

FRESNO-CENTRAL AG BOOSTERS BY-LAWS

ARTICLE I – MEETINGS

1. The first regular meeting shall *be held in July. The fiscal year shall be from July 1st to June 30th.*
2. Regular meetings are to be scheduled a minimum of once a month.
3. Special meetings may be held at anytime a majority of the Executive Council desires. The President must canvas the Executive Council before any special association meeting may be called.

ARTICLE II – AGENDA

The agenda of each month shall be prepared by the Executive Council or President and presented at the beginning of each meeting.

ARTICLE III – PROCEDURES

The following shall be the order of business for all regular meetings of the Fresno-Central Ag Boosters, unless changed by a two-thirds (2/3) vote of the active membership present at the meetings or by a vote of the Executive Council.

1. Call to Order
2. Flag Salute
3. Reading, correction and adoption of the minutes of the previous meeting
4. Treasurer's Report
5. Advisor's Report
6. Principal's Report
7. Reading of correspondence
8. Old Business
9. New Business
10. Next Meeting
11. Adjournment

ARTICLE IV – PARLIAMENTARY PROCEDURE

Roberts Rule of Order, revised. shall be the authority on parliamentary procedure at all meetings.

ARTICLE V – OFFICERS

1. The President shall preside at all meetings of the Fresno-Central Ag Boosters and Executive Council. *The President shall not vote except in the event to break a tie.*
2. The president shall appoint all special committees, with the approval by the Executive Council, and he/she shall be an ex-officio member of all committees. He/she shall sign all orders drawn upon the treasury; he/she shall call meetings of the Executive Council, suggest policies and plans for all committees and shall be held responsible for progress and work of the organization.
3. The Vice-President shall serve as assistant to the President in all duties of that office and shall assume these duties during any absence of the President.
4. The Secretary shall publish and keep a careful record of the proceedings of each association meeting and of each Executive Council meeting. He/she shall maintain an accurate roster of association members as supplied by the Treasurer and an accurate list of all standing and special committees. He/she shall provide a sign-in sheet at each meeting to establish a quorum. A copy of this sign-in sheet shall become a part of the association's permanent record. He/she shall provide an agenda to be appropriately posted for each business meeting, regular or special, in cooperation with the President. He/she shall carry on all association correspondence as directed by the President.
5. The Treasurer shall receive all funds belonging to the Fresno-Central Ag Boosters and pay out on orders signed by the President. He/she shall keep an itemized account of receipts and expenditures and make a written report of the same to the members at each regular meeting. He/she shall maintain an accurate record of active members in the association, providing a copy to the same to the Secretary and to the association in general. *At the end of each fiscal year he/she shall submit all financial records for audit by two (2) impartial members.*
6. The Reporter shall publicize the organization events through *all available and practicable resources, including those within the school and the community.* He/she shall be the public relations person and strive to keep the lines of communication open between parents, students and faculty.
7. The Sergeant-At-Arms/*Parliamentarian* (generally the outgoing President or elected by the organization) shall maintain order at monthly meetings and make sure that Roberts Rule of Order are followed.

ARTICLE VI – DUTIES OF THE EXECUTIVE COUNCIL

1. The duties of the Executive Council shall be to act upon matters of business covered by these By-laws and its Constitution which arise between the regular meetings of the Fresno-Central Ag Boosters, to make recommendations to be acted upon by the membership, to fill vacancies which arise between annual meetings and to appoint the Elections Committee by the President.
2. The members of the Executive Council elected by the association should be appointed chairman of the Special Committees by the President.

ARTICLE VII – EXPENDITURES

1. *Any officer may make emergency expenditures for the organization, with approval from the Executive Council, up to a sum of ~~\$100.00~~ \$150.00, without the vote of members between meetings.*
2. *Any expenditure above \$150.00 must be pre-authorized by a simple majority vote of members at a regularly scheduled meeting where a quorum is present.*
3. *A budget is to be set for approved fund-raisers. Expenditures can only exceed the budget amount if approved by a quorum vote of the membership at a general meeting.*

ARTICLE VIII – FINANCIAL ACCOUNTING

1. *The President, Vice-President and Treasurer are authorized to sign on and have access to the bank account(s).*
2. *All funds must be dual custody counted, cataloged (checks and/or currency count) and totaled with signature verification by both the Submitter and Treasurer at time of transfer.*
3. *All funds collected from Booster activities shall be turned over to the Treasurer by the next regular meeting, together with a Transfer/Deposit form.*
4. *At events hosted by the Boosters, all available funds shall be accounted for at the day(s) conclusion and turned over to the Treasurer with a Transfer/Deposit form.*

5. *A payment voucher must be completed and approved before any funds can be dispersed.*
6. *No check or payment voucher can be signed or approved by the Pay to the Order of.*
7. *Two signatures, the Presidents and the Treasurers, are required on all checks, except when Article VIII, paragraph 6 applies, in such case the Vice-President shall be the second signature.*

ARTICLE IX – SCHOLARSHIPS

1. The President shall appoint a scholarship committee. To be a member of the Scholarship Committee, you cannot have your student applying for the scholarship. The number and amount of the scholarship(s) will be recommended by the committee and approved by a quorum vote of the membership.
2. *The recipient of such scholarship shall be disbursed the funds awarded only upon proof of enrollment. Proof of enrollment is satisfied by a letter from the Registrar of the institution indicating acceptance at the institution. The student must also provide a class schedule showing full-time enrollment in a minimum of twelve (12) units.*

Revised and Adopted April 11, 2012

FRESNO-CENTRAL AG BOOSTERS CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Fresno-Central Ag Boosters (Boosters).

