



# ROYSE CITY AG SUPPORTERS ORGANIZATION BY-LAWS

## ARTICLE 1 - NAME

The name of this Organization shall be Royse City Buyers Syndicate DBA Royse City Ag Supporters Organization, herein after referred to as "RCASO".

## ARTICLE 2 - OBJECTIVE

We are a nonprofit organization focused on promoting agricultural education and FFA activities in the school and community by helping the organization both financially and in other ways might serve our youth. With the help of our members, we organize fundraisers and community events to raise money that will help support all agricultural activities as the Executive Board sees fit.

## ARTICLE 3 – MEMBERSHIP

### 1.0 Eligibility

- a. Any individual interested in agricultural education is welcome to be a FFA member of the Organization as long as said member remains in "good standing". A member is in "good standing" when the member pays his/her annual membership dues when required, conducts themselves in a professional manner at all meetings, events and functions and participates in the majority of meetings, events and functions.
- b. A member is no longer in "good standing" when the member fails to pay his/her annual membership dues and conducts themselves in an unprofessional or offensive manner at any meeting, events or functions. Membership may be terminated by resignation or by action of the Executive Board due to just cause when the member no longer supports the best interests of the Organization.

### 2.0 Categories

- a. Student Member
  - a. Any student may be considered a member upon payment of all membership dues for the current year. Student members meeting the requirements set forth by the Executive Board shall be eligible for participation, but shall have no voting rights. If a student member is terminated, the parent/guardian member is also terminated.
- b. Parent/Guardian Member
  - a. Any parent or guardian may be considered a member by meeting the requirements as set forth by the Executive Board. Parent/Guardian members have voting rights. If a parent/guardian member is terminated, the student member remains eligible as long as the student stays active and in good standing.
- c. Adult Member
  - a. Any adult member that does not have an active student can be a member if they pay the annual membership dues. Adult members must adhere to the requirements as set forth by the Executive Board. Adult members have voting rights.

### 2.0 Dues

- a. Membership Dues
  - a. Annual membership dues required for membership in the Organization shall be established by majority vote of the Executive Board to be determined annually.
  - b. Membership dues are per student member.

b. Fundraising Dues

- a. Annual fundraising dues required for membership in the Organization shall be established by majority vote of the Executive Board to be determined annually.

**ARTICLE 4 - Fiscal Year**

The Association shall operate with the June 1<sup>st</sup> thru May 31<sup>st</sup> as its fiscal year.

**ARTICLE 5 - EXECUTIVE BOARD**

The Executive Board is composed of the President, Vice President, Secretary, Treasurer and Fundraising Officer elected by members in good standing that are present at the monthly meeting in April. The officers are responsible for the daily operation of the Organization as described in the officers' duties. The order listed below indicates the order of succession to the presidency. The Executive Board can override any decision by the Board.

The President shall designate a board member upon a vacancy occurring in an office for the unexpired term. In case an officer is unable to perform his/her duties for a short term, the Executive Board may designate an acting Officer until the Officer is able to resume his/her duties.

The following describes the duties of each of the officer:

**PRESIDENT**

The office of President is the primary person responsible for the business operation of the Organization and presides at the regular membership meetings and the Executive Board meetings. The president is responsible for overseeing the operations and supervising the other committee officers. He or she is often the face of the group, and represents the group to the local community or designates a member to do so. The President has the authority to make executive decisions on time sensitive situations.

**VICE PRESIDENT**

The Vice President assists the President with all his/her duties.

**SECRETARY**

The Secretary is responsible for maintaining notes and records on all activities of the Organization, including meetings, events and members.

**TREASURER**

The Treasurer is responsible for establishing and maintaining all financial records for the Organization. He or she must work closely with many different officers to ensure that the group has the funds necessary to accomplish its goals.

**FUNDRAISING OFFICER**

The Fundraising Officer oversees all internal fundraising operations of the Organization and supervises the Fundraising Coordinators.

**ARTICLE 6 – THE BOARD**

The Board is composed of the Executive Board, Public Relations Officer, Fundraising Coordinator and Fundraising Corporate Coordinator. The officers are elected at the monthly meeting in April. The officers are responsible for the daily operation of the Organization as described in the officers' duties.

The following describes the duties of each officer not on the Executive Board:

**PUBLIC RELATIONS OFFICER**

The Public Relations Officer is responsible for maintaining all social media accounts for the Organization. This position reports directly to the Vice President.

### **FUNDRAISING COORDINATOR**

The Fundraising Coordinator is responsible for assisting the Fundraiser Officer on all fundraising for the Organization excluding Corporations. This position reports directly to the Fundraising Officer.

### **FUNDRAISING CORPORATE COORDINATOR**

The Fundraising Corporate Coordinator is responsible for assisting the Fundraiser Officer on all Corporate fundraising for the Organization. This position reports directly to the Fundraising Officer.

