

## Rouse FFA Constitution and Bylaws

### **Article I Name:** Rouse FFA Booster Club

#### **ARTICLE II OBJECTIVES:**

1. To support and promote the FFA organization, FFA activities, and agricultural education on local and higher levels.
2. To raise money in order to assist Rouse FFA members in the selling of their projects.
3. To provide scholarships for graduating senior Rouse FFA members to assist them in their future goals.
4. To provide funds for FFA contests, camps, conferences, banquets, conventions, travel and any other activity deemed appropriate by the Rouse FFA Booster Club.
5. This organization is organized exclusively for charitable, religious, educational, and or scientific purposes under section 501c (3) of the Internal Revenue Code.

#### **ARTICLE III MEMBERSHIP:**

1. Membership shall be open to any parent/legal guardian or family member of past or present Rouse FFA members.
2. Businesses or outside individuals may also be members in the club.
3. Booster club members, or at least one representative for the booster club member, are required to attend at least 3 booster club meetings per year to maintain an active booster club membership status.
4. Paid booster club members shall have voting privileges and may hold elected office.

#### **ARTICLE IV OFFICERS:**

1. The elected officers shall serve a term of one year (re-elections will happen annually at the April meeting)
2. The elected officers shall constitute the executive board of directors. It shall be the duty of this board to advise and make recommendations to the general membership with respect to the activities and business of the organization.
3. Officers missing 3 general meetings or executive meetings may be removed from office and another election will be held to fill the position.
4. The elected officers shall be (\*these two positions are optional):

## Rouse FFA Constitution and Bylaws

- A. President
  - B. Vice-President
  - C. Secretary
  - D. Treasurer
  - E. Reporter – Social Media/ Communications\*
  - F. Historian\*
5. Duties of the officers:
- A. President:
    - 1. Serve as the official representative of the club.
    - 2. Set the agenda.
    - 3. Preside over the meetings.
    - 4. President shall not participate in voting except to break a voting deadlock.
  - B. Vice- President:
    - 1. Serve as the chairman in the absence of the president.
    - 2. Review proposed fundraising activities to determine cost/profit potential, manpower requirements, and compliance with LISD policy.
    - 3. Present any interim fundraising activity requiring any disbursement of Booster Club funds (purchasing of materials, deposit, etc.) to a general meeting for a vote.
  - C. Secretary:
    - 1. Prepare and present the minutes at each meeting.
    - 2. Keep file of minutes of all meetings for future reference (available at meetings and on record with LISD).
    - 3. Send notifications or reminders as necessary.
    - 4. Keep a complete list of members.
  - D. Treasurer:
    - 1. Receive, record, and deposit club's funds in a timely manner.
    - 2. Prepare and present a monthly treasurer's report.

## Rouse FFA Constitution and Bylaws

3. Keep file of treasurer's report and turn in documents in accordance with LISD policy.
4. Tabulate and complete tax donation forms and mail them to those that have donated by January 31st.
5. Coordinate with a designated tax professional to file tax forms with the IRS.

### E. Reporter:

1. Release news and information to local and regional news media.
2. Coordinate and send thank you letters and other correspondence.
3. Keep web page and any social media outlets up to date at all times.
4. Post all posters and flyers to advertise our different fundraisers.

### F. Historian:

1. Assist the Reporter with duties as needed.
2. Keep a photographic record of club events (scrapbook etc.)

## **ARTICLE V MEETINGS:**

1. Meetings will be held at least 6 times a year. The officers will set dates and locations.
2. A quorum shall be declared when at least 25% of paid members are present.
3. Issues brought before the Rouse FFA Booster Club for a vote shall be considered approved upon a majority vote of the members present.

## **ARTICLE VI FINANCES:**

1. There shall be two signatures for checks and they shall be the Treasurer and either the President or Vice President.
2. The Fiscal Year of the Rouse FFA Booster Club shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

## **ARTICLE VII AMENDMENTS:**

1. These bylaws may be altered, amended, or repealed by a majority vote and/or approval of the Board of Directors once a year, at the April meeting.

## Rouse FFA Constitution and Bylaws

### **ARTICLE VIII DUES:**

1. Annual Rouse FFA Booster Club membership dues for the upcoming year shall be established by a majority vote of the membership at the April meeting.
2. An individual who pays their dues must wait until the next meeting in order to be a voting member.

### **ARTICLE IX SCHOLARSHIPS:**

1. Only graduating Rouse High School seniors may apply.
2. Applicants must be a current participation fee paid member of the Rouse FFA.
3. The Booster Club will award scholarships based on merit system with amounts dependent on available funds.
4. Funds will be split into two installments for use in the students first two consecutive semesters.
5. All first installment documents required for payment must be turned into the Booster Club President, two weeks prior to the first day of fall classes.
6. All second installment documents, proof of enrollment, and transcripts must be turned into the Booster Club President prior to January 15<sup>th</sup> for all spring semester classes.

### **ARTICLE X LIVESTOCK / PROJECT SHOW PREMIUMS:**

1. Funding is available for current participation fee paid members of the Rouse FFA.
2. Rouse FFA Booster club will payout premiums based on class placings at WCLA.
3. Premiums will be awarded at the annual Rouse FFA Banquet.
4. Rouse FFA members are only eligible for funding on one project per year. If a member has more than one project entered they will be paid out based on their highest class placing.
5. Any exhibitor, parent, or other individual assisting the exhibitor, who violates any rules, or conducts themselves in a manner requiring disciplinary action from LISD administration or law enforcement during WCLA will be ineligible to receive a premium from the booster club.

## Rouse FFA Constitution and Bylaws

6. Any exhibitor, parent, or other individual assisting the exhibitor, who violates any rules, or conducts themselves in a manner requiring disciplinary action from LISD administration or law enforcement while at the Rouse FFA barn or shows will be ineligible to receive a premium from the booster club.
7. Total amount spent on premiums will be set by the Rouse FFA Booster Club Board of Directors on or before the December booster club officer meeting.
8. Premiums will be based on the following percentage schedule -
  - A. Total amount spent on premiums will first be divided by the total number of categories entered by Rouse FFA members with Livestock receiving 60%, Ag mechanics receiving 30%, and all other specialties receiving 10%.
  - B. Within each of these categories the premiums will be paid as follows -  
1st place= 30%, 2nd place= 25%, 3rd place= 20 %, 4th place= 15%, 5th place= 10%.  
This percentage is out of each category's portion of the premiums, not the total amount decided on by the board.
  - C. Percentages not paid out (due to Rouse kids not placing in all of the top 5 places for a designated category) will not be reallocated and will remain in booster club funds to help students in other ways.
  - D. The percentage paid cannot exceed the total amount the board sets and will be adjusted accordingly by the board.

The Constitution and Bylaws are the Articles of our club. The constitution and bylaws is the only governing instrument of our organization. We have grouped them together to serve as our governing instrument.