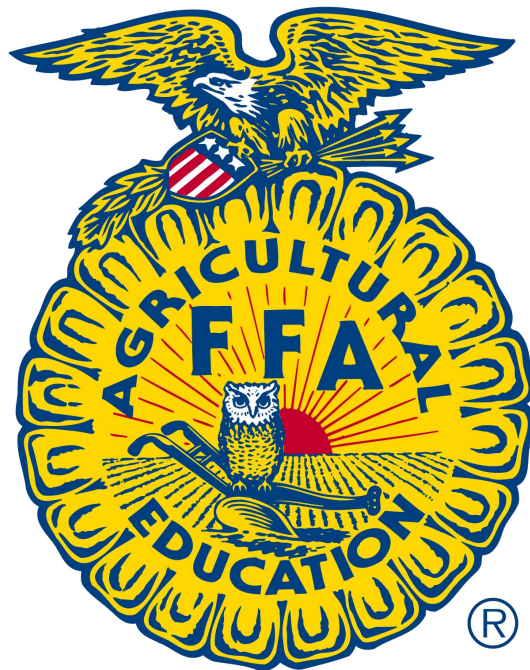


# OFFICER HANDBOOK



## Medina FFA CHAPTER 2023-2024

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## **PREFACE**

**REALIZING THAT SERVING AS A MEDINA FFA CHAPTER OFFICER IS BOTH A PRIVILEGE AND A CHALLENGE, THE MEDINA FFA OFFICER HANDBOOK WAS DESIGNED TO OUTLINE MEDINA FFA OFFICER DUTIES AND RESPONSIBILITIES. THERE ARE MINIMUM REQUIREMENTS TO SERVE AS A MEDINA FFA OFFICER. THEY INCLUDE:**

- MUST BE ENROLLED IN AT LEAST ONE SEMESTER OF AGRICULTURE EDUCATION**
- MUST HAVE GREENHAND FFA DEGREE**
- MAINTAIN A 2.5 GRADE POINT AVERAGE**
- UPON MISSING THREE REQUIRED MEETINGS THE FFA OFFICER WILL RESIGN FROM THEIR OFFICE IMMEDIATELY.**
- UPON A VIOLATION OF THE NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION'S DRUG, ALCOHOL, AND TOBACCO POLICY, THE FFA OFFICER WILL RESIGN FROM THEIR OFFICE IMMEDIATELY.**

## **OFFICER DUTIES MEDINA FFA CHAPTER**

### **PRESIDENT:**

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-official (non-voting) member.
3. Serve as the official representative of the chapter.
4. Represent the chapter in public relations and official functions.
5. Work with the vice-president and advisor in preparing an agenda for each FFA meeting.
6. Work with the vice-president and sentinel in planning a special feature or program for every meeting.
7. Post the agenda for the meetings several days in advance of the meeting.
8. Serve as a member of the Medina FFA Parliamentary Procedure team.
9. Learn all FFA ceremonies enclosed in the officer handbook.
10. Conduct any duties appointed by the officer team or advisor.
11. Represent the Medina FFA Chapter in the Medina FFA Alumni.
12. Represent the Medina FFA Chapter in the Medina Ag Ed Advisory Committee Meetings.

### **VICE-PRESIDENT:**

1. Assume all duties of the president if it becomes necessary.
2. Check the progress of each mini-chapter.
3. Check the progress being made in the Chapter Program of Work.
4. Work with the president and advisor in preparing an agenda for each meeting.
5. Work closely with the president and sentinel in planning a special feature or program for every FFA meeting.
6. Work closely with the president in coordinating chapter activities.
7. Serve as a member of the Medina FFA Parliamentary Procedure team.
8. Learn all ceremonies enclosed in officer handbook.
9. Conduct any duties appointed by the officer team or advisor.

