

# Standing Rules

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## Section 1.0 Organizational Governance & Communication

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

# Standing Rules

## Section 2.0 Membership

2.01 Annual dues. Each member shall be assessed annual dues which shall be used to cover expenses of the Association. Membership is annual. The amount of dues to be assessed shall be determined during the business meeting at the annual conference as recommended by the Executive Committee. Dues are payable upon receipt of invoice from the Secretary/Treasurer.

2.02 Membership Classes. The Board may establish and/or change the membership classes. The Executive Committee shall set the dues amount and the criteria for each class of membership with approval in the business meeting at the annual conference. To be in good standing, a member must not be more than six months in arrears in his/her dues and financial obligations to the Organization. Individuals more than six months in arrears in their dues will be declared inactive but retained on the membership rolls for an additional six months. Inactive members can reinstate their good standing by payment of current and all past dues. Individuals whose dues are more than one year in arrears shall be dropped from the membership rolls.

### 2.03 Individual Membership Classes and Dues

Membership Classes	Period	Amount
Active Members (with institution as a member)	1 yr.	\$75
	3 yrs.	\$200
Active Members (w/o institution as a member)	1 yr.	\$100
	3 yrs.	\$275
Graduate Student	1 yr.	\$25
Emeritus Member	1 yr.	\$25
Life Members	1-time payment	\$750
	4-year payment	\$200/yr.

### 2.04 Institutional Membership

Institutional Membership	Period	Amount
4 Year College or University	1 year	\$150
2 Year College or University	1 year	\$100

# Standing Rules

## Section 3.0 Regions

### 3.01 United States

#### Western Region

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

#### Southern Region

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

#### Central Region

Illinois  
Iowa  
Kansas  
Minnesota  
Missouri  
Nebraska  
North Dakota  
South Dakota  
Wisconsin

#### Eastern Region

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

### 3.02 Canadian Provinces and territories

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

## Section 4.0 Officer Duties

4.01 President. The general duties of the President shall be to: (a) preside at the annual conference of the North American Colleges and Teachers of Agriculture and meetings of the Executive Committee; (b) establish ad hoc committees with the approval of the Executive Committee and appoint members to these committees; (c) act as the official representative of the Association unless a representative is otherwise appointed; (d) serve, as appropriate, as an ex-officio member of any committee; (e) ensure that future conference host sites for three years into the future are identified with dates and the contact person listed on the NACTA website; and (f) receive the external audit financial report and provide a copy to the Secretary/Treasurer.

4.02 President-Elect. The general duties of the President-Elect shall be to: (a) serve in lieu of the President if the President cannot serve; (b) provide assistance and advice to the president as requested; (c) assume the office of President following completion of a one-year term as President-Elect; (d) coordinate with the Secretary/Treasurer and the managing firm on publishing organizational newsletters; (e) consult with President's council to secure nominations to appointed officers of NACTA (Foundation Director, Historian, Journal Editor and Parliamentarian) for consideration by the Executive Committee to appoint by September of each calendar year, and (f) convene the President's Council to review organization governing documents (bylaws, standing rules, etc.) with appointed parliamentarian by April of calendar year prior to annual business meeting.

4.03 Immediate Past President. The general duties of the Immediate Past President shall be to: (a) chair the Nominating Committee; (b) coordinate the selection of the Distinguished Educator Award, including establishing and publishing policies and guidelines for the award, receiving nomination materials, and selecting the award recipients with input from the Executive Committee; (c) coordinate the selection of the Murray Brown Leadership Award, including establishing and publishing policies and guidelines for this award; receive nomination materials; and selecting the award recipients with input from the Executive Committee; and (d) coordinate regular meetings between the management firm and the host site for the annual conference representing the NACTA Executive Committee.

4.04 Secretary/Treasurer. The general duties of the Secretary/Treasurer shall be to: (a) serve as an active conduit for communication between the Executive Committee, executive management firm, and members (if necessary); (b) be knowledgeable of the organization's records and related materials, and provide advice and resources to the Executive Committee when necessary; (c) provide signatory authority for financial transactions of the organization; (d) support the Executive Committee as they discharge their fiduciary duties, and (e) coordinate with the President-Elect and the management firm on organizational newsletters.

4.05 Regional Directors. The general duties of each Regional Director shall be to: (a) represent NACTA in matters of a regional nature; (b) actively engage in membership recruitment in the region; (c) serve on the Membership and Public Relations Committee; (d) assist the Immediate Past President in summer/fall to identify potential candidates for President-Elect and Regional Director-Elect; (e) send a note of congratulations to new NACTA members who join in the region and encourage them to become involved in NACTA; (f) work with NACTA Campus Ambassadors in the region to encourage increased participation (abstracts, journal articles, etc.) and NACTA teaching award nominations; (g) contact institutions in the region to encourage them to provide paid NACTA memberships for new faculty hires and/or graduate students; and (h) submit the Regional Director report in a timely manner prior to Executive Committee meetings.

