

Premier Leadership

Personal Growth

Career Success

Hamilton City FFA

Constitution & By-Laws



Table of Contents

Constitution.....	2-11
Name and Purpose.....	2
Organization.....	3
Membership.....	3
Membership Grades and Privileges.....	4
Chapter Officers.....	6
Officer Rules and Responsibilities.....	7
Removal of Chapter Officers.....	9
Elections.....	9
Meetings.....	10
Dues.....	11
Uniforms.....	11
Procedure.....	11
Amendments.....	11
By-Laws.....	12-17
Committees.....	12
Member in Good Standing.....	12
Membership Suspension.....	13
Exhibiting at Fair Shows.....	13
Rules and Conditions Governing FFA Activities.....	15
Conferences Conventions and Activity Fees.....	16

Hamilton City FFA Constitution and Bylaws Hamilton High School

Revised: July 2023

Date of adoption: August 28, 2023

Article 1. Name and Purpose

Section A.

The name of this organization shall be "The Hamilton City Chapter of the Future Farmers of America". Hamilton High School started ag education in 1929, and was the 103rd Chapter to be affiliated with the National FFA Organization on May 19, 1933 as the 128th California Chapter.

All students are encouraged to be involved in Ag Education and FFA, and 10-20% of their grade is based upon their active involvement. Students who want to participate in the Chapter's activities must be enrolled in an agriculture class to be an affiliated FFA member. Students on the ineligible list are allowed to participate in inter-curricular FFA activities and are encouraged to be involved. The only restricted event is students must have a 2.0 to take a project to the fair.

Section B.

The mission of FFA is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. The purpose of which this organization is formed as follows:

- (1) Develop competent, assertive, rural, and agricultural leadership.
- (2) Strengthen the confidence of the members in themselves and their work.
- (3) To encourage cooperative effort, communications, and social interaction among students of agricultural education in agriculture.

(4) To supplement the regular systematic instruction offered to students of agriculture education.

(5) To encourage members in the three circles of Ag Education: Classroom, FFA, and SAE.

(6) Encourage and assist members working toward receiving the Greenhand, Chapter, State, and American FFA Degree.

Article II. Organization

Section A.

The Hamilton City Chapter of FFA is a chartered local unit of the California Association of FFA which is chartered by the National Organization of the Future Farmers of America.

Article III. Membership

Section A. Membership in this organization shall be Active, Associate, and Honorary.

Section B. Qualification for membership shall be as carried on by the Active Membership.

Section C.

Active members in good standing may vote on all business brought before the chapter. A member may retain his/ her active membership continuously throughout their entire high school career and for three years after the first national convention following graduation from high school, or until he or she becomes 21 years of age, whichever length of time is greater. An Active member shall be considered in good standing when:

- The member must be currently enrolled in an Agriculture education course at Hamilton High School.
- The member attends 80% local chapter meetings.

- The member shows an interest in and takes part in the affairs of the Chapter.

Section D.

Associate Membership- following the termination of active membership status, a member automatically becomes an associate member for a minimum of one semester or until reinstatement of active membership.

Section E.

Honorary Membership- Supervisors, schools superintendents, principles, members of boards of education, instructors, teachers of agriculture, businessmen, farmers, and others who are helping to advance vocational agriculture and the FFA. and who have rendered outstanding service may be elected to honorary membership by a majority vote of the members present at a regular meeting. Honorary membership shall be limited to the Honorary Chapter Degree in this Chapter.

Article IV. Membership Grades and Privileges.

Section A.

There shall be four degrees of membership based upon achievement. These are: (1) Greenhand FFA; (2) Chapter FFA; (3) State FFA; and (4) American FFA.

Section B.

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

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA creed, motto, salute, and FFA mission statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate 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 Degree.

Section C.

Chapter Farmer 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 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. 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 have 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 a satisfactory scholastic record.
9. Submit a written application for the Chapter FFA Degree.

Section D.

State Degree: To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications as outlined in the California FFA Constitution:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years 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 \$1,000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program.
5. Demonstrated leadership ability by performing 10 procedures of parliamentary law, giving a six minute speech on a topic relating to agriculture or the FFA, and serving as an officer, committee chairperson, or participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter program of activities.
8. Have participated in at least five different FFA activities about the chapter level.

Section E.

American FFA Degree: The qualifications for the American FFA Degree Shall be those set forth in the National FFA Constitution. The California Association Future Farmers of America shall recommend only those applicants for the American FFA Degree which meet all qualifications set forth in the National FFA Degree which meet all qualifications set forth in the National FFA Constitution at the time of making Application.

