

# ALUMNI HANDBOOK



NORTH CAROLINA FFA  
ALUMNI AND SUPPORTERS

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## NORTH CAROLINA FFA ALUMNI AND SUPPORTERS

Agriculture teachers rely on FFA alumni members to help ease the outside commitments of teaching, bring more support to agricultural education programs and give teachers more freedom to do what they do best - teach students!

## WEBSITE

<https://ncffa.org/nc-ffa-alumni/resources/>

## NATIONAL FFA ALUMNI AND SUPPORTERS

<https://www.ffa.org/alumni-and-supporters/>

## PURPOSE

### THE PURPOSE OF THE NC FFA ALUMNI AND SUPPORTERS IS TO:

1. **Support** and **promote** the FFA organization, FFA activities, and agricultural education on local, state and national levels.
2. **Provide** a tie to the FFA and to **assist** FFA and agricultural education personnel to involve former members and other interested persons in worthy activities.
3. **Promote** greater knowledge of the agricultural industry and **support** education in agriculture.
4. **Cooperate** with the North Carolina FFA Association, local FFA Alumni affiliates, and the National FFA Alumni Association.
5. **Promote** the personal development aspect of the FFA.

Adapted from NC FFA Alumni Constitution (Rev. June 2010)

## MEMBERSHIP

Membership is open to anyone who supports FFA and agricultural education. That includes former members, teachers, administrators, parents, CDE coaches, county commissioners, school board members, business owners, and other community members. Alumni members take an active part in building a sense of community at the local, state, and national level. As a member, your commitment helps ensure the continued success of America's premier youth leadership organization.

## ALUMNI CHAPTER DUES

Dues are \$150 per alumni chapter under National FFA's new Alumni Chapter program. For a flat fee of \$150, an alumni chapter may have as many annual members as they wish. Alumni chapters may continue to charge individual dues to members at any rate they wish. The intent is for money to be kept at the local level instead of being submitted for state and national dues.



## **NORTH CAROLINA FFA ALUMNI AND SUPPORTERS ASSOCIATION CONSTITUTION**

### **Article I - Name and Purposes**

#### **Section A**

The name of this organization shall be the North Carolina FFA Alumni and Supporters Association. This organization is formed as a state association of the National FFA Alumni and Supporters.

#### **Section B**

The purpose of the North Carolina FFA Alumni and Supporters Association shall be:

- a. To support and promote FFA activities and agricultural education on local, state, and national levels.
- b. To provide a tie to and assist FFA and agricultural education personnel to involve former members, supporters and volunteers in worthy activities.
- c. To promote greater knowledge of the agricultural industry and support education in agriculture.
- d. To cooperate with the North Carolina FFA Association, local FFA Alumni chapters, and the National FFA Alumni and Supporters.
- e. To promote the personal development aspect of the FFA.

### **Article II - Organization**

#### **Section A**

The North Carolina FFA Alumni and Supporters Association shall consist of chartered local chapters organized on a school, county, or other area basis. Membership may also be direct to state and/or national when no local chapter exists.

#### **Section B**

A local chapter shall be eligible to become chartered when:

- a. It has at least ten members and has paid state and national dues.
- b. Its purposes, constitution, and bylaws are in harmony with those of the North Carolina FFA Alumni and Supporters Association and the National FFA Alumni and Supporters; and
- c. It has an executive group of officers.

#### **Section C**

When a local group becomes eligible to charter, it may apply to the state association to be chartered as a local chapter of the North Carolina FFA Alumni and Supporters Association. Any group using the name "FFA Alumni or FFA Alumni and Supporters" must charter with the state, as well as the National FFA Alumni and Supporters. They must also pay both state and nationally required dues in order to maintain active status.

## **Article III - Membership**

### **Section A**

Membership shall be open to anyone interested in supporting FFA, agricultural education, agriculture, or volunteerism. Parents, friends, supporters, past FFA members - anyone wanting to support FFA, agricultural education, and agriculture is welcome to join the North Carolina FFA Alumni and Supporters.

Agricultural Education programs, FFA Advisors and members rely on volunteers to help support their chapter through the gifts of time, talents, and financial resources.

### **Section B**

Types of membership include the following.

