



# COLLEGIATE FARMBUREAU

CHAPTER START UP GUIDE

**A PROGRAM OF KANSAS FARM BUREAU**

[WWW.KFB.ORG/YFR/COLLEGIATE-FB](http://WWW.KFB.ORG/YFR/COLLEGIATE-FB)

# MISSION & PURPOSE

## **KFB MISSION**

KANSAS FARM BUREAU EXISTS TO STRENGTHEN AGRICULTURE AND THE LIVES OF KANSANS THROUGH ADVOCACY, EDUCATION AND SERVICE.

## **COLLEGIATE FARM BUREAU PURPOSE**

COLLEGIATE FARM BUREAU IS A PROGRAM OF KANSAS FARM BUREAU WHICH EXISTS TO SUPPORT STUDENTS ENGAGED IN AGRICULTURE, ENHANCE MEMBERS' EDUCATION, AND DEVELOP FUTURE LEADERS FOR THE ORGANIZATION AND AG INDUSTRY.

### **➤ SUPPORT STUDENTS**

- Individual Scholarships
- Financial Support for New Chapters & KFB Involvement
- County and State Structural and Personnel Resources
- Free Year of Membership for Graduates Staying in Kansas

### **➤ ENHANCE LEARNING**

- Invitation to Attend Annual Young Farmers & Ranchers Leaders Conference, Day at the Statehouse and Other Events
- Assistance in Setting Up Guest Speakers and Tours
- Opportunities to Compete in the Collegiate Ag Quiz Bowl and Collegiate Discussion Meet

### **➤ DEVELOP LEADERS**

- Chapter Leadership Positions & Training
- Experience Running Meetings and Organizing & Executing Events
- Exposure to Seasoned Ag Leaders & Potential Mentors
- Opportunities to Volunteer with County Farm Bureau Activities

# STEP 1:

## PRELIMINARY MEETINGS

Establishing a chapter will require a collaborative effort between the county Farm Bureau, educational institution and Kansas Farm Bureau. Find a time for representatives from these three entities to meet to discuss the objectives and realities of starting a chapter. This activity may result in questions each entity needs to resolve before moving forward.

Entity	Desired Outcomes	Limitations
College		
County Farm Bureau		
Kansas Farm Bureau	<ul style="list-style-type: none"> <li>• Opportunity to engage with students who are potential future members.</li> <li>• Strong self-sustaining chapter that is actively engaged in advocacy, education and service.</li> <li>• Support students with an interest in agriculture.</li> <li>• Provide enhancement to education where appropriate and assist members in reaching non-ag audiences.</li> <li>• Develop leadership skills that will help members serve FB and their communities now and in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• KFB staff cannot be the primary advisor or contact for the chapter.</li> <li>• Chapter programming is the responsibility of chapter leadership, KFB can provide resources and training, but local leaders must plan and execute meetings and activities.</li> <li>• KFB staff may be able to attend meetings and activities throughout the year, but due to serving multiple counties and chapters, may not always be available.</li> <li>• Funds for new chapters are limited each budget year.</li> </ul>

# STEP 2:

# INDIVIDUAL ASSESSMENT

Each group involved in starting a chapter should take time to consider their interest and commitment before moving further. Below are some questions to think through, but additional issues may need to be explored as well.

## COLLEGE LEADERSHIP

- Would a Collegiate Farm Bureau chapter provide value to our student body?
- Is there a faculty or staff member who would be willing and available to take on the role of advising a Collegiate Farm Bureau chapter?
- Are there 2-4 students who have both an interest and the ability or potential to lead a chapter and get peers excited about being involved?
- Is our student services department willing to work with the chapter to get things running according to school policy?
- Is there space and time available for the chapter to meet regularly?

## COUNTY FARM BUREAU

- Would a Collegiate Farm Bureau chapter provide value to our county?
- Is the County Coordinator willing to work with the chapter to promote opportunities, manage the membership system, make arrangements for the YF&R Leaders Conference and other state activities and support the chapter as needed?
- Are we willing to allow the County Coordinator to allocate a few hours a month to the Collegiate Farm Bureau chapter? Do we need to increase hours or can this be absorbed in the current contract?
- Is there a board member or county leader who is willing to serve as an additional liaison, especially in the first couple of years as the chapter builds a foundation?
- Can we support any additional sponsorship of collegiate members to attend the YF&R Leaders Conference, Day at the Statehouse, etc.? If not, are we willing to help members reach out to other counties and/or the KFB Foundation for Ag for financial assistance?
- Can/should we set aside any of our budget to assist the chapter, such as sponsoring a recruitment meal, financial assistance for campus advocacy, etc.?
- Are we willing to waive the county portion of dues for collegiate members?

