**CONSTITUTION AND BY-LAWS**

**of the**

**SMITHSON VALLEY AG BOOSTER CLUB**

**ARTICLE I.  NAME**

This association shall be known as the Smithson Valley Ag Booster Club, hereafter referred to as "Booster Club."

**ARTICLE II.  PURPOSES**

                        The purposes of this organization are to:

Section A.        Provide an adult service organization dedicated to the promotion, encouragement and support of the agricultural science programs and students.

Section B.        Provide supplemental financial and program support in matters not covered by existing directives or budgets of the Comal Independent School District.

Section C.        Provide charitable and educational support, including the making of distributions to organizations that qualify as exempt organizations under 501c3 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section D.       The Booster Club shall take no action, which is not in compliance with policies of the Comal Independent School District.

**ARTICLE III.   MEMBERSHIP**

Section A.       Any individual who subscribes to the purposes of this association may become a member of this club, subject only to compliance with the provisions of the by-laws.  Membership in the association shall be without regard to sex, race, color creed or national origin.

Section B.       The Booster Club shall conduct an annual enrollment of members in September but persons may be admitted to membership through Oct. 1st.

Section C.       Only members in good standing of the association shall be eligible to participate in its business meetings, or to serve in any elected or appointed positions.

Section D.       Each member of the club shall pay annual dues**.**

Section E.        Annual membership dues shall be set by a majority vote of the members

present at a regularly scheduled meeting.

Section F.        Each active member shall be entitled to one vote.

Section G.       The membership year shall be the same as the fiscal year, June 1 through May 31.

Section H. Individuals, who have served the FFA and Booster Club well beyond average participation, may be nominated for Booster Club Life Membership and approved by majority vote of the general membership.

Life Members will be on all mailing lists and membership fees will be waived.

**ARTICLE IV.  OFFICERS AND DUTIES**

Section A.       The elected Executive officers of this association shall be a President,

First Vice-President, Second Vice-President, Secretary, Treasurer, and Reporter,

Section B.        The duties of the President shall be to preside at all meetings of the association and of the Board of Directors, perform such other duties as may be prescribed in the By-Laws or assigned to him/her by the association, and to coordinate the work of the officers and committees. He/She will serve as ex-officio member of all committees. -

Section C.        The duties of the First Vice-President shall be to aid the President, perform the duties of the President in his/her absence or inability of that officer to serve and coordinate the work of all committees.

Section D.       The Second Vice-President shall be an aide to the First Vice-President,

and the President in the absence of the First Vice-President and perform the duties of the First Vice-President in his/her absence.

Section E.        The Secretary shall record the minutes of the association's meetings, the minutes of the Board of Director's meetings, keep a current record of names, addresses and phone numbers of active members, record all approved expenditures in the meeting minutes**,** and shall also perform any duties delegated.

Section F.        The Treasurer shall receive all monies of the club, shall keep an accurate record of receipts and expenditures, and shall pay all expenditures authorized by the association. The Treasurer shall present a financial report at every meeting and shall present a full financial statement at the May meeting for approval by the audit committee.

Section G.       The Reporter shall coordinate with the FFA Chapter Reporter and Ag Science teachers to release news stories regarding achievements of the chapter and of its individual members.  The Reporter shall coordinate and distribute monthly meeting notices and/or Newsletters during the school year.

Section H. The Parliamentarian shall monitor all meetings to ensure they adhere to the official Constitution and By-Laws of the Smithson Valley Ag Booster Club. Additionally, the Parliamentarian shall monitor and enforce time limitations for discussions as agreed upon by the Board.

Section I.   The six (6) elected officers will constitute the Executive Committee.  At any time these officers meet as executive action group, a minimum of four (4) officers must be in attendance.  Any motion must be approved by a majority vote by those in attendance.

Section J.      Other duties of the six (6) elected officers, as assigned are attached as Addendum A.

**ARTICLE V.  BOARD OF DIRECTORS**

Section A.       The Board of Directors shall be the six elected officers, the immediatePast Presidentand Treasurer (the last person to hold that office whether it is one or two years in the past)**, 6** elected Directors**,** and Board-selected Associate Directors.  The Ag Science teachers shall attend Board meetings in an advisory capacity.  They will provide information and contribute to discussions however; they will have no vote in Board meetings.

Section B.        The Board of Directors shall be required to attend at least seven (7) of the nine (9) regular board meetings during the school year.  Any member missing more than two (2) meetings may be replaced by the board**.** A Booster member may be designated to speak on behalf of an absent board member.

Section C.       A quorum of the Board of Directors shall consist of seven (7).The act of two thirds (2/3) of the Board ofDirectors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section D.       The Board of Directors can vote to fill an office in the case of vacancy. An officer ordirector elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section E. If deemed an emergency, the Board of Directors can request and email vote on an item that needs attention prior to the next meeting, if a special meeting time and date cannot be accomplished. Due to the advancement in technology; however, should not be used unless deemed necessary. The email vote results will be documented and retained for permanent record by the Secretary.

**ARTICLE VI.  MEETINGS**

Section A.       Smithson Valley Ag Booster Club will meet monthly during the school year, except in March, due to stockshow and spring break, in the High School Ag Science building or a designated place as is appropriate for the nature of the meeting.

Section B.       The Board of Directors shall meet at leastmonthly during the school year

and twice during the summer. The new board should meet in June for plan

of action of the new year and August to prepare for sign up meeting in

September.

Section C.       The Board ofDirectors shall be called to meeting by the President or any three (3) officers.

Section D.       Special meetings of the members may be called by the President, the Board of Directors, or not less than two thirds (2/3) of the members eligible to vote.

Section E.        Any votes must be made by paid members.  The secretary will maintain a current list of active members for the purpose of establishing voter eligibility.

Section F.        An active member is any member in good standing whose current membership dues are paid.

**ARTICLE VII.  ELECTIONS**

Section A.       A nominating committee shall consist of the President and two (2) other members appointed by the Board of Directors.

Section B.       The nominating committee shall be appointed in February of each year.

The nominees will be presented at the March meeting; emailed and/or posted on website to the membership in March, in lieu of March meeting and presented at the April meeting; nominations will be taken from the floor at that time as well.  Elections will be held in April following presentation.  Officers elected at the April meeting will take office June 1st.

Section C.        No member shall be permitted to serve more than two (2) consecutive terms of the same elected office.

Section D.        No proxy votes will be accepted

Section E.        A vacancy in any office may be filled by the Board of Directors for the unexpired portion of the term. The Board of Directors may vote to replace any officer or director if the duties of the office are not being fulfilled. A director elected to replace an office shall be elected for the unexpired term of the predecessor.

## ARTICLE VIII.  FINANCES

Section A.        In the month of June, to coincide with fiscal year, the treasurer shall make available all financial records to a three (3) member auditing committee to be appointed by the President.  The Treasurer shall be available to assist, if necessary.  Findings will be reported to the executive committee pursuit of appropriate remedy of discrepancies. Findings must be reported to Comal ISD per Booster Club Guidelines outlined each year in May by Comal ISD.

Section B.       Three (3) approved signatures, will be on record for signing of checks with

 two (2) signatures necessary for each check.

Section C.       The Board of Directors or any three (3) executive officers must approve any general expenditure up to $200.  The Treasurer shall verify and record the approval of such expenditures and report such to the Secretary for recording into the official minutes. Any amount over $**200** not in the budget requires general membership approval.

Section D.    Upon dissolution of the Organization, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Organization, dispose of all assets of the Organization to first, the Smithson Valley FFA Chapter, or second, to other exempt Organizations under 501c3 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code.)

**ARTICLE IX.   PARLIAMENTARY AUTHORITY**

Section A.       These By-Laws may be amended, altered or appealed, in part or in whole by two-thirds (2/3) vote of any regularly scheduled monthly meeting of the Booster Club under the following procedure:

1. Changes shall be presented in writing to the Board of Directors.  The changes will be read at two (2) consecutive meetings prior to voting.  The first reading will be on the night of the presentation; the second will be prior to the vote at the next monthly meeting.
2. All active members shall be notified in writing at least seven days prior to the meeting at which the vote to change the By-Laws will be taken.

Section B.        If any part of these By-Laws is held to be invalid, the remaining portion shall not be rendered invalid.   These By-Laws shall become effective upon adoption by a majority of those in attendance of the Smithson Valley Ag Booster Club.

Section C. The Addendum may be amended, altered or appealed in part or in whole by two thirds (2/3) vote of the Board of Directors.

**ADDENDUM A**

**SMITHSON VALLEY AG BOOSTERS**

**Program of Activities and Standing Committees**

The purpose of activities is divided into fifteenprogram areas which also constitute the standing committees of the organization.  It is a guide that identifies the activities necessary to make the club meet the personal and occupational needs of its membership.  Each of the officers and several directors will be the chairperson of a standing committee.

**PRESIDENT**

Objectives:       Take part in leadership development activities sponsored by the FFA Chapter and/or Ag Booster Club.

