

**DELAWARE ASSOCIATION OF FFA
CONSTITUTION AND BY-LAWS**

1998-99

revised 3/97, 3/99, 3/01, 3/06, 5/10, 1/12, 3/20

ARTICLE I. NAME, PURPOSE AND OBJECTIVES OF THE ORGANIZATION

Section A. The name of the organization is Delaware Association of FFA. The letters "FFA" are used to designate the organization, its units or members thereof.

Section B. The Objectives of the Organization

The objectives of the organization shall be consistent with the organization's federal charter, Public Law 116-7 (formerly Public Laws 105-225 and 81-740). The organization shall cooperate with national and state government agencies and officials in career and technical education to accomplish the following objectives:

1. To be an integral component of instruction in agricultural education, including without limitation, agriculture, food, and natural resources. As such, the corporation shall be intra- curricular to the agricultural education program, and will work with contextual classroom/laboratory instruction and work-based experiential learning in furtherance of a complete and comprehensive agricultural education program;
2. To be an integral component in agricultural education, to prepare students for successful entry into productive careers in agriculture, food and natural resources, or connect students to relevant postsecondary educational pathways, focusing on the complete delivery of classroom and laboratory instruction, work-based experiential learning and leadership development;
3. To be a resource and support organization that does not select, control or supervise local chapter or individual member activities. The state association will develop educational materials, programs, services and events as a service to local agricultural education agencies;
4. To seek and promote inclusion and diversity in its membership, leadership and staff to reflect the corporation's belief in the value of all human beings;
5. To build character and develop competent and assertive agricultural leadership;
6. To increase awareness of the global and technological importance of agriculture, food and natural resources and its contribution to our well-being; and
7. To promote the intelligent choice and establishment of a career in agriculture, food and natural resources.

ARTICLE II. ORGANIZATION

Section A. The Delaware Association of FFA is a State organization of affiliated local chapters which shall be chartered only in such schools where recognized systematic instruction in agricultural education is offered under the provisions of federal vocational education legislation. Such chapters shall operate as an integral part of the instructional program of agricultural education. Instruction in agriscience education may include preparing for careers, building awareness, and developing leadership in agribusiness; biotechnology; food processing and production systems; animal systems; plant systems; power, structural, and technical systems; natural resource systems; environmental service systems; and others representing programs that qualify for assistance under federal career and technical education legislation.

Section B. Local chapters of the Delaware Association of FFA shall be chartered only in such schools where approved systematic instruction in agricultural education is offered under the provisions of federal career and technical education legislation. Such chapters shall operate as an integral part of the instructional program of agricultural education. Local FFA chapters shall not be organized in schools where systematic instruction in agriscience education is not approved.

Section C. Members of local chapters may meet, organize, and adopt a constitution which shall not conflict with that of the state organization, elect officers from active membership, set up a program of activities, and apply to the State Executive Secretary or State Advisor for membership in the state organization. After this application has been approved by the State Secretary and State Executive Body, the members of the local chapter may then be known as members of the FFA.

Section D. Each chapter shall consider itself a unit in the State organization. It shall prepare and adopt its own constitution. This constitution shall not conflict with the State or National Constitution.

ARTICLE III. PROCEDURE FOR DETERMINING STANDING OF CHAPTERS AND MEMBERS

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 current state dues and money owed to the State Association have been paid. All national dues have been paid by one month prior to the annual Delaware State FFA Convention.
2. All reports have been submitted as required by the State Association.
3. No provisions of chapter constitutions are in conflict with the State and National FFA Constitutions, By-laws or the Federal Charter. 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

charters upon receipt of evidence of infringement of the provisions of the State or National FFA Constitutions. A report on all suspensions shall be presented to the next succeeding State Convention.

In case any local chapter is not in good standing with the State Association one month prior to the annual Delaware Association of FFA Convention, the delegates in the State Convention shall have the power, upon 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 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 State governing body, not earlier than 10 days after the closing date of the State Convention during which it was not in good standing.

Members of a local chapter not in good standing, may not participate in CDEs/LDEs.

In case a local department of agricultural 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 Advisor. Local chapter charters must be surrendered to the State Advisor at the end of the 36 month period if the local department of agricultural education is not again in operation in the school at that time.

ARTICLE IV. MEMBERSHIP

Section A. Membership in the National FFA Organization shall be of two (2) types: student and adult.

Section B. Student Membership -To be eligible for student membership in a chartered FFA chapter, a student must be enrolled in a secondary agricultural education program. State associations may consider "secondary agricultural education programs" to be grades 6-12.

