

Langham Creek FFA Chapter Constitution

Section I – General Membership

In order for any student to participate in activities sponsored by the Langham Creek FFA Chapter they must first obtain membership. Once an individual has met all membership requirements they are welcome to attend and participate in all functions. Failure to remain in “good standing” will result in the student being denied the opportunity to attend functions, show animals, participate on teams, or receive any other benefits of membership, and face the possibility of having their membership revoked. Below is a listing of the requirements for becoming a member and what is expected of members to remain in “good standing”.

- ❖ Members must pay dues annually of \$30 [this amount may vary from year to year based on National, State, Area, and District requirements].
- ❖ Members in “good standing” have the right to vote on all issues before the Langham Creek FFA Chapter.
- ❖ Our chapter is governed by UIL eligibility requirements; therefore, members must maintain passing grades to participate in extra- curricular evens. The Advisor[s] may add additional requirements for special evens [i.e. Conventions, etc.]
- ❖ Members are expected to attend all chapter meetings. More than two [2] unexcused absences is considered unacceptable.
- ❖ Members are expected to be attentive and courteous during all meetings. Any member being disruptive will be given one warning during the meeting; a second offense will result in the member being dismissed from the meeting. In this instance the member will receive and unexcused absence.
- ❖ All members are required to participate in the chapter meat sale[s]. To maintain good member status each member must sell a minimum of one [1] item each sale.
- ❖ Any member who owes the chapter money for any reason [jackets, dues, shirts, fundraisers, camps, etc.] will be denied “good standing” status until all debts are paid in full.
- ❖ Any member found to be in violation of any Cy-Fair ISD rules [i.e. tobacco, alcohol, weapons, etc.] at any school sponsored event or any Cy-Fair ISD properties will lose their “good standing” status for a minimum of a semester and face the possibility of having their membership revoked.

Section II – Chapter Officers

Article I – Officer Duties

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from their experiences and benefit both themselves and the chapter. It should be the officers’ goal to lead by example and participate in chapter activities. Officers of the Langham Creek FFA chapter should possess the following qualities:

1. A genuine desire to be a part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work on their leadership. Personal, and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the Chapter, State, and National FFA constitutions, bylaws, and programs.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.

The officers of the Langham Creek FFA Chapter shall be: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and optional offices, Historian, Chaplin, and Stock Show Representative. In the even that there are not enough qualified candidates; the qualified candidates will fill the necessary number of officers according to rank. Each officer is expected to be a team player and assist each other in the betterment of the chapter. Additionally, their specific duties include, but are not limited to:

President

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-officio, non-voting member.
3. Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
4. Represent the chapter [or delegate representation] in public relations and official functions.

Vice-President

1. Assume all duties of the president if necessary.
2. Develop the Program of Activities and serve as an ex-officio, non-voting member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the president and Advisors to assess progress toward meeting chapter goals.

Secretary

1. Prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter meeting.
3. Keep a record of all committee reports in a safe area.
4. Responsible for chapter correspondence.
5. Maintain member attendance and activity record and issue membership cards.
6. Have on hand for each meeting:
 - a. Minutes of the previous meeting and committee reports.
 - b. Official FFA manual and Parliamentary Guide.
 - c. Copy of the chapter's constitution and bylaws.

Treasurer

1. Present monthly treasurer's report at chapter meetings.
2. Issue membership cards.
3. Prepare and submit the membership roster and dues to the national FFA Organization through the State FFA Association office in cooperation with the secretary.
4. Serve as chairperson of the Fundraising committee.

Reporter

1. Plan public information programs with local radio, television, newspaper, and service clubs. Make use of other opportunities to tell the FFA story.
2. Release news and information to local and regional news media.
3. Publish a chapter newsletter [with help of the historian when applicable]
4. In the even that there is no Historian, the Reporter will prepare and maintain a chapter scrapbook.
5. Prepare and present the annual slideshow.

