

Waverly FFA Chapter Constitution

Adopted September 24, 2013

Bylaws Amended May 7, 2017

Amended February 22, 2020

ARTICLE I - Name, Mission and Strategies

Section A. The name of this organization shall be the Waverly FFA Chapter of the National FFA Organization and the Nebraska FFA Association.

Section B. The mission and strategies for this chapter are as follows:

FFA makes a **positive difference** in the lives of students by developing their potential for **premier leadership, personal growth** and **career success** through **agricultural education**.

1. Develops competent and assertive agricultural leadership.
2. Create and nurture a liking to agricultural life.
3. Strengthen the confidence of agriculture students in themselves and their work.
4. Promote the intelligent choice and establishment of an agricultural career.
5. Encourage members in the development of individual agricultural experience programs and establishment in agricultural careers.
6. Encourage members to improve the home and its surroundings.
7. Develop interpersonal skills in teamwork, communications, human relations and social interaction.
8. Build character and promotes citizenship, volunteerism and patriotism.
9. Promote cooperation and cooperative attitudes among all people.
10. Promote thrift in personal and organizational activities.
11. Encourage excellence in scholarship.

Section C. 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.
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 the agriculture 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 group activities by providing awards to deserving members and supporters.

ARTICLE II - Organization

Section A. The Waverly Chapter of FFA is a chartered local unit of the Nebraska Association of FFA, which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the Association of FFA as well as those of the National FFA Organization.

Section C. The regular activities of this chapter shall be carried on by the active membership.

Section D. All articles of this constitution must also meet or exceed requirements of the Waverly Public Schools.

ARTICLE III – Membership

Section A. Types of membership include active, alumni and honorary.

Section B. Active membership will be limited to students in regular attendance at Waverly High School.

Active members are considered in good standing when they who meet the following guidelines:

1. Enrolled in at least one (1) agricultural education course during the school year. Members may retain their active membership until November 30, following the fourth National FFA Convention graduation from Waverly High School. FFA members who cannot take an agricultural education course during year must have documented plans for an SAE and have carried out these plans during that year of

membership. This opportunity is only available for one year for each member.

2. Attends 50% of the local chapter meetings.
3. Shows an interest in and takes part in the affairs of the chapter.
4. Develop and participate in Supervised Agricultural Experience Program.
5. Show an interest in the activities of the chapter by attending meetings, striving for degrees of membership and participating in activities of the chapter.
6. Pay all local, state and national dues by the date established by the chapter.

Active members in good standing may vote on all business that comes before the chapter.

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

Section D. Honorary membership shall be open to agricultural producers, school administrators, members of the board of education, chapter advisors, teachers, school staff, community members and others who are helping advance agricultural education and the FFA and who have rendered outstanding service.

Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree

ARTICLE IV - Emblems

Section A. The emblem of the FFA shall be the emblem for the chapter.

Section B. Emblems used by the members shall be designated by the National FFA Organization.

ARTICLE V - Degrees and Privileges of Active Membership

Section A. There shall be four degrees of active membership based on individual achievement. These degrees are: (1) Greenhand FFA Degree, (2) Chapter FFA Degree, (3) State FFA Degree and (4) American FFA Degree. All "Greenhands" are entitled to wear the regulation bronze emblem pin. All

members holding the Chapter FFA Degree are entitled to wear the regulation silver emblem pin. All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm. All members holding the American FFA Degree are entitled to wear the regulation gold emblem key.

Section B. Greenhand FFA Degree. Minimum qualifications for election:
(Refer to National Constitution.)

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the meaning of the FFA Creed, Motto, and Salute.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the 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 the Official FFA Manual and the FFA Student Handbook.
7. Submit a written application for the Greenhand FFA Degree.

Section C. Chapter FFA Degree. Minimum qualifications for election:
(Refer to National Constitution.)

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. Must have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Must have earned and productively invested at least \$150 by the member's 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. Must have effectively led a group discussion for 15 minutes.
6. Must have demonstrated five procedures of parliamentary law.
7. Must show progress toward individual achievement in the FFA award programs.

