

# South Dakota FFA

## POLICY MANUAL

Updated: February 2023

DISCLAIMER: THE SOUTH DAKOTA FFA ASSOCIATION IS A RESOURCE AND SUPPORT ORGANIZATION THAT DOES NOT SELECT OR CONTROL DISTRICT AFFILIATE, LOCAL CHAPTER, OR INDIVIDUAL MEMBER ACTIVITIES EXCEPT AS EXPRESSLY PROVIDED FOR IN THE SOUTH DAKOTA FFA ASSOCIATION CONSTITUTION, BYLAWS AND POLICY MANUAL.

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## **South Dakota FFA Financial Policy**

### **Funding Sources**

Membership dues shall be collected annually for the purpose of administering the South Dakota FFA Association programs. In addition to membership dues, registration fees may be collected for specific events. The South Dakota FFA Foundation shall serve as the primary source of additional funding.

The Association shall submit requests for funding to the foundation including an explanation of the program for which funding is being sought and a general description of the ways in which all funding of the program will be used.

The South Dakota FFA Association may also partner with the South Dakota FFA Alumni or other stakeholders of agricultural education and the agriculture industry in order to secure funding for programs and in order to minimize the registration fees required to manage Association programs.

### **Funding Policies**

Every effort shall be made to keep registration and membership costs at a manageable amount for members. The board of directors shall offer input as requested to determine if amounts are manageable. In order to do so, fiscal responsibility shall be used by the state staff in making purchasing and lease/rental decisions.

### **Check Cashing Policy**

Checks from the South Dakota FFA Association are written to FFA chapters, companies, vendors, and individuals for the purposes of paying for a good or service, reimbursing a payment, or providing a cash award received. It is the policy of the South Dakota FFA Association that checks must be cashed by the recipient within 90 days of issuance.

### **Overdue Invoice Policy**

As the South Dakota FFA Association uses revenue from membership dues and registration fees to administer programs for South Dakota FFA members, any invoices that remain unpaid will be subject to the following late fee schedule:

Late Fees Chapters will be charged \$10 for every 30 days that a bill is past due, no matter the bill amount.

### **Missed Deadline Late Fee Policy** (adopted Sept 2021)

Chapters failing to meet a state deadline will be assessed a \$50 fine per occurrence. This late fee will be sent to the chapter advisor and school principal.

### **Failure to pay FFA Dues: *Constitutional Reference: Article III, Section A.1.***

Failure to pay FFA dues prior to the December 1st deadline will result in chapters being banned from any state FFA activities or programs until the following October 1st.

Adopted by the South Dakota FFA Association Board on January 18, 2021

## **South Dakota FFA Association Deadlines and Guidelines Policy**

### **Deadlines for Awards and Competition**

The deadline dates will be published annually on the association's website and be distributed to the teachers/FFA advisors throughout the year.

Any exceptions to the established deadlines as published will be included in communication from State Staff.

Materials must be postmarked or submitted electronically on or prior to the established deadline date.

If a deadline due date falls on a Sunday or a Post Office legal holiday, materials will be accepted with the postmark of the next post office working day.

Materials hand-delivered to the State FFA Office must arrive prior to 5:00pm on the deadline date.

Materials being submitted electronically must be time-stamped by 11:59pm CST.

The teacher/advisor has the sole responsibility to get materials to the Post Office or submit them electronically in time to be post marked or time stamped on time. Delegating duty to school secretaries, mail clerks, students, etc does not absolve the teacher/FFA advisor for this responsibility.

Failure to meet published deadlines for CDE/LDE registration and written material submission will result in a 10% deduction in total points for the team or individual affected.

Failure to meet published deadlines for Awards applications and any required submissions of information will result in students or chapters not being eligible for the award recognition.

Adopted by the South Dakota FFA Association Board on January 18, 2021.

### **Roster Deadlines**

FFA Chapters that have not submitted their roster by October 1<sup>st</sup> will be issued a warning letter from the state office via email to the FFA Advisor. If the FFA chapter still has not submitted their roster AND paid all of their dues by December 1<sup>st</sup> (except for 2<sup>nd</sup> semester students), then the chapter and its members can participate in all FFA activities, but will not be allowed to place in any competitive events (applying for State scholarship, State Degrees, Student Ambassador and State FFA office will be allowed) until the following September 1<sup>st</sup>. Chapters that fail to submit their roster and payment by December 1<sup>st</sup> will receive written notification sent to the FFA advisor and Principal.

**Spring Roster Deadlines:** Chapters are allowed to add second semester students until March 20<sup>th</sup> without a late fee. The chapter must have submitted the initial roster and \$65 chapter dues in by the Dec 1<sup>st</sup> deadline.

## **Award and Competitive Events**

### **Agricultural Proficiency Awards**

A member may win 1st place only one time; therefore, members may ask that they not be considered for 1st place.

1st - \$250, & plaque (must submit application for national judging)

2nd - \$100 & plaque

3rd - \$50 & plaque

### **PROFICIENCY AWARD POLICY**

- Agricultural Proficiency awards are available to all active FFA members enrolled in high school agriculture, food and natural resources education. Members who have been out of high school not more than one year and have completed at least three full years of agricultural education or all the agricultural education offered in the school, are also eligible. See “The Agricultural Proficiency Award Program” handbook for further details.
- The National FFA’s current official agricultural proficiency application form must be used for each specific agricultural proficiency award, and should include the items referred to such as the photos.
- Applications must be forwarded to the State FFA Executive Secretary by the deadline on the state calendar. An FFA member may submit applications in more than one award area during the same year.
- Applications for these awards may include reports of activities and records completed up to January 1 of the year the application is submitted for.
- At the state level a member may be granted only one first place Agricultural Proficiency award per year from National or State FFA Foundation funds, and will be eligible to receive first place in a Foundation Award only once. First place winners are not eligible to reapply in that award area.
- Applicants will be considered for national awards only during the same calendar year they place first in state competition.
- The applications of state winner must be submitted for national consideration for reimbursement from National Foundation funds.
- State winners will be announced at the State FFA Convention.
- Applications lacking proper signature will be disqualified, except under extreme circumstances.
- A chapter may submit as many proficiency applications as are qualified per award area each year.

