INDIANA FFA ASSOCIATION
BY-LAWS

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ARTICLE I—NAME OF THE ORGANIZATION

The name of the organization shall be the Indiana FFA Association. (Hereafter referred to as the "Association".) The Association is an affiliate of the National FFA Organization.

ARTICLE II—OBJECTIVES AND PURPOSES OF THE ASSOCIATION

1. To be an integral part of the organized instructional programs in agricultural education which prepares students for a wide range of careers in agricultural science and business.
2. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their competencies.
3. To provide agriculture related programs and activities that develop those goals set forth in the mission statement of the national organization.
4. To encourage and recognize achievement in supervised agricultural experience programs, scholarship, and other individual and group activities by providing awards and recognition to deserving members and chapters.

ARTICLE III—MEMBERSHIP

Section A: There shall be four (4) types of membership in the Association.
Section B: Active Membership:

1. Those persons having membership in an affiliated local secondary school chapter shall hold active membership.
2. To become an active member a student must be enrolled in an Indiana Department of Education approved Agricultural Education program and meet all local, state, and national requirements as to obtaining membership.
3. To retain membership the member must be enrolled in at least one approved course each year and maintain a supervised agricultural experience program (SAE).
4. Active membership shall be open to students starting with the 7^{th} grade through post high school as established by the National FFA Organization.
5. Active membership is the only type of membership having voting rights or eligible to hold elective office in the Association.
6. There shall be five degrees of Active Membership based upon individual achievement: These degrees shall be:
    a. Discovery FFA Degree
    b. Greenhand FFA Degree
    c. Chapter FFA Degree
    d. Hoosier FFA Degree
    e. American FFA Degree
7. Requirements for each degree:
    a. <u>Discovery Degree</u>: awarded by the local chapter
        i. This degree shall be open to 7^{th} and 8^{th} grade students.
        ii. Have paid all dues for local, state, and national levels.

iii. Participate in at least one local level activity outside scheduled class time.
iv. Be familiar with the local FFA chapter Program of Activities.
v. Submit a written application for the Discovery Degree

b. Greenhand Degree: awarded by the local chapter
i. Be enrolled in a high school program of agricultural education and have plans for a satisfactory supervised agricultural experience program.
ii. Eligibility for the degree shall begin with the first day of classes for the fall term of the freshman year of high school.
iii. Learn and explain the FFA Creed, Motto, Salute, and the FFA Mission Statement.
iv. Demonstrate knowledge of the FFA Code of Conduct and the proper use of the FFA jacket.
v. Demonstrate knowledge of the history of the organization, the chapter constitution/by-laws, and the chapter Program of Activities (POA).
vi. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.
vii. Submit a written application for the Greenhand Degree.

c. Chapter FFA Degree: awarded by the local chapter
i. Must have received Greenhand Degree.
ii. 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.
iii. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
iv. 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.
v. Have effectively led a group discussion for 15 minutes.
vi. Have demonstrated at least 5 procedures of parliamentary law.
vii. Show progress toward individual achievement in the FFA awards program.
viii. Have a satisfactory scholastic record.
ix. Submit a written application for the Chapter Degree.

d. Hoosier FFA Degree: awarded by the state association
i. Have received and held the Chapter Degree.
ii. Have been an active FFA member for at least two years (24 months) at the time of receiving the Hoosier FFA Degree.
iii. 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.
iv. Have earned and productively-invested at least $2,547 or have earned and productively invested at least $510 and worked 300 hours in excess of scheduled class time. Any combination of hours x $8.48 plus dollars must be

equal to, or greater than the number $3,057. Hours used for the purpose of producing earnings reported as productively invested income should not be duplicated as hours of credit to meet the minimum requirements for the degree. All dollar amounts mentioned in the prior sentence shall be adjusted at 3 year intervals by using the COLA (cost of living allowance) published by the Social Security administration. (Updated 17/18 school year).

v. Demonstrate leadership ability by:

vi. Performing ten procedures of parliamentary law

vii. Participate in at least one (1) career development event at the district leadership contests.

viii. Serving as an officer, committee chair, or participating member of chapter committee.

ix. Have a grade point average of 2.0 or greater on a 4.0 scale. This must be certified by the high school guidance counselor, an exception may be granted for special needs students upon the request of both the chapter advisor and guidance counselor.

x. Have participated in the planning and completion of the chapter Program of Activities.

xi. Have participated in at least five (5) FFA activities above the chapter level. These must be different activities or at different levels.

xii. Have documentation of providing at least 25 hours of community service during high school.

e. American FFA Degree: awarded by the National FFA Organization and must meet all minimum requirements set forth by the national organization. Applications must be submitted to the State Advisor, who will recommend the most worthy candidates for the degree.

