

# **EC FFA Booster Club**

## **Guidelines**

### **Article I-Name**

*The name of this organization shall be East Central FFA Booster Club hereafter referred to as the EC FFA Booster Club.*

### **Article II-Purpose**

- a) *The purpose of the ECFFA Booster Club is to provide fund raising and other support for the agriculture program and students, furtherance of education, and FFA activities in the East Central Independent School District (ECISD). It also encourages parents to support and participate in student activities and programs. Lastly, the purpose is to actively encourage the FFA students' development of leadership, character, scholarship, and occupational pride.*

### **Article III-Organization**

- a) *The ECFFA Booster Club is a local organization and is not affiliated with any state or national organization.*
- b) *The ECFFA Booster Club is organized as a non-profit organization and, in the event of dissolution, any material assets shall be turned over to the East Central FFA Chapter.*
- c) *The ECFFA Booster Club is governed by its Constitution and Bylaws. The ECFFA Booster Club may also institute standing rules that implement the Bylaws. Should there be a conflict between the Constitution and any Bylaws or standing rules, the Constitution shall govern.*
- d) *The ECFFA Booster Club will not sponsor, support, or participate in any activity or with any organization that engages in discriminatory practices.*

### **Article IV - Membership**

*Membership in the ECFFA Booster Club is voluntary. Membership shall be open to any parent who has a child in the ECFFA Chapter and is interested in supporting the FFA.*

### **Article V -Officers**

- *The officers of the ECFFA Booster Club shall consist of the following positions and duties are described*
- *President*

*Preside over and conduct regular and special meetings of the ECFFA Booster Club.*

*Keep members on the subject and within time limits.*

*Appoint Committee Chairpersons and provide oversight as necessary.*

*Appoint a member to fill a vacancy caused by the resignation or incapacitation of any elected officer.*

*Coordinate all ECFFA Booster Club efforts by keeping in close contact with the other officers and general membership.*

*Follow up on the ECFFA Booster Club activities and monitor progress on fund raising events.*

*Keep the ECFFA Booster Club activities moving in a satisfactory manner?*

*Prepare an agenda to include the list of old and new business for each meeting.*

*Be authorized to spend a sum not to exceed one hundred dollars (\$100) per year for appropriate ECFFA Booster Club expenditures.*

- *Vice President*

*Assist the President as needed and maintain a working knowledge of all association activities*

*Preside over meetings in the absence of the President*

*Be prepared to assume the duties and responsibilities of the President*

- *Secretary*

*Record and report the minutes of all regular general membership and special meetings.*

*Attend to all official correspondence for the ECFFA Booster Club.*

*Keep the permanent records of the ECFFA Booster Club for seven years.*

*Count and record votes during elections.*

*Cooperate with the Treasurer in keeping an accurate membership roll and roster.*

*Have on hand the minutes of previous meetings, list of committees and committee reports, and copies of the ECFFA*

*Constitution and bylaws.*

*Record the attendance of each meeting and advise the President if a quorum is present.*

- **Treasurer**

*Receive and disburse all funds belonging to the ECFFA Booster Club maintaining good accounting practices.*

*Keep an accurate account of all income, receipts and expenditures, balancing the EC FFA Booster Club fund account on a monthly basis and preparing a monthly financial statement for the general membership meeting.*

*Cooperate with the Reporter in keeping an accurate membership roll.*

*Prepare financial statements and reports.*

*Keep all EC FFA Booster Club financial records for seven years.*

- **Reporter**

*Gather and classify EC FFA Booster Club News.*

*Prepare news, notes and articles for publication, broadcast or other internet media.*

*Maintain the EC FFA Booster Club website, Twitter account, Face book account and Instagram Account.*

### **Article VI Directors**

*In addition to the Five officers the EC FFA Booster Club shall have a Board of Directors. The Board of Directors shall consist of 17 Directors as elected from the general membership and serve on the Board for a period of three years. Duties shall include.*

- *Attend all Directors meeting when called.*
- *Serve on at least one committee per year*
- *Help coordinate the activities of the EC FFA Booster Club*

### **Article VII - Election Procedures**

- Election of officers shall be held annually in April at the general membership meeting of the ECFFA Booster Club and newly elected officers shall assume office at that time and serve two consecutive years.*
- Nominations for each office will be made by the ECFFA Booster Club membership and written ballots will be used for voting. In the event of an unopposed slate of candidates, the method of voting will be by voice vote.*

### **Article VIII Committees**

- The President of the ECFFA Booster Club shall be responsible for appointing the Chairperson for all committees. The following committees shall be appointed annually when the President*

takes office.

