

**OFFICIAL POLICIES  
OF THE  
NORTH CAROLINA FFA ASSOCIATION, INC.**

**I. BOARD OF DIRECTORS**

1. Authority. The governing body of the North Carolina FFA Association, Inc., shall be the Board of Directors, which shall exercise the powers granted as described in the Articles of Incorporation and the Constitution and Bylaws of the Association.
2. Duties. The Association Board of Directors shall establish such organizational structure as may be necessary to achieve the objectives of the Association.
3. Composition (as determined by the Bylaws). The Board of Directors shall consist of the following persons:
  - a. One teacher educator in agricultural education from each of the institutions of higher education in the state which prepare teachers of agricultural education.
  - b. One teacher of agricultural education from each of the recognized FFA regions.
  - c. The State FFA Officers.
  - d. The President, President Elect, and Past President of the North Carolina Agriculture Teachers' Association.
  - e. The State President of the North Carolina FFA Alumni Association as an ex officio voting member.
4. All members of the North Carolina FFA Board of Directors shall also be members of the North Carolina Agriculture Teachers Association (NCATA).
5. Voting. Each Director shall have one vote. No voting by proxy shall be allowed. The Chairperson shall vote only in circumstances to make or to break a tie.
6. Chairperson. The Past President of the NCATA shall be the Chairperson of the Board of Directors and shall serve as chairperson of meetings. The vice chair shall be the NCATA President.
7. Secretary. The State FFA Coordinator shall be the Secretary of the Board of Directors. The Secretary shall prepare, under the direction of the Chairperson and/or Executive Committee, dockets of business and shall take and keep true and accurate minutes of all meetings of the Corporation and shall discharge such other duties as assigned by the Board of Directors.
8. Treasurer. The State FFA Treasurer will be appointed by the North Carolina FFA Association Board of Directors for a three-year term. It shall be the duty of the Treasurer to have the care and custody of all funds and financial records of the Association. The Treasurer shall make approved disbursements by check. All checks shall require the signature of both the Chairperson and the Treasurer.

9. **Governing Committee.** The Board of Directors Governing Committee shall consist of the Chairperson, the NCATA President, the State FFA President, and a teacher educator from the Agricultural Education faculty from North Carolina A and T State University, North Carolina State University or Mount Olive College. Voting privileges during Governing Committee meetings shall be consistent with those of the entire Board of Directors. During intervals between meetings of the Board of Directors, the Governing Committee shall have full authority to act on behalf of the Board of Directors in the management and direction of all business and the conduct of the affairs of the Association. All members of the Governing Committee must be present in order for the committee to exercise its authority on behalf of the Board of Directors. All actions taken by the Governing Committee shall be communicated to the entire Board of Directors within two weeks of said action. Minutes of Governing Committee meetings shall be kept by the Secretary and reported to the Board of Directors for approval at the next board meeting.
10. **Board Committees.** The Board of Directors shall annually appoint the appropriate committees to address Association business. All committee members shall be voting members of the Board of Directors. The Chairperson of the FFA Board of Directors shall appoint the chairperson of each committee from among its members.
11. **Other Committees.** In addition to the Governing and Board Committees, other committees including standing, advisory, ad hoc committees, and/or task forces may be appointed as the Board of Directors may determine. The Chairperson of the Board of Directors may serve as an ex-officio (non-voting) member of all committees and task forces.
12. **Vacancies.** Vacancies on the Board of Directors shall be filled by the Chairperson of the Board of Directors who shall appoint a person to fill any unexpired term. The appointment shall be of a person from the same group represented by the person creating the vacancy. All such appointments must be approved by the Board of Directors.
13. **Compensation.** No Director shall receive any salary or other compensation for service as a Director. Directors may, however, be reimbursed by the Association for reasonable expenses associated with the performance of their duties in accordance with the policies of the Board of Directors.
14. **Administration.** It shall be the responsibility of the State Agricultural Education Leader and the State FFA Coordinator, in cooperation with the Board Chairman, to administer policy as established by the Board of Directors. All administrative procedures not specified in the official policies of the Association shall be determined by the State FFA Coordinator and the Chairperson. The State FFA Coordinator shall report any change in administrative procedure to the Board of Directors at the next meeting of the Board of Directors immediately following the change. The State FFA Coordinator shall have the authority to sign official documents on behalf of the Association. The State Agricultural Education Leader shall have the authority to sign official documents on behalf of the Association.

