

NORTH DAKOTA FFA ASSOCIATION, INC.

CONSTITUTION AND BY - LAWS

(Revised 7/2017)

CONSTITUTION

ARTICLE I. Name and Purposes

Section A. The name of the association shall be "North Dakota FFA Association, Inc." a non-stock, non-profit corporation organized under Chapter 10-40, North Dakota Century Code. The principal place of business shall be the State Capitol, 15th Floor, Bismarck, ND.

Members are hereinafter referred to as "FFA members" and the letters "FFA" may be officially used to designate the organization, its units or members, thereof.

ARTICLE II. Objectives of the Organization

The objectives of the organization shall be consistent with Section 3 of the organizations federal charter, public law 105-225 (formerly pl 81-740).

The organization shall cooperate with National and State government agencies and officials for agricultural education in accomplishing the following objectives:

1. To be an integral part of the organized instructional programs in agricultural 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 use 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, thrift, and which will improve the economic, environmental, recreational and human resources of the community.
4. To encourage and recognize achievement in supervised agricultural experience programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.

ARTICLE III. Organization

Section A. The North Dakota FFA Association, Inc., is a state association, of, by, and for students enrolled in agricultural education programs. It shall consist of chartered local chapters in secondary schools having systematic instruction in agricultural education offered under the provisions of the Federal Vocational Education Legislation. Such chapter shall operate as an integral part of the instructional program of agricultural education.

Section B. Collegiate chapters may be chartered by the State FFA Association in two or four year post-secondary institutions where agricultural courses are taught.

Each chartered collegiate chapter may adopt a constitution which shall not conflict with that of the national organization or the respective state association, elect officers and establish a program of activities.

Collegiate chapter members shall pay National FFA Organization dues.

Section C. Local FFA chapters may be organized in secondary schools where systematic instruction in agricultural education is given under the provisions of the Federal Vocational Education Legislation.

Section D. Members of local chapters shall meet, organize, and adopt a constitution and by-laws which shall not conflict with that of the State and National Constitutions, elect officers, develop a program of activities, and then apply to the State Advisor for membership in the State Association. Upon approval of the application by the State Executive Committee, the members of the local chapters may then be recognized as a part of the State FFA Organization.

ARTICLE IV. Procedure for Determining Standing of Local Chapters

Section A. A local chapter shall be considered to be in good standing with the State Association when the following general conditions are met:

1. All annual State and National dues have been paid by a date determined by the State Association.
2. All reports have been submitted as required by the State Association.
3. Provisions of the local constitution do not conflict with the State and National FFA Constitutions, and chapter activities are in harmony with the ideals and purposes of the National Organization.
4. The governing body of the State Association shall have the power to suspend local chapter charters upon receipt of evidence of infringements on the provisions of the State or the National FFA Constitutions. In the event any local chapter is not in good standing with the State Association at the time of the opening of the State Convention, the delegates in session at that convention shall have the power, upon the recommendation of the State governing body, to withdraw the charter and refuse such chapter official representation at the State Convention. When such action is taken, the chapter in question and the members thereof shall be denied the regular privileges of membership in the organization. Upon meeting the requirements for standing, a chapter may be reinstated by action of the State governing body.
5. In the event a local department of agricultural education in which a chartered chapter of FFA is located is being discontinued or has an absence of a certified agricultural education instructor, the chapter so involved may be permitted to operate officially for a period of 12 months from date of discontinuance of the department or loss of teacher. After the 12-month period the school district must submit annually a ND FFA Chapter Continuation form to the ND FFA Board of Directors. The board will review the submitted form and provide a ruling on the eligibility of the FFA Chapter. Local chapter charters must be surrendered to the State Advisor at the end of a 36-month period if a local department of agricultural education is not again in operation in the school at that time.

6. Chapters without seated delegates at the annual State FFA Convention will be deemed ineligible for participation in any State Convention activities. Those chapters will then go under review by the executive committee to determine chapter eligibility for future FFA events.

ARTICLE V. Membership

Section A. Membership in the State FFA Organization shall be of four kind: (1) Active; (2) Alumni; (3) Collegiate; and (4) Honorary.

