

Ridge Point FFA



Officer Packet

Check Off Sheet

Candidates Name and Grade:

- Completed Application (in ink or typed) - and all appropriate signatures present.
- You have read and understand all contained in the *Chapter Officer Election Process and it is checked off and signed.*
- You have read and understand all contained in the *Chapter Officer Handbook and it is checked off and signed.*
- You have read and understand all contained in the *Chapter Constitution and By-laws and it is checked off and signed.*
- Grade Check Form is 100% complete!**
- Teacher Reference Forms given to teachers to turn in to chapter advisor(s)

Ridge Point FFA Officer Application

Applicant's Name: _____

Address: _____ City: _____ State: _____

Phone #: _____ Cell #: _____

Email: _____

Grade: _____ Age: _____ Previous Officer Position(s) held: _____

Number of Semesters in Ag Science: _____ Degree Held: _____

List the Agriculture classes you took this year and have signed up for next year:

This year

Next Year

How has FFA affected you?

Define what "teamwork" means to you.

Why did you decide to run for office?

What will be your mission as an FFA officer? What will you contribute to the chapter as an FFA officer?

Briefly state the qualities you possess that qualify you for a chapter office. What is the role of a Ridge Point FFA Officer in the chapter, school and community? (Do not copy out of the manual 😊)

What do you believe the most important responsibilities of a chapter officer are?
If you were elected to a chapter office, what would be your main goal for the chapter?

Share one or more items you would like the chapter to change, create, or participate in for the 2018 - 2019 school year?

What Leadership Development Events, Career Development Events and Speaking Development Events have you been involved in?

What other FFA Activities (camps, conventions, etc.) have you been involved in?

What is your SAE program or planned program? How can you help others find an SAE program that will keep them interested in FFA?

What other activities are you involved in (work, school or community related)? How will you balance these activities and the FFA? What are your thoughts on keeping traditions and helping the program grow? What ideas do you have for chapter growth and improvement?

Ridge Point FFA

Chapter Officer Packet



Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the Ridge Point FFA members and advisors. They make a positive difference in the lives of many people.

This handbook is to help you prepare your candidacy for Chapter FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process.

Remember this handbook is only the beginning! As a candidate, you will need to study Agricultural Education and FFA information, practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare yourself for this process. You know yourself best! You know what areas you need to work on. We wish you the very best.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact your chapter advisor. The Ridge Point FFA Officers are overseen by the FFA advisors with support by the school administrative office. There will be nine elected chapter officers for the school year and the possibility of additional appointed officers, as decided upon by the advisor. Results for the 2018-2019 FFA Chapter Officer Team will be presented at the Spring Awards FFA Banquet.

Requirements for Running for Office

To run for chapter office members must meet the following requirements and complete the election process.

- Candidates must attend all required leadership functions.
- Candidates must be dues paying members.
- Candidates must be in attendance at the Chapter Banquet for installation ceremonies.
- Candidates must go through the chapter selection process
- Candidates must have a "C" or better in all Agriculture classes.
- Candidates must have and maintain a 2.0 GPA or higher.
- Candidates must have and maintain a clean discipline and attendance record.
- Candidates must have member in "good standing" status.
- Candidates must review the Chapter Officer Handbook and Chapter Constitution.
- Candidates seeking the office of President or Vice-president must hold the Chapter Farmer Degree and previously held a Chapter officer position. If no such candidate is available, the highest scoring individual shall fill these positions.
- Candidate must be a current FFA member, holding the degree of Greenhand / a current applicant or higher.
- Candidate must be familiar with the FFA Code of Ethics, FFA Motto and FFA Mission Statement.
- Candidates must have a signed, completed application on file with the chapter advisor.

Selection Process

The procedure will focus on trends that our counterparts in business and industry as well as "upper" level FFA elections are using to find the "right" people for the "right" job. For the selection process, the officer candidate will consider the following components:

- Review of the Chapter Officer Handbook
- Signed Handbook Acknowledgement Form
- Take a Qualifying Test
- Completing the Officer Application
- An interview by Committee
- Installation at Chapter Banquet

The timeline for events is as follows:

- Handbook Acknowledgment Form & Application due: April 9th at 4 PM
- Election Speech and Member Vote: April 10th at 6 PM
- Qualifying Test: April 9th at 4 PM
- Interviews for all candidates: April 9th at 4 PM
- Officer installation at Chapter Banquet: May 9th at 6 PM

April 9th at 4 PM - Handbook Acknowledgment Form

This form must be signed by both the parent and the member and returned to the FFA Advisor(s). This is your formal acknowledgement of the commitment and responsibility of holding an office.

April 9th at 4 PM - Applications

The application can be found at the Ridge Point FFA website. Students may download the application to their computer, type the information into the word program, print one copy and return the completed application to the Advisor with the Letters of Recommendation, and Grade Check Form. A copy of the application will also be available in class. Applications will be judged by an *application panel* of three judges.

April 9th at 4 PM – Letter of Recommendation

The student is required to turn in one letter of recommendation along with the completed application to the FFA Advisor. The letter must be written by a teacher the student has had during the current school year. Teachers will write the letter, seal it in an envelope, and sign the back of the envelope over the seal. These will be scored along with the application.

April 10th at 6 PM – Election Speech & Member Vote

Candidates will give a 1-2 minute speech to the membership. Following the speeches the members present will rank ALL candidates on their ballots. Candidates will receive points based on their overall vote.

April 9th at 4 PM - Qualifying Test

The test will be given on the date and time above. The test will be a 100 question test with multiple choice and true/false answers covering FFA History, facts, and Parliamentary Procedure. Students should study the FFA Manual and the Parliamentary Procedure Guide.

April 9th at 4 PM - Interviews for all candidates

Candidates will be interviewed by an *interview panel* of five judges (RPHS Administrator, two Agriculture Science Teachers outside of the district) The two highest ranking graduating members of the current officer team will also sit in on the interview and may ask questions, but will not score the candidates. Interviews will begin at 3:30pm (tentatively). **Candidates are to wear official dress.**

May 9th at 6 PM- Officer Installation at Chapter Banquet

Officers will be installed during the Chapter Banquet in May, at which their year of service will begin. The first officer meeting will be the Tues. after Banquet.

Scoring

Application	15%
Test	20%
Interview	30%
Popular Vote	35%

Officer Placement

Officers are placed in positions by total score on each of the four criteria added together:

- Interview Score
- Application Score
- Popular Vote Score
- Exam Score

Top number of points accrued shall be elected Chapter President, all other offices will fall into subsequent order: Next Vice-President, Secretary, etc.

The 2018-2019 Officer Team will consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Sentinel
7. Student Advisor
8. Historian
9. Chaplain

Summer Required Activities Calendar

Officers must attend all FFA meetings and chapter sponsored activities throughout the school year. The following activities are the summertime requirements of all chapter officers. A description of the activities and calendar are as follows:

Activity

District III Officer Camp

Date

TBA – last 2 weeks in June

State FFA Convention
Summer Officer Retreat
Officer Meetings

July
TBA – In August
Twice Monthly During Summer

Officer Expenses

These are the expected financial obligations that come with being on the officer team. **Do NOT let this discourage you from participating.** Where there is a will, there is a way! Please see your advisor to discuss fundraising and scholarship opportunities.

Officer Retreat

Approximate cost - \$75 - \$150 per officer

Officer Shirts

Approximate cost \$30 per officer

FFA Jacket

Relettering - free

New Jacket - \$85

State Convention

Cost TBD – estimate \$200 - \$250 per person

Chapter Officer Handbook

Please review the enclosed Chapter Officer Handbook below. It clarifies the expectations of chapter office including required activities.

If you have any questions about any part of the process or the expectations of Chapter FFA Officers, please contact your Advisor.

Expectations of Officers

Officers in the FFA hold a very prestigious position and much is expected of them. All general rules of membership apply to the Officer team as well as the following stipulations:

- Always be courteous and respectful to all members and advisors 100% of the time.
- Any officer in violation Fort Bend ISD rules (i.e. tobacco, alcohol, weapons, etc.) at any school sponsored event or on any Fort Bend ISD properties will be removed from office and face the possibility of having other membership privileges revoked.
- It is expected that each Chapter Officer be a positive and professional role model for the members of the chapter. (Suspensions, probations, and repetitive disciplinary action is unacceptable.)
- It is expected that each Chapter Officer strive aggressively to achieve and maintain academic success.
- Officers are expected to lead by example. The conduct of an officer should always be honorable; any unethical, embarrassing, disruptive, or disrespectful conduct is means for probation or removal from office. Officers will be subject to a demerit system.
- Officers are required to chair or co-chair one standing committee of the chapter.
- Officers are to try out for at least one LDE and/or CDE team and/or SDE team.
- Officers must attend all leadership functions, all conventions (except National convention), all camps, all chapter and special meetings, and participate in all fundraisers.
- Officers must be able to communicate effectively with members, fellow officers and advisors.
- Officers must maintain eligibility in all subjects. Loss of eligibility during a nine weeks grading period will result in that officer being placed on probation and given demerits. If that officer fails any class, during any other grading period, during their term, he/she will be removed from office.
- Officers must remember that this is their organization not the Ag Teachers'!
- Officers should always complete assignments in a timely manner.
- Officers should learn how to be an effective leader and still have fun.
- Officers will need to learn how to effectively win friends and influence those with differing viewpoints.
- The success of Chapter Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
- Your number one priority and focus as a chapter officer is to serve the needs of the members of your chapter.
- Officers need to have the ability to memorize their parts in opening and closing ceremonies.
- Officers should have a working knowledge of parliamentary procedure.
- Officers should have a knowledge and understanding of the chapter, state and national FFA Constitutions, bylaws, and programs.