6. Send local stories to district, area, and state reporters.
7. Send articles and photographs to *FFA New Horizons* and other national and or regional publications.
8. Work with local media on radio and television appearances and FFA news.
9. Serve as the chapter photographer.

Sentinel

1. Assist the President in maintaining order.
2. Keep the meeting room, chapter equipment and supplies in proper condition.
3. Welcome guests and visitors.
4. Keep the meeting room comfortable.
5. Take charge of candidates for degree ceremonies.
6. Assist with special features and refreshments.

OPTIONAL:

Historian

1. Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
2. Research and prepare items of significance of the chapter's history.
3. Prepare displays of chapter activities and submit stories of former members to the media.
4. Assist the Reporter in providing photography for chapter needs.
5. Assist the Reporter in preparing the chapter newsletters.

Chaplin

1. Present the invocation at meetings, banquets, socials and other functions.
2. Conduct reflection services at summer and chapter camps and conferences.
3. Chair or serve as ex-officio member on the conduct of meetings committee.
4. Assist all other officers as the need arises.

Stock Show Representative [appointed from among the elected officers or senior members]

1. Attend all CFISD LSA meetings as the student representative in official dress.
2. Represent the chapter's wishes at all executive board meetings of the CFISD LSA.
3. Report to the chapter the decisions that the executive board makes regarding the CFISD LSA.

Article II – Requirements for running for office

In order to run for chapter office members must meet the following requirements and then complete the election process.

Candidates must:

Be a dues paying member.

Be a member in "good standing"

Attend all required leadership function at the district, area, and higher levels.

Have UIL eligibility prior to the first phase of the election process.

*Candidates seeking the Presidency must **hold** the Chapter Farmer Degree

Article III – Election Process

The process for electing Chapter Officers in the Langham Creek FFA Chapter is multi-fold. Candidates must participate in all aspects of the election to be eligible to hold an office, with the

exception of Stock Show Representative who will be appointed from the elected officers. The process and point allotment is as follows.

- All candidates shall take a test on FFA facts, history and parliamentary procedure. A score of 70 percent or better is necessary to continue in the election process. [No points will be awarded based on test scores].
- All candidates must submit their typed application on or before the day of the interview. Applications will be ranked and awarded up to twenty-five [25] points.
- All candidates must turn in three [3] letters of recommendation from adults such as a teacher, member of clergy, business person, employer or other reputable non-relative adult along with the typed application on or before the day of the interview. Candidates will receive up to fifteen [15] points for the letters.
- All candidates must write and present a speech. [Two to four minutes in length] before the members and a panel of judges at the designated meeting. The candidates will be scored by the judges on their content, poise, and presentation of their speech. The judges will rank the candidates and award up to twenty-five [25] points.
- Candidates receive votes from the members present at the designated meeting. Their vote will be based on speeches presented and each member's general knowledge of the candidate's leadership ability. The candidates will be ranked based on number of votes and will be awarded up to five [5] points five [5] points will be awarded to the top vote receiver, four and one half [4.5] to second, and so on.
- Finally, the candidates will have a private interview with a panel of judges. The judges will ask each candidate a slate of questions and score them based on the content and depth of his/her answer, communication skills exhibited, poise, and understanding of leadership skills necessary to be an officer. The judge's scores will be tallied and used to rank the candidates. The maximum number of points for the interview is thirty [30] point.
- Ties will be broken by referring to scores in the following order: interview, application, speech, and then member vote.
- New officers will be announced and installed at the annual banquet.
- A vacancy of any office, except the President, due to death, resignation, removal, inability to serve or any other means shall be filled by a member who holds the chapter farmer degree [third or fourth year member] and does not currently hold an office. The replacement candidate[s] must submit a typed application along with three [3] letters of recommendation, and will be interviewed and selected by the Chapter Officer team. The office of President shall be filled by the Vice-President.

Article IV – Expectation of Officers

Officers in the FFA hold a very prestigious position and much is expected of them. All general rules of membership apply to the Officer team as well as the following stipulations:

- Officers must maintain U.I.L eligibility [70 or above] in all subjects. Loss of eligibility for a six weeks will result in that officer being placed on probation. If that officer fails any class, during any other grading period, during their term, he/she will be removed from office.
- Officers must be enrolled in an Ag class in both the fall and spring semester.
- Officers may have no more than two [2] unexcused absences from any required function. The first absence will result in a verbal warning, the second in probation and the third in removal from office. The absence do not have to be consecutive.
- Officers must attend all leadership functions, all conventions [except National Convention], all camps, all chapter and special meetings, and participate in all fundraisers.
- Officers are to try out for at least one LDE and/or CDE team each year in office.
- Officers are required to chair or co-chair one standing committee of the chapter.

- Officers are expected to lead by example. The conduct of an officer should always be honorable; any unethical, embarrassing, disruptive, or disrespectful conduct is means for probation or removal from office.
- Any officer in violation of Cy-Fair ISD rules [i.e. tobacco, alcohol, weapons, etc.] at any school sponsored event or on any Cy-Fair ISD properties will be removed from office and face the possibility of having other membership privileges revoked.

Section III – Greenhand Officers [Optional]

Article I – Officer Duties

In addition to chapter officer team, Langham Creek FFA shall elect a Greenhand Officer team each fall that will serve through the spring semester. This team is to consist of members who meet eligibility requirements and are their first year of membership [9th grade]. They are expected to work closely with the Chapter team and assist them in preparing and running all chapter functions. The Greenhand Officer team shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, and Sentinel.

- Candidates must be a first year member [9th grade] and have successfully said the FFA Creed.
- Candidates must have paid their dues and be a member in “good standing”.
- Candidates must have a 70 average or better, in each class at the time of the election.
- Candidates must attend chapter leadership camp.

Article III – Election Process

- All candidates must submit a typed application and two [2] letters of recommendation. The applications will be reviewed by judges and ranked; up to 50 points will be awarded for applications.
- All candidates will interview with the Chapter Officer team. The officers will tally scores and rank candidates. Up to 50 points will be awarded for the interview segment.
- The candidates with the highest score will be elected into office.
- Ties will be broken based on the application ranking and then the interview score.
- The Greenhand team will be announced at the first monthly meeting following the election or the Chapter Camp whichever comes first.
- Vacancies on the Greenhand team will be filled in the same manner as the Chapter team except that candidates must be in their first year [9th grade] of membership.

Article IV – Expectation of Greenhand Officers

Being a member of the Greenhand [GH] officer team is definitely a privilege. As a member of this team you will encounter numerous opportunities, but at the same time a great deal is expected of you. All general rules of membership apply to the GH officers as well as the following:

- GH Officers must maintain U.I.L. eligibility [70 or above] in all subjects. Loss of eligibility for a six weeks will result in that officer being placed on probation. If that officer fails any class, during any other grading period, during their term, he/she will be removed from office.
- GH officers must be enrolled in an Ag class in both the fall and spring semesters [special circumstances will be considered individually].
- Officers may have no more than two [2] unexcused absences from any required function. The first absence will result in a verbal warning, the second in probation. And the third in removal from office. The absences do not have to be consecutive.

- GH officers must attend all leadership functions, all conventions [except National Convention], all camps, all chapter and special meetings, and participate in all fundraisers.
- GH officers are to try out for at least one LDE and/or CDE team.
- GH officers are required to serve on one standing committee of the chapter.
- GH officers are expected to lead by example. The conduct of the GH officer should always be honorable; any unethical, embarrassing, disruptive, or disrespectful conduct is means for probation or removal from office.
- GH officers must remain at all meetings to assist in cleaning up.
- Any GH officer in violation of Cy-Fair ISD rule [i.e. tobacco, alcohol, weapons, etc.] at any school sponsored even or on any Cy-Fair ISD properties will be removed from office and face the possibility of having other membership privileges revoked.

