



DEER PARK BOOSTER CLUB CHARTER

Purpose

The purpose of the Deer Park FFA Booster Club is to positively contribute toward the success and continuing improvement of the Deer Park High School FFA Chapter. The club will concentrate all efforts toward the support of all FFA members.

1. Develop ideas and activities to implement in support of the FFA Chapter such as, but not limited to, Scholarships, FFA Meetings and Banquets, Program Equipment, Facility Enhancement, and FFA student member support.
2. Suggest and/or assist in development, and encourage the implementation of FFA Chapter goals.
3. Serve as a forum to represent the Deer Park FFA Chapter to other FFA Booster Clubs.
4. Serve as a forum for information sharing and dissemination of information on FFA issues to all DPISD students. Information can be found on the DP FFA web site, www.deerparkffa.ffanow.org.
5. Develop ideas and processes to assist in managing both FFA members' and parent volunteers' actions.
 - Incorporate DPISD rules to all activities sponsored by the FFA Chapter/Booster Club.
6. Serve as a forum to assist with the development of the Deer Park High School FFA program with DPISD Ag Science Teachers and Administrators.

Articles of Association or Constitution and By-Laws

Article I Name and Purpose

- Section 1: The name of the organization shall be Deer Park FFA Booster Club.
- Section 2: The purpose of the organization shall be to provide financial and moral support to the Deer Park FFA Chapter through a scholarship program, equipment purchases for chapter operations, and assistance with chapter programs.

Article II Membership

- Section 1: Membership will derive from supporting parents/guardians and supporting adults. Applications, along with a \$20.00 membership fee will be submitted to the Booster Club treasurer. Membership is to be paid in the June business meeting, and is good through May 31st of the following year. The Booster Club may have additional membership drives in later months as needed.
- Section 2: Agriculture advisors will be ex officio members of the Booster Club.
- Section 3: Membership will not be extended to FFA chapter members. FFA Chapter members may attend monthly club meetings, but will not have a vote on Booster Club issues.
- Section 4: Membership is open to anyone (18 years or older) interested in the promotion of the Deer Park FFA.
- Section 5: No booster club member shall profit, either individually or by the virtue of being the owner of a business, from any fund-raiser undertaken by the Booster Club. Individual business owners, who are booster club members, may and are encouraged to, assist with any sponsor fund-raisers when said fund-raisers can be delivered to the Deer Park FFA Booster Club at cost. Thereby, ensuring all the profit from the fund-raiser will go to the Booster Club and the program or fund for which it is intended.

Article III Officer Duties

Officers shall be elected by a majority vote of club members in good standing at a general membership meeting. The officers shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, Digital Chair, and Event Coordinator. The following qualities and duties are expected of all officers:

1. A genuine desire to be part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all members in meeting their goals.
4. A commitment to lead by example.
5. Officers are required to attend all Officer and Booster Club meetings.
 - a) Each officer will be allowed three excused absences.
 - b) The following constitute an excused absence: personal/family illness, death in the family, work, jury duty. Dismissal can be appealed if the individual can substantiate justifiable reasons for absences.

President- The job of the president shall be to preside over all meetings.

1. Shall conduct all formal meetings using Robert's Rule of Order.
2. Shall direct the formation of Standing and Special Project Committees.
3. Shall sit on Scholarship Committee: unless President has a child applicant.

Vice-President- In the absence of the president, the vice-president serves in his/her stead.

1. Shall be a signature on Club bank account(s).
2. Shall be an Executive Floater that assists with responsibilities of President, and other Officers as needed.

Secretary- The secretary is the recording officer of the assembly and the custodian of its records.

1. Shall keep a record of all proceedings of the organization – the minutes.
2. Shall present all committee reports to Digital Chair to be filed.
3. Shall produce the minutes and records to club members upon request.

Treasurer- Custodian of the funds, will be primary signature on all bank account(s).

