

CONSTITUTION AND BYLAWS OF THE
MINNESOTA FFA ASSOCIATION
(2024)

ARTICLE I

The name of the organization shall be “THE MINNESOTA ASSOCIATION OF FFA.” The letters “FFA” may be officially used to designate the association, its chapters, or members.

ARTICLE II

Aims and Activities of the Organization

The objects and purposes of the organization are set forth in Section 3 of the organization's charter, Public Law 116-7. The organization shall cooperate with national and state governing agencies and officials for agricultural education in accomplishing these objects 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 with the framework of objects and purposes established by the organization's charter:

1. To be an integral part of the organized instructional program in agriculture/agribusiness which includes preparation for occupations in agriculture, food, and natural resources.
2. To strengthen the confidence of students in themselves and their works 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 relations and social abilities leading to intelligent choices of careers and successful employment, including entrepreneurship in the agricultural industry.
3. To provide agriculture-related programs and activities which will develop pride and responsibility, leadership, character, scholarship, citizenship, patriotism, thrift and will improve the economic, environmental, recreational, and human resources of the community.
4. To encourage and 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 Minnesota FFA Association is a State organization of chartered local Chapters in schools having organized instruction in agricultural education under the provisions of the federal vocational education legislation.

Section B. This association is affiliated with the national organization known as FFA and accepts the provisions of its Constitution and Bylaws.

In case any local chapter is not in good standing with the State Association at the time of the opening of a State Convention, the delegates in State Convention shall have the power, upon recommendation of the state governing body, to withdraw the charter and refuse such chapter official representation of the State Convention. When such action is taken, the chapter in question and members thereof shall be denied the regular privileges of the State Association. Upon meeting the requirements for good standing, a chapter may be reinstated by action of the

Board of Student Officers and Board of Adult Directors not earlier than 10 days after the closing date of the State Convention which it was not in good standing.

In case a local 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 the date of discontinuance of the department providing proper supervision and guidance can be given to the chapter by a person having the approval of the local school administrator and the state advisor. Local chapter charters must be surrendered to the state advisor at the end of the 36-month period if a local department of agricultural education is not again in operation in the school at that time.

- Section C. An active member shall be considered in good standing when:
1. The member attends local chapter meetings while enrolled in the school where the local chapter is established.
 2. The member shows an interest in, and takes part in, the affairs of the chapter.
 3. The member pays the dues regularly and displays conduct in a manner becoming a member of the organization.
 4. Is enrolled in at least one class in agricultural education each school year prior to graduation.

ARTICLE IV

Membership

Section A. Membership in this organization shall be of Four kinds (1) Active; (2) Alumni; and (3) Honorary.

Section B. Active Membership: To be eligible for active membership in a chartered FFA Chapter, a student must be enrolled in a secondary agricultural education program. (Chapters may consider “secondary agricultural education programs” to be grades 7 – 12.)

To become an active member and retain membership a student must meet the qualifications set forth in the National Constitution.

Section C. The State Association shall be divided into eight administrative regions: Region I, Region II, Region III, Region IV, Region V, Region VI, Region VII, Region VIII. Each region shall have a constitution in harmony with the state constitution. Each local chapter shall belong to its regional organization, and pay individual dues as established by the regional association.

Section D. Schools with large enrollments and/or multiple programs in agricultural education may establish mini-chapters as a subdivision of the regular chapter. Each mini-chapter shall be organized and operated in accordance with all the provisions of the national and state Constitutions. When mini-chapters are operated as subdivisions of the regular (parent) chapter, they shall be coordinated by the officers and advisors of the parent chapter.

