

Hampshire County FFA Chapter Constitution



ARTICLE I. NAME & PURPOSES:

Section A. The name of this organization shall be the Hampshire County FFA Chapter.

Section B. The purposes for which this chapter is formed are as follows:

1. To develop competent and assertive agricultural leadership.
2. To strengthen the confidence of agriculture students in themselves and their work.
3. To promote the intelligent choice and establishment of an agriculture career.
4. To stimulate development and encourage achievement in individual agriculture experience programs.
5. To improve the economic, environmental, recreational, and human resources of the community.
6. To develop competencies in communications, human relations, and social abilities.
7. To develop character, patriotism and train for useful citizenship.
8. To build cooperative attitudes among fellow students.
9. To encourage wise management of resources.
10. To encourage improvement in scholarship.
11. To provide organized recreational activities for agriculture students.
12. To develop an awareness of the global importance of agriculture and its contribution to our wellbeing.

ARTICLE II. ORGANIZATION:

Section A. The Hampshire County FFA, chartered in 1965, is a local unit of the West Virginia FFA Association, which was chartered in 1929 by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and by-laws of the West Virginia FFA Association 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 Membership: Members in good standing may vote on all business brought before the chapter. An active member shall be considered as such when:

1. He/she attends local chapter meetings regularly.
2. He/she shows an interest in and takes part in the affairs of the chapter.
3. He/she pays local, state, and national dues.
4. He/she participates in the official activities of the chapter. Official activities shall be defined as attendance at monthly meetings, committee work, fund raisers, and other official activities scheduled in the Program of Activities (POA).

Section C. Alumni membership: Following termination of active membership status, a Hampshire County FFA member may become an alumni member. A local alumni affiliate, chartered by the West Virginia FFA Alumni Association, is available for past members and community members to be involved with FFA activities.

Section D. Honorary membership: The school superintendent, principal, members of the Board of Education, members of the Advisory Committee, businessmen, agriculturalists, and others who are helping to advance agriculture education and the FFA may be elected as an honorary member. The candidate must have received a majority vote of the active FFA members present at any meeting.

1. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.
2. Names of honorary members will be filed with the chapter secretary and recorded in the chapter history.

Section E. Executive Committee membership: The Executive Committee shall consist of the FFA advisors of the current school year.

ARTICLE IV. DUES:

Section A. The annual membership dues of the Hampshire County FFA chapter will be established by the Executive Committee.

Section B. The dues shall be paid one week prior to the National Dues due date or within six weeks after joining the Hampshire County FFA.

Section C. The membership year of the Hampshire County 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 chapter advisor will grant a time extension, or find alternative funding.

ARTICLE V. EMBLEMS:

Section A. The emblems of the Hampshire County FFA Chapter shall be the same as those of the National FFA Organization. The use of the emblems shall be designated by the National FFA Organization.

ARTICLE VI. AMENDMENTS:

Section A. Amendments to the Hampshire County FFA Chapter Constitution may be made by a two-thirds vote of the active members at any regular meeting.

Section B. A by-law may be adopted or amended at any chapter meeting by a two-thirds vote of the active members at any regular meeting.

ARTICLE VII. MEMBERSHIP DEGREES & PRIVILEGES:

Section A. There shall be four degrees of active membership in the Hampshire County FFA Chapter. These degrees are: (1) The Greenhand FFA Degree; (2) The Chapter FFA Degree; (3) The State FFA Degree; (4) The American FFA Degree.

Section B. Greenhand FFA Degree: Minimum qualifications for this degree are as follows:

1. Be enrolled in agriculture education and have satisfactory plans for a Supervised Agriculture Experience Program (SAEP).
2. Learn and explain the FFA creed, motto, mission statement, and salute.
3. Describe and explain the meaning of the FFA emblem, symbols, and colors.
4. Demonstrate a knowledge of the FFA Code of Ethics and proper use of the FFA jacket.
5. Demonstrate a knowledge of the organization's history, the chapter constitution and bylaws, and a chapter of Program of Activities.
6. Personally own or have access to the Official FFA Manual.
7. Submit a written application for the Greenhand FFA Degree.

