

Martin County West FFA Chapter Constitution



Adopted by the Martin County West FFA Chapter Members

Revised 2022

Chapter Constitution

Article I- Name and Purpose

- Section A. The name of this organization shall be “Martin County West FFA Chapter.” We are members of the Region VI FFA, Minnesota Association of FFA, and the National FFA Organization.
- Section B. The objects and purposes of this chapter shall be in conformity with the objects and purposes as stated in the Region VI Handbook, State Constitution, National Constitution, and the Official Manual.

Article II- Organization

- Section A. The FFA is the national organization for students of agriculture education, and the Martin County West FFA Chapter is a local chapter chartered by the State Association.

Article III- Procedure for Determining Standing of Chapter and Members

- Section A. Chapter Members shall be considered to be in good standing with the Martin County West FFA Chapter following general conditions are met:
1. All students are enrolled in an ag class and FFA.
 2. Participate in at least 2 FFA activities not including meetings.
 3. All members should attend all meetings held by the chapter.
 4. Members attending meetings must participate in a positive manner or they will be asked to leave.
 5. Inappropriate behavior at any FFA event will result in a meeting of the chapter officers and advisor. Actions to be taken will be decided at that time based on the severity of the incident (i.e. Suspension from further FFA activities, Ineligibility for awards, etc.)

Article IV- Membership

- Section A. Membership in this organization shall be of four kinds:
1. Active
 2. Alumni
 3. Collegiate
 4. Honorary
- Section B. **Active Membership**
- Any student who is regularly enrolled in agriculture education is entitled to become an active member of any chartered FFA chapter. To retain membership during high school, the member must be enrolled in at least one agriculture education course during the

school year and/or follow a planned course of study for an agricultural occupation (including a supervised occupational experience program), the objective of which is establishment in an agriculture occupation. Members may retain their active membership until November 30, following the fourth national convention following graduation from high school or leaving high school.

Section C. **Alumni Membership**

Membership in the FFA Alumni is open to anyone who is interested in supporting the FFA, including active FFA membership.

Section D. **Collegiate Membership**

Collegiate chapters may be established in two- or four-year institutions where agricultural courses are taught. Membership shall be open to students enrolled in agricultural courses, or who are pursuing career objectives in the industry of agriculture. Such chapters shall be primarily designed for training their members in the knowledge and skill of advising and maintaining local FFA chapters.

Section E. **Honorary Membership**

Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, businessmen, and others who are helping to advance agriculture 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 or convention.

Article V- Active Membership Degrees and Privileges

Section A. There shall be only five degrees of active membership based upon achievement. These are (1) Discovery FFA Degree, (2) Greenhand; (3) Chapter FFA; (4) State FFA Degree; and (5) American FFA. The National Organization shall set the standards for the several degrees.

Section B. **Discovery FFA Degree**

To be eligible to receive the Discovery FFA Degree from the chapter, the member must meet the following requirements:

1. Be enrolled in agriculture 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 FFA chapter activity outside of scheduled class time.
4. Have knowledge of agriculturally related careers and entrepreneurial opportunities.
5. Be familiar with the local FFA chapter program of activities and submit written applications for the degree. This degree need not be attained for a member to receive the Greenhand, Chapter, State or American FFA Degree.

Section C. **Greenhand Degrees**

Minimum qualifications for election:

1. Be regularly enrolled in an agriculture education course for an agriculture occupation, and have satisfactory and acceptable plans for a program of supervised farming and/or other agriculture occupational experiences.
2. Learn and explain the FFA creed, Motto, and Salute.

3. Describe the FFA emblem, colors and symbols.
4. Explain the proper use of the FFA jacket and blazer.
5. Have satisfactory knowledge of the history of the organization.
6. Know the duties and responsibilities of FFA members.
7. Personally own or have access to official FFA Manual.
8. Submit written application for the degree for chapter records.

