



# Salado FFA Booster Club 501c3

## Organization Bylaws

Salado High School  
1880 Williams Rd, Salado, TX 76571  
SaladoFFABC@gmail.com

### **ARTICLE I: Name and Objective**

Section 1: The name of this organization shall be the Salado FFA Booster Club.

Section 2: This shall be a nonprofit organization for the purpose of promoting education and support of the FFA members of the Salado Independent School District.

Section 3: The objective of this organization shall be:

- a. To organize and conduct fundraising activities to provide financial support to the Booster Club's endeavors.
- b. To provide scholarships to Salado FFA graduating seniors.
- c. To lend assistance to the Salado FFA Chapter as needed.

### **ARTICLE II: Membership**

Section 1: Membership is open to anyone who supports FFA and agricultural education and who is willing to donate time and knowledge to help the students.

Section 2: Prospective new members must complete an information form so they can continue to be informed of the projects, information, and fundraisers.

Section 3: Only paid members shall exercise the right to vote (see Article III, Section 2).

Section 4: Members are highly encouraged to participate in fundraising activities for the club.

### **ARTICLE III: Dues**

Section 1: Family membership is required for students to receive benefits from the booster club.

Section 2: Members are required to pay \$10.00 per member per family in dues. Family membership includes one voting member.

### **ARTICLE IV: Officers and Elections**

Section 1: The elected officers of the club are president, vice president, secretary, and treasurer. The Agriculture Instructor/FFA Advisor shall serve as the program representative.



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Section 2: Officers shall be elected annually. Officers shall serve a one-year term. Nomination of officers will be held at the April meeting with elections to be held at the May meeting.

Section 3: The officers of the club shall constitute an executive committee.

Section 4: The executive committee shall fill any office vacancies occurring.

Section 5: Only members in good standing shall have the right to vote. Good standing is defined as being in attendance at 50% of the club's meetings since becoming a member in the current year.

### **ARTICLE V: Duties of the Officers**

Section 1: Duties of the president shall be:

- a. To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- b. To appoint standing and special committees.
- c. To serve as an ex-officio member of each committee, except the nominating committee.

Section 2: Duties of the vice president shall be:

- a. To act as the president's representative in their absence and remain familiar with the organization.
- b. To preside at meetings in the absence or inability of the president.
- c. To perform administrative functions delegated by the president.

Section 3: Duties of the secretary shall be:

- a. To keep a full and correct record of all proceedings of the club.
- b. Prepare and present the minutes of each club meeting.
- c. To have charge over club correspondence.
- d. Maintain member attendance and activity records.

Section 4: Duties of the Treasurer

- a. To prepare a budget for approval by the club.
- b. To receive, hold and pay out all monies of the club as designated by the adopted budget. The executive committee must approve any expenditure over \$ 50.00, not included in the budget.
- c. To keep an accurate record of the receipts **and** expenditures of all funds generated by the club.



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- d. To present a financial statement when requested to do so.
- e. To serve as chairman/chairperson over the finance committee.

### Section 5: Duties of the Advisor shall be:

- a. The agriculture instructor/FFA advisor shall serve as the club representative.
- b. Advise the club officers and committees on matters of policy and assist the officers in conducting meetings and carrying out programs.
- c. Serve as ex-officio member of all committees.
- d. Build school and community support for the program.

## **ARTICLE VI: Committees and Duties**

### Section 1: Committees shall be appointed by the president and shall serve until the close of the year's work. Duties of the committees shall be:

- a. *Executive Committee:* The executive committee shall include the four officers.
- b. *Event/Fundraiser Committee:* The event/fundraiser committee shall have the responsibility of making sure project leaders are on track with fundraisers and other projects as needed.
- c. *Scholarship Committee:* The scholarship committee shall set up a fair method of evaluating each candidate based on FFA activities, scholastic record, and need of financial aid. They will be informed of the amount of money that is available and will distribute it according to the applicant's qualification. Committee members can not presently have students applying for a scholarship.
- D. *Other Committees:* The president shall appoint other special committees as needed.

## **ARTICLE VII: Meetings**

### Section 1: Regular meetings of this organization shall be held on the same days and times as regularly scheduled FFA meetings.

### Section 2: The president may call special meetings.

### Section 3: A regularly called meeting may be postponed due to the absence of the Advisor. In such a case, the meeting will be rescheduled within a reasonable time frame.



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### **ARTICLE VIII: Procedure**

Section 1: Robert's Rules of Order, Revised or Gray's Parliamentary Guide for FFA shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's by-laws.

Section 2: Order of business:

- a. Call to order
- b. Sign-in
- c. Reception of new members and recognition of guest
- d. Reading and approval of minutes and treasurer's report
- e. Reports of: Officers, Committees and special activities
- f. Unfinished business
- g. New business
- h. Adjournment

### **ARTICLE IV: Club Dissolution**

Section 1: Upon the disbandment of the club, all real property, including money, equipment, and land, shall become the property of the Salado FFA Chapter. The last official duty of the president shall be to oversee the transfer of club property.

### **ARTICLE X: Amendments**

Section 1: These bylaws may be amended at any regular meeting of the club by two-thirds vote of the members present, providing that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting.