

Article I. The Organization

Section 1.1 The name of the organization shall be the "Belton FFA/4-H Booster Club", which may hereinafter be referred to as the "Booster Club" or "this organization" for the sake of brevity.

Section 1.2 The Booster Club is a non-profit organization and shall establish its principle office in the City of Belton, Bell County, Texas.

Article II. Purpose and Structure

Section 2.1 The Booster Club is organized for charitable, religious, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the Code), and the Texas Tax Code, Section 11.18; and to promote agricultural science and technology education through its support of Belton area FFA Chapters and 4-H Clubs. The specific list of supported Chapters and Clubs will be updated annually when Chapters and Clubs are chartered each year. This list will be filed annually with General Membership Meeting Minutes

Section 2.2 This organization will accomplish these goals through volunteer members who will organize and conduct fundraising activities to provide financial support to the Booster Club's endeavors.

Article III. General Policy

Section 3.1 These bylaws are established to govern the conduct of this organization.

Section 3.2 This organization is a non-profit organization, and as such shall conduct its business as a charitable organization consistent with the provision and requirement of Sections 501(c) (3) and 170(c)(2) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of future tax laws. Notwithstanding any other provisions of these bylaws, this organization shall not carry on any activities not permitted to be

carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 3.3 This organization does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies or in its membership.

Section 3.4 This organization shall be non-commercial, non-sectarian, and non-partisan. This organization shall not, directly or indirectly, participate in any manner in any political campaign on behalf of or in opposition for any candidate for public office, nor shall it, directly or indirectly, contribute to any political campaign on behalf of or in opposition to any candidate for public office.

Section 3.5 No part of the net earnings of this organization shall benefit or be distributed to any of its members, directors, or officers, except that this organization shall be empowered to reimburse persons who have made authorized expenditures of their monies on behalf of this booster club. This organization may also pay any person for services rendered in furtherance of the purposes set forth in Article II above. Any conflict of interest must be avoided in the hiring of any person or persons who render their services on behalf of this organization.

Article IV. Membership

Section 4.1 Membership is open to anyone at least 18 years old and interested in promoting youth agricultural science and technology education. Only one Membership is required per immediate family.

Section 4.2 Active Members are individuals who will benefit the Booster Club and FFA / 4-H youth by materially participating in the Booster Club as defined in Section 4.5. Active members shall be entitled to one vote per family at General Membership meetings. Active members may vote, participate in all Booster Club activities, general membership meetings and become officers, directors or committee members. Only

children of Active Members are eligible to receive scholarship funds, funds related to the BCYF Auction or livestock project disbursements. Other children may receive scholarship funds, add on funds to the BCYF Auction or livestock project disbursements if motioned, seconded and approved by a majority vote of the General Membership. Active Member dues are \$20.00 annually.

Section 4.3 Inactive members are individuals who support the Booster Club and FFA/4-H youth but are unable to or choose not to materially participate in Booster Club activities, meetings or fundraising events. Inactive members may not vote at General Membership meetings, become officers, directors or committee members. Inactive Member dues are \$20.00 annually. Active members who fail to materially participate in the organization, as defined in Section 4.5, will have their membership defaulted to that of Inactive Member.

Section 4.4 Supporting Members are businesses or individuals who will benefit the Booster Club and FFA / 4-H youth through financial support, other resources or contributions. In return these businesses / individuals will be recognized at Booster Club events, programs and through Booster Club Social Media or other literature produced by the Booster Club. Supporting members may attend General Membership meetings, but may not vote or hold office. Supporting Member dues are \$50.00 annually. At the discretion of the Club, Supporting Membership tiers may be established based upon the level of support (e.g. Gold, Silver, Bronze, etc.) and recognized accordingly.

Section 4.5 Material participation in the Booster Club is defined as raising a minimum of \$500 through any one of or combination of club fundraisers during the membership year **AND** assist, help, work or otherwise participate in at least one club event/fundraiser during the membership year. Exceptions to the "Material Participation" requirements can be granted if motioned, seconded and approved by a majority vote of the General Membership.

Section 4.6 All persons seeking membership shall complete a membership application. Membership shall be for a period of one year beginning in September and ending in August. Membership dues are to be paid no later than the September General Membership meeting. Membership in this organization confers no ownership interest in its assets, only the right to vote and participate in booster club activities.

Article V. Meetings

Section 5.1 In all instances not provided by these bylaws, the rules of order and parliamentary procedure contained Robert's Rules of Order shall govern the conduct of all meetings of this organization.