1. Have received the State FFA Degree, have been an active member for the past three years, and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have complete the program of agricultural education offered in the secondary school last attended.
3. Have graduated from high school at least 12 months prior to the National Convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience.

Article V. Chapter Officers

Section A. The Officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, Historian, and Advisor. The advisor shall be the Teacher of Agriculture Education at Hamilton High School. Officers shall perform the usual duties of their respective office. All officers shall be elected by a majority vote of members in such an election held in the spring of the school year. Their terms shall be for one school year. They shall begin their duties upon the close of the last meeting of the school year.

Section B. The officers of the chapter together with the chairman of the major sections of the annual program of the Work Committee shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary of the chapter in accordance with the actions taken at chapter meetings and various regulations and bylaws adopted from time to time.

Section C. Honorary members shall not vote, nor shall they hold any office in the chapter except that of Advisor.

Article VI Officer Rules and Responsibilities

SECTION A. Chapter Officers serve a vital function in the FFA organization. It should be the officers goal to lead by example and encourage other members to participate in chapter activities. The following are general qualities expected of all officers:

- Be punctual to all FFA activities and classes.
- Be courteous and respectful to everyone and their property.
- Be great listeners.
- Be exemplary students during meetings, conventions, workshops, and presentations.
- Be selfless, think of the needs of others first.
- Be thrifty with the members' money.
- Work hard on all tasks.
- Be lawful, safe, and responsible while driving. Do not use alcohol or illegal drugs.
- Be friendly and personable to everyone.
- Be fully prepared for all meetings and classes.
- Use professional language.
- Be responsible, respect due dates and respond to communications.
- Be appreciative and grateful.
- Be genuine and approachable to all members.
- Keep team business within the team.
- Laugh and enjoy.
- Thank others for assistance
- Be enrolled in an agriculture class.
- Attend all officer and or planning meetings
- The President will attend student council meetings or will find another officer who will fill their position upon the President's absence from school.
- Attend all chapter activities and fundraisers.
- Promote our chapter within the community.
- An ability to memorize their parts in the official ceremonies.

Section B. President

- The president will preside over the meeting according to accepted rules of parliamentary procedure.
- Appoint committees and oversee them.
- 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.
- All other duties that may be required or assigned by the advisor.

Section C. Vice-President

- The vice-president will assume all duties of the president if necessary.
- Develop the program of activities
- Maintain a current calendar of FFA events in all classrooms.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.
- All other duties that may be required or assigned by the advisor.

Section D. The Secretary

- The secretary shall prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Be responsible for all chapter correspondence including, but not limited to thank you notes to chapter supporters.
- Maintain a member's attendance inside of AET, and coordinate student barcodes as necessary.
- Have on hand for each meeting all minutes of previous meetings, and a copy of the program of activities.
- All other duties that may be required or assigned by the advisor.

Section E. The Treasurer

- The treasurer shall receive, record, and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter meetings.
- Organization and cooperation with the secretary.
- All other duties that may be required or assigned by the advisor.

Section F. The Reporter

- Release news and information on chapter social media platforms.
- Publish a chapter newsletter on a bi-monthly basis with the help of the chapter advisor(s).
- Send articles and photographs to FFA New Horizons and other publications.
- Work with local media on radio and television appearances and FFA news.
- All other duties that may be required or assigned by the advisor.

Section G. The Sentinel

- Welcome guests and visitors.
- Assist the President in maintaining order during the chapter meetings and events.
- Keep the meeting room comfortable.
- Assist the secretary with maintaining the roll sheet.

- All other duties that may be required or assigned by the advisor.

Section H. The Historian

- The historian shall keep a record of past and present activities within the FFA chapter in a scrapbook.
- Maintain a record chapter achievements.
- Promote excellence through highlighting activities, events, and accomplishments.
- Present a scrapbook and slideshow for the annual banquet.
- All other duties that may be required or assigned by the advisor.

Article VII. Removal of Chapter Officers

Section A. The removal of officers will be by the remaining officers and advisors after failure to respond to notification by an officer for incapability to comply with the following:

- Attendance to all chapter and executive meetings (unless prior excusal is obtained from an advisor).
- Attend assigned additional meetings, events, conferences as assigned by advisors (unless prior excusal is obtained from an advisor).
- Inappropriate behavior as may be demonstrated by setting a poor example for other students i.e. chewing, smoking, drinking, drugs, school suspension, ect.
- Failure to carry out assigned responsibilities.
- Falls below a 2.0 GPA for two consecutive grading periods- progress reports, quarters, grading periods.

Article VIII. Elections

Section A.

Officers shall be elected to serve a one year term to begin and end with the annual parent-member banquet. Officers will be elected by secret ballot by members present at the April meeting, then members vote for the top seven candidates who they feel will best represent the chapter.

