

CONSTITUTION OF THE KIEL FFA ALUMNI ASSOCIATION

ARTICLE 1. 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, 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 Directors
6. Past President
7. Historian
8. Reporter
9. 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, 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

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**
- **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**

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**

DIRECTOR RESPONSIBILITIES

- **Learn more about serving as an officer**
- **Develop promotional ideas to increase public and school relations**

PAST PRESIDENT

- **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

Approved November 2018