

# **HOW TO ESTABLISH AN FFA CHAPTER**

The process followed in establishing a chapter begins with prospective members and their advisor contacting their State Supervisor of Agricultural Education. An exception to this process arises when high school agricultural programs are not located in a state (i.e., Virgin Islands, Guam). In these cases, the advisor should make direct contact with the National FFA Center located in Indianapolis, IN.

Approval by the local school board administration, development of a chapter constitution, preparation of a program of activities, election of chapter officers, and submission of national dues are the next steps in establishing a chapter. (Dues should include the state dues and should be submitted to the state FFA association, when applicable).

**This CD-ROM includes additional items that will be of assistance in establishing a new chapter:**

- 1. Application for charter.**
- 2. Sample chapter constitution.**

**Suggested Resources** (Several are included on this CD-ROM and all are available through the supply service of the National FFA Organization):

1. FFA Guide to Recruitment & Retention
2. Sample membership roster with instructions
3. Official FFA Manual
4. FFA Student Handbook
5. Alumni Relationships Key to Program Success
6. Career Development Event Handbook
7. Getting Connected, Partner Development Handbook
8. Chapter Planning and Recognition a Student Handbook
9. National Chapter Award Application
10. Proficiency Award Handbook
11. Proficiency Award Application(s)
12. American FFA Degree Handbook
13. American FFA Degree Application
14. FFA Ventures Catalog
15. Agricultural Education Resources Catalog
16. Agricultural Teachers Manual
17. Local Program Success Guide

**APPLICATION FOR CHARTER  
AUTHORIZING LOCAL  
FFA CHAPTER**

**Date**

**State Advisor**  
**State FFA Association**  
**Address**  
**City, State Zip**

Dear Mr./Mrs./Ms. **State Advisor** :

We, the undersigned, affirm that the agricultural education/agribusiness students of **(Jr./Sr. High or Middle)** School have organized into a local chapter and are applying for membership in the **(STATE)** FFA Association. We have adopted a constitution, elected the necessary officers and have identified membership according to the constitution.

In the name of the chapter and for the chapter, we hereby make application for a charter that will give full membership in the National FFA Organization.

The official chapter name should appear on the charter as **NAME** FFA Chapter.

Attached to this application are the following:

1. A list of chapter officers,
2. A complete list of chapter members,
3. A copy of our annual Program of Activities
4. A copy of the chapter's constitution

Sincerely,

**FFA Advisor**

Enclosures

# SAMPLE LOCAL CHAPTER CONSTITUTION

## **ARTICLE I** - Name, Mission and Strategies

**Section A.** The name of this organization shall be the CHAPTER NAME Chapter of the National FFA Organization

**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. Increases awareness of the global and technological importance of agriculture and its contribution to our well being.
3. Strengthens the confidence of agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an agricultural career.
5. Encourages achievement in supervised agricultural experience programs.
6. Encourages wise management of economic, environmental and human resources of the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promotes citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

## **ARTICLE II** – Organization

**Section A.** The CHAPTER NAME Chapter of FFA is a chartered local unit of the STATE 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 STATE Association of FFA as well as those of the National FFA Organization.

## **ARTICLE III** – Membership

**Section A.** Membership in this chapter shall be of three kinds: (1) Active; (2) Alumni and (3) Honorary, as defined by the National FFA Constitution.

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

**Section C.** Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.

**Section D.** Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

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.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

**Section E.** Names of applicants for membership shall be filed with the membership committee.

#### **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** - State and Chapter Officers

**Section A.** The offices of an FFA chapter shall be: president, vice president, secretary, treasurer, reporter and sentinel. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. The teacher(s) of agricultural education shall be the FFA advisor(s). The members present at any regular meeting of the chapter shall elect chapter officers annually or semi-annually.

**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** - 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 conflict in no way with the constitution and

**bylaws of either the state association or the national organization.**

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Attached to this application are the following:

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2. A complete list of chapter members,
3. A copy of our annual Program of Activities
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Sincerely,

**FFA Advisor**

Enclosures



**INFORMATION SHEET**  
**TO ACCOMPANY APPLICATION FOR CHARTER FOR MEMBERSHIP IN THE**  
**STATE FFA ASSOCIATION**

**Chapter Information:**

Name of School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date Organized: \_\_\_\_\_

Number of active members: Jr. High and/or Middle School: \_\_\_\_\_

|          |       |            |       |
|----------|-------|------------|-------|
|          |       | Sophomores | _____ |
| Freshmen | _____ |            | _____ |

|         |       |         |       |
|---------|-------|---------|-------|
| Juniors | _____ | Seniors | _____ |
|---------|-------|---------|-------|

**Officer Information:**

|           |       |                |       |
|-----------|-------|----------------|-------|
| President | _____ | Vice President | _____ |
|-----------|-------|----------------|-------|

|           |       |           |       |
|-----------|-------|-----------|-------|
| Secretary | _____ | Treasurer | _____ |
|-----------|-------|-----------|-------|

|          |       |          |       |
|----------|-------|----------|-------|
| Reporter | _____ | Sentinel | _____ |
|----------|-------|----------|-------|

Advisor \_\_\_\_\_

**Executive Committee** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program of Activities planned** \_\_\_\_\_

\_\_\_\_\_

