

Servant Leadership Handbook

For

Texas Young Farmers

Education Leadership Development

Community Service Recreation



“The life of service is the life that counts.”

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Texas Young Farmer History

As far back as the early 1940's, clubs were organized under sponsorship of local vocational agriculture teachers that proved to be the forerunner of the Young Farmer program as we know it today. The clubs were made up of former FFA members who held high degrees in the organization. When clubs were organized, they usually took the name of "Gold Key Club", or "FFA Alumni Club". The organization of the State Association of Young Farmers of Texas took place at the Texas FFA Convention in 1950. A group of prominent former FFA members organized, elected officers, and adopted the name "Texas

FFA Alumni Association.” Soon thereafter, the Korean Conflict started and so many Young Farmers were drafted that the organization became inactive.

The State Association sprang to life again at the 1953 State FFA Convention in Fort Worth. Officers were elected and work was begun on a new constitution that was adopted at the 1954 State Convention. This time the group took the name of THE STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS. Membership was no longer restricted to former FFA members, and the maximum age limit for active membership was set at 35 years old. Young Farmer conventions have been held annually since 1954. For the first time, in 1961, the Young Farmer convention was held separately from the FFA and at a date more convenient for Young Farmers. The convention was a great success. Support of agribusiness firms, manifested through purchase of other means, was tremendous and proved to be a source of encouragement to the Young Farmers.

Since the Association’s beginning, major emphases in local Young Farmer programs have been placed on education. In addition, each chapter’s program includes cooperative and community service activities, leadership development, and recreation. Many worthwhile civic and community service projects have been carried out each year by local chapters.

During the 1954 - 59 periods, Young Farmer activities were directed by Dr. J.R. Jackson, of the Agricultural Education Department of Texas A&M. In 1959, the program’s administration was transferred to the division of Agricultural Education at the Texas Education Agency. Mr. E.L. Tiner of the Texas Education Agency was appointed the first Executive Secretary.

With an increase in chapters statewide, the need for area organizations arose. Between 1960 and 1964, each of the 10 vocational agriculture supervisory areas organized an area Young Farmer Association and developed programs of work. An indicator of the success of Area Young Farmer program is the fact that over 3000 Young Farmers and Young Homemakers participated in area conventions and awards banquets in 1966.

By the end of 1966, membership exceeded 4600 people in some 216 chapters. Since the public is often invited to local educational programs, Young Farmers have brought educational benefits to a group far larger than the number of active members.

Young Farmers have made liberal use of resource personnel in continuing educational activities. Agribusiness firms have been generous in providing programs and awards locally and statewide. Many people in different walks of life have made important contributions to the success of the Young Farmer program and rightfully share the credit for overall success.

The future of agriculture lies with the youth of America, and the ability to become more involved in the education of our young people. What better way to keep an organization and country moving forward than to educate the young men and women of today...for tomorrow!

From the beginning, major emphasis in local Young Farmer programs has been placed on education. Most educational programs are geared to keeping Young Farmers abreast of new developments in the field of agriculture, agribusiness, and leadership training.

There are 12 Area Young Farmer associations functioning, and agricultural science teachers are working with Young Farmer chapters organized on a local school district or county basis. Resource personnel from business and industry and from various professional agricultural workers organizations are making a great contribution to the success of local programs providing education programs on timely agricultural topics.

Texas Young Farmers Purpose

The purpose of the State Association of Young Farmers of Texas is to provide educational programs designed to meet the needs of men and women with a vested interest in agriculture. These interests include but are not limited to:

- a. leadership training and experience for leaders and good citizens
- b. participation of families in civic and community service work designed to improve the way of life in their community, state, and nation
- c. cooperation with FFA chapters and their activities
- d. cooperation with other organizations and agricultural agencies in programs benefiting agriculture
- e. recreation for families

DUTIES OF YOUNG FARMER CHAPTER OFFICERS

Local officers are elected to positions of leadership by members of the local chapter. Their election is an expression of confidence by the chapter membership in those elected in terms of leadership ability, judgment, conscientiousness, and loyalty to the Young Farmer program. The membership looks to officers to provide the kind of leadership and guidance that will result in a well-rounded program of activities being planned and carried out. This program should be of benefit to individual members, the chapter, and the community.

Responsibility for success of the chapter rests on the shoulders of those elected to lead. In addition to carrying out the responsibilities of their respective offices and to serving as chairpersons of standing committees, officers should pitch in at every opportunity to make each chapter activity a success. Many jobs are connected with holding a chapter function such as arranging chairs and tables in the meeting room, checking heat or ventilation to make the room comfortable, greeting guests and new members, arranging for special equipment that may be needed, cleaning up and making the room orderly after meetings, and many others. These are not jobs to be left to the President or to the Advisor. Officers should work as a team in getting these types of jobs done so that an example for others to follow is set,

The foregoing statements are applicable to all officers. Some of the responsibilities of individual offices are outlined below:

PRESIDENT

- I. Preside at all regular meetings and conduct meetings according to accepted parliamentary procedure.

2. Appoint committees after careful study and after consultation with the Executive Committee. Follow up on all committee appointments to be sure the committees are functioning on schedule.
3. Serve as an ex-officio member of all committees and chairperson on the Executive Committee.
4. Coordinate chapter activities by keeping in close contact with other officers and with committees.
5. Plan an agenda for each meeting with the Advisor or the Executive Committee. Keep meeting on schedule. Begin on time. Quit on time.
6. Be informed of area and state awards and of area and state programs of work; encourage chapter participation in Young Farmer activities above a local level.
7. Represent the chapter with other agricultural organizations and with service clubs.
8. Work with the Reporter and Advisor in providing information on chapter activities to appropriate news media and to the Grow Our Future magazine.
9. Periodically check progress of various committees; see that a copy of the program of work and dues go the area office on time.
10. Keep in touch with the Chairperson of the Education Committee to be sure that arrangements for programs have been made; help line up alternate programs when needed.

VICE PRESIDENT

1. Serve as right-hand person to the President and help with duties listed above.
2. Know parliamentary procedure and be familiar with the chapter program of work. Be prepared to preside at meetings in the absence of the President.
3. Arrive at chapter activities early. Help the *President with preparation for each meeting or activity*.
4. Be in charge of committee work, in general.

SECRETARY

1. Be familiar with accepted procedures for recording minutes. Keep an accurate record of chapter activities, including the number in attendance at each meeting.
2. Prepare minutes; read and gain approval of minutes at chapter meetings. Secure and keep copies of committee reports.

3. Keep an up-to-date list of members showing name, address, email address, and telephone number. Serve on Membership and Attendance Committees.
4. Send out meeting notices to members giving appropriate information on meeting.
5. Keep the permanent records of the chapter; assist with chapter scrapbook. Help fill out entries in chapter contests.
6. Work with Treasurer in issuing membership cards.
7. Correspond with others on matters affecting the chapter. Work with the President in getting a copy of the program of work to the state office on time and in making advance registrations for field days, conventions, etc.
8. Assist the President in counting and recording votes at meetings. Provide ballots when voting is conducted by secret ballot.

REPORTER

1. Become personally acquainted with local news media personnel, farm directors, and agricultural editors of major radio stations and newspapers serving the chapter area.
2. Contact news media and arrange to supply the kind of information they may want on chapter activities. Follow through by providing information needed.
3. Arrange for pictures to be made at important chapter activities. Send pictures and information to newspapers, TV stations, and/or to the Grow Our Future magazine.
4. Work with the Secretary in filing news clippings and pictures of chapter activities.
5. When news items are supplied from the state office to the local news media on such activities as field days, area and state conventions, etc., follow up on these to provide information of local interest,
6. Extend personal invitation to news media personnel to attend selected Young Farmer activities. Help them get information and material needed for publicity.
7. Make a special effort to be informed on anything outstanding accomplished by members of the local chapter. Call this to the attention of news editors.

