Vian FFA Chapter Constitution

ARTICLE I – Name, Mission, and Strategies

Section A. The name of this organization shall be the Vian FFA Chapter of the National FFA Organization.

Section B. The mission and strategies of this chapter are as follows:

FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth and career success** through agricultural education.

1. Develops competent and assertive agricultural leadership.
2. Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
3. Strengthens the confidence or agriculture students and their work.
4. Promotes the intelligent choice and establishment of an agricultural career. 5. Encourages achievement in supervised agricultural experience programs. 6. Encourages wise management of economic, environmental and human resources of the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promotes citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

ARTICLE II – Organization

Section A. The Vian FFA Chapter is a chartered local unit of the Oklahoma Association of FFA which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the Oklahoma Association of FFA as well as those of the National FFA Organization.

ARTICLE III – Membership

Section A. Membership in this chapter shall be of three kinds: (1) Active; (2) Alumni; and (3) Honorary, as defined by the National FFA Constitution.

Section B. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study. Either course must include a

supervised agricultural experience program, the objective which is preparation for an agricultural career.

2. Participates in the official activities of the chapter. Official activities of the chapter shall be defined as attendance at monthly meetings and activity period meetings, committee work, fund raisers, and other official activities scheduled in the POA.
3. Pay all current state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

Section C. Alumni Membership. Following termination of active membership status, a Vian FFA Member automatically becomes an alumni member. Oklahoma FFA Alumni Association membership is available for members to continue to be involved with FFA activities.

Section D. Honorary Membership. Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, business people, Advisory Committee members, and others who are helping to advance agricultural education and the FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting.

ARTICLE IV – Emblems

Section A. The emblem of the FFA shall be the emblem for the chapter.

Section B. Emblems used by the members shall be designated by the National FFA Organization.

ARTICLE V – Degrees and Privileges of Active Membership

Section A. There shall be five degrees of active membership based on individual achievement. These degrees are: (1) Discovery FFA Degree (2) Greenhand FFA Degree, (3) Chapter FFA Degree, (4) State FFA Degree, and (5) American FFA Degree. The national organization shall set the minimum qualifications for each degree. All “Greenhands” are entitled to wear the regulation bronze emblem pin. [SO ON AND SO FORTH WITH CHAPTER, STATE, AND AMERICAN DEGREES.]

Section B. Discovery FFA Degree - To be eligible to receive the Discovery FFA Degree from a chapter, the member must meet the following minimum requirements:

1. Be enrolled in agricultural education class for at least a portion of the school year while in grades 7-8.
2. Have become a dues paying member of the FFA at local, state and national levels.
3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have knowledge of agriculturally related career, ownership and entrepreneurial

opportunities.
5. Be familiar with the local FFA chapter program of activities.

Section C. Greenhand FFA Degree - To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA Creed, Motto, Salute and FFA Mission Statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities.
6. Personally own or have access to the *Official FFA Manual* and the *FFA Student Handbook*.
7. Submit a written application for the Greenhand FFA Degree.

Section D. Chapter FFA Degree - To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an agricultural education course.
3. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Have earned and productively invested at least $150 by the member's own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in the FFA award programs.
8. Have a satisfactory scholastic record.
9. Submit a written application for the Chapter FFA Degree.

Section E. State FFA Degree. Minimum qualifications for selection will stand in this chapter as those found in Article IX, Section E in the Oklahoma State FFA Constitution and Article VI, Section E of the National FFA Constitution.

Section F. American FFA Degree. Minimum qualifications for this degree will stand in this chapter as stated in Article VI, Section F of the National Constitution.

ARTICLE VI – Chapter Officers

Section A. The offices of the FFA chapter shall be: president, vice president, secretary, treasurer, reporter, and sentinel. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. The teacher of agricultural education shall be the FFA advisor.

Section B. Officers shall be elected annually by a majority vote of the members present at a regular chapter meeting. A nominating committee may consist of the chapter advisor, graduating FFA officers, adult members of the Ag Ed advisory committee, one teacher, and one administrator shall have the option to present recommendations for chapter officers. The nomination committee must approve all members. The nomination committee shall designate an alternate officer, who would be eligible to replace a officer vacating a position; however, the name will not be announced but the advisor will be informed. The nomination committee will present a report to the chapter for consideration. No candidate my be nominated from the floor unless a prior application for the office has been submitted.

Section C. The officers of the chapter shall constitute the Chapter FFA Executive Committee. The executive committee shall have full power to act as necessary for the chapter in accordance with actions taken at chapter meetings and various regulations or by-laws adopted from time to time.