8. Must have a satisfactory scholastic record.
9. Must submit a written application for the Chapter FFA Degree.

Section D. State FFA Degree. Minimum qualifications for selection:

1. Qualifications for the State FFA Degree are those set forth in the constitution of the state FFA association and National FFA Organization.

Section E. American FFA Degree. Minimum qualifications for selection:

1. Qualifications for the American FFA Degree are those set forth in the constitution of the National FFA Organization.

ARTICLE VI - Chapter Officers

Section A. Up to eight (8) officers will be selected to serve on the senior FFA officer team. Up to eight (8) officers will be selected to serve on the junior FFA officer team. The teacher(s) of agricultural education shall be the FFA advisor(s). Chapter officers shall work as a team to accomplish the goals of the chapter membership.

Section B. Officers shall be selected annually before the annual banquet using the process described in the Bylaws: Article III - Chapter Officer Selection Process.

1. Newly elected officers shall be installed at the annual banquet using official FFA ceremonies.
2. Senior and Junior Officers must hold the Greenhand FFA Degree unless special circumstances prevent it.
3. Officers shall be expected to perform the usual duties of their respective offices as listed in the chapter Bylaws, Article IV - Officer Duties and Expectations.

Section C. Resignation, Removal of Officer, Officer Vacancies
Details regarding the aforementioned can be found in the chapter Bylaws: Article V – Resignation, Removal of Officers, Other Vacancies

In the event that a chapter officer cannot or will not perform the assigned duties of his/her office, the chapter shall select a replacement officer with full responsibilities and privileges of that office by using the process described in the Bylaws, Article V – Resignation, Removal of Officers, Other Vacancies.

Section D. Executive Committee.

The officers of the chapter shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary for the chapter in accordance with the actions taken at chapter meetings and various regulations or bylaws adopted from time to time.

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

ARTICLE VII - Dues

Section A. Local dues in this chapter shall be fixed annually by a majority vote of the active members.

Section B. Full local, state and national dues shall be paid by all active members.

Section C. No member shall be considered as active and in good standing unless he/she pays full local, state and national FFA dues.

ARTICLE VIII – Meetings

Section A. Regular chapter meetings shall be held once each month during the year at such time and place as is designated by the advisor and officers. Special meetings may be called at any time.

Section B. Two delegates from the active membership will represent the chapter at the State Convention. Other delegates may be named as necessary in order to have proper representation at the various other FFA meetings within the state.

Section C. The membership at any regularly scheduled meeting shall constitute a quorum and a quorum must be present at any meeting at which business is transacted or a vote taken committing the chapter to any proposal or action.

Section D. Honorary members, Alumni members, and active members who have graduated from high school shall not vote nor shall they hold any office in the chapter.

ARTICLE IX - Amendments

Section A. This constitution may be amended or changed at any regular chapter meeting by a two-thirds vote of the active members present providing it is not in conflict with the state association constitution or that of the National FFA Organization.

Section B. Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a two-thirds vote of the active members present providing such bylaws do not conflict in any way with the constitution and bylaws of either the state association or the national organization.

Waverly FFA Chapter Bylaws

ARTICLE I – Relationship to Constitution

The Bylaws shall be a part of the Constitution of the Waverly Chapter of FFA.

ARTICLE II – Location of Offices

The headquarters and principal office of the Waverly Chapter of FFA shall be at Waverly High School, 13401 Amberly Road, Waverly, NE 68462.

ARTICLE III – Chapter Officer Selection Process

Section A. Officer Applicants will be asked to submit an application prior to the assigned deadline and interview with the Nominating Committee at the set time and place. The committee shall establish a procedure for each interview so that each candidate is treated equally and fairly. There shall be not harassment or embarrassment involved with the interviews or nominating procedures outlined below. Senior FFA officers will be invited serve as advisory members of the Nominating Committee but will not participate in scoring or slating. The Chapter Advisor(s) will facilitate the process by answering questions and tallying scores but will not participate in scoring applications or interviews.

