

Constitution of the Brentwood-Liberty FFA Chapter

Revised 2023

Article I: Names and Purposes

Section A. The name of this organization shall be the Brentwood-Liberty FFA (Future Farmers of America) (Brentwood FFA) #CA0025

Section B. The Purposes for which this Chapter is formed are as follows: 1. To improve agriculture conditions and practices in and about Contra Costa County.

2. To develop agricultural skills or prepare for leadership, cooperative attitudes and rural responsibility, in individuals preparing to enter an agricultural occupation.

3. To advance the cause of agriculture education and to encourage the FFA. 4. FFA makes a positive difference in the lives of students by developing their potential for: premier leadership, personal growth and career success through agriculture education.

Article II: Organization

Section A. The Chapter of the Future Farmers of America is a chartered local entity of the Solano-Alameda Section of the California Association, made up of local members.

Article III: Membership Organization

Section A. Membership in this organization shall be active and honorary. Section B. Membership is limited to students enrolled in Agriculture education in the Liberty Union High School District.

Section C. Membership of graduates is limited to students that were active members their Senior year and graduated from high school.

Section D. The Brentwood FFA is a 100% affiliation Chapter with every student becoming a member of the FFA when they enroll in an agriculture class.

Section E. No students may participate in any FFA activities unless they are members in good standing.

Section F. The FFA Advisors at their own discretion have the right to dismiss any

member from the Brentwood FFA organization at any time.

Section G. Active work in this chapter shall be carried on by active members. Section H. Award recipients must attend Chapter awards banquet to receive any chapter level awards.

Section I. All members exhibiting livestock at fairs and shows must attend the fair awards ceremony with official show uniform.

Section J. High School members exhibiting at fairs and shows must attend regular chapter meetings and cannot miss more than two chapter meetings per year without a school approved absence to be eligible to show. All graduates are strongly encouraged to attend agricultural related meetings or activities.

Article IV: Officers

Section A. The chapter officers for the Brentwood FFA shall be President, Vice President, Secretary, Treasurer, Reporter, and Sentinel.

Section B. All elected chapter officers shall hold office for one year after election or until successors are selected as described in Article IV, Section I.

Section C. Application for chapter office shall be available two weeks prior to selection of officers via the Nominating Committee . All applications will be screened by the nominating committee.

Section D. Members holding the FFA Greenhand Degree, or higher, are eligible to hold office.

Section E. Any officers who cannot fulfill their duties or who are impeached will be replaced by special election.

Section F. No officer may be impeached without due process as defined in Article VII.

Section G. Chapter officers shall be elected by a triple process of officer application scoring by rubric and officer interviews by rubric completed by the nominating committee followed by a vote of the membership at the April chapter meeting, except in extraordinary circumstances when this cannot happen at the April Chapter meeting. The values attributed to each process are application scoring 30%, interview scoring 40%, and vote of the members 30%.

Section H. The Nominating Committee shall be composed of two student representatives from the 9th grade, 10th grade, 11th grade, 12th grade, the retiring 12th grade FFA

Officers, and advisors. Nominating Committee members are not eligible to run for chapter office. The Nominating Committee will review officer applications, conduct interviews of prospective candidates, and choose the next officer team by placing candidates in positions best suited to their skills and abilities for a vote by the membership.

Section I. The time for Nominating Committee selection shall be set by the FFA Officer Team, and the Advisors.

Section J. All FFA chapter officers who fall below a 3.0 grade average in the Agriculture class(es), or become academically ineligible, will be put on probation for a three week period. If by the end of the next three week period, the grade average has not improved to a 3.0 or above, or does not become academically eligible, they will be replaced by the manner described in Article IV, Section E.

Section K. All newly elected officers are required to attend the Chapter Officer Leadership Retreat to be held the summer prior to the school year that they serve as an officer as well as the fall Chapter Officer Leadership Conference (COLC). Officers who do not attend the conference, except for reasons beyond their control (i.e. severe illness, death in the family, etc.) will be replaced in the manner described in Article IV, Section E.

