

**CONSTITUTION  
of the Carroll Area Chapter  
of the National FFA Organization -- Affiliated  
with the IOWA FFA ASSOCIATION**

**Approved: December 4, 2023**

**ARTICLE I: NAME**

The name of this organization shall be the Carroll Area Chapter of the Iowa FFA Association and the National FFA Organization. The letters "FFA" are used to designate the chapter, its activities, and/or members thereof.

**ARTICLE II: AIMS AND ACTS OF THE ORGANIZATION**

The objectives and purposes of the Carroll Area FFA Chapter are set forth in Section 3 of the National FFA Organization's charter, Public Law 105-225 as amended by 116-7 (formerly 81-740). The Carroll Area FFA Chapter shall cooperate with national and state governing agencies and officials for vocational education in accomplishing these objectives and purposes and the following aims and activities, which the governing body has determined, pursuant to Section 3(8) of the organization's charter, to be appropriate aims and activities within the framework of objectives and purposes established by the organization's charter:

1. To be an integral part of the organized instructional programs in agricultural education which includes preparation for occupations in agriculture, food and natural resources (AFNR).
2. To build confidence of students in themselves and their work by developing desirable work habits and the effective use of their time by learning to assume responsibilities and by developing personal and occupational competencies in communications, human resources and social abilities leading to intelligent choices of careers and successful employment in agriculture.
3. To foster programs and activities which will develop leadership, character, scholarship and occupational pride, training for useful citizenship, patriotism, thrift and the improvement in community life by encouraging members to improve the home and its surroundings and to develop and improve the community, including its economic, environmental and human resources.
4. To recognize achievement in supervised agricultural experience programs, scholarship, leadership and other individual and group achievements by providing awards to deserving members.

**ARTICLE III: ORGANIZATION**

SECTION A: The Carroll Area FFA Chapter is affiliated with the Iowa FFA Association and the National FFA Organization and accepts the provisions of their constitutions and bylaws.

SECTION B: The local chapter shall be composed of members within secondary school programs where recognized systematic instruction in agricultural education is offered under the provisions of the federal vocational education legislation. The chapter operates as an integral part of the instructional program of agricultural education under the responsibility of the local school system.

SECTION C: In case a 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 in the school concerned, providing proper supervision and guidance can be given to the chapter work by a member of a school faculty having the approval of the State Advisor. The chapter charter must be surrendered to the State Advisor at the end of the 36-month period indicated if agricultural education is not in operation again at that time.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

SECTION A: Membership in this organization shall be of two types: (1) student and (2) honorary.

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. Secondary agricultural education programs are considered grades 7-12.

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

1. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pay all current state and national dues by the date determined by the chapter.
  - a. Annual membership dues in the Iowa FFA Association shall be fixed by the state officers and board of directors on the basis of an annual budget subject to the approval of a majority of the delegates present at the annual state conference. These dues may be met by individual members or by chapters, as the chapters elect. State and national dues shall be collected from student members.
  - b. Chapter dues shall be fixed by the chapter executive committee subject to approval by the majority vote of the chapter membership.
4. 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 active 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 active membership for application for advanced degrees of membership must resume active 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 participation in the FFA international program for six months 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: There shall be five degrees of student membership based upon achievement. These are: (1) Discovery FFA Degree; (2) Greenhand FFA Degree; (3) Chapter FFA Degree; (4) Iowa FFA Degree; and (5) American FFA Degree. The national organization shall set the minimum qualifications for each degree excluding the Iowa FFA Degree, which are set by the Iowa FFA Association.

1. Discovery FFA Degree - To be eligible to receive the Discovery FFA Degree from the chapter, the member must meet the following minimum requirements:
  - a. Be enrolled in agricultural education class for at least a portion of the school year while in grades 7-8.
  - b. Have become a dues paying member or included in the program affiliation fee of the FFA at local, state and national levels.
  - c. Participate in at least one local FFA chapter activity outside of scheduled class time.
  - d. Have knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
  - e. Be familiar with the local FFA chapter program of activities.
  - f. Submit a written application for the degree.
2. Greenhand FFA Degree - To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum requirements:
  - a. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
  - b. Learn and explain the FFA creed, motto, salute and FFA mission statement.
  - c. Describe and explain the meaning of the FFA emblem and colors.
  - d. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
  - e. Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws and the chapter program of activities.
  - f. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.
  - g. Submit a written application for the degree.