## KANSAS FARM BUREAU

- Is there budget available in this fiscal year to invest in a new Collegiate Farm Bureau chapter?
- Does this chapter demonstrate an ability self-sustain through college and county Farm Bureau support?
- Does this chapter help the Collegiate Farm Bureau program meet its overall objectives?

# STEP 3: RECONVENE

Once each entity has clarified their ability and willingness to move forward, the representatives should meet again to approve the venture and hash out any remaining questions or arrangements. If an official record of approval exists, such as county Farm Bureau minutes, please send a copy to [yfr@kfb.org](mailto:yfr@kfb.org).

# STEP 4: IDENTIFY LEADERSHIP & SCHEDULE CHARTERING

The chartering meeting will make the chapter official. KFB will prepare the chapter's constitution, bylaws and logo agreement to be signed at the meeting. Use the Chapter Registration Form on page 7 to provide the necessary information. The chartering date may connect to a chapter kick-off event that is aimed at recruiting members and generating excitement, or may be a simple meeting of the necessary parties.

- **Chapter Advisor(s)**
- **Chapter Leaders** - may determine offices to be written into bylaws if desired. Standard offices include President, Secretary, and Treasurer.
- **County Liaison** - may be the County Coordinator or a member/board volunteer
- **County Coordinator**
- **County Farm Bureau President**
- **KFB District Administrator**
- **KFB Collegiate Farm Bureau Staff**

# STEP 5:

## PLAN & EXECUTE

Planning the first year of chapter activities should start as soon as possible so information about what the chapter will do can be shared with potential members to generate excitement. KFB Collegiate Farm Bureau staff is willing to sit down with chapter leaders and the advisor to help develop a strong and realistic plan for the first year of programming. Here are a few ideas to discuss:

- **Set Chapter Dues** - the dues amount should be a reasonable sum for students at your college and include \$4.50 for the American Farm Bureau Federation dues and Accidental Death & Dismemberment fee.
- **Chapter Meetings** - plan to gather the chapter at regular intervals, like once a month, to conduct business and/or provide agricultural education and leadership development for chapter members. Resources for meeting ideas and guest speakers are available in the Collegiate Farm Bureau Handbook.
- **Advocacy** - is your chapter interested in any advocacy activities? Farm Bureau engages elected officials with a member-developed policy platform and gets involved in the political process by supporting candidates with perspective friendly to rural Kansas and agriculture.
- **Education** - in addition to what you develop for your regular meetings, you may want to consider arranging a local industry tour or something similar to enhance ag education for your members. In addition, your chapter may want to educate people outside the group through education-focused events. These can be focused on reaching your peers on campus, going into local elementary, junior high or high schools or hosting youth organizations like FFA and 4-H on campus, or reaching out to the community. Education is also a great reason to partner with existing or developing activities planned with the County Farm Bureau to work together.
- **Service** - some chapters want to make a difference on their campus or in the community. Plan an opportunity for service-minded members to rake leaves for elderly, pick up trash after a campus sporting event, etc.
- **Social** - many members will join for the opportunity to connect with like-minded peers. Plan some purely social activities like a fall fun night at a local pumpkin patch, holiday party, finals stress-relief event, or end-of-year BBQ.
- **Connect to KFB** - think about how to connect with these opportunities through Kansas Farm Bureau:
  - **Young Farmers & Ranchers (YF&R) Leaders Conference** - join 500 young farmers and ranchers from across Kansas to network and grow during the last weekend of January.
  - **Day at the Statehouse (DAS)** - learn about issues and advocate for farmers and rural Kansas in Topeka in early February.
  - **Collegiate Discussion Meet** - an individual competition for CFB members. It simulates a committee meeting where informed people come together to discuss issues and work toward solutions. Takes place on Saturday of the YF&R Leaders Conference.
  - **Collegiate Ag Quiz Bowl** - a fun, competitive atmosphere for chapters to show off their ag knowledge. Teams of up to 4 go head-to-head to see who can provide the most correct answers. Takes place on Friday of the YF&R Leaders Conference.

# ADDITIONAL INFORMATION: KFB CONTRIBUTION

Kansas Farm Bureau will invest in the chapter initially and throughout the life of the chapter to give you the best opportunity for success. Below is what to expect, but know staff are always open to questions and suggestions to strengthen the program so share your ideas and needs as they arise.

