**MEDINA VALLEY FFA BOOSTER CLUB**

**CONSTITUTION AND BY-LAWS**

Revised May 25, 2021

ARTICLE I - NAME

The name of the organization shall be the “Medina Valley FFA Booster Club”.

ARTICLE II - MISSION

The mission of the organization shall be to promote and support agriculture students in the Medina Valley FFA program and to work hand in hand with the school district, community, students, and parents as partners to further the student’s success in the Medina Valley FFA program and other academic and leadership endeavors.

Section 1. Purpose. The primary purpose of the Club includes, but is not limited to, raising funds for Medina Valley FFA and the Medina Valley Agriculture, Food, and Natural Resources Program for supplies, equipment, fees, travel, and scholarships. The Club is an independent nonprofit organization as defined in Section 501(c)(3) of the Internal Revenue Code and exists to support the Medina Valley FFA its students and sponsors, and is dedicated to achieving the following objectives:

a. To promote a closer relationship between the parents, students, and all MVISD staff in an atmosphere of mutual cooperation, support, and respect;

b. To provide support and resources (human and financial) to Medina Valley FFA, all MVISD staff including, but not limited to, Medina Valley High School Agricultural Science teachers, and to support fellow Club members so that they will have the greatest opportunity to help our students achieve their academic and FFA related goals;

c. To promote and recognize the accomplishments of the students and sponsors; and

d. To encourage a high level of achievement for the FFA chapter at Medina Valley High School without losing focus on student development, which is the primary goal of all academic programs, and co-curricular programs.

The Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, and nonpartisan, and shall seek neither to direct the administrative activities of MVISD nor to control its policies.

Activities of the Club shall not conflict with UIL rules, MVISD rules, regulations, or policies, Medina Valley High School rules, regulations, or policies, and shall follow all federal and state guidelines as applicable. The Club exists at the discretion of and under the supervision of the MVISD Superintendent or designee. Non-compliance with any policy, rule, or regulation or the philosophy of MVISD may result in the disbanding of the Medina Valley FFA Booster Club.

Upon dissolution of the Club, the assets of the Club shall be distributed to the general fund of Medina Valley FFA to be used exclusively by the Staff for Medina Valley FFA students in accordance with the rules and regulations of the general fund which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended.

ARTICLE III - MEMBERSHIP

Section 1. Membership. Membership in the Club is open to any person who has vested interest in the Medina Valley FFA for the upcoming school year, and who will uphold the policies of this Club and agree to its constitution and by-laws.

Section 2. Membership Dues. Annual dues shall be $15.00 per school year per individual. Dues will be renewed by Oct 1st. A maximum of one vote shall be granted to each paid membership.

Section 3. Honorary Membership. Staff is deemed to have honorary membership in the Club. Staff is considered ex-officio members of the Board but shall have no voting privileges as Board members. Staff will be consulted with regards to fundraising and all other Club matters. Any questions about Club matters or permissions needed must go through Staff to the superintendent’s designee and Medina Valley High School administration.

Section 4. Business Membership. This membership is available to any business approved by the executive board, interested in the success of the agricultural program and in its students, by providing time, talents, and/or financial resources to the club. This membership does not convey organizational voting rights.

Violation of any provision of this constitution or by-laws made in pursuance thereof may subject such member to being expelled from the Club. Expulsion will be initiated by a written letter from the Board to the member in question and said letter shall be received by the member no less than five business days prior to a regularly scheduled club meeting, or a special called meeting as deemed necessary by the Board. The written letter must set forth the grounds for the expulsion request as agreed upon by a majority vote of the Board. Expulsion must be agreed upon by two- thirds of the voting membership in attendance at the next meeting as defined above.

ARTICLE IV - BOARD OF DIRECTORS & DUTIES

Section 1. Board of Directors. The members of the Board of Directors consist of the following:

 President

 Vice President

 Director of Special Events & Fundraising

 Secretary

 Treasurer

A maximum of one individual per family unit shall be allowed to serve on the Board.

The Board shall work directly with the Staff who shall then report to the Medina Valley High School principal or designee regarding the accomplishments and activities of the Club. Neither the Board nor the Club has the authority to direct the duties of the Staff.

Each member of the Board shall be a member in good standing in the Club and is a parent or guardian of a child or children who will participate in the Medina Valley FFA for the upcoming school year. Non-compliance with any article of the Constitution, By-Laws or assigned duties by a Board member may result in the expulsion of that Board member. Duties of the members of the Board are set forth in the Constitution and By-Laws of the Club and may include other duties as assigned by the President, who reports to the Staff as liaison to the Medina Valley High School principal or designee and Medina Valley ISD as required.

In the event of a vacancy in the office of the President during the course of the term of service to the Board, the person serving as Vice President shall serve as interim President for the remaining term. In the case of multiple vacancies, the succession of the offices is in the order stated in Article IV, Section III. The succeeding officer shall serve the interim position in addition to their current position.

If the Club President is under consideration for expulsion, the Vice President shall preside over that specific meeting.

Section 2. Elections. Each member of the Board shall be elected at the May Club meeting and will take office upon after said meeting. Each member of the Board is elected annually to serve a one-year term. Board members will be nominated and elected by simple majority vote, by secret ballot, of membership present at the Club’s May general meeting. New Board members will be announced in the meeting minutes.

Section 3. Duties of the Board.