Section B. Nominating Committee

The Nominating Committee should be comprised of no less than 3 and no more than 5 adult persons from the surrounding area. Individuals selected should be those who can objectively evaluate the applications, interview candidates and slate a ballot of candidates. Whenever possible, family members, employers, and others close to one or more candidates will not be chosen, however, not all connections can be avoided. Senior officers are also invited to be advisory members of this committee and serve as facilitators along with the advisor(s).

Section C. Requirements for eligible candidates

1. Member in good standing as described in Article III, Section B of the Waverly FFA Constitution.
2. The Senior Officer team will consist of members who hold the Greenhand or Chapter FFA degree.
3. The Junior Officer team will consist of members who hold the Greenhand FFA degree.
4. Satisfactory academic standing

Section D. Application:

1. One fourth of the officer selection process will be the application.
2. All applicants must submit a completed Officer Application with all components (application, signed commitment form and signed contract) by the posted deadline.
3. The applications will be evaluated by the Nominating Committee. The evaluation will include, but not be limited to, involvement in the Waverly FFA

Chapter activities, other community and high school involvement, vision and desire to serve, and overall neatness and impression of the application.

4. Creativity, ability and willingness to explore new ideas are traits that should be expressed in strong applications.
5. Conventions such as grammar and spelling should be evaluated as a component of the application secondary to the content of the application. Candidates are strongly encouraged to type and have the application proof-read by another person.

Section E. Election

1. One fourth of the officer selection process will be the chapter vote.
2. A ballot listing all applicants will be presented to the FFA membership prior to the officer interviews. Each member in good standing may vote on the eight (8) members they desire to represent them as a chapter officer.

Section F. Interview

1. One fourth of the officer selection process will be the interview.
2. The applicants will be evaluated in a formal (candidates in official dress) interview by the nominating committee. The evaluation will include the content and completeness of the answers, as well as the candidates poise and ability to communicate with the interviewers.
3. Focus on the candidate's ability to answer the questions with specific examples and original ideas.
4. Candidates should also have the enthusiasm and charisma to inspire other members to achieve these same goals.
5. The nominating committee will make the final selection for President, Secretary and up to six (6) Vice Presidents.
6. The nominating committee will also select an individual to serve as the Student Liaison to the Waverly FFA Alumni Chapter. This responsibility requires the student to represent the chapter at all Alumni meetings and provide a report of recent chapter activities as well as providing the student voice in Alumni discussions. If this individual cannot make the Alumni meetings it is their responsibility to find an FFA member to fulfill this role.

Section G. Participation

1. One fourth of the officer selection process will be the candidate's participation in activities over the past 11 months (starting with the previous banquet).
2. The activity points will be recorded in the applicant's AET account and entered by the application, the advisor or another appointed member.

Additional positions which may be selected by the nominating committee by those whom have submitted an application and gone through an interview include three committee chairperson positions for the community, chapter and membership committees.

ARTICLE IV – Chapter Officer Duties and Expectations

Section A. Senior Chapter Officer Duties

Chapter officers serve a vital function in the FFA organization. By accepting a major leadership role, these students grow personally from the experience and the chapter benefits. It should be the officer's goal to lead by example and encourage all members to participate in the chapter activities. There are specific duties and responsibilities that related directly to each office.

President

1. Preside at the all of the chapter meetings.
2. Sign all official documents or authorize execution of said documents.
3. Appoint student committees and serve as an ex-officio member of all student committees.
4. Represent the chapter in official functions.
5. Schedule meetings and officer meetings before chapter meetings.
6. Plan effective chapter meeting agendas with the secretary.
7. Coordinate chapter activities with outside parties and evaluate results of the Program of Activities.
8. Work with advisor(s) and officer team in preparing a yearly calendar.
9. Keep officer team informed of responsibilities and upcoming projects.
10. Coordinate officer team effort on the National Chapter Award Application.

Secretary

1. Make and keep correct records or minutes of proceedings of the chapter and executive committee.
2. Provide oral report of minutes of the previous meeting at each chapter meeting.
3. Prepare and post the meeting agendas.
4. File reports; maintain member activity records and committee reports.
5. Update policy documents as directed.
6. Work with advisor(s) and officer team in preparing a yearly calendar.

