

Michigan FFA Association

Board of Directors

Policy Manual

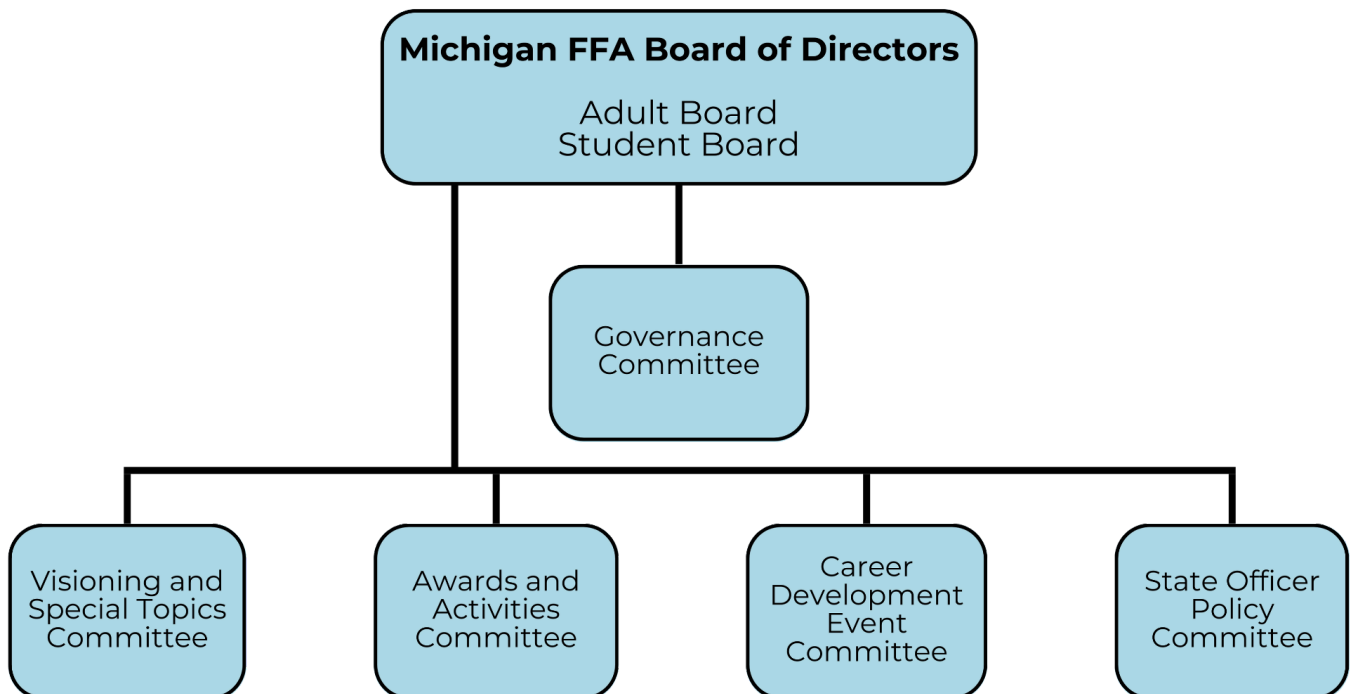


PREFACE

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 agriculture, food, and natural resources 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 document provides a description of the rules and procedures that have been developed to assist the organization in reaching its mission. This manual 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 out their duties are detailed in Division II, Section A. The life of a board motion is outlined below.

Life of a Board Motion

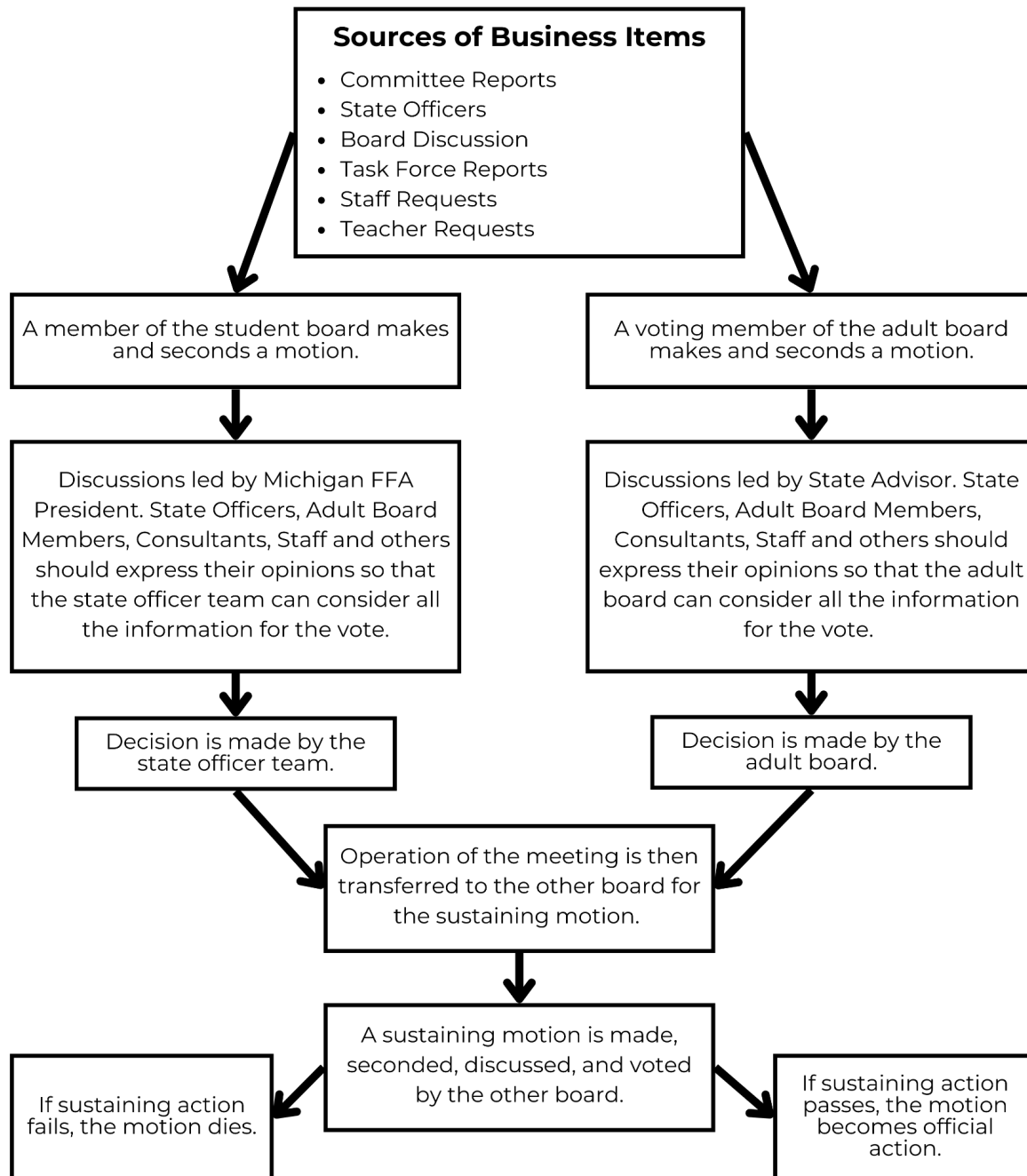


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Division I: Activities

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.
 - i. If a student attends the contest processing day, they are a member and will be charged accordingly.
 - ii. 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.
 - i. Chapters that submit applications missing the membership number will be charged five (5) dollars per application.
 - ii. 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 State FFA Office and will be paid by all attending except specially invited guests with appropriate identification.
- d. FFA members, advisors and all others attending Convention shall be registered and shall be provided identification which must be shown to gain admittance.
- e. FFA members in good standing may attend the conferences with the approval of the local FFA advisor and shall possess a signed emergency medical release which must be carried with the 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 State FFA Office 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 the conferences with the approval of the local FFA advisor and shall possess a signed emergency medical release which must be carried with the FFA advisor at all times.
- e. Insurance coverage for individuals attending and participating in Michigan FFA activities is the responsibility of chapters, school districts or individual members.

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.
- c. Each local high school or career center chapter is entitled to send two delegates from active membership to the State FFA Convention. Chapters that have more than 75 members are entitled to send three delegates to the State FFA Convention. At least 25 percent of the local chapters shall have delegates reported at the State Association to constitute a quorum.

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.

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 growing leaders, building communities, and strengthening agriculture . 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 the 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 Award program.
- c. Reports must be submitted on the official application as directed by the State FFA Office.
- 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 FFA Advisor or Executive Secretary, ranked in the order as judged by the judging committee.
- h. The judges will be directed by the State FFA Advisor and/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 growing leaders, building communities, and strengthening agriculture . 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 the 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 Award program.
- c. Reports must be submitted on the official application as directed by the State FFA Office.
- 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 and/or Executive Secretary.

Item 03: #SpeakAgMichigan Challenge

- a. Michigan Farm Bureau's #SpeakAgMichigan Challenge encourages FFA chapters to effectively communicate while advocating for agriculture.
- b. Each Michigan FFA chapter is eligible to participate through their chapter designated Facebook or Instagram account. Though one individual may post on the chapter's social media account, there is no individual student high school competition.
- c. Students can use a variety of approaches while completing social media posts highlighting each month's focus area. From September to December, chapters will receive feedback from judges at the end of each month.

- d. Each post must include #SpeakAgMichigan and tag @MichiganFarmBureau. Judges will be searching by hashtag as well as following your page. Posts related to the #SpeakAgMichigan Campaign must also be set to a public sharing setting.
- e. A running Top Ten list will be posted on the Michigan Farm Bureau Facebook page.
- f. The top ten chapters will receive anywhere between \$100 and \$1000 as a cash award with a total of \$5000 provided by Michigan Farm Bureau and the Michigan Foundation for Agriculture. Chapters will be recognized at the Michigan FFA State Convention.

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 the 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 nominations for the Honorary State FFA Degree shall be approved by the State FFA Officer Team
- b. Nominations may be submitted by State FFA Board of Directors, State FFA Officers, local FFA advisors, State Convention 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 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.

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. Michigan advisors will be notified at least 30 days prior to the next Michigan FFA Convention regarding the status of their chapter's candidates.
- c. 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 Convention in the year in which the degree is earned for good cause. Examples of “good cause” include ill health, injury, and military service or approved voluntary service.

- d. 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.
- e. A rejected applicant may appeal, if the State FFA Office does not recommend a candidate due to the deficiencies noted on the application or for any other reason.
- f. To appeal, the candidate must correct the deficiency and resubmit the updated application through AET no later than two weeks prior to the start of State Convention. A letter from the chapter advisor describing what caused the deficiency and how it was corrected must also be emailed to the State Executive Secretary by the same deadline.
- g. 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 the approval of the application.
- h. Gold and Silver State FFA Degrees will be determined using the following criterion:
 - i. Gold State FFA Degrees will be selected from students that have applied for star recognition and have completed the star battery.
 - ii. Gold and silver awards will be given to 10% of applicants applying for the State FFA Degree. These numbers may vary by one or two applicants over or under 10%, based on the quality of the applications.
 - iii. Silver State FFA Degrees 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.
- i. 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.
- j. 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.
- k. 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:

- i. Candidate must have been a member for four months in a two-year program or for one year in a four-year program.
- ii. Candidate must have received the Chapter FFA Degree.
- iii. Candidate has appropriate records to substantiate their SAE program.
- iv. Candidates in a four-year program have participated in at least three activities above the chapter level or one activity above the chapter level if in a two-year program.
- v. Candidate must have earned and 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.
- vi. Candidate must have at least ten (10) hours or qualifying community service and at least one (1) different activity.
- vii. Candidate must have a satisfactory record of scholastic achievement with a GPA of no less than 2.5 on a 4.0 scale.
- viii. 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 were selected as a state proficiency winner.
- f. 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.

- g. Gold, silver and bronze awards will be given. Applications may be granted 'no award' status based upon the quality of the application, if an application is incomplete or submitted in the wrong area, or if plagiarism is present.
- h. 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.
- i. After the applications have been rated/scored by the judging committee, the scores will be reviewed by the State FFA Office. Gold, silver, bronze, and no award ratings will be assigned based on the average judge scores. If there is a top scoring gold applicant that meets the eligibility requirements, they will be named the state winner.
- j. State winners and their advisor will be encouraged to participate in a peer review workshop before their application is sent to National FFA.
- k. Feedback from the state level scoring process can be accessed through the Agricultural Experience Tracker (AET).

Item 09: Stars Over Michigan

- a. Three Michigan finalist candidates for Michigan Star in Agricultural Production, Michigan Star in Agribusiness, Michigan Star in Agriscience, and Michigan Star in Agricultural Placement, will be selected through the process outlined in the Star Selection Process Guide found on the Michigan FFA website.

Item 10: Academic Excellence Award Program

- a. The minimum qualifications for both Silver and Gold Academic Excellence Awards include the following:
 - i. Grade point average shall be 3.50 or higher, based on a 4.0 grading system, or its equivalent on any other basis, in all subjects for which grades are given and recorded in the high school records (3.50 equals 9.5 on a 11.0 grading scale) for four semesters, or six trimesters with no grades lower than a C- in the semesters/trimesters used to qualify for the award.
 - ii. An official transcript must be sent with the application to verify grade point average stated on the application.
 - iii. The candidate must be currently enrolled in a comprehensive high school or skill center in Agriculture, Food and Natural Resources Education.
 - iv. Have carried and have currently in operation a satisfactory supervised agricultural experience program.
 - v. The candidate shall have demonstrated good character, leadership, and citizenship.
- b. Additional requirements for Silver Academic Excellence Awards include the following:

- i. Nomination shall be limited to juniors or seniors who are FFA members and shall include any four semesters, or six trimesters in ninth-grade year through the junior year for seniors or ninth-grade year through the sophomore year for juniors.
 - ii. Have attained at least the Greenhand FFA Degree.
 - c. Additional requirements for Gold Academic Excellence Awards include the following:
 - i. Nomination shall be limited to seniors who are FFA members and shall include all semesters, or all trimesters in ninth-grade year through the junior year.
 - ii. The candidate shall have satisfactorily completed at least two years of instruction in a comprehensive high school or skill center in Agriculture, Food and Natural Resources Education. If the applicant is enrolled in a skill center they shall have completed at least two semesters and shall be enrolled in a third semester.
 - iii. Have attained at least the Chapter FFA Degree.
 - d. Only Gold Academic Excellence Award recipients will be recognized on-stage at the State FFA Convention.

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

- a. This activity is hosted by the Michigan State University College of Agriculture and Natural Resources.
- b. Division winners may be submitted to National FFA for inclusion in the National Convention Agriscience Fair.

Item 12: Disqualification of Applications

- a. Award applications will be reviewed by the State FFA Office using the Agricultural Experience Tracker (AET) to check for plagiarism. If plagiarism is detected, the State FFA Office has the right to disqualify participants.

Section D: Leadership and Career Development Events

Item 01: Contest Review Process

- a. Every five years, each LDE, CDE, award and recognition program will be reviewed by a subcommittee to determine if changes are necessary.
- b. Subcommittee Membership:
 - i. Members of the Michigan FFA Board of Directors CDE Committee shall serve as a guiding body.
 - ii. Each subcommittee shall consist of the contest chair, educational representative, teacher representative (gold winning teams), State FFA Officer, FFA members, business and industry representatives and state staff.

- iii. The chair of each subcommittee shall report to the chair of the CDE Committee.
- c. Meeting Structure:
 - i. All committees should meet at the same time in the spring/early summer.
 - ii. The majority of the committee work should be done by September of each year.
- d. Questions for Subcommittee:
 - i. Each subcommittee should answer these questions in the course of each contest revision:
 - 1. How do we develop, deliver, and improve programs and services, which meet the priority and needs of FFA's stakeholders?
 - 2. How do we significantly increase participation in programs and activities at the local level?
 - 3. What resources do we need to provide to support local agriscience and natural resources education teachers in effectively utilizing these programs and activities?
 - 4. How do we increase the diversity of our members who participate in these activities? (Diversity involves religious, rural/urban, ethnic, gender, and disabilities considerations)
 - 5. What are the measures of success?
 - 6. Any additional questions that may be presented to the subcommittee.
- e. Annual Review Process:
 - i. The subcommittee, contest coordinator, or State FFA Office may make annual changes to clarify rules and procedures, or to revise technical content.
- f. Approval of changes:
 - i. All proposed changes to contests must be submitted in their entirety to the Michigan FFA Board of Directors at least thirty (30) days prior to the September board meeting in order for approval.

Item 02: Eligibility of Participants

- a. The participant, at the time of their participation as a chapter team member, must be:
 - i. An FFA member (High school refers to grades 9-12, Junior High refers to grades 7-8)
 - ii. Those students competing in the Creed Speaking event must be a 7th, 8th or 9th grade member.
 - iii. 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. Individuals on state winning teams and/or national participating teams are not eligible for further competition in the same contest.

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 76 or more.
- b. Chapters may certify two chapter teams or three junior high teams if junior high membership is 76 or more.
- c. The members of a chapter team must be from the same chapter.
- d. Chapters may have individual participants in certain CDEs 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 leadership or 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 leadership or 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. Failure to comply with the following rules (or any reasonable doubt) will result in the immediate disqualification of a team or individual.
 - i. No cell phones or other electronic communications devices, including smart watches, are allowed in the holding room. These devices should be given to an advisor or adult chaperone. The only exception would be a device required to meet an approved accommodation request. These devices may only be used at the time and manner specified in the accommodation request.
 - ii. Contestants may not leave the holding room except in the case of an emergency or to use the restroom.
 - iii. No communication is allowed between contestants and advisors, parents, alumni, or other members except in the case of an emergency.

- iv. Conversations between contestants in the holding room are allowed.
- v. For contests with a preparation period. Once contestants move to the prep room, communication between contestants is not allowed. Team members are not to talk to one another from the time their prep time starts until they begin their performance in the contest room.
- vi. After the contest has started, the only individuals allowed in the holding room are contestants and contest personnel.
- b. Teams arriving after the leadership or career development event has begun may be disqualified or penalized at discretion of the contest chair. No member substitutions may be made after the leadership or career development event begins.
- c. Any assistance given to a team member from any source other than the leadership or career development event officials or assistants will be sufficient cause to disqualify the team from the leadership or 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 leadership or 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 leadership and career development events to insure that they meet the needs of FFA members.
- b. Three years following the initiation of a new leadership or career development event, 10 chapters should be participating.
- c. In addition, if 10 Michigan FFA advisors develop a proposal for a new leadership or career development event, the Michigan FFA staff would conduct a study for the validity of the leadership or 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 leadership or career development event.
- d. In the event that no chairperson can be found for a leadership or career development event, that contest 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, State FFA Broiler Contest, and State FFA Rabbit 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 Leadership or 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 leadership 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 Contests 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 leadership or 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 whenever in Official Dress. 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:
 - i. An official FFA jacket zipped to the top
 - ii. Black slacks and black socks/nylons or black skirt and black nylons
 1. Skirt should be a minimum of knee length
 2. Slacks should be full length
 - iii. White collared blouse or white collared shirt
 - iv. Official FFA tie or official FFA scarf
 - v. 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 distributed to all advisors 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 and candidates will forgo all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day they sign their Code of Conduct 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. For a comprehensive list of State Officer Policies, see the Michigan State FFA Officer Code of Conduct found on the Michigan FFA website.
- c. In the event that a Michigan FFA State Officer must become subject to discipline, the following will occur.
 - i. The officer will be given oral notice of the charges against them and the opportunity to respond.
 - ii. 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 FFA Association in any manner.
 - iii. 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).
 - iv. 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.
 - v. If immediate removal is warranted, the officer may be dismissed by State FFA Staff.
 - vi. 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.
 - vii. If a State FFA Officer resigns, they will have waived the right to an appeal.
 - viii. It will be the role of the FFA Adult Board of Directors to approve or overturn the dismissal or suspension of a State FFA Officer.
 - ix. State FFA Staff can accept a State FFA 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.
 - x. 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 01: Social Media

- a. The Michigan FFA has the following social media policy:
 - i. We encourage you to share your honest opinions, good and bad, about FFA on our social media accounts. Your feedback is greatly appreciated and will help us serve you better in the future.

- ii. But please understand that your content will be removed in its entirety if it violates any of the following guidelines:
 - 1. It is offensive to others
 - 2. It contains profanity
 - 3. It is irrelevant to our followers and/or to FFA
- b. Guidelines:
 - i. Inappropriate Language:
 - 1. 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.
 - ii. Handling Comments and Complaints:
 - 1. The Michigan FFA Association manually monitors posts and comments and will answer 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, 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.
 - i. 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 FFA Advisor in writing by the chairperson of the nominating committee immediately after the election.
- c. 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 Executive Secretary, FFA Foundation Director, FFA Alumni President or designee, Past State Officers (Immediate Past State FFA President and a representative from the Michigan Past State Officer Organization), representative from the MSU AFNRE Club, and a local administrator or past state staff member.
 - i. 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.
 - ii. 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.
- 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 meetings per year.

- d. If a director fails to meet this minimum, their 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 sent 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 be 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 FFA 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. The result of each vote and actions will be posted in the minutes.

Item 03: Official Board Business

- a. The board shall approve minutes at each meeting.
- b. All new program directions or major revisions of existing program directions shall be consistent with the organization's strategic plan and mission and shall be approved by the board of directors. All proposals affecting LDEs and CDEs must be submitted to the State FFA Advisor prior to the review process where they will 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 FFA 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 FFA Staff. Examples:

- i. Adding an additional section to the State FFA Degree. (This would go to the Board of Directors because it changes the intent and requirements of the degree.)
 - ii. Moving a date on the State Degree Application. (State staff would make this decision.)
 - iii. Deleting a class from a CDE. (This would go to the Board of Directors because it changes the intent and format of the contest.)
 - iv. 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:
 - i. Establish the duties of the State Executive Secretary with the contracting agent.
 - ii. Suspend the charter of chapters if necessary.
 - iii. Dismiss State FFA Officers if necessary.
 - iv. Determine policy related to State Convention, LDEs, CDEs, and awards.
 - v. Review amendments to the constitution and submit to chapters 45 days before State Convention.
 - vi. Handle any appeal/grievance from chapters, advisors, or teachers.
 - vii. Handle disciplinary actions related to membership.
 - viii. Appoint committees as needed.
 - ix. 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 Board and the Michigan Department of Education, Office of Career and Technical Education professional staff members. The State FFA Advisor also shall serve as liaison between the board of directors and the executive council of the Michigan FFA Foundation Board, and the office of Career and Technical Education.

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, vision and special topics, career development event, awards and activities, and state officer policy.
- b. Standing committees shall be appointed yearly by the State FFA Advisor and Executive Secretary. State FFA Officers will be appointed to the same committee the previous officer in their same position served.

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: Vision and Special Topics Committee

- a. The Vision and Special Topics Committee will consist of members from the Michigan FFA Board of Directors.
- b. The Vision and Special Topics Committee will focus on the future direction of the Michigan FFA Association and evaluate new opportunities as they are presented. The committee will consider other topics as needed.

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. The committee will consider other topics as needed.

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. The committee will consider other topics as needed.

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 or leadership development events. This committee will also make recommendations on developing new career or leadership development events or discontinue events that are no longer relevant. The committee will consider other topics as needed.

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.
- b. Students in early middle college with no more than one high school class for graduation will be treated as a graduate.

Item 03: Notice of Non-Discrimination

- a. 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. Individuals authorized to travel at FFA expense shall be State FFA 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.

Item 04: Grants

- a. The Michigan FFA Association shall submit a request for funding to the Michigan FFA Foundation for each 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 sources 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.)
- 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 Governance Committee.
- b. The State Executive Secretary or a State FFA 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 State FFA Office 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. Market Rabbit Contest Information
- d. Leadership Development Event General Rules
- e. Career Development Events (Agriculture Skills) General Rules
- f. Applications as listed on the Michigan FFA Website
- g. Specific Leadership Development Contest Rules as listed on the Michigan FFA Website
- h. Specific Career Development Contest Rules as listed on the Michigan FFA Website