1. Shall make a full financial report monthly.
2. Shall collect all membership dues.
3. Shall present record of current members to Digital Chair to be filed.
4. Shall pay all bills that are agreed upon by the organization.

Parliamentarian- A consultant that advises the president, other officers, and members in matters of Parliamentary Procedure.

1. Role during meetings is purely an advisory and consultative one.
2. Shall lead a “Bylaw Review Committee” in the last month of election term, to evaluate that business was conducted per current By-Laws.

Digital Chair- The keeper of all Digital Documentation, including records, activities, events, and business forms.

1. Shall keep records and pictures of all activities and events.
2. Shall keep a spreadsheet of membership rosters, sign in sheets, and scholarship information.

Event Coordinator- Point of contact for all Fundraisers, Banquets, and Special Events.

1. Shall coordinate all merchandise sales.
2. Shall manage all Livestock show signs/needs.

Article IV Executive Board

- Section 1: The elected officers of the club shall be members of the Executive board and shall serve a term concurrent with the office they hold.
- Section 2: The Executive Board shall prepare a calendar of events and a budget and submit both to the general club membership for approval in July of each year.
- Section 3: The Executive Board shall hold a regular meeting once a month, and a special meeting may be called if required. A quorum of four (4) must be present to conduct club business. A majority vote shall be necessary to pass any measure.
- Section 4: All elected officers of the Executive Board are required to attend all meetings of the club. If officers miss more than three (3) meetings, unexcused as determined by the Executive Board, he/she shall be replaced by an open election of the general membership at the next meeting.
- Section 5: The term for an Executive Board member shall be limit of two consecutive years in the same position.
- Section 6: No individual officer shall have the authority to act on behalf of the Board or Booster Club with respect to agents or with the respect to the

transaction of the affairs of the Booster Club except as provided in this By-Law or by resolution of the Board.

- Section 7: An officer shall automatically cease to hold office if:
1. A resolution to that effect is passed by a 2/3 majority vote of Booster Club members in good standing.
 2. The officer otherwise ceases to be eligible.

Article V Meetings

- Section 1: Regular Booster Club meetings will be held monthly, concurrent with regular DP FFA Chapter meetings. If no DP FFA Chapter meeting is scheduled, the booster club executive board will schedule a monthly meeting. Special sessions and emergency board meetings will be scheduled as needed. Minutes of special sessions and board meeting must be presented to the membership at the next regular meeting.
- Section 2: Quorum required for a regular meeting will consist of a minimum of 3 board members, one being either the president or vice-president, and 20% of total membership. Club business can be conducted and acted upon by a simple majority of quorum present.
- Section 3: The Secretary shall call a special general meeting of the members at the request of the Board, or upon receiving a written request signed by 10% of the members, and which stipulates the purpose of the meeting. Such meeting shall be scheduled within thirty days of the request at a date, time, and place as determined by the secretary.

Article VI Committees

- Section 1: The president shall direct the formation of committees, and committee members shall be selected from the club membership.
- Section 2: Standing committees will be chaired by a board appointed member. Committee members will be selected by a chairperson.
- Standing Committees
 - Fund Raising
 - Scholarship
 - Banquets
- Section 3: Special project committees will be chaired by a committee member that volunteers, and is approved by majority vote of club members. Committees will be dissolved once the special project is complete.

Article VII Amendments

This constitution and By-Laws may be amended/repealed by a 2/3 majority vote of the membership of active members in good standing at any general membership meeting. A thirty-day written notice of proposal changes shall be presented to the Executive Board.

