Chapter Officer Handbook

2013-2014

Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in

**Chapter FFA Officer Guidelines**

 OFFICERS

Section A: The officers of the chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, Student Advisor, and Historian. The executive committee shall make revisions to the officer positions as needed by the chapter in the year of service to be held. The advisor shall be the teachers of Agricultural Science in the school where the chapter is located. Officers shall perform the usual duties of the respective officers as listed in the Official FFA Manual and the BH FFA Handbook.

Section B: Officers shall be elected annually. The Officer team may chose by a vote of the FFA Executive Committee to select the officer positions other than that of President and Vice-President. Otherwise the officers will be determined by the rank in which they fall in order of the process of the system.

Section C: The officers and advisors 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.

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

Section E: Chapter officers must hold the degree of the Chapter Farmer or higher and have satisfactory scholastic standing and a commendable citizenship and conduct record.

1. All officer candidates are to know and agree to abide by the FFA Code of Ethics.
2. All officer candidates are to have knowledge of The Mission and Strategies of the FFA Organization.
3. All officer candidates are to have commendable citizenship and conduct records. A candidate must have not been retained in the school guidance system during his or her high school term for drugs, firearms, tobacco or alcohol use or handling.
4. All officer candidates must pay their official FFA dues.
5. Officer candidates shall meet the following respective scholastic requirements:
	1. Chapter officer candidates must have an average of "B" or better in past Agricultural Science courses and have an overall average of "C" or better in courses taken the semester immediately preceding officer elections.
6. All officer candidates are to have a sincere desire to carry out the duties of the office to which they are elected.
7. All officers must agree to abide by the FFA Officer Rules as created each year by the Chapter Executive Committee and sign a statement agreeing to abide by them.
8. Officers are to carry out their duties as outlined in the official FFA Manual and as assigned by the President and approved by the Advisors.

Section F. Chapter Officers Duties

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers.

* A commitment to a genuine desire to be a part of a leadership team.
* A willingness to accept responsibility.
* A sincere desire to work with all chapter members in meeting their leadership, personal and Chapter goals.
* A commitment to lead by example.
* A knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.
* A working knowledge of parliamentary procedure.
* An ability to memorize their parts in the official ceremonies.

**Specific Duties for Each Office:**

# President

* President over meetings according to accepted rules of parliamentary procedure.
* Appoint committees and serve on them as an ex-officio (non-voting) member.
* Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities with Advisors.
* Represent the chapter in public relations and official functions.

#  Vice President

* Assume all duties of the president if necessary.
* Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
* Coordinate all committee work.
* Work closely with the president and advisors to assess progress toward meeting chapter goals.
* Establish and maintain a chapter resource file.
* Oversees the FFA Web Page with Advisor and Historian.

#  Secretary

* Prepare and post the agenda for each chapter meeting.
* Prepare and present the minutes of each chapter meeting.
* Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
* Be responsible for chapter correspondence.
* Maintain member attendance and activity records and issue membership cards.
* Assists the Reporter to keep the Program of Activities wall chart up-to-date.
* Have on hand for each meeting:

a) Official FFA Chapter Secretary's Book including minutes of the previous meeting.

b) Copy of the Program of Activities including all standing and special committees.

 c) Official FFA Manual and Student Handbook.

 d) Copies of the chapter constitution and bylaws.

# Treasurer

* Receive, record and deposit FFA funds and issue receipts.
* Present monthly treasurer's reports at chapter meetings and files with secretary.
* Works with Advisor to collect dues and special assessments.
* Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
* Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary.
* Serve as chairperson of the earnings and savings committee.
* Submit fall articles to the Corrigan Times, Polk County and Press.

# Reporter

* Send articles to school publication of chapter events and a copy to FFA New Horizons publications.
* Submits announcements to school monitor and website
* Maintains the FFA Chapter Calendar in the office.

**Sentinel**

* Assist the president in maintaining order.
* Keep the meeting room, chapter equipment and supplies in proper condition.
* Welcome guests and visitors.
* Keep the meeting room comfortable.
* Take charge of candidates for degree ceremonies.
* Assist with special features and refreshments.

# Student Advisor

1. Supervise chapter activities year-round.

1. Inform prospective students and parents about the FFA.

3. Instruct students in leadership and personal development.

4. Build school and community support for the program.

5. Encourage involvement of all chapter members in activities.

6. Prepare students for involvement in contests and awards programs.

# Parliamentarian

# Vice President: The Parliamentarian?

# Parliamentarian: Here by a copy of Grays Parliamentary Rules.

# Vice President: What are your duties?

# Parliamentarian: It is my obligation to know and share information about parliamentary law and assist members in proper meeting procedure and etiquette so that we can accomplish the business of the chapter. I assure that every member will be heard and that the majority will prevail.

**Historian**:

## Tradition and history are a source of pride for our organization. It is my duty to maintain a record of chapter achievements and promote excellence through high lighting activities, events and accomplishments so that our chapter membership is motivated by our past successes and looks to future achievements.

* I keep a record of the past and present activities of the chapter and its members.
* I organize the chapter scrapbook and serve as a reference on chapter history.
* Maintain good records of chapter accomplishments.
1. Opening Ceremonies for Historian

Vice President: The Historian

Historian: Stationed at the chapter scrapbook.