Section D. **Chapter FFA Degree**

Minimum qualifications for election:

1. Must have received the Greenhand Degree.
2. Must have satisfactorily completed at least one semester of instruction in agriculture education, have in operation in improved supervised farming and/or other agriculture occupational experience program, and be regularly enrolled in agriculture education class.
3. Have satisfactory knowledge of the local constitution, and of the local program of activities.
4. Satisfactorily participated in at least three official functions in the chapter program of activities.
5. Have earned at least \$150 by their own efforts from their Supervised Agricultural Experience Program in agriculture production and/or agribusiness or worked 50 hours, in the case of Directed Laboratory Experience, in agriculture and/or agribusiness.
6. Effectively lead a group discussion for 15 minutes.
7. Demonstrate five parliamentary procedure abilities.
8. Demonstrate progress toward achievement of an Agricultural Proficiency Award on the local level.
9. Have a satisfactory scholastic record in an agriculture course.
10. Submit application for the degree for chapter records.
11. Meet other requirements as established by the chapter and State Association.

Section E. **State FFA Degree**

Minimum qualifications for election:

1. Have received the Chapter FFA Degree, and have been an active FFA member for at least two years (24 months).
2. While in high school, must have completed two years of instruction in agriculture education course for an agriculture occupation; if out of high school, must have completed the equivalent of two full years of systematic secondary school instruction (360 hours), in addition to a supervised farming and/or other agricultural occupational experience program.
3. Have earned and productively invested at least \$2,000 by their own efforts from their SAE Placement or Entrepreneurship program.
4. Demonstrate leadership ability by:
 - a. Performing ten parliamentary procedure activities.
 - b. Giving a six-minute agriculture and/or FFA related oral presentation.
 - c. Serving as an officer and/or committee chairman, or a participating member of a major committee.
5. Have a satisfactory scholastic record, certified by the local superintendent or principal.
6. Participate in five FFA activities above the chapter level.
7. Participate in the planning and completion of chapter Program

- of Activities.
8. Meet other requirements as established by the State Association.

Section F. American FFA Degree

1. Have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or have completed the program of agricultural education offered in the school last attended.
3. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. Have earned and productively invested at least \$10,000 or have earned and productively invested at least \$1,500 and worked 2,250 hours in excess of schedule class time. Any combination of hours x \$3.56 plus dollars must be equal to, or greater than the number 9,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of C or better as certified by the principal or superintendent.
7. All chapters should be able to submit as many qualified candidates for the American FFA Degree as they wish. All submitted candidates must be thoroughly checked at the chapter level, to make certain they meet the minimum requirements for the American FFA Degree.

Article VI- Officers

- Section A. The officers of the Martin County West FFA can include any of the following: a President, Vice President(s), Secretary, Treasurer, Reporter(s), Student Advisor(s), Sentinel, Historian(s), Parliamentarian, Officer-at-Large, and Chapter Advisor(s). This group constitutes the Executive Board.
- Section B. The student officers shall be slated annually by an interview committee composed of senior FFA officers and at least one adult that represents the ag community.
- Section C. Only members who have been awarded the Greenhand FFA Degree are eligible to hold chapter offices.

Article VII- Duties of Chapter Officers

- Section A. **President---** Responsible for guiding our chapter in all its activities. The president will preside over meetings and oversee all chapter activities and programs.
- Section B. **Vice President(s)---** Assist the president in directing the work of our chapter, preside over meetings in the absence of the president and keep all committees working effectively.

- Section C. **Secretary---** Keep accurate minutes of our meetings and to carry on the chapter correspondence. The secretary will provide the chapter with the order of business and committee assignments for each meeting, and keep a record of attendance of the members at the different FFA events.
- Section D. **Treasurer---** The treasurer will keep an accurate record of receipts and disbursements, and to provide regular financial reports. It is also the treasurer's responsibility to assist in developing the chapter budget and maintain sound financial practices.
- Section E. **Reporter(s)---** The reporter will inform the public about the FFA by writing articles for the local papers, including State and National publications as well as keep up with Social Media Platforms.
- Section F. **Student Advisor(s)---** If a student advisor is elected, this position will assist with the 7th & 8th Grade FFA Chapter and other events.
- Section G. **Sentinel---** The sentinel welcomes our friends, care for the meeting rooms and FFA equipment, and provide for the comfort of our members and guests. It is also the sentinel's duty to assist in conducting meetings and ceremonies.
- Section H. **Historian(s)---** The historian prepares a compilation of items of significance from our chapter's history by making the picture boards for the ag department as well as maintaining the bulletin boards.
- Section I. **Parliamentarian---** The parliamentarian must know and share information about parliamentary law and assist members in proper meeting procedure and etiquette so that we can accomplish the business of our chapter.
- Section J. **Officer-at-Large---** The officer-at-large will be responsible for helping to keep members on task, assisting the other offices, and fill in when needed.