15. North Carolina FFA Camp Steering Committee. The North Carolina FFA Center is owned and operated by the North Carolina FFA Association. The governing body of the North Carolina FFA Association is the North Carolina FFA Board of Directors and thereby has the ultimate responsibility for the North Carolina FFA Center operations. In an effort to enhance and provide leadership to the operations of North Carolina FFA Camping Program, the North Carolina FFA Board of Directors hereby establishes the North Carolina FFA Camp Steering Committee as a standing committee of the board. The purposes of the committee shall be to:
  - a. To provide leadership to the NC FFA Center for FFA groups during the camping program.
  - b. To advise the board and staff, and provide guidance regarding the long-term development and operations of the FFA Camping Program and the FFA Center.
  - c. To evaluate the operations of the FFA Camping Program and provide feedback to the staff and the NC FFA Board of Directors regarding improvements needed to the Center and the Camping Program.
  - d. To assist the state staff in developing recommendations for FFA Camping Program fees.
  - e. To establish an evaluation process for the camping program and make recommendations to the board regarding camp activities on an annual basis.
  - g. To ensure that the North Carolina FFA Camping Program operates within the official policies of the North Carolina FFA Association.
  - h. The North Carolina FFA Camp Steering Committee shall operate within these guidelines. The liaison between the committee and the board shall be the State FFA Coordinator. The committee shall be made of the following representatives:
    - 1) Eight agriculture teachers; 1 teacher from each FFA region serving non-concurrent 3-year terms.
    - 2) State FFA Coordinator (permanent).

## **II. MEETINGS OF THE BOARD OF DIRECTORS**

1. Meetings. The Board of Directors shall meet at least once each year at a time and place to be decided by the Board.
2. Special Meetings. Other meetings of the Board of Directors shall be called as needed by the Board Chair.
3. Notice of Meetings. At least two weeks notice of all meetings shall be given personally or by mail to each Director. An agenda shall be prepared by the Secretary, in cooperation with the Chairperson, and sent to all Directors along with the notice of meeting. The absence of a prepared agenda shall not constitute an unlawful meeting provided two weeks notice is given, except as otherwise required by the Articles of Incorporation or the Bylaws of the Association.
4. Quorum. A majority of all Directors shall constitute a quorum.

5. Staff Employees. The State FFA Coordinator and State Agricultural Education Leader shall be expected to attend all official meetings of the North Carolina FFA Board of Directors.
6. Minutes. The Secretary of the Board of Directors shall be responsible for keeping the official minutes of all meetings of the Board of Directors and Governing Committee. The official minutes of each previous meeting (including special meetings and meetings of the Governing Committee) shall be approved at the next Board of Directors meeting. Upon approval, the minutes must be signed by the Chairperson and the Secretary of the Board of Directors.
7. Executive Session. All meetings of the Board of Directors and the Executive Committee shall be open to the public. Items of business related to personnel or other confidential matters may warrant an executive (closed) session of the Board of Directors. Executive session must be granted when requested by any one Director. Only active members of the Board of Directors may participate in executive session. Executive session may be called for discussion purposes only. Only the period of executive session and the name of the Director(s) making the request shall appear in the official minutes. No official action of the Board of Directors may be taken during executive (closed) session.
8. Documents. Meeting agendas, supporting documents, and committee reports of the NC FFA Board of Directors will be made public to all agricultural educators seven days in advance of all called board meetings, excluding Governing Committee and Executive Board meetings.