Section B . "Active Members" - To be eligible for active membership in a chartered FFA Chapter, a student must be enrolled in a middle school or secondary agricultural education program. In North Dakota this may include grades 7-12.

To become an active member and retain membership, a student must:

1. While in school, be enrolled in at least one agricultural education course 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 agricultural career.
2. Show 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. Pay all current local, state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

A member may retain active membership until November 30, following the fourth National FFA Convention after graduation from high school. A member who is in good standing at the time he/ she is inducted into the armed forces of the United States of America shall be in good standing during the period of active service 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 four conventions following graduation from high school or leaving high school. Members using of this waiver of service time for the purpose of maintaining active membership for application for advanced degrees of membership, must resume active participation within six months after having been honorably discharged from military service, indicating such a desire by paying of dues and attending meetings. Members participating in the six months' Armed Service Program shall be eligible for one full year of extended membership. No individual, however, may retain active membership beyond his/ her 23rd birthday.

Section C . "Alumni Membership" - Membership shall be open to former active members, collegiate, and honorary FFA members, present and former professional agricultural educators, parents of FFA members, and others interested in, and in support of the FFA.

Section D . "Collegiate Membership" - Collegiate membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture at a two or four year postsecondary institution having a collegiate FFA chapter.

Section E. "Honorary Membership" - Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, business people, and others who are helping to advance agriculture education / agribusiness 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 the Honorary Chapter FFA Degree in the local chapter, Honorary State FFA Degree in the State Association, and the Honorary American FFA Degree in the National Organization.

ARTICLE VI. Degrees and Privileges of Active Membership

Section A. There shall be five degrees of active membership based upon individual achievement. These are: (1) the Discovery FFA Degree (2) the Greenhand FFA Degree (3) the Chapter FFA Degree; (4) the State FFA Degree; and (5) the American FFA Degree. The National Organization shall set the minimum qualifications for each degree.

Section B. "Discovery FFA Degree" – To be eligible to receive the Discovery FFA Degree from a chapter, the member must meet the following minimum requirements:

1. Be enrolled in agricultural education class for at least a portion of the school year while in grades 7-8.
2. Have become a dues paying member of the FFA at local, state and national levels.
3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have a knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
5. Be familiar with the local chapter program of activities.
6. Submit written application for the degree.

Section C. "Greenhand Degree" - To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural 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. Submit a written application for the Greenhand FFA Degree.

Section D.

"Chapter FFA Degree" - To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an agricultural education course.
3. Have participated 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 members own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for fifteen minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in the FFA awards program.
8. Have a satisfactory scholastic record.
9. Submit a written application for the Chapter FFA Degree.
10. Meet other requirements as established by the chapter and/ or State Association.

Section E.

"State FFA Degree" - To be eligible to receive the State FFA Degree from the State Association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree
2. Have been an active member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural program.

5. Demonstrate leadership ability by:
 - a. Performing ten procedures of parliamentary law
 - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
 - c. Serving as an officer, committee chairperson, or participating member of a chapter committee.
6. Have satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter program of activities.
8. Have participated in at least five FFA activities above the chapter level.
9. Members will have completed a minimum of 25* hours of voluntary service as part of their FFA program.

The percentage of the total state membership which may receive the State FFA Degree and other requirements may be established by the State FFA Association.

Written records of achievement of all requirements, verified by the Chapter FFA Advisor, shall be submitted to the State Association at least one month prior to the State FFA Convention at which the State FFA Degree is to be received. The State Advisor shall provide for review of the records and submit a recommendation to the State Association governing body, which shall nominate at the state FFA convention the candidates who have been found worthy to receive the honor. The State FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state convention.

Section F.

"American FFA Degree" To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum qualifications:

1. Must have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state level.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or have completed the program of agricultural education offered at the school last attended.
3. Have graduated from high school at least twelve months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. Have earned and productively invested at least \$7500 or worked at least 300 hours in excess of scheduled class time, or combination thereof, in a supervised agricultural experience program.

6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of "C" or better as certified by the principal or superintendent.

