

**CONSTITUTION AND BYLAWS
OF
THE WASHINGTON STATE ASSOCIATION OF FFA**

July 2006

Constitution

I. Name

The name of the organization shall be "The Washington State Association of FFA." The letters "FFA" may be officially used to designate the organization, its units or members, thereof.

II. Objectives of the Organization

The objectives of the organization shall be consistent with Section 3 of the national organization's federal charter, Public Law 81-740. The organization will accomplish the following objectives:

1. To be an integral part of the organized instructional programs in agriculture education which prepare students for a wide range of careers in agriculture, agribusiness, and other agriculture-related occupations.
2. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agriculture industry.
3. To provide agriculture-related programs and activities which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift, and which will improve the economic, environmental, recreational, and human resources of the community.
4. To encourage and recognize achievement in supervised agriculture experience programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.

III. Organization

Section A: The Washington State Association of FFA is the state organization of, by, and for students of agriculture education. It shall consist of chartered chapters, which, in turn, are composed of students enrolled in public secondary and post secondary programs, and which shall be chartered only in such schools where recognized systematic instruction in agriculture education is offered under the provisions of the National Vocational Education Acts.

Section B: Collegiate chapters, designed primarily for training prospective teachers of agriculture education in their duties as local advisors of the FFA, may be established in two-year post secondary institutions and those for training of teachers of agriculture education officially recognized in the State Plans for Agriculture Education. Membership shall be open to students enrolled in agriculture courses, or who are pursuing career objectives in the industry of agriculture. Each collegiate chapter shall be chartered by and maintained under the authority of the state association.

All activities of collegiate chapters of FFA and members thereof shall be in harmony with the purposes, principles, and ideas of the FFA organization.

Each collegiate chapter shall submit to the state advisor an annual report covering program of activities and achievements for the current school year and such other reports as he may request.

Section C: Students enrolled in agriculture education may meet, organize, adopt a constitution not in conflict with the Articles of Incorporation and Constitution and Bylaws of the Washington State Association of FFA, elect officers, set up a program of activities and then apply for a charter, after which, if such charter is approved, such members will be recognized as FFA.

Chapter officers shall consist of at least a president, vice president, secretary, treasurer, reporter, and sentinel. The local teacher of agriculture education shall be the local advisor. The chapter officers of the local chapters shall be elected annually or semi-annually at a regular meeting of the local chapter. If a chapter has been chartered for two years or more, all chapter officers shall have attained the Chapter FFA Degree.

Section D: A local chapter shall be in good standing with the Washington State Association when the following general conditions have been met:

1. All current state and national dues have been paid by November 1 of each year. State and national dues of new members from the second semester have been paid by March 1 of each year.
2. All reports have been submitted as required by the state association.
3. No provisions of chapter constitution are in conflict with the state and national FFA constitutions, articles of incorporation or bylaws.
4. Activities are in harmony with the ideals and purposes of the national and state organizations.

Section E. The Board of Directors, on recommendation of the Board of Student Officers, shall have the power to suspend charters of local chapters, upon receipt of evidence of infringement of the provisions of the state or national FFA constitutions, articles of incorporation, or bylaws. A report on all suspensions shall be presented at the next succeeding state convention.

In the event any local chapter is not in good standing with the state association at the time of the opening of a state convention, the delegates in state convention shall have the power, upon recommendation of the Board of Student Officers, to withdraw the chapter and refuse such chapter official representation at the state convention. When such action is taken, the chapter in question and members thereof, shall be denied the regular privileges of the state association. Upon meeting the requirements for good standing, a chapter may be reinstated by action of the Washington State FFA Board of Directors, not earlier than ten days after the closing date of the state convention during which it was not in good standing.

In case a local department of agriculture education in which a chartered chapter of FFA is located is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 36 months from date of the discontinuance of the department, providing proper supervision and guidance can be given to the chapter work by a person having the approval of the local school administrator and the state FFA advisor. Local chapter charters must be surrendered to the state advisor at the end of the 36-month period if a local department of agriculture education is not again in operation in the school at that time.