Section D. Chapter officers must be members in good standing and must hold a minimum of the Chapter Degree upon installation to a chapter office. Greenhand members may apply if five or less Chapter Degree members apply.

Section E. Honorary members shall not vote nor hold any office in the chapter, except that of the advisor.

Section F. The terms of the Stratton FFA Officers shall run from the Chapter FFA Banquet of their election year to the Chapter FFA Banquet of the following year.

ARTICLE VII – State and National Dues

Section A. The annual membership dues of the Vian FFA Chapter will be established by a majority vote of the members at a regular chapter meeting.

Section B. The dues shall be paid two weeks before the National Dues Date. Any member failing to pay dues will not be considered an active member.

Section C. The membership year of the Vian FFA Chapter Shall be from September 1 to

August 31.

Section D. No reimbursement of dues will occur under any circumstance.

Section E. If a member is financially unable to pay dues, the executive committee will grant a time expansion with a 2/3 vote to the executive committee. The member must request the extension in writing and forward the request to any member of the executive committee or advisor.

ARTICLE VIII – Amendments

Section A. Written application by any member or officer shall be submitted to the executive committee, complete with in depth discussion, stating why the article or sections should be amended.

Section B. This constitution may be amended at any regular chapter meeting by a 2/3 vote of the active members present providing it is not in conflict with the state association constitution or that of the National FFA Organization.

Section C. Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a 2/3 vote of the active members present providing such bylaws do not conflict in any way with the constitution and bylaws of either the association or the national organization.

ARTICLE IX – Chapter Meetings

Section A. Regular chapter meetings will be held once a month during the year. The members will choose the time and place of the meeting. Special meetings may be called at any time. Nutrition break or lunch meetings will be held when necessary while school is in session in accordance to the school's schedule.

Section B. A simple majority of active members listed on the secretary's membership roll shall constitute a quorum. A quorum must be present at any meeting at which business is transacted or a vote taken committing the chapter to any proposal or action.

Section C. All chapter meetings shall be governed by Robert's Rules of Order.

Section D. The official snack order will be officers, the group who brought the snacks, then in order of seniority (seniors, juniors, sophomores, freshmen).

ARTICLE X – Committees

Section A. All members must participate in at least one committee.

Section B. The executive committee will appoint committees and chairpersons.

Section C. Vian FFA will utilize committee report forms in making committee reports. A report will not be approved without a written committee report form being submitted to the chapter secretary.

BY-LAWS

ARTICLE I – Constitution Revision

Section A. The Vian FFA Constitution and by-laws must be reviewed by the chapter every two years. Revisions must be accepted by a two-thirds vote.

ARTICLE II – Officer Duties

Section A. Officers shall perform the usual duties of their respective office as found in the Official FFA Manual. More specific duties will be outlined for each officer at the first executive meeting following election. These specific duties will be considered addendums to the by-laws.

Section B. Chapter officers who are not carrying out their duties and responsibilities to the chapter will be impeached by a two-thirds vote of the chapter members.

Section C. Chapter officers may resign by submitting a written resignation to the officer team and be accepted by the chapter with a majority vote.

ARTICLE III – Officer Vacancies

Section A. A vacant office may be filled by a chapter member in good standing who meets all the qualifications for an officer.

Section B. Any member may submit a written application to the executive committee, requesting consideration for the vacant office.

Section C. The executive committee shall appoint a replacement to complete the term of the vacant office upon approval of the chapter.

ARTICLE IV – Member Misconduct

Section A. Any member who violates the FFA Code of Ethics, misuses the FFA jacket, or violates the official dress code may be suspended from participating in chapter, state, or national activities for one year. A member who violates the above policies will receive a written notice of their suspension.

Section B. FFA members are governed by the Vian Public School policies. These policies will be strictly enforced.

Section C. Members may appeal in writing to the executive committee concerning the decision. Persons who report the misconduct must have a witness or proof. The executive committee's decision is final.

ARTICLE V – Member Participation

Section A. Any member having two unexcused absences from FFA activities and/or meetings shall be notified by: (1) oral warning by the chapter Executive Committee Members (2) and a written notice from the chapter secretary informing the member of their probation, which jeopardizes their participation in chapter recreational, District, State, and National activities. This does not eliminate the member's participation from the organization's activities. If a member misses an activity and /or meeting, the member has one week from the date of the activity and/or meeting to present a prior, excused admit or written note from their parent/guardian stating the reason for the absence to the Executive Committee Members. A prior or excused admit from the school office for that date is considered an excused absence only if the prior or excused admit is presented to the Executive Committee Members within one week of the date of absence. Failure to present the prior, admit or note to the Executive Committee Members within one week will result in a unexcused absence.