Additional duties to be divided up by the officer team:

1. Perform the duties of the president in the event of the absence of the President.
2. Coordinate the operations of all student committees.
3. Serve as an ex-officio member of all student committees.
4. Account for all funds and property of the chapter.
5. Provide direction and oversight to any and all who handle the monies of the chapter.
6. Assure that the financial polities of the chapter and Waverly Public Schools are followed completely.

7. Present monthly financial reports at chapter meetings.
8. Assist in preparing the annual chapter budget.
9. Assist in planning and conducting chapter fund raising events.
10. Develop public relations strategies to accurately define to the public image of the agricultural education program and FFA chapter.
11. Develop press releases concerning chapter activities.
12. Make updates on the chapter website, Facebook page, Twitter and other media accounts.
13. Develop working relationships with all local and school district media.
14. Responsible for maintaining all meeting equipment and maintain an inventory of such equipment.
15. Ensure that all meeting and social venues are ready to receive member and guests prior to each function.
16. Take charge of candidates for degrees and awards ceremonies.
17. Ensure a welcoming environment for guests.
18. Ensure a complete photographic record of all chapter activities.
19. Direct the construction of the annual chapter scrapbook.
20. Maintain the collection of historical items of the chapter.
21. Maintain a record of leadership points for chapter members with the help of one (1) other officer.
22. Help maintain chapter resource files for Leadership Skills Events and Career Development Events.

All officers will perform the following duties:

1. Work with advisor(s) and officer team in preparing a yearly calendar.
2. Work with advisor(s) and officer team in development of the chapter's Program of Activities.
3. Assist the President in maintaining order.
4. Make recommendations for updates on the chapter website, Facebook page, Twitter and other media accounts.
5. Possess a thorough knowledge of parliamentary procedure.
6. Assist president with questions of procedure during meetings.
7. Represent the chapter in a professional manor.

Section B. Junior and Senior Chapter Officer Expectations

1. A genuine desire to be part of a leadership team and willingness to accept responsibility for the specific duties of their elected office.
2. A sincere effort to work with all chapter members in meeting their personal, leadership, and chapter goals.
3. A commitment to leading by example including:
 - a. Participation in at least one Career Development Event and one Leadership Skills Event.
 - b. Actively participating in all fund raising activities and service activities.

- c. Serving on the banquet planning committee.
 - d. Develop an understanding of the chapter constitution, Bylaws and Program of Activities.
4. Promote a positive, optimistic image of the FFA Chapter and work to recruit new members.
 5. Possess a working knowledge of correct parliamentary procedure to conduct efficient meetings and memorize their part in opening and closing ceremonies.
 6. Required attendance to Chapter Officer Leadership Training (Senior team only) in May and the Chapter Officer retreat.
 7. Schedule and attend all officer meetings and attend all chapter meetings and activities unless excused by an advisor in advance.
 8. Communicate with chapter members and advisor(s). Be accurate, clear and fair so everyone understands the message being conveyed.
 9. Respect other officers, members, advisor(s) and school or event staff at all times.
 10. To abide by and adhere to the officer accountability procedure.

ARTICLE V – Resignation, Removal of Officers, Other Vacancies

Section A. Resignation

Any officer may resign at any time by giving written notice to the advisor, president and secretary. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

Section B. Removal

The advisor(s) or the executive committee with the advice and consent of the advisor, may, with good cause, remove any officer elected by the chapter. Good cause shall include, but not be limited to, violation of the provisions of the chapter's officer contract, violation of chapter or departmental rules of conduct, violation of the school code of student conduct or violation of state or federal laws. See disciplinary and probation procedures for more information.

Section C. Should the office of president become vacant; one of the vice presidents shall assume the title and duties of president. This person will be selected by a committee review process which may include an application and/or interview. Committee members will be adults with no direct ties to the chapter.