Section B.

To be eligible to be selected as a constitutional chapter office, a member must be in good standing and hold a greenhand degree. They must have participated in one competitive event, and attended at least 80% of the Chapter Meetings.

Section C. Procedure to place names on ballot

- The officer election process starts with an application posted by the current officer team with a set due date discussed and posted at the March FFA Meeting. An application must be presented to the chapter advisor prior to the election meeting for the term the candidate wishes to run for.
- Candidates prepare a two minute or less speech to give at the April chapter meeting.
- The advisors count the votes and post the top seven candidates with the most votes.
- The seven slated candidates are interviewed by an interview committee of retiring or retired officers and current FFA advisors. After these interviews the new officers are placed in the officer position that will benefit the chapter, based upon the interview panel's discretion.
- Placements are final and new officers are installed at the May banquet.

Article IV. Meetings

Section A.

Regular meetings shall be held once each month during the school year and at least one executive meeting shall be held during the months of summer vacation. Special meetings may be called at any time. The date, time, and place shall be determined by the officers. All chapter meetings and banquet dates will be made public at the beginning of each school year. Meeting and event dates are subject to change, and will be communicated by the chapter officer team.

Section B.

Two delegates shall be elected annually from active membership to represent the chapter at the Regional and State FFA Convention. The delegates may be named as necessary to have proper representation in various other FFA meetings within the state.

Section C.

Majority of Active members listed on the Secretary's membership roll shall constitute a quorum. A quorum must be present at any meeting in which business is transacted or vote taken committing the chapter to any proposal or action.

Article X. Dues

Section A.

Local dues shall be fixed annually set forth by the National and State FFA Conference. Dues are completed by the Hamilton City FFA Chapter for all active 9th-12th grade students. With the addition of graduated seniors applying towards the FFA National American Degree. No dues will be collected for associate or honorary members of Hamilton City FFA.

Article XI. Uniform

Section A.

The Uniform of the FFA shall be in appliance with the California FFA official dress standard set. Exception to this rule includes when representing on a National Scale, follow the guidelines set for official dress through National FFA.

Article XII. Procedure

Section A.

Parliamentary Procedure in all meetings of this organization shall be in accordance with Roberts Rules of Order.

Article XIII. Amendments

Section A.

This constitution may be amended at any regular meeting prior to December 1st of the current school year by a $\frac{2}{3}$ vote of the Active members present, providing it is not in conflict with the State Association of National Organizations Constitutions.

Section B.

By-Laws may be adopted to fit the needs of the chapter and may be amended at any regular meeting prior to December 1st of the current school year by a $\frac{2}{3}$ vote of the Active members present, providing it is not in conflict with the State Association of National Organizations Constitutions.

Hamilton City FFA By-Laws

Article I. Committees

Section A. Committee Chairs

The following committees shall be appointed by the President at the first meeting after the beginning of each school year, additional committees may be added by the discretion of the current officer team, and approved prior to the meeting. Committees will be appointed a chair, which will consist of two members in good standing with the chapter. The committee chair's responsibility will include gathering a committee of Hamilton City FFA chapter members that are in good standing.

Ag Awareness Day
Annual Banquet
Blood Drive
Mandarin Sales
National FFA Week
Olive Oil

Section B.

These committees will serve throughout the year. When a vacancy occurs it shall be filled by appointment by the President at the next regular meeting.

Article II. Member in Good Standing

Section A.

To be in a good standing, a member must:

- Attend 80% of regular meetings during the school year.
- Complete at least two (2) FFA activities.
- Currently enrolled in an agriculture course.
- Have a current AET record book.

Section B.

Any member determined not in good standing may not:

- Exhibit at fairs under Hamilton City FFA
- Serve as a delegate at FFA conferences
- Hold an office

Section C. Graduation Recognition

Program Completers- active members who complete four years of agriculture courses with a passing grade, as evidenced by their official transcripts will be eligible for recognition at Hamilton City High School graduation ceremony. Pathway Completers- active members who complete a designated agriculture pathway, as set by advisors and AET systems evidenced by their official transcript and AET records will be eligible for recognition at Hamilton City High School graduation ceremony.

Article III Membership Suspension

Section A.

Any of the following will result in a member's suspension from active membership for a period set forth by advisors. Membership suspension will be based on the guidelines set forth by advisors and administration at Hamilton City High School. Membership suspension may result in removal from activities, even with prior sign up and payments completed.

- Use of illegal alcohol or drugs in uniform, in FFA apparel, at an official FFA activity, or at the school farm.
- Breaking the Code of Ethics or the Rules and Conditions Governing FFA Trips, FFA Activities, FFA functions.
- Possession of chewing tobacco, smoking, cigarettes, alcohol, or any other illegal items in uniform, in FFA apparel, at an official FFA activity, or at the school farm.