Article V: Duties of Officers

Section A. The duties and responsibilities of Chapter Officer shall be: 1.

- Attend all Chapter and Chapter Officer meetings.
2. Attend Chapter Officer Leadership Training Conference
3. Cooperate with advisors on all activities.
4. Be able to lead by example. Act and perform in a manner which is becoming of an FFA Chapter officer at all times.
5. Be willing to memorize their parts as prescribed in the Official FFA Manual for all official ceremonies.
6. Have a genuine interest in being part of a leadership **team**.
7. Be familiar with the Chapter constitution and bylaws.
8. Be willing to accept responsibility.
9. Be familiar with parliamentary procedure.

Section B. The duties and responsibilities of the President shall be:

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1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Call special meetings if needed.
3. Keep members on the subject and within time limits.
4. Appoint committees and serve as a non-voting member of them.
5. Call other offices to the chair as necessary or desirable.
6. Represent the Chapter and speak on occasions.
7. Coordinate Chapter efforts by keeping in close touch with the other Officers and members, and the advisors.
8. Follow up Chapter activities and check on progress being made.
9. Keep Chapter activities moving in a satisfactory manner.
10. Prepare agenda for Executive and Chapter meetings with the secretary.
11. Coordinate the activities of the Chapter and keep in touch with the progress of activities.
12. Chair the Outreach Committee and work with the committee co-chair and advisors to execute the duties of the committee.

Section C. The duties of and responsibilities of the Vice-President shall be: 1.

Assist the president.

2. Preside at meetings in absence of the president.
3. Be prepared to assume duties and responsibilities of the president.
4. In charge of insuring that all committee work of the Chapter is completed satisfactorily. All committees will report to the Vice President.
5. Responsible for the invocation at the Greenhand/Chapter Farmer awards ceremony, annual awards banquet and at other times when needed.

Section D. Duties and responsibilities of the Secretary shall be:

1. Prepare and read the minutes of the past meetings.
2. Have available for the President the list of business for each meeting.
3. Attend to office correspondence of the Chapter.
4. Prepare Chapter reports.

5. Keep the permanent records of the Chapter in the agriculture office.
6. Cooperate with the treasurer in keeping an accurate membership roster.

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7. Call meetings to order in the absent of a presiding officer.
8. Read communication at meetings.
9. Have on hand for each meeting the following:
 - a. Secretary's book and minutes of previous meeting.
 - b. Lists of committee and committee reports.
 - c. Copy of the Program of Activities.
 - d. The Official FFA Manual.
 - e. Copies of the Chapter Constitution and Bylaws.
10. Prepare, post and distribute motions.
11. Work with the Chapter advisor to ensure the Chapter's Point Award system is current and up to date
12. Chair the Leadership Committee and work with the committee co-chair and advisors to execute the duties of the committee.

Section E. Duties and Responsibilities of the Reporter shall be:

1. Gather and classify Chapter news.
2. Prepare news notes and articles for publication or broadcast.
3. Send news notes to the state reporter and to the FFA New Horizons.
4. Arrange for FFA participation in local radio and/or TV Programs.
5. Work with the Chapter advisor to ensure the Chapter website is maintained and current.
6. Ensure all news releases and articles are approved by the Chapter Advisors prior to being released.
7. Maintain the Chapter camera equipment and make certain it is available for use at each and every FFA activity during the year.
8. Ensure photographs and/or video is taken at all Chapter events/activities throughout the year and properly saved/cataloged.
9. Chair the Public Relations Committee and work with the committee co-chair

and advisors to execute the duties of the committee.

Section F. Duties and responsibilities of the Treasurer shall be:

1. Receive and act as custodian of Chapter funds.
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2. Assist in preparing an annual budget of estimated receipts and expenditures.
3. Keep the financial records of the Chapter.
4. Devise appropriate ways and means of financing chapter activities.
5. Organize and implement Chapter funds as authorized by the student body.
6. Prepare financial statements and reports as needed.
7. Encourage systematic saving—individual and Chapter thrift.
8. Build up chapter's financial standing.
9. Chair the Fundraising Committee and work with the committee co-chair and advisors to execute the duties of the committee.

