

Constitution of the Willows Chapter of Future Farmers of America Willows High School

Adopted April 22, 1933
Revised May 10, 1955
Revised November 26, 1976
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Article I. Name and Purpose

Section A. The name of this organization shall be "The Willows Chapter of the Future Farmers of America." This is Chapter number 71 of the California Association of the Future Farmers of America. This chapter was chartered December 29, 1929.

Section B. The purpose of which this organization is formed as follows:

1. To develop competent, aggressive, rural, and agricultural leadership.
2. To strengthen the confidence of the members in themselves and their work.
3. To promote interest and the intelligent choice of establishment of an agriculture career.
4. To create and nurture a love of agricultural life.

5. To encourage cooperative effort among students of agricultural education in agriculture.
6. To promote thrift among students of agricultural education.
7. To promote and improve scholarships and awards related to agriculture.
8. To encourage organized recreational activities among students of agriculture education.
9. To supplement the regular systematic instruction offered to students of agriculture education.
10. To advance the cause of agriculture education in the public school of California.
11. To encourage members in the development of Supervised Agriculture Experience programs related to agriculture.
12. To encourage and assist members working toward receiving the Greenhand, Chapter, State, and American FFA Degree.

Article II. Organization

Section A. The Willows Chapter of FFA is a chartered local unit of the California Association of FFA which is chartered by the National Organization of the Future Farmers of America.

Section B. This chapter accepts in full the qualifications of the Constitution and By-Laws of the California Association of the FFA as well as those of the National Organization of Future Farmers of America.

Article III. Membership

Section A. Membership in this organization shall be Active, Associate, and Honorary.

Section B. Qualification for membership shall be as outlined in the Constitution of the California Association of FFA.

Section C. The regular work of this chapter shall be carried on by the Active Membership.

Section D. Active members in good standing may vote on all business brought before the chapter. A member may retain his/her active membership continuously throughout their entire high school career and for three years after the first national convention following graduation from high school, or until he or she becomes 21 years of age, whichever length of time is greater. An Active member shall be considered in good standing when:

1. The member must be currently enrolled in an agriculture education course.
2. The member attends 80% local chapter meetings.
3. The member shows an interest in and takes part in the affairs of the Chapter.

Section E. Associate Membership- following the termination of active membership status, a member automatically becomes an associate member for a minimum of one semester or until reinstatement of active membership.

Section F. Honorary Membership- Supervisors, school superintendents, principals, members of boards of educations, instructors, teachers of agriculture, businessmen, farmers, and others who are helping to advance vocational agriculture and the FFA, and who have rendered outstanding service may be elected to honorary membership by a majority vote of the members present at a regular meeting. Honorary membership shall be limited to the Honorary Chapter Degree in this chapter.

Article IV. Membership Grades and Privileges

Section A. There shall four grades of membership based upon achievement. These grades are: (1) Greenhand. (2) Chapter Farmer. (3) State Degree. (4) American Degree.

Section B. Greenhand Degree. Qualifications for Election:

1. Be currently enrolled in a class in agriculture education.

2. Have a satisfactory and accepted plan for a Supervised Agriculture Experience Project.
3. Be familiar with the FFA Creed.
4. Be familiar with the purpose of the Future Farmers of America and the program of work of the local chapter.
5. Submit an application to the Chapter Advisor.
6. Fulfill any other qualifications that the executive board may outline for that year.
7. Receive a majority vote of the members present at a regular meeting of a local Chapter of Future Farmers of America.

Section C. Chapter Farmer Degree. Qualification for Election

1. Must have held the degree of Greenhand for at least one year immediately preceding election, to the degree of Chapter Farmer and have a record of satisfactory participation in the activities of the local chapter.
2. Must be currently enrolled in his/her second year of agriculture education courses.
3. Must have satisfactory completed at least one year of instruction in agriculture education and have in operation a Supervised Agriculture Experience Project.
4. Be familiar with the purposes and programs of the work of the State association and national organization.
5. Be familiar with the provisions of the constitution of the local chapter.
6. Be familiar with parliamentary procedure.
7. Be able to lead a group discussion for fifteen minutes.
8. Must have earned or invested at least \$150 by his/her own efforts as determined by the California Agriculture Education Record Book.
9. Submit an application to the chapter advisor.
10. Fulfill any other qualifications the executive board may outline for that year.
11. Receive a majority vote of the members present at a regular local chapter meeting.

