

ESTABLISHING A CHAPTER*

Requirements and Procedure

Eligible Institutions

All colleges and universities duly recognized and designated as institutions which provide a major in Agricultural and/or Extension Education are eligible to establish an ATA chapter.

Petitioning for a Chapter

The petition for a chapter should originate with undergraduate students who have chosen a major in Agricultural or Extension Education. The petition must have the approval of the Dean/Head of the College of Agriculture or College of Education of its respective institution.

The petitioning chapter must be organized and present a written formal application to the national secretary-treasurer of Alpha Tau Alpha.

Approval

The name of a petitioning chapter, along with appropriate information, shall be sent to the active chapters by the national secretary-treasurer. All chapters are to reply within 30 days from receipt of the ballot. Non-receipt of a reply shall constitute an affirmative vote. Two dissenting chapter votes shall prevent a petitioning chapter's admission to the national organization.

Installation

The national president may designate an installation team from a nearby active chapter. A national officer or an alumnus of the organization may be designated as the installing officer. The wishes and desires of the petitioning chapter will be given consideration in the selection of an installing team or officer(s), the date for the ceremony, and other installation details.

*Additional information may be found in the National Constitution, Article VIII, and in the By-Laws, Articles IV and V.

Fees

The new chapter is required to defray one-half of the expenses of the installation team or officer(s). The national treasury shall contribute the remaining half.

Upon installation, the new chapter shall pay the national treasury a charter fee (see Article VIII, Section V of the National Constitution). The secretary of the new chapter shall forward the national initiation fee for each initiate (see Article IV, Section I of the National By-Laws). The new chapter shall have the privilege of fixing local initiation fees and annual dues as necessary to cover local chapter maintenance.

The initiation form, which may be obtained from the national secretary-treasurer, the chapter charter fee, and membership dues for each initiate should be forwarded to the national secretary-treasurer soon after the installation ceremony. Subsequent initiations are reported on the same forms.

ATA Initiation Materials

Official materials and insignia may be obtained from the national secretary-treasurer. A list of materials available may be found in the section "Official Insignia of Alpha Tau Alpha".

Pattern for Local Chapter Constitution and By-Laws

CONSTITUTION AND BY-LAWS
OF THE (GREEK NAME) CHAPTER
OF THE
ALPHA TAU ALPHA
National Professional Honorary
Agricultural Education Organization

CONSTITUTION

ARTICLE I

Name

This organization shall be known as the (Greek Name) chapter of Alpha Tau Alpha.

ARTICLE II

Purpose

The purpose of this organization is to promote the high ideals and standards as set up by the national body; to cooperate in promoting the interests thereof; to support the Constitution and By-Laws of the national organization; and to abide by the rules and regulations governing the same.

ARTICLE III

Membership

SECTION I. Active Membership

Active membership in this organization shall be limited to sophomores, juniors, and seniors preparing to teach agriculture or extension education, and graduate students whose interests are in agricultural education or extension education. Members shall have at least a 2.5 GPA on a 4.0 scale (or a 3.5 GPA on a 5.0 scale).

SECTION II. Junior Membership

1. Junior membership in Alpha Tau Alpha shall be open to all freshmen and transfer students who express an interest in and major in Agricultural Education or Extension Education. (Privileges of junior membership shall be left to the discretion of the active membership of local chapters.)
2. Junior members need not be reported to the national and no national dues shall be required from them.

3. Junior membership shall not exceed a period of one year.

SECTION III. Associate Membership

Associate membership shall be limited to those actively engaged in agricultural education or extension education professions.

SECTION IV. Honorary Membership

Honorary membership shall be limited to those persons engaged in agricultural leadership; to those desiring to promote the welfare of community life; and to those promoting agricultural education.

SECTION V. Election to Membership

Election to membership in this organization shall be by individual ballot at a regular meeting of the local chapter, the candidate's name having been proposed at one meeting previous.

Two dissenting votes shall prevent a candidate's election to this organization.

ARTICLE IV

Officers

Officers of this organization shall be president, first vice-president, second vice-president, secretary, treasurer, reporter and sergeant-at-arms, who shall act as an Executive Committee, and shall execute the duties incumbent with these offices. The term of office shall be one year (or as determined by the local chapter.)

