

# Klein Cain FFA



## Chapter Handbook

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## FFA Vision

Grow Leaders  
Build Communities  
Strengthen Agriculture

## FFA Mission

Premier Leadership,  
Personal Growth,  
Career Success

## FFA Membership

**156,373** Student  
Members  
**1,081** Local FFA  
Chapters in Texas

## FFA Motto

Learning to do,  
Doing to learn,  
Earning to live,  
Living to serve

The National FFA Organization is an integral part of agricultural education by helping make classroom instruction come to life through realistic, hands-on applications. FFA members embrace concepts taught in agricultural classrooms nationwide, build valuable skills through hands-on experiential learning and each year demonstrate their proficiencies in competitions that showcase real-world agricultural skills.

Today's FFA has evolved in response to expanded opportunities available in agriculture and its need to hire skilled and competent employees for **235** unique careers. The organization also helps students prepare for careers in business, marketing, science, communications, education, horticulture, production, natural resources, forestry and many other diverse fields.

The agricultural education program provides a well-rounded, practical approach to learning through three components: classroom education, hands-on supervised agricultural career experiences and FFA, which provides leadership opportunities and tests students' agricultural skills.

## Klein Cain FFA

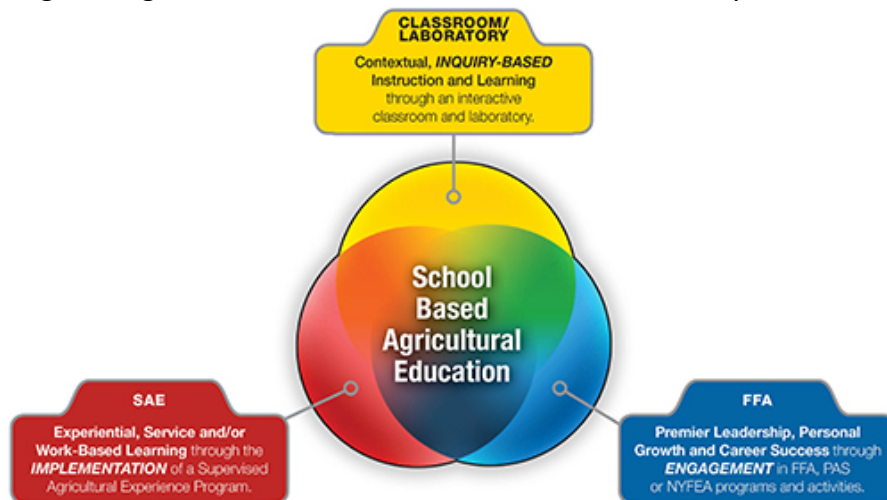
As a member of the Klein ISD Agriculture Science classes, you have the opportunity to participate in the largest youth led organization in the World. The FFA! With that you also join the largest organization on the Crockett campus. Your opportunity for success is wide open! And we have a lot of fun doing it!

### FFA Membership - \$35

The cost to join is \$35.00 and you get a free shirt! This will allow you to attend meetings throughout the year, eat all you can, travel across the State, and compete in Area, State, and National competitions. The dues are less than a night at the movies, and they provide entertainment, scholarship and fellowship for the entire year. You can't beat a deal this good!!!

## The Agricultural Education Mission

Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems.



**Our programs are considered intracurricular NOT extracurricular**

## We work under a 3-Circle Model

Through agricultural education, students are provided opportunities for leadership development, personal growth, and career success. Agricultural education instruction is delivered through three major components:

- Classroom/Laboratory instruction (contextual learning)
- Supervised Agricultural Experience Programs (work-based learning)
- Student leadership organizations (FFA)

## What is an SAE?

The Supervised Agricultural Experience (SAE) program involves practical agricultural activities performed by students outside of scheduled classroom and laboratory time. SAEs provide a method in agricultural education for students to receive real-world career experiences in an area of agriculture that they are most interested in.

## Types of SAE Projects

### FOUNDATIONAL SAE

All students enrolled in an AFNR course (at all grade levels) are expected to have an SAE. Foundational SAEs support a student's career interest. Projects and experiential learning activities for all types of SAEs will develop the student in each of these five Foundational component areas:

1. Career Exploration
2. Employability Skills & College Readiness
3. Personal Financial Management
4. Workplace Safety
5. Agricultural Literacy Immersion SAEs (traditional SAEs) are developed here.

### IMMERSION SAE

Immersion SAEs are an extension of the Agricultural Literacy component of the Foundational SAE and will contribute to a student's growth in all of the Foundational components in an authentic, contextualized manner. The five Immersion SAE categories build upon the Foundational SAE components in a real-world application.