- I. Associate Membership
  - a. An automatic five-year membership given to student FFA members at the time of their high school graduation.
  - b. Provides full membership rights and privileges.
  - c. Is included in official membership counts.
- II. Annual Membership
  - a. Provides full membership rights and voting privileges.
  - b. Is valid for a 12-month period beginning August 1 and ending July 31.
  - c. Is included as part of the state and national annual fee structure.
- III. Life Membership
  - a. Life Membership dues for the National FFA Alumni and Supporters shall be set by the National FFA Board of Directors. Life Membership dues for the North Carolina FFA Alumni and Supporters shall be set by the North Carolina FFA Alumni and Supporters Council.
  - b. Provides full membership rights and voting privileges.

## **Article IV - Emblem**

### **Section A**

The FFA emblem shall serve as the emblem of the North Carolina FFA Alumni and Supporters Association. The words, "Alumni and Supporters" or "North Carolina FFA Alumni and Supporters" may be used with the FFA Emblem.

## **Article V - Executive Responsibility**

### **Section A**

The executive responsibility of the North Carolina FFA Alumni and Supporters Association shall be the North Carolina FFA Alumni and Supporters Council.

### **Section B**

The North Carolina FFA Alumni and Supporters Council shall consist of:

- a. One representative from each of the three geographical regions of North Carolina.
- b. Six persons elected at large.
- c. One teacher education representative.
- d. A current North Carolina FFA State Officer.
- e. The State FFA Coordinator and the State FFA Advisor, or their designees, shall serve as ex-officio (non-voting) members.

#### Section C

All voting members of the North Carolina FFA Alumni and Supporters Council, with the exception of the current North Carolina FFA State Officer and the teacher education representative, shall serve three-year terms on a staggered basis.

#### Section D

The North Carolina FFA Alumni and Supporters Council shall annually elect a president and vice president from among the Council members.

#### Section E

The elected officers of the Council and a member of the Council, annually chosen by the Council, shall constitute the Governing Committee of the Council. The Governing Committee shall act for the Council in special cases and/or when impractical to call a meeting of the Council.

#### Section F

Responsibilities of officers include the following.

- a. The president shall issue the call for all meetings of the Council or the full membership and shall preside over all such meetings.
- b. The vice president shall preside over meetings in the absence of the president, shall serve as parliamentarian for the organization at all meetings and shall be in charge of all committee work.
- c. The State FFA Advisor shall perform or arrange for the following tasks:
  - i. Maintain the principal office of the organization in a location approved by the Council;
  - ii. Prepare all forms for use by local chapters;
  - iii. Issue, upon the meeting of minimum qualifications, charter certificates to local chapters;
  - iv. Maintain close communication with the National FFA Alumni and Supporters and prepare all state reports for national consideration.
  - v. Assist in the preparation of the organizational budget and expend budgeted funds.
  - vi. Maintain close communication with local chapters across the state and prepare such report forms as the state association may request of local chapters;
  - vii. Prepare and distribute all notices of meetings, ballots, newsletters, and other similar materials;

- viii. Maintain all financial records of the organization and disburse funds as indicated in the annual budget or upon specific direction of the Council; and
- ix. Perform any other duties as directed by the Council.

## **Article VI - Meetings**

### **Section A**

The North Carolina FFA Alumni and Supporters Council shall meet twice per year. Additional meetings may be called by the president or by a majority of the members upon petition to the State FFA Advisor.

### **Section B**

There shall be an annual meeting of the membership of the North Carolina FFA Alumni and Supporters Association. Additional meetings may be called by the North Carolina FFA Alumni and Supporters Council.

### **Section C**

Representation for the purposes of voting at the annual meeting shall be by local chapter. Each chartered local chapter shall be entitled to two official voting delegates during the annual meeting; however, all members in good standing shall have the privilege of discussion during the annual meeting.

## **Article VII – Dues**

### **Section A**

The annual dues of the North Carolina FFA Alumni and Supporters Association shall be recommended by the Council and fixed by a majority vote of members at the annual meeting.

### **Section B**

State and national dues shall be paid by all members of the North Carolina FFA Alumni and Supporters Association. No member shall be considered active and in good standing unless state and national dues are paid.

### **Section C**

The dues of a local chapter shall be fixed by a majority vote of the membership of that chapter.

## **Article VIII - Amendments**

### **Section A**

Amendments to the Constitution of the North Carolina FFA Alumni and Supporters Association may be made as follows.

- a. Proposed amendments may be submitted by a local chapter or by an active member, must be in writing, and received by the State FFA Advisor ninety days prior to the opening date of the annual meeting.

- b. Proposed amendments that have been approved by a majority vote of the Council shall be forwarded to the membership at least thirty days prior to the opening date of the annual meeting.
- c. Adoption of proposed amendments shall be affirmed by two-thirds of the voting members present at the annual meeting.



## **NORTH CAROLINA FFA ALUMNI ASSOCIATION BYLAWS**

### **Article I – Authority of Bylaws**

These bylaws shall be considered a part of the Constitution of the North Carolina FFA Alumni and Supporters Association.

### **Article II - Location of Principal Office**

#### **Section A**

The principal office of the North Carolina FFA Alumni and Supporters Association shall be located as approved by the Council upon recommendation of the State FFA Advisor.

### **Article III - Procedure for selection of the North Carolina FFA Alumni and Supporters Council**

#### **Section A**

The six members who are selected from the membership-at-large shall be elected by a majority vote at the annual state meeting.

#### **Section B**

The representative from each of the three geographical regions shall be elected by a majority vote at the annual state meeting. The three geographical regions shall be defined as follows:

- a. West Region – west of Interstate 77
- b. Central Region – between Interstate 77 and Interstate 95
- c. East Region – east of Interstate 95

#### **Section C**

The teacher education representative shall serve a two-year term on a rotating basis between the colleges/universities that offer teacher preparation programs in agricultural education.

#### **Section D**

One current State FFA Officer shall be chosen by the State FFA Advisor and State FFA Coordinator to serve on the Council. This position shall serve a one-year term.

#### **Section E**

The State FFA Coordinator and the State FFA Advisor, and/or their designees, shall serve as ex-officio non-voting members.

#### **Section F**

All voting members, other than those provided for in Section C and D shall serve a three-year term, not more than one-third of who may be seated in any one year. The method of rotation shall be as follows:

- a. Year One – A representative from the west region; two at-large representatives.
- b. Year Two – A representative from the central region; two at-large representatives.
- c. Year Three – A representative from the east region; two at-large representatives.

#### Section G

Whenever a vacancy occurs on the Council, other than from the expiration of term of office, the Council shall appoint a person to fill the unexpired term.

### **Article IV - Duties of the Alumni and Supporters Council**

#### Section A

It shall be the duty of the Council to direct the operation of the Association in accordance with its constitutional purposes.

### **Article V - Time of Meetings**

#### Section A

The annual meeting and other necessary meetings shall be held at such time and place as may be prescribed by the Council.

### **Article VI - Fiscal Year**

#### Section A

The fiscal year of the North Carolina FFA Alumni and Supporters Association shall commence on September 1 and end on August 31 each year.

#### Section B

Books and records of the North Carolina FFA Alumni and Supporters Association may be inspected by any member at any reasonable time.

#### Section C

There shall be an annual audit or compilation of the North Carolina FFA Alumni and Supporters Association's financial records. The State FFA Advisor or anyone authorized to handle funds shall be bonded, at the discretion of the Council, in sufficient amounts to protect the organization.

## **Article VII - Amendments**

### **Section A**

Amendments to the bylaws of the North Carolina FFA Alumni and Supporters Association may be made as follows.

- a. Proposed amendments may be submitted by a local chapter or by any active member, must be in writing, and received by the State FFA Advisor prior to the opening date of the annual convention.
- b. Adoption of proposed amendments shall be affirmed by a majority of the voting members present at the annual meeting.

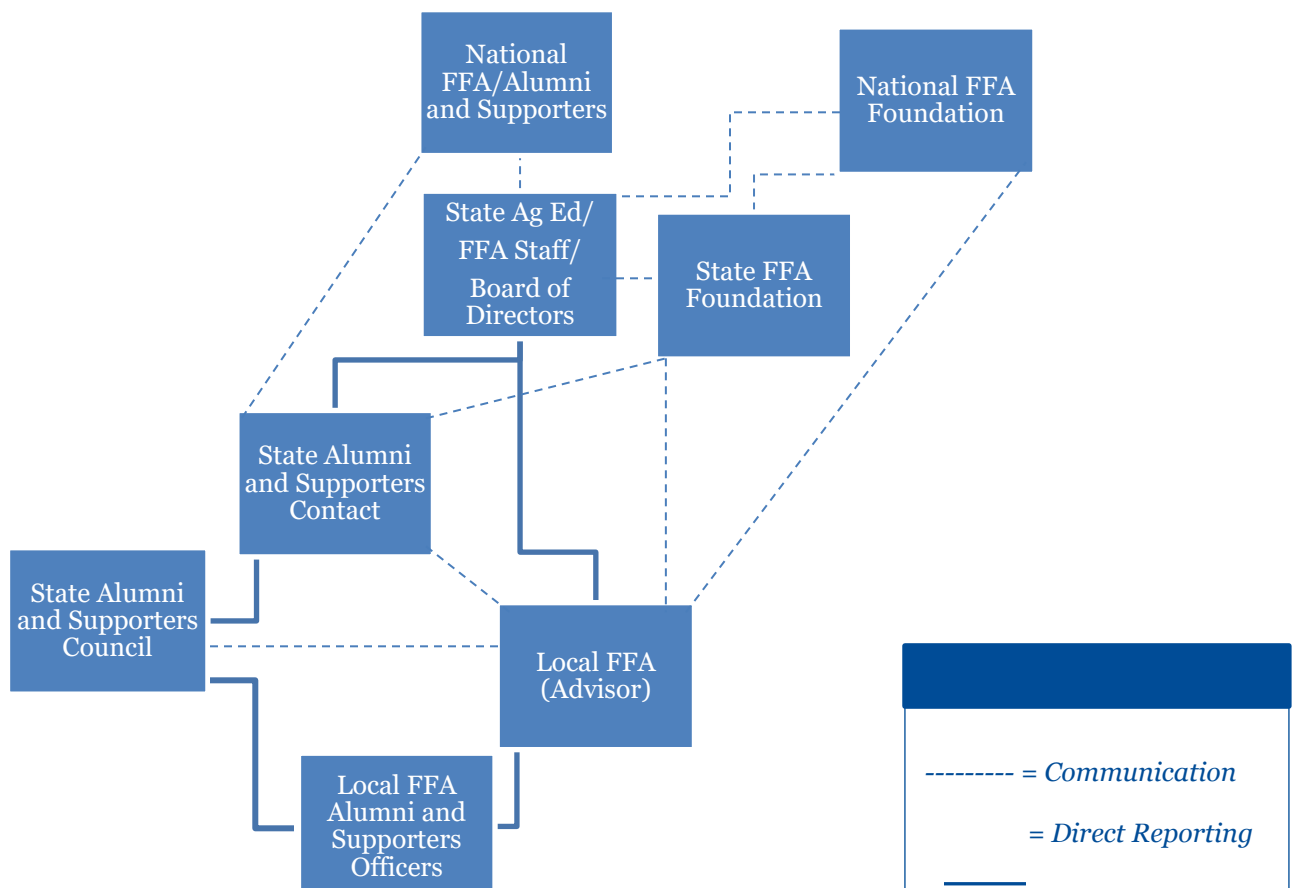


## State FFA Alumni Structure

Updated: 09/2018

*Alumni membership is a type of membership in the National FFA Organization. This establishes Alumni and Supporters as part of the National FFA Organization and not independent from the National FFA Organization. The diagram below is a suggested model to clarify the structure of state alumni and supporters associations.*

*It is also suggested that a working partnership document be created to further clarify the structural, reporting and working relationships of the state alumni association within the state FFA association's volunteerism and alumni support efforts. This document can also clarify how alumni is a type of membership at the state level, just like it is on the local and national levels.*



# NC FFA ALUMNI & SUPPORTERS

## PROGRAM OF ACTIVITIES

### OUTSTANDING ALUMNI CHAPTER

The Outstanding FFA Alumni and Supporters Chapter Awards acknowledges and honors FFA Alumni and Supporters Chapters for outstanding accomplishments and service, in order to encourage other FFA Alumni and Supporters chapters to further their own achievements.

### STATE OFFICER TEAM LIFETIME MEMBERSHIP DUES

North Carolina FFA Alumni and Supporters pays the Lifetime Membership Dues of each state officer team immediately following their year of service.

### CHAPTER GRANTS

The North Carolina FFA Alumni and Supporters Chapter Grant Program is designed to provide special program/project funding for FFA chapters with alumni chapters. Grant funds may be used for any type of chapter activity including, but not limited to, FFA member dues, FFA jackets, state convention registration, career development event registration, registration for camps and conferences, purchases from the National FFA Organization, or any other appropriate chapter activity. Preference will be given to innovative ideas and projects. Up to 5 individual \$1000 grants may be awarded, and applications are judged by the NC FFA Alumni council members.

### STATE CONVENTION

#### State Convention Store

The store is open during state convention for guests to purchase NC FFA gear and promotionals, including t-shirts.

#### Silent Auction

NC FFA Alumni and Supporters will sponsor the silent auction at state convention, where items to be donated will be locally grown products and student-made projects.

#### State Convention Session Sponsor

A booth in the career expo will be open for students and advisors to learn more about their respective opportunities in the Alumni.

### WLC SCHOLARSHIPS

NC FFA Alumni and Supporters funds multiple Washington Leadership Conference scholarships each year. This provides life-changing opportunities for FFA members at little to no cost to them.

### ANNUAL MEETING

Each year, an annual business meeting of the North Carolina FFA Alumni and Supporters is held. Each local chartered affiliate chapter is allowed two voting delegates. The annual meeting has been reimagined in the past few years and can be better represented as a leadership development event.

Proud to  
Support



# **North Carolina FFA Alumni Intern Scholarship**

**The North Carolina FFA Alumni Association Intern will manage the Alumni Council's programs and resources, including communication, planning, record-keeping, development, and facilitation.**

## **Goals and Objectives**

### **Management**

- Thorough understanding of agricultural education, FFA, and related issues
- Manage day-to-day operations including: Coordination of Council agendas, Communications for the Alumni Council, and President.
- Coordination of task forces/committees
- Ability to assist and support Alumni leadership in carrying out the Alumni Council's program of activities
- Ability to have weekly contact with the president
- Attend Council meetings and compile/record meeting minutes
- Ability to maintain deadline dates and send reminders as due dates approach

### **Administrative**

- Ability to manage ongoing fiscal operations and serve as a liaison with state FFA office
- Ability to provide information on needed travel and Council meeting logistics in a timely manner
- Ability to manage Alumni social media
- Ability to manage communications (email, web, hard copy letter, etc.) between the Alumni Council and local alumni affiliates
- Ability to multitask and handle other duties as requested
- Correspondence with National FFA Alumni and understanding of National FFA Alumni programs and state responsibilities

### **Additional Responsibilities**

- Coordinate and facilitate Alumni membership roster submission via ffa.org
- Assist local contacts with chartering new alumni affiliates
- Manage FFA Alumni merchandise store at State FFA Convention
- Manage the Chapter Grant program including applications and reports
- Conduct annual meeting during the FFA State Convention
- Conduct the silent auction at the FFA State Convention

## **Proposed Budget**

Total annual Intern Scholarship to be paid by the North Carolina FFA Alumni: \$1500.00 Dollars and \$500.00 towards National Convention Expenses. Total Scholarship not to exceed \$2000.00.

Payable in 3 Payments of \$500.00 each on Oct 15, Feb 15, June 15. The \$500 in National Convention expenses will be paid with the October 15<sup>th</sup> regular payment.



# Frequently Asked Questions

## Q: What is the difference between a local Alumni chapter and the State Alumni Council?

A: Local alumni chapters support specific FFA chapters/Ag Ed programs. The State FFA Alumni:

- Supports local alumni chapters
- Supports state-wide FFA events
- Supports the state officer team

## Q: How do I learn more about NC FFA Alumni?

A: Check the NC FFA Website (<https://ncffa.org>); Social Media ([Facebook](#)) ; Join the Listserv: (<https://ncffa.org//subscribe>)

## Q: How often should a local Alumni chapter meet?

A: As often as they need to. The local membership should determine the meeting schedule that best fits their needs.