Section F: An active member in good standing:

1. Attends local chapter meetings while enrolled in the school where the local chapter is established.
2. Shows an interest in, and takes part in, the affairs of the chapter.
3. Pays dues regularly and conducts themselves in a manner becoming a member of the organization.

IV. Membership

Section A: Membership in this organization shall be of four kinds: (1) active; (2) alumni; (3) collegiate; and (4) honorary.

Section B: "Active Membership": Any student who is regularly enrolled in agriculture education is entitled to become an active member of any chartered FFA chapter.

A member may retain active membership continuously throughout their entire high school career and for three years after the first national convention following graduation from high school, or leaving high school, or until they become 21 years of age, whichever length of time is greater.

A member who is in good standing at the time of induction into the armed forces of the United States of America shall be in good standing during the period of his induction without further payment of dues or attendance at meetings. Time spent in the armed forces shall not be considered as elapsed time in determining the maximum period of

three years after the first national convention following graduation from high school or leaving high school. Members making use of this waiver of service time for the purpose of maintaining active membership for application for advanced degrees must resume active participation within six months after having been honorably discharged from service, indicating such a desire by payment of dues and attendance at chapter meetings. Members participating in a six-month armed services program or participating in the FFA international program for six months shall be eligible for one full year of extended membership.

No individual may retain active membership beyond their twenty-third birthday.

Section C: "Alumni Membership": Membership shall be open to former active FFA members, present and former professional agriculture educators, parents of FFA members, and others interested in supporting the FFA.

Section D: "Collegiate Membership": Collegiate membership may include students enrolled in agriculture courses and former active members of chartered local chapters who are enrolled in a two- or four-year institution having a collegiate chapter.

Section E: "Honorary Membership": Farmers and other agriculturalists, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agriculture education, business, and others who are helping to advance agriculture education and the FFA, and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to Honorary Chapter FFA Degree in the local chapter and the Honorary State FFA Degree in the state association.

V. Active Membership Degrees and Privileges

Section A: Within the state association of FFA there shall be three degrees of active membership based upon achievement. These are: (1) Greenhand; (2) Chapter FFA; and (3) State FFA. The standards are set by the national organization, and are:

Section B: "Greenhand Degree": On meeting the following minimum qualifications, the Greenhand Degree may be conferred by the chapter:

1. Be enrolled in an agricultural education and have satisfactory plans for a supervised agriculture experience program.
2. Learn and explain the FFA Creed, Motto, and Salute.
3. Describe and explain the meaning of the FFA emblem and colors
4. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate a 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. Personally own or have access to FFA Official Manual.
8. Submit written application for the Greenhand FFA Degree.

Section C: "Chapter FFA Degree": On meeting the following minimum qualifications, the Chapter FFA Degree may be conferred by the chapter:

1. Receive the Greenhand Degree.
2. Satisfactorily complete the equivalent of at least 180 hours of systematic school instruction in agriculture education at or above the ninth grade level, have in operation an approved supervised agriculture experience program, and be enrolled in an agriculture education course.
3. Satisfactorily participate in the planning and conducting of at least three official functions in the chapter program of activities.
4. Have earned and productively invested at least \$150 by the member's own efforts or work at least 45 hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agriculture experience program.
5. Demonstrate ability to effectively lead a group discussion for 15 minutes.
6. Demonstrate five parliamentary procedure abilities.
7. Demonstrate progress toward achievement of an Agriculture Proficiency Award on the local level.
8. Satisfactory scholastic record.
9. Submit application for the Chapter FFA Degree.
10. Meet other requirements as established by the chapter and/or state association.

