

FOREST PARK FFA

BY-LAWS



August 3, 2025

FOREST PARK FFA CHAPTER BY-LAWS

ARTICLE I — NAME OF THE ORGANIZATION

The name of the organization shall be the Forest Park Chapter. (Hereafter referred to as the “Chapter”.) The Forest Park FFA is a dues paying chapter of the Indiana FFA Association and the National FFA Organization.

ARTICLE II — OBJECTIVES AND PURPOSES OF THE CHAPTER

1. To be an integral part of the organized instructional programs in agricultural education which prepares students for a wide range of careers in agricultural science and business.
2. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their competencies.
3. To provide agriculture related programs and activities that develop those goals set forth in the mission statement of the national organization.
4. To encourage and recognize achievement in supervised agricultural experience programs, scholarship, and other individual and group activities by providing awards and recognition to deserving members and chapters.

ARTICLE III — MEMBERSHIP

Section A: There shall be three (3) types of membership in the Chapter.

Section B: Active Membership:

1. Those persons having membership in a dues paying local secondary school chapter shall hold active membership.
2. To become an active member a student must be enrolled in an Indiana Department of Education approved Agricultural Education program and meet all local, state, and national requirements as to obtaining membership.
3. To retain membership the member must be enrolled in at least one approved course each year and maintain a supervised agricultural experience program (SAE).
4. Active membership shall be open to students starting with the 7th grade through post high school as established by the National FFA Organization.
5. Active membership is the only type of membership having voting rights or eligible to hold elective office in the Chapter.
6. There shall be five degrees of Active Membership based upon individual achievement:
These degrees shall be:
 - a. Discovery FFA Degree
 - b. Greenhand FFA Degree
 - c. Chapter FFA Degree
 - d. Hoosier FFA Degree
 - e. American FFA Degree
7. Requirements for each degree:
 - a. Discovery Degree: awarded by the local chapter
 - i. This degree shall be open to 7th and 8th grade students.
 - ii. Have paid all dues for district, state, and national levels.

- iii. Participate in at least one local level activity outside scheduled class time.
 - iv. Be familiar with the local FFA chapter Program of Activities.
 - v. Submit a written application for the Discovery Degree
 - b. Greenhand Degree: awarded by the local chapter
 - i. Be enrolled in a high school program of agricultural education and have plans for a satisfactory supervised agricultural experience program.
 - ii. Eligibility for the degree shall begin with the first day of classes for the fall term of the freshman year of high school.
 - iii. Learn and explain the FFA Creed, Motto, Salute, and the FFA Mission Statement.
 - iv. Demonstrate knowledge of the FFA Code of Conduct and the proper use of the FFA jacket.
 - v. Demonstrate knowledge of the history of the organization, the chapter constitution/by-laws, and the chapter Program of Activities (POA).
 - vi. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.
 - vii. Submit a written application for the Greenhand Degree.
 - c. Chapter Degree: awarded by the local chapter
 - i. Must have received the Greenhand Degree.
 - ii. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth-grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an agricultural education course.
 - iii. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
 - iv. Have earned and productively invested at least \$150 by the member's own efforts or worked at least 45 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.
 - v. Have effectively led a group discussion for 15 minutes.
 - vi. Have demonstrated at least 5 procedures of parliamentary law.
 - vii. Show progress toward individual achievement in the FFA awards program.
 - viii. Have a satisfactory scholastic record.
 - ix. Submit a written application for the Chapter Degree.
 - d. Hoosier FFA Degree: awarded by the state association
 - i. Have received and held the Chapter Degree.
 - ii. Have been an active FFA member for at least two years (24 months) at the time of receiving the Hoosier FFA Degree.
 - iii. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth-grade level, which includes a supervised agricultural experience program.