TREASURER

1. Collect membership dues, keep accurate paid-up membership roster, and work with the Secretary in issuing membership cards.

2. See that Area and State dues are paid by November 1 to keep chapter eligible for awards.
3. Help plan and conduct fund-raising activities needed to finance an active program.
4. Keep an accurate record of receipts and expenditures. Prepare written financial report and present report to the chapter when called on to do so by the President. Pay out chapter funds as authorized.
5. Assist in preparation of annual budget.
6. Help with membership drives.

ADVISOR

1. Assist all officers and committees in understanding their duties. Provide officers and committees with suitable references and with personal help so that they may achieve greater competency in carrying out their duties and responsibilities.
2. Work through the President and other officers to see that committees are efficient in carrying out their responsibilities.
3. Serve as an ex-officio member of all standing committees. Give assistance and guidance as needed.
4. Help lead the Education Committee to analyze the educational needs of the membership and to plan programs in line with needs. Guide the committee in selection of resource personnel where resource personnel are needed.
5. Provide instruction in subject matter areas where the agricultural science teacher is a qualified specialist.
6. Visits farms, ranches, and agribusinesses of members so as to be familiar with their operations and to show interest in the problems of membership. Give individual help with farming problems when help is needed.
7. Serve as liaison with the school administration. Keep the administration informed of Young Farmer activities.
8. Maintain continuity in chapter activities and planning by assisting with an orderly changeover of leadership when new officers are elected, and a new program of work is compiled.
9. Bring to each chapter meeting a copy of the local chapter constitution, a copy of the State Constitution, and a record of the minutes of previous meetings if reference is needed.

10. Maintain a record of such items as Area and State newsletters and correspondence. Keep local chapter members informed of Area and State Young Farmer activities and other matters of interest.

Unquestionably, the Advisor has a tremendously important role in the operation of a successful chapter program. He/she should not hold any office other than that of an Advisor. He/she should not be chairperson of a standing committee. In all activities, however, the Advisor should be the 'behind the scenes' person, exercising indirect leadership. Activities should always be directed toward getting Young Farmers in the forefront and setting the stage whereby the chapter operates by teamwork and never becomes a one person show or a chapter which is dominated by one or two individuals.

Statewide Program Ideas

The strength of the Young Farmer organization lies in educational programs. Today's adults need continuing educational opportunities to keep pace with emerging and changing technologies related to agriculture. Many activities should be of a community service or recreational nature. To maintain the quality of these programs, these ideas should enable local chapters to offer a variety of opportunities that meets their needs.

Flour mill tour	Home improvement
Chemical application	Fires/prevention/treatment
Pesticide certification	Ice cream social
New/improved seed & fertilizers	Youth tractor driving contest
Futures/hedging	Mushroom farming
Wheat harvesting	Pond management
Irrigation practices	Surgical dehorning
Specialty crops	Herd management
Tax law	Barn dance
Employment law	Pinto bean cook-off
MIG welding	Stress/time management
Minimum tillage	Recycling
Scuba diving	Taxidermist
Turkey shoot / skeet shoot	Farmers' market fertilizers
Pheasant hunt	Computers
Agricultural insurance	Fish fry fund-raiser
Weed control	Marketing products
Cooperatives	Farm tour
New machinery	Soil fertility management.
Terraces	Cattle vaccines & improvements
Harvesting safety	Deliver food for needy

Federal Land Bank	Animal nutrition / Hay grading
New game laws	Predator control
Toy tractor pull	Adopt-a-highway
Family bowling	Home gardening
Water quality	Brush control / Winter pastures
Wildlife habitats	Hunting rules/safety
Fishing trip	Rodeo
Loan mediation	Auctioneering
Electrical safety	Growth Implants / Genetics
City limit signs	Utility companies
party for graduating	Prospect shows
seniors/future members	Calibration of equipment
Lawn care	Fire ant control
Help ag. teacher w/projects	Killer bees
Aquaculture	Equipment safety
Farm bankruptcy	Investments
Erosion control	Estate planning

PROJECT PROPOSAL AND FUNDING REQUEST

STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS

The State Association of Young Farmers of Texas wishes to request funds for its ongoing projects that provide for, promote, and recognize the development of leaders and other individuals in the agricultural industry. As an educational organization, we continuously seek the assistance of other agricultural-interested entities to enhance the work of our organization. Since any organization is only as strong as its membership, we encourage participation in a variety of endeavors that increases the awareness and success of our labor. The Texas Young Farmers is committed to developing solutions to the problems faced by family farming operations and the entire agricultural industry. We recognize our fortune in having the assistance and guidance of several agricultural based organizations in accomplishing our goals. However, we also realize that additional support from a broad base of sources can only further assist us in meeting our goals of providing opportunities that improve the agricultural industry through personal enrichment.

Description of the Organization

The State Association of Young Farmers of Texas is comprised of farmers, ranchers, and agribusiness people dedicated to education, leadership development, community service, and recreation. Active membership is available to people over the age of 18 and out of high school, The organization has been in existence since 1954 and is affiliated with the National Young Farmer Educational Association, Inc. (NYTEA), based in Alexandria, Virginia. The Association is as an approved career-technical student organization (CTSO)

operating under the auspices of the Texas Education Agency, Agriculture, Food & Natural Resources Education. The Program Director approves the employment of the Executive Secretary, who supervises and coordinates the activities of the organization. The VATAT is responsible for day-today supervision of the activities of the organization.

Members are organized into local chapters on a school district or county-wide basis, and many educational activities take place at the local level. The state is further divided into twelve (12) Areas for organization and ease of administration. Each Area elects a State Vice-President to serve a two-year term. Terms of service are staggered, with even-numbered Areas electing officers to begin service in even-numbered years, and odd-numbered Areas electing officers to begin service in odd-numbered years. Newly elected officers take office at the annual convention, and a secretary, treasurer and reporter are elected from their ranks. Tenured officers run for president, and the membership at-large elects the president and first vice president at the state convention.

Officers meet with the Executive Secretary at least three times per year, and at the State Convention. Currently, the state officers have diverse agricultural backgrounds, as some are engaged in production agriculture or agribusiness on a full-time basis and some on a part-time basis. The Executive Secretary has a background of teaching secondary Agricultural Science and Technology.

Activities of the Organization

A variety of activities are conducted annually by the State Association of Young Farmers of Texas that foster personal enrichment and community improvement. These activities are conducted on chapter, area, and state levels, and are designed to meet the specific needs of those participating in them. Chapter and area activities may include leadership conferences and field days related to the agricultural orientation of the geographical location in which they are held. Furthermore, these activities may encompass any or all of the four categories for Young Farmer participation - education, leadership development, community service, and recreation. Educational activities are the backbone of the organization. Members may increase their awareness and knowledge of new and innovative technologies in agriculture through the chapter's monthly meeting programs, area-sponsored field days and short courses, and statewide workshops. Leadership development activities are designed to improve one's personal abilities. Chapter, area, and state leadership workshops and conferences permit the members to develop a variety of skills from instructional activities conducted by professional presenters. Many chapters pride their involvement in community service activities as such activities occur primarily at the chapter level. In this manner, Young Farmers create opportunities to enhance their local communities with various projects. Beautification, safety, and underprivileged assistance programs are only a few of the many projects that these chapters conduct to serve their communities. The final area of activities is recreation. Since the Young Farmers considers itself a family-oriented organization, functions that permit entire families to participate together are often conducted. These functions promote the spirit of the family farm and all of America. In addition, recreational activities build cooperation and teamwork within the chapters.

The base of all Young Farmer activities is agriculture. The organization believes strongly in its abilities to strengthen and improve the industry. In spite of the constant changes faced by agriculture and its related organizations, we are committed to expanding the opportunities that we provide for our members. To deal with the changes in membership and the entire agricultural industry, the State Officers initiated a five-year long-range plan in the spring of 1989, which was updated in 1991. Adhering to the action step outlined in the long-range Plan has stabilized the organization and its activities to some degree and has shown some positive results that are hard to measure with numbers. One item in our long-range plan is to secure supplemental funding for various projects from grants, foundations, and estates.

