the Association's purposes and do not result in inurement or impermissible private benefit.

Article VIII — Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, the Association may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the board of its responsibility for insuring that periodic reviews are conducted.

This policy was adopted by the Association's Board of Directors on [DATE]

B. Whistleblower Policy

Reporting Responsibility

The Association for International Agricultural and Extension Education (the "Association") expects directors, officers, employees, independent contractors, and members to report suspected violation of the AIAEE policies, including illegal or improper conduct by the AIAEE itself, by its leadership or by others on its behalf. Suspected conduct that should be reported would include, for example:

- Supplying false or misleading information on the Association's financial or other public documents, including its Form 990;
- Providing false information to or withholding material information from the Association's independent auditors;
- Destroying (other than as permitted by the Association's Document Retention and Destruction Policy), falsifying or concealing any records that are official documents of the Association;
- Embezzling or stealing the Association's funds or other assets;
- Paying for services or goods that are not rendered or delivered. or "laundering" funds;
- Violating the Association's Conflict of Interest Policy, Whistleblower Protection Policy, Affirmative Action Policy, or Record Retention and Destruction Policy; and
- Facilitating or concealing any of the above or similar actions.

No Retaliation

The Association's policy is that no director, officer, employee, independent contractor or member who in good faith reports a suspected violation will suffer harassment, retaliation or adverse consequence even if the report is mistaken, or against any other person who assists in the investigation of a reported violation. An employee, independent contractor, officer or director or member who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment or other engagement or removal from a leadership position and/or membership in the Association.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. The Association reserves the right to discipline persons who make allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false.

Reporting Process

The Association practices an open-door policy, and suggests that members and employees share their questions, concerns, suggestions or complaints with someone who can address them

properly. In most cases, the President is in the best position to address an area of concern. However, if you are not comfortable speaking with that person or you are not satisfied with their response, you are encouraged to speak with another Board Member whom you are comfortable in approaching.

Board Members are required to report suspected violations of the Code of Conduct to the Organization's President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following the Association's open-door policy, individuals should contact the President directly.

Reports should identify the reporting person and describe in detail the specific facts that have caused the reporting person to suspect a violation. Reports will be kept confidential except to the extent necessary to conduct a complete and fair investigation. While a report may be submitted anonymously, the reporting person should understand that anonymity might impede the Association's ability to conduct a complete investigation.

Accounting and Auditing Matters

The Association's President shall immediately notify the Audit Committee of any concerns or complaints regarding the Association's accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

Response

Upon receipt of a report of a suspected violation, the Association will conduct a prompt, complete and fair investigation, consulting with outside counsel or accountants where deemed appropriate. A report of findings will be submitted to the AIAEE Board, with recommendations for action (if any). The Association's President will notify the person who submitted the complaint when the issue has been resolved and how.

This policy was adopted by the Association's Board of Directors on [DATE]

C. Document Retention and Destruction Policy

For the document retention and destruction policy, see Section VI of the AIAEE Policies and Procedures Handbook.

Appendix B: Important Documents

Roberts Rules of Order – Simplified

Taken directly from [Cornell University](#).

Bring up a new idea before the group. After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by adding words, striking words or striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes. Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed. Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

You are tired of the current discussion. Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion. Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time. Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. Call for orders of the day.

You want to end the meeting. Move to adjourn.

You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

Proposal for Conference Site and Hosting

Conference Host Application and Selection Criteria

The Association for International Agricultural and Extension Education (AIAEE) accepts bids from potential hosts of future AIAEE conferences. **Only organizations with current dues-paying AIAEE members are allowed to submit a Conference Host Application.** Any organization wishing to host an AIAEE Conference must prepare a proposal with site information for each of the categories listed below. All potential host locations will be considered.

The AIAEE developed the following criteria to serve as a guide for potential hosts in planning and submitting proposals to AIAEE for future conferences. These criteria may help potential hosts assess the merit of their proposal to host an AIAEE conference. Specific criteria also make the selection process evident and transparent to all AIAEE members. AIAEE's leadership may modify these criteria to improve its utility in the decision-making process.

Those interested in hosting an AIAEE Conference should send all requested information (use the format below) to the Conference Planning Committee Chair. Proposals to host conferences must be received by January 1, [year], in order to receive full consideration.

Potential hosts should use the five categories/criteria to describe their proposal in narrative form. The elected officers of the Executive Board will independently evaluate each proposal using the criteria outlined in this call for applications. The quality of each criterion will be rated (1 = *poor*, 2 = *fair*, 3 = *good*, 4 = *very good*, 5 = *excellent*). The results will be used by the Conference Planning Committee to make a formal recommendation to the Executive Board. The selected host location will be announced to the general membership no later than the annual meeting of the AIAEE (held in conjunction with the annual conference).

The organization submitting a proposal must answer each of the following criteria:

Organization submitting the proposal:

1. Partnership Considerations (especially important for non-U.S. conference sites):

- 1.1 Length of institutional relationships between AIAEE members and site location;
- 1.2 Potential for institutional relationships with similar organizations;
- 1.3 Professional reputation and regional influence of host organization(s); and
- 1.4 Benefits to host institutions.

Category score: _____

Comments:

2. Conference Planning:

- 2.1 Level, depth and breadth of commitment by the host institution (s)

- 2.2 Adequacy of hosts to help plan the conference
- 2.3 Planning of Costs and Ease of Communication
- 2.4 Quality of conference facilities, AV equipment lodging and food

Category score: _____

Comments:

3. Site Characteristics

- 3.1 Security, political stability
- 3.2 Field trips for AIAEE members, Graduate Students, and/or Guests
- 3.3 Climate/season during conference dates

Category score: _____

Comments:

4. Costs

- 4.1 Fiscal impact of Conference planning on AIAEE budget
- 4.2 Travel costs for members, including graduate students (US or host country)
- 4.3 Hotel costs, amenities, location, etc.

Category score: _____

Comments:

5. Membership Impacts

- 5.1 Existing membership based in the country/region
- 5.2 Potential for new members

Category score: _____

Comments:

_____ **Total score**