Section 5.2 There will not be a General Membership meeting in February, unless otherwise designated. All members shall be notified of General Membership meetings via e-communication (email, text or other app), the Club's web page or Social Media page(s) at least two days prior to the meeting.

Section 5.3 The Executive Committee shall meet as needed throughout the year. Committee meetings may be called as deemed necessary by the President or by any two Committee Members. In this case, each Committee Member, as well as the General Membership, shall be given at least 72 hours prior to the meeting, not including weekends and holidays, of the time, date and place of the Executive Committee meeting.

Section 5.4 Special General Membership meetings may be called by the President or a majority of the Executive Committee, or upon written request of five (5) Active Members of this organization. Notice of the purpose of and of the time, date and place of any Special General Membership meeting shall be given at least 72 hours prior to the meeting, not including weekends and holidays. Business transacted at a Special General Membership meeting shall be limited to the purpose(s) for which the meeting was called.

Section 5.5 The order of business at any General Membership meeting of this Booster Club shall include:

- (a) Call to order
- (b) Reading of the minutes
- (c) Report of the Treasurer
- (d) Report of the Committees
- (e) Old Business
- (f) New Business
- (g) Chapter News / Announcements – Report by Ag Science Teacher
- (h) Adjournment

Section 5.6 Voting by proxy is prohibited by this organization.

Article VI. Executive Committee, Directors and Officers

Section 6.1 The Executive Committee of the Booster Club shall consist of duly Elected Officers and five Directors. The Officers and Directors shall serve on a volunteer basis and receive no pay or other compensation for their services.

Section 6.2 The officers shall be the President, Vice-President, Treasurer, Secretary and Reporter.

President:

- 1) The President shall preside at all meetings and shall vote only in case of a tie or by secret ballot.
- 2) The President shall appoint and serve as ex-officio member of all committees.
- 3) The President will coordinate the activities of this organization as well as the work of the Officers and Committees.
- 4) Be an authorized signer on all bank accounts of this organization for the disbursement of funds and be authorized to approve the disbursement of any unbudgeted expenditure necessary and in the interest of this organization not to exceed \$500.00 provided a disbursement voucher is completed which includes an explanation to justify the expenditure and which is presented to the Board for approval at its next meeting.

BYLAWS OF THE BELTON FFA/4-H BOOSTER CLUB

- 5) Prepare, with the assistance of the Treasurer, and present a proposed budget for each fiscal year at the May General Membership meeting for its approval by a majority vote.
- 6) Be responsible for making certain that all state and federal tax reporting requirements are complied with in order to maintain the tax exempt charitable status of this corporation consistent with the provision and requirement of Sections 501(c) (3) and 170(c)(2) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of future tax laws.
- 7) Be responsible for the appointment of an audit committee or for retaining the services of a CPA to conduct the audit, subject to the approval of the Board for the required annual audit of records, or request an interim audit if the need arises during the year.
- 8) Perform such other duties as are prescribed in these bylaws.

Vice-President:

- 1) The Vice-President shall perform the duties of the President in his/her absence, and otherwise perform those duties assigned to him/her by the President.
- 2) Be an authorized signer on all bank accounts of this organization for the disbursement of authorized funds.
- 3) Perform any other specific duties as outlined by these bylaws.

Treasurer:

- 1) The Treasurer shall be a conscientious steward of this organization's funds by receiving and depositing funds in a timely manner and keep up-to-date records of receipts, disbursements, assets and liabilities.
- 2) Provide a financial report to the Executive Committee and General Membership on the finances (including receipts and expenditures) of this organization at all called meetings. A written copy of the report should be made available to the Board and General Membership and a copy of that report should be provided to the Secretary to be included as part of the minutes of the meeting at which it was presented.
- 3) Be an authorized signer on all bank accounts of this organization for the disbursement of funds.

BYLAWS OF THE BELTON FFA/4-H BOOSTER CLUB

- 4) Pay out funds for all budgeted items, and any unbudgeted item up to \$500.00 with the approval of President and any unbudgeted item in excess of \$500.00 with the approval of the Executive Committee.
- 5) Assist the President in the preparation of the annual budget to be presented to the General Membership at its May meeting for approval.
- 6) Be responsible for overseeing the completion of and timely filing of any and all required forms with the Internal Revenue Service or any other taxing entity required for this organization to maintain its tax exempt status as a non-profit charitable organization by its due date each year.
- 7) Prepare the Annual Financial Report of all income and expenditures for audit by the Audit Committee by April 15th of each year or upon resignation (The Annual Financial Report will be prepared by the Treasurer of the audit year.) Make all financial records, bank statements, receipt books, and any other records or documents available to the Audit Committee and be available to the Audit Committee to answer any questions at the time of the audit. If the services of a CPA have been engaged to conduct an examination of the financial records, cooperate with the CPA by making all financial records, bank statements, receipt books, and any other records or documents available to the CPA.
- 8) Keep a complete record of procedures and duties of the Office to turn over to the incoming Treasurer together with all financial records of this organization in his/her possession.
- 9) Perform other duties required by these Bylaws or assigned to him/her by the President.

