**Knippa FFA Proposed Constitutional and Bylaw Amendments**

1. Amend Article VIII, Section A of the Constitution by striking “meetings shall be held on the third Thursday of every month at 6:30pm, unless extenuating circumstances prevent convening a regular meeting on this date.” and inserting “meeting times shall be set by a majority vote of the members present at the first general meeting of the year as referenced in the chapter policy.” so that the section will read: “Regular meeting times shall be set by a majority vote of the members present at the first general meeting of the year as referenced in the chapter policy. Special meetings may be called by the president, by a majority vote of the executive committee, or by the chapter Advisor(s).
   1. This amendment is presented with the advisement of Tom Maynard, executive director. This does not mean that we cannot set a regular meeting time, but dates and times are best left to the policy section of our governing documents, not set in stone in our constitution. This amendment gives us the freedom to change our meeting times when necessary.
2. Amend Article III, Section D of the Bylaws by striking all of Section D (Procedurally amending the names of Section E and F to D and E)
   1. The office of student advisor should not be given special privileges above the “other offices” of chaplain, historian, and parliamentarian. If more than 6 students run for officer positions, chapter policy should dictate their placement into officer positions including student advisor, parliamentarian, historian, and chaplain.

**Knippa FFA Policies – Proposed Changes**

## ARTICLE I. – Relationship to Constitution and Bylaws

**Section A.** These policies are an extension of the chapter constitution and bylaws and are governing documents of the chapter. These policies dictate details of procedures that the chapter must follow. Provisions of these policies may be amended by any main motion at a regular meeting and therefore are the flexible arm of the governing documents.

**Section B.** Policies are to be active for one school year after being adopted (or until the end of the school year if amended after the first meeting). The executive committee must review chapter policies once per year and suggested changes (if any) from the executive committee must be presented to the members at the first regular meeting of the school year for discussion, ratification, and/or dismissal. If no changes are made to specific articles or sections, those policies will remain active perpetually, unless they are self expiring.

## ARTICLE II. – Dues

**Section A.** Pursuant to the Constitution of the Knippa Chapter of FFA, dues shall be set at the first regular meeting of the school year by a majority vote of the members present. The amount recorded in the minutes shall hold throughout the school year.

**Section B.** Affiliation – If Knippa ISD allows, funds designated for curriculum will be utilized to pay for student’s dues. In this instance, the Texas FFA Association’s Affiliation Fee Schedule will be enacted and the school district will be responsible for the payment of dues on behalf of every student enrolled in agricultural education. This allows all students to enjoy the full agricultural education experience and supports the TEKS for agricultural education.

**Section C.** Dues set by the chapter must include national, state, area, and district dues in addition to local chapter dues. The fees for the district, area, state, and national organization shall be forwarded to the appropriate party by the advisor(s) or the business manager of Knippa ISD.

## ARTICLE III. – Regular Meetings

**Section A.** Regular meeting times shall be set at the first meeting of the school year. The dates and times recorded in the minutes shall be the dates and times of record.

**Section B.** The chapter should meet at least once a month during the regular school year. Should extenuating circumstances arise, the executive committee, the advisor(s), or the administrative staff of Knippa ISD may reschedule the meeting to another date or time and should give the chapter members at least 24 hours notice of said change, except in extreme cases (i.e. death or emergency).

**Section C.** The secretary shall prepare an agenda for each regular meeting (with enough time to produce copies) and will also prepare the minutes from the previous meeting in a typed and professional format, also to be copied. The minutes should also contain the treasurer’s report from the previous meeting. During the meeting, the secretary shall write the dealings of the chapter during that time, keeping note all motions and business, start and end times, etc. The minutes should then be reviewed and typed for approval at the next meeting. The minutes, especially once approved by the chapter are a legal document, and the chapter must adhere to the business transacted in said minutes.

**Section D.** Before and during meetings, the sentinel must prepare the meeting room, keep it comfortable, greet members and guests, and ensure any refreshments, meals, and other items of need are prepared and in proper order. The sentinel is required to clean and clear the meeting room at the conclusion of the meeting. The sentinel may find help for these endeavors.

