



# National FFA Organization By-Laws

## Article I. Relationship to the Constitution

The Bylaws shall be a part of the Constitution of the National FFA Organization.

## Article II. Location of Offices

The headquarters and principal office of the National FFA Organization shall be at the United States Department of Education in Washington, District of Columbia. The business offices shall be designated by the National FFA Board of Directors.

## Article III. Procedure for Electing Members of the Board of Directors

### Section A

The four state supervisors of agricultural education on the National FFA Board of Directors shall be elected (one from each of the four regions of the United States) by the members of their professional organizations in the respective regions. In the event an elected member of the National FFA Board of Directors is unable to attend a scheduled meeting, the elected alternate or other representative selected by that board member shall serve at that meeting.

### Section B

The four regions of the National FFA Organization shall be:

**Central Region; Eastern Region; Southern Region; Western Region**

### Section C

The term of service for the elected members of the National FFA Board of Directors shall begin on July 1 and continue for a three-year period. Section D In the event a state supervisor vacates a position on the National FFA Board of Directors, the elected alternate shall serve for the remainder of the term. In the event a representative of the United States Department of Education vacates a position on the National FFA Board of Directors, the national FFA advisor shall recommend a person to fill the vacated position.

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## **Article IV. National FFA Board of Directors Meetings**

### **Section A**

The meetings of the National FFA Board of Directors shall be held at such place and time as prescribed by the Board.

### **Section B**

Special meetings of the Board may be called by the chairperson.

### **Section C**

Notice of meetings shall be given to each member of the Board not less than thirty days prior to any regular meeting and not less than five days prior to any special meeting.

## **Article V. Duties of National Officers**

### **Section A**

**President** - It shall be the duty of the president to preside over the national convention and meetings of the national officers. The president shall call one national convention each year. The president shall appoint all committees and may serve as an ex-officio member of these committees.

### **Section B**

**Vice Presidents** - It shall be the duty of each vice president to represent the membership of the National FFA Organization. Should the office of president become vacant, the first vice president shall assume the duties of the president, followed in turn by the second, third and fourth vice presidents.

### **Section C**

**Secretary** - It shall be the duty of the secretary to keep minutes of the meetings of the national FFA officers and the national convention, and perform other duties as directed by the National FFA Board of Directors and/or the national executive secretary.

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## **Article VI. Duties of the National FFA Advisor, Executive Secretary and Treasurer**

### **Section A**

**National Advisor** - It shall be the duty of the national FFA advisor to:

1. Serve as chairperson of the National FFA Board of Directors.
2. Advise the national FFA officers, Board of Directors, delegates and committees on matters of policy and assist the officers in conducting meetings and carrying out programs.
3. Serve as an ex-officio member of all committees.
4. Provide for the review of all applications for the American FFA Degree and submit them in turn to the National FFA Board of Directors for approval.

### **Section B**

**National Executive Secretary** - It shall be the duty of the national FFA executive secretary to:

1. Issue charters to state associations when directed to do so by the National FFA Board of Directors.
2. Keep official records of members and the progress of the organization.
3. Review all reports from state associations and inform the National FFA Board of Directors of any proceedings which conflict with the provisions of the National FFA Constitution.
4. Provide for complete and accurate minutes of the meetings of the National FFA Board of Directors, the Governing Committee, and any other committee affecting the national organization, and furnish copies to members of the National FFA Board of Directors.
5. Keep a record of all officers of the national organization and their terms of office, and of all official national convention delegates.
6. Arrange for the annual national convention.
7. Perform such other duties as directed by the National FFA Board of Directors and/or the national advisor.

### **Section C**

**National Treasurer** - It shall be the duty of the national FFA treasurer to:

1. Be responsible for the financial assets of the organization except as otherwise directed by the National FFA Board of Directors.
2. Present an annual financial report to the National FFA Board of Directors, national FFA officers, and official delegates at the national convention.
3. Perform such other duties as may be prescribed by the National FFA Board of Directors.

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## **Article VII. The Fiscal Year**

The fiscal year of the Organization shall be September 1 through August 31 of the next succeeding calendar year.

## **Article VIII. Inspection of Books and Records**

Books and records of the organization may be inspected by any member or member's agent at any reasonable time. Arrangement for such inspection shall be made with the national FFA advisor.

## **Article IX. Reports to the National Organization**

Each state association shall submit the following information annually to the national organization:

1. A list of current state FFA association officers.
2. A report of any changes in, or amendments to, the state association constitution and bylaws.
3. A list of official delegates to the national convention at least four weeks prior to the convention.
4. An association annual report as may be requested by the National FFA Board of Directors.

## **Article X. Procedure for Issuing Charters to State Associations and Chapters**

### **Section A**

Prospective state FFA associations shall apply to the national organization for a charter. The application shall be signed by the president, secretary and advisor of the prospective state association.

The following materials shall accompany the application:

1. A copy of the proposed constitution and bylaws.
2. A copy of the state FFA Program of Activities.
3. A complete list of local chapters, including the name and address of each member.
4. The name and address of each association officer.

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## **Section B**

Provided the prospective association's constitution does not conflict with the National FFA Constitution and Bylaws and provided other constitutional requirements have been met, a charter shall be granted by the National FFA Board of Directors. The charter shall be signed by the national FFA advisor, the executive secretary and the national FFA president.

## **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.

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