

AHS FFA Ag Booster Club Constitution and By-Laws

Revised: October 1, 2019

Article I – Name

The name of the organization shall be Atascocita FFA Ag Booster, Inc., a nonprofit corporation, under the laws of the United States of America and the State of Texas, and shall hereinafter be referred to as “the organization.”

Article II – Purpose

Section 1

The purpose of the organization shall be to offer support and encouragement toward all aspects of the agriculture program at Atascocita High School.

Section 2

The objectives of the Organization are:

- To promote and maintain an enthusiastic interest in the various phases of agriculture activity at AHS;
- To lend support, both moral and financial, to the agriculture program of AHS;
- To cooperate with the agriculture teacher(s) and administrators of AHS to the end that the agriculture program be brought to and kept at the highest possible degree of efficiency;
- To build and maintain an organization which will help promote the general activities of the agriculture program;
- To seek to have parents, teachers, administrators, and the public cooperate in furthering the endeavors of students in agriculture related extra-curricular activities at AHS.

Section 3

The structure guiding the activities of the organization will be governed by the guidelines established by the following entities in descending order:

- HumbleISD/National and Texas FFA/Texas Education Agency
- AHS Administration
- AHS Agriculture Teacher(s)/FFA Advisor(s)
- AHS FFA Ag Booster Club Executive Board

Article III – Membership

Section 1 – Full Membership

Membership in the organization shall be open to parents/guardians of any current and active FFA member, who has an active interest in the enhancement and development of the agriculture program for all students. Each member will be allowed one (1) vote per issue taken up by the organization. Each household will be allowed two (2) voting members.

Section 2 – Business Membership

Business membership shall be available to any business approved by the executive board, interested in the success of the agricultural program and its students by providing time, talents, and/or financial resources. Business membership shall be conveyed upon acceptance of annual dues to the organization's treasurer as hereinafter specified. Business membership does not convey organizational voting rights.

Section 3

The title of Honorary Member may be conferred upon any man, woman or business whom the organization desires to honor. This will be determined by a committee chaired by the Secretary. This Honorary Membership is intended to be given to an individual or business that has gone above and beyond in supporting the AHS FFA Ag Booster Club. Honorary members are invited to attend meetings but this type of membership does not entitle the honoree to voting rights in the organization. However, the honorary member may serve on a committee if so voted by the membership. An appropriate award would include a certificate or plaque, press release, and/or recognition at a banquet or meeting. This award may be given annually but is not mandatory every year.

Section 4

The agriculture teacher(s)/FFA advisor(s) and an appropriate representative of the AHS administration shall be ex-officio members of the Board of Directors. They shall not hold office or vote in the organization but shall serve as consultants and advisors to the officers, with authority to approve all events and projects to be considered, voted upon, supported and/or sponsored by the organization. They shall act as liaisons with the school administration.

Section 5

The privilege of holding office, making motions, and voting shall be limited to full members of the organization in good standing. When voting, both members must cast their votes separately and in the case of meetings, members must be present to vote.

Section 6

The membership year shall be from July 1 through June 30. Annual membership dues, for both full and business, shall be established on a yearly basis by the Executive Board.

A member may be expelled by two-thirds of the Executive Board; such members must be notified by registered mail of charges against him/her at least fifteen (15) days before such action is taken. Any member so expelled shall be privileged to appeal his/her case at the next regular meeting, to be decided by a majority vote of the membership.

ARTICLE IV – OFFICERS

Section 1

The officers of the organization must include the President, Secretary and Treasurer. Other offices may be created by the Executive Board and voted on by the general membership, on an as-needed basis and may include, but are not limited to: Vice-President, Reporter, & Vice President-Fundraisers.

Section 2

In the event of a vacancy in the office of President, the office will be filled by the Vice- President. If there is no current Vice-President or he/she declines, a special meeting may be called for the purpose of electing a President, or election can be held at the next general membership meeting.

In the event of a vacancy in any other Officer position, the Board will fill the vacancy by appointment through a majority vote.

Section 3

Officers are in place to serve all students in the AHS FFA program, and officers' students in the program will receive no preferential treatment by the organization or agriculture teacher(s)/FFA advisor(s).

Section 4

Nominations for officers to be elected may be made by any member in good standing from the floor during the regularly scheduled meeting for the month of April.