### **III. CONFLICTS OF INTEREST**

1. A conflict of interest may exist when the interest or concerns of any Director, officer, staff employee, or said person's immediate family or any part, group or organization to which that person has allegiance, may be seen as competing with the interests or concerns of the Association.
2. Disclosure. Any possible conflict of interest shall be disclosed to the Board of Directors by the person or persons concerned.
3. Board Action. When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

4. Record of Conflict. The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was(were) not present during the final discussion or vote and did not vote on the matter.

#### **IV. NON-DISCRIMINATION POLICY**

The North Carolina FFA Association is an equal opportunity employer. The Association does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, veteran status, or political affiliation. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis, in any FFA program or student activity.

#### **V. CULTURAL DIVERSITY**

Recognizing the vast diversity of people in our society, the North Carolina FFA Association shall strive to reflect diversity in its Board of Directors, staff and programs.

#### **VI. PERSONNEL**

1. Employee Supervision. The State Agricultural Education Leader shall be charged with the responsibility of supervising and managing all employees of the North Carolina FFA Association. The State Agricultural Education Leader shall have the authority to employ individuals to serve the North Carolina FFA Association and shall also have the authority to dismiss employees as the need to do so arises.
2. Types of Employees. All Association employees shall be classified as one of the following:
  - a. Full-time employees shall be those individuals employed in an established full-time position working 40 hours per week.
  - b. Part-time employees shall be those employed in an established part-time position working fewer than 40 hours per week.
  - c. Temporary employees shall be those employed on a temporary basis to perform a particular job. Usually, when the job is completed, the person is no longer employed. As a general rule, these employees are employed at an hourly rate. They have no employee benefits. Temporary employees may be employed by the Association to perform certain tasks as determined necessary by the State Agricultural Education Leader.
  - d. Independent contract employees are employed by a written contract for a specific purpose and a specific period of time.
3. Salaries. The Association shall pay a salary based on comparable organizations in North Carolina. It shall be the goal of the Association to provide equitable salaries for all employees based on job description, responsibilities and performance.
4. Work Hours. Regular working hours for the staff employees of the Association shall be determined by the Association.

5. Pay Period. Payroll checks shall be issued by the Treasurer on either a bi-weekly basis (every two weeks) or monthly basis.
6. Grievance Procedure. All employees and Directors of the Association shall have a right to file a grievance, using the procedures described below, without fear of recrimination. The informal resolution of conflicts between differing parties is encouraged. However, conflicts that cannot be resolved in this manner should be referred to the State FFA Coordinator, who will act as mediator. If the State FFA Coordinator is involved in the conflict or cannot reach a satisfactory conclusion, the matter will be referred to State Agricultural Education Leader. If the results of this process are not satisfactory, a formal complaint may be filed with the Board of Directors. The formal complaint or grievance must be submitted in writing, signed and dated and must include the following information:
  - a. a statement from the employee;
  - b. policy, procedure, personnel practice, performance evaluation, or working condition involved;
  - c. the alleged violation(s) including names, dates and times;
  - d. the perceived impact of the alleged violation(s); and
  - e. the recommended action needed to resolve the matter.

The Board of Directors shall have thirty (30) days to review the formal complaint, solicit a response from all parties involved, and to reach a decision. All decisions of the Board of Directors related to formal complaints or grievances are final.

## **VII. POSITION ANNOUNCEMENTS**

An announcement of vacant full-time positions will be made available to North Carolina agriculture teachers, agriculture teacher education departments, agricultural associations, and other appropriate agencies. Such announcements shall include a job description and preferred qualifications. Resumes will be received and screened by a selection committee appointed by the Chairperson of the Board of Directors. The selection committee shall make a candidate recommendation to the full Board of Directors for final consideration.

