

TOMBALL MEMORIAL HIGH SCHOOL FFA BOOSTER CLUB BYLAWS OF CORPORATION

Article I. Name and Purpose

Section A – Name

The name of the organization shall be the Tomball Memorial FFA Booster Club (Organization)

Section B – Abbreviations

The letters FFA may be used to designate the Organization or the members thereof, or its activities.

Section C – Purpose

The purposes for which this organization is formed are:

1. To support and promote the FFA organization, FFA activities, and education, with specific focus on Tomball Memorial High School.
2. To promote greater knowledge of the agriculture industry and to provide a tie between parents, teachers, students, and supporters.
3. To help others in need.

Article II. Organization

The Organization acknowledges and supports, in full, the mission, motto and creed of the National FFA Organization, the Texas FFA Association, and the Tomball Memorial High School FFA Chapter.

Article III. Officers

Section A – Executive Board

The officers of the Organization shall be as follows: President, Vice-President (President Elect), Secretary, Treasurer and Reporter. Officer duties are:

1. President - Preside over meetings, appoint committees, ex-officio member of all Committees, call special meetings and, in the year following serving as President, shall serve as an advisor to, and ex-officio member of, the Executive Committee and serve as chairman of the Nominating Committee the year after serving as President.
2. Vice President (President-Elect) - Preside over meetings in the absence of the President, assist the President, call special meetings in absence of the President and in the year following serving as Vice President, shall serve as the President. Vice President shall also chair the Tomball Memorial High School FFA Pre Sale committee to enlist other members to solicit Pre-Sale buyers for the upcoming TISD Project Show.
3. Secretary - Keep minutes of all regular and special meetings, handle the correspondence of the Organization, and send out monthly meeting agendas.
4. Treasurer - Maintain an accurate record of all receipts and disbursements and collect dues from members. Will provide a monthly Treasurer's report. Must have Executive Committee approval for any check written over \$500.00.
5. Reporter - Report all Organization and FFA Chapter activities to the any newspaper or other media outlet used by the club to convey any information to the public. Reporter is also responsible for coordinating the preparation of the Show Book along with the counterpart from

Tomball Memorial High School for the TISD Project Show. Reporter can either chair or act as Advisor to the chair of the Show Book committee.

The Executive Board members are President, Vice-President, Secretary, Treasurer, and Reporter. The out-going President may serve as an Ex-Officio member.

Section B – Term

Term of office shall be one year, starting on the regular meeting in June or June 7th whichever comes first.

Section C – Election

The officers shall be elected annually, during the regular meeting in March, by a majority vote of members present.

Section D – Qualifications

Qualifications for becoming an officer are as follows:

1. Paid Member in good standing
2. Attended 50% of all regular meetings
3. Consented to serving in such position at the time of election
4. Must be a Parent or Guardian of a currently enrolled FFA student.
5. Must not be a high school Employee of TISD.
6. Must not be related.
7. If previously served as an Officer, must have satisfied their entire term, and left in good standing.

One or more of these requirements may be suspended by a majority vote of the board when there is only one qualified candidate for one or more of the offices.

Article IV. Election of Officers

Section A – Nominating Committee

There will be a nominating committee consisting of up to five (5) members (the "Nominating Committee"), which will be named at or before the regular meeting in February. One (1) committee member will be the immediate past President, who will serve as the chairman of the Nominating Committee. If the immediate past President is unable or unwilling to serve, the current President shall appoint a member in good standing to fill this role. If the chairman of the Nominating Committee prefers to handle all nominating committee duties on their own they are not required to enlist other committee members. If other committee members are desired, one (1) committee member will be a Faculty Advisor. Up to (3) additional nominating committee members will be members in good standing selected by the chairman and approved by a vote of the Executive Board.

Section B – Acceptance of Nominees

At the regular meeting in February, the Nominating Committee will advise the members of how to submit recommendations for consideration. If there is a mutual desire/willingness for the current President to serve another term, this shall be made known at the meeting in February and a motion brought before the chapter to slate the current president and vice president as nominees. Upon approval of this motion the current President will become President-Elect in the nominating process.

Section C – Presentation of Nominees

At the regular meeting in March, the Nominating Committee shall Present nominees, who satisfies the qualifications for becoming an officer, for each office. This list shall become the "Presented Slate of Officers". The Nominating Committee shall slate the then serving President-Elect as President on the recommended Slate of Officers, unless such individual is unable, unwilling, or unqualified to service.

Section D – Acceptance of Nominees

For each office, in addition to the Nominating Committee's Presented Slate of Officers, the presiding officer at the meeting will accept nominations from the floor.

Section E – Voting

If a vote is required for multiple nominees for an officer position, the election will be on a position-by-position basis. Voting can be by voice or written. Electronic voting may be used in the event a regular meeting is unable to be held. If the President-Elect is able, willing, and qualified to serve, no vote will be taken, and the President-Elect will be deemed elected to, the office of President.

