

**HARLINGEN SOUTH FFA BOOSTER CLUB
CONSTITUTION AND BYLAWS**

CONSTITUTION

ARTICLE I – Name

The name of this organization shall be HARLINGEN SOUTH FFA BOOSTER CLUB, a nonprofit organization, hereinafter referred to as “the club” for sake of brevity.

ARTICLE II – Purpose

Section 1. The purpose of the club shall be to offer support and encouragement toward all aspects of the agriculture science program at Harlingen South High School.

Section 2. The objectives of the club are:

- To arouse and maintain interest in the various phases of Agriculture Science Education and the FFA Club of Harlingen South.
- To lend support – both moral and financial – to Agriculture Science Education and the FFA Club of Harlingen South.
- To cooperate with those in charge of Agriculture Science Education, the FFA Club, and the School Administration, and that each shall maintain the highest possible degree of efficiency.
- To build and maintain an organization of parents and interested persons which will help promote the general activities of Agriculture Science Education and the FFA Club of Harlingen South.
- To seek to have parents, teachers, campus and district administrators, and the public cooperate in furthering the endeavors of students in agriculture-related extra-curricular activities at Harlingen South.

Section 3. The structure guiding the activities of the club will be governed by the guidelines established by the following entities in descending order:

- National and Texas FFA / Texas Education Agency
- Harlingen Consolidated Independent School District
- Harlingen South Agriculture Science Teachers / FFA Advisors and Harlingen South FFA Booster Club Executive Board

ARTICLE III – Membership

- Section 1. The membership of the club shall include any person interested in the progress and development of Agriculture Science Education and the FFA Club of Harlingen South and that has met Harlingen CISD's policy pertaining to volunteers.

ARTICLE IV – Officers

- Section 1. The elected officers of the club shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- Section 2. Other club officials will be those appointed by the President or Executive Board for special purposes.
- Section 3. Officers shall assume their official duties at the close of the annual meeting and shall serve for a term of one (1) year and/or until their successors are elected.
- Section 4. No part of the net earnings of the club shall benefit or be distributed to any of its members, directors, officers, or other private person except for reimbursement for authorized expenditures on behalf of the club.

ARTICLE V – Annual Meeting

- Section 1. The annual meeting shall be in coordination with the FFA club end of year annual meeting.
- Section 2. All officers shall be installed at the annual meeting.

ARTICLE VI – Amendments

- Section 1. This Constitution may be amended at any regular meeting by a two-thirds vote of those present and voting, provided notice was given at the previous meeting.
- Section 2. This Constitution may also be amended at a special meeting called for that purpose, with previous notice given at least seven days prior to the meeting and a two-thirds vote.
- Section 3. All proposed amendments shall be submitted in writing to the President.

**HARLINGEN SOUTH FFA BOOSTER CLUB
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BYLAWS

ARTICLE I – Meetings

- Section 1. General membership meetings of the club shall be scheduled by the Executive Board, hereinafter referred to as the “Board” for the sake of brevity, as needed during the school year, and at a minimum of one meeting per month between September and May unless otherwise ordered by the Board.
- Section 2. Notice of date, time and place of all meetings shall be given at least 72 hours prior to the meeting by email to all members, on social media or on the club website.
- Section 3. Special meetings may be called by the President, by the Board or upon the request of seven members.
- Section 4. Twenty-five percent (25%) of the membership shall constitute a quorum.
- Section 5. The order of business will be defined by the President or his designee. Recommended items to be included are: Call to Order, Reading of Minutes, Treasurer’s Report, Committee Reports, Comments from Agriculture Science Teachers/FFA Sponsors, Old Business, New Business, Comments/Questions from Floor, Adjournment.