8. Emblems for Degrees

a. There shall be emblems associated with each degree as set forth by the National FFA Organization.

9. Dues for Active Membership:

a. Dues paid to the Association shall include national, state, and district dues.
b. The total dues shall be the sum of the dues of each level.
c. Membership dues in the Association shall be six dollars per active member per year.
d. Membership dues for the district shall be one dollar per year per active member.
e. The Association shall be responsible for transfer of membership dues to the National FFA Organization.
f. The fiscal year of the Association shall be from July 1 to June 30.
g. Dues are to be paid for the next calendar year by December 1 of each year. Dues for additional members shall be sent to the state by April 1.
h. The Association shall transfer District dues received to the District Advisor by March 1.
i. A newly organized local chapter petitioning for membership in this Association during the four months previous to the end of the fiscal year shall be credited with the payment of district, state, and national dues for the petitioning members for the year immediately following.

j. Local dues shall be established by a majority vote of the local chapter.
k. Indiana chapters shall have the option of participating in the National FFA Affiliate Membership Dues program. Indiana will use the National FFA Affiliate Fee Schedule to establish state/district dues for those chapters that choose affiliate membership.

Section C. Alumni Membership:

1. Alumni Membership shall be open to any person interested in promoting the goals and objectives of the Indiana FFA Association.

Section D. Honorary Membership:

1. The Association may confer the "Honorary Hoosier FFA Degree" to any person deemed worthy and elected to the degree by the Executive Committee of the Association.
2. The local affiliated chapters may confer the "Honorary Chapter FFA Degree" to any person deemed worthy and selected by the local chapter.
3. The number of persons receiving the Honorary Hoosier FFA Degree in a given year shall be determined by the State Executive Committee. In addition the parents of state officers shall receive the degree.
4. The election of the persons to the Honorary Hoosier FFA Degree shall be done by the State Executive Committee and with the approval of the State Advisor.

Section E. Collegiate Membership:

1. Collegiate Membership shall be open to students who are pursuing a career in the industry of agriculture at a two or four year post-secondary educational institution with a Collegiate FFA Chapter.
2. Collegiate FFA members shall pay state and national dues.

ARTICLE IV. OFFICERS

Section A. State Officers

1. The state officers of the Indiana FFA Association shall be: President, Secretary, Northern Region Vice President, Southern Region Vice President, Treasurer, Reporter, and Sentinel.
2. The designee of the Indiana State Department of Agriculture shall assume the duties and responsibilities of State Advisor.
3. The designees of the Indiana Department of Agriculture shall have the duties and responsibilities of Executive Secretary/Treasurer of the association. These positions may also be referred to as the Executive Director and Assistant Director.
4. All elected state officers must have received the Hoosier FFA Degree.
5. Responsibilities of Officers shall include:
    a) President: The state president or their designee shall be the presiding officer at all Association business meetings and the state convention. The state president shall have the power to appoint committees and may serve as an ex-officio member of those committees. The state president shall assume other duties and responsibilities pertaining to the office.
    b) Secretary: The state secretary shall be responsible for the minutes for the state convention and Executive Committee sessions. The secretary shall assume other duties and responsibilities pertaining to the office. The secretary shall assume the office of president in the event of a vacancy in that office.

c) Vice Presidents: The Northern Region Vice President shall be elected from members in Section I and II. The Southern Region Vice President shall be elected from members in Section III and IV. The election of these officers shall be by the entire delegate body present at the state elections meeting. The state vice presidents shall be equal in all matters and will equally divide the responsibilities pertaining to ceremonies and other duties of the office.
d) Treasurer: The treasurer shall assist the Executive Secretary/Treasurer with financial records of the Association and shall be responsible for making financial reports to the Executive Committee and the membership. The treasurer will not be responsible for handling of the funds of the Association in that responsibility will be with the position of Executive Secretary/Treasurer. The treasurer shall assume other responsibilities and duties pertaining to the office.
e) Reporter: The reporter shall assist with public relations programs of the Association. The reporter shall assume other duties and responsibilities pertaining to the office.
f) Sentinel: The sentinel shall be responsible for handling of state paraphernalia and equipment, overseeing meeting room set-up and operations, attending to the entrances to the meeting rooms, and assisting the president in matters of maintaining order during meetings. The sentinel shall assume other duties and responsibilities pertaining to the office.