ARTICLE V

Dues

Each initiate upon initiation shall pay to the local treasurer the sum of ___dollars, which includes the national initiation fee. Thereafter, for each school year each active member shall pay a sum of ___dollars as local annual dues.

ARTICLE VI

Amendments

Amendments to the Constitution and By-Laws of this chapter may be made upon the majority approval of the active membership of the local chapter.

BY-LAWS

ARTICLE I

Duties of Officers

SECTION I. Duties of the President

1. The president shall
 - a. Obey and enforce the Constitution and By-Laws of the organization.
 - b. Be held accountable by the organization as a whole.
 - c. Act as the official representative of the organization unless a representative is otherwise appointed.
 - d. Have power to appoint all committees.
2. The president shall execute other duties incumbent with the office.

SECTION II. Duties of the First Vice-President

1. In the absence of the president, the first vice-president shall act in the official capacity of the president and the member shall take on all the duties of that office.
2. In case the president is removed from office by any means, the first vice-president shall act as the president until a new president is elected.

SECTION III. Duties of the Second Vice-President

In case of the absence of the president and the first vice-president, the second vice-president shall act in the official capacity of the president and the member shall take on all the duties of that office.

SECTION IV. Duties of the Secretary

1. The secretary shall
 - a. Act as a recorder of all business brought before the organization and shall take a complete record of each meeting.
 - b. Notify the national secretary-treasurer of all changes in the personnel of officers; and shall send a complete list of names, roll numbers and addresses of initiates with their initiation dues.
 - c. Keep a record of the reports of each committee.
 - d. Be held responsible and accountable for all the books and records of the organization.
 - e. Carry on all correspondence which the Executive Committee deems fit.
2. The secretary shall act as official historian of the organization.

SECTION V. Duties of the Treasurer

1. The treasurer shall render a report at each regular meeting of the organization or at the request of the Executive Committee.
2. The money obtained by the treasurer shall be deposited under the account of Alpha Tau Alpha in _____ Bank (determined by the local chapter).
3. The treasurer shall be held responsible and accountable to the organization.
4. All bills must be paid by check, and signed by the treasurer. All receipts and canceled checks shall be kept throughout the year.
5. At the end of the year, the bank book shall be balanced. All receipts and canceled checks shall be placed in the care of the secretary to be kept as a permanent record.

SECTION VI. Duties of the Reporter

1. The reporter shall report activities of the chapter to the news media.
2. The reporter shall send a brief report of chapter activities and accomplishments to the national first vice-president to be published in the Alpha Tau Alphan.

SECTION VII. Duties of the Sergeant-at-Arms

1. The Sergeant-at-Arms shall
 - a. Arrange for a meeting room.
 - b. Prepare the meeting room for assembly.
 - c. Put the room in order after the meeting.
2. The Sergeant-at-Arms shall assist the president in keeping order.

SECTION VIII. Duties of the Executive Committee

1. It shall be the duty and power of the Executive Committee to take immediate action in regard to conditions which may arise where it would not be expedient and possible or necessary to call a meeting of the organization. In such cases, the Executive Committee shall to the best of its ability take action of which the organization as a whole would approve.
2. Meeting of the Executive Committee shall be held upon notice from the president.

ARTICLE II

Meetings

SECTION I. Regular meetings of (Greek Name) chapter shall be held on the ____ day of each month, unless otherwise determined by the Executive Committee, or at a previous meeting.

SECTION II. Special Meetings

1. May be called by the president.
2. Shall be called by the president upon a written request of five members of the chapter.

Suggested Program of Activities

Any organization needs a program of activities to chart its course. A concise, written plan should aim toward attaining the goals and purposes of the chapter. Develop an outline of activities that are fun, educational, challenging and rewarding. Obtain ideas from other chapters by reading about their activities in the Alpha Tau Alphan.

Because of the various opportunities on different campuses, a program of activities should be developed to match the needs and purposes of the local chapter. Suggested activities are listed below.

