

Michigan FFA Association Board of Directors Policy Manual



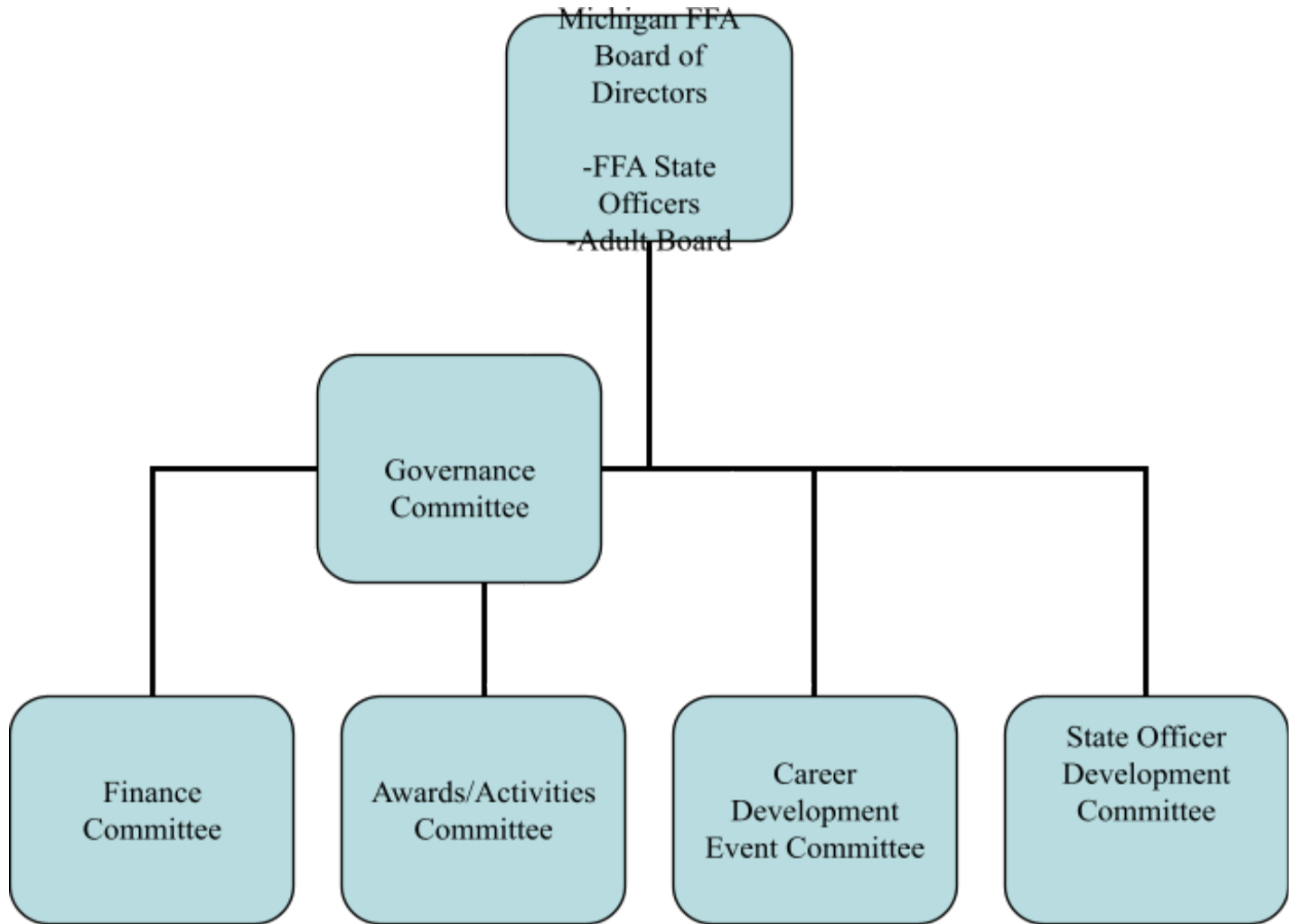
Revised November 9, 2022

PREFACE

The Michigan FFA Association is governed by the Michigan FFA Board of Directors as specified in Article XI, Section C of the Michigan FFA Association constitution. The Board of Directors is a consortium of state FFA officers, agriscience education teachers/FFA advisors, and agricultural industry representatives that are dedicated to advancing the FFA's mission to develop premiere leadership, personal growth, and career success of the organization's members.

The purpose of the board is to bring consistency to the decision-making process for the Michigan FFA Association. This will be accomplished by applying the Michigan FFA constitution to develop policy that ultimately will drive the action of the organizational leadership. The following descriptions provide a description of board policy manual and the rules/procedures manuals that have been developed to assist the organization in reaching its mission. The manuals will also serve as the governing document that will guide the management of the state FFA association in conducting all activities.

The development of the policy and rules/procedure manuals is a result of work of the Michigan FFA Board of Directors standing committees. There are five standing committee(s) that have been implemented as a part of the organizational structure and they are outlined below.



The procedures that the Board of Directors will follow to carry their duties are detailed in Division II, Section A. The life of a board motion is outlined below.