6. Election of State Officers:
   a) State officers shall be elected at the state convention.
   b) All candidates for state office must have completed and submitted application forms as required, and participated in activities conducted by the Nominating Committee.
   c) Prior to each state convention, a committee consisting of 3 Senior FFA members not on Executive Committee or applying for a State Office, 3 Past State Officers, and 3 Executive Committee members not applying for a State Office will be selected by an application process. In the event that there are not enough senior FFA non-executive committee members or executive committee members applying to serve on the nominating committee the remaining positions will be filled by the best candidates from all nominating committee applications submitted. The selection of the nominating committee members shall be the responsibility of the State Executive Director.
   d) The nominating committee shall report the nominated members no later than the day before the elections meeting. At the time of elections, the nominating committee shall nominate a candidate for each office. The nominating committee shall report the entire slate to the delegate body. The committee may move for election of the slate of nominated candidates. This motion shall be debatable, non amendable, and shall require a majority of votes cast to elect the slate to offices.
   e) If the motion to elect the slate presented by the nominating committee does not receive a majority vote, the offices shall be filled by election office by office. The order of elections shall be President, Secretary, Northern Region Vice President, Southern Region Vice President, Treasurer, Reporter, and Sentinel. The nominating committee may nominate a candidate then the floor shall be opened for further nominations. The nominations process may be closed by a 2/3 vote or by consensus providing at least 30 seconds has elapsed since the last person was nominated. In the voting process for each office, if a majority is not attained where more than 2

candidates are being voted on, the candidate with the lowest votes received shall be dropped from the list prior to the next vote. A majority of votes cast shall be required for election.

f) State officers shall assume their duties upon installation and shall serve until their successors are installed.

g) Vacancies in any elected state officer position prior to the annual state convention will be filled at the discretion of the current state officer team and the state staff.

Section B. Section Officers: Section Director and Section Advisor

1. The state shall be divided into 4 Sections as follows: Districts 1, 2, and 3 shall be Section I; Districts 4, 5, and 6 shall be Section II; Districts 7, 8, and 9 shall be Section III; and Districts 10, 11, and 12 shall be Section IV.
2. The Section Officers shall be Section Director and Section Advisor. The Section Advisor shall be the chapter advisor of the Section Director.
3. The Section Director shall be elected by the state convention delegates within the respective Section at the sectional meeting at the state convention. The newly elected Directors shall assume their duties upon the close of the state convention at which they are elected. A vacancy in a Section Director position shall be filled by the state Executive Committee.
4. The Section Director shall be the presiding officer of Section meetings and shall have the duties and responsibilities pertaining to the office and conducting section level business.
5. The Section Directors shall be members of the Indiana FFA Association Executive Committee.
6. The Section Director must have attained the Hoosier FFA Degree.

Section C. District Officers:

1. The district officers shall be: President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Advisor.
2. The District President shall have attained the Hoosier FFA Degree. Other elected officers shall have at least attained the Chapter FFA Degree. If a member who does not have the Hoosier Degree is elected President they may serve on the State Executive Committee but will not have the right to make a motion, second a motion, or vote.
3. The local chapter advisor of the District President shall be the District Advisor.
4. The district officers shall be elected at a designated district meeting at the annual state convention. Chapter delegates shall meet by districts for the purpose of electing district officers.
5. Newly elected district officers shall assume their duties at the close of the state convention at which they were elected.
6. Each district shall be entitled to a District President to serve on the state Executive Committee.
7. A district Vice President shall assume the office of President in the event of a vacancy providing the person meets all eligibility rules including holding the Hoosier FFA Degree.

Section D. Local Chapter Officers

1. The officers of the local chapter shall be president, vice-president, secretary, treasurer, reporter, sentinel, and other offices as deemed necessary by the local chapter.
2. The time of elections and terms of office shall be determined by the local chapter.

