

# **MONTANA FFA ALUMNI ASSOCIATION CONSTITUTION 2025**

## **ARTICLE I: NAME AND PURPOSES**

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

**Section B.** The purposes of this organization shall be:

1. To support and promote the FFA organization, FFA activities and agricultural education.
2. To provide a tie to the FFA and to assist FFA and agricultural education personnel and to involve interested persons in worthy activities.
3. To promote greater knowledge of the agricultural industry and support education in agriculture.
4. To cooperate with the Montana FFA Association, Montana FFA Foundation and the National FFA Alumni Association.
5. To promote and maintain an appreciation of the American free enterprise system.
6. To promote the personal development aspect of the FFA.

## **ARTICLE II: ORGANIZATION**

**Section A.** The Montana FFA Alumni Association is to be a chartered affiliate of the National FFA Alumni Association.

**Section B.** The Montana FFA Alumni Association accepts in full the provisions of the Constitution and By-laws of the National FFA Alumni Association.

## **ARTICLE III: MEMBERSHIP AND AFFILIATION FEES**

**Section A.** Membership shall be open to any citizens interested in advancing the principles of the FFA and this association.

**Section B.** The annual affiliation fees shall be recommended by the Alumni Executive Committee (five main officers) and fixed by majority vote of members present at the annual meeting.

## **ARTICLE IV: EMBLEM AND INSIGNIA**

**Section A.** The FFA emblem will be pictured on the left side within an outline of the state of Montana, with "Montana FFA Alumni and Supporters" written on the right side of the FFA emblem. A reference photo has been included below.



## **ARTICLE V: EXECUTIVE BODY**

**Section A. Executive Committee.** The President, Vice-President, Secretary and Treasurer shall make up the Executive Committee.

**Section B. Alumni Council members.** The Montana FFA Alumni Council shall consist of 13 voting members:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Ten District Representatives
6. A current State FFA officer
7. Montana FFA Association Advisor, non-voting member
8. Montana FFA Foundation representative, non-voting member, specifically named by the Foundation
9. Montana Agriculture Teachers Association representative, non-voting member, specifically named by the Montana Agriculture Teachers Association
10. Collegiate FFA Representative(s), non-voting member(s), specifically appointed by the Collegiate FFA
11. The ALC Director, non-voting member
12. The Montana OPI AgEd Specialist, non-voting member

### **Section C. Terms of office.**

Various members of the Montana FFA Alumni Council shall be elected by the body at the FFA Alumni Annual Business meeting for a two-year term on the schedule as follows:

President - odd numbered years

Vice-President – odd numbered years

Secretary - even numbered years

Treasurer - odd numbered years

District Representatives shall be elected for two-year terms.

There will be no term limits for District Representatives, the Secretary, or the Treasurer.

The Vice - President will serve a two-year term, then move into the President position for two years, if nominated so.

Qualifications for the President position are to be a current Montana FFA Alumni Council member.

Once an officer has served a term as President, that officer may run again for President Elect, Secretary, or Treasurer.

## **ARTICLE VI: MEETINGS**

**Section A.** The Montana FFA Alumni Association and FFA Alumni Council shall meet at least once per year. Additional meetings may be called the President or by a majority of the general membership or Council membership upon petition to the Secretary. Said annual meeting shall be held each spring as determined by the Executive Committee.

## **ARTICLE VII: AMENDMENTS**

**Section A.** The constitution or by-laws of the Montana FFA Alumni Association may be amended or changed at any regular meeting by a two-thirds vote of the active members present at said meeting, providing it is not in conflict with the National FFA Alumni Association constitution.

**Section B.** Proposed amendments to the Constitution or by-laws of this association may be submitted by any active member in writing and received by the Secretary at least one week prior to either the annual meeting or any specially called meetings. At least three members of the Executive Council must approve such amendments before they are submitted to the membership for consideration. Or, in the alternative, they may be submitted to the annual meeting with the approval of a majority of the Alumni Council members.

