

Longview District FFA Association
Policy Manual
Revised: July 2025

Official Longview District FFA Association Policy Manual

Section 1: Active Membership Eligibility

1.1 Reference

- a. Please refer to Section 1 in the Area VI FFA Policy Manual for information concerning operational premises, constitutional authority concerning FFA membership, and membership eligibility.

Section 2: Roster Submission

2.1 Reference

- a. Please refer to Section 2 in the Area VI FFA Policy Manual for information concerning Roster Submission, which includes deadlines, fees, and allocation of voting delegates.

2.2 Standing of Members, Chapters, Appeals

- a. Members who are not in good standing with the Area VI FFA Association due to missing dues, rosters, or other required documentation may be brought into good standing through the correction of all deficiencies. Such remedy shall bring the member in good standing retroactive to applicable deadlines.
- b. Chapters with delinquent dues accounts shall be declared to be “not in good standing” and not eligible for participation in FFA events and may not use the FFA identity and trademarks. All reasonable attempts shall be made to collect the debt. Withdrawal of good standing shall be declared after all means have been exhausted. The Executive Officers shall be briefed of all such pending cases.
 - i. **Chapters with fees not paid prior to the Longview District LDE Contest or the Longview District FFA Convention will not be allowed to participate and/or vote.**
- c. Appeals regarding membership, issues of good standing or allocation of delegates may be made in writing to the Area Coordinator. The elected Area Committee will review all such appeals. A written response to such appeals shall be issued in a timely manner and in a period not to exceed 10 working days from the date of the executive committee ruling.

Section 3: Longview District FFA Student Officers

3.1 Longview District Student Officer Responsibilities

The primary responsibility of a district officer is to serve the Longview District FFA Association in local, district, and area activities in a way that will inform, educate, advocate, motivate and inspire FFA members, advisors, state staff, teachers and others to achieve the mission, strategies and goals of the organization and to represent the Longview District FFA Association in area or state meetings according to the direction of the Longview District Teacher President and Longview District Officer Advisors.

- a. More specific responsibilities include:
 - i. Participate in training, orientation, continual self-improvement and evaluation of activities as directed

- ii. Represent the District FFA Association at chapter, district, and area activities as requested by local advisors and district coordinators within the scope of District FFA Association Policies
 - iii. Participate in the planning and conducting of the District Officer Training (Area VI FFA Leadership Camp), Longview District FFA Leadership Camp, and Area VI FFA Greenhand Camp
 - iv. Participate in the planning and conduction of the Longview District FFA Convention as assigned by the District Teacher President and District Officer Advisors
 - v. Keep up to date with all correspondence
 - vi. Plan, prepare, read, study, listen, review and practice to continue improving public speaking and teaching skills
 - vii. Stay up to date on agriculture, agribusiness and agricultural education facts and issues
 - viii. Develop positive relationships with FFA members, advisors, staff, sponsors, and the general public
 - ix. Develop and exercise an awareness and sensitivity for the diverse geographic, ethnic, and cultural groups represented in FFA membership and the general student population
 - x. Maintain a positive attitude and enjoy you year of service with members, advisors, staff, sponsors, and others
 - xi. Follow the District FFA Officer Commitment contract/pledge
 - xii. Perform other duties as instructed by the District Officer Advisors
- b. District officers must attend the Area VI FFA Leadership Camp. Officers cannot come late or leave early to the conference. Only under very special circumstances (approved by District Teacher President) will one be able to forego the Area VI FFA Leadership Camp.

3.2 Longview District Student Officer Supervision

District officers serve under the supervision of two elected District Officer Advisors and the advisor of the elected student president for the district in accordance with the district constitution and official policy.

- a. The Longview District teachers shall elect two District Officer Advisors to serve the district and the district officer team. The two teachers elected to these positions will serve 4-year alternating terms. Every two years the district teachers will elect one new person to serve.
- b. In the event that one of the elected District Officer Advisors is also the advisor of the elected district student president, there will only be two District Officer Advisors that year.

