

*By Laws  
Of  
Klein ISD FFA Show Committee Inc.*

Article One  
*Name and Location*

**Section 1. Name.** The name of this organization shall be the *Klein ISD FFA Show Committee INC.*

**Section 2. Location.** All meetings of the Executive Committee shall be held at such places within the Klein Independent School District as the Executive Committee may designate.

Article Two  
*Purposes and Structure*

**Section 1. Purposes.** This corporation is organized, exclusively for charitable, literary, and educational purposes as defined in Section 501 C (3) of the Internal Revenue Code. The purpose of the Corporation include raising funds and purchasing animals, goods and services to be used by students and faculty at the Klein ISD Livestock and Project Show, providing volunteers for educational and or extracurricular activities that will contribute to the public education of the community; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations.

This corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, and nonpartisan and shall seek neither to direct the administrative activities of the Klein Independent School District nor to control its policies.

No part of the net earnings of the Corporation shall inure to the benefit of any Executive Committee member or the Corporation, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no Executive Committee member, officer or any private individual shall be entitled to share in the distribution of any of the Corporate assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501 C (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under 170 C (2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.

The Corporation shall observe the following regulations: Klein Independent School District Booster Club Guidelines, University Interscholastic League Booster Club Guidelines, and all local state, and federal laws which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501 C (3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation 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 may be hereafter amended.

### Article Three

#### Membership

**Section 1. Membership.** Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or community partner of the Klein ISD FFA High Schools chapter. A member shall uphold the policies of this organization and agree to its Bylaws.

**Section 2. Qualification.** Eligible persons shall become members by paying dues and becoming a member of one of the Klein ISD High School FFA Chapter Booster Clubs. 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. Booster Clubs will turn over a member roster to the Show Committee, Inc. Secretary yearly.

### Article Four

#### Executive Committee

**Section 1. Qualification.** Any member in good standing as stated under Article Three Section 1 and Article Four Section Five Line One is eligible to serve on the Executive Committee.

**Section 2. Powers.** The Executive Committee shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the **organization**.

**Section 3. Compensation.** No Executive Committee member shall receive compensation for any service he/she may render to the organization. Executive Committee members may be reimbursed for actual expenses incurred in the performance of their duties.

**Section 4. Officers.** Officers of the Executive Committee will be elected for such positions The Executive Committee candidates shall be nominated by the Nomination Committee. Upon nomination the candidates will be put before the Nomination Committee and voted on. The Executive Officers will be elected by simple majority of the general membership during a regularly scheduled monthly meeting. The officers and their respective duties are as follows:

- A. Office of President shall:
  - 1. Preside at all meeting of the Executive Committee.
  - 2. Coordinate the work of the Executive Committee and/or committees in order that the objectives may be promoted.
  - 3. Coordinate the work so that the necessary reports are timely made to the appropriate State and Federal agencies.
  - 4. Co-sign checks along with the Treasurers.
  - 5. Perform such other duties as deemed necessary by the Executive Committee
  
- B. Office of Vice President shall:
  - 1. Assume duties of the President in the event of the President's inability to serve or resignation.
  - 2. Chair committees deemed necessary by the Executive Committee.
    - a.) Arena committee
    - b.) Load in and load out of all projects
  - 3. Assist Executive Committee with all function of the KISD Livestock and Project Show.
  - 4. Perform such other duties as deemed necessary by the Executive Committee.
  - 5. Succeed president after completion of term.

- C. Office of Secretary shall:
1. Record the minutes of all meetings of the Executive Committee and furnish a copy of such minutes to the President within 1 week following the meeting.
  2. Coordinate all correspondence relating to the Corporation.
  3. Maintain a roll of all KISD High School FFA Booster Club memberships.
  4. Publish all notices of meetings or other matters, as required by the provisions in these Bylaws.
  5. Perform such duties as deemed necessary by the Executive Committee
  6. Buckle and trophy sponsor list coordinator. Be responsible for securing Buckle and Trophy sponsors for each of the Champions and Reserve champions of the KISD Livestock and Project Show. Maintain a current list of future sponsors in order by date of being notified about interest for being a sponsor.
- D. Office of Booster Club Treasurer shall:
1. Be the financial officer of the booster club side of the KISD FFA Show Committee, INC.
  2. Prepare the budget and provide the financial reports as requested.
  3. Receive all monies that relates to the Booster Club side. Such funds include concessions, raffle, silent suction, student spirit wear sales, buckle and trophy sponsor payments of our corporation. And deposit said monies in a bank designated by the Executive Committee of the Corporation within 1 week.
  4. Keep an accurate record of receipts and expenditures of Booster Club business.
  5. Pay out funds with proper vouchers in accordance with the approval of the Executive Committee. Such funds include everything that relates to item 3 above, buyers' gifts, buyers luncheon, buckles and trophies.
  6. Co-sign checks with the President or Show Treasurer.
  7. Perform such other duties as deemed necessary by the Executive Committee.
- E. Office of the Show Treasurer shall:
1. Be the financial officer of the funds that relate to the animals and student's funds from the KISD Livestock and Project Show. Such funds include but not limited to, Auction monies, Tent Sale monies and Add-on monies.
  2. Provide financial reports as requested by the Executive Committee.
  3. Deposit funds from the Auction, Tent Sale and Add-on monies in the account set up for the sole use of the Show funds that is distributed to the students and show related expenditures.
  4. Prepare student payments from the sale of their projects by form of a check.
  5. Prepare IRS 1099 forms for distribution to the students.
  6. Prepare and file all required documents for the annual IRS submissions
  7. Co-sign checks wit the President or Booster Club treasurer