## ARTICLE IV. – Program of Activities

**Section A.** The executive committee, with the assistance of the advisor(s) and committee chairs, shall convene before the first regular meeting of the year and draft a program of activities as outlined in the Bylaws and by the National FFA Organization. The program of activities lists all of the desired activities and outcomes for the school year and also provides an estimated budget for the chapter. The program of activities is a living document, and committees will make constant changes throughout the year, but the aforementioned team should complete the basic structure before the first regular meeting.

**Section B.** The result of this meeting will be a calendar, brief details and goals of each activity, committee assignments, and a balanced budget that can be presented to all members at the first regular meeting of the year. This “snapshot POA” will be the primary reference for the year’s activities.

**Section C.** The Program of Activities will govern the day-to-day operations of the chapter and guide when, where, and most importantly how activities will be managed. Towards the end of the school year, the program of activities, as recorded on the AET website, will be used to formulate applications for chapter recognition awards bestowed by the National FFA Organization and the Texas FFA Association.

**Section D.** The chapter vice president shall be the custodian of the POA and will serve as an ex-officio, non-voting member on all committees. His/her duty is to ensure committees have met and that they are running smoothly.

## ARTICLE V. – Committees

**Section A.** As mentioned in the Bylaws, members will be assigned to committees in order to facilitate the business of the chapter. They will be given choices if time and availability allows, but the committee choice should be in line with student’s interests and goals. If members do not choose or do not have the chance to choose, the executive committee or the advisor has final jurisdiction to place a member on a committee.

**Section B.** Participation in the FFA and a supervised agricultural experience is directly tied to agricultural science curriculum and students are expected to participate in committee work.

**Section C.** The president, advisor(s), and/or the executive committee will appoint committee chairs. Committee chairs should have shown leadership interest and potential in previous years. Each committee chair shall be responsible for convening meetings of their committee and for filing all appropriate reports and documents on behalf of the committee, specifically the online records on the AET website.

## ARTICLE VI. – Budget and Finance

**Section A.** The budget and finance committee, chaired by the treasurer and strongly advised by the advisor(s) shall meet with the assistance of the executive committee to establish, maintain, and regulate the chapter budget.

**Section B.** The budget and finance committee will also be responsible for collecting funds from members and for scheduling disbursements through the Knippa ISD business manager. The treasurer or his/her designee will be required to meet with the Knippa ISD business manager at least once a month to balance the Knippa FFA budget and discuss any pertinent issues.

**Section C.** At every regular meeting, the budget and finance committee shall present to the chapter a statement of receipts, disbursements, and the previous and current total balance. This report should also contain any information deemed important to the chapter (i.e. severely over or under budget on a project). A copy of the report must be filed with the secretary.

**Section D.** Every committee must submit their proposed budget to the budget and finance committee. The committee will review proposals and be the chapter’s hub for financial transactions and planning. All decisions over $25 must include consent from the advisor(s) and all other transactions must be reported immediately to the advisor(s).

## ARTICLE VII. – Public Relations

**Section A.** The reporter and the president shall be the primary team devoted to public relations, including the release of news and information to local media outlets and social media applications. The public relations committee also assists in this endeavor.

**Section B.** Any member posting information and photos/videos on behalf of the Knippa FFA must sign a social media contract that outlines and details responsibilities and safety information. The agreement is binding and the members involved must adhere to a higher standard when sharing information about the chapter. All rules in the contract are approved and required by Knippa ISD.

## ARTICLE VIII. – Official Records

**Section A.** All students in agricultural education must keep records of their time and their accomplishments in the FFA, their SAE, and their classroom activities. All records of committee work, meetings, events, camps, conferences, conventions, competitions, and other events must be recorded in each student’s AET recordbook, found on [www.theaet.com](http://www.theaet.com). This website will also be the location of our living POA document, budget, and other records. It is digital, active, and backed up for data protection.

**Section B.** The records of the AET, along with the digital and physical records of the chapter secretary and advisor(s) shall be the official records of the Knippa FFA. They are the Constitution, Bylaws, Policies, Program of Activities, Minutes, Officer Reports, Committee Reports, AET Reports, and all other retained records. These are legally binding documents and should be available for audit within the same working day of request.

## ARTICLE IX. – Supervised Agricultural Experience (SAE)

**Section A.** All students in agricultural education are required by TEKS to participate in an SAE. An SAE includes any activity performed outside of class that continues the learning process and builds on skills learned within the classroom. Details of satisfactory SAE’s can be found via the AET website or the Texas FFA Association or National FFA Organization.

