**BYLAWS**

**of the**

**STAR District FFA**

***Adopted 10/9/2019***

These bylaws (referred to as the “Bylaws”) govern the affairs of the Star District FFA (referred to as the “district”), a recognized district administrative subdivision of the Texas FFA Association, organized under the provisions the governing documents and policies of the Area XII Association (referred to as the “area”), Texas FFA Constitution and Bylaws and policies adopted by the Texas FFA Board of Directors.

**ARTICLE I**

**Purposes**

The purposes of this district shall be consistent with the provisions of the Texas FFA Association Constitution, Bylaws, policies adopted by the Texas FFA Association Board of Directors, provisions of the area association governing documents and policies enacted by the area association. The district shall cooperate with Texas FFA Association, Texas Education Agency, area executive committee and local school district officials in accomplishing its purposes.

**ARTICLE II**

**Membership**

Section A: The district shall be comprised of active chapters in good standing chartered by the Texas FFA Association formed under the provisions of the Article IV, Section C of the Texas FFA Association Bylaws and pursuant to polices adopted by the area association and district. Student members of the district shall be active members of good standing pursuant to Article V of the Texas FFA Constitution, and member chapters shall be in good standing pursuant to Article II, Section B of these Bylaws.

Section B: A chapter shall be considered to be in good standing when all required dues and administrative fees have been paid to the district and to the area and state associations in accordance with the provisions of the governing documents and policies of the respective associations and the chapter has no delinquent debts as defined by area and state policies.

**ARTICLE III**

**Emblem**

Section A: The official emblem of the district shall be the same as that of the National FFA Organization. It shall include five symbols: the plow, representing the labor and tillage of the soil; the owl, representing wisdom; the rising sun, representing progress; a cross-section of an ear of corn, representing common agricultural interests; and an American eagle surmounting the cross-section of the ear of corn, representing the national scope of the organization. The emblem shall also include the letters, "FFA" and the words "Agricultural Education."

Section B: The emblem and other trademarks shall be applied by the district in ways consistent with policies of the National FFA Organization and the Texas FFA Association.

**ARTICLE IV**

**Student Meetings**

Section A: The annual assembly of student delegates shall convene no less than once per year for the purpose of electing student officers and conducting such other business as may be properly considered. Except in cases of extreme emergency, the said convention shall be held prior to the area convention.

Section B: Special meetings may be called by the executive committee. 10 working day notice shall be required to call any special meeting.

Section C: Each chapter in good standing is entitled to seat one voting delegate and shall be entitled to one additional voting delegate per 50 active members above the first 50 active members duly submitted on its annual roster by the delegate membership deadline established by the Texas FFA Association. All delegates must be active members in good standing.

Section D: A quorum shall exist when a majority of delegates are present and the said convened delegates represent a majority of the district’s chapters in good standing.

Section E: Meetings of the district may be called via telephone conference call or other similar method, provided that each participating student delegate is identified by name and chapter and that all delegates may be heard and participate simultaneously.

Section F: Cumulative and proxy voting are prohibited. In election processes requiring two votes, a ballot must have two votes cast to constitute a legal ballot.

**ARTICLE V**

**Student Officers**

Section A: The district’s student activities shall be led by student officers in accordance to policies adopted by the district and its executive committee.

Section B: The elected student officers of the district shall be elected annually from a field of candidates nominated from member chapters in good standing. In compliance to policies and procedures of the district, each of these student officer candidates shall be given the opportunity to demonstrate FFA, agricultural education, parliamentary procedure and agricultural industry knowledge via a written or online exam, present their qualifications to an evaluation committee and appear before the delegates convened at the annual convention to deliver a campaign speech.

Section C: Candidates for student office must be a member in good standing, hold the chapter degree at the time of election by the district, have completed no less than two semesters of agriculture food and natural resources instruction as described by Texas FFA Association membership eligibility policies, have been an active member for the preceding 12 months and have completed all required forms by timelines established by district policies adopted in accordance to Article V., Section E of these Bylaws.

Section D: Officers shall be elected by a point system derived from a combination of written exam score, interview score and student delegate vote in proportions described in policies adopted in accordance to Article V, Section E., of these Bylaws.

Section E: The district’s teachers and student delegates shall adopt policies and procedures addressing point values, campaign practices and speeches, committee composition, interview and testing procedures and other such matters related to the conduct of student officer elections.

