



BY-LAWS

TOMBALL FFA BOOSTER CLUB

SCHOOL YEAR
2022-2023

MAINTAINED BY
TOMBALL FFA BOOSTER CLUB

SECRETARY

LATEST REVISION

May 17, 2022

CURRENT REVISION

Revision	Date	Description of Modification
<u>1</u>	September 10, 2018	Updated Document
<u>2</u>	March 4, 2019	Updated Document
<u>3</u>	May 2, 2019	Updated Document
<u>4</u>	November 8, 2021	Updated Document
<u>5</u>	May 17, 2022	Updated Document

THE BY-LAWS OF THE TOMBALL FFA BOOSTER CLUB

Article 1 – Name and Purpose

Section A: The name of the organization shall be the Tomball FFA Booster Club (the "*Organization*").

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

Section C: 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 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 2 – Organization

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

Article 3 – Officers

Section A: The officers of the Organization shall be as follows: 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 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 any media outlets used by the club to convey any information to the general public. Reporter is also responsible for coordinating the preparation of the Show Book along with the counterpart from other Tomball ISD schools for the TISD Project Show. Reporter can either chair or act as Advisor to the chair of the Show Book committee.

The Executive Committee members are President, President-Elect, Secretary. The past President will serve as an Ex-Officio member.

Section B: Term of office shall be one year, starting at the closing of the April meeting; provided, however, that the President-Elect shall serve one (1) one-year term as President-Elect and, assuming such person is willing, able and qualified, shall serve one (1) one-year term as President.

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

Section D: Qualifications for becoming an officer:

1. Member in good standing
2. Attended 50% of all regular meetings
3. Consented to serving in such position at the time of election
4. Employees of the district are not allowed to serve in a financial capacity of the organization. Financial capacity includes holding positions of Treasurer, fund-raising chairman, or serving as a check signer.
5. Officers may not be related

Article 4 – Election of Booster Club Officers

Section A: 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 Committee.

Section B: At the regular meeting in February, the Nominating Committee will advise the members of how to submit recommendations for consideration.

Section C: At the regular meeting in March, the Nominating Committee shall recommend one (1) nominee, who satisfies the qualifications for becoming an officer, for each office. This list shall become the "***recommended 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: For each office, in addition to the Nominating Committee's recommend Slate of Officers, the presiding officer at the meeting will accept nominations from the floor.
- Section E: If a vote is required for multiple nominees for an officer position, the election will be on a position-by-position basis, utilizing a written ballot. The chairman of the Nominating Committee, one Faculty Advisor and a member of the Executive Committee, being three (3) different people, shall count the written ballots and report the results immediately following the vote for each office. The nominee, who is qualified to become an officer, receiving the most votes will be elected to such office (runoff voting, conducted in a similar manner using written ballot, to be used as necessary). If the President-Elect is able, willing and qualified to serve, no vote will be taken for, and the President-Elect will be deemed elected to, the office of President.
- Section F: 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 5 – Meetings

- Section A: Regular meetings shall be held once a month, to coincide with Tomball High School academic calendar, starting in August. An agenda will be distributed prior to the meeting by the Secretary. Copies 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 may be called by the President when 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: 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. A copy of Roberts Rules of Order Newly Revised (2011 11th, Edition) shall be present at all meetings. When new additions are published a copy shall be purchased by the Organization.
- Section D: At all meetings, twenty-five percent (25%) of the total organization membership shall constitute a quorum.

Article 6 – Faculty Advisor

- Section A: Agricultural educational teacher(s) at Tomball High School shall serve as (“***Facility Advisor(s)***”) to the Organization and final decisions concerning organization activities shall rest with them.
- Section B: The Faculty Advisor(s) shall:
1. Advise the Executive Committee of the needs of the Tomball High School Agriculture Department and FFA Chapter.
 2. Be present at all Executive Committee and Regular meetings.

Article 7 – Committees

- Section A: 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 will be used to fill committee members.

Section B: Standing Committees of the Booster Club:

1. Tomball FFA Booster Club Scholarship Selection Committee shall be a standing committee of the organization. Per District Guidelines, a chairman for the scholarship committee will be appointed by the President during the first booster club meeting of the academic year. This chairman 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, 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. No later than the April meeting the President will nominate a chairman for the Fall 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 8 – Finance

Section A: To be a member in good standing for a Tomball 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 B: The amount of the annual member dues shall be \$20.00 per student family per year.

Section C: Treasurer will handle all financial related matters of the organization. No other Executive Committee member or organization member should manage billing or receipts of funds. All payments of the organization by check will require two (2) officer signatures.

Section D: The authorized signers on the organization's bank account are typically the President, Secretary, and Treasurer. These can be changed by alerting the membership that another group of 3 within the organization's board will be signers. If requested and willing, the past-President can be a designated signer on the account.

Section E: No other organization can use the Tomball High School FFA Booster Club Federal Tax ID number. Only Tomball High School FFA, Tomball High School FFA Booster Club related business or Tomball High School FFA Booster Club administered scholarships can flow through the organization's banking account.

Section F: The Treasurer must recommend to the Executive Committee a Certified Public Account familiar with 501(c)3 organizations. The organization's financial records must be reviewed annually, prior to October 31st for the previous fiscal year. The Treasurer is responsible for confirming the CPA files the IRS Form 990 or an extension is filed by January 15 of the following calendar year. IRS requires the Form 990 filing by the 15th day of the 5th month following the organization's fiscal year end.

Section G: The fiscal year of the organization is September 1 to August 31 of each Calendar year.

Article 9 – Tomball High School FFA Booster Club Scholarship and other scholarships administered by Booster club

Section A: Scholarships will be given to Tomball High School FFA members as funds allow and based upon scholarship applications.

Section B: Qualification for a Tomball High School FFA Booster Club scholarship requires the student's family to have been a member in good standing in the organization for at least one (1) year prior to the student's senior (12th grade) year at Tomball High School. The family must also be a member in good standing in the organization during the student's senior (12th grade) year at Tomball High School. An exception will be made for any student transferring into THS prior to or including the student's senior year. All other eligibility requirements must be met for the current year.

Section C: Eligibility:

The applicant must be a graduating Tomball High School senior who will have completed at least five (5) semesters (or 2 ½ years) of Agricultural Education from Tomball High School.

The applicant must have an overall 75% (C/2.5) or greater grade point average through the first semester of his/her senior year.

The applicant must submit a copy of his/her official high school transcript, signed, and sealed by the school registrar, with the Tomball FFA Booster Club Scholarship Application.

In the event of a transfer student:

1. Credits will be determined by student's transcript.
2. A letter of recommendation from the student's former Ag teacher in a sealed envelope must be submitted.
3. Student must have completed at least five (5) semesters (or 2 ½ years) of Agricultural Education from previous high school.
4. A member must have paid membership dues and satisfied all other financial obligations to the Organization at or before the November meeting

Section D: Application

The applicant must provide a sealed letter of recommendation from a Tomball High School staff member, excluding an agricultural teacher.

The applicant must be in good standing* in both school and community.

The applicant must have already earned or currently be seeking the State FFA Degree.

*Good standing means having no outstanding fees or dues owed to the organization.

Section E: Selection Process:

Each applicant will be carefully examined and considered through an evaluation process, using an accurate scoring system to determine those to be selected.

The evaluation will be divided into the following categories:

1. Scholastic Achievement (Academic G.P.A. and Agricultural Education G.P.A.); verified by a sealed transcript.
2. FFA Leadership, Involvement and Activities.
3. Other School Leadership and Activities.
4. Community Leadership and Activities.
5. Personal Essay.
6. Personal Interview.
7. Sealed Letter of Recommendation.

Section F: All applications will be reviewed by the Tomball High School FFA Booster Club scholarship committee and at least one THS Agriculture Teacher for accuracy of information and scoring. The candidates that qualify will be given a date and time for the Personal Interview. The Tomball High School FFA Booster Club scholarship committee Interviewers will add the essay and interview points to the application to determine proper rank. Scholarships will be announced at the Tomball FFA Annual Awards Ceremony.

Section G: All applications become the property of the Tomball FFA Booster Club.

Section H: A minimum of fifty percent (50%) of net funds will be allocated to Senior Scholarships at the completion of the fundraisers. Members can vote to allocate additional funds to Senior Scholarships no later than the April meeting.

Section I: Scholarship money will be paid one-half (1/2) at beginning of first semester with proof of enrollment of a minimum of 12 credit hours and one-half (1/2) at the beginning of the second semester, upon proof of enrollment, with a GPA of 2.5 or higher. Scholarships not claimed in two years will be forfeited.

Section J: Changes to the eligibility requirements and evaluation criteria for scholarships will be approved by the Booster Club members and communicated to Tomball High School FFA members with as much advance notice as reasonably possible.

Section K: Any scholarship administered by the Tomball High School Booster Club is required to be communicated to the President of the Booster Club by the March meeting along with all the selection requirements and criteria so they can be communicated to the Tomball High School FFA students. Any scholarships administered by the booster club and awarded at the year-end banquet must be funded no later than the April meeting.

Article 10 – By-Laws

Section A: By-Laws will be subject to review and modification every year.

Section B: Changes in current by-laws need to be read at one monthly meeting and communicated by email and/or on the Tomball High School FFA website with a vote coming at the following meeting. For modifications to the by-laws to be accepted, there must be a two-thirds (2/3rd) vote in favor by all members present at the meeting.

CERTIFICATION

OFFICERS 2022-2023

These by-laws were amended, restated and adopted in accordance with the Organization's then existing by-laws as of the 8th day of November 2021.

Rebecca McManus, President

Date: _____

Cody Lancaster, Vice-President

Date: _____

Summer Schiel, Treasurer

Date: _____

Melissa Tobola, Secretary

Date: _____

Stacey Lee, Reporter

Date: _____