



VIRGINIA
FFA ASSOCIATION

Virginia FFA Association
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2019 Proposed Constitution and Bylaws

Virginia Association of Future Farmers of America

Constitution

Article I. Name

The name of this organization shall be the Virginia Association of Future Farmers of America¹. Recognized units of the organization may officially use the letters “FFA” and/or the words “Future Farmers of America” to designate the organization, its units and/or members.

Article II. Objectives of the Organizations²⁻

The objectives of the organization shall be consistent with Section 3 of the national organization’s federal charter, Public Law 105-225. 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 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 usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agricultural industry.
3. To provide agriculture-related programs and activities, which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift, and which will improve the economic, environmental, recreational, and human resources of the community.
4. To encourage and recognize achievement in supervised agricultural experience programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.

¹ For tax identification purposes, the name of the Virginia FFA shall be the Virginia Association of Future Farmers of America

² Deleted “s”

Article III. Organization

Section A

The Virginia FFA Association is the organization of, by, and for students enrolled in agricultural education programs. It shall consist of chartered chapters. More than one chapter may be chartered in a school when deemed appropriate by the state governing body.

Section B.

Chapters of the Virginia FFA Association shall be chartered only in such schools where recognized 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.

Schools with large enrollments and/or multiple programs in agricultural education may establish subsidiary chapters of the parent chapter. Each subsidiary chapter shall be organized and operated in accordance with all the provisions of the national, state, and local constitutions. Subsidiary chapters shall be coordinated by the officers and advisors of the parent chapter.

~~**Section C.**~~

~~Collegiate chapters may be chartered by the state association in two- or four-year postsecondary 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.³~~

Article IV. Procedures for Determining Standing of Chapters

Section A.

A chapter shall be considered to be in good standing with the state association when the following conditions are met:

1. All annual state and national dues have been paid by January 1.
2. All reports have been submitted as required by the state association.
3. Provisions of the chapter constitution do not conflict with the State or National FFA Constitutions and chapter activities are in harmony with the ideals and purposes of the National FFA Organization.

The governing body of the state association shall have the power to suspend the charter of any chapter, which violates the State or National FFA Constitution and Bylaws. A report on all suspensions shall be presented to the delegates at the next succeeding state convention. In the event a chapter is not in good standing with the state association at the time of the opening of a state convention, the delegates in session at the state convention shall have the power, upon recommendation of the state association governing body, to withdraw the charter and refuse such chapter official representation at the state convention. When such action is taken, the chapter in

³ National FFA eliminated Collegiate FFA chapters

question and members thereof shall be denied privileges of membership in the state association. Upon meeting the requirements for good standing, a chapter may be reinstated by action of the state association governing body.

In the event a local department of agricultural education is discontinued, its chartered FFA chapter may officially operate for a period not to exceed three years (36 months) from the date of discontinuance, provided proper supervision is given by a person having the approval of the local school administrator and the state FFA advisor. The chapter's charter must be surrendered to the state advisor at the end of the ~~three-year~~ period if a local department of agricultural education is not in operation at that time.

Article V. Membership

Section A.

Membership in the Virginia FFA Association shall be of ~~four kinds~~ **three types**: active, alumni, ~~collegiate~~, and honorary.⁴

Section B.

Active membership—to be eligible for active membership in a chartered FFA chapter, a student must be enrolled in a secondary agricultural education program. The Virginia FFA Association considers “secondary agricultural education programs” to be grades 6-12. 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 study⁵; 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 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 in good standing at the time of induction into the armed forces of the United States of America shall be in good standing during the period of 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 for four conventions following graduation from high school or leaving high school. Members using 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 and indicate such a desire by paying dues and attending meetings. Members participating

⁴ Aligned with National FFA eliminating collegiate membership

in a six-month armed services program shall be eligible for one full year of extended membership. No individual may retain active membership beyond his or her twenty-third birthday.

Section C.