Section F – Vacancies

A vacancy to an office that occurs between elections will be filled no later than the second regular meeting of the Organization after the Executive Board is made aware of such vacancy. Nominations, and the vote, to fill the vacancy will be handled in substantially the same manner as the annual election for all officers.

Article V. Membership

Section A – Membership

Membership will be composed of the Executive Board (as outlined in Article III) and club members. Club members shall consist of parents or guardians of a currently enrolled FFA student as well as non-voting membership types allowed by the board of directors for other purposes such as legacy or alumni members, and membership for credit unions.

Section B – Good Standing

To be a member in good standing for a Tomball Memorial High School calendar year, a member must have paid membership dues and satisfied all other financial obligations to the Organization at or before the November meeting.

Section C – Membership Dues

The amount of the annual member dues shall be determined by vote of the executive board. The board may propose incentivized membership levels, but there shall always be a basic membership level.

Article VI. Meetings

Section A – Regular Meetings

Regular meetings shall be held once a month, to coincide with Tomball Memorial High School FFA student chapter meeting days. An agenda will be distributed electronically prior to the meeting by the Secretary. A digital copy of the agenda will be available prior to the start of the meeting and the business of the meeting should deal only with that agenda. If the meeting date is changed, members will be notified in advance through contact information provided.

Section B – Special Meetings

Special meetings may be called by the President when 48 hours advance notice is given to members through contact information provided. An agenda will be distributed prior to the meeting and the business of the meeting should deal only with that agenda.

Section C – Conducting Meetings

All meetings will be conducted according to Roberts Rules of Order. The Secretary or another Board member designated by the Secretary shall maintain the meeting according to procedures defined in Roberts Rules of Order.

Article VII. Faculty Advisor

Section A – Faculty Advisor

A designated Administrator or FFA Teacher from Tomball Memorial High School shall serve as "Faculty Advisor" to the Organization. Decisions regarding on Campus activities and events shall rest with the Faculty Advisor.

Section B – Advisor Duties

The Faculty Advisor shall:

1. Advise the Executive Committee of the needs of the Tomball Memorial High School Agriculture Department and FFA Chapter.
2. Be present at all regular and special meetings, and receive minutes from executive meetings.

Article VIII. Committees

Section A – Show Committees

Show committees will be requested by the Faculty Advisor. Nominations for show committee chairs will be made in monthly meetings prior to and during the November meeting. Signup Genius or other suitable technology may be used to fill committee members.

Section B – Standing Committees

Standing Committees of the Booster Club shall be as follows:

1. Tomball Memorial Booster Club Scholarship Selection Committee shall be a standing committee of the organization. The chairman shall be appointed by the President and is responsible for soliciting members to serve on this committee and will submit to the Secretary a list of no less than four (4) committee members to assist in evaluating applicants for scholarships. The full count of the Scholarship Committee including the chairman must be an odd number. Scholarship committee members including the chairman, cannot be a parent, guardian or family member, or financial contributor of a student applying for a scholarship. No later than the April meeting, the membership will vote on an amount of funds to be paid out for the Booster Club Scholarships awarded to the recipients. The amount of funds approved is not dependent upon the number of scholarship applicants.
2. Fundraising Committee shall be a standing committee of the organization. The President shall nominate a chairman for the Fundraiser. This chairman will enlist other committee members.
3. Pre-Sale Committee shall be a standing committee of the organization. The committee will be chaired by the Vice-President. The chairman will enlist other members to assist in canvassing the community to offer project animals for Pre-Sale prices prior to the annual project show.

Article IX. Financials

Section A – Management of Funds

Organization Funds shall be managed as follows:

1. The fiscal year shall be from June 1st through May 31st.
2. No other organization can use the Tomball Memorial High School FFA Booster Club Federal Tax ID number. Only Booster Club related business or Booster Club administered scholarships can flow through the organization's banking account.
3. Treasurer will handle all financial related matters of the organization. No other Executive Board member or organization member should manage billing or receipts of funds. All payments of the organization by check will require two (2) officer signatures. Reimbursements made payable to one of the 3 signers must be signed by the 2 remaining signers.
4. The authorized signers on the organization's bank account are typically the President, Secretary, and Treasurer. Alternate signers may be authorized for practical purposes of accomplishing necessary business. When an alternate signer signs a check they must inform the primary signer of the details of the check being signed via email or hand written letter.
5. The treasurer is responsible for having the financials reviewed by a CPA familiar with 501c3 organizations within 90 days of the end of the fiscal year, and ensures the IRS Form 990 (or an extension) is filed within 120 days of the end of the fiscal year.
6. Budgets shall be approved by the Board prior to the start of the fiscal year.
7. Budgets shall in general attempt to disperse funds in the following proportions.
 - a. 50% FFA Program Support including all request from the teachers for student trips/entry fees, project barn equipment ect.
 - b. 40% Scholarships
 - c. 10% Operations
8. Budgets shall attempt to disperse funds in a manner which leave a minimum of \$10,000 for following year operations.
9. Expenses greater than \$250 shall require Board approval. Exceptions to this are as follows.
 - a. Annual insurance premiums
 - b. Storage unit fees
 - c. Pt board or other membership/club management tool
 - d. Financial management tools
 - e. Tax preparation/Audit expense.

