

# MCHI FFA ALUMNI BYLAWS

## Article 1 – Name and Purpose

- Section A: The name of this organization shall be the McHi FFA Alumni ( the “Organization”).
- Section B: - The letters FFA may be used to designate the Organization or the members thereof, or it activities.
- Section C: The purpose for which this organizations is formed are:
1. To support and promote the FFA organization, FFA activities, and education, with specific focus on McAllen High School.
  2. To promote greater knowledge of the agriculture industry and to provide and bridge the relationship between parents, teachers, students, and supporters, to build a community of service.

## Article 2 - Organization

- Section A: The Organization acknowledges and supports, in full, the mission, motto, and creed of the National FFA Organization, the Texas FFA Association and the McAllen High School FFA Chapter.

## Article 3 – Officers

- Section A: The officers of the Organization shall be as follows: President, Vice President, Secretary, Treasurer, and Parliamentarian.

### Officers duties are:

1. **The PRESIDENT** will preside at all meetings of the club, Executive Board, and the Executive Committee and shall be a member ex-officio of all committees, coordinate the work of the Officers and/or committees in order to ensure the objectives of the organization may be promoted, coordinate the work necessary to ensure the required reports are timely made to the appropriate State and Federal agencies and shall perform other duties usually pertaining to the office.
2. **VICE-PRESIDENT** will act as aid to the President and will perform duties of the President in the event the President is unable to serve or resigns, and serve as chairperson of membership and special events. In addition, the Vice-President manages the day-to-day maintenance and operation of the MCHI FFA Property and shall perform other duties deemed necessary by the Executive Board and President.
3. **The SECRETARY** will keep a record of all meetings of the club and of the Executive Board meetings, furnish a copy of such minutes to the President within one (1) week following the

meeting, coordinate the general correspondence relating to the club, maintain a roll of all members of the organization, publish all notices of meeting or other matters, as required by the provisions of these Bylaws, and perform such other duties as deemed necessary by the Officers.

4. **The TREASURER** will be financial officer of the organization, prepare the budget and provide financial reports as requested, receive all monies of the organization and deposit monies in a bank designated by the officers of the organization, keep an accurate record of receipt and expenditure, pay out funds with proper vouchers in accordance with the approved budget, and perform such other duties as deemed necessary by the Officers. All disbursements of club funds will be under the guidelines listed below.
  - a. Expenditures in excess of \$500 will not be expended without board approval.
  - b. Receipts and "Request for Funds" forms must be presented to the Treasurer for reimbursement. No cash advances are allowed unless the item has already been budgeted for and funds are available. Bartering, including trading services or other property for reduction or elimination of a member's dues, fees or obligations, is strictly prohibited.
  - c. The Vice-President, the project chairperson, and the Treasurer shall be in charge of tabulating money at the end of each fundraiser. Duplicate receipts will be issued by the Treasurer with the Treasurer retaining the original and a copy given to the Fundraising Vice-President.
  - d. All checks are to have these two (2) signatures. The following signatures are to be maintained on the file at the financial institution in which the checking account is located: President, Vice-President; and Treasurer
  - e. The Treasurer will be required to keep current and accurate ledgers indicating all accounts payable. At the end of his/her term, the Alumni shall have an organizational committee conduct an annual review of the organization's revenues/expenditures for the prior year. A copy of the report for the prior year will be submitted to the McAllen High School Agriculture Sciences Department, the Principal, and the Director of General Administration.
  - f. A financial disposition of Alumni funds shall be presented monthly, with a financial statement given at all meeting.
  - g. No item or activity may be purchased, leased, or acquired by the Association without being funded in advance of the purchase, lease or acquisition.
  - h. All funds received by the organization, including, but not limited to, membership dues, barn fees, fundraising, and donations, shall be deposited in the organization account and allocated.
5. **The PARLIAMENTARIAN** will insure that all meetings are conducted according to Robert's Rules of Order, maintain the McAllen High School FFA Property Rules (as well as their interpretation) ensure McAllen High School FFA Barn Property Rules are available to members of the organization and the FFA
  - a. Chapter, faculty, staff and administration, will assume the role of "Nomination Official" and may recruit additional Alumni members to assist with securing nominees for the Executive Board Member Election Ballot, will perform duties of

the President in the event the President and Vice President are unable to serve or resigns and perform such other duties as deemed necessary by the Officers.

The Executive Committee members are President, Vice President, Secretary, Treasurer, and Parliamentarian. The Chapter Advisors will serve as ex-officio members.

Section B: Term of officer shall be one year, starting on the regular meeting in May; and serve a one (1) term.

Section C: Officers shall be elected annually, during the regular meeting in April, by a majority vote of members present.

#### **Article 4 – Election of Officers**

Section A: Any member in good standing is eligible to be elected serve on the Executive Board. The Executive Board will be the governing body of the Organization and will manage, control and direct affairs and property of the Organization. No Officer of the Executive Board will receive compensation for any service he or she may render to the organization. Executive Board Officers may be reimbursed for actual expenses incurred in the performance of their duties.

Section B: The Executive Board of this Organization shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Advisor (ex-officio)

Section C: Nominations of officers shall be presented to the membership at least one (1) month prior to the election by the Parliamentarian who will assume the role of “Nomination Official”. To be eligible to run for office a member must have attended at least half (50%) of the meetings. The Nomination Official may recruit additional Alumni members to assist with securing nominees for the ballot.

