

**Kentucky
FFA
Association
Official
Chapter
Secretary's
Book**

Chapter Name

Chapter Secretary

Chapter Advisor

TO BE FILED AS A PERMANENT CHAPTER RECORD WHEN COMPLETED

Regional Chapter Secretary's Book Contest

Contest Year

The contest year for the Secretary's Book contest is from July 1 to the FFA Day for the Regional Contest

Rules

1. Only official secretary's books may be used.
2. The Records shall be the product of the chapter secretary and shall show evidence of being kept form meetings throughout the year. No preference will be make to typewritten books.
3. The Book shall include only a record of the following:
 - A. State and Chapter Officers
 - B. Chapter Committee Organization
 - C. Chapter Program of Activities and Accomplishments
 - D. Schedule of Chapter Meetings
 - E. Membership Roll
 - F. Attendance Record
 - G. Minutes of Meetings
 - H. Local Constitution
 - I. Chapter Correspondence
4. Judging will be done on the basis of: A) Neatness and legibility; B) Accuracy and form; and C) Completeness. Judges shall pay particular attention to the chapter minutes. Chapter minutes should show evidence of chapter activities being planned and carried out
5. The Chapter Secretary's book rating form will be used in rating regional and state contest. The regional contest will be held with the other regional FFA Day Paper Work Contest.
6. Minutes are to be recorded on one side of the page. Each month's minutes should start on the right side. A secretary may use capital "A", or script "A" in recording members that are absent (EFFECTIVE 1/1/92)

CHECK FORM CHAPTER SECRETARY'S BOOK

Chapter _____ **Rating** _____

The Secretary's Book will be purchased at the FFA Leadership Training Center. The book should appear in the following order: Organization Sheet, Program of Activates, Yearly Schedule for Chapter meetings, Membership Roll, Minutes, Reports, Local Constitution and Chapter Correspondence.
Circle One

1. Organization Sheet (from Kentucky's chapter packet)..... Superior- Excellent-Good-Fair
 This organization sheet should be complete. Listing Chapter will be sufficient

2. Program of Activities..... Superior- Excellent-Good-Fair
 Those goals accomplished for each activity completed should be recorded in the accomplishments of the program of activates as they are completed. (Those activities not completed should be left blank.)

3. Yearly Schedule of Meetings..... Superior- Excellent-Good-Fair
 Yearly schedule of meetings should be complete in brief form soon after the program of activities is completed and should list the items to be considered at each meeting.

4. Membership Roll..... Superior- Excellent-Good-Fair
 List members alphabetically by degrees, beginning with the American FFA Degree and continuing through the Greenhand Degree as of November 1 or date that state and national FFA dues are paid. Members added to roll after this date should be listed at the end of the roster as they become members. Record the member's age at eh beginning of the school year. Indicate dues paid by showing the amount paid. Record the actual date the membership card was issued. The last column on the membership roll page should be headed "Degree Change". Change should be indicated if a member has a degree change since the beginning of the FFA year (S.D. 6-5-92). Record the date new members (freshmen) received the Greenhand Degree (G.H. 10-20-92).

5. Attendance Record..... Superior- Excellent-Good-Fair
 List the date of each meeting I the Heading on the attendance Record page. Indicate an absence with a capital "A", lower case "a", or A script "A". Do not mark a member present.

6. Minutes of Meetings..... Superior- Excellent-Good-Fair

Kentucky Association FFA

Chapter Secretary's Book

_____ Chapter Number Members _____

Chapter Officer

President _____
 Vice Pres. _____
 Secretary _____
 Advior _____

Treasure _____
 Reporter _____
 Sentinel _____

Committee Organization

Student Development	Chapter Development	Community Development
Leadership Chairman- Secretary- Members-	Chapter Recruitment Chairman- Secretary- Members-	Economic Development Chairman- Secretary- Members-
Healthy Lifestyle Chairman- Secretary- Members-	Financial Chairman- Secretary- Members	Environmental Chairman- Secretary- Members-
Career Success Chairman- Secretary- Members-	Public Relations Chairman- Secretary- Members-	Human Resouces Chairman- Secretary- Members-
Scholarship Chairman- Secretary- Members-	Cooperation Chairman- Secretary- Members-	Citizenship Chairman- Secretary- Members-
Personal Growth Chairman- Secretary- Members	Support Group Chairman- Secretary- Members-	Agricultural Promotion Chairman- Secretary- Members-

Chapter Program of Work

Activity	Goals Set	Ways and Means	Accomplishments
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Month	Officer's Reports	Program of Work Items	New Business	Committee Reports	Degree Ceremonies	Special Features	Entertainment	Recreation	Refreshments
May									
June									

FFA Membership

Name of Member	Age	Degree Held	Years of Membership	Dues Paid	Date membership Card was Issued	Degree Change
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Minutes of Chapter Meetings

Before the meeting starts, make sure that everything is ready to go. Work closely with the Sentinel to see that the Officers' Stations are ready and in the proper place. Keep in constant contact with the information printed here. It will help you to avoid mistakes.