Section 4: Longview District FFA Student Officer & Officer Advisors Commitment Contract/Pledge

4.1 District Student Officer Commitment Pledge

- a. Characteristics of an effective District Officer
 - i. Dedicated and committed to FFA and the total agricultural education program
 - ii. Prioritize FFA Officer activities above other extracurricular activities
 - iii. Knowledgeable of agriculture, agricultural education and the FFA
 - iv. An effective public speaker – developed through preparation and practice
 - v. Project a desirable image of FFA at all times
 - vi. Seeks constructive criticism and evaluation of total performance
 - vii. Willing to take and follow instruction by those responsible for me
- b. District Officer Code of Ethics
 - i. Forego all alcohol and tobacco while holding the title of District Officer
 - ii. Treat all FFA members equally by not favoring one over another
 - iii. Conduct myself in a manner which commands respect without display of superiority
 - iv. Maintain dignity while being personable, concerned, and interested in my contact with others
 - v. Avoid places or activities which in any way would raise questions as to my moral character or conduct
 - vi. Use wholesome language in all speeches and informal conversations
 - vii. Maintain proper dress and good grooming for all occasions
 - viii. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers or adults
 - ix. Serve as a member of the officer team by always maintaining a cooperative attitude
 - x. Keep myself up to date on current items
 - xi. Maintain and protect my health
 - xii. Be a professional and be on time to all meetings or other officer activities
 - xiii. Follow set curfew at all FFA activities
 - xiv. Be mindful of the impact that I will have during my year as a district officer and always act or behave accordingly
 - xv. Promptly write all letters, thank you notes, reports, or other necessary correspondence
 - xvi. Deliver a candidacy speech that is the result of my own originality, effort, and ability. Failure to properly cite other works represents plagiarism.
- c. Required Activities
 - i. Area VI FFA Leadership Camp (June)
 - ii. Longview District FFA Leadership Camp (June)
 - iii. Area VI FFA Greenhand Camp Planning (October/November)
 - iv. Area VI FFA Greenhand Camp (December)
 - v. Longview District and Area VI FFA Conventions (January/February)

- d. Agreement
 - i. If I am unable to attend all required activities, I will notify the District Officer Advisors in writing prior to the event. The District Officer Advisors, along with the District Executive Committee, will determine if disciplinary action should be taken.
 - ii. I have read, studied, understand, and accept the above points, as well as the Longview District FFA Association Policy Handbook Sections 3 through 7. As an officer, I will carry out my responsibilities in accordance with these statements and understand that I will be removed from office by the Longview District FFA Teacher President and District Officer Advisors if I do not satisfactorily follow these established standards for district officers. I also understand that I will be responsible for paying back the district for any expenses incurred during my service as an officer.
- e. Eligibility
 - i. District Officer candidates are in at least their 2nd year of FFA membership and at least in the 10th grade.
- f. Signatures
 - i. Pledge is to be signed by Officer Candidate, Parent/Guardian, and local FFA Advisor

4.2 District Officer Advisors Commitment Pledge

The minimal duties of the District Officer Advisors are:

- a. Communication with Longview District and Area VI FFA.
 - i. The District Officer Advisors need to initiate contact with the Area Leadership Development Coordinator and maintain contact throughout the year. The advisors will provide the Area Leadership Development Coordinator with all the necessary information throughout the year for the District FFA Officers.
- b. District Planning Meetings:
 - i. The District Officer Advisors will lead officer meetings, which includes:
 - ii. Prepare for Area VI FFA Leadership Camp
 - iii. Plan for Longview District FFA Leadership Camp
 - iv. Plan for Area VI FFA Greenhand Camp
 - v. Plan for Longview District FFA Convention
 - vi. Discuss expectations of District Officer Team
- c. Area VI FFA Leadership Camp:
 - i. Coordinate and facilitate the District Officers during the Area VI FFA Leadership Camp. This includes but is not limited to: guidance of officers during the course of the camp, chaperoning of the officers while at the camp, arranging for travel to the camp for district officer team.
- d. Longview District FFA Leadership Camp:
 - i. Coordinate with the District Officers to plan and facilitate the District Leadership Camp. This includes but is not limited to: registration, facilities, meals, camp schedule, workshops/speakers, entertainment, awards/supplies, and snacks if needed.

- e. Area VI FFA Greenhand Camp:
 - i. Coordinate and facilitate the District Officers during the Area VI FFA Greenhand Camp. This includes but is not limited to: plan district officer workshops with the Area Officers, meet with the Area Officers and District Officers to provide guidance and direction for the camp, and coordinate with the Greenhand Camp Coordinator about facilities and schedules for the camp. Meetings to plan camp will begin as early as October and will occur multiple times before camp.
- f. Longview District FFA Convention:
 - i. Coordinate, plan, and facilitate the district convention. This includes but is not limited to: pre-convention planning meetings, script, facilities, sounds/lights, talent contest, timekeeper, DO/AO candidates, programs/ballots, voting delegate sign-in, balloting, award seating, courtesy corp, and flag ceremony.
- g. State FFA Convention:
 - i. Attend committee meetings with district officers if needed.

