

*Constitution and Bylaws*  
*Administrative Council – Illinois FFA Center*

**Constitution**

Article I Name

The name of the organization shall be the Illinois FFA Center Administrative Council. Hereafter referred to as the Administrative Council or Council.

Article II Organization

Section A The Administrative Council is the governing entity of the Illinois FFA Center – representing the Illinois Association FFA, Illinois Foundation FFA, Illinois Association of Vocational Agriculture Teachers (IAVAT), Illinois Association of Community College Agriculture Instructors (IACCAI), Illinois Postsecondary Agricultural Student Organization (IL PAS) and the Illinois FFA Alumni Association. Hereafter, referred to as member organizations.

Section B Governing boards of the member organizations identified as: Illinois Association FFA Board of Directors, Illinois Foundation FFA Sponsoring Committee, IAVAT Board of Directors, Illinois FFA Alumni Council, IACCAI Executive Committee, Illinois PAS Board of Directors, hereafter will be referred to as member boards.

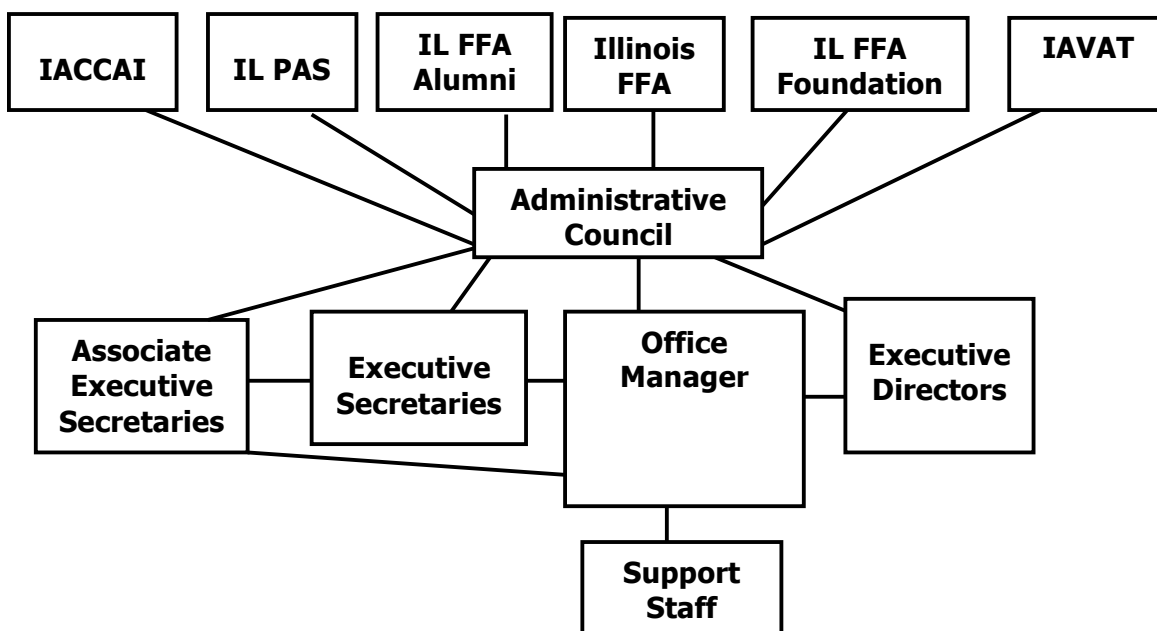
Article III Purpose

The purposes of the Administrative Council shall include, but are not limited to:

- Section A To coordinate functions of the Illinois FFA Center to more effectively support the member organizations.
- Section B To provide a structure for articulation of major state activities involving member organizations.
- Section C To facilitate communication of member organizations’ goals and visions to create and evaluate common vision for the Illinois FFA Center.
- Section D To plan, develop, implement, and monitor the annual administrative budget. The budgeting process to be coordinated with that of the member organizations to determine proper appropriation requests from each.
- Section E To annually evaluate the position performance of the Exempt Staff of the Illinois FFA Center. Assist the Office Manager in annual non-exempt staff evaluations.
- Section F To review, evaluate and recommend capital equipment expenditures for the Illinois FFA Center.
- Section G To establish priorities at the Illinois FFA Center relative to assisting related support organizations.
- Section H To be ultimately responsible for evaluating, promoting, hiring and terminating Illinois FFA Center personnel.

