

# Norfolk County FFA Chapter Constitution

## Article I. Name and Purposes

Section A. The name of this organization shall be the "Norfolk County Agricultural High School FFA Chapter". Hereafter, the members will have the option of being referred to as FFA members or as Future Farmers of America, according to their personal preference. The letters "FFA" may be officially used to designate the organization, its units or members thereof.

Section B. The primary aim of the Norfolk County FFA Chapter is to provide Experiences for its members to develop their skills in Agricultural leadership, citizenship, and cooperation. The purpose for which the chapter is formed are as follows

1. To develop competent, aggressive, rural, urban and agricultural leadership.
2. To create and nurture a love of agricultural life.
3. To strengthen the confidence of agricultural young men and women in themselves and their work.
4. To encourage the intelligent choice of agricultural occupations.
5. To encourage members in the development of agricultural jobs.
6. To encourage members to improve the agricultural home and its surroundings.
7. To participate in worthy undertakings for the improvement of agriculture.
8. To develop character, train for useful citizenship and to foster patriotism.
9. To participate in cooperative efforts.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized rural and urban recreation activities.
13. To encourage agricultural education in agriculture in the schools of the Commonwealth of Massachusetts.
14. To encourage students of agricultural education to participate in FFA activities, career development events, etc.

## Article II. Organization

Section A. The Norfolk FFA Chapter is a chartered local affiliate of the Massachusetts FFA Association, which is chartered by the National FFA Organization

Section B. The constitution, bylaws and activities of Norfolk FFA Chapter will be in full compliance with the constitution, bylaws and provisions of the Massachusetts FFA Association and the National FFA Organization

Section C. Members of the Norfolk FFA Chapter shall have all the rights and privileges in the local chapter as are contained within this constitution and bylaws, and all the rights and privileges of the Massachusetts FFA Association and the National FFA Organization as are provided by their Respective Constitutions, bylaws, and Provisions.

## Article III. Membership

Section A. Membership in this association shall be of four kinds:

1. Active
2. Alumni
3. Honorary

Section B. "Active membership". Any student who is regularly enrolled in secondary agricultural education is entitled to become an active member of any chartered FFA chapter. State Associations may consider "secondary agricultural education" to be grades 7-12. To retain membership during high school, the member must be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study for an agricultural occupation (i.e. a supervised agricultural experience program). The objective of which is established in an agricultural/agribusiness occupation. Members may retain their membership until November 30th, following the fourth National FFA Convention after graduation from high school. No individual, however, may retain their active membership beyond their 23rd birthday.

Section C. "Alumni Membership". Following the termination of active membership status, a former member becomes eligible for active Alumni membership. Alumni membership is also open to those individuals wishing to support agriculture, agricultural education and the FFA.

Section D. "Honorary Membership". Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, businesspersons 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 general membership present at the meeting.

Honorary membership shall be limited to the Honorary Chapter FFA Degree in the local chapter, Honorary State FFA Degree in the state association and the Honorary American FFA Degree in the National FFA Organization.

#### Article IV. Membership Grades and Privileges

Section A. The Norfolk FFA Chapter can confer two degrees of active membership upon its members based upon the member's achievement. These degrees are (1) Greenhand FFA Degree and (2) Chapter FFA Degree.

Section B. "Greenhand Degree" On meeting the following minimum qualifications, the Greenhand FFA Degree may be conferred by the chapter:

1. Be regularly enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA Creed, motto, salute and the FFA Mission Statement.
3. Describe and explain the meaning of FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate knowledge of the history of the organization, the chapter constitution and by laws and the chapter Program of Activities.
6. Know the duties and responsibilities of the FFA members and officers.
7. Personally own or have access to the *Official FFA Manual* and *FFA Student Handbook*.
8. Submit written applications for the Greenhand FFA Degree.

Section C. "Chapter Degree" On meeting the following minimum qualifications, the Chapter FFA Degree may be conferred by the chapter:

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.
4. Have earned and productively invested at least \$150.00 by the members 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.
10. Meet other requirements as established by the chapter and/or state association.

#### Article V. Emblem

Section A. The emblem of the National FFA Organization shall be made up of five symbols, namely: (1) the plow, representing tillage of the soil, the basis of modern agriculture, (2) the owl, representing wisdom, (3) the rising sun, representing progress, (4) a cross-section of an ear of corn, representing common agricultural interest, since corn is native to America and is grown in every state, and (5) an American eagle surmounting the cross-section of corn indicating the national scope of the organization. The emblem shall also carry the letters "FFA" and the words "Agricultural Education".