#### **Section 5. Terms of office.**

1. President shall be elected for a 3-year term after the completion of 3 years as vice president. To serve as President of the Executive committee one must have served and completed at least one term of office as the President, Vice President of one of the Klein ISD FFA booster clubs and/or of the Klein ISD FFA Show Committee where they had financial responsibilities.
2. Vice president shall be elected to a 3-year term to support President and then replace president for a 3-year term.
3. Secretary shall be elected to a 2-year term which will roll over into a 2-year term as Booster Club Treasurer for a 4-year commitment
4. Booster Club Treasurer will be elected to a 2-year term after completion of a 2-year term as Secretary for a 4-year commitment.
5. Show Committee treasurer shall be elected to a 3-year term. Nominee must have served as a treasurer in another position or have a financial background.

6. The date from which terms will begin will be the 1st of August and end on July 31st upon completion of term.
7. Any officer elected to the executive committee may be removed by the executive committee whenever in its judgment the best interests of the committee would be served thereby, but such removal shall be without prejudice to the rights, if any of the officer being removed.
8. A vacancy in any office because of death, resignation disqualification or otherwise, may be filled by the executive committee for the unexpired portion of the term.

**Section 6. Meetings.** The Executive Committee shall provide for by resolution the time and place for holding of at least one annual meeting of the Executive Committee, and of the additional regular meetings of the Executive Committee, without other notice than such.

**Section 7. Notice.** Notice of any special meeting of the Executive Committee shall be given at least two days previously thereto by oral or written notice delivered personally or sent by email, mail or facsimile to each Executive Committee officer at his/her business address. Any Executive Committee officer may waive notice of any meeting, and the attendance of an Executive Committee officer at any meeting shall constitute a waiver or notice of such meeting.

**Section 8. Quorum.** A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee: but if less than a quorum of the Executive Committee is present at said meeting, a majority of the Executive Committee present may adjourn the meeting from time to time without further notice. The act of a majority of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Executive Committee.

**Section 9. Voting.** Each paid KISD FFA Booster Club member in good standing shall have the right to cast one vote each in any matter at a particular meeting. The decision of a majority of the above shall be binding on the organization unless provisions of these Bylaws require greater vote.

**Section 10. Proxy.** No proxy voting will be allowed.

#### **Article Five** **General Provisions**

**Section 1. Fiscal Year.** The fiscal year of this organization shall be July 1 through June 30 of the following year.

**Section 2. Operating Booster Club Funds.** Booster Club operating funds shall be maintained in the Booster Club account and an accounting of such funds shall be presented at all meetings.

**Section 2a. Operating Show Funds.** Funds containing Auction monies, Tent Sale monies and Add-on monies shall be held in the Show Funds account. Accounting of such funds shall be presented at the request of the Executive Committee.

**Section 3. Fiscal Responsibility.** Each Executive Committee member having fiscal responsibility shall be bonded and have a current Klein ISD approved background check on file.

**Section 4. Annual Statement.** The Executive Committee shall present at each Annual Meeting or when called by a vote of the voting delegates (Section 9) of these Bylaws, a full and clear statement of the condition of the organization.

#### **Article Six** **Standing Committees**

**Section 1. Nominating Committee.** Meet to receive nominations for the elected offices of this organization and prepare a slate of nominees and the ballot for the election of officers. The nominations committee will be made of up

2 Ag Science Teachers from KISD High School, CTE Director and Coordinator, and 2 non-running Executive Committee members and 1 member chosen at random (as stated in Article 3, Section 2).

**Section 3. Miscellaneous Committee.** There will be Miscellaneous Committee's to assist the Executive Committee on projects or special assignments. For example: silent auction, raffle, decorations committees. The committees will consist of a Chair head that will be appointed by the Executive Committee President. The said chair head will then seek out a committee consisting of at least one person from each of the KISD High School FFA Booster Clubs to assist him/her. Duties of this committee will be determined by the Executive Committee and report to such.

**Article Seven**  
**Amendments**

**Section 1. Amendments to Bylaws.** These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Executive Committee, provided that such alterations, amendments, or proposed substitute Bylaws have been read and distributed to all Executive Committee members present at the previous meeting or such action may be made at a special meeting held at least 10 days after the regular meeting at which the reading or distribution was made.

**Section 2. Amendments to the Articles of Incorporation.** The Executive Committee shall adopt a resolution setting forth any proposed amendment to the Articles of Incorporation, which if approved by a majority of the Executive Committee, shall be again submitted for a vote at the next regular meeting of the Executive Committee.

**Certificate of the Secretary**

I certify that I am the duly elected and acting secretary of the Klein ISD Show Committee, Inc. and that these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Committee held on **Sunday; October 30, 2022.**

*Date:* 31 October 2022

Donna Patterson  
*Secretary of Corporation – Name*

Donna Patterson  
*Secretary Signature*