



Professional Agricultural Student Association
Chapter Formation Guidelines

Prepared —Accountable — Skilled

CHAPTER FORMATION CHECKLIST

1. Submit your completed charter to the National PAS Executive Director at admin@nationalpas.org
2. After receiving your charter, the National Office will send you a student membership form
3. Return your completed student membership form to admin@nationalpas.org
4. Once received, the National office will send an invoice for your *chapter affiliation dues of \$250 (for years 1-3, and \$500 in year 4 and beyond) and your **student membership fees--\$30 x the number of students on the form
5. Once the National PAS office receives your payment, your chapter will be official

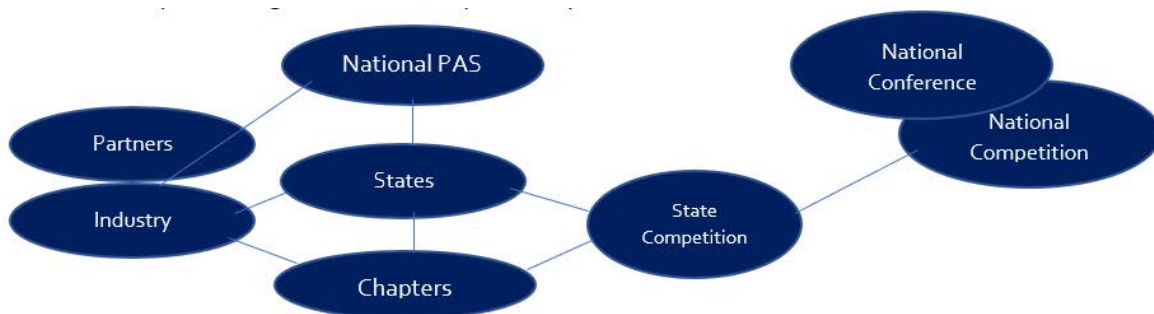
*Chapter affiliation fees are due Oct 15th of each year.

** All dues, chapter & student member, must be paid in full for students to participate in competition.

The National Professional Agricultural Student Association, commonly referred to as PAS, is a one-of-a-kind national collegiate-level competition-style learning model which give students the practical and hands-on development opportunities essential for career success. PAS prepares students for the workplace through participation in work-experience programs and internships, skill-set development, networking opportunities, and organizational activities.

Students enrolled in agricultural and career and technical-related programming compete at the local, state, and national levels. Students are guided by faculty advisors to develop the technical, professional and soft skills required for career success within agriculturally-related industries.

As the umbrella organization, National PAS, provides classroom resources for chapter advisors and instructors, culminating in national-level student competitions which take place during the National PAS Conference held in March of each year. Local chapters are the entry point for students for accessing career resources and for becoming eligible for participating in student competitions. Chapters may be formed and operated through schools of agriculture at two and four-year colleges. Led by a faculty adviser at the local college level, student who become members in their local chapter can work their way up to state and national competitions and recognition.



BENEFITS OF PAS LOCAL CHAPTERS

PAS is one of the 11 Career and Technical Student Organizations (CTSO's) approved by the U.S. Department of Education as an integral part of career and technical education. When applied to a school's curriculum, students are better prepared to enter the workforce, become leaders in their fields and develop into quality citizens in their communities. The exciting part about PAS is that it gives its members the opportunity to test and fine tune their skills while participating in quality programs developed by vocational and technical professionals.

Chapter activities can be conducted in the following areas: (suggestions but not limited to this list)

- Competition
- Service/Volunteer work
- Fundraising
- Professional Development
- Work experiences / internships

PAS is engineered to be a student-run organization. This unique structure allows students to fully organize, develop and run their PAS chapter. This approach supports the vision of PAS to become the premier leadership and career development organization serving college agriculture students. Not only do students participate in competitive events through PAS, they also run meetings, make important decisions, manage their chapter finances, scheduling, and membership. Students become fully immersed and build ownership for their own learning, leading and developing personal and professional networks with others who have a similar passion for building the future of agriculture.