Life of a Board Motion

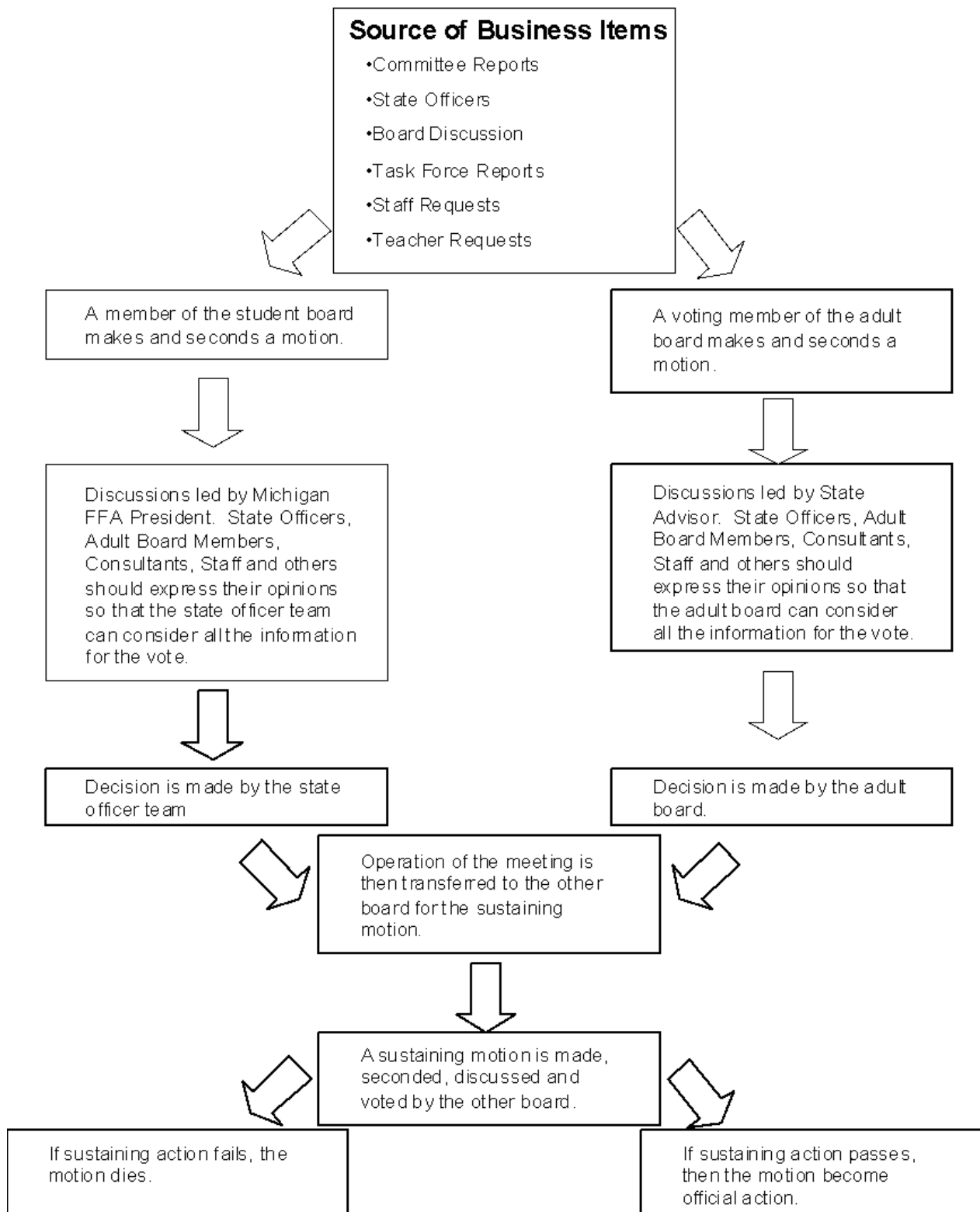


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Division I: Activities

Section A General Eligibility

Item 01: Non-member participants

- a. All participants in Michigan FFA sponsored activities must be members and listed on the chapter roster.
- b. Once a student has been discovered not to be on the chapter roster, they will be added to the chapter roster and the chapter will be charged the student's dues as well as a five (5) dollar discovery fee.
- c. For the purposes of the Broiler contest, all rules set forth in Section A, Item 02: membership numbers, apply.
 - 1- If a student attends the contest processing day, they are a member and will be charged accordingly.
 - 2- If a student completes the project, they are assumed to be a paid member, whether they attend the processing day or someone else takes their project on their behalf.

Item 02: Membership numbers

- a. Membership numbers must be entered on all applications that ask for that information.
 - 1- Chapters that submit applications missing the membership number will be charged five (5) dollars per application.
 - 2- There will be a fifty (50) dollar maximum charge per chapter per application due date.

Section B Conferences and Conventions

Item 01: State Convention

- a. The Michigan FFA Association shall contract with a convention center to provide services and facilities.
- b. Insurance coverage for individuals attending and participating in Michigan FFA activities is the responsibility of chapters, school districts or individual members.
- c. A convention registration fee will be determined annually by the Board of Directors and will be paid by all attending except specially invited guests with appropriate identification.
- d. FFA members, advisors and all others attending the convention shall be registered and shall be provided identification which must be shown to gain admittance.
- e. All FFA members attending the state convention shall attend with approval of the local FFA advisor and shall possess a signed emergency medical release which must be carried with FFA advisor at all times.

Item 02: Leadership Conferences (SLCCO/SLCRO/Fall Leadership Conference)

- a. The Michigan FFA Association shall contract with a convention center to provide services and facilities as well as presenters and curriculum development professionals.
- b. A registration fee will be determined annually by the Board of Directors and will be paid by all attending except specially invited guests with appropriate identification.
- c. FFA members, advisors and all others attending the conferences must be registered and will be provided identification which must be shown to gain admittance.
- d. FFA members in good standing may attend with approval of their local FFA advisor.

- e. All participants must sign and submit a medical release form to the state staff prior to each conference.
- f. All participants are responsible for their own insurance.

Item 03: Delegates

- a. In accordance with the Michigan FFA constitution, all high school and career center chapters in good standing with the Michigan FFA Association may send official delegates to the state FFA convention.
- b. Delegates must participate in all delegate sessions during the state FFA convention and must be in good standing as dues paying FFA members as determined by the local FFA advisor.

Item 04: Courtesy Corps

- a. Courtesy corps members at the Michigan FFA convention have the responsibility to report disciplinary matters to convention staff. Members may be sent home with the approval of the local advisor or the state leadership.
- b. The Courtesy corps shall have authority to withhold admittance, or ID card or badge of any suspected individual until verification by the state or local advisor.
- c. Courtesy Corps members must participate in all official sessions and activities during the state FFA convention and must be in good standing as dues paying FFA members as determined by the local FFA advisor.

Item 05: State Band/Chorus/Talent

- a. The state FFA band/chorus/talent is an official part of the Michigan FFA Convention.
- b. All members in good standing with the Michigan FFA Association may submit applications to become official band/chorus/talent) representatives to the state FFA convention. The state band/chorus/talent director has the final authority to choose official band/chorus/talent members.
- c. Band/chorus members must participate in all rehearsals and sessions during the state FFA convention. Failure to participate in rehearsals and sessions may warrant dismissal from the band/chorus.
- d. Talent members must participate in auditions as well as any assigned event during convention. Failure to participate in any of these activities may warrant dismissal from the talent program.
- e. Band/Chorus/Talent members must be dues paying members and in good standing as determined by the local FFA advisor.

Item 06: Chaperones

- a. The Michigan FFA Board of Directors recommends that for every eight students that attend an official FFA function, there will be at least one adult chaperone to supervise these students.

Item 07: Religious Messages

- a. It is up to the discretion of the state officers at the time to decide if religious messages (i.e., invocation) will be present at state convention, or any other official state FFA function.

Section C: Award Programming

Item 01: National Chapter

- a. The National Chapter Award program is designed to award those FFA chapters that actively implement the mission and strategies of the organization. These chapters improve chapter operations using a program of activities that emphasizes student development, chapter development, and community development. Chapters are rewarded for providing educational experiences for the entire membership. This application process assists chapters in assessing their accomplishments.
- b. All chapters that are chartered by Michigan FFA Association are eligible to participate in the National Chapter Award program. Chapters are eligible for recognition in the program each year. Only chapters that have submitted a program of activities for the current year are eligible to participate in the National Chapter Awards Program.
- c. Reports must be submitted only on the official report forms, which include the Microsoft Excel application provided by the National FFA.
- d. The quality standards established for each division represent minimum requirements for the National Chapter Award program.
- e. Applications submitted to the state association must be certified for accuracy by the local chapter advisor.
- f. Chapters applying for national chapter consideration need to submit both Form I and Form II.
- g. Applications must be approved by the State Advisor or Executive Secretary, ranked in the order as judged by the judging committee.
- h. The judges will be directed by the FFA State Advisor or Executive Secretary.

Item 02: Superior Chapter

- a. The Superior Chapter Award program is designed to award those FFA chapters that actively implement the mission and strategies of the organization. These chapters improve chapter operations using a program of activities that emphasizes student development, chapter development and community development. Chapters are rewarded for providing educational experiences for the entire membership. This application process assists chapters in assessing their accomplishments.
- b. All chapters that are chartered by Michigan FFA Association are eligible for and encouraged to participate in the Superior Chapter Award program. Chapters are eligible for recognition in the program each year. Only chapters that have submitted a program of activities for the current year are eligible to participate in the Superior Chapter Awards Program.
- c. Reports must be submitted only on the official report forms, which include the Microsoft Excel application provided by the National FFA.
- d. The quality standards established for each division represent minimum requirements for the Superior Chapter Award program.
- e. Applications submitted to the state association must be certified for accuracy by the local chapter advisor.
- f. Chapters applying for superior chapter consideration need to submit Form I.
- g. The judges will be directed by the State FFA Advisor or Executive Secretary.

Item 03: Food for America

- a. The Food for America program is designed to help introduce first through sixth-grade students to the fascinating world of agriculture.
- b. All chapters that are chartered by Michigan FFA Association are eligible for and encouraged to participate in the Food for America Award program. Chapters are eligible for recognition in the program each year.
- c. Reports must be submitted only on the application posted on the Michigan FFA website.
- d. Applications submitted to the state association must be certified for accuracy by the local chapter advisor.
- e. The judges will be directed by the State FFA Advisor or Executive Secretary

Item 04: BOMC

- a. The BOMC Award program is designed to award those FFA chapters that actively help Build Our Michigan Communities through service projects.
- b. All chapters that are chartered by Michigan FFA Association are eligible for and encouraged to participate in the BOMC Award program. Chapters are eligible for recognition in the program each year.
- c. Reports must be submitted only on the application posted on the Michigan FFA website.
- d. Applications submitted to the state association must be certified for accuracy by the local chapter advisor.
- e. The judges will be directed by the State FFA Advisor and/or Executive Secretary.

Item 05: Honorary Degree

- a. All applications for the Honorary State FFA Degree shall be approved by the board of directors.
- b. Nominations may be submitted by State FFA Board of Directors, State Officers, local FFA advisors, state staff members State FFA Advisor and/or Executive Secretary, head teacher educators, Foundation Director, and Alumni Director.
- c. If a candidate cannot be present at the state convention to receive their degree, their award will be presented to them at a time and place as determined by the state FFA staff.
- d. A rejected application may be appealed. If the state FFA Board of directors does not recommend a candidate for any reason, the application will be returned to the local FFA chapter postmarked within seven (7) working days of the conclusion of the December board meeting.
- e. To appeal, the local leadership may send in writing additional documentation as to why the candidate should be given this degree within (14) working days.
- f. Each appeal will be reviewed by the state FFA advisor. If the candidate's contributions are substantiated, the staff member will recommend that the governing committee of the board of directors grant approval. All action taken by the governing committee is final. Local FFA associations will be notified immediately.

Item 06: State FFA Degree

- a. To receive the State FFA Degree, all candidates must meet the minimum qualifications as outlined in the Michigan FFA Constitution.

- b. Specific policies and procedures for the State FFA Degree shall have the approval of the Michigan Board of Directors and state officers and may be printed in the preface of the State FFA Degree application form.
- c. Michigan advisors will be notified at least 30 days prior to the next Michigan convention regarding the status of their chapter's candidates.
- d. A chapter may request that a State FFA Degree be awarded to a recipient member in a year after the degree is earned, if said member has indeed maintained his/her membership and is unable to attend the convention in the year in which the degree is earned for good cause. Examples of "good cause" included ill health, injury, and military service or approved voluntary service.
- e. A local FFA advisor may submit, on behalf of a deceased member, a State FFA degree application if done so in the year immediately following the death of that member.
- f. A rejected applicant may appeal. If the Michigan FFA Board of Directors does not recommend a candidate due to the deficiencies noted on the application or for any other reason the application will be returned to the Michigan FFA Association postmarked within 7 working days of notification.
- g. To appeal, the candidate must correct the deficiency and return an updated application to the Michigan FFA Center postmarked on or before February 1, along with a cover letter from the chapter advisor describing what caused the deficiency and how it was corrected.
- h. Each appeal will be reviewed by the State FFA Advisor and/or Executive Secretary. If an applicant has met all constitutional requirements and the deficiency has been corrected, the staff member will recommend that the governing committee of the board of directors grant approval on or before March 1. All action taken by the governing committee is final. Michigan FFA Association will be notified immediately.
- i. Gold and Silver State FFA Degrees will be determined using the following criterion:
 - 1- Gold State FFA Degrees will be selected from students that have applied for star recognition and have completed the star battery.
 - 2- Gold awards will be given to 5% of the applicants applying for state FFA Degree and Silver awards will be given to 5% of the applicants applying for the State FFA Degree. These numbers may vary by one or two applicants over or under the 5% number, based upon the quality of the applications.
 - 3- Silver awards may be selected from the applicants who filled out the star battery or from general state degree applications if the candidate has been recommended by their advisor.
 - 4- Applications that have not been properly filled out (i.e., net worth exceeds earnings, and no proper explanation has been given, application incomplete, etc) may be removed from consideration.
 - 5- The Michigan FFA Association reserves the right to determine what is or is not an appropriate SAE and may remove applications showing an inappropriate SAE from consideration.
- j. Applicants may include records from junior high in their State Degree application, if they were an active FFA member at the time.