SAMPLE YOUNG FARMER MINUTES

The Graford Young Farmers met in the high school agriscience building for their regular monthly meeting. The meeting was called to order by President Bob Beckham at 7:30 p.m., Tuesday, May 9.

Twenty-two members were present.

Ray Shaver, Rural Development Specialist, Texas Power and Light Company of Dallas provided an educational program on livestock production. A. H. Griffin, Chairman of the Education Committee, introduced him.

Following the educational program, the meeting recessed for refreshments and to allow members an opportunity to talk informally with Mr. Shaver. Andy Beasley, Chairman of the Refreshments Committee, and members of his committee served coffee and donuts. The meeting reconvened at 9:15 p.m. for a short business session. Bob Beckham, Chapter President, presided.

Joe Grisson, Chapter Secretary, read the minutes of the previous meeting. A motion was made by Grisson, seconded by Guy Sloan, and passed that the minutes be approved as read.

President Beckham called on Darrell Rogers, Chairman of the Special Awards Committee, for a report. Rogers stated that his committee recommended that the Young Farmer Chapter sponsor the following awards for 1996-97:

Young Farmer -- outstanding Young Farmer of the local chapter
FFA -- The Star Greenhand and the Star Chapter FFA Degree of the local FFA
Lay Citizen -- The two lay citizens selected by a committee on basis of their support of the Young Farmer program

Rogers moved that the recommendations of the committee be accepted. Alton Holder seconded the motion. The motion passed. By general consent it was agreed that the Special Awards Committee should oversee arrangements for selecting the award recipients and for selecting suitable awards.

A.H. Griffin announced the next regular meeting would be held Tuesday, June 11. The program would be on Operation BIG with C. B. Spencer as speaker. There being no further business, the meeting was adjourned at 9:55 p.m.

Joe Grisson, Secretary

Bob Beckham, President

SUGGESTIONS FOR ORGANIZING AND CONDUCTING YOUNG FARMER EDUCATION PROGRAMS

Information for Guidance of Prospective Young Farmer Chapters

1. Age for active membership is over 18 years of age and out of high school.
2. Anyone of eligible age and interested in agriculture may join a Young Farmer chapter. This includes part-time farmers and ranchers, young men and women engaged in agriculture related occupations, professional agriculture workers, and all persons with an interest in agriculture but not engaged in the industry.
3. To affiliate with the State Association and to receive a charter, a chapter must submit the following to the state office:
 - (1) A copy of application for charter
 - (2) A copy of local program of work
 - (3) A copy of local constitution and bylaws
 - (4) State dues for a minimum of eight (8) members
4. Active dues are \$25.00 per member per year. Some of the Area associations assess dues, usually less than \$2.00 per member. Most chapters charge local dues, varying in amounts from \$1.50 to \$10.00. Local dues are needed for postage, refreshments, and other items of chapter expenses. National Young Farmers Educational Association (NYFEA) dues are \$2 paid out of the \$25.
5. Some of the advantages of affiliating with the State Association are:
 - * Each member receives the Grow Our Future magazine.
 - * The chapter and its members are eligible to participate in the awards program of the State Association.
 - * Chapters are eligible to participate in the awards programs of the various Area associations.
 - * The chapter and its members get more recognition and share in benefits of State Association publicity.

- * The chapter has more assistance from the state level with education programs. Also, resource personnel specialists are more readily available.
 - * Chapters may participate in regional and state field day activities and state conventions and may receive whatever courtesy benefits are provided.
 - * Chapters are exempt from state sales tax and federal income tax which allows for all contributions made by individuals, businesses, corporations, etc. to be tax-deductible. In addition, an individual's membership dues, travel, and other out-of-pocket expenses are deductible from their personal income tax.
6. The fiscal year for the State Association runs from January 1 through December 31 of the following year. Local chapters may set up their respective fiscal years for any period they wish.
 7. Local chapter officers include the following: President, Vice President, Secretary, Treasurer, and Reporter. The local agricultural science teacher(s) serves as Advisor(s) to the local chapter. Most chapters elect officers in the fall of the year.
 8. The calendar of Young Farmer program activities usually covers a 12-month period, September 1 to August 31.
 9. Chapters usually hold 12 educational programs per year and usually sponsor one or more short courses during this period. The number of recreational activities varies among chapters but generally ranges from 4 to 12 per year.
 10. Though only eight (8) members are required to secure a charter and become affiliated with the State Association, it is generally agreed that to operate successfully, a chapter needs fifteen (15) or more members.
 11. Most chapters conduct some fund-raising activity during the year to raise money for chapter activities.
 12. For various reasons, many chapters follow a practice of inviting non-members to educational programs of broad general interest.
 13. Major items of expenditures in the budget of the State Association are as follows:
 - a. State Awards Program
 - b. Grow Our Future Magazine
 - c. State Officer Travel
 - d. Young Farmer Promotional Activities
 - e. Convention Expenses
 14. The State Executive Committee is composed of the 12 state officers, the immediate past president a member of the Vocational Agriculture Teachers Association of Texas Board of Directors, and one Area Young Farmer Coordinator.

Ex-officio members of the committee are the state advisor, the executive secretary, two teacher educators in agricultural education, and

15. The Agricultural Teachers Association of Texas (VATAT) administers the program. The address of the Association is 614 E 12th Street, Austin, Texas 78711. The phone number is (512) 463-9687
16. Two or more schools may go together to form a Young Farmer chapter. Several countywide Young Farmer chapters have been formed and are operating successfully.

Suggested Steps in Organizing a Young Farmer Chapter

1. Get material needed for organizing from the state office.
2. Invite three or four key Young Farmers to meet with you. Explain the Young Farmer program to them and secure their assistance in getting a group together.
3. Compile a list of potential Young Farmers in the community. The list can begin with parents of FFA members and others actively involved in affairs of the FFA chapter, county livestock show, 4-H activities, etc. Divide *this list* among the *committee* and get them to *personally* contact each person on their respective lists to invite them to come to the organizational meeting.
4. Set a date for the organizational meeting.
5. Arrange for assistance from an outstanding Young Farmer chapter in your Area to help with the organizational meeting. Notify the State Young Farmer officer from your Area of the meeting date and place and ask that he/she attend.
6. Publicize the meeting in appropriate news media; also, send out letters signed by the teacher and one of the Young Farmers.

At the organizational meeting, these steps should be followed:

- a. Explain the Y F program to develop a good understanding of what it offers.
- b. Conduct a discussion to determine the level of interest in organizing.
- c. Vote on organizing. If the vote is favorable, continue with Step d.
- d. Elect officers temporary or permanent.
- e. Vote on affiliating with the State Association.
- f. Set regular meeting date.
- g. Set local dues.
- h. Schedule a meeting of officers after meeting adjourns. Have this committee select educational program for the chapter's next meeting.
- i. Arrange for a temporary membership and attendance committee.

After the first educational program, when it is well known who members will be, an officers' meeting should be held to appoint committees needed in the operation of the chapter. The following committees are considered essential:

Educational Programs
Recreational Activities
Refreshments

Leadership
Cooperative and Community Service
Membership and Attendance

Based on materials developed at Young Farmer workshops and on observations of successful chapters in operation, a checklist has been compiled of common characteristics of outstanding Chapter programs for your use in comparing procedures followed in your chapter. It is hoped that this list will offer guidance for strengthening programs of local chapters.