ARTICLE VII. Emblem

- Section A. The official emblem of the National FFA Organization shall include five symbols: namely, (1) the plow, representing tillage of the soil; (2) the owl, representing wisdom; (3) the rising sun, representing progress; (4) a cross-section of an ear of corn, representing common agricultural interests; and (5) an American eagle surmounting the cross-section of the ear of corn, representing the national scope of the organization. The emblem shall also include the three letters, "FFA" and the words, "Agricultural Education."
- Section B. The emblem shall be uniform in the State Association and in all chapters. All members shall be entitled to display the emblem.
- Section C. Discovery FFA Degree recipients are entitled to wear the Discovery pin, Greenhand FFA Degree recipients are entitled to wear the official bronze emblem pin; "Chapter FFA Degree" recipients shall be entitled to wear the official silver emblem pin; "State FFA Degree" recipients shall be entitled to wear the official gold emblem charm; and "American FFA Degree" recipients shall be entitled to wear the official gold emblem key.
- Section D. "Honorary Chapter FFA Degree" recipients shall be entitled to wear either the official silver emblem degree pin or gold emblem pin; "Honorary State FFA Degree" recipients shall be entitled to wear the official gold emblem charm; "Honorary American FFA Degree" recipients shall be entitled to wear the official gold emblem key.
- Section E. Collegiate FFA chapter members and FFA advisors shall be entitled to wear the official gold owl pin.

ARTICLE VIII. Officers

- Section A. State Officers - State officer candidates must hold the State FFA Degree and have graduated from High School or reached their 18th birthday prior to election/selection to office.
1. The elected officers of the North Dakota Association shall consist of a state president, state vice president, state secretary, state treasurer, state reporter, state sentinel and state parliamentarian elected at large. Other officers may be elected as deemed appropriate by the State Advisor and/or State FFA governing body.
 2. The president, vice president, secretary, treasurer, reporter, sentinel and parliamentarian shall be elected annually at the State Convention by a majority vote of the official delegates present. Vote shall be by secret ballot for the offices. The term of office shall be for the fiscal year starting July 1 following election and ending June 30 of the following year.

3. In the event that an office does not have a qualified candidate, the Screening Committee shall hold an immediate special meeting for the purpose of selecting a willing candidate from the pool of candidates that had completed the screening process but, had not been elected to office. This nomination must then be approved by a majority vote of the official delegates. The election shall be held in the following order: president, secretary, vice president, treasurer, reporter, sentinel, and parliamentarian.
4. A screening committee consisting of a minimum of one delegate from each district and the immediate past president and president of the North Dakota Association of Agriculture Educators (NDAAE) and when possible up to two sponsors and a FFA Foundation representative, will hold interviews and will recommend for the delegates consideration those candidates who, in their judgment, can best serve the Association. Two or more candidates will be nominated for the office of President and Secretary, one or more candidates will be nominated for the offices of vice president, treasurer, reporter, sentinel, and parliamentarian, by the screening committee, no nominations may come from the floor. If candidates were not elected for a previous office they will be considered for next office. A candidate may decline to run for an office, if they relinquish that right, they relinquish their right to all further offices. Each officer candidate will give a nomination speech that has a maximum speaking time of two minutes.
5. The State Supervisor of Agricultural Education shall be the State Advisor. The Assistant State Supervisor shall be designated as the Executive Secretary of the FFA and shall also serve as Assistant State Advisor.
6. 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. The board of directors can amend the Constitution, Bylaws, and Program of Activities
7. 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. 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.

Section B.

District Officers - Each FFA district recognized by the State Association shall be entitled to elect a slate of officers to conduct district activities.

Section C. Chapter Officers

1. Officers of the local chapter shall consist of president, vice-president, secretary, treasurer, reporter, sentinel, and advisor. Local chapters, if they desire, may also elect additional officers such a chaplain, librarian, historian, parliamentarian, and assistant officers. The "officer-at-large" designation for a local chapter officer is not recommended. The teacher of agricultural education shall serve as advisor.
2. Chapter officers shall be elected annually at a regular meeting of the local chapter and shall serve for twelve months.
3. Chapters, if they so desire, may elect "Junior" officers or may elect officers for subsidiary improvement associations within the framework of the chapter.
4. Officers of the local chapter must not rank lower than the grade of Chapter FFA Degree after the chapter has been established for one year.

ARTICLE XI. Meetings and Conventions

- Section A. The State Convention of the ND FFA Association shall be held, unless circumstances prohibit otherwise, annually at North Dakota State University, either the first or second week in June, provided that facilities are available.
- Section B. Each local chapter shall be entitled to send two official delegates from its active membership to the State Convention, plus one additional delegate for each fifty active members or major fraction thereof above the first fifty, such delegates to be selected as provided in the Local Chapter Constitution or By-Laws.
- Section C. Local chapters shall hold their meetings at least once monthly throughout the year and at such time and place as may be decided upon by the executive committee of the chapter.
- Section D. The State Advisor shall appoint the state qualifying number of official delegates to the National FFA Convention from that year's members of the State Officer Team.

ARTICLE X. Dues

- Section A. Annual membership dues in the State Association shall be fixed by a two-thirds majority vote of the delegates present at a State FFA Convention.
- Section B. The dues of any chapter shall be fixed by a majority vote of the membership of that chapter.

ARTICLE XI. Committees

The President of the North Dakota FFA Association, Inc. shall appoint the following regular committees annually: The Officer-Candidate Screening Committee, the Auditing Committee, and the State Program of Activities Committee. Other committees may be appointed as deemed necessary.

ARTICLE XII. Amendments to the Constitution

- Section A. Any proposed member amendment to the State Constitution must be prepared in writing and submitted to the executive committee and the State FFA Advisor at least sixty days prior to the annual State FFA Convention.
- Section B. Any proposed member amendment to the Constitution shall be compiled by the executive committee and the State Advisor and referred to the local chapters for their consideration and review at least thirty days prior to the annual State Convention.
- Section C. Member amendments may be adopted by a two-thirds vote of the delegates present at any State Convention.
- Section D. If it is apparent that a need exists to amend the State Constitution without waiting until the next annual convention, the following alternate method may be used:
1. The executive committee shall compile the proposed changes and shall submit them to all active chapters in the state together with an official ballot.
 2. Within 30 days, the ballots shall be returned to the executive committee properly signed by the chapter president and advisor.
 3. If a two-thirds majority approve, the constitution will be so amended and will be valid until the next subsequent convention at which time the delegates will vote on final approval.
- Section E. Amendments to the By-Laws may be proposed by a local chapter, an official delegate or the executive committee and will require a majority vote of the official delegates. Amendments to the By-Laws must be in harmony with the National FFA Constitution and Federal Vocational Education Legislation.

BY-LAWS OF THE NORTH DAKOTA FFA ORGANIZATION

ARTICLE I. All provisions of these By-Laws shall be considered a part of the Constitution of the North Dakota FFA Association, Inc.

ARTICLE II. Location of Principle Office

- Section A. The principle office of the North Dakota FFA Association, Inc. shall be in Bismarck, North Dakota at the State Capitol.

ARTICLE III. District Organization

- Section A. The district organization as set up by the State FFA Executive Committee includes the following chapters:

District 1 (11)

Alexander
Berthold
Divide County
Kenmare
Parshall
Powers Lake
Stanley
Tioga
Ray
Watford City
Williston

District 4 (11)

Finley/ Sharon
Grafton
Hillsboro
Lakota
Larimore
Leeds
Maddock
Munich
New Rockford
Northern Cass
Park River

District 7 (11)

Beulah
Bismarck
Center
Flasher
Glen Ullin
Hazen
Hebron
Mandan
New Salem
Washburn
Wilton

District 2 (10)

Des Lacs/ Burlington
Garrison
Glenburn
Max
Minot
Mohall
Nedrose
South Prairie
Turtle Lake/ Mercer
Velva

District 5 (10)

Casselton
Enderlin
North Sargent
Kindred
SERCTEC
 Richland 44
 Lidgerwood
 Lisbon
 Oakes/ Sargent Central
 Wahpeton
 Wyndmere

District 8 (11)

Belfield
Bowman County
Dickinson
Golden Valley
Grant County
Hettinger
Killdeer
Mott/ Regent
New England
Scranton
South Heart

District 3 (12)

