

Black Canyon Region Policy Manual

Section 1: Purpose and Authority

- I. The purpose of this Region Policy Manual is to provide clear governance, operational guidance, and accountability for the administration of the Black Canyon FFA Region. This manual establishes leadership structure, financial oversight, event procedures, and advisor expectations to ensure consistency, transparency, and alignment with the mission of the National FFA Organization and Arizona FFA.
- II. This manual is developed by the Advisors of the Black Canyon FFA Region under the authority of the Arizona FFA Board of Directors and shall not conflict with:
 - a. The National FFA Constitution and Bylaws
 - b. The Arizona FFA Constitution and Bylaws
- III. Arizona FFA Policies and Procedures
- IV. This manual shall be reviewed annually by the advisors of the Black Canyon Region and updated as needed to reflect changes required within the region or within state or national policy.

Section 2: Leadership Structure, Responsibilities and Selection

- I. Leadership Structure
 - a. The Black Canyon Region shall have a leadership structure consisting of the following positions:
 - i. Region Advisor
 - ii. Region Treasurer
 - iii. Arizona FFA Board of Directors (BOD) Region Representative
 - b. These positions are required for effective governance and communication between the Region and the Arizona FFA Board of Directors.
 - c. It is recommended that the BOD Region Representative not simultaneously serve as Region Treasurer to ensure appropriate separation of duties.
- II. Leadership Role Responsibilities
 - a. Region Advisor Responsibilities
 - i. The Region Advisor serves as the primary administrative leader and official point of contact for the Region. The Region Advisor is responsible for coordinating, overseeing, and ensuring completion of the following responsibilities:
 1. Facilitation of annual Region meetings
 2. Development and maintenance of meeting agendas and minutes
 3. Coordination of regional Career and Leadership Development Events, including:
 - a. Contest dates and locations
 - b. Registration processes and deadlines
 - c. Selection and coordination of contest chairs
 - d. Procurement of materials and awards
 - e. Assignment and oversight of scoring responsibilities
 4. Coordination of award and degree application reviews
 5. Completion and submission of the annual Region Report

- ii. The Region Advisor may delegate tasks and establish committees as necessary; however, overall accountability for completion remains with the Region Advisor.

b. Treasurer Responsibilities

- i. The Region Treasurer shall oversee all financial activities of the Region and is responsible for:
 - 1. Maintaining accurate and current financial records
 - 2. Preparing and presenting an annual Treasurer's Report to Region advisors
 - 3. Managing collection of dues and invoicing, if applicable
 - 4. Maintaining required W-9 documentation
 - 5. Developing and overseeing a Region budget
 - 6. Ensuring Region financial obligations are paid in a timely manner
- ii. The Region Treasurer shall operate in accordance with Arizona FFA financial policies and oversight requirements.

c. Board of Directors Region Representative Responsibilities

- i. The Arizona FFA Board of Directors Region Representative serves as the official liaison between the Black Canyon Region and the Arizona FFA Board of Directors.
- ii. As a Board member, the Representative is responsible for upholding the duties of care, loyalty, and obedience. Responsibilities include:
 - 1. Active participation in Board of Directors meetings
 - 2. Communicating relevant Board actions, policies, and updates to Region advisors
 - 3. Gathering and communicating Region feedback to the Board

III. Leadership Elections and Term Limits

a. Term Limits:

- i. All Region leadership positions shall serve a term of two (2) years. Elections shall be aligned with the Arizona FFA Board of Directors election cycle.
- ii. The Black Canyon Region shall conduct leadership elections in even numbered years.
- iii. There is no limit to the number of terms an individual may serve, provided that the individual is nominated and approved by a majority vote of Region advisors during the appropriate election year.

b. Election procedures:

- i. Elections shall be held annually at the Region CDE/LDE Planning Meeting
- ii. Elections shall be conducted by voice vote, with approval requiring a majority vote of advisors present.

c. Leadership Vacancy Procedures

- i. In the event of a vacancy in a Region leadership position, the Region shall fill the vacancy using the following process:
 1. Nomination or volunteering of a Region teacher not currently in their first year of teaching.

Section 3: Financial Oversight

- I. The Black Canyon Region shall maintain financial practices that promote transparency, accountability, and fiscal responsibility. The following requirements shall apply:
 - a. All Region bank accounts shall be overseen by the Arizona FFA Board of Directors Treasurer and the Arizona FFA Bookkeeper
 - b. Transactions shall utilize checks or credit cards whenever possible; debit cards are strongly discouraged
 - c. At least two authorized signers shall be maintained on all Region bank accounts
 - d. Financial records shall be available for review upon request

Section 4: Career and Leadership Development Event (CDE/LDE) Policies

- I. The Black Canyon Region shall establish the following policies governing participation in Career and Leadership Development Events to ensure fair access, consistency, and advisor engagement.
 - a. Event facilitation and logistics
 - i. Yavapai College and Chino Valley High School provide the facilities for all Region level events. Dean Marnee Zazueta is in charge of logistics, planning, and execution of the events, with the collaboration and assistance of the Black Canyon Region teachers.
 - b. Chapter and student eligibility requirements
 - i. Chapters need to be in good standing with AZ FFA. Advisors can set additional student eligibility requirements (study participation, GPA, etc.) in accordance with their school district's expectations. Students must participate in Regional events in order to compete at the State level.
 - c. Participation fees and limits
 - i. Fees will be determined by YC on an as needed basis by Dean Marnee Zazueta. Yavapai College will set additional limits to the number of teams available to participate in each contest (typically limited to two teams or individuals per event).
 - d. Expectations for chapter advisor attendance and supervision
 - i. All chapter advisors must participate in chairing or co-chairing a CDE or LDE and/or providing judges if they have students participating in the event. Advisors are expected to supervise their students while attending these events, and model and promote high standards of leadership, citizenship, and sportsmanship.

Section 5: Awards and Degree Review Procedures

- e. The [Region Name] Region establishes the following review process for award and degree applications.

- i. Degree and Award applications are due to the Region Advisor a minimum of two weeks before the State deadline (February 15, 2027). For SY 26-27, the application due date will be January 26, 2027.
- ii. The Region Advisor will select an awards committee to assist in the review of applications and provide feedback to students and their advisors. If there is not an application for each award category, the Region Advisor will notify the other advisors and will extend the application deadline at their discretion to allow additional submissions (not past the State deadline).
- iii. If an application is not submitted on time, it will not be signed off on by the Region Advisor or submitted to AZ FFA.

Section 6: [Black Canyon Region specific policy]

- I. Dispersal of Region Funds
 - a. Dean Marnee Zazueta, as a representative of Yavapai College and coordinator of Black Canyon Regional CDEs and LDEs, shall be given our Region funds for the express purpose of planning our Region level FFA competitions.

Section 7: Compliance

- I. This Region Policy Manual shall be reviewed annually by the advisors of the Black Canyon Region. Amendments must be approved by a majority vote of advisors present at a properly noticed meeting.
- II. The Region Advisor shall submit the approved manual to the Arizona FFA State Office by the deadline established each year. All advisors shall annually sign acknowledgment of and agreement to adhere to this manual.
- III. Advisors are subject to the consequences outlined within this manual to be enforced with the assistance of the Arizona FFA Executive Secretary and Arizona FFA Board of Directors.
- IV. Disputes or violations of this manual shall be addressed through the Arizona FFA Board of Directors grievance and enforcement process.

Reviewed on July 12, 2026

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