Adopted by the State FFA Executive Committee February 1997

### **Career Development Events**

Each team attending national convention will receive \$500 from the SD FFA Association for travel expenses. Individual events (i.e.: Public Speaking, Extemporaneous Speaking, Job Interview, and Creed) will receive \$300 from the SD FFA Association for travel expenses. The SD FFA Foundation provides all teams or individuals travel scholarships. The \$35 National Registration fee will be paid by the Association out of the travel expense money.

Teams and/or participants are charged an entry fee at the state level to cover CDE's expenses and to generate the money necessary to assist with travel costs to participate at National FFA Convention. This procedure applies only to those CDE's that have a state-level competition in South Dakota.

In August, 1999, the Executive Committee approved a policy stating: Each team competing will need to turn in 2 stamped thank you notes-one to the sponsor and one to the CDE Chairman at registration at

State Convention and State Leadership CDE's or they will not get their registration packet. A parental consent and photo release form must also be turned in prior to the events in order for students to participate.

### **National Convention**

\$500 will be provided to a chapter or district agreeing to run the state booth at the National Convention.

The Foundation will award each of nationally accepted National FFA Band, Chorus and Talent member \$150.00 toward travel expenses while those participants will receive \$50 from the SD FFA Association.

### **Agriscience Fair Awards**

Each Agriscience participant will receive the following awards for their place at state:

- 1<sup>st</sup> - \$250 (must submit application for national judging)
- 2<sup>nd</sup> \$100
- 3<sup>rd</sup> - \$50

### **Star FFA Degrees**

Four finalists will be selected at the same time as finalists in each of the following programs: State Farmer, Agribusiness, Placement, and Agriscience. Selection will be based on applications and record books. Applicants must fill out the State Degree form and the National Star Battery. Each finalist will be interviewed and a winner will be awarded a plaque from the SD FFA Foundation and a cash award. Runners up will each receive a plaque from the SD FFA Foundation and a cash award with no placing.

The Star Greenhand program will also select seven finalists from each of the FFA Districts. Finalists will be chosen by application and record book by the FFA Advisors in the District. Applicants are required to fill out the State Degree application, and include the following information from the National Star Battery: Photos, letter from the teacher, story, SAE agreement, and an optional letter from the employer. Each finalist will be recognized on stage at State Convention.

### **Ranking State Degrees at the District Level**

- The District FFA Advisor is responsible for the district State FFA Degree screening process.
- The applications and rankings must be at the February Executive committee meeting.
- It is recommended that two committees be selected; one to evaluate the applications and the other to interview the star applicants. Suggested procedure is that immediately after the applicant's application has been reviewed, the candidate is presented to the oral interview committee.
- Committee shall consist of Agricultural Education Instructors and/or other knowledgeable adults.
- All interviews shall be of equal difficulty and last a maximum of ten minutes.
- Each application and applicant shall be evaluated using the score sheet attached to the application.
- Each district is responsible for nominating 1st and 2nd Star State Farmer, Star Agriculture Placement, Star Agriscience and Star in Agribusiness candidates.
- All applicants will be reviewed with a checklist (provided by the State Executive Secretary) for approval by several district advisors.
- Errors in math, failure to document income and net worth and applications lacking proper signatures should cause major deductions in scoring and/or "No" recommendation.

- Each district may establish their own appeals process for sending applications on to the state level.
- All applications submitted for review at the district level shall be forwarded directly to the State Office by the district advisor along with completed checklist indicating acceptance, denial or disagreement. The State Executive Committee will review any applications receiving even one “No” recommendation. Applications with all “Yes” recommendations will not have to be double-checked by the executive committee. The State Executive Committee decision is final.

### **Scholarship Awards**

The Blue and Gold, Mary Hanson and Agriculture Education Scholarship, along with the scholarships provided by the SD FFA Foundation will all use the Blue and Gold Scholarship form. Scholarships will be announced prior to the SD FFA Convention; money will be awarded to the recipient’s school at the beginning of the Fall semester following convention.

**Blue and Gold Scholarships (4)** The SD FFA Foundation awards four scholarships to high school seniors majoring in some field of agriculture at any South Dakota college or technical school. Applications are due Feb. 15th. Scholarships are \$500.

**Mary Hansen Scholarship (4)** This endowment was a gift from Mary Hansen, upon her death in 1984. Four scholarships are to be awarded each year to residents of Minnehaha and Lincoln Counties. Using State Degree selections, the top Star Farmer and Star in Ag Business from Districts 3 and 7 that are majoring in some field of agriculture are to receive the \$750. They do not have to attend school in South Dakota.

**Gary Grey Agriculture Education Scholarship (2)** One \$750 and One \$500 scholarship will be awarded to a graduating FFA senior member who applies and is accepted to South Dakota State University in the area of Agriculture Education. Apply for the award using the Ag Ed Scholarship Application.