Section B. Emblems shall be uniform in all associations and recognized units thereof. All members are entitled to wear the emblem.

Section C. "Greenhands" are entitled to wear the regulation bronze emblem degree pin. "Chapter FFA Degree" recipients are entitled to wear the regulation silver emblem degree pin. "State FFA Degree" recipients are entitled to wear the regulation gold emblem charm. "American FFA Degree" recipients are entitled to wear the regulation gold emblem key.

Section D. "Honorary Chapter FFA Degree" recipients are entitled to wear either the regulation silver emblem degree pin or a similar pin in gold; "Honorary State FFA Degree" recipients are entitled to wear the regulation gold emblem charm; "Honorary American FFA Degree" recipients are entitled to wear the regulation gold emblem key.

#### Article VI. Officers

Section A. The officers of the Norfolk FFA Chapter may consist of a President, Vice President, Secretary, Treasurer, Sentinel, Reporter, Parliamentarian, and Advisor. These officers shall be elected annually by a majority vote of the nominating committee. The officers shall perform the

duties of their respective office as outlined in Article I of the Massachusetts FFA By-Laws.

Section B. To become an officer in the Norfolk FFA Chapter a member must meet the following qualifications:

- 1) Be eligible for a chapter degree
- 2) Participate in five or more activities per year
- 3) Be qualified to hold a class office
- 4) Apply, in writing, for an office or offices to the nominating committee

Section C. A nominating committee, consisting of five active participating FFA members who are not applying for an office in addition to an advisor or assistant advisor, shall study and review the qualifications and suitability of each officer applicant who is eligible. This committee will report to the membership at a regular meeting by placing in nomination one individual for each office.

Section D. Requirement to become an Norfolk FFA Chapter Officer are as follows:

1. Students must be active members of the Norfolk Chapter FFA
2. Students must meet school requirements for student representatives, and hold an honorable code of conduct
3. Must possess leadership qualities and characteristics
4. Have permission from Parents/guardians who may need to assist with or provide additional transportation, for after school activities/ meetings. Assist with or provide additional funding for officers to attend leadership activities, conferences, and chapter activities.
5. Have acquired the "Greenhand Degree," and have acquired or made application for a "Chapter Degree" which meets eligibility requirements for degree award.
6. Make commitment to attend meetings and chapter functions on a reliable basis. Chapter Officers are expected to place Chapter Commitments as high priority.
7. Behave in a manner that will not discredit in any way the Norfolk FFA Chapter and/or the State and National FFA organization

Section E. Officers shall be installed at the Annual FFA Banquet or at a chapter meeting in April and they shall serve for one year, until the next annual banquet or April meeting.

Section F. The advisor and assistant advisor(s) of the Norfolk FFA Chapter shall be designated by the Director of the Norfolk County Agricultural High School.

Section G. The elected officers will represent the chapter in a fitting manner at all appropriate times and the elected officers will have full power to act regarding any action taken at Chapter Meetings or Executive Committee Meetings.

Section H. The elected officers of the Norfolk FFA Chapter along with the chairpersons of the Program of Activities committee shall comprise the Norfolk FFA Chapter's Executive Committee.

Section I. The Executive Committee shall have full power to act in representing the Norfolk FFA Chapter in accordance with this constitution and by-laws.

Section J. An officer who does not perform his or her duties satisfactorily or creates a bad image of the FFA Chapter may be removed from office by a majority vote of the members present at a regular chapter meeting.

Section K. The Executive Committee shall have the authority to fill any officer which becomes vacant between annual elections by voting on qualified members who have made an application for an office.

#### Article VII. Meetings

Section A. Regular Chapter meetings may be held monthly or more often while school is in session, and at such time and place as shall be determined by the Executive Committee.

Section B. The Executive Committee and/or elected officers may meet twice monthly during the academic year and at least twice monthly during the summer.

Section C. A quorum shall consist of 50% of the membership and a quorum must be present for the chapter to take action on any business. A quorum of the Executive Committee will be 50% of its membership and a quorum must be present for the Executive Committee to act upon business affecting the entire chapter

#### Article VIII. Dues

Section A. The dues of the chapter shall be fixed by a majority vote of the membership of that chapter, but shall be sufficient to pay state and national dues.