**Section B.** SAE’s must be recorded in the AET recordbook. Also, by nature, SAE’s are supervised by the advisor(s). Students must create an SAE agreement for each SAE they enter and these agreements and the projects themselves will be analyzed and supervised by the advisor(s).

## ARTICLE X. – Election of Officers

**Section A.** Pursuant to the Bylaws of the Knippa Chapter of FFA, officers shall complete an application process, an interview process, and provide a speech at a regular or special meeting of the chapter.

**Section B.** The application shall be developed by the agricultural science teacher and made available to all qualified members. The agricultural science teacher will also set the due date for the application. The due date will be at least 15 days after the application is made available and announcement of the application window is made.

**Section C**. The application will be provided to an interviewing committee assembled by the Adviosr(s). Members should be unbiased and may include parents, community supporters, administrators, teachers, and senior FFA officers ineligible for re-election. The committee will review the applications and formulate a slate of questions to ask candidates. Each officer candidate will be interviewed individually and must be present in official dress (or professional attire if an FFA jacket is not owned). The committee will use a rubric and scoring method developed by the Advisor(s).

**Section D**. The Advisor(s) will develop the test portion of the election process. Questions will be derived from the Official FFA Manual, The *Parliamentary Guide for FFA* by Jarrell D. Gray, and the current year’s District Officer Study Guide/Leadership Guide developed by the Texas FFA Association. The test will mirror the tests developed to assess the knowledge of district FFA officer candidates and/or the Agricultural Quiz Career Development Event.

**Section E.** Officer candidates will be required to provide a speech to members at a regular or special meeting of the chapter. The speech will be limited to 5 minutes. Speeches lasting longer will result in “time” being called and the candidate will be required to stop speaking. Members will then vote on officer candidates by secret ballot, choosing two candidates. Incomplete votes, multiple ballots, invalid selections, or ignorance of voting procedures will result in the dismissal of any votes made by the offending member. Superseding normal parliamentary procedure, all officer candidates, regardless of current officer position, will be allowed to vote, but may abstain if they so choose.

**Section F.** Unless the chapter adopts another date, the speeches will be given at the last regular meeting of the year (not the annual banquet). Balloting will occur at the same meeting. The interview and test portion will be held after the speeches are given, but before the chapter banquet. The Advisor(s) will post the specific date for interviews and testing on the officer application. The Advisor(s) will combine the scores of each portion of the election process and will announce the results at the chapter banquet. If a banquet is not to be held, then the process will be accelerated at the discretion of the Advisor(s).

**Section G.** All officer candidates will run for the highest office available to them. In practice, only incoming freshmen and sophomores will be barred from achieving the office of President and Vice President. Incoming 8th grade students will not be allowed to run for office.

**Section H.** The procedures above will also be utilized to elect students to offices above the chapter level, with the exception of time and qualifications. All events will be on a shorter schedule. The Advisor(s) will create a timetable that is in line with the district, area, and state election schedule. Candidates will be given notice and a schedule at least 10 days before the applications are due, speeches are to be made, and elections to be held. Once elected, candidates will follow the procedures of the Revaldina District, the Area VII Association, the Texas FFA Association, and the National FFA Organization, respectively. All candidates must follow the qualification procedures for their respective level of office as well.

**Section I.** The FFA Advisor(s) will be the custodian of the specific scores, votes, and details of the election process. The principal and superintendent (or other senior administrators) of Knippa ISD will be allowed to inspect the detailed scores, votes, etc. upon request to facilitate transparency.

## ARTICLE XI. – Officer Contract

**Section A.** As soon as possible after election, all newly installed officers and their parents/guardians, if under the age of 18, should sign an officer agreement. This document shall be drafted by the advisor(s) and will list expectations of the officers in line with the expectations of student behavior from both the National FFA Organization and Knippa ISD. The document will outline expectations and will also address demerits for improper conduct. A section will be devoted to explaining what actions will automatically warrant removal from office. The contract will highlight areas of policy and should be considered an extension of policy in regards to officer behavior.

