

Kiel FFA Alumni By-Law

Adopted April 15, 1995

Revised June 15, 2018

Revised March 27, 2022

Next Revision June 2019

1. Alumni board members will meet a minimum of 10 times a year.
 - A. If a board member misses three consecutive meetings without an excuse they will be removed from the board.
 - B. If a board member resigns from his/her office, that board member will send a formal letter of resignation; however they will have the option to remain on the board as a director.
 - C. The policy will be read through at the November or December meeting after board positions are filled.
2. To improve PARTNERS relations the alumni and FFA will:
 - A. Have a joint FFA Alumni Board & FFA Officer social/picnic get together sometime in June or July.
 - B. Have at least one FFA officer at each meeting throughout the school year or written report from the FFA (Aug-June)
3. Kiel FFA Proficiency Award Winners will receive:
 - A. State level award winners in each rating will receive an additional:
 - Participant \$ 15.00
 - Bronze \$25.00
 - Silver \$50.00
 - Gold \$75.00
 - B. National Qualifiers for their proficiency will receive an additional \$100.00 upon presentation of proficiency to Alumni.
 - C. State Degree winners will be offered a one year state membership and the American Degree winners will be offered half of their lifetime membership.
4. State Career Development Events:
 - A. FFA Alumni pays for contest registration and \$10.00 to each student for meals.
5. Money requested from Alumni must have proper forms and receipts to be reimbursed. Alumni treasurer must receive bill/invoice within 60 days of the event. Alumni Board Members are allowed a spending discretion of up to \$75.00

6. Chaperones are allowed to submit for reimbursement expenses that include the following: room, registration, meals, event fees, etc. Reimbursable meal costs will be capped at \$40/day. must be an active dues paying Kiel FFA Alumni member in order for the alumni to give funding for chaperones expenses (room/registration/prepaid meals/event fees, etc.). Active alumni member from our chapter will receive 50% from the alumni. Reimbursements will occur when 2-activities are completed.

The board will review exceptions.

7. Guidelines for Alumni/FFA Fundraisers

~~* When the FFA Alumni has a raffle, a minimum of 2 books per FFA member family will be distributed to sell.~~

~~* FFA members will donate 4 hours of time as a laborer, per student, to be sold at the FFA Alumni "Helping Hands" Auction. Laborers will be used by September 1 of that year. Minimum bid is \$50.00 and no limit for the maximum bid. Responsibility of fulfillment is that of the purchaser.~~

~~* The alumni board member will review special circumstances~~

8.7. Alumni will pay for one night of a hotel room for any alumni board member that attends the State FFA Alumni Convention with the stipulation that the alumni member participates in at least one workshop.

9.8. When there is a state officer chosen from the Kiel FFA chapter, the Kiel FFA Alumni will pay \$1000.00 as vouchers when receipts are handed in, for clothing or other items used by the state officer that are not paid for by the state. Payments will be made throughout the year. If this money is not used up by the end of his/her term a check will be issued for the remainder of the amount or to be put towards their lifetime dues. Whereas, for any reason the state officer would lose his/her position for any unacceptable actions, they will not be eligible for this money. The state officer must also attend two alumni meetings during the year in which they serve as a state officer.

10.9. Scholarship requirements:

10a. Money earned from ~~the "Helping Hands"~~ a designated fundraiser(s) ~~Auction~~ the previous year will be used for scholarship purposes, the remaining balance will be left for the next year or can be used for education purposes at the discretion of the Alumni Board (greenhouse supplies, classroom supplies, animal lab supplies, etc.)

10b. Scholarship requirements: Students need to be an active graduate or a postgraduate member. ~~Parents~~ Students must complete at least 8 hours of volunteer time of a Kiel FFA or Kiel FFA Alumni event for the FFA Member to be eligible for any Kiel FFA Alumni Scholarship. On the scholarship application, a question will include: "What fundraiser did you help with?"

10c. Committee of one alumni board member (with no conflict of interest) and two Ag. Advisory Board members will select the winners of the scholarships.