## CHAPTER SUPPORT

- One-time investment of \$750 for the chapter bank account.
- Annual reimbursement of up to \$500 for YF&R Leaders Conference expenses.
- Annual reimbursement or sponsorship for Day at the Statehouse participation (amount TBD each year).
- All-expense paid annual leadership retreat for chapter officers in August/September to help officers develop skills, bond as a team, gain ideas and network with other chapters.
- Staff speakers for chapter meetings and events.
- Promotional materials and staff support.

## ADVISOR SUPPORT

- Complimentary membership.
- Complimentary registration at any state event when accompanying members.
- Staff support as needed.

## MEMBER SUPPORT

- Annual scholarship program (online form due March 1).
- Member newsletter.
- Willingness to connect with industry mentors.
- Potential internships and references.

# CHAPTER FINANCES

Chapters will need to establish a bank account. In most situations, this account is developed through the college's student activities process. Many colleges distribute additional funds generated by their campus-wide student fee to official clubs on an annual and/or requested basis and therefore require the club account to be housed internally. Chapter officers and advisors should become knowledgeable about how to set up and utilize these accounts as the process varies from campus to campus. While not recommended, the alternative is for the chapter to have an account or budget line through the County Farm Bureau banking process. Chapter leaders would need to work very closely with the County Coordinator and Treasurer to ensure ethical management of funds.

# CHAPTER REGISTRATION FORM

**PLEASE SUBMIT THIS FORM TO [YFR@KFB.ORG](mailto:YFR@KFB.ORG) PRIOR TO CHARTERING**

## CHAPTER LEADERSHIP

Advisor Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

County Liaison Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Chapter Officers:

Office:	Name:	Email:

## MEMBERSHIP DUES

How much are your chapter dues? \_\_\_\_\_

\*Must include \$4.50/member for AFBF and AD&D Fees.

## CHAPTER PLANS

Requested Chartering Date: \_\_\_\_\_

When will you hold chapter meetings this year?

Do you have any special events or activities scheduled yet? If not, do you have any ideas for activities outside of regular meetings?

How can Kansas Farm Bureau support your chapter this year?



# ORGANIZING DOCUMENTS: SAMPLE CONSTITUTION

## Constitution of [COLLEGE] Collegiate Farm Bureau [DATE]

### Preamble

We, the interested students and faculty of \_\_\_\_\_, do hereby ordain this official Constitution for the \_\_\_\_\_ Collegiate Farm Bureau chapter in accordance with the rules and regulations of \_\_\_\_\_ the laws of the state of Kansas, and the laws of the United States of America

### Article I

#### Purpose of the Organization

##### Section 1: Name

The name of this organization shall be the \_\_\_\_\_ (\_\_\_\_) Collegiate Farm Bureau.

##### Section 2: Purposes

- A) Promote the profession of agriculture and ag related occupations.
- B) Develop an understanding of the Farm Bureau policy process, encourage policy discussions on issues pertinent to Kansas agriculture, educate students on the importance of being knowledgeable on these issues and become a well-informed voter.
- C) Serve as a bridge between current agriculture production and business interests and BCC students, faculty, and administration.
- D) Interact with legislators in Topeka and Washington, D.C. as an active voice for agricultural interests.
- E) Communicate with state and national Farm Bureau organizations, other Collegiate Farm Bureau organizations, and other interested groups with the goal of uniting in common interests and promoting the industry of agriculture in America.
- F) Hold interactive meetings highlighting current topics to increase public knowledge of issues concerning global agriculture.

##### Section 3: Relationship

The organization shall be authorized to use the name Farm Bureau upon signing a license agreement and approval of the \_\_\_\_\_ County Farm Bureau and Kansas Farm Bureau.

### Article II

#### Membership

##### Section 1: Members

Membership shall be open to any full or part-time student who has an active interest in current agricultural issues.

### Article III

#### Executive Board

##### Section 1: Executive Board

The Executive Board shall consist of the President, Secretary and Treasurer.

**Article IV**

**Committees**

Section 1: Standing Committees

The Standing Committees of the organization shall be Events, Membership and Program Committees.

Section 2: Special Committees

The President shall form other committees as necessary for a specific purpose with final reports being made to the Executive Board or at a business meeting.

**Article V**

**Meetings**

Section 1

Regular business meetings shall be conducted on a monthly schedule with exceptions being posted through \_\_\_\_\_.

Section 2

Dates, time and locations of business meetings shall be determined by consensus of members and feasibility.

**Article VI**

**Amendments**

Section 1: Presentation

Amendments to this Constitution shall be introduced in written form and discussed at any properly announced business meeting of the organization.

Section 2: Notification

Any amendment to the Constitution or Bylaws must be posted \_\_\_\_\_ at least one week prior to the business meeting in which it will be voted upon.