Section 5

All nominees must be parents or guardians of a student enrolled in the AHS FFA program, be a current member in good standing, and must consent to serve if elected. No household will be allowed more than one officer on the Executive Board.

Furthermore, the exiting board will provide a list of candidates who may be interested in serving the newly elected officers as volunteers for the next year.

Section 6

Officers will be elected annually for one (1) year terms. Officers shall be allowed to serve in the same position for a limit of two (2) consecutive years. Officer terms will coincide with the FFA year.

Section 7

Election of officers will be held annually by the general membership of the organization at the April meeting of the school year. A majority vote of the membership present shall elect.

Section 8

Officers may resign their position anytime they feel the necessity to do so. Officers may be removed from their position by a unanimous vote of the remaining Board members for dereliction of duties.

Article V – General Membership Meetings

Section 1

During the school year the club shall meet regularly the first Thursday of each month, at 6:00 p.m. at Atascocita High School, 13300 Will Clayton Parkway, Humble, Texas 77346 in the agriculture classroom (1807). Unless notice of change of the meeting date and time are announced in writing or at a regular scheduled meeting, the officers of the organization with a twenty-four (24) hour notice may call special meetings. This notice may be written, e-mailed or verbal.

Section 2

Any number of members shall constitute a quorum for the transaction of business at any meeting of the organization provided the meeting has been announced to the general membership 7 days in advance. Activities of the organization must be approved by the majority vote of those members present.

Section 3

To be on the agenda, members must notify the President at least five (5) days prior to the scheduled general membership meeting.

Section 4

During the school's summer vacation term, the organization has no scheduled meetings, so a majority of the elected officers, acting as the Executive Board, is empowered to act for the organization to carry on its business, not to exceed \$1,000 in financial action. The secretary or an officer of the organization shall record all actions and report them to the full membership at the next regular meeting. A voting quorum of the executive committee will consist of all board members and should be conducted at an Executive Board meeting or via e-mail.

Section 5

The Order of Business at all meetings of this club shall be as follows:

1. Meeting called to order
2. Reading of the minutes from previous meeting, approval, waiver of approval
3. Report of the treasurer of the organization
4. Receiving motions and resolutions
5. Vote on officers, motions and resolutions
6. Reports of officers and committees
7. Unfinished business/Old business
8. New business
9. Report of the agriculture teacher(s)/FFA Advisor(s)
10. Adjournment

ARTICLE VI – EXECUTIVE BOARD MEETINGS

Section 1

The Board shall establish an agenda (may be via email) one week prior to each general membership meeting, with the agriculture teacher(s)/FFA advisor(s).

Section 2

Any meeting of the Board shall require notification to the entire membership a minimum of seven (7) days prior to the meeting unless it is a special called meeting. The general membership will be notified of the meeting in case any member would like to introduce an agenda item. Executive Board meetings are closed to the general membership unless a member is on the agenda. If a member would like to introduce an item for the Executive Board to consider, then they must notify the President no later than five (5) days prior to the meeting.

Section 3

An officer may call a special meeting of the Board upon giving twenty-four (24) hours notice to the Board and agriculture teacher(s)/FFA advisor(s) with said notice to include the purpose and time of the meeting. Business transacted at a special meeting shall be limited to the purpose for which the special meeting was called. Fifty-one (51%) of the Board and a minimum of one agriculture teacher shall constitute a quorum to conduct a special meeting. All decisions made in a special meeting shall be as if all Board members were present and voting.

Section 4

Upon notification to all officers, any two officers shall have the authority, in consult with the agriculture teacher(s)/FFA advisor(s), to take action on behalf of the entire board in limited circumstances of **true emergency** when decisions need to be made in less that twenty-four hours notice. (Ex: Stuck on a trip with no hotel rooms)

Section 5

Board members may conduct Board meetings or take up any action electronically, by phone conference or computer conference, as long as all board members are invited to join and and an agriculture science teacher(s) is present and all members participating can communicate with one another.

ARTICLE VII – DUTIES OF OFFICERS

Section 1 – PRESIDENT

The President shall preside at all board meetings and general meetings (or provide a proxy), see that all by-laws are enforced, schedule meetings of the Board and general membership, appoint special committees, and perform other duties that may pertain to the office. The President shall serve as a liaison for any district Booster Club meetings and facilitate coordination and compliance with HISD Booster Club policies and procedures, attending in person or by proxy all district meetings. The President shall serve as chairman of the nominating committee. The President shall serve as chairman of the Executive Board. The President shall serve on the Finance Committee. The President shall serve as ex-officio member of every standing committee and ad-hoc committee. The President shall communicate effectively and regularly with the agriculture teacher(s)/FFA advisor(s) and other Board Members. The President shall be the keeper of the Organization email account, being the primary user of the account.