3. The local teacher(s) of agricultural education shall be the local advisor(s).

ARTICLE V: MEETINGS:

Section A. State Convention

1. A State Convention shall be held annually at least forty-five days prior to the annual convention of the National FFA Organization.
2. Each local chapter shall be entitled to two delegates to the State, Section, and District business meetings. Delegates must have attained at least the Chapter FFA Degree and must be active members of the local chapter. A newly formed chapter shall have two (2) years to meet this requirement and prior to that their delegates may hold the Greenhand Degree.

Section B. Section and District Meetings:

1. Section and/or District Meetings shall be held throughout the calendar year and at such time and place as may be determined by the respective executive committees.

Section C. Local Chapter Meetings:

1. Local chapter meetings shall be held throughout the calendar year. Meetings shall be held at such time and place as may be determined by the local chapter.

Section D. Quorum for Meetings

1. The quorum for an official business meeting shall be those members or delegates eligible for participation in the meeting that are present. At the state, section, and district level the quorum shall also consist of those members present from the chapters eligible for participation in the meeting.

Section E. Meetings open to the Public

1. All regular meetings including initiation meetings shall be open to the public. Executive sessions shall be allowed for purposes of disciplinary hearings or related action involving any member or members.

Section F. Special Rules of Conduct of Meetings

1. The Association and its affiliates have the right to adopt special rules for conducting meetings.

Section G. Committees

1. The Association and its affiliates have the right to establish and empower standing and special committees as necessary to conduct business.

Section H. Meetings and Use of Electronic Means

1. The Executive Committee may at their discretion hold meetings by use of electronic means such as telephone or video conferencing. If such means are used, all members must have equal opportunity for participation in the meeting.
2. Use of e-mail, web site, fax or similar means shall be acceptable for distribution of announcements, minutes, reports, and agendas in the conducting of Association activities.

ARTICLE VI: STATE EXECUTIVE COMMITTEE:

1. The Executive Committee of the Indiana FFA Association shall be composed of the State Officers, Executive Director, Assistant Director, Program Specialist, State Advisor, Section Directors, and District Presidents and State Band and Chorus Presidents.

2. The Presidents of the State Band and State Chorus shall also be non-voting members**.**

3. The Executive Committee shall have responsibility for conducting business for the Association not assigned to the Board of Trustees between annual conventions.

ARTICLE VII: PARLIAMENTARY AUTHORITY

1. The rules contained in the latest edition of Roberts Rules of Order, Newly Revised shall govern the Association and affiliated units in all cases to which they are applicable and in which they are not inconsistent with these Constitution/By-laws and any special rules of order the Association or its affiliates may adopt.

ARTICLE VIII: AMENDMENT OF BY-LAWS

1. Amendments to these Constitution/By-Laws may be submitted to the State FFA Executive Committee by any local chapter.
2. Proposed amendments must be sent to the State FFA Executive Committee by the due date established each year but not less than four weeks before the annual state convention.
3. The Executive Committee is authorized to formulate proposed amendments.
4. All proposed amendments shall be made available to local chapters prior to the state convention.
5. The Executive Committee shall submit each proposed amendment together with a recommendation to the delegate body at the annual state convention.
6. An affirmative vote of two-thirds of votes cast shall be necessary for the adoption of any amendment.
7. Any provisions affecting this Association that is of the nature of a national or state statute or change in the National FFA Organization By-Laws shall automatically be a change in these Constitution/By-Laws.

ARTICLE IX: BOARD OF TRUSTEES

Section 1. Composition of Board. The affairs of the Association shall be managed by its Board of Trustees. The Board of Trustees shall be comprised of:

(a) One local FFA chapter advisor from each FFA district within the State of Indiana. Each Trustee representing an FFA district shall be elected by a majority vote of advisors of local FFA chapters located within the applicable FFA district. Elections will rotate on a three year basis with District 1,4,7,10 occurring within the same year, Districts 2,5,8,11 occurring the next year, and Districts 3,6,9,12 occurring the following year. The process will begin with Districts 1,4,7,10 being elected for a one year term, districts 2,5,8,11to a two year term, and Districts 3,6,9,12 with a three year term. In subsequent years, each Trustee elected in this manner shall serve a three-year term on the Board of Trustees.
(b) The current State FFA President (or in his or her absence, the current State FFA Secretary).
(c) The State FFA Executive Director, who shall serve as a non-voting ex officio member of the Board.
(d) The State FFA Assistant Director, who shall serve as a non-voting ex officio member of the Board.
(e) The FFA Association Program Specialist, who shall serve as a non-voting ex officio member of the Board.