Bottineau
Drake/ Anamoose
Fessenden/ Bowdon
Harvey
McClusky
Rolette
Rolla
Rugby
St. John
TGU - Towner
TGU – Granville
Westhope-Newburg

District 6 (10)

Carrington
Edgeley/ Kulm
Gackle/ Streeter
Jamestown
Kidder County
LaMoure
Medina
Napoleon
Wing
Wishek

ARTICLE IV. Dues

Section A. Each chapter shall, before December 1st of each year, pay to the North Dakota FFA Association, Inc. the total for each active member which includes National and State dues. Of the state dues \$3 goes towards expenses of the North Dakota FFA Association, \$1 to the North Dakota FFA Foundation for awards, grant programs and scholarships, \$1 to the North Dakota FFA Foundation for National Convention travel stipends and \$1 to the North Dakota FFA Association for an online SAE record book system.

ARTICLE V. Duties of the Officers

Section A. President – It shall be the duty of the President to preside over the state convention and meetings of the state officers. The president shall call an official convention of the North Dakota FFA Association, Inc. once each year. In addition, the president shall call meetings of the executive committee, appoint all committees and serve as an ex officio member of these committees.

Section B. Secretary – It shall be the duty of the secretary to keep minutes of the meetings of the state FFA officers and state FFA convention and perform other duties as directed by the state executive committee.

Section C. Vice President, Treasurer, Reporter, Sentinel– It shall be the duty of these offices to represent the membership of the North Dakota FFA Association and perform other duties as directed by the state executive committee.

Section D. Parliamentarian– It shall be the duty of the parliamentarian to provide to the President and the Executive Committee guidance in the application of “Roberts Rules of Order” at all regular and special meetings involving the State Association.

Section E. State officers of the North Dakota FFA Association shall follow the guidelines as outlined in the North Dakota State FFA Officer Handbook and Official FFA Manual. State officers are responsible for attending all state-called activities, chapter and sponsor visits, leadership development conferences, banquets, and other activities deemed necessary by the executive committee and/ or State Advisor. State Officers will be required to participate in a specific amount of chapter and sponsor visits as determined by that year’s executive committee and/ or State Advisor.

ARTICLE VI. Procedure for Issuing Charters to Local Chapters

Section A. The State Association may issue a charter to a local chapter when:

1. An application has been filed in the office of the State Association and approved by the State Advisor.
2. A list of the names of members and officers has been filed with the State Association.
3. A copy of the proposed local chapter constitution and by-laws 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 dues and the activity fee have been paid.

ARTICLE VII. Expenditure of Funds of the Association

Section A. The State Advisor shall review for approval all expenditures of Association funds:

1. Bills incurred in the maintenance of the State Organization, this to include equipment purchase. No purchase may be made in this category in excess of \$2,500 without approval of the ND FFA Board of Directors. The following events will not be restricted by this limit;
 - a. State FFA Convention
 - b. National FFA Convention
 - c. Winter Leadership Conference (WiLeCo)
 - d. Blast Off (aggregate)
 - e. National Leadership Conference for State Officers (aggregate)
 - f. ND State Fair (aggregate)
 - g. State President's Conference
 - h. District Leadership Conferences (aggregate)
2. Bills incurred in the conducting of state wide activities.
3. Bills incurred in the planning and participation in of National FFA Activities.
4. Expenses incurred by the State Officer Team in the performance of their duties. (Rates are defined in the Officer Handbook.)
5. Annual Dues.

Section B. Immediate expenses not included in Section A. are to be paid pending approval of the ND FFA Executive Committee. (Electronic response is valid.)

Section C. The North Dakota FFA Association shall not support any of the expenses of the State FFA Advisor or Executive Secretary. Association registrations, travel and fees are to be pre-paid.

Section D. Meal expenses may be reimbursed to the Association. Reimbursement will not be necessary if the meal was designated by invitation or design as a team function.

Section E. Expenses of the Administrative Assistant for Ag Education with the Department of CTE incurred in support of FFA functions shall be the responsibility of the North Dakota FFA Association with the exception of mileage if a state fleet vehicle is utilized. Meals are to be submitted for reimbursement utilizing an FFA expense report form and at current state rate. Meals already included in event registration or as part of a team function will not be included.