Section 2 – VICE-PRESIDENT

The Vice-President shall support and assist the President in fulfilling all duties associated with the organization. The Vice-President shall perform the duties of the President in the absence of the President or at the request of the President. The Vice-President shall serve on the Finance Committee. The Vice-President shall serve on the Executive Board. The Vice-President shall have secondary access to the organization email account. The Vice- President shall communicate effectively and regularly with the President and other Board Members.

Section 3 – SECRETARY

The Secretary shall take minutes of each Board meeting and each general membership meeting and prepare and present the minutes at regular and special meetings of the Board and membership. The Secretary shall submit a copy of the minutes of each Board meeting and general membership meetings to the agriculture teacher(s)/FFA advisor(s). The Secretary shall serve on the Finance Committee. The Secretary shall serve on the Executive Board. The Secretary shall communicate effectively and regularly with the President and other Board Members. The secretary will keep and maintain a copy of all committee reports, financial reports, tax reports and documents, the constitution and by-laws, Robert's Rules of Order, etc.

Section 4 – TREASURER

The Treasurer shall be custodian of the funds of the organization. The funds shall be deposited in a legal financial institution. The banking information shall be provided to the agriculture teacher(s)/FFA advisor(s) and kept current at all times. Checks shall be signed by two of the following: The Treasurer, President, Secretary or Vice-President if over \$200 unless prior written approval is given through electronic mail or approved budget item. Dual signatures shall not be from the same family. The Treasurer shall keep vouchers for all receipts and disbursements together with correct records of the same. The Treasurer shall give a summary report at each regular Board meeting and at each general membership meeting. The Treasurer shall render a complete financial report at all scheduled meetings of the school year. The organization shall be audited at the Treasurer's request, at the direction of the President, direction of the agriculture teacher(s)/FFA advisor(s) or by majority vote of the membership or at direction of HISD administration. After the end of the fiscal year, the outgoing treasurer shall have the organization's books reviewed and filed with the HISD Internal Audit department and proper tax documents should be filed with the appropriate government entities. The fiscal year shall be from July 1 to June 30. Upon request, the Treasurer shall supply current financial records, budgets and/or projections to the agriculture teacher(s)/FFA advisors(s) and/or Board. The Treasurer shall be chairman of the Finance Committee. The Treasurer shall serve on the Executive Board. The Treasurer shall communicate effectively and regularly with the agriculture teacher(s)/FFA advisor(s), President and other Board Members.

Section 5 – REPORTER

The reporter shall notify newspapers of accomplishments, fundraisers, and making and sending/delivering thank you notes to the organization's sponsors and supporters. The Reporter shall also communicate or facilitate communication to the agriculture parents and/or the organization's membership via email, US Mail or telephone all pertinent information in a timely manner.

Section 6 – VICE PRESIDENT OF FUNDRAISERS

The Vice-President of Fundraisers shall oversee the implementation and organization of various fundraisers for the organization which may include, but are not limited to: garage sales, raffles, car washes, etc. The Vice-President of Fundraisers shall communicate effectively and regularly with the President, Treasurer and other Board Members.

ARTICLE VIII – SCHOLARSHIPS

Section 1

The organization may issue scholarships to graduating seniors going on to higher education. These shall be in the form of checks payable the scholarship recipient's institution, university or college in the name of the recipient.

Section 2

Scholarships are available to senior FFA members who meet the qualifications contained within the Scholarship Application. The amount up to \$5,000 should be set aside yearly for scholarships.

Member's Family must also be an active member of the Booster Club. The member must have attended at least 1 Booster Club meeting and/or volunteered at any Booster Club/Chapter event. (Ex. Boo at the Barn, HLS Concession Stands, Ect)

Section 3

The Scholarship Committee will be made up of an odd number of current and active AHS FFA Booster Club members and should be elected during the regularly scheduled March meeting. No committee member may have a graduating senior or be kin to any of the scholarship applicants. The committee members will choose 3 judges not connected in anyway to the FFA to score the scholarship applications. Scholarship committee members will decide yearly on the value of each scholarship to be given based on scores from the outside judges. No one scholarship should exceed \$1,500. The scholarship committee is not required to give all monies allotted for scholarships within the given year.

