



FREEHOLD  
FFA CHAPTER

# Freehold FFA Chapter Chapter Constitution and Bylaws

## ARTICLE I. NAME

### Section A.

The name of this organization shall be the Freehold FFA Chapter of the National FFA Organization and the letters "FFA" may be used to designate the chapter, its activities, or the members thereof.

### Section B.

The purposes for which this chapter is formed 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 Food, Agriculture and Natural Resources 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 Freehold FFA Chapter is a chartered local unit of the New Jersey FFA Association, Inc. which is chartered by the National FFA Organization.

### Section B.

This chapter accepts in full the provisions in the constitution and bylaws of the New Jersey FFA Association, Inc. 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. They attended at least 2/3 of chapter meetings in the previous year when applicable.
2. They show an interest in, and take part in the affairs of the chapter.
3. Accumulate at least twenty "FFA Points" in the past year if applicable.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

**Section E.**

To be eligible for chapter membership, all new members shall be enrolled in a recognized agricultural program held at the local high school.

**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.

**Section C.**

1. The chapter banner and FFA emblem in its traditional colors will be affixed to a wall in its regular meeting room, visible to members and guests who attend regular meetings.
2. The chapter banner will be visible to exemplify for meaning of the emblem and color to those who view this banner.

**ARTICLE V. DEGREES AND PRIVILEGES OF ACTIVE MEMBERSHIP**

**Section A.**

There shall be four grades of active membership in this chapter. These grades 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.**

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 C.**

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 D.**

1. State FFA Degree. Minimum qualifications for selection:  
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:
  - Performing 10 parliamentary procedure activities.
  - Giving a six - minute presentation on an agriculture topic.
  - Serving as an officer and/or committee chair, or participating member of a major committee.
  - 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 New Jersey FFA Association, Inc. shall be entitled to elect all those who meet minimum qualifications. Written records of achievement verified by the local advisor shall be submitted to the State FFA Advisor by March 15 of the current year to permit adequate evaluation.

#### **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.

#### **Section G.**

Special committees made of officer team and/or advisors shall review the qualifications of members and make recommendations to the chapter concerning degree advancement.

### **ARTICLE VI. CHAPTER OFFICERS**

#### **Section A.**

The mandatory officer positions are President, Vice President, Secretary, Treasurer, Reporter, and Sentinel. The optional positions are Parliamentarian, Historian, and Junior Advisor. Others may be added at the discretion of the advisor, including that of a co- or junior officer team. All officers must memorize their part for official ceremonies.

1. The President is responsible for getting meetings started in an orderly fashioned and timely manner. they also represents the Freehold FFA at the Monmouth County Board of Ag Dinner and at School Chapter Functions. The President shall delegate and follow through on tasks while communicating chapter's concerns with the advisor(s). they will also check with the advisors on the progress of events and serve as an ex-officio non voting member during meetings.
2. The Vice President assists the President in meeting procedure. He/ she will type and submit the PoA and Chapter officer list. The Vice President represents the link between the president and the rest of the officer team, and they will check in on them from time to time while aiding the chapter in accomplishing its goals.
3. The Secretary distributes the agenda and takes minutes at all meetings. Afterwards, the secretary must distribute the minutes to officers (officer meeting) or all members (general meeting). The secretary shall keep an attendance and participation record along with an e-mail list. The secretary should keep a notebook and initiate the thank you note process. they may wish to send out occasional e- mails to the chapter concerning upcoming functions. Along with the President, the secretary is responsible for the agenda.
4. The Treasurer is responsible for having people sign up to sell arrangements during lunches and come down to the greenhouse during busy sales. they must keep an updated chapter funds section in the Treasurer notebook. The treasurer is responsible for the chapter t-shirt sale and following through on the FFA unlimited sale twice per year. They are the chair of the Finance committee.
5. The Reporter takes pictures at FFA events and prints them. They assist the historian in editing the scrapbook and should develop good public relations. The reporter should publish a chapter newsletter and write a newsletter for the school paper. They should submit press releases to local newspapers and to the school. The reporter will chair

the Public Relations committee in charge of Ag Awareness and the Public Relations Award. The Reporter is to keep a binder for evidence that an event was done for the Public Relations Award.

6. The Sentinel is responsible for organizing ice breakers and snack sign ups. If the budget permits, two guest speakers should be developed from him/her. The Sentinel organizes FFA week and writes loudspeaker announcements for the FFA. All events on the chalkboard should be written by the sentinel.

7. The Parliamentarian must provide a workshop to teach new members Parliamentary Procedure annually. they will help the president maintain order.

8. The Historian keeps the scrapbook, maintains the FFA closet and works on securing alumni support. they must also keep items of historical significance safe such as flyers and records, while filing newspaper articles and thank you notes.

9. The Junior Advisor must prepare members for CDEs and check in on the officer team with the Vice President. The Junior Advisor must ensure all supplies are packed on field trips and keep an updated calendar of events. They must also submit all forms to the state and keep tabs with the advisor.

#### **Section b.**

Officers shall be elected annually by a nominating committee of advisors, teachers, alumni.