ARTICLE V

Procedure for Determining Standings of Chapters and Members

Section A. A local chapter shall be considered to be in good standing with the State Association when the following general conditions are met:

1. All current region, state and national dues have been paid into the state treasury on or before May 15 or show by postmark or other reliable evidence, to have been mailed to the state office on or before April 15.
2. All reports have been submitted to the state executive director as requested.
3. No provision of the chapter constitution is to be in conflict with the State and National Constitutions and P.L. 116-7 hereafter referred to as federal charter. Activities are in harmony with the ideal and purposes of the national organization.
4. The Board of Student Officers and the Board of Adult Directors of the State Association shall have the power to suspend local chapters upon receipt of evidence of infringements on the provisions of the State or National Constitutions. A report of all suspensions shall be presented to the next succeeding State Convention.

Section B. **Membership Exception for Military Service:** A member who is in good standing at the time of induction into the armed forces of the United States of America shall be in good standing during the period of active service without further payment of dues of attendance at meetings. The time spent in the armed forces 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 making use of this waiver of service time for the purpose of maintaining active membership for application for advanced degrees, must resume active membership participation within six months after having been honorably discharged from service, indicating such a desire by payment of dues and attendance at meetings. Members participating in the six month armed service program shall be eligible for one full year of extended membership. No individual, however, may retain active membership beyond their 23rd birthday.

Section C. **Alumni Membership:** Following the termination of active membership, a former member becomes eligible for active alumni membership.

Section D. **Honorary Membership:** Supervisors, school superintendents, principals, members of boards of education, instructors, teachers of agriculture, businessmen, farmers and others who are helping to advance agriculture education and the FFA, and who are rendering outstanding service may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to the Honorary Chapter Degree in the chapter, and Honorary State Degree in the State Association.

Section E. **Voting Privilege:** Alumni and honorary members shall not vote nor shall they hold any office in the State and local organization.

ARTICLE VI

Active Membership Degrees and Privileges

Section A. There shall be five degrees of active membership based upon individual achievement. These are: (1) Discovery FFA Degree; (1) Greenhand FFA Degree; (2) Chapter FFA Degree; (3) Minnesota FFA Degree, and (4) American FFA Degree. The national organization shall set the standards for each of the degrees.

Section B. **Discovery FFA Degree:** To be eligible to receive the Discovery FFA Degree from a chapter, the member must meet the following minimum requirements:

1. Be enrolled in an agricultural education class for at least a portion of the school year while in grades 7 – 8.
2. Have become a dues paying member of the FFA at local, region, state, and national levels.

3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have a knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
5. Be Familiar with the local FFA chapter program of activities.
6. Submit written applications for the degree.

Section C. Greenhand FFA Degree: On meeting the following minimum qualifications, the Greenhand Degree may be conferred by the chapter:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience.
2. Learn and explain the FFA Creed, Motto, Salute and Mission Statement.
3. Describe the FFA emblem, colors, and symbols.
4. Explain the proper use of the FFA jacket and demonstrate a knowledge of the FFA Code of Ethics.
5. Have satisfactory knowledge of the history of the organization.
6. Know the duties and responsibilities of FFA members.
7. Personally own or have access of official FFA Manual.
8. Submit written application for degree for chapter records.

Section D Chapter FFA Degree. Minimum qualifications for election.

1. Must have held the Degree of Greenhand preceding election to the Chapter FFA Degree and have record of satisfactory participation in the activities of the local chapter.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education, at or above the 9th grade level, have in operation an improved supervised agricultural experience and be regularly enrolled in an agricultural education class.
3. Be familiar with the purposes and program of activities of the State association and national organization.
4. Be familiar with the provisions of the Constitution of the local chapter.
5. Demonstrate five (5) parliamentary procedure abilities.
6. Demonstrate the ability to effectively lead a group discussion for fifteen minutes.
7. 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.
8. Have a satisfactory scholastic record in an agricultural course.
9. Submit application for the Degree for chapter records.
10. 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.

