

# Elgin FFA Constitution

*Proposed draft date: 2/28/2022*

## ARTICLE 1: Name and Purpose

**Section A:** The name of this organization shall be the Elgin FFA. Members are hereby referred to as Elgin FFA members.

**Section B:** The purpose of the Elgin FFA is as follows:

1. To encourage competent leadership skills.
2. To strengthen the confidence of young men and women.
3. To create an interest in agricultural careers and occupations.
4. To encourage members to develop agricultural programs.
5. To encourage members to improve their home environment.
6. To participate in activities for the improvement of agriculture.
7. To develop character, citizenship, leadership, and patriotism.
8. To participate in a cooperative effort.
9. To encourage and practice thrift.
10. To encourage scholarship attainments in academics.
11. To encourage recreational and cooperative activities.
12. To encourage students to engage in healthy competition.
13. To encourage students to strive to obtain their individual goals.

## ARTICLE 2: Organization

**Section A:** The Elgin Chapter of FFA is a chartered local unit of the Texas Association of FFA, which is chartered by the National FFA Organization.

**Section B:** The Elgin FFA accepts in full, the provisions in the constitution and by-laws of the Texas FFA Association, as well as those of the National FFA Organization and the policies and regulations of the Elgin Independent School District.

**Section C:** The Elgin FFA will be under the supervision of the current agriscience teacher(s) serving as the advisors of the Elgin FFA.

## ARTICLE 3: Membership

**Section A:** Membership in this chapter shall be of four kinds: (1) Active; (2) Alumni; (3) Honorary and (4) Junior, as defined by the National and Texas FFA Constitutions and by Texas FFA Association membership policies.

**Section B:** The regular activities of this chapter shall be carried on by the active membership. All members must comply with Elgin ISD Code of Conduct or consequences may result in removal from the organization.

**Section C:** Membership to the Elgin FFA is open to any student currently enrolled in an agriscience class or was in an agriscience course the entire previous year and was a member of the FFA. If a student is a freshman, the student must be in an agriscience course their freshman year. To be eligible for active membership in this chapter, a student must meet the membership eligibility requirements of the National FFA Organization and the Texas FFA Association. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when he or she:

1. While in school, be enrolled in at least one agriculture, food and natural resources course, as defined in Texas FFA Association membership policies, during the school year and/or follow a planned course of study. Either course must include a supervised agricultural experience program, the objective of which is preparation for an agriculture, food and natural resources career.
2. Shows an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pays all current local, district, area, state and national dues by the date determined by the chapter.
4. Displays conduct consistent with the ideals and purposes of the National FFA Organization, Texas FFA Association and with the school district's code of student conduct.
5. Meets all other local standards and requirements described in this chapter's bylaws and policies.

**Section D:** Junior membership will be allowed only for the purpose of exhibiting animals under the Elgin FFA organization. To be eligible to be a junior member of the Elgin FFA, the proposed member must:

- Be eligible for enrollment at Elgin ISD
- Be a child of a current Elgin FFA advisor or be a sibling of a current Elgin FFA member
- Pay junior FFA member dues

Students may join the junior FFA if their older sibling graduated that spring from Elgin High School and was a FFA member.

Junior FFA members are not permitted to skip years of membership and must maintain membership until reaching Elgin High School where they can join the Elgin FFA.

#### **ARTICLE 4: Emblem**

**Section A:** The emblem of the National FFA Organization shall be the emblem of the Elgin FFA.

#### **ARTICLE 5: 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. All Discovery FFA members are entitled to wear the regulation bronze and blue emblem pin. All Greenhands are entitled to wear the regulation bronze emblem pin. All members holding the Chapter FFA Degree are entitled to wear the regulation silver emblem pin. All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm. All members holding the American FFA Degree are entitled to wear the regulation gold emblem key.

**Section B:** Discovery FFA Degree. Minimum qualifications for election: (Refer to Texas FFA Constitution)

1. Be enrolled in a local credit agriculture, food and natural resources 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.
6. Submit written applications for the degree.