# **MONTANA FFA ALUMNI ASSOCIATION BY-LAWS**

## **ARTICLE I: INTRODUCTION**

**Section A.** These by-laws shall be considered a part of the Constitution of the Montana FFA Alumni Association.

## **ARTICLE II: LOCATION OF PRINCIPAL OFFICE**

**Section A.** The principal office of the Montana FFA Alumni Association shall be located at the home of the current president or such other location as he or she designates.

## **ARTICLE III: EMERGENCY SUCCESSION**

**Section A.** In the event the president dies or is unable to perform his/her duties, the Vice - president shall assume these duties. If neither the president nor Vice president is able to perform his/her duties, the president-elect shall fulfill these functions until a special election can be held to elect successors to the president or president-elect, who shall be elected only for the unfulfilled terms. If necessary for expediency, the Alumni Council by not less than a seventy-five percent (75%) vote may elect a president or president-elect to fulfill the unexpired terms of these officers.

## **ARTICLE IV: STANDING COMMITTEES**

**Section A.** There are four standing committees. They are Communications, Program of Activities, Membership, and Finance.

**Section B.** The Communications committee chairperson will be the President; the Program of Activities chairperson is the Vice-President; the Membership committee chair is the Secretary; and the Finance committee chairperson is the Treasurer.

## **ARTICLE V: LOCAL AFFILIATES**

**Section A.** Local affiliates of the Montana FFA Alumni Association shall be accepted upon receipt of an application for local charter from ten (10) or more members in good standing.

**Section B.** Such local affiliates shall be required to hold at least one (1) annual meeting. More may be called at any interval at the discretion of the local president.

**Section C.** Local affiliates shall be governed by at least three (3) persons consisting of a president, vice-president and secretary-treasurer and/or any other such persons as the local membership shall deem appropriate.

**Section D.** Financial records shall be kept by all local affiliates and shall be available upon demand to any member of the Executive Committee or Alumni Council for inspection. Annual audits of local affiliates shall be performed at the discretion of the Executive Council or if requested in writing by a member of the local affiliate or Chapter Advisor.

**Section E.** Local affiliates shall not engage in any activity in conflict with the aims, purposes and/or goals of either the Montana FFA Alumni Association or the National FFA Alumni Association.

## **ARTICLE VI: CONFLICT OF PURPOSES**

**Section A.** The Montana FFA Alumni Association shall not engage in any activity at cross-purposes with the National FFA Alumni Association.

## **ARTICLE VII: FISCAL YEAR**

**Section A.** The fiscal year of the Montana FFA Alumni Association shall commence on the first (1st) day of September and end on the last day of August.

**Section B.** All books or records of the Montana FFA Alumni Association may be inspected by any member or his attorney at any time upon reasonable advance notice.

## **ARTICLE VIII: REPORTS**

**Section A.** The Montana FFA Alumni Association shall submit a written report to the National Association at least once every calendar year and each local affiliate, in turn, shall submit a written report to the Montana FFA Alumni Association at least once every fiscal year.

**Section B.** The annual budget will be the responsibility of the treasurer to prepare and submit to the entire executive council. This shall be done prior to commencement of each new fiscal year. The council shall then adopt a formal budget for the upcoming year.

# Montana FFA Alumni Council

## Job Responsibilities

### All Council Members

- Work with the Alumni Council in determining and implementing the vision, mission, goals, objectives, and policies and procedures of the organization.
- Participate in State FFA Alumni Council planning meetings.
- Regularly share any upcoming affiliate events with all Council members.
- Represent the State FFA Alumni in a professional manner that aligns with Alumni's goals at various national, state, and local functions.
- Report news updates and contact information to the reporter and president.
- Serve on committees where assigned.
- Responsible for keeping the lines of communications open within the organization.
- Have a working knowledge of [www.ffa.org](http://www.ffa.org)

### President

- Leader of the State FFA Alumni Council. As such, calls the meeting to order.
- Coordinates with the Executive Team to establish and ensure Council policies and directives are carried out to attain mission accomplishments.
- Ensures that all council members are trained and encouraged to properly fulfill their duties and responsibilities.
- Appoints all committees and administers Alumni development programs.
- Represents the Alumni with Team Ag Ed, and or appoints an officer to also represent.
- Chairs the Standing Committee on Alumni Communications.