*Golf Tournament Committee:*

- i. Responsible for organizing and planning the annual golf tournament sponsored by the ECFFA Booster Club. Will set the date and place as well as solicit donations from area businesses in support of the tournament and mail out fliers to previous and prospective participants.*
- ii. Select Judges for Event*
- iii. Organize Volunteers*
- iv. Communicate to the Concession committee expected needs*

*Swine Prospect Show Committee:*

- i. Responsible for organizing and planning the annual Prospect Show sponsored by the ECFFA Booster Club. Will set the date and place as well as solicit donations from area businesses in support of the event and mail out fliers to previous and prospective participants.*
- ii. Select Judges for event*
- iii. Organize Volunteers*
- iv. Communicate to the Concession committee expected needs*

*Lamb and Goat Prospect Show Committee:*

- i. Responsible for organizing and planning the annual Prospect Show sponsored by the ECFFA Booster Club. Will set the date and place as well as solicit donations from area businesses in support of the tournament and mail out fliers to previous and prospective participants.*
- ii. Select Judges for event*
- iii. Organize Volunteers*
- iv. Communicate to the Concession committee expected needs*

*Judging Contest Committee:*

- i. Responsible for organizing and planning the annual Prospect Show sponsored by the ECFFA Booster Club. Will set the date and place as well as solicit donations from area businesses in support of the tournament and mail out fliers to previous and prospective participants.*
- ii. Acquire livestock for event*

*iii. Organize Volunteers*

*iv. Communicate to the Concession committee expected needs*

- b) The President may establish other committees from time to time as he/she deems necessary. The Committee Chairperson is responsible for communicating directly to the President of the ECFFA Booster Club who in turn will communicate directly with the AG Advisor. The President may delegate his/her authority to appoint committee members to the Chairperson of the committee.*

#### **Article IX- Finances**

- a) The ECFFA Booster Club will maintain a bank account for funds.*
- b) The funds for the ECFFA Booster Club will come from membership dues paid by members of the club, net proceeds of designated fundraiser activities and contributions.*
- c) The ECFFA Booster Club will comply with all local, state, and federal laws.*
- d) The administration of the ECFFA Booster Club shall be executed at absolutely no cost to the ECISD. The authorized Tax Code Number shall remain on file in the Treasurer Notebook.*
- e) The ECFFA Booster Club will determine how funds will be used and allocated annually at the November general membership meeting.*
- f) The Board of Directors will determine the amount of carryover funds from one year to the next to include funds for the Golf Tournament, Swine Prospect Show, Lamb and Goat Prospect Show and other miscellaneous expenses on an annual basis at the last scheduled Board of Directors meeting.*
- g) The President and/or Treasurer will appoint a committee to conduct a financial review at least annually.*

#### **Article X- Amendments**

- a) Amendments may be proposed and adopted at any ECFFA Booster Club general membership meeting by a majority vote of members present.*

#### **Article XI- Liability**

- a) The ECFFA Booster Club is subject to such restrictions, laws, taxes, licenses, and ordinances that may be imposed on it by local, state and Federal jurisdiction*

#### **Article XII - Parliamentary Authority**

- a) *All parliamentary procedures not covered by the Constitution or Bylaws of the ECFFA Booster Club shall be governed by Roberts Rules of Order*

### **Article XIII - Dissolution**

- a) *Upon dissolution of the ECFFA Booster Club, all club funds and property, real and personal, in excess of liabilities shall be disposed of by recommendation of the elected Officers and approval of the general membership in accordance with the IRS Code. If assets are not sufficient to satisfy the liabilities, the membership may be held liable for the difference thereof. The ECFFA Booster Club will notify the Agriculture Department Faculty of the intent to dissolve.*