ARTICLE II – Duties of Officers

- Section 1. The PRESIDENT shall preside at all meetings of the club and of the Board, see that all bylaws are enforced, schedule meetings of the Board and general membership, appoint 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 HCISD policies and procedures. The President shall be a member ex-officio of all committees except the nomination committee; and shall perform such other duties as may be prescribed in these Bylaws or assigned by the club or by the Board. The President shall communicate effectively and regularly with the agriculture teacher(s)/FFA advisor(s) and other Board members. In the absence of the Treasurer, the President is authorized to sign checks.
- Section 2. The FIRST VICE-PRESIDENT shall act as aide to the President and assume all duties of the President in their absence, serve on the Board, act as recruiter of new members, maintain a record of members, and post notification of meetings.
- Section 3. The SECOND VICE-PRESIDENT shall act as aide to the President and serve as Chairperson of the Fundraising Committee, overseeing the implementation and organization of various fundraisers for the organization, including but not limited to garage sales, raffles, car washes, concession stands, etc. The Second Vice-President shall

communicate effectively and regularly with the President, Treasurer and other Board members.

Section 4. The SECRETARY shall keep an accurate record of all meetings of the club and of the Board, prepare and present minutes of all meetings, perform such other duties as may be delegated to this office, and serve on the Board. The Secretary shall be responsible for a program of public relations. The Secretary shall keep and maintain a copy of all committee reports, financial reports, the constitution and by-laws, Robert's Rules of Order, etc. The Secretary shall communicate effectively and regularly with the President and other Board members.

Section 5. The TREASURER shall be custodian of the funds of the organization, keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds, pay only expenses authorized by the club or the Board with appropriate approval by the membership at the next regular meeting, and serve on the Board. The Treasurer shall render a complete financial report at all scheduled meetings. The Treasurer's accounts shall be examined annually by an independent, non-member auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of report. Annually, the Treasurer shall submit the club's books through appropriate channels for the HCISD Internal Auditor's review, as per HCISD policy, and proper tax documents shall be filed with appropriate government entities. The Treasurer shall be an active member of the Fundraising Committee. The Treasurer is authorized to expend those funds necessary to facilitate club activity. The Treasurer shall communicate effectively and regularly with the President, other Board members, and agriculture teacher(s)/FFA advisor(s).

ARTICLE III – Executive Board

Section 1. The Executive Board, hereinafter referred to as the "Board" for sake of brevity, shall be composed of the elected officers of the club, which includes President, First Vice-President, Second Vice-President, Secretary and Treasurer. The advisor(s) of the FFA Club may serve as ex-officio member(s).

Section 2. Duties of the Board shall be:

- A. To transact necessary business in the intervals between club meetings and such other business as may be referred to it by the club, but its acts shall not conflict with action taken by the club.
- B. To approve the plans of work of the standing committees.
- C. To make reports at regular meetings whenever necessary.
- D. To appoint an auditor at least two weeks prior to the annual meeting to audit the Treasurer's books.
- E. To assist the President in appointing standing committee chairpersons.

Section 3. Regular meetings of the Board shall be held monthly if necessary or no fewer than four times for the club year. A majority shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of Board members.

- Section 4. Any Board member may resign by filing a written resignation with the Secretary.
- Section 5. The Board may, with valid cause, remove by a majority vote of the remaining board members, any board members that causes a detriment to the club, the Harlingen South Agriculture Science Education program or the Harlingen South FFA Club. The board member whose removal is sought shall be notified in writing of such action and be given an opportunity to be heard by the board prior to a vote on removal. Upon removal, said member's position shall be declared vacant and be filled according as provided for in these bylaws. In cases of a serious crime or grievous action, the board may take immediate disciplinary action without notification.
- Section 6. The officers and members of the Board shall serve on a volunteer basis and receive no pay or other compensation for their services to the club.

ARTICLE IV – Elections

- Section 1. Nomination of officers may be made by a committee or from the floor by any member in good standing during the regularly scheduled meeting in April. All nominees must be parents or guardians of a student enrolled in the Harlingen South FFA program, be a current member in good standing, and must consent to serve if elected. No household shall be allowed more than one officer on the Board. A majority vote of the membership present shall elect.
- Section 2. A vacancy occurring in an office, either by resignation, death or removal, shall be filled by a majority vote of the remaining members of the Board, due notice of such election having been given. The new Board member's term shall be for the balance of the unexpired term and/or until their successor is elected. In case a vacancy occurs in the office of President, the First Vice-President shall assume the duties.

