**Katy FFA Booster Club By-Laws**

**Article 1** **Name**

 The name of this club shall be the Friends of Katy FFA.

**Article 2** **Objectives**

A non-profit organization to support the youth that participate in the Katy High School FFA Program.

**Article 3** **Membership & Dates**

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

Section B- The club shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section C- Only members in good standing of the association shall be eligible to participate in its business meetings or to serve in any elective or appointive positions.

Section D- Each member of the club shall pay annual dues as determined by the executive board for the current year.

**Article 4** **Officers & Their Election**

Section A- The officers of this club shall be President, First Vice President, Second Vice President, Secretary, Treasurer, and Reporter. Each officer shall be parent or guardian of active FFA member. The officers of this club shall constitute an executive committee. Other offices may be created by the executive committee and voted on by the general membership, on an as-needed basis.

Section B- The officers shall be elected in April by popular vote of the Booster Club Membership from a slate of candidates by a nominating committee at the March meeting. The newly elected officers shall take office in June. The officers of the club shall be elected for a one-year term. No officer can serve over two (2) consecutive terms in the same office.

Section C- A vacancy occurring in an office shall be filled by a vote of the executive committee.

**Article 5** **Duties of Officers**

Section A- The President’s duties shall include:

* Coordinate and conduct Booster Club officer meeting
* Represent Booster Club at Student & Parent meetings
* Act as Liaison between Ag Advisors and Booster Club members
* Represent Booster Club at KHS President’s Council
* Assist in Officer Recruitment activities
* Review and Sign checks for expenditures

Section B- The First Vice President’s duties shall include:

* Assist President with running Booster Club
* Assist President and Vice Presidents
* Maintain inventory of all sale items
* Focal Point for Booster Club officer recruitment
* Chairperson on the Officer Nomination Committee

Section C- The Second Vice President’s duties shall include:

* Assist President and Vice Presidents
* Coordinate Fund Raising Activities
* Assist Treasurer with fund verification after all fund raising events
* Member of the Recruiting Committee
* Chairperson of the Concession committee

Section D- The Third Vice President’s duties shall include:

* Assist President and Vice Presidents
* Member of the Recruiting Committee

Section E- The Secretary’s duties shall include:

* Document Activities of all meetings
* Publish minutes for all meetings
* Member of Recruiting Committee
* Chairperson of Project Sign Committee

Section F- The Treasurer’s duties shall include:

* Maintain checkbook for Booster Club
* Create and maintain annual budget
* Manage all receipts and disbursements for Booster Club
* Member of Recruiting committee
* Verify cash receipts after all fund raising activities

Section G- The Reporter’s duties shall include:

* Liaison between Katy Times, Houston chronicle, and Booster Club for event notices
* Photo Focal Point for all events for Slide show photos
* Member of Recruiting Committee

Section H- The Historian’s duties shall include:

* Keep a record of the club’s accomplishments
* Keep a record of the club’s activities
* Collect pictures and news clippings about the club and its members

Section I- The Parliamentarian’s duties shall include:

* Assist President with effective meeting management
* Review agenda prior to meeting
* Advise President during the meeting, as needed
* Ensure organization rules are followed

**Article 6 Check Authorization**

The treasurer, or signer, has authorization to write checks for all approved budget items, for the amounts allocated, unless otherwise approved by the executive committee.

**Article 7 Meetings**

The Booster Club general membership will meet during the FFA meetings, as outlined in the FFA Student Handbook.

**Article 8 Standing & Special Committee**

 Article A- Standing committees shall be appointed by the President.

 Article B- Special committees shall be appointed or elected as needed.

**Article 9 Special Called Meeting**

A special called meeting shall pertain only to the business for which the meeting is called.

**Article 10 Fiscal Year**

 The fiscal year of the Booster Club shall be from June 1 to May 31.

**Article 11 Parliamentary Authorized**

 Robert’s Rules of Order Revised.

**Article 12 Amendments**

These by-laws may be amended at any regular meeting to the Booster Club by a two-thirds vote of the members present and voting; provided that notice of the proposed amendment shall have been given at the previous meeting.

**Article 13 Disbandment**

In the event the Booster Club disbands, its assets shall be distributed to the Katy FFA Chapter.

Approved 4.25.16