**Section B.** In order for an officer to be active, they and their parents must sign this contract, acknowledging their duties, responsibilities, and consequences for improper behavior. Failure or refusal to sign constitutes rejection of the member’s officer position.

## ARTICLE XII. – Officer Demerits and Dismissal

**Section A.** As mentioned in the article concerning Officer Contracts, the document will also reference officer demerits and dismissal and these statements created by the advisor(s) should be considered as an extension of this policy.

**Section B.** Officers may be removed from office when improper behavior or neglect of their duties warrants. In the school year, an officer may receive 3 demerits before being removed from office. Serious offenses (i.e. convicted as a minor in possession) will require immediate removal from office.

**Section C.** Officers feeling that their demerit or removal is unjust or that extenuating circumstances should be considered are entitled to a hearing with the advisor(s) and the Superintendent of Knippa ISD. The decision of the two hearing parties is final and cannot be changed.

## ARTICLE XIII. – FFA Jackets and Official Dress

**Section A.** Official Dress shall be defined by the rules and procedures of the National FFA Organization with clarification of the Texas FFA Association. All members representing the Knippa FFA at official functions including conventions, meetings, and competitions should own and properly wear official dress. The chapter will maintain a few older jackets for borrowing purposes, but this should be a supplement, not a standby for individual members. The FFA jacket must always be worn with pride and respect, but does not always need to be accompanied by the remainder of official dress.

**Section B.** As long as funds are available, the chapter will purchase FFA jackets or re-lettering services for new FFA officers. If these officers are removed from office or resign before completing their year of service, they must reimburse the Knippa FFA for the total of their FFA jacket, tie/scarf, re-lettering, and any shipping costs associated with delivery within the current school year. Failure to reimburse will result in reporting the delinquency to the administration of Knippa ISD.

## ARTICLE XIV. – Degrees of Membership

**Section A.** Requirements for each level of FFA degree are outlined in the constitution. Each degree requires application. Applications for each degree will be either 1) Hosted on the AET website or 2) Made available in the agricultural science classroom. In either instance, the advisor(s) will set a due date concurrent with the last regular meeting of the school year (not including the awards banquet). The applications or instructions for the online application will be made available at least 15 days before the due date of the applications. Earlier due dates may exist if students wish to apply for the state FFA degree, star degrees, proficiencies, or other special awards above the chapter level. The due dates of the respective sponsoring organization shall be used in these instances, plus extra time added for advisor(s) review of applications before submission.

**Section B.** The awards committee for the FFA banquet will determine if degree candidates meet eligibility for the degree each member applied for.

## ARTICLE XV. – Scholarships

**Section A.** The Knippa FFA does not sponsor scholarships for graduating seniors or for participation in specific events.

**Section B.** Members in the Knippa FFA may be eligible for scholarships above the chapter level. Members must follow the directions and policies outlined for each FFA sponsored scholarship. The advisor(s) will provide as much help as necessary and possible to ensure the greatest chances of earning the highest levels of scholarships.

## ARTICLE XVI. – Leadership Development Events (LDE’s), Career Development Events (CDE’s), and Speaking Development Events (SDE’s)

**Section A.** Participation in competitive events such as LDE’s, CDE’s, and SDE’s is a privilege. Any member interested in participating must be a member in good standing, have passed all courses in the previous grading period - deemed as “eligible” by University Interscholastic League (UIL) statues for extracurricular eligibility, and be willing to participate in and out of class time to study and practice for their chosen events.

**Section B.** The advisor(s) shall determine which LDE’s, CDE’s, and SDE’s to train for and enter based on the needs of the students and community and the advice of Knippa ISD administration and the Knippa FFA Advisory Committee.

**Section C.** The advisor(s) also determine which members shall participate on each team and what individuals shall compete in each area. Removal from teams will not be done without due cause such as failure to attend practice or inability to adapt and grow. The decisions will be made to give the team the best chance to move on to the next round of competition, in the advisor(s) professional opinion.

**Section D.** Participants in these events requires practice. The advisor(s) will draft a practice schedule and students are expected to adhere to the schedule. Any student not attending at least 60% of scheduled practice times may be barred from participating in LDE’s, CDE’s, and/or SDE’s with or without excused absences.

**Section E.** Additionally, members are expected to attend regular FFA meetings if they expect to participate at events above the chapter level. At least half of all meetings must be attended or the member may be barred from participation.