Section D: "State FFA Degree": *On meeting the following minimum qualifications, the State FFA Degree may be conferred by the state association:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two year (24 months) at the time of receiving the State FFA Degree.
3. While in high school, must be enrolled in at least the second year of instruction in a vocational education course for an agriculture occupation; if out of high school, must have completed the equivalent of two full years (360 hours) of systematic secondary school instruction in addition to a supervised farming and/or other agriculture experience program.
4. Have earned and productively invested at least \$1,000, or work at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agriculture experience program.
5. Demonstrate leadership ability by:
 - a) Performing ten parliamentary procedure activities.
 - b) Giving a six-minute speech on a topic related to agriculture or the FFA.
 - c) Serving as an officer and/or committee chairman, or participating member of a chapter committee.
6. Demonstrate competency in an agriculture occupation and have a satisfactory scholastic record as certified by the agriculture education instructor and principal or superintendent.
7. Participate in the planning and completion of chapter program of activities.

8. Participate in five FFA activities above the chapter level.
8. Meet other requirements as established by the state association.

The state advisor shall review the records, and submit recommendations to the governing body of the state association, which body will nominate at a regular state convention the candidates who have been found qualified to receive the honor. The State FFA Degree will be awarded to the candidates upon approval by the delegates.

*Any state association, in the judgment of its delegates, may be more restrictive but may not exceed the amended quota.

VI. Emblem

Section A: The emblem of the FFA shall be made up of five symbols, namely: (1) the plow, representing tillage of the soil, the basis of modern agriculture; (2) the owl, representing wisdom; (3) the rising sun, representing progress; (4) a cross-section of an ear of corn, representing common agriculture interests, since corn is native to America and is grown in every state; and (5) an American eagle surmounting the cross-section of the ear of corn, indicating the national scope of the organization. The emblem shall also carry the three letters, "FFA" and the words "Agriculture Education."

Section B: Emblems shall be uniform in all state associations and recognized units thereof. All members are entitled to wear the emblem.

Section C: "Greenhands" are entitled to wear the regulation bronze emblem pin; "Chapter FFA" are entitled to wear the regulation silver emblem pin; and "State FFA" are entitled to wear the regulation gold emblem charm.

Section D: "Honorary Chapter FFA" members are entitled to wear either the regulation silver emblem degree pin or a similar pin in gold; "Honorary State FFA" members are entitled to wear the regulation gold emblem charm.

Section E: "Collegiate Chapter" members and advisors are entitled to wear the official gold owl pin.

VII. Washington State FFA Association

Section A: The Board of Student Officers shall consist of a president, vice president, secretary, treasurer, reporter, and sentinel. The State Supervisor of Agriculture Education shall be the Advisor of the Board of Student Officers (State Advisor). An executive secretary, an executive treasurer, an executive secretary-treasurer, and/or an assistant advisor from the state professional staff may also be named, where necessary, by the Advisor of the Board of Student Officers subject to approval of the Washington State FFA Board of Directors. A state advisory council, a state board of directors, and a board of state FFA officers may be named if desirable. A governing committee shall be named by the Washington State FFA Board of Directors to include

the State Advisor, a member of the Washington State FFA Board of Directors, and a member of the Board of Student Officers. All members of the Board of Student Officers shall be elected annually by a majority vote of the delegates present at a regular state convention of FFA. All student officers shall have attained the State FFA Degree. The officers serve as the executive officer team for student FFA association business.

Section B: A state convention of FFA shall be held annually, except in case of an extreme emergency declared by the governing body of the state association, at a time and place to be determined by the governing body. Business items approved by the delegate assembly shall be submitted by the Board of Student Officers to the Washington State FFA Board of Directors for final approval.

Each chapter shall be entitled to send one delegate from its active membership to the state convention, which delegates shall be selected as follows: By a majority vote of those members present at a regular or special meeting of the chapter membership, provided they represent a quorum.

A quorum shall exist at state convention when a simple majority of the official delegates registered at the convention are present. Business items shall only be considered when approved by a delegate committee, or by a two-thirds vote of the delegate body.