Section 3: Approval

Amendments can then be adopted at the following months business meeting by a 2/3 vote of the members of the organization and require approval by Kansas Farm Bureau, \_\_\_\_\_ County Farm Bureau and Advisor(s).

**Collegiate Farm Bureau Advisor Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# ORGANIZING DOCUMENTS: SAMPLE BYLAWS

Bylaws of the [COLLEGE] Collegiate Farm Bureau  
[DATE]

## Article I

### Membership

#### Section 1: Membership Dues

Dues amount shall be determined on a yearly basis by the Executive Board and must be paid on a semester or yearly basis by the active members no later than the last day of the third month of the semester.

#### Section 2: Charter Members

Members in good-standing as of the Fall Semester, [YEAR], shall be known as the charter members of the [CHAPTER] Collegiate Farm Bureau.

## Article II

### Executive Board Responsibilities

#### Section 1: The President

- A) The President shall have executive power and preside over Executive Board meetings and the business of the organization.
- B) The President shall prepare meeting agendas in coordination with the Advisor
- C) The President shall have or delegate authority to appoint members of standing and special committees and subcommittees, pending approval by the Executive Board.

#### Section 2: The Secretary

- A) The Secretary shall keep accurate minutes of all Executive Board and business meetings.
- B) The Secretary shall prepare a copy of the business meeting minutes.
- C) The Secretary shall distribute information, including, but not limited to the last meeting's minutes and upcoming meeting agendas to the Advisor and members of the chapter.

#### Section 3: The Treasurer

- A) The Treasurer shall perform the duties of the President or Secretary in his/her absence.
- B) The Treasurer shall keep an accurate record of receipts and expenses of organizational functions and shall present current financial reports to the Executive Board, the Advisor(s) for outside audit, and to the members at regular business meetings.
- C) The Treasurer shall collect all membership applications and dues and in coordination with Advisor(s) deposit dues into chapter account. Copies of membership applications will be given to the [COUNTY] County Coordinator for entry in Kansas Farm Bureau membership system and the Membership Committee.

#### Section 4: The Advisor(s)

- A) The Advisor(s) shall be faculty members of [COLLEGE].
- B) [COUNTY] County Farm Bureau may select a representative to serve as a Liaison and this person will be welcome to attend all meetings and organization functions to support the Advisor(s).
- C) New Advisor(s) are approved by a simple majority of the Executive Board members.
- D) The Advisor(s) are considered ex-officio members of all standing and special committees, and as such are responsible for helping coordinate activities through these committees

## **Article III**

### **Installation, Resignation, and Removal of Officers**

#### Section 1: Installation

- A) Officer applications will be accepted by the Executive Board in March.
- B) The Executive Board shall present a slate of officer candidates at the April business meeting for approval.
- C) Officer applicants must maintain a 2.25 cumulative GPA to be eligible for a position.
- D) Officers must have been enrolled at the [COLLEGE] during a previous semester.
- E) Officers shall take office immediately upon approval at the April business meeting.

#### Section 2: Resignation

Officers who present a written statement of resignation to the Advisor(s) shall be considered removed from office and will be unable to regain officer status in the current term.

#### Section 3: Removal

An officer who fails in his/her duties by being inexcusably absent from three consecutive regular business meetings, or who is perceived by his/her peers as having failed similarly (as shown by  $\frac{3}{4}$  vote of the Executive Board or the members-at-large) shall be removed from office. Except in special circumstances (as determined by the Advisor) said member may not be considered for officer status in the future.

#### Section 4: Student Status

An officer who is no longer a student at the [COLLEGE] shall immediately be excused from office.

#### Section 5: Unexpired Terms

The President shall, with approval of the Executive Board and Advisor(s), select a candidate for any officer position that is vacated for any of the above reasons.

## **Article IV**

### **Committees**

#### Section 1: The Events Committee

- A) The Events Committee shall be responsible for the planning and coordinating of specific organizational functions throughout the year.
- B) The Events Committee will work with [COUNTY] County Farm Bureau and other area county Farm Bureau associations to identify volunteer opportunities for Collegiate Farm Bureau members and promote these to the membership.
- C) The Events Committee will coordinate the chapter's participation in Kansas Farm Bureau activities such as the YF&R Leaders Conference and Day at the Statehouse and promote such opportunities to members.

#### Section 2: The Membership Committee

- A) The Membership Committee shall be responsible for coordinating membership recruitment efforts.
- B) The Membership Committee shall keep a current record of member contact information.
- C) The Membership Committee shall provide information about graduating members and in-state transfers to Kansas Farm Bureau for free graduate membership and assistance in connecting with other Collegiate Farm Bureau chapters.