**Section F.** If a member commits to a team, they are expected to meet their obligation. Any absence to practice or contest that would not normally be excused on any other school day (illness, death in the family) will result in possible expulsion from the team and if the team is unable to compete, the offending member must reimburse the Knippa FFA the registration fee for the contest they caused to fail.

**Section G.** All events are either elimination (directly sponsored by the district, area, state, or national organizations) or “invitational” (sponsored by a school, college, university, etc.). The advisor(s) will draft a schedule as soon as dates are available to plan for all events. Members’ goals should align with participation in the elimination events. Participation in invitational events may be required and the announcement of requirement will be made when practice for each round of events begins. Again, all requirements for participation and all decisions regarding participation in such events resides with the advisor(s).

**Section H.** Grievances against these contest policies and participation/placement may be taken up with the administrators of Knippa ISD.

## ARTICLE XVII. – Camps, Conventions, Other Events

**Section A.** Participation in any event in the FFA is a privilege. Any member interested in participating must be a member in good standing, have passed all courses in the previous grading period - deemed as “eligible” by University Interscholastic League (UIL) statues for extracurricular eligibility, and be willing to participate in and out of class.

**Section B.** The advisor(s) shall determine which events to participate in based on the needs of the students and community and the advice of Knippa ISD administration and the Knippa FFA Advisory Committee, as well as the direct input from student committees.

**Section C.** The advisor(s) also determine which members shall participate at each event. In most instances, limitations may only be set by time, cost, and logistics of transportation. All efforts will be made to accommodate as many interested members as possible. The appropriate student committee will manage each individual event, with assistance from the advisor(s).

**Section D.** Additionally, members are expected to attend regular FFA meetings if they expect to participate at events above the chapter level. At least half of all meetings must be attended or the member may be barred from participation.

**Section E.** If a member commits to an event, they are expected to meet their obligation. Any absence to the camp, convention or other event that would not normally be excused on any other school day (illness, death in the family) will result in possible expulsion from the group and if registration or other fees were charged to the chapter, the offending member must reimburse the Knippa FFA the registration fee or charge for the event they did not attend. If the student cannot pay the fine, they may commit time to the agricultural science department to “repay their debt.”

**Section F.** Student committees may occasionally require that some events may be paid for by individual students in order to participate, primarily when learning objectives are not involved in the event (i.e. Social events such as Spurs FFA Night). In these instances, Section E is null.

**Section G.** Grievances against these event policies and participation/placement may be taken up with the administrators of Knippa ISD.

## ARTICLE XVIII. – Delegates

**Section A.** Certain events and affiliations require that the Knippa FFA present delegates to represent the entire membership of the chapter. Knippa FFA will defer to the policies of the outside body to determine the number of delegates necessary.

**Section B.** Delegates may be any members in good standing, including the officers. If the chapter chooses, delegates may be elected during a regular or special meeting. If no motion to elect is made during a meeting and delegates are needed to represent the chapter, the advisor(s) may appoint delegates on behalf of the members. The only augmentation is that delegates at Texas FFA State Convention must be from the pool of attendees.

## ARTICLE XIX. – Texas FFA State Convention

**Section A.** The annual Texas FFA State Convention, held during the summer months, is designed to provide recognition for members’ accomplishments, award numerous scholarships, and establish a network of FFA members across the state in an energetic and fun setting. Participation in the convention is not to be taken lightly. Members in attendance must have official dress, including an FFA jacket, and must be prime examples of proper etiquette and behavior.

**Section B.** During the early part of the school year, the advisor(s) will determine the approximate cost per member to attend the state convention. This number will serve as a guide for all members wishing to attend convention the following summer. Students will be required to pay this amount to attend convention unless they meet the following exceptions: 1) Be elected as a Knippa FFA officer, district officer, or qualify for state level contest – the amount due will be cut in half, or 2) Earn recognition on stage, earn specific duties at convention, earn top 10 at a state contest, or become an area officer – all fees will be covered on the member’s behalf. Other instances not mentioned here may be examined by the advisor(s) and given an appropriate “cut” in the required payment.

**Section C.** Members required to pay all or the remainder of their fee to attend convention may do so in two ways: 1) Cash or check paid to Knippa FFA on or before the last regular school day, and/or 2) By earning their portion of the fee through fundraising efforts during the school year. Both methods may be combined, greatly reducing out of pocket costs to members and their families.

**Section D.** Additionally, members are expected to attend regular FFA meetings if they expect to participate at state convention. At least half of all meetings must be attended or the member may be barred from participation.

**Section E.** If a member commits to an event, they are expected to meet their obligation. Any absence to the convention that would not normally be excused on any other school day (illness, death in the family) will require repayment if registration or other fees were charged to the chapter (This instance would occur in extreme cases only, since registration can be removed until check in at the event site). The offending member must reimburse the Knippa FFA the registration fee or charge for the event they did not attend. If the student cannot pay the fine, they may commit time to the agricultural science department to “repay their debt.”

**Section F.** Because this event requires logistics in vehicular travel, hotel lodging, and several meals, limitations may be set on the number of attendees. Attendance preference will be given in this order: 1) All students that earned the “free” attendance and are required to attend to be recognized on stage, 2) FFA Officers, 3) State Contest Qualifiers, 4) Others deserving recognition, and 5) All other FFA members wishing to attend.

**Section G.** Monies raised via fundraising efforts are good for state convention attendance in the same school year and cannot roll over to the next. Every effort on the part of the advisor(s) and the treasurer will be made to keep accurate records of each member’s fundraising efforts.

## ARTICLE XX. – Knippa FFA Annual Awards Banquet

**Section A.** The capstone of the school year shall be the Knippa FFA Annual Awards Banquet. During the last regular month of the school year, the advisor(s) shall attempt to schedule an evening with Knippa ISD to host the banquet. The primary purpose of the banquet is to recognize the accomplishments of all FFA members throughout the school year and to enjoy friendship and accomplishment with students, parents, and the community at large.

**Section B.** This policy grants permission for expenditures for food, decorations, and awards, as detailed in the POA budget for the banquet.

**Section C.** The executive committee must create an awards committee of no less than 3 members to select award recipients with the help of the advisor. The awards committee may consist of executive committee members, but must have at least one non-executive member. Their purpose is to select all chapter star awards, determine eligibility for degrees, grant proficiency awards, choose adults worthy of special recognition, and decide on all other award and merit based honors to be presented at the banquet. All award selections should remain secret and a surprise until announced at the banquet.

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**Section D.** The executive committee, along with the advisor(s) shall draft and learn the banquet scrip and shall be responsible for the facilitation of the banquet, for presenting all awards and merits, and for introducing all special guests. They must also ensure that the meal will be properly provided and that all requirements of Knippa ISD for hosting such an event are met.

**Section E.** The banquet will also be the site of new officer installation. Only the advisor(s) will know the identities of the new officer team until moments before the officer installation ceremony begins at the very end of the banquet.

**Section F.** A meal will be served as part of the banquet. To offset the cost, any guest that is not being recognized at the banquet will be asked to pay $5 to cover their portion of the meal. All members and special guests will enter the banquet free of charge. .

## ARTICLE XXI. – Advisory Committee

**Section A.** According to Texas law and statutes, the Knippa FFA and agricultural science program must have a functioning advisory committee. The support group relations committee, must assist the advisor(s) in locating and contacting potential members for the advisory committee. The committee must also appoint one of their own to serve as the student delegate to the advisory committee.

**Section B.** The Knippa FFA advisory committee is responsible for setting a path for the Knippa FFA to follow based on their detailed knowledge of the community and trends in the area. The committee is also charged with reviewing the dealings of the Knippa FFA and assessing either growth or stagnation and providing feedback to keep the FFA on track and prospering.

## ARTICLE XXII. – Amendments

**Section A.** Amendments to these policies may be made by either the executive committee with majority vote ratification by the chapter or by a main motion made at any chapter meeting. These policies will serve at the chapter’s standing rules.

**Section B.** Any constitutional or bylaw amendment that directly affects these policies supersedes any policy listed within. If a conflict arises between the constitution or bylaws and the policy, the policy must be amended to come in line with the governance of the higher level documents. This change to policy does not require a vote (the permission to change policy is implied when an amendment to the constitution or bylaws passes). The secretary and the advisor(s) are the only ones allowed to make these changes, leaving all unaffected policy untouched.