Article IV Structure

The managerial relationship of the Illinois FFA Center is as graphically depicted.



Description of managerial hierarchy:

- Per Article I, Section B of the Bylaws- Member organizations are responsible for communicating goals, vision, and expectations to the executive(s) who(m) serve them
- Per Article II & Article V of Constitution- Member organizations are represented on the Administrative Council
- Per Article III, Section H of Constitution- Administrative Council is responsible for evaluating, promoting, hiring, and terminating employees of the Illinois FFA Center
  - Per Article I, Section B of Bylaws- Member Boards are responsible for completing an evaluation and providing the evaluation document to the Chairperson of Administrative Council prior to spring Administrative Council Meeting
  - Per Article III Section E of Constitution- Administrative Council is responsible for the aggregate evaluation and review of Exempt Staff
- Office Manager will be responsible for the day to day operations and management of the Center.
- Per Article I, Section D of Bylaws- Office Manager is responsible for aggregate evaluations and review of Non-exempt Staff.
  - Office Manager will seek information from member organizations and exempt staff, who would be appropriate, to include in evaluations
  - Office Manager will provide Administrative Council with updates on non-exempt staff performance and evaluations

Article V Membership

- Section A Membership in the Council shall be limited to representatives of the member organizations: Illinois Association FFA, Illinois Foundation FFA, IAVAT, IACCAI, IL PAS and Illinois FFA Alumni Association.
- Section B The council membership shall include thirteen (13) representatives. Representatives of member organizations will serve on a rotational basis as described in Section C-E.
- Section C The representatives of the Illinois Association FFA shall be the current State FFA President and the two most immediate past state FFA presidents (or designees appointed by the Illinois FFA Board to serve the term, student or adult). The State FFA Advisor (Agriculture Consultant, ISBE) will serve as an ex-officio member of the Council.
- Section D The representatives of the Illinois Foundation FFA shall be three representatives elected/appointed by the FFA Foundation Board of Trustees or Sponsoring Committee.
- Section E The representatives of the IAVAT shall be the immediate Past President, the current President and the current Vice President of the IAVAT.
- Section F The representatives of the Illinois FFA Alumni Association shall be two representatives elected/appointed by the Illinois FFA Alumni.
- Section G The Illinois Association of Community College Agriculture Instructors representative shall be the IACCAI President.
- Section H. The Illinois Postsecondary Agricultural Students Association representative shall be the IL PAS President.
- Section I In the event of a vacancy on the Council, the member organization board shall appoint a qualified replacement for the duration of the term.
- Section J Members of the Council shall be responsible for reporting activities of the Council to their respective board of control on a regular basis.

Article VI Officers

- Section A The officers of the Council shall consist of a chairperson, vice chairperson, and a secretary.
- Section B The chairperson and vice chairperson shall be elected by a majority vote of the Council membership at the first regular meeting of the fiscal year.
- Section C The secretary shall be appointed by the Council Chairperson with the advice and consent of the Council at the first regular meeting of the fiscal year. The Secretary may be an ex-officio member of the Council.

Article VII Meetings

- Section A The Council shall meet each quarter to conduct business relative to the stated purposes.

Section B Additional meetings will be called at the discretion of the Chair or by the formal request of at least two (2) member organizations.

Article VIII Fiscal Year

The official activity year of the Council shall commence on July 1<sup>st</sup> each year and shall conclude on June 30<sup>th</sup> of the succeeding year.

Article IX Committees

Section A The Council shall establish ad hoc and standing committees as deemed necessary to study and conduct its mandates.

Section B The Chairperson, with advice and consent of the Council, shall appoint all committees.

