

**Constitution of
Florida Farm Bureau Collegiate Chapter**
At the University of Florida
Adopted January 31, 2008

Article I – Name

Section 1 The name of the organization shall be the “Florida Farm Bureau Collegiate Chapter at the University of Florida.” (the “FFBCC@UF”).

Article II – Purpose

Section 1 The purposes of the organization are as follows:

- A. FFBCC@UF is associated with the Florida Farm Bureau, subject to a written license agreement which shall govern the relationship between the parties and the terms and conditions of the use of the name, Farm Bureau®. Failure to comply with the terms of the license agreement may result in, among other things, the termination of the use of the name, Farm Bureau, by this organization.
- B. FFBCC@UF is a free, voluntary membership organization of farm and ranch families united for the purpose of analyzing agricultural problems and formulating actions to achieve educational awareness and social advancement, and thereby, to promote national well-being.
- C. To provide an opportunity for students interested in agricultural policy, education, leadership, and communication to explore problems of common interest.
- D. To develop an understanding of the opportunities and problems associated with the professions of agricultural policy, education, extension, leadership, and communications.
- E. To develop professional interests in the agricultural industry.
- F. To promote agricultural awareness for everyone and help out the community any way it can. This includes but is not limited to involvement in Agriculture Awareness Days at elementary schools, numerous community service events, and more.
- G. To provide an opportunity for the development of leadership qualities that enable members to effectively participate in community organizations.
- H. To maintain close contact between Florida Farm Bureau and American Farm Bureau, as well as agricultural communicators, and other agribusiness and educational professionals at the University of Florida, in the College of Agricultural and Life Sciences (CALs), and throughout the state and nation.

Article III – Membership

Section 1 Active membership of the organization shall consist of regularly enrolled graduate or undergraduate students who have an interest in agriculture, leadership, policy, and/or agricultural communications whom complete a written application for membership; and attend two consecutive regular meetings.

- A. Members may be of any major at the University of Florida or any local Florida community college.
- B. No dues shall be collected for membership at the local level.
- C. Faculty, staff, member's spouses, and others may be associate members. However, associate members may not hold office or vote on matters concerning this organization.
- D. Members are free to leave and disassociate without fear of retribution or harassment.

Article IV – Discrimination

- Section 1 This organization, including all of its members, will not discriminate against anyone on the basis of race, creed, color, sex, age, nationality, disability, or sexual orientation.

Article V – Finance

- Section 1 This organization will not require payment of dues by the members but will hold non-mandatory fundraisers throughout the year in order to finance community service and member development projects.

Article VI – Meetings

- Section 1 Monthly meetings shall be held at a regularly scheduled time in a designated location on or near the University of Florida campus and/or the Florida farm Bureau Building.
- A. The officer team or advisor(s) may call/schedule special meetings as needed.
 - B. The parliamentary reference used in transacting the business of the organization shall be Robert's Rules of Order (latest revision).

Article VII – Officers

- Section 1 Officers
- A. The officers of the organization shall be the President, Vice-President, Secretary and Treasurer, Ambassador and Reporter. In addition, two of the elected officers shall represent the organization as representatives to the College of Agricultural and Life Sciences Counsel appointed by the president. An alternate representative may be appointed at the discretion of the Executive Team. Only active members shall be eligible to hold office.
 - B. The organization's advisor(s) shall be a faculty member in the College of Agricultural and Life Sciences at the University of Florida.
- Section 2 Election of Officers
- A. Officer candidates shall be selected from applicants who have applied for an office by the date determined by the Executive team. In the event there are fewer applicants than offices to be filled, the Executive team will solicit additional applications as needed. The best qualified candidates for each office will be granted the opportunity

- to run for office per the discretion of the screening committee. The deadline for submission of applications will be no later than fourteen (14) days before officers are elected.
- B. Any member in good standing may qualify to be considered for a FFBC@UF office by submitting an application for office to be screened by a screening committee consisting of: Farm Bureau Staff, Past Officer(s), State Young Farmers and Ranchers Leadership Team Representative(s), Senior Officer(s) and Advisor(s).
 - C. Officers shall be elected annually by a majority vote of the members present at the last regular meeting (April) of the spring semester.
 - D. The Officers should serve a term of “officer elects” from April to August and be installed in to office no later than September 1.
 - E. The officers shall begin their term of office on September 1.
 - F. The outgoing officer team will hold office until the new officer team gets installed in no later than September 1.
 - G. The Faculty Advisor(s) will support the club members by fulfilling the purposes and needs of the club, being a resource, and serving as a representative of the club both in the community and the University of Florida as needed.
 - H. The faculty advisor(s) should be one whose ideals are aligned with the organization’s purpose and is willing to serve as a source of information and guidance for the club.
 - I. If an officer decides to step down from office, another officer will fill the position, as decided by the members. The full membership will vote on a replacement after a two week’s notice.
 - J. The impeachment of an officer and/or a Faculty Advisor can only occur when an officer and/or a faculty advisor is not fulfilling their duties as listed in this constitution or when 2/3 of all the active members of the club vote in approval. All active members can nominate an officer for impeachment.
 - K. Officers must be elected by simple majority of members present at a general business meeting.

Section 3 Executive Team

- A. The Executive Team shall consist of the officers of the organization and the Advisor(s). The Executive Team shall have full power to act as necessary in accordance with actions taken at meetings and regulations or By-laws adopted.
- B. Whenever an officer vacancy exists, other than that of President, the position may be filled by a majority vote at the next regular business meeting.
- C. Officers shall maintain notebooks of their year of service to be passed to the next team.
- D. Officers are only allowed two un-excused absences for officer and/or regularly scheduled meetings.
- E. Will act on matters of importance and policy to perform the duties that are needed but are always subject to the general direction, approval, and control of the organization
- F. Will discuss meeting agenda and discussion topics which are in the best interest of the organization.

Article VIII-Standing and Special Committees

- Section1 Standing Committees can consist but are not limited to a Committee of Public Relations, a Committee of Finance and a Committee of Marketing. The chairs of these committees will be appointed by the president after carefully evaluating the qualification of each candidate.
- Section 2 Special Committees may be formed at any time, according to the needs of the organization. Each committee will consist of volunteers. The volunteers shall independently nominate and elect someone to serve as chairperson for that committee. The chairperson shall serve until the project for which the committee was formed is completed. It is the responsibility of the chairperson to report to the rest of the organization the progress of the committee.

Article IX-Authority

- Section 1 This organization shall conform to the regulations prescribed by the Student Guide and other laws and rules governing the University of Florida and its students. Hazing is, by all means, prohibited. Use of the name, Farm Bureau, and this organization's affiliation with the Florida Farm Bureau shall be governed by a written license agreement.

Article X – Duties of Officers and Faculty Advisor(s)

- Section 1 The duties of the President shall be to:
- A. Preside at regular, special and Executive team meetings.
 - B. Follow the procedures outlined in the constitution at each regular or special meeting.
 - C. Plan the agenda with the Secretary and Executive team.
 - D. Appoint all committee chairs for the committees in the program of activities.
 - E. Act as the diplomat of FFBCC@UF at the state and national levels.
 - F. Attend Florida Farm Bureau's business meetings and report back to the organization.
 - G. Maintain contact with Florida Farm Bureau officials.
 - H. Represent the FFBCC@UF in public relations events and official functions.
- Section 2 The duties of the Vice-President shall be to:
- A. Coordinate the functions of all committees.
 - B. Work closely with each committee chair to ensure that all committees are moving toward accomplishing goals and meeting requirements outlined by the executive team
 - C. In the absence of the president or in case of the president's inability to act, the vice president shall perform all duties of the president.
 - D. Work closely with the president and advisor to assess progress toward meeting chapter goals.
 - E. Plan and Coordinate new membership development activities to ensure a stable recruitment program for the organization
- Section 3 The duties of the Secretary shall be to:
- A. Maintain accurate records of all meetings.
 - B. Develop the meeting agenda with the president.

- C. Promote meetings and activities with the members.
- D. Keep a current, detailed, and legible record of member's names, addresses, and e-mail addresses.
- E. Keep all documents and records of the organization safe.

Section 4 The duties of the Treasurer shall be to:

- A. Report the financial status of the organization at each regular meeting.
- B. Develop an annual budget to be approved by the active membership.
- C. Receive and disburse all funds of the organization.
- D. Keep all funds of the organization in a bank.
- E. Prepare and submit the membership roster in cooperation with the secretary.
- F. Serve as the officer representative of the finance committee.

Section 5 The duties of the Ambassador shall be to:

- A. Serve as the officer representative of the Public Relations Committee
- B. Plan various social activities throughout the year.
- C. Keep an active record of all Alumni of the organization.
- D. Serve as the Chair of the year-end-review banquet planning committee
- E. Serve as the official coordinator for the state collegiate discussion meet to take place every summer
- F. Plan in coordination with the Florida Farm Bureau Colligate Staff the annual (YF&R) State Leadership Conference.

Section 6 The duties of the Reporter shall be to:

- A. Release news and information to local and regional news media mediums.
- B. Work with the Florida Farm Bureau media staff member
- C. Maintain the chapter's webpage updated and current
- D. Be responsible for ensuring that the articles of the chapter are placed in the Florida Agriculture News paper
- E. Take charge over public and media relations, in regard to press releases and promotional items.
- F. Serve as the officer representative of the Marketing Committee
- G. Serve as the official photographer for the chapter at any given event
- H. Report (agricultural updates and organizational updates) to the active membership of the organization at each regular business meeting.
- I. Establish and maintain an organizational resource file. Keep a running history of the organization.

Section 7 Student Agricultural Council (CALs) Representatives

The President will appoint two (2) officers (the Secretary, the Treasurer, the Ambassador, and or the Reporter) to serve as the official representatives; these officers will be responsible for attending each Agricultural Council meeting in its entirety. Absences of one meeting without providing an alternate (a member of the executive team) shall be grounds for replacement.

Section 8 The duties of the Faculty Advisor(s) shall be to:

- A. Supervise activities year-round.
- B. Inform prospective students about the FFBCC@UF.
- C. Instruct students in leadership and personal development.
- D. Build school and community support for the program.
- E. Encourage involvement of all members in activities.
- F. Prepare students for involvement in contests and awards programs.

Article XI - Amendments

Section 1 Amendments or revisions to this constitution may be submitted in writing at any regular business meeting. Proposed amendments or revisions must be posted on the UF-CFB bulletin board one month prior to the next regular meeting. At that time, action will be taken by an established quorum of the active membership. By-laws may be adopted to fit the needs of the chapter at any regular meeting by a two-thirds vote of members present.