

WISCONSIN FFA ALUMNI ASSOCIATION, INC.
SECTIONAL REPRESENTATIVES RESPONSIBILITIES
(4/2/2005)

ELECTION: Article VI, Section B of the Constitution (Revised 2/2003) reads as such, "Sectional Representative shall be elected on alternating years within the section in the fall of the year and will be officially seated at the annual meeting. These representatives will serve a three-year term. Sectional representatives cannot serve more than two consecutive terms. They must be FFA Alumni members who are not currently agricultural education instructors."

Approved December 2003: All State Council members must be, and continue to be, a current member of the Wisconsin FFA Alumni Association and the National FFA Alumni Association while serving on the State Council.

RESPONSIBILITIES:

- A. Establishes sectional goals (award applications, convention attendance, etc.);
- B. Assists with FFA Foundation fund drive;
- C. Attends all Alumni council meetings;
- D. Attends National FFA Alumni Convention as a delegate representing your State when attending the FFA National Convention if circumstances permit;
- E. Attends the local affiliates activities when appropriate (Judging contests, social events, etc.);
- F. Serves as a resource person for the FFA and FFA Alumni members;
- G. Obtain names, addresses, and telephone numbers of the local FFA Alumni contact person(s).

REPORTS:

Must be turned in to the State President Elect and Executive Director/Treasurer at each council meeting. If expecting to be absent, please mail your report in advance to the State President Elect. Written reports for the Council meetings are strongly encouraged.

Minutes must be taken at each Sectional meeting. A copy needs to be submitted to the Executive Director/Treasurer and State President Elect within 14 days after the meeting.

NEWSLETTERS:

- A. The two Sectional representatives should coordinate their newsletters;
- B. Creates a minimum of three (3) newsletters per year;
- C. Sends newsletters to:
 - FFA Alumni presidents or contact person(s) in your section;
 - FFA Chapter Advisors in your section;
 - All other sectional representatives (can be delivered at next council meeting.);
 - Executive council (Past President, President, President Elect, Vice President, Executive Director/Treasurer.);
 - FFA Center;
 - FFA Foundation;
 - DPI
- D. Use email as much as possible to reduce costs. Minutes of sectional meetings should be part of the newsletter. It keeps people informed and might encourage others to attend meetings in the future.

ADVANCEMENT: If a sectional representative decides to run for higher office in mid-term and succeeds, she/he shall receive a plaque at the following convention for his/her time served on the council as a representative. All other sectional representatives will receive a plaque at the State Convention when their term expires.

VACANCIES: Article VI, Section D of the Constitution (revised 2/2003) reads as such, "Vacancies of Council members elected by the membership shall be filled by a person appointed by the State Council. If a sectional representative would vacate his or her position, the following procedure will be used to replace the representative:

1. The vacancy will be appointed by the State Council.
2. At the next scheduled sectional meeting a person will be elected."

At the next sectional meeting, a sectional representative will be elected by simple majority vote. Fall sectional meetings should be completed by October 31.

REMOVAL FROM OFFICE: Cause for removal: Missing two unexcused meetings in one term year (February to February). Prior notification to the President Elect and submission of a written report is considered excused.

SECTIONAL MEETING: Plan, organize, and conduct the sectional meeting in cooperation with other sectional representative. Fall Sectional Meetings should be completed by October 31.

A. Suggested agenda for fall sectional meeting:

1. Call to order,
2. Welcome;
3. Introductions;
4. Sectional representatives report;
5. WI FFA Association report-State FFA Officer;
6. WI FFA Foundation report;
7. WI FFA Alumni Association report-State FFA Alumni officer(s);
8. State FFA Alumni Convention report;
9. Exchange of ideas-what has worked for us;
10. Resolutions for presentation at the State Convention
(To be turned in by November 15);
11. Election of Sectional Representative;
12. Other items;
13. Closing comments-sectional representative(s);
14. Adjournment

B. Minutes must be taken at each Sectional meeting. A copy needs to be submitted to the Executive Director/Treasurer and State President Elect within 14 days after the meeting.

REIMBURSEMENT

A. State sectional representative receives \$200 per year, if they have met the requirements outlined in this Sectional Representative Responsibilities outline. The following deductions could result:

1. DEDUCT:

- a. \$25 per unexcused Council Meeting absence; excused absence is acceptable by notifying the State President Elect at least three (3) days in advance-providing a written report is turned in within 14 days.
 - b. \$10 per missing sectional meeting report; sectional meeting minutes must be sent to the Executive Director/Treasurer and State President Elect within fourteen (14) days of the meeting or this deduction will be made.
 - c. \$25 per newsletter under three (3) per year. A deduction of \$25 will occur for every newsletter sent out less than (3).
2. Reimbursements will be made at the State FFA Alumni convention following the year served, providing it has met prior approval from the State President Elect.