

Texas FFA Association
Policy Handbook
Section 3: Roster Submission

Revised 9/10/2018

3.1 Operational Philosophy

- (a) The Texas 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 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 FFA by November 1 for Fall semester and March 1 for Spring Semester. The Texas FFA membership year runs from August 1 to July 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 \$25.00 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. Rosters submitted or dues postmarked after the deadline shall be considered late and shall be subject to a \$25.00 late processing fee.
- (c) In levying late fees, the Executive Director 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 shall assessed a \$25.00 late fee per submission. Such late submissions may include multiple students.
- (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 offered with the assumption that no fees or dues should be collected from individual students. Alternative funding sources are to be used to pay the program affiliation fee so that all agriculture, food and natural resources students have opportunities in FFA as an integral part of the three phase agricultural education delivery model. All students in an affiliated program shall be deemed FFA members.
- (b) Program affiliation fees are effective for one membership year as defined in Article IV, Section A(1), Texas FFA Constitution, beginning August 1 and ending July 31.
- (c) The affiliation fee is based on the aggregate of (1) all secondary and middle school students enrolled in agriculture, food and natural resource classes as defined in TXFFA PH-1 Texas FFA Membership Eligibility Policy, (2) students not enrolled in an eligible course but eligible for membership and (3) high school graduates who desire to continue membership.
- (d) For first year affiliate chapters, the total current year enrollment shall be used to determine affiliation fee. In subsequent years, the previous year's sum of enrollment and other eligible members shall be used to determine affiliation fee for the subsequent year. Determination of affiliation fee for the succeeding year shall be based on a spring membership snapshot as determined by National FFA Organization policy and procedures.
- (e) Chapters shall declare its intent to affiliate via the affiliation fee option within the Texas FFA Roster system prior to submitting their roster, on or before November 1.
- (f) Programs shall have the option of considering exploratory middle school curricula taught by the agriculture, food and natural resources instructors as part of total enrollment.
- (g) The appropriate campus administrator shall certify enrollment claimed for affiliation fee. Affiliation Certification forms must be received in the state office by November 1. This is not a postmark date. Chapters who's certification forms have not been received by the prescribed deadlines, will be converted to regular membership. Texas FFA reserves the right to employ any and all means to verify enrollment claimed for affiliation fee.

3.6 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.

3.7 Junior Rosters

- (a) Junior rosters are to be submitted postmarked on or before December 1, or on the following business day should December 1 fall on a Saturday or Sunday.
- (b) Junior rosters and additions submitted and dues postmarked after December 1 shall be required to pay a \$25.00 late fee per roster or addition.
- (c) Letters of waiver for the approval of out-of-district must be submitted at the time of roster submission. Waivers submitted after prescribed deadlines shall not be considered valid.
- (d) Extenuating circumstances to be considered regarding late junior membership submissions shall be reviewed in a manner consistent with applicable provisions of the active membership submission policies.

3.8 Standing of Members, Appeals

- (a) Members who are not in good standing with the Texas 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 executive director. 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.