

Superstition 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 Superstition 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 Superstition 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 Superstition 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 Superstition 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 Superstition 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 Superstition 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 State Leadership Conference
- ii. Elections shall be conducted by voice and electronic via email. 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
- ii. By an electronic vote:

Section 2: Financial Oversight

- I. The Superstition 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 Superstition 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. Dues must be paid by the first Career Development event
 - ii. Each teacher must facilitate an event
 - iii. Registration must be done by the deadline
 - b. Chapter and student eligibility requirements
 - i. Good standing with the state AZ FFA
 - ii. And currently enrolled in an AG Class
 - c. Participation fees and limits
 - i. Regional dues of \$150 annually
 - ii. Limited to one team per chapter per CDE for large consumable expense competitions, an additional charge will be assessed for specific CDEs if additional teams are brought to cover supplies, for example, floriculture, vet science, milk quality, ag mech
 - iii. Regional dues are \$150 annually; no pay, no play
 - d. Expectations for chapter advisor attendance and supervision
 - i. Teachers must maintain active communication with participating students and the regional advisor
 - ii. Advisors are required to supervise and support regional events If an advisor does not supervise students, they will not be able to participate the following year.
 - iii. If the advisor does not follow the expectation, the next regional CDE the chapter will be ineligible to compete.

Section 5: Awards and Degree Review Procedures

- e. The Superstition Region establishes the following review process for award and degree applications.

- i. All applications will be sent by the agreed deadline, and if fewer than 10 applications are received, the applications will only be reviewed by the Region Advisor. If there are more than 10 applications, a date will be set for a review of the applications.
- ii. If there are any corrections that need to be made, the applications will be sent back to the home chapter, and the student will have until a day before the state deadline to correct the application.

Section 6: Superstition –

- f. All schools are expected to participate within their home region to advance to the state level.
 - i. If the chapter chooses not to participate in the regional CDE/LDE's they will not be considered in good standing if they are only participating in other regions.
- g. The Region may adopt additional policies and procedures to support the effective operation of the Region, provided they do not conflict with state or national FFA policies.

Section 7: Compliance

- h. This Region Policy Manual shall be reviewed annually by the advisors of the Superstition Region. Amendments must be approved by a majority vote of advisors present at a properly noticed meeting.
- i. 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 an acknowledgment of and agreement to adhere to this manual.
- j. 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.
- k. Disputes or violations of this manual shall be addressed through the Arizona FFA Board of Directors grievance and enforcement process.

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