**Bob Bell Scholarship (6)** This endowment was established in 1996 when Bob Bell, State FFA Executive Secretary for 22 years, retired. Retiring State FFA Officers are to each receive \$500 for the continuation of their schooling in the year following their service. Officers can attend any school, with any major. No scholarships are to be awarded until all six officers can receive \$500 from the interest without drawing off the principle. Each year state officer teams can do fundraisers to add to the principle.

### **State Fair**

Entries for FFA activities at the SD State Fair are open to active or incoming FFA members of the South Dakota FFA Association. Each State Fair exhibitor must have completed at least a semester of agriculture education coursework and be a paid FFA member on the chapter roster OR be enrolled in an agriculture education class as an incoming 7th – 12th grade student. FFA Advisors need to submit the names of incoming members that do not appear on the previous year FFA roster to the State Executive Secretary. If a member is not on the current chapter roster and is not a new, incoming member, but was enrolled in an agriculture education class during the previous school year, back dues and late fee must be paid to allow the member to show at the SD State Fair. Members may retain their active membership until November 30 following the fourth national FFA convention after high school graduation. All active FFA members are eligible to enter. All participants must follow the FFA Code of Conduct while at the Fair, from the time an exhibit enters the grounds until the time the exhibit is off the grounds and finished with all FFA activities (see SD FFA Code of Conduct). Livestock entered by FFA members must be a part of their supervised agricultural experience (SAE) program in agricultural education. If a member has more than one animal in the ring, he must have another SD FFA member show the second animal. Each animal may be entered in only one lot.”

**Honorary Degrees/Distinguished Service Awards**

Honorary Degree and Distinguished Service award nominations can be submitted by any FFA Advisor or by the State Officers, Executive Secretary or State Advisor prior to the winter board meeting. Board approval is required for all state level honorary awards.

**Honorary American Degrees/VIP Citations/Distinguished Service Citations**

To be eligible for consideration to the Honorary American Degree, VIP Citation or Distinguished Service Citation from South Dakota, the recipient needs to have already received an honorary award from the South Dakota FFA Association.



## **Alternate Instruction and Distance Education Policy**

### **Distance Education Policy**

More students are taking advantage of distance education classes due to decreasing enrollments and a shortage of teachers. The focus is on the three components of Agriculture, Food and Natural Resources Education: FFA, classroom instruction, and Supervised Agricultural Experience (SAE) programs. In order to offer FFA as an option for these Distance Education programs, the following criteria has been established:

- The instructor delivering course work via distance education must be associated with an approved program in Agriculture, Food and Natural Resources education as determined by the SD Division of Career and Technical Education (DCTE).
- Each school district receiving distance education must operate as a chapter in and of itself.
- The instructor delivering course work is recognized as the official advisor for the chapter and must be responsible for recording membership, signing all forms requiring advisor signatures, keeping members apprised of activities and opportunities, and formulating a program of activities for the chapter.
- A new chapter must have at least six students to charter and, after establishing, cannot have less than 6 members for more than a one year time period without losing the charter.
- To form or maintain an FFA chapter, written support from the school district must be submitted to the SD FFA Executive Secretary.
- The minutes of local monthly FFA meetings must be provided to the official FFA Advisor.
- In the case of FFA competitive events, all team members must be from the same chapter.
- Students must enroll in a minimum of ½ credit of course work each school year.
- All enrolled students must have an SAE each year and submit a record of SAE activities conducted during enrollment.
- The delivering instructor is required to visit the distance site at least once every 9 weeks.
- The receiving school must appoint a home-site instructor to serve as a liaison between the students and the advisor as deemed necessary by the instructor and the local school district.
- Any classes not taught by a certified South Dakota Agriculture Education Instructor and FFA Advisor will not be recognized as FFA eligible courses. For example, distance education courses not taught by a certified agriculture education teacher, any courses taught from a university/post-secondary institute that are not official dual enrollment/dual credit courses, and any other online ag-related courses that are not DCTE approved will not qualify for the SD FFA distance education policy.

### **South Dakota Agriculture Education/FFA Home School Policy**

At the discretion of the local school district, alternative instruction students, under SDCL 13-27-3, may be granted permission to gain membership in the local FFA chapter by annually fulfilling the following conditions:

- Enrolled and attending a minimum of .5 credit of Agriculture, Food and Natural Resources courses per academic school year taught by an AFNR instructor in an AFNR program approved by the SD Division of Curriculum, Career and Technical Education.
- Complying with all member school eligibility requirements. Scholastic/academic eligibility shall be verified per local school administrative policy.
- Satisfying the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including but not limited to all local school training rules and/or codes of conduct.

## **South Dakota Agriculture Education/FFA Home School Chapter Policy**

A home school chapter can be chartered if deemed necessary by individuals following alternative instruction students, under [SDCL 13-27-3](#). In order to offer an individual home school FFA chapter to be chartered, the following criteria has been established:

- The instructor delivering course work must hold a current South Dakota teaching certificate with a permanent endorsement in the Agriculture, Food and Natural Resources Career Cluster (temporary or provisional certificates are not eligible).
- The instructor delivering course work is recognized as the official advisor for the chapter and must be responsible for recording membership, signing all forms requiring advisor signatures, keeping members apprised of activities and opportunities, and formulating a program of activities for the chapter.
- A new chapter must have at least six students to charter and, after establishing, cannot have less than four members for more than a one-year time period without losing the charter.
- All enrolled students should have an SAE each year and should submit a record of SAE activities conducted during enrollment.
- Students must enroll in a minimum of ½ credit of course work each school year which must align with current SDDOE AFNR course numbers and standards; these will be recognized as FFA eligible courses.
- The home school must meet on a set schedule that accumulates a minimum of 90 hours of AFNR instruction through the year and must provide an annual report to the State FFA Executive Secretary.
- Home school FFA Chapters have all the rights and privileges of regular FFA chapters.

