

# **BYLAWS OF THE TOMBALL MEMORIAL FFA BOOSTER CLUB**

**BY-LAWS 2015-2016**

## **ARTICLE I: NAME AND PURPOSE**

1. The name of this organization shall be the Tomball Memorial FFA Booster Club. Tomball Memorial FFA Booster Club is a non-profit organization under the laws of the State of Texas.
2. The letters FFA may be used to designate the club or the members thereof, or its activities.
3. The purpose of the FFA club is to support and promote the local FFA organization, FFA activities and Agriculture education.
4. To provide an informational link between parents, teachers, students and supporters.

## **ARTICLE II: ORGANIZATION**

1. This organization accepts and supports in full motto, creed, and provisions of the Constitution on the National, State and Local Associations of Future Farmers of America.

## **ARTICLE III: MEMBERSHIP**

- 1) The FFA Booster Club shall be composed of an Executive Board, Board of Directors, Active Members, Associate Members, and Legacy Members.
- 2) The Executive Board shall consist of the President, Vice President, Treasurer and Secretary of the Tomball Memorial FFA Booster Club.
- 3) The Board of Directors shall consist of the Executive Board and the Reporter.
- 4) The voting membership shall be the Board of Directors and members listed in Article III-5 who have established and maintained their voting eligibility as outlined in Article VII Voting Eligibility.
- 5) Membership shall be classified in three (3) categories:
  - a. Active Members – Parents/Guardians of students enrolled in TMHS. Must meet requirements of Article XII (1).
  - b. Associate Member: Parents/Guardians of students not enrolled in TMHS.
  - c. Legacy Members: Parents/Guardians of former students of TMHS. Must have been a member of TMHS FFA Booster Club in good standing for a minimum of three (3) years.
- 6) The term for the Board of Directors shall be one (1) year.

## **ARTICLE IV RULING BODY**

1. The ruling body shall be the Board of Directors of the Tomball Memorial FFA Booster Club.
2. Each member of the Board of Directors and members listed in Article III-5 shall have the right to exercise one vote each on all matters brought before the Association. Article VII shall be followed.

## **ARTICLE V TERMS AND DUTIES OF THE BOARD OF DIRECTORS**

- (1) **President—**
  - a. Preside over all meetings.
  - b. Ensure that by-laws are observed.
  - c. Ensure that correct records are kept.
  - d. Appoint committees.

# **BYLAWS OF THE TOMBALL MEMORIAL FFA BOOSTER CLUB**

## **BY-LAWS 2015-2016**

- e. Call special meetings as required and attend such meetings as needed.
- f. Perform such other duties, as the Board of Directors shall prescribe.

### **(2) Vice President—**

- a. Preside over meetings in the absence of the President.
- b. Perform all duties assigned by the President.
- c. Perform such other duties, as the Board of Directors shall prescribe.
- d. Shall report to the President.
- e. Call special meetings in the absence of the President.

### **(3) Secretary—**

- a. Maintain and distribute a current register of the Board of Directors and General Membership.
- b. Record the minutes of all board meetings, special board meetings and keep a permanent record of the same, as well as, ensure that all Board members receive a copy of it.
- c. Handle the correspondence of the club.
- d. Send out monthly meeting agendas, Treasurer's report, and Minutes.
- e. Will serve as Parliamentarian.
- f. Will ensure that accepted parliamentary procedures are followed and Roberts Rule of Order are used as a guideline and all by-laws observed.
- g. Will be responsible for up-dating the by-laws on a yearly basis.
- h. Shall report to the President.

### **(4) Treasurer—**

- a. An up-to-date financial report will be provided at monthly meetings.
- b. Will monitor the collection and deposit of all funds.
- c. Maintain an accurate record of all receipts and disbursements and collect dues.
- d. The books and records shall be open for inspection by any member of the association during a regularly scheduled board meeting.
- e. Any expenditure in excess of \$500.00 must be approved by the Executive Board.
- f. An annual financial report must be presented at the annual board meeting and a copy of the financial report filed with the campus principal or authorized district sponsor.
- g. Shall report to the President.

### **(5) Reporter—**

- a. Shall attend (or designee) all TMHS FFA and Booster Club sponsored events.
- b. Take photos of participants and/or their projects and publish the events on the FFA website, local newspapers, and magazines, with Executive Board approval.

## **ARTICLE VI ELECTION OF DIRECTORS**

### **Elections**

- (1) Directors shall be elected by ballot each year, at the March Board meeting of the TMHS FFA Booster Club. Article VII section 1 shall be followed. Voting will be held at the TMHS FFA Booster Club meeting site. New officers will assume responsibilities of office at the May Board meeting and the outgoing Board to conclude their service at the beginning of the May Board meeting.
- (2) During the February meeting, current officers must state their intention to remain on the board either in their current position or seeking a new position.
- (3) Qualification for seeking a board position. TMHS Member must be in good standing, have attended 50% of all regularly scheduled meetings, "Active Member" and consent to serve in capacity of respective board position.
- (4) Members listed in Article III section 5 may nominate candidates for the Board of Directors by written request which will close at the March Board Meeting.