Officer Duties and Responsibilities

Chapter officers serve as a vital function in the FFA organization. By taking a major leadership role, these students grow from their experiences and benefit the chapter. It should be the officers' goal to lead by example and participate in chapter activities. Officers of the Ridge Point FFA chapter should possess the following qualities and could possibly include the following positions:

President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
- Represent the chapter (or delegate representation) in public relations and official functions.

- All other duties as assigned
- Bulletin board months: September, December, March

Vice-President

- Assume all duties of the President if necessary.
- Develop the Program of Activities and serve as an ex-officio, non-voting member of the POA committees.
- Coordinate all committee work.
- Work closely with the President and Advisor to assess progress toward meeting chapter goals.
- All other duties as assigned
- Bulletin board months: October, January, April

Secretary

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- *Minutes will be due the Wednesday before every meeting. They must be placed in the officer binder. Failure to complete will result in demerits.*
- Keep a record of all committee reports in a safe area.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
 - a. Minutes of the previous meeting and committee reports.
 - b. Official FFA Manual and Parliamentary Guide.
 - c. Copy of the chapter's constitution and bylaws.
- All other duties as assigned
- Bulletin board months: November, February, May

Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter meetings.
- Collect dues and special assessments.
- Maintain a neat and accurate Treasurer's Book.
- Prepare and submit the membership roster and dues to the National FFA Organization through the State FFA Association office in cooperation with the Secretary.
- Serve as chairperson of the Fundraising committee.
- *Treasurer's report will be due the Wednesday before every meeting. They must be placed in the officer binder. Failure to complete will result in demerits.*
- All other duties as assigned
- Bulletin board months: September, December, March

Reporter

- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional news media.
- Publish a chapter newsletter.
- Prepare and present the annual slideshow & scrapbook.
- Send local stories to area, district, and state reporters and to *FFA New Horizons*.
- Work with local media on radio and television appearances and FFA news.
- These must be submitted once a month. Each article must be typed and approved by Mrs. White before submitted.

Contact: _____

Phone: _____

Email: _____

- Serve as the chapter photographer.
- All other duties as assigned
- Bulletin board months: October, January, April

Sentinel

- Assist the President in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.
- Set up sign in table at all meetings, total members and guests and communicate with the secretary.
- All other duties as assigned
- Bulletin board months: November, February, May

Historian

- Develop and maintain a scrapbook of memorabilia to record the chapter's history.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs.
- All other duties as assigned
- Bulletin board months: September, December, March

Parliamentarian

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Serve as a participant or an ex-officio member of the parliamentary procedure team.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meetings committee.
- All other duties as assigned

- Bulletin board months: October, January, April

Chaplain

- Present the invocation at banquets and other functions.
- Conduct reflections services at summer camps and conferences.
- All other duties as assigned
- Bulletin board months: November, February, May

Ridge Point FFA Officer Demerit System

As an officer of the Ridge Point FFA, you are held to a higher standard of behavior. The following outlines inappropriate activities and resulting demerits.

- Once you receive **five** permanent demerits you will be removed from office.
Merits may only be earned **after** a demerit is obtained. Merits may be awarded at teacher's discretion
- Please note that some FFA activities are last minute items that the teachers are unaware of. All efforts will be made to provide 48 hours' notice to the officers. In the event that 48 hours' notice cannot be given, no demerit will be received. The only exception will be for FBISD school activities in which you provide a 48 hours' notice of your absence.
- When a demerit/merit is obtained, the incident will be documented, signed by the student and a teacher, and kept in the officer's file.

Infractions	Demerit(s)
Failure to attend chapter meeting without approval from a teacher	4
Nine-Weeks failure, academic probation, must attend tutorials to work off demerit.	2
Three-Weeks Failure, academic probation, must attend tutorials to work off demerit.	1
Failure to attend mandatory chapter activities	2
Failure to meet fundraiser requirements	2
Inappropriate use of social media; discretionary due to offense	2-3
Disciplinary referral	2
Breaking school policy; even if you do not get a disciplinary referral	1
Failure to wear complete & appropriate official dress when required	1
Failure to attend chapter officer meeting without 48 hour approval	2
Failure to wear officer shirt on day of meeting	1
Five or more minutes late to a chapter activity	1
Must meet the 2/3 rule of being on 2 of the 3 teams (LDE/CDE/SDE)	1
Reciting opening ceremonies part wrong	1
Failure to update bulletin board by seventh school day of the month	1

Offenses resulting in immediate removal from Chapter Officer Team:

- Use and/or possession of alcohol or drugs.
- Use and/or possession of tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons.
- Defiance of advisor, administrator or other teacher.
- Two consecutive grading periods below 2.0 GPA.
- Fighting.

Disclaimer: Parent and/or officer has the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel consisting of an administrator, advisor, and officer's counselor. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.

