

# **SMITHVILLE FFA**



## **CHAPTER OFFICER REQUIREMENTS & EXPECTATIONS HANDBOOK 2020-2021**

### **Officer Requirements and Expectations**

As an officer, the Smithville FFA Chapter and Agricultural Science Instructor/FFA Advisor(s) will expect you to be dedicated, diligent and thorough in your duties. The following are policies that govern the Smithville FFA Officer team.

### **Requirements in order to run for Office:**

- Be a current FFA member for the 2020-2021 school year.
- Must have met the requirements to receive your Greenhand Degree in order to run for office.
- Submit a signed copy of the Smithville FFA Chapter Officer Rules at the time of applying for chapter officer.
- Participate in all phases of the election process as outlined by the Smithville FFA Constitution and By-Laws; application, candidate speech to membership, written exam, and interview.
- Cannot have been assigned ISS during the 2020-2021 school year.
- Cannot have been assigned DAEP during the 2020-2021 school year.

### **Requirements and Expectations while serving Office:**

- Be enrolled in at least one credit of Agriculture Science courses during the school year in which you serve, and be a dues paid FFA member.
- Attend Summer Events as stated below:
  - **July 15th – 19<sup>th</sup> State Convention-Fort Worth, TX**
  - **Officer Retreat/Chapter Planning Day (to be determined)**
  - **Officer Workday (to be determined at Chapter Planning)**
- Must meet House Bill 72 requirements for eligibility, NO PASS NO PLAY. Eligibility grades are those at the end of each grading period. If a student receives a grade below 70% or an Incomplete at the end of a grading period, they must have that grade above 70% at the following three-week progress report or they become ineligible for the second time. If an officer becomes ineligible they also forfeit their duties until they become eligible, i.e. meetings, and competitive or other non-competitive events.
- Attend Chapter sponsored activities. Attendance of chapter-sponsored activities/events is critical to the development of the program. Request for approved in advance excused absences must be submitted to the Advisor(s) in writing at least 5 days prior to the event being missed.\*When planning absences realize the chapter members are looking to you as an example and your choice of priorities. Excused absences are defined as, death in the family or life threatening issues, **approved in advance excused absences are:** school related events, church related activity, and/or community service which has been presented to the officer team during the officer's meeting prior to the event or the advisor in advance for approval.
- Attend District and Area Meetings.
- Attend officer meetings held twice monthly to insure the success of the chapter.
- Fulfill the specific duties for your office and tasks as assigned by the Officer Team and/or Advisors.
- Serve as a member on one of the standing committees.
- Own official dress as stated by the Official FFA Manual and wear to events specified.
- Be responsible for knowing and obeying the FFA Code of Ethics, found in both the Official FFA Manual and the Texas FFA Constitution.
- Must be able to perform Parliamentary Law, to include reciting opening and closing ceremonies (by State Convention following instillation).
- Serve as a role model for the members of the FFA Organization. Officers must respectfully represent the FFA at all times and serve the organization in a manner that is acceptable.
- Disrespect shown by officers to others will not be tolerated; this includes adults and fellow students.
- Maintain your personal appearance and hygiene in a semi- professional manner. This includes hair length above a standing collar for males and no unusual hair or colors for both sexes.
- Follow district dress code at school, FFA events and activities.
- Try out for at least one Leadership Development Event or one Career Development Event.
- Participate in all fundraising activity.
- Will refrain from using vulgar, profane or inappropriate language at school or school functions
- Comply with both the Smithville High School and Smithville ISD Student Handbooks.

- Comply with Travel Rules for the Smithville FFA.
- Be on time and attend classes regularly.
- Have an active SAE and maintain a current record book.
- Must meet deadlines as assigned by the Executive Committee and Advisor.
- Officer will remain at an event for its entirety to include clean up, unless prior permission is approved by the advisor or in the case of an emergency and the advisor has been notified.
- Social Media (Facebook, Twitter, Myspace, ect.) – No post, comments or images depicting use or advertisement of tobacco, alcohol, Drugs use or inappropriate materials of a sexual nature. Or post that are derogatory in nature
- Any officer receiving three demerits during their term will be terminated from office, and/or disciplinary action from the Executive Board or Advisor.

## **Travel Rules for the Smithville FFA**

The following rules are in addition to the general rules for the Smithville FFA officers and to any member who travels to any FFA function.

1. Participate in all planned activities.
2. Be on time to all activities
3. All school rules are in effect.
4. Maintain appropriate dress, as specified by the student handbook, at all times.
5. Do not disturb other guest by being loud and boisterous.
6. Carry yourself in a way that best represents the chapter, school, and district,

**Violation of the following rules will result in a student being sent home at parent's expense.**

1. Abide by the curfew made by the advisor; once curfew has passed you must contact the advisor prior to leaving your room.
2. You will not have any one of the opposite gender in your room.
3. The use or possession of alcohol, tobacco and/or drugs. All prescription medication should be given to the advisor prior to departure of the trip and be in its original packaging with dosage h instructions.

## **The Demerit System:**

Demerits will be issued for failure to comply with the 2020-2021 Smithville FFA Officer Rules and Requirements as well as travel rules, with the exception to violations that require immediate removal. See below for those infractions that require immediate removal.

- Noncompliance of any of the rules and expectations found in the Chapter Officer Rules and Requirements – 1 demerit
- Disciplinary Referral based on offense and occurrence - 1 demerit
- Assigned to ISS – Demerit(s) will be issued based on each assignment (1-2 days – 1 demerit, 3+ days -2 demerits.

**The accumulation of three demerits for any reason(s) will result in termination from office.**

Infractions that require immediate removal from office:

- Not enrolled in at least one credit (two semester classes) of Agriculture Science during the 2020-2021 school year.
- Becoming academically ineligible for the 2<sup>nd</sup> time.
- Suspension from school
- Assigned to DAEP
- Proof or Documentation of a MIP or Criminal Offenses provided by an official to the advisor.
- Inappropriate use of Social Media (degree of punishment will be determined by level of severity)

# CHAPTER OFFICER CONTRACT

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This contract and signature page is valid for the year of 2020 – 2021

Officer's Name: \_\_\_\_\_

Officer's Position: \_\_\_\_\_

**By signing below, I hereby acknowledge that I have completely read and fully understand the Smithville FFA Officer contract and expectations.**

Officer's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**By signing below, I acknowledge that I have read and understand the expectation of my student as a Smithville FFA officer.**

Guardian's Name: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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**Parents are recommended to sit down with your officer and add your emergency contact information into AET ASAP.**

You can also receive Smithville FFA information by joining Remind -  
@SFFAALL201

*If you have any questions or concerns, please reach out to either  
Agricultural Science teacher:*

**Mr. Erich Schatte**

[Eschatte@smithvilleisd.org](mailto:Eschatte@smithvilleisd.org)

Or via Remind messenger

**Ms. Lauren Prine**

[Lprine@smithvilleisd.org](mailto:Lprine@smithvilleisd.org)

Or via Remind messenger