Alumni Membership — Membership is open to former active members, ~~collegiate~~⁶ and honorary members, present and former professional agricultural educators, and parents of FFA members, and others interested in and supportive 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.⁷~~

Section D.

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 agricultural education and the FFA and who have rendered outstanding service, maybe 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 on individual achievement. These are the Discovery FFA Degree, Greenhand FFA Degree, the Chapter FFA Degree, the State FFA Degree and the American FFA Degree. The national organization shall set the minimum qualifications for each degree. The Discovery FFA Degree is intended for use by 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.

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 knowledge of agriculturally related career, ownership and entrepreneurial opportunities.

⁵ This language protects students and their ability to participate in FFA activities as intracurricular

⁶ National FFA eliminated Collegiate membership

⁷ National FFA eliminated Collegiate membership

6. Be familiar with the local chapter program of activities
7. Submit a written application for the degree.

Section C.

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

1. Be regularly enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. **Learn-Recite** and explain the FFA Creed, Motto, Salute, and **FFA Mission Statement**.⁸
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and proper use of the FFA jacket.
5. Demonstrate 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 *Official FFA Manual* and *FFA Student Handbook*.
7. Submit 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 ~~140~~180⁹ 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 member's own efforts or worked at least 45 hours in excess of scheduled class time, or a combination thereof, and developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in the FFA award programs.
8. Have maintained a satisfactory scholastic record.
9. 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.)
10. Submit a written application for the Chapter FFA Degree.

Other requirements may be established by the chapter.

⁸ Aligned with the National FFA Constitution

⁹ Align with National FFA language in Constitution

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 FFA member for at least two years (24 months) at the time of receiving the degree.
3. While in school, have completed the equivalent of at least two years (~~280-360~~¹⁰ 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 experience program.
5. Demonstrate leadership ability by:
 6. Performing 10 procedures of parliamentary law.
 7. Giving a six-minute speech on a topic relating to agriculture or the FFA.
 8. Serving as an officer, committee chairperson, or a participating member of a chapter committee.
9. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
10. Have participated in the planning and completion of the chapter Program of Activities.
11. Have participated in at least five FFA activities above the chapter level.
12. Have participated in at least 25 hours within at least two different community service activities (Note: 15 more hours than Chapter Degree.) These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.
13. Written records of achievement of all requirements, verified by the chapter FFA advisor, ~~and~~ shall be submitted to the state association at state judging. 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—Minimum qualifications for election are those set forth in the Constitution of the National FFA Organization.

Article VII. Procedure for Selecting State FFA Degree Recipients

Section A.

All members who meet the state and national qualifications will be awarded the State Degree.

Section B.

Applications for the degree must be approved by the state advisor or representative(s) thereof and be received by the ~~state area~~-office by the date determined by the ~~state area~~-office.

¹⁰ Align with National FFA language in Constitution

Section C.

Applications must be submitted on the official form provided by the Virginia FFA Association and be received by the ~~state area~~ office by the date determined set by the ~~state area~~ office.¹¹

Section D.

The ~~State FFA Agricultural Education~~¹² Advisory Council Members shall review the State 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 state FFA convention.

Article VIII. Emblem

Section A.

The official emblem of the Virginia FFA Association shall include five symbols, namely: the plow, representing labor and 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 chapters and recognized units thereof. All members shall be 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 official gold emblem charm; and American FFA 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.

~~Collegiate FFA chapter members and FFA advisors shall be entitled to wear the official gold owl pin.~~¹³

¹¹ Area supervisors no longer in existence and reverts to state office

¹² The official name of the group

¹³ National FFA eliminated Collegiate membership

Article IX. State Officers and Procedure for Election

Section A.

The elected officers of the Virginia FFA Association shall be president, vice president(s) (~~representing each up to one from each~~ area), secretary, treasurer, reporter, and sentinel.

Section B.