Section C The Chairperson shall be an ex-officio member of all committees of the Council.

Article X Amendments

Section A This constitution may be amended, revised or repealed by a two-thirds (2/3) vote of the member organizations (meaning 4 of the 6 member organizations). Acting representatives of the organizations shall be as follows:

Illinois Association FFA – Current five major state FFA Officers and twenty-five section presidents.

Illinois Foundation FFA – Current FFA Foundation Sponsoring Committee members.

IAVAT – Current members of the IAVAT Board of Directors.

Illinois FFA Alumni Association – Current members of the Illinois FFA Alumni Council.

IACCAI – IACCAI Executive Committee

IL PAS – PAS Board of Directors

Section B The bylaws of the Council may be amended, revised or repealed by a majority vote of the current membership of the Council at any regular meeting, provided a written notice giving exact wording of the intended change is sent to each member at least thirty (30) days prior to the date of the meeting.

**Bylaws:**

**Article I Vision:**

Section A Establish and maintain guiding principles by which to operate. Review the vision/mission of the organization annually. Establish time to identify and evaluate goals as they relate to the vision/mission.

Section B Focus the member organization reports on goals and progress towards goals, as opposed to reports on calendar and activities. Focus to identify how other member organizations might be able to assist in reaching those goals.

Section C Explore collaboration with Illinois Team Ag Ed to share visions and establish goals for Illinois Agricultural Education.

**Article II Terms:**

Section A FFA, IAVAT, PAS, FFA Alumni, and FFA Foundation representative terms will begin at the summer board meeting and conclude just prior to beginning of new operating year, at the summer meeting.

Section B IACCAI representative term will begin at the fall board meeting and conclude at the summer meeting.

Section C IAVAT, FFA, and FFA Foundation representatives are three year terms beginning on alternating years.

Section D FFA Alumni representative terms are four year terms, alternating so a representative will be elected every two years.

Section E IACCAI and PAS representatives are one year terms.

**Article III Meetings:**

- Section A Notice of Council meetings shall be given in writing to all Council members, not less than fourteen (14) days, with recommendation of not less than sixty (60) days, prior to any regular meeting.
- Section B Administrative Council will provide evaluations of executive staff at the spring meeting.
- Section C The constitution and bylaws of the Administrative Council will be reviewed annually during the summer meeting.
- Section D Administrative Council will explore collaboration and propose a Team AgEd meeting to coincide with the summer and/or winter Administrative Council Meeting.

**Article IV**

**Personnel**

As the Administrative Council carries out its fiduciary, legal, and employment and personnel management responsibilities for the operation of the Illinois FFA Center, the Council should be fully aware of any actions that may impact the Administrative Council.

**Article V**

**Evaluations:**

- Section A Evaluations will focus utilizing the principles of 360 Degree Evaluations (Combined evaluations of member board(s) the exempt staff is serving, cross evaluations from other exempt staff, and evaluations of entire Administrative Council.)
- Section B To provide a recommended evaluation form, either in hard copy or electronic, that includes areas to be evaluated and a suggested grading system to be considered by evaluator person(s). The purpose of the uniform evaluation form is to maintain consistency in the methodology used to grade or critique employees' performance and to review and align goals and expectations. Evaluators are strongly encouraged to go beyond the form and identify in "Additional Comments" sections their specific critiques, expectations, suggested areas for improvement, strengths and weaknesses of each evaluated employee. The employees to be evaluated on an annual basis are: the member organizations Executive Secretary/Director and, if applicable, Associate Executive Secretary/Director. Each employee review shall be performed prior to the Spring Administrative Council Meeting.
- Section C Encourage member boards to complete an evaluation of the member organizations Executive Secretary/Director and, if applicable, Associate Executive Secretary at a meeting of the entire board, to be submitted to the Chairperson of the Administrative Council at least seven days prior to Administrative Council Spring Meeting.
- Section D Non-exempt staff evaluations will be conducted by the Office Manager. The Office Manager will utilize input from the member boards and the exempt staff in the completion of these evaluations.