4.06 Regional Directors-Elect.

*[Note: Regional Directors-Elect will no longer be an office as of June 2020 at which time these standing rule will be automatically deleted]*

The general duties of the Regional Directors- Elect shall be to: (a) become familiar with the duties and activities of the Regional Directors; (b) assist the Regional Directors in membership recruitment; and (c) serve on the Membership and Public Relations Committee.

# Standing Rules

4.07 Judging Conference Director. The general responsibilities of the Judging Conference Director shall be to: (a) serve as the official representative of NACTA to the Judging Conference; (b) facilitate communication between NACTA and Judging Conference participants; (c) identify and schedule future host sites for Judging Conferences; and (d) explore future experiential learning opportunities.

4.08 Judging Conference Director-Elect.

*[Note: Judging Conference Directors-Elect will no longer be an office as of June 2020 at which time this standing rule will be automatically deleted]*

The general duties of the Judging Conference Director - Elect shall be to become familiar with the duties and activities of the Judging Conference Director and to assist the Judging Conference Director as the official representative of NACTA to the Judging Conference.

4.09 Historian. The general duties of the Historian shall be to (a) maintain the archives of NACTA and (b) make reports of historical events relevant to the Association when appropriate.

4.10 Parliamentarian. The duties of the parliamentarian shall be determined by the President, Executive Committee, and as outlined in the organization's parliamentary authority *Robert's Rules of Order Newly Revised*. The parliamentarian is also tasked with moderating a Bylaws hearing prior to the Annual Meeting when any bylaws amendments are submitted.

4.11 Officer Reports. All officers and regional directors shall provide an annual report summarizing their activities to the Executive Committee via a copy sent to the Secretary/Treasurer at least two weeks prior to the annual conference.

## Section 5.0 Association Liaisons

5.01 Liaison Responsibilities. The NACTA Executive Committee shall have the authority to appoint NACTA members as Association Liaisons to various associations as the need arises. The general responsibilities of the Association Liaisons shall be to: (a) serve as the official representatives of NACTA to various associations whose memberships consists primarily of colleges of agricultural, environmental, natural, and life sciences; (b) facilitate communications between NACTA and the associations. Liaisons are expected to attend the Executive Committee meetings.

5.02 Liaison Procedures. The following policies shall pertain to liaisons: (a) vacant positions shall be appointed by the President with approval from the Executive Committee; (b) appointees shall serve designated terms as appropriate and there is no limit on the number of terms served; and (c) annual reports summarizing activities shall be provided to the Executive Committee via a copy sent to the Secretary/Treasurer at least two weeks prior to the annual conference.

5.03 Delta Tau Alpha Liaison. The general responsibilities of the Delta Tau Alpha Liaison shall be to: (a) serve as the official representative of NACTA to the Honor Society of Delta Tau Alpha; and (b) facilitate communications between NACTA and the Delta Tau Alpha Society. This liaison shall also serve as the National Advisor of Delta Tau Alpha.

5.04 Association of Public and Land Grant Universities (APLU) Liaison. The general responsibilities of the APLU Liaison shall be to: (a) serve as the official representative of NACTA to the APLU; and (b) facilitate communications between NACTA and the APLU.

5.05 Non-Land Grant Agricultural and Renewable Resources Universities (NARRU) Liaison. The general responsibilities of the NARRU Liaison shall be to: (a) serve as the official representative of NACTA to the NARRU; and (b) facilitate communications between NACTA and the NARRU.



# Standing Rules

## Section 6.0 Annual Conference

6.01 Annual Conference Sites. Conference sites should be selected at least three years in advance if possible and a requirement of a minimum of one year in advance.

6.02 Annual Conference Coordination. The NACTA Executive Board shall have the option to task a management firm with managing the annual conference. The Immediate Past President, the management firm, and the host site shall coordinate to conduct the annual conference.

6.03 Annual Conference Program Chair. A conference program chair (also an Associate Editor) will be appointed for a 3-year term by the Journal Editor. The program chair will work with the annual conference host site with duties to include call for abstracts announcement (January), updating categories for abstract submission, taking into account the annual conference theme, accessing abstracts online to be sent out to reviewers, making the final decision on abstract acceptance or rejection, and the scheduling of abstracts, symposia, workshops (and their publication in the NACTA Journal) and selection of the Blue-Ribbon speaker.

6.04 Annual conference activities. In the week prior to the annual business meeting, a bylaws hearing should be conducted by the organizational parliamentarian (either virtual or face-to-face).