Section F: The district’s elections committee shall consist of the outgoing student officers, with the district’s executive committee acting as an advisory committee. The chairman of the elections committee shall be an agriculture, food and natural resources teacher elected by the district’s teachers or executive committee or designated by policy. The elections committee and executive committee shall work in conjunction to resolve election-related matters not addressed by these bylaws or by the district’s policies and procedures. Student or teacher officers with a conflict of interest may recuse themselves from deliberations or be disqualified by a two-thirds vote of the combined committee. Questions, concerns or appeals concerning the election shall be addressed to the district’s executive committee, pursuant to procedures and timelines established in accordance with Article XII of these Bylaws. All documents related to an officer election process shall be retained in a secure location for no less than 30 days following the conclusion of the district’s election.

Section G: The candidate earning the highest point total after the final round of voting shall be declared student officer president of the district, and the candidate receiving the second highest score total in the final runoff election shall be declared the first vice-president. The remaining officers shall be called vice-presidents, and shall assume the stations of the various other offices for ceremonial purposes at the annual convention and other meetings throughout the year.

Section H: If for any reason a student office becomes vacant, the executive committee may fill the office with a qualified member to fulfill the unexpired term of office. If for any reason the office of president should become vacant, the student officer who received the next highest score in the election for president shall become president. An officer who transfers to another chapter within the district may retain his or her office, but should an officer transfer to a chapter outside of the district or no longer be in good standing with a chapter within the district, his or her office shall be declared vacated.

Section I: Student officers shall serve from one student convention through the next succeeding convention and shall not be re-elected, or be eligible for reelection to another student office.

Section J: Duties of student officers and discipline policies related to officers shall be established in policies and procedures adopted by the district’s teachers and delegates.

**ARTICLE VI**

**Teacher Meetings**

Section A: An assembly of district teachers shall be convened annually at the state agriculture, food and natural resources teacher professional improvement conference. Other teacher meetings may be convened as deemed essential or desirable by the teacher assembly or the executive committee.

Section B: Special meetings may be called by the executive committee. Except in cases of extreme emergency, 10 working days notice shall be required to call any special meeting.

Section C: Each agriculture, food and natural resources teacher in good standing is entitled to cast a vote in the business of the district.

Section D: A quorum shall exist when teachers representing a majority of chapters are convened in assembly or by electronic means as described in Article VI, Section E.

Section E: Teacher meetings of the district may be called via telephone conference call or other similar method, provided that each participating teacher is identified by name and chapter and that all delegates may be heard and participate simultaneously.

Section F: Cumulative and proxy voting are prohibited. In election processes requiring two votes, a ballot must have two votes cast to constitute a legal ballot.

**ARTICLE VII**

**Teacher Officers**

Section A: The district’s teacher activities, fiduciary oversight and other functions related to the agriculture, food and natural resources teaching profession shall be led by teacher officers.

Section B: The elected teacher officers of the district shall consist of a president, vice president, secretary and treasurer. The district may elect such other officers as it deems necessary, consolidate the secretary and treasurer positions and in doing so shall define respective duties and terms of office. All teacher officers serve without pay, volunteering their time and efforts for the benefit of the district.

Section C: No person is eligible to an be a teacher officer of the district unless that person is actively employed as an agriculture, food and natural resources instructor at a school within the district, is an advisor of a local chapter in good standing with the district, area and state associations and National FFA Organization and is a member in good standing with the state’s professional association that represents agriculture, food and natural resources teachers.

Section D: Excepting the student officer advisor, teacher officers shall be elected by a majority vote of the association’s teachers present at the regularly scheduled and posted meeting and shall serve until such time as the district sees fit to elect new officers. If at any time the office of president shall become vacant, the vice president shall fulfill the duties of the president until such time as the district convenes to elect a new president. If at any time, the executive committee determines that one of the other teacher officers of the district is unable or unwilling to fulfill the duties of the office to which they were elected, the executive committee may declare a vacancy and shall have the authority to appoint an interim officer. The district’s teachers shall hold an election to fill the said office at its next regularly scheduled meeting.