ARTICLE V – Committees

- Section 1. Standing committees shall be: Fundraising, Nominating and Scholarship. Their term shall be for one year.
- A. Fundraising shall consist of not less than three members in good standing who shall submit their plan for raising funds to the Board for approval. The Second Vice-President shall chair the committee and the Treasurer shall serve as an active member of the committee. The Fundraising chairperson is responsible for obtaining workers and assigning duties in the fundraising activities.
 - B. The Scholarship committees shall consist of not less than three members. Members must be in good standing for the current year and not be a parent of a student that is graduating during that school year. The President, or their designee, shall chair the committee. The committee will utilize the approved scholarship guidelines to guide their work, including reviewing scholarship applications, recommending recipients to the Board, presenting scholarships to recipients at the annual meeting, and working with the Fundraising Committee on ways to grow scholarship funds.

C. The Nominating Committee shall be comprised of no less than three members in good standing who are not running for elected positions, selected by the President, no later than the February meeting. The committee will select its own chairperson. The committee will submit its recommendations to the Board at the March Board meeting. The recommendations will then be provided to the general membership no later than 20 days prior to the April general membership meeting by email or other form of communication, including the date, time and location of the elections and that nominations may be made from the floor.

Section 2. The chairperson of all standing committees shall present plans of work to the Board, and no committee work shall be undertaken without the approval of the Board.

Section 3. All standing committees shall be appointed by the President with the assistance of the Board.

Section 4. Special committees shall be appointed by the President.

Section 5. The President shall be ex-officio member of all committees.

Section 6. The advisor of the FFA Club shall be an ex-officio member of all committees.

Section 8. A committee chairperson may appoint as many members necessary to fulfill the duties of the committee if no number is designated. When no number is given, there shall be no less than three members on a committee.

ARTICLE VI – Appointments

Section 1. The President and/or Board will appoint a Farm Liaison to work with the Agriculture Science Teachers/FFA Sponsors in matters relating to the HCISD Agriculture Farm.

Section 2. The appointment shall be for one school year coinciding with officer's term of office.

Section 3. The liaison shall serve on a volunteer basis and receive no pay or other compensation for their services to the club.

ARTICLE VII – Dues / Membership

Section 1. The membership year shall be from September 1 through August 31. Annual membership dues shall be established on an annual basis by the Board and payable by the close of the December regular meeting.

Section 2. Only paid members in good standing shall have membership privileges of participating in voting and committee work.

ARTICLE VIII – Quorum

Section 1. Twenty-five percent (25%) of the membership shall constitute a quorum.

ARTICLE IX – Parliamentary Authority

Section 1. Robert’s Rules of Order Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

ARTICLE X – Amendments

Section 1. The Bylaws may be amended by a two-thirds vote of the members present at any regular meeting. The amendments must have been presented in writing to the club at the preceding regular meeting.

ARTICLE XI – Dissolution

Section 1. Should dissolution of the club become necessary, consistent with the purposes for which the club was formed, after all liabilities and obligations in the process of winding up are paid, satisfied and discharged, the property of the club shall be applied and distributed as follows: All the assets of this club, in excess of liabilities, shall be transferred and distributed to the Harlingen South FFA Chapter; and if that is not possible then all assets of the club, in excess of liabilities, shall be distributed to the Harlingen High School South administration with specific instruction to disburse the assets for the exclusive use and benefit of the Agriculture Science education program; and if that is not possible then all assets of the club, in excess of liabilities, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, as the Board shall determine, to such organization or organizations qualified as exempt in a manner that best accomplishes the general purposes for which this club was organized.

These Amended By-Laws APPROVED AND ADOPTED this 3rd day of October 2017.

By: Heather J. Adair, President

By: Andie Torres, Secretary