10d. Scholarships will be awarded in the amount of 1-\$1,500, 1-\$1000, and 1-\$750 for the FFA Members meeting the criteria. Winners of FFA Alumni Scholarships or a representative, must attend the FFA Awards Banquet (meal & meeting) to accept the scholarship.

11.10. Dissolution of the Kiel FFA Alumni:

Should the Kiel FFA Alumni dissolve all assets shall be distributed to the Kiel FFA.

CONSTITUTION OF THE **KIEL FFA ALUMNI** ASSOCIATION

Commented [BR-VU1]: Change to Kiel FFA Alumni and Supporters?

ARTICLE I. NAME AND PURPOSE

Section A. The name of the organization shall be the Kiel FFA Alumni Association

Section B. The purpose of the organization shall be:

1. To support and promote the FFA Organization, FFA activities and Agricultural Education on the local, state and national levels.
2. To provide a tie to the FFA and assist FFA and Agricultural Education personnel to involve former members of worthy activities.
3. To promote greater knowledge of the agricultural industry and support Agricultural Education.
4. To cooperate with the Kiel FFA Chapter, Wisconsin and National FFA Alumni Association.
5. To promote and maintain an appreciation of the American free enterprises system.
6. To promote the personal development aspect of the FFA.
7. To cooperate with the National FFA Board of Directors, National FFA Foundation -Board of Trustees and the National FFA Foundation Sponsoring Committee.

ARTICLE II. ORGANIZATION

Section A. The Kiel FFA Alumni Association is a chartered local affiliate of the Wisconsin Association, which is chartered by the National FFA Alumni Association.

Section B. The Kiel FFA Alumni Association accepts in full the provisions in the Constitution and by-laws of the Wisconsin and National Association of the FFA Alumni Association.

Section C. The area to be served by the Kiel FFA Alumni Association shall be Sheboygan County, Manitowoc County, Calumet County and City of Kiel.

Section D. Said organization is organized for charitable, religious, educational, and scientific purposes, including, for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501C(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section E. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 C(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the Kiel FFA Chapter.

ARTICLE III. MEMBERSHIP

Section A. Membership shall be open to anyone who wants to promote or support Agricultural Education.

ARTICLE IV. EMBLEM

Section A. The FFA Alumni emblem including the word Alumni, with "KIEL" below emblem shall serve as the emblem of the Kiel FFA Alumni Association.

ARTICLE V. EXECUTIVE BODY

Section A. The executive body of the Kiel FFA Alumni Association shall be the Kiel FFA Alumni Council.

Section B. The Kiel FFA Alumni shall consist of the ten persons.

1. President
2. Vice President
3. Secretary
4. Treasurer
5. ~~2-3~~ Directors
6. Past President

~~7. Historian~~

~~8-7~~ Reporter

~~9-8~~ Advisor(s) (Vocational Agriculture Instructor(s))

Section C. All members of the Kiel FFA Alumni Council must be active members of the FFA Alumni Association and shall serve a three year term, **with 3 members elected yearly.**

Section D. The Kiel FFA Alumni shall select annually a Vice-President, Secretary, Reporter and Treasurer from the council membership.

ARTICLE VI. JOB DESCRIPTIONS

PRESIDENT RESPONSIBILITIES

- Conduct all meetings
- Develop an agenda for each meeting
- Serve as official contact for the Alumni
- Serve as ex-official chairman for all committees
- Serve as liaison between Ag instructor and the Alumni
- Represent affiliate on official business
- Follow the constitution, bylaws, and other standing rules of the organization
- Make sure that other officers fulfill their duties and responsibilities

VICE PRESIDENT RESPONSIBILITIES

- Conduct the meeting in the absence of the President
- ~~• Serve as the membership chairman if needed~~
- Oversee the award application completion process if needed
- Learn President's responsibilities and duties

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SECRETARY RESPONSIBILITIES

- Take minutes of the meetings have posted on Website
- Maintain official records including those of the constitution and bylaws
- Keep record of all correspondence, mailings and documents
- Send thank you messages and other greetings to members
- Organize the LTC Tractor Safety Course Scholarship Program

TREASURER RESPONSIBILITIES

- Maintain financial records of the affiliate
- Pay bills and deposit income
- Provide financial reports to Alumni members at each meeting
- Responsible for completing any tax form obligations and other fees, permits, or licenses
- Maintains Complete Member roster-along with their contact information (emails, Phone numbers, addresses)
- Send in Affiliate dues
- Maintain the P.O. Box

REPORTER RESPONSIBILITIES

- Compose/assemble Alumni newsletter 4x per calendar year
- Send newsletters via email
- Submit articles/stories to media
- ~~Help Historian Maintain Alumni Portfolio/Memory Book~~
- Send articles to State Alumni Association
- Work with FFA Chapter reporter on FFA Week activities
- Leads Marketing for the organization/events and seek assistance from other council members
- FFA Banquet Awards Sponsorship coordinator-mails out Sponsorship request letters for FFA Awards Banquet
- Leads planning for FFA Annual Alumni Banquet-reserves facility, mails invitations, meal planning
- Take pictures or assign a photographer for each event

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HISTORIAN RESPONSIBILITIES

- ~~Take pictures or assign a photographer for each event~~
- ~~Compile/assemble/complete an FFA Alumni Portfolio/Memory Book for the Alumni's History which consists of Newspaper articles, photos, event activities summary of each event per calendar year~~
- Maintain historical records

Commented [BR-VU4]: What are the council's expectations for this and who should oversee this? Our recommendation is that it should be delegated to a director

DIRECTOR RESPONSIBILITIES

- Learn more about serving as an officer
- Develop promotional ideas to increase public and school relations
- Be willing to support above delegated items where necessary

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FACT DOCUMENT

- Provides institutional knowledge and experience to the Board
- Assists the President as needed and/or requested
- Seeks the council and advice of other past presidents
- Responsible for keeping the lines of communication open with the past leaders of the organization
- Updates frequently the contact information of the past presidents

ADVISOR RESPONSIBILITIES

- Inform Alumni membership of Ag department and FFA activities
- Inform Alumni of any FFA/FFA Alumni news, activities, or changes
- Meet with Alumni officers/members on a regular basis
- Support Alumni efforts
- Serve as a liaison between the FFA and FFA Alumni
- Inform group about local, state, and national concerns

ARTICLE VIII DUES

Section A.

Do to the new Resolution of the State/National Association Individual Member dues are no longer as long as the Kiel FFA Alumni Chapter files an Affiliation membership.

No Member shall be considered an active member and/or in good standing unless they participate in at least 8 hours of volunteer time of the Kiel FFA Chapter or Kiel FFA Alumni Events/Happenings.

MEETINGS

Section A.

The Kiel FFA Alumni board shall meet a minimum of 10 times per year. Additional meeting may be called by the majority of the board members upon petition of the secretary.

Section B.

There shall be an annual meeting each year of the membership of the Kiel FFA Alumni Association. Additional membership meetings may be called by the FFA Alumni Board.

ARTICLE VIII. AMENDMENTS

Section A.

The Constitution of the Kiel FFA Alumni Association may be amended or changed at any regular meeting by a two-thirds vote of the active members present providing it is not in conflict with state or that of the national FFA Alumni Association

Section B.

Proposed amendments to the constitution of the Kiel FFA Alumni Association may be submitted by any active member and must be in writing and received shall be approved by a least 3(three) members of the FFA Alumni Council before being submitted to the membership of consideration

Section C.

Amendments to the by-laws of the Kiel FFA Alumni Association may be adopted to the needs of the chapter at any regular meeting by a two-thirds vote of the active members present provided such by-laws conflict in no way with the constitution and by-laws of the State or National FFA Alumni Association.

Revised ~~September 2018~~ March 2022

Approved ~~November 2018~~ TBD