Section D. State Degree. Qualification for Election

The qualifications for the State FFA Degree shall be those set forth by the California State FFA Association as outlined in the California FFA Constitution.

Section E. American FFA Degree

The qualifications for the American FFA Degree shall be those set forth in the National FFA Constitution. The California Association Future Farmers of America shall recommend only those applicants for the American FFA Degree which meet all qualifications set forth in the National FFA Constitution at the time of making application.

Article V. Officers

Section A. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, Historian, and Advisor. The Advisor shall be the Teacher of Agriculture Education in the Willows High School. Officers shall perform the usual duties of their respective office. All officers shall be elected by a majority vote of members in such an election held in the spring of the school year. Their terms shall be for one school year. They shall begin their duties upon the close of the last meeting of the school year in which they are elected.

Section B. The officers of the chapter together with the chairman of the major sections of the annual Program of Work Committee 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 and by-laws adopted from time to time.

Section C. Honorary members shall not vote, nor shall they hold any office in the chapter except that of Advisor.

Section D. Chapter officers must hold the degree of Chapter Farmer and must maintain a "C" average (2.0 or better) in all of their classes in Willows High School.

Section E. If less than two qualified applicants apply for a specific office then members holding their greenhand degree may apply for said office.

Section E. Chapter officers must maintain a grade of "C" or better in their agriculture course.

Article VI. Duties of Officers

Section A. Chapter officers serve a vital function in the FFA organization. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general qualities expected of all officers:

1. A commitment to a genuine desire to be a part of a leadership team.
2. A willingness to accept responsibility.

3. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the chapter, state, and national FFA constitutions and bylaws.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.

Section B. President

1. The president will preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-officio (non-voting) member.
3. Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
4. Represent the chapter in public relations and official functions.
5. All other duties as may be required or assigned by the advisor.

Section C. The Vice-President

1. The vice-president will assume all duties of the president if necessary.
2. Develop the program of activities and serve as an ex-officio (non-voting) member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting chapter goals.
5. Establish and maintain a chapter resource file.
6. All other duties as may be required or assigned by the advisor.

Section D. The Secretary

1. The secretary shall prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of the each chapter meeting.
3. Place all committee reports in the designated area of the Official Chapter Binder.
4. Be responsible for all chapter correspondence including, but not limited to, thank you notes to chapter supporters.
5. Maintain a member attendance and activity records and issue membership cards.
6. Have on hand for each meeting all minutes of previous meetings, and a copy of the program of activities
7. All other duties as may be required or assigned by the advisor.

Section E. The Treasurer

1. The treasurer shall receive, record, and deposit FFA funds and issue receipts.
2. Present monthly treasurer's reports at chapter meetings.

3. Collect any dues or special assessments as necessary.
4. Organization in cooperation with the secretary.
5. Serve as chairperson of the earnings and savings committee.
6. All other duties as may be required or assigned by the advisor.

Section F. The Reporter

1. The reporter shall plan public information programs with local radio, television, newspaper, and service clubs, as well as make use of other opportunities to tell the FFA story.
2. Release news and information to local and regional news media.
3. Publish a chapter newsletter on a bi-monthly basis with the help of the chapter advisor(s).
4. Send local stories to sectional, regional, and state reporters.
5. Send articles and photographs to FFA New Horizons and other publications.
6. Work with local media on radio and television appearances and FFA news.
7. All other duties as may be required or assigned by the advisor.

Section G. The Sentinel

1. The sentinel shall prepare and maintain the chapter Point of Awards activity record for the school year.
2. Shall recognize High Points recipients at each chapter meeting.
3. Maintain order during Chapter meetings.
4. All other duties as may be required or assigned by the advisor.

Section H. The Historian

1. The historian shall keep a record of past and present activities within the FFA chapter in a scrapbook.
2. Maintain a record of chapter achievements
3. Promote excellence through highlighting activities, events and accomplishments.
4. Enter the chapter scrapbook in the FFA scrapbook contest
5. All other duties as may be required or assigned by the advisor.

Article VII. Removal of Chapter Officers

Section A. The removal of officers will be by the remaining officers and advisors after failure to respond to notification by an officer for incapability to comply with the following:

1. Attendance to all chapter and executive meetings (unless prior excusal is obtained from an advisor)
2. Attend a majority of extra Chapter activities.