Order of Business for a Chapter Meeting Supplies

Have an established order of business and follow it at all regular meetings. The following order is suggested for regular meetings but is, of course, subject to modification and change to better fit the needs of any particular chapter.

1. Opening ceremony.
2. Minutes of the previous meeting.
3. Officer reports.
4. Report on chapter program of activities.
(Chairmen of the various sections of the program are called upon to report plans and progress.)
5. Special features.
(Speakers, special music, and the like.)
6. Unfinished business.
7. Committee reports.
 - a. Standing
 - b. Special optional)
8. New business.
9. Degree and installations ceremonies.
(Used only when new members are initiated, Greenhand raised to the Chapter Degree, or when officers are installed.)
10. Closing ceremony.
11. Entertainment, recreation, refreshments.

The following symbols or banners, are to be placed at the officers' stations:

Rising sun.....President
Plow.....Vice-President
Ear of corn.....Secretary
Bust of Washington.....Treasurer
American Flag.....Reporter
Shield of Friendship.....Sentinel
Owl.....Advisor

Official Chapter Equipment and

- 1 American Flag
- 1 FFA felt banner (3'x6')
- 1 Plow
- 1 Ear of Corn
- 1 Bust of George Washington
- 1 Owl
- 1 Rising Sun
- 1 Flag and base (miniature)
- 1 Shield for Sentinel Station
- 1 Gavel and Block
- 1 Secretary's Book
- 1 Treasurer's Book
- 1 Scrapbook
- 1 or more Official FFA Manuals
- 1 Charter (framed)
- 1 Official FFA Flag (optional)
- 1 Creed (framed – optional)
- 1 Purposes (framed – optional)
- 1 Profanity Order (framed –

MINUTES OF CHAPTER MEETING (sample)

June 3, 20

Date Held

Chapter Room

Place

The first regular meeting of the Typical Chapter of the FFA was called to order with the opening ceremony at 7:30 p.m. with Chapter President, Tom White presiding. Roll call showed 67 members and two guests, *Mr. Robinson*, Chairman of the local Advisory Committee and *Mrs. Loretta Jones*, President of the Typical Women's Club, in attendance.

Minutes of the May 19 meeting were read and approved.

Officer Reports:

Reporter Mark Hagel stated that he had written and had published a total of 7 articles since he took over the position on July 15 and that there was a total of 59 column inches of news in his Reporters Book.

Program of Activities Reports:

Bob Daniels, Chairman of the Community Service Division, reported that arrangements had been made for six trucks to haul the litter that would be picked up by the Chapter Members and the Typical Junior Chamber of Commerce members next Saturday at our annual Clean-Up Day.

Unfinished Business:

The Secretary announced that the Motion by Claudia Tschosik at the May 19 meeting that we should send two delegates to the National Convention, seconded by Norbert Mayer and postponed until this meeting, is now on the floor in its debatable form. After considerable discussion the question was called and the motion was carried. President Tom announced that any member who wished to be considered for this trip should leave this information with the Secretary.

Committee Reports

Karman Silkman, Secretary of the Banquet Committee, reported that the date had been set for November 3, at the Elks Lodge. She moved the adoption of the report. Second by Rose Meickle and carried.

Ray Axtman moved to suspend the rules in order to allow our guest, Mrs. Jones, to speak at this time. Second by Debbie Erickson and carried. Mrs. Jones then presented a plaque to our President for the Chapters work in the Chapter Safety Program.

There Being no further business, the meeting adjourned with the Closing Ceremony. Refreshments were served.

Approved _____
Date

Signed _____
Secretary

MINUTES OF CHAPTER MEETING

Approved _____
Date

Signed _____
Secretary

OFFICER REPORTS

Date: _____

Office: _____ Officer: _____

Time Period Involved _____ to _____

Signature

Date

COMMITTEE REPORT

Report from _____ Committee

Committee Members Present: _____

Absent _____

Purpose of Meeting: _____

Recommended Action:

Member(s) Responsible:

Comments: _____

Signature

INSERT
LOCAL CONSTITUTION HERE

SAMPLE CHAPTER CONSTITUTION

Article I – Name and Purposes

Section A. The name of the organization shall be the “_____” Chapter of the “National FFA Organization”. Members are hereinafter referred to as “Future Farmers of America.” The letters “FFA” may be used to designate the chapter, its activities, or members thereof.

Section B. The purposes for which this chapter if formed are as follows:

1. To develop competent, aggressive Rural and Agricultural Leadership.
2. To create and nurture a love of country life.
3. To strengthen the confidence of students of vocational agriculture in themselves and their work.
4. To create more interest in the intelligent choice of farming and other agricultural occupations.
5. To encourage members in the development of individual farming programs and establishment in agriculture.
6. To encourage members to improve the farm home and its surroundings.
7. To participate in worthy undertakings for the improvement of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To participate in cooperative effort.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized recreational activities.

Article II – Organization

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

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the _____ Association of the FFA as well as those of the National FFA Organization.

