

# North Dakota FFA Association Board of Directors Policy Manual

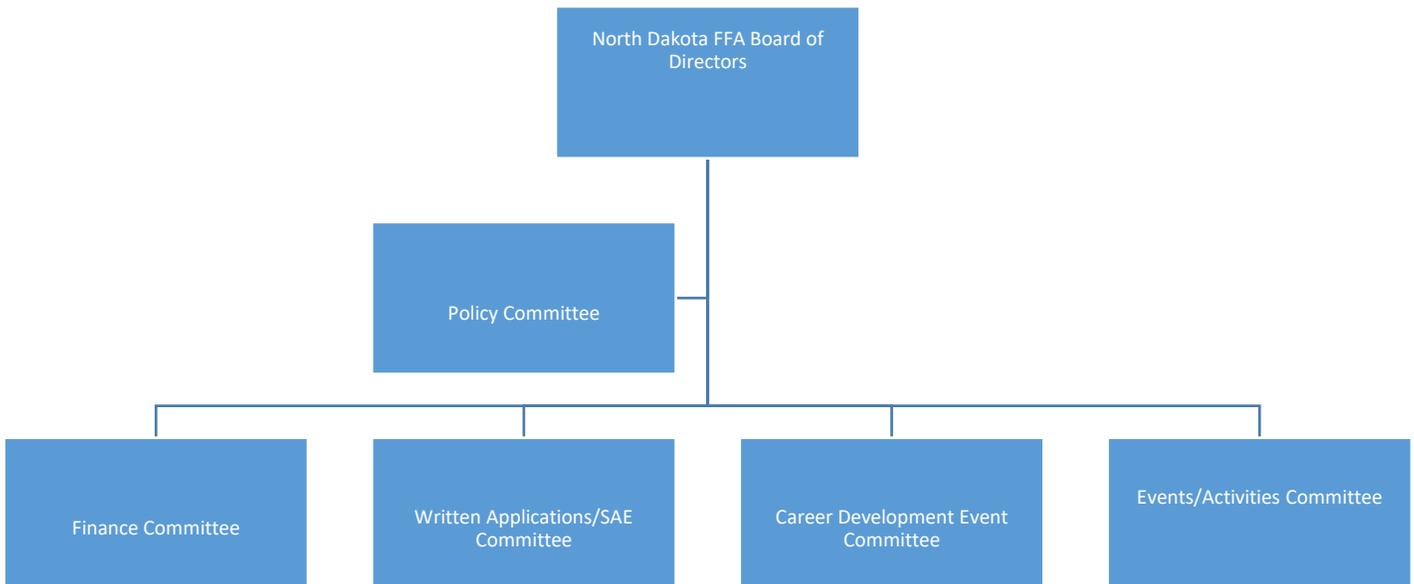


Revised – March 21, 2018

## PREFACE

The North Dakota FFA Association is governed by the North Dakota FFA Board of Directors as specified in Article VIII, Section A of the North Dakota FFA Association Constitution. The Board of Directors is comprised of state FFA officers, Agriculture Education teachers/FFA advisors, State Advisor, Executive Secretary, and the ND FFA Foundation Executive Director that are dedicated to advancing the FFA’s mission to develop premier leadership, personal growth and career success of the organizations members.

The purpose of the board is to bring consistency to the decision making process for the North Dakota FFA Association. This will be accomplished by applying the North Dakota FFA Constitution to develop policy that ultimately will drive the action of the organizational leadership. The following descriptions provide a description of board policy manual and the rules/procedures manuals that have been developed to assist the organization in reaching its mission. The manuals will also serve as the governing document that will guide the management of the State FFA Association in conducting all activities.



# Life of a Board Motion

## Source of Business Items

- Committee Reports
- State Officers
- Board Discussion
- Staff Requests
- Teacher Requests



A voting member of the board makes and seconds a motion.



Discussions led by State Advisor. State Officers, Board Members, Consultants, Staff and others should express their opinions so that the board can consider all the information for the vote.



Decision is made by the board.



If sustaining action passes, then the motion become official action.

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## **PROGRAM MANAGEMENT**

### **Section A: Governance**

#### **Item 01: Board Membership**

- a. The State FFA Advisor is appointed by the North Dakota Department of Career and Technical Education and shall serve as the chair of the Board of Directors.
- b. The North Dakota FFA Board of Directors is the governing body of the North Dakota FFA Association. The board shall consist of: seven state FFA officers (elected by North Dakota FFA Association general membership), State FFA Advisor (Chair of State Board of Directors), State Executive Secretary, eight local FFA advisors (one representing each FFA district and elected by each district), and a Director of the ND FFA Foundation. The board of directors shall formulate and approve all policy.
- c. The eight local FFA advisors shall be selected by the members of their respective FFA districts. Members will be elected to a three-year term with a maximum of six consecutive years serving on the board. New members will be elected by districts by August 1<sup>st</sup>. A rotation will begin with the 2015-2016 school year with a one-year term for Districts 1, 3, 5, a two-year term for Districts 2, 4 and 6 and a three-year term for Districts 7 and 8. In 2016-2017 all election terms will be three year terms following this rotation.