Critical to the success of a PAS Chapter, is the role of the advisor. The advisor serves as a guide and mentor to students. When the college is assigning faculty to be the PAS Advisor, they should consider the faculty members' level of energy, enthusiasm and their ability to challenge and coach students toward taking risks aimed at improving their career readiness and professionalism.

BENEFITS TO PAS MEMBERS. OPPORTUNITY TO:

- Attend and compete at the National PAS Conference held in March of each year
- Participate in business and industry tours
- Build a resume which apart from candidates without PAS experience
- Gauge against peers across the country
- Participate in work experience programs
- Participate in career enhancement activities
- Participate in Goal Development Training
- Run for state and/or national office
- Develop and practice leadership skills
- Develop a national network of industry professionals and peers
- Make lifelong friends

PAS STUDENTS ARE:

- Motivated young professionals with the technical and interpersonal skills needed for meeting the workforce needs of the agricultural industry in the 21st Century
- Prepared for specific areas of employment related to company needs across all of agriculture
- Leaders on their campus and in their communities; they are dedicated to serving others
- Interested in securing work within agriculturally-related fields

The local PAS chapter is the most important level of participation in the organization. The local chapter should be organized in the manner which considers the culture of the postsecondary institution and region the chapter is located in.

Many large postsecondary institutions have several agricultural clubs. One model for managing this is through a coordinating council made up of representatives of the various clubs. This promotes communication between various agricultural clubs, avoids overlap, and ensures more cooperative working relationships across clubs and later, across the industry.

Postsecondary institutions which organize themselves to utilize resources efficiently, incorporate student membership fees into the cost of course participation (tuition) and that build buy-in and participation among students, tend to experience the most success.

Frequently, agricultural clubs are affiliated with a specific degree/programs or areas of study, such as of American Society of Agricultural Engineering or the American Society of Agronomy. That is where PAS differs. PAS supports students from across all agriculture and career and technical fields. Through chapter activities, PAS members are exposed to understanding a real-world context around which the agricultural industry exists. While, students can compete in a specific area of study, all PAS students gain career development support such as--profession skills, presentation skills, soft skills and leadership skills, regardless of their technical area of study. No part of the agricultural industry works in isolation and PAS supports students in learning how to interact with peers and professionals whose work and knowledge-base is different than their own.

Career Program Areas

The purpose of the Career Program Areas (CPAs) is to allow participants to be evaluated by agriculture industry professionals as they test their knowledge and problem-solving skills in a competitive environment.

PAS Career Program Area categories include:

- Agricultural Education
- Ag Machinery Service Technician
- Agricultural Sales
- College bowl
- Crops Specialist
- Dairy Specialist
- Employment Interview
- Equine Specialist
- Food Science and Safety Specialist
- Impromptu Speakers for Agriculture
- Livestock Specialist Career Program Area
- Ornamental Horticulture Specialist
- Floriculture
- Landscape Design/Nursery Development
- Planning for Progress
 - Career Planning
 - Career Progress
- Precision Agriculture Specialist
- Prepared Speakers for Agriculture
- Soil Science Specialist
- Turfgrass Management Specialist

Sample Education Chapter Activities

- Curriculum-related programs
- Personal development
- Leadership development
- Employment skills
- Planning for Progress

Sample Competition Chapter Activities

- Fundraising – Bake Sales, Fruit Sales, Raffles, Food Drives
- Recreation – Cookouts, Trail Rides, GPS Scavenger Hunts

HOW TO ORGANIZE YOUR PAS CHAPTER**1. Lay the Foundation – select a core of potential members.**

Quite often these members will be the leaders of an existing agriculturally-based club at your college. Generally, a PAS chapter is associated with an existing club and is used as a compliment to that organization. This core planning group of members should be a group of no more than four or five individuals. This group will organize and develop the essential documents and structure of your chapter.

2. Organize the group – call an organizational meeting.

With the assistance of the information contained in this start-up guide, organize a meeting to review and revise the documents, develop the goals of the chapter and set a timeline in which to accomplish your specific chapter goals. Organize this information in a way that your potential members can easily review it.