Section 4

There will be a set of governing principles for the scholarship committee. The scholarship application may be updated as the committee sees necessary. The updated application will be posted least 30 days prior to the due date of the scholarship application. The scholarship application will give specifications and instructions for judges to use in determining a rank of the applicants based on participation points, short answer responses, and recommendation letters.

ARTICLE IX – DISSOLUTION

Section 1

The organization may be dissolved if the agriculture teacher(s)/FFA advisor(s) deem that the organization is no longer fulfilling its purpose due to waning membership, declining member involvement in the agriculture activities, lack of support from the organization, or repeated conflicts with the Executive Board.

Section 2

The organization may be dissolved by a recommendation from the Executive Board due to waning membership, declining member involvement in the agriculture activities, lack of support from the organization, or repeated conflicts with the agriculture teacher(s)/FFA advisor(s).

Section 3

After issues have been addressed in prior meetings, and they still remain unresolved, the procedure for dissolution of the AHS FFA Ag Booster Club is as follows:

- The agriculture teacher(s)/FFA advisor(s), or the agriculture teacher(s)/FFA advisor(s) and Executive Board together, shall meet with the AHS Head Principal for discussion and approval.
- Principal must grant approval to dissolve the organization.
- The agriculture teacher(s)/FFA advisor(s) shall notify the organization membership of the decision to dissolve the organization via electronic mail, posting on the AHS FFA website, and sending a letter home to parents by handing letters out in class to every student.
- The Booster Club Treasurer shall write a check to the AHS FFA to be deposited into the AHS FFA Activity Fund. This check will be for all funds deposited into the organization bank account, less the amount for outstanding checks.
- Any non-cash assets will be donated to the AHS agriculture/FFA department and entered into its district-maintained inventory.
- All organization forms (government, financial, organizational, account access, etc.) will be given to the agriculture teacher(s)/FFA advisor(s) for storage. The organization officers may make their own photocopies of these forms containing any non-confidential student information.

Section 4

The AHS FFA Booster Club may be not reinstated in the next school year immediately following dissolution of the Booster Club, but it may be reinstated at any time in the future after that school year.

ARTICLE X – ACCEPTABLE USE/CONFIDENTIALITY

Section 1

Board members may be required to sign an acceptable use and confidentiality agreement in regards to email access, database access and confidential student records.

Section 2

Approval from the agriculture teacher(s)/FFA advisor(s) must be received in order to send an email or mass communication to the organization's membership or community on behalf of the organization.

Section 3

Confidentiality is paramount in regards to student information and Board business.

ARTICLE XI – ADVISORY AUTHORITY

The organization shall be guided in any project by the advice and consent of the agriculture teacher(s)/FFA advisor(s). In the event of a stalemated or deadlocked issue, the agriculture teacher(s)/FFA advisor(s) shall be granted the authority to settle the matter for purposes of efficiency and expediency with the written approval of a Humble ISD Administrator.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the organization may adopt unless otherwise decided by the Board.

AHS FFA Ag Booster Club By-Laws

Standing Committees

There are two standing committees

“Humble ISD Ag Booster Joint Concession Stand Committee”

“Humble ISD Ag Booster Joint Program and Merchandise Committee”

Participation of the AHS FFA Booster Club in joint committees will be in accordance with the most current district guidelines.

I. Rules of Order

A. Robert’s Rules of Order Newly Revised, 10th Edition will serve as parliamentary guide for conducting business not to supersede any parliamentary law adopted in bylaws of the booster clubs

B. Conducting Business

1. The committee will use Robert’s Rules of Order to conduct business as permitted by the membership of the booster clubs
2. A motion to “go into executive session” can be made and passed in order to omit non-members from a meeting where necessary
3. The committee will only have the power to make reports and recommendations/resolutions to the booster clubs

C. Meetings

1. Shall be called by the chairman or two members of the committee
2. Are not subject to same regulations and procedure as assemblies (booster club meetings)

D. Reports

1. Each booster club will select a “reporting member” from their committee representatives to give a report of the committee’s findings
2. These will be written and well documented and adopted by the entire committee
 - a. reports will be read at meetings of the booster clubs by the reporting member and open for discussion and/or adoption of resolutions