

**By-Laws**  
***Boerne Champion High School FFA Booster Club***

**OBJECTIVE**

The Booster Club shall serve as a support group to the Boerne Champion FFA Chapter and its teachers in their educational endeavors. The Booster Club shall promote the education of the FFA students in the Agricultural Sciences, encouraging growth and development of knowledge in the field during and beyond high school.

**ARTICLE I --*Meetings***

**Section 1 General Membership Meetings**

The Boerne Champion FFA Booster Club will hold regularly scheduled meetings during the school year for the purpose of conducting the business of the organization.

**Subsection 1.1 Frequency of Meetings**

General meetings shall be held monthly during the Boerne Independent School District (BISD) school year.

**Subsection 1.2 Quorum**

For the purpose of all meetings of the general membership, a quorum shall be defined as the number of memberships in attendance.

**Subsection 1.3 Special Meetings**

The Executive Board shall have the right to call special meetings of the general membership outside of the above mentioned schedule as needed to conduct the business of the organization in a timely fashion.

**Subsection 1.3.1 Notification of Membership**

The Executive Board shall be required to notify all Active members seven days prior to holding a "special" meeting.

**Subsection 1.3.1.1 Notification Exception**

If a seven-day notice is not possible, the Board may meet the intent of the above section by making a "reasonable" attempt to contact a minimum of 50% of the active memberships prior to the meeting. For the purpose of this subsection, "reasonable" is defined as acceptable to a simple majority of the membership.

#### **Subsection 1.3.1.2 Failure to Notify**

Failure to meet either subsection 1.3.1 or 1.3.1.1 will invalidate and reverse any decisions made during the called "special" meeting.

#### **Subsection 1.4 Order of Business**

The order of business shall be defined by the President (or designee). Recommended items to be included are as follows:

- Call to Order
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Comments/Questions from floor
- Adjournment

### **ARTICLE II --*Executive Board***

#### **Section 1. Membership**

The Executive Board shall be comprised of the duly elected officers of the organization (as defined in Article III below). The Agriculture teacher(s) assigned to Boerne Champion High School by Boerne ISD may sit as non-voting, ex officio member(s) of the board.

#### **Section 2. Voting**

All elected members of the Executive Board shall have the right to vote on the business of the organization that may come before the Board. The presiding officer shall vote only as necessary to break a tie vote.

##### **Subsection 2.1 Quorum**

For the purposes of Executive Board meetings a quorum shall be defined as 50% of the voting members of the Board plus one.

##### **Subsection 2.1 Presiding Officer**

The officer presiding over the Board meeting(s) shall only vote in the event of a tie of the other voting members.

## **ARTICLE III -- *Executive Board Members***

### **Section 1 Elected Officers**

The officers of the organization shall be elected by a simple majority of the memberships in good standing as defined in Article IV of these By-Laws. The elected offices shall be comprised of the following offices:

- President
- Vice President
- Secretary
- Treasurer

### **Subsection 1.1 Duties and Responsibilities**

The duties and responsibilities of each office are described below in the relevant subsections

#### **Subsection 1.1.1 President**

The duties and responsibilities of this office shall include but may not be limited to:

- Presiding over all of the business of the organization in accordance with these By-Laws and other rules as may be established by the Executive Board
- Presiding over all meetings of the General Membership and the Executive Board
- Serving as an *ex-officio* member of all standing and special committees with the exception of the Nominations Committee
- Serving as the *liaison* between all committees and the Executive Board
- Serving as the Booster Club *liaison* (and official representative) between the club membership and the Boerne Champion FFA teacher(s).
- Setting the meeting schedule and order of business for both the general membership meetings as well as the Executive Board
- Appointing the membership and chairpersons of each Standing and Special Committee with the approval of the Executive Board
- Other duties and responsibilities as defined by the Executive Board

#### **Subsection 1.1.2 Vice-President**

The duties and responsibilities of this office shall include but may not be limited to:

- Performing all duties as assigned by the President
- Performing the duties of the President in the event of his/her absence
- Active involvement of all fundraising activities of the organization
- Filling committees for fundraising activities of the organization
- Marketing all fundraising activities of the organization to the general public, school and newsletters
- Other duties and responsibilities as defined by the Executive Board

#### **Subsection 1.1.4 Secretary**

The duties and responsibilities of this office shall include but may not be limited to:

- Recording all proceedings of the organizations including the meetings of both the general membership and the Executive Board
- Publishing a current roster of memberships and members (active and associate)
- Certifying the voting status of all memberships as requested.
- Publishing copies of minutes of all organizational meetings including those of the General Membership and Executive Board
- Other duties and responsibilities as defined by the Executive Board

#### **Subsection 1.1.5 Treasurer**

The duties and responsibilities of this office shall include but may not be limited to:

- Keeping accurate records of all funds collected and distributed by the organization
- Collection of membership dues
- Collection of all funds associated with fund raising activities
- Issuing of receipts for all funds received
- Distributing funds as approved by the Executive Board
- Providing a financial report to BISD Audit Department by August of each year or date designated by district
- Providing a report to the general membership at their scheduled meetings
- Filing of IRS 990E or other forms as required by government
- Other duties and responsibilities as defined by the Executive Board

#### **Section 1.2 Vacancies**

In the event of a vacancy, the President shall fill the office with an interim appointment with the approval of the Executive Board. If the vacancy occurs in the office of the presidency, the vacancy shall be filled by the Vice-President and that vacancy shall then be filled by appointment as described in this subsection.

#### **Section 1.3 Termination of Board Member**

Any officer may be removed from office with due cause with prior notice, by affirmative vote of the majority of the ACTIVE Booster Club Members.