### **Core Content taught through Agriculture, Food and Natural Resources Programs**

Meets the eligibility requirements for FFA membership

Students taking Agriculture, Food and Natural Resources courses for core credit are eligible for FFA membership if the following conditions are met:

- The course is taught by a certified AFNR instructor.
- The AFNR program is approved by the SD Division of Curriculum, Career and Technical Education.
- The student is enrolled and attending a minimum of .5 credit of AFNR courses taught for core content or other AFNR courses per academic school year.

\*Students taking an online course would fall under the distance education policy\*

## Member Policies

### Official Dress

- The uniform worn by the FFA members at local, state, and national functions is called official dress and is defined by the National FFA Organization.
- While not required, Official Dress is highly recommended for all official FFA functions.

### Curfew Policy

FFA members are to be in their place of lodging, occupying their assigned room in a quiet manner by 30 minutes after the conclusion of the scheduled activity or 11:00 PM (based on current time location) whichever is later.

Adopted at the September 4, 1993 Executive Committee meeting.

### Conduct Violation Policy

FFA members found to be in violation of any of the following infractions at a state or national FFA activity, will forfeit their right to participate in any additional FFA activities at the district, state or national level for a period of (6) months.

- Use of alcohol and chemical substance or any tobacco product, including e-cigarettes.
- Behavior resulting or potentially resulting in personal injury to others, property damage, or criminal prosecution.

The State FFA Executive Secretary or State FFA Advisor have the sole authority to impose the suspension.

Members may appeal suspensions to the FFA Executive Committee, at the next regularly scheduled meeting, but remain suspended while under appeal.

### To be in Good Standing Members will:

- Dress appropriately and neatly for the occasion.
- Refrain from the use of alcoholic beverages or other chemical substances.
- Refrain from smoking.
- Not visit members in other rooms after curfew, which is 11:00 p.m. unless stated otherwise by state officials.
- Be in hotel/motel rooms at curfew time.
- Recognize the rights and comforts of others with respect to noise, language, and general conduct.
- Recognize the authority of supervisors and group leaders, and keep them advised of your whereabouts at all times.
- Understanding I will not be allowed to leave for an outside event or activity and then return to the FFA Event unless riding with my parents or advisors due to liability issues.

### State Officer Policies

- Submit vouchers regularly—after each kind of activity so budgets and expenses can be kept straight.
- Official FFA travel of State Officers and the Executive committee is reimbursed at the approved state rate per mile. State FFA Officers meals are reimbursed at approved state rates. Lodging is reimbursed at actual cost (receipts are required). Out of state rates for meals may vary.

- Officers are reimbursed for meals while traveling for official FFA business (up to 3 per day), when meals are not provided
  - Breakfast — if you leave before 7:00am
  - Dinner — if you leave before 11:00am and back after 1:00
  - Supper — if you are back after 7:00pm
- During the school year, officers will not be paid mileage to SDSU for meetings but are expected to be there.
- Skirts should be at or below knee level and ties/scarves should be match. Guys should have black dress pants, not jeans. Hair should be neat, and a natural color and guys should be clean-shaven. No visible or facial piercing allowed during the year (other than ears).
- Each officer and ambassador will receive reimbursement (if receipts are submitted) up to the amount of \$50 to purchase Casual Official Dress. Officers need two or three shirts, two short sleeved and one long sleeve is suggested, that coordinate. Ambassadors need one or two shirts. Professional nametags will be provided.
- Officers will be reimbursed mileage to chapter banquets; only newly elected officers will be required to attend chapter banquets. The newly elected officer should drive and record mileage to be reimbursed. All other chapter events that State FFA Officers chose to attend will be of their own expense.
- The State FFA Association will pay up to \$100 for officers to complete the annual scrapbook.
- Chapter visits will be scheduled in teams of two officers, with the exception of first visit, where all six officers will be at one chapter for the entire school day. Two chapters will be visited per day, for a minimum of two consecutive class periods. Visits will be pre-scheduled by the SD FFA Executive Secretary in coordination with chapter advisors, and all conformation and information gathering prior to the visit will be done between State Officers and chapter advisors. Officers are strongly encouraged to stay the night before at the home of a member of the chapter to be visited the next morning. Officers are expected to visit at least 2 class periods, the principal and/or superintendent, and counselor about Agriculture Education and FFA while at each school. One officer per two-team pair will be reimbursed for mileage per day of visits. If a chapter has to cancel for any reason, or officers are not able to complete the visit due to inclement weather, it will be at the discretion of the SD FFA Executive Secretary, in correspondence with the chapter advisor, to reschedule.
- Regardless of which post-secondary institute officers choose, they must have three days per week in the fall semester and two days per week in the spring semester without classes to conduct FFA activities.
- The State FFA Association will purchase each officer up to 500 business cards —one set of 250 will be purchased immediately after election and the second set of 250 will be purchased in January of the State Officer year, only if needed. Extra cards will be at the officer's expense
- Officers are encouraged to participate in the National FFA Organization's annual International Leadership Seminar for State Officers (ILSSO) but all expenses, including fund raising time and calls are at the officer's own expense. No more than two members of the current team can participate if ILSSO conflicts with Legislative Breakfast
- At the end of the year each officer will receive up to \$50, if a receipt is submitted, to go toward parent and advisor plaques.
- While traveling on an overnight trip, officers are expected to arrange an FFA member host home. Rooms will not be paid for unless approved beforehand by the State Executive Secretary.
- As officers retire they are encouraged to help with the transition of the new officer team.

