

# The New York State FFA Leadership Training Foundation, Inc.

## Constitution

### Article I. Name and Mission:

#### Section A.

The name of this organization shall be the New York State FFA Leadership Training Foundation, Inc. (NYSFFALTF)

#### Section B.

The mission of the NYSFFALTF is to support the educational efforts of the New York State FFA, the Oswegatchie Education Center and other aspects of Agricultural Education.

### Article II. Purpose:

#### Section A.

To provide and conduct instructional programs that promote premier leadership, personal growth, and career success, integral with the agricultural education curricula being delivered in elementary, secondary, and post secondary programs in agriculture.

#### Section B.

To provide and conduct instructional programs that enhance environmental awareness and outdoor education.

#### Section C.

To provide financial support for awards and activities that recognize students and others who have excelled in, or supported, Agricultural Education programs.

#### Section D.

To provide for, endorse, and/or conduct the necessary fund raising activities that support the foundations mission and purposes.

### Article III. Board of Members:

#### Section A.

The governing body of the NYSFFALTF shall be a board of directors consisting of twelve (12) voting members. These members will be appointed/elected by their respective organizations, which are as follows...

#### NYSFFA Association – ( 4 members )

(3 year terms)

- 1 – Agribusiness Representative.
- 2 – Active Secondary Agricultural Education Instructor who must maintain ATANY membership.

(1 year terms)

- 1 – State FFA Student Officer. This officer shall vote only on non-financial and non-personnel matters unless of legal voting age.

#### ATANY (Association of Agriculture Teachers of New York) (3 members)

(3 year terms)

- 1 – Agribusiness Representative
- 1 – Active Secondary Agricultural Education Instructor who must maintain ATANY membership.
- 1 – RATONY Representative seat to be determined by RATONY

Post Secondary (1 member)

(3 year term)

1 - Representative of Postsecondary College

Cornell University ( 1 member )

(3 year terms)

1 – Representative selected by the Department of Education at Cornell University.

NYSFFALTF Board Selected ( 2 member )

( 3 year terms)

1 – Representative from an agricultural leadership group. I.e. Farm Bureau

1 - Open seat to be determined by board.

New York State Education Department – SED (1 member)

(3 year term)

1 – Representative selected by the office of workforce preparation and continuing education.

(Ex-Officio members)

Foundation Treasurer

Oswegatchie Education Center Administrator

Program Development Director

FFA Executive Secretary

Chair of FFA Board of Trustees

**Section B.**

New members of the board of directors shall be officially seated to replace retiring members upon the opening of the first foundation meeting following their appointment/election.

**Section C.**

The membership year of the foundation shall be from annual meeting to annual meeting.

**Section D.**

The fiscal year of the foundation shall be from January 1 to December 31.

**Article IV. Officers.**

**Section A.**

The officers of the board of directors shall be a chairperson, a vice chairperson, and a secretary elected for a one-year term at the annual meeting immediately after the new members have been officially seated.

**Section B.**

The following positions will be appointed by the board of directors at their annual meeting:

Foundation Treasurer

Oswegatchie Camp Administrator

Program Development Director

**Article V. Meetings.**

**Section A.**

The annual meeting of the board of directors shall be called by the chairperson between January 1 and January 31 of each year.

**Section B.**

The Chairperson may call a special meeting of the board of directors at such time and place as the occasion demands, or on the written request of any six (6) members of the board of directors; the chairperson must schedule the meeting to be held within three weeks of such request.

**Section C.**

The board of directors will meet a minimum of three times each year.

**Section D.**

An officer, board member, or board appointee, not meeting the expectations of the board can be removed at any meeting by a two-thirds vote of the total board of directors.

**Article VI. Procedure.**

**Section A.**

Six members of the board of directors at all regular meetings or any special meeting shall constitute a quorum.

**Section B.**

The business of the foundation shall be conducted with the accepted rules of parliamentary procedure.

**Article VII. Amendments**

**Section A.**

Proposed amendments to the constitution must be submitted by the secretary of the board of directors in writing to both the President of the Association of Teachers of Agriculture of New York and the Chairperson of the Board of Trustees of the New York State Association of FFA, at least 30 days before the annual meeting of the organization that comes first in any calendar year.

**Section B.**

Proposed amendments may come from any of the following:

1. The New York Association of FFA Governing Board.
2. The Association of Teachers of Agriculture of New York.
3. The New York State Leadership Training Foundation, Inc. board of directors.
4. A member of the NYSFFALTF board of directors.

**Section C.**

Proposed amendments must be ratified by:

1. A two-thirds vote of the delegates of the annual meeting of the New York Association of FFA, and by:
2. A two-thirds vote of the members present at the annual meeting of the Association of Teachers of Agriculture of New York.

Constitution:

- Approved – April 26, 1946
- Revised - October 6, 1956
- Revised - October 2, 1965
- Revised - September, 30, 1967
- Revised - June 28, 1968
- Revised - June 26, 1969
- Revised - June 29, 1972
- Revised - June 27, 1974
- Revised - June 28, 1983
- Revised - August 14, 1989
- Revised - July 1, 1989
- Revised - June 1999

**BY-LAWS**

**THE NEW YORK FFA LEADERSHIP TRAINING FOUNDATION, INC.**

**(Effective January, 2000)**

**ARTICLE I. DUTIES OF OFFICERS, DIRECTORS AND OTHER PERSONNEL**

SECTION A. The Chairperson

1. Shall preside over meetings of the Board of Directors;
2. Shall appoint members to standing committees with the approval of the Board of Directors;
3. Shall notify each member of the Board of Directors of the time and place of all regular meetings or any special meeting. Except in the case of emergency, the Board of Directors shall be notified at least two weeks in advance of any meeting;
4. Shall perform all other duties common to such office.

SECTION B. The Vice-Chairperson

1. Shall temporarily assume the duties of the Chairperson in the event the office of the Chairperson becomes vacant by resignation or otherwise, and shall complete the term of office in the extended absence of the Chairperson;
2. Shall perform all other duties common to such office.

SECTION C. The Secretary

1. Shall within ten days following all regular meetings or any special meeting of the Board of Directors, send a copy of the minutes to each member of the Board of Directors, the Chairperson of the FFA Board of Trustees, and the ATANY President.
2. Shall maintain permanent files of records of meetings and other board functions;
3. Shall perform all other duties common to such office.

SECTION D. The Executive Committee

1. Shall consist of the elected officers with the Oswegatchie Camp Administrator and Program Development Director as ex-officio members.
2. Shall be responsible for interim decisions necessary to implement the policies and actions of the Board of Directors between Board of Director meetings.
3. Shall report to the Board of Directors at the meeting of the Board on any decisions made or actions taken by the Executive Committee.

SECTION E. Foundation Directors

1. Shall attend all meetings of the Foundation;
2. Shall chair and/or serve as a member of a Standing Committee;
3. Shall approve all Standing Committee appointments;
4. Shall be familiar with policy and constitutional procedures;
5. Shall fulfill the role and responsibilities of a Director at any time during the year that a given occasion demands.

SECTION F. The Treasurer

1. Shall be bonded as directed by the Board of Directors;
2. Shall deposit all funds received in a banks or banks approved by the Board of Directors and receive copies of deposits made by the Oswegatchie Camp Administrator and Program Development Director;
3. Shall pay all bills which are not in excess of \$100.00 on voucher submitted for services rendered or goods received, when such vouchers are for items included in the budget;
3. Shall pay all bills in excess of \$100.00 on vouchers submitted for services rendered or goods received only on approval of the Chairperson between Board meetings or by a majority vote of the Board of Directors. Approval of the budget constitutes approval by the Board of Directors of items delineated in the budget;
5. Shall, with the approval of the Chairperson of the Board of Directors, pay bills for items included in the budget as long as the total for the line item does not exceed 120% of the adopted budget line item. Any expenses over 120% will require Board action;
6. Shall have the authority to take out short term notes to pay for approved budget items, when necessary;
7. Shall invest funds in excess of amounts budgeted for current functions as directed by the Board;
8. Shall make a report of receipts and disbursements as directed by the Board of Directors;
9. Shall prepare all records and accounts at the close of the year for audit.

SECTION G. The Program Development Director

The Program Development Director will manage all activities related to raising funds that support the NYSFFA Association and Oswegatchie Camp.

Duties

1. Shall solicit Foundation funding to support the FFA Awards programs and to provide financial support to Oswegatchie Camp.
2. Work with the FFA Executive Secretary to organize business and industry tours.
3. Shall foreword all donated funds to the Foundation Treasurer.
4. Maintain all fund raising records including donor recognition programs.
5. Work with the Oswegatchie Camp Administrator, Treasurer, and Board Chairperson to develop a yearly business plan and budget.
6. Attend board of directors meetings and present funding reports.
7. Shall be directly accountable to the Chairperson of the Board of Directors.
8. Shall seek direction from the Funding Committee.
9. Oversee and manage the Foundations Endowment Funds and investments.

Evaluation of the Program Development Director

- a. The Chairperson of the Board of Directors will conduct an annual personnel Evaluation of the Program Development Director.
- b. The Chairperson of the Board of Directors will submit a report to the Foundation Board, in writing, of the evaluation and his/her recommendations for continued Employment and monetary reimbursement.

SECTION H. Oswegatchie Education Center Administrator

The Oswegatchie Education Center Administrator will manage all activities related to the operation of Camp Oswegatchie and the educational programs offered through camp.

1. Program
  - a. Implement programs as directed by the Foundation;
  - b. Obtain staff needed for these programs.
  - c. Advertise in appropriate ways.
  - d. Oversee overall quality of the program.
  - e. Evaluate programs and implement any recommended improvements.

2. Oswegatchie Education Center Staff
  - a. Hire all temporary staff needed to operate as guided by the Board;
  - b. Hire according to skills and maturity as dictated by their job responsibilities;
  - c. Train staff in their areas of responsibility;
  - d. Monitor their performance and give guidance, as necessary.
  
3. Rental Groups
  - a. Assure that the needs of rental groups are met;
  - b. Handle requests in an appropriate way, arranging time, costs and other arrangements;
  - c. Promote rentals to make the most efficient use of the facilities;
  - d. Evaluate the needs of rental groups not being met and recommend how they can be better met.
  
4. Maintenance
  - a. Maintain buildings in such a way that they are attractive, safe, not deteriorating, and being improved where needed;
  - b. Maintain grounds in such a way that they are attractive and so that the natural Setting is maintained.
  - c. Assure that buildings and grounds are neat and clean.
  
5. Business Administration
  - a. Be responsible for all record-keeping as required by the Board and any regulatory agencies;
  - b. Report all monetary activity to the Foundation;
  - c. Prepare the annual budget;
  - d. Monitor spending to assure compliance with the budget. If adjustments need to be made, requests should be made to the Foundation.
  - e. Work with the Program Development Director, Treasurer, and Board Chairperson to develop a yearly business plan and budget.
  
5. Food Service
  - a. Maintain high quality of food service operation
  - b. Supervise all food service activities:
    - (1). menu planning,
    - (2). food ordering,
    - (3). comply with and monitor health standards,
    - (4). implement government assistance programs;
  - c. Hire and supervise all kitchen staff.

7. Chapter Relations

- a. Present an attitude that accepts all of the various organizations represented at camp;
- b. Provide the types of programs and speakers that appeal to the variety among chapters;
- c. Present programs to chapters about Oswegatchie as the opportunities present themselves;
- d. Keep chapters informed about the camp through newsletters;
- e. Meet with the leadership of supporting chapters on an on-going basis to gain an understanding of constituent needs and possible ways of working together to meet these needs.

8. Public Relations

- a. Conduct activities on the campground as much as possible and in such a way as to not be offensive to our neighbors;
- b. Invite and encourage the general public to attend open houses, retreats, children's camp, etc.;
- c. Handle all advertising.

9. Regulatory Agencies

- a. Take the necessary steps to assure compliance with the regulatory agencies, including: State Health Department, insurance companies, DEC.

10. Board Activities

- a. Participate in preparation of the agenda with the Chairperson for the Foundation meetings;
- b. Provide reports of camp activities for board meetings;
- c. Prepare year-end camp reports;
- d. Be a liaison between camp and the Board of Directors.

11. Secretarial/Clerical

- a. Responsible for all secretarial/clerical tasks necessary to maintain proper office functioning.

12. Professional Development

- a. Attend conferences and other opportunities for resourcing to upgrade professional skills and knowledge.

13. Chain of Authority

- a. The administrator has full authority to carry out the above responsibilities except as otherwise directed by the Foundation.
- b. Authority for monetary activity is controlled by the budget as approved by the Foundation Board.

14. Evaluation of Oswegatchie Education Center Administrator.

- a. The Chairperson of the Board of Directors will conduct an annual personnel Evaluation of the Oswegatchie Education Center Administrator.
- b. The Chairperson of the Board of Directors will submit a report to the Foundation Board, in writing, of the evaluation and his/her recommendations for continued Employment and monetary reimbursement.

**ARTICLE II. TENURE OF A MEMBER OF THE BOARD OF DIRECTORS**

SECTION A.

If a Director leaves the Board during the term of office, a replacement to complete the unexpired term shall be elected or selected by the organization which originally elected or selected the Director.

SECTION B.

A director who is unable to attend a meeting, may appoint a substitute to attend in their absence with full voting powers.

**ARTICLE III. STANDING COMMITTEES**

Standing committees, with a minimum of three members, shall be appointed annually by the Chairperson of the Board of Directors at the discretion and approval of the Board of Directors. The Chairperson of each standing committee shall be a member of the Board of Directors. The committees shall be:

SECTION A. Sponsoring Committee

1. Shall develop and implement proper donor and chapter recognition;
2. Shall coordinate all fund-raising activities of the NYFFA Leadership Training Foundation
3. Shall forward all donated funds to the Foundation Treasurer.
4. Shall be directly accountable to the Chairperson of the Board of Directors;
5. Shall advise the Program Development Director.
6. Shall report on activities and accomplishments at each regular meeting and meet as needed to accomplish tasks.

SECTION B. Oswegatchie Education Center Committee

1. Shall review with the Oswegatchie Education Center administrator activities and schedules. Make recommendations and take input from state FFA's annual meeting reports.
2. Shall oversee the Long-range Land Owner Stewardship Plan.
3. Shall work with the Oswegatchie Education Center administrator to develop agricultural and outdoor educational programs that support the NYSFFALTF's mission.
4. Shall be responsible for the development and improvement of camp facilities; take input from the FFA's annual meeting committee reports, and make recommendations to the board that can be incorporated into the camp's business plan.
5. Review and make recommendations on camp rates.
6. Shall report on activities and accomplishments at each regular meeting and meet as needed to accomplish tasks

SECTION C. FFA Committee

1. Provide chapter's recognition for their fund raising efforts.
2. Review the NYS FFA's grant requests and make recommendations on meeting those requests.
3. Work with the Program Development Director on recording and managing "earmarked" donations specified for FFA Award programs.
4. Shall advise the Oswegatchie Camp Administrator on the needs the of the NYS FFA.
5. Shall report on activities and accomplishments at each regular meeting and meet as needed to accomplish tasks.

SECTION D. Sub Committees.

Sub-committees may be appointed by the Chairperson of the Board to function within the structure of the standing committee.

**ARTICLE IV. FINANCIAL PLANS AND POLICIES**

SECTION A.

The Board of Directors shall be guided and assisted by the Association of Teachers of Agriculture of New York and New York Association of FFA to carry out the purposes of the Foundation.

SECTION B.

The Oswegatchie Camp Administrator, Program Development Director, Foundation Treasurer, and Board Chairperson will submit an updated yearly business plan to the board of directors at their annual meeting.

SECTION C.

The Board of Directors shall be authorized to secure and expend funds as needed to carry out the purposes of the Foundation.

**ARTICLE V. AMENDMENTS**

SECTION A.

These By-Laws may be amended by two-thirds vote of the members of the Board of Directors present and voting at the annual meeting of the Foundation.

SECTION B.

Constitution changes adopted by both parent organizations shall be reported, in writing, in the form of an updated Constitution and By-Laws by the Secretary of the Foundation to the President of the Association of Teachers of Agriculture of New York and the Chairperson of the FFA Board of Trustees.

SECTION C.

By-Laws changes adopted by the Foundation Board of Directors shall be reported, in writing, in the form of an updated Constitution and By-Laws by the Secretary of the Foundation to the President of the Association of Teachers of Agriculture of New York and the Chairperson of the FFA Board of Trustees.

SECTION D.

An updated copy of the Foundation Constitution and By-Laws shall be included in the Foundation Board's Policy Handbook.

APPROVED: April 26, 1946  
Revised: October 6, 1956  
October 2, 1965  
September 30, 1967  
June 28, 1968  
June 26, 1969  
June 29, 1972  
June 27, 1974  
September 25, 1983  
January, 1995  
June 1999