3. Inappropriate Behavior as may be demonstrated by setting a poor example for other students i.e. chewing, smoking, drinking, drugs, school suspension, etc.
4. Failure to carry out assigned responsibilities.
5. Falls below a 2.0 GPA for two consecutive grading periods.

Article VIII. Elections

Section A. Officers shall be elected to serve terms of one year to begin and end with the annual parent-member banquet. Officers will be elected by secret ballot at the April Chapter Meeting by active FFA members who will receive one ballot per member per office.

Section B. To be eligible to be selected as a constitutional chapter officer, a member must be in good standing and hold the chapter degree, earned 175 points, participated in one competitive event, participated in at least one FFA fundraiser, attended at least 80% of the chapter meetings, and be a member in good standing.

Section C. Procedure to place names on ballot

1. An application must be presented to the chapter advisor three weeks prior to the election meeting for the term the candidate wishes to run for.
2. The screening committee will determine which office the candidate is suited for. The screening will include senior FFA officers, chapter advisors and other school officials as needed.
3. Each candidate running for an office must go through a screening committee.
4. The committee will make the final decision on which office the candidate is eligible for.
5. Once a candidate has passed the screening committee, the candidate may not change the screening committee's choice for the office in which he/she has been slated in.
6. Officer candidates are required to give a speech, no longer than two minutes in length, at the election meeting. It is required that the candidate wear the official dress uniform when presenting their speech, unless prior approval is obtained from an advisor.

Article IV. Meetings

Section A Regular meetings shall be held once each month during the school year and at least one executive meeting shall be held during the months of summer vacation. Special meetings may be called at any time. The date, time, and place shall be determined by the officers. All chapter meetings and banquet dates will be made public at the beginning of each school year.

Section B. Two delegates shall be elected annually from the Active membership to represent the chapter at the Regional and State FFA Convention. The delegates may be named as necessary to have proper representation in various other FFA meetings within the state.

Section C. A majority of the Active members listed on the Secretary's membership roll shall constitute a quorum. A quorum must be present at any meeting at which business is transacted or vote taken committing the chapter to any proposal or action.

Article X. Dues

Section A. Local dues shall be fixed annually by a majority vote of the Active members.

Section B. Full local, Regional, State, and National dues shall be paid by the Willows High School Agriculture Department for all active members. No dues shall be collected from Associate or Honorary members.

Article XI. Insignia and Uniform

Section A. The insignia and Uniform of the FFA shall be the Insignia and Uniform for the chapter.

Section B. Insignia used by the members shall be uniform and those obtain from concerns officially designated by the National Organization of the FFA.

Article XII. Procedure

Section A. Parliamentary Procedure in all meetings of this organization shall be in accordance with Roberts Rules of Order.

Section B. Parliamentary Procedure in Accordance with Roberts Rules of Order shall be used in all chapter meetings.

Article XIII. Amendements

Section A. This constitution may be amended at any regular meeting by a 2/3 vote of the Active members present, providing it is not in conflict with the State Association of National Organizations Constitutions.

Section B. By-Laws may be adopted to fit the needs of the chapter at any regular meeting by a 2/3 vote of the Active members present provided such By-Laws conflict in no way with the Constitution and By-Laws of the State Association of National Organization.

Willows FFA By-Laws

Article I. Committees

Section A. The following committees shall be appointed by the President at the first meeting after the beginning of each school year. Their membership shall consist in each case of the Willows members, one of whom shall be a Greenhand.

1. Budget
2. Publicity
3. Awards
4. Community Service
5. Recreation
6. National FFA Week
7. Alumni Relations
8. Annual Banquet

Section B. These committees will serve throughout the year. When a vacancy occurs it shall be filled by appointment by the President at the next regular meeting.

Article II. Member in Good Standing

Section A. To be a member in good standing, a member must:

1. Attend 7 regular meetings during the school year.
2. Compete in at least two (2) FFA activities .
3. Have accumulated 175 Chapter FFA Service Points
4. Currently enrolled in an agriculture course.

Section B. Any member determined not in good standing may not:

1. Exhibit at fairs in the FFA division.
2. Vote to elect chapter officers.

3. Serve as a delegate to an FFA convention.
4. Hold an office.
5. Receive Chapter FFA Awards

Article III Membership Suspension

- Section A. Any of the following will result in a member's suspension from active membership for a period of six (6) months and placed on the associate membership roster.
1. Use of illegal alcohol or drugs
 2. Breaking the Code of Ethics or the Rules and Conditions Governing FFA Trips.
 3. Officers shall be removed from office.