#### Section 3: The Promotion Committee

- A) The Promotions Committee shall be responsible for coordinating public relations efforts with news media, [COUNTY] County Farm Bureau, Kansas Farm Bureau representatives, and other interested individuals concerning current organization activities.
- B) The Promotions Committee shall consult with Kansas Farm Bureau representatives to obtain help with promotional advertising, and other informational media beneficial to the organization.

**Article V**

**Amendments**

Section 1: Presentation

Amendments to the Bylaws shall be introduced in written form and discussed at any properly announced meeting of the organization.

Section 2: Notification

Any amendment to the Bylaws must be published for all members to consider through appropriate communication means at the time at least one week prior to the business meeting in which it will be voted upon.

Section 3: Approval

Amendments can then be adopted at the following months business meeting by a 2/3 vote of the members of the organization present at the meeting and approval of the Advisor(s). A copy of the amended Bylaws will be provided to the Collegiate Farm Bureau representative at Kansas Farm Bureau.

**Collegiate Farm Bureau Advisor Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SAMPLE

# ORGANIZING DOCUMENTS: SAMPLE LOGO AGREEMENT

## Logo Agreement

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ County Farm Bureau, hereinafter referred to as "CFB", Kansas Farm Bureau, hereinafter referred to as "KFB" and \_\_\_\_\_ Collegiate Farm Bureau, hereinafter referred to as "Collegiate Farm Bureau."

WHEREAS, Collegiate Farm Bureau has adopted a Constitution and Bylaws for the establishment of the Collegiate Farm Bureau in \_\_\_\_\_ County, and

WHEREAS, the Constitution requires entering into a License Agreement with the County Farm Bureau and the Kansas Farm Bureau to use "Farm Bureau," "Helping Feed the World" and "FB," hereinafter referred to as the LICENSED MARKS, in conjunction with the Collegiate Farm Bureau, and

WHEREAS, Collegiate Farm Bureau acknowledges the ownership of "Farm Bureau," and "FB" in AFBF and "Helping Feed the World" in KFB and agrees it will do nothing inconsistent with such ownership, and that the County Farm Bureau has a sublicense to use said marks in \_\_\_\_\_ County.

NOW THEREFORE, the parties agree as follows:

1. Grant of Sublicense. KFB and CFB grant to Collegiate Farm Bureau a non-exclusive, non-transferrable sublicense to use the marks "Farm Bureau" and "FB" in the form as shown on the attached Exhibit "A" and only in connection with services and goods that are listed on the attached Exhibit "A," and a further sublicense to use "Helping Feed the World." Collegiate Farm Bureau accepts this sublicense pursuant to the terms and conditions of this agreement.
2. Ownership. Collegiate Farm Bureau agrees that nothing in this agreement shall give Collegiate Farm Bureau any right, title or interest in the LICENSED MARKS, other than the right to use the LICENSED MARKS in accordance with the terms and conditions of this agreement, and Collegiate Farm Bureau agrees it will not attack the title of AFBF or KFB to the LICENSED MARKS or attack the validity of the LICENSED MARKS or this Agreement.
3. Quality Standards. Collegiate Farm Bureau agrees that the nature and quality of services rendered by Collegiate Farm Bureau in connection with the LICENSED MARKS shall conform to the standards set by and under the control of KFB. KFB shall be the sole judge as to whether or not Collegiate Farm Bureau has met or is meeting the standards of quality so established.
4. Form of Use. Collegiate Farm Bureau agrees to use the LICENSED MARKS only in the forms as displayed in Exhibit "A" and only in connection with services described on Exhibit "A" and to use the LICENSED MARKS with appropriate legends as prescribed from time to time by KFB, and not to use any other marks, logo styles or trade symbols in combination with the LICENSED MARKS without prior approval of KFB.
5. Term. This Agreement shall remain in full force and effect, but is terminable at will by KFB or CFB upon not less than 30 days written notice to Collegiate Farm Bureau.

6. Effective Termination. Upon termination of this agreement, Collegiate Farm Bureau agrees to immediately discontinue all uses of the LICENSED MARKS and any other names or marks confusingly similar thereto, to delete the same from its business or trade name, to destroy all printed materials bearing the LICENSED MARKS, and further agrees that all rights in the LICENSED MARKS or the goodwill connected therewith shall remain the properties of KFB and AFBF.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as duplicate originals effective as of the date first written in this agreement.

**SIGNED:**

**Collegiate Farm Bureau President:** \_\_\_\_\_

\_\_\_\_\_ **County Farm Bureau President:** \_\_\_\_\_

**Kansas Farm Bureau President:** \_\_\_\_\_

SAMPLE