Section C: The president of the Board of Student Officers shall appoint delegates to six standing committees annually: the Activities Committee, the Budget Ways and Means Committee, Constitution Committee, the Public Relations Committee, the Program of Work Committee and the Resolutions Committee. All committees will bring, through resolutions, their recommendations to the delegate body for consideration.

VIII. State Board of Directors

Section A: Governing Body

1. The governing body of the organization shall be the State FFA Board of Directors which shall consist of the State Supervisor of Agriculture Education, who will serve as chairperson; two members or former members of the agriculture education state staff; two members representing the Washington Association of Agriculture Educators; one member representing business, one member of the legal profession, one member representing a business directly related to agriculture, three members at large, and the President and Vice President of the Board of Student Officers or their designees. Other members of the Board of Student Officers, members of the WSU agriculture education staff, FFA Foundation President, a State FFA Alumni Representative, and others may be appointed from time to time to serve as ex officio members of the board.

2. The terms of office of members of the State Board of Directors and method of selection, other than ex officio members, shall be described in the bylaws.
3. The State FFA Board of Directors shall meet at least once a year at such time and place as may be designated by the State Supervisor of Agriculture Education, at which time the annual report of the board shall be presented.

Section B: Governing Committee

The Washington State FFA Board of Directors shall name the Governing Committee to include the State Advisor, a member of the Board of Directors, and a member of the Board of Student Officers. The Governing Committee shall have the power to deal with items of business of the state association. All official actions of the Governing Committee shall be reported to the Washington State FFA Board of Directors.

IX. Dues

Section A: Annual membership dues in the state association shall be fixed by a majority vote of the delegates present at the state convention of FFA.

Section B: The dues of any chapter shall be fixed by a majority vote of the membership of the chapter.

X. Amendments

Proposed amendments to the Constitution and Bylaws may be submitted by the Board of Student Officers or by a local chapter to the state association. Proposed amendments from the chapters must be submitted in writing to the state association 60 days previous to the opening date of the next succeeding State FFA Convention for review by the state FFA Board of Student Officers. All proposed amendments shall be submitted to each local chapter 30 days prior to the next succeeding state convention. The Board of Student Officers shall present their recommendations on each amendment to the delegate committees at the state convention, who shall then present their changes to the delegate body. The Constitution and Bylaws changes passed by the delegate body will then be submitted to the Washington State FFA Board of Directors for final approval.

An amendment to the articles of incorporation may be adopted at any meeting of the Board of Directors of the corporation by a majority vote of the members present, provided they represent a quorum. Quorum, as it pertains to the board, is defined as 50 percent or more of the members.

Bylaws

I. Relationship to the Constitution

The Bylaws shall be a part of the Constitution of the Washington State Association of FFA.

II. Location of Office

The headquarters and principal office of the Washington State Association of FFA shall be at the Office of the Superintendent of Public Instruction, Old Capitol Building, P.O. BOX 47200 Olympia, WA 98504-7200.

III. Official Districts

Chapters of the Washington State FFA Association will be assigned to districts based on their location as follows:

District 1	Northwest Washington
District 2	Central Western Washington
District 3	Southwest Washington
District 4	South Central Washington
District 5	Northeast Washington
District 6	Southeast Washington
District 7	North Central Washington
District 8	Southwest Washington
District 9	Central Eastern Washington

IV. WAAE FFA Committee

The Washington Association of Agriculture Educators influences the Washington State Association of FFA through business handled within their association, their FFA Committee, and their participation on the Washington State FFA Board of Directors.

The WAAE, through their FFA Committee, reviews FFA convention delegate body business and/or amendments to the FFA Constitution and Bylaws. Their recommendations are submitted to the Washington State FFA Board of Directors, by their representatives, prior to the final approval of resolutions passed by the state convention delegate body.

V. Procedure for Electing Members of the Board of Directors

The terms of office of members of the Board of Directors of the Corporation and the method of selection of such members, other than ex officio members, shall be as follows: The board shall consist of 13 members. The Supervisor of Agriculture Education shall be the Chairman of the Board. Two members representing the Washington Association of Agriculture Educators will be elected at an annual meeting of that organization. One member representing business, one member of the legal profession, one member representing a business directly related to agriculture, and three members at large shall be appointed to the board by the Supervisor of Agriculture Education. Also, the Washington State Association of FFA President and Vice President or their designees shall serve on the board as voting members.