Secretary:

- 1) Prepare, sign and maintain a file of the minutes of business transacted at all regular and special meetings. Read and provide a written copy of the minutes of the previous meeting for review and approval at each meeting.
- 2) Responsible for all official club correspondence and maintaining the membership roster.
- 3) Keep and maintain a record of attendance of members present at General Membership meetings and all Booster Club fundraisers / functions.

BYLAWS OF THE BELTON FFA/4-H BOOSTER CLUB

- 4) Keep and maintain a record of all current Officers, Board Members and Committee Members.
- 5) Read and report on any important correspondence at meetings received since the previous meeting of either the Board or General Membership.
- 6) Initiate a reply, and create and send any correspondence on behalf of this organization as requested by the President or Board of Directors and maintain a file of all correspondence.
- 7) Be a steward of the records of previous years of this organization.
- 8) Perform those duties required by these Bylaws or assigned to him/her by the President.

Reporter:

- 1) Administer and keep up to date information available through the Club's website and/or Social Media sites.
- 2) Provide local media with coverage of events of the organization.
- 3) Notify the Membership of all regular and/or special meetings.
- 4) Perform other duties as required by these Bylaws or assigned to him/her by the President.

Section 6.3 Directors: The Directors shall serve on the Executive Committee as part of the governing board. Directors shall consider scholarship applications and award the scholarships.

Section 6.4 The Executive Committee of this organization shall:

- (a) Have the general supervision of the affairs of and act in the best interests of the Booster Club.
- (b) Formulate the policies of this organization after research, discussion, and adoption process. All questions of new policy shall first be referred to and considered by the Board.
- (c) Approve and recommend to the General Membership an annual budget to be voted upon by the General Membership at the first General Membership meeting in May of

each year.

(d) Approve by majority vote the Members and Chairs of Committees appointed by the President.

VII. Election of Officers

Section 7.1 Each Officer and Director of this Booster Club shall be a current Active Member of this organization.

Section 7.2 The offices of President and Treasurer may not be held by members of the same immediate family. "*Immediate Family*" is defined in these bylaws to include a relationship of only one step away, *i.e.* brother/sister, husband/wife, parent/child, mother or father-in-law/son or daughter-in-law, or brother-in-law/sister-in-law.

Section 7.3 A motion to elect new Officers and Directors should be made at the January General Membership Meeting. Nominations should be open for each individual office in reverse order. Nominees do not need to be present to be nominated. If a nomination comes from the floor and the nominee is not present to confirm consent to be nominated, written consent from that nominee must be provided before such nominee may be added to the ballot. All nominees for elected Office shall have been an Active Member of this organization for at least the current and prior year.

Section 7.4 The election of Officers and Directors shall be by written ballot in the event there is more than one candidate for an office and take place at the March General Membership Meeting. Each Officer and Director shall be elected by a simple majority of voting members present at the meeting

Section 7.5 The term of office for each Officer is one year beginning April 1st. Officers may be reelected to the same office, limited to a two-year term limit in office. Any person appointed to fill an unexpired term is eligible for the same office the following year and may be elected to a second term. The term of office for Directors is two years.

Three Directors will be elected in odd numbered years and two Directors will be elected in even numbered years. Directors may not be re-elected to consecutive terms.

Section 7.6 Except for a vacancy in the office of the President, it is the duty of the President to recommend a member to be appointed to serve the remainder of the unexpired term of a vacant Officer or Director position, subject to the approval of a majority of the Board of Directors.

Section 7.7 In the case of a vacancy in the office of the President; the Vice-President shall assume the position of President and the Vice- President Position shall be filled as provided in Section 7.6.

Section 7.8 Elected Officers and Directors shall be installed and assume their duties April 1st. Each out-going Officer shall turn over all records that belong to this organization to his/her successor no later than April 30th.

Article VIII. Committees

Section 8.1 The Standing Committees of this organization shall be the *Audit Committee, Scholarship Committee, BCYF Buyers Committee and The BCYF Livestock Project Disbursement Committee*. The members of these Committees shall be appointed by the President with the approval of the Executive Committee.