Article IV. Exhibiting at Fairs and Shows

Section A.

Chapter members in good standing may exhibit still or livestock projects at local fairs and shows in which they are eligible.

Section B.

It is a privilege to exhibit at a fair or show, not a right. It is the members responsibility to meet any local program requirements to be eligible to exhibit.

Section C.

Members exhibiting at the Glenn County Fair must submit the signed Fair Contract (available from the advisor) signed by the member, parent or guardian, and advisor. This contract must be submitted prior to the established deadline.

Section D.

Members may use the Hamilton City FFA School Farm to house their Glenn County Fair livestock projects. Members must pay \$25 and submit their Farm Agreement by the published due date to secure a space at the school farm.

All members will be required to purchase a Fair Pack for \$25, which includes and not limited to a buyer's gift, stamps, and thank you notes.

Section E.

Hamilton City FFA program graduates may exhibit a livestock project the year directly following their graduation. Program graduates that plan to exhibit at fairs and shows will be responsible for contacting the advisor and informing them of their intent to exhibit prior to the first FFA meeting of the year. Students must reside in the county and still follow all requirements outlined for livestock exhibitors by Hamilton City High School Students.

Section F.

All members exhibiting projects at the Glenn County Fair will be required to submit two (2) buyers' letters to the FFA advisor prior to May 1st. The letters must be in stamped, addressed, unsealed envelopes. Letters must be approved by the advisor before being mailed.

Section G.

All members who successfully market and sell their project will have the check held by the advisor until they have completed the project requirements. Project requirements include, but are not limited to:

- Submitting signed fair contract prior to published due date.
- Submitting a minimum of two (2) buyers' letters, approved by the advisor, in addressed, stamped, unsealed envelopes.
- Completed record books for their projects. Record books will be checked for correctness by the chapter advisor.
- If a member has record books from previous years projects those record books must be completed.
- Maintain a 2.0 Grade Point Average, with no F's. These grades will be reflected by the grading period set by Hamilton City High School.

Section H.

Any member that fails to meet the program requirements to receive their fair check will not be eligible to exhibit at fairs and shows for one full year following the event in which they failed to meet the requirements.

Section I.

Program graduates exhibiting at the county fair will be required to submit two buyers' letters to the FFA advisor prior to May 1st of the year they will be exhibiting.

Section J.

Program graduates will be required to submit a Thank you note, stamped, addressed, unsealed to the advisor prior to receiving their project check.

Section K.

All project exhibitors, including program graduates, must complete the local Fair or Show requirements to be eligible to exhibit at the particular fair or show.

Section L.

All school farm facilities will be cleaned and all tack and supplies will be cleaned and put away prior to receiving their project check.

Section M.

All fees and outstanding balances must be paid in full for still or livestock projects prior to receiving their project check.

Section N.

The advisor(s) has the right to revoke a livestock project or entry to a fair or show at their discretion.

Article V. Rules and Conditions Governing FFA Activities.

Section A.

All school rules are in effect when on an FFA function. Consult the student handbook. The following additional rules apply:

- Curfew and lights out will be at 10:00 p.m. on all trips unless otherwise stated by the advisor(s).
- Wake-up and meeting times will be determined by the advisor(s).

- Students are not to leave the site without permission of the advisor, even if they have a parent's permission.
- All students will stay for the duration of the event, or shift, and shall show up for all duties.
- On all overnight trips students will stay in the areas assigned to Hamilton City FFA. Students may not switch rooms. There are to be no boys in girls rooms or girls in boys rooms.
- Students will not drive their own vehicles, unless special arrangements have been made with the school administration, parents, and advisor(s).

Students may not attend any FFA event, contest, fair, or activity if they have not been approved by their advisor to be there. Students are not to miss school unless they have the approval of their advisor.

Article VI. Conferences, Conventions, Activity Fees.

Section A.

Members may be required to pay a portion of all conference, convention and activity fees. If a member is not able to pay the fee, alternate arrangements may be made when possible with the FFA advisor.

Section B.

The local chapter or agriculture program may pay a portion of the fee, realizing that all chapter members will benefit from the knowledge gained by members when attending the conference, convention or activity.

Section C.

If a member fails to attend a conference, convention or activity they will not be refunded any part of the registration fee they were required to pay. Additionally, the member will be required to reimburse the portion of the fee that was paid on their behalf by the local chapter or agriculture program.

Section D.

A member may request the program advisors to review the circumstances involving their failure to attend an activity. The program advisors would then review the situation and may exempt the student from repaying the portion of conference, convention or activity fees for the missed event.