1. **Placement/Internship SAE:** The student is in an employment setting (paid or unpaid). This experience must provide opportunity for development and advancement of skills and abilities aligned to the AFNR Technical Standards and Career Ready Practices.
2. **Ownership/Entrepreneurship SAE:** The student operates an individual business which provides goods and/or services to the marketplace in the ownership aspect. The student transitions to an entrepreneurship SAE once the ownership SAE is enhanced to contain or meet additional criteria.
3. **Research: Experimental, Analysis or Invention SAE:** The student will be involved in an investigation of materials, processes and information to establish new knowledge or the validation of previous research.

4. **School-Based Enterprise SAE:** A group of two or more students will work cooperatively outside of normal class time to create a business enterprise that provides goods and services. They operate their enterprise from the school campus utilizing facilities, equipment and other resources provided by the AFNR program or the school.
5. **Service Learning SAE:** Conducted by one or more students in which they plan, conduct and evaluate a project designed to provide a service to a school, public entity or the community. It must provide benefits to another organization, group or individuals other than the FFA chapter.

# Klein Cain FFA Chapter Constitution

## ARTICLE I - Name, Mission and Strategies

**Section A.** The name of this organization shall be the Klein Cain FFA Chapter of the National FFA Organization and the Texas FFA Association.

**Section B.** The mission and strategies for this chapter are as follows:

FFA makes a **positive difference** in the lives of students by developing their potential for **premier leadership, personal growth** and **career success** through **agricultural education**.

1. Develops competent and assertive agricultural leadership.
2. Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
3. Strengthens the confidence of agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an agricultural career.
5. Encourages achievement in supervised agricultural experience programs.
6. Encourages wise management of economic, environmental and human resources of 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.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

## ARTICLE II - Organization

**Section A.** The Klein Cain Chapter of FFA is a chartered local unit of the Texas Association of FFA, which is chartered by the National FFA Organization.

**Section B.** This chapter accepts in full the provisions in the constitution, bylaws and policies of the Texas Association of FFA and the National FFA Organization and the policies and regulations of the Klein Independent School District.

## ARTICLE III - Membership

**Section A.** Membership in this chapter shall be of four kinds: (1) Active; (2) Alumni; (3) Honorary and (4) Junior, as defined by the National and Texas FFA Constitutions and by Texas FFA Association membership policies.

**Section B.** The regular activities 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 and 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 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 designated by the National FFA Organization.

## **ARTICLE V - Degrees and Privileges of Active Membership**

**Section A.** There shall be five degrees of active membership based on individual achievement. These degrees are: (1) Discovery FFA Degree, (2) Greenhand FFA Degree, (3) Chapter FFA 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 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 Texas FFA Constitution.)

1. Be enrolled in 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 and explain the meaning of the FFA Creed, Motto, and Salute.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate a knowledge of the FFA Code of Ethics and the 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 the Official FFA Manual and the FFA Student Handbook.
7. Submit a written application for the Greenhand FFA Degree.

**Section D.** Chapter FFA Degree. Minimum qualifications for election:  
(Refer to Texas FFA Constitution.)

1. Must have received the Greenhand FFA Degree.
2. Have satisfactorily completed the equivalent of at least two semesters of systematic school instruction in Agriculture, Food and Natural Resources at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an Agriculture, Food and Natural Resources course.
3. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Have earned and productively invested at least \$150 or worked at least forty-five hours in excess of scheduled class time, or a combination thereof and have developed plans for continued growth and improvement in a supervised agricultural experience program. The combination of hours multiplied by a factor of 3.33 and dollars must equal or exceed the number 150.
5. Have effectively led a group discussion for fifteen minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Have shown progress toward individual achievement in the FFA awards program.
8. Have a satisfactory scholastic record.
9. Have participated in at least 10 hours of community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid labor.
10. Have submitted an application for the Chapter FFA Degree.

**Section E.** State FFA Degree. Minimum qualifications for selection:  
(Refer to 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. Have satisfactorily completed the equivalent of at least four semesters of systematic school instruction in Agriculture, Food and Natural Resources at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1,000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof in a supervised agricultural experience program. The combination of hours, multiplied by a factor of 3.33 and dollars must exceed or equal the number 1000.
5. Have demonstrated leadership ability by:
  - a. Performing ten procedures of parliamentary law.
  - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
  - c. Serving as an officer, committee chairperson, or participating member of a major committee
6. Have a satisfactory scholastic record as certified by the local Agriculture, Food and Natural Resources instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter program of activities.
8. As of April 1, have completed ten activities above the chapter level in at least three of six different categories: leadership development events,

career development events, conventions and meetings, project shows, student awards and leadership and service as described in policies adopted by the Board of Directors.

