

NORTHWEST DISTRICT FFA CONSTITUTION  
(As proposed and adopted at the 2012 District Convention)

ARTICLE I. Name and General Outline

- A. The name of the organization will be the Northwest District of the Iowa Association of the FFA.
- B. The words Future Farmers of America and/or
- C. National FFA Organization or the letters FFA may be officially used to designate the association, the chapters, and its members.
- D. This organization accepts in full the provisions of the state constitution and by-laws of the Iowa FFA Association.

ARTICLE II. Officers

- A. The officers of the Northwest District of the Iowa FFA Association shall be the President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Advisor.
- B. These officers shall perform the usual duties of their respective offices according to the Official FFA Manual and shall constitute the executive committee of the Northwest District FFA.
- C. All vacancies of district officers shall be appointed by the Northwest District Executive Committee.
- D. All district officers, except the State Vice-President, must hold at least the Chapter FFA Degree, be active members, and serve as a district officer while enrolled in high school.

ARTICLE III. Elections

- A. The number of applications per chapter to the district nominating committee shall be limited to four, with a maximum of two applicants from the same chapter to be balloted.
- B. Applications for office must be submitted to the district advisor at a time designated in advance of the district convention.
- C. A nominating committee at the district convention shall review the qualifications of eligible candidates who have submitted their applications and nominate two candidates for each office.
- D. The procedure for selecting and serving on the nominating committee and the format used for officer interviews will be as included in the nominating committee guidelines adopted by the district delegates and attached to this constitution.
- E. District officers shall be elected annually by a majority vote of the district delegates present, providing a majority of the active chapters are present.

ARTICLE IV. Meetings and Conventions

- A. A district convention shall be held annually. The time and place shall be decided by the district advisor and should be held at least 30 days prior to the state convention with regard to guidelines set forth by the State FFA Advisor.
- B. Each chapter is entitled to two delegates of active membership to the convention to represent the chapter.

- C. The district will conduct its sessions according to Robert's Rules of Order and the Official FFA Manual.

#### ARTICLE V. Expenses

- A. Mileage will be paid only for required district functions (ie. District camp, district meetings, district judging, district convention, Greenhand camp, etc.)
- B. The mileage rate will be established by the district executive committee.
- C. Other expenses for the district officers for the function of their office will be paid (ie. Telephone calls, postage, and printing expenses with verification of expenses upon request by the executive committee.) Any other expenses must have pre-approval by the executive committee before purchase.
- D. The district treasurer's book for the year will be closed for the previous year by March 31 with a balance of at least \$500.00
- E. If at the end of the year some of the bills can not be paid after leaving \$500.00 in the district account, then the district officers will be paid mileage proportional to available funds.

#### ARTICLE VI. Dues

- A. Dues will remain at the current level unless a change is recommended by the district officers and approved by a majority vote of the delegates at the annual district convention.
- B. Any chapter not paying dues before or the day of the district convention will be ineligible to participate in any district-sponsored events.

#### ARTICLE VII. Assessments

- A. Special assessments approved by a two-thirds vote of the chapters in the district shall be made to each chapter.
- B. Assessments will be due upon request by the district treasurer and district advisor.
- C. Chapters not paying assessments will be ineligible to participate in district-sponsored events.

#### ARTICLE VIII. District Events

- A. Proficiency awards are due at the date and time set prior to the district convention by the district advisor. No late applications will be accepted.
- B. All proficiency awards, books, and officer applications must meet state requirements.

#### ARTICLE IX. Amendments

- A. Amendments to this constitution shall be submitted in written form to the district secretary at least one month prior to the annual meeting.
- B. A two-thirds vote of all chapter delegates is necessary for adoption.
- C. The amendment must not conflict with the state or national constitutions.

## BYLAWS

- I. Dues will be based upon chapter membership as follows:
  - a. \$25.00 per chapter with 10-40 members
  - b. \$30.00 per chapter with 41 or more members
- II. Mileage will be paid at the rate of 19 cents per mile.
- III. Additional bylaws may be added and revision made by the district executive committee.

## District Officer Nomination and Election Process Guidelines

- I. ELIGIBILITY
  - a. Candidates eligible for District Office shall be the following:
    - i. Active FFA member.
    - ii. Have received their Chapter FFA Degree.
    - iii. Sophomore or junior in high school.
  - b. The number of applicants per chapter shall be determined by each respective district.
  - c. The number of terms for district office shall be determined by each respective district.
- II. APPLICATION
  - a. A standard application shall be developed by the Iowa FFA Officer Team.
  - b. The application shall be distributed to eligible candidates, completed by each candidate, and submitted prior to the interview process.
  - c. Each district shall set a due date for the application.
  - d. Each candidate shall submit their Supervised Agricultural Experience Records at the time of the interview process for verification of their SAE by the Nomination Committee Advisor.
  - e. The application shall be a scored component of the process evaluated by multiple individuals before the interview process following the corresponding scoring rubric.
  - f. Applications shall be used as a reference for the Nomination Committee members during the selection process.
- III. NOMINATION COMMITTEE MEMBERS
  - a. Each district's Nomination Committee shall be 7 members including the Chair and will consist of the following:
    - i. Current District FFA President shall serve as Chair.
    - ii. One active high school FFA member from each of the sub-districts.
    - iii. One current Iowa FFA Officer not native of the district.
    - iv. The remaining committee members shall be selected from the following list choosing no more than one per area:

1. Past District FFA Officer
2. Retiring District FFA Officer
3. Past Iowa FFA Officer
4. FFA member from district that has graduated from high school
- v. One FFA Advisor shall serve as the Nomination Committee Advisor being an ex-officio, non-voting committee member that is not included in the 7 committee members.

IV. EXAM

- a. An exam testing knowledge related to district office shall be developed by the Iowa FFA Officer Team.
- b. Each candidate shall complete the exam.
- c. The exam shall be a scored component of the candidate scoring rubric completed by the Nomination Committee.

V. INTERVIEWS

- a. Round One - One ten minute individual candidate interview consisting of 5 questions from the following categories:
  - i. Personal
  - ii. Agriculture/SAE
  - iii. Leadership
  - iv. Additional categories can be selected by the Iowa FFA Officer Team
- b. Round Two - Group activity where candidates are placed in groups for an interview with the Nomination Committee.

VI. SCORING RUBRIC

- a. The following Candidate Scoring Rubric shall be used to assist the Nomination Committee in the selection of candidates:

CANDIDATE SCORING RUBRIC

COMPONENT	POINTS
Application	20
Test	10
Interviews	
Individual	40 (8 points per question)
Group	30
TOTAL POINTS	100

VII. SELECTION

- a. The Nomination Committee shall use the scoring system as a tool to assist them in making their decisions.
- b. The Nomination Committee shall slate two candidates per office for election by the district delegates.

## VIII. ELECTION

- a. The Nomination Committee Chair shall announce the ballot to the district delegates.
- b. Nominations shall be called for from the delegate floor for any offices. Eligible candidates who completed the interview process shall only be considered for floor nominations.
- c. Nominations shall be closed and the delegates shall proceed with the voting process following a non-sliding ballot voting procedure.
- d. Balloted candidates shall present a maximum two-minute speech to the delegate body.
- e. Following the candidate speeches, each candidate shall answer two questions generated by the Nomination Committee. A maximum of a one-minute response shall be given to each candidate to answer each question. Balloted candidates shall rotate in the order of responding to the questions.
- f. Following speeches and questions by the balloted candidates for an office, district delegates shall vote according to constitutional guidelines.
- g. In case of a tie vote, one additional question shall be asked to the balloted candidates for the office followed by a re-vote by the district delegates.