Article III – Membership

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

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

Section C. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.

Section D. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. They attend local chapter meetings with reasonable regularity.
2. They show an interest in, and take part in the affairs of the chapter.
3. They pay their dues regularly.

Section E. Names of applicants for membership shall be filed with the membership committee.

Article IV – Emblems

Section A. The national emblem of the FFA shall be the emblem for the chapter.

Section B. Emblems used by the members shall be designated by the National Organization of the FFA.

Article V – Membership Degrees and Privileges

Section A. There shall be five grades of active membership in this chapter. These grades are: (1) The Discovery FFA Degree, (2) The Greenhand FFA Degree, (3) The Chapter FFA Degree, (4) The State FFA Degree, and (5) The American FFA Degree. All “Greenhands” are entitled to wear the regulation bronze emblem pin. All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm. All members holding the American Farmer Degree are entitled to wear the regulation gold emblem key.

Section B. Greenhand Degree. Minimum qualifications for election: (Refer to National Constitution)

1. Be regularly enrolled in a vocational education course for an agricultural occupation and have satisfactory and acceptable plans for a program of supervised farming, and/or other agricultural occupational experiences.
2. Learn and explain the FFA Creed, Motto and Salute.
3. Describe the FFA emblem, colors and symbols
4. Explain the proper use of the FFA jacket.
5. Have satisfactory knowledge of the history of the organization.
6. Know the duties and responsibilities of FFA members.
7. Personally own or have access to Official FFA manual.
8. Submit written application for the degree for chapter records

Section C. Chapter FFA Degree. Minimum qualifications for election. (Refer to National Constitution)

1. Must have the Degree of Greenhand and have a record of satisfactory participation in the activities of the local chapter.
2. Must have satisfactorily completed at least one year of instruction in vocational agriculture, have in operation an improved supervised farming, and/or other agricultural occupational experience program, and be regularly enrolled in a vocational agriculture class.
3. Be familiar with the purposes and programs of activities of the State Association and National Organization.
4. Be familiar with the provisions of the constitution of the local chapter.
5. Be familiar with parliamentary procedure.
6. Be able to lead a group discussion for fifteen minutes.
7. Must have earned by his or her own efforts from his or her supervised farming and/or other agricultural occupations program and deposited in a bank or otherwise productively invested at least \$50.00.

Section D. State FFA Degree. Minimum qualifications for election:

1. Qualifications for the State FFA Degree are those set forth in the Constitution of the State Association.

Section E. American Farmer Degree. Minimum qualifications for election:

1. Qualifications for the American Farmer Degree are those set forth in the Constitution of the National Organization.

Section F. Special committees shall review the qualifications of members and make recommendations to the chapter concerning degree advancement.

Article VI – Officers

Section A. The officers of the chapter shall be as follows: President, Vic-President, Secretary, Treasurer, Reporter and Sentinel. The local Advisor shall be the teacher of agriculture education in the school where the chapter is located. Officers shall perform the usual duties of their respective offices.

Section B. Officers shall be elected semi-annually by a majority vote of the members present at a regular chapter meeting.

Section C. The officers of the chapter together with the chairment in charge of the major sections of the annual program of activities shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary for the chapter in accordance with actions taken at chapter meetings and various regulations or bylaws adopted from time to time.

Section D. Honorary members shall not vote nor shall they hold any office in the chapter except that of Advisor.

Section E. Chapter officers must hold Chapter Degree, except during the first year after the chapter is organized.

Article VII – Meetings

Section A. Regular chapter meetings shall be held twice a month during the school year and once a month during the remaining months of the year at such time and

place as is designated by the Chapter Executive Committee. Special meetings may be called at any time.

Section B. Standard meeting paraphernalia shall be used at each meeting. All regular meetings shall open and close with the official ceremony. Parliamentary procedure shall be used in transacting all business at each meeting.

Section C. Delegates, as specified by the State Constitution, shall be elected annually from the active membership to represent the chapter at the State Convention. Other delegates may be named as necessary in order to have proper representation at various other FFA meetings within the State.

Section D. A majority of the active members listed on the secretary's membership roll shall constitute a quorum, and a quorum must be present at any meeting at which business is transacted or a vote taken committing the chapter to any proposal or action.

Article VIII – Dues

Section A. Local dues in this chapter shall be fixed annually by a majority vote of the active members.

Section B. Full local, state and national dues shall be paid by all active members.

Section C. No member shall be considered as active and in good standing unless he pays full local, state, and National FFA Dues.

Article IX – Amendments

Section A. This constitution may be amended or changed at any regular chapter meeting by a two-thirds vote of the active members present providing it is not in conflict with the state association constitution or that of the National Organization of FFA.

Section B. Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a two-thirds vote of the active members present providing such bylaws conflict in no way with the constitution and bylaws of either the State Association or the National Organization

CORRESPONDENCE SECTION

Number of Letters Written _____
Number of Letters Received _____
Was official Stationary Used? _____