**Section C:** Greenhand FFA Degree. Minimum qualifications for election: (Refer to Texas FFA Constitution.)

1. Be enrolled in agriculture, food and natural resources course as defined by Texas FFA membership policies for high school credit and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the meaning of the FFA Creed, Motto, and Salute.

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 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.

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**Section D:** Chapter FFA Degree. Minimum qualifications for election:  
(Refer to Texas FFA Constitution.)

1. Must have received the Greenhand FFA Degree.
2. Have satisfactorily completed the equivalent of at least two semesters of systematic school instruction in Agriculture, Food and Natural Resources at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an Agriculture, Food and Natural Resources 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 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. The combination of hours multiplied by a factor of 3.33 and dollars must equal or exceed the number 150.
5. Have effectively led a group discussion for fifteen minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Have shown progress toward individual achievement in the FFA awards program.
8. Have a satisfactory scholastic record.
9. Have participated in at least 10 hours of community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid labor.
10. Have submitted an application for the Chapter FFA Degree.

**Section E:** State FFA Degree. Minimum qualifications for selection:  
(Refer to Texas FFA Constitution)

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. Have satisfactorily completed the equivalent of at least four semesters of systematic school instruction in Agriculture, Food and Natural Resources at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1,000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof in a

supervised agricultural experience program. The combination of hours, multiplied by a factor of 3.56 and dollars must exceed or equal the number 1000.

5. Have demonstrated leadership ability by:
  - a. Performing ten procedures of parliamentary law.
  - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
  - c. Serving as an officer, committee chairperson, or participating member of a major committee
6. Have a satisfactory scholastic record as certified by the local Agriculture, Food and Natural Resources instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter program of activities.
8. As of May 15, have completed ten activities above the chapter level in at least three of six different categories: leadership development events, career development events, conventions and meetings, project shows, student awards and leadership and service as described in policies adopted by the Board of Directors.
9. As of May 15 of the year the member is to receive the degree, have participated in at least 25 hours of community service within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the State Association at least one month prior to the state FFA convention at which the State FFA Degree is to be received. The State FFA Executive Director shall provide for a review of the records and submit a recommendation to the State FFA Board of Directors, which shall nominate at the State FFA convention the candidates who have been found worth to receive the honor. The State FFA Degree will be conferred upon the candidate subject to approval by the delegates at the state convention

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**Section F:** American FFA Degree. Minimum qualifications for selection:  
(Refer to Texas FFA Constitution)

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 Agriculture, Food and Natural Resources program or have completed the program of Agriculture, Food and Natural Resources at the school last attended.
3. Have graduated from high school at least twelve 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. A student after entering agricultural education must have: a. earned at least \$10,000 and productively invested at least \$7,500; or b. earned and productively invested \$2,000 and worked 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earning 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. Have participated in at least 50 hours of community service, within at least three different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.
8. Submit an application and supporting documentation pursuant to the deadlines and requirements described in Texas FFA policies and procedures.

## **ARTICLE 6: Elgin FFA Officers**

**Section A:** Elgin FFA officers will consist of the President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and the possibility of a Historian at the discretion of the Elgin FFA Advisors. The current agriscience teachers will serve as Elgin FFA Chapter advisors.

**Section B:** Officers will be elected annually at a spring meeting. The election process can be found in the Elgin FFA Handbook but will be based on a written application (22.5%), test (12.5%), vote (35%), teacher recommendations (10%) and interview (20%).

**Section C:** Elgin FFA chapter officers must have attained or met the qualifications for the Chapter FFA Degree and must be enrolled in high school for the duration of their office along with the qualifications below.

1. Only incoming junior or incoming senior members will be eligible for the office of President and Vice President. Other officers will be elected from the general membership. To be eligible for the office of President, the applicant must have previously been an Elgin FFA Officer.
2. Officer candidates must complete the application before being considered an applicant.