The elected officers, the immediate past president, the state advisor, state executive secretary, and the chairperson of the ~~State FFA Agricultural Education~~ Advisory Council shall constitute the State FFA Executive Committee. It shall be the duty of this committee to advise and make recommendations to the ~~State FFA Advisory Council~~ Virginia FFA Association Governing Board with respect to the activities and business of the state association.¹⁴

Section C.

A chapter may recommend two candidates for state office each year. The chapter's candidate applications shall be submitted to the state executive secretary by the date determined by the state executive secretary.

Section D.

A local FFA chapter may have no more than one member serving on a State FFA Association officer team.

Section E.

The state officers shall hold the State FFA Degree at the time of election and must be active members for the duration of their term in office. They shall be elected annually by a majority vote of the delegates assembled at the state convention. No state officer shall serve a second term or be ~~eligible for election to another~~ state office*.

Section F.

A nominating committee consisting of past state officers ~~and/or area representatives~~¹⁵—one from each of the areas—shall study and review the qualifications of each eligible candidate. This committee shall submit its nominations to the delegates assembled at the state convention.

Section G.

The president, secretary, ~~vice presidents (up to one for each area),~~ treasurer, reporter, and sentinel shall be elected from the candidates at large. ~~The position of the vice presidents shall follow a rotational cycle. The area from which the second vice president is elected during the current year shall be entitled to the first vice president the next succeeding year, and so on for the other officers.~~¹⁶

¹⁴ Official name change

¹⁵ Ensures area representation without limiting to past state officers/position

¹⁶ Eliminated language; Streamlines the process

* Congruent with National FFA constitution language

Section H.

State FFA officers shall serve from one state convention through the next succeeding state convention and shall not be re-elected, nor are they eligible for election to another state office. In the event a state convention is not held in any given year, the **Virginia FFA Association Governing Board shall make provisions for the appointment of state officers for the next succeeding year. The Virginia FFA Association Governing Board shall have the power to appoint a qualified member to fill any office, which becomes vacant between state conventions.** (Congruent with National FFA constitution)

Section I.

In the nominating process, if one area lacks an eligible candidate from a respective area, then the nominating committee has the authority to nominate a worthy candidate from another area to fill that office.

Article X. The State Advisor and Executive Secretary

The state advisor shall be the state specialist of agricultural education. The executive secretary shall be the FFA specialist. ~~named by the state advisor.~~¹⁷

Article XI. Chapter Officers

Section A.

The officers 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.

Section B.

If a **high school**¹⁸ chapter has been chartered for two years or more, all chapter officers shall have attained the Chapter FFA Degree.

Article XII. Meetings and Conventions

Section A.

Except in case of extreme emergency, a convention of the Virginia FFA Association shall be held annually prior to the national convention, at a time and place to be determined by the ~~Governing body of the~~ Virginia FFA Association **Governing Board**. The purpose of the state convention shall be to conduct business of the state association and to recognize outstanding achievements of FFA members and chapters.

¹⁷ Eliminated language due to position funding structure

¹⁸ Clarifying language for Virginia as the state has middle school chapters

Section B.

At the state convention, each chapter shall be entitled to two official delegates from its active membership, plus one additional delegate for each 50 active members or major fraction thereof above the first 100. The delegates shall be selected by the local chapter. A quorum shall exist when both the following conditions are met at the time business is conducted: a majority of the official delegates registered at the state convention are present and a majority of the chapters are represented by official delegates.

Article XIII. Committees

The president of the Virginia FFA Association shall appoint two regular committees annually: the Auditing Committee, which shall review the auditors' report(s) on all FFA financial accounts; and the state Program of Activities Committee, which shall establish the annual goals and objectives of the state association. Other committees may be appointed as deemed necessary.

Article XIV. Dues

Section A.

Annual membership dues of the Virginia FFA Association shall be established by a majority vote of the delegates at the state FFA convention.

Section B

The membership year of the Virginia FFA Association shall be from September 1- August 31.

Section C.

The annual membership dues of a chapter shall be established by a majority vote of the membership at a regular chapter meeting.

Section D.¹⁹

Fifty cents of each members' dues will be designated to pay for the State FFA Leadership Camp.

Articles XV. Amendments

Proposed amendments to the Virginia FFA Constitution and Bylaws may be submitted by an FFA chapter, the State FFA Executive Committee, or the **Agricultural Education Advisory Committee** *. Proposed amendments must be submitted in writing to the state association by April 1 for review by the **Virginia FFA Association Governing Board**. * All proposed amendments to the Virginia FFA Constitution and Bylaws must be submitted by the state advisor to the FFA chapters at least 45 days prior to the state FFA convention. The State FFA Officers shall present their recommendations concerning each amendment to the delegates at the state convention. An amendment to the Virginia FFA Constitution may be adopted by a two-thirds

¹⁹ Language added based on historical practice, and lack of evidence it was ever officially removed from the document

* Official name change

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. Amendments to the Bylaws must not conflict with the Virginia FFA Constitution.

Article XVI. ~~State Board of Directors-Virginia FFA Association Governing Board~~

Section A.

Governing Body

1. The state governing body of the organization shall be the ~~State Board of Directors-Virginia FFA Association Governing Board~~, which shall consist of: the state FFA advisor, who shall serve as chairperson; one agricultural education instructor, elected from each of the state FFA areas, ~~at the Virginia Association of Agricultural Educators (VAAE) summer conference~~; one representative from the ~~State FFA Agricultural Education Advisory Council~~; one representative from the State FFA Foundation; and one representative from the State FFA Alumni Association. The state FFA executive secretary and the administrator of the memorandum of understanding (MOU) shall serve as ex-officio members of the ~~State FFA Board of Directors-Virginia FFA Association Governing Board~~. **
2. The terms of office of members, other than the ex-officio members, shall be prescribed in the bylaws.²⁰
3. The ~~State FFA Board of Directors-Virginia FFA Association Governing Board~~ shall meet at least once each year at such time and place as may be prescribed by the board and shall present an annual report.
4. The duties of the ~~State FFA Board of Directors-Virginia FFA Association Governing Board~~ shall include: interpret rules governing the activities of the state association, including the State FFA Convention; to have full power to prescribe new regulations that the board deems necessary in connection with the operation of the organization, including the State FFA Convention; to interpret rules and regulations applicable to the State FFA Convention; and to review recommendations from the ~~State FFA Agricultural Education Advisory Council~~ and the State FFA Executive Committee and take any action deemed appropriate.

Section B.

Governing ~~Board Executive~~ Committee

The chairperson and two members of the ~~State FFA Board of Directors-Virginia FFA Association Governing Board~~ shall be designated by the board to serve as the ~~Governing-Governing Board Executive~~ Committee and shall have the power to deal with items of business of the state organization ~~when it is impossible for the entire Virginia FFA Association Governing Board to convene~~. All official actions of the ~~Governing-Governing Board Executive~~ Committee shall be reported to the ~~State FFA Board of Directors-Virginia FFA Association Governing Board~~.

**Clarifying language

²⁰ We have six areas and with four-year terms, individuals may not be able to rotate off. With three-year terms, then there can be staggered rotation and overlap with agricultural education advisory council.

Article XVII. ~~State FFA Agricultural Education Advisory Council~~²¹

The ~~State FFA Agricultural Education~~ Advisory Council shall consist of two instructors of agricultural education from each FFA area in the state **as elected by the VAAE²²**; two at-large agricultural education members, **appointed annually by the state advisor; the** past State FFA President; the current President of the VAAE; **and others** appointed annually by the state advisor. The duties of this council shall be to represent FFA chapters and advisors on matters pertaining to the conduct of the entire program; to arbitrate conflicts at the area, federation and chapter level; to review State FFA Degree applications, Star FFA Degree applications, Proficiency Award applications, and National Chapter Award applications; make recommendations to the state advisor; recommend changes, revisions and/or new rules and regulations to the ~~State FFA Board of Directors~~ **Virginia FFA Association Governing Board** and the state advisor; and to serve in any capacity in which it may be called upon by the state advisor.²³