Section 8.2 *Audit Committee* shall consist of two Active Members of this organization who are not members of the Executive Board and the Secretary of the Audit year. The committee shall be appointed by the President at the March meeting of the Board and approved by a majority vote of the Board. This Committee shall select its own Chairman.

- a) The Audit Committee may be guided in its function by the previous year's audit report and the monthly reports and year-end report of the Treasurer. The committee is charged with conducting an independent examination of the

financial statements and records of this organization. The Treasurer in office for the year being audited shall be available to the Audit Committee at the time of the audit to answer questions, but is not a member of the Audit Committee.

- b) Upon completing the audit, the Audit Committee will prepare a written report noting any questions or irregularities, which will be signed by all members of the Audit Committee. The Audit Committee will complete its report by April 30th and will forward it to the President. The Audit Committee will make its report to the General Membership at the May meeting.
- c) In lieu of an Audit Committee, the Executive Committee may elect to retain the services of an accounting firm to perform the required audit. In this case the audit report will be presented to the General Membership by the President.

Section 8.3 Scholarship Committee is comprised of the current five Directors. If a Director has a graduating senior or is kin to any of the scholarship applicants, the Director will be replaced with a volunteer selected and approved by majority vote of the Executive Committee.

- a) The Committee may issue scholarships to graduating seniors going on to higher education at an accredited two or four year institution, Technical College or Certified Vocational Training program.
- b) Scholarship applications must be received by the announced deadline (usually April of each year) in order to be considered.
- c) The committee will score the scholarship applications in accordance with the approved rubric.
- d) Scholarships are available to students who meet the qualifications contained within the Scholarship Application Instructions.
- e) The total amount of monies awarded for scholarships will be identified in the Club's annual budget plus any scholarship funds carried over from the previous year.
- f) Scholarship committee members will decide on the value of each scholarship to

award based on the overall scores of the application.

- g) The scholarship committee is not required to give all monies allotted for scholarships within the given year or to award scholarships to all applicants.
- h) Scholarship awards will be announced at the Annual FFA Banquet.
- i) Scholarship payments shall be in the form of checks payable directly to the scholarship recipient and payable in accordance with the Scholarship Application Instructions.

Section 8.4 Bell County Youth Fair (BCYF) Buyer's Committee will be appointed at the January meeting and consist of 3-5 Active Members serving on a voluntary basis. This Committee shall select its own Chairman.

- a) **It is the responsibility of the youth exhibitor and parents of the youth exhibitor to solicit a buyer(s) for their livestock project.** The Buyer's Committee will be responsible for coordinating group buyers from those solicited by the youth exhibitor and/or parents of the youth exhibitor. The Buyer's Committee may assist in locating potential buyers and/or donors of "add-on" money the day of the BCYF Auction.
- b) The Committee may purchase an eligible livestock project on behalf of the Booster Club in the event a buyer(s) is unable to be located if approved by the Membership at the January meeting. The maximum expenditure of the Buyer's Committee should also be determined at the January meeting.
- c) This Committee will provide assistance, as needed, to the BCYF the day of the auction.

Section 8.5 BCYF Livestock Project Disbursement Committee is comprised of the Booster Club Executive Committee (All Officers and 5 Directors). The purpose of this Committee is to equitably distribute funds to all eligible youth of Active Members that exhibited an eligible livestock project at the BCYF.

- a) Disbursement amounts will be determined by majority vote of the Executive Committee and based upon available funds and the number of exhibitors. A spreadsheet will be used listing eligible youth and available funds to determine an equitable distribution of funds. Once completed, a copy of this spreadsheet will be provided to the membership when disbursements are made and made a part of the meeting minutes.
- b) Eligible livestock include Market Steer, Commercial Steer, Beef Heifer, Market Swine, Breeding Swine, Market Lamb, Breeding Sheep, Meat Goat, Breeding Meat Goat, Rabbit Fryers, Breeding Rabbits, Commercial Broilers, Roasters, and Turkeys, as described in the BCYF Handbook.
- c) An eligible livestock project that was raised and validated to show at the BCYF, but did not die due to death, illness or injury is eligible for the appropriate livestock project disbursement, less any funds received through the sale or disposition of the animal. This disbursement is at the discretion of the General Membership and only authorized if the recommendation is made, seconded and passed by a majority vote of the membership.
- d) Youth exhibitors will receive the designated disbursement for one eligible livestock entry.

Section 8.6 The Executive Committee may create such additional committees as it deems necessary to carry on the work of the organization. The President shall appoint each Committee with the approval of the Board.

Section 8.7 All standing and special committees shall be conducted by majority vote of the Committee members present.