#### **Item 02: Board Operations**

- a. The board shall meet at least four times each year.
- b. Special meetings of the board may be called at any time by the chairperson.
- c. Each director must attend a minimum of three board meetings per year.
- d. If a director fails to meet this minimum, his or her office will become vacant for the remainder of the term. At the discretion of the chairperson, imposition of this rule may be waived due to extenuating circumstances. In the case of a board member changing districts or retiring, that district has the ability to fill the vacancy for the remainder of the term.
- e. An agenda shall be prepared and sent to all board members at least 10 days prior to each meeting. Copies of minutes shall be sent with the agenda.
- f. In the event that confidential and personal information requires action, the board reserves the right to conduct an executive session of the full board during the regular board meetings.

#### **Item 03: Official Board Business**

- a. The board shall approve the agenda and minutes at each meeting.
- b. All new program direction or major revisions of existing program directions shall be consistent with the organization strategic plan and mission and shall be approved by the board of directors. All proposals affecting CDEs must be submitted to the State FFA Advisor for Board consideration at least 30 days before the board meeting where they are to be considered.
- c. All constitution amendments must be approved by the delegate body at the ND State FFA Convention and ratified by the Board of Directors.

- d. All activities sponsored by the state organization such as conferences, special activities or programs for chapters shall be approved in advance by the board of directors whether or not FFA funds are involved.
- e. The North Dakota FFA Board of Directors will focus on policy, not practice. The Board decides “what the FFA will do”, or “what needs to be done,” the state staff will “decide how it is done.” Major changes or intent of a program will go to the Board. Minor issues will be handled by the State Staff. Examples:
  - Adding an additional section to the State Degree (This would go to the Board of Directors because it changes the intent and requirements of the degree.)
  - Moving a date on the State Degree Application (State staff would make this decision.)
  - Deleting a class from a CDE (This would go to the Board of Directors because it changes the intent and format of the contest.)
  - Changing a breed class in a CDE (State staff and CDE team would make the decision.)
- f. Duties of the Board of Directors shall include:
  - Suspend the charter of chapters if necessary.
  - Dismiss state officers if necessary.
  - Determine policy related to events, CDEs and awards.
  - Review amendments to the constitution and submit to chapters 30 days before state convention.
  - Handle any appeal/grievance from chapters, advisors, or teachers.
  - Handle disciplinary actions related to membership.
  - Appoint committees as needed.
  - Take action related to programming.

#### Item 04: Changing Board Policy

- a. The policies of the North Dakota FFA Board of Directors can be changed at any regular meeting of the board by a 2/3 vote of the Board of Directors. Policy becomes effective immediately unless otherwise specified.

#### Item 05: Standing Committees of the Board of Directors

- a. Standing committees of the board shall be policy, finance, events/activities, career development events, and written applications and SAE.
- b. The policy committee of the board shall review the actions of each board meeting and will determine the specific wording of each policy change or addition. These policies shall be presented to the board for final adoption before being placed in board policy.
- c. Standing committees shall be appointed yearly by the policy committee.

#### Item 06: Policy Committee

- a. The policy committee will be chaired by the State FFA Advisor as approved by the North Dakota Department of Career and Technical Education.
- b. The policy committee will consist of the State FFA Advisor, State FFA Executive Secretary, State FFA President, State Board of Directors Vice-Chair, and the State Board of Directors Treasurer.

- c. The policy committee shall retain the right to act on urgent issues that arise between Board of Directors Meetings.
- d. On issues regarding member discipline, the policy committee will retain the right to suspend members until the full board can meet and render an ultimate decision.

Item 07: Finance Committee

- a. The finance committee will consist of the State FFA Advisor, ND FFA Treasurer, ND FFA Foundation representative, and the ND Board of Directors Treasurer.
- b. The finance committee will focus on financial policy for the North Dakota FFA Association, which includes an annual audit, budget, and investment opportunities.

Item 08: Events/Activities Committee

- a. The Events/Activities Committee will consist of two (2) advisors, two (2) state officers, and one (1) ND State Staff member.
- b. The Events/Activities Committee will focus on policies/logistics regarding events of the ND FFA. Events included are: Winter Leadership Conference, State CDEs, State Convention, State Fair Book, District Leadership, State Parliamentary Procedure, Range Judging, Land Judging, and new activities as they are added to the ND FFA calendar.

Item 09: Career Development Events Committee

- a. The Career Development Events committee will consist of three advisors, two ND State Officers, and one state staff member from the North Dakota FFA Board of Directors.
- b. The Career Development Events committee will focus on reviewing and modifying current career development events. This committee will also make recommendations on developing new career development events or discontinue events that are no longer relevant.

Item 10: Written Applications & SAE Committee

- a. The Written Applications & SAE committee will consist of two (2) advisors, two (2) state officers, and one (1) ND State Staff member.
- b. The Written Applications & SAE committee will focus on modifying current applications, creating new applications, and work to verify and implement judging processes.

