

Tomball Memorial FFA Chapter Constitution and By – Laws

Adopted May 22, 2012

ARTICLE I – Name and Purpose

Section A. The name of this organization shall be the Tomball Memorial FFA Chapter of the National FFA Organization and the Texas FFA Association. The letter “FFA” may be used to designate the chapter, its activities, or members thereof.

Section B. The purposes for which this chapter has been formed are as follows:

1. To develop competent, aggressive agricultural leaders.
2. To increase and develop an awareness of the global and technological importance of agriculture and its contribution to our well-being.
3. To strengthen the confidences of Agriculture students in themselves and their work.
4. To promote the intelligent choice and establishment of an Agricultural career.
5. To encourage achievement in individual supervised agricultural experience programs.
6. To encourage and improve wise management of economic, environmental and human resources of the community.
7. To develop interpersonal skills in teamwork, communications, human relations and social interaction.
8. To build character and train for citizenship, volunteerism and patriotism.
9. To promote cooperation and cooperative attitudes among all people.
10. To promote healthy lifestyles and wise management of resources.
11. To encourage excellence and improvement in scholarship.
12. To provide organized recreational activities for agricultural students.

ARTICLE II - Organization

Section A. The Tomball Memorial Chapter of FFA is a chartered local unit of the Texas Association of FFA, which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution, bylaws and policies of the Texas Association of FFA and the National FFA Organization and the policies and regulations of the Tomball Independent School District.

ARTICLE III - Membership

Section A. Membership in this chapter shall be of two kinds: (1) Active; (2) Honorary as defined by the National and Texas FFA Constitutions and by Texas FFA Association membership policies.

Section B. The regular work of this chapter shall be carried on by the active membership.

Section C. To be eligible for active membership in this chapter, a student must meet the membership eligibility requirements of the National FFA Organization and the Texas FFA Association. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when he or she:

1. While in school, be enrolled in at least one agriculture, food and natural resources course, as defined in Texas FFA Association membership policies, 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 agriculture, food and natural resources career.
2. Shows 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. Pays all current local, district, area, state and national dues by the date determined by the chapter.
4. Displays conduct consistent with the ideals and purposes of the National FFA Organization, Texas FFA Association and with the school district's code of student conduct.
5. Meets all other local standards and requirements described in this chapter's bylaws and policies.

Section D. Names of applicants for membership shall be filed with the secretary and/or the chairman of the membership committee.

Section E. The membership year for this chapter shall begin on September 1 and end on August 31 of each year.

Section F. Honorary Membership – Farmers, school superintendents, principals, school board trustees, advisory committee members, chapter advisors, teachers, staff members in agriculture, food and natural resource education, business peoples, support group members and others who are helping to advance agricultural education and FFA and who have rendered outstanding service. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree. Honorary Chapter FFA Degree recipients shall be entitled to wear the official silver or gold emblem pin.

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 four degrees of active membership based on individual achievement in the chapter. These degrees are: (1) The Greenhand FFA Degree, (2) The Chapter FFA Degree, (3) Lone Star FFA Degree and (4) 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 Texas FFA Constitution.)

Section D. CHAPTER FFA Degree. Minimum qualifications for election:
(Refer to Texas FFA Constitution.)

Section E. LONE STAR FFA Degree. Minimum qualifications for selection:
(Refer to Texas FFA Constitution)

Section F. AMERICAN FFA Degree. Minimum qualifications for selection:
(Refer to Texas FFA Constitution)

ARTICLE VI – Officers and Executive Committee

Section A. The offices of an FFA chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter and Sentinel, and Junior Advisor. Other officers may be elected as deemed appropriate by the chapter. The teacher(s) of agriculture, food and natural resources shall be the FFA advisor(s). Chapter officers shall be elected annually by the members present at a regular meeting or called special meeting of the chapter. Procedures for electing officers and specific duties of each office are described in the bylaws of this chapter.

Section B. Officer shall be elected annually. Members will vote on officers as to their preference and each candidate will be ranked for each constitutional office.

