**Area VIII FFA Association**

**Policy Handbook**

**Section 3: Roster Submission**

Revised 4/18/2018

**3.1 Operational Philosophy**

(a) The Texas and Area FFA Association requires each chapter to submit a membership roster, list of chapter officers, and any constitutional changes annually, provisions which are in harmony with the National FFA Constitution and which provide an orderly, consistent record of membership.

(b) Compilation of membership data in a timely and orderly fashion require a systematic approach to

receiving and processing such documentation.

3.2 Constitutional Authority

*Article IV. Section A, Texas FFA Constitution A chapter shall be in good standing with the Texas and Area VIII FFA Association/Texas Association of Future Farmers of America when the following conditions are met:*

1. All annual District, Area, State, and National dues have been paid to the Texas and Area VIII FFA by November 1 for Fall semester and March 1 for Spring Semester. The Texas and Area VIII FFA membership year runs from September 1 to August 31.

**3.3 Deadlines**

(a) The fall deadline for rosters and dues is November 1. Fall rosters must be electronically submitted

before midnight, November 1 or the following business day should November 1 fall on a Saturday or

Sunday. Fall dues or affiliation fees must be postmarked no later than November 1 or the following

business day should November 1 fall on a Saturday or Sunday. Rosters submitted or dues postmarked

after the deadline shall be considered late and shall be subject to a $50.00 late processing fee.

(b) The spring deadline for rosters and dues is March 1. Spring rosters must be electronically submitted

before midnight, March 1 or the following business day should March 1 fall on a Saturday or Sunday.

Spring dues must be postmarked no later than March 1 or the following business day should March 1

fall on a Saturday or Sunday.

(c) In levying late fees, the Area Coordinator may consider extenuating circumstances which are deemed

out of the control of the local teacher or school district including but not limited to natural disaster,

closing of campus due to disease or terrorism, injury or death of teacher and dismissal of teacher.

(d) Chapters with fall dues balances of $50.00 or more related to fall district, area or state membership as of February 1 or later shall be declared to be delinquent pursuant to the Section 4, Texas FFA Policy

Handbook. Chapters with outstanding balances of $50.00 or more related to spring district, area or

state membership as of May 1 or later shall be declared to be delinquent. Chapter advisors must be

notified at least 30 days prior to such action.

**3.4 Tardy Rosters**

(a) Late fees not paid as part of a submitted dues or fee payment shall be debited to the chapter’s roster

account.

(b) Additions or modifications to original roster submitted after November 1 and on or before November

10 and after March 1 and on or before March 10 will be accepted and processed without late fee.

Should these dates fall on a Saturday or Sunday, this deadline shall be the following business day.

(c) Additions to rosters made after November 10 and March 10 will not be assessed a late fee.

(d) Additions made after the national deadline shall be charged late fees levied by the National FFA

Organization in addition to all application state-level late fees.

**3.5 Affiliation Fee**

(a) The program affiliation fee option is not offered Area and District dues. All students that are entered on the Roster Management system for a chapter are required to pay the appropriate District and Area VIII dues to the Area Coordinator by the Official Deadlines.

(b) Chapters shall declare its intent to affiliate via the affiliation fee option to the Texas FFA on or before November 1.

(c) Programs shall have the option of considering exploratory middle school curricula taught by certified

agriculture, food and natural resources instructors as part of total enrollment.

**3.5 Allocation of Voting Delegates**

(a) In order for a chapter’s roster or any additions to be considered in voting delegate count, rosters must be submitted and dues postmarked on or before March 10. Exceptions may be made for alternative schedules on a case-by-case basis.

**3.6 Junior Rosters**

(a) The Area VIII does not maintain or need Jr. Rosters or collect any District or Area dues.

**3.7 Standing of Members, Appeals**

(a) Members who are not in good standing with the Texas or Area VIII FFA Association due to missing dues, rosters, or other requirement 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)Appeals regarding membership, issues of good standing or allocation of delegates may be made in writing to the Area VIII Coordinator. The executive board shall 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 board ruling.