3. Chapter FFA Degree - To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum requirements:
  - a. Must have received the Greenhand FFA Degree.
  - b. 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.
  - c. Have participated in the planning and conducting of at least three official functions in the chapter program of activities.
  - d. A student after entering agricultural education must have:
    - i. Earned and productively invested at least \$150 by the member's own efforts; or
    - ii. Worked at least 45 hours in excess of scheduled class time; or
    - iii. A combination thereof and have developed plans for continued growth and improvement in a supervised agricultural experience program.
  - e. Have effectively led a group discussion for 15 minutes.
  - f. Have demonstrated five procedures of parliamentary law.
  - g. Show progress toward individual achievement in the FFA award programs.
  - h. Have a satisfactory scholastic record.
  - i. 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.
  - j. Submit a written application for the Chapter FFA Degree.
4. Iowa FFA Degree - To be eligible to receive the Iowa FFA Degree from the state association, the member must meet the following minimum requirements:
  - a. Have received the Chapter FFA Degree and have been a student FFA member for at least two years (24 months) at the time of receiving the Iowa FFA Degree.
  - b. 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.
  - c. A student after entering agricultural education must have:
    - i. Earned and productively invested at least \$1,500; or
    - ii. Worked at least 375 hours in excess of scheduled class time; or
    - iii. A combination thereof, in a supervised agricultural education program.
  - d. Have participated in at least 25 additional, unduplicated hours of community service activities within at least two different community service activities.
  - e. Demonstrate leadership ability by:
    - i. Performing ten procedures of parliamentary law.
    - ii. Giving a six-minute speech on a topic relating to agriculture or the FFA.
    - iii. Serving as an officer, committee chairperson or a participating member of a chapter committee.
  - f. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
  - g. Have participated in the planning and completion of the chapter program of activities.

- h. Have participated in at least five approved FFA activities above the chapter level.
  - i. Meet other requirements as established by the Iowa FFA Association.
- 5. American FFA Degree - To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum requirements:
  - a. Have received the Iowa FFA Degree, have been a student member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.
  - b. Have satisfactorily completed the equivalent of at least three years (540 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.
  - c. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
  - d. 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.
  - e. A student after entering agricultural education must have:
    - i. Earned at least \$10,000 and productively invested at least \$7,500; or
    - ii. Earned and productively invested \$2,000 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.
  - f. 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.
  - g. 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 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, may be elected to receive an honorary FFA degree by a majority vote of the members present at any regular meeting or convention. An honorary member shall have none of the obligations of membership, nor will they have the privileges of membership including making motions, voting or holding office.

SECTION E: The executive committee shall review the qualifications of members and make recommendations to the chapter concerning degree advancement.

SECTION F: Membership in the Carroll Area FFA Chapter shall be automatically terminated by reason of subsequent failure to meet any of the requirements for original membership. Any member may be expelled from FFA upon recommendation of the executive committee and a two-thirds vote of the entire membership at any regular meeting. If a member is expelled or becomes ineligible, or voluntarily withdraws from the chapter, membership shall forthwith be canceled; such cancellation shall finally terminate any rights and privileges the member may have had in the organization or its property. No member, upon termination of membership, shall be entitled to any money or properties of the chapter by reason of having had a membership in the chapter.

SECTION G: FFA eligibility and membership is subject to oversight by school administration. All school policies and conduct procedures must be followed by FFA student members. Consequences for violations of any school policies or conduct procedures may include probation, suspension or termination of FFA membership and/or loss of privileges including leadership positions, travel, competitions and participation in FFA activities.

## **ARTICLE V: OFFICERS**

SECTION A: The elected officers of the Carroll Area FFA Chapter shall include 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 of agricultural education shall be the FFA advisor. The executive committee of the local chapter shall consist of the elected officers and the advisor.

SECTION B: A nominating committee shall study the qualifications of all members under consideration for chapter office. The nominating committee shall include, whenever possible, representatives of each student class, the FFA alumni and supporters chapter, and school administration. No more than two members from each student class in grades 7-11 will be allowed to serve on the nominating committee. All senior retiring officers in a given school year will be allowed to serve on the nominating committee; if there are no senior retiring officers available, then a maximum of two senior class members will be allowed to serve on the nominating committee. No immediate family members of officer candidates may serve on the nominating committee.