ARTICLE II - PURPOSE

The purpose of this organization shall be:

1. To promote the ideals of leadership, sportsmanship, work, fellowship and service to others through participation in the Future Farmers of America.
2. To assist the Vocational Ag Department in the execution and supervision and planning of extra and co-curricular FFA activities.
3. To promote the sale of livestock and other FFA student projects.
4. To raise funds for various FFA functions and activities not normally considered fundable by the district.
5. To foster good fellowship and establish a line of communications between the school, the ~~Vo. Ag Depts.~~ *Vocational Ag Departments* and the community.

ARTICLE III – MEMBERSHIP

1. Membership in this organization shall be open to all parents, guardians, family and community of agricultural students and friends of the FFA.
2. Members shall consist of those members who have paid their dues ~~and remain in good standing.~~
3. Membership shall not be dependent on any other association or organization.
4. A list of paid members shall be kept by the Treasurer and revised at each regular meeting and posted before each regular meeting.
5. *Only active members have voting privileges.*

ARTICLE IV – DUES

1. ~~The annual Fresno Central Ag Boosters dues shall be established at the last regular meeting of the year and payable at the first regular meeting of the year that coincides with the start of each school year. Annual Boosters membership dues shall be set in an amount determined by simple majority vote of the active Members present at the last regular meeting of each fiscal year and shall be due and payable at the first regular meeting of the subsequent fiscal year. Dues shall be applied to the fiscal year in which paid; regardless of when during the fiscal year said dues are paid.~~
2. Members who ~~are delinquent in~~ *have not paid* their dues shall not have voting privileges in the organization as long as ~~the delinquency exist~~ *said dues are unpaid.*
3. Payment of ~~delinquent~~ dues shall immediately restore any member to active membership.
4. ~~Family membership entitles two (2) adults (18 years or older). Family members each receive a vote, no vote is to be by proxy. Payment of dues entitles two (2) adults (18 years and older, non-high school student) residing at the same address to membership. Each family member is entitled to their individual vote. No vote shall be made by proxy.~~

ARTICLE V – OFFICERS

1. The officers shall be the President, Vice-President, Secretary, Treasurer, Reporter and Sergeant-At-Arms.
2. The officers, together with one ~~Voc.~~ *Vocational* Ag. Teacher, chosen by the department, shall constitute the Executive Council.
3. The past President shall be the Parliamentarian and Sergeant-At-Arms. If no Past President is willing or able to serve, one shall be elected by poll *vote of membership.*
4. Election of officers shall be held at the April meeting each year and the officers shall be ~~installed~~ *introduced* at the ~~May~~ FFA Spring Awards Banquet. This will coincide with the FFA election and installment of officers. The term of office will be one (1) year from ~~May to May.~~ *(Effective 1-29-85) July 1st to June 30th.*

5. Vacancies are to be filled by Presidential ~~appointment~~ *nomination* and ratified by the Executive Council *by simple majority vote.* (~~Effective 1-29-85~~)
6. All officers are expected to attend all Fresno-Central Ag Boosters meetings or advise another officer of the inability to attend. Should an officer fail to attend two (2) consecutive meetings without adequate excuse, the Executive Council may declare that office position vacant. An officer may be impeached for the following reasons: neglect of duties, lack of communication with the remaining board, misappropriation of funds or going against directives of the board or membership. Pending impeachment of officers, paid members will receive a letter regarding upcoming officer removal. An officer can be removed from office with two-thirds (2/3) vote of attending paid members *at a regularly scheduled meeting were a quorum is present.*

ARTICLE VI – QUORUM

1. A quorum shall consist of ~~five (5)~~ *four (4)* paid members plus a minimum of ~~four (4)~~ *three (3)* officers.

ARTICLE VII – AMENDMENTS

1. This constitution may be amended by a two-thirds (2/3) vote of the paid membership present at the annual meeting, provided notice in writing of a proposed amendment has been filed with the Secretary and presented at the meeting preceding the one at which it is to be voted upon.
2. By-Laws may be adopted, deleted or revised at the annual meeting by a two-thirds (2/3) vote of the paid membership.

ARTICLE VIII – MISCELLANEOUS

1. Upon the dissolution of the organization, any remaining funds and/or equipment shall revert to the Fresno-Central FFA program.

Revised and Adopted July 8, 2009