Vice President: What are your duties?

Historian: I keep a record of the past and present activities of the chapter and its members. I organize the chapter scrapbook and website and serve as a reference on chapter history. A good record of chapter accomplishments can be a credit to the chapter.

**IV. TERM OF OFFICE**

A. The terms of office shall be for one year, ending after the newly elected officers are installed.

**V. Corrigan-Camden FFA Officer Contract**

1. **Attendance**

Attendance at all FFA functions is mandatory unless permission is granted prior to the function by the advisors prior to the activity.

* 1. FFA Meetings
		1. No FFA chapter or officer meetings may be missed unless approved by advisors for family emergency or other extenuating circumstances approved by advisors prior to the event.
		2. The consequence for missing a FFA meeting without approval results in a meeting with the advisors to discuss possible resignation of FFA office.
	2. FFA Functions
		1. No more than 2 FFA functions may be missed without the approval of Advisors prior to the absence.
			1. The following are considered approved exceptions: stock shows, family events, major tests, athletic games, funerals, and graduations.
			2. The consequence for missing a function without prior approval is a meeting with advisors and officers to discuss possible resignation of FFA office.
	3. FFA Banquet
		1. Officers must attend the FFA Banquet rehearsals to prepare for the banquet. If missed without prior notification to the Advisors (only for emergencies) the individual officers positions in Opening & Closing Ceremonies and any parts requiring speaking and placement in the banquet script will be replaced by another member/officer chosen by the FFA Advisors.
		2. Banquet must be attended in Official Dress.
		3. Current and Incoming FFA Officers are required to stay after the banquet and clean up the facility.
1. **Officer Duties- All duties of office must be fulfilled.**
	1. Notification by the officer team and advisors for noncompliance of duties will occur.
	2. The consequences for not fulfilling duties are as follows in order:
		1. The first step is a meeting with officers and advisors to give encouragement.
		2. The second step is written notification to the officer that is deemed to be not fulfilling officer duties and a reduction in officer duties.
		3. The third step is a meeting with the advisors to discuss possible resignation.
2. **Violations**

Any violation of the FFA and Agri-science Department Code of Conduct established in the FFA Handbook could lead to officer removal.

1. **Conduct**

Inappropriate or negative remarks either through social networking, texting, personal or another social media about the FFA, members, advisors or others involved in the FFA will not be tolerated.

* 1. The advisors will make the ultimate decision in determining whether what has been said talks negatively of the FFA, FFA members or advisors.
	2. The consequences of such detrimental or negative actions of the FFA are as follows:
		1. The first step is a meeting with the officers and advisors to give encouragement to the respective officer.
		2. The second step is written notification.
		3. The third step is a meeting with the advisors to discuss possible resignation.

V. REMOVAL FROM OFFICE

 A. Officers may be removed from office for failing to meet the qualifications stated in the constitution.

 B. Officers must meet the same qualifications for holding office the second school semester as they did when elected; otherwise their term of office will expire.

 C. Officers may not be retained in the school guidance center more than one term.

 D. Officers must attend all functions of the Chapter, cooperative activities, conventions, elections, community activities and all others listed on the official chapter calendar posted in the Agriculture Department Office. If an officer may be unable to attend he or she must speak to an Advisor **prior** to the absence. The second absence will constitute a written warning and the third absence will be brought before the executive committee for dismissal review.

 F. An officer must maintain themselves in Official Dress unless otherwise allowed Official Chapter Shirt for meetings and functions representing the FFA Chapter.

 G. Officers may be removed from office if on the **third** official meeting they cannot perform the official opening and closing ceremony without written or verbal crutches.

 H. An officer will be entitled to a full and impartial review and hearing by the executive committee. They may be temporarily or permanently dismissed from office. A decision will be based upon the facts.

VI. GENERAL PROVISIONS CONCERNING OFFICERS AND MEMBERS

 A. Membership may be temporarily or permanently denied for failure to abide by the code of Ethics.

VII. OFFICIAL FFA CLOTHING AND ACCESSORIES

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

VIII. OFFICIAL FFA AND SCHOOL EQUIPMENT

1. All members will show pride in the FFA Organization in his/her school by properly caring for and using the facility, its equipment, and official paraphernalia in a proper, dignified manner.

 By signing the FFA officer application officers agree to the above guidelines.

**Officer Agreement**

As an officer I agree to abide by the Corrigan-Camden FFA Officer Contract and if I fail to follow this officer contract, I am willing to accept these consequences.

* I have read the officer duties and responsibilities and will abide by them. (posted on the FFA Web site)
* I will keep up with chapter activities and be responsible for dates and responsibilities.
* IT IS MY RESPONISBILITY TO KEEP UP WITH MEETINGS, DATES AND ACTIVITES I AM NEEDED TO ATTEND TO. I WILL KEEP UP WITH THE CHAPTER CALENDAR IN THE OFFICE. I WILL NOT NEGLECT MY OFFICIAL DUTIES OR LAY BLAME FOR MY NEGLECT ON OTHERS.
* I am aware that a chapter calendar is kept up to date in the Ag office and will routinely check it for notices.
* It is my responsibility to make contact with my Advisors weekly for assistance to my fellow FFA members, chapter and Advisors.
* I will encourage others to work with a positive and service minded attitude at all times, as well as with myself.