

Stuarts Draft FFA Alumni and Supporters Constitution Document

**Adopted April 8, 2024
Amended March 10, 2025**

Article I: Name

This organization, Stuarts Draft FFA Alumni and Supporters (SDFAS), is a chartered local chapter of the Virginia FFA Alumni and Supporters, through the National FFA Organization.

Article II: Purpose and Objectives

In the Spirit of the FFA Motto, Learning to Do, Doing to Learn, Earning to Live, Living to Serve, SDFAS is being established to provide opportunities for Alumni and Supporters to serve and promote the Stuarts Draft Middle and High School Student FFA Chapters. SDFAS is fully independent from the local FFA chapters but functions together with these as a support group. This is accomplished by the following objectives:

- 1) Promote FFA related education (academic and vocational) at the local, state, and federal levels
- 2) Assist with establishing community connections/relationships to strengthen local FFA programs
- 3) Identifying and providing resources supporting Leadership and Career Development Events (LDE and CDE) for students
- 4) Provide/identify opportunities for Supervised Agricultural Experience (SAE) projects
- 5) Identifying & providing resources/facilities for CDE/LDE practice
- 6) Use of funds, if available and as duly approved, for prizes, awards, and grants to support students/activities
- 7) Assist with identifying scholarship and grant opportunities
- 8) Provide assistance/coaching for completing applications for work, college/university, technical school, scholarships/grants
- 9) Provide coaching/guidance for post high school career or educational pursuits
- 10) Assist with labor, skills, and materials, for special projects and/or student training
- 11) Assist advisors and parents, when needed, to fulfill roles for travel, banquets, CDE/LDE judging, officer interviews, etc.
- 12) Expand understanding of STEM related professions applicable to agricultural and related fields
- 13) Cultivate a respectful environment for students to learn and practice the FFA Code of Ethics

SDFAS is a non-profit corporation established for supporting educational, career, and personal growth endeavors of active FFA members and recent graduates (4 years after high school). As such, SDFAS shall operate exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

Article III: Governing Body

The officers of SDFAS shall be a president, vice president, secretary, and treasurer. Additionally, the governing body will include two student contributing members (non-voting), one from each of the High School and Middle School FFA Officer Teams. The student contributing members shall be the duly elected president or other officer as selected by their respective officer teams. The student representative shall be the duly elected President of the Stuarts Draft High School FFA Chapter. Terms of service for the officers and the duties shall be as prescribed in the bylaws.

Article IV: Membership

Eligibility for membership is open to:

- 1) Stuarts Draft FFA Alumni residing inside or outside of Augusta County, VA.
- 2) Citizens or businesses located in Virginia with an interest in furthering the Purpose and Objectives of SDFAS.
- 3) Honorary lifetime member as approved by majority vote of the membership (exempt from dues).

Membership is contingent upon:

- 1) Payment of dues as set forth in the Bylaws in order to be considered “active”
- 2) Behavior not conflicting with the National FFA Code of Ethics.
- 3) No legal convictions that bring risk to students and/or the members, operations, and fiscal integrity of the SDFAS as detailed in the Bylaws.

Article V: Emblem

Emblems will be consistent with the National FFA Trademark Emblems.

Article VI: Prohibitions

- 1) Borrowing funds/taking out loans
- 2) Lending money
- 3) Contribution of funds to political candidates (This does not preclude the use of funds by SDFAS to pay expenses related to officers participating in activities to support legislation deemed appropriate by the majority of the officers. This may include costs for travel, legal review of letters, etc. Further details, accounting requirements, and restrictions may be provided in the bylaws.)
- 4) Any activity inconsistent with the Purpose and Objectives of SDFAS

Article VII: Dissolution

SDFAS can be dissolved by two-thirds of the active membership. Non-fiscal assets shall be divided between the High School and Middle School FFA Chapters based on feedback from Chapter Advisors followed by two-thirds majority vote of the membership. Any financial assets shall be converted to cash and donated 50/50 to the Stuarts Draft High School and Middle School FFA Chapters. All bank accounts shall be closed upon final distribution of funds. Usernames and passwords for accounts, including but not limited to social media accounts, shall be transferred to the current Advisors of the Stuarts Draft High School and Middle School FFA Chapters.