## **VIII. PROCUREMENT**

Employees or representatives of the Association shall not have authority to make purchases on behalf of the Association without prior approval. The approval must be made by the State Agricultural Education Leader.

## **IX. TRAVEL**

1. Individuals authorized to travel on behalf of the Association shall include the Directors, staff employees and others as approved by the State FFA Coordinator or the State Agricultural Education Leader.

2. Expense vouchers. Employees, who travel on behalf of the Association, shall submit an expense voucher as an official record of travel and related expenses. Directors and others who travel only periodically shall submit an expense voucher following the occasion of travel for the Association. All expense vouchers are required within 10 days following the completion of travel. Receipts are required for all expenses except meals. Receipts for meal shall be required if, for any reason, the total cost exceeds the rate allowed for reimbursement.
3. The Association shall reimburse staff employees and others who are authorized to travel on behalf of the Association. The following rates shall apply (exceptions may be granted by the State FFA Coordinator or State Agricultural Education Leader prior to travel):
  - a. Transportation
    - i. Personal vehicle – current level of approved state reimbursement
    - ii. Air, bus or rail (coach class only) - actual cost
    - iii. Car rental (only with advanced authorization) - actual cost
    - iv. Taxi cab - actual cost
  - b. Meals – current level of approved state reimbursement per day and per meal
  - c. Lodging - actual cost (current level of approved state reimbursement)
4. Cash Advances. FFA staff employees may request cash advances to cover anticipated expenditures of the employee on official business for the Association. Cash advances may be used for Association travel. An accounting of the use of Association cash advances must be made no later than 30 days following the date of the cash advance on a Association expense voucher. Appropriate receipts are required as described above. All unused monies from the cash advance must be refunded (by personal check, no cash accepted) to the Association along with the expense voucher. The Association shall reimburse the employee for any additional expenses incurred above the amount advanced.

## **X. FISCAL RESPONSIBILITY**

1. Fiscal Year. The fiscal year of the Association shall be September 1 to August 31.
2. Budget. An itemized line by line operating budget shall be approved by the Board of Directors. The Directors shall be required to approve a balanced budget.
3. Bonding. The State Agricultural Education Leader and State FFA Coordinator shall give the Association a bond in the amount stipulated by the Board of Directors, at the expense of the Association, with surety satisfactory to the Board of Directors, for faithful performance of his or her duties and for delivery, upon the demand of the Board, of all books, papers, vouchers, records, money, and other property of whatever kind belonging to the Association that are in his or her custody.

4. Accounting. The State Agricultural Education Leader, with assistance from staff employees, shall maintain records of all receipts and disbursements and other financial affairs of the Association. The financial records of the Association shall be available for public inspection upon giving reasonable notice to the State Agricultural Education Leader. The Agricultural Education Leader shall provide the FFA Board of Directors a profit/loss vs budget report, an unpaid accounts report and a bank account balances report for the NC FFA Association, NC FFA Center and other special accounts at least two times a year.
5. Independent Compilation. All accounting records of the Association shall have an annual compilation completed by an auditor or auditors who shall prepare an annual financial statement for review by the Board of Directors. The compilation shall be conducted by a certified public accounting firm not connected in any way with the Association, its officers, employees, or Board members. Any change in who serves as the certified public accounting firm should be approved by the Board of Directors.
6. Investments. The funds of the Association (including endowments) shall be prudently invested in a manner which seeks to increase the income of the invested funds at a rate equal to or greater than the rate of inflation (as measured by the Gross Domestic Product). The Association may seek the advice of investment professionals to assist in determining the appropriate asset allocation and risk management strategies. The FFA Board of Directors will establish a five member FFA Investment Committee to meet with the Association Financial Planner and oversee the invested funds. The committee shall be made up three agricultural education teachers to serve staggered five-year terms, the State FFA Coordinator and the State Agricultural Education Leader. The committee shall set its own meeting schedule and report annually to the NC FFA Board of Directors.
7. Cost-recovery and set aside. The North Carolina FFA Association is committed to making each function and activity of the association fully recover the expenses for that function.