I. Improving Meetings

1. Plan meetings.
 - a. Executive Committee meets to plan each meeting.
 - b. Post the agenda and notify each member of meetings.
 - c. Schedule at least one regular meeting each month.
 - d. Plan chapter meetings to meet the purposes of the organization.
2. Arrange for interesting meetings.
 - a. Alternate members to serve as program chair.
 - b. Invite prominent speakers for meetings during the year. Select speakers to meet need: school administrators, agricultural or extension educators, college personnel, or other appropriate individuals.
 - c. Invite foreign students to present programs.
 - d. Show appropriate interest-related films, filmstrips, or slides.
 - e. Interact with Collegiate FFA, agricultural clubs, and other organized collegiate groups.
3. Develop good meeting procedure.
 - a. Establish a chapter parliamentarian.
 - b. Transact all ATA business according to standard parliamentary procedure.
 - c. Make sure meetings open and close on time.
4. Get more member participation.
 - a. Strive for 100% attendance at meetings.
 - b. Be sure each member serves on at least one committee.

- c. Involve members in presenting programs.
 - d. Have student teachers report experiences.
5. Present rituals properly and respectfully.
- a. Be sure each officer has a copy of the ritual as printed in the Official Manual.
 - b. Construct an Alpha Tau Alpha symbol.
 - c. Use the symbol at all initiations.

II. Increasing Membership

1. Strive for 100% membership of those qualified.
- a. Invite prospective members to an informational meeting and explain activities and purposes of ATA.
 - b. Distribute ATA literature to those interested.
 - c. Hold membership initiation once each semester.
2. Increase the number of honorary and associate members.
- a. Encourage educators in agricultural and extension education to become associate members.
 - b. Select honorary members from faculty, agricultural and extension leaders.
 - c. Encourage active participation by associate and honorary members.

III. Providing Publicity

1. Inform public of ATA activities and accomplishments.
- a. Report chapter's activities to local news media.
 - b. Publish articles in campus newspaper.
 - c. Prepare form letters to facilitate news releases and correspondence.
 - d. Maintain a chapter scrapbook and have pictures in collegiate yearbook.
 - e. Participate in campus activities and events.
 - f. Visit schools and encourage students to enroll in Agricultural or Extension Education.

IV. Service Projects

1. Sponsor at least one service project.
- a. Select a project of benefit to agricultural or extension education.
 - b. Select a project of benefit to a community.
2. Assist other groups in sponsoring activities.
- a. Help at other collegiate and agricultural functions.
 - b. Assist at FFA/Agriculture career development events and conventions.

V. Professional Involvement

1. Participate in National ATA activities.
- a. Assist chapter delegate to attend National Conclave.

- b. Enter teams and individuals in National ATA contests.
 - c. Nominate chapter advisor(s) to hold national office.
 - d. Select members to represent the chapter on assigned national committees.
2. Participate in professional activities.
- a. Plan field trips which will benefit members as future agricultural and extension educators; for example, to judging events, farming operations, food processing plants, school agricultural programs, or agricultural businesses.
 - b. Attend meetings of professional agricultural and extension educators.

VI. Social and Recreational Activities

1. Provide food and fellowship.
- a. Have refreshments and fellowship after meetings.
 - b. Plan a meal function in connection with initiation, alumni gatherings, or other occasions, such as holidays or special campus events.
2. Have at least two recreational meetings each year.
- a. Organize athletic recreation at a meeting; for example, divide into teams and play volleyball, basketball, or some other sport in friendly competition.
 - b. Have entertainment at a meeting, such as a vocal group.
 - c. Hold joint recreational activities with other campus organizations.
 - d. Organize a social function such as a dance or party.
 - e. Plan a picnic during the summer session and invite ATA associate members, alumni, and other agricultural and extension educators to attend.

VII. Improving Scholarship

1. Recognize outstanding students.
- a. Honor outstanding members during a special event, such as a banquet.
 - b. Display a permanent plaque with names of award winners engraved annually.
2. Present awards for scholastic achievement.
- a. Give a plaque for the highest grade point each year.
 - b. Establish an annual scholarship to be given to an active ATA member.
3. Establish a minimum grade point equal to, or greater than, **the national requirement for initiation.**