Stuarts Draft FFA Alumni and Supporters By-Laws

Adopted March 10, 2025

1. NAME AND PURPOSES: The name and purposes of the Stuarts Draft FFA Alumni and Supporters are set forth in Article I: Name and Article II: Purpose and Objectives, of the Constitution Document.
2. MEMBERSHIP:
 - a. Membership Requirements are presented in Article IV: Membership of the Constitution Document.
 - b. Active Membership, which provides voting rights, is contingent upon payment of annual dues.
 - c. Inactive Members who have not paid initial or subsequent annual dues may participate in all aspects of the organization but or not eligible to hold office or vote on any business matters. Inactive Members shall be restored to Active Membership status upon complete payment of the current year's dues (back-payment for prior years is not required).
 - d. Termination of Membership: Membership may be terminated by the Officers for violations of these By-Laws, violations of National FFA Ethics Code, or criminal convictions. Termination of Membership permanently revokes Active and Inactive Member Status.
 - e. Dues: Annual dues in the amount of \$10.00 are required to be paid at the start of each fiscal year (July 1st). Any member who has not paid annual dues by October of each year shall be moved from Active to Inactive status.
 - i. Students enrolled in a post-high educational program are not required to pay dues in order to be an Active Member
 - ii. Honorary lifetime member as approved by majority vote of the membership are not required to pay dues in order to be an Active Member
 - iii. Lifetime Alumni members are not required to pay dues in order to be an Active Member
3. Governing Body (Officers):
 - a. Officer Team: Composition of the Officer Team shall be as outlined in the Article III: Governing Body, of the Constitution Document.
 - b. Term of Service: Each elected Officer shall hold office for a term of one (1) year or until a successor is duly elected. Persons serving an initial term of less than one (1) year may serve for one (1) additional full term. Term of Service shall begin on July 1st of each year and end on June 30th of the following year.
 - i. Nominations shall be provided each April.
 - ii. Voting for Officer positions shall take place at the May meeting each year.
 - c. Removal of Officer: An Officer may be removed, without cause, as determined by a two-thirds vote of the Membership present at any meeting at which there is a quorum. Removal may be due to:
 - i. Meeting absences, such as missing more than 3 consecutive meetings
 - ii. Violation of Charter or Bylaws

- d. Resignation of Officer: An Officer may resign by submitting a written resignation to the President or to the other Directors, if the resigning Director is the President.
- e. Vacancy: In the event of a vacancy within the first 3 quarters of the term, nominations shall be made at the same meeting at which the vacancy is recognized with a vote on the nominations taking place at the next, regularly scheduled meeting. Vacancies during the 4th quarter of the term shall be filled during the normal Term of Service cycle.

4. Authority and Duties of Officers:

- a. The President shall preside at and conduct all meetings of the Members. The President may sign all contracts and agreements in the name of the Stuarts Draft FFA Alumni and Supporters after Membership vote approves. The President shall serve as the representative of the Stuarts Draft FFA Alumni and Supporters in meetings and discussions with other organizations and agencies, and otherwise perform all of the duties that are ordinarily the function of the office.
 - i. The President supports the duties of the Treasurer in the event the Treasurer is unavailable for any reason (travel, illness, etc.)
- b. The Vice-President shall perform the duties of the President if the President is unable to do so or is absent and assist in the performance of the duties of the President. In the event that the office of the President becomes vacant, the Vice-President shall automatically become President.
- c. The Secretary shall keep accurate records and minutes of all meetings of the Stuarts Draft FFA Alumni and Supporters and make available copies of the minutes of the previous meeting and distribute them in advance of each meeting, ensure notices of meetings are distributed to those Members entitled to vote at such meeting, maintain a digital file of all meeting minutes, maintain phone numbers and addresses of Members (Active and Inactive), and maintain a current membership roster and make such roster available at all meetings where votes may be taken.
- d. The Treasurer shall prepare an annual budget to present at the April or May meeting of each year for adoption by Member vote at the June meeting. Additionally, the Treasurer shall oversee the deposit of funds into the proper accounts of the of the Stuarts Draft FFA Alumni and Supporters, keep record of all receipts and disbursements from such account or accounts, prepare the books and records of the finances, prepare financial reports of the accounts for each meeting, and the prepare and file all end of the year financial reports and forms for federal and state tax purposes and as needed to maintain 501c3 status.

5. Meetings:

- a. Regular Membership Meetings: Regular meetings of the Membership shall be held monthly except for the month of December. Meetings shall be held on the second Monday of each month at 6:30 at the Stuarts Draft FFA Agriculture Department unless otherwise determined at the preceding meeting.
- b. Special Meetings: Special meetings of the Membership shall be held at any time and at any place within Augusta County when called by the President or by at least three Directors. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting.
- c. Voting/Quorum: Except as otherwise provided in these bylaws, decisions shall be by vote of a majority of those present and eligible to vote at any meeting at which there is a quorum. A majority of the total number of Officers shall be required in determination

of a quorum. If a quorum of the Officers is present a matter may be brought to a vote and all Active Members in attendance shall be eligible for voting on such matters. Each person eligible to vote shall have one vote. Votes may be cast only in person except as provided below in 5(d).

- d. Telephone and Electronic Participation: Members may participate by means of a conference telephone or other electron means so long as all Members can hear each other at the same time. Participation by such means shall constitute in person presence at the meeting.
 - e. Rules of Order: Simplified Rules of Order are attached as Appendix 1.
6. COMMITTEES: The Officers may create committees with such powers as it deems wise to have. The President shall appoint persons to chair and serve on those committees.
7. COMPENSATION: Officers and/or Members shall serve without compensation. While all involvement with the Stuarts Draft FFA Alumni and Supporters, such as time and/or resources, is intended to be voluntary, Members may be reimbursed for expenses reasonably incurred on behalf of the Stuarts Draft FFA Alumni and Supporters with prior approval of the Officers. Reimbursements of any amount to Officers and reimbursements exceeding \$250 to Members (Active) must be approved by vote of the Membership at a monthly meeting. Officers and/or Members seeking reimbursement must abstain from such votes. Invoices/receipts must be provided prior to reimbursement consideration.
8. FISCAL YEAR: The fiscal year of the Stuarts Draft FFA Alumni and Supporters shall be from July 1st to June 30th.
9. Financial Management:
- a. All spending shall be in accordance with Article IV: Prohibitions of the Constitution Document.
 - b. Entering contracts or spending funds on services or materials provided by any Officer or Member is prohibited when deemed to be a conflict of interests. A conflict of interest may be avoided when the Officer or Member discloses any financial interest and abstains from voting on the related matter. Discovery of conflict of interest shall be deemed a serious violation of these Bylaws.
 - c. A single Bank Account (checking and savings) shall be maintained. Opening additional accounts shall be deemed a serious violation of these bylaws. Dual signatures of any two officers shall be required on all checks and withdrawals from the account. No check card or credit cards shall be acquired or used by any Officer or Member on behalf of the organization. Electronic transfers are expressly prohibited. A single checkbook shall be held/managed by the Treasurer.
 - d. Maintain no more than \$1,000 in combined checking and savings accounts for general use in support of the organization's purposes.
 - e. Utilize the Community Foundation of the Central Blue Ridge for depositing and holding all remaining funds of the organization. Large payments needed for projects shall be approved by Member vote and transferred from the Community Foundation account to the local Bank Account in order for making payments to vendors. Only needed funds shall be transferred and if the funds are not utilized within 30 days, the remaining funds shall be transferred back to the Community Foundation account to bring the local Bank Account Balance back to no more than \$1,000.

- f. Small purchases of \$250 or less will not require formal authorization. The purchaser must request the funds from the Treasurer, who shall determine if the purchase is consistent with the Mission of the Stuarts Draft FFA Alumni and Supporters. In the event the Treasurer is requesting funds in accordance with this section, the request shall be made through the President who will determine consistency with the Mission of the Stuarts Draft FFA Alumni and Supporters. In the event that the Treasurer or President are unavailable to respond to requests under this section, the next ranking, available officer shall be permitted to make the determination. Documentation of each approval shall be provided to and recorded by the Treasurer. All such transactions shall be reported at the next official meeting.
- g. Financial updates shall be provided by the Treasurer at each monthly meeting.
- h. Digital and/or hardcopy financial status reports shall be provided not less than each quarter. Reports from the Community Foundation shall be attached as part of the report.
- i. Prior to a newly elected Treasurer taking office, a review of the financial records shall be performed by the President, Vice President, and Incoming Treasurer. If all Officers are being replaced at the same time, the incoming and outgoing Presidents along with the incoming Treasurer shall review the financial records. Upon a complete and satisfactory review, all reviewers shall sign the closing financial statement to indicate an acceptable transfer. In the event of an anomaly in the records, a professional audit shall be performed if deemed necessary by the reviewers. Funds shall be set aside during each budget cycle to pay for a professional audit, if needed.

10. AMENDMENTS: These Bylaws and the Constitution Document may be amended by a majority vote of the Members provided the proposed amendment(s) has (have) been submitted to the Members in writing with written notice of the meeting to decide on the proposed amendment(s) at least 30 days prior to the meeting date.

Adopted by the Membership this 10th day of March, 2025.

I, the undersigned, being Secretary of the Stuarts Draft FFA Alumni and Supporters, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Membership.

_____ Secretary _____ Date

STUARTS DRAFT FFA ALUMNI AND SUPPORTERS RULES OF ORDER

Adopted February 10, 2025

1. A quorum shall be as defined in the Bylaws.
2. The Officers shall draft a proposed agenda for each meeting.
3. All members should have a chance to speak on any issue during a meeting.
4. A "second" is required to have a matter voted upon. The lone exception is a recommendation from a Committee, which shall stand as its own motion and second.
5. Upon determination of a quorum, a majority vote is required to enter into any agreement, establish any program (i.e. scholarship fund), or spend funds exceeding \$250.
6. A record of the voting results must be recorded for each matter.
7. A tie vote defeats the motion or resolution voted upon.
8. A defeated motion may be brought back for consideration only if the motion is materially modified and a majority of the officers vote to allow the renewed motion to return to the floor.
9. The Alumni and Supporters group "speaks" through its voting actions. No one member, including the President, can speak for the entire membership unless action has been taken to authorize it. No individual or officer is permitted to make any binding commitment to any other Party without consent through the membership voting process.
10. Any procedural issue not addressed in these Rules of Order shall be decided at the sole discretion of the Officers. These decisions by the Officers on procedural issues shall be subject to overrule by a majority of the full membership through a motion, second to the motion, and subsequent vote to overrule the Officers' decision for that particular procedural issue.