4.3 District Student Officer & District Advisors Communication & Coordination

- a. The district officers need constant, consistent, and reliable communication from the District Officer Advisors. This makes the year run much smoother if they can count on the same two people throughout the year. The District Executive Committee, Student DO/AO/SO Officers, the Area Leadership Development Coordinator, the Area Coordinator, and the Area Secretary need reliable contact information including cell phone numbers, emails, and home phone numbers for the Longview District Officer Advisors.
- b. The district officer advisors are also responsible for maintaining communication with the advisors of the seven district officers on the team. All communication given to district officers should also be given to their advisors so that everyone is well informed.

Section 5: Longview District FFA Student Officer Discipline

The Longview District FFA Association seeks to establish and maintain standards of officer conduct and supervisory practices which will promote effective operations of the Longview District FFA Association and the agricultural education family and further the interests of the program and its affiliates. These practices include the administration of fair, consistent, and constructive officer discipline.

- a. A consistent officer discipline process will be used which includes, but is not limited to:
 - i. Constructive efforts by the District Advisors to help officers achieve fully satisfactory standards of conduct and performance.
 - ii. Correction of an officer's unsatisfactory performance or negative behavior
 - iii. Notice to officers that suspension or discharge will result from gross or continued violation of officer standards of conduct or unsatisfactory job performance within 48 hours of occurrence of behavior.
 - iv. Written documentation of problems and disciplinary warnings given with corrective measures to be taken by the officer.

- b. The district generally recognizes four steps or levels of discipline: verbal warning, written warning, suspension, and discharge. Disciplinary action may begin at any step or level of severity and does not have to include each level.
- c. The District Executive Committee must approve any disciplinary action for a gross or severe violation, as well as any suspension or discharge of an officer, prior to any action.
- d. Disciplinary situations involving student officers should be dealt with by progressive discipline, if appropriate, to assure equitable treatment and acceptable conduct.
- e. In applying disciplinary procedures or action, these factors will be considered: the seriousness of the violation or offense, the officer's past record and the circumstances surrounding this particular incident. These factors are listed as a guide only and may vary as appropriate. The policies and procedures for officer discipline will be reviewed and revised as necessary.
- f. Depending upon the facts and circumstances involved in each situation, management may choose to begin disciplinary action at any step. In general, discipline should follow this pattern:
 - i. **(1) VERBAL WARNING** – should be used for minor violations. If the situation does not improve within a reasonable time frame set by the District Executive Committee the verbal warning may be repeated or the next step used. A written record should be kept documenting the verbal warning, its content, and time frame for improvement, as well as the date of warning.
 - ii. **(2) WRITTEN WARNING** – Should be used for repeated violations or for a more substantial violation. A time frame for improvement should be set by the District Executive Committee. A copy of the written warning will be kept on file. If the situation does not improve, the warning may be repeated, or use the next step. The written warning notice will be discussed with the officer by the District Officer Advisor or staff designee, and the said officer will be asked to sign the notice to acknowledge receipt.
 - iii. **(3) SUSPENSION** – will be utilized for violations when immediate action is required while an investigation is being conducted to determine if the officer should be discharged. The length of the suspension depends upon the time necessary to investigate the violation. Suspension may also be used when the officer fails to respond to previous attempts of discipline. The District Executive Committee must approve all suspensions. A written notice of suspension documenting the reasons for the suspension will be provided to the officer, in person or by telephone with written notice to follow in the mail. Suspended officers may not wear the District FFA Officer jacket or represent the District FFA Association as an officer in any manner.
 - iv. **(4) DISCHARGE** – Will be utilized for violations, for first offense, with or without the previous use of any of the lesser disciplinary steps. Discharge may also be used for continued failure to respond appropriately to prior disciplinary action and may be deemed appropriate regardless of prior disciplinary actions. The District Executive Committee must approve all discharges of student officers. If an alleged violation or

continued failure to respond to disciplinary action for other violations is reported to or discovered by the District Executive Committee, upon completion of the investigation and adequate due process, the Committee may discharge the officer with written documentation to explain the reasons for the discharge. This written notice will become part of the permanent operational record of the District FFA Association. The officer will be notified, in person if appropriate, or by telephone and/or registered mail. Officers discharged by the District Executive Committee shall return Longview District FFA Association official jackets and all other materials purchased by the organization and termed as district officer supplies. The district shall have grounds for suspending or dismissing a student officer who engages in illegal activities at any time.