## Section 7.0 Committees

7.01 Committee Membership and Procedures. Unless otherwise indicated or appropriate, the following policies shall pertain to all standing committees: (a) membership shall be open on a volunteer basis to all NACTA members in good standing; (b) members shall serve designated terms of three years and there is no limit on the number of terms served; (c) vacant chair positions shall be appointed by the President with approval from the Executive Committee; (d) chairs shall serve no more than two consecutive two year terms; (e) written guidelines and procedures regarding committee conduct and operations are to be maintained and a current version provided to the Executive Committee via a copy sent to the Secretary/Treasurer; (f) a committee meeting is to be held at the annual conference; (g) the official membership roster is to be updated at the conclusion of the annual conference and forwarded to the Executive Committee via a copy sent to the Secretary/Treasurer; (h) members not actively involved in committee activities shall be dropped from the roster; and (i) annual reports summarizing committee activities shall be provided to the Executive Committee via a copy sent to the Secretary/Treasurer at least two weeks prior to the annual conference. Committee chairs are expected to attend the Executive Committee meetings.

7.02 Educational Issues and Teaching Improvement Committee. The general responsibilities of the Educational Issues and Teaching Improvement (EITI) Committee shall be to: (a) solicit and respond to member needs regarding programs and activities for instructional improvement; (b) identify, develop, sponsor, and conduct specific teaching and learning related activities such as blue-ribbon presentations, round tables, symposia, and workshops at the annual conferences; and (c) provide recommendations and assistance to the Editor regarding the publishing of materials pertaining to educational issues and teaching improvement. The chair of the EITI will also be an Associate Editor of the NACTA Journal.

7.03 Educator Recognition Committee. The general responsibilities of the Educator Recognition Committee shall be to: (a) establish and publish policies and guidelines for the teaching awards; (b) receive nomination materials; (c) determine the award recipients; and (d) post the names of award recipients to the NACTA Teaching Awards website within four weeks following the annual conference. The chair of the Educator Recognition Committee will also be an Associate Editor of the NACTA Journal.

# Standing Rules

7.04 Undergraduate Experiential Learning Committee. The general responsibilities of the Undergraduate Experiential Learning Committee shall be to: (a) collaborate with the Judging Conference Director to intentionally extend the mission of NACTA through the Judging Conference; (b) explore creative opportunities for NACTA to enhance undergraduate experiential learning; (c) develop career preparation and skill development opportunities through enhanced relationships with agricultural and environmental state and federal agencies, business leaders and companies; and (d) work with the Educational Issues and Teaching Improvement Committee to recommend programs for the annual conference focused on the implementation and assessment of experiential learning activities.

7.05 Global Engagement Committee. The general responsibilities of the Global Engagement Committee shall be to: (a) Promote global perspectives in the scholarship of teaching and learning agriculture and related disciplines among NACTA members; (b) Encourage publication of global agriculture articles and global engagement tips in the NACTA Journal; (c) Cultivate and nurture connections between NACTA and other organizations involved with international agriculture; (d) Increase awareness among NACTA members how global engagement promotes diversity and inclusion in agriculture and related disciplines; and (e) Enhance collaboration leading to global agriculture curriculum development and exchange programs, including identification of potential funding sources.

7.06 Membership and Public Relations Committee. The general responsibilities of the Membership and Public Relations Committee shall be to: (a) provide recommendations to the Executive Committee regarding membership policies and procedures; (b) conduct membership recruitment activities; (c) conduct public relations activities; and (d) coordinate the NACTA Campus Ambassador program.

7.07 Nominating Committee. The general responsibilities of the Nominating Committee shall be to: (a) select nominees for President-Elect, Secretary/Treasurer, and open Director-Elect positions; (b) present this slate to the Executive Committee for approval at the fall meeting; (c) coordinate the preparation of ballots and distribute information about the candidates to the membership at least 90 days prior to the annual conference; and (d) coordinate conducting the election via electronic voting.

7.08 Journal Committee. The general responsibilities of the Journal Committee shall be to: (a) provide recommendations and assistance to the Editor regarding Journal policies and content; and (b) act as reviewers of manuscripts submitted to the Journal for publication and for abstracts submitted for the annual conference. The Journal Committee will appoint a Journal Awards Sub-Committee to be chaired by an Associate Editor. The general responsibilities of the Journal Awards Sub-Committee shall be to: (a) establish policies and guidelines for the journal awards; (b) evaluate articles in the four issues of each volume of the Journal; and (c) determine the award recipients.



## Section 8.0 NACTA Journal

8.01 Journal Editor. The general duties of the Editor shall be to: (a) oversee the publication of the NACTA Journal, including development of the budget, printing, and mailing or other means of distribution to members; (b) chair the Journal Committee and oversee the Editorial Board; (c) maintain the NACTA website related to the NACTA Journal; and (d) coordinate the solicitation, peer review and publication of accepted conference abstracts.