## ADDENDUMS

### **Section B: Addendums**

#### Item 01: Rationale of Addendums

- a. Due to the specific nature of many activities sponsored by the North Dakota FFA Association the rules/procedures for these events may be found elsewhere on the North Dakota FFA website.

#### Item 02: Listing of Addendums

- a. CDE General Rules/Guidelines. [http://ndffa.org/Guidelines/CDE\\_General\\_Rules12.pdf](http://ndffa.org/Guidelines/CDE_General_Rules12.pdf)
- b. District Leadership CDE Guidelines. [http://ndffa.org/Guidelines/CDE\\_Dist\\_Lead12\\_Final.pdf](http://ndffa.org/Guidelines/CDE_Dist_Lead12_Final.pdf)
- c. Winter Events Guidelines. [http://ndffa.org/Guidelines/CDE\\_Winter%202016.pdf](http://ndffa.org/Guidelines/CDE_Winter%202016.pdf)
- d. State Convention CDE Guidelines.  
<http://ndffa.org/Guidelines/State%20Convention%20CDE%20Guide.pdf>
- e. State Fair/Range/Land Judging Guidelines.  
[http://ndffa.org/Guidelines/CDE\\_State\\_Fair\\_Land\\_Range.pdf](http://ndffa.org/Guidelines/CDE_State_Fair_Land_Range.pdf)
- f. Applications
  - Greenhand FFA Degree. <http://ndffa.org/Applicationsforms.html>
  - Chapter FFA Degree. <http://ndffa.org/Applicationsforms.html>
  - Honorary State FFA Degree. <http://ndffa.org/Applicationsforms.html>
  - Chorus. <http://ndffa.org/StateConvention.html>
  - Talent. <http://ndffa.org/StateConvention.html>
  - Food For America. <http://ndffa.org/Applicationsforms.html>
  - AET Applications. <http://www.theaet.com/>
    - State Degree
    - American Degree
    - Star Battery
    - National Chapter
    - SAE Grant
    - FFA Scholarship
    - Proficiency
  - State Officer Application and Handbook. <http://ndffa.org/stateofficerinfo.html>
- g. Medical/Media Release. <http://ndffa.org/Applicationsforms.html>
- h. Event Registrations. <http://ndffa.org/FFAevents.html>
- i. Travel Expense. <http://ndffa.org/Applicationsforms.html>
- j. Long Range Calendar. <http://ndffa.org/>
- k. Career Development Event Committee Schedule of Revisions.

## **Addendum K. Career Development Event Committee Schedule of Revisions**

Below are the requirements for review of CDE's

- 1) Recommendations and Resolutions
  - a) Written recommendations from Co-Chairs or individuals charged with running state CDE's must be addressed within one calendar year.
    - i) This committee will approve minor changes and implement them as soon as feasible.
    - ii) Recommendations that may take more time or input to implement will be addressed by gathering of surveys or appointment of sub-committee to define changes.
    - iii) Recommendations from other advisors or community members must first be addressed to the Co-Chairs or person in charge. The Chair / Co-Chair should then pass the recommendations on to this committee.
    - iv) Announcements and information about CDE Revisions will be passed on to Advisors and community through a variety of means, including but not limited to group emails, PDC sessions, and Advisor meetings. These announcements will be handled by State Staff and/or CDE Committee Chair.
  - b) Resolutions from State Convention Delegates must be addressed by the next State Convention.
    - i) This committee will approve minor changes and implement them as soon as feasible.
    - ii) Recommendations that may take more time or input to implement will be addressed by gathering of surveys or appointment of sub-committee to define changes
    - iii) Written reports of results, with explanations, from Resolutions will be provided to Delegate Committee chairs at the next State Convention
  
- 2) 3 Year Rotation - ALL CDEs must be reviewed at least once in a three-year time span, following the order below. National CDE Guides will be consulted during the review process.
  - a) Group 1
    - i) District Leadership CDEs (and the State event they move on to) Effective 2018
    - ii) Winter CDEs - Agronomy, Ag Sales, Livestock Effective 2019
  - b) Group 2
    - i) State Convention Group A: Milk Quality & Products, Meats Evaluation & Technology, Small Animal Care, Dairy Cattle, Food Science & Technology, Dairy Cattle Handlers, Horse Evaluation & Selection. Effective 2020
    - ii) State Fair Effective 2020
  - c) Group 3
    - i) State Convention Group B: Talent, Courtesy Corps, Agricultural Communications, Farm Business Management, Basic Agricultural Mechanics, Intermediate Agricultural Mechanics, Advanced Agricultural Mechanics, Nursery Landscape, and Floriculture. Effective 2021
    - ii) Land Judging Effective 2021
    - iii) Range Judging Effective 2021
  
- 3) Deadlines for implementation of changes
  - a) District Leadership CDE changes must be announced no later than August 1st.
  - b) Winter CDE changes must be announced no later than December 1st
  - c) State Convention CDE changes must be announced no later than April 1st.
  - d) Other CDE changes not listed here must be announced 2 months before contest is held.