Section G. Duties and responsibilities of a Sentinel shall be:

1. Set-up the meeting room and care for chapter paraphernalia and equipment.
2. Attend to the door during meetings and welcome visitors.
3. See that the meeting room is kept comfortable.
4. Take charge of candidates for degree ceremonies.
5. Assist with entertainment features and refreshments.
6. Keep an accurate roll of those present at Chapter meetings.
7. Make arrangements with the custodial staff for microphones and audio equipment prior to their need.
8. Chair the Activities Committee and work with the committee co-chair and advisors to execute the duties of the committee.

Article VI: Impeachment

Section A. Immediate Impeachment

The FFA advisors may at any time at their own discretion remove an officer who has repeatedly disregarded his/her duties by not fulfilling them to his/her best ability as outlined in the officer contract.

Section B. Steps of Impeachment

Step 1. Any FFA Chapter officer not fulfilling the duties as described by this constitution will be required to meet with fellow officers and the Advisor(s) to discuss a plan for improvement.

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Step 2. A written plan of improvement will be drawn by the advisor based on the conversation of the meeting in Step 1, and will be confirmed and signed by the FFA President, Vice-President, and by the Officer in question.

Step 3. If the Officer in question still does not fulfill his/her duties, then a 2/3 vote of the Chapter officers and advisors will remove that Officer from office.

Article VII: Committees

Section A. A member may serve on not more than two committees at any one time and may only be on one committee if he/she is a co-chairperson of that committee.

Section B. The committee co-chairperson is responsible to call committee meetings and to see that all work that committee is assigned is performed.

Section C. That committee co-chairperson shall cooperate with the Chapter advisors and Chapter officers on all committee work.

Section D. That committee co-chairperson's report to the Chapter in writing will be the result of all work performed by his/her committee including financial implications for the Chapter.

Section E. No person having been co-chairperson on any committee shall be eligible to work on another committee until the final written report is made by the committee.

Article XIII: Meetings

Section A. Meetings shall be held once a month.

Section B. The president shall have the power to call special meetings as the need arises.

Article IX: Dues

Section A. As long as incentive grant funds are available, dues shall be paid for all

members through that source.

Article X: Eligibility to Participate at Fairs and Judging Contests

Section A. Eligibility of members exhibiting at fairs and shows will be based on the Advisor's discretion.

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Section B. Members must maintain an overall 2.0 GPA with no F's in regular classes and nothing less than a C- in an Agriculture class to be eligible to exhibit at fairs and judging events and must be in compliance with meeting attendance as outlined in Article III Section J.

Section C. Members must comply with rules and guidelines set forth by their Exhibitor Contract.

Section D. In the event that a student becomes academically ineligible to participate at a fair at which they planned to exhibit livestock, he/she will be placed on academic probation by the Agriculture Department. If that student becomes ineligible again, he/she will lose his/her privilege to exhibit at all fairs with the Brentwood FFA Chapter for the next year.

Article XI: Amendments

Section A. To amend the Constitution, a 2/3 vote of the active members is required. Section B. Amendments to the Chapter Constitution shall be submitted in writing at any regular meeting of the Brentwood Chapter of the FFA. These amendments must first be submitted in writing for the chapter officers for consideration.

Amendments are then prepared for voting with recommendations.

Amendments to this constitution may be adopted by a two-thirds vote of the total members.

Section C. At no time will the Constitution of the Brentwood FFA Chapter be in conflict with the constitutions of the National or California State FFA Organizations. Should any part of this constitution conflict with the National FFA Constitution or California State FFA Constitution, amendments will be made without the vote of the membership in order to maintain continuity and accordance with the California and National FFA Constitutions.

Article XII: Ratification of Constitution

Section A. The Constitution will become effective when passed by 2/3 vote of the members voting.

Article XIII: Insignia and Emblems

Section A. Insignias and Emblems used shall conform to those approved by the State Association.