- g. Student officers who are arrested for any reason must report such arrest promptly by the following business day. The district shall have grounds for suspending an officer if arrested for any reason and grounds for discharge if the officer does not report an arrest. Given the nature of the circumstances surrounding an arrest and the alleged offense, the District FFA Association, in its sole discretion, may decide the duration of the suspension as well as impose lesser or greater disciplinary action
- h. A student officer who is convicted of a crime must report such conviction to the District FFA Association no later than the following business day. The District FFA Association shall have grounds for discharging a student officer should he or she be convicted of a crime involving moral turpitude or should the officer fail to report the conviction in a timely manner. For purposes herein, a crime involving moral turpitude shall mean anything done knowingly or contrary to justice, honesty, principle or good morals, specifically including a minor in possession of a controlled substance including alcohol or operating a motor vehicle while intoxicated or under the influence of a controlled substance. Given the nature of the circumstances surrounding the conviction, the District FFA Association may impose lesser disciplinary action.
- i. A student officer who is suspended or discharged may appeal such disciplinary action within ten (10) business days from his or her receipt of notice of such action. Such appeals must be submitted in writing to the District President stating all grounds the student officer contends should be considered in the review of disciplinary action. Within ten (10) business days of the District FFA Association's receipt of such appeal, the officer and his or her representative shall be granted a hearing before the District Executive Committee. Within three (3) days of the hearing, the Committee shall inform the student officer of its final decision. Timelines may be extended by mutual consent. The student officer shall remain suspended pending a final decision has been reached.
- j. Student officers must report any school punishment such as OCS, ISS, OSS, AEP, DAEP, JJAEP or other disciplinary measures to District Officer Advisors within three (3) calendar days. The District Executive Committee will look at the circumstances and take appropriate disciplinary actions such as suspension until due process has occurred. Any of those disciplinary actions can result in discharge from office.

- k. Please note that the Longview District Agriculture Teacher Executive Board shall have complete discretion in applying the policies for their assessment of appropriate discipline.

Section 6: Longview District FFA Student Officer Selection Process & Candidate Campaigning

6.1 Selection of District Officers – Guiding Philosophies

- a. The policies related to officer selection are intended to identify and select members who are adaptable, approachable, creative, dedicated, dependable, effective communicators, genuine, honest, integral, knowledgeable, motivated, polished speakers, respectful, passionate, positive, self-reliant, selfless, social skilled and graceful, team players and who represent a complete, well- balanced agricultural education/FFA experience.

6.2 Candidate Evaluation

- a. District Officer candidates must submit an application with attached commitment contract/pledge through JudgingCard by the deadline for district officer entries as determined by the Area VI FFA Association.
- b. Each chapter will be allowed to submit TWO district officer candidates by the set deadline. In the event we lack the number of candidates to fulfill all district officer positions, a chapter's second candidate will be eligible for a position. The District Teacher President will notify chapters with a second candidate if the alternate will be competing.
- c. The Longview District Teacher President shall chair the officer selection procedures. The said chairpersons shall coordinate the efforts of the interview committee, balloting committee, and officer candidate committee in accordance with all relevant policies.
- d. District Officer candidates will be evaluated and scored based on a written exam, interview, application, and delegate vote.
- e. The total score will be determined as: Total Score = Number Delegate Vote (40%) + Quiz Score (out of 50 points - 30%) + Interview Score (out of 100 points - 30%). The Interview Score will include 30 points for the Officer Application.
- f. The District Officer Application and Commitment Pledge on the Area VI website will be used for the district officer election.
- g. The District Officer Candidate Quiz will be given via an online quiz bank system following the current Texas FFA District Officer testing guidelines.
- h. The Interview Criteria will be:
 - i. Limited to a maximum of 6 minutes
 - ii. Have a minimum of 2 judges, with at least one judge being an Agricultural Science Teacher from outside of the Longview District FFA Association.
 - iii. Each candidate will be allowed a 2-minute introduction. The two minutes contribute toward the 6-minute maximum for the interview.
- i. Interviews and tests will be conducted on a specified officer test/interview day. The date and location will be determined no later than the conclusion of the annual ATAT professional development conference.
- j. Each voting delegate at District FFA Convention will cast 4 votes for 1-10 candidates, 6 votes for 11-15 candidates, and 8 votes for 16 or more candidates.
- k. District Officer Speech Guidelines:

- i. Speeches should be original and may not be plagiarized from another individual and shall be no more than four minutes in length. Time will be called at the end of the four-minute period.
 - ii. No props of any kind may be used.
 - iii. Candidates must be in official dress as outlined by the Texas FFA Association Official Dress Guidelines.
 - iv. No campaign materials (business cards, flyers, etc.) may be handed out at the election site or posted.
 - v. If necessary, run-off speeches will be limited to 1 minute.
- I. The officers of the Longview District FFA Association shall be President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Student Advisor.