Section D: No two (2) Officers on the Executive Board may be from the same family unit.

Section E: The chairman of the Nominating Committee, one Faculty Advisor and a member of the Executive Committee, being three (3) different people, shall count the written ballots and report the results immediately following the vote for each office. The nominee, who is qualified to become an officer, receiving the most votes will be elected to such office (runoff voting, conducted in a similar manner using written ballot, to be used as necessary).

Section F: A vacancy occurring in an office shall be filled by a vote of the Executive Board.

Section G: All officers are volunteers, and none are paid any compensation for services performed. As such, no officer shall incur any personal liability as a result of serving on this board.

Section H: The members of the Alumni, may, with good cause, remove any elected officer by majority vote (at any time). Good cause shall include, but not be limited to, violations of the chapter rules or conduct, and the McAllen ISD rules or conduct.

## **Article 5 - MEETINGS**

- Section A: A regular meeting will coincide with the McAllen FFA. Fifty percent (50%) of the voting membership of the Alumni, one of whom shall be authorized to open and preside over the meeting, shall constitute a quorum for the transaction of business at any meeting.
- Section B: Member's in good standing, shall have the right to cast one vote in any matter at a particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote. No voting by proxy will be allowed.
- Section C: Notice of any special meeting of the Executive Board will be given at least two (2) days prior thereto by oral or written notice delivered personally or sent by mail or facsimile or e-mail to each Officer at his or her address. Any officers may waive notice of any meeting, and the attendance of an Officer at any meeting shall constitute a waiver of notice of such meeting.
- Section D: At all meetings, the order of business will be defined by the President (or his/her designee). Recommended items to be included are as follows:

## **Article 6 - COMMITTEES**

- Section A: The Executive Committee shall create Committees as may be required to promote the objectives and purposes of the organization. Committees shall not have the authority to commit the organization to any activity without prior review and approval of the Executive Board. Committees shall not have the authority to "officially" communicate with the FFA teacher(s), other CFISD officials, or any outside agency without prior approval of the Board. The chairpersons of the Committees shall be appointed or selected by the Executive Committee, unless otherwise designated in these Bylaws. Their term of office shall be for one year. Committee members shall be comprised of all members whose membership is in good standing.
- Section B: The President, with approval of the Executive board, shall have the right to form special committees and task forces as required to conduct the business of the organization. These committees shall have a defined scope of operations and shall have a limited term based upon the achievement of their stated goals. These committees shall report to and through the President to the Executive Board.

## **Article 7 – Faculty Advisor**

Section A: Agricultural educational teacher(s) at McAllen High School shall serve as advisor(s) to this Organization (“Faculty Advisor(s)”) and final decisions concerning all activities shall rest with them.

Section B: The Faculty Advisor(s) shall:

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

## **Article 8 – Finance**

Section A: To be a member in good standing, a member must have paid annual dues and satisfied all other financial obligations to the Organization on or before the day of the election. Amount of annual dues shall be determined by vote of the members.

Section B: Any committee chairperson that has expenses of more than \$100.00 must submit a budget to the Executive Committee for approval.

Section C: Books must be reviewed annually, prior to June 1st, by a tax professional familiar with 501(c)3 organizations selected by the Executive Committee.

Section D: Scholarships will be given to McAllen High School FFA members as funds allow.

Section E: Scholarship selection committee will be appointed by the President. This committee will be responsible for evaluating applicants for scholarships. Scholarship committee members cannot be a parent, guardian or family member of a student applying for a scholarship.

Section F: Scholarship money will be paid, upon proof of enrollment. Scholarships not claimed in one year will be forfeited.

Section G: Changes to the eligibility requirements and evaluation criteria for scholarships will be approved by the members and communicated to McAllen High School FFA members with as much advanced notice as reasonably possible.

## **Article 8 – By-Laws Section**

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

Section B: Changes in current by-laws need to be read at one monthly meeting and communicated by email and/or on the McAllen High School FFA website with a vote coming at the second meeting. For modifications to the by-laws to be accepted, there must be a two-thirds (2/3rd) vote in favor by all members present at the meeting.

**ARTICLE 9 - DISSOLUTION**

Section A: The McHi FFA Alumni Association may be dissolved by written consent of not less than two-thirds of the members or in the event that ten fee paying members are not obtained. In the event of the dissolution other than for the purpose of reorganization of the Organization, none of the property, proceeds or assets of the Organization, shall be distributed to any members of the Organization, but after payment of the debts of the Organization, its property and assets shall become the property of the McAllen FFA Chapter for the benefit of assisting the Chapter's members.

**CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the McAllen High School FFA Alumni and that these By-laws constitute the organization's By-laws. The Bylaws were duly adopted at a meeting of the general membership of the Organization held on

dated: 6/26/17

President: Lorenzo R Saenz

signature: \_\_\_\_\_

dated: 6/26/17

Vice –President: Michael Anzaldua

signature: \_\_\_\_\_

dated: 6/26/17

Advisor: Douglas Denny

signature: \_\_\_\_\_

dated: 6/26/17