Section E “Minnesota FFA Degree” -- On meeting the following minimum qualifications, the Minnesota FFA Degree maybe conferred by the State Association:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least 2 years (24 months).
3. 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.
4. Have earned and productively invested at least \$ 2,000 or worked at least 600 hours in excess of scheduled class time, or a combination thereof in a supervised agricultural experience.
5. Demonstrate leadership ability by:
 - a. Performing 10 procedures of parliamentary law.
 - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.

- c. Serving as an officer and/or committee chairperson of a participating member of a chapter committee.
- 6. Have a satisfactory scholastic record as certified by the agriculture instructor, principal or superintendent.
- 7. Have Participated in the planning and completion of chapter program of activities.
- 8. Have Participated in 10 different FFA activities above the chapter level.
- 9. Have participated in at least 25 hours of community service, within at least 2 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

Section F. The percentage of the total state membership which may receive the Minnesota FFA Degree and other requirements may be established by the Minnesota FFA Association.

Written records of achievement of all requirements, verified by the regional advisor shall be submitted to the State Association at least one month prior to the Minnesota FFA convention at which the Minnesota FFA Degree is to be received. The state advisor shall provide for review of the records and submit a recommendation to the state association governing body, which shall nominate all who have been found worthy to receive the honor. The Minnesota FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state convention.

ARTICLE VII

Section A. The procedure for selecting candidates for the Minnesota FFA Degree shall be as provided by Article IX of the bylaws.

ARTICLE VIII

Emblem

Section A. The emblem of the FFA shall be made up of five symbols, namely: (1) the plow, representing tillage of the soil, the basis of modern agriculture; (2) The owl, representing wisdom; (3) the rising sun, representing progress; (4) a cross section of the ear of corn, representing common agricultural interests, since corn is native to America and is grown in every state and; (5) an American eagle surmounting the cross section of the ear of corn, indicating the national scope of the organization. The emblem shall also carry the three letters "FFA," and the words, "Agricultural Education."

Section B. Emblems shall be uniform in all state associations and recognized units thereof.

Section C. Greenhand FFA Degree recipients are entitled to wear the regulation bronze emblem pin; Chapter Degree recipients are entitled to wear the regulation silver emblem pin; Minnesota FFA Degree recipients are entitled to wear the regulation gold emblem charm.

Section D. Honorary Chapter FFA Degree recipients shall be entitled to wear either the official silver or gold emblem pin; Honorary State FFA Degree recipients shall be entitled to wear the official gold emblem charm.

ARTICLE IX

Officers

Section A. State officers of the organization shall be a student president; student vice-president; student secretary; student treasurer, student reporter, student sentinel; eight regional presidents; an executive director; an executive treasurer; and a state advisor.

- Section B. The State student officers shall constitute of Board of Students Officers which shall be the duty of such board to advise and make recommendations to the Board of Adult Directors with respect to the conduct of the activities and business of the organization.
- Section C. State officers shall be elected annually by a majority vote of the delegates assembled on annual state convention in accordance with Article X from among the qualified members of the organization. It is expected that the state advisor shall be the state program specialist of Agricultural, Food, and Natural Resources Education at the Minnesota Department of Education.
- The State Vice Presidents shall be elected by the chapters in their respective regions.
- Section D. In the conduct of the annual state convention, each qualified delegate shall have one vote.
- Section E. Chapter officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Sentinel and Advisor. Local teachers of agriculture shall be the local advisors. Student officers of the chapter shall be elected annually or semiannually at a regular meeting of the local chapter.
- Section F. State officers shall have attained the Minnesota FFA Degree. Officers in the local chapters must hold the Chapter FFA Degree after the chapter has been established in any given school for one year.