- iv. Met one of the following financial conditions:
 - Have earned and productively invested at least \$2,547;
 - Have worked at least 600 unpaid hours in excess of scheduled class time;
 - Any combination of unpaid hours x \$8.48 plus dollars earned and productively invested equal to, or greater than, the number \$3,057, with a minimum earned and productively invested amount of \$510
 - 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 of the degree. All dollar amounts mentioned in this section shall be adjusted at 3 year intervals by using the COLA (cost of living allowance) published by the Social Security Administration. (COLA last updated 17/18 school year.)
 - v. Demonstrate leadership ability by:
 - Performing ten procedures of parliamentary law
 - Participate in at least one (1) career development event or leadership development event above the chapter level.
 - Serving as an officer, committee chairperson or a participating member of a chapter committee.
 - ix. Have a grade point average of 2.0 or greater on a 4.0 scale. This must be certified by the high school guidance counselor; an exception may be granted for special needs students upon the request of both the chapter advisor and guidance counselor.
 - x. Have participated in the planning and completion of the chapter Program of Activities.
 - xi. Have participated in at least five (5) FFA activities above the chapter level. These must be different activities or at different levels.
 - Ex: Dairy Judging, Forestry, State or National Convention, District Convention, or District Sporting Events.
 - xii. Have documentation of providing at least 25 hours of community service during high school.
 - d. American FFA Degree: awarded by the National FFA Organization
 - i. Must meet all minimum requirements set forth by the national organization.
 - ii. Applications must be submitted to the State Advisor, who will recommend the worthiest candidates for the degree.
8. Emblems for Degrees
- a. There shall be emblems associated with each degree as set forth by the National FFA Organization.
9. Dues for Active Membership:
- a. Dues paid to the Chapter shall include national, state, district, and chapter dues.
 - a. \$20 paid to the Forest Park FFA Chapter by date set by advisor.
 - b. The total dues shall be the sum of the dues of each level.
 - c. The Chapter shall be responsible for transfer of membership dues to the Indiana FFA Association and the National FFA Organization.

- d. The fiscal year of the Chapter shall be from July 1 to June 30.
- e. Dues are to be paid for the next calendar year by December 1 of each year. Dues for additional members shall be sent to the state by April 1.
- f. The Forest Park FFA shall transfer District dues received to the District Advisor by March 1.
- g. Local dues shall be established by a majority vote of the local chapter.

Section C. Alumni Membership:

- 1. Alumni Membership shall be open to any person interested in promoting the goals and objectives of the Forest Park FFA Chapter and the Indiana FFA Association.

Section D. Honorary Membership:

- 1. The Chapter may confer the “Honorary Chapter FFA Degree” to any person deemed worthy and elected to the degree by the current officer team.
- 2. The number of persons receiving the Honorary Chapter FFA Degree each year shall be determined by the chapter advisor and current officer team.

ARTICLE IV. — OFFICERS

Section A. Chapter Officers

- 1. The chapter officers of the Forest Park FFA Chapter shall be: President, Secretary, Vice President, Treasurer, Reporter, and Sentinel.
 - a) Other additional officers may be added based on the nominating committee’s recommendation. Ex. Greenhand President, Student Advisor or second Vice President.
- 2. The designee of the Forest Park Agriculture Education shall assume the duties and responsibilities of Chapter Advisor.
- 3. The designees of the Indiana Department of Agriculture shall have the duties and responsibilities of Executive Secretary/Treasurer of the association. These positions may also be referred to as the Executive Director and Assistant Director.
- 4. All elected officers must be a sophomore or junior running for the position to be eligible.
- 5. Responsibilities of Officers shall include:
 - a) President: The chapter president or their designee shall be the presiding officer at all chapter business meetings and the chapter banquet. The chapter president shall have the power to appoint committees and may serve as an ex-officio member of those committees. The chapter president shall assume other duties and responsibilities pertaining to the office.
 - b) Secretary: The chapter secretary shall be responsible for the minutes for the meetings and annual banquet. The secretary shall assume other duties and responsibilities pertaining to the office.
 - c) Vice President: The Vice President election of this officer shall be by the entire FFA student body present at the elections meeting. The vice-president shall assume the office of president in the event of a vacancy in that office
 - d) Treasurer: The treasurer shall assist the advisor with financial records of the chapter and shall be responsible for making financial reports to the committees and membership. The treasurer will not be responsible for handling of the funds of the chapter in that responsibility will be with the position of Chapter Advisor. The treasurer shall assume other responsibilities and duties pertaining to the office.

