

# Lake Creek FFA Chapter Bylaws

## ARTICLE I. – Relationship to Constitution

The Bylaws shall be a part of the Constitution of the Lake Creek Chapter of FFA.

## ARTICLE II. – Location of Offices

The headquarters and principal office of the Lake Creek Chapter of FFA shall be at 20639 FM 2854 Montgomery, TX 77316.

## ARTICLE III – Procedures for Electing Officers

**Section A.** The chapter shall adopt rules related to the election of officers which shall include, but not be limited to, designation of elections committee, filing deadlines, application forms, testing procedures and election date.

**Section B.** Qualified members shall declare intent to be considered for chapter office by filing the required forms by the prescribed filing deadline pursuant to the rules adopted by the chapter.

**Section C.** Officers shall be selected by a combination of written exam score, 25%, interview score, 50% and a score derived from a secret ballot vote of the members present a regular or called special chapter meeting, 25%.

**Section D.** All written materials related to a chapter election shall be deposited and retained in a secure location for no less than 30 days following the announcement of election results.

**Section E.** Appeals or protests related to a chapter election shall be filed pursuant to the grievances procedures of the Montgomery Independent School District.

## ARTICLE IV – Duties of Officers

**Section A.** It shall be the duty of all officers to fulfill the responsibilities described in the officer contract adopted by the chapter and agreed to by each officer at the time of declaring candidacy for chapter office.

**Section B.** The president shall preside at all of the chapter's meetings, shall sign all official documents or authorize execution of said documents, appoint student committees and serve as an ex-officio member of all student committees, coordinate all chapter operations, represent the chapter in official functions and perform other such duties as usually pertain to the office of president.

**Section C.** The vice president shall perform the duties of the president in the event of the disability, death, resignation, removal or other inability of the president to perform such duties, develop the chapter's program of activities, coordinate the operations of all student committees, serve as an ex-officio member of all student committees and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section D.** The secretary shall make and keep correct records or minutes of proceedings of the chapter and executive committee, prepare and post meeting agendas, file reports, maintain member activity records, issue membership cards, update policy documents as directed and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section E.** The treasurer shall have responsibility for accounting of all funds and property of the chapter. The treasurer shall provide direction and oversight to any and all who handle the monies of the chapter, assuring that the financial

policies of the chapter and Montgomery Independent School District are followed completely, shall present a proposed budget at a regularly scheduled or called special chapter meeting, present monthly financial reports at chapter meetings, chair the budget and finance committee and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section F.** The reporter shall chair the chapter public relations committee and develop public relations strategies to accurately define the public image of the agricultural education program and FFA chapter, develop or cause to be developed press releases concerning chapter activities, maintain or cause to be maintained a chapter website, develop working relationships with all local and school district media, ensure a complete photographic record of all chapter activities and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section G.** The sentinel shall have responsibility for all meeting related equipment and shall maintain an inventory of all such equipment, ensure that all meeting and social venues are ready to receive members and guests prior to each function, take charge of candidates for degree and award ceremonies, assist the president in maintaining order, ensure a welcoming environment for guests and perform such other duties and further duties as may be imposed upon him or her by the chapter.

## **ARTICLE V – Resignation, Removal of Officers, Officer Vacancies**

**Section A.** The advisor or the executive committee with the advice and consent of the advisor, may, with good cause, remove any officer elected by the chapter. Good cause shall include, but not be limited to, violation of the provisions of the chapter's officer contract, violation of chapter or departmental rules of conduct, violation of the school code of student conduct or violation of state or federal laws.

**Section B.** Any officer may resign at any time by giving written notice to the advisor, president or secretary. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

**Section C.** Should the office of president become vacant; the vice president shall assume the title and duties of president. The executive committee may appoint an interim officer to fill any other vacancy until the chapter elects a qualified replacement.

## **ARTICLE VI – Committees**

**Section A.** The standing committees of the chapter shall be in harmony with the National FFA Organization's Quality Standards for Local Chapters. The committee designations and descriptions contained in these bylaws shall be amended to reflect the most current Quality Standards for Local Chapters adopted by the National FFA Organization for the membership year following revision of such standards. Such amendments shall be made without action by the chapter.

**Section B.** Each active member of this chapter shall be assigned to a committee which is deemed commensurate to the member's interests, talents and skills. The chapter shall not be obligated to staff all committees, but any of the standing committees may be activated by the chapter president without the action of the chapter.

**Section C.** Each standing committee shall develop and submit to the executive committee a plan within the committee's scope of responsibility and a corresponding budget within the timelines prescribed by the president. Each committee shall make regular and timely reports to the chapter concerning progress towards its respective goals.

**Section D.** The standing committees of the chapter and their respective duties are:

(1) Growing Leaders-Leadership shall plan and execute activities which help the individual develop technical, human relations and decision-making skills to grow leaders.

(2) Growing Leaders-Healthy Lifestyles shall plan and execute strategies which promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.

(3) Growing Leaders- Scholarship shall plan and execute strategies which develop a positive attitude toward lifelong learning experiences.

(4) Growing Leaders-Personal Growth shall plan and execute strategies which improve the identity and self-awareness of members, striving to enhance the quality of life and contribute to members' life goals and development.

(5) Growing Leaders- Career Success shall plan and execute strategies which promote student involvement and growth through agriculture-related experiences and/or entrepreneurship and promote career readiness.

(6) Building Communities-Environmental shall plan and execute strategies to preserve natural resources and develop more environmentally responsible individuals

(7) Building Communities –Human Resources shall plan and execute strategies which improve the welfare and well-being of members and citizens of the community

(8) Building Communities-Citizenship shall plan and execute strategies to encourage members to become active, involved citizens of their school, community and country.

(9) Building Communities –Stakeholder Engagement shall plan and execute strategies to develop teamwork and cooperation between the local chapter and stakeholders.

(10)Building Communities –Economic Development shall plan and execute strategies to improve the economic welfare of the community.

(11)Strengthening Agriculture-Support Group shall plan and execute strategies to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.

(12)Strengthening Agriculture –Chapter Recruitment shall plan and execute strategies to increase agricultural education enrollment and/or FFA membership and encourage greater participation.

(13)Strengthening Agriculture -Safety shall plan and execute strategies intended to enhance safety in the community

(14)Strengthening Agriculture –Agricultural Advocacy shall plan and execute strategies to articulate and promote agricultural programs, practices, policies and/or education to elicit action.

(15)Strengthening Agriculture -Agricultural Literacy shall plan and execute strategies to help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.

**Section E.** Subcommittees of a standing committee may be created by the president, executive committee, advisor or by the committee with the permission of the president and advisor.

## **ARTICLE VII – Transactions of the Chapter**

**Section A.** The fiscal year of the chapter shall begin on September 1 and end on August 31.

**Section B.** The chapter shall adopt policies and procedures consistent with the fiduciary policies, procedures and audit standards of the Montgomery Independent School District.

## **ARTICLE VIII – Grievances and Appeals**

Grievances and appeals shall be addressed under the auspices of the student grievance policies and procedures of the Montgomery Independent School District.