8.02 NACTA Journal Editorial Board. Membership of the NACTA Editorial Board would include 12 members: Editor in Chief – chairs editorial board

1. Associate Editors (10):
2. 4 Associate Editors - Manuscript Review (each would have specific areas of focus)
  - a. Annual Conference Program Chair (Associate Editor – Abstract review). Annual Conference Symposia Chair (Associate Editor and Current Chair of the EITI Committee)
  - b. Associate Editor – Teaching Tips
  - c. Associate Editor – Web Content
  - d. Associate Editor NACTA Journal Awards (Current Chair of the Journal Award Subcommittee)
  - e. Associate Editor - Teaching Awards (Current Chair of the Educator Recognition Committee)
3. Technical Editor – Management of organization personnel

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

1. Editor-in-Chief
  - a. Appointed by NACTA Executive Board
  - b. 3-year term, renewable for one more term
  - c. Selected from pool of past or present Manuscript Handling Associate Editors
  - d. Assigns manuscripts to Associate Editors based on topic and workflow to balance out work for Associate Editors.
  - e. Makes final manuscript decisions based on recommendations from Associate Editors.
  - f. Overseeing of reviewers to award Certified NACTA reviewer certificates.
  - g. Chairs Editorial Board
2. Associate Editors - Manuscript Review
  - a. Four content expert positions (based on topics for manuscript sorting)
  - b. Appointed by Editor-in-Chief.
  - c. 3-year term, renewable for one more term (initially consider staggered terms so not all turn over at the same time).
  - d. Selected from pool of past or present NACTA manuscript reviewers.
  - e. Assigns manuscripts to reviewers.
  - f. Makes a decision on each submission and communicates a recommendation to Editor-in-Chief.
  - g. Communicate with Editor-in-Chief and other Associate Editors - Manuscript Handling by email or in meetings as needed.
3. Other Editorial Board Members
  - a. Annual Conference Program Chair (Associate Editor – Abstract review). The Program Chair will work with the annual conference host site with duties to include call for abstracts announcement (January), updating categories for abstract submission taking into account annual conference theme, accessing abstracts online to be sent out to reviewers, making the final decision on abstract acceptance or rejection, and the scheduling and publication of abstracts, symposia, workshops and the selection of the Blue-Ribbon speaker.

## 8.03 Editorial Board Member Position Descriptions, continued

- b. Associate Editor – Annual Conference Symposia Chair (Current Chair of the EITI Committee. This position will solicit and respond to member needs regarding programs and activities for instructional improvement; identify, develop, sponsor, and conduct specific teaching and learning related activities such as blue-ribbon presentations, round tables, symposia, and workshops at the annual conference; and provide recommendations and assistance to the Editor regarding the publishing of materials pertaining to educational issues and teaching improvement.
- c. Associate Editor – Teaching Tips. Responsibilities include the editing/approval/rejection of learning object submissions (e.g., teaching tips, videos, software, podcasts, book reviews etc.) as well as monitoring dialogue between membership and learning object submitters in a dynamic “coffee-house” (NACTA Café) atmosphere on a designated site on the NACTA Webpage.
- d. Associate Editor – Web Content. Responsibilities for updating web content (excluding manuscripts, and NACTA Café) and working with NACTA staff to ensure site is current, well organized and engaging.
- e. Associate Editor NACTA Journal Awards (Current Chair of the Journal Awards Subcommittee). Duties include establish policies and guidelines for the Journal Awards, evaluate articles in the four issues of each volume of the journal and determine the award recipients.
- f. Associate Editor - Teaching Awards (Current Chair of the Educator Recognition Committee)
- g. Technical Editor – Management of organization personnel

## 8.04 – *Manuscript Topics*. The following categories may be used to sort manuscript topics:

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

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

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

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

# Standing Rules

## Section 9.0 NACTA Foundation

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

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

9.03 Foundation Giving Levels.

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

## Section 10.00 Adoption, Amendment, and Suspension of Standing Rules

The Standing Rules can be adopted by a majority vote without previous notice by the Executive Committee or the membership at the annual business meeting. A standing rule can be amended by a two-thirds vote without previous notice, or a majority vote with previous notice. Standing rules that have any application outside a meeting context cannot be suspended.

10.01 Record of Adoption and Amendments.

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

- Amended December 16, 2020 to include section 6.03- *Annual Conference Program Chair*, 7.02 – *Educational Issues and Teaching Improvement Committee*, 7.03 – *Educator Recognition Committee*, 7.08 *Journal Committee Annual Conference Program Chair*, Section 8.0 *NACTA Journal*.
- Amended January 19, 2021 to clarify section 2.04 – *Institutional Membership*.
- Amended May 18, 2021 to clarify sections Section 1.07 – *Creation of President's Council*; 4.0 – *Officer Duties*; 5.01- *Liaison Responsibilities*; 6.0- *Annual Conference*; 7.05 – *Global Engagement Committee*