Ridge Point FFA
Leadership, Growth, Success

2016-2017
Chapter Officer Handbook

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!
Ridge Point FFA Officer Handbook Acknowledgement Form

We have read the Ridge Point FFA Chapter Officer Handbook and understand the requirements for becoming an officer of the Ridge Point FFA Chapter.

I ______________________________, hereby approve of my son/daughter, running/becoming a Ridge Point FFA Officer for the next school year. I realize that he/she is responsible for his/her officer duties and upholding them to the best of his/her abilities. I further understand that my student is required to be at all FFA meetings and summer officer activities. I am aware that two or more unexcused absences or ten demerits will result in my student’s early dismissal from the officer team.

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 that I am required to be at all FFA meetings and summer officer activities. I am aware that two or more unexcused absences or ten demerits will result in by being dismissed from the officer team early.

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<tr>
<th></th>
<th>Student Initials</th>
<th>Parent Initials</th>
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<tbody>
<tr>
<td>I understand that I am required to attend Texas State FFA Convention July 11-15 in Dallas. If I am unable to attend, it must be an excused absence, follow the reporting procedure, and I am required to fundraise to help and support my fellow members.</td>
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<td>I understand that I am required to attend Ridge Point Officer Retreat &amp; Training August 2-4 (tentatively).</td>
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<tr>
<td>I understand that Ridge Point FFA Officers will be held accountable by a demerit system and can be removed from office prematurely.</td>
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______________________________  ___________________________
Student Signature                Date

______________________________  ___________________________
Parent Signature                 Date

Complete this acknowledgement form and return to the FFA Advisor on or before Tuesday, April 11th along with your completed application.
To: Ridge Point Chapter Officer Candidates
From: Nikki Reed & David Laird, Advisors
RE: Chapter Officer Selection Process

Congratulations on being one of the FFA members considered for a Chapter FFA Office. The next few weeks are sure to be some of the most exciting times of your life. It is our hope that you will make every effort to make this time enjoyable and an extremely valuable learning experience for you. The greatest rewards can be achieved regardless of whether you're nominated or elected. Let's make it a positive, meaningful event for everyone.

Beginning Thought
Many hands, and hearts, and minds generally contribute to anyone's notable achievements.

Walt Disney

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 11th, @ 6:30pm
- Election Speech and Member Vote: April 11th, @ 6:30pm
- Qualifying Test: May 3rd, @ 3:30pm
- Interviews for all candidates: May 4th, @ 3:30pm
- Officer installation at Chapter Banquet: May 17th

Chapter Officer Handbook
Please review the enclosed Chapter Officer Handbook. 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.
Ridge Point FFA Officer Handbook

Organization
The Ridge Point FFA Officers are overseen by the FFA advisor(s), with support by the school administrative office.

The chapter officers for the school year will be as the Ridge Point FFA Chapter Officer Handbook defines. Results for the Ridge Point FFA Chapter Officer Team will be presented at the End-of-Year Awards Banquet.

Qualifications
To participate in the Ridge Point FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:
- Must be a current FFA member, holding the degree of Greenhand / a current applicant or higher.
- Be enrolled in at least one agriculture course for the entire year following election.
- Be familiar with the current Chapter Constitution.
- Be familiar with the FFA Code of Ethics
- Show a genuine interest in FFA and its activities.
- Go through the chapter selection process; consisting of qualifying test, application, interview, speech & vote.

Discipline
The following offenses will result in immediate removal for the Chapter Officer Team.
- Not abiding by the FFA Code of Ethics.
- Two or more unexcused absences
- Use and/or possession of alcohol, drugs, or tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons.
- Defiance of advisor, administrator or other teacher.
- Ineligible for two consecutive grading periods.
- Fighting.
- 5 or more Demerits

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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>District III Officer Camp</td>
<td>TBA – last 2 weeks in June</td>
</tr>
<tr>
<td>State FFA Convention</td>
<td>July 11-15</td>
</tr>
<tr>
<td>Summer Officer Retreat</td>
<td>August 2-4 (tentatively)</td>
</tr>
<tr>
<td>Officer Meetings</td>
<td>Twice Monthly During Summer</td>
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**Selection Process**

**April 11th – 6:30pm - 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 11th – 6:30pm - 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. A copy of the application will also be available in class. Applications will be judged by an application panel of three judges.

**April 11th – 6:30pm - 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 11th – 6:30pm – 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.

**May 4th – 3:30pm - 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.

**May 4th – 3:30pm - Interviews for all candidates**
Candidates will be interviewed by an interview panel of three judges (RPHS Administrator, two Agriculture Science Teachers outside of the district) The highest ranking graduating member 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). Members are to wear official dress.

**May 17th - 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**

<table>
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<th>Category</th>
<th>Weight</th>
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<tr>
<td>Application</td>
<td>15%</td>
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<tr>
<td>Test</td>
<td>20%</td>
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<tr>
<td>Interview</td>
<td>30%</td>
</tr>
<tr>
<td>Popular Vote</td>
<td>35%</td>
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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 top number of points accrued shall be elected Chapter President, all other offices will fall into subsequent order: Next Vice-President, Secretary, etc.