Item 07: Outstanding Junior

- a. To receive the Outstanding Junior Award, all candidates must meet the following minimum qualifications:

- 1- The candidate must have been a member for four months in a two-year program or for one year in a four-year program.
 - 2- Candidate must have received the Chapter FFA Degree.
 - 3- Candidate has appropriate records to substantiate their SAE program.
 - 4- Candidates in a four-year program has participated in at least three activities above the chapter level or one activity if in a two-year program.
 - 5- Candidate has been a chapter officer or must show evidence of having served on a major committee.
 - 6- Candidate must have earned at least \$500.00 or worked at least 150 hours in excess of scheduled class time or a combination thereof, in a supervised agricultural experience program.
 - 7- Candidate must have deposited in the bank or otherwise productively invested at least \$500.00 or worked at least 150 hours in excess of scheduled class time or a combination thereof, in a supervised agricultural experience program.
 - 8- Must have a satisfactory record of scholastic achievement with a GPA of no less than 2.5 on a 4.0.
 - 9- All necessary signatures must be included.
- b. Only members that are in their junior year are eligible for this award.
 - c. Applicants may include records from junior high in their Outstanding Junior application, if they were an active FFA member at the time.

Item 08: Proficiency

- a. Agricultural proficiency awards are available to all FFA members enrolled in high school agricultural education or those who have been out of high school not more than one year and who have completed at least one full year of agricultural education or all the agricultural education offered in their school.
- b. First year juniors and seniors in a two-year program are eligible for Gold, Silver and Bronze awards at the state level but are ineligible for consideration as state winners.
- c. An FFA member is eligible for a placement proficiency award if the student's work experience is on the family farm, family corporation or family and/or other partnership. In no case, shall a member be eligible for recognition in both entrepreneurship and placement categories in any proficiency award area for the same supervised agricultural experience program and site.
- d. Applicants may include records from junior high in their proficiency application, if they were an active FFA member at the time.
- e. Applicants will be considered as National finalists or for a National award only during the same calendar year they placed first in Michigan competition.
- f. The applications of state winners must be submitted for national consideration in order to receive reimbursement from National FFA Foundation funds.
- g. Members may only be recognized as the winner once at the local, state and national level in any given proficiency area. They may only be declared the state winner in one proficiency area each year.
- h. A Michigan finalist must attend the Michigan FFA Convention to receive the award.
- i. Gold, silver and bronze awards will be given. Applications may be granted 'no award' status based upon the quality of the application or if an application is submitted in the wrong area.

- j. Applications that are incomplete, in the wrong area (based on National FFA guidelines) or of inferior quality may receive the no award status. All applications will be evaluated based on the National FFA scoring rubric.
- k. After the applications have been rated/scored by the judging committee, the top application in each area will be submitted to a panel of judges, 3 to 5 individuals (current and former ANR teachers, State staff, university staff, or business/industry representatives) to determine if a state winner should be selected in the area.
- l. State winners and their advisor will be encouraged to participate in a peer review workshop before their application is sent to the National FFA.
- m. Comment cards will be returned to each applicant.

Item 09: Stars Over Michigan

- a. Four Michigan finalist candidates for Michigan Star in Agriculture Production, Michigan Star in Agribusiness, Michigan Star in Agriscience, and Michigan Star in Agricultural Placement, will be selected on the basis of the quality of the applications submitted for the State FFA Degree. Each chapter is entitled to recommend candidates for each of these awards.
- b. The Michigan Star in Agriculture Production, Michigan Star in Agribusiness, Michigan Star in Agriscience, and Michigan Star in Agricultural Placement, will be selected by separate committees of production farmers, agribusiness industry representatives, former agriscience teachers, Cooperative Extension Agents, and College of Agriculture and Natural Resources Representatives.

Item 10: Academic Excellence Award Program

- a. Grade point average shall be 3.30 or higher, based on a 4.0 grading system, or this equivalent on any other basis, in all subjects for which grades are given and recorded in the high school records (3.30 equals 9.08 on a 11.0 grading scale).
- b. This award may be granted to sophomores, juniors and seniors enrolled in agricultural education.
- c. The candidate shall have satisfactorily completed at least two years of instruction in agricultural education, have carried and have currently in operation a satisfactory supervised agriculture experience program, and have attained at least the Chapter FFA Degree.
- d. The candidate shall have demonstrated good character, leadership, and citizenship.

Item 11: Arthur Berkey Agriculture, Food and Natural Resources Science Fair

- a. This activity is hosted by the Department of Community, Agriculture, Recreation and Resource Studies.
- b. Winners in FFA divisions and categories may be submitted to National FFA for inclusion in the National Convention Agriscience Fair.

Item 12: Agri-Entrepreneurship Recognition Program

- a. The Agri-Entrepreneurship Recognition Program is available to all active FFA members.
- b. High school graduates must have started the project prior to graduation.
- c. Applicants must have been instrumental in all aspects of the creation of the project.
- d. Applicants must have at least 25% ownership in the project.

- e. Applicants may have projects that fall within a proficiency award area but others may qualify if a relationship to agriculture, food or natural resource systems can be established.
- f. Applications submitted to the state competition may be submitted to National FFA for inclusion in the National Agri-Entrepreneurship Recognition Program.
- g. Past state winners may submit an application at the state level to be eligible for the national award program but are ineligible for judging in the state contest.

Item 13: Disqualification of Applications

- a. Judges have the right to disqualify participants who in the judge's opinion have either plagiarized or falsified information in their award applications.

Section D: Career Development Events

Item 01: CDE Review Process

- a. Every five years each CDE, award and recognition program will be reviewed by a subcommittee to determine if changes are necessary.
- b. Subcommittee Membership:
 - 1- Members of the Michigan FFA Board of Directors CDE Committee shall serve as a guiding body.
 - 2- Each subcommittee shall consist of the contest chair, educational representative, teacher representative (gold winning teams), state officer, FFA members, business and industry representatives and state staff.
 - 3- The chair of each subcommittee shall report to the chair of the CDE Committee.
- c. Meeting Structure:
 - 1- All committees should meet at the same time in the spring/early summer.
 - 2- The majority of the committee work should be done by June of each year.
- d. Questions for Subcommittee:
 - 1- Each subcommittee should answer these questions in the course of each CDE revision:
 - How do we develop, deliver, and improve programs and services, which meet the priority and needs of FFA's customers?
 - How do we significantly increase participation in programs and activities at the local level?
 - What resources do we need to provide to support local agriscience and natural resources education teachers in effectively utilizing these programs and activities?
 - How do we increase the diversity of our members who participate in these activities? (Diversity involves religious, rural/urban, ethnic, gender, and disabilities considerations)
 - What are the measures of success?
 - Any additional questions that may be presented to the subcommittee.

- e. Annual Review Process:
 - 1- The subcommittee or contest coordinator may make annual changes to clarify rules and procedures, or to revise technical content.
- f. Approval of changes:
 - 1- All proposed changes to CDEs must be submitted in their entirety to the Michigan FFA Board of Directors at least thirty (30) day prior to a board meeting in order for approval.

Item 02: Eligibility of Participants

- a. The participant, at the time of his/her participation as a chapter team member, must be:
 - 1- An FFA member (High school refers to grades 9-12, Jr. High refers to grades 7-8)
 - 2- Those students competing in the creed speaking event must be a 7th, 8th or 9th grade member.
 - 3- Be enrolled in at least one agricultural education course 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 agricultural career.
- b. A student may not compete in a contest after they have been named the state winner in that contest or if they have been selected to compete in the National FFA contest via the National FFA add/delete process.

Item 03: Selection and Certification of State Teams

- a. Chapters may certify two chapter teams or three high school teams if high school membership is greater than 75.
- b. Chapters may certify two chapter teams or three junior high teams if junior high membership is greater than 75.
- c. The members of a chapter team must be from the same chapter.
- d. Chapters may have individual participants in certain Agriculture Skills contests as long as the total number of participants does not exceed that which is allowed if the chapter brought the maximum number of teams with the maximum number of participants per team.
- e. Individuals must be registered as such prior to the contest date. Fees for individuals will be the same as fees for teams.
- f. Each team will be composed of the number of members determined by the specific event committee.
- g. Each entry in team or individual career development events will be charged an entry processing fee, payable at the time of certification if applicable.

- h. The chapter advisor must certify that participants are eligible. If an ineligible student is entered in any career development event, the entire team of which that student is a member may be declared ineligible.
- i. All teams must be designated by the deadline. Once original certification has been completed, no member may be added without first deleting a member.

Item 04: Disqualification

- a. Any communication, verbal or non-verbal, between participants or with non participating spectators, advisors, parents, coaches, etc., during a leadership or career development event, including communications to members in a holding room and/or prep room, will be sufficient cause for the disqualification of the member and entire team if a team event. This includes, but is not limited to communication via cell phones, PDAs, etc. The only exceptions to this would be:
 - 1- Communications between team members during the team activity portions of a given career development event,
 - 2- The use of pre-approved contest devices required to complete the contest, or
 - 3- Those devices required to accommodate any special needs individuals, including, but not limited to hearing aids, etc.
- b. Teams arriving after the career development event has begun may be disqualified or penalized at discretion of the contest chair. No member substitutions may be made after the career development event begins.
- c. Any assistance given to a team member from any source other than the career development event officials or assistants will be sufficient cause to disqualify the team from the career development event.
- d. Contest chairs may stop any participant if they deem their manner to be hazardous either to themselves or others. Such stoppage shall deem the individuals disqualified for that section of the career development event or for the entire event.
- e. Judge and/or superintendent identified plagiarism will be cause for penalties ranging from reduction in a contestant's score up to disqualification. This penalty will be determined by the judge and/or superintendent based upon the severity of the infraction.

Item 05: Deletions of Contests

- a. Michigan FFA staff, in conjunction with the Michigan FFA Board of Directors, is expected to be proactive in developing new or initiating changes within existing career development events to insure that they meet the needs of FFA members.
- b. Three years following the initiation of a new career development event, 10 chapters should be participating.
- c. In addition, if 10 Michigan FFA advisors develop a proposal for a new career development event, the Michigan FFA staff would conduct a study for the validity of the

career development event and make a recommendation to the CDE Committee of the Michigan FFA Board of Directors. The same process may be used to eliminate a state career development event.

- d. In the event that no chairperson can be found for a CDE, that CDE will be suspended for one year.
- e. The CDE Committee and Michigan FFA Board of Directors shall approve all changes of the general plan, rules, and methods of selecting winners.

Item 06: Dispute Committee/Appeals Process

- a. The Dispute Committee for the State Level Leadership Contests, Agriculture Skills Contests, and State FFA Broiler Contest will comprise of representatives of each of the six regions of the Michigan FFA Association who are currently serving as members of the Michigan FFA Board of Directors, along with the MAAE and MHTA presidents.
- b. This committee has the power to disqualify a team or individual with a 2/3 majority vote of the committee.
- c. The committee will meet only when a written issue has been filed with the State FFA Staff. The committee will make all final decisions on interpretation of the rules and regulations of the State FFA Career Development Events or awards programs.
- d. The committee will resolve detailed written appeals associated only with scoring errors. Official judges' decisions are final. The announced results are the official results and awards may be duplicated as results of the appeal.
- e. Please note that the general contest chairs for district and regional career development events are responsible to establish a dispute committee according to the rules outlined in the Leadership Contest General Rules.

Item 07: Waiver of FFA Rules

- a. Any local chapter seeking a waiver of a Michigan FFA Board of Directors' policy or procedure must submit in writing to the state FFA association office. The waiver request must be submitted to the Michigan FFA staff at least 30 days prior to the scheduled event or due date for which the waiver is requested. This policy does not supersede any current FFA policy for appeals already established for a particular FFA program.

Item 08: Sanctioning Events

- a. Sanctioning of non-state FFA competitive events (those competitive events conducted by organizations other than Michigan FFA) as Michigan FFA Career Development Events should occur when: 1) The event to be is recommended by the Career Development Event Committee and approved by the Michigan FFA Board of Directors, 2) Winners of the Michigan sanctioned event will be recognized in the same manner as Michigan career development events winners are currently recognized.

Item 09: Official Dress

- a. Participants are expected to observe the Michigan FFA Code of Ethics and the proper use of the FFA jacket during the career development events. Official FFA dress is highly recommended for all participants where appropriate.
- b. Unless approved by state staff beforehand, all members must be in complete official dress before receiving any award/degree at state convention. If members are deemed to not be in official dress, they will still receive their award/degree but will not be allowed to cross the stage.
- c. Official Dress for an FFA member includes:
 - An official FFA jacket zipped to the top
 - Black slacks and black socks/nylons or black skirt and black nylons
 - Skirt should be a minimum of knee length
 - Slacks should be full length
 - White collared blouse or white collared shirt
 - Official FFA tie or official FFA scarf
 - Black dress shoes with closed heel and toe

Note: Medical or cultural adjustments to required official dress may be made with prior approval of contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress. Junior high FFA members are allowed to wear FFA jackets, but it is optional. Participants in junior high contests should not be judged differently for wearing or not wearing a jacket.

Item 10: Determining Winners and Awards

- a. Spreadsheets and a list of recommended gold, silver and state winners will be posted on the Michigan FFA website as soon as possible after the conclusion of the contests. These results will be subject to review and therefore, not yet official. These posted results may be reviewed for mathematical and scanning errors and if there is evidence of an issue in these two areas, it will be corrected. After two business days have elapsed since the posting of the results, the posted results (as corrected when appropriate) will become official and subject to no further review.
- b. During the district and regional leadership contests, the contest chair and general contest chair will review and certify results, utilizing a calculator, prior to announcement of the results. Once the announcement of results is made no further changes may be made.

Section E: State Officers

- a. State FFA officers will forego all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day the officer is selected until July 1 of

the following year. This is interpreted by the State FFA Board of Directors to mean 24 hours a day, seven (7) days a week, for 365 days a year.

- b. In the event that a Michigan FFA State Officer must become subject to discipline, the following will occur.
 - 1- The officer will be given oral notice of the charges against him/her and the opportunity to respond.
 - 2- The officer may be immediately suspended and will remain suspended while state staff is investigating the situation and the officer is preparing their response. During this period of suspension, the officer is not to attend any official FFA function nor represent the Michigan Association of FFA in any manner.
 - 3- Officers may be suspended for a period of no more than two weeks (14 days) or until the next FFA Board of Directors meeting (whichever comes first).
 - 4- In the event that it will be longer than two weeks until the next FFA Board of Directors meeting, the Governance Committee will make any necessary decisions on behalf of the FFA Board of Directors.
 - 5- If immediate removal is warranted, the officer may be dismissed by state staff.
 - 6- The officer may appeal this dismissal to the FFA Board of Directors or to the Governance Committee and this appeal must be made within 14 days of the dismissal.
 - 7- If a State officer resigns they will have waived the right to an appeal.
 - 8- It will be the role of the FFA Adult Board of Directors will be to approve or overturn the dismissal or suspension of a State Officer.
 - 9- State staff can accept a State Officer resignation on behalf of the FFA Adult Board of Directors. In this case the Board will not need to approve the resignation; they will receive notification of the resignation.
 - 10- The role of the Student Board of Directors will be to receive notification of the dismissal, suspension, or resignation. They will have no official action to take.

Section F: Media

Item 1: Social Media

The Michigan FFA has the following social media policy:

We encourage you to share your honest opinions, good and bad, about FFA on our Facebook page. Your feedback is greatly appreciated and will help us serve you better in the future.

But please understand that your content will be removed in its entirety if it violates any of the following guidelines:

- It is offensive to others
- It contains profanity
- It is irrelevant to our followers and/or to FFA

The views expressed by those who post on our fan page do not necessarily reflect the views of the Michigan FFA Association.

Guidelines

1. Inappropriate Language

Any content uploaded to the page that includes inappropriate language will be removed from the page as monitored by staff of the Michigan FFA Association. Visitors that continuously use inappropriate language are subject to being blocked from the page entirely.

2. Handling Comments and Complaints

The Michigan FFA Association manually monitors postings and will answer to posts directly on the page when appropriate.

Item 02: Photo Release Policy

- a. Registering, or attending any Michigan FFA sanctioned event provides photo consent for media use including, but not limited to, websites, press, social media accounts and other promotional pieces. Registering students or adults for a Michigan FFA event implies notification and approval by the student's legal guardians regarding the photo consent policy.

Division II: Program Management

Section A: Governance

Item 01: Board Membership

- a. The State FFA Advisor is appointed by the Michigan Department of Education and shall serve as the chair of the Board of Directors.
- b. The board shall consist of: twelve state FFA officers (elected by Michigan FFA Association general membership), State FFA Advisor (Chair of State Board of Directors), six local FFA advisors (one representing each FFA region and elected by Michigan Association of Agricultural Educators General Membership), one representative of the Michigan Horticultural Teachers Association (appointed by the MHTA board), four individuals from business and industry and one representative from Michigan State University (appointed by Agriscience faculty), one representative appointed by the Michigan Association of Agriscience Educators, and one representative from the Michigan FFA Diversity, Equity, and Inclusion Committee.
- c. The term shall be for a three-year period beginning on July 1, following election of board members. Each person elected shall first be nominated by a nominating committee composed of individuals from their respective regions. Notification of election results shall be submitted to the state advisor in writing by the chairperson of the nominating committee immediately after the election.
- d. The Michigan FFA Board of Directors shall authorize the Chairperson of the Michigan FFA Board of Directors to request the following individuals to serve as consultants to the Board: State FFA Project Consultant or state executive secretary-treasurer, FFA Foundation Director, FFA Alumni President, Past State Officers (Immediate Past State FFA President and a representative from the Michigan Past State Officer Organization), representative from the MSU Collegiate FFA, and a local administrator or past state staff member.
- e. These consultants serve without compensation as resource persons to the board and provide recommendations to items of business being considered by the Michigan FFA Board of Directors.
- f. Board consultants shall have full rights to vote in their respective standing committee.

Item 02: Board Operations

- a. The board shall meet at least four times each year (March, May, September, December).
- b. Special meetings of the board may be called at any time by the chairperson.
- c. Each director must attend a minimum of three board meeting per year.
- d. If a director fails to meet this minimum, his or her office will become vacant for the remainder of the term. At the discretion of the chairperson, imposition of this rule may be waived due to extenuating circumstances.

- e. An agenda shall be prepared and sent to all board members at least 10 days prior to each meeting. Copies of minutes shall be mailed with the agenda.
- f. In the event that confidential and personal information requires action, the board reserves the right to conduct an executive session of the full board during the regular board meetings.
- g. Either a member of the student board or a voting member of the adult board may first make a motion. After a member of that same board seconds that motion discussion will ensue, after which a vote will taken by the board that makes the motion. Operation of the meeting is then transferred to the other board which will ask for a motion to sustain. This is followed by a second, discussion, and voting. If sustaining action passes, then the motion becomes official action. If the sustaining action fails, the motion dies.
- h. The Adult Board of Directors can act independently from the students in the case of disciplinary action related to a state officer. The State Advisor receives a motion and second. Discussion is led by the State Advisor. After brief discussion, the Adult Board will vote on the motion. If motion passes, it becomes official action. If motion fails, the motion dies.
- i. Actions and how each member voted will be posted in the minutes.

Item 03: Official Board Business

- a. The board shall approve the agenda and minutes at each meeting.
- b. All new program direction or major revisions of existing program directions shall be consistent with the organization strategic plan and mission and shall be approved by the board of directors. All proposals affecting CDEs must be submitted to the state FFA advisor at least 30 days before the board meeting where they are to be considered.
- c. All constitutional amendments must be reviewed by the Board of Directors prior to ratification by the delegates at the state FFA convention.
- d. All activities sponsored by the state organization such as conferences, special activities, or programs for chapters shall be approved in advance by the board of directors whether or not FFA funds are involved.
- e. The Michigan FFA Board of Directors will focus on policy, not practice. The Board decides “what the FFA will do,” or “what needs to be done,” the state staff will “decide how it is done.” Major changes or intent of a program will go to the Board. Minor issues will be handled by the State Staff. Examples:
 - Adding an additional section to the State Degree. (This would go to the Board of Directors because it changes the intent and requirements of the degree.)
 - Moving a date on the State Degree Application. (State staff would make this decision.)

- Deleting a class from a CDE. (This would go to the Board of Directors because it changes the intent and format of the contest.)
 - Changing a breed class in a CDE. (State staff and CDE team would make the decision.)
- f. Duties of the Board of Directors shall include:
- Establish the duties of the State Executive Secretary with the contracting agent.
 - Suspend the charter of chapters if necessary.
 - Dismiss state officers if necessary.
 - Determine policy related to state convention, CDEs, and awards.
 - Review amendments to the constitution and submit to chapters 45 days before state convention.
 - Handle any appeal/grievance from chapters, advisors, or teachers.
 - Handle disciplinary actions related to membership.
 - Appoint committees as needed.
 - Take action related to programming.
- g. Michigan FFA Board of Directors shall be apprised of all agreements longer than five years.
- h. The Michigan FFA Association Fiscal agent is accountable to the Board of Directors for the administrative and fiscal affairs of the organization even though certain responsibilities may be delegated to council for the Michigan FFA Foundation Sponsor's Board and the Michigan Department of Career Development professional staff members. The state advisor also shall serve as liaison between the board of directors and the executive council of the Michigan FFA Foundation Sponsors' Board, and the office of Career and Technical Information.

Item 04: Changing Board Policy

- a. The policies of the Michigan FFA Board of Directors can be changed at any regular meeting of the board by vote of the Board of Directors. Policy becomes effective immediately unless otherwise specified.

Item 05: Task Forces

- a. Task Forces will be appointed as needed. A board member will serve on each task force as the chair. Committee membership will be based on the task.

Item 06: Standing Committees of the Board of Directors

- a. Standing committees of the board shall be governance, finance, career development event, activities/awards, and state officer.
- b. The governance committee of the board shall review the actions of each board meeting and will determine the specific wording of each policy change or addition. These policies shall be presented to the board for final adoption before being placed in board policy.

- c. Standing committees shall be appointed yearly by the State FFA Advisor, State FFA Executive Secretary, State FFA President, and State FFA Vice President.

Item 07: Governance Committee

- a. The governance committee will be chaired by the State FFA Advisor as approved by the Michigan Department of Career and Technical Education.
- b. The governance committee will consist of the State FFA Advisor, State FFA Executive Secretary, State FFA President, and two FFA advisors who are FFA Board members.
- c. The governance committee shall retain the right to act on urgent issues that arise between Board of Directors Meetings.
- d. On issues regarding member discipline, the governance committee will retain the right to suspend members until the full board can meet and render an ultimate decision.

Item 08: Finance Committee

- a. The finance committee will consist of members from the Michigan FFA Board of Directors.
- b. The finance committee will focus on financial policy for the Michigan FFA Association.

Item 09: State Officer Policy Committee

- a. The state officer policy committee will consist of members from the Michigan FFA Board of Directors.
- b. The state officer policy committee will focus on policies regarding state officer elections, discipline, and development.

Item 10: Awards and Activities Committee

- a. The awards and activities committee will consist of members from the Michigan FFA Board of Directors.
- b. The awards and activities committee will focus on creating new awards and activities as well as modifying current ones.

Item 11: Career Development Event Committee

- a. The career development event committee will consist of members from the Michigan FFA Board of Directors.
- b. The career development event committee will focus on reviewing and modifying current career development events. This committee will also make recommendations on developing new career development events or discontinue events that are no longer relevant.

Section B: Membership

Item 01: Charter Policy

- a. Chapters are to charter directly with the State FFA Organization.
- b. Charters will become active upon receipt of a roster and dues.

Item 02: Membership & Eligibility

- a. FFA membership is limited to students enrolled in Michigan Department of Education approved AFNRE programs, housed in a public school, taught by a certified instructor. Membership in this state approved Career and Technical Student Organization (CTSO) is an integral part of the three-circle model for an AFNRE program.

Item 03: Notice of Non-Discrimination

- b. Michigan FFA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of a disability should contact the chapter advisor to arrange such accommodation.

Section C: Discipline Policy

Item 01: Student Code of Conduct

- a. Members of the Michigan FFA Association are expected to behave appropriately while at all official FFA activities, including conferences, conventions, and contests. Members will be held accountable for their actions at each of these activities. This also includes unofficial activities if the member's actions have a direct and immediate effect either on the association's discipline or on the association's general welfare.
- b. Minor misbehavior may be referred to the local agriscience teacher/FFA advisor. More serious misconduct will be referred to the FFA Board of Directors governance committee.

Item 02: Discipline of Chapters Not in Good Standing

- a. Chapters that fail to meet the membership requirements regarding submission of dues will be restricted from participating in official FFA activities.

Item 03: Conduct of Members During Award Ceremony

- a. It is expected that members act appropriately when receiving awards/degrees.
- b. If members are deemed to have acted inappropriately while receiving their award/degree they are subject to losing said award/degree.

