

# Northwest FFA



## Officer & Committee Chair Application & Code of Conduct Policy

### Dates to Remember:

- Northwest Officer Application and Guidelines due April 21st by 4:00pm
- Northwest FFA Officer Speeches Due: April 21st 4:00pm
- Northwest FFA Officer Test and Interview: May 2nd – 4:30pm Ag Office
- Area V FFA Leadership Camp: June 12-13
- Northwest Chapter FFA Officer Retreat: TBD
- FFA State Convention: July 10-14 in Dallas, Texas  
(Individual student cost for trip see state convention itinerary)  
Approximate cost \$120.00 per student

**Make sure to read every section of this contract because you will be held accountable for standards and duties.**

**Please remember that we follow the Northwest ISD Student Code of Conduct for all practices!**

OFFICER CONTRACT

**Signed Guidelines Due April 21st**

**Contracts must be submitted by April 21 to Mrs. Fowler no later than 4 pm, to be eligible to participate in any portion of running for Chapter FFA Officer or to be eligible for a committee chair position.**

**Please hand in application to Mrs. Fowler**

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Parents Cell # \_\_\_\_\_

Year in School: \_\_\_\_\_ Age: \_\_\_\_\_

Current Degree Held: Greenhand, Chapter FFA, State FFA Degree (Circle One)

Office applying for: Place number on line for order of preference  
(Example: if your first choice for office is Secretary, place a 1 next to Secretary)

Why did you choose your number 1 office?

\_\_\_\_\_ President  
\_\_\_\_\_ Vice President  
\_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Reporter  
\_\_\_\_\_ Sentinel

If not selected for the officer team, would you be willing to serve the chapter in another position?  
\_\_\_\_\_ YES \_\_\_\_\_ NO







YOU AND YOUR PARENT MUST SIGN THE CODE OF CONDUCT.  
YOU MUST TURN THIS INTO MRS. FOWLER **April 21st** NO LATER THAN **4 PM**.

## Northwest FFA Chapter Officer Election Process

Candidate's will be elected according to the following process and scores:

- 25% based on the candidate's application (Due to Ag Teacher April 21st 2023)
- 25% based on an interview with a select committee (May 2nd 2023)
- 25% based on general knowledge exam (Taken on May 2nd, 2023)
- 25% based on the Northwest FFA Chapter member's votes
  - Election speeches are limited to a maximum of 2 minutes.

### Grade Check Form (3rd Quarter)

Name: \_\_\_\_\_ Grade \_\_\_\_\_

Period	Teacher	Grade	Teacher Signature	Student Responsibility (Level)
1				
2				
3				
4				
5				
6				
7				
8				

(Rate student responsibility 1-10 scale, 1 being worst and 10 the best)

**Parent Signature:**

My son / daughter is eligible, currently has a 70 average or better in all of his / her classes.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Student Signature:**

The information given is true and correct, and I am eligible and have at least 70 average or better in all of my classes

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**CODE OF ETHICS**

We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

1. Develop my potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion. (See page 24 for proper use of Official Dress.)
4. Respect the rights of others and their property.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrate good sportsmanship by being modest in winning and generous in defeat.
8. Make myself aware of FFA programs and activities and be an active participant.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.

Source: Official FFA Manual, 2015 (p. 26, The FFA Code of Ethics)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Violations to the code of ethics and/or any action deemed serious enough by the Administrators and/or Agricultural Science Teachers will result in immediate removal from office.**

*I have read, studied, understand and accept the above points. As an officer, I will carry out my responsibilities in accordance with these statements and understand that I will be removed from office if I do not satisfactorily follow these established standards for Chapter officers. Any officer candidate that knows they will not be able to attend a mandatory event prior to running is deemed ineligible to run for an officer position.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **FFA Rules and Procedures**

### **DUTIES OF OFFICERS**

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers.

1. A commitment to a genuine desire to be a part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all chapter members in meeting 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 and bylaws.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.

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Parent/Guardian Signature

Date

Applicant Signature

Date

### **THE 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 Program of Activities or (POA).
- Represent the chapter in public relations and official functions.
- Plans one FFA meeting, one chapter activity, and the annual banquet.
- Coordinate officer meetings.

### **THE 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.
- Establish and maintain a chapter resource file.
- Plans one FFA meeting and one chapter activity.

### **THE SECRETARY**

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
  1. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
  2. Copy of the Program of Activities including all standing and special committees.
  3. Official FFA Manual and Student Handbook.
  4. Copies of the chapter constitution and bylaws.
- Plans one FFA meeting and one chapter activity.

### **THE TREASURER**



- Present monthly treasurer's reports at chapter meetings.
- Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
- Help advisors maintain accurate records of all FFA fundraisers.
- Plans one FFA meeting and one chapter activity.

### **THE 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.
- Send articles and photographs to FFA New Horizons and other publications.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer, and bring a camera to all FFA Events.
- Establish and maintain a Chapter FFA website.
- Plans one FFA meeting and one chapter activity.

### **THE SENTINEL**

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Bring paraphernalia to all Chapter Meetings, Banquets, and the Opening and Closing Ceremonies Contest.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.
- Plans one FFA meeting and one chapter activity.

### **The 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.

### **The Parliamentarian**

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at the 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 meeting committee.