- STATE OFFICERS' JACKETS. The State Association shall purchase an official FFA jacket for each State FFA officer, the jacket to remain the property of the state officer following their term of office.
- PAST STATE OFFICER PINS. Past State Officers' Pins shall be presented to the outgoing officers at each State Convention.

## **Association Governance Policies**

### **Postponement/Cancellation of State-Wide Agricultural Education Activities**

When inclement weather or other situations force a change in scheduling for state-wide activities coordinated/sponsored by the Division of Career and Technical Education the following procedure will be utilized to notify teachers, students and other interested persons.

Email notifications will be sent out to FFA chapter advisors and interested parties. In addition, social media will be utilized to notify of schedule changes or cancellations.

Electronic news media may be utilized to communicate with effected persons in an efficient manner if deemed necessary by the State FFA Office.

### **Governance Bodies**

Board of Directors of the South Dakota FFA. The Executive Committee of the South Dakota FFA shall serve as the governing body of the South Dakota FFA. Its makeup shall be identified in the South Dakota State Constitution.

SDAAE Career Development Event Committee. The purpose of the SDAAE CDE Committee is to review all CDE and award activities and make recommendations concerning CDE's and awards to the FFA Board of Directors. The SDAAE CDE Committee shall consist of the District Advisors or their designees with the chairperson chosen in addition to the seven district representatives. They will not be a voting member of the committee.

Standing FFA Committees. The South Dakota State FFA Constitution shall identify and outline any standing committees. All standing committees shall report to the delegate body.

State FFA Delegate Body. The State FFA Delegate body shall consist of active FFA members who represent a chapter in good standing as outlined in the South Dakota FFA Constitution. This body will convene to conduct business at the State FFA Convention.

South Dakota FFA Foundation Board of Trustees. The FFA Foundation Board of Trustees consist of agriculture teachers from each district with the responsibility of recommending funding for FFA CDE awards, travel, individual FFA recognition activities, and setting policy in regards to the operation of the Foundation.

South Dakota FFA Alumni Board of Directors. The South Dakota FFA Alumni Board of Directors is made up of state elected officials from active local alumni chapters. This body conducts business concerning alumni on a state-wide basis.

### **SDAAE CDE Committee**

- The SDAAE CDE Committee shall meet when deemed appropriate by the committee.
- Recommendations may be provided on all individual and chapter competitive events concerning rules, continuation, addition, location and time.
- A do pass consensus must be reached by the CDE Committee on all recommendations to be submitted for further consideration.
- Recommendations of the CDE Committee shall be presented to the Executive Committee in writing prior to the meeting of the FFA Board of Directors.
- CDE Committee recommendations may be presented for clarification at the FFA Board of Directors meeting by the CDE Committee Chairperson or the SDAAE President.

- A do not pass recommendation may be reintroduced at the FFA Board of Directors meeting by a district representative. Results of the CDE committee decision will be requested on these issues.

#### **Standing FFA Committees**

- The Standing FFA Committees shall meet prior to the Business Meeting of the State FFA Convention except for the nominating committee.
- Issues relating to the responsibilities of the committees will be discussed.
- Recommendations of the committees will be presented during the Business Meeting of the State FFA Convention.

#### **State FFA Delegate Body**

- The State FFA Delegate Body shall convene during the State FFA Convention to handle official State FFA business.
- Recommendations submitted through the Board of Directors shall be acted on by the delegate body at the Convention. Business recommended by the Executive committee and passed by the delegate body will be considered fully enacted.
- The delegate body may act on recommendations presented by the standing committees from meetings held during the Convention. All actions accepted by the delegate body must be ratified by the Board of Directors at the next meeting to be considered fully enacted.
- The delegate body may introduce and act on business submitted from the floor during the State FFA Convention. All actions accepted by the delegate body must be ratified by the Executive Committee at the next meeting to be considered fully enacted.

#### **State FFA Board of Directors**

- The Board of Directors shall meet three times a year: September at a rotating location around the state, February in conjunction with Proficiency Qualifier and virtually in May following state convention.
- Agenda items for the meeting should be submitted to the State FFA Executive Secretary 15 days prior to that meeting date.
- Items of business may be introduced to the FFA Board of Directors by any voting member of the committee. District items of business may be introduced by district representatives. Items submitted for consideration by the CDE Committee will be introduced via the meeting agenda.
- Items of business first introduced in the Board of Directors meeting must be accepted by a majority of the Committee before it is passed on to the delegate body.
- Items of business first introduced in the delegate body, and passed, must be introduced at the Executive Committee and accepted to be fully enacted.
- All items of business accepted by the Board of Directors and submitted to the delegate body shall be sent in writing to local FFA chapters at least 15 days prior to the State FFA Convention.
- If necessary, the Board of Directors shall conduct electronic voting for any non-constitutional policy changes instead of waiting until the next committee meeting to vote on the issue.

#### **State FFA Foundation Board of Trustees**

- Business items passed by the FFA Executive Committee and delegate body resulting in additional expenditure of State FFA Foundation funds must be accepted by the State FFA Foundation Board of Trustees to be funded.

### **SDAAE District Chairpersons and Their Duties**

- The District SDAAE Chairperson generally is also the District FFA Advisor. This may not always hold true as membership in the SDAAE is required to be considered the SDAAE District Chairperson who is a member of the Board of Directors of the SDAAE.
- The Chairperson is elected to a two-year term. Even numbered districts elect their Chairperson in even numbered years and odd numbered districts elect their Chairperson in odd numbered years. Please refer to the SDAAE Constitution/Bylaws for more details.
- The SDAAE Constitution/Bylaws states: “Each District Chairperson or Vice-Chairperson shall be responsible for conducting the business of the Association within the district.” A more complete list of duties and responsibilities include the following:
  - Determine Agricultural Education and FFA CDE sites, dates and responsibilities at, or before, the summer conference. It is also their responsibility to make arrangement to secure judges for the events.
  - Send a list of district qualifiers and State FFA applicants to the Education Program Representative with leadership responsibilities in the agricultural education area.
  - Coordinate district SDAAE meeting throughout the year.
  - Work cooperatively with State staff and Teacher Education staff at SDSU concerning collection and dissemination of needed information.
  - Assist with summer conference registration, recording secretary duties, collection of the unified membership dues package, State FFA contest registration, and encourage and work toward 100% district membership.
  - Cooperative with Big Brothers/Big Sisters to inform and orientate new instructors.
  - Serve as district chairperson for the SDAAE legislative network. Be responsible for teacher welfare throughout the district.
  - Be responsible for a section of the Program of Work and report to the President-Elect of the SDAAE.
  - Work cooperatively with other officers and board members concerning activities and policies.
  - Convey opinions, resolutions or recommendations of your district to the SDAAE Board of Directors and the FFA Executive Committee.
  - Encourage (require) members of the district to submit news articles, teaching ideas, etc. to the SDAAE Ag Educator and other publications. Also, encourage use of radio and television by the instructors. Insure that the proper application is made for recognition with the 30 Minute Club Award.
  - Conduct a district meeting at the summer conference. Hold district elections as needed and arrange the coming year’s schedule.
  - Attend the NAAE Region III Leadership Conference.
  - Secure appropriate district awards.
  - Encourage (require) participation in the NAAE-SDAAE awards programs and select district winners, if necessary.
  - Secure nominations for the SDAAE Outstanding Educator and Distinguished Service Awards. Suggest persons to receive the NAAE Region III Citation for Service Award.
  - Secure door prizes for summer conference.
  - Participate by letter, conversation, or presence, in planning the summer conference.
  - Be familiar with and explain the current SDAAE operating policies.
  - Be familiar with the Constitution/Bylaws of the State and National Associations.



- o Place in nomination, one teacher from your district for the office of SDAAE Secretary.

### **South Dakota FFA Association Volunteer Policy**

#### **Volunteer Requirements**

Volunteers at South Dakota FFA Association state-level events shall be approved by state staff, or their designee, prior to their involvement with those events. All event volunteers are required to fill out the Volunteer Agreement Form agreeing to the Code of Ethics contained in this document below. State staff and event coordinators designated by state staff have the authority to deny a volunteer from attending any event administered by the South Dakota FFA Association.

This policy shall also include those wishing to serve on leadership teams for the entities that fall under the management authority of the South Dakota FFA Association. This includes, but is not limited to, the state Alumni board, temporary/special committees, Ag Adventure Center board, standing committees, etc.

The South Dakota FFA Board of Directors or state staff as designated by the board, has the authority to deny volunteer or attendance privileges to any individual if there is concern their attendance will be detrimental to the facilitation of FFA events and/or would place attendees, students, or adults at undo risk.

#### **Volunteer Agreement Form**

Thank you for your volunteer service to the South Dakota FFA Association and the valuable link you provide to local communities, business, and organizations. When in the course and scope of volunteer duties, you are considered a representative of the South Dakota FFA Association, and have the following responsibilities:

To conduct yourself in accordance with the FFA Code of Ethics:

- Dressing neatly and appropriately for the occasion.
- Showing respect for the rights of others and being courteous at all times.
- Being honest and not taking unfair advantage of others.
- Respecting the property of others.
- Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
- Demonstrating sportsmanship in the showing, at career development events and meetings, and being modest in winning and generous in defeat.
- Attending meetings promptly and respecting the opinion of others in discussion.
- Taking pride in our organization, activities, supervised experience programs, exhibits and the occupation of agriculture.
- Sharing with others experiences and knowledge gained by attending national and state meetings.
- To maintain a fair and unbiased approach to the judging and selection of all student applications, projects, reports, and presentations despite any previous connections to student who may be actively participating.
- To provide a safe environment for all participants at all times.
- To preserve confidentiality of any results or outcomes relating to student placing or performance.

South Dakota FFA reserves the right to accept or decline any volunteer, to remove a volunteer from an event, or to permanently revoke volunteer status to anyone who does not abide by the above responsibilities.

South Dakota FFA reserves the right to adjust or reassign volunteers based on overall judging.

By signing this document, I agree to abide by the South Dakota FFA Volunteer Agreement

Adopted by the South Dakota FFA Association Board on January 18, 2021

## South Dakota FFA Association Conflict of Interest Policy

### DEFINITIONS:

Affiliates means the South Dakota FFA Foundation, the South Dakota FFA Alumni Association, the South Dakota State University Ag Education Teacher Educators, and the South Dakota Association of Agriculture Educators.

Board means the Board of Directors of the Association.

Board Director means an individual member of the Board of Directors.

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include Staff Members/Employees, officers and Board Directors of the Association.

Association means the South Dakota FFA Association, a South Dakota nonprofit corporation.

Staff Member/Employee means a person who receives all or part of his/her income from the Association.

Volunteer means a person -- other than a Board Director -- who does not receive compensation for services and expertise provided to the Association.