As an officer of the Ridge Point FFA Chapter, I will: (initial each)

Area One: This is it!

- ___ 1. Be on time for all meetings, activities, and departure times.
- ___ 2. Write dates for activities down in a planner.
- ___ 3. Keep our team and my office as a priority.
- ___ 4. Attend all officer meetings and chapter meetings.
- ___ 5. Attend all activities that I am able to. If I cannot attend, let other officers/advisors know ahead of time.
- ___ 6. Be responsible by staying on task and sticking to the agenda at meetings.

___ 7. Always support each other...look for ways to help lighten my fellow officer's load.

Area Two: Living Above the Line

___ 1. Be honest with each other and be open to others honesty.

___ 2. If confrontations are necessary, do them away from school/FFA activities.

___ 3. Do not talk behind the back of my fellow officers.

___ 4. Communicate with advisors.

___ 5. Keep my family informed of what I am/our team is doing.

___ 6. Approach my teammates appropriately.

___ 7. Encourage ALL members.

___ 8. Take time to get to know ALL members.

___ 9. Step away from cliques...meet and learn about new people.

___ 10. Be a resource to members.

___ 11. Maintain a positive attitude.

Area Three: Pay it Forward

___ 1. Help my fellow officers, the members, and our chapter.

___ 2. Maintain a community focus with activities and/or community service.

___ 3. Develop creative ideas to get members involved.

___ 4. Be involved ourselves. **Be an example.**

___ 5. Always wear proper official dress.

___ 6. Communicate a positive attitude about wearing official dress.

___ 7. Wear appropriate clothing to all events.

___ 8. Conduct myself in an appropriate manner at FFA events and outside FFA.

___ 9. Treat all members equally.

___ 10. Step out of my comfort zone.

Ridge Point FFA

Chapter Constitution

Article I – Name, Mission and Strategies

Section A. The name of this organization shall be the Ridge Point FFA Chapter of the National FFA Organization and the Texas FFA Association.

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. Develops competent, aggressive agricultural leaders.
2. Increases awareness of the global importance of agriculture and its contribution to our well-being.
3. Strengthens the confidences of agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an Agriculture career.
5. Encourages achievement in individual agricultural experience programs.
6. Encourages wise management of economic, environmental, recreational and human resources to the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promotes citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

Article II - Organization

Section A. The Ridge Point Chapter of FFA is a chartered local unit of the Texas FFA Association which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and by-laws of the Texas Association of FFA as well as those of the National FFA Organization.

Article III - General Membership

Section A: Membership in the chapter shall be of four kinds: (1) Active, (2) Alumni, (3) Honorary, and (4) Junior as defined by the National FFA Constitution.

Section B: The regular work of this chapter shall be carried on by the active membership.

Section C: To be eligible for active membership in this chapter, a student must meet the membership eligibility requirements of the National FFA Organization and the Texas FFA Association. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when he or she:

1. While in school, be enrolled in at least one agriculture, food and natural resources course, as defined in Texas FFA Association membership policies, 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 agriculture, food or natural resources career.
2. Shows 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. Pays all current local, district, area, state and national dues by the date determined by the chapter.
4. Displays conduct consistent with the ideals and purposes of the National FFA Organization, Texas FFA Association and with the school district's code of student conduct.
5. Meets the fundraiser requirements.
6. Meets all other local standards and requirements described in this chapter's bylaws and policies.

Section D: This chapter may elect to have a Junior FFA organization. Junior members must meet all junior FFA membership requirements described in the Texas FFA Association Constitution and Policies. A junior member shall be considered in good standing when he or she:

1. Shows an interest in the affairs of the organization by attending junior member meetings.
2. Pays local and state dues by the date determined by the chapter.
3. Displays conduct consistent with the ideals and purposes of the National FFA Organization and with the school district's code of student conduct.
4. Meets all other local standards and requirements described in this chapter's by-laws and policies.

Section E: Names of applicants for membership shall be filed with the Secretary and /or the chairman of the membership committee.

Section F: The membership year for this chapter shall begin on September 1 and end on August 31 of each year.

Section G: Honorary Membership – Farmers, school superintendents, principals, school board trustees, advisory committee members, chapter advisors, teachers, staff members in agriculture, food and natural resource education, business peoples, support group members and others who are helping to advance agricultural education and FFA and who have rendered outstanding service may be elected to honorary membership by a majority vote of the members present at any regular or special meeting. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree. Honorary Chapter FFA Degree recipients shall be entitled to wear the official silver or gold emblem pin. Procedures for nominating and electing honorary members shall be described in this chapter's bylaws or rules.

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 uniform and those obtained from concerns officially designated by the national FFA Organization.