~~Advisory members will be elected by the areas during the VAAE summer conference. Terms will begin August 1. Areas will elect one advisory council member annually to serve a two-year term on a staggered, rotating schedule as determined by the Agricultural Education Advisory Committee ^{***}. Members can serve consecutive two-year terms and if an area has a vacancy, an area representative will be appointed by the state FFA advisor. In the event a member of the Virginia Agricultural Education Advisory Council is unable to complete their term, the state FFA advisor shall appoint a person to fill that position, with opportunity for election, by the area(s) during the VAAE summer conference.~~

Articles XVIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Virginia Association of Future Farmers of America in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws, or any special rules of order the State FFA Association may adopt. The chairperson of the ~~State FFA Board of Directors~~ **Virginia FFA Association Governing Board** and the Executive Secretary shall appoint the parliamentarian for the State FFA Association.

²¹ Advisory Council should have its own article and section, but be placed in section of constitution following Governing Board rather than with committees and dues.

²² Assure VAAE is spelled out prior in the document before reaching this section

²³ Moved to bylaws. The duties of the Advisory Council are located in the bylaws.

*** language consistent with governing board

Bylaws

Article I. Relationships to the Constitution

The bylaws shall be a part of the Constitution of the Virginia FFA Association.

Article II. Location of Offices

The headquarters and principal office of the Virginia FFA Association shall be at the Virginia Department of Education in Richmond, Virginia. The business office shall be in the James Monroe Building, 101 North 14th Street, P.O. Box 2120, Richmond, Virginia 23218-2120.²⁴

Article III. Duties of State Officers

Section A.

President. It shall be the duty of the president to preside over the state convention and over meetings of the State ~~FFA Executive Committee~~ ^(reject change) ~~Executive Committee and officer team.~~ The president shall appoint all committees and may serve as an ex-officio member of these committees. ~~Should the office of president become vacant, the secretary shall assume the duties of the president, followed in turn by the vice president(s), treasurer, reporter, and sentinel.~~²⁵

Section B.

Vice-Presidents. It shall be the duty of each vice-president to represent the membership of the Virginia FFA Association ~~and assist in the coordination of the delegate process and committees.~~²⁶ ~~Should the office of president become vacant, the first vice president shall assume the duties of the president, followed in turn by the second, third, fourth, and fifth vice presidents.~~

Section C.

Secretary. It shall be the duty of the secretary to keep minutes of the meetings of the state FFA executive committee and the state convention, and perform other duties as directed by the state FFA executive committee and/or the state executive secretary.

Section D.

Treasurer. It shall be the duty of the treasurer to assist the executive secretary in keeping the financial records of the state association.

Section E.

Reporter. It shall be the duty of the reporter to prepare news articles of interest to the state association for publication and broadcast, to coordinate the work of the chapter reporters, to arrange for participation in state radio and/or television programs, and to serve as public relations officer of the state association.

²⁴ For the state association, this is official IRS address

²⁵ There is only one Secretary and they are second in rank of succession

²⁶ In line with Robert's Rules of Order

Section F.

Sentinel. It shall be the duty of the sentinel to see that the meeting place is properly set up, to care for state association paraphernalia and equipment, to attend the door and welcome visitors during the meetings, to take charge of candidates for degrees during initiations, and to assist with entertainment features of programs.

Section G.

Past State President. It shall be the duty of the Past State President to chair the nominating committee, to serve on the FFA camp board without a voting privilege, to serve on the Virginia FFA Foundation Board, and on the **Agricultural Education** Advisory Committee for their one-year term.

Article IV. Duties of the State FFA Advisor and Executive Secretary

Section A.

State Advisor. It shall be the duty of the State FFA Advisor to:

1. Serve as chairperson of the ~~state governing body~~ **Virginia FFA Association Governing Board**.
2. Advise the State FFA officers, **Agricultural Education** Advisory Committee, delegates and committees on matters of policy and assist the officers in conducting meetings and carrying out programs.
3. Serve as an ex-officio member of all committees.
4. Provide for the review of all applications for the State FFA Degree and submit them in turn to the state governing body for approval.