(f) Consultant members of the IAAE Executive Committee, Indiana Department of Education, and Purdue University Ag Education Staff, who shall serve as non-voting ex officio members of the Board.
(g) A representative of the Indiana FFA Foundation Board, who shall serve as a non-voting ex officio member of the board.
(h) A representative of the Indiana Department of Agriculture, who shall serve as a non-voting ex officio member of the Board.

The number of Trustees may be increased or decreased from time to time by amendment to these Bylaws. No decrease in the number of Trustees shall have the effect of shortening the term of any incumbent Trustees.

Section 2. Responsibilities. The responsibilities of the Board of Trustees shall include, but shall not be limited to, the following: (I) maintaining general direction and control over the affairs of the Association, and ensuring that policies are enforced and carried out; (ii) establishing and developing policies for the sound management and operation of the Association; (iii) providing advice and direction to the State FFA Executive Director and State FFA Program Specialist to carry out the policies, program and goals of the Association and to ensure the financial viability of the Association; and (iv) consulting with the State FFA Executive Director, State FFA Program Specialist and State FFA Officers to plan and coordinate leadership workshops, conferences, conventions, and other activities of the Association.

Section 3. Vacancies. Any vacancy occurring on the Board of Trustees must be filled with someone from the vacated district. The opening will require a majority vote of that district's advisors. A Trustee appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

Section 4. Regular Meetings. The Board of Trustees may provide, by resolution, the time and place either within or without the State of Indiana for the holding of a minimum of four (4) regular meetings per year of the Board without other notice than such resolution. Use of e-mail, web site, fax or similar means shall be acceptable for distribution of announcements, minutes, reports, and agendas in the conducting of the board of Trustees
activities.

Section 5. Special Meetings. Special meetings of the Board of Trustees may be called by, or at the request of, the State FFA President or any two Trustees. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Indiana, as the place for holding any special meeting of the Board of Trustees called by them.

Section 6. Notice. Notice of any special meeting of the Board of Trustees shall be delivered in any of the following forms: personally, sent by mail, email, web, phone, or fax to each Trustee at such Trustees' address as shown by the records of the Association at least 2 days prior to the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Trustee at his or her address as it appears on the records of the Association, with postage thereon prepaid. Any Trustee may waive notice of such meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

Section 7. Quorum. A quorum of the Board of Trustees will be consistent with Article V Section D of the Indiana FFA Bylaws. No proxy voting allowed nor casting of vote other than by physically being present at the meeting.

Section 8. Manner of Acting. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by law or these Bylaws.

Section 9. Compensation. Trustees shall not receive any stated salaries for their services but, by resolution of the Board, expenses may be allowed for attendance at regular or special meetings by the Board.

Section 10. Non-Liability of Trustees. The Trustees shall not be liable for the debts, liabilities or other obligations of the Association.

Section 11. Action Without Meeting. Any action which may be taken at a meeting of the Board of Trustees may be taken without meeting if authorized by a writing signed by all Trustees and filed with the State FFA Secretary and the State FFA Executive Director.

Section 12. Telephone Conference. Trustees may participate in a meeting through the use of conference telephone or similar communications equipment so long as all Trustees participating in such meeting can hear one another. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

Section 13. Officers. Chairperson, secretary, and treasurer shall be appointed to serve as officers on the Board of Trustees by a majority vote of the Board of Trustees at any regular or special meeting. All of the officers must be an advisor of a local FFA chapter. The chairperson, secretary, and treasurer may serve in that capacity until his or her successor in office is duly elected and qualified; provided, however, the Board may appoint a new chairperson at any regular or special meeting of the Board.

ARTICLE X: DUES, FEES AND PENALTIES

Section 1. Dues and Fees.

(a.) The Board of Trustees shall establish fees which must be paid to the Association annually by affiliated chapters (and their members) in order to qualify for and maintain membership in the Association.

(b.) Annual membership dues of the Indiana FFA Association shall be established by a majority vote of the delegates at the annual Indiana FFA State Convention. The Indiana FFA Board of Trustees shall submit its recommendation concerning dues to the State Executive Committee prior to the Indiana FFA State Convention.

Section 2. Penalty Fees and Procedures. The Board of Trustees shall establish late fees, penalties, and late policy procedures for all Association events.

Appendix:

Hoosier Degree Cost of Living Adjustment (COLA) Schedule: 2017/18, 2020/21, 2023/24, 2026/27