6.3 Officer Vacancies

- a. If for any reason a student officer position becomes vacant, all officers will move up one office and the candidate with the next highest total score will move into the Student Advisor position.

Section 7: Longview District FFA Student Officers: Hazing/Bullying and Sexual Harassment

7.1 Hazing/Bullying

- a. Hazing is any intentional, knowing or reckless act, directed against a member by one person acting alone or by more than one person occurring on or off the premises that endangers the mental or physical health or safety of a member for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a member or members subjected to hazing is not a reasonable defense in a disciplinary proceeding.
- b. Hazing includes but is not limited to:
 - i. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
 - ii. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
 - iii. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a member.
 - iv. Any activity that intimidates or threatens a member with ostracism, that subjects a member to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of a member or that discourages a member from engaging or remaining engaged in the programs and/or activities of this association or that may reasonably be expected to cause a member to leave the organization rather than submit to acts described in this policies or any other acts of similar nature.
 - v. Any activity which involves mock quizzes or oral examinations which are not sanctioned by policies and procedures related to an officer, award or other selection process.

- vi. Any activity in which an imposed piece of clothing, outfit, item or something else worn by the member in a way that would bring negative attention to the wearer. Including, but not limited to gender cross-dressing, collars and/or leashes.
- vii. Misuse of authority by virtue of one's class rank or leadership position
- viii. Taking of a member to an outlying area and dropping him/her off
- ix. Acts of personal servitude that has been required by a member
- x. Addressing members by obscene phrases that imply inferior status
- xi. Requiring pledges to carry comfort items such as pens, matches, or coins.
- xii. Throwing, applying, or pouring eggs, paint, honey, water, or any other substance onto the body of a member
- xiii. The use of blindfolds unless they are a part of the initiation service prescribed by the ritual of the association approved by the executive director (state), area/district executive committee (area/district) or agricultural science teacher (local program).
- xiv. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, associates or alumni of the organization of committing or assisting in the commission of hazing.
- xv. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in to the appropriate governing authority. This includes but is not limited to behavior that occurs on any social media platform.
- xvi. Any activity in which a person engages in bullying; solicits, encourages, directs, aids or attempts to aid another in engaging in bullying behavior; intentionally, knowingly permits bullying to occur; has firsthand knowledge of the planning of a specific bullying incident which has occurred and knowingly fails to report the incident to the appropriate governing authority. Bullying is defined as seeking to harm, intimidate, or coerce someone who is perceived as vulnerable or in a position of lesser power/status.
- c. Advisory sessions may be held to constructively educate and critique the progress of new officers/new members, however, all such sessions must be monitored by the executive director/advisor or his designee. Their duration must be of reasonable length and must conform to all of the standards of this policy.

7.2 Sexual Harassment

- a. Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:
 - i. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's standing in the organization; or
 - ii. When submission to or rejection of such conduct by an individual is used as the basis for organizational decisions affecting such individual, or
 - iii. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive working or learning environment.
- b. Conduct prohibited by this policy may include, but is not limited to:
 - i. Unwelcome sexual flirtation, advances or propositions for sexual activity.
 - ii. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments

- and sexually explicit jokes.
- iii. Sexually degrading language to describe an individual.
- iv. Remarks of a sexual nature to describe a person's body or clothing.
- v. Display of sexually demeaning objects or pictures.
- vi. Offensive physical contact, such as unwelcome touching, pinching, brushing the body.
- vii. Coerced sexual intercourse or statutory rape.
- viii. Rape, date or acquaintance rape, or other sex offenses, forcible or non-forcible.
- ix. Actions indicating that benefits will be gained or lost based on response to a sexual advance.

7.3 Procedures for Handling Alleged Violations

- a. Allegations of hazing/sexual harassment will be handled by the executive director on the state level, unless such allegations involve the executive director. In cases involving the executive director, such allegations may be submitted to any adult member of the Texas FFA executive board (board chairman, TEA program director, VATAT executive director or Texas FFA Foundation executive director). On the area level, allegations will be handled by the area executive committee, and by the district executive committee on the district level.
- b. Charges of possible violation(s) may be brought forth to the appropriate authority by any person who observes, or has reasonable cause to suspect, inappropriate behavior and/or hazing. Such cases will be judged on their merits. Decisions will be based upon evidence, including statements and testimony.
- c. In cases where an individual reports being the victim of an act of hazing/sexual harassment, and where the circumstances warrant, the appropriate authorities will weigh the merits of the charge, degree of severity, and any appropriate corrective actions for code violations. In such cases it is not the intent of the act which matters, but the degree of discomfort, either mental or physical, which is reported that will be given substantial consideration. This principle acknowledges that human tolerances vary greatly from individual to individual. Enjoyment for some may cause pain in others. For purposes of complaint adjudication, it is hazing if the recipient of any act, no matter how well intended, substantially experiences the discomforts that are defined, clarified, and prohibited by this policy.
- d. All cases of alleged hazing/sexual harassment shall be acted upon using established disciplinary action. Where a violation is found, appropriate penalties will be administered in adherence to the Texas FFA disciplinary policies (member officer discipline or employee policies) or policies adopted by respective area or district associations.
- e. The Texas FFA Association and its administrative subdivisions shall cooperate in the any law enforcement or school district investigation concerning allegations of misconduct as described or similar to descriptions in this policy.

Section 8: Longview District FFA Degree and Awards Check

8.1 Advisor Responsibilities

- a. Longview District Degree Check date & location will be determined no later than the conclusion of the annual ATAT professional development conference.
- b. All award candidates will be submitted online prior to the Longview District FFA Degree Check.

- b. All applications will be checked at the district degree check. If applications are not present, and qualify from, district degree check then they will forfeit advancement to the Area VI FFA Degree Check.
- c. One advisor for every 5 applications per chapter at degree check must be there to actively participate on a degree check committee. This includes Lone Star FFA degrees. Pre-check does not exempt a teacher from that responsibility.
- d. A \$100 late fee per application will be applied if an advisor is not in attendance, at the discretion of the Area Teacher Officers. (All advisors should actively participate in both precheck and degree check if a chapter has applications.)

8.2 Submission Requirements

- a. Each chapter may only advance one award application for any competitive category from the chapter to district competition (ex: John Justin, Ryan Mott, Star awards, Proficiency awards, etc.).
- b. All applications approved and winners declared at the Longview District FFA Degree Check will be advanced to the Area VI FFA Degree check by the District Teacher President.
- c. District Lonestars, Star Awards, and Proficiency applications must be ready to score prior to District Degree Check, deadline will be given by District Teacher President.
 - a. Lonestar applications must be present to advance to the Area VI FFA Degree Check.
 - b. Star Award applicants must interview at District Degree Check.
 - c. Proficiency Awards submitted to District Degree Check must be complete, and receive a minimum score of 80, when critiqued with applicable rubric, to advance to Area Degree Check. Proficiency applications that are single entries or are 1st place in a category that didn't meet the 80 point threshold will be reviewed by an appointed committee for consideration for advancement. If the committee deems the application can move forward with corrections, it will advance to area.

Section 9: Longview District FFA Leadership, Career & Speaking Development Events

9.1 Leadership Development Events

- a. Rules for these events will be determined by the State LDE Committee.
- b. Registration for all LDE events will be on JudgingCard.
- c. Longview District LDE Contest date & location will be determined no later than the conclusion of the annual ATAT professional development conference.
- d. A Statement of Eligibility form will be completed by every chapter that will be competing at the District LDE Contest to verify eligibility of students that will be competing that day.
- e. The LDE Competition schedule will be created using a Randomizer website prior to the contest and shared at least 1-week prior to that date.
- f. Advancement: At the conclusion of the district LDE contest, only the 1st, 2nd, and 3rd place teams in each LDE event will advance to the Area VI FFA LDE Contest to represent the Longview District.

- g. Ag Science Teachers from the Longview District will be required to serve as a judge for either the Daingerfield District (odd years) or Mineola District (even years) LDE contest depending on the year.