Section C. Chapter FFA Degree: Minimum qualifications for this degree are as follows:

1. Must have received the Greenhand FFA degree.
2. Must have satisfactorily completed at least 180 hours of systematic school instruction in agriculture 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 \$150.00 by the members own efforts or worked at least 45 hours in excess of schedule class time, or a combination thereof, and have developed plans for continued growth in improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for fifteen minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in the FFA award programs.
8. Submit and present a written committee report.
9. Submit a written application for the Chapter FFA Degree.

Section D. State FFA degree. Minimum qualifications for selection will stand in this chapter as those found in Article V, Section C. in the West Virginia State FFA Constitution, which shall be the same as found in Article VI, section E of the National FFA Constitution.

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

Section F. The executive committee will review the qualifications of members and make recommendations concerning degree advancement.

ARTICLE VIII. OFFICERS:

Section A. The constitutional officers of the chapter shall be as follows: president, vice president, secretary, treasurer, reporter, sentinel, historian, parliamentarian, and chaplain. Officer positions will be filled as candidates are available. The advisor shall be the teacher of agriculture education in Hampshire High School.

Section B. Officers shall be nominated by a committee of graduating seniors. The committee shall present their nominations during the last meeting of the fiscal school year. The committee's nominations may be accepted by a two-thirds vote of the members present. If the motion is passed, the officers will be those nominated.

Section C. The officers of the chapter shall constitute the Hampshire County 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 from various regulations for by-laws adopted from time to time.

Section D. Chapter officers must be active members in good standing and must hold a minimum of the Chapter Degree at the time of the installation into a chapter office.

Section E. Honorary members shall not vote or fill any office in the chapter, except that of the advisor. In case of absence of the advisor, an honorary chapter member may serve as a temporary advisor.

ARTICLE IX. CHAPTER MEETINGS:

Section A. Regular chapter meetings will be held monthly during the year, unless previously arranged by the Executive Committee. The Executive Committee will choose the time and place of the meeting. Special meetings may be called at any time.

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 a meeting at which businesses transacted for a vote taking committing the chapter to any proposal or action.

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

ARTICLE X. COMMITTEES:

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

Section B. The Executive Committee will appoint chairpersons. Chairperson nominations may also be taken from the floor.

Section C. Active Committee chairpersons must present a report at monthly meetings.

BY-LAWS

ARTICLE I. CONSTITUTION REVISION:

Section A. The Hampshire County FFA Constitution and By-laws must be revised by the executive committee at least every three years. Revisions must be accepted by a two thirds vote by the chapter.

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 in the addendum to the bylaws.

Section B. Chapter officers may resign by presenting a written resignation to the chapter for acceptance by the active members at any regular meeting.

ARTICLE III. IMPEACHMENT OF OFFICERS

Section A. Chapter officers who are not carrying out their duties and responsibilities specified in the addendum to the bylaws or designated to the specific officer by the executive committee or put on chapter probation may be removed from office by a two-thirds vote of the members present.

Section B. Procedures of impeachment will be in accordance with Roberts Rules of Order which says a two-thirds vote of the active members is needed to remove an officer from the position.

ARTICLE IV. VACANT OFFICES:

Section A. In the event that an office becomes vacated during the term of service, the situation will be handled by the executive committee.

ARTICLE V. MEMBER MISCONDUCT:

Section A. Any member who violates the FFA Code of Ethics or the Hampshire County Schools Discipline Policies and Procedures, or misuses the FFA jacket may be suspended from participating in the chapter, state, or national activities for up to one year or removal from an office if held. A member who violates the above policies will receive a notice of their suspension from the executive committee or the officers.

Section B. Any member who commits to a project or position that represents the Hampshire County FFA and fails to fulfill the obligations or expectations will be eligible for chapter probation as designated by the advisor.

Section C. FFA members are governed by the Hampshire High school policies. These policies will be strictly enforced.

ARTICLE VI. DISSOLUTION:

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

Current Acceptance Date: 10/15/2010

President Signature: _____
David Chaney

Advisor's Signature: _____
William Chaney

Paul Roomsburg

Ronald Watson

Isaac Lewis

Signed copy in chapter file.
Copy given to school administration.