Section E: Duties of teacher officers shall be as follows:

1. The president shall preside as chairperson at all meetings of the district’s teachers and executive committee, shall sign all official documents or authorize execution of said documents and shall perform such other duties as usually pertain to the office of president.
2. The vice president shall perform the duties of the president in the event of the disability, absence, death, resignation or other inability or failure of the president to perform such duties. The vice president shall also perform such other duties and further duties as may be imposed upon him or her or authorized by the district or its executive committee.
3. The Secretary shall make and keep or cause to be made and kept correct records or minutes of the proceeding of the district and the executive committee and shall perform such other duties as are normally performed by secretaries of corporations and such other and further duties as may be imposed upon him or her or authorized by the district or its executive committee.
4. The treasurer shall have responsibility for handling and accounting of all funds and property of the district. The treasurer shall provide direction and oversight to any and all who handle monies of the district, assuring that the financial policies of the district and the reporting requirements of the Internal Revenue Service and Texas FFA Association are followed completely and shall present a proposed annual budget to the district teachers at the regularly scheduled and posted meeting.

Section F: The student officer advisor shall be the advisor of the current student officer president. Should the student officer president have multiple advisors, the chapter shall designate one advisor to serve in this capacity. The student officer advisor shall coordinate student officer activities including but not limited to facilitating and overseeing the student portion of the district’s annual convention and other student meetings and workshops.

**ARTICLE VIII**

**Executive Committee**

Section A: The elected teacher officers, student officer advisor and the student district president or other designated student officer shall constitute the district’s executive committee which shall have the authority to deal with items of business of the district in accordance to policies and procedures adopted by the district and to address grievances and concerns submitted pursuant to the district’s adopted grievance policies and procedures. Student officers may be excluded in proceedings of the executive committee in matters which involves sensitive information to which it is not appropriate for students to be privy. The exclusion of the student representative must be approved by a unanimous vote of the adult members of the executive committee and be reflected in the minutes of the deliberations.

Section B: The executive committee shall meet upon the call of the president or the call of any two members of the executive committee. The call shall be reduced to writing, signed by the person or persons making the same and shall include an agenda of the items to be considered at said meeting. The business conducted at each meeting shall be limited to those items listed in the agenda except upon a majority vote of those members present and voting. The secretary or president shall mail by regular first class mail or by e-mail a copy of the agenda to each member at his or her address as shown on the record of the district, in the Texas FFA Association’s Roster Management System or other data repository designated by the district, no later than one week prior to the date of the said meeting. The one-week notice may be suspended by a third-thirds vote of the executive committee to address time-sensitive matters.

Section C: A quorum of the executive committee shall exist when a majority of voting members is present. Executive committee members may not vote by proxy.

Section D: Telephone conferences of the executive committee may be called and considered meetings provided that all participating members may participate and be heard simultaneously.

Section E: Members of the executive committee shall not participate in the deliberations or voting regarding items of business in which they have a vested personal interest. Any executive committee member with a conflict of interest shall declare the conflict of interest prior to the consideration of said item of business and shall recuse him or herself from all deliberations and voting. Should there be a doubt as to whether or not a conflict of interest exists; the matter shall be resolved by a vote of the executive committee, excluding the person concerning whose situation the doubt has arisen. Executive committee minutes shall reflect when a conflict of interest was disclosed.

**ARTICLE IX**

**Committees**

Section A: The district may adopt a resolution establishing standing or special committees, delegating specified authority to a committee. The district shall elect chairpersons of standing or special committees, but may delegate to the president its power to appoint, suspend or remove chairpersons or members should a vacancy, conflict of interest or other circumstances warrant such action.

Section B: No committee shall have the authority to:

1. Amend the district’s bylaws or policies.
2. Elect, appoint or remove any member of any such committee
3. Authorize the sale, lease, exchange or mortgage the property or assets of the district.
4. Adopt a plan for the distribution of the assets of the district.
5. Take any action outside of the scope of authority delegated to it by the district or its executive committee.

Section C: With the advice and consent of the district’s executive committee, the student officer president shall have the authority to appoint student committees to operate within the authority of the district’s bylaws and policies.

Section D: Each member of a committee shall continue to serve on the committee until a successor is appointed or the committee is terminated. The term of a committee member may terminate earlier if the member ceases to qualify, resigns or is removed as a member. A vacancy on a committee may be filled by an appointment made in the same manner as the original appointment or by other means authorized by these bylaws.