ARTICLE X

Duties of the State Officers

- Section A. The Student President: It shall be the duty of the president to preside over all meetings of the Minnesota FFA Association and over all meetings of the Board of Student Officers. The President shall call one state convention of the Minnesota Association each year at such place and time as shall be fixed by a majority vote of the Board of Student Officers and the Board of Adult Directors.
- The president shall appoint all committees and may act as an ex-officio member of these committees.
- Section B. The Student Vice President:
1. In case the office of the president becomes vacant by resignation, or in the case of absence of the president at a meeting of the State Association, the vice president shall assume these duties.
 2. It shall be the duty of the regional presidents acting under the direction of the president to look after the welfare of the FFA organization in their respective regions.
- Section C. The Student Secretary: The student secretary shall perform the duties common to this office, including keeping an accurate record of the sessions of the state convention and Board of Student Officers, one copy of which shall be given to the executive secretary for the permanent files and one copy kept for the files. The secretary shall perform such other duties as directed to perform by the Board of Student Officers, the Board of Adult Directors, and by the executive secretary.
- Section D. The Executive Director: The executive director shall issue charters to the local chapters when ordered to do so by the Board of Student Officers and the Board of Adult Directors and shall keep the official record of membership and progress. He/she shall act as publicity agent of the State

Association. He/she shall receive all reports from the local chapters, review them and inform the Board of Student Officers and Board of Adult Directors of any proceedings which appear to be in conflict with the State and National Constitution. He/she shall keep or have kept correct the complete minutes of the proceeding of the meetings, of the Board of Student Officers and the Board of Adult Directors and of any other committee or officially convened meetings or members, or officers charged with the transaction of business. He/she shall also keep a record of all officers of the organization, their terms of office, and of all members of the FFA entitled to vote at a state convention. Copies of all such minutes shall be furnished to members of the Board of Student Officers and the Board of Adult Directors. He/she shall be in charge of arrangements for the annual state convention and may perform such other duties as directed by the Board of Student Directors.

Section E. The Student Treasurer: The student treasurer shall, in cooperation with the executive treasurer, act as a custodian of the funds of the organization. Payment of all accounts shall be made by check from the current approved accounting procedures of the Association or fiscal host. This officer shall furnish the auditing committee an itemized report of checks issued and bank deposits made and shall perform such other duties as prescribed by the Board of Students Officers, Board of Adult Directors and State Executive Treasurer.

Section F. The Executive Treasurer: The executive treasurer shall be responsible for the review and monitoring of all funds of the organization. He/she shall review, monitor, and prepare for audit current and complete books and records of account concerning all financial transactions of the organization and shall perform such other duties as may be prescribed by the Board of Student Officers and Board of Adult Directors. Payment of all accounts shall be made by check from the current approved accounting procedures of the Association or fiscal host.

Section G. The State Advisor. The State Advisor is an ex-officio member of all committees and chairperson of the Board of Adult Directors. It is also his/her duty-to advise the Board of Student Officers, the Board of Adult Directors, delegates, and committees on matters of policy and assist the state officers in conducting meetings and carrying out programs. The state advisor reviews all applications for the Minnesota FFA Degree as submitted by the regions. Submitting them in turn to the State Board of Student Officers and the Board of Adult Directors with his/her recommendations. The State Advisor reviews all applications for the American FFA Degree as submitted by the chapters, submitting them in turn to the national FFA office. In the absence of a MDE AFNR program specialist with the authority to carry out the duties and responsibilities of the State FFA Advisor, the duties and responsibilities of the position will be carried out by the State FFA Executive Director or their designees.

Section H. The Student Reporter: The student reporter shall assist in the preparation and publication of the state newsletter and shall perform such other duties as are prescribed by the Board of Student Officers, Board of Adult Directors, and by the Executive Director.

Section I. The Student Sentinel. The Sentinel shall supervise the organizational processes of the following:

1. Setting up meeting rooms at the state events, and caring for such paraphernalia as is needed.
2. See that visiting officials and dignitaries are properly welcomed to our state meetings whenever they attend.
3. Assist with refreshments and lunch activities.
4. Taking charge of the candidates being raised from Chapter FFA Degree during the official ceremony at the annual State FFA Convention.

ARTICLE XI

Procedure for Electing State Officers

- Section A. A nominating committee consisting of chairperson and one member from each of the regions shall study and review the qualifications of each student member who is eligible and whose application has been approved by his/her chapter and region advisor for consideration as a state officer. Election of officers shall require a majority vote.
- Section B. The president, the vice-president, the student secretary, the student treasurer, the reporter, and sentinel shall be elected from membership at large.
- Section C. State officers shall be elected to serve from one State convention through the succeeding convention and student officers may not be elected, nor eligible for election to the same student office. If, in the case of extreme emergency, a state convention is not held in any given year, the Board of Student Officers and the Board of Adult Directors shall make provisions for the appointment of state officers for the next succeeding year.

The Board of Student Officers and the Board of Adult Directors shall have the power to appoint temporary state officers to fill the office which became vacant between conventions.

ARTICLE XII

Meetings and Conventions

- Section A. A state convention of Minnesota FFA Association shall be held annually except in the case of extreme emergency declared by the Board of Student Officers and the Board of Adult Directors. The Board of Student Officers and the Board of Adult Directors shall determine the time and place of the meeting.
- Section B. Each local chapter is entitled to send two delegates from its active membership to the State Convention, such delegates to be selected as provided in the local Constitution and bylaws.
- Section C. The annual meeting shall be held at least 45 days prior to the annual meeting of the National FFA Organization.
- Delegates from a majority of the chapters in good standing shall constitute a quorum.
- Section D. Local chapters shall hold their meetings monthly or more often throughout the calendar year and regions shall hold meetings at the time and place determined by the governing body of the local and regional chapters throughout the year as they see fit.

ARTICLE XIII

Committees

- Section A. The president of the Minnesota FFA Association shall appoint four committees annually. The nominating committee, budget and auditing committee, the program of activities committee and the constitution and resolutions committee. Other committees may be appointed as necessary.

ARTICLE XIV

The State Board of Directors

- Section A. The governing body of the organization shall be a Board of Adult Directors composed of (a) Program Specialist of Agricultural Education, Minnesota Department of Education; (b) two members from the Minnesota FFA Association staff (c) eight agriculture instructors. (d) One representative from the Minnesota FFA Alumni; (e) One representative from the Minnesota FFA Foundation; (f) One representative of secondary school administrators (principal or superintendent). g. The chairperson shall be selected annually from the Board of Adult Directors at the summer (July or August) board meeting.
- Section B. The terms of office of the members of the board and the method of selection of such members other than the ex-officio members are prescribed in the bylaws.
- Section C. The board shall meet at least once each year at such time and place as may be prescribed in the bylaws. The annual meetings of the boards may be called at any time by the chairperson.
- Section D. The Board may designate the chairperson and members of the staff as a governing committee which consist of the State President, State Vice President, State Advisor; Executive Director, and two senior board members, and which, when the board is not in session, shall have and exercise the powers of the board subject to its direction.

ARTICLE XV

Dues

Annual dues and fees shall be established by the process set forth in the National Constitution.

ARTICLE XVI

Amendments

- Section A. A proposed amendment to the State Constitution must be submitted in writing by the governing body of a chapter, to the state Executive Director at least 60 days prior to any state convention of the Minnesota FFA Association. A proposed amendment must be submitted by the state advisor to the chapters at least 30 days prior to the next succeeding state convention, be reviewed by the Board of Student Officers and the Board of Adult Directors and submitted by the Board of Student Officers with recommendations to the delegates in state convention.

An amendment to the State Constitution may be adopted at any state convention by a two-thirds vote of the delegates present provided they represent a quorum.

BYLAWS

ARTICLE I

- Section A. All provisions contained in the constitution of the State Association shall be considered to be part of these bylaws, to the same extent as though fully set forth herein.

ARTICLE II

Procedure for Electing Members to the Board of Adult Directors

- Section A. One Agriculture teacher representing each region and elected by the Agriculture teachers from each region shall be elected to serve four year terms. The following rotation, adopted in 1972 shall prevail. Region I and V; II and VI; III and VIII; IV and VII.