3. Making it known to potential members.

Publish articles for campus circulation and ask for presentation time during other club or organizational meetings. In your articles and presentations, be sure that you present the goals, activities, membership requirements and contact information and stress the leadership development, career preparation and personal growth aspects. Set a time to have your first PAS chapter meeting. Spread the word - publish your meeting information around your campus and community.

4. Conduct your first chapter meeting.

Your first PAS chapter meeting will be your opportunity to set the tone for the organization. This will be the time that interested individuals will interpret their first, and most important, impression of the organization. Try to house your meeting in a professional, clean and quiet room. Provide refreshments both before and after the meeting – free food, who can resist? Some chapters offer a recreational activity after the meeting to add an additional fun twist on the gathering. Remember, the main goal of your first chapter meeting is to inform potential members of your chapters' purpose, possible activities and membership requirements. Conduct a professional meeting by using an agenda, following parliamentary procedure and dressing appropriately. Remember, the image of your chapter will reflect its leadership.

*NOTE: To give your membership the opportunity to better understand what your chapter is all about, it is not necessary to get into the details of the organization, such as approving the bylaws in the first organizational meeting. Creating bylaws and organizational processes can be created at a time set shortly after your initial meeting.

5. Publicize the Results.

After the first chapter meeting, publicize the results. Be sure to include the overall activities that your chapter hopes to be involved in, how many members signed up and invite people interested to join. Again, review the purposes of the organization, your contact people and the time of the next meeting.

CREATING YOUR CHAPTER BYLAWS

Each local chapter develops a set of bylaws and a sample of bylaws is included below as a guide for your chapter.

ARTICLE I. NAME

The name of the organization shall be the name of your school, along with PAS Chapter (ex: RIDGEWATER CHAPTER of PAS, or MUSCATINE COLLEGE PAS).

ARTICLE II. PURPOSE

The purpose of YOUR CHAPTER is to provide opportunities to develop the skills needed to enter and advance in careers in agriculture, agribusiness, horticulture and natural resources.

YOUR CHAPTER OBJECTIVES enable members to:

1. Make appropriate career choices.
2. Identify and acquire the skills needed for successful careers in agriculture, agribusiness, horticulture or natural resources.
3. Develop leadership and management abilities.
4. Develop and enhance character, citizenship and patriotism.
5. Establish relationships with educational, professional and service organizations.
6. Encourage cooperation among students in various curricular areas.
7. Recognize the value of postsecondary vocational technical education.
8. Receive recognition for achievement in the organization.

CHAPTER OBJECTIVES are designed to:

1. Enhance the cooperation with YOUR COLLEGE.
2. Maintain correspondence with other COLLEGE organizations.
3. Develop and sustain a productive relationship with the YOUR STATE PAS and National PAS organizations.
4. Develop and grow relationships within the community, including charity and non-profit organizations.
5. Recognize the value in strengthening relationships with the surrounding communities.

ARTICLE III. ORGANIZATION

The YOUR CHAPTER is a student organization associated with agriculture/agribusiness, business, horticulture and natural resource offerings in YOUR COLLEGE. It is an integral part of the instructional program but may meet and operate outside scheduled class time. It is important to work with your college administration to help them understand the value of PAS for students in your college as well as industry. Other successful chapters have worked with administration to incorporate membership dues into the tuition of coursework which utilizes National PAS curriculums, such as career preparation or planning. In this situation, the \$30 National PAS student member fee would be incorporated into the cost of tuition for the class, each student enrolled in the class would automatically become a member of PAS. The school would send a list of those students to National PAS and pay the \$30 per student fee directly to National PAS instead of each student having to come-up with that \$30 fee out-of-pocket.

ARTICLE IV. MEMBERSHIP

Section A. Active chapter membership shall be limited to students enrolled in a program preparing students for a career in agriculture/agribusiness, business, horticulture and natural resources.