Section IV – Standing Committees

These are the standing committees of the Langham Creek FFA Chapter. Each committee is chaired or co-chaired by Chapter Officers. Other committee members are to be made up of chapter members. Committees are to meet at least once a month and submit a report at each meeting. Special committee will be appointed as necessary.

Article I – SAE Committee

The purpose of the SAE Committee is to inform all FFA member about the various animal projects that are available to them. The committee is also charged with informing the students about prospect shows, clinics [i.e. fitting, showmanship and selection], and important dates for our local show. The committee is also responsible for compiling lists of materials needed for the show and making those available to all members. Finally, this committee will assist members with their record books following the completion of their SAE's.

Article II – Communication Committee

The purpose of this committee is to keep the chapter informed about the various animal projects that are available to them.

Article III – Community Service Committee

The purpose of the community service committee will be to coordinate community service project[s] evens like Adopt-A-Lobo, Toys for Tots, etc. They are responsible for researching and planning events. They are to keep the chapter informed of all scheduled events.

Section IV – Constitutional Changes

In order for the LC FFA membership to make changes to the chapter constitution a motion must be made and seconded; after discussion the motion is to be tabled until the next regularly scheduled chapter meeting. The motion will be taken from the table at the next regularly scheduled chapter meeting and after any additional discussion the vote will be by secret ballot.

Section V – Letter Jackets for Cypress-Fairbanks ISD FFA Members

Students should submit a list of activities to their Ag Teacher(s) for approval. The following items are MANDATORY, no points will be awarded:

- FFA member in good standing with their chapter
- 2 years of membership with completed record books
- Must hold Chapter FFA degree

Point system:

The student must earn a total of 30 points. The following are activities and items the student can complete to earn points. All activities will be approved by the Agriscience teacher(s). Student will earn the full amount of points for each year of membership completed. Should the student qualify under these guidelines, the student will pay the fee for the letter jacket.

Points/Activities

- 5 Participate on an LDE Team (Creed, Quiz, Chapter Conducting, etc.)
- 5 Hold a Chapter Officer position
- 5 Hold an officer position above Chapter level (District, Area, State...)
- 5 Participate on a CDE Team (Horse, Livestock, Dairy, etc...)
- 5 Attend National Convention
- 3 Raise an animal project (per each SAEP)
- 3 Attend State Convention
- 3 Fundraiser (per every 20 items sold)
- 3 Advisor(s) approved activity

Section VI – LCFFA BC Letter Jacket Award

Cy-Fair ISD has given approval for the FFA chapter to award letter jackets to deserving student. The Langham Creek Booster Club has established a fund for providing letter jackets to such students. In order to become eligible to receive a letter jacket paid for by the LC FFA BC, students must meet the district guidelines, and accumulate one hundred [100] points from various chapter activities listed below or with the Ag Advisor's consent.

The guidelines are as follows:

- Pending Review from district. Will be posted soon

Points	Activity
2	Recruitment [per person to 5 persons]
2	Greenhand Degree
5	Chapter Degree
10	Lone Star Degree
3	Going through officer election process at any level
4	Greenhand Officer
5	Chapter Officer
5	Courtesy Corps
10	District Officer
15	Area Officer
4	Chapter Star Greenhand
4	Chapter Stare Chapter Farmer
6	Chapter Stare Lonestar Farmer
3	Proficiency Award[s] each
8	Outstanding 4 th year member
3	Perfect Meeting Attendance per school year
5	Chapter Camp Attendance over the one required
7	District Officer Camp Attendance per school year
10	Area Officer Camp Attendance per school year
7	State Convention
10	National Convention
3	District LDE team
5	Area LDE or CDE Team
3	Fundraisers Fall and Spring 20 or more items
5	Having an SAE [first one]
3	Additional for each SAE two and beyond
3	Showing SAE at County or Major Show
2	Community Service Projects / over the required 6 hours

** State qualifier for any LDE or CDE at the Texas FFA Contests will automatically earn a letter jacket.