## Q: What officers should a local chapter have?

A: As needed, but highly suggested positions are:

- Some sort of leader (president or otherwise)
- Secretary (minutes and scheduling)
- Treasurer (dealing with dues & other finances)

## Q: What are specific activities that alumni members can perform that will assist the ag ed program or FFA members?

A: Substitute teachers; CDE/LDE team coaches; SAE assistance (resources you might have available for students); volunteer on campus

## Q: How much are Alumni dues?

A: Dues are \$150 per alumni chapter under National FFA's new Alumni Chapter program. For a flat fee of \$150, an alumni chapter may have as many annual members as they wish. Alumni chapters may continue to charge individual dues to members at any rate they wish. The intent is for money to be kept at the local level instead of being submitted for state and national dues.

## Q: Can local chapters charge dues?

A: Yes!

**Q: Where do I send local and national dues?**

A: NC FFA Alumni Association  
2601 Stinson Drive, 4160 Broughton Hall (FedEx)  
NCSU Box 7654 (Mail)  
Raleigh, NC 27695

**Q: Are local Alumni chapters considered non-profit and how do we prove that to contributors?**

A: Refer to National FFA Alumni handbook to apply for group tax exemption. Local chapters should go through this process BEFORE setting up a checking account. It's more beneficial for alumni chapters to use the group tax ID instead of the school system/school tax ID.

<https://ffa.app.box.com/v/start-an-alumni-chapter/file/295017267348>

**Q: What is a corporate chapter?**

A: A special type of alumni chapter, based at a business, organization, or company, that allows groups outside of individual schools to support FFA activities.

**Q: Can a county have one chapter that supports many different schools?**

A: Yes.

**Q: What is the role of the agriculture teacher/ FFA Advisor in the FFA alumni?**

A: Alumni chapters should help support agriculture teachers, not rely on them to do all the work.

**Q: Does the agriculture teacher have to be an Alumni member?**

A: They don't have to be. It depends on the relationship between alumni chapter and ag ed program.

**Q: Who are some people in the community that would make good Alumni chapter members?**

A: Each alumni chapter pays \$150 annually regardless of number of members. Chapters can reward supporters with membership!

School principals, school board members, community leaders, etc. – anyone who might have a gift or talent to contribute. Who might be a good coach/volunteer/advocate for your chapter?

**Q: How do you get graduating seniors to join Alumni when they graduate?**

A: Five years of associate membership are provided free of charge for all graduating FFA members!

**Q: How many FFA alumni members are there in North Carolina?**

A: (NC) Annual + Lifetime = 1,500

(NC) Annual + Lifetime + Associate = 17,790

(NC) 98 active chapters

**Q: What is lifetime membership and how does it work?**

A: A one-time payment of \$250 (\$200 national; \$50 NC) provides you with lifetime affiliation with the National FFA Alumni and North Carolina FFA Alumni and it demonstrates your support of agricultural education and the FFA

- Member receives life membership card & life membership certificate, suitable for framing.
- State officer teams receive lifetime membership at the end of their state officer year, courtesy of the NC FFA Alumni and Supporters.

**Q: What should an agenda look like for a typical alumni chapter meeting?**

A: Activities should include things that are beneficial to FFA members as well as alumni members.

**Q: Can active FFA members be Alumni members?**

A: No, FFA members cannot be on two rosters.

**Q: How do you re-activate an inactive chapter that was active and has gone dormant but now wants to become active again?**

A: See presentation and materials on how to start a new chapter

<https://ffa.app.box.com/v/start-an-alumni-chapter/file/295446710392>

**Q: What are the benefits to ACTIVE FFA members of having an alumni chapter supporting them?**

A: Grants and awards from NC FFA alumni, and National Alumni and Supporters; more resources, knowledge, and experience to share with members.

**Q: Can dues-paying FFA Alumni chapters call themselves by another name for the purpose of clarity? i.e. FFA Booster Club?**

A: Yes, chapters are given the opportunity to name their chapter on their application for charter. The official name of the chapter must include "FFA Alumni and Supporters" or "FFA Alumni" but there is also a DBA (Doing Business As) line where you can name your chapter whatever you would like.

**Q: How can one person start an alumni chapter?**

A: Refer to steps of starting a new chapter:

- 10 members
- Elected officers