### **ARTICLE IV –General Membership**

#### **Section 1 Definitions**

The following will serve to differentiate between Booster Club membership and the individual members of the Club.

### **Subsection 1.1 Membership**

Booster Club membership is based upon the family unit of the eligible members. Each family is considered to be one membership with one vote per membership.

### **Subsection 1.2 Members**

Booster Club members are defined as the individuals eligible for membership within the Booster Club as defined in Section 2 of this Article.

## **Section 2 Member Eligibility**

Individuals eligible for membership within the Booster Club shall include parents and/or Guardians of students presently enrolled in Boerne Champion High School FFA program, and former FFA students who have graduated from High School.

## **Section 3 Member Categories**

The members shall be classified as active members only.

## **Section 4 Rights of Membership/Members**

Members whose membership is in good standing shall have the right to attend all general membership meetings (scheduled and special) as well as address the other members at said meetings as appropriate. They shall have the right to participate in all club activities, committees and functions except where expressly prohibited by the organization's By-Laws.

### **Subsection 4.1 Voting**

Each family membership shall have the right to vote on all matters before the organization on a one vote per guardian basis.

## **Section 5. Termination of a Membership/Member for Cause**

The Board shall have the right to terminate a member or all members within a single membership for cause including but not limited to the non-payment of dues. This action can be taken by a simple majority vote of the Board.

# **ARTICLE V --Dues**

## **Section 1. Assessment of Dues**

Dues shall be assessed each year. Dues are to be set by the Executive board and will be on a per membership basis.

## **Section 2. Dues Deadline**

Dues shall be payable to the club Treasurer no later than the November Booster Club General Meeting.

### **Subsection 2.1. Failure to Meet Deadline**

Members failing to pay their annual dues by the deadline established above shall lose their "Membership in good standing" status and as such will lose all rights and privileges there-in.

## **ARTICLE VI -- *Committees***

### **Section 1. Standing Committees**

The organization shall establish standing committees to conduct the day-to-day business of the Organization under the authority of the Executive Board.

#### **Subsection 1.1 Established Committees**

The following shall serve as the list of standing committees:

##### **Subsection 1.1.1 Communications Committee**

The communications committee will be responsible for communicating information to the members in a timely fashion.

##### **Subsection 1.1.2 Fundraising Committee**

This committee shall be responsible for managing all fundraising activities for the organization. The Vice President and Treasurer shall automatically be Members of this committee.

##### **Subsection 1.1.3 Scholarship Committee**

This committee shall be responsible for managing the Booster Club Scholarship program. This responsibility shall include (but is not limited to):

- The review of scholarship application
- The recommendation to the Board of Scholarship recipients
- Working with the Fundraising Committee on ways to expand the funds available for scholarship

#### **Subsection 1.2. Committee Authority**

Committees shall not have the authority to commit the organization to any activity without prior review and approval of the Executive Board. Exceptions may be made on a case-by-case basis. All exceptions, however, shall be reviewed by the Board at their next meeting. Committees shall not have the authority to “officially” communicate with the Agriculture teacher(s), other BISD officials, or any outside agency without prior approval of the Board.

#### **Subsection 1.3. Committee Chairs**

The Executive Board shall have the right and obligation to appoint the chair of each Standing committee.

#### **Subsection 1.4 Committee Members**

Committee members shall be comprised of all members (active) whose membership is in good standing except where proscribed in these By-Laws. At no time, however, shall more than one elected officer be a member of a committee unless expressly permitted in these By-Laws.

## **Section 2. Special Committees**

The President, with approval of the Executive board, shall have the right to form special committees and task forces as required to conduct the business of the organization. These committees shall have a defined scope of operations and shall have a limited life based upon the achievement of their stated goals. These committees shall report to and through the President to the Executive Board.

## **ARTICLE VII – *By-Law Amendments***

### **Section 1. Amending the By-Laws**

These By-Laws may be amended as required to meet the changing needs of the organization.

#### **Subsection 1.1. Submission of Proposed Changes**

Proposed changes to the By-Laws shall be submitted in writing to the Executive Board and/or Club Members on or before March 1.

##### **Subsection 1.1.1. Executive Board Review**

The Executive Board shall discuss all proposed changes at their March Board meeting and may make modification recommendations to the submitter.

##### **Subsection 1.1.2. Publication of Proposed Changes**

The proposal (plus any accepted modifications recommended by the Board) shall be published to the general membership no later than two weeks prior to the organization's next monthly meeting. This may include an open discussion of the proposal at the next general meeting.

#### **Subsection 1.2. Approval of Proposed Changes**

All proposed changes shall be voted upon by the general membership at the next monthly meeting. Approval shall be defined as an affirmative vote of 2/3 of the memberships present. Approved changes shall take effect immediately following the close of the Meeting.

## **Article VIII – Finance**

### **Section 1. Disbursement of Funds**

Each disbursement of funds must have two signatures. One signature should be the Treasurer's and the second signature should be a non-related board member.

### **Section 2. Receipt of Funds**

All funds received should be receipted and deposited within 72 hours of receipt by the Treasurer. Any board member or members that collect funds must submit them to the Treasurer within 72 hours of collection.

### Section 3. Approval of Expenditures

All expenses of \$250 or more must be brought forth to the Booster Club general membership for approval.

### Article IX – Dissolution of Organization

In the event of the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501 (C) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes of such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

The submitted by-laws are true, correct and complete copies as approved by the members of the Boerne Champion FFA Booster Club this 25 day of September 2015.

Signed: Christi Ryan Date: 09/25/2015  
Title: President

Signed: Michelle Dht Date: 9/25/2015  
Title: Secretary

End of Document