9.2 Career Development Events

- a. Rules for these events will be determined by the State CDE Committee.
- b. Registration for all CDE events will be on JudgingCard.
- c. Contest date & location will be determined no later than the conclusion of the annual ATAT professional development conference.
- d. Advancement: Each event will be limited to a minimum of five teams or a maximum of 15 percent or major fraction thereof of the number of fully eligible teams participating with exception of the following:
 - i. (1) Agricultural Sales – limited to three teams from each area
 - ii. (2) Agricultural Technology and Mechanical Systems - limited to three teams from each area
 - iii. (3) Tractor Technician - limited to three teams from each area

9.3 Speaking Development Events

- a. Rules for these events will be determined by the State SDE Committee.
- b. Registration for all SDE events will be on JudgingCard.
- c. The Longview District Speaking Development Events will be held in conjunction with the Longview District FFA Degree Check.
- d. The SDE Competition schedule will be created using a Randomizer website prior to the contest and shared at least 1-week prior to that date.
- e. Advancement:
 - i. Only one contestant per chapter/per event may be advanced to the Area VI FFA SDE Contest in each category within Senior Prepared Public Speaking. District Senior Prepared Speaking Events with 5 or more participants may advance 1 additional speaker to Area for a total of 2 entries per district.
 - ii. Two contestants will advance to the Area VI FFA SDE Contest in Junior Prepared Speaking, SWCD, and Extemporaneous Speaking, and may be from the same chapter.
 - iii. Students may advance to the Area level in more than one event.

9.4 Late Fee Policy

- a. For entry to events run by the Longview District FFA Association, the initial event registration deadline will be 2 weeks prior to the date of event to be held (or prior to the earliest district event if registration is combined for all districts). The late registration window will be open from that date to 1 week prior to the date of the event. A late fee of \$100 on top of registration fee per team/entry will be assessed during this window. No registrations will be allowed after the late registration window closes. Late fees collected during this window will be donated to the Nicky Wheeler Scholarship fund in August of each year.

9.5 Sweepstakes Awards

- a. A sweepstakes banner will be presented to the school with the highest points earned during the fall Longview District FFA Leadership Development Events.
- b. A sweepstakes banner will be presented to the school with the highest points earned during the spring Area 6 FFA Career Development Events. The award will be based on entries in the state qualifying CDEs.
- c. A sweepstakes banner will be presented to the school with the highest points earned during the spring Longview District FFA Speaking Development Events.

Section 10: Longview District FFA Convention

- a. Longview District FFA Convention date & location will be determined no later than the conclusion of the annual ATAT professional development conference.
- b. DO/AO candidate speaking and talent team competition order will be assigned using a Randomizer website, then the candidates will be notified of the specific order prior to the interview/testing date (DO/AO) or convention (talent).
- c. Talent teams will be given a specific time to practice before the convention. It is their choice to practice or not to practice, if they do not show up for their scheduled time, they will forfeit any practice time.
 - i. Talent teams must be entered on JudgingCard by the deadline
 - ii. Talent teams will be allotted 5 minutes to set up, 6 minutes to perform, and 5 minutes to tear down at the District FFA Convention.
 - iii. One Longview District talent team winner will be selected to advance to the Area VI competition by plurality vote. Each delegate will cast: 2 votes if 1-5 talent teams, 3 votes if 6-10 talent teams, or 4 votes if 11-15 talent teams.
 - iv. Talent team members must be enrolled in high school and be a member of the FFA at the time of the district level election. All team members must be currently enrolled in an agriscience course at the time of the district election or have been enrolled in an agriscience course during the current school year.
 - v. No vulgar, profane, or inappropriate language will be tolerated. Reference to alcohol, drugs, violence or sex, will not be tolerated. Decisions concerning lyrics by the contest committee are final. Contestants are encouraged to discuss lyrics which may be questionable with the contest between district and area conventions.
 - vi. There will be no derogatory references -- nothing in the songs or performance -- related to race, color, creed, or sex. No vulgar language or actions will be tolerated.
 - vii. FFA Official Dress is NOT required while performing in the state talent contest. The following standards of dress will be enforced:
 - No clothing with obscene or suggestive lettering or pictures
 - No clothing with beer, alcoholic beverage, drug, violence and/or sex promotions
 - No see-through shirts, blouses or shorts
 - No blouses or shirts that expose the midriff
 - Dresses, skirts, slits in dresses and shorts must be no shorter than extended finger length.

- Other items not listed, but considered to be inappropriate will not be allowed.
 - Decisions concerning dress by the contest chairperson are final. Contestants are encouraged to discuss clothing which may be questionable with the contest chairperson during rehearsal.
- d. No posters, handbills, cards, noisemakers, or other items drawing attention to candidates will be allowed at the convention site before, during, or after the performances. If items are present the candidate could forfeit the competition.

Section 11: Longview District FFA Executive Committee

11.1 Longview District FFA Executive Committee Members:

- a. District Teacher President
- b. District Teacher Vice President
- c. District Teacher Secretary
- d. Elected District Officer Advisors
- e. Advisor of the Elected Student President of the Longview District FFA
- f. Area VI FFA elected officers if the position is held by a teacher from the Longview District

11.2 Executive Committee Member Terms

- a. The district teacher president, vice president, and secretary will serve 1-year terms with elections being held at the annual ATAT professional development conference held each summer. There will be no limit to the number of terms a teacher can serve in any officer position.
- b. In the event that a teacher is not able to fulfill his/her duties for the remainder of the school year, the district executive committee will meet to appoint an interim to serve the remainder of that term.

11.3 Committee Recommendations and New Items of Business

- a. The executive committee will bring recommendations to the District FFA Association during the District Meeting at the annual ATAT professional development conference or the Fall District Teacher Meeting (if a meeting is scheduled) to be voted on by the district delegation. This includes electing new District Executive Committee members.
- b. Presenting or considering business that has not received a prior recommendation from the District Executive Committee will be considered out of order.
- c. All new business should be submitted in writing to the District Executive Committee no later than 5:00 p.m. on the day that is 14 days prior to the Executive Committee meeting.

Section 12: Longview District FFA Finances

12.1 Longview District Camp Expenses

- a. All expenses and income associated with the annual Longview District FFA Leadership Camp will be overseen and managed by the Area 6 FFA Association in accordance with their policies and procedures.

- b. As of Fall 2020, the district will no longer maintain a separate bank account and all checks/debit cards will be disposed of.
- c. Any income or expenditures for the district will be run through the Area 6 FFA Association.

Section 13: Longview District FFA Grievance Policies and Procedures

13.1 Purpose

To provide a process for FFA advisors to discuss complaints and/or problems affecting the Longview District FFA Association.

13.2 Authority

Texas FFA Association Bylaws, Article VIII

The Longview District FFA Association shall establish policies and procedural guidelines for addressing and resolving complaints of an area concern. These guidelines will be available upon request from appropriate levels. The Executive Committee may modify the guidelines as they deem necessary.

13.3 Policy

- a. This policy is not intended to replace the appeals policies and procedures delineated in handbooks and policies related to leadership development events, career development events, speaking development events, officer elections, scholarship selection or any other program with an appeal or complaint process described in the program rules.
- b. The organization's intent in implementing this grievance policy is to encourage all problems/concerns to be resolved at the lowest possible level. If resolution is not possible, alternative steps are available as outlined in this policy.
- c. The time limits set forth in this policy are designed to ensure that complaints are resolved in a timely manner. The time lines should be strictly adhered to unless circumstances, such as illness, weather, or conflict with other FFA required activities prevent such adherence.
- d. All formal grievances must be submitted on standard grievance forms referenced by this policy.

13.4 Procedures

- a. All FFA advisors should try to resolve informally any complaints that may arise, with the assistance of the District Teacher President.
- b. If the informal complaint is not resolved to the satisfaction of the advisor, the advisor shall submit to the Area President a completed Level One Grievance Form no later than 10 working days from the date of the informal complaint. The District President shall have 10 working days upon written receipt of the formal complaint to resolve the complaint or respond to the complaint in writing.
- c. After completion of the 10-working day appeal period, a Level One Grievance Form (*located on Texas FFA website*) decision shall be considered accepted and closed.
- d. An FFA advisor shall have 10 working days from the postmark or electronic timestamp of the Level One Grievance Form response to accept the decision or file an appeal as a Level Two Grievance Form (*located on Texas FFA website*).
- e. A Level Two Grievance Form must be filed with the Area VI President and must include all documentation from previous grievance steps. This form must be postmarked or electronically time stamped within the 10 working day appeal

period.

- f. The Area VI President shall notify the Executive Committee of said appeal in the form of a Level Two Grievance Form. The Area VI President shall submit to the committee all documentation related to the grievance.
- g. Upon receipt of a Level Two Grievance Form, the Chairman of the Executive Committee will set the grievance to be considered at a committee meeting.
- h. If an FFA advisor has a complaint against the Area President involving discrimination, retaliation or unethical behavior, the advisor may submit a completed Level Two Grievance Form to the Area Coordinator who shall notify the Executive Committee of said grievance and will submit the complaint and executive director's response to the board of directors.
- i. All decisions of the board of directors are final.