9. As of April 1 of the year the member is to receive the degree, 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 SAE hours.

Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the State Association at least one month prior to the state FFA convention at which the State FFA Degree is to be received. The State FFA Executive Director shall provide for a review of the records and submit a recommendation to the State FFA Board of Directors, which shall nominate at the State FFA convention the candidates who have been found worth to receive the honor. The State FFA Degree will be conferred upon the candidate subject to approval by the delegates at the state convention

**Section F.** American FFA Degree. Minimum qualifications for selection:  
(Refer to Texas FFA Constitution)

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 Agriculture, Food and Natural Resources program or have completed the program of Agriculture, Food and Natural Resources at the school last attended.
3. Have graduated from high school at least twelve 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 SAE hours.
8. Submit an application and supporting documentation pursuant to the deadlines and requirements described in Texas FFA policies and procedures.

## **ARTICLE VI – Officers and Executive Committee**

**Section A.** The offices of an FFA chapter shall be: president, vice president, secretary, treasurer, reporter and sentinel. 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 office are described in the bylaws of this chapter.

**Section B.** Pursuant to the provisions of the national and state constitutions, all chapter officers shall have attained the chapter FFA degree. The president must be a returning officer and not serve more than 2 consecutive years.

**Section C.** Officers shall serve from the end of the chapter meeting at which they are installed to the end of the next succeeding chapter meeting 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 participate and be heard simultaneously.

**Section E.** 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 VII - 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. The terms of all committees shall expire on a date described in the chapter's annual strategic action plan. Committee expiration may vary depending on duties but no standing committee term shall extend past the end of the fiscal year. The president shall have the authority to remove or reassign any committee chairperson or member, 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 a majority vote of the active members.

**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.** Meeting dates and times shall be fixed by the chapter's executive committee with the advice and consent of the chapter advisor. Special meetings may be called by the president, by a majority vote of the executive committee or by the chapter advisor(s). Meeting agendas shall be posted in a manner consistent with operating rules or procedures adopted by the chapter.

**Section B.** A quorum shall exist when 51% 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 Klein Independent School District. Members shall be notified by mail, electronic mail or classroom announcement at least 30 days prior to a meeting at which any 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 Klein Independent School District. Members shall be notified by mail, electronic mail or classroom announcement at least 30 days prior to a meeting at which any amendment to the bylaws is to be considered.

## **ARTICLE XI – Parliamentary Procedure**

**Section A.** The *Parliamentary Guide for FFA* by Jarrell D. Gray shall be used as a guide for all chapter meetings. The latest edition of *Roberts Rules of Order* shall be the final authority in governing the actions of all chapter meetings.

# **Klein Cain FFA Chapter Bylaws**

## **ARTICLE I. – Relationship to Constitution**

The Bylaws shall be a part of the Constitution of the Klein Cain Chapter of FFA.

## **ARTICLE II. – Location of Offices**

The headquarters and principal office of the Klein Cain Chapter of FFA shall be at 10201 Spring Cypress Rd. Houston, TX 77070.

## **ARTICLE III – Procedures for Electing Officers**

**Section A.** The chapter shall adopt rules related to the election of officers which shall include, but not be limited to, designation of elections committee, filing deadlines, application forms, testing procedures and election date.

**Section B.** Qualified members shall declare intent to be considered for chapter office by filing the required forms by the prescribed filing deadline pursuant to the rules adopted by the chapter.

**Section C.** Officers shall be selected by a combination of written exam score or leadership portfolio, 25% percent, interview score, 50% percent and a score derived from a secret ballot vote of the members present a regular or called special chapter meeting, 25% percent

**Section D.** All written materials related to a chapter election shall be deposited and retained in a secure location for no less than 30 days following the announcement of election results.

**Section E.** Appeals or protests related to a chapter election shall be filed pursuant to the grievances procedures of the Klein Independent School District.

## **ARTICLE IV – Duties of Officers**

**Section A.** It shall be the duty of all officers to fulfill the responsibilities described in the officer contract adopted by the chapter and agreed to by each officer at the time of declaring candidacy for chapter office.

**Section B.** The president shall preside at all of the chapter's meetings, shall sign all official documents or authorize execution of said documents, appoint student committees and serve as an ex-officio member of all student committees, coordinate all chapter operations, represent the chapter in official functions and perform other such duties as usually pertain to the office of president.