Article V – Degrees and Privileges of Active Membership

Section A: There shall be five degrees of active membership in the Chapter based on individual achievement. These degrees are (1) Discovery FFA Degree, (2) Greenhand FFA Degree, (3) Chapter Degree, (4) State FFA Degree, and (5) American FFA Degree. All Discovery FFA members are entitled to wear the regulation bronze and blue emblem 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 degree 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, Minimum qualifications for election:

(Refer to Texas FFA Constitution)

Be enrolled in a local credit agriculture, food and natural resources class for at least a portion of the school year while in grades 7-8.

1. Have become a dues paying member of the FFA at local, state and national levels.
2. Participate in at least one local FFA chapter activity outside of scheduled class time.
3. Have knowledge of agriculturally related, career, ownership and entrepreneurial opportunities.
4. Be familiar with the local FFA chapter program of activities.
5. Submit written applications for the degree.

Section C: Greenhand FFA Degree, Minimum qualifications for election:

(Refer to the Texas FFA Constitution)

1. Be enrolled in an class in an agriculture, food and natural resources course as defined by Texas FFA membership policies for high school credit and have satisfactory plans for a supervised agricultural experience program.
2. Learn, explain and recite from memory the FFA creed, Motto, Salute and FFA Mission Statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and explain proper use of the FFA Jacket..

5. Demonstrate 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 Official FFA Manual.
7. Submit a written application.

Section D: Chapter FFA Degree, Minimum qualifications for election:
(Refer to the Texas FFA Constitution)

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed at least 180 hours of systematic instruction in Agricultural Education at or above the ninth grade level, and have in operation an approved supervised agricultural experience program and be enrolled in an agricultural science program.
3. Have participated in the planning and conducting of at least 3 official functions in the chapter Program of Activities.
4. Have earned and productively invested at least \$150 by the members own efforts or worked at least forty five (45) hours in excess of scheduled class time, or combination thereof, and have developed plans for continued growth and improvement.
5. Have effectively lead a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Have participated in at least 10 hours of community service activities.
8. Show progress toward individual achievement in the FFA Award Program.
9. Have a satisfactory scholastic record.
10. Submit a written application for the Chapter FFA Degree.

Section E: State FFA Degree (Lonestar), Minimum qualifications for election:
(Refer to the Texas FFA Constitution)

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
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. A student after entering agricultural education must have:
 - a. earned and productively invested at least \$1,000; or
 - b. worked at least 300 hours in excess of scheduled class time; or
 - c. a combination thereof, in a supervised agricultural experience program.
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 FFA.
 - c. Serving as an officer, committee chairperson or participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five different FFA activities above the chapter level.
9. Have participated in at least 25 hours of community service, within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid supervised agricultural experience hours.

Section F: American FFA Degree - Qualifications for the American FFA Degree are those set forth in the Constitution of the National FFA Association.

1. Have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have completed the program of agricultural education offered in the secondary school last attended.

3. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. A student after entering agricultural education must have:
 - a. earned at least \$10,000 and productively invested at least \$7,500; or
 - b. earned and productively invested \$2,000 and worked 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of "C" or better as certified by the principal or superintendent.
7. Have participated in at least 50 hours of community service, within at least three different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid supervised agricultural experience hours.

Article VI – Officers and Executive Committee

Section A: The officers of the Ridge Point FFA chapter shall be: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel & Chaplain. Other officers may be elected as deemed appropriate by the chapter. The teacher(s) of agriculture, food and natural resources shall be the FFA Advisor(s). Chapter officers shall be elected annually by the members present at a regular meeting or called special meeting of the chapter. Procedures for electing officers and specific duties of each officer are described in the bylaws of this chapter. In the event that there are not enough qualified candidates; the qualified candidates will fill the necessary number of offices according to rank.

Section B: All chapter officers shall have attained the chapter FFA degree. The president must have received their chapter degree and be a junior or senior in class standing. The president must have previously held an officer position. If no such candidate exists, the highest scoring candidate will be elected to president.

Section C: Officers shall serve from the end of the chapter banquet at which they are installed to the end of the next succeeding chapter banquet at which officers are installed.

Section D: The elected officers of the chapter shall constitute the executive committee which shall convene to plan the activities of the chapter. Standing committee chairpersons may also be named as members of the executive committee. All policy decisions of the executive committee must be approved by the chapter. Telephone conferences of the executive committee may be called and considered meetings provided that all participating members may be heard simultaneously.

Section E: The Ridge Point FFA in the fall semester shall elect Greenhand officer. The positions on this team shall be: President, Vice-president, Secretary, Treasurer, Reporter & Sentinel. They shall serve under the chapter officer team and have responsibilities that are determined by the chapter officer team.

Section F: Pursuant to the applicable constitutional, bylaw and policy provisions of the district, area and state associations and of the National FFA Organization, this chapter may nominate candidates for offices above the chapter level in a manner consistent with the provisions of its bylaws and policies. Candidates for district and area office shall have attained the chapter degree at the time of the district or area election. Candidates for state office shall hold the state degree at the time of the state election. Candidates for national office shall hold the American Degree at the time of their election to office.