# **BYLAWS OF THE TOMBALL MEMORIAL FFA BOOSTER CLUB**

## **BY-LAWS 2015-2016**

- (5) Sealed, absentee votes, will be accepted by the Secretary if, presented twenty-four (24) hours prior to the annual election.
- (6) Shall be conducted by written ballot during the March meeting and is required to meet the guideline Article VII Voting Eligibility.
- (7) Candidates receiving the largest number of votes by the membership, present and absentee votes, shall be elected. In the event of a tie, a runoff election shall be held during the meeting if possible.
- (8) A vacancy occurring on the board shall be filled for the remainder of the unexpired term by a person elected by majority vote, by ballot, of the membership present at a duly constituted meeting.
- (9) Votes shall be counted by a School Administrator (or designee) and the Agriculture Teacher(s) present.

## **ARTICLE VII VOTING ELIGIBILITY**

- (1) The following members are eligible to vote in the election of Directors:
  - a. Board of Directors
  - b. Must have attended three (3) meetings between September 1 and March 31.
  - c. Member in good standings
  - d. "Active Member"
  - e. "Legacy Member"
  - f. "Associate Member"
- (2) Matters brought before the Association:
  - a. Must be a member in good standing.
  - b. "Active Member"
  - c. "Associate Member"
  - d. "Legacy Member"

## **ARTICLE VIII MEETINGS AND QUORUM**

- (1) A regularly scheduled meeting of the FFA Booster Club shall be held each month and shall coincide with the TMHS FFA student meeting.
- (2) Special meetings may be called by the Executive Board of Directors at any time. The purpose of the meeting shall be stated. Except in the cases of an emergency, at least three- (3) days' notice shall be given to every member.
- (3) Notice of all board meetings shall be given at least two (2) days notice in advance thereof to all voting members.
- (4) A quorum shall consist of a majority of the voting members present (at least twenty (20) percent of the eligible-voting members.)
- (5) Roberts Rules of Order as a guideline, current edition, shall govern the proceedings of all meetings, except where some conflict with By-laws of TMHS FFA.

## **ARTICLE IV COMMITTEES**

- (1) Committees will be nominated by the President subject to approval of the Board of Directors, as required to ensure the effective and efficient operation of the Board.
- (2) The President shall appoint committee chairpersons.

# **BYLAWS OF THE TOMBALL MEMORIAL FFA BOOSTER CLUB**

## **BY-LAWS 2015-2016**

- (3) Committees consisting of a chairman shall be appointed by the President and approved by the Board of Directors in the following months:
  - a. March meeting : Audit committee
  - b. March meeting: Fundraising committee
  - c. May meeting: Scholarship committee

## **ARTICLE X CONDUCT**

- (1) All members of the Association are expected to conduct themselves at all times in an exemplary manner. Any officer, or member may be suspended, expelled or otherwise disciplined by two-thirds vote by ballot of the Board of Directors for conduct unbecoming a member of the Association.
- (2) The Board of Directors shall have the power by a two-thirds vote by ballot of those present at any regular or special meeting to discipline, suspend, or dismiss any member whose conduct is detrimental to the best interests of the Association, provided that all Directors and the member concerned have been notified at least two (2) days in advance of such meeting where the matter will be taken into consideration. The member shall have the right to attend the meeting and be heard in the matter. No abstaining votes will be allowed.
- (3) Only written signed complaints will be reviewed by the Board of Directors.

## **ARTICLE XI FACULTY ADVISOR**

- (1) Agricultural educational teacher(s) from TMHS shall serve as advisor(s) to the organization. Agricultural educational teachers shall have final decisions concerning all activities of TMHS Booster Club.
- (2) Advise the Executive Board of the needs of the Agricultural Department.
- (3) Be present at all Executive Board meetings, Regular Board meetings, and as requested by TMHS FFA Board for special board meetings.

## **ARTICLE XII MEMBERS**

- (1) To be a member in good standing, member must have paid annual dues and have satisfied ALL other financial obligations to the Booster Club and TISD relating to FFA. Amount of such dues shall be determined by majority vote of members.

## **ARTICLE XIII FINANCE**

- (1) Any committee chairperson that has expenses of more than \$100.00 must submit a budget to the Executive Board for approval.
- (2) FFA financial records shall be reviewed annually, prior to June 1.
- (3) Shall report to the school district in accordance to "The Governmental Accounting Standards Board (GASB) statement No. 39. End of the year financial statements (including balance statements and income statements) shall be provided by September 15, of each year to the Chief Financial Officer.
- (4) Scholarships will be given to TMHS graduating seniors as funds permit.
- (5) President shall appoint Scholarship selection committee. This committee will be responsible for evaluating applicants for scholarships. Scholarship Committee Members cannot be a parent, guardian, or family member of a student applying for a scholarship.
- (6) Scholarship money shall be paid one-half (1/2) at the beginning of the first semester and one-half (1/2) at the beginning of the second semester, upon proof of enrollment. Scholarships not claimed in two (2) years

# **BYLAWS OF THE TOMBALL MEMORIAL FFA BOOSTER CLUB**

## **BY-LAWS 2015-2016**

- shall be forfeited. Scholarship recipients shall maintain a 2.5 GPA (75 average) to remain eligible for 2<sup>nd</sup> semester payments.
- (7) Changes to the eligibility requirements and evaluation criteria for scholarships shall be approved by the membership and communicated to the TMHS FFA Members.
  - (8) Dissolution of corporation: Upon the dissolution of TMHS FFA Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a State or Local Government, for the public purpose.

## **ARTICLE XIV BY-LAWS**

- (1) By-Laws shall be subject to review, modified (if needed), and changes approved every year.
- (2) Changes in By-Laws shall be read at one monthly meeting and communicated via email and/or on the TMHS FFA website with approval by majority vote at the next regularly scheduled meeting by eligible voters.