Any member having **three** unexcused absences will be notified by a written notice from the chapter Secretary, regarding the member's suspension. A member who receives a suspension notice is prohibited from participating in any chapter recreational, District, State, and National FFA activities for the remainder of the membership year (September 1 to August 31). A member can still attend/participate in chapter activities other than recreational and is encouraged to remain involved in the FFA.

Section B. Members may appeal in writing to the executive committee concerning the decision. The executive committee's decision is final.

Section C. A member participation award will be given at the chapter banquet to encourage members to stay involved in chapter activities. For this particular award, participation will be calculated from the banquet for the Ag II-IV members and from August to banquet for Ag I members.

ARTICLE VI – Dissolution

Section A. In the event of the dissolution of the Vian FFA Chapter, the assets of the chapter shall be given to a non-profit organization determined my a majority vote of the members at such time.

Current Revision and Acceptance Date September 20, 2021

Secretary Signature

President Signature

Advisor Signature

Addendum
Vian FFA Constitution

ARTICLE I – Officer Duties

Section A. Specific Duties of all officers

1. Memorize their part in opening and closing ceremonies and special ceremonies conducted at banquet.
2. Be interested in being a part of a leadership team.
3. Have a desire to serve the chapter without concern for individual desires or goals.
4. Be able to lead by example and positive actions both in and out of school. 5. Be familiar with parliamentary procedure.
6. Willingly accept responsibility, and be will to carry out that responsibility promptly and efficiently.
7. Be on time to all activities. The officers should be at activities at least 15 minutes early in order to prepare for the activity and/or make needed changes in the agenda.
8. Work with and help others accomplish goals.
9. Be enthusiastic in completing their duties and in helping others
10. Be sincere, prepared, and positive.
11. Make decision and stick with the outcome, but have enough fortitude to change a decision if needed.
12. Be alert and communicate with everyone so that problems can be identified and solved.
13. Be an FFA officer all the time and not just when in activities. Remember you are always in public view, so act as the leader you have been selected to be. 14.

Periodically clean, update, and maintain officer files and notebooks. 15. Assist other officers in completing their duties.

Section B. Duties of the Chapter **President**

1. Conduct chapter meetings with correct parliamentary procedure. 2. Schedule executive meetings one week prior to regular monthly meetings. 3. Have a desire to serve the chapter without concern for individual desires to goals.
4. Be able to lead by example, actions both in and out of school.
5. Be familiar with parliamentary procedure.
6. Be willing to accept responsibility, and be willing to carry out that responsibility promptly and efficiently.
7. Be on time to all activities. The officers should be at activities at least 15 minutes early in order to prepare for the activity and/or make needed changes in the agenda.
8. Be willing to work and help others accomplish goals.
9. Be enthusiastic in completing their duties and in helping others.
10. Be sincere, prepared, and positive.

11. Be able to make a decision and stick with the outcome, but have enough fortitude to change a decision, if needed.
12. Be an FFA officer all the time and not just when in activities, remember they are always in public view, and act as the leaders they have been selected to be. 13. Assist other officers in completing their duties.

Section C. Duties of the Chapter **Vice-President**

1. Assume all duties of the president in the absence of the president. 2. Supervise all committee operations.
3. Make sure all committees function effectively and promptly. 4. Work closely with the president in directing the work of the organization. 5. Provide guidance and direction to all committees and assist whenever needed. 6. Keep a record of committee reports and action that needs to be taken as a result of a committee action.
7. Keep a running account of monthly activities posted on the blackboard and updated.
8. Be in charge of the program of activities and serve as chairman of the POA. 9. Make sure the POA is completed on time; that it has challenging activities for the members, that the members are involved and that all members have a copy of the POA.
10. Check official due date calendar for upcoming activities and inform the officers and members.
11. Be in charge of the National Chapter Application and insure that it is completed and sent to state by the official due date.
12. Prepare and send calendars to all parents, out-of-school members, advisory committee members, the advisor, and school administration one week prior to the upcoming month.

13. Be responsible for the completion of necessary forms for the State and National activities.

Section D. Duties of the Chapter **Secretary**

1. Prepare and present the minutes of each monthly meeting. 2. Prepare the agenda of each meeting (type, have copied, post and distribute to members prior to the start of all meetings.)
3. Take care of correspondence promptly (other than that which is assigned to a committee.)
4. Promptly write letters of thank you to individuals after the completion of a particular activity involving others that participated and assisted the chapter. 5. Keep a record of member attendance at all meetings and activities and issue written notices of probation or suspension to members as necessary or directed by the Jr. Officers.
6. Issue membership cards.
7. Compile a list of members on committees and post and update periodically. 8. Keep a record of what members are assigned to special or standing committees.

9. Type and post the minutes of all meetings promptly.
10. Maintain the chapter secretary's book and have it organized and prepared to take to the State FFA Convention.
11. Assist other officers and members in conducting all activities. 12. Take minutes of all executive meetings and special meetings and activities. 13. Take charge of any meeting in the absence of the president and vice president. 14. Count and record votes.
15. Secretary's book must be complete and submitted to advisor prior to school check out.
16. Assist in preparing the membership roster for the state and national roster.
17. Turn over appropriate correspondence to reporter for scrapbook. 18. Maintain a file of committee report forms.
19. Send out invitations to special chapter events.
20. Send sympathy cards to chapter members and family in case of death and get well cards in case of illness.

Section E. Duties of the Chapter **Treasurer**

1. Receive and care for all chapter funds.
2. Maintain a financial record for the chapter.
3. Be prepared to give an accurate report (type, copy, distribute) of all receipts and disbursements at any time requested by the chapter including the total balance in the FFA account.
4. Collect dues and issue receipts when requested for funds collected. 5. Collect other money owed to the chapter and issue receipts when requested. 6. Pay bills promptly and file a copy of the bill.

7. Cooperate with the school office in keeping an accurate financial record. 8. Prepare the official state and national dues roster for chapter members and submit to the state office by the designated due date.
9. Summarize expenses and income for each chapter activity and file for future reference.
10. Prepare the annual chapter budget.
11. Maintain an accurate official treasurer's book and be prepared to submit the book in the state treasurer's contest at the State FFA Convention. 12. Treasurer's book must be completed and submitted to advisor prior to school check out.

Section F. Duties of the Chapter **Reporter**

1. Write, type and deliver articles to the local newspaper publicizing the activities of the chapter. These items should be timely and delivered to the news office by the publishers deadline.
2. Develop, write and deliver FFA advertisements to the news office by the publishers deadline.
3. Prepare (write, type and mail) news articles for the Colorado FFA Magazine. 4. Plan for special programs (assemblies, radio and TV programs, etc.) and assist in their completion.

5. Be in charge of the chapter cameras and care for them properly. 6. Take appropriate pictures of chapter activities and file pictures, slides and negatives in order to find them as needed.
7. Prepare the chapter scrapbook of pictures, newspaper clippings, correspondence and have the scrapbook ready for the state convention if there is no office of Historian.
8. Assist in the planning and arranging of chapter displays and exhibits. 9. Arrange for pictures for the annual chapter awards applications such as the National Chapter applications.
10. Construct posters advertising FFA activities, as needed.

Section G. Duties of the Chapter **Sentinel**

1. Arrive earlier than other members in order to insure the meeting room is set up with appropriate chairs, tables and other equipment.
2. Remain after the event to clean up the meeting room and to return equipment used to its appropriate location.
3. Be willing to introduce guests who may arrive at the meeting or activity. 4. Make necessary seating arrangements for guests and members who arrive late. 5. Care for chapter paraphernalia.
6. Make necessary arrangements for setting up equipment for special events such as speaking contests, public relations activities, etc., as well as be in charge of clean up.
7. Assist with entertainment activities and refreshment and insure that clean up is completed.

8. Be in charge of candidates for degree ceremonies or speaking contests. 9. Prepare the guest list tables for special events.
10. Restore the meeting room to its original position after meetings (windows closed, chairs returned and straightened, floor cleaned, refreshments cleaned up, lights off, doors closed, etc.)
11. Prepare a guest list for chapter activities.
12. Be in charge of the colorcell machine.

Section H. Duties of the Chapter **Historian**

1. Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
2. Research and prepare items of significance of the chapter's history (degrees, chapter officers and awards).
3. Prepare displays of chapter activities and submit stories of former members to the media.
4. Assist the reporter in providing photography for chapter needs. 5. Serve as an Officer in the Executive committee.
6. Submit scrapbook to the state convention.

Section F. Duties of the **Executive Committee Members**

1. Call attention to every violation of the rules of parliamentary procedure. 2. Assist other officers in conducting chapter activities.
3. Assist the president in maintaining order.
4. Keep parliamentary information on hand in order to check parliamentary decisions.
5. Assist the reporter in preparing scrapbook, if there is no historian. 6. Help keep equipment and supplies in proper condition. 7. Insure all applications are revised, copied and available to members. 8. Serve as chairman of the Membership Development committee.