



**BURNS**  
**FFA CHAPTER**

# **Burns FFA Chapter**

## **Chapter Constitution and Bylaws**

### **ARTICLE I. NAME**

#### **SECTION A.**

The name of this organization shall be the Burns Chapter of the National FFA Organization.

#### **Section B.**

The mission and strategies for this chapter are as follows:

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.

1. Develops competent and assertive agricultural leadership.
2. Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
3. Strengthens the confidence of agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an agricultural career.
5. Encourages achievement in supervised agricultural experience programs.
6. Encourages wise management of economic, environmental and human resources of the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promotes citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

### **ARTICLE II. ORGANIZATION**

#### **Section A.**

The Burns FFA Chapter is a chartered local unit of the Oregon FFA Association which is chartered by the National FFA Organization.

#### **Section B.**

This chapter accepts in full the provisions in the constitution and bylaws of the Oregon 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.**

The regular activities of this chapter shall be carried on by the active membership.

#### **Section C.**

Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.

#### **Section D.**

Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. While in school, be enrolled in at least one agricultural education course 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 agricultural career.
2. Show 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. Pay all current state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

#### **Section E.**

Names of applicants for membership shall be filed with the membership committee.

### **ARTICLE IV. EMBLEMS**

#### **Section A.**

The emblem of the FFA shall be the emblem for the chapter.

#### **Section B.**

Emblems used by the members shall be designated by the National FFA Organization.

### **ARTICLE V. 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 "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. To be eligible to receive the Discovery Degree from a chapter, the member must meet minimum requirements:

1. Be enrolled in agricultural 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 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 National Constitution)

1. Be enrolled in agricultural education 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 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.

#### **Section D.**

Chapter FFA Degree. Minimum qualifications for election: (Refer to National Constitution)

1. Must have received the Greenhand FFA Degree.

2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school
3. 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.
4. Must have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
5. Must have earned and productively invested at least \$150 by the member's 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.
6. Must have effectively led a group discussion for 15 minutes.
7. Must have demonstrated five procedures of parliamentary law.
8. Must show progress toward individual achievement in the FFA award programs.
9. Must have a satisfactory scholastic record.
10. Must submit a written application for the Chapter FFA Degree.

**Section E.** State FFA Degree. Minimum qualifications for selection:

1. Have received the Chapter FFA Degree and have been an active member for two years.
2. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
3. Have earned and productively invested at least \$1,000.00 net income by the member's own efforts from their supervised agricultural experience program or worked at least 300 hours in excess of scheduled class time in a supervised agricultural experience or a combination thereof.
4. Be familiar with the provisions of the constitution of the State Association and National Organization.
5. Demonstrate leadership ability by:
  - a. Performing 10 parliamentary procedure activities.
  - b. Giving a six - minute presentation on an agriculture topic.
  - c. Serving as an officer and/or committee chair, or participating member of a major committee.
  - d. Participating in student, chapter, school, or community activities.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five different FFA activities above the chapter level.
9. Have participated in at least 25 additional, unduplicated hours of community service activities within at least two different community service activities.

The Oregon FFA Association shall be entitled to elect all those who meet minimum qualifications.

**Section F.**

American FFA Degree. Minimum qualifications for selection.

1. Qualifications for the American FFA Degree are those set forth in the constitution of the National FFA Organization.

## **ARTICLE VI. CHAPTER OFFICERS**

**Section A.**

The offices of the FFA chapter shall be: president, vice president, secretary, treasurer, reporter and sentinel. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. The teacher(s) of agricultural education shall be the FFA advisor(s).

**Section B.**

The members present at any regular meeting of the chapter shall elect chapter officers annually or semi-annually.

## **ARTICLE VII. PROGRAM AFFILIATION**

**Section A.**

Local program affiliation fees in this chapter shall be paid through affiliation to the Burns FFA Chapter as per agreed to in the fiscal year affiliation contract.

**Section B.**

No member shall be considered as active and in good standing unless the chapter pays full affiliation fees and submits all required chapter charter materials on time.

**ARTICLE VIII. AMENDMENTS****Section A.**

This constitution may be amended or changed at any regular chapter meeting by a two-thirds vote of the active members present providing it is not in conflict with the Oregon FFA Association constitution or that of the National FFA Organization.

**Section B.**

Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a two-thirds vote of the active members present providing such bylaws conflict in no way with the constitution and bylaws of either the Oregon FFA Association or the National FFA Organization.

# Burns FFA Chapter

## Chapter Bylaws

### DUTIES OF THE BYLAWS:

In common practice, bylaws outline the workings of an organization.

### ARTICLE I. RELATIONSHIP TO CONSTITUTION

The bylaws shall be a part of the Constitution of the Burns FFA Chapter.

### ARTICLE II. LOCATION OF OFFICES

The headquarters and principal office of the Burns FFA Chapter shall be at 1100 Oregon Avenue, Burns, Oregon 97720.

### ARTICLE III. 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 Harney County School District #3 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.

### ARTICLE IV. 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.

# Burns FFA Chapter Officer Expectations

## ARTICLE I. ATTENDANCE

Attendance at all FFA functions is MANDATORY and EXPECTED unless permission is granted prior to the function by the advisors.

**Section A.** No FFA meetings may be missed unless approved by advisors for family emergency or other extenuating circumstances approved by advisors. The consequence for missing an FFA meeting without approval results in a meeting with the advisors to discuss possible removal from FFA office.

**Section B.** No more than 3 required FFA functions may be missed. A 3-strike rule shall be in place throughout the year whereby 1 strike will be issued for each required responsibility not attended. After three strikes, the officer shall be excused from any further officer responsibilities. Such officer may NOT seek another office the following year.

**Section C.** Unless otherwise notified, official dress is required.

**Section D.** A firm effort will be made to hold FFA "planning meetings" during the school year.

**Section E.** An expectation of all officers is to lead by example in all activities, events, classroom, and school district settings. Participate in chapter and service activities. Stand up for others. Do your share to help alleviate chapter expenses by selling 20 fundraising items. Commit the time necessary to be successful in chapter related events

## ARTICLE II. OFFICER DUTIES

**Section A.** Notification by the officer team and advisors for individual officer noncompliance of duties will occur.

**Section B.** The consequences for not fulfilling duties are as follows in order:

1. A 3-strike rule shall be in place throughout the year whereby 1 strike will be issued for each required responsibility not attended.
2. Notifications of the second strike will be issued should that level arise.
3. After three strikes, the officer shall be excused from any further officer responsibilities. Such officer may NOT seek another office the following year.

## ARTICLE III. ANY VIOLATION OF THE FFA CODE OF CONDUCT WILL LEAD TO OFFICER REMOVAL.

## ARTICLE IV. SPEAKING NEGATIVELY ABOUT THE FFA, MEMBERS, OR ADVISORS WILL NOT BE TOLERATED.

**Section A.** "Speaking" may include spoken and/or written format (to include social media outlets). The advisors will make the ultimate decision in determining whether what has been said reflects negatively on the FFA, FFA members or advisors.

The consequences of these actions are as follows:

1. The first step is a meeting with the officers and advisors to give encouragement to the respective officer.
2. The second step is written notification.
3. The third step is a meeting with advisors to discuss possible removal.