

# **Wills Point FFA Alumni & Supporters Bylaws**

## **Article I: Name & Purpose**

Section A: The name of this chapter shall be the Wills Point FFA Alumni and Supporters (“*the Organization*”). It is a chartered local chapter of the Texas FFA Alumni and Supporters that in turn is chartered by the National FFA Organization.

Section B: The purposes for which this organization is formed are:

1. To support and promote the FFA organization, FFA activities, and agricultural education on local, state and national levels, with specific focus on Wills Point FFA Chapter.
2. To provide engagement opportunities to former FFA members and supporters of FFA and agricultural education.
3. To promote greater knowledge of the agriculture industry and to provide a tie between parents, teachers, students and supporters.
4. To help Wills Point FFA students in need.

## **Article II: Organization**

The organization acknowledges and supports, in full, the mission, motto and creed of the National FFA Organization, the Texas FFA Association and the Wills Point FFA Chapter.

## **Article III: Members**

Section A: Membership shall be open to anyone who has vested interest in the Wills Point FFA and supports agricultural education.

Section B: To be a member in good standing, a member must have paid membership dues and satisfied all other financial obligations to the Organization at or before the November meeting.

Section C: Annually the chapter must pay an annual fee that includes the National FFA Alumni and Supporters fee and any corresponding Texas FFA Alumni and Supporters fees which may be applicable.

Section D: The membership year shall be from August 1 through July 31.

## **Article IV: Meetings**

Section A: The order of business shall be as follows: A. Call to order, B. Reading of Minutes, C. Report of Treasurer, D. Report of Fundraising, E. Unfinished Business, F. New Business, G. Announcements, H. Advisors, and I. Adjournment. 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 business of the meeting should deal only with that agenda.

Section B: The Wills Point FFA Alumni shall hold regular monthly meetings.

Section C: Special meetings may be called by the President when advance notice is given to members through contact information provided.

Section D: Roberts Rules of Order: Roberts Rule of Order shall be the parliamentary authority at all meetings.

## **Article V: Officers**

Section A: The Wills Point FFA Alumni shall be administered by a group of officers elected from the membership at large. The officers, or the Executive Board, shall consist of President, Vice-President, Secretary, Treasurer, Parent/Student Liaison and two board members known as Faculty Advisors. The two Faculty Advisors will be two Agricultural Science Teachers at Wills Point High School. The officers shall be nominated by paper ballot at the April membership meeting, elected by paper ballot in May with a two month transition period instituted in order to allow new officers to learn the duties and then to become active August 1. Each term lasts for one year. Officers may be reelected with no maximum of consecutive terms per title allowed as long as the member(s) have been voted in by the Wills Point FFA Alumni. Vacancies during the year shall be filled by special elections by membership at a scheduled monthly meeting. The Executive Board can fill vacancies at interim until a quorum, or 2/3 vote, can be established and voted upon at a scheduled monthly meeting.

## **Article VI: Faculty Advisors**

Section A: Two Agricultural Science Teachers at Wills Point High School shall serve as (“Faculty Advisors”) to the Organization and the final decisions concerning organization activities shall rest with them.

Section B: The Faculty Advisors shall:

1. Advise the Executive Committee of the needs of the Wills Point High School Agriculture Department and FFA Chapter.
2. Be present at all Executive Committee and Regular meetings.

## **Article VII: Committees**

Standing or special committees shall be appointed by the president as the chapter or executive board shall from time to time deem necessary to carry out the work of the Organization. The President shall be an ex officio non-voting member of all committees.

## **Article VIII: Dissolution of Funds**

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 c(3) Revenue Code (i.e. charitable, educational, religious or scientific), or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for public purposes.

## **Article IX: Amendment of Bylaws**

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

Section B: These bylaws may be amended by submitting a written proposal for amending the bylaws at the May meeting. Voting for amendment changes will occur at the June meeting by a two-thirds vote of all present members.

## **Article IX: Dissolution of the Chapter**

Upon the dissolution of this FFA Alumni and Supporters chapter, all remaining assets, account balances, FFA branded materials, social media and financial account logins, organizational materials and records shall be turned over to the Wills Point FFA Chapter in which this organization was chartered to support.