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

1. High school members must 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. Middle school members must be a dues paid member of a chartered middle school FFA chapter, but are not required to be enrolled in a middle school ag course.
3. 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.

4. Pay all current state and national dues or program affiliation fee by the date determined by the chapter.
5. Display conduct consistent with the ideals and purposes of the National FFA Organization.

A member may retain student membership until November 30, following the fourth National FFA Convention after graduation from high school. A member in good standing at the time of induction into the armed forces of the United States of America or into the FFA international program shall be in good standing during the period of student service without further payment of dues or attendance at meetings. Time spent in the armed forces or FFA international program 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 this waiver of service time for the purpose of maintaining student membership for application for advanced degrees of membership must resume student participation within six months after having been honorably discharged from military service or completing their FFA international program and indicate such a desire by paying dues and attending 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 student membership beyond his or her twenty-third (23) birthday.

Section C. Adult Membership -Membership shall be open to former student members and honorary degree recipients, present and former professional agricultural educators, parents of FFA members and others interested in and supportive of the FFA.

ARTICLE V. ACTIVE MEMBERSHIP DEGREE AND PRIVILEGES

Section A. There shall be five (5) degrees of active membership based upon achievements.

These are: Discovery FFA Degree, Greenhand FFA Degree, Chapter FFA Degree, State FFA Degree, and the American FFA Degree.

The National organization shall set the minimum qualifications for each degree.

Section B. (3/01) "Discovery FFA Degree." The Discovery FFA Degree is intended for use in state associations and local chapters where middle school membership is offered. Receipt of this degree is not necessary in order to obtain the Greenhand FFA Degree or subsequent degrees.

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

1. Be enrolled in agricultural education class for 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 knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
5. Be familiar with the local FFA chapter program of activities.
6. Submit written applications for the degree.
7. The State Association will award the Star State Discovery to honor the outstanding Discovery Degree recipient. This award should be given at the State Fair FFA Awards Breakfast.

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 agriscience education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA Creed, Motto, Salute, and FFA Mission Statement.
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 written application for the Greenhand FFA degree.
8. The State Association will award the Star State Greenhand to honor the outstanding first year member. This award should be given at the State Fair FFA Awards Breakfast. (3/01)

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 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 agricultural experience program, and be enrolled in an

agriscience 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 \$150.00 by the member's own effort 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. Be familiar with the purposes and programs of activities of the State Association and National organization.
6. Have demonstrated five procedures of parliamentary law.
7. Have effectively led a group discussion for fifteen minutes.
8. Show progress toward individual achievement in the FFA award programs.
9. Have a satisfactory academic record.
10. Submit a written application for the Chapter FFA Degree.
11. Have participated in at least 10 hours of community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.
12. The State Association will award the Star State Chapter to honor the outstanding Chapter Degree recipient. This award should be given at the State Fair FFA Awards Breakfast.

Other requirements may be established by the chapter and/or the state FFA 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 of the FFA for at least two years (24 months) at the time of receiving the State FFA Degree.
3. A student after entering agricultural education must have: a. earned and productively invested at least \$1000; or b. worked at least 300 hours in excess of scheduled class time; or c. a combination there of, in a supervised agricultural experience program
4. 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.

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 a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in at least five (5) different FFA activities above the chapter level.
8. Have participated in the planning and completion of the chapter Program of Activities.
9. Have participated in at least twenty-five (25) hours of community service, within at least two (2) different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours. All community service hours are cumulative, i.e. the ten (10) community service hours used to obtain the chapter degree can also be used toward the state degree.*
10. The State Association shall be entitled to elect qualified individuals annually. Written records of achievement verified by the local 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.
11. The State Association will award a State Star Farmer, State Star in Agribusiness, State Star in Agricultural Placement, and State Star in Agriscience from State Degree applications submitted during a specific year to be awarded 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. Have the State FFA Degree, have been an active member for the past 36 months, and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school

instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have completed the program of agricultural education offered in the secondary school last attended.

3. Have graduated from high school at least 12 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. A student after entering agricultural education must have: a. earned at least \$10,000.00 and productively invested at least \$7,500.00; or b. earned and productively invested \$2,000.00 and worked 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.

*See chart for equating hours worked with dollars earned and productively invested in the Individual Awards Section under Star Awards.
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.
7. Have participated in at least 50 hours of community service, within at least 3 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

Section G. Honorary FFA Degree - 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 agricultural education and the FFA and who have rendered outstanding service, may be elected to receive an honorary FFA degree by a majority vote of the members present at any regular meeting or convention.