3. New officers will be required to assume their duties upon officer installation at the Elgin FFA Banquet.

**Section D:** Pursuant to the applicable constitutional, bylaw and policy provisions of the district, area and state associations and of the National FFA Organization, this chapter may nominate candidates for offices above the chapter level in a manner consistent with the provisions of its bylaws and policies. Candidates for district and area office shall have attained the chapter degree at the time of the district or area election. Candidates for state office shall hold the state degree at the time of the state election. Candidates for national office shall hold the American Degree at the time of their election to office.

#### **ARTICLE 7: Executive Committee**

**Section A:** The Executive Committee will consist of the president and vice-president and the current Elgin agriscience teachers.

**Section B:** The Executive Committee will have full power to act as necessary for the chapter in accordance with actions taken at meetings and various regulations or by-laws adopted from time to time.

#### **ARTICLE 8: Committees**

**Section A:** The standing committees of the chapter shall be described in the bylaws. The chapter may, at any meeting, create additional standing committees.

**Section B:** The chapter president shall appoint all committees and committee chairs. The terms of all committees shall expire on a date described in the chapter's annual strategic action plan. Committee expiration may vary depending on duties but no standing committee term shall extend past the end of the fiscal year. The president shall have the authority to remove or reassign any committee chairperson or member, with the consent of the advisor.

**Section C:** No committee shall have the authority to expend chapter funds (unless expressly authorized to do so), amend the chapter's constitution, bylaws or policies, appoint or remove a committee member, or take any action outside the scope of authority delegated to it by the chapter.

#### **ARTICLE 9: Dues**

**Section A:** Dues for membership in the Elgin FFA shall be set by the current members annually. Membership shall be for a one year period from August 1 thru July 31 each year.

#### **ARTICLE 10:Meetings**

**Section A:** Regular meetings will include fall meetings and spring meetings, plus the Elgin FFA Banquet. The dates of meetings will be designated by the chapter officers and the Elgin agriscience teachers.

**Section B:** Standard meeting paraphernalia will be used at each meeting. Standard ceremonies and Jarrell Gray's Parliamentary Procedures will be used.

**Section C:** A quorum shall exist when 4% with a minimum of 20 members of the chapter membership are present. Transactions of business by vote will be standard procedure at these meetings as long as a quorum is present.

#### **ARTICLE 11:Program of Activities**

**Section A:** Elgin FFA Officers will develop a program of activities listing official district functions, to include fall and spring meetings, banquet, and other activities. Other functions that officers may decide on should also be included.

#### **ARTICLE 12:Amendments**

**Section A:** This constitution may be amended or changed at any regular or special chapter meeting by a two-thirds vote of the votes cast by a quorum of active members present providing it is not in conflict with the National FFA Organization or Texas FFA Association constitution, bylaws or policies Amendments must not conflict with the policies and/or regulations of Elgin ISD. Members shall be notified by mail,electronic mail or classroom announcement at least 30 days prior to a meeting at which any constitutional amendment is to be considered.

**Section B:** Bylaws may be adopted to fit the needs of the chapter at any regular or special chapter meeting by a majority vote of a quorum of active members present providing such bylaws do not conflict in any way with the constitution, bylaws or policies of the Texas FFA Association, National FFA Organization or Elgin ISD.

Members shall be notified by mail, electronic mail or



classroom  
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amendment to the bylaws is

## **ARTICLE 12:Parliamentary Procedure**

**Section A:** The *Parliamentary Guide for FFA* by Jarrell D. Gray shall be used as a guide for all chapter meetings. The latest edition of *Roberts Rules of Order* shall be the final authority in governing the actions of all chapter meetings.

# Elgin FFA Chapter Bylaws

## **ARTICLE 1: Relationship to Constitution**

The Bylaws shall be a part of the Constitution of the Elgin FFA Chapter.

## **ARTICLE 2: Location of Offices**

The headquarters and principal office of the Elgin Chapter of FFA shall be at 14000 County Line Road, Elgin, Texas.

## **ARTICLE 3: Procedures for Electing Officers**

**Section A:** The chapter shall adopt rules related to the election of officers which shall include, but not be limited to, designation of elections committee, filing deadlines, application forms, testing procedures and election date.

**Section B:** Qualified members shall declare intent to be considered for chapter office by filing the required forms by the prescribed filing deadline pursuant to the rules adopted by the chapter.

**Section C:** Officers shall be selected by a combination of written application score (22.5%), written exam score, (12.5%), interview score (20 %), teacher recommendation (10%), and a score derived from a secret ballot vote of the members present a regular or called special chapter meeting (35 %).

**Section D:** All written materials related to a chapter election shall be deposited and retained in a secure location for no less than 30 days following the announcement of election results.

**Section E:** Appeals or protests related to a chapter election shall be filed pursuant to the grievances procedures of the Elgin ISD.

## **ARTICLE 4: Duties of Officers**

**Section A:** It shall be the duty of all officers to fulfill the responsibilities described in the officer contract adopted by the chapter and agreed to by each officer at the time of declaring candidacy for chapter office.

**Section B:** The president shall preside at all of the chapter's meetings, shall sign all official documents or authorize execution of said documents,

appoint student committees and serve as an ex-officio member of all student committees, coordinate all chapter operations, represent the chapter in official functions and perform other such duties as usually pertain to the office of president.

**Section C:** The vice president shall perform the duties of the president in the event of the disability, death, resignation, removal or other inability of the president to perform such duties, develop the chapter's program of activities, coordinate the operations of all student committees, serve as an ex-officio member of all student committees and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section D:** The secretary shall make and keep correct records or minutes of proceedings of the chapter and executive committee, prepare and post meeting agendas, file reports, maintain member activity records, issue membership cards, update policy documents as directed and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section E:** The treasurer shall have responsibility for accounting of all funds and property of the chapter. The treasurer shall provide direction and oversight to any and all who handle the monies of the chapter, assuring that the financial policies of the chapter and School District Name Independent School District are followed completely, shall present a proposed budget at a regularly scheduled or called special chapter meeting, present monthly financial reports at chapter meetings, chair the budget and finance committee and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section F:** The reporter shall chair the chapter public relations committee and develop public relations strategies to accurately define the public image of the agricultural education program and FFA chapter, develop or cause to be developed press releases concerning chapter activities, maintain or cause to be maintained a chapter website, develop working relationships with all local and school district media, ensure a complete photographic record of all chapter activities and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section G:** The sentinel shall have responsibility for all meeting related equipment and shall maintain an inventory of all such equipment, ensure that all meeting and social venues are ready to receive members and guests prior to each function, take charge of candidates for degree and award ceremonies, assist the president in maintaining order, ensure a welcoming environment for guests and perform such

other duties and further duties as may be imposed upon him or her by the chapter.

**Section H:** (OPTIONAL) The historian shall have responsibility for documenting events to create a complete and accurate chapter history and compile such documentation such as, but not limited to newspaper and magazine articles, photographs, video footage, significant web-based content, ceremony and banquet programs and other memorabilia which may be maintained to provide future generations a glimpse into the chapter's history. The historian shall also maintain records of historically significant anniversaries, past degree and award recipients, officers and alumni of distinction and periodically create displays which foster pride among the members and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section I:** (OPTIONAL) The parliamentarian shall achieve a level of proficiency in parliamentary law, as prescribed in policies adopted by the chapter and shall rule on all questions of parliamentary conduct at chapter meetings, conduct parliamentary workshops for younger members or develop other content or achievement benchmarks that foster value for mastery of parliamentary procedures. The parliamentary shall have custody of the chapter's parliamentary reference texts and shall perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section J:** (OPTIONAL) The chaplain shall present invocations or benedictions at chapter functions and conduct or cause to be conducted reflections and camps, conferences and workshops as deemed appropriate by the chapter and shall perform other such duties and further duties as may be imposed on him or her by the chapter.