Goals:

1. Coordinate efforts of all officers and the FFA Advisors to plan an agenda for monthly meetings
2. Conduct monthly meetings according to accepted parliamentary procedure.
3. Encourage all parents and/or Ag Booster Club members are assigned to a committee.
4. Make sure all committees have an officer as a chairperson.
5. Coordinate efforts with the FFA Chapter to develop a calendar of activities of the coming school year's FFA and Ag Booster Club activities.
6. Appoint an audit committee to review the financial records of the year.
7. Elect officers at the April meeting
8. Coordinate efforts with the Ag Science teachers in planning special events, demonstrations or guest speakers at regularly held Ag Booster Club meetings.
9. Make sure all officers and committees carry out their responsibilities.
10. Maintain a procedure book, to include printed and computer based resource materials, plans of work, evaluation sheet, and other helpful materials. Submit the Procedures Book to the newly elected President at the end of the school year.

**FIRST VICE-PRESIDENT**

Objectives:       Work with the entire membership to plan and carry out activities of mutual interest within the overall objectives of the Ag Booster Club and FFA Chapter.

Goals:

1. Organize and plan, with a director and committee of choice, the concessions at the Chapter Show in January.
2. Provide educational and relevant programs at the monthly meetings.
3. Chair the Junior FFA Guidance Committee and develop relevant programs of interest.
4. Maintain a procedure book, to include printed and computer based resource materials, plans of work, evaluation sheet, and other helpful materials. Submit the Procedures Book to the newly elected President at the end of the school year.

**SECOND VICE-PRESIDENT**

Objectives:       Participate in activities which will benefit the FFA members’ interest in improving their knowledge and skills in the various agricultural enterprises.

Goals:

1. Organize and supervise the FFA Chapter Livestock Show in January.
2. Organize FFA members and parents and provide the exhibits, equipment and teamwork necessary to win the Herdsman award at the Comal County Jr. Livestock Show in March.
3. Assist in supervision of the Ag Farm and coordinate volunteer efforts in building and improvements.
4. Maintain a procedure book, to include printed and computer based resource materials, plans of work, evaluation sheet, and other helpful materials. Submit the Procedures Book to the newly elected President at the end of the school year**.**

**SECRETARY**

Objectives:       Work with others in the organization in taking part in activities to improve the organization so that it may be an asset to the FFA Chapter and the community.

Goals:

1. Report minutes of previous meeting, record minutes and maintain active member list at each meeting.
2. Maintain a procedure book, to include printed and computer based resource materials, plans of work, evaluation sheet, and other helpful materials. Submit the Procedures Book to the newly elected President at the end of the school year.
3. Maintain copies of all records (hard and soft versions) for a period of five years.

**TREASURER**

Objectives:       Participate in the development of the club budget, fundraising, spending plans, and help maintain proper accounting procedures and information.

Goals:

1. Maintain Ag Booster Club banking account and submit audited monthly statements to the Board of Directors and general membership.
2. Collect membership dues from all persons interested in joining the Ag. Booster Club.
3. Encourage all parents of the FFA members to become active Booster Club members.
4. Coordinate efforts with other committees whenever money is involved in their activities.
5. Coordinate with high school counselors and Scholarship Committee on the distribution of Scholarship.
6. Secure bank signature cards prior to June meeting for any new incoming officers authorized to sign checks.
7. Prepare records of banking account for audit committee by June 15th. Coordinate audit committee meeting to occur prior to Comal ISD deadlines.
8. Prepare budget with Board of Directors for approval at May meeting.
9. Assist in collecting and properly reporting all income and expenditures during any Booster Club function.
10. Maintain a procedure book, including printed and computer based resource materials, plans of work, evaluation sheet and other helpful materials.  Submit the Procedures Book to the newly elected President at the end of the school year.
11. Maintain copies of all records (hard and soft versions) for a period of five years.

**REPORTER**

Objectives:       Take part in activities to acquaint the school district, local communities, civic organizations and the general public with the activities of the FFA.  Special emphasis will be placed on describing accomplishments, activities or events of the chapter and seeking recognition of the organization itself.

Goals:

1. Coordinate efforts with the FFA chapter Reporter and the Ag Science teachers to periodically release news stories telling of the achievements of the chapter and of the individual members.
2. Co-sponsor, with the Treasurer, a worthwhile fund raiser.
3. Provide a hospitable environment for interaction among members and with officers and Ag Advisors.
4. Prepare monthly meeting notices, record and report FFA Chapter events and activities on chapter website and via email. Monitor Booster Club email account(s) and timely respond and update members.

### DIRECTORS

Objectives:          Each director will chair a standing committee and will plan and carry out duties of that committee under the supervision of the executive officers and within the overall objectives of the Ag Booster Club and FFA Chapter.

Goals:

1. Increase Booster Club and FFA membership participation in various areas of Agricultural Science Education
2. Improve communication between the Ag. Science Department, students and parents
3. Assist the Executive Officers in establishing accurate financial information and assist in promoting FFA Chapter activities and accomplishments.

### MEMBERSHIP COMMITTEE

Objectives:  Promote and organize membership in Smithson Valley FFA (SVFFA) and Smithson Valley Ag Booster Club; to build an informed and participating membership that is familiar with SVFFA policies and programs on the local, state and national levels.

Goals:

1. Meet in summer to make plans for membership enrollment and information distribution,
2. Arrange for publicity of registration opportunities and the benefits of membership in SVFFA and Ag Boosters,
3. Assist Ag teachers in preparation of SV FFA Handbook and distribute to members,
4. Coordinate membership enrollment kick off in September.  Chapter members must be enrolled by November 1 in order to participate in SV FFA sponsored activities or December 1 for Smithson Valley Ag Booster Club sponsored activities.  The membership year shall be the same as the fiscal year, 1 June through May 31.
5. Organize committee members to run membership drive meetings, distribute information packets, collect registration forms and monies, and in coordination with the Treasurer’s guidelineswrite receipts for transactions.
6. Develop and maintain a current FFA and Booster Club membership roster, containing all pertinent information needed by Ag teachers and club officers; supply secretary with current information.
7. Work with treasurer to collect and properly credit membership dues and fees.
8. Assist in collecting CCJLSA dues.
9. Maintain list of all “Life Members” and their contact information; include all Life Members in all mailings and/or emails of the organization.
10. Research and nominate worthy individuals for “Life Membership” to be voted upon by the general assembly on an as necessary basis, not to exceed two Life Memberships per year.
11. Report as requested to Executive Board and/or general assembly.
12. Maintain a procedure book, including printed and computer based resource materials, plans of work, evaluation sheet and other helpful materials.  Submit the Procedure Book to the newly elected President at the end of the school year.

### ASSOCIATE DIRECTORS:

Objectives:  To encourage, inform and organize members in activities that will improve their knowledge and skills in raising, preparing and exhibiting various animal projects.

Goals:

1. Maintain a current list of all exhibitors of each species and/or team members in order to assist Ag Science teachers in contacting exhibitors for pertinent information regarding projects and select a lead contact person for each species exhibited;
2. Develop and organize educational presentations and/or workshops to instruct exhibitors in various methods of fitting and exhibiting their projects, to be held at least one time per species each school year before show season begins;
3. Assist the Second Vice-President in carrying out the duties of organizing the annual Chapter Show;
4. Serve as Superintendents of the four species of animals during the Chapter Show and be present to assist Ag teachers in supervising exhibitors during the major shows and at the Comal County Junior Livestock Show.
5. Organize Booster Club and FFA members and parents to provide the exhibits, equipment and teamwork necessary to decorate at the Comal County Junior Livestock Show and at major shows as needed.

### SCHOLARSHIP SELECTION COMMITTEE

Objectives: To encourage, inform and select agriculture related scholarship recipients**.**

Goals:

1. Chaired by a Board member in good standing who oversees a three (3) member committee appointed by the Board of directors whom have no family member applying for a scholarship;
2. Publicize the availability of various scholarship opportunities and their requirements;
3. Follow written rules for scholarship recipients approved by the Board of Directors of the Booster Club;
4. Present any suggested changes to the rules to the Board of Directors for approval;
5. Notify scholarship recipients and the general membership and submit information to the Reporter for publication.
6. Coordinate with school guidance counselors and administrators regarding the application and final notification process.
7. Maintain a procedure book, including printed and computer based resource materials, plans of work, evaluation sheet and other helpful materials.  Submit the Procedure Book to the newly elected President at the end of the school year.

### SCHOLARSHIP FUNDRAISER COMMITTEE

Objectives:  To plan, organize and execute a profitable fundraising activity whose proceeds will be used strictly for the Smithson Valley Ag Booster Scholarship funds.

Goals:

1. Select and organize Booster Club and FFA members who will assist in organizing and implementing the annual scholarship fundraising activity;
2. Keep an accurate accounting of all expenditures, donations and taxable income and report such to the treasurer;
3. Have all income counted in the presence of at least two committee Board members and the chairman and deposited into the bank account immediately;
4. Prepare a budget of expenses necessary for executing these duties and submit to the Board of Directors by the end of May.
5. Maintain a procedure book, including printed and computer based resource materials, plans of work, evaluation sheet and other helpful materials.  Submit the Procedure Book to the newly elected President at the end of the school year.

## PROCEDURE BOOKS

The following Procedure Books will be developed and updated annually and used by the various committees as guidelines for the event. As a minimum these books should include basic descriptions of the rules and steps to follow, timelines, suggested contact information and resources, etc. These will be available to any committee member requesting them.

1. Membership Drive
2. Scholarship Application
3. Scholarship Fundraiser
4. Chapter Show
5. Award Banquet