The President shall:

a. Oversee all general Club meetings and Board meetings;

b. Ensure that agendas for meetings are published 5 business days prior to general Club meetings and Board meetings and that the agenda is strictly followed at all said meetings;

c. Oversee the work of the members and committees (minimum of 3 members per committee), in order to ensure that the objectives of the Club are be promoted;

d. Coordinate the work so that the necessary reports are made and presented in a timely manner to the Staff, Club, the Board, and to the appropriate State and Federal agencies;

e. Perform other such duties as deemed necessary by the Staff and the Board;

f. Be familiar with parliamentary procedure and ensure that said procedures are followed in all general Club meetings and Board meetings;

g. Have oversight of the Board and receive reports from each director within five business days as requested or as needed; and

h. Report to the Staff as requested or as needed within five business days as requested or as needed.

i. Co-sign checks with the Vice-President and/or Treasurer.

The Vice President shall:

a. Assume the assigned duties of the President in the event of the President’s absence from a general Club meeting or Board meeting, the President’s inability to serve, or resignation;

b. Directly oversee the work of the named committees during the term of service in order to ensure that the objectives of the Club are promoted; and

c. Perform other such duties as deemed necessary by the Staff, the Board, and the President.

d. Co-sign checks with the President and/or Treasurer

The Secretary shall:

a. Record the minutes of all meetings and furnish a copy of such minutes to the

President no less than one week prior to the next meeting;

b. Keep in direct contact with the President regarding meeting agendas and post agendas five business days prior to each meeting.

c. Coordinate all correspondence relating to the Club;

d. Maintain an accurate roll of all members of the Club as well as email addresses;

e. Distribute membership information;

f. Assure all club documents are up-to-date.

g. Perform other such duties as deemed necessary by the Staff, the Board, and the President.

h. Co-sign checks with the President, Vice-President, and/or Treasurer

The Treasurer shall:

a. Be the primary financial officer of the Club;

b. Provide financial reports/information as requested by any member of the Club or the Board within 48 hours;

c. Receive all monies for the Club and deposit said monies in a bank designated by the Board;

d. Keep an accurate record of receipts and expenditures;

e. Provide monthly financial statements to the Staff for inspection;

f. Provide monthly financial statements to the membership itemizing all receipts and expenditures following Staff approval;

g. Pay out and deliver funds with proper receipts within 10 business days of the treasurer receiving said receipts;

h. Co-sign all checks with the President, Vice-President, or Secretary

i. Prepare and provide IRS tax returns pertaining to the Club; and

j. Perform other such duties as deemed necessary by the Staff, the Board, and the President.

The Director of Special Events & Fundraising shall:

a. Work directly with the Staff to help promote and support any FFA event including, but not limited to the banquet, the county show, and other events;

b. Serve as a voice between Staff and the Club of upcoming events and opportunities for parental support of FFA events;

c. Accumulate ideas for fundraising and after clearing those ideas with Staff, present those ideas to the Club for discussion and approval;

d. Coordinate fundraisers and solicit volunteers among the Club to institute same;

e. Inform the Club and Staff of upcoming fundraisers in a timely manner and share the success/outcome of same at the next general Club meeting;

f. Work with the Treasurer in order to obtain necessary funds for the implementation of fundraisers and/or to deposit funds earned; and

g. Perform other such duties as deemed necessary by the Staff, the Board, and the President.

Board members shall miss no more than two consecutive scheduled board meetings. Non-compliance with the constitutional or assigned duties of the aforementioned Board position may result in the expulsion of a Board member, pursuant to the process delineated in Article IV of this Constitution.

ARTICLE V – MEETINGS AND VOTING

Section 1. Meeting Scheduling. The Board shall set an annual meeting schedule for the upcoming year at the May meeting. Notice of any special meetings of the Club or Board shall be given at least two (2) days prior to the meeting by written notice delivered personally or sent by mail, email, or facsimile to each Board member and Staff.

Regular meetings are open to all Club members and shall be held as needed on predetermined dates as stated above. Members present shall constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been posted two business day prior. For the purpose of this section, due notice shall be defined as notification via email, letter, or electronic notification.

Board meetings are open to Board members who shall meet as needed. Two-thirds of the voting members of the Board shall constitute a quorum for transaction of Board business. All Board voting shall be documented and published in the Board minutes and posted on the Club website.

ARTICLE VI – FINANCIAL CONSIDERATIONS

Section 1. The Club’s fiscal year shall run July 1-June 30.

Section 2. Checks require the signature of two officers. Authorized officers are the President, Vice-President and Treasurer.

Section 3. The Club shall create and operate under an annual budget. The budget at a minimum should consider previous year’s expenses and proposed current and next year’s expenses, and previous, current, and future year’s fundraising activities. Budget shall be developed by the Treasurer with input and discussion by the Board and shall be presented to the general membership by the October membership meeting for discussion and approval.

ARTICLE VII – AMENDMENT OF BYLAWS

These by-laws may be present and amended at any regular meeting of the Club by an affirmative vote of the 2/3 majority of the quorum, provided due notice of the proposed amendment shall have been submitted to the membership at least five business days prior to said meeting. For purposes of this section, due notice shall be defined as notification via email, letter, or electronic notification.

ARTICLE VIII – GRIEVANCES AND APPEALS

Grievances and appeals shall be addressed by the Board of Directors and the Agriculture Science Teachers by submitting a written notice.

CERTIFICATION OF THE CONSTITUTION and BY-LAWS of MEDINA VALLEY FFA BOOSTER CLUB by the SECRETARY.

I certify that I am the duly elected and acting secretary of the Medina Valley FFA Booster Club and that this document constitutes the Club’s Constitution and Bylaws. The bylaws were duly revised at the May meeting of the Board and its membership.

Secretary Signature:

Dated: