

## Area IV FFA Constitution

### Article 1. Name and Purpose

Section A. The name shall be Area IV, *National FFA Organization*, Northeast Missouri District. The word Area IV FFA may be used to designate The association, its activities, or members thereof.

Section B. The aim of this Association shall be as follows:

1. The aim and purpose of the National FFA Organization as set Forth in the official manual of the National FFA Organization
2. To provide an opportunity for further training in special areas of the POA
3. To cooperate in any way with local chapters, state association, teacher organization, or any other group upon Request.
4. To increase leadership ability of members and to increase potential state leaders for our area

### Article 2. Organization

Section A. Membership in this area will consist of members from the schools of the area with agriculture education programs and FFA chapters.

Section B. The area IV Association accepts the full provisions of the Constitution and By-laws of the Missouri Association of the FFA and The National FFA Organization.

Section C. The area assembly will be made of:

1. Each chapter shall be limited to a maximum of three voting representatives at an area assembly excluding area officers.
- 2.

### Article 3. Membership

Section A. Membership in this association shall be of two kinds: (1) Active and (2) Honorary as defined by the Constitution of of the *National FFA Organization*.

Section B. The regular work of the this association shall carried on by the Active membership of Area IV.

Section C. Honorary membership in this association shall be carried on by the Active membership of Area IV.

### Article 4. Emblems

Section A. The official FFA emblem shall be the official emblem for this Association.

Section B. The association shall use the official FFA paraphernalia

Section C. The members of the Area IV Association shall wear the Official

Dress of the National FFA Organization as stated in the manual.

Article 5. Officers

Section A. The officers of this association shall be as follows:

President, 1st and 2nd Vice President, Secretary, Treasurer, Reporter, Sentinel, Chaplain, Parliamentarian and Advisory Committee, which consists of the Advisors of the President and Secretary.

- Section B.
1. Hold the degree of Chapter FFA Degree and be in high school at The time of service.
  2. Appear before the interviewing committee, consisting of the Officers retiring from the Area IV Executive Committee Permanently and two delegates from each school. The delegates Scores, leadership pag score, and parliamentary procedure test Score will determine the nine officers. The retiring officers will Slate the officer team.
  3. Each school may have two people interviewed for an area office.
  4. Any or all persons running for an Area IV Office may also hold an Office within their respective chapter during their year of service As an Area IV Officer.
  5. You may only serve one term.

Section C. The Area IV Officers shall be the Executive Committee. The Committees shall have full power to act as necessary for the Association in accordance to its directions.

Section D. Honorary Members shall not vote or hold any office other than Advisor

Section E. The duties of the officers shall be as stated in the official manual of The *National FFA Organization* and the following:

1. The 1st Vice President's duties shall be:
  - A. To preside in the absence of the president
  - B. To perform official ceremonies
2. The 2nd Vice President's duties shall be:
  - A. To assist the president in directing the work of the Association
  - B. In the absence of the 1st Vice President, will assume the Duties of the 1st Vice President as set forth in Article 5, Section E of this constitution
3. The Parliamentarian's duties shall be:
  - A. Assist the presiding officer on questions of parliamentary Law
  - B. Should have a copy and be familiar with Roberts Rules of

Order.

4. Duties of the Chaplain:

A. Promote cooperative spirit among FFA members

B. Give invocation at annual banquet

Section F. Area IV Officers shall not miss more than one Area IV meeting or Activities during their term of office.

1. If an officer does exceed this limit, the rest of the executive Committee shall review the circumstances and have the power to Take action.

2. The action may include any of the following; removal from office, Warning, or no action at all if the circumstances were Understandable

3. If this process leaves an office vacant, that office shall remain vacant for the rest of the term and another office shall take over the responsibilities of the vacant office.

Section G. All officers shall uphold the values of the FFA fulfill the duties of Their office to the fullest extent of their abilities.

1. If this is not done, the same action as mentioned in Section F May be taken by the executive committee.

Section H. Officers may not drive themselves.

Article 6. Meetings

Section A. There shall be regular roll call meetings every Fall. The executive Committee will set up the meeting schedule for the year to coincide With the meetings of the Advisor's organization.

Section B. Special meetings may be called by the Area Executive Committee

Section C. A quorum must be present to conduct an official meeting or take Any action. A quorum shall exist of a simple majority of the Schools in Area IV.

Article 7. Dues

Section A. A majority of the voting body of this association present at a regular or special meeting shall establish the dues.

Section B. Annual dues shall be paid by the January district meeting each year

Section C. Dues shall be used to meet the annual expenses of the association

Article 8. Chapters in Good Standing

Section A. All chapters pay dues by the dates set by this constitution in article 7, section B.

Section B. No provisions of chapter constitution are in conflict with the State

And National Constitutions of the National FFA Association.  
Activities are in harmony with the aims and purposes of the State  
And National Constitution of the National FFA Organization.

Article 9. Amendments:

- Section A. The constitution may be amended or changed at any time by a  $\frac{2}{3}$  Vote of the delegates present at a regular or special meeting provided the change or amendment is not in conflict with the State or National Constitution
- Section B. By-laws may be adopted to fit the needs of the association at may regular or special meeting by a  $\frac{2}{3}$  vote of the delegates present providing the by-laws are in no conflict with the state or national constitution of the National FFA Organization
- Section C. Amendments must be submitted 30 days prior to any regular or special meeting of the area delegates

Article 10. Parliamentary Authority

- Section A. The association shall use Robert's Rules of Order as its official Guide to parliamentary procedure

Article 11. State Officer Selection

- Section A. Each candidate must submit all required paperwork to the state FFA Office by the designated date.
- Section B. The selection committee will consist of two current state officers 2 advisors (not from Area IV) and one business/industry representative selected by the NE District DESe Coordinator. All will have voting power.
- Section C. Each FFA Chapter may have 2 candidate

Article 12. Area IV FFA Degrees and Awards

- Section A. The Area IV Association shall bestow the Area IV FFA Degree on those members who meet the minimum requirements for the Missouri State FFA Degree
  1. The application of the Area IV FFA Degree shall be that of the Missouri State FFA Degree
  2. The advisors from chapters in the Area IV shall review the applications and determine those who members, which shall receive the Area IV FFA Degree.
- Section B. The Area IV FFA Association shall give awards for all state and national proficiency awards and in all FFA contest recognized by

the Missouri FFA Association  
Section C. Additional awards may be given without changing or amending this  
Constitution

### **Area Officer Interview Guidelines**

Area officers will be determined by points using the following process.

Candidates need to submit 1 typed copy of the leadership pages from the most current state degree application and 10 copies of the Area Officer Application.

Updated Fall 2017

Points will be as follows:

**50 points - FFA and parliamentary procedure knowledge**

An FFA knowledge and parliamentary procedure test will be given to all the candidates consisting of 15 general FFA knowledge questions and 10 general parliamentary procedure questions at 2 points each. All questions must come from the current Official FFA Manual. The test will be written by a Non-area IV instructor to be selected by the Area Advisor.

**50 points – Leadership Page from State Degree Application**

Each candidate will bring a completed copy of the leadership page from the state FFA degree. This page will be scored using the State Degree Handbook. The score will be factored as follows: Top Candidates score = 50 points

Candidates Score/Top Candidates Score \* 50 = Score Each candidates score will be percentage of the top candidates leadership page score.

**100 points – Interview scores given by interviewing committee composed of 2 delegates from each school using the interview scorecard**

The first interview round will be limited to 5 minutes per person. The interview will be conducted by the outgoing area officers. The questions to be asked will be developed just prior to the start of the interview. An emphasis will be placed on asking questions designed to discover the candidate’s ability to serve as an effective area officer. Each candidate will be given all of the questions when they enter the room. It will be the candidate’s choice as to the order they answer the questions. The Area officers may ask questions for points of clarification during the interview. The Interviewing committee members may not discuss candidates during the first round and the Area advisor may not score the interviewees. The scores will be averaged to determine the candidates’ final interview score. The delegates from the candidates’ school will not be allowed to score that candidate.

The top candidates who will serve as Area Officers will be identified based on the scores from the test, leadership page, and interview scores. The Outgoing Area Officers and Area Advisors will then conduct a second round of interviews with the top candidates and determine the officer slate. The slate will not be revealed until the Area Banquet.

If a student is in violation of the official dress rules, then 10% of their total score will be deducted.

## Area IV Officer Interview Scorecard

Rate each candidate’s performance on the items below using the following scoring guide.

1 or 2 – Very Poor

3 or 4 – Below Average

5 or 6 – Average

7 or 8 – Excellent

9 or 10 – Outstanding

Speaking Order
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<b>Name</b>										
<b>Items to be Scored</b>	<b>Pts</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Speaking</b>										
Voice	10									
Stage Presence	10									
Power of Expression	10									
General Effect	10									
<b>Response to Questions</b>										
<b>Understandable</b>	10									

Direct & to the Point	10									
Reflects Ability to Serve as an officer	10									
<b>Personal Competence</b>										
Organized	10									
<b>Confident</b>	10									
<b>Personable</b>	10									
<b>Total out of 100 pts.</b>										

## Area Four Officer Interview Scorecard Explanations

**Speaking Ability:**

Updated Fall 2017



1. **Voice** includes:  
Quality, pitch, force, articulation, pronunciation.
2. **Stage Presence** includes:  
Personal appearance, poise and body posture, attitude, confidence, personality, ease before audience.
3. **Power of Expression** includes:  
Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning.
4. **General effect** includes:  
Extent to which the speech was understandable, convincing, pleasing, and held attention.

**Response to Questions:**

1. **Understandable:**  
The answers were logical and made sense.
2. **Direct and to the Point:**  
The questions were answered concisely, to the point, and without rambling.
3. **Reflects Ability to Serve as an Officer:**  
The candidate's responses to the questions indicate they have the ability to serve as an area officer.

**Personal Competence:**

1. **Organized:**  
Did the candidate appear to be organized in their answers and approach to the interview but not overly rehearsed or using canned answers?
2. **Personable:**  
Is the candidate friendly and do they appear to be a person that is easy to get along with?
3. **Confident:**  
Does the candidate appear confident in their ability to speak in front of others and serve as an Area Officer?

**Area IV Officer Intent Form**

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Chapter: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Number of years in FFA: \_\_\_\_\_ Year in School: \_\_\_\_\_

Why do you want to be an Area IV Officer?

If you become an officer, you must attend:

May meeting, June meeting and Area Officer Institute, Battle of the Chapters, State Fair, September Conference Planning, Area Leadership Conference, Delegate's meeting, January Motivational Conference, Planning meeting for Banquet, April Interviews, Area Banquet

### **AREA IV AG TEACHERS GUIDELINES**

Article 1: Scheduling of Events

Calendar dates will be planned by Area IV Agriculture Instructors, Area IV FFA officers under advisement from the Area IV FFA Advisor and Area IV Agriculture Education Teacher Officers

Section A. Location of Events

Area IV Officer Interviews-Centralia

Area IV Proficiency Award Selection-Paris  
Area IV State FFA Degree Selection-Westran  
Area IV Leadership Conference- Sturgeon  
Area IV State FFA Officer Interviews-Centralia  
Area IV FFA Banquet-determined at leadership conference  
Area IV Trapshoot-Prairie Grove Shotgun Sports  
Area IV Summer Activities-Location may vary

Article 2: Award Selection

Section A. Area IV State FFA Degree Selection

1. Two selection nights will be scheduled. The first night, Pre Screening will be held and all applications must be checked. On the second night, the group will meet for selection and decision on stars.
2. Applications must be typed, completed for screening, with a printed Record Book to verify information on the application
3. Application approved at the 4 first night of screening shall be considered accepted
4. Applications rejected on the first night may return the second night with corrections to be accepted. Record books and score-sheets must accompany the application both nights.
5. Star degree candidates for agriscience, agribusiness, placement, and production will be selected at the conclusion of the screening the second night.
  - a. Star candidates must have record books present to be considered.
  - b. Star candidates must submit a one page, single spaced, 12 pt font, 1 inch margins summary of their SAE program. All those who submit an SAE summary and qualify for the State FFA degree will be considered for the Star awards. The star award being applied for should be indicated on the SAE summary. Advisors will not speak about their candidate
  - c. Points on the star application will be considered with caps off. The area State Degree Committee (as defined in section 10)
  - d. The state degree selection committee members will appoint three ag teachers with applications not in the Degree area to make a recommendation on star to the Whole group to vote upon. Agriculture teachers will vote

On the final selection by secret ballot. Every ag teacher Present is awarded one vote.

e. **Star Area Farmer FFA** applications will be scored without The placement, agribusiness, and agriscience points.

Production will be defined as those enterprises listed in The State FFA Degree Handbook.

**Star Area Agribusiness** applications will be scored without Production, placement, and agriscience points. Agribusiness will be defined as those enterprises listed in The State FFA Degree Handbook.

**Star Area Placement** applications will be scored without production, agribusiness, & agriscience Points

**Star Area Agriscience** applications will be scored without production, agribusiness, and placement points

7. Students will not be permitted to attend either night of screening, And will not be allowed to make any presentation during the star Selection
8. Area Degrees will be presented to all candidates who meet the Minimum state constitution requirements to receive the state degree If they have not received the area degree the previous year.
9. Applications will be limited to the number of degree applications per school in accordance with the state limits of number of applicants
10. Responsibilities of coordinating the Area IV State FFA degree selection will be conducted by Area IV Agricultural Education Teachers President and the two Area State FFA Degree Representatives

#### Section B: Area 4 Proficiency Selection

1. No teacher will make decisions on a proficiency area that involves one of his/her students.
2. All applications must be typed, have no blinders, no covers, no laminating and on white paper. If the application does not meet these guidelines it will not be accepted. Recordbooks must have **ALL** pages printed.
3. The original application will stay with the screening committee. The ag teacher may take the application home

and make minor changes that will be checked against the original application before it is sent to state.