Section 8.8 Each Committee Chair shall make a record of the activities of the Committee and report any activity or needs to the President. Each Committee Chair shall attend all General Membership meetings and present reports to the membership.

Article IX. Financial Business

Section 9.1 The fiscal year for the Belton Area Youth Booster Club shall begin on 1 April and end 31 March of each year.

Section 9.2 All expenditures and disbursements shall be made by check and each check must be signed by two of the following three positions: President, Vice-President, or Treasurer. A disbursement voucher which clearly identifies the expenditure shall be completed for all expenditures regardless of amount and appropriate documentation (invoice, receipt) should be attached to the disbursement voucher.

Section 9.3 No Officer shall be a signer for any check that is payable to himself or any person to whom such Officer is related by blood or marriage.

Section 9.4 Bank statements should be reconciled within 30 days of the date of the statement to ensure that possible inaccurate transactions are identified and communicated to the financial institution for correction. Additionally, all bank signature cards shall be updated to remove any outgoing officer who is authorized signatories on this organization's accounts by April 30th of each year.

Section 9.5 Consistent with State and Federal requirements applicable to tax exempt, non-profit organizations all records of this organization, including but not limited to the minutes, financial records, reports, and other documents shall be available for inspection by all members of this organization as well as members of the general public upon request.

Article X. Amendment of Bylaws

Section 10.1 Amendments to these bylaws may be introduced at any General Membership meeting, but may not be acted upon at the meeting at which the proposed amendment is introduced.

Section 10.2 All proposed amendments to these bylaws shall be submitted to the General Membership one meeting in advance of the General Membership Meeting at which they are to be acted upon. The proposed amendments will be published at large to the voting members of this organization by the Secretary and conspicuous notice given that a vote will be taken on the proposed amendments at the next General Membership meeting.

Section 10.3 Any amendments to these bylaws must be passed by a majority vote of the members present at a regularly scheduled General Membership meeting.

Article XI Adoption of Bylaws

These Bylaws shall become effective upon adoption by the Executive Committee of this organization.

Article XII Dissolution

Upon Dissolution of this organization, after all liabilities and obligations of the organization are paid, satisfied and discharged, the property of the organization shall be applied and distributed in accordance with Section 22.304, Texas Business Organizations Code, as follows: All assets, in excess of liabilities, shall be transferred and distributed to the Belton FFA Chapter(s) supported by this organization; and if that is not possible then all assets in excess of liabilities, shall be distributed to the Bell County Agricultural Extension Office with specific instruction to disburse the assets for the exclusive use and benefit of the Belton area 4-H Clubs supported by this organization; and if that is not possible then all assets in excess of liabilities, shall be distributed to the Belton Independent School District administration with specific instruction to disburse the assets for the exclusive use and benefit of the Belton Independent School District Career and Technical Education Program; and if that is not possible then all assets of this organization, in excess of liabilities, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal

BYLAWS OF THE BELTON FFA/4-H BOOSTER CLUB

Revenue Code of 1986, as amended, or described by Section 170(c)(1) or (2), Internal Revenue Code, or corresponding section of any future United States Internal Revenue Law, as the Board shall determine, and any assets not so transferred shall be disposed of by a district court of the State of Texas having competent jurisdiction, to such organization or organizations qualified as exempt under the United States Revenue Law in a manner as said court shall determine best accomplishes the general purposes for which this corporation was organized. APPROVED AND ADOPTED this 19th day of March, 2019.

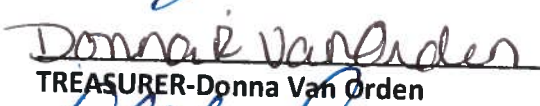
SIGNED:



PRESIDENT-Jeff Norwood



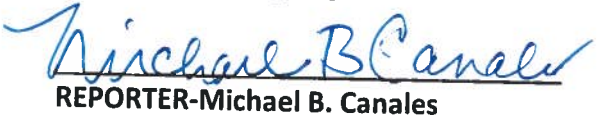
VICE PRESIDENT-Christy Jones



TREASURER-Donna Van Orden



SECRETARY-Alisha Lee



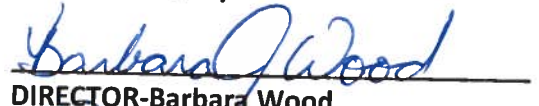
REPORTER-Michael B. Canales



DIRECTOR-Christa Quigley



DIRECTOR-Carolyn Coats



DIRECTOR-Barbara Wood



DIRECTOR-Angie Hitt



DIRECTOR-Lee Munz