

**Ridge Point High School FFA Booster Club By-Laws
(Adopted SEPTEMBER, 2015 REVISION #3)**

Article 1 – Name and Purpose

Section 1. Name:

The name of the FFA booster club shall be RPHS FFA Booster Club. It shall be called the “RPHS FFA Booster Club”

Section 2. Purpose of this club is to:

- 1) Provide support and assistance to the FFA members of Ridge Point High School.
- 2) Provide support and assistance to the FFA programs in which the students participate.
- 3) Enhance the image of the FFA organization at Ridge Point High School.
- 4) The members of the organization will assist in the raising of the necessary funds to support Ridge Point High School FFA Members.

Article II – Basic Policies

- 1) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 2) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.
- 3) The organization shall not-directly or indirectly-participate or intervene (in any way, including the publishing, distribution or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- 4) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to RPHS FFA Booster Club members, directors, trustees or officers except that the organization for service rendered and make payments and distributions in furtherance of the purposes set forth in Article 1.
- 5) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on:
 - a. by an organization exempt from Federal Income Tax under Section 501(C) (3) of the Internal Revenue Code, or
 - b. by an organization, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code.
- 6) RPHS FFA Booster Club will maintain custody of all funds. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Ridge Point High School Activity Fund.
- 7) The organization shall conduct its business in compliance with Robert’s Rule of Order.
- 8) The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL) and Fort Bend ISD Booster Club/Parent Organization Guidelines.
- 9) All expenditures must be board approved.
- 10) The organization will maintain an adequate Director and Officer’s insurance policy.
- 11) Per FBISD Booster Club Guidelines, The Club is required to be sponsored by a Fort Bend ISD official. The Club Sponsor for the RPHS FFA Booster Club will be the current Ridge Point FFA Advisor.

Article III - Membership and Dues

Section 1. Requirements and Dues

- 1) The membership of this organization shall consist of dues paid parents and legal guardians of students attending Ridge Point High School for the current school year.
- 2) The organization shall conduct an annual enrollment of members, but may admit new members at any time.

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- 3) Each member of the organization shall pay such annual dues to said organization as may be prescribed by the organization.
- 4) The term of membership shall be from August 1st to July 31st of each year.
- 5) Memberships may be received at any time during the year. Memberships will not be prorated.
- 6) The Board of Directors will set annual memberships dues.
- 7) The campus Principal and all AG Teachers at Ridge Point High School shall be members exempt from paying dues.

Section 2. Rights

- 8) Membership is necessary to hold office on the Board of Directors, but non-membership does not preclude participation in any of the activities sponsored by this organization.
- 9) Membership is by family or business. When voting occurs, family members who are responsible for the custodial and financial support of the household (parent, step-parent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business is also eligible to cast a vote on behalf of that company/business.
- 10) Members are eligible to vote in annual elections and on By-law revisions. Voting on Booster Club operations is reserved for elected Executive Officers and Directors.
- 11) There shall be no proxy voting at general membership meetings.
- 12) All members of the RPHS FFA Booster Club may receive a copy of the by-laws upon request to the Secretary.

Article IV Board of Directors

Section 1. Composition and Role

- 1) The Board of Directors consists of the elected officers and directors for the RPHS FFA Booster Club.
- 2) The Board of Directors' role in the Club is to manage administrative operations, be responsible for fiscal management, and determine the budget and fundraising goals based on the direction of the FFA Advisor and the input from the membership.
- 3) The board oversees the spending of the Club's funds to ensure money is spent properly and in ways that are in accordance with the purpose of the Club.
- 4) Voting on the operation of the club is reserved for the elected members of the board. 5) Term of office will be from June 1st through May 31st, the following calendar year.

Section 2. Executive Officers and Directors

- 1) Each officer and director must be a member of the organization on or before October 1st of current school year.
- 2) The Executive Officers of The RPHS FFA Booster Club shall consist of a President, Vice President, Secretary, and Treasurer.
- 3) The Directors of The RPHS FFA Booster Club shall consist of a Parliamentarian, Historian/Reporter, and Sergeant at Arms.
- 4) All officers are volunteers and none are paid any compensation for services performed. As such, no officer shall incur any personal liability as a result of serving as an officer.
- 5) All Directors are responsible to the Membership and report directly to the President and Executive Officers.

Section 3. Committees and Committee Chairmen

- 1) Committees may be created or dissolved by the President and the Executive Officers as required to ensure effective and efficient operation of the RPHS FFA Booster Club.
- 2) The President shall appoint committee chairmen, with the approval of the Executive Officers.
- 3) Committee Chairmen shall:
 - a. Be the leader of their committee and steer their committee to accomplish the goals and purposes of the organization.
 - b. Maintain records and report their activities to the board as required.
 - c. Attend all necessary general meetings and other relevant meetings.