Section C. Officers shall serve from the end of the chapter meeting at which they are installed to the end of the next succeeding chapter meeting at which officers are installed.

Section D. The officers of the chapter together with the chairmen in charge of the major sections of the annual program of activities 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 by-laws adopted from time to time. Honorary members shall not vote nor shall they hold any office in the chapter except that of advisor. Chapter officers must hold the degree of the Greenhand and have satisfactory scholastic standing and commendable citizenship and conduct record.

Section E. Pursuant to the applicable constitutional, bylaw and policy provisions of the district, area and state associations and of the National FFA Organization, this chapter may nominate candidates for offices above the chapter level in a manner consistent with the provisions of its bylaws and policies. Candidates for district and area office shall have attained the chapter degree at the time of the district or area election. Candidates for state office shall hold the state

degree at the time of the state election. Candidates for national office shall hold the American Degree at the time of their election to office.

ARTICLE VII - Committees

Section A. The standing committees of the chapter shall be described in the bylaws. The chapter may, at any meeting, create additional standing committees.

Section B. The chapter president shall appoint all committees and committee chairs. Unless specified by the chapter or the chapter executive committee, the terms of all committees shall expire at the end of chapter officer terms, at the end of the chapter's fiscal year, etc. The president shall have the authority to remove any committee chairperson, with the consent of the advisor.

Section C. No committee shall have the authority to expend chapter funds (unless expressly authorized to do so), amend the chapter's constitution, bylaws or policies, appoint or remove a committee member, or take any action outside the scope of authority delegated to it by the chapter.

ARTICLE VII - Dues

Section A. Local dues in this chapter shall be fixed annually by a majority vote of the active members.

Section B. Full local, district, area, state and national dues shall be paid by all active members.

Section C. No member shall be considered as active and in good standing unless he/she pays full local, district, area, state and national FFA dues.

ARTICLE VIII - Meetings

Section A. Regular meetings shall be held once a month during the school year at such time and place as is designated by the Chapter Executive Committee, unless extenuating circumstances prevent convening a regular meeting on this date. Special meetings may be called any time.

Section B. Standard meeting paraphernalia shall be used at each meeting. All regular meetings shall open and close with official ceremonies. 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 active membership 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 active members listed on the secretary's membership roll shall constitute a quorum, and quorum must be present at any meetings at which business is transacted or a vote taken committing the chapter to any proposal or action.

ARTICLE IX - Amendments

Section A. This constitution may be amended or changed at any regular or special chapter meeting by a two-thirds vote of the votes cast by a quorum of active members present providing it is not in conflict with the National FFA

Organization or Texas FFA Association constitution, bylaws or policies Amendments must not conflict with the policies and/or regulations of the Tomball Independent School District.

Section B. Bylaws may be adopted to fit the needs of the chapter at any regular or special chapter meeting by a majority vote of a quorum of active members present providing such bylaws do not conflict in any way with the constitution, bylaws or policies of the Texas FFA Association, National FFA Organization or the Tomball Independent School District.

ARTICLE X – Parliamentary Procedure

Section A. The *Parliamentary Guide for FFA* by Jarrell D. Gray shall be used as a guide for all chapter meetings. The latest edition of *Roberts Rules of Order* shall be the final authority in governing the actions of all chapter meetings.

Tomball Memorial FFA Chapter Bylaws

ARTICLE I. – Relationship to Constitution

The Bylaws shall be a part of the Constitution of the Tomball Memorial Chapter of FFA.

ARTICLE II. – Location of Offices

The headquarters and principal office of the Tomball Memorial Chapter of FFA shall be at 19100 Northpointe Ridge Lane, Tomball, Texas 77377.

ARTICLE III – Procedures for Electing Officers

Section A. The chapter shall adopt rules related to the election of officers which shall include, but not be limited to, designation of elections committee, filing deadlines, application forms, testing procedures and election date. The chapter officers will be composed of 9 active members and will carry out the official business of the chapter.

Section B. Qualified members shall declare intent to be considered for chapter office by filing the required forms by the prescribed filing deadline pursuant to the rules adopted by the chapter.