Article VI – Committees

Section A: The standing committees of the chapter shall be described in the by-laws. The chapter may, at any meeting, create additional standing committees.

Section B: The chapter president shall appoint all committees and committee chairs. Unless specified by the chapter or the chapter executive committee, the terms of all committees shall expire at the end of the chapter officer terms. The president shall have the authority to remove any committee chairperson, with the consent of the advisor.

Section C: No committee shall have the authority to expend chapter funds (unless expressly authorized to do so), amend the chapter's constitution, by-laws or policies, appoint or remove a committee member, or take any action outside the scope of authority delegated to it by the chapter.

Article VIII – Dues

Section A: Local dues in this chapter shall be fixed annually by the executive committee.

Section B: Full local, district, area, 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, district, area, state and national FFA dues.

Article IX – Meetings

Section A: Regular meetings shall be held Tuesday of the 2nd week of the month, unless extenuating circumstances prevent convening a regular meeting on this date. Special meetings may be called by the president, by a majority vote of the executive committee or by the chapter advisor(s)

Section B: A quorum shall exist when 10percent of the chapter membership is present.

Section C: Proxy and cumulative voting are prohibited.

Article X – Amendments

Section A: This constitution may be amended or changed at any regular or special chapter meeting by a two-thirds vote of the votes cast by a quorum of active members present providing it is not in conflict with the National FFA Organization or Texas FFA Association constitution, by-laws or policies. Amendments must not conflict with the policies and/or regulations of the Fort Bend ISD. Members shall be notified by mail, electronic mail or classroom announcement at least 30 days prior to a meeting at which a constitutional amendment is to be considered.

Section B: By-laws may be adopted to fit the needs of the chapter at any regular or special chapter meeting by a majority vote of a quorum of active members present providing such by-laws do not conflict in any way with the constitution, bylaws or policies of the Texas FFA Association, National FFA Organization or the Fort Bend ISD. Members shall be notified by mail, electronic mail or classroom announcement at least 30 days prior to a meeting at which a constitutional amendment is to be considered.

Article XI – Parliamentary Procedure

Section A: The *Parliamentary Guide for FFA* by Jarrell D. Gray shall be used as a guide for all chapter meetings. The latest edition of *Robert's Rules of Order* shall be the final authority in governing the actions of all chapter meetings.

By-Laws

In order for any student to participate in activities sponsored by the Ridge Point FFA Chapter, they must first obtain membership. Once an individual has met all membership requirements they are welcome to attend and participate in all functions. Failure to remain "in good standing" will result in that student being denied the opportunity to attend functions, show animals, participate on teams, or receive any other benefits of membership, and face the possibility of having their membership revoked. Below is a listing of the requirements for becoming a member and what is expected of members to remain in "good standing".

Section I – Membership Standing

- Members must pay dues annually.
- Members in “good standing” have the right to vote on all issues before Ridge Point FFA Chapter.
- Our chapter is governed by UIL eligibility requirements. Therefore, members must maintain passing grades to participate in extra-curricular events. The Advisor(s) may add additional requirements for special events (i.e. Conventions, etc.).
- Members are expected to attend all chapter meetings. More than two (2) unexcused absences is considered unacceptable and will result in loss of “good standing” status.
- Members are expected to be attentive and courteous during all meetings. Any member being disruptive will be given one warning during the meeting; a second offense will result in the member being dismissed from the meeting. In this instance the member will receive an unexcused absence.
- All members are required to participate in the chapter fundraisers. Members are expected to sell a minimum of ten (10) items.
- Any member that owes the chapter money for any reason (jackets, dues, shirts, fundraisers, etc.) will be denied “good standing” status until all debts are paid in full.
- Any member found to be in violation of any Fort Bend ISD rules (i.e. tobacco, alcohol, weapons, etc.) at any school sponsored event or on any Fort Bend ISD properties will lose their “good standing” status for a minimum of a semester and face the possibility of having their membership revoked.

Section II – Chapter Offices

Article I – Officer Duties

Chapter officers serve as a vital function in the FFA organization. By taking a major leadership role, these students grow from their experiences and benefit the chapter. It should be the officers’ goal to lead by example and participate in chapter activities. Officers of the Ridge Point FFA chapter should possess the following qualities and could possibly include the following positions; number of officers is determined by the FFA advisors:

1. A genuine desire to be a part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with their leadership, personal, and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the chapter, state and national FFA Constitutions, bylaws, and programs.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.

President

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-officio, non-voting member.
3. Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
4. Represent the chapter (or delegate representation) in public relations and official functions.
5. All other duties as assigned

Vice-President

1. Assume all duties of the President if necessary.
2. Develop the Program of Activities and serve as an ex-officio, non-voting member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the President and Advisor to assess progress toward meeting chapter goals.
5. All other duties as assigned

Secretary

1. Prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter meeting.
3. Keep a record of all committee reports in a safe area.
4. Be responsible for chapter correspondence.
5. Maintain member attendance and activity records and issue membership cards.
6. Have on hand for each meeting:
 - a. Minutes of the previous meeting and committee reports.