#### **Section C.**

The officers of the chapter together with the chairpersons in charge of the major sections of the annual program of activities and the advisors shall constitute the Chapter 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 various regulations or bylaws adopted from time to time.

#### **Section D.**

Honorary members shall not vote nor shall they hold any office of the chapter except that of advisor.

#### **Section E.**

Chapter officers must hold Chapter Degrees

#### **Section F.**

Newly elected officers must be familiar with the official duties of their office. Included in this shall be the memorization of their part in the opening ceremony to be used at each regular meeting. They must attend Freehold Chapter Officer Training.

#### **Section G.**

A minimum of five (5) officers are required to be present at a regular meeting in order for the meeting to take place unless there are less than 6 officers.

#### **Section H.**

Attendance of all officers is MANDATORY at every regular meeting.

1. An officer unable to attend any scheduled meeting must contact the advisor or secretary prior to that meeting.
2. Reasons for absence from a meeting shall be strictly considered by a majority of members present at that meeting.
3. A maximum of three (3) unexcused absences of an officer shall result in a warning of possible loss of that position held.
4. If a 4th unexcused absence occurs, then there will be loss of officer position.
5. Failing to cooperate with the above statements shall result in temporary probation or permanent removal of that officer from the position held.

### **ARTICLE VII.**

#### **Section A.**

Regular chapter meetings shall be held once a month during the school year and once during the remaining months of the year at such time and place as is designated by the Chapter Executive Committee. Special meetings may be called at any time.

#### **Section B.**

Standard meeting equipment shall be used at each meeting. All regular meetings shall open and close with the official ceremony. Parliamentary procedure shall be used in transacting all business at each meeting.

#### **Section C.**

Delegates, as specified by the State Constitution, shall be elected annually from the ranks of the officer team to represent the chapter at the State Convention. Other delegates may be named as necessary in order to have proper representation at various other FFA meetings within the State.

#### **Section D.**



A majority of the members listed on the secretary's membership roll shall constitute a quorum, and a quorum must be present at any meeting at which business is transacted or a vote taken committing the chapter to any proposal or action. If that chapter has at least 70 members, a quorum shall be represented by 40% of the members.

## ARTICLE VIII. AMENDMENTS

### Section A.

This constitution may be amended or changed at any regular chapter meeting by a two-thirds majority of the active members present providing it is not in conflict with the state association constitution or that of the national organization of FFA.

### 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 state association or national organization.

### Section C.

A committee composed of at least five (5) officers or Executive Committee members may rewrite or create bylaws for this constitution when necessary.

## ARTICLE IX. PROGRAM AFFILIATION

### Section A.

Local program affiliation fees in this chapter shall be paid through affiliation to the New Jersey FFA Association, Inc. 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 X. 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 New Jersey FFA Association, Inc. 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 New Jersey FFA Association, Inc. or the national organization.

### 2010-2011

1. Milo-McKittrick Moral Infringement and Code of Ethics Procedure The following will result in the immediate dismissal of an officer: 4 missed chapter and/or officer meetings (Including for co-officers). This does not include training or try outs for CDEs though the number may increase/decrease if more/less meetings are held then in the previous year. 3 missed meetings for an officer may result in demotion to co-officer for the 2011-12 school year.

2 Detention with the Ag Teacher.

3 Central Detentions.

Using alcohol or tobacco while in an FFA officer position.

Not wearing appropriate dress, especially to official functions.

Use of any inappropriate photos.

Defamation of the club or chapter.

Use of any inappropriate phrases when representing the chapter

Not showing respect for members and/or officers.

A removed officer may apply for reinstatement, which may be granted based on the severity of their infraction and if they have attended a sufficient number of chapter functions, provided a willingness to work on FFA assignments, and provided a genuine interest in the workings of the chapter. They may or may not receive the same position upon reinstatement.

2. Milo-Hagggar Officer Development and Committee Chair Act

An application to become a committee chair must be put out annually (sample application available in the file cabinet). A quota of 20% rising sophomores must be met to help in the process of officer development. Committee Chairs will be selected in a blind application process though after preliminary selections, names may be revealed and slots can be changed if the selecting officers feel that there are significant errors. Every division of the Program of Activities must have an executive chair, and if enough interest is invested, each section may have a chair in charge of five activities.

**ARTICLE X. FINANCES**

**Section A**

1. The use of chapter funds, without the consult of the Treasurer, is prohibited

**Section B**

1. All members must pay at the time they commit when going to an event that requires a fee
2. If payment is not met and the person cancels after a spot has been made for them, they are responsible for finding a replacement who will pay, or talk to the advisor and treasurer on paying for the event by the end of the school year

# Freehold FFA Chapter

## Chapter Bylaws

### DUTIES OF THE BYLAWS:

In common practice, bylaws outline the workings of an organization. Common bylaw topics include how officers are elected, the role of each officer, accounting and finance procedures, dissolution clauses and rules governing transfer of shares and ownership. However, bylaws can be as detailed or as simple as an organization likes and allow for tremendous flexibility on the part of members and officers, or can devise a detailed system of governance that limits the power of individuals.

[Adapted from: <http://smallbusiness.chron.com/difference-between-bylaws-constitution-organization-23740.html>]