****Other specific duties for each officer will be assigned during the chapter officer workshop during the summer.**

Article VIII- Procedure for Electing Chapter Officers

- Section A. **Nomination and Election-** The chapter advisor will receive applications from prospective candidates for Chapter Office on or before the set deadline/time. The qualifications for all applicants will be reviewed. All qualified applicants for Chapter Office shall appear before the interview committee. The Interview Committee shall select the slate of officers, and determine the number of officers. Officer candidates will be notified within one week of interviews as to whether or not they were slated on the officer team. Specific officer positions will be announced at the Chapter Banquet.
- Section B. New officers shall be inducted into office at the Chapter Banquet and shall assume office at that time.

Article IX- Removal and/or Replacement of Officers

Section A. Each of the officers shall abide by the expectations set in the chapter officer application and Expectations for MCW FFA Officers contract. Failure to do so will result in the immediate removal of the officer from his/her position on the team or by the process that follows based on severity.

Section B. If an officer does not follow the expectations set in the expectations contract, the removal process will be as follows:

1. A verbal warning will be given to the officer by the advisor.

2. The Executive Board (officers and advisor) will hold a meeting to discuss the officer who is not meeting the expectations set in the officer application. The officer who the meeting is pertaining to will be asked to be present for the first part of the meeting to explain their actions. Following this discussion will be in a closed meeting with the officers and advisor without the officer who the meeting is about.

3. In this meeting the executive board will draft a letter to be given to the officer who is not fulfilling their duties and responsibilities to help them improve.

4. From the date of written warning, the said officer will be given two weeks to improve upon their officer duties or whatever time the Executive Board deems necessary.

5. If not meeting the expectations within the two-week time period, the executive board will vote to remove the officer from the team. A majority vote of the executive board is required.

6. If the officer is removed from the team, refer to Article IX, Section E for procedure to follow for replacement of the open officer position.

7. If meeting the expectations within the two-week time period, the officer will remain on the team.

8. If this officer, at any time during their remaining term, does not meet the expectations or fulfill their duties, the executive board will vote to remove the officer from the team. A majority vote of the executive board is required.

Section C. If an officer violates the expectations contract in terms of the following infractions, they will be dismissed from office. This dismissal meeting will include the officer, the officer's parents, an administrator and at least one FFA advisor. The infractions that result in dismissal include: purchasing, using, or having in their possession any kind of alcohol, tobacco, drugs, vaping devices/paraphernalia, or other chemical substances anytime during the term of office (including summer).

Section D. If an officer chooses to resign, it must be in the form of a written document within two school days of the oral resignation.

Section E. If the current officer team decides to add an officer for replacement, the process for this follows:

1. If only one candidate has previously applied for office, the membership will vote to accept that candidate to the officer team.

2. If more than one candidate has previously applied for office, the executive board will vote to decide who will fill the officer team opening.
3. If there are no previous applicants or the previous applicants decline, any member may apply for the officer team opening. Refer to Article VIII, Section A for the procedure to follow for a new election.
4. The officer team will then determine the new officer's title and duties.

Article XI- Meetings and Conventions

- Section A. The local chapter shall hold meetings monthly, or more often, throughout the school year at the time and place to be determined by the local chapter.

Article XII- Dues

- Section A. All FFA members will pay their FFA dues one time each school year before they participate in an activity. The FFA dues amount will be set by the executive board.

Article XIII- Graduation Cord

- Section A. Requirements to receive an FFA Cord to wear during graduation will be as follows:
1. Take an ag class during their senior year
 2. Be involved in 3 different FFA activities during their senior year not including chapter meetings