**Salinas High School FFA Ag Boosters**

**By-laws**

**Mission Statement**

The Salinas High School FFA Ag Boosters are dedicated to support and promote the FFA and Agriculture education at Salinas High School.

Table of Contents

Article I – Name

Article II – Purpose

Article III – Membership

Article IV – Membership Privileges

Article V – Meetings and Quorum

Article VI – Officers and Their Duties

Article VII – Election of Officers

Article VIII – Committees

Article IX – Code of Conduct

Article X – Removal of Officer or Member

Article XI – Requirements for Eligibility for Liability Insurance through the District

Salinas High School FFA Ag Boosters

By-laws

**Article I – Name**

Section 1: The name of this Organization shall be Salinas High School FFA Ag Boosters (A non-profit organization).

**Article II – Purpose**

The purpose of this Organization shall be to support the Salinas High School FFA Chapter’s efforts to:

Section 1: Develop competent and assertive agricultural leadership.

Section 2: Spread awareness of the global importance of agriculture and the Salinas High School FFA Chapter’s contribution to its wellbeing and our community.

Section 3: Strengthen the confidence of agriculture students in themselves and their work.

Section 4: Promote the intelligent choice and establishment of an agriculture career.

Section 5: Stimulate development and encourage achievement in individual agriculture experience programs.

Section 6: Develop competencies in communications, human relations and social abilities.

Section 7: Develop character, train for useful citizenship and foster patriotism.

Section 8: Build cooperative attitudes and relationships among agriculture students.

Section 9: Encourage wise management of resources.

Section 10: Provide organized recreational activities for agriculture students.

Section 11: Raise money to underwrite monetary needs of the school farm and other FFA activities.

**Article III – Membership**

Section 1: The organization shall be composed of parents of current and/or past students in the Agriculture Department at Salinas High School (SHS), members of the community and companies who are interested in the SHS Agriculture program.

Section 2: An individual, family or company can become a member of the Organization by paying their annual SHS FFA Ag Booster dues.

1. The annual dues are:
* Individual: $10.00
* Family (Immediate family only): $20.00
* Company/Organization: $50.00

Section 3: The Organization will keep a membership roster containing name, address, and office held at each membership meeting.

Section 4: All Officers are required to possess at least an individual membership to hold office. These dues must be paid at the first Booster meeting of the year.

**Article IV – Membership Privileges**

Section 1: All Members in good standing shall have the right to vote, hold office and make presentations at monthly meetings.

Section 2: All Members in good standing have the right to resign at any time.

Section 3: Members shall not use the name Salinas High School FFA Boosters for political or financial advantage.

**Article V – Meetings and Quorum**

Section 1: Meetings shall be held on the last Wednesday of every month unless there is a conflict with the School’s holiday schedule. Additional meetings shall be held as necessary.

Section 2: The Agenda for the regular, monthly meeting will be sent to the SHS FFA Ag Booster members via email prior to the meeting. The Agenda will include the date, time and location of the monthly meeting.

Section 3: The meeting will be governed by these By-laws and any dispute will be settled by Robert’s Rules of Order. <http://robertsrules.com/>

Section 4: Minutes shall be kept of all Booster meetings, indicating all action(s) taken. The minutes will be kept on file with the SHS FFA Advisor.

Section 5: A simple majority of the membership in attendance, at the meeting where the action is voted upon, shall constitute a quorum. Voting and/or actions taken without a meeting must be filed with the minutes of the proceedings of the next Member meeting.

Section 6: Any Officer can call for a special meeting at any time that the Officer deems necessary with three (3) or more Officers (a quorum) in attendance. Notice of the time and place of the special meeting must be given before the time of the meeting to the Officers.

Section 7: A concerted effort must be made to contact all Officers in the event a special meeting is called by any Officer.

**Article VI – Officers and Their Duties**

Section 1: President – it shall be the duty of the President to attend and preside at all meetings and to oversee all activities.

Section 2: Vice President – in the absence or disability of the President, the Vice President shall assume the duties of the President and support all officers as necessary.

Section 3: Recording Secretary – if both senior Officers are unavailable, the Recording Secretary shall preside over the meeting. The Recording Secretary shall keep an accurate record of the minutes of all meetings.

Section 4: Corresponding Secretary – The Corresponding Secretary shall send notices of meetings and agendas, attend to correspondence and send out publicity as directed.

Section 5: Treasurer – The Treasurer shall record Ag Booster receipts and bank deposits, present a monthly Treasurer’s Report, collect dues and serve as Chairperson of the Budget Committee.

Section 6: In addition to the above duties, every Officer must chair at least one Committee.

**Article VII – Election of Officers**

Section 1: Nominations will be open and accepted prior to the last regular meeting of the year. As soon as all nominations have been made, and the nomination process closed, the election proceedings will begin.

Section 2: Each member will write his/her selection on the ballot. Ballots shall be counted immediately by two (2) Member volunteers who are not on the ballot. The candidates receiving the most votes for each office shall then be elected to those positions. In the event of a tie, there will be successive ballots until a majority winner is declared.

Section 3: All Officers shall be elected by June 30th of each calendar year. Officer term is one (1) year, with elections held annually.

Section 4: New Officers shall assume their duties by July 1st.

Section 5: No Member shall hold the same office for more than two (2) consecutive years.

Section 6: Should an Officer resign or be removed (with or without cause) before the new elections are held, the President shall appoint a Member in good standing to assume the office until the next regular meeting when the vacancy can be filled.

**Article VIII – Committees**

Section 1: The Executive Committee shall consist of the elected Officers.

Section 2: The President shall appoint such committees as he/she deems necessary at any time or as directed by a majority of the Members present.

Section 3: Standing Committees: The President of the SHA FFA Ag Boosters shall appoint six (6) regular committees annually. They are as follows:

1. Budget Committee: Shall review the Treasurer’s reports on all SHS FFA Ag Boosters financial programs. The Chairman of the Committee will be the current Treasurer plus at least one (1) other Member of the Organization. Committee shall create a working budget at beginning of each year for Organization and each special event.
2. Bylaws Committee: The Bylaws Committee shall be formed at the beginning of the school year to discuss any changes that need to be made in the bylaws and will consist of at least two (2) people. Any changes will be brought before the SHS FFA Ag Boosters and voted upon for approval. New Bylaws may be adopted, amended or repealed by the majority vote of the Members of the Organization. Any amendment to these Bylaws shall indicate the date such amendment was adopted by the Organization.
3. Activities/Event Committee: Shall establish the annual activities for the year. This may include, but is not limited to the annual Teacher’s Breakfast, Cowboy Camp at the Salinas Valley Fair and all fundraiser activities. The Committee shall consist of at least three (3) Members.
4. Scholarship Committee: This Committee shall consist of at least one (1) Officer and two (2) Members, none of which may have a student who is currently a senior. They shall use accepted criteria to choose candidates and require proof of payment for classes at chosen college/trade school prior to payout. A specific fundraiser will be held annually to fund the scholarship. Monies collected are to be split between recipients of the award as the Committee deems appropriate.
5. Audit Committee: This Committee shall include one (1) Officer, other than the Treasurer, and at least one (1) Member. They shall audit the books from the prior year (ended in June) and have the results to present by the August meeting. This Committee will oversee the financial reporting process to ensure the balance, transparency and integrity of financial information.

**Article IX – Code of Conduct**

Section 1: Members in good standing are expected to be professional, courteous and respectful to School Administration, FFA Advisors, Teachers, Students and Parents.

Section 2: The SHS FFA Ag Boosters and its Members must, at all times, comply with all applicable laws and regulations. The Organization will not condone the activities of Members or Officers who achieve results through violation of the law or unethical business dealings. This includes, but is not limited to, any payments for illegal acts, indirect contributions, rebates and bribery. The SHS FFA Ag Boosters does not permit any activity that fails to stand up to the closest possible public scrutiny.

Section 3: Officers or Members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Organization has, or is likely to have, business dealings. Similarly, Officers or Members must not accept any other preferential treatment under these circumstances because their positions with the Organization might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Section 4: Officers or Members who have access to SHS FFA Ag Booster funds in any form must follow the prescribed procedures for recording, handling and protecting money as detailed in the SHS FFA Ag Boosters Bylaws. The SHS FFA Ag Boosters impose strict standards to prevent fraud and dishonesty. If Officers or Members become aware of any evidence of fraud or dishonesty, they should immediately advise the SHS FFA Ag Booster President, other Officer, Ag Advisor or School Administrator. When a Member’s or Officer’s position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Organization’s behalf to ensure that good value is received for every expenditure. Organization funds and all other assets of the Organization are purposed for the Organization only and not for personal benefit. This includes the personal use of Organizational assets, such as electronics or equipment.

Section 5: Any behavior deemed detrimental by the SHS FFA Ag Booster Officers and Members, towards the SHS FFA Ag Boosters and its Members, SHS FFA Members, Students, Ag Advisors, Teachers or Administration, including verbal threats, physical abuse, bullying or harming of personal or Organization property, shall be reviewed and appropriate actions taken, the most severe being removed as a Member and/or Officer.

Section 6: Members shall sign an application each year which will include a Conflict of Interest statement referencing all of Article IX of the Bylaws. Officers must fill out and sign an application by the first meeting of the year, which includes the same Conflict of Interest statement.

**Article X – Removal of Officer or Member**

The Board may declare vacant the office of an Officer or rescind membership of a Member on occurrence of any of the following events:

Section 1: The Officer or Member has been declared of unsound mind by a final order of a court.

Section 2: The Officer or Member has been convicted of a felony.

Section 3: The Officer or Member has failed to attend two (2) consecutive meetings without notification.

Section 4: The Officer or Member has been found to be in violation of the SHS FFA Ag Booster’s Code of Conduct.

Section 5: Any or all Officers may be removed without cause if removal is approved by a quorum of the Members with at least three (3) Officers present.

**Article XI – Requirements for Eligibility for Liability Insurance for Officers**

Section 1: Organization must obtain Board insurance for the Officers.

**Certificate of Secretary**

The undersigned Secretary of the Organization, known as the Salinas High School FA Ag Boosters, does hereby certify that the above and foregoing bylaws were duly adopted by a vote of the Members of said Organization on the \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_. Amendments to the original bylaws, approved by prior Members have been incorporated into these bylaws, and the complete bylaws are presented herewith.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recording Secretary Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date