Characteristics of Successful Young Farmer Chapters

1. Program of Work covering a 12-month period is carefully planned by a committee of Young Farmers and submitted to the chapter membership for their approval.
2. Educational activities are based on need and interest and set up on a seasonal basis.
3. Services of resource personnel for programs are requested months in advance of meeting dates.
4. Requests for assistance of resource personnel are sent out by a Young Farmer and not by the advisor.
5. All officers and committees accept responsibilities and provide leadership in the chapter. The advisor remains in the background and helps as needed.
6. Responsibilities for chapter activities are divided among committees. Each committee plans and carries out activities under its jurisdiction.
7. At least one short course is sponsored during the year.
8. Educational programs include two or more tours or demonstration type activities.
9. The chapter is represented at Young Farmer workshops, field day programs, area meetings, and state conventions.
10. Meeting notices are mailed/emailed out in advance of each chapter meeting.
11. An aggressive membership and attendance committee is functioning. Each member is contacted in person or via telephone and reminded of each meeting.
12. Young Farmer activities are publicized regularly via news media.

13. At least six social or recreational activities are held each year.
14. Families of Young Farmers participate in at least two-chapter activities during the year.
15. The chapter sponsors at least one major community service project during the year.
16. Refreshments are served at each meeting.
17. Non-members, including key community leaders, are invited to selected Young Farmer chapter activities.
18. Awards are provided to honor members for outstanding achievements.
19. Awards are presented at a banquet attended by Young Farmer families and by special friends.
20. The chapter participates in the awards program of the area and state associations.
21. Exchange visits are arranged with neighboring chapters.
22. Committees are appointed to study and make recommendations on important problems to eliminate long drawn-out business sessions.
23. Business sessions are short and held at the conclusion of the educational program.
24. Chapter is well financed through one or more fund raising activities per year.
25. Members share in responsibilities of various chapter activities through committee work.
26. Appropriate steps are taken to secure the participation of school administrators in selected Young Farmer activities.

Below are some common causes of poor chapter programs and chapter failure:

- * No recreational activities are held.
- * Officers do not accept and carry out leadership responsibilities.
- * All work is left for the advisor or the president.
- * The advisor, instead of an appropriate Young Farmer, has responsibility for developing programs.
- * Educational and other activities are planned on a meeting-to-meeting basis.
- * Committees fail to function.
- * The president fails to follow up on appointments.
- * Little advance notice is given to persons wanted for programs.
- * No alternate program is held in reserve in case the scheduled program falls through.

- * Poor arrangements are made for meetings. Inadequate attention is given to comfort of those attending.
- * Members are not informed of meeting dates, type of program, etc.
- * Responsibilities are not distributed uniformly among members through committee assignments.
- * Chapter activities are dominated by one or two outspoken members.
- * Chapter is not represented at Young Farmer activities outside the local school district or county.
- * No awards are provided to honor members for achievements or to honor others for outstanding support.
- * Publicity on chapter activities is neglected.
- * The chapter does not sponsor a fund-raising activity and has no money with which to operate.
- * Regular meetings are discontinued during busier parts of the year, and it is difficult to get started again
- * The advisor leaves and the replacement show no interest in Young Farmer work.
- * The school administration fails to support Young Farmer education.
- * The advisor is overloaded with other duties and cannot give adequate time to Young Farmer education. No activities held are appropriate for the participation of families of Young Farmers.

Due Dates for Young Farmer Reports and Contest Entries

Date Due	Name of Report	To Whom Sent
Date designated by each Area (September or October)	Contest Entries: Star Young Farmer Outstanding Chapter Outstanding Public Relations Sundowner Award Family of the Year Advisor Tenure	Area Coordinator
November 1 (approximate)	Entries/Applications of Area Award Winners (Area winner of each contest listed above)	State Office
November 1	Chapter Program of Work with State Membership Dues and Roster	State Office
Within three months after organizational meeting	Charter Application, Program of Work Copy of Local Constitution, State Membership	State Office

Dues and Roster (New Chapters only)

NOTE: In order for chapters and individual members to be eligible for the Young Farmer Awards Program, the chapter's dues, roster, and Program of Work must have been submitted to the state office prior November 1 for the period in which the awards are presented.

For contest purposes, the Report of Accomplishments and the Official Scrapbook materials should cover the periods September 1 through August 31 of the previous year.

The fiscal year for the State Association is January 1 through December 31. Each local chapter may set up its fiscal year for whatever period is most satisfactory locally.

Young Farmer Fund Raising Activities

To carry out a good recreation program or to actively participate in community service work or in charity projects, chapters need money. Many chapters have fund raising activities to supplement income from membership dues. The following is a list of fund-raising ideas following a recent chapter survey:

- Conduct auction of used farm equipment
- Operate concession stand at ball games
- Sponsor donkey basketball games
- Sponsor bingo night
- Sponsor swap and auction night
- Purchase farm equipment-lease out to those needing it
- Operate booth at July 4th celebration
- Hold barbecue chicken sale
- Sponsor farm sale
- Sell model tractors and equipment at annual banquet
- Hold welding school as fund raising activity
- Sponsor rodeo with FFA chapter
- Operate concession stand at livestock show
- Raffle deer rifles, shotguns
- Sponsor barn dances
- Hold chili supper
- Hold fried chicken supper
- Sell fire extinguishers
- Hold raffle of beef cuts
- Sponsor turkey shoots
- Sponsor Young Farmer chapter calendar
- Hold pancake supper
- Operate concession stand at street dance
- Year long gun raffles (e.g. A gun a month)

STATEWIDE YOUNG FARMER PROJECTS

The State Association of Young Farmers of Texas has a wide variety of projects it conducts on a statewide basis. All activities can be classified as educational-, leadership-, community service-, or recreational-oriented or a combination. Several suggestions for projects are listed below.

- 1) Provide a \$2000.00 scholarship to a member of the Texas FFA Association as selected by the Texas FFA Scholarship Committee.
- 2) Provide a minimum of three (3) \$1000.00 scholarships to members of the Texas FFA Association in which a Young Farmer chapter also exists at the same school.
- 3) Recognize outstanding Young Farmer members and chapters through its awards program. Award areas include, but are not limited to, the following: Star Young Farmer, Outstanding Chapter, and Family of the Year. Award winners may receive plaques and cash awards.
- 5) Educational workshops and tours at the annual State Convention in January. Some workshops may include continuing education unit (CEU) credits. A trade show and scholarship auction is also part of the activities.
- 6) Membership dues include a subscription to the Grow Our Future magazine, which is published three (4) times per year in print.
- 7) Co-sponsorship of the Houston Livestock Show and Rodeo Agricultural Mechanics Project Show. The Association offers a scholarship to the FFA chapter that shows the Grand Champion exhibit, if a Young Farmer chapter also exists at the same school, at both the HLSR Ag Mech. and SALE JAM project shows.
- 8) Sponsors a state FFA officer's breakfast at the State FFA Convention.
- 9) As a 501.c3 corporation, all contributions to the organization are **tax-deductible**. Membership dues and out-of-pocket expenses incurred while participating in Young Farmer activities are also tax-deductible.

Many other projects are on the horizon for the Young Farmers as membership grows and funding becomes available. Joint efforts with other agricultural entities are being explored to allow members more educational opportunities.

The Young Farmers - supporting you because you support *agriculture!*

MEMBERSHIP IN THE STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS

The State Association of Young Farmers of Texas is an organization of men and women who are interested in agriculture.

Active Membership - Any person not enrolled in high school yet over 18 years old is eligible to become an active member of the local or county organization, or a member at large of the State Association.

Benefits of Membership

- 1) recognition as a career-technical student organization (CTSO) by the Texas Education Agency in the same manner as FFA, FCCLA, DECA, VICA – Skills USA, etc. Recognition is also extended at the national level by the US Department of Education.
- 2) status as a 501.c3 corporation, which provides tax exemption for the chapter and tax deductions for contributions from individuals, corporations, businesses and organizations.
- 3) advisor guidance and control over local chapters as established by the constitution and bylaws.
- 4) physical assistance and financial support for agriscience departments and FFA chapters.
- 5) awards program that rewards outstanding efforts of members and chapters with recognition of accomplishments in agriculture production, agribusiness and management, community service and public relations. Most awards have monetary implications that include \$50-500 cash.
- 6) scholarship opportunities through local chapters and the state association, usually in the amount of \$500-1500.
- 7) educational and leadership development, including technological updates, for personal and professional growth through workshops, seminars, field days, trade shows, tours and conventions.
- 8) community support to local school districts and their success, an important aspect of the Texas Education Agency's District Effectiveness and Compliance review.
- 9) provide members for advisory committees and business-education success teams (BEST) and support local workforce development efforts.

WHY YOUNG FARMERS?

The majority of those involved in agriculture and agricultural education perceive the Young Farmers to be an organization solely for those implied in its name. This is simply not the case! Just as the FFA has evolved into a program that can fit the needs of every high school student in Texas, the Young Farmers has also changed over the years and has a place in agricultural education. Consider these factors:

- * The opportunity for workforce training will increase significantly throughout the remainder of the decade. Which community entity is better suited to providing such training than the Young Farmers; established to do this very thing fifty years ago?
- * Who is best able to provide support for twelve-month agriscience programs, assist in conducting youth agricultural activities, and promote the most successful youth organization in most schools? Certainly, an organization comprised of individuals from the entire agricultural industry and established to provide education to adults in agriculture itself fits the bill.
- * Recognized as a CTSO by the Texas Education Agency and US Department of Education, the Young Farmers is thus a direct part of the school itself, in the same way as FFA, FCCLA, VICA – Skills USA, etc.
- * Its status as a 501.3c corporation provides tax-exemption for many contributions from individuals, businesses, and corporations. In addition, contributions of members to the organization's activities, including out-of-pocket expenses for travel, meals, etc., are personal tax deductions in many cases.
- * Membership is not limited to those who are engaged in farming or have special interests. Young Farmers is comprised of persons simply interested in agriculture and may be of any age. Members of the organization are "young at heart."
- * Since the organization has a constitution and bylaws, activities of the Young Farmers have standards to follow. As a result, personal agendas that some individuals may have when joining the organization are severely limited. In addition, members are interested in agriculture, education, community service, leadership, recreation, and youth. Their membership does not tend to cease upon the graduation of their son or daughter. Furthermore, as a school-based organization, the local agriscience teacher maintains control over activities.
- * The Awards program allows chapters and members to be recognized for their efforts in the organization.

Even though individuals do not join the Young Farmers to gain personal recognition, the Association maintains that strong efforts for the good of others should be recognized and publicly commended.

Agricultural science teachers/FFA advisors will always need assistance in establishing, strengthening, and maintaining a quality program. Agriculture has always prospered as an industry due to the relentless efforts of its members to improve on their abilities. Local communities will remain only dense populations if they do not have entities that promote and serve its citizens. And all of society will cease to advance as a people without the efforts of others who seek to educate those who are in need. Regardless of its status, the Young Farmers will always provide those things that make teachers, agriculture, communities, and society success.

TEXAS YOUNG FARMER OFFICER POLICIES

The following policies are allowed for the twelve (12) State Young Farmer Officers and any one executive board member.

The following events have approval for travel. Anything not specifically listed or described requires prior approval.

EVENT	REIMBURSEABLE ITEMS
Executive Board Meetings	mileage/airfare to/from site, and hotel room only
FFA Convention	Minimum 3 persons - registration, mileage/airfare to/from site, and hotel room only Executive/Secretary/President / President-elect / 1 Board member
Agricultural Science Teachers Conference	Minimum 3 persons - registration, mileage/airfare to/from site, and hotel room only / Executive Secretary / President / President-elect / 1 Board member
NYFEA Institute	Minimum 3 persons - registration, mileage/airfare to/from site, and hotel room only / Executive Secretary / President / President-elect / 1 Board member
HLS & Rodeo / SALE Ag Mechanics Project Shows	President, President-elect, or representative, and Executive Secretary, minimum 2 delegates as selected by Executive Board
Area Conventions	President and/or President-elect, mileage only
State Young Farmer Convention	Executive Board – registration & hotel rooms Officers – registration, hotel rooms, & mileage/airfare to/from site

Procedures:

1. Reimbursement for travel and expenses must be cleared through the state advisor or executive secretary prior to the transaction. The individual first pays all expenses. Upon submission of expense report and review by state advisor or executive secretary and the treasurer, reimbursement will be made by the State Association.
2. All items requested for reimbursement must be submitted to the state office within 45 days of the transaction.
3. Original receipts are required for all reimbursements except mileage. Indicate item and activity on receipt for reimbursement.

4. State Officers are reimbursed VATAT rate for mileage. Reimbursements will be calculated according to the Texas Mileage Guide published by the Texas Comptroller of Public Accounts.
5. State Officers are reimbursed for hotel rooms based on VATAT policies or the conference rate. The officer pays all incidentals charged to the room.
6. Travel for family/guests:
 - a. requires advance approval
 - b. reimbursement for officer expenses only
 - c. two for one fare will be reimbursed 50%
7. Meals are not reimbursable.
8. Airfare - 21-day advance purchase required.
9. Rental Cars - Requires approval, based on VATAT guidelines, maximum of three days.
10. State Officers are provided one navy blue blazer and one name badge. Stafford blazers from J. C. Penney are recommended. The Executive Secretary will secure name badges.
11. Incoming State Officers begin their duty at the State Young Farmer Convention. Their registration, hotel and travel will be covered as listed above for current state officers.
12. The number of Board members attending an activity is subject to Board review and approval.

** The State Association of Young Farmers of Texas reserves the right to not pay for items that were not approved.

YOUNG FARMER CONTESTS

Young Farmer members across the State of Texas are encouraged to participate in the contests that will take place at the State Young Farmer Convention. The purpose of these contests is to provide educational experiences that inspire participation of members in a rewarding, fun-filled competition.

Pictures of Agriculture at Work Contest

Contestants may submit up to three (3) 8x10 matted (not framed) pictures depicting agriculture at work. Use your imagination! Entries must be submitted at the convention registration desk by 6:00pm on Thursday of the convention. Pictures become the property of the State Association. Winners will receive cash awards. Winning pictures will be displayed throughout the convention and be included in the Texas Young Farmer magazine for publicity of the Young Farmers. These images become property of the State Association upon entry in the contest. Contestants must sign releases.

Farm and Ranch Management Contest

This is an opportunity for individuals to test their farm management skills. A seminar reviewing farm and ranch management principles and topics is given prior to the test. A written management test is then given during the annual convention to determine the winners. Winners receive cash awards.

Spokesperson for Agriculture Contest

Young Farmer members are provided the opportunity to communicate the message of agriculture to the agricultural and public. Any active member is eligible to compete with the following exceptions: Past state &/or national winners and individuals employed in a systemic agricultural education career. A five-minute prepared statement on a current agricultural or environmental topic that will provide a positive perspective of agriculture and renewable resources to a general audience. In additions the contestant will be asked to answer questions on any facet of agriculture and his/her background for a time not to exceed 10 minutes. Contestants shall present a copy of the speech to the panel of judges prior to giving the speech. Winners will receive cash awards.

Chapter Sweepstakes Award

This award is to recognize chapters that participate at the State Young Farmer Convention. This award will be given to the Chapter with the greatest participation in the above-mentioned contests. Points will be given to each chapter for participation, 1st, 2nd, and 3rd places. Chapters are encouraged to have more than one participant in each category. All participants receive 5 pts for entering and competing in each contest. The points for placing in each contest are awarded as follow:

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Spokesperson Contest	30	20	10
Farm and Ranch Management Contest	20	15	10
Ag.at Work Photo Contest	20	15	10

The Sweepstakes winner will receive \$500 and a trophy that will travel to the winning chapters over the next 10 years. For additional information contact the Executive Secretary.

**All prizes listed above will be awarded but are subject to change as result of future sponsorships.

AWARDS AND PROGRAMS

All winners will be recognized and presented awards at the State Convention unless otherwise noted. Winners must be registered and present at the State Convention to receive cash awards. Cash awards will be mailed following the state Convention. All applications become property of the State Association.

INDIVIDUAL AWARDS

STAR YOUNG FARMER

State Winner	\$ 500 & Special Plaque
State Runner-Up	\$ 250 and Plaque
Area Winner	Plaque

SUNDOWNER AWARD

State Winner	\$ 250 & Special Plaque
Area Winner	Plaque

FAMILY OF THE YEAR

State Winner	\$ 250 and Special Plaque
Area Winner	Plaque

OUTSTANDING MEMBER

State Winner	\$ 250 & Special Plaque
Area Winner	Plaque

CHAPTER AWARDS

OUTSTANDING YOUNG FARMER CHAPTER

State Winner	\$ 250 and Special Plaque
State 1 st Runner-Up	\$ 175 and Plaque
State 2 nd Runner-Up	\$100 and Plaque
Area Winner	Plaque

ADVISOR OF OUTSTANDING CHAPTER

Advisor of State Winner	\$25 per Advisor and Special Plaque
Advisor of State Winner Runner up	\$25 per advisor & Special Plaque

OUTSTANDING PUBLIC RELATIONS

State Winner	Special Plaque
Area Winner	Plaque

OUTSTANDING NEW CHAPTER (chartered 3 years or less)

State Winner	\$100 Opportunity Grant & Plaque
Area Winner	Plaque

SPECIAL AWARDS

ADVISOR TENURE AWARDS

Presented to advisors of Young Farmer Chapters for 5, 10, 15, 20, 25, etc. years of service.

OUTSTANDING AREA OFFICER (**recognized at the area level only**)

OUTGOING STATE OFFICERS

Vice President of the Year	Special Plaque
Outgoing State Officers	Plaque

HONORARY MEMBERSHIP NOMINATION

Individuals who have made an outstanding contribution to the Young Farmers of Texas and to the general improvement of agricultural conditions may be elected to honorary membership by a major vote of the delegates present at any local, count, area, or state convention. The nominee may not be a current member of the Texas Young Farmers.

A special plaque will be awarded for honorary membership.

CONVENTION AWARD OPPORTUNITIES

Each of the 3 following contests receives the same award:

<u>Contest</u>	<u>Award</u>
SPOKESPERSON FOR AGRICULTURE CONTEST	\$100 for 1st \$75 for 2nd
FARM AND RANCH MANAGEMENT CONTEST	\$50 for 3rd
AG at WORK PHOTO CONTEST	
CHAPTER SWEEPSTAKES CONTEST	\$500 & Engraved Traveling Trophy

Scholarship Program

The Texas Young Farmer Executive Board provides several scholarship opportunities for members of the Texas FFA Association, thanks to the generosity of auction buyers at the State Young Farmers' convention.

- The TxYFA Executive Board sponsors one \$2000 scholarship through the State FFA Scholarship process.
- TxYFA scholarships of \$1000 are available to FFA members who attend a high school that has a state-affiliated Young Farmer Chapter which is in **good standing** and was represented by at least their **two voting delegates** at the current year's State Young Farmer Convention in whatever format it is held.
 - The number of scholarships awarded will be determined by the executive board depending on the funds raised by the auction.
 - These scholarships are only offered to FFA members with a State Affiliated YF Chapter working with their FFA Chapter.
 - To apply for these, Use the **Resume' format** document below for submitting an application for these scholarships

Other pertinent information includes:

1. Applicants must be a Texas resident and attend an accredited Texas university, college, or technical/trade school.

2. Applicants must be a member in good standing with the Texas FFA Association and eligible to compete for a Texas FFA Scholarship (see the Texas FFA Scholarship application for eligibility criteria).
3. A degree/certificate/licensure in the field of agriculture or life sciences will be given preference when qualifications are otherwise nearly equal.
4. Funds will be paid in one (1) lump sum directly to the appropriate university, college, or technical/trade school or possibly the applicant after the recipient has furnished proof of registration at the discretion of the Executive Secretary. This scholarship is to be used within one school year after being awarded.
5. Applications must be submitted in resume' format not narrative format. The use of the Texas FFA Scholarship application is not permissible.
6. Applications must be submitted on regular bond paper and typed or computer-generated. Do not use school or FFA chapter letterhead.
7. Applications are limited to a maximum of three (3) pages in length.
8. The chapter advisor must include a statement (not a reference letter) on a separate sheet of paper (school letterhead or FFA chapter letterhead) verifying applicant's eligibility for application.
9. Do not include letters of application and/or reference letters.
10. A copy of the official transcript must accompany the application.
11. Applications **must** be postmarked on or before **April 1** to be eligible for consideration. All applicants will be notified of the results during the week of **April 22**.

Send Applications to (**NOTE: new mailing address**):

Sandra Choate
Attn: Texas Young Farmers Scholarship
10150 CR 1307
Malakoff, TX 75148

RESUME' APPLICATION INFORMATION

A. General Information

1. Full Name
2. Address, City, Zip Code
3. Valid email address for contact
4. Name(s) of Parent or Guardian
5. FFA Chapter and FFA Advisor(s)
6. Young Farmer Chapter

B. Academic Achievement

1. Name of High School
2. Class Rank (after first three and one-half years) and Number in Graduating Class
3. Un-weighted Numerical Grade Average on a 100-point scale (first three and one-half years)
4. SAT or ACT Score and Test Date
5. Agricultural Science Courses Completed and Grades for each
6. University, college, or technical/trade school planning to attend and major pursued
7. Planned Career

C. Young Farmer Activities and Participation

1. Describe your involvement with your local Young Farmer Chapter and how it has impacted your education in agriculture.
2. How has your family's participation in Young Farmer activities affected your agricultural experiences?

D. FFA Accomplishments and Activities

1. FFA Offices Held and Committee Assignments
2. Individual FFA Honors Won, Outstanding Achievements, Special Recognitions, etc. (list and briefly describe, if necessary, the top fifteen)
3. FFA Team Participation, Level of Participation, and Placing

E. Supervised Agricultural Experience Program (SAEP)

1. Brief Description of SAEP (maximum length: one-third page)
2. Size and Scope of SAEP
3. Net SAEP Income on an Annual Basis (first three and one-half years)

F. Financial Need

1. Assets Available for Use
2. Liabilities
3. Other Scholarship(s) Received

4. Description of Need for Financial Assistance (maximum length: one-half page)

NYFEA Member program for prescription drug and vision care

The National Young Farmer Educational Association is pleased to announce an additional membership benefit. The Select Benefit program assists in helping to reduce prescription drugs and vision care cost.

All Texas members who are NYFEA members have received information concerning the new program. Members should complete and return the enrollment form to receive their identification card.

The program enables members and their dependents that pay full price for their prescriptions to obtain savings for a wide variety of medications at over 40,000 retail pharmacies nationwide.

Members and their dependents will also receive significant savings and high-quality eye ware by using the vision program. This benefit provides immediate savings on all eye care needs.

There are no claim forms to file, and members may use this benefit as often as needed.

If you would like to join, be sure and mail state (state previously sent with chapter roster) and national (\$15) dues to:

Executive Secretary
PO Box 1118
Fairfield, TX 75840.

THE STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS

CONSTITUTION AND BYLAWS

For

THE STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS

Adopted at the State Convention held in San Antonio July 21, 1954

Amended January 20, 1979
Amended January 24, 1987
Amended January 21, 1989
Amended January 19, 1991
Amended January 16, 1993
Amended January 14, 1995

Amended January 13, 1996
Amended January 12, 1997
Amended January 10, 1998
Amended January 21, 2000
Amended January 12, 2002
Amended January 12, 2008

CONSTITUTION

Article I - Name and Purposes

Section A: The name of this organization shall be the State Association of Young Farmers of Texas. Members are hereinafter referred to as the Young Farmers of Texas.

Section B: This Corporation is formed for exclusively educational purposes with particular reference to the fields of agriculture.

Article II - Organization

Section A: The State Association of Young Farmers of Texas is an organization of young men and women who are interested in agriculture. It shall consist of local, or county organizations chartered by the State Association. Area associations may be organized.

1. Local organizations shall be composed of members from one school district or the area served by that school district.
2. County organizations shall be composed of members from two or more adjoining school districts in the same county. They shall work under the same regulations as a local organization.
3. Area Associations are local and county organizations within an agricultural science teacher area. If an area association is organized, it shall consist of all local and county organizations in the area.

Section B: The fiscal year for this association shall be January 1 through December 31.

Section C: Local or county organizations may become and remain affiliated with the State Association by complying with the procedures outlined in the Bylaws.

Article III - Membership

Section A: The membership of this organization shall be of two kinds (1) Active and (2) Honorary.

Section B: Active membership - Any person not enrolled in high school and over 18 years old is eligible to become an active member of the local or county organization, or a member at-large of the State Association.

Section C: Honorary membership - Individuals who have made an outstanding contribution to the Young Farmers of Texas and to the general improvement of agricultural conditions may be elected to honorary membership by majority vote of the delegates present at any local, county, or state convention.

Article IV – Officers

Section A: Local or County Officers –

- The officers of the local or county organization shall be President, Vice President, Secretary, Treasurer, and Reporter. Other officers may be elected if desired. Officers shall be elected annually.

Section B: State Officers –

- Each agricultural science area in Texas having at least one active chapter shall select one young farmer to serve as state officer. State officers shall serve a term of two years. No state officer may serve more than two consecutive two-year terms in succession. Each even numbered area shall elect one state officer in even numbered years to serve two years, and each odd numbered area shall elect one state officer in odd numbered years to serve two years. Each area shall determine how its area officer is selected.
 - a. President: The president shall serve a one-year term. The president shall have served the previous year as president-elect.
 - b. President-elect: The assembled delegates at the state convention shall elect a president-elect for a one-year term. The president-elect shall have served the previous year as a state officer. Qualified officers desiring to be considered for president-elect will be permitted to appear before the delegates.
 - c. Vice Presidents: The remaining officers shall be called vice presidents. The officers shall elect from the vice president's individuals to serve the duties of first vice president, secretary, treasurer, and reporter.
 - d. Filling Vacancies: If for any reason an officer cannot complete his or her term, the area from which the vacancy occurs shall select a replacement. The chapter, in which the officer was a member, providing it is in good standing, shall designate someone to serve until such time as the area fills the vacancy. In the case of presidential vacancy, the current president-elect shall assume the office of president. Any other office vacancy shall be filled according to Article IV, Section B, 2.

Section C: Advisor(s) - Local or County Advisors:

- The local or county association has the option of electing an advisor(s). The Advisor(s), if elected, shall be a teacher of agricultural science in a public school. The agricultural science teacher cannot be considered for office or apply for awards on the state level. The advisor may act as a voting delegate if he/she is a paid member in good standing.
- State Advisor: The Director of Agriculture, Food & Natural Resources Education 14, Texas Education Agency, Austin, Texas, shall serve as State Advisor.
- Executive Administrator: The Executive Director of VATAT shall serve as the Executive Administrator
- Area Young Farmer Coordinators: Agricultural science teachers shall serve as Area Young Farmer Coordinators of area associations.

Section D: Executive Secretary –

The Executive Administrator, in conference with the State Advisor, may appoint a person to serve as Executive Secretary to the State Association. Preference will be given to a retired or former agricultural science teacher that has been active in the Young Farmers Association. The State Executive Board will have the authority to confirm the appointment. The Executive Secretary will be paid a salary and allocated an expense account as agreed upon by the board. The salary will be paid from the General finds of the State Association of Young Farmers.

Article V - Executive Committee

Section A: Composition of the State Executive Committee –

The State Executive Committee shall comprise the state officers one current Agricultural Science Teacher of a Young Farmer chapter as appointed by the Executive Administrator (preferably the Advisor of the State President) and one Area Coordinator of a Young Farmer chapter as appointed annually by the Executive Administrator. One of the two advisor appointments shall also be a current member of the VATAT Board of Directors.

Section B: Ex Officio Members –

- Ex Officio members of the executive committee shall be composed of the following:
 - Executive Administrator
 - Executive Secretary
 - Two staff members representing separate departments of agricultural education in vocational agriculture teacher training institutions are appointed by the Executive Administrator after consultation with their respective department heads.
 - The immediate past president
 - Ex officio members shall not have the right to vote.

Section C: The Executive Committee shall conduct the business of the State Association, subject to such regulations, bylaws, and state programs of work as have been adopted by delegates.

Section D: A voting quorum for the Executive Committee shall consist of at least four voting members of the committee. A quorum must be present at any meeting at which business is transacted or a vote taken to make recommendations to the Association.

Section E: Regular meetings of the Executive Committee shall be held not less than three (3) times per year including the convention meeting. The president and/or the advisor shall determine the meeting time and place.

Article VI - Meetings

Section A: A convention of the Young Farmers of Texas shall be held annually at a time and at a place to be determined by the State Executive Committee.

Section B: Each chapter may send two delegates to the state convention.

Section C: Parliamentary procedure at all meetings of this Association shall be in accordance with Robert's Rules of Order.

Article VII - Dues

Section A: The voting delegates present at the state convention shall set annual membership dues of the State Association.

Section B: The membership year shall be from September 1 through August 31.

Section C: The dues of any local or county chapter shall be fixed by the chapter executive committee, subject to approval of a majority vote of the active members of the chapter or county.

Article VIII - Emblem and Colors

Section A: The emblem shall be round with the words, "The State Association of Young Farmers of Texas", printed around the circle. The outline of the map of Texas shall fit into the circle. The map shall be cross fenced with a Hereford bull's head on one side of the fence, and a tractor in a cultivated field shall be on the other side of the fence.

Section B: Emblems shall be uniform in all chapters in the state.

Section C: The colors of the Young Farmers of Texas shall be gold and national blue.

Section D: The colors for the local or county chapters shall be the same as those adopted by the State Association.

Article IX - Amendments –

Proposed amendments to the state constitution or bylaws must be submitted in writing 30 days prior to the fall executive committee meeting by authorized representatives of a local or county chapter to the State Executive Committee. The committee will review the amendments and, together with their recommendations, submit them to

the delegates at the state convention. When this procedure is followed, amendments to the state constitution or bylaws may be adopted at any state convention by a two-thirds vote of the delegates present.

Article X - Dissolution of Assets

In event of dissolution, assets of the corporation shall be turned over to the Texas FFA to be utilized exclusively for charitable or educational purposes. If that organization is unable or unwilling to accept the assets at the time of the dissolution, the assets shall be utilized exclusively for charitable or educational purposes.

BYLAWS

Article I - Duties

Section A: Presidents

1. State President: It shall be the duty of the Young Farmers of Texas President to preside at all meetings of the State Association of the Young Farmers of Texas and to serve as chairperson of the State Executive Committee. The president shall appoint all committees and may serve as an ex officio member of these committees. The president shall be present at the audit exit interview. The president shall call a state convention each year at the time and place selected by the Executive Committee.
2. Local, County and Area Presidents: Local, county and area presidents shall perform the duties and have the responsibilities customarily delegated to presidents.

Section B: President-Elect - It shall be the duty of the president-elect to preside at all meetings of the association in the absence of the president and assist the president at all times in carrying out the work of the association. It shall also be the duty of the president-elect to use the time in this office to familiarize him or herself with the office and duties of the president in order to better serve the association.

Section C: Vice Presidents

1. State First Vice President: It shall be the duty of the state officer designated first vice president to preside at all meetings of the Association in the absence of the president and president elect and assist these officers at all times in carrying out the work of the Association.
2. Local or County and Area Vice Presidents: It shall be the duty of the local or county and area vice presidents to perform the duties customarily assigned to vice presidents.

Section D: Secretaries

1. State Secretary: It shall be the duty of the state vice president appointed secretary to see that minutes of the state organization and executive committee are kept, properly distributed, and permanently filed. The secretary shall perform other duties normally pertaining to the office of secretary.

2. Local or County and Area Secretaries: The local or county and area secretaries shall perform the duties normally associated with the office of secretary and other duties as may be prescribed by their respective organizations.

Section E: Treasurers

1. State Treasurer: The state treasurer shall monitor all financial transactions of the State Association. The Treasurer shall serve as the chairperson of the Budget Committee and serve as an ex officio member of the Audit Committee. The treasurer shall be present for the audit exit interview. The treasurer shall present to the State Association at the state convention an annual financial statement on the condition of the state treasury.
2. Local or County and Area Treasurers: The local or county and area treasurer shall perform the duties of the office as prescribed by their respective organizations.

Section F: Reporters

It shall be the duty of the reporters to report promptly and correctly items of local, state, or national interest relating to Young Farmer work to radio, television, newspapers, and other publications.

Section G: Executive Administrator

1. It shall be the duty of the Executive Administrator to serve as ex officio member of the Executive Committee and all other committees. It is the Executive Administrator's duty to advise the officers and members of the organization, executive committee, and other committees on matters of policy and on matters regarding the welfare of the Association.
2. The Executive Administrator shall advise and assist in setting up and carrying out the program of work and all other activities sponsored or participated in by the Association.
3. The Executive Administrator shall have authority to designate an individual (preferably a retired agricultural science teacher familiar with the Young Farmer Association) to serve as Executive Secretary of the State Association.
4. The Executive Administrator shall see that all legal matters regarding the organization are in order.
5. The Executive Administrator shall be responsible for maintaining a permanent record of the minutes of organizational and executive committee meetings, charters, membership, and other business of a statewide nature.

Section H: Executive Secretary –

The Executive Secretary shall serve as ex officio member of the Executive Committee and all other committees. He or she shall perform such duties as prescribed by the Executive Administrator, or by the Executive Committee with the approval of the Executive Administrator. The Executive Secretary, in general, shall carry out the details of the state programs directed by the Executive Administrator and under his or her supervision and authority.

Section I: Area Coordinators –

Area Coordinators shall serve under the supervision of the Executive Administrator. They shall perform such duties as may be prescribed by the Executive Administrator in promoting and carrying out Young Farmer programs in their respective areas.

Article II – Committees

Section A: The President of the State Association of Young Farmers of Texas shall appoint two committees annually: The Audit Committee and Program of Work Committee.

Section B: The Audit Committee shall examine annually the books as maintained by the Budget and Finance Coordinator of the Texas FFA Association as pertaining to the Texas Young Farmer Association.

Section C: The Program of Work Committee shall set up the objectives and goals of the State Association and suggest ways and means of attaining them.

Article III - Procedures

Section A: Issuing Charters to Organizations - Local or County organizations of the State Association of Young Farmers of Texas shall apply to the Executive Secretary for affiliation with the State Association. The local or county Young Farmer organization president and secretary shall sign such application. A chapter must have a minimum of eight members to be eligible for a charter. The following material must accompany the application for a charter:

1. A copy of the proposed constitution and bylaws
2. A copy of the annual program of work
3. A list of active membership with a minimum of eight members
4. A list of chapter officers with physical and email addresses of each

The Executive Secretary, with the approval of the Executive Administrator, shall grant a charter provided the proposed constitution is not in conflict with the constitution of the State Association of Young Farmers of Texas and that it otherwise meets the standards established for the Young Farmers of Texas. The State President, the State Secretary, the Executive Secretary, and the Executive Administrator of the Young Farmers of Texas will sign the charter. The voting delegates at any state convention shall have the power to suspend chapter or

county charters upon receipt of evidence of infringement on provisions of the state constitution.

Section B: Determining Standing of Chapter

A local or county chapter of Young Farmers shall be considered in good standing with the State Association of Young Farmers of Texas provided the following general conditions are met:

1. The local chapter constitution is not in conflict with the state constitution.
2. The activities of the chapter are in harmony with the purposes of the State Association.
3. All current reports are submitted to the state president as requested.
4. Membership dues are paid. (Minimum of eight members)

In the event a chapter is not in good standing at the time of the opening of the state convention, the delegates in the convention shall have the power, on the recommendation of the State Executive Committee, to withdraw or suspend its charter and refuse such chapter official representation at the annual state convention. When, and if, such action is taken, the members of the chapter in question shall be denied the regular privileges of the Association. By meeting the requirements of good standing, a chapter may be reinstated by action of the State Executive Committee not earlier than 10 days after the closing of the state convention during which it was not in good standing

Section C: Determining Standing of Members - An active member is considered in good standing provided he or she:

1. Attends meetings regularly. (Except members in military service)
2. Shows an interest and takes part in the affairs of the chapter.
3. Pays dues regularly.

Article IV - Special Meetings

Section A: Special meetings of the State Executive Committee shall be held at such time and place as determined by the state president or advisor, or three voting members of the Executive committee.

Section B: Special meetings of the State Association may be called at any time by the state president with approval of the Executive Committee.

DUTIES OF EXECUTIVE SECRETARY STATE ASSOCIATION OF YOUNG FARMERS OF TEXAS

Adult Education Leadership Development Community Service Recreation

Emphasis Area	Relation to Goal	Duties
Membership Recruitment	Adult education	Serve as membership promotions & recruitment coordinator, work with local advisors & adults to develop new chapters and recruit potential members.
Association Management	Leadership development	Maintain financial records in coordination with VATAT & inform Board of Directors. Records kept by VATAT; Association charged for time utilized; type of records determined by VATAT & auditor.
	Leadership development	Work with Board on financial matters: preparing the budget, monthly financial reports, authorization for the payment of bills, work w/ bookkeeper on coding expenses & income
	Leadership development	Maintain membership records; rosters will be maintained for magazine labels, etc.
	Community service	Manage scholarship program; receive applications, acquire judges, manage scholarship selection process; inform winners & those not selected, inform bookkeeper as to disbursement of funds.
		Maintain Association records & archives.
		Store banner & other materials used at annual Convention and other venues
Membership Communications	Adult education, leadership development	Work closely w/ web master to keep current information available for membership
	Adult education	Prepare information for monthly VATAT newsletter
	Adult education	Work closely w/ editor & printer of Young Farmer magazine to keep current information available for membership
Member & Chapter Awards Recognition	Community service	Manage member & chapter awards program; receive applications, acquire judges, manage award selection process; inform Board of winners at Convention; Orders award plaques, authorize payment of monies following Convention.

Convention Management	Leadership Development	Oversees the progress of the Annual Convention and keeps the President and President-elect abreast of what is going on along with the Convention Coordinator.
	Leadership Development	Work closely w/ Meeting Planner / Convention Coordinator, President & President - elect.
	Adult education	Manage the solicitation of sponsors for the YF while promoting the organization as an Adult Education Organization with its interest in promoting the FFA.
	Adult education	Manage the solicitation of commercial exhibitors for the Convention.
	Adult education, Recreation	Manage educational activities & competitive events at annual Convention.
Outreach	Adult education, Leadership development	Serve as primary contact person for NYFEA; participate with other state executive secretaries in quarterly NYFEA conference calls & meetings at NYFFEA Institute.
	Adult education	Solicits new & rechartered YF chapters continually while promoting an Adult Education Organization with interest in supporting the Texas FFA Association.
	Leadership development	Arranges for Young Farmer booth at PD Conference and other venues; at PD Conference, have gifts for YF advisors & drawing for YF Advisors, incentives for teachers expressing interest in YF; hold drawings when appropriate; coordinate effort though YF Board, Board members assisting as available.

(Adopted 11/14/2024)