1st Amendment Scholarships

The Deer Park FFA Booster Club has established a scholarship award. The scholarship(s) will be awarded on the basis of the following rules and guidelines:

1. The number and amount of the scholarships awarded each year may vary depending upon the funds available and number of applicants. The amount of funds made available for the scholarship awards must be affirmed by the DP FFA Booster Club membership at the regular April Booster Club meeting by acceptance of the Treasurer's Report.
2. The scholarship amount shall be funded by the Booster Club Scholarship Fund, which will be designated as 50% of each Booster Club Fundraising activity.
3. A scholarship committee shall review and approve/decline the scholarship recipient(s) application. The committee shall consist of five members, one being the Booster Club President (another Booster Club Officer will serve if President has applicant) and the remaining members to be elected by the Booster Club members in the regular April meeting. No parent of a qualified applicant may serve on this committee.
4. The scholarship application shall be open to any student who has participated in the Agricultural Science Program based upon the following:
 - a) Must be a senior at DP High School.
 - b) Must have 2.5 GPA.
 - c) Must have been a member in the Deer Park FFA Chapter for a minimum of 2 years.
 - d) Must have passed all areas of State Standardized Test.
 - e) Must be planning to enter College/Technology program of study or a branch of the US military.
 - f) Must meet DP Booster Club criteria.

- Scholarships shall be awarded at three different levels. The three levels of scholarships will be awarded to those students who have applied and who qualify:

1 st level 90-100 points	\$1,000.00 maximum
2 nd level 80-89 points	\$ 750.00 maximum
3 rd level 70-79 points	\$ 500.00 maximum

If lower monetary value is assigned due to a lack of funds, the step between the categories should be maintained at \$250.00.

- Scholarship recipients must show Receipt of Registration for continuing education or enlistment papers in a United States Military Branch before receiving funds.

A. Scholarship Guidelines

- Students awarded a booster club scholarship shall receive their funds once higher education registration or military enlistment forms have been provided to Booster Club.
- Students receiving a booster club scholarship have one year from their graduation date to collect their scholarship funds. After the one year grace period, any unclaimed scholarship monies will roll back into the FFA Booster Club Scholarship Fund.
- Scholarship funds shall be kept in a specific bank account, and may not be used for other booster club business.
- Number of Scholarships awarded and amounts:
While it is the Deer Park FFA Booster Club's goal to give every eligible senior a scholarship, we can only give out funds that are available. Scholarship amounts will be based on qualifications of the applicant according to the DP FFA Booster Club Scholarship Application Form.

2nd Amendment Vacancy

Any vacancy in an officer position, however caused, may be filled by a new officer only by a majority vote of the Booster Club members. Another officer may take over

duties of the vacant position for the duration of the term, or until the next meeting at which officers are to be elected.

3rd Amendment Election of Executive Board

Board members will be elected during the May club meeting, and take office starting June 1st. Candidates may be nominated via email submission, or in person. Secretary will keep a record starting in April of the current nominees to be voted on in May. Executive Board term will be June 1st through May 31st of following year.

4th Amendment Budget

1. The Executive Board shall prepare an Annual Budget in the month of June, to be presented and voted on by all members in the monthly July meeting.
2. The treasurer's books will be audited by an outside CPA selected by the Executive Board, and voted on by the club members before given to the next treasurer in line for the office.
3. The club bank account(s) will be reconciled on a monthly basis by the treasurer. All checks and demands for payment shall be signed by the treasurer, and/or vice president. Both signatures will be required for any check over \$1000.00.

5th Amendment Feed Grant Program

The purpose of the Deer Park FFA Booster Club Feed Grant is to help those students who may need temporary assistance with funds to help provide feed/supplies for their animal(s).

- A. Requirements
 1. Student must be enrolled in the DPISD Ag program, and animal must be entered in PLSR, or any major show.
 2. Student must be in good standing in FFA, passing all subjects, and have no suspension or DAEP during current school year.
 3. Request form must be signed by an advisor and a parent.
- B. Guidelines

1. A student can receive this grant one time. The grant is for \$100.00.
2. The grant is for food/supplies for animals only.
3. Deer Park FFA Booster Club will set aside a designated amount per year that is voted on in the Annual Budget. Any/all money not used toward the Feed Grant Program will roll into the general fund at the end of current term.
4. Application for Feed Grant Program will be presented to Executive Board and Advisor only, to allow privacy to student applying. Any grant given will be reported on monthly Treasure report in monetary value only.

President Signature: _____