Members of the nominating committee must be approved by the executive committee. Substitutions for the nominating committee may be made at the discretion of the advisor, provided that advance notice is given to the executive committee.

Prior to the annual chapter banquet, the nominating committee will conduct interviews and set a central ballot of nominated officer candidates and submit their recommendations to the chapter advisor, who will present the ballot to the general membership at the regular chapter meeting preceding the chapter banquet event. The membership body present at the meeting will vote to approve or reject the ballot. If approved, the officer team will be installed at the banquet. If rejected, the ballot will be discarded and nominations will be taken for president, with a sliding

ballot and majority vote for each successive office until all constitutional offices are filled. Officers shall be installed during the chapter banquet and begin their duties following the conclusion of the installation process.

SECTION C: All candidates for chapter office shall submit a written application and nomination signature form prior to their scheduled interviews with the nominating committee. Only those candidates being nominated by the committee or those submitting applications are eligible for chapter office.

Requirements for qualified officer candidates include the following:

1. Must hold the Greenhand FFA Degree on or before installation, unless a candidate for president or vice president. Candidates for president and vice president must hold the Chapter FFA Degree on before installation.
2. Must be in acceptable academic standing and school eligibility.
3. Have and retain active FFA membership.
4. Register for at least one semester of agricultural education during their service.

SECTION D: Any chapter officer may be removed from office by a two-thirds vote of the active members upon the request of the executive committee for such action. Chapter officers may be removed immediately upon the request of the advisor and/or school administration.

In the event that a chapter officer is removed, the team may be shifted to accommodate the needs of the chapter. If the elected chapter president position becomes vacant, the elected chapter vice president will be appointed to the role of president. Other changes may be made as needed by the executive committee. Any changes in the executive committee must be approved by the general membership.

## **ARTICLE VI: MEETINGS AND CONVENTIONS**

SECTION A: Regular chapter meetings shall be held once per month during the school year at such time and place as is designated by the executive committee. Special meetings may be called at any time by the executive committee.

SECTION B: Parliamentary procedure shall be used in the conduct of chapter meetings. *Robert's Rules of Order* shall serve as the official guide for parliamentary procedure.

SECTION C: Delegates, as specified by the district and state constitutions, shall be selected annually from the active membership to represent the chapter at district and state conventions.

## **ARTICLE VII: COMMITTEES**

SECTION A: The chapter's standing committees will consist of the executive committee, plot committee, and the corresponding quality standard committees listed in the chapter program of activities. The chapter may create additional standing committees as needed.

SECTION B: Special committees may be added by the chapter whenever necessary. All special committees will expire at the conclusion of the current chapter program of activities.

SECTION C: The chapter president shall appoint all committees and committee chairpersons. The terms of service for all committee members and chairpersons shall expire at the end of the school year. The chapter president shall have the authority to remove any committee member or chairperson, with the consent of the FFA advisor.

## **ARTICLE VIII: AMENDMENTS**

SECTION A: Proposed amendments to this constitution must be submitted to the chapter secretary in writing at least two weeks in advance of a regular chapter meeting. The executive committee shall then submit to the chapter its recommendations with respect to the proposed amendment. The amendment shall then be read at a regular chapter meeting. Amendments must be approved by a two-thirds majority vote of the chapter members present and must not be in conflict with the constitutions of the Iowa FFA Association or the National FFA Organization.

SECTION B: The organization may make and alter bylaws at their leisure. The executive committee is authorized to make and adopt bylaws, which shall be subject to the approval of two-thirds of the student membership at the next regular chapter meeting. Bylaws must not conflict in any way with the constitution or bylaws of either the Iowa FFA Association or the National FFA Organization.

## **ARTICLE IX: CHAPTER BYLAWS**

SECTION A: Relationship to the Constitution - The bylaws shall be a part of the constitution of the Carroll Area FFA Chapter.

SECTION B: Duties of Chapter Officers - All chapter officers will adhere to the duties of their respective office as outlined in the most recent edition of the Official FFA Manual.