Section B.

State Executive Secretary. It shall be the duty of the State FFA executive secretary to:

1. Issue charters to chapters when directed to do so by the state governing body.
2. Keep official records of members and progress of the state association.
3. Review all reports from chapters and inform the State FFA Executive Committee and the **Agricultural Education** Advisory Committee of any proceedings which conflict with the provisions of the Virginia FFA Constitution.
4. Submit an annual budget to the State FFA Executive Committee.
5. Provide for complete and accurate minutes of the meetings of the **Agricultural Education** Advisory Committee and any other committee affecting the state association, and furnish copies to the State FFA Executive Committee.
6. Keep a record of all officers of the state association and their terms of office, and of all official state convention delegates.
7. ~~Arrange for~~ **Plan** the annual state convention.
8. Be responsible for the final assets of the state association except as otherwise directed by the ~~state governing body~~ **Virginia FFA Association Governing Board**.
9. Present an annual financial report to the ~~state~~ **Virginia FFA Association Governing Board**, **the State FFA** Executive Committee, ~~the~~ **Agricultural Education Advisory Council**, and official delegates at the state convention.
10. Perform other duties as directed by the ~~state~~ **Virginia FFA Association Governing Board**, ~~state~~

~~advisory committee~~ Agricultural Education Advisory Council, and/or the state advisor.

Article V. The Fiscal Year

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

Article VI. Inspection of Books and Records

Books and records of the state association may be inspected by any member or member's agent at any reasonable time. Arrangements for such inspection shall be made with the State FFA advisor.

Article VII. Reports to the National Organization

Section A.

The Virginia FFA Association shall submit the following information annually to the national organization:

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

Article VIII. Procedure for Issuing Charters to Chapters

Section A.

The State FFA advisor and/or ~~governing body of~~ the Virginia FFA Association **Governing Board** 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 chapter
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 IX. Procedures for Electing Members of the ~~Board of Directors~~ Virginia FFA Association **Governing Board**

Section A.

The agricultural education instructor representatives on the ~~State Board of Directors~~ Virginia FFA **Association Governing Board** shall be elected members of their professional organization in their respective area. The representative of the ~~State FFA Agricultural Education~~ Advisory Council shall be appointed by the state advisor. The representative of the State FFA Foundation and the State FFA Alumni Association shall be elected or appointed from their respective organizations.

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In the event an elected member of the ~~State Board of Directors~~ Virginia FFA Association **Governing Board** is unable to attend a scheduled meeting, the elected alternate or other representative selected by that board member shall serve at that meeting.

Section B.

The term of service for the elected members of the ~~State Board of Directors~~ Virginia FFA Association **Governing Board** shall begin on ~~July~~ August 1 and continue for a ~~four~~ three-year period. ~~Members can serve consecutive terms.~~ Rotation of terms is set by the Virginia FFA Association **Governing Board**.

Section C.

In the event a member of the ~~State Board of Directors~~ Virginia FFA Association **Governing Board** cannot complete their term, the state FFA advisor shall appoint a person to fill that position.

Section D.²⁷

The term of service for the elected members of the Agricultural Education Advisory Council shall be staggered with two members appointed and two retiring each year. The terms shall begin on August 1 and will continue for a two-year period.

Article X. ~~State FFA Board of Directors Meeting~~ Virginia FFA Association **Governing Board**

Section A.

The meetings of the ~~State Board of Directors~~ Virginia FFA Association **Governing Board** shall be held as such place and time as prescribed by the board.

Section B.

Special meetings of the board may be called by the chairperson

Section C.

Notice of meetings shall be given to each member of the board not less than thirty days prior to any regular meeting and not less than five days prior to any special meeting

²⁷ Section D will be moved along with the advisory council article