- Section B. The terms of office of the Agriculture instructors elected shall begin July 1 and conclude June 30.
- Section C. Whenever a vacancy occurs among such members of the Board of Adult Directors, other than from expiration of their terms of office, the region shall elect the Agriculture instructor from the region in which the vacancy occurs to serve until a successor has been elected and qualified.
- Section D. All members of the Board of Directors shall continue in office until the person leaves teaching, leaves the region which he/she represents, or until the successors have been chosen and qualified.
- Section E. The staff members representing Agriculture Education, Minnesota Department of Education, and the Minnesota FFA Association who serve on the Board of Directors shall be those persons who have been appointed by the Adult Board of Directors Governance Committee.
- Section F. Adult Board of Directors representing the Minnesota FFA Foundation, and the Minnesota FFA Alumni Association, will be elected by their respective boards to serve a two year term. The Secondary School Administrators representative will be nominated by the Adult Board members and selected by the Student and Adult Boards to serve a two year term. The terms of office of the foundation, alumni, and administrators elected shall begin July 1 and conclude June 30

ARTICLE III

The Governing Board

- Section A. The Board of Adult Directors shall appoint a governing committee consisting of the chairperson and members of the office staff who are members of the Board of Adult Directors. These shall be those persons who have been appointed by the Adult Board of Directors Governance Committee.

ARTICLE IV

The Fiscal Year

- Section A. The Fiscal Year of the association shall commence on the first of January in each year and shall end on the 31st day of December.

ARTICLE V

The Board of Student Officers and Board of Adult Directors Meetings

- Section A. The annual organizational meeting of the Board of Student Officers and the Board of Adult Directors shall be held in St. Paul or at such place or places as may be prescribed by the board. The annual meeting shall be held prior to the Minnesota State Fair at which time action taken by the Board of Student Officers will be reviewed.
- Section B. Special meetings shall be given by notifying each member not less than 30 days prior to any regular meeting and not less than five days prior to any special meeting.

ARTICLE VI

Reports of the Executive Director

- Section A. Each local chapter shall submit the following information to the Executive Director:
1. A list of the newly elected officers.
 2. A list of the official delegates to the State Convention at least two weeks prior to the State Convention.
 3. A completed list of the names and degrees of local chapter members each year.
 4. An annual chapter report on forms furnished by the Executive Director and progress reports as may be deemed advisable and called for by the Board of Student Officers and Board of Adult Directors.
 5. A report of any changes in, or amendments to, the local Constitution and Bylaws immediately following each such change.

ARTICLE VII

Procedure for Issuing Charters to Local Chapters

- Section A. The State Association may issue a charter to a local chapter when:
1. An application has been filed in the office of State Association and approved by the state advisor.
 2. A list of the names of members and officers have been filed in the office of the State Association.
 3. A copy of the proposed local constitution and bylaws has been filed in the office of the State Association and approved by the state advisor.
 4. A copy of the program of work has been filed in the office of the State Association and has been approved by the state advisor and state executive director.
 5. Current State and National dues have been paid.
 6. The required charter fee has been paid.
 7. An undertaking by such chapter has been made to keep continuously a permanent record of the names and addresses of officers of the chapter entitled to vote.

ARTICLE VIII

Minnesota FFA Degree

The procedure for selecting candidates for the Minnesota FFA Degree shall be determined by the Board of Student Officers and the Board of Adult Directors. The Board of Student Officers and the Adult Board of Directors may review and recommend to the delegates changes in the qualifications for the Minnesota FFA Degree once during a five year period of time.

ARTICLE IX

Amendments

Section A. These bylaws except those provisions of the Constitution of the FFA, may be amended by the Board of Directors at any regular meeting and such amendments shall be promptly reported to each chapter and at the preceding State Convention.