The 2016-2017 Officer Team will consist of:
1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Sentinel
7. Student Advisor
8. Chaplain
9. Historian

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 - $50 - $100 per officer

Officer Shirts
   Approximate cost $30 per officer

FFA Jacket
   Relettering – free
   New Jacket - $50

State Convention
   Cost TBD – estimate $200 - $250 per person
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:

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.
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 requirement to sell 10 items in the meat & fruit sale.
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 bylaws 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)
1. 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.
2. Have become a dues paying member of the FFA at local, state and national levels.
3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have knowledge of agriculturally related, career, ownership and entrepreneurial opportunities.
5. Be familiar with the local FFA chapter program of activities.
6. Submit written applications for the degree.

Section C: Greenhand FFA Degree, Minimum qualifications for election:
(Refer to the Texas FFA Constitution)
1. Be enrolled in a 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 bylaws. 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, bylaws 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 10 percent 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, bylaws 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: Bylaws 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 bylaws 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


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”.

- 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 meat sale. 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 posses the following qualities:

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.

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.

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.
   c. Copy of the chapter’s constitution and bylaws.

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.

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.

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.
5. Take charge of candidates for degree ceremonies.
6. Assist with special features and refreshments.
Chaplain
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.
5. Take charge of candidates for degree ceremonies.
8. Assist with special features and refreshments.

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.
• 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 – SAEP Committee
The purpose of the SAEP 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 SAEPs.

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.

**Section IV – Letter Jackets**
Fort Bend ISD has given approval for the FFA chapter to award letter jackets to deserving students. In order to become eligible to receive a letter jacket, students must meet the following guidelines, must accumulate seventy-five (75) points from various chapter activities (see listing of activities below or talk to Ag teacher about other possibilities), and possess “good standing” status in the chapter. The guidelines are as follows:

- Students must participate for two years in the club/organization
- Students who qualify for State or National competition earn their letter jacket automatically.
- Students must maintain grade eligibility to continue participating in club/organization.
- Students may receive only one letter jacket from his/her high school.
- Students must attend at least one District camp or meeting or other upper level leadership event.
- Students must participate in at least one LDE or CDE.
- Students must complete at least 8 hours of community service through the Ridge Point FFA.

<table>
<thead>
<tr>
<th>Points</th>
<th>Activity</th>
<th>Points</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recruitment (1 point/person)</td>
<td>5</td>
<td>Star Lonestar Farmer</td>
</tr>
<tr>
<td>2</td>
<td>Community Service projects</td>
<td>5</td>
<td>Chapter Officer</td>
</tr>
<tr>
<td>2</td>
<td>Greenhand degree</td>
<td>5</td>
<td>Having an SAEP</td>
</tr>
<tr>
<td>2</td>
<td>Chapter Degree</td>
<td>5</td>
<td>Attending State Conv.</td>
</tr>
<tr>
<td>2</td>
<td>Courtesy Corps</td>
<td>5</td>
<td>Judging at Houston</td>
</tr>
<tr>
<td>2</td>
<td>Proficiency award</td>
<td>5</td>
<td>Running for Dist. office</td>
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<tr>
<td>3</td>
<td>Showing projects (not prospect shows)</td>
<td>5</td>
<td>Area level LDE teams</td>
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<tr>
<td>3</td>
<td>District level leadership team</td>
<td>7</td>
<td>Attending National Conv.</td>
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<td>Fundraisers (min. # set by Advisor)</td>
<td>10</td>
<td>State level CDE team</td>
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<td>3</td>
<td>Tour guides (Houston)</td>
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<td>District officer</td>
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<tr>
<td>3</td>
<td>Attending all meetings</td>
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<td>State level LDE teams</td>
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<tr>
<td>3</td>
<td>Livestock judging (fall)</td>
<td>10</td>
<td>Lonestar degree</td>
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<td>Description</td>
<td>Points</td>
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<tr>
<td>3</td>
<td>District &amp; Area judging teams</td>
<td>10</td>
<td></td>
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<tr>
<td>3</td>
<td>Running for Chapter or Greenhand office</td>
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<td>4</td>
<td>Greenhand officer</td>
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<td>Star Greenhand</td>
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<td>Star Chapter Farmer</td>
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<td>Outstanding 3rd year member</td>
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<td>2</td>
<td>Leadership camp/conferences</td>
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<td>Running for state office</td>
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<td>American Farmer</td>
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<tr>
<td>2</td>
<td>State Officer</td>
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</table>

**Acknowledgement**

I, ______________________________ have read and fully understand this constitution. I agree to abide by the constitution or face the consequences. I promise to uphold the principles of the Ridge Point FFA chapter and remain a member in good standing.

__________________________________________________________________________  __________
Student’s Signature                                          Date

I/We __________________________________________________ have also read and fully understand this constitution.

I/We are fully aware of the responsibilities my/our student will assume as a member of this organization.

__________________________________________________________________________  __________
Parent’s Signature                                          Date

**This form must be notarized!**

__________________________________
notary signature