## **REMOVAL OF OFFICER/ COMMITTEE CHAIR CONSEQUENCES**

**The following guidelines will be enforced.**

**The officer team will have a ten strike rule. Once ten strikes have been accumulated, the officer will be removed from office by an FFA advisor.**

**Strikes consist of the following:**

1. Being late or missing an officer, chapter, and executive meetings.
2. Being late or missing any other FFA Function (Ex. Contest, Barn Clean Ups, Work Days- Etc.)
3. Failure to carry out assigned responsibilities per officer position.
4. Failure to meet deadlines.(ex: paperwork not turned in on time) Parent Initials \_\_\_\_\_
5. Having a failing grade in any class on a report card. Applicant's Initials \_\_\_\_\_
6. Not maintaining at least a "B" in all agriculture classes..
7. Not Attending Officer Leadership Camp @ TAMU-Commerce, Texas in June
8. Not planning and facilitating a chapter Program of Activities (POA).
9. Not participating in at least one LDE and one CDE contest.
10. Not completing and turning in grade and citizenship report to an Ag teacher at the end of each grading period.
11. Not giving at least one day prior notice to an AG teacher (IN PERSON) when missing ANY event.
12. It is suggested to sell a min. of 15 items in the fundraiser (if applicable).
13. Not planning one FFA meeting and one FFA activity.
14. ISS or OSS Placement (This excludes the illegal activity clause below.)

**Immediate Removal from office:**

**Not being enrolled in an Ag Science class for both semesters. Participation in any illegal activity, such as theft, alcohol, tobacco products, vaping products, and any substance which is not legal to consume or possess, this includes on or off school trips, may result in the officer being immediately removed from office team All officer duties will be surrendered at the time of DAEP placement. Placement in DAEP within the district will result in immediate removal from the officer team for the current school year. The student will be allowed to run for an officer position the following school year.**

**A Note from the FFA Advisor:**

*Parents and Applicants please realize that the Chapter FFA Officers are group of students who are responsible for coordinating and promoting an FFA Program! This is a great opportunity for young people to develop leadership skills and enjoy their high school and FFA experience. These rules are set forth to ensure that the students running for office are truly interested and dedicated to making this the best chapter ever! We work so hard as a team that it requires every officer to be there and to do his or her job. If an officer does not fulfill their office then he or she will be warned, suspended and or discharged from office by the FFA advisors. We strongly encourage all serious FFA members to run, and being elected an FFA Officer is committing to a year of service and leadership within the Northwest FFA chapter. - Mrs. Fowler, Ms. Howeth, Ms. Smith, and Mr. McKay.*

**Parent:** *I have read this application and support my child in running for office. I also agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics. I also understand that my child may be removed from office if my child is found to be in violation of any rules or requirements for chapter officers.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Acceptable process to use if missing an FFA event:**

There are no exceptions to this process, we as advisors understand there are times that you may have to be absent from a FFA function:

**Reasons for missing an officer meeting, FFA meeting or other FFA function are:**

- Tutorials, with a note from the teacher whose tutorials you are attending.
- Other school sponsored activities, with a note from the activity sponsor.
- Sickness with either a doctor's note or absence from school. Parent's notes will not count.

**The only way for these exceptions to count, will be you coming to an Ag teacher and telling them the situation a day before any meeting or FFA Event. Word of mouth, phone calls, text messages or email will not justify the reason for missing.**

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Parent/Guardian Signature	Date	Applicant Signature	Date
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**Applicant:** I have read this application and I agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics for Chapter Officers. I also understand that I may be removed from office if I am found to be in violation of any rules or requirements for chapter officers. In addition, if elected to a chapter FFA office, I will carry out my responsibilities in accordance with all of the following statements. I understand that I may be removed from office by the FFA advisors if I do not adhere to these established standards.

I will:

1. Be totally dedicated to the program of Agricultural Education, SAE and the FFA.
2. Be willing to commit the necessary time to chapter officer activities, realizing that your FFA duties are an integral part of the success of the program. This will include a great deal of time away from employment and other school activities. (We will be accommodating as we encourage our members to be involved in multiple extra-curricular activities at EHS)
3. Be willing and able to travel in serving the chapter.
4. Become knowledgeable of the SAE program, the FFA and the many opportunities available in the field of agriculture as well as, keeping up to date on current local and national events.
5. Work diligently through preparation and practice to develop effective public speaking skills and project a desirable image of FFA at all times.
6. Seek constructive criticism and evaluation of my performance. Constantly evaluate my personality and attitude, making every effort to improve myself.
7. Serve as a member of a TEAM, always maintaining a cooperative attitude.
8. Take and follow instructions from those responsible for me.
9. Complete the goals of the FFA Officer Team.
10. Realize you represent the Eaton FFA Chapter at all times not just on official business.

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<b>Applicant's Signature</b>	<b>Date</b>
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**Northwest FFA Social Media Policy**

As role models of the campus, school district, community, Texas FFA, and National FFA, students are responsible for their public conduct at all times as they are representatives of Northwest ISD. Students will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If a student's use of electronic media interferes with the student's ability to effectively perform his or her officer duties, the student is subject to disciplinary action, up to and including termination of their FFA position. If a student wishes to use a social network site or similar media for personal purposes, the student is responsible for the content on the student's page, including content added by the student, the student's friends, or members of the public who can access the student's page, and for web links on the student's page.

The student is also responsible for maintaining privacy settings appropriate to the content. A student who uses electronic media for personal purposes shall observe the following:

- The student may not set up or update the student's personal social network page(s) using the district's computers, network, or equipment.
- The student shall not use the district's logo or other copyrighted material of the district without express, written consent.

It is advised that students follow these SIX guidelines at ALL TIMES when using social media use:

- Is this something that needs to be shared?
- Is this something that needs to be shared by you?
- Is this something that needs to be shared right now?
- What purpose does this post serve?
- How will this post impact others?
- How will this post impact the way others view you?

**\*If any of these rules and/or conduct are not followed, the agricultural science teachers or administrators will remove you from office immediately at their discretion!**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date

**Advisors:** *By signing this commitment, you agree with the rules set out in the FFA Officer Contract. As the chapter advisor to this officer, you are obligated to report any violations of this code of conduct to the Ag Coordinator and/or Administrator.*

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_