## **ARTICLE 5: Resignation, Removal of Officers, Officer Vacancies**

**Section A:** The advisor or the executive committee with the advice and consent of the advisor, may, with good cause, remove any officer elected by the chapter. Good cause shall include, but not be limited to, violation of the provisions of the chapter's officer contract, violation of chapter or departmental rules of conduct, violation of the school code of student conduct or violation of state or federal laws.

**Section B:** Any officer may resign at any time by giving written notice to the advisor, president or secretary. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the

notice, the acceptance of such resignation shall not be necessary to make it effective.

**Section C:** Should the office of president become vacant; the vice president shall assume the title and duties of president. The executive committee may appoint an interim officer to fill any other vacancy until the chapter elects a qualified replacement.

## **ARTICLE 6: Committees**

**Section A:** The standing committees of the chapter shall be in harmony with the National FFA Organization's Quality Standards for Local Chapters. The committee designations and descriptions contained in these bylaws shall be amended to reflect the most current Quality Standards for Local Chapters adopted by the National FFA Organization for the membership year following revision of such standards. Such amendments shall be made without action by the chapter.

**Section B:** Each active member of this chapter shall be assigned to a committee which is deemed commensurate to the member's interests, talents and skills. The chapter shall not be obligated to staff all committees, but any of the standing committees may be activated by the chapter president without the action of the chapter.

**Section C:** Each standing committee shall develop and submit to the executive committee a plan within the committee's scope of responsibility and a corresponding budget within the timelines prescribed by the president. Each committee shall make regular and timely reports to the chapter concerning progress towards its respective goals.

**Section D:** The standing committees of the chapter and their respective duties are:

- (1) Growing Leaders-Leadership shall plan and execute activities which help the individual develop technical, human relations and decision-making skills to grow leaders.
- (2) Growing Leaders-Healthy Lifestyles shall plan and execute strategies which promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.
- (3) Growing Leaders- Scholarship shall plan and execute strategies which develop a positive attitude toward lifelong learning experiences.
- (4) Growing Leaders-Personal Growth shall plan and execute strategies which improve the identity and self-awareness of members, striving to enhance the quality of life and contribute to members' life goals and development.

- (5) Growing Leaders- Career Success shall plan and execute strategies which promote student involvement and growth through agriculture-related experiences and/or entrepreneurship and promote career readiness.
- (6) Building Communities-Environmental shall plan and execute strategies to preserve natural resources and develop more environmentally responsible individuals
- (7) Building Communities –Human Resources shall plan and execute strategies which improve the welfare and well-being of members and citizens of the community
- (8) Building Communities-Citizenship shall plan and execute strategies to encourage members to become active, involved citizens of their school, community and country.
- (9) Building Communities –Stakeholder Engagement shall plan and execute strategies to develop teamwork and cooperation between the local chapter and stakeholders.
- (10) Building Communities –Economic Development shall plans and execute strategies to improve the economic welfare of the community.
- (11) Strengthening Agriculture-Support Group shall plan and execute strategies to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.
- (12) Strengthening Agriculture –Chapter Recruitment shall plan and execute strategies to increase agricultural education enrollment and/or FFA membership and encourage greater participation.
- (13) Strengthening Agriculture -Safety shall plan and execute strategies intended to enhance safety in the community
- (14) Strengthening Agriculture –Agricultural Advocacy shall plan and execute strategies to articulate and promote agricultural programs, practices, policies and/or education to elicit action.
- (15) Strengthening Agriculture -Agricultural Literacy shall plan and execute strategies to help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.

**Section E:** Subcommittees of a standing committee may be created by the president, executive committee, advisor or by the committee with the permission of the president and advisor.

## **ARTICLE 7: Transactions of the Chapter**

**Section A:** The fiscal year of the chapter shall begin on August 1 and end on July 31.

**Section B:** The chapter shall adopt policies and procedures consistent with the fiduciary policies, procedures and audit standards of the Elgin ISD..