4. Once the winners are posted by the chairman, the results will be final except in the case of multiple winners.
5. All applications must be in place by 4:30 pm. Call if you are going to be late.
6. The chairman is in charge of a scorecard to be utilized in the selection process.

### Article III: Officer Selection

#### Section A. Area Officer Selection

1. Selection will be made on a designated night prior to the Area 4 Banquet.
2. Application must be filled out prior to the interview.
3. Officers will be announced at the Area 4 Banquet.

#### Section B. State Officer Selection

1. All required paperwork must be submitted to the State FFA Office by the designated date.
2. Selection will be done by a committee of 2 current state officers and 2 advisors not from Area 4. The 2 advisors will be nominated at the Fall Workshop and one agribusiness/industry representative selected by the NE District DESE Coordinator. .
3. Candidate will prepare for all five possible activities and the committee will select three the night of selection.
4. Each FFA chapter may have two candidates but only one may selected.
5. Interviews will be the night of the Centralia FFA Alumni Leadership Contests at Centralia and will start at 5:00 pm.

### Article IV: Area 4 Contests

1. Committee assignments will be made by the Area 4 Ag teacher executive committee.
2. Official FFA dress must be worn. An FFA member in official dress according to the new National Guidelines listed in the FFA Manual (black boots for males will be acceptable). Official dress will be evaluated by a group of three Ag teachers, appointed by the Area IV MVATA President annually, to determine if it meets guidelines. If it does not

meet guidelines, scores will be reduced according to the state contest manual.

3. Area president is responsible for sending contest results to the state office.
4. Recommended that judges cannot be used two years in a row. Emergency changes may be made by the Area 4 executive committee and the contests chair.

#### Section A: FFA Knowledge

1. Rules posted in the state bulletin will be followed.
2. Contest chairman is responsible for providing the Area 4 test and key from a non-Area IV teacher.
3. Contest chairman is responsible for providing the test to all area advisors.

#### Section B: Creed Speaking, Prepared Public Speaking, Extemporaneous Public Speaking, and Job Interview

1. Rules posted in the state bulletin will be followed.
2. Recommended that the judges are not used two years in a row and they must be from three different schools.
3. A school may have 1 Creed Speaker, 1 Division I Speaker, 2 Division II Speakers, 1 Extemporaneous Speaker, 2 Advanced Speakers, and 1 Job Interview Contestant.

#### Section C: Parliamentary Procedure/ Chapter Conduct of Meetings

1. Area 4 advisors are not allowed to judge, video tape or time the Area 4 contest.
2. Rules in the state contest bulletin will be followed.
3. Judges must follow the state score sheet.
4. Recommended that judges are not used two years in a row and not judge at district or state that year.
5. The test will be secured from a non-area IV teacher.

#### Section D: FFA Book Contests

1. Score sheets must be used as provided in the state contest bulletin.
2. Contest chairman will provide the score sheets.
3. Each book will be scored individually and score sheets placed in the book for critiquing purposes.
4. Each book will be judged by at least two advisors that do not have books in the contest.

## Article V: Area 4 Ag Teacher Executive Committee Responsibilities

1. Consists of all officers in the Area 4 Ag teacher association.
2. Makes all contest committee assignments.
3. Makes necessary decisions to update the needs of the Area.
4. Keep track of and update the area contest bulletin.
5. Attend district planning meeting.
6. Selection process of one officer will be made at the Area 4 summer meeting and each officer ascend to the next office.

### Section A: President

1. Preside at meetings.
2. Make committee assignments for the Area 4 ag teachers.
3. Represent Area 4 Ag teachers at official functions.
4. Record Area 4 contest, state degree, and proficiency award results.
5. Secure Advisors for state officer interviews.

### Section B: Vice President

1. Assume duties of the president in his/her absence.
2. Ex-officio member of all Area 4 teacher committees. (State degree and proficiency award)

### Section C: Secretary

1. Prepare and post meeting agendas.
2. Prepare and present minutes from previous meetings.
3. Update Area rules and distribute to Area teachers.

### Section D: Treasurer (this is a permanent position with Josh Bondy)

1. Receive, record, and keep track of Area 4 student monies.