ADDENDUM
HAMPSHIRE COUNTY FFA CONSTITUTION

ARTICLE I. OFFICER DUTIES:

Section A. Specific Duties of all officers

1. Memorize his/her part in opening and closing ceremonies and special ceremonies conducted at Chapter Banquet.
2. Be interested in being part of a leadership team.
3. Have the desire to serve the chapter without concern for individual desires or goals.
4. Be able to lead by example, through actions both in and out of school.
5. Be familiar with Parliamentary Procedure.
6. Be willing to accept responsibility and carry out that responsibility promptly and expediently.
7. Be on time to all activities.
8. Be willing to work and help others accomplish goals.
9. Be enthusiastic in completing his/her 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 alert and communicate with everyone so that problems are known and can be solved.
13. Be an FFA officer at all times, not just when in FFA activities, and remember the officer is always in public view.
14. Periodically clean, update, and maintain his/her respective officer folders and drawers.
15. Assist other officers in completing their duties.
16. In the event that an office remains vacant, the executive committee will assume the duties of the vacant office.
17. Be drug and alcohol free always.

Section B. Duties of the President

1. Conduct chapter meetings with correct parliamentary procedure.
2. Schedule regular monthly meetings.
3. Be sure a definite agenda is arranged for each meeting.
4. Keep members on the subject during chapter meetings and explain the items of business so all members understand, avoiding personal opinions in presenting information.
5. Announce upcoming events in advance so all members may be informed.
6. Conduct (serve as master/mistress of ceremonies) for all special events such as creed speaking, Chapter Banquet, and others.

7. Serve as the official representative of the chapter at all functions and take charge of all members and decision-making at all events.
8. Delegate responsibility to others, as necessary.
9. Review chapter applications and records, revise and correct as needed and

Section C. Duties of the Vice President

1. Assume all the 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 wherever needed.
6. Be in charge of the Program of Activities (POA).
7. Make sure the POA is completed on time.
8. Check official due date calendar for upcoming activities and inform the officers and members.
9. Be in charge of the National Chapter Application and insure that it is completed and sent to state by the official due date.
10. Be responsible for the completion of necessary forms for the State and National Activities.
11. Serve as chairman of a standing committee.
12. Serve as ex-officio member of all committees.

Section D. Duties of the Secretary

1. Prepare and present the minutes for all activity periods and monthly meetings.
2. Prepare the agenda for each meeting, special events and activities.
3. Promptly take care of correspondence (other than that which is assigned to a committee)
4. Promptly write thank-you letters to individual upon the completion of a particular activity involving others who participated and assisted the chapter.
5. Compile a list of member on committees and post and update periodically.
6. Keep a record of which members are assigned to special or standing committees.
7. Promptly type and post the minutes of all the meetings.
8. Assist other officers and members in conducting all activities.
9. Take minutes of all executive meetings, special meetings, and activities.
10. Take charge of any meeting in the absence of both the President and Vice President.
11. Count and record votes.
12. Complete and submit the secretary's book to the advisor prior to school check-out.
13. Prepare the membership roster for the state and national roster and submit to the Executive Committee for approval.
14. Turn over appropriate correspondence to reporter/historian for scrapbook.
15. Maintain a file of committee report forms.

16. Send out invitations for special chapter events.
17. Send sympathy cards to chapter members and their families in case of death and get well cards in case of illness.
18. Serve as chairman of a standing committee.

Section E. Duties of the 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. Treasurer's book must be completed and submitted to the advisor prior to school check-out.
12. Organize all fund raisers conducted by the chapter.
13. Be responsible for all purchase orders for obtaining items needed by the chapter.
14. Serve as chairman of the Earnings, Savings, and Investments Committee.

Section F. Duties of the Reporter

1. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
2. Release news and information to local and regional news media.
3. Publish a chapter newsletter.
4. Prepare and maintain a chapter scrapbook.
5. Send local stories to area, district and state reporters.
6. Send articles and photographs to FFA New Horizons and other national and/or regional publications.
7. Work with local media on radio and television appearances and FFA news.
8. Serve as the chapter photographer.

Section G. Duties of the Sentinel

1. Assist the president in maintaining order.
2. Keep the meeting room, chapter equipment and supplies in proper condition.

3. Welcome guests and visitors.
4. Keep the meeting room comfortable.
5. Take charge of candidates for degree ceremonies.
6. Assist with special features and refreshments.
7. Prepare FFA announcements for the school bulletin.