Section D. The executive committee may appoint an interim officer to fill any other vacancy until the chapter elects a qualified replacement.

ARTICLE VI – Attendance at Conventions and other special events

Section A. National Convention

1. A maximum of 10 participants may attend in addition to any members who have qualified through competition.
2. Members in good standing may submit an application for attendance by the posted deadline. Applications will be reviewed by a special committee of 3 adults selected by the advisor(s). The same guidelines will be used as for the selection of the Nominating Committee for officer interviews stated in Article III, Section B of the Chapter Bylaws.
3. Fundraising goal met per student, dues and any other funds owed turned in, activity points will be taken into consideration, meets WHS eligibility guidelines, interview conducted, if necessary.
4. Preference will be given to those members who have not previously attended or those who have attended the least number of years although this will not be the single determining factor.

Section B. State Convention

1. Qualification in a Proficiency Award, Leadership Skills Event or a Career Development Event, selection to State Chorus, earning the State FFA Degree or members in good standing may attend.
2. Fundraising goal met per student, dues and any other funds owed turned in, activity points will be taken into consideration, meets WHS eligibility guidelines.
3. If member did not meet the fundraising goal, they can pay the registration fee and any other costs involved in their attendance to the convention for one day.

Section C. Husker Harvest Days

1. Members in good standing may submit an application for attendance.
2. Members selected through the application process may attend Husker Harvest Days by paying dues from previous year and any other funds owed turned in, activity points will be taken into consideration, meets WHS eligibility guidelines.
3. FFA medical release and conduct form completed & turned into advisory by date set by the advisor(s).

ARTICLE VII – Awards Selection

Section A. Local awards will be given in years, which a qualified candidate exists. The following local awards and criteria govern local award selection. Other local awards may be given at the discretion of the Advisor(s) and/or Executive Committee.

Section B. Star Greenhand

1. Chosen from a newly raised Greenhand

2. Selected by a team to include the advisor and at least one community member.
3. Chosen on the bases of FFA involvement, SAE planning and GPA.

Section C. Star Chapter Farmer

1. Chosen from sophomores, juniors or seniors who hold the Chapter FFA Degree engaging in an entrepreneurship SAE.
2. Selected by a team to include the advisor and at least one community member.
3. Chosen on the bases of FFA involvement, SAE planning and GPA. Priority is given to SAE Program.

Section D. Star Chapter Agribusiness

1. Chosen from sophomores, juniors or seniors who hold the Chapter FFA Degree engaging in an agribusiness SAE.
2. Selected by a team to include the advisor and at least one community member.
3. Chosen on the bases of FFA involvement, SAE planning and GPA. Priority is given to SAE Program.

Section E. Star Chapter Agriscience

1. Chosen from sophomores, juniors or seniors who hold the Chapter FFA Degree engaging in an agriscience SAE.
2. Selected by a team to include the advisor and at least one community member.
3. Chosen on the bases of FFA involvement, SAE planning and GPA. Priority is given to SAE Program.

Section F. Star Chapter Agricultural Placement

1. Chosen from sophomores, juniors or seniors who hold the Chapter FFA Degree engaging in an agricultural placement SAE.
2. Selected by a team to include the advisor and at least one community member.
3. Chosen on the bases of FFA involvement, SAE planning and GPA. Priority is given to SAE Program.

Section G. Proficiency Awards

1. Members submit an application if they have not submitted an application at the district level.
2. All district applications will be reviewed for the local award in each area.

Section H. Scholarship Awards

1. Any member is eligible.
2. Awards will be given to students with cumulative GPA of 94% or above.

Section I. Leadership Awards

1. Any member is eligible.
2. Three awards will be given to top 3 students with the most activity points.
3. Members earning 200 activities points or more will be presented with a pin the first time they are recognized and mentioned at the banquet in subsequent years of reaching 200 points.

Section J. Community Service

1. Any member is eligible.
2. Awards will be given to students participating in at least half of the chapter's community service activities.

ARTICLE VIII – Transactions of the Chapter

Section A. The fiscal year of the chapter shall begin on August 1 and end on July 31.