### Vice-President

- Presides over meetings in the absence of the President.
- Assist the president as needed and/or requested.
- Committee chairs report directly to the President.
- Learns the President's duties and responsibilities.
- Coordinate with District Representatives in working with affiliates.
- Chairs the Standing Committee for the Program of Activities

### District Representatives

- Contact all local affiliate leaders in assigned region by June 1.
- Maintain affiliate leader contact information including; email addresses and phone numbers in assigned region.
- Attend chapter Alumni meetings and collect and share information on any issue or concern that arises in assigned District and take to the State Council.
- Keep District chapters up to date on happenings on the state and national level.
- Foster membership growth and development.
- Build relationships with other District representatives and entire State Council.
- Provide quarterly updates for the website, social media to the Communications Committee.
- Other committee assignments as assigned by the President

### **Secretary**

- Keep accurate minutes of meetings to be forwarded to all Council members within 2 weeks of each meeting and posted on the Montana FFA website.
- Assist in preparing meeting agendas.
- Correspond with affiliates regarding membership and rosters.
- Maintain official records including State Constitution and By-laws.
- Maintains state and national lifetime database.
- Coordinate with Treasurer to process membership rosters, accept fees and lifetime fee.
- Responsible for State Association's website content and other electronic media
- Provide updates to the Alumni calendar, local, state and national information.
- Send out chapter events as needed to the Alumni
- Chairs the standing Membership Committee.

### **Treasurer**

- Maintain all financial records.
- Provide regular detailed financial statements at each Board and Council meeting.
- Processes approved expenditures and revenues.
- Participate in Third Party Annual review, consistent with Association and Foundation.
- Coordinate with Secretary to process membership rosters, accept fees and lifetime fee.
- File the annual IRS Form 990 to ensure the State Alumni maintains a non-profit status.
- Work with the secretary to send an annual reminder to local affiliates to file their IRS Form 990, including directions on the procedure.
- Chairs the Standing Committee on Alumni Finance.
- Direct working relationship with the ALC committee

### **Ag Teacher Representative**

- Represent the State Alumni Council at MAAE meetings and functions.
- Provide the Ag teachers perspective on Alumni activities and efforts.

### **Collegiate Alumni Representative**

- Act as liaison between the Council and Collegiate FFA.

# STANDING COMMITTEES

## **COMMUNICATIONS COMMITTEE: chaired by the President**

*Responsible for:*

- Quarterly e-newsletter to highlight districts, alumni chapters, meeting reminders highlights of ALC and other alumni events.
- Maintaining social networking (Facebook, Instagram, etc.).
- Updating Alumni portion of Montanaffa.org website.
- Writing Alumni news for various agricultural newsletters.

## **PROGRAM OF ACTIVITIES COMMITTEE: chaired by the Vice-President**

*Responsible for:*

- Developing/updating the Alumni activities for the year.
- Including dates of activities.

## **MEMBERSHIP COMMITTEE: chaired by the Secretary**

*Responsible for:*

- Develop local Alumni membership lists.
- Contacting local Alumni to offer help for developing rosters and other items.
- Contacting new/young FFA Chapters to help start a new Alumni Chapter.
- Assisting Alumni chapters who want to reactivate.
- Act as a liaison between the State Alumni and Collegiate FFA Chapters.
- Sending all State Degree recipients a letter to inform them of their free 5-year associate membership to the National and State Alumni Associations.
- Assisting associate members in contacting local Alumni chapters.
- Sending a congratulatory letter to all Montana American FFA Degree recipients.

## **FINANCE COMMITTEE: chaired by the Treasurer**

*Responsible for:*

- Develop a budget for the year.
- Members will audit the Treasurer's books once a year.
- Provide the membership with income statements at each meeting and an annual balance sheet.

**Revised: April, 2025**