### **FUNDRAISING ASSISTANT COORDINATOR**

The Fundraising Assistant Coordinator is assisting the Fundraising Coordinator and Fundraising Corporate Coordinator as assigned by the Fundraising Officer. This position reports directly to the Fundraising Officer.

### **MEMBERS AT LARGE**

There shall be two members at large whose duties shall be determined by the President.

## **ARTICLE 7 - ELECTION OF OFFICERS**

Officers must be members in good standing at the time of their election and must maintain their good standing throughout their term of office. Each officer shall serve a term of two years from the date of his or her installation and until his or her successor is duly elected and qualified. Nominations will be opened in the month of March and close just prior to the election at April general meeting. The new officers will assume positions on June 1<sup>st</sup> and will shadow current officers during the month of May.

To be elected to the President position, the nominee should have served for on the board previously. If no current board member runs, then a member may be nominated. If no previous board member and no member runs, then a non-member may be nominated. A voting member will vote for officers.

## **ARTICLE 8 – REMOVAL OF OFFICERS**

Any officer may have his or her duties suspended by a unanimous, unopposed vote of the remaining members of the Executive Board. The suspended officer may request a reinstatement vote by the executive board. If the suspended officer does not request a reinstatement vote or if the vote is opposed to reinstatement, the Executive Board must then select a successor to fill the vacant position.

## **ARTICLE 9 - MEETINGS**

### **1.0 GENERAL MEMBERSHIP MEETINGS**

The general membership meetings will meet after the Executive Board Members monthly, determined at prior meeting as designated by the Executive Board. The meetings are conducted by the President or designated alternate. Meetings shall consist of programs of general interest to the membership, brief announcements, and organization business. A minimum of 5 members must be present to conduct FORMAL organization business.

## **2.0 BOARD MEETINGS**

The Board shall meet once a month, determined at prior meeting as designed by the Executive Board. The meetings are conducted by the President or designated alternate. A minimum of 3 voting members (or designated representation) must be present to conduct organization business.

## **ARTICLE 10 – FINANCES AND ACCOUNTING**

### **1.0 FUNDS MANAGEMENT AND ACCOUNTING**

The Board of Directors shall decide all matters pertaining to the finances of the Organization and it shall place all income in a common league treasury.

- a. The Board of Directors shall not permit the disbursement of Organization funds for purposes other than purposes of approved activities.
- b. No individual member has the authority to obligate the Organization in any way. In doing so, that member becomes personally responsible for that obligation and not the Organization.
- c. Elected Executive Board Members may obligate the Organization for up to \$25 on non-recurring expenses.
- d. The President with the approval of another Executive Board member may obligate the association for up to \$250 on non-recurring expenses.
- e. The Executive Board in simple majority may obligate the Association for \$251 or above for non-recurring expenses.
- f. The President and Treasurer should monitor all increases in recurring expenses.
- g. New recurring expenses must be approved by simple majority of the Executive Board.
- h. Two signatures will be required (one by the Treasurer and the other by the President or Vice President) for the disbursement of funds.
- i. No director, officer or member of the Organization shall receive directly or indirectly any salary, compensation or emolument from the Organization for services rendered as director, officer or member.
- j. The fiscal year of the Organization shall begin on the first day of June and shall end on the last day of May.
- k. The accounting books shall be reviewed by two members of the Board of Directors as appointed by the President at the end of each fiscal year and upon request, reviewed by any member of the Executive Board. In addition, the filing of taxes both state and federal shall be accomplished no later than April 15 of the following year.

## **2.0 DISTRIBUTION OF ASSETS**

Upon dissolution of the Organization and after all outstanding debts and claims have been satisfied, the members shall distribute the property of RCASO to such other organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemptions under section 501 (c) of the Internal Revenue Code or any future corresponding provision.

## **ARTICLE 11 - REPRESENTATION OF THE CLUB**

The use of the name of this Organization or its identifying symbols by any person or organization will be subject to the consent of the majority of the Executive Board.

## **ARTICLE 12 - AMENDMENT OF BY-LAWS**

The RCFFASO bylaws are the constitution of rules, regulations, and policies that are designed to serve as a foundation of the Organization. These are in place to maintain structure and consistency in the

program and serve as a governing document for succeeding Executive Board members to follow. The bylaws are to be implemented by each succeeding Executive Board member.

Bylaws should not be revised unless the Board determines the need to do so. In order for a bylaw to be reconsidered, majority vote of the entire Board of Directors must be present at a meeting and majority of those present must approve the need for a revision. Should revisions be necessary, the Executive Board will hold a meeting to discuss. A majority vote of those Executive Board members present at the meeting is necessary to approve changes.