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- d. Shall have the authority to negotiate pricing and sign agreements on behalf of the RPHS FFA Booster Club within budget guidelines.
- 4) Chairmen do not have a direct vote on board business, however, as the one responsible for their committee's direction and scope, their positions carry weight and should be of serious consideration when the board considers issues relating to the committee's task.
- 5) All Committees are responsible to the Membership and report directly to the President and Executive Officers.
- 6) Examples of such Committees are (but not limited to): Banquets, By-laws, Concessions, Golf Tournament, Historian, Hospitality, Membership, Promotions, Special Project, Website.
- 7) A committee Chair or member may be removed from their position by a simple majority vote of the Executive Officers, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the RPHS FFA Booster Club meetings and activities.

Article V. Election of Officers

Section 1. Nominations

The Executive Officers shall present for ratification by the membership the names of four members as the Nominating Committee at the February regular monthly meeting. This Nominating Committee shall consist of two members of the Executive Office, two members from the membership at large, and the AG Teachers. The Nominating Committee, at the regular March meetings, shall report at the meeting the name of the candidate for each office to be filled. Additional nominations from the floor shall be permitted before the election is conducted.

Section 2. Elections

The officers shall be elected by ballot during the April regular monthly meeting. However, if there is but one nominee for an office, election for that office shall be by voice vote. Officers shall serve a term of two year and shall remain in office until their successors are elected and qualified. Elections will take place at the April meetings. The newly elected officers will be installed at the end of the year banquet and begin to learn and take over their positions at that time.

Article VI. Duties of Officers and Directors

The President shall:

- 1) Coordinate the work of the officers and committees to stay in focus with the purpose of this Organization.
- 2) Preside at all meetings of the association.
- 3) Be authorized to sign on bank accounts (Cannot be authorized if works for the District "FBISD"). 4) See that all By-Laws are adhered to.
- 5) Shall appoint Committee Chairpersons to fill vacancies.
- 6) Shall call meetings as required.
- 7) Shall serve on all committees but will only chair the Executive Committee.

The Vice President shall:

- 1) Act as primary liaison between the FFA Advisor and RPHS FFA Booster Club.
- 2) Act as primary liaison between all Committee Chairs and RPHS FFA Booster Club.
- 3) Act as primary coordinator for all RPHS FFA Booster Club General Membership Meetings.
- 4) Attend all RPHS Booster Club General Meetings and Board Meetings.
- 5) Recruit new members and renew existing memberships.
- 6) Maintain current and accurate records of club members and their contact information.
- 7) Attend all RPHS FFA Booster Club General Meetings and Board Meetings.
- 8) Be authorized to sign on bank accounts (Cannot be authorized if works for the District "FBISD").

The Secretary shall:

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- 1) Record the minutes of all meetings of the association.
- 2) Present minutes from previous meetings at every general and board meeting.
- 3) Keep a current copy of the by-laws and a complete set of all records and minutes.
- 4) Perform necessary club correspondence.
- 5) Keep a written record of attendance at Board Meetings and confirm quorum requirements have been met.
- 6) Maintain a current copy of Booster Club by Laws, Robert's Rules of Order, UIL Booster Club guidelines, For Bend Booster Club guidelines and meeting minutes from all RPHS FFA Booster Club meetings.
- 7) Attend all RPHS FFA Booster Club General Meetings and Board Meetings.
- 8) Be authorized to sign on bank accounts (Cannot be authorized if works for the District "FBISD"). 9) Maintain accurate records of all official club business.

The Treasurer shall:

- 1) Be a watchdog over all aspects of fiscal management to safeguard the organization's finances.
- 2) Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements.
- 3) Establish written policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements.
- 4) Not be authorized to sign on the Club's bank accounts or handle deposits.
- 5) Present a current financial statement at all general meetings, Executive Office meetings, and at other times when requested by the organization.
- 6) Construct a full report of the year's activities at the end of the fiscal year.
- 7) Be responsible for the maintenance of such books of account and records, including financial statements, budgets, bank statements, receipt, invoices, cancelled checks, and tax returns for 7 years.
- 8) Submit books to the Auditing Committee as requested.
- 9) Work with the Executive Office in establishing an annual budget, to be presented at the last general membership meeting of the year.
- 10) Ensure Texas sales taxes and sales tax returns are submitted to the state comptroller in a timely manner.
- 11) Ensure that Federal Form 990 is filed in a timely manner.
- 12) Attend all RPHS FFA Booster Club General Meetings and Board Meetings.

The Parliamentarian shall:

- 1) Understand the rules of order and the proper procedures for the conduct of meetings of deliberative assemblies.
- 2) Assist the organization in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.
- 3) Be a resource to the meeting chair, and to assist the chair in the conduct of the meeting.
- 4) The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

The Historian/Reporter shall:

- 1) Maintain the historical files of the RPHS Booster Club.
- 2) Periodically write articles for the newsletter or other communication opportunities to the membership and Board.
- 3) Work closely with the Chapter to inform Membership, Board, and interested parties of the activities of the Club.

The Sergeant at Arms Shall:

- 1) Be responsible for maintaining order during Board and General Membership meetings.
- 2) Greet and assisting new guests or Members at any meeting or functions of the RPHS Booster Club.

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- 3) Administer sign-in documentation, ensure that the meeting starts on time, the meeting room is in proper order, and the meeting room is clean and orderly after the conclusion of meetings.

Article VII. Meetings

Section 1. Requirements

- 1) Shall be held monthly in conjunction with the Chapter meetings to manage the business of the Club.
- 2) General Meetings are open to the General Membership and will follow a set agenda.
- 3) The President or The Club Sponsor can call additional General Meetings if necessary.
- 4) Notice of the meeting date, time, location and agenda will be posted to the Membership through normal channels of communication.

Section 2. Agenda

- 1) All Club meetings above the committee level shall have a formal agenda, set by the President with input from the Board and General Membership.
- 2) It is the President's responsibility to ensure that meetings strictly adhere to the set agenda.
- 3) Members can be heard at the General Meetings by either:
 - a) Speaking during the Question and Answer period at the end of the meeting, or
 - b) By requesting a General Meeting agenda item via email to the President.
 - c) Agenda Item Requests must:
 - i) Include a specific and reasonable amount of time needed. ii) Give a useful description about the item, including the Member's intentions on action (i.e., a presentation for informational purposes, presenting an idea or problem for future consideration, making a formal presentation to be approved by a board vote, etc.)
 - iii) Include any documentation necessary to prepare board members for discussion.
 - iv) Inclusion of the item on the meeting agenda is at the discretion of the President.

Section 3. Format

- 1) General Meetings should follow an informal Robert's Rules format:
 - a) **Call to Order**
 - b) **Discuss and approve minutes from previous meeting** (up to 2 minutes):
 - c) **Review Treasurer's report** (2 Minutes):
 - d) **Old Business** (10 Minutes Each Max.)
 - i) Covering general status and follow up on old business necessary to keep the membership informed of activities and review of outstanding business items attempting to have a final resolution achieved.
 - ii) Not a platform for new business.
 - e) **Committee Reports** (10 minutes):
 - i) Reports from currently standing committees to inform Membership of committee level activities, needs, or successes.
 - ii) Planning issues requiring full board input
 - f) **New Business** (10 minutes)
 - i) Discussion of potential new items, presentation to the Board, or Member vote will be allowed during this time.
 - g) **Advisor or Chapter Officer Update** (20 minutes) h) **Question and Answer** i) **Adjourn**

Article VIII. Financial Policies

Section 1. Fiscal year

The fiscal year of RPHS FFA Booster Club shall begin June 1st and end May 31st.

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Section 2. Annual Audit

- 1) An audit committee shall be appointed by the Executive Office at least 60 days before the end of the fiscal year.
- 2) The committee shall consist of not less than three (3) members who are not authorized signors on the bank accounts.
- 3) The audit committee shall perform an audit of the accounts and records within 15 days of the end of the fiscal year.
- 4) The checkbooks and records may not be turned over to a new treasurer prior to the annual audit.
- 5) The audit committee shall present an audit report to the general membership at the first general meeting of the new fiscal year. The Club shall adopt the audit committee's report.

Section 3. Budget

- 1) No business of RPHS FFA Boosters Club may be conducted until a General Fund budget has been adopted by the Board of Directors.
- 2) The Executive Board shall appoint a budget committee no later than March 1st. The committee shall include the President, the Treasurer and at least one other board member.
- 3) Before the end of the current fiscal year the budget committee shall present a proposed General Fund budget for the next fiscal year to the Board of Directors through normal communications channels no less than seven (7) days prior to the meeting at which it will be debated and voted upon.
- 4) The proposed General Fund budget shall include Cash Carried Forward of no less than \$5,000 for year ending May 31, 2014 and beyond.
- 5) The Board of Directors shall adopt the budget.
- 6) Amendments to the budget must be approved by the Board of Directors. 7) FFA Scholarship - 10% of the net profit from each fund-raiser shall be set aside to maintain scholarship.

Section 4. Check Signing

- 1) Up to Three (3) Executive Officers may be authorized signers on The RPHS FFA Booster Club's checking account. To maintain independence as the main fiscal watchdog, the Treasurer may not be an authorized check signer or handle deposits.
- 2) Signers shall include the President, Vice President and Secretary.

Section 5. Fiscal Management Policies

In addition to these financial policies, the Treasurer will maintain and distribute written fiscal management policies and procedures to ensure the proper handling of cash, recording of receipts and disbursements, and clear guidance on who is authorized to handle club funds.

Article IX. Amendments to By-Laws

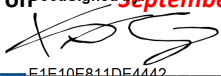
These By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of those members present provided that the amendment has been submitted in writing and read at the previous regular meeting.

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These By-Laws were submitted, approved and adopted at
the General Meeting of the RPHS FFA Booster Club

on **September,**

2015


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Chad Cotie

PRESIDENT

(SIGNATURE)


(PRINT NAME)

02/13/2018

DATE

AMENDED

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SECRETARY

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Tammy Willenborg

OFFICER

(SIGNATURE)

(PRINT NAME)

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