

Cypress Creek High School FFA Booster Club, Inc. Bylaws

(Amended January, 2018)

1 NAME

The name of this organization shall be the CYPRESS CREEK HIGH SCHOOL FFA BOOSTER CLUB, Inc.

2 OBJECTIVES

1. This organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the paragraph above. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. This organization is organized to support the activities of the Cypress Creek High School Future Farmers of America (FFA) Chapter members, the Cypress Creek High School FFA Program and Cypress Creek High School Agricultural Department Sponsors. The organization will be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan. Upon the dissolution of the organization, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.
3. The organization will observe the following: Cypress Fairbanks Independent School District Booster Club Guidelines, University Interscholastic League Booster Club Guidelines, and all local, state and federal laws which apply to nonprofit organizations.

4. The organization is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they maybe hereafter amended.

3 MEMBERSHIP

1. Individuals eligible for membership in this organization will be any parent or guardian of a Cypress Creek High School student who is a member in good standing of the Cypress Creek High School FFA Chapter and who will uphold the policies and rules of the organization and agree to its bylaws.
2. A maximum of one membership shall be granted to each family unit.
3. An eligible person will become a member of the organization by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership, including attendance of all general membership meetings (scheduled and special) and participation in all organization activities, committees and functions.
4. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.
5. Annual dues shall be assessed in such amounts as determined by the Cypress Creek FFA Booster Club Executive Board. Dues shall be payable no later than the October general membership meeting. Failure to pay membership dues and barn usage fees and deposits will result in a membership falling from good standing, loss of rights and privileges of membership, use of the Cypress Creek FFA Barn Property, and removal of an animal project from the Cypress Creek FFA Barn Property following ten (10) days' notice.
6. The Executive Board will have the right to terminate a membership for cause, including but limited to, non-payment of dues, violation of Cypress Creek FFA Barn Property Rules, or any other cause appropriate for termination of a membership. Termination of a membership requires a majority vote of the Executive Committee.
7. **Associate Membership**
 - 7.1. Individuals eligible for associate membership in this organization will be any former Cypress Creek Booster Club members or former Cypress Creek FFA Chapter members who will uphold the policies and rules of the organization and agree to its bylaws.
 - 7.2. Associate members will pay 50% of general membership dues. Annual dues shall be assessed in such amounts as determined by the Cypress Creek FFA Booster Club Executive Board. Dues shall be payable no later than the October general membership meeting.
 - 7.3. Associate members will not have voting rights.

4 OFFICERS AND THEIR ELECTION

1. Any member in good standing is eligible to 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.

2. The Executive Board of this organization shall consist of the following officers: President, Barn Vice-President, Fundraising Vice-President, Secretary, Treasurer, and Parliamentarian. In addition, the immediate past President of the organization, upon completion of their presidency will have a non-voting position on the Executive Board to provide continuity between election cycles and provide advisory counsel to the President and Executive Board. If the immediate past President is not available, the Executive Board may appoint an individual who was elected as a Vice President in a previous year or vote to have this advisory position remain vacant until the next election cycle.
3. Each elected officer will serve a term of one (1) year until a successor has been duly elected or appointed. Term of the office herein is defined as the period of May of current year until May of the following year at installation of Booster Club officers. Officers may serve more than one (1) consecutive term if elected by the Booster Club membership.
4. 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". The Nomination Official may recruit additional Booster Club members to assist with securing nominees for the ballot.
5. Nominations from the floor may be made provided prior consent is obtained from the prospective nominee and these nominations are made at the time the nomination official presents its slate to the membership.
6. In the event of a tie vote of the general membership the following tie breakers will be utilized:
 - 6.1. In the event there are more than two candidates on a ballot receiving votes for a single position, and there are two candidates with an equal number of votes, the organization will vote again in a runoff ballot election. The ballot will only consist of the two candidates with the equal number of votes; all other candidate will be removed from the ballot. The general membership will vote again for either of the two candidates for that single position.
 - 6.2. In the event there are only two candidates for a single position on an election ballot or a runoff election ballot, the President of the organization will complete a ballot for that position(s). The President's ballot will not be included in the initial count for that position(s) and will only be used if the each candidate receives an equal number of votes. If both candidates receive an equal number of votes, then the President's ballot will be used and that vote will break the tie.
7. Officers will be elected annually in April and assume duty at the installation of officers at the May Booster Club meeting. Officers shall be elected by a simple majority of the organization membership in good standing by ballot vote. No two (2) Officers on the Executive Board may be from the same family unit as described in Section 3 of these bylaws.
8. A vacancy occurring in an office shall be filled by a vote of the Executive Board.
9. 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.

5 DUTIES OF OFFICERS

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. The **BARN 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 Barn Vice-President chairs the Barn Committee and manages the day-to-day maintenance and operation of the Cypress Creek FFA Barn Property and shall perform other duties deemed necessary by the Executive Board.
3. The **FUNDRAISING VICE-PRESIDENT** will be responsible for organizing all fundraising projects. The Fundraising Vice-President will also be responsible for organizing all activities related to the Cypress Creek FFA Christmas Market event to be held annually. The Fundraising Vice-President chairs both the Fundraising and Christmas Market Committees.
4. 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.
5. 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. Cypress Fairbanks ISD District employees cannot be Treasurer. A Cypress Fairbanks ISD District employee may serve as parent in the organization, as a general member, or as a member of its executive board, except for the position of Treasurer.
 - 5.1. Expenditures in excess of budgeted amounts will not be expended without board approval.
 - 5.2. The Executive Board should receive three (3) bids for all purchases above \$200.00; except for the purchase of Cypress Creek FFA Barn Property budgeted supplies and maintenance. All Executive Board approved major maintenance or improvements for the Cypress Creek FFA Barn Property must obtain three (3) bids for amounts over \$750.00.
 - 5.3. 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.
 - 5.4. The Fundraising 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.

5.5. All checks are to have these two (2) signatures. A Cy-Fair ISD District employee cannot be an authorized signer on the Booster Club's bank account(s). Subject the preceding sentence, the following signatures are to be maintained on the file at the financial institution in which the checking account is located:

President;
Barn Vice-President; and
Treasurer.

5.6. The Treasurer will issue organization debit cards to himself/herself and the Barn Vice President.

5.7. The Treasurer will be required to keep current and accurate ledgers indicating all accounts payable. At the end of his/her term, the Booster Club 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 Cypress Creek High School Agriculture Sciences Department, the Principal, and the Director of General Administration by September 15 of each year.

5.8. A financial disposition of Booster Club funds shall be presented monthly, with a financial statement given at the May meeting.

5.9. The Treasurer will allocate all monies collected by the organization into the following accounts based on the percentages provided below:

General Fund	80%
Scholarship Fund	20%

5.10. No item or activity may be purchased, leased, or acquired by the Association without being funded in advance of the purchase, lease or acquisition.

5.11. 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 in accordance with Section 5.9 of these bylaws prior to being used in any fashion.

The **PARLIAMENTARIAN** will insure that all meetings are conducted according to Robert's Rules of Order, maintain the Cypress Creek FFA Barn Property Rules (as well as their interpretation) ensure Cypress Creek FFA Barn Property Rules are available to members of the organization and the FFA Chapter, faculty, staff and administration, will assume the role of "Nomination Official" and may recruit additional Booster Club 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 Barn Vice President are unable to serve or resigns and perform such other duties as deemed necessary by the Officers.

6 MEETINGS

1. A regular meeting of the Booster Club shall be held on the second Tuesday night of each school month unless otherwise provided by the club or the Executive Board with a seven-day notice. Fifty percent (50%) of the voting membership of the Booster Club, 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.

2. Each qualified family unit, as described in Article 3, Section 3 of these Bylaws, 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.
3. 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.
4. A majority of the Executive Board will constitute a quorum for the transaction of business at any meeting of the Board, but if less than a quorum is present at said meeting, a majority of officers present may adjourn the meeting from time to time without further notice. The act of a majority of the Officers present at a meeting at which a quorum is present shall be the act of the Executive Board.
5. The order of business will be defined by the President (or his/her designee). Recommended items to be included are as follows:

- Call to Order
- Reading of Minutes
- Comments from FFA Advisors
- Treasurer's Report
- Livestock Association Representative Report
- Committee Reports
- Old Business
- New Business
- Comments/Questions from Floor
- Adjournment

7 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the club and the Cypress Creek High School Agricultural Sciences Department Sponsors. The Agricultural Science Teacher(s) shall approve all student/school-related activities of the Booster Club, with the exception of any specific financial-related activities of the Booster Club. Its duties shall be to transact necessary business between club meetings and such other business as may be referred to it by the club; to approve the plans of work of the standing committee chairpersons; and to present reports at the regular meetings. Special meetings of the Executive Committee may be called by the President or by a majority of the committee's members.

8 COMMITTEES

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.

Standing Committees:

Barn Committee - This committee shall be responsible for managing the day-to-day activities associated with the maintenance and upkeep of the Booster Club Barn Property. This management activity shall include (but may not be limited to): Reviewing, modifying and implementing Barn Rules each year with the approval of the Executive Board; Solicitation of bids for barn improvements and providing bids to the Board and Club for vote; Ensuring proper ownership of all livestock residing on the Booster Club Barn Property; Submitting to the Board for approval any barn improvement projects; Coordinating Barn Work Days and other activities as approved by the Board; Communicating any needs of the barn and students to the President and Executive Board.

Fundraising Committee – This committee shall be responsible for managing all fundraising activities to the benefit of the Booster Club.

Christmas Market Committee – This committee shall be responsible for managing all activities associated with the Cypress Creek Christmas Market. These activities include (but are not limited to): Silent Auction: Obtain auction items, manage the operation of the auction and collect funds when it is over; Marketing; Safety; Hospitality; Parent Volunteers; Gatekeepers (traffic flow + pedestrian safety); Decorations; Concessions; and Entertainment

Scholarship Committee - This committee shall be responsible for managing the Booster Club Scholarship program. These activities include (but are not limited to): Review scholarship application(s); Recommend scholarship recipients to the Board; Work with the Fundraising Committee on ways to grow scholarship funds.

Nomination Committee – This committee shall be responsible for assembling the ballot of nominees for the purpose of electing officers to the Executive Board and conducting the vote of officers annually.

Special Committees

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.

CFISD Livestock Show Committee

The Cypress Creek CFISD Livestock Association Representative shall be the chair of this Committee. The CFISD Livestock Show Committee shall propose representatives to the various CFISD Livestock Show Committees (Ex. Rabbit show, parking, etc.) to the Executive Board. The Executive Board shall approve/reject the proposed representatives brought forward from the Committee. The Agricultural Science Teacher(s) shall approve all Cypress Creek Booster Club representatives to various CFISD Livestock Show Committees (Ex. Rabbit show, parking, etc.). The number of representatives and the committees to which they will be appointed shall be defined by CFISD each year.

9 PARLIAMENTARY AUTHORITY

All meetings shall be governed by Robert's Rules of Order in cases where they are applicable and are not inconsistent with these Bylaws. The Booster Club has no authority to direct any member of the Cypress Creek High School Agricultural Sciences Department, an employee of Cypress Creek High School, in any of her duties. The schedule of FFA Chapter, rules of participation, method of earning letters, awards offices and all other criteria dealing with interschool programs are under the jurisdiction of the Cypress Creek High School Agricultural Sciences Department and the school administration.

10 AMENDMENTS

These bylaws may be altered, amended and new Bylaws may be adopted at May general membership meeting of the organization by two-thirds vote of the designated quorum, provided notice of proposed amendment shall be given at least two weeks prior to the May general membership meeting. Proposed changes to the By-Laws shall be submitted in writing to the Executive Board on or before February 1st of each year. The Executive Board shall discuss all proposed changes and may make modification recommendations to the submitter. The proposal (plus any accepted modifications recommended by the Board) shall be published to the general membership no later than two weeks prior to the organization's May Meeting. This may include an open discussion of the proposal at the April general membership meeting. All proposed changes shall be voted upon by the general membership at the May Annual general membership Meeting. Approved changes shall take effect immediately following the close of the May general membership meeting.

11 STANDING RULES

1. Flowers or memorials shall be sent in case of death of a FFA Booster Club member or immediate family member (mother, father, sister, brother). Cards are to be sent in all other instances.
2. All Booster Club projects must support the philosophy of the school administration.
3. All livestock residing on the Cypress Creek High School FFA Booster Club, Inc. managed barn property must be owned by the individual student who is showing that livestock. No rented or leased livestock shall be resident on the Cypress Creek High School FFA Booster Club, Inc. managed barn property. This does not prohibit in any way the sources utilized to purchase the livestock, only to ensure proper ownership of the livestock residing on the Cypress Creek High School FFA Booster Club, Inc. managed barn property.

12 ACADEMICS

An academic scholarship will be given to needy or deserving Cypress Creek High School FFA members as the funds are available. The scholarship recipient(s) will be decided by the FFA Booster Club Scholarship Committee. The amount to be awarded shall be determined by the Executive Board when creating the annual budget. To be eligible to apply and receive any Cypress Creek High School FFA Booster Club Scholarship, the applying student must have been a FFA Chapter member in good standing for a minimum of two (2) years.

13 FUNDRAISING

1. All sales campaigns must be cleared through the Cypress Creek High School Agricultural Sciences Department and the Cypress Creek High School Principal.
2. If the organization decides to conduct fundraising activities, all funds raised shall be for the sole purpose of supporting FFA Chapter activities not being provided by the high school or school district. Social events will be incidental to the purpose of fund raising activities, and FFA Chapter members may be required to pay for participation in connection with same. Committee chairpersons, board members, and Cypress Creek Agricultural Sciences Department shall decide on the amount due from FFA Chapter members in connection with a social event. All funds collected in connection with fundraising and any social events will be allocated in accordance with Section 5.9 of these bylaws.

14 RETURN CHECK POLICY

1. If more than one insufficient funds check is presented to the Booster Club by the same party, no further checks will be accepted, only cashier's check or money order.
2. The party issuing an insufficient funds check must reimburse the Booster Club for the amount of the check plus any applicable fees within thirty (30) days of notification of insufficient funds.

15 CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to protect the tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions.

1. Interested Person. Any officer, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (i) An ownership or investment interest in any entity with which the organization has a transaction or arrangement; (ii) A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures.

1. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all

material facts to the officers and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest. (i) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. (ii) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. (iii) After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. (iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy. (i) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. (ii) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings.

1. The minutes of the governing board and all committees with board delegated powers shall contain:
 - (i) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing boards' or committee's decision as to whether a conflict of interest in fact existed.
 - (ii) The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

CYPRESS CREEK FFA BOOSTER CLUB ASSOCIATION BYLAWS

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the **Cypress Creek High School FFA Booster Club, Inc.** and that these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the general membership of the Organization held on January 10, 2018.

/Signed/ #####

Secretary of the Cypress Creek High School FFA Booster Club, Inc. (2017-2018)

Date: January 10, 2018