- b. Official FFA Manual and Parliamentary Guide.
- c. Copy of the chapter's constitution and bylaws.
7. All other duties as assigned

Treasurer

1. Receive, record and deposit FFA funds and issue receipts.
2. Present monthly treasurer's reports at chapter meetings.
3. Collect dues and special assessments.
4. Maintain a neat and accurate Treasurer's Book.
5. Prepare and submit the membership roster and dues to the National FFA Organization through the State FFA Association office in cooperation with the Secretary.
6. Serve as chairperson of the Fundraising committee.
7. All other duties as assigned

Reporter

1. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
2. Release news and information to local and regional news media.
3. Publish a chapter newsletter.
4. Prepare and present the annual slideshow & scrapbook.
5. Send local stories to area, district, and state reporters and to *FFA New Horizons*.
6. Work with local media on radio and television appearances and FFA news.
7. Serve as the chapter photographer.
8. All other duties as assigned

Sentinel

1. Assist the President in maintaining order.
2. Keep the meeting room, chapter equipment and supplies in proper condition.
3. Welcome guests and visitors.
4. Keep the meeting room comfortable.
6. Take charge of candidates for degree ceremonies.
7. Assist with special features and refreshments.
8. All other duties as assigned

Historian

1. Develop and maintain a scrapbook of memorabilia to record the chapter's history.
2. Research and prepare items of significance of the chapter's history.
3. Prepare displays of chapter activities and submit stories of former members to the media.
4. Assist the reporter in providing photography for chapter needs.
5. All other duties as assigned

Parliamentarian

1. Be proficient with parliamentary procedure.
2. Rule on all questions of parliamentary conduct at chapter meetings.
3. Serve as a participant or an ex-officio member of the parliamentary procedure team.
4. Conduct parliamentary procedure workshops at the chapter level.
5. Chair or serve as ex-officio member on the conduct of meetings committee.
6. All other duties as assigned

Chaplain

1. Present the invocation at banquets and other functions.
2. Conduct reflections services at summer camps and conferences.
3. All other duties as assigned

Article II – Requirements for running for office

To run for chapter office members must meet the following requirements and complete the election process.

- Candidates must be dues paying members.
- Candidates must have member in “good standing” status.
- Candidates must attend all required leadership functions.
- Candidates must have UIL eligibility prior to the first phase of the election process.
- Candidates seeking the office of President or Vice-president must hold the Chapter Farmer Degree and previously held a Chapter officer position. If no such candidate is available the highest scoring individual shall fill these positions

Article III – The Election Process

- All candidates shall take a 100 question test on FFA facts and history and parliamentary procedure. The candidates will be provided with a study guide at least one week prior to the testing date. The test will make up 20% of their overall score.
- All candidates must submit their typed application with 1 letter of recommendation. Applications will be scored by a panel of judges. The application will make up 15% of the overall score.
- All candidates must write and present a speech (one to two minutes in length) before the members at the designated meeting. Candidates will receive votes from the members present at the designated meeting. Their vote will be based on the speeches presented and each member’s general knowledge of the candidate. Candidates will be awarded a score based on their overall ranking from the vote. The vote will account for 35% of the total election score.
- All candidates will have a private interview with a panel of judges. The judges will ask each candidate a slate of questions and score them based on the content of their answer, communication skills, poise, and presentation. The judge’s scores will be averaged to figure each candidate’s ranking. This section will account for 30% of the overall score.
- Ties will be broken based on independent scores in the following order: vote, interview, application, and test.

Article IV - Expectations of Officers

Officers in the FFA hold a very prestigious position and much is expected of them. All general rules of membership apply to the Officer team as well as the following stipulations:

- Officers must maintain eligibility in all subjects. Loss of eligibility during a six weeks grading period will result in that officer being placed on probation. If that officer fails any class, during any other grading period, during their term, he/she will be removed from office.
- Officers may have no more than two (2) unexcused absences from any required function. The first absence will result in a verbal warning, the second in probation, and the third in removal from office.
- Officers must attend all leadership functions, all conventions (except National convention), all camps, all chapter and special meetings, and participate in all fundraisers.
- Officers are to try out for at least one LDE and/or CDE team.
- Officers are required to chair or co-chair one standing committee of the chapter.
- Officers are expected to lead by example. The conduct of an officer should always be honorable; any unethical, embarrassing, disruptive, or disrespectful conduct is means for probation or removal from office. Officers will be subject to a demerit system.
- Any officer in violation Fort Bend ISD rules (i.e. tobacco, alcohol, weapons, etc.) at any school sponsored event or on any Fort Bend ISD properties will be removed from office and face the possibility of having other membership privileges revoked.