The Honorary FFA Degree 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. All Honorary Degree recipients will be considered alumni/adult members as part of their Honorary Degree.

ARTICLE VI. Procedure for Selecting American FFA Degree Recipients

Section A. Applications for the degree must be approved by the state advisor or representative(s) thereof and be received by the national organization no later than midnight of June 30, or show by postmark or other reliable evidence, to have been

mailed to the national organization on or before June 15, prior to the national convention at which the degree is to be received.

Section B. Applications must be submitted on the official form provided by the National FFA Organization.

Section C. The National FFA Board of Directors shall review the American FFA Degree applications and recommend those candidates meeting the minimum qualifications. Final approval of the candidates shall be given by the delegates present at the national FFA convention.

ARTICLE VII. EMBLEM

Section A. The official emblem of the National FFA Organization shall include five symbols: namely the plow, representing tillage of the soil; the owl, representing wisdom, the rising sun, representing progress; a cross section of an ear of corn, representing common agricultural interests, and 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 letters, "FFA," and the words, "Agricultural Education."

Section B. The emblem shall be uniform in all State Associations and recognized units thereof. All members are entitled to display the emblem.

Section C. Greenhand FFA Degree recipients shall be 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 regulation official gold emblem charm; and American 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 or gold emblem pin; Honorary State FFA Degree recipients shall be entitled to wear the official gold emblem charm; and Honorary American FFA Degree recipients shall be entitled to wear the official gold emblem key.

Section E. FFA advisors shall be entitled to wear the official gold owl pin.

ARTICLE VIII. OFFICERS

Section A. The officers of the State FFA Association shall be: president, vice president, secretary, treasurer, reporter and sentinel. At the annual convention the delegates will elect a President, Secretary, Treasurer, Sentinel, Reporter, and Vice President. The state supervisor of agricultural education shall be the state FFA advisor. An executive secretary will be selected by Delaware State University in collaboration with state FFA advisor to manage the Delaware Association of FFA. Other state FFA officials may be named by Delaware Team Ag Ed. All state FFA officers shall be elected annually by a majority vote of the delegates present at any regular convention of the state association.

Section B. The officers of the State Association shall be elected annually by a majority vote of the delegates present at the State Convention of the State Association of the FFA, for a term of one year after which they must stand for re-election if they desire to serve again.

Officers can serve for no longer than 2 years. (3/06) If a State Officer did not complete their term in office, they may not run for State office again.

Section C. The nominating committee shall consist of one representative from each active chapter.

Section D. The nominating committee shall interview all applicants at the Annual Convention.

Section E. Any officer who misses one meeting shall be notified by the State Advisor that the officer has missed the meeting. After two misses, they will be removed from the office they hold unless the person presents a valid excuse for missing the meeting to the executive committee.

1. Valid excuses must be turned in before the meeting.

2. Special problems can be presented to the State Officers for their consideration.

Section F. The state officer candidates MUST be eligible for the State FFA degree by or at the Convention in which they are running for office. State officer candidates MUST be at least a high school senior at the Convention in which they are running for office.

A returning state officer candidate must receive their State Degree at the State Convention prior to beginning their second term of office if they have not received it previously.

Section G. The offices of an FFA chapter shall be: president, vice president, secretary, treasurer, reporter and sentinel. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. The teacher(s) of agricultural education shall be the FFA advisor(s). Chapter officers shall be elected annually or semi-annually by the members present at any regular meeting of the chapter.

ARTICLE IX. MEETINGS

Section A. A Convention of the State Association shall be held annually in the spring at such place as is designated by the Delaware Team Ag Ed.

Section B. 1. Each local chapter shall be entitled up to four (4) delegates at the State Convention.

2. One delegate will serve on the Nominating Committee and up to three (3) delegates will serve on other designated committees, at the discretion of the State Officers.

3. Each chapter will be allotted one (1) vote on each delegate issue.

ARTICLE X. DEADLINES

Section A. Amendments to the State Constitution and By-laws should be submitted in writing to the State Office one month prior to Convention. The amendments may be adopted or rejected at the State Convention by a two-thirds vote of the delegates present.

ARTICLE XI. STATE ADVISORY COMMITTEE

Section A. The state advisory committee of the Delaware Association of FFA will be Delaware Team Ag Ed.