# **Wills Point FFA Alumni & Supporters Policy**

## **Article I: Membership Policy**

Section A: Membership is per student family and is subject to payment of the annual donation of \$30.00 due no later than the November meeting. Membership to Wills Point FFA Alumni enables each family a voting voice and to receive individual scholarship funds/gifts from Wills Point FFA Alumni.

Section B: To be a member in good standing, a member must have paid membership dues and satisfied all other financial obligations to the Organization at or before the November meeting. All members must participate in at least one (1) annual event and help work at least one (1) fundraiser(s) that supports our FFA students in order to receive individual scholarship funds from the Organization.

## **Article II: Officers**

Section A: Duties of officers shall include the following:

**President:** The President shall preside at all meetings of the organization and perform all duties pertaining to the office. He/she shall, with the approval of the Executive Board and members, appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.

**Vice-President:** The Vice-President shall aid the President with all duties pertaining to the office. He/she shall, in the absence of the President, perform all duties of the President including serving as an ex-officio member of any committees.

**The Secretary:** The Secretary shall prepare, sign, and record all minutes of the Wills Point FFA Alumni Booster – of both the board and the general meetings. The Secretary shall send out “Unofficial Minutes” after each meeting in order to keep the members abreast of current events and activities. The Secretary shall attend to the necessary correspondence of the Wills Point FFA Alumni. Furthermore, the Secretary shall prepare and maintain a current roster of the names and current information of voting members.

**The Treasurer:** The Treasurer shall keep accurate records on the organization fundraising (including a profit/loss report of each fundraiser), dues, and purchases. Treasurer shall prepare and bring current bank statements to monthly meetings. Books will be audited for quality. Funds shall be deposited at American National Bank in a timely manner. Checks are required to have two signatures on all expenditures. No pre-signed checks are allowed. Checks issued to payee

may not be signed by that individual. Must have Executive Committee approval for any check written over \$500.

Parent/Student Liaison: The Parent/Student Representative shall be a liaison between student and parent needs, and the Alumni and Supporters group. This representative will bring the needs of individual students/parents to the group for consideration.

The Executive Committee members are President, Vice President, Secretary, Treasurer and 2 Agricultural Science Teachers.

Section B: Qualifications for becoming an officer:

1. Member in good standing.
2. Attended 50% of all regular meetings.
3. Consented to serving in such a 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 the position of Treasurer, fundraising chairperson, or serving as a check signer.
5. Officers may not be in the same membership family.

### **Article III: Meetings**

Meetings will be held at Wills Point High School Ag Classroom unless restrictions are in place preventing the use of the school facilities. In these instances the Alumni Executive board shall notify the members via mass notification methods of the revised meeting location. Meeting dates will be set at the first membership meeting each year in August.

### **Article IV: Committees**

Section A: Standing or special committees shall be appointed by the President as the association or Executive Board shall, from time to time, deem necessary to carry on the work of the organization.

Section B: Standing Committees of the Wills Point FFA Alumni:

1. Scholarship Application and Selection Committee
2. Fundraising Committee
3. Livestock Show Committee
4. Event Committee

## **Article V: Financial**

Section A: The Executive Board may spend up to \$500.00 as needed, with approval from the President. All expenditures exceeding \$500.00 must submit a budget for approval to the voting organization prior to expenditure.

Section B: Scholarships will be given to Wills Point FFA members as funds allow and based upon scholarship applications. A scholarship committee will award scholarships to students who meet the criteria established in the application by the scholarship committee. If the funds are not utilized after one school year (the student must claim by the end of June the following year), then the scholarship will be forfeited and all monies will be returned to the FFA Alumni Scholarship Account. Scholarship committee members can not serve on the committee if a relative is eligible for the scholarship in that current year.

Section C: Treasurer will handle all financial related matters of the organization. No other Executive Committee member or organization should manage billing or receipt of funds. All payments of the organization will require two (2) officer signatures, Treasurer and one(1) additional officer. No Agricultural Science Teacher is permitted to sign on any checks and/or payments.

Section D: No other organization can use the Wills Point FFA Alumni Federal Tax ID Number. Only alumni group related business or Alumni group administered scholarships can flow through the organization's banking account.

Section E: 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 by January 15th 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 F: The fiscal year of the organization shall be from August 1 through July 31 of each calendar year.