Section B. National FFA dues, State FFA dues, and Chapter FFA dues must be paid in full for an individual to be considered an active FFA member.

#### Article IX. Committees

Section A. There shall be eleven Program of Activities committees:

1. Supervised Agricultural Occupational Experience Program
2. Cooperation
3. Community Service
4. Leadership
5. Earnings, Savings, and Investments
6. Conduct of Meetings
7. Scholarship
8. Recreation
9. Public Relations
10. Participation in State and National
11. Alumni Relations

Section B. The election officers of the Norfolk FFA Chapter shall appoint the Program of Activity Chairperson. An elected officer may also serve as a committee chairperson.

#### Article X. Official FFA Dress

Section A. Official FFA Dress shall be worn at leadership conferences, state and national conventions and in other situations deemed appropriate by the nature of the business to be conducted.

Section B. Official FFA Dress shall consist of:

Female members are to wear a black skirt, white collared blouse with official FFA blue scarf, black dress shoes with a closed heel and toe, black nylon hosiery and an official jacket zipped to the top. The skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat. Black slacks may be worn for traveling and outdoor activities such as career development events and camping.

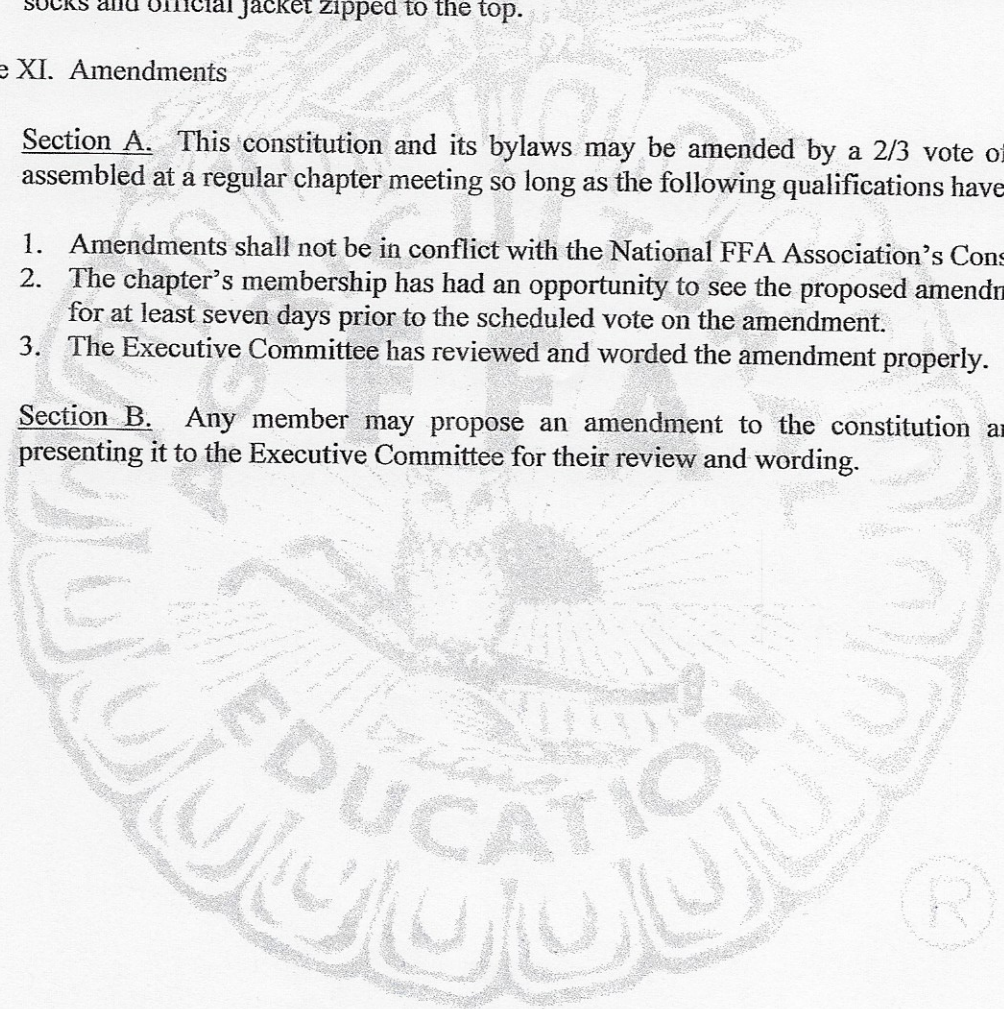
Male members are to wear black slacks, white collared shirt, official FFA tie, black shoes, black socks and official jacket zipped to the top.

#### Article XI. Amendments

Section A. This constitution and its bylaws may be amended by a 2/3 vote of the members assembled at a regular chapter meeting so long as the following qualifications have been met:

1. Amendments shall not be in conflict with the National FFA Association's Constitution.
2. The chapter's membership has had an opportunity to see the proposed amendment in writing for at least seven days prior to the scheduled vote on the amendment.
3. The Executive Committee has reviewed and worded the amendment properly.

Section B. Any member may propose an amendment to the constitution and bylaws by presenting it to the Executive Committee for their review and wording.



## Norfolk FFA Chapter By-Laws

### Article I. Rules of Order

Section A. All Provisions of these Bylaws shall be considered a part of the Constitution of the Norfolk FFA Chapter

Section B. The Norfolk FFA Chapter shall consider Robert's Rules of Order as the authority for all Parliamentary Rules during regular meetings, Executive Committee meetings and special committee meetings.

### Article II. Duties of the Officers

Section A. The President. It shall be the duty of the President to preside over all regular meetings and executive committee meetings of the Norfolk FFA Chapter. The President shall appoint all committees unless otherwise specified by action of the membership and may serve as an ex-officio member of these committees as needed to organize and conduct the business of the Norfolk FFA Chapter. The President shall represent the chapter or designate someone else to be the chapter's representative at all chapter functions and at places requested by the advisor or assistant advisor.

Section B. The Vice President. In case of the absence of the President from a chapter meeting, the Vice President shall assume his/her duties, followed in turn by, if the occasion demands, the Secretary, Treasurer and Reporter in the order named. The Vice President shall compile the Program of Activities with the help of the Executive Committee within one month of election. In case the office of President becomes vacant, the Vice President shall assume the duties of the President.

Section C. The Secretary. The Secretary shall perform the duties common to such an office, such as keeping an accurate record of all meeting of the Executive Committee of the chapter. It shall be the duty of the Secretary to keep all of the chapter's current records, including a roll of members, participation in events, a copy of the constitution and bylaws, and a written report of all committee meetings. The Secretary, with the assistance of the Participation in State and National Activities Committee, shall see that state and national chapter awards are prepared and applied for if applicable.

Section D. The Treasurer. It shall be the duty of the Treasurer, working with the Earnings and Savings Committee, to prepare a budget. The Treasurer shall be in charge of collecting dues and any special assessments. The Treasurer shall maintain a record of all receipts and disbursements to the membership and a written summary to the Secretary at all regular meetings.

Section E. The Reporter. The Reporter shall attend to news items and bring worthwhile information concerning the FFA. The Reporter shall maintain a scrapbook of pictures, written material and other articles that will illustrate the activities and happenings of the Norfolk FFA Chapter. It shall be the duty of the Reporter, along with the Public Relations Committee, to write news releases of the chapter's and member's activities and recognitions for dissemination to news media.

Section F. The Sentinel. The Sentinel's duty is to see that the door is open to our friends at all times and that they are welcome. He/She will care for the meeting room and paraphernalia, and will strive to keep the meeting room comfortable and assist the President in maintaining order.

Section G. The Parliamentarian. The duties of the Parliamentarian consist of studying Robert's Rules of Order, having the knowledge to run a meeting using correct parliamentary procedure, and assist the President in following correct parliamentary law. Also, the Parliamentarian shall have knowledge of and enforce the Norfolk FFA Chapter and By-Laws.

Section H. The Advisor. By virtue of his/her position, the State Advisor is a member of all committees. It is also his/her duty to advise the Executive Committee on matters of policy and to assist the chapter officers in conducting meetings and carrying out programs.

### Article III. Executive Committee Members

Section A. The Executive Committee shall be comprised of the following individuals:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Sentinel
7. Parliamentarian
8. Chairpersons of Program of Activities committees if they are not otherwise an elected officer

Section B. Program of Activities Committee Chairpersons shall be appointed by the FFA President with the approval of the other elected officers. A committee chairperson may also be an elected officer.

Section C. Each individual on the Executive Committee shall have only one vote in the event that voting occurs.