1. Active chapter membership for students pursuing a vocational diploma, certificate or associates degree shall cease at the close of the second national conference of the National PAS Organization following the completion of the curriculum.
2. Active chapter membership for students pursuing a bachelor's degree shall cease upon the completion of the curriculum.
3. Active chapter membership dues will be set at the annual meeting of the YOUR CHAPTER

Executive Board.

Section B. Alumni and Associate Membership shall be open to former active or honorary PAS members, present and former agriculture educators, parents of PAS members or supporters of the PAS Organization's work. PAS Alumni and Associates has a committee of the National PAS Board of Directors. The committee convenes as a group annually during the National PAS Conference which takes place in March of each year. The PAS committee elects' officers and a chairperson. The chairperson, who is selected by the alumni committee, represents the alumni voice on the National PAS Board of Directors for a two-year term.

ARTICLE V. CHAPTER OFFICERS

Five student chapter officers are elected annually to the following officer positions: president, vice president, secretary, treasurer and reporter. CHAPTER officers shall be elected by a majority vote of the members present at your annual CHAPTER meeting. If more than two people are nominated for an office and no one receives a majority vote, the person who receives the lowest number of votes will be dropped from the ballot and revote shall be taken; the procedure followed until one person receives a majority vote.

ARTICLE VI. GOVERNING BODY

The governing body shall consist of the five Student Officers and Advisors (non-voting).

ARTICLE VII. MEETINGS

Section A. YOUR CHAPTER shall hold a state meeting. This meeting time and date will be determined by the last school day of the second full week of each semester. This meeting time will be based on an agreement by members according to their schedules to ensure the highest participation rate as possible.

Section B. YOUR CHAPTER President will prepare the agenda of chapter meetings Which will be distributed among the members and guests prior to the beginning of each meeting.

Section C. Parliamentary authority shall be the most recent revised edition of Roger's Rules of Order.

ARTICLE VIII. COMMITTEES

Section A. Standing committees shall be appointed by the Governing Body (Chapter officers). Committees shall include:

- | | |
|---------------------|------------------------------|
| 1. Membership | 4. Activities/Special Events |
| 2. Finance | 5. Resolution |
| 3. Public Relations | |

Section B. Ad Hoc committees shall be appointed as needed by the Governing Body.

ARTICLE IX. AMENDMENTS

Proposed amendments to the bylaws of the YOUR CHAPTER may be submitted by any member in good standing at least 60 days prior to the date of the YOUR CHAPTER annual meeting. The YOUR CHAPTER Advisor shall notify all members of the proposed change at least 30 days prior to the conference. A two-thirds vote of the members present at the meeting shall be required for adoption.

To learn more about the current PAS events, local chapter highlights and National Officer updates visit the National PAS Organization website: www.nationalpas.org. In the fall of 2018, an advisor login will be added to the National PAS website. Once established, all organizational materials for advisors, chapters, National Conference, CPAs, organizational branding and logos will be housed behind a password protected login. This will ensure only paying members gain access to PAS materials and will ensure that advisors always have access to the latest information and forms.

SELECT AN ADVISOR COORDINATOR:

Select an advisor coordinator to serve as a point of contact/troubleshooter for students. The advisor should be available to assist where needed in the planning and executing of this activity. Having said that, make sure students do much of the work. Students won't learn as much if all they must do is show up. The advisor is also the primary contact and liaison between the college, chapter and the National PAS office.

Critical to the success of a PAS Chapter, is the role of the advisor. The advisor serves as a guide and mentor to students. When the college is assigning faculty to be the PAS Advisor, they should consider the faculty members' level of energy, enthusiasm and their ability to challenge and coach students toward taking risks aimed at improving their career readiness and professionalism.

SELECT A STUDENT LEADER

Strong leadership is crucial from the student leader. This person needs to be able to motivate the other students and delegate effectively. Many advisors use an informal process to select the student leader. Advisors typically know their students well enough to determine who is capable of taking leadership of the event. Look at the chapter officers first and work from there. In any case, you should be available to support and assist the student leader(s), but again, let the students do the work.

SCHEDULE A DATE

Select a date which will not be cluttered with other activities. Allow enough time for advertising and promotions.