1. President - Preside over meetings according to accepted rules of parliamentary procedure, appoint committees and serve on them as an ex-officio, non-voting member, coordinate the activities of the chapter and evaluate the progress of each division of the program of activities, represent the chapter in public relations and official functions.
2. Vice President - Assume all duties of the president if necessary, develop the program of activities and serve as an ex-officio, non-voting member of the POA committees, coordinate all committee work, work closely with the president and advisor to assess progress toward meeting chapter goals.
3. Secretary - Prepare and post the agenda for each chapter meeting, prepare and present the minutes of each chapter meeting, place all committee reports in the secretary's file, be responsible for chapter correspondence, maintain member attendance and activity records and issue membership cards, have on hand for each meeting the secretary's file, a copy of the POA including all standing and special committees, the Official FFA



Manual and the Official FFA Student Handbook, and a copy of the chapter constitution and bylaws.

4. Treasurer - Receive, record and deposit FFA funds and issue receipts, present monthly treasurer reports at chapter meetings, collect dues and special assessments, maintain neat and accurate treasury records, prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary, serve as chairperson of the finance or related committee.
5. Reporter - Serve as chair of the POA public relations or related committee, plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story, release news and information to local and regional news media, publish a chapter newsletter or website, prepare and maintain a chapter scrapbook, send local stories to area, district and state reporters and to any school publications, send articles and photographs to FFA New Horizons and other national and regional publications and websites, work with local media on radio and television appearances and FFA news, serve as the chapter photographer.
6. Sentinel - Assist the president in maintaining order, keep the meeting room, chapter equipment and supplies in proper condition, welcome guests and visitors, keep the meeting room comfortable, take charge of candidates for degree ceremonies, assist with special features and refreshments.
7. Advisor - Supervise chapter activities year-round, inform prospective students and parents about FFA, instruct students in leadership and personal development, build school and community support for the program, encourage involvement of all chapter members in activities, prepare students for involvement in career development events and leadership programs.

SECTION C: Chapter Officer Term - The term of service for chapter officers shall begin at the point of installation during the annual chapter banquet event and shall end at the point of retirement during the following banquet.

#### SECTION D: Standing Committees

1. Executive Committee - President, Vice President, Secretary, Treasurer, Reporter, Sentinel, Advisor. Other elected positions may be added to the executive committee as needed by the chapter.
2. Plot Committee
3. Program of Activities Committees - The executive committee of the local chapter shall annually appoint committees that correspond with the quality standards of the chapter's program of activities:
  - a. Growing Leaders Division
    - i. Leadership Committee - Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.
    - ii. Healthy Lifestyle Committee - Activities that promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.

- iii. Scholarship Committee - Activities that develop a positive attitude toward lifelong learning experiences.
  - iv. Personal Growth Committee - Activities conducted that improve the identity and self-awareness of members.
  - v. Career Success - Activities that promote student involvement and growth through agriculture related experiences and/or entrepreneurship and promote career readiness.
- b. Building Communities Division
- i. Environmental Committee - Activities conducted to preserve natural resources and develop more environmentally responsible individuals.
  - ii. Human Resources Committee - Activities conducted to improve the welfare and well-being of members and citizens of the community.
  - iii. Citizenship Committee - Activities conducted to encourage members to become active, involved citizens of their school, community and country.
  - iv. Stakeholder Engagement Committee - Activities conducted to develop teamwork and cooperation between the local chapter and stakeholders.
  - v. Economic Development Committee - Activities conducted to improve the economic welfare of the community.
- c. Strengthening Agriculture Division
- i. Support Group Committee - Activities conducted to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.
  - ii. Chapter Recruitment Committee - Activities conducted to increase agricultural education enrollment and/or FFA membership and encourage greater participation.
  - iii. Safety Committee - Activities that enhance safety in the community.
  - iv. Agricultural Advocacy Committee - Activities conducted to articulate and promote agricultural programs, practices, policies and/or education to elicit action.
  - v. Agricultural Literacy Committee - Activities that help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.

SECTION E: FFA Branding - All policies via the National FFA Organization regarding media, branding, and use of the official FFA emblem and colors must be followed by local chapter members, according to the specified national standards and guidelines.