Section D: Finance

Item 01 Fiscal Year

- a. The fiscal year of the organization shall be July 1 through June 30 of the next succeeding calendar year.

Item 02 Reports

- a. The annual financial report will be presented to the Michigan FFA Board of Directors.
- b. Upon board approval, the annual financial report will be presented to the Michigan FFA official delegates at the State FFA Convention.

Item 03 Travel

- a. Individual authorized to travel at FFA expense shall be state officers, Executive Secretary, state FFA advisor, board of directors and others as approved by the governance committee.
- b. Travel expenses will be reimbursed for actual expenses incurred for meals and lodging not to exceed the rate allowed by Michigan State University.
- c. Travel requests shall be submitted before departure.
- d. FFA advisors who serve on the Board of Directors may be provided sub-pay to reimburse local districts when official board business is transacted during the academic calendar year.

Item 04 Grants

- a. The Michigan FFA Association shall submit a request for funding to the Michigan FFA Foundation by July 1 for the following fiscal year and all funds will be deposited into the Michigan FFA Association account at Michigan State University.
- b. All grant requests to the Federal Government quasi government agencies or other funding source submitted directly by the Michigan FFA Association, shall be approved by the State FFA Advisor prior to submission and in agreement with Michigan State University Contracts & Grants Office.

Item 05 Account Management

- a. The Board of Directors shall authorize the management of the FFA financial account to the appropriate fiscal agency.
- b. All fiscal management policy will be conducted in accordance to the approved fiscal agent for the Michigan FFA Association.
- c. Invoices are due upon receipt and will be sent to each chapter after they have registered for FFA activities.
- d. An invoice that has not been paid within sixty (60) days after being sent will be assessed a twenty-five dollar (\$25.00) late fee. A new invoice reflecting the late fee will be sent at this time.
- e. An invoice that is still unpaid after ninety (90) days will be assessed an additional twenty-five dollars (\$25.00) making the total late fee fifty dollars (\$50.00). Another invoice reflecting this additional late fee will be sent at this time to both the FFA advisor and their building administrator.
- f. If an FFA chapter has a debt that remains unpaid for a period of six months, that chapter and its members will cease to be deemed “in good standing” and will be barred from participation in any FFA activity above the chapter level until their account is paid in full. FFA advisors and their building administrator will be notified of this action thirty (30) days prior to its implementation; a \$25 administrative fee will be assessed. (This policy will take effect on January 1, 2010. All delinquent accounts on this date will have until April 1, 2010 to be made current.) Any chapter with a debt more than six months overdue will be deemed “not in good standing” at this time and will not be eligible to participate in any activity above the chapter level.
- g. A record of all outstanding invoices will be published as part of the FFA Board of Directors agenda at each of the regular meetings.

- h. In the case of extenuating circumstances, the FFA Board of Directors may extend the deadline for payment of accounts beyond six months if the state office is contacted in a timely manner.

Item 06: Receipt and Disbursement Authorization

- a. All FFA funds shall be deposited and disbursed through the Michigan FFA Association approved by the state executive secretary and Governing Committee.
- b. The state executive secretary or a State Advisor may act on behalf of one another in their absence with respect to approving requisitions, purchase orders, vouchers and invoices.
- c. The state executive secretary or State FFA Advisor may authorize receipts (deposits) and disbursements (checks).

Item 07: Price Plan

- a. The FFA Pricing Plan goal is to maintain the organization's finances in accordance with sound business practices and procedures.
- b. The Michigan FFA, as stewards of the budget and financial health of the organization, shall set prices of FFA's products/events and services annually. In establishing prices for products, the staff shall attempt to hold prices for two- to three-year periods rather than annual increases.
- c. While maintaining a balanced budget, the goal is to keep prices of those programs closest to local customers at the lowest possible cost. Most other customer events shall be revenue neutral. New or pilot programs need to meet the appropriate pricing category costs by the third year of operation. Primary customers include members, advisors, and state leaders.

Item 08: Records

- a. All FFA administrative and fiscal records including requisitions, purchase orders, invoices, travel vouchers, leave records, and personnel records as prescribed by the fiscal agent will be kept for a minimum of five years.

Item 09: Taxes

- a. In accordance with the law, the Michigan FFA Association shall submit an IRS Form 990 by November 15 to meet the filing date for 403C Non-Profit Organizations.

Item 10: Foundation

- a. The Michigan FFA Board of Directors shall recommend the yearly funding proposal to the Michigan FFA Foundation Executive Committee for funding either from the annual fund or appropriate endowment fund(s).
- b. The board of directors may request that the foundation executive committee establish specific endowments and fund development programs.

Division III: Addendums

Section A: Addendums

Item 01: Rationale of Addendums

- a. Due to the specific nature of many activities sponsored by the Michigan FFA Association the rules/procedures for these events may be found elsewhere on the Michigan FFA website.

Item 02: Listing of Addendums

- a. Procedure for Electing State FFA Officers.
- b. Broiler Contest Information
- c. Leadership Contest General Rules
- d. Agriculture Skills Contest General Rules
- e. Applications
 - Academic Excellence
 - AgrAbility
 - Agri-Entrepreneurship
 - Agriscience Fair
 - American Degree/State Degree/Outstanding Junior
 - Building our Michigan Communities (BOMC)
 - Band
 - Chorus
 - Talent
 - Food For America
 - National Chapter
 - Proficiency Applications
 - Regional Grant
 - Star Battery
 - State Officer Application
 - State Officer Nominating Committee
- f. Specific Contest Rules
 - Leadership Contests
 - Agricultural Issues
 - Creed Speaking
 - Demonstration
 - Extemporaneous Public Speaking
 - Greenhand Conduct of Meetings
 - Greenhand Public Speaking
 - Job Interview
 - Junior High Conduct of Meetings
 - Junior High Public Speaking
 - Parliamentary Procedure
 - Prepared Public Speaking
 - Agricultural Skills Contests
 - Agricultural Communications
 - Agricultural Mechanics

- Agricultural Sales
- Crops
- Dairy Cattle Judging
- Dairy Cattle Showmanship
- Dairy Foods
- Environmental Skills
- Farm Business Management
- Floriculture
- Forestry
- Greenhouse Crop Production
- Horse Judging
- Land Conservation
- Livestock Judging
- Marketing
- Meats Evaluation
- Nursery/Landscape
- Poultry
- Jr High Quiz Bowl
- Tractor Driving
- Veterinary Science