ESTABLISH A BUDGET

When deciding on an activity, the students should make sure it's exciting and one the chapter can afford. Include costs for materials, equipment, refreshments and advertising.

ENSURE ADEQUATE EQUIPMENT

If any special equipment is needed, it should be on hand well in advance of the event itself. There should also be enough tools and materials available for all participants.

OBTAIN PERMITS

If any special permits are needed, it's good to find out in the early stages of planning to be sure they can be obtained in time.

MAKE ASSIGNMENTS AND TRAIN VOLUNTEERS IN SPECIFIC TASKS.

Working with the student leader, help make assignments to spread the work among the chapter members. The more people get to do, the more they learn and the bigger their investment will be in the success of the activity. Each participant should be adequately trained in his or her job.

PAS BRAND GUIDELINES, PUBLIC RELATIONS AND ADVERTISING

The PAS organization will only be as strong as its brand. Consistency in look and messaging is an important component of keeping the PAS brand strong so it maintains its value for students, alumni and postsecondary institutions. It is important that all chapters adhere to the [National PAS Brand Guidelines](#).

Every activity is an opportunity for public relations. Press releases should be sent to local papers, radio stations and television stations. You might be surprised how many newspapers will cover it. Also, radio stations are always looking for items to add to their community calendar announcements.

Advertising need not be expensive. Simple handbills will usually do the trick. Check local laws about placing handbills on car windshields in a mall parking lot. Posters/handbills placed at bus stops will also work. Many grocery stores and other retail establishments will allow posters to be placed in their windows and other sources could be on institution website, community partner organizations, face book page, etc.

Activity Example

Holiday Food Drive: The objective of this activity is to provide a community service at a time when there is a greater demand on local charitable resource – the holiday season. It also helps to spotlight the PAS organization and expose students to community involvement. The food drive helps a local charity meet the increased number of requests for assistance during the holiday season. A major benefit for a chapter conducting this activity is it fulfills a vital need in the community.

A food drive can also be viewed as a competition because the different classes are competing with each other to collect the most food. The winning class receives a free pizza lunch. The winner is determined by the total pounds collected, divided by the number of students in the class. This allows classes of different sizes to compete equally. Classes tend to become more competitive as the collection draws near. This spirit of competition pays off for the local charity.

Begin by selecting a Community Service Committee. The committee members then elect a chairperson who is responsible for delegating assigned tasks to committee members, encouraging participation among the classes and building a competitive spirit within each class. A committee of six to eight is usually all that is required to conduct this activity. Most of the work required involves advertising and the actual collection of the food.

The students then contact a local charity to determine any special needs and a preferred date of delivery. Planning must be done to schedule the activity to deliver the food when the local charity needs it, awhile allowing enough time for classes to collect the food.

The food drive must then be advertised throughout the school. Advertising and clear communication is vital to the success of this activity to assure that everyone understand what they are doing and how the winning class is determined. Advertising usually begins about one week prior to the beginning of the project and continues throughout the project.

Announcements about the collection can be made if the school conducts daily announcements, an article can be placed in the school paper or newsletter and information about the activity can be provided to the school's director of public relations to be included in newspaper articles.

Students then provide boxes to each classroom for collection of the food, advertise so everyone understand the rules of the contest and determine the procedure for collecting, weighing and recording the results. At the end of the contest, students deliver the collected food to the local charity.

Materials required for this activity are minimal. Boxes must be on hand to provide to classes as they collect the food items. A scale is needed to weigh the food on collection day.

Another great benefit of a food drive is it's a low budget activity. The only expense is providing a pizza lunch to the winning class. The cost of the pizza, of course, depends on the size of the winning class.

WHAT DO STUDENTS LEARN?

Through this activity, students develop leadership skills such as effective communication, teamwork and community involvement. Student participation is not required and a grade or course credit is not assigned. The advisor is responsible for the successful outcome of the activity and must ensure that students complete their assigned tasks. The advisor will assist the students, but allows the students to complete the work.