## **SECRETARY:**

1. Prepare and present the minutes of each regular FFA meeting.
2. Attend chapter correspondence.
3. Prepare and present announcements at each regular FFA meeting.
4. Keep member attendance and activity records in the secretaries book.
5. Prepare and submit the membership roster and dues to the national organization and state association by October 1st in cooperation with the treasurer and chapter advisor.
6. Issue membership cards.
7. Maintain a neat and accurate Official FFA Secretary's Book.
8. Enter the secretary's book in the State Secretaries Book Contest by June 1st.
9. Have in hand at each meeting:
  - A. Official secretary's book including minutes of the previous meeting.
  - B. Copy of the program of activities including all mini-chapter membership and minutes.
  - C. The official FFA meeting agenda.
  - D. Copies of the chapter constitution and bylaws.
10. Serve as a member of the Medina FFA Parliamentary Procedure team.
11. Learn all ceremonies enclosed in the officer handbook.
12. Conduct any duties appointed by the officer team or advisor.

## **TREASURER:**

1. Prepare a monthly treasurer's report for each month of the year.
2. Present the monthly treasurer's report at every regular FFA meeting.
3. Maintain a neat and accurate Official FFA Treasurer's Book
4. Enter the treasurer's book in the State Treasurer's Book Contest by June 1st.
5. Collect dues and special assessments.

9. Send out all bills of the Medina FFA Chapter.
10. Serve as a member of the Medina FFA Parliamentary Procedure Team.
11. Learn all ceremonies enclosed in the officer handbook.
12. Conduct any duties appointed by the officer team or advisor.

### **REPORTER:**

1. Prepare and present a reporter's report at every FFA meeting.
2. Release news and information to local news media.
3. Maintain a neat and accurate reporter's book.
4. Enter the reporter's book in the State Reporter's Book Contest by June 1st.
5. Write and submit to Dawn an article each month highlighting the Medina FFA Chapter.
6. Take as many pictures as possible throughout the year and upload them into a google drive that is shareable to the advisor and president.
7. Serve as a member of the Medina FFA parliamentary procedure team.
8. Learn all ceremonies enclosed in the officer handbook.
9. Conduct any duties appointed by the officer team or advisor.

### **SENTINEL:**

1. Attend the door and welcome visitors.
2. Keep the meeting room comfortable.
3. Take charge of candidates for degree ceremonies.
4. Obtain door prizes for the meetings.
5. Prepare the door prize drawing at every FFA meeting.
6. Obtain refreshments for each FFA meeting.
7. Work with the president and vice president in preparing special features for every FFA meeting.

8. Work with the officers in planning recreational activities.
9. Serve as a member of the Medina FFA parliamentary procedure team.
10. Learn all ceremonies enclosed in the officer handbook.
11. Conduct any duties appointed by the officer team or advisor.

### **PARLIAMENTARIAN:**

1. Be proficient with parliamentary procedure.
2. Rule on all questions of parliamentary conduct at chapter meetings.
3. Serve as an ex-officio member of the parliamentary procedure team.
4. Conduct parliamentary procedure workshops at the chapter level.
5. Attend all parliamentary procedure workouts.

### **CHAPLAIN:**

1. Present the invocation at banquets and other functions.
2. Attend all parliamentary procedure workouts.

### **HISTORIAN:**

1. Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
2. Work in cooperation with the reporter to submit articles to the school newsletter.
3. Research and prepare items of significance to the chapter's history.
4. Attend all parliamentary procedure workouts.

### **STUDENT ADVISOR:**

1. Assume the position of the advisor in the Parliamentary Procedure Contest.
2. From time to time serve as the advisor during opening ceremonies of regularly scheduled chapter FFA meetings.
3. Attend all parliamentary procedure workouts.