Section E: Half the membership of a committee shall constitute a quorum for the transaction of business at any meeting of a committee. The committee members present at a duly called meeting at which a quorum is present may continue to transact business even if enough committee members leave the meeting so that less than a quorum remains. However, no action may be approved without a quorum present and voting.

Section F: Telephone conferences of a committee may be called and considered meetings provided that all participating members may participate and be heard simultaneously.

Section G: Each committee may adopt rules for its own operation which are not inconsistent with the district bylaws or policies or with the policies of the area and/or Texas FFA Association.

**ARTICLE X**

**Transactions of the District**

Section A: The district may authorize any officer or agent of the district to enter into a contract or execute and deliver any instrument in the name of the district. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

Section B: All funds of the district shall be deposited to the credit of the district in banks, credit unions, trust companies or other depositories that the district selects by a majority vote of the executive committee.

Section C: Any teacher officer may accept on behalf of the district any contribution, gift, bequest or devise for the general purpose or for any specified purpose of the district. Gifts and recognition of said gifts shall be consistent with state and federal law concerning non-profit corporations.

Section D: The district shall not make a loan to any individual.

Section E: The fiscal year of the district shall begin on September 1 and end on August 31.

Section F: The district shall adopt policies and procedures consistent with federal and state non-profit organization laws and non-profit organization audit standards and conduct fiduciary responsibilities in compliance with these policies and procedures.

**ARTICLE XI**

**Dues and Fees**

Section A: Annual membership dues shall be fixed by a majority vote of the student delegates assembled at the annual convention or other posted meeting. Chapters shall be notified in writing of a proposed dues change no later than 30 days prior to the meeting at which such dues changes are to be deliberated and considered by the student delegates.

Section B: The district may levy additional fees to offset operational expenses. Additional fees must approved by a majority vote of the student delegates assembled at the annual convention or other posted meeting. Chapters shall be notified in writing of a proposed fee or a change in a fee no later than 30 days prior to the annual convention. This provision is not to be construed to apply to fees charged for user-based activities such as but not limited to contests, workshops, conventions and social activities, but only to administrative fees charged to all chapters.

**Article XII**

**Grievance and Appeals**

The district shall adopt grievance policies and procedures consistent with the policies of the Texas FFA Association. Appeals related to competitive events and awards programs shall be resolved in accordance to the Texas FFA Association Conflict Resolution Policy in the respective competitive event or program policies.

**Article XIII**

**Amendments**

Section A: Except as described Section B of this Article, proposed amendments to the district’s bylaws may be proposed by the executive committee or student officers or by the members of any two chapters. Proposed amendments must be submitted in writing to the district’s executive committee no later than 45 days prior to the meeting at which the amendment is to be considered. The said amendment shall be submitted in writing to the local chapters of the district no later than 30 days prior to the meeting at which the amendment is to be considered. Amendments to the bylaws may be adopted by a two-thirds vote of the votes cast by the official delegates. Amendments must not be in conflict with provisions of the state and national constitution or bylaws, state or national FFA policy or other provisions of these bylaws.

Section B: Amendments related to Articles VI and VII of these Bylaws may be proposed by any agriculture, food and natural resources teacher in good standing and must be submitted to the executive committee no less than 30 days prior to the meeting at which the amendment is to be considered and submitted to the teacher membership no later than 14 days prior to being considered. Amendments described in this section may be approved by a two-thirds vote of the votes cast by the teachers assembled in accordance to Article VI of these Bylaws.

**Article XIII**

**Parliamentary Procedure**

The “Parliamentary Guide for FFA” by Jarrell D. Gray shall be used a guide for all district meetings. The latest edition of “Roberts Rules of Order” shall be the final authority in governing the actions in all district meetings.

**Article XIV**

**Miscellaneous**

Section A: The Bylaws shall be construed in accordance with the laws of the State of Texas and pursuant to the governing documents and board-adopted policies of the Texas FFA Association. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

Section B: Legal Construction. If any bylaw provision is held to be invalid, illegal, unenforceable or in conflict with area, state and/or national constitutions, bylaws or policies in any respect, the invalidity, illegality, unenforceability or unconstitutionality shall not affect any other provision and the bylaws shall be construed as if the invalid, illegal, unenforceable or unconstitutional provision had not been included in the Bylaws.