

Constitution of the Bret Harte FFA Chapter
Revised September 2020

Article I: Names and Purposes

- Section A. The name of this organization shall be the Bret Harte Chapter Future Farmers of America #CA0322.
- Section B. The Purposes for which the Chapter is formed are as follows:
1. To improve agricultural skills or prepare for leadership, cooperative attitudes and rural responsibility, in individuals preparing to enter an agricultural occupation.
 2. To advance the cause of agricultural education and to encourage the FFA.
 3. 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.

Article II: Organization

- Section A. the chapter of the Future farmers of America is chartered local entity of the Delta-Cal Section of the California Association, made up of local members.

Article III: Membership Organization

- Section A. Membership in this organization shall be active and honorary.
- Section B. Membership is limited to students enrolled in Agriculture Education at Bret Harte High School.
- Section C. Membership of graduates is limited to students that were active members their senior year and graduated from high school.
- Section D. The Bret Harte FFA is a 100% affiliation Chapter with every student becoming a member of the FFA when they enroll in an Agriculture class.
- Section E. No Student may participate in any FFA activity unless they are members in good standing.
- Section F. The FFA Advisors at their own discretion have the right to dismiss any member from the Bret Harte organization at any time.
- Section G. Active work in this chapter shall be carried on by active members.
- Section H. Award recipients must attend the Parent/Member/Buyer Banquet to receive any awards.
- Section I. All members exhibiting livestock at fairs and shows must attend the mandatory parent/exhibitor meeting prior to exhibiting their livestock.
- Section J. High School members exhibiting at fairs and shows must attend five chapter meetings to be eligible to show. All graduates are strongly encouraged to attend five agricultural related meetings or activities.

Article IV: Officers

- Section A. All elected Chapter Officer shall hold office for one years after election or until successors are selected as described in Article IV, Section G.
- Section B. Only members holding the Greenhand FFA degree, or higher, are eligible to hold office.
- Section C. The Chapter Offices of the Bret Harte FFA shall be at minimum President, Vice President, Secretary, Treasurer, Reporter, and Sentinel. The Nominating Committee shall elect the members for these Chapter Offices after all scores have been tallied and have the authority to add additional offices as voted on by the committee.
- Section D. Applications and FFA Activity Sheet for Chapter Office shall be available at least two weeks prior to April FFA meeting. All applications will be screened by the Chapter Advisors and current FFA President. Candidates will be announced at the April FFA meeting. FFA general member voting will take place on a secured google form the week of nominating committee interviews. Only members meeting good standings will be eligible to vote. The vote form will have the candidates name along with every office position, and "other office" write in and a section to not accept for an office.
- Section E. All Officers must be enrolled in an agriculture class and be in the advisory period of the advisor during their term of office.
- Section F. Officers which cannot fulfill their duties or who are impeached. Of replaced, will be replaced by the nominating committee.
- Section G. No Officer may be impeached without due process as defined in Article VII.
- Section H. The election process shall be comprised of five individually scored sections: FFA general membership vote score, FFA activities checklist score, nominating committee interview score, nominating committee group activity score, and nominating committee paper questionnaire score. Each section will account for 20% of the candidate's total score.
- Section I. The Nominating Committee shall be composed of a minimum of seven individuals, which include the past president, and the Chapter Advisor(s). A full nominating committee consists of two individuals from each Freshman, Sophomore, Junior, Senior class, as well as past president and Advisor(s) for a total of eleven members. If a full Nominating Committee cannot be achieved, the chapter Advisor has the authority to fill the vacant positions. The Nominating Committee will review officer Applications score interview of prospective candidates, score paper questionnaires, score FFA activity sheet, and score group activity. Once scores are tallied including the FFA member vote score, the nominating committee will ~~and~~ elect successful applicants for respective offices based on the candidate's total score. The applicants with the highest

combined totals will be elected to an office. If there is a tie, the tie breaker is #1: FFA Activities; #2 Interview score, #3 Group Activity.

Section J. The time for the election shall be set by the FFA Officer team, and the Advisor(s).

Section K. All FFA chapter Officers who fall below a 2.5 grade point average, or become academically ineligible, will be put on probation for a nine week period. If their GPA falls below a 2.5 in the third quarter, then the probation period is until midterm, when the GPA must be at or above a 2.5. If by the end of probation, the GPA is not improved to a 2.5 or above, or the student does not become academically eligible, they will be replaced by the manner described in Article IV, Section G.

Article V: Duties of Officers

Section A. The duties and responsibilities of a Chapter Officer shall be:

1. Attend all Chapter and Chapter Officer meetings.
2. Attend Chapter and Regional Officer Leadership Training Conferences.
3. Cooperate with advisors during all activities.
4. Be able to lead by example. Act and perform in a manner which is becoming of an FFA Chapter Officer at all times.
5. Be willing to memorize their parts as prescribed in the official FFA Manual for all official ceremonies.
6. Have genuine interest in being part of a leadership **TEAM**.
7. Be familiar with the Chapter Constitution and Bylaws.
8. Be willing to accept responsibility.
9. Be familiar with Parliamentary Procedures.
10. Adhere to all duties assigned at Officers Camp.

Section B. The duties and Responsibilities of the **President** shall be:

1. Preside and conduct meetings according to accepted Parliamentary Procedure.
2. Call special meetings if needed.
3. Keep members on the subject and within time limits.
4. Appoint committees and serve as a non-voting member of them.
5. Call other Officers to the chair as necessary or desirable.
6. Represent the chapter and speak on occasion.
7. Coordinate Chapter efforts by keeping in close touch with the other Officers and members, and the Advisors.
8. Follow up Chapter activities and check on progress being made.
9. Keep Chapter activities moving in a satisfactory manner.
10. Prepare agenda for Executive and Chapter meetings with the secretary.
11. Coordinate the activities of the Chapter and keep in touch with the progress of activities.