In order to provide continuity and rotation of the board, the following provision is made: Two members of the initial board will serve for two years; two members will serve for a four-year period; and two members will serve a six-year period. Thereafter, the term of office will be for a period of three years. The student officers will serve for one year. At the expiration of a term any director may be reappointed. Appointments to fill vacancies on the board shall be made within a 60-day period from the date of creation of such vacancy. Other members of the Board of Student Officers, WSU Agriculture Education staff, FFA Foundation President, FFA Alumni President, and others may be appointed from time to time to serve as ex officio members of the board.

The board will name a Governing Committee which will include the Supervisor of Agriculture Education, a member of the Washington State FFA Board of Directors, and a member of the Board of Student Officers. The Governing Committee shall have the power to deal with items of business of the state association. All official actions of the Governing Committee shall be reported to the board of directors.

VI. State FFA Board of Directors Meetings

Section A: The meetings of the State FFA Board of Directors shall be held at such place and time as prescribed by the board.

Section B: Special meetings of the board may be called by the chairperson.

VII. Duties of Board of Student Officers

Section A: The President: It shall be the duty of the president to preside over the State Convention of FFA and over meetings of the Board of Student Officers. The president shall call one state convention each year on such date and at such place as shall be fixed by the Board of Directors. The president shall appoint all committees and may serve as an ex officio member of these committees.

Section B: Vice President: It shall be the duty of the vice president to assist the president in all things; have charge of committee work in general; preside at conventions and meetings in the absence of the president, and to be prepared to assume the duties and responsibilities of the president.

Section C: Secretary: It shall be the duty of the secretary to perform all duties common to such an office, such as preparing and reading the minutes of the meetings and convention; have available the list of business and agenda for each meeting; attend to official correspondence, and the like.

Section D: Treasurer: It shall be the duty of the treasurer to assist in preparing an annual budget of estimated receipts and expenditures, be aware of financial records of the state association, and make an annual report of the same to the Washington State FFA Board of Directors and the delegates at the State FFA Convention. The State FFA Advisor shall act as the custodian of the state funds and assets of the association, collect dues and assessments and send in national dues; and keep correct and complete books and records of accounts concerning all financial transactions of the association.

Section E: Reporter: It shall be the duty of the reporter to gather and classify news from the local chapters in the state; prepare news notes and articles for publication in the state magazine; send news notes to different organizations, news media, as well as the chapters.

Section F: Sentinel: It shall be the duty of the sentinel to set up and prepare the meeting room for the convention; attend the door during meetings and conventions, and welcome visitors; see that the meeting room is kept comfortable; take charge of candidates for degree ceremonies; and to generally assist the president.

VIII. Procedures for Electing the Board of Student Officers

Section A: Successful State FFA Degree candidates who are juniors or seniors, or members who have been out of school one year or less who have previously received the State FFA Degree and who have submitted a state officer application by March 1 will be considered for office in the state association. The number of candidates selected to run for office will be determined by the number of applications received. Candidates will be selected from the top 30 applications if forty-six or more are received. Candidates will be selected from the top 25 applications if forty-five or less are received. Each chapter will be limited to a maximum of two candidates for state office.

Section B: Each officer candidate will undergo written and oral examinations at the state convention. Written examinations are: knowledge of the FFA and knowledge of parliamentary law. Oral examinations are given by an advisory/alumni/agriculture teacher committee and by the past state officer/chapter FFA member committee.

Section C: Scoring

Application	65 points
Knowledge Test	10 points
Parliamentary Law Test	5 points
Advisory/alumni/agriculture teacher interview	40 points
Past state officer/FFA member interview	<u>40 points</u>
	160 points

Section D: The top ten high-scoring candidates, not more than one from a chapter, will be nominated as follows:

1. The top ten candidates will be named to the delegate assembly at the evening session before the day of election.
2. A special drawing for speaking order and placement on the ballot will be done at the close of the evening session.
3. The Secretary, upon request of the President; shall place before the convention the names of the nominees. Following this, the President will give each candidate an opportunity to speak, based on the order of the drawing at the evening session.
4. Additional nominations are not permitted from the floor of the assembly.

Section E: There will be one vote by each official delegate for the full slate of state officers, with the person placed on the ballot as president to receive six points; vice president, five points; secretary, four points; treasurer, three points; reporter, two points; and sentinel, one point. When the ballots are counted and points totaled, the person receiving the most points will be named president; second, vice president; third, secretary; fourth, treasurer; fifth, reporter; and sixth place, sentinel. In case of a tie, the Board of Student Officers and the State Advisor shall vote to break the tie.

IX. Duties of the State FFA Advisor and Executive Secretary

Section A: It shall be the duty of the State FFA Advisor to:

1. Serve as chairperson of the State FFA Board of Directors.
2. Advise the State FFA officers, Board of Directors, delegates, and committees on matters of policy and assist the officers in conducting meetings and carrying out programs.
3. Serve as an ex officio member of all committees.
4. Provide for the review of all applications for State FFA Degree.
5. Submit an annual budget to the Washington State FFA Board of Directors.
6. Be responsible for the financial assets of the organization.
7. Present an annual financial report to the State FFA Board of Directors, State Officers and Official Delegates at state convention.

Section B: It shall be the duty of the State FFA Executive Secretary to:

1. Issue charters to local chapters.
2. Keep official records of members and the progress of the organization.
3. Provide complete and accurate minutes of the meetings of the Washington State FFA Board of Directors and any other committee affecting the state organization, and furnish copies to members of the State FFA Board of Directors.
4. Keep a record of all officers of the state organization and of all official state convention delegates.
5. Arrange for annual state convention.
6. Perform such other duties as may be prescribed by the Washington State FFA Board of Directors.

Section C: The financial transactions shall be reviewed or audited annually as determined by the Washington State FFA Board of Directors. The review shall be conducted at the place or places where the accounts, financial records, reports, files, and all other papers, things, or property belonging to or in use by the corporation and necessary to facilitate the audit shall be made available to the person or persons conducting the review and full facilities for verifying transactions with the balances or securities held by depositors, fiscal agents, and custodians shall be afforded to such person or persons. A report of such review shall be made by the corporation to the Bureau of Internal Revenue Service no later than May 15 of each year. The report shall set forth the scope of the review and shall include a verification of the person or persons conducting the review of statements of assets and liabilities, capital and surplus or deficit, surplus or deficit analysis, income and expense, and sources and application of funds. The report shall be prepared by person or persons determined by the Washington State FFA Board of Directors.

X. Fiscal Year

The fiscal year of the organization shall be January 1 through December 31.

XI. Inspection of Books and Records

Books and records of the organization may be inspected by any member or member's agent at any reasonable time. Arrangement for such inspection shall be made with the State FFA Advisor.

XII. Reports to the National Organization

Each state association shall submit the following information annually to the national organization.

1. A list of current state FFA association officers.

2. A report of any changes in, or amendments to, the state association constitution and bylaws.
3. A list of official delegates to the national convention at least four weeks prior to the convention.
4. An association annual report as may be requested by the National FFA Board of Directors.

XIII. Procedure for Issuing Charters to Local Chapters

The state FFA advisor and/or governing body of a chartered state association shall charter a local chapter when the following have been completed:

1. An application for charter has been filed with the state association and approved by the state advisor.
2. A list of the names of members and officers has been filed in the office of the state association.
3. A copy of the proposed local chapter constitution and bylaws has been filed in the office of the state association.
4. A copy of the program of activities has been filed in the office of the state association.
5. Current state and national FFA dues have been paid.