1. The adult advisory committee to the Delaware Association of FFA will be composed of the following members: Executive board members of the Delaware Association of Agriscience Educators, State FFA Advisor, Executive Secretary, one (1) Delaware FFA Foundation representative, one (1) Delaware FFA Alumni representative, and one (1) parent/community member. Terms of each representative shall begin at the beginning of the fiscal year and a representative can serve unlimited terms.
2. The State FFA Officer team will serve as the member advisory board for the Delaware Association of FFA.
3. The combination of these two boards shall be known as Delaware Team Ag Ed.

Section B. The State Advisory Committee shall cooperate with and serve in an advisory capacity to the State FFA Executive Committee and the State Officers of the State Association of FFA.

They will assist with the administrative direction of the organization and interpret the State and National Constitution of the FFA.

Section C. Delaware Team Ag Ed shall be empowered to act on behalf of the State Association. A quorum will be defined as no less than five (5) adult board representatives and no less than three (3) member board representatives. Action on matters shall require a majority vote from both boards. A consensus between the adult advisory board and the member advisory board is required for motions to be passed and actions to take place.

Article XII. Amendments

Section A. Proposed amendments to the Delaware FFA Constitution and Bylaws may be submitted by a local chapter or Team Ag Ed. Proposed amendments from a local chapter or Team Ag Ed must be submitted in writing to the state organization by February 1 for review by Team Ag Ed. All proposed amendments to the Delaware FFA Constitution and Bylaws must be submitted by the state advisor to the local chapters by February 15. Amendments will be presented to the delegates at the state convention.

Section B. An amendment to the Delaware FFA Constitution may be adopted by a two-thirds vote of the official delegates at the state FFA convention. An amendment to the bylaws shall require a majority vote of the official delegates at the state FFA convention.

Section C. Amendments to the bylaws must not conflict with the Delaware FFA Constitution.

Bylaws

Article I. Relationship to the Constitution

The Bylaws shall be part of the Constitution of the State FFA Organization.

Article II. Location of Office

The principal office of the State FFA Organization shall be at the Delaware Department of Education in Dover.

Article III. Duties of State Officers

Section A. President - The duties of the president shall include but not be limited to the following:

1. Preside over the state convention and meetings of the state officers according to accepted rules of parliamentary procedure.
2. Call one state convention each year.
3. Appoint all committees and may serve as an ex-officio, non-voting member of these committees.
4. Coordinate the activities of the state association and evaluate the progress of each division of the Program of Activities.
5. Represent the state association in public relations and official functions.

Vice President - The duties of the vice president shall include but not be limited to the following:

1. Assume all duties of the president if necessary.
2. Develop the Program of Activities and serve as an ex-officio, non-voting member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting state association goals.
5. Establish and maintain a state association resource file.

Secretary - The duties of the secretary shall include but not be limited to the following:

1. Prepare the agenda for each state association meeting.

2. Prepare and present the minutes of each state association meeting.
3. Place all committee reports and minutes in the designated area of the Secretary's records.
4. Be responsible for chapter correspondence.

Treasurer - The duties of the treasurer shall include but not be limited to the following:

1. Present written monthly treasurer's reports at state association meetings.
2. Maintain neat and accurate records.

Reporter - The duties of the reporter shall include but not be limited to the following:

1. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
2. Release news and information to local and regional news media.
3. Manage social media and other electronic communications as determined in the POA.
4. Prepare and maintain a chapter scrapbook.
5. Send articles and photographs to *FFA New Horizons* and other national and/or regional publications.
6. Work with local media on radio and television appearances and FFA news.

Sentinel - The duties of the sentinel shall include but not be limited to the following:

1. Assist the president in maintaining order.
2. Keep the meeting room, state association equipment and supplies in proper condition.
3. Welcome guests and visitors.
4. Keep the meeting room comfortable.
5. Take charge of candidates for degree ceremonies.
6. Assist with special features and refreshments.

Article IV. The Fiscal Year

The fiscal year of the Delaware FFA Association shall be July 1 through June 30 of the next succeeding calendar year.

Article V. 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.

Article VI. Procedure for Issuing Charters to Chapters

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

1. An application for a charter.
2. The names of all chapter members and officers.
3. The proposed chapter constitution and bylaws.
4. The chapter Program of Activities.
5. All current state and national FFA dues.

Article VII. Use of State Officer Jackets

State Officer jackets may be worn by State Officers only. After leaving office, officers may not donate State Officer jackets to Chapters for use by Chapter members.