## **XI. NAME/EMBLEM/FFA JACKETS**

Use of the letters, "FFA" and the FFA Emblem. FFA sponsors and advertisers may use the letters "FFA" and/or the FFA emblem when in keeping with the ideals and principles of the organization. The emblem including the letters "FFA" is a registered trademark of the National FFA Organization. When the emblem is used in printed form it shall include a small circle with the letter "R" (®) as an indication of its registration and trademark protection. Non-members or former members may purchase FFA jackets from their home chapters with the approval of the local FFA advisor and the State FFA Coordinator.

## **XII. STATE FFA OFFICERS**

1. The state FFA officer team shall be under the guidance and direction of the State FFA Coordinator in all official FFA matters that require the administration of policy.



2. In order to serve as a North Carolina FFA state officer, candidates must have graduated from high school.
3. Only candidates that are eligible and able to serve as a state FFA officer may participate in the state officer selection process.

### **XIII. SUBSTANCE ABUSE**

The North Carolina FFA Association, in keeping with the FFA mission and purposes, does not permit the use of alcohol at any FFA facility or at any FFA activity. The state FFA association will not tolerate the abuse of legal or illegal substances in the work environment.

### **XIV. TOBACCO USE POLICY**

The North Carolina FFA Association, in keeping with the FFA mission and purposes, does not permit the use of tobacco products at any FFA facility or at any FFA activity.

### **XV. FFA MEMBERSHIP**

1. To be considered for FFA membership in North Carolina a student must be enrolled in an agricultural education course during their first year of membership and for subsequent years of membership while in school must be enrolled in at least one agricultural education course each year and/or follow a planned course of study in agricultural education; either course must include a supervised agricultural experience program and students must pay annual state and national dues.
2. A member may retain active membership until November 30<sup>th</sup> following the fourth National FFA Convention after graduation from high school.
3. The North Carolina FFA Association operates a program to allow any county to establish a home school FFA chapter with at least 10 members and the chapter is given all rights and privileges of a FFA chapter.

### **XVI. FFA CAMP REGISTRATION**

1. FFA Chapters that have 100% NCATA membership by all agricultural education teachers in the program will be allowed to register for FFA Camp on an early date than chapters that do not have 100% NCATA membership.
2. In order to register for FFA Camp on an early date, the FFA Chapter must have all FFA membership dues submitted and paid to the state office by the posted deadline.

**XVII. STATE FFA CONVENTION FEE STRUCTURE**

North Carolina FFA Association state convention all access for students, advisor, and chaperones fee (if submitted before 5 pm on June 1 ) is \$30.00. All access fees after June 1 is \$35.00. All CDE/LDE participants must pay the full registration fee. State convention single session passes for members and guests is \$5.00. Those attending more than one session must pay the full \$30.00 registration fee. Parents of FFA members may attend one session of the state convention for free. Parents must be pre-registered and check in at the main convention registration by providing their name and chapter of their son/daughter.

**XVIII. EXECUTION OF POLICY**

The State FFA Coordinator and State Agricultural Education Leader shall have the responsibility of enforcing the official policy of the North Carolina FFA Association, Inc., as established by the Board of Directors. In matters where the State FFA Coordinator is subject to policy enforcement, the State Agricultural Education Leader shall assume responsibility. All changes in or deviations from official policy must be approved by the Board of Directors or the Governing Committee.

**XIX. CONSISTENCY OF POLICY**

These official policies shall be consistent with those of the Articles of Incorporation and subsequent amendments thereto and the Constitution and Bylaws of the North Carolina FFA Association, Inc. In addition, all policies and administrative procedures of the Association shall be in compliance with all applicable laws of the State of North Carolina and those of the United States of America.

**End of Official Policies of the North Carolina FFA Association.**