- e) Reporter: The reporter shall assist with public relations programs of the chapter. The reporter shall assume other duties and responsibilities pertaining to the office.
 - f) Sentinel: The sentinel shall be responsible for handling of chapter paraphernalia and equipment, overseeing meeting room set-up and operations, attending to the entrances to the meeting rooms, and assisting the president in matters of maintaining order during meetings. The sentinel shall assume other duties and responsibilities pertaining to the office.
6. Election of Chapter Officers:
- a) Chapter officers shall be elected at the beginning of each year (January 1st).
 - b) All candidates for chapter office must have completed and submitted application forms as required and participated in activities conducted by the nominating Committee.
 - c) Prior to each new year, a committee consisting of two Senior FFA members, two local agriculture professionals, one local high school educator and any senior retiring officers will make up the panel. The selection of the nominating committee members shall be the responsibility of the Chapter Advisor and retiring Senior FFA Officer. The selection of the nominating committee members is to be kept at the discretion of the advisor, the retiring Senior FFA Officers and the selected individuals.
 - d) The nominating committee shall report the nominated members no later than one hour before the election meeting. At the time of elections, the nominating committee shall nominate a candidate for each office. The nominating committee shall report the entire slate to the student FFA body. The committee may move for election of the slate of nominated candidates. This motion shall be debatable, non amendable, and shall require a majority vote cast to elect the slate to offices.
 - e) If the motion to elect the slate presented by the nominating committee does not receive a majority vote, the offices shall be filled by election office by office. The order of elections shall be President, Secretary, Vice President, Treasurer, Reporter, and Sentinel. The nominating committee may nominate a candidate then the floor shall be opened for further nominations. The nominations process may be closed by a 2/3 vote or by consensus providing at least 30 seconds has elapsed since the last person was nominated. In the voting process for each office, if a majority is not attained where more than 2 candidates are being voted on, the candidate with the lowest votes received shall be dropped from the list prior to the next vote. A majority of votes cast shall be required for election.
 - f) Chapter officers shall assume their duties upon installation and shall serve until their successors are installed.
 - g) Officers shall follow all expectations set forth in the officer expectation document they sign when applying for an officer position.
 - h) Vacancies in any elected Chapter officer position prior to the annual Chapter banquet will be filled at the discretion of the current chapter officer team and the advisors.

ARTICLE V — MEETINGS

Section A: Chapter Meetings:

Meetings shall be held throughout the calendar year. Meetings shall be held at such a time and place as may be determined by the officer team and chapter advisors.

Section B: Quorum for Meetings:

The quorum for official business shall be those members eligible for participation in the meeting that are present.

Section C: Special Rules of Conduct of Meetings:

The Chapter has the right to adopt special rules for conducting meetings.

Section D: Committees:

The officer team has the right to establish and empower standing and special committees as necessary to conduct business.

Section E: Meetings and Use of Electronic Means:

1. The Chapter may at their discretion hold meetings by use of electronic means such as telephone or video conferencing. If such means are used, all members must have equal opportunity for participation in the meeting.
2. Use of e-mail, website or similar means shall be acceptable for distribution of announcements, minutes, reports, and agendas in the conducting of Chapter activities.

ARTICLE VI — PARLIAMENTARY AUTHORITY

1. The rules contained in the latest edition of Roberts Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Constitution/By-laws and any special rules of order the Chapter.

ARTICLE VII: AMENDMENT OF BY-LAWS

1. Amendments to these Constitution/By-Laws may be submitted to the Chapter Advisor or presiding Forest Park FFA Officer Team by any chapter member.
2. Proposed amendments must be sent to the Chapter Advisor by the due date established each year but not less than four weeks before the annual Chapter Banquet.
3. The Forest Park FFA officer team is authorized to formulate proposed amendments.
4. All proposed amendments shall be made available to members before the annual FFA banquet.
5. The Forest Park FFA Officer team shall submit each proposed amendment together with a recommendation to the FFA student body at the annual FFA Banquet.
6. An affirmative vote of two-thirds of votes cast shall be necessary for the adoption of any amendment.
7. Any provisions affecting this Chapter that are of the nature of a national or state statute or change in the National FFA Organization By-Laws shall automatically be a change in these Constitution/By-Laws.

ARTICLE VIII — FEES AND PENALTIES

Section A: Attendance, Commitment, Fundraising, and Financial Responsibility Policy

1. FFA members are expected to honor all commitments they make to participate in chapter activities, events, fundraisers, and community service projects. Members and parents/guardians should understand that failure to meet these obligations may result in penalties, repayment of costs, or loss of eligibility for certain chapter opportunities.
2. Paid Events and Activities
 - a. If a member registers to attend an FFA activity or event and the chapter pays any associated costs on their behalf (such as registration fees, lodging, transportation, or meals), the member is expected to attend.

- i. If the member fails to attend without prior notification and approval from the Advisor, they shall reimburse the chapter for all costs incurred on their behalf.
 - ii. Members who drop out of a Career Development Event (CDE), Leadership Development Event (LDE), or conference after the registration deadline must reimburse the chapter for any non-refundable costs, unless excused by the Advisor.
 3. Volunteer Events and Activities
 - a. If a member signs up to work a chapter event, fundraiser, or community service activity (such as working a concession stand shift, helping with community service activity, or other service projects) and fails to attend without prior notification and approval from the Advisor, the member may be subject to one or more of the following:
 - i. Reassignment to an additional volunteer shift of equal length
 - ii. Loss of FFA points
 - iii. Loss of eligibility to sign up for certain chapter activities or trips for the remainder of the semester.
 - iv. Other penalties as determined by the Advisor and Chapter Officers.
 4. Fundraising Participation
 - a. Chapter fundraisers (such as the annual fruit sale and Member Work Experience auction) are essential to support chapter activities, leadership development, and competition expenses.
 - i. All members are expected to actively participate in designated chapter fundraisers.
 - ii. Members who do not participate in the Member Work Experience Auction without prior notification and approval from the Advisor will be ineligible to receive a senior scholarship and ineligible to attend any FFA Alumni-sponsored event or activity.
 - iii. Members who do not participate in other required fundraisers may be required to:
 1. Pay an equivalent “buyout” amount set by the Chapter Officers and Advisor to offset missed fundraising contributions, and/or
 2. Complete an alternative fundraising or work project approved by the Advisor.
 - iv. For product-based fundraisers, members are responsible for collecting payment from customers and delivering items on time. Lost products, missing payments, or unfulfilled orders must be reimbursed by the member.
 5. Financial Responsibility for Uniforms, Equipment and Supplies
 - a. Members are responsible for the proper care of official FFA jackets, show shirts, tools, or other equipment issued to them by the chapter. Lost or damaged items must be replaced at the member’s expense.
 6. Returned Payment Fees
 - a. Any returned checks or failed electronic payments made to the chapter will incur a service charge equal to the bank fee, plus repayment of the original amount due.
 7. Removal from Events

- a. If a member is removed from a trip or activity for violating chapter, school, or FFA rules, the member and/or their parents will be responsible for any costs associated with transportation home, plus repayment of any unused registration, lodging, or meal costs that cannot be refunded.
8. Dues and Eligibility
- a. Chapter, state, and national dues must be paid in full by the posted deadline for a member to participate in competitions, conferences, or trips. Late payment may result in late fees or loss of eligibility.
 - b. All waivers for state and chapter need to be completed and submitted prior to participating in competitions, conferences, or trips.
9. Exceptions
- a. Extenuating circumstances (e.g., illness, family emergency) will be reviewed by the Advisor and Chapter Officers to determine if reimbursement, penalties, or buyout requirements will be waived.