Section C. Officers shall be selected by a combination of written exam score, 30%, interview score, 30%, a score derived from a secret ballot vote of the members present a regular or called special chapter meeting, 30% and an application score, 10%.

Section D. All written materials related to a chapter election shall be deposited and retained in a secure location for no less than 30 days following the announcement of election results.

ARTICLE IV – 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 Tomball Independent School District 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 V – 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.

ARTICLE VI – Committees

Section A. The standing committees of the chapter shall be in harmony with the National FFA Organization's Quality Standards for Local Chapters. Each active member of this chapter shall be assigned to a committee which is deemed commensurate to the member's interests, talents and skills. The chapter shall not be obligated to staff all committees, but any of the standing committees may be activated by the chapter president without the action of the chapter.

Section B. Each standing committee shall develop and submit to the executive committee a plan within the committee's scope of responsibility and a corresponding budget within the timelines prescribed by the president. Each committee shall make regular and timely reports to the chapter concerning progress towards its respective goals.

Section C. The standing committees of the chapter and their respective duties are:

- (1) Student Development-Leadership shall plan and execute strategies which help each member develop technical, human relations and decision-making leadership skills to enhance personal success.
- (2) Student Development-Healthy Lifestyles shall plan and execute strategies which promote the well-being and self-esteem of each student, mentally and or physically.
- (3) Student Development-Supervised Agricultural Experience shall plan and execute strategies which promote universal student engagement and growth through agriculture, food and natural resources related experiences and/or entrepreneurship.
- (4) Student Development-Scholarship shall plan and execute strategies which develop a positive attitude toward lifelong learning experiences and which foster scholastic achievement and improvement.
- (5) Student Development-Agricultural Career Development shall plan and execute strategies which develop occupational and career skills in agriculture, food and natural resources through a progressive learning environment.
- (6) Chapter Development-Recruitment shall plan and execute strategies to increase agricultural education enrollment, FFA membership and student engagement.
- (7) Chapter Development-Budget and Finance shall plan and execute strategies which encourage thrift and sound financial management among members through earnings, savings and investments, shall develop and present an annual budget to the executive committee, coordinate fundraising projects and present an annual financial report to the chapter.
- (8) Chapter Development-Public Relations shall plan and execute strategies to promote a positive image of agricultural education and FFA and to inform students, parents, school officials and the community about chapter and member accomplishments.
- (9) Chapter Development-Leader Development shall plan and execute strategies to develop fundamental leadership, teamwork and cooperation skills among chapter officers, committee chairs and all members.

- (10)Chapter Development-Support Group Relations shall plans and execute strategies to develop and maintain positive relations among the FFA, parents, community leaders and industry.
- (11)Community Development-Economic Development shall plan and execute strategies designed to improve the economic welfare of the community.
- (12)Community Development-Environmental Awareness shall plan and execute strategies to conserve natural resources to develop more environmentally responsible individuals.
- (13)Community Development-Human Resources shall plan and execute strategies intended to improve the welfare and well being of members and citizens of the community.
- (14)Community Development-Citizenship shall plan and execute strategies to encourage members to become active, involved citizens in their school, community, county, state and nation.
- (15)Community Development-Agricultural Awareness shall plan and execute strategies to help the public become better informed about the food system and related issues.

ARTICLE VII – Transactions of the Chapter

Section A. The fiscal year of the chapter shall begin on Aug 29 and end on Aug 28.

Section B. The chapter shall adopt policies and procedures consistent with the fiduciary policies, procedures and audit standards of the Tomball Independent School District.

ARTICLE VIII – Grievances and Appeals

Grievances and appeals shall be addressed under the auspices of the student grievance policies and procedures of the Tomball Independent School District.

ARTICLE VIII – Official FFA Clothing and Accessories

Each individual member takes upon themselves the responsibility of wearing official clothing and accessories with dignity and pride so as to not reflect any bad criticism upon himself, the school, the FFA Organization, or the Local Chapter.