Section B. Possession of chewing tobacco, smoking, cigarettes, alcohol, or any other illegal items in uniform, at an official FFA activity, or at the school farm will result in a six (6) month suspension from FFA activities.

Article IV. Exhibiting at Fairs and Shows

Section A. Chapter members in good standing may exhibit a metal or livestock project at local fairs and shows in which they are eligible.

Section B. It is a privilege to exhibit at a fair or show, not a right. It is the members responsibility to meet any local program requirements to be eligible to exhibit.

Section C. Members exhibiting at the Glenn County Fair must submit a signed Fair Contract (available from the advisor) signed by the member, parent or guardian, and advisor. This contract must be submitted prior to the established deadline.

Section D. Members may use the Willows FFA Project Barn to house their livestock projects. Members must pay \$15 and submit their Barn Contract by the published due date to secure a space at the project barn.

Section E. Willows FFA program graduates may exhibit a livestock project the year directly following their graduation. Program graduates that plan to exhibit at fairs and shows will be responsible for contacting the advisor and informing them of their intent to exhibit prior to January 1st. Program graduates will be exempt from the chapter livestock requirements outlined for current Willows High School Students.

Section F. All members exhibiting projects at the Glenn County Fair will be required to submit two (2) buyers' letters to the FFA advisor prior to May 1st. The letters

must be in stamped, addressed, unsealed envelopes. Letters must be approved by the advisor before being mailed.

Section G. All members who successfully market and sell their project will have the check held by the advisor until they have completed the project requirements. Project requirements include, but are not limited to:

1. Submitting signed fair contract prior to published due date.
2. Submitting a minimum of two (2) buyers' letters, approved by the advisor, in addressed, stamped, unsealed, envelopes.
3. Completed record books for their projects. Record books will be checked for correctness by the chapter advisor.
4. If a member has record books from previous years projects those record books must be completed.
5. Maintain a 2.0 Grade Point Average

Section H. Any member that fails to meet the program requirements to receive their fair check will not be eligible to exhibit at fairs and shows for one full year following the event which they failed to meet the requirements.

Section I. Program graduates exhibiting at the county fair will be required to submit two buyers' letters to the FFA advisor prior to May 1st of the year they will be exhibiting.

Section J. Program graduates will be required to submit a Thank you note, stamped, addressed, unsealed to the advisor prior to receiving their project check.

Section K. All project exhibitors, including program graduates are must complete the local Fair or Show requirements to be eligible to exhibit at the particular fair or show.

Section L. The advisor(s) has the right to revoke a livestock project or entry to a fair or show at their discretion.

Article V. Rules and Conditions Governing FFA Activities

Section A. All school rules are in effect when on an FFA function. Consult the student handbook. The following additional rules apply:

1. Curfew and lights out will be 10:00 p.m. on all trips unless otherwise stated by the advisor(s).
2. Wake-up and meeting times will be determined by the advisor(s).
3. Students are not to leave the site without permission of the advisor, even if they have parent permission.
4. All students will stay for the duration of the event, or shift, and shall show up for all duties.

5. On all overnight trips students will stay in the areas assigned to the Willows FFA. Students may not switch rooms. There are to be no boys in girls rooms, or girls in boys rooms.
6. Students will not drive their own vehicles, unless special arrangements have been made with the school administration, parent, and advisor(s).
7. Students may not attend any FFA event, contest, fair, or activity if they are not approved by their advisor to be there. Students are not to miss school unless they have the approval of their advisor.

Article VI. Conferences, Conventions, Activity Fees.

Section A. Members may be required to pay a portion of all conference, convention and activity fees. If a member is not able to pay the fee, alternate arrangements may be made when possible with the FFA advisor.

Section B. The local chapter or agriculture program may pay a portion of the fee, realizing that all chapter members will benefit from the knowledge gained by members when attending the conference, convention or activity.

Section D. If a member fails to attend a conference, convention or activity they will not be refunded any part of the registration fee they were required to pay. Additionally, the member will be required to reimburse the portion of the fee that was paid on their behalf by the local chapter or agriculture program.

Section E. A member may request the program advisors to review the circumstances involving their failure to attend an activity. The program advisors would then review the situation and may exempt the student from repaying the portion of conference, convention or activity fees for the missed event.

Note or Revisions: