



How to Charter a NYS FFA Chapter

New York Association of FFA A Chartered Organization of The University of the State of New York Founded in 1926

According to the NYS FFA Constitution, in order for students to be involved in Active FFA Membership on the State and National Level the following criteria must be met:

Article II Organization

- Section A. The State Association of FFA shall be New York's representative body in the National FFA organization.
- Section B. The New York Association of FFA is a State organization with local chapters in secondary schools where instruction in agriculture is conducted.
- Section C. The objective of the organization shall be consistent with Section 3 of the organization's federal charter, the Board of Regents, Public Law 81-740. The organization shall cooperate with the national and state government agencies and officials for career and technical education in accomplishing the following objectives:
1. To be an integral part of the organized instructional programs in agricultural education which prepare students for a wide range of careers in agriculture, agribusiness, and other agriculture-related occupations.
 2. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agricultural industry.
 3. To provide agriculture-related programs and activities which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift, and which 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 activities by providing awards to deserving members and chapters.
- Section D. Upon admission to membership of a local group as a chapter of the Association, a charter shall be provided by the Association, signed by its principal officers, bearing the date of admission into the Association and designating the name of such chapter and number which shall be assigned by the National FFA Organization.

Section E. After admission, in order to remain in good standing, a chapter must have paid the prescribed membership dues and assessments of the State Association for the current year and carry on a program of activities in harmony with the aims and purposes of the State Association.

Section F. Any chapter not in good standing will be denied participation of its members in all activities, programs and meetings arranged and conducted by the State Association.

ARTICLE IV

Membership

Section B. Active Membership State and National

1. Any Student:
 - a. 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
 - b. Enrolled in a Supervised Agricultural Experience (SAE) program for a local Regents diploma credit.

To apply for a new chapter charter you will need to submit to the NYS office the following items:

- Letter from your FFA Advisor stating that the school supports the agriculture classes and is requesting an FFA Chapter at your school (sample is included in the attachment)
- A copy of your chapter constitution (sample is included in the attachment)
- List of FFA members
- List of FFA officers (sample is included in the attachment)
- Your request for a chapter charter is given to the FFA Governing Board (meets in September, Jan, April, and June) for approval and is sent on to National FFA. National FFA then assigns your chapter a charter number.
- You school will be contacted to pay your state and local FFA dues. NYS FFA Dues are \$6/student. National FFA Dues are \$7/student. Total payment for each National FFA member should be \$13/student (combination of state and national dues).

Below are the National FFA Guiding Principles for Chartering New FFA Chapters:

National FFA Organization

Charter Guidelines in Public and Non-public Educational Settings

- **Guiding Principle #1** - Each state association has the authority and the ability to decide for itself whether to charter local FFA chapters in particular public or non-public educational settings.

Basis - State statutes vary greatly on the relationship between public and non-public educational settings. Moreover, the national FFA's organic act (Public Law 105-225) and the national FFA constitution provide that State FFA associations have the authority to charter local FFA chapters. Therefore, these guidelines are meant to provide guidance for State associations, which desire to charter local chapters in public or non-public educational settings. These guidelines are not meant to encourage or force State associations

to charter chapters where State laws or policy prohibits official recognition of systematic instructional programs in non-public educational settings, or to otherwise mandate the chartering of an FFA chapter in any particular school or for any particular educational program.

National FFA Bylaws, Article X. Section C.

The state FFA advisor and/or governing body of a chartered state association shall charter a local chapter when the state requirements have been met and the following have been received by the state association:

1. An application for a charter.
2. The names of all chapter members and officers.
3. The proposed chapter constitution and bylaws.
4. The chapter Program of Activities.
5. All current state and national FFA dues.

• **Guiding Principle #2** – Leadership, personal growth and career success through engagement in FFA is integral to school-based agricultural education, and therefore FFA chapters can only be chartered in educational settings that have a systematic program of instruction in school-based agricultural education pursuant to federal law.

Carl D. Perkins Vocational and Technical Education Act 2006

“PART B – STATE ADMINISTRATIVE PROVISIONS

“SEC. 2. PURPOSE.

(6) CAREER AND TECHNICAL STUDENT ORGANIZATION

(A) **IN GENERAL**, - The term ‘career and technical student organization’ means an organization for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program.

(B) **STATE AND NATIONAL UNITS**, - An organization described in subparagraph (A) may have State and national units that aggregate the work and purpose of instruction in career and technical education at the local level.

Basis - Both the FFA's organic federal law, and the FFA's national constitution, require that FFA be an integral part of systematic programs of instruction in school-based agricultural education.

The *National FFA Constitution, Article III Section B, states:*

"Chapters of the National FFA Organization shall be chartered only in such schools where recognized systematic instruction in agricultural education is offered under the provisions of federal vocational education legislation. Such chapters shall operate as an integral part of the instructional program of agricultural education."

• **Guiding Principle #3** - State authorities responsible for school-based agricultural education must have guidelines/program standards for recognition of "systematic instruction in agricultural education."

Basis - Only by establishing objective standards for the recognition of systematic programs of instruction can the FFA ensure compliance with its organic federal law and with the national constitution. The national FFA uses the definition in the current Federal legislation (Perkins IV) of “career and technical education” as it applies to school-based agricultural education, and believes that the State associations should use this definition as a basis for defining "systematic instruction in agricultural education." The Perkins law defines career and technical education as follows:

Carl D. Perkins Vocational and Technical Education Act 2006

“PART B – STATE ADMINISTRATIVE PROVISIONS

“SEC. 2. PURPOSE.

“(5) CAREER AND TECHNICAL EDUCATION.—The term ‘career and technical education’ means organized educational activities that—

“(A) offer a sequence of courses that—

“(i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;

“(ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

“(iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

“(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

• **Guiding Principle #4** – The instructor(s) of school-based agricultural education must hold the proper credentials authorizing them to teach agriculture and serve as the advisor(s) to the FFA chapter in accordance to the certification/licensure policies in the state in which the chapter is chartered.

Basis - The National FFA Constitution, Article XI, Section B, states:

“The teacher(s) of agricultural education shall be the FFA advisor(s)”.

Each state association is responsible for the determination of what constitutes a teacher of agricultural education in accordance with their state department of education and/or credentialing/certificating organization/institution. Because state statutes and guidelines vary from state to state, the National FFA Organization relies on each state association to determine guidelines for approving the teacher(s) of school-based agricultural education.

• **Guiding Principle # 5** – The National FFA Organization believes in the value of all human beings and seeks diversity in its membership. Therefore, any school in which an FFA chapter is chartered must comply with all relevant anti-discrimination laws.

Basis - As a federally chartered corporation and one that believes in the value of all human beings, neither the FFA nor the schools in which FFA chapters are located may engage in improper discrimination. Therefore, where school-based agricultural education instruction is recognized by the State authorities and a FFA Chapter is desired, both public and non-public schools must certify that all Federal laws for non-discrimination are followed as a matter of school policy and practice.

The U.S. Department of Education’s (ED) Office for Civil Rights (OCR) laws prohibit discrimination on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975). OCR also has enforcement responsibilities under Title II of the Americans with Disabilities Act, which prohibits state and local governments from discriminating on the basis of disability. In addition, OCR enforces the Boy Scouts of America Equal Access Act, which addresses

equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups.

• **Guiding Principle #6** – The local FFA chapter shall abide by all requirements for chartering a chapter in accordance with the National FFA Constitution and the State FFA Constitution in the state in which the chapter is chartered.

Basis - The National FFA Constitution, Article IV Section B, outlines the minimum requirements for chartering a local chapter as:

“A chapter shall be in good standing with the state association when the following conditions are met:

1. All annual, state and national dues have been paid by the date determined by the state association.
2. All reports have been submitted as requested by the state association.
3. Provisions of the chapter constitution do not conflict with the State or National FFA Constitutions and chapter activities are in harmony with the ideals and purposes of the National FFA Organization.

The governing body of the state association shall have the power to suspend the charter of any chapter which violates the state or National FFA Constitution and Bylaws.”

State FFA constitutions may outline requirements necessary for fulfillment beyond what is required at the national level provided “the state FFA constitution (does) not conflict with the National FFA Constitution and ... (is) in harmony with the ideals and purposes of the National FFA Organization” (Article IV Section A #3.)

NOTE: To obtain the full legal opinion, contact the National FFA Advisor at:

National FFA Organization
Attn: National FFA Advisor
1410 King Street, Suite 400
Alexandria, VA 22314

Phone: 703-838-5882
E-mail: sbrown@ffa.org

These guidelines were officially approved by the National FFA Board of Directors, January 24, 2013.

**APPLICATION FOR CHARTER
AUTHORIZING LOCAL
FFA CHAPTER**



Date

New York State FFA
29A Plant Science Building
Cornell University
Ithaca, NY 14853

Dear 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 New York 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 FFA Chapter: _____

Attached to this application are the following:

1. A list of chapter officers: President, Vice President, Secretary, Treasurer, Reporter, Sentinel, Other
2. A complete list of all chapter members including grade level
3. A copy of our annual Program of Activities
4. A copy of the chapter's Constitution
5. The chapter Charter Application and Agreement

Chapter President

Date

Chapter Advisor

Date

Superintendent of Schools

Date

New York FFA Chapter Charter Application and Agreement

School Name:

Mailing Address:

Shipping Address:

City:

State:

Zip:

School Phone:

Approved Agricultural Education Program:

Yes

No

Type of Agricultural Education Program Approval:

Conditional

Active

Desired Chapter Name:

Chapter Type:

High School Only

Middle School Only

Middle/High School (joined)

For Advisor Only:

Advisor's Name:

Advisor's Email Address:

Advisor's Direct Phone:

Do you have a username/account for www.ffa.org?

If so, what is your username?

Memorandum of Understanding

I understand that FFA is an intracurricular component of agricultural education. My FFA Chapter will remain in good standing as long as:

1. Agriculture classes are currently being offered to students through instruction by an approved, certified agriculture teacher and all FFA members are engaged in agricultural education coursework.
2. FFA state and national dues and participation fees (if applicable) are paid in a timely manner.
3. FFA chapters and students adhere to the FFA code of conduct and policies or regulations for all FFA events.

Advisors Signature:

Date:

Advisors Printed Name:

Administrator Signature:

Date:

Administrator Name and Title:

SAMPLE LOCAL CHAPTER CONSTITUTION

ARTICLE I - Name, Mission and Strategies

Section A. The name of this organization shall be the " _____ " 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. To be an integral part of the organized instructional programs in agricultural education which prepare students for a wide range of careers in agriculture, agribusiness, and other agriculture-related occupations.
2. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agricultural industry.
3. To provide agriculture-related programs and activities which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift, and which 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 activities by providing awards to deserving members and chapters.

ARTICLE II - Organization

Section A. The _____ Chapter of FFA is a chartered local unit of the _____ FFA Association, which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the _____ FFA Association 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 five degrees of active membership based on individual achievement. These are the Discovery FFA Degree, Greenhand FFA Degree, the Chapter FFA Degree, the State FFA Degree, and the American FFA Degree. The national organization shall set the minimum qualifications for each degree. The national organization shall set the minimum qualifications for each degree. The Discovery FFA Degree is intended for use in state associations and local chapters where middle school membership is offered. Receipt of this degree is not necessary in order to obtain the Greenhand FFA Degree or subsequent degrees.

All Discovery FFA Degree recipients are entitled to wear the regulation Blue Discovery FFA Degree pin. 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

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 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, state and national levels.
3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have 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 - To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA Creed, Motto, Salute and FFA Mission Statement.
3. Describe and explain the meaning of the FFA emblem and colors.

4. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate a 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 written application for the Greenhand FFA Degree.

Section D

Chapter FFA Degree - To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum qualifications:

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. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Have earned and productively invested at least \$150 by the member's own efforts or worked at least 45 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.

The following amendment will replace Section D item 4 effective January 1, 2015:

4. A student after entering agricultural education must have:
 - a. earned and productively invested at least \$150 by the member's own efforts, or worked at least 45 hours in excess of scheduled class time, or a combination thereof; and
 - b. developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in FFA award programs.
8. Have a satisfactory scholastic record.
9. 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 supervised agricultural experience hours.
10. Submit a written application for the Chapter FFA Degree.

Other requirements may be established by the chapter and/or the state FFA association.

Other requirements may be established by the state FFA association.

Section E. State FFA Degree. Minimum qualifications for selection:

Qualifications for the State FFA Degree are those set forth in the constitution of the State FFA Association and National FFA Organization.

Section F. American FFA Degree. Minimum qualifications for selection.

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). Chapter officers shall be elected annually or semi-annually by the members present at any regular meeting of the chapter.

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.

Sample Program of Activities (POA):

POA 1 Example

This sample completed POA-1 may help you decide how to fill out your form.

FFA Chapter Program of Activities: Form POA 1

Division: (check one) Student Chapter Community

Name of committee: Public Relations

Purpose of committee: To promote a positive image and inform students, parents, school officials, and the community of chapter and member accomplishments.

Committee members: Chuck Barstow, Betty Zetlow and Mary Carlson

ACTIVITIES	GOAL(S)
<u>FFA Week</u>	<u>1. Present 5 minute radio program</u>
Completion date: <u>Feb 25</u>	<u>2. Prepare feature article for news</u>
Estimated income: <u>\$0.00</u>	<u>3. Members wear official dress on</u>
Estimated costs: <u>\$30.00</u>	<u>designated day</u>
Chapter action taken: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Amended</i> <input type="checkbox"/> <i>Rejected</i>	
<u>Chapter Newsletter</u>	<u>1. Publish and distribute a monthly</u>
Completion date: <u>10th of each month</u>	<u>Newsletter</u>
Estimated income: <u>\$0.00</u>	
Estimated costs: <u>\$60.00</u>	
Chapter action taken: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Amended</i> <input type="checkbox"/> <i>Rejected</i>	
<u>FFA Calendar</u>	<u>1. Provide home calendars for members</u>
Completion date: <u>Dec 22</u>	<u>2. Provide calendars to all local</u>
Estimated income: <u>\$350.00</u>	<u>businesses</u>
Estimated costs: <u>\$425.00</u>	
Chapter action taken: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Amended</i> <input type="checkbox"/> <i>Rejected</i>	
<u>Banquet</u>	<u>1. 90% of members attend with parents</u>
Completion date: <u>April 15</u>	<u>2. Present chapter awards to members</u>
Estimated income: <u>\$200.00</u>	<u>3. Invite key supporters of FFA</u>
Estimated costs: <u>\$500.00</u>	
Chapter action taken: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Amended</i> <input type="checkbox"/> <i>Rejected</i>	