12. Adhere to all duties and responsibilities assigned at Officers camp.

Section C. The duties and responsibilities of the **Vice President** shall be:

1. Assist the President at all times.
2. Preside at meeting in absence of the President.
3. Be prepared to assume duties and responsibilities of the President.
4. Insure that all committee work of the Chapter is completed satisfactorily.
5. Serve as the official Point Awards Officer.
6. Adhere to all duties and responsibilities assigned at Officers camp.

Section D. The duties and responsibilities of the **Secretary** shall be:

1. Prepare and read the minutes of the past meetings.
2. Have available for the President the list of business for each meeting.
3. Attend to official correspondence of the chapter.
4. Prepare Chapter reports.
5. Keep the permanent records of the Chapter in the Agriculture office.
6. Cooperate with the Treasurer in keeping and accurate membership role and issue membership cards.
7. Call meetings to order in the absence of a presiding officer.
8. Read communications at meetings.
9. Have the following on hand for each meeting:
 - a. Secretary's book and minutes of previous meeting.
 - b. Lists of committees and committee reports.
 - c. Copy of the Program of Activities.
 - d. The Official FFA Manual.
 - e. Copies of the Chapter Constitution and bylaws.

10. Prepare, post, and distribute motions.

11. Adhere to all duties and responsibilities assigned at Officers camp.

Section E. The duties and responsibilities of the **Reporter** shall be:

1. Gather and distribute Chapter news.
2. Prepare newsletters and articles for publications or broadcasts.
3. Send articles to the State Reporter and to the FFA New Horizons.
4. Arrange for FFA participation in local radio and/or TV Programs.
5. Work closely with the Advisors to maintain a record of the FFA members of the month.
6. Prepare a Chapter newsletter to be sent to members, parents, and past officers.
7. All news releases and articles must be approved by the Chapter Advisors prior to being released.
8. Prepare Quarterly Newsletter for Chapter members.
9. Adhere to all duties and responsibilities assigned at Officers camp.

Section F. The duties and responsibilities of the **Treasurer** shall be:

1. Receive and act as custodian of chapter funds.
2. Assist in preparing an annual budget of estimated recipes and expenditures.

3. Keep financial records of the chapter.
4. Devise appropriate ways and means of financing chapter activities.
5. Pay out Chapter funds as authorized by the advisor.
6. Prepare financial statements and reports.
7. Encourage systematic saving-individual and Chapter thrift.
8. Build up chapter's financial standing.
9. Required to present a treasurer's report at each General meeting.
10. Required to prepare a written report monthly.
11. Adhere to all duties and [responsibilities assigned at Officers camp.

Section G

The duties and responsibilities of the **Sentinel** shall be:

1. Set up the meeting room and care for chapter paraphernalia and equipment.
2. Attend to the door during meetings and welcome visitors.
3. See that the meeting room is kept comfortable.
4. Take charge of candidates for Degree Ceremonies.
5. Assist with entertainment features and refreshments.
6. Serve as the Official Bad Standings Officer.
7. Make arrangements with the custodial staff for microphones and audio equipment prior to their need.
8. Adhere to all duties and responsibilities assigned as Officers camp.

Article VI: Impeachment

Section A.

Immediate Impeachment

The FFA Advisor may at any time and at their own discretion remove an officer who has repeatedly disregarded his/her duties by not fulfilling them to his/her best ability, or by participating in any illegal activities.

Section B.

Steps of Impeachment

1. Any FFA Chapter Officer not fulfilling the duties as described by this constitution will be required to meet with the fellow Officers and two Advisors to discuss a plan for improvement.
2. A written plan of improvement will be drawn by the Advisor(s) based on the conversation of the meeting in Sept 1, and will be confirmed and signed by the FFA president, Vide-President, and by the Officer in question.
3. If the officer in question still does not fulfill his/her duties, then a 2/3 vote of the executive committee will remove that officer from office.

Section C.

Advisors

At no time may an advisor remove themselves from the team in such a way that their actions would lead to the disbandment of the Officer Team.

Article V: Meetings

- Section A. Meetings shall be held once a month.
- Section B. The President shall have the power to call special meetings as the need arises.

Article XI: Dues

- Section A. As long as incentive Grant funds are available, dues shall be paid for *all* members through that source.

Article X: Eligibility to Participate at Fairs and Judging Contests

- Section A. Eligibility of members exhibiting at fairs and shows will be based on the Advisors Discretion.
- Section B. Members must maintain a 2.0 GPA with no F's in an Agricultural class to be eligible to exhibit at fairs and judging events.
- Section C. Members must comply with rules and guidelines set forth by the Chapter committee on fairs and shows as outlined in the Chapter Program of Activities.
- Section D. In the event that a student becomes academically ineligible to participate at a fair at which they planned to exhibit livestock, he/she will be placed on academic probation by the Agriculture Department until the next grading period. (Mid-term is considered a grading period.) If that student becomes ineligible again, he/she will lose his/her privilege to exhibit at all fairs with Bret Harte FFA Chapter for the remainder of that school year.

Article XI: Amendments

- Section A. To amend the Constitution, a 2/3 vote of the active members is required.
- Section B. To become effective, the amendment must be posted for two weeks previous to the vote of the active members.

Article XII: Ratification of the Constitution

- Section A. The Constitution should become effective when passed by a 2/3 vote of the members voting.