Section III – Standing Committees

These are the standing committees of the Ridge Point FFA Chapter. Each committee is chaired or co-chaired by Chapter Officers. Other committee members are to be made up of chapter members. Committees are to meet at least once a month and submit a report at each meeting. Special committees will be appointed as necessary.

Article I – SAE Committee

The purpose of the SAE committee is to inform all FFA members about the various animal projects that are available to them. The committee is also charged with informing the students about prospect shows, clinics (i.e. fitting, showmanship, and selection), and important dates for our local show. The committee is also responsible for compiling lists of materials needed for the show and making those available to all members. Finally, this committee will assist members with their record books following the completion of their SAEs.

Article II – Fundraising Committee

The purpose of this committee is to keep the chapter informed about the various fundraising activities in which the chapter is involved. It is also their duty to research and to bring new fundraising opportunities to the chapter.

Article III – Special Functions Committee

The purpose of this committee is to assist in organizing Convention plans and special functions (i.e. banquets, dances, etc.). They are to keep the chapter informed about dates of all chapter functions and also those functions we are invited to attend.

Article IV – Public Relations Committee

The purpose of this committee is to notify the public of chapter events. They are also responsible for recruitment of members (especially freshmen). They are to develop materials for recruitment and give presentations whenever possible to encourage enrollment in Ag Science courses and FFA membership. They are to keep the chapter in the spotlight. They are also responsible for coordinating Jr. FFA events and clinics.

Article V - Community Service Committee

The purpose of the community service committee will be to coordinate community service project(s). They are responsible for researching and planning events. They are to keep the chapter informed of all scheduled events.

Article VI – Publicity Committee

The purpose of the publicity committee will be to spread the news about the FFA. They will submit announcements to local, state and national levels concerning our FFA chapter. They will develop and publish a monthly newsletter to inform the public about our endeavors.

Article VII – Scrapbooking Committee

The purpose of the scrapbooking committee is to ensure that the annual events of the chapter are documented in a keepsake scrapbook for future students to see. They will work diligently throughout the year to keep the book current and display it at the year-end banquet.

Section IV – Livestock Shows

These are the rules for the approved livestock shows of the Ridge Point FFA Chapter. All members in good standing can be considered for the livestock shows approved by the Ridge Point FFA Chapter, under these set of rules:

1. San Antonio Livestock Show and Houston Livestock Show and Rodeo
 - a. Market animals only, no breeding animals with the exception of breeding heifers at Houston Livestock Show and Rodeo. (FBISD barn rules will still apply for animals being kept at the barn.)
 - b. Cattle will forgo San Antonio, and can show both heifers and steers at Houston Livestock Show and Rodeo
2. Students and their parents are responsible for any cost associated with the animal and livestock show. This includes hotel rooms, entries, animal costs, etc.
3. FFA Chapter is responsible for sending an advisor for approved shows, supervising student and animal before and during livestock shows.
4. All district, school and FFA chapter rules apply while at the livestock shows even if it is not a school day or after school hours; you are representing FBISD, RPHS and RP FFA.
5. You must be academically eligible
6. You must be a member in good standing
7. If students want to attend any show that is not supported by Ridge Point FFA they must show under another club. Teachers will not travel and absences will not be excused.

Ridge Point FFA Officer Agreement

I _____, hereby approve of my son/daughter,

_____, running/becoming a Ridge Point FFA Chapter Officer for the 2018-2019 school year. I realize that s(he) is responsible for their officer duties and will uphold them to the best of their ability. I agree that I have received, read and completed the Chapter Constitution, Officer Handbook and all components of the Officer Application.

Parent/Guardian Signature: _____ Date: _____

I understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I further understand I am required to be at all officer and chapter meetings, on time, or will fall subject to the penalties associated with absence and tardiness. I realize I am responsible for my officer duties and will uphold them to the best of my ability. I agree that I have received, read and completed the Chapter Constitution, Officer Handbook and all components of the Officer Application.

Applicant Signature: _____ Date: _____

RIDGE POINT FFA OFFICER CANDIDATE RECOMMENDATION FORM

Candidate's Full Name _____

The above named candidate is being considered Ridge Point FFA Officer. The ag teachers will use this form to determine if he/she meets the FFA's standards of service, leadership, and character. Please complete the survey to the best of your ability. If you have questions or comments, please contact Mrs. White (laurens.white@fortbendisd.com). **Please place this form in the envelope provided by the student, seal the envelope, sign along the seal and return to the student or you may place it in our box.**

Thank you in advance,
Ridge Point FFA Advisors

Person completing form _____
Relationship to student _____

Please rate the student using the scale provided. For responses of 2 or lower, please comment.	1= poor 3= average 5= excellent	Comments
Attitude		
Acts Responsibly		
Attendance		
Social Skills		
Respectfulness		
Initiative		
Ability to keep commitments/meet deadlines		
Punctuality		
Leadership Potential		
Results Oriented		
Maturity		

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