### POLICY:

- I. Staff Member/Employees should avoid the possibility or the appearance of a Conflict of Interest and should not:
  - 1) Engage in any outside employment, whether on his/her own behalf or for private individuals, firms, companies, non profit organizations, institutions or local governments, which is not compatible with the full and proper discharge of the duties and responsibilities of his/her employment with the Association.
  - 2) Have a direct or indirect financial interest in any organization that could benefit as a result of association with the Association or any of its Affiliates.
  - 3) Participate in any transaction concerning the purchase or sale of corporate stocks or bonds, commodities or other property for speculative purposes that are connected in any way with activities of the Association or any of its Affiliates.
  - 4) Accept employment or compensation from any individual or from any corporation, partnership, limited liability company or other entity, other than the Association, without prior written approval from the Board.
- II. Full disclosure, by notice in writing, shall be made by the interested parties to the Board in all potential Conflicts of Interest, including but not limited to the following:
  - 1) A Board Director or Staff Member/Employee is related to another Board Director or Staff Member/Employee by blood, marriage or domestic partnership.
  - 2) A Staff Member/Employee in a supervisory capacity is related to another Staff Member/Employee whom he/she supervises.
  - 3) A Board Director or his/her organization (or Staff Member/Employee or his/her organization) stands to benefit from a transaction with the Association or any of its Affiliates.
  - 4) A Volunteer who meets any of the situations or criteria listed above.
- III. Following full disclosure of a potential Conflict of Interest or any circumstances listed above, the Board shall determine whether a Conflict of Interest exists and, if so, the Board shall vote to

- authorize or reject the transaction or take any other action deemed necessary to address the Conflict and protect the best interests of the Association and its Affiliates.
- IV. A Board Director who is considering employment with the Association or any of its Affiliates must take a temporary leave of absence from the Board until the position is filled.
  - V. An interested Board Director, officer or Staff Member/Employee shall not participate in any discussion or debate of the Board, or of any committee or subcommittee thereof, in which the subject of discussion is a contract, transaction or situation in which there may be a perceived or actual Conflict of Interest.
  - VI. Anyone in a position to make decisions about spending the Association's resources (i.e., transactions such as purchase contracts) – who also stands to benefit from that decision – has a duty to disclose the potential Conflict as soon as it arises (or becomes apparent); and he/she should not participate in any final decisions thereon.
  - VII. A copy of this policy shall be made available to all Board Directors, Staff Members/Employees, Volunteers or other key stakeholders upon commencement of such person's relationship with the Association or at the official adoption of stated policy.

Adopted by the South Dakota FFA Association Board on January 18, 2021

### South Dakota FFA Association Document Retention/Destruction Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. This policy intends to mitigate or eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Check vouchers	5 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Consent forms	7 years
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
General Ledgers	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	5 years
Personnel files (terminated employees)	5 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Year End Financial Statements	Permanently
Accounts payable ledger and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Investment records; ledgers, transfer registers, record of interest, options, etc	Permanently
Charts of accounts	Permanently
Journals	Permanently
Property records-including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Property appraisals by outside appraisers	Permanently
Contribution records	Permanently
Stock and bond certificates (cancelled)	7 years
Vouchers for payments to vendors, employees, etc (including allowances and reimbursement of employees, officers, etc. for travel & entertainment expenses	7 years

Adopted by the South Dakota FFA Association Board on January 18, 2021

## **South Dakota FFA Association Whistleblower Policy**

### **General**

The South Dakota FFA Association requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the South Dakota FFA Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees of the South Dakota FFA Association to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee of the South Dakota FFA Association who in good faith reports an ethics violation on another person shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees of the South Dakota FFA Association and others to raise serious concerns within the South Dakota FFA Association prior to seeking resolution outside the South Dakota FFA Association.

### **Reporting Violations**

The South Dakota FFA Association has an open-door policy and suggests that directors, officers and employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Secretary is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Secretary or you are not satisfied with his/her response, you are encouraged to speak with anyone on the Executive Committee or anyone on the Board whom you are comfortable in approaching, or the organization's attorney. Board members and staff are required to report suspected ethics violations to the Board president or the organization's attorney, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with the South Dakota FFA Association's open-door policy, individuals should contact the organization's attorney.

### **Accounting and Auditing Matters**

The Executive Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Board president shall immediately notify the Executive Committee of any such complaint and work with the Executive Committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Board president will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Adopted by the South Dakota FFA Association Board on January 18, 2021

## Appendix A

### Satisfactory SAE

What's a Satisfactory Supervised Agriculture Experience (SAE) for the State FFA Degree?

A Committee of South Dakota A Ed Instructors has provided leadership to help us define a SAE of satisfactory quality to attain the State FFA Degree. Our concern in the past has been..." What is agriculture?," and in response the committee has developed the following guidelines:

The applicant must document their SAE on their application (p. 17) by listing the competencies gained through their SAE. The competencies listed must be found on one of the states provided profiles and the application must show how many hours of time were spent by the student to have devoted a minimum of 300 hours to the competencies listed. The committee decided that the acceptable competencies cannot come from the SAE, FFA or Leadership Competency Profiles.

One of the requirements for the State Degree is..." Have earned and productively invested at least \$1000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof in a supervised agricultural experience program."

We hope that the procedure described above will help us further define an acceptable, high-quality SAE that meets the requirements for state-level recognition.

## Appendix B

### State Officer Agreement

One of the highest honors in the FFA is to serve as one of the six State Officers. Past State Officers report this experience to be of great value to them in succeeding years. It is an honor to serve, only if the job is done well. To serve effectively, a member must be dedicated to the FFA, must possess superior leadership abilities and must be willing to devote definite times throughout the year to the job. All FFA members giving consideration to applying for a State Office should study the following information carefully.

#### A. Qualification for State FFA Office

1. Must hold the State Degree, must be an active FFA member, and must be continuing their supervised agricultural experience program.
2. Must live in South Dakota all year, and not attend school out of state.
3. Must be free of commitments to the military or other organizations or activities which might conflict with State Officer responsibilities.

#### B. State Officer Activities

State Officer activities include many events throughout the year. These include, but are not limited to: Executive Committee Meetings, the State Fair, Leadership Retreats, Business and Industry Visits, Banquet Speeches, Legislative Breakfast, District Officer Training, Chapter Visits, National FFA Trainings, Leadership Career Development Events, National Convention and State Convention.

#### C. Other Commitments and Agreements

1. Will serve as a member of the team, always maintaining a cooperative attitude.
2. Will participate in all activities expected of me as a State Officer, except in severe emergencies.
3. Am totally dedicated to the total program of agriculture, food, and natural resources education in agriculture, agribusiness, and the FFA.
4. Be able and willing to be away from home to participate in officer activities.
5. Be willing to take and follow instructions as directed by those responsible for me.
6. Become thoroughly knowledgeable about agriculture and agricultural education.
7. Work untiringly through preparation and practice to develop myself into an effective public speaker and project a desirable image of the FFA at all times.
8. Write all letters, thank you notes, reports and other necessary correspondence regularly and in a timely manner.
9. Accept and search out constructive criticism and evaluation of my total performance.
10. Keep myself up-to-date on current events.
11. Constantly evaluate my personality and attitudes making every effort to improve myself.
12. Maintain and protect my health.
13. Follow the South Dakota State Officer Code of Ethics:
  - a. To forego all alcohol, tobacco and other nicotine products while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and any international travel.
  - b. To treat all FFA members equally.
  - c. To behave in a manner which conveys and demands respect without any air of superiority.
  - d. To maintain dignity while being personable, concerned, and interested in my fellow people.
  - e. To avoid places or activities which in anyway would raise question as to my moral character or conduct.
  - f. To consider boy/girl friends as secondary to officer responsibilities.
  - g. To use wholesome language in all speeches and informal conversations.
  - h. To maintain proper dress and good grooming for all occasions.
  - i. To avoid participation in and actively discourage any conversations, which belittle or downgrade fellow FFA members, officers and adults.

*I have read, studied and understand the above qualifications, commitments and agreements. If elected to a State Office, I will carry out my responsibilities in accordance with these statements and understand that I will be removed from office at any time by a majority vote of the South Dakota FFA Executive Committee, if I do not adhere to these established standards for State FFA Officers.*

**Appendix C**

**South Dakota FFA Districts**

<p>Aberdeen Central Doland Langford Sisseton Webster</p>	<p><b>DISTRICT 1</b> Clark Florence Leola Watertown Area (NETHS) Wilmot</p>	<p>Deuel Groton Milbank Waubay</p>
<p>Arlington Deubrook Henry Lake Preston Sioux Valley</p>	<p><b>DISTRICT 2</b> Brookings Elkton Howard Madison Central Willow Lake</p>	<p>De Smet Esteline Iroquois Rutland</p>
<p>Alcester – Hudson Centerville Menno Viborg-Hurley</p>	<p><b>DISTRICT 3</b> Beresford Freeman Parker Yankton</p>	<p>Canton Lennox-Sundstrom Tea Area</p>
<p>Andes Central Chamberlain Gregory County Mitchell Sanborn Central/Woonsocket Winner</p>	<p><b>DISTRICT 4</b> Bon Homme Colome Kimball Parkston Scotland</p>	<p>Bridgewater – Emery Ethan McCook Central Platte – Geddes Wagner</p>
<p>Belle Fourche Custer Faith Jones County Lemmon New Underwood Rapid City Central Timber Lake</p>	<p><b>DISTRICT 5</b> Bison Dupree Harding County Kadoka Lyman Newell Rapid City Stevens Wall</p>	<p>Cheyenne - Eagle Butte Edgemont Hot Springs Lead-Deadwood McIntosh Philip Sturgis</p>
<p>Bowdle Gettysburg Hitchcock – Tulare Miller Redfield Sully Buttes Wolsey-Wessington</p>	<p><b>DISTRICT 6</b> Edmunds Central Herreid Hoven Northwestern Area Selby Area Sunshine Bible Academy</p>	<p>Faulkton Highmore Huron Pierre Stanley County Wessington Springs</p>
<p>Baltic Chester Area Flandreau Montrose West Central</p>	<p><b>DISTRICT 7</b> Brandon Valley Colman - Egan Garretson Sioux Falls CTE Academy</p>	<p>Buffalo Christian Dells Harrisburg Tri-Valley</p>



## Appendix D

### SD FFA Fee Schedule

<b>Event</b>	<b>Fee</b>
Membership dues	\$15/member
Chapter dues	\$65/ chapter
3 year membership	\$29.50/member
3 year plus one membership	\$39.50/member
State Fair Chapter, Agriscience & Static Exhibits	\$3/exhibit
State Fair Dairy, Swine, Sheep, Goats	\$10/animal
State Fair Beef	\$15/animal
State Fair Rabbit	\$6/animal
Leadership Retreat Registration	\$150/ member - \$85/advisor
State Leadership CDE Registration	\$15/student
State Convention Registration	\$45/team - \$10/ individual
Chorus/Talent Applications	none
State Officer/Ambassador Applications	none
Agriscience Applications	\$10/project
State Star Finalist	\$25/applicant
State officer attending chapter banquet	\$40/chapter
Proficiencies	none
National Chapter Award	none
Scholarships	none
State Degree Applications	none
American Degree Applications	None
Missed Deadline Late Fee	\$50/occurrence
Invoice Delinquency Fee	\$10 every 30 days