## **OFFICIAL FFA DRESS**

### **FEMALE MEMBERS:**

#### **-Black Skirt**

**Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat.**

**(Black dress slacks are also acceptable)**

#### **-White collared blouse with Official FFA Scarf**

#### **-Black dress shoes with a closed heel and toe.**

#### **-Black nylon hosiery.**

#### **-Official FFA Jacket zipped to the top.**

### **MALE MEMBERS:**

#### **-Black dress slacks.**

#### **-White dress shirt.**

#### **-Black dress shoes and socks.**

#### **-Official FFA Tie.**

#### **-Official FFA Jacket zipped to the top.**



## **THE FFA 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. DRESSING NEATLY AND APPROPRIATELY FOR THE OCCASION.**
- 2. SHOWING RESPECT FOR THE RIGHTS OF OTHERS AND BEING COURTEOUS AT ALL TIMES.**
- 3. BEING HONEST AND NOT TAKING UNFAIR ADVANTAGE OF OTHERS.**
- 4. RESPECTING THE PROPERTY OF OTHERS.**
- 5. REFRAINING FROM LOUD, BOISTEROUS TALK, SWEARING AND OTHER UNBECOMING CONDUCT.**
- 6. DEMONSTRATING SPORTSMANSHIP IN THE SHOW RING, JUDGING CONTESTS AND MEETINGS, AND BEING MODEST IN WINNING AND GENEROUS IN DEFEAT.**
- 7. ATTENDING MEETINGS PROMPTLY AND RESPECTING THE OPINION OF OTHERS IN DISCUSSION.**
- 8. TAKING PRIDE IN OUR ORGANIZATION, ACTIVITIES, SUPERVISED EXPERIENCE PROGRAMS, EXHIBITS, AND THE OCCUPATION OF AGRICULTURE.**
- 9. SHARING WITH OTHERS EXPERIENCES AND KNOWLEDGE GAINED BY ATTENDING NATIONAL AND STATE MEETINGS.**

**“CODE OF CONDUCT”**  
**2023-2024 Medina FFA OFFICER TEAM**  
**Effective May 1, 2023**

1. Upon missing a combination of three regular meetings and/or executive meetings, I will resign from my office. The executive committee will make final decisions of resignation.
2. I understand that if I violate the rules set forth by the North Dakota High School Activities Association concerning drugs, alcohol, and tobacco, I will resign from my office immediately. Upon such violation, the executive committee will determine if said individual will be eligible to run for a future office.
3. I will wear the official FFA Jacket to all regular FFA meetings.
4. I am expected to attend all regular meetings. Exceptions and/or exemptions will be made by the executive committee and/or the advisor.
5. I will learn the official FFA opening and closing ceremonies for my office before the May meeting.
6. I will learn the degree ceremonies including: FFA Greenhand Degree Ceremonies, Chapter FFA Degree Ceremonies, and the Honorary Chapter FFA Degree Ceremonies for my office. I will also learn the Installation Of Officers Ceremonies.
7. I will attend a minimum of one FFA Officer meeting per month to plan for the next month’s FFA activities. ( including June, July and August )
8. I will attend and provide leadership during one FFA regular meeting per month. (including July)
9. I will attend the local officer retreat planned during the summer. (August 4-6th, 2023)
10. I will attend all officer and parliamentary procedure workouts in preparation for the District Leadership Conference held in December.
11. I will attend the District Leadership Conference in December.
12. I will attend meetings needed to plan and prepare for the Annual FFA Parent Member And Awards Banquet.
13. I will attend the Annual FFA Parent Member and Awards Banquet.

- 14. I will attend the State FFA Convention in June (unless a reasonable excuse is accepted by the advisor).
- 15. I will consider attending the National FFA Convention in October.
- 16. I will consider attending the Blue or Gold Conference in Bismarck.
- 17. I will give consideration to attending the FFA Washington Leadership Conference if the opportunity presents itself.
- 18. I will lead by example by getting involved in all phases of the FFA Chapter.
- 19. I will encourage young members to become involved in the FFA.
- 20. I realize that I am required to attend the April meeting in order to participate in the Officer Installation Ceremonies before I can assume my office.
- 21. I will not talk down my fellow officers or our members as this does not show positive leadership or encouragement to those members.
- 22. I will strongly consider participating in a Winter Career Development event.
- 23. At any time I fail to fulfill my officer duties I will apologize to my Advisor, to the officer team, and the chapter. After the 3rd time of failing to fulfill my officer duties I will lead the chapter in a leadership activity. After the 5th time of failing to fulfill my officer duties, I will be removed from office.

I believe the FFA is an organization that works to develop leadership in the individual. I believe that being an FFA Officer is both a privilege and a responsibility. I will work to the best of my ability to fulfill the responsibilities that come with my office. I understand that if I do not meet these expectations, I will be asked to resign from my office.

\_\_\_\_\_  
 Officer Signature                      Office                      Date

\_\_\_\_\_  
 Parent Signature                      Date