**Section C.** The vice president shall perform the duties of the president in the event of the disability, death, resignation, removal or other inability of the president to perform such duties, develop the chapter's program of activities, coordinate the operations of all student committees, serve as an ex-officio member of all student committees

and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section D.** The secretary shall make and keep correct records or minutes of proceedings of the chapter and executive committee, prepare and post meeting agendas, file reports, maintain member activity records, issue membership cards, update policy documents as directed and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section E.** The treasurer shall have responsibility for accounting of all funds and property of the chapter. The treasurer shall provide direction and oversight to any and all who handle the monies of the chapter, assuring that the financial policies of the chapter and Klein Independent School District are followed completely, shall present a proposed budget at a regularly scheduled or called special chapter meeting, present monthly financial reports at chapter meetings, chair the budget and finance committee and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section F.** The reporter shall chair the chapter public relations committee and develop public relations strategies to accurately define the public image of the agricultural education program and FFA chapter, develop or cause to be developed press releases concerning chapter activities, maintain or cause to be maintained a chapter website, develop working relationships with all local and school district media, ensure a complete photographic record of all chapter activities and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section G.** The sentinel shall have responsibility for all meeting related equipment and shall maintain an inventory of all such equipment, ensure that all meeting and social venues are ready to receive members and guests prior to each function, take charge of candidates for degree and award ceremonies, assist the president in maintaining order, ensure a welcoming environment for guests and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section H. (OPTIONAL)** The historian shall have responsibility for documenting events to create a complete and accurate chapter history and compile such documentation such as, but not limited to newspaper and magazine articles, photographs, video footage, significant web-based content, ceremony and banquet programs and other memorabilia which may be maintained to provide future generations a glimpse into the chapter's history. The historian shall also maintain records of historically significant anniversaries, past degree and award recipients, officers and alumni of distinction and periodically create displays which foster pride among the members and perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section I. (OPTIONAL)** The parliamentarian shall achieve a level of proficiency in parliamentary law, as prescribed in policies adopted by the chapter and shall rule on all questions of parliamentary conduct at chapter meetings, conduct parliamentary workshops for younger members or develop other content or achievement benchmarks that foster value for mastery of parliamentary procedures. The parliamentarian shall have custody of the chapter's parliamentary reference texts and shall perform such other duties and further duties as may be imposed upon him or her by the chapter.

**Section J. (OPTIONAL)** The chaplain shall present invocations or benedictions at chapter functions and conduct or cause to be conducted reflections and camps, conferences and workshops as deemed appropriate by the chapter and shall perform other such duties and further duties as may be imposed on him or her by the chapter.

## **ARTICLE V – Resignation, Removal of Officers, Officer Vacancies**

**Section A.** The advisor or the executive committee with the advice and consent of the advisor, may, with good cause, remove any officer elected by the chapter. Good cause shall include, but not be limited to, violation of the provisions of the chapter's officer contract, violation of chapter or departmental rules of conduct, violation of the school code of student conduct or violation of state or federal laws.

**Section B.** Any officer may resign at any time by giving written notice to the advisor, president or secretary. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

**Section C.** Should the office of president become vacant; the vice president shall assume the title and duties of president. The executive committee may appoint an interim officer to fill any other vacancy until the chapter elects a qualified replacement.

## **ARTICLE VI – Committees**

**Section A.** The standing committees of the chapter shall be in harmony with the National FFA Organization's Quality Standards for Local Chapters. The committee designations and descriptions contained in these bylaws shall be amended to reflect the most current Quality Standards for Local Chapters adopted by the National FFA Organization for the membership year following revision of such standards. Such amendments shall be made without action by the chapter.

**Section B.** Each active member of this chapter shall be assigned to a committee which is deemed commensurate to the member's interests, talents and skills. The chapter shall not be obligated to staff all committees, but any of the standing committees may be activated by the chapter president without the action of the chapter.

**Section C.** Each standing committee shall develop and submit to the executive committee a plan within the committee's scope of responsibility and a corresponding budget within the timelines prescribed by the president. Each committee shall make regular and timely reports to the chapter concerning progress towards its respective goals.

**Section D.** The standing committees of the chapter and their respective duties are:

- (1) Growing Leaders-Leadership shall plan and execute activities which help the individual develop technical, human relations and decision-making skills to grow leaders.
- (2) Growing Leaders-Healthy Lifestyles shall plan and execute strategies which promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.
- (3) Growing Leaders- Scholarship shall plan and execute strategies which develop a positive attitude toward lifelong learning experiences.



- (4) Growing Leaders-Personal Growth shall plan and execute strategies which improve the identity and self-awareness of members, striving to enhance the quality of life and contribute to members' life goals and development.
- (5) Growing Leaders- Career Success shall plan and execute strategies which promote student involvement and growth through agriculture-related experiences and/or entrepreneurship and promote career readiness.
- (6) Building Communities-Environmental shall plan and execute strategies to preserve natural resources and develop more environmentally responsible individuals
- (7) Building Communities –Human Resources shall plan and execute strategies which improve the welfare and well-being of members and citizens of the community
- (8) Building Communities-Citizenship shall plan and execute strategies to encourage members to become active, involved citizens of their school, community and country.
- (9) Building Communities –Stakeholder Engagement shall plan and execute strategies to develop teamwork and cooperation between the local chapter and stakeholders.
- (10) Building Communities –Economic Development shall plans and execute strategies to improve the economic welfare of the community.
- (11) Strengthening Agriculture-Support Group shall plan and execute strategies to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.
- (12) Strengthening Agriculture –Chapter Recruitment shall plan and execute strategies to increase agricultural education enrollment and/or FFA membership and encourage greater participation.
- (13) Strengthening Agriculture -Safety shall plan and execute strategies intended to enhance safety in the community
- (14) Strengthening Agriculture –Agricultural Advocacy shall plan and execute strategies to articulate and promote agricultural programs, practices, policies and/or education to elicit action.
- (15) Strengthening Agriculture -Agricultural Literacy shall plan and execute strategies to help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.

**Section E.** Subcommittees of a standing committee may be created by the president, executive committee, advisor or by the committee with the permission of the president and advisor.

## **ARTICLE VII – Transactions of the Chapter**

**Section A.** The fiscal year of the chapter shall begin on September 1 and end on August 31.

**Section B.** The chapter shall adopt policies and procedures consistent with the fiduciary policies, procedures and audit standards of the Klein Independent School District.

## **ARTICLE VIII – Grievances and Appeals**

Grievances and appeals shall be addressed under the auspices of the student grievance policies and procedures of the Klein Independent School District.

# Klein Cain FFA 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!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the **Klein Cain FFA** members and advisors. They make a positive difference in the lives of many people.

This handbook is to help you prepare your candidacy for Chapter FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process.

Remember this handbook is only the beginning!! As a candidate, you will need to study Agricultural Education and FFA information, practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on. I wish you the very best.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact the Advisors.

## Organization

The Klein Cain FFA Officers are overseen by the FFA advisor with support by the school administrative office.

## Qualifications

To participate in the Klein Cain FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:

- Have and maintain a 2.0 GPA or higher, cannot be failing any class.
- Have a “B” or better in all Agriculture classes.
- Have and maintain a clean discipline and attendance record.
- Attend the summer FFA State Convention scheduled for the summer.
- Have a signed, completed application on file with the chapter advisor.
- Have a signed, completed chapter Code of Ethics on file with the chapter advisor.
- Be a member of the local FFA chapter for the current school year.
- Review the Chapter Officer Handbook.
- Go through the chapter selection process (applying, FFA knowledge exam (15%), leadership portfolio (10%), interview (50%), being elected/speech (25%)

## Discipline

All FFA Chapter Officers will be placed on behavior contracts for any of the offenses listed below. The Chapter Officer is allowed two chances to improve their behavior, with the third offense resulting in removal from the team.

### ***Offenses:***

- Not abiding by the FFA Code of Ethics (on next page)
- Unexcused absences: Anything but an illness or family emergency.

### ***Offenses resulting in immediate removal from Chapter Officer Team:***

- Use and/or possession of alcohol or drugs.
- Use and/or possession of tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons on school grounds.
- Defiance of advisor, administrator or other teacher.
- Two consecutive grading periods below 2.0 GPA.
- Fighting.

Parent and/or officer has the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel consisting of an administrator, advisor, officer's counselor, and one teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.

## 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.
7. Being modest in winning and generous in defeat.
8. Attending meetings promptly and respecting the opinion of others in discussion.
9. Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.
10. Sharing with others experiences and knowledge gained by attending national and state meetings.
11. Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
12. Appreciating and promoting diversity in our organization.

# FFA JACKET ORDER FORM

ORDER DATE: October 1st

All active FFA members will need to purchase an FFA jacket as part of the official dress (OD) for FFA members. The official dress for boys is as follows: **FFA jacket, FFA tie, white dress shirt, and black boots or shoes.** The official dress for girls is as follows: **FFA jacket, FFA scarf, white shirt, black skirt or pants, black hose, and black shoes.** The approximate price for the FFA jacket and tie/scarf \$85.00. Ordering the FFA dress items will be done shortly after the school year starts.

THE OFFICIAL FFA JACKET IS DESIGNED TO BE WORN TO LEADERSHIP CONTESTS, BANQUETS, CONVENTIONS, AND OTHER PLACES THAT REQUIRE PROFESSIONAL DRESS FOR FFA MEMBERS. IT IS WORN AS "OFFICIAL DRESS" AND IS NOT DESIGNED TO "KEEP A MEMBER WARM" OR TO WEAR TO STOCK SHOWS, OUTDOOR JUDGING EVENTS, AND ECT.

**For Men's Jackets:** Go to: <https://shopffa.org/products/4/JACKETS/>

- 1.) Select Men's Official Dress Jacket (Item #100)
- 2.) Then Click Select Options
- 3.) Select Type: Standard Jacket
- 4.) Size: Follow the measurement guide [here](#)
- 5.) Click Here to Personalize:
  - a. Chapter Number-TX1197
  - b. Advisor Name-Philen
  - c. Front Line 1: Student's First and Last Name
  - d. Back State Line 1: Texas
  - e. Back Chapter Name Line 2: Klein Cain
- 6.) Then click add to cart, you will also want to order an FFA tie, Item #404 or #405SILK-4000

**For Women's Jackets:** Go to: <https://shopffa.org/products/9/JACKETS/>

- 1.) Select Women's Official Dress Jacket (Item #103)
- 2.) Then Click Select Options
- 3.) Select Type: Standard Jacket
- 4.) Size: Follow the measurement guide [here](#)
- 5.) Click Here to Personalize:
  - a. Chapter Number-TX1197
  - b. Advisor Name-Philen
  - c. Front Line 1: Student's First and Last Name
  - d. Back State Line 1: Texas
  - e. Back Chapter Name Line 2: Klein Cain
- 7.) Then click add to cart, you will also want to order an FFA scarf, Item #GS4-4000 or #GS2-4000

## Klein Cain Letter Jacket Qualification

The following criteria have been set to ensure a student is actively involved in our program. If a student meets the following criteria (which are easily attained through ACTIVE involvement) they will be awarded their letter jacket in FFA. It is very possible for a student to earn their letter jacket during their Freshman-Sophomore year. In order to obtain your letter jacket you must be able to COMPLETELY fill out this sheet and bring it to Carlson.

Student must maintain active membership in the Klein Cain FFA for 3 years	School years that you were an active member: Yr 1- Yr 2- Yr 3-	Check by teacher:
Student may not miss more than 2 FFA meetings per year.	Teacher will Check	Check by teacher:
Student must participate on an LDE & CDE for three consecutive years. <i>LDE- must attend district contest</i> <i>CDE – must attend area contest</i>	LDE Team Yr 1- LDE Team Y2 2- LDE Team Yr 3- CDE Team Yr1- CDE Team Yr 2- CDE Team Yr 3-	Check by teacher:
Student must participate in the Klein ISD Livestock Show with an SAEP for at least 2 years.	SAEP Yr 1- SAEP Yr 2-	Check by teacher:
Student must participate in at least 2 community service events for 3 years.	CS Yr 1- CS Yr 1- CS Yr 2- CS Yr 2- CS Yr 3- CS Yr 3-	Check by teacher:

<p>Student must participate in ALL fundraisers for 3 years.</p> <p><i>Must sell a MINIMUM of 5 items per fundraiser.</i></p>	<p>FR Yr 1-</p> <p>FR Yr 1-</p> <p>FR Yr 1-</p> <p>FR Yr 2-</p> <p>FR Yr 2-</p> <p>FR Yr 2-</p> <p>FR Yr 3-</p> <p>FR Yr 3-</p> <p>FR Yr 3-</p>	<p>Check by teacher:</p>
<p>Student must actively seek all FFA Degrees such as Greenhand, Chapter &amp; State Lonestar.</p>	<p>Greenhand Degree Yr-</p> <p>Chapter Degree Yr-</p> <p>Lonestar Degree Yr-</p>	<p>Check by teacher:</p>

AUTOMATIC LETTER JACKET AWARDED IF:		
<p>Student is awarded Grand Champion SAEP at the Klein ISD Livestock Show OR any Major Livestock Show</p>	<p>Show that student was awarded Grand Champion SAEP:</p>	<p>Check by teacher:</p>
<p>Student is on an LDE or CDE team that advances from Area Level Competition to State Level Competition.</p>	<p>Team that advanced to state from area:</p>	<p>Check by teacher:</p>
<p>Student is elected as a Klein Cain FFA Officer and fulfills the entire year of service.</p>	<p>Officer Position &amp; School Year:</p>	<p>Check by teacher:</p>

**\*\*The chapter will purchase the jacket and the letter patch only. Student will be responsible for any extra patches on the jacket.\*\***

# Klein Cain FFA Honor Cords Criteria

To be eligible to earn a graduation honor cord for the Klein Cain FFA Chapter, a student must have completed the following requirements below. Klein Cain FFA will purchase 1 honor cord per student. It is the responsibility of the student to notify the FFA Advisors when they have qualified for an Honor Cord.

Criteria For Earning a Klein Cain FFA Honor Cord:

He/She must have completed the following during their High School FFA career:

- 1) Must have a cumulative 3.0 GPA or greater.
- 2) Minimum of 3 years in the FFA as an active member; an active chapter member is defined as a student who meets a minimum of 5 requirements below:
  - a) Serves as a Chapter, District, or Area Officer for at least 2 years.
  - b) Has participated in a Leadership Development Event for at least 2 years.
  - c) Has participated in a Career Development Event for at least 2 years.
  - d) Has successfully completed an advisor-approved SAE.
  - e) Earned both Greenhand, Chapter Degree, and Lonestar Degrees.
  - f) Participated in no less than 2 community service events each year of membership.

For those students who do NOT meet the 3.0 GPA minimum, he/she must meet at least 5 requirements listed under number 2 (above) MUST meet at least 3 of the following requirements:

- a) Participated on a team that advanced to the State Level (Not a straight-to-state contest).
- b) Advanced past Area with a Star or Proficiency Application.
- c) The student has been an FFA member for 4 consecutive years.
- d) The student has attended either the Area III Leadership Camp, State FFA Convention, or National FFA Convention.
- e) The student's SAE project is selected as Grand or Reverse Overall at the Harris County Fair or a major stock show.
- f) The student has completed 50 hours of community service activities.

# Klein Cain FFA Honor Cord Application

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

Date Submitted: \_\_\_\_\_

Due Date: \_\_\_\_\_

## Check all that Apply:

- ☐ Must have cumulative 3.0 GPA or greater.
- ☐ Minimum of 3 years in the FFA as an active member; an active chapter member is defined as a student who meets a minimum of 5 requirements below:
  - Serves as a Chapter, District, or Area Officer for at least 2 years.
  - Has participated in a Leadership Development Event for at least 2 years.
  - Has participated in a Career Development Event for at least 2 years.
  - Has successfully completed an advisor approved SAE.
  - Earned both Greenhand, Chapter Degree, and Lonestar Degrees.
  - Participated in no less than 2 community service event each year of membership.

For those students who do NOT meet the 3.0 GPA minimum, he/she must meet at least 5 requirements listed under number 2 (above) MUST meet at least 3 of the following requirements:

- ☐ Participate on a team that advanced to the State Level (Not straight-to-state contest).
- ☐ Advanced past Area with a Star or Proficiency Application.
- ☐ The student has been an FFA member for 4 consecutive years.
- ☐ The student has attended either the Area III Leadership Camp, State FFA Convention, or National FFA Convention.
- ☐ The student's SAE project is selected as Grand or Reverse Overall at the Harris County Fair or a major stock show.
- ☐ The student has completed 50 hours of community service activities.



What is the name of the community service activity that was participated in and how many hours were acquired?

Community Service Activities	Total Hours Obtained

**FOR CHAPTER USE**

I have received this application and certify that the candidate named above has met the requirements and will be awarded with their Honor Cord for the Klein Cain FFA Chapter.

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

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

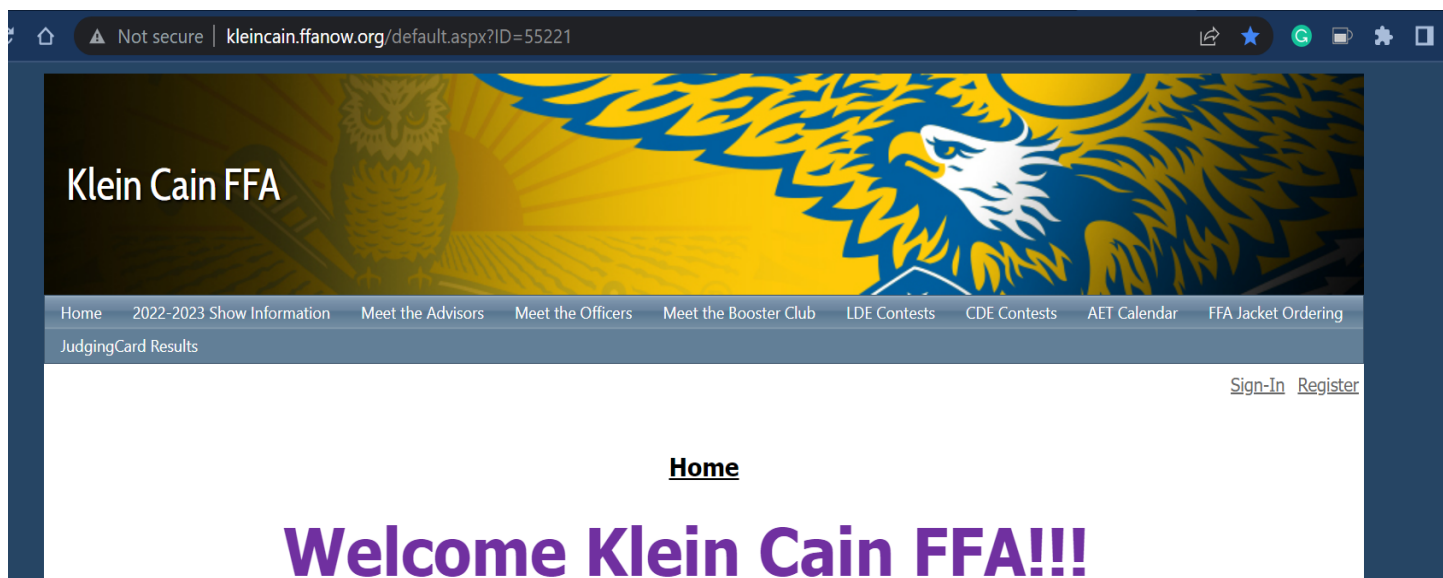
Chapter President's Signature: \_\_\_\_\_

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

FFA Advisor's Signature: \_\_\_\_\_

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

# Klein Cain FFA Website



To keep up with important information with the Klein Cain FFA, please go to our website (<http://www.kleincain.ffanow.org>). In the top right corner, please select register in order to sign up for our weekly newsletter as we will be sending out updates and important Klein Cain FFA information.

On the Klein cain FFA website you can also:

- Download important documents on the home page
- Contact the Ag Advisors
- Find information about the Klein Cain FFA Advisors and their classes
- Our current Officer Team
- Important upcoming dates and events
- LDE & CDE teams that we offer

Other Communications

- Facebook - @KCain FFA
- Instagram - @klein\_cain\_ffa
- Twitter - @KleinCainFFA
- Remind - Text @mrsphilen to 81010

# Klein ISD Eligibility Policy

## Extracurricular Activities, Clubs, and Organizations (Secondary Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See [Transportation on page 111](#).]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual](#) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) ) for additional information on all UIL-governed activities.]

A student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an advanced, KP and/or other designated course dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

A high school student whose recorded grading period average is less than 70, but greater than or equal to 60, in an exempted course as outlined by current state law will maintain eligibility for UIL extracurricular activities.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sightreading Evaluation, and the student receives a grade below 70 at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

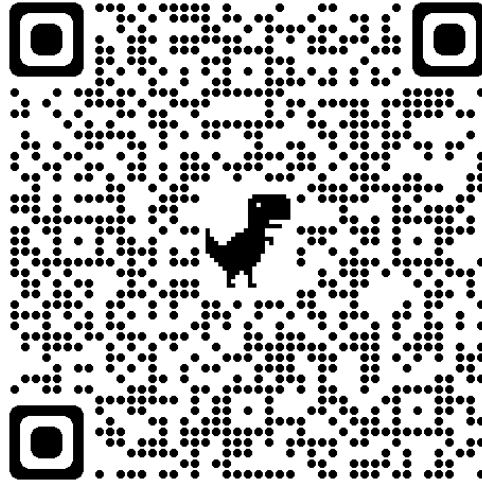
In order to try out for any UIL team or organization, for cheerleader, or for dance team, a student must currently be a resident of the attendance zone in which the school for which the student is trying out is located, or have an approved transfer from the office of Campus Safety and Support to attend that school for the next school year, prior to the tryouts. Please see the Constitution/Handbook of the individual team or organization for additional eligibility requirements.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.
- Students who are expelled or placed in alternative education classes are not eligible for extracurricular activities during the period of the expulsion or assignment to the alternative education classes.
- Students who are suspended out of school are not eligible for extracurricular activities beginning with notification of the suspension until the day following the last day of suspension, including weekend activities.
- Students who are assigned in-school suspension are not eligible for extracurricular activities on the exact day(s) of the assignment.

# Acknowledgment Forms

## Student QR Acknowledgment Form



## Parent QR Acknowledgement Form