Section B – Review of Financial Records

Review of financial records shall be managed as follows:

1. Any member may inspect the financial records of the organization for any proper purpose at any reasonable time.
2. Financial records for the previous fiscal year shall be reviewed by the Audit Committee annually prior to August 1st.
3. The primary objectives of the annual audit shall be:
 - a. Ensure the FFA cash balances are accurate.
 - b. Ensure all revenues have been appropriately received and recorded.
 - c. Ensure expenditures occurred in a manner consistent with the FFA bylaws.
 - d. Ensure established procedures for handling TMHSBBC funds have been followed.
4. All officers shall provide records as requested by the Audit Committee.

5. The Audit Committee shall submit a report of its findings to the Board. Any discrepancies noted should be brought to the attention of the President and resolved prior to submission.
6. Club Members may request to view the Audit Committee's report for any proper purpose at any reasonable time.

Article X. Scholarships

Section A – Purpose of Scholarships

Pursuant to Article I Section C, one of the primary purposes of this organization is to promote education and support the FFA organization and programs. The Scholarship Committee shall ensure that our scholarships fulfill this purpose.

Section B – Governance of Scholarships

Scholarships will be governed as follows:

1. The Tomball Memorial FFA Booster Club Scholarship Program will be governed by a master document titled Tomball Memorial FFA Booster Club Scholarship Program. It is the responsibility of Scholarship Committee to maintain and update this document. The committee shall solicit input from the general membership and formulate recommended changes to this document on an annual basis.
2. Changes to the master document require a majority vote of a members present at a regular scheduled meeting or special meeting. The changes must be announced 30 days prior to the meeting and any member wishing to review the changes shall be given a copy of the suggested changes.
3. Changes to the master document cannot cause a current student to have requirements that are impossible or unreasonable to achieve before their graduation.
4. This document shall contain at a minimum
 - a. A list of the type of awards/scholarships to be awarded.
 - b. Governing requirements to apply for awards/scholarships
 - c. Maintain a working copy of official applications for each award/Scholarship
 - d. Rules of evaluation for each Scholarships

Section C – Types of Awards

1. Awards to support current FFA Student Projects
2. Awards to support graduating students in pursuit of higher education or entrepreneurial pursuits.

Section D – Eligibility and Requirements

1. Awards eligibility and scoring systems shall include the following list of items with the order of the list intended to show priority.
 - a. FFA Involvement
 - b. Interview
 - c. GPA
 - d. FFA Community Service
 - e. Other School Activities
 - f. Other Community Service
 - g. Essay

Section E – Scholarship Funding

1. The total money awarded for scholarships will be determined per the budget developed according to Article IX.

Article XI. Bylaws

Section A – Bylaw Review

Bylaws will be subject to review and modification every year.

Section B – Bylaw Changes

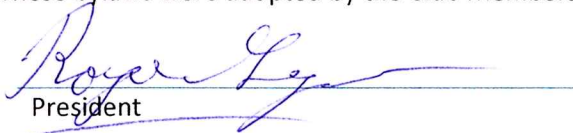
Changes in current by-laws need to be discussed at a meeting and communicated by at least two means of communication to the entire membership for input. For modifications to the by-laws to be accepted, there must be a two-thirds (2/3") vote in favor by all members present at a meeting held at least 7 days following communication of proposed by-law changes.

Section C – Dissolution

Should the Tomball Memorial FFA Booster Club dissolve the remain assets, funds, materials will be divided equally between the Tomball Memorial FFA Chapter and any existing Tomball ISD FFA Booster Clubs. If no Tomball ISD FFA clubs exist the funds will be split equally between Klein and Cy-Fair FFA Booster Clubs. In the event these clubs do not exist the money will be given to the Texas FFA Foundation.

Article XII. Approval of Bylaws

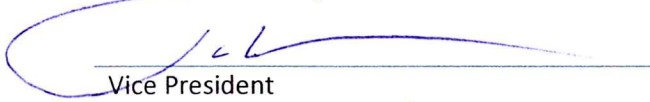
These bylaws were adopted by the Club Members of the TMHSBBC on June 3, 2021.



President



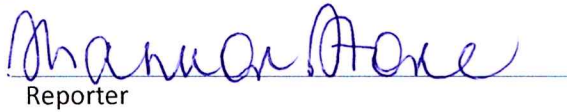
Secretary



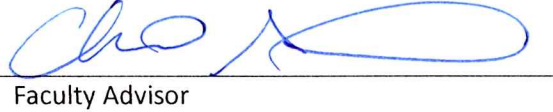
Vice President



Treasurer



Reporter



Faculty Advisor