

## DANBURY FFA ALUMNI BYLAWS

### ARTICLE I. FFA ALUMNI BYLAWS

These bylaws shall be considered a part of the constitution of the Danbury FFA Alumni Association

### ARTICLE II. LOCATION OF THE PRINCIPAL OFFICE

The principal office of the Danbury FFA Alumni shall be located at:  
Danbury High School  
5611 Panther Drive  
Danbury, TX 77534  
Phone: 979-922-1301

### ARTICLE III. DUTIES AND RESPONSIBILITIES OF THE ALUMNI ASSOCIATION

#### 1. President:

- Conduct the meeting
- Keep members on the subject and within time limits
- Review and prepare meeting agenda with assistance of secretary
- Serve as official contact for the Alumni
- Serve as liaison between Ag instructor and the Alumni
- Represent affiliate on official business
- Follow the Constitution, Bylaws, and other standing rules of the organization

#### 2. Vice President:

- Assist the President and Alumni Association with the planning and implementation of the program of activities
- Preside at any Alumni Association Council or membership meetings in the absence of the President
- Be prepared to assume duties and responsibilities of the president
- Stay up to date with State and National activities
- Oversee the award application completion process
- Secure nominations for next year's officer team

#### 3. Secretary:

- Maintain and report the minutes of all Alumni council and association meeting
- Prepare agenda with the President
- Record the attendance of each meeting
- Send notifications of each meeting
- Maintain official records including minutes, Constitution, Bylaws
- Keep record of all correspondence, mailings and documents
- Work with treasurer to fill out rosters
- Send thank you's and other greeting to members

#### **4. Treasurer:**

- Maintain financial records of the affiliate
- Pay bills and deposit income
- Provide financial report to Alumni members, all Alumni Council at meetings
- Responsible for completing any tax forms obligations and other fees, permits or licenses
- Work with secretary to complete roster and send in dues

#### **5. Reporter:**

- Submit article/stories to media
- Maintain alumni social media
- Work with FFA reporter on FFA Week activities
- Work with other Alumni officers to complete Alumni program activities

#### **6. Sentinel:**

- To maintain order at all Alumni Association and council membership meetings, and to ensure that they are conducted in a fair and timely manner
- Other duties as may be requested by the President or council

### **ARTICLE IV. MEETINGS**

**Section A.** Monthly meetings will be held on Mondays 6:00 at the Danbury High School Library. The annual meeting will be held in May before the FFA banquet date. Meeting dates and time may be changed at the discretion of the majority present due to other conflicting events and may also be changed by agreement between the Alumni Council via text and or email. Other necessary meetings of the Danbury FFA Alumni shall be held at a time either in correlation with the Danbury FFA Chapter banquet or some other appropriate time.

**Section B.** items to be discussed at any meeting must be submitted in writing and received by the secretary of the President no later than 48 hours before said meeting.

**Section C.** Majority vote will pass by present paid members only.

1. Electronic voting shall only take place in the case of a clarification, or an agenda item that was previously discussed and table during regular meeting and left open for consideration, subject to the agreement of the members present to vote electronically by the Danbury FFA Alumni Council majority vote will pass. Such voting must be duly reported by the secretary in the meeting minutes following the vote. The reporting must include the subject matter, date, time, and names of the Danbury FFA Alumni members voting. In no instance shall voting take place to intentionally circumvent the vote of all paid members.
2. Motions and amendments that are on the agenda can be debated during the FFA Alumni meeting. Each speaker shall be limited to three minutes, after which the motion can be debated for up to fifteen minutes.

## **ARTICLE V. FISCAL YEAR**

**SECTION A.** The fiscal year of the Danbury FFA Alumni shall be determined by the members of the affiliate according to the Constitution and Bylaws. It has been determined that due to the National FFA Dues and IRS990-N filing status that the fiscal year shall be March 1 to February 28.

**SECTION B.** Books and records of the Danbury FFA Alumni may be inspected by any member or his agent or attorney at any reasonable time. Financial reports will be presented to members at the meetings.

**SECTION C.** The Alumni Expense Budget for the current fiscal year is pre-determined by fundraising revenues generated during the prior fiscal year. Budget status reporting shall be included with the treasurer's report. Annual budget may be amended as deemed necessary at any meeting if the Danbury FFA Alumni, subject to vote in the majority of the members present

## **ARTICLE VI. ACCOUNTS**

**SECTION A.** All funds will be held in a club account at a local bank

1. Accounts must require one signature for any disbursement
2. Only 2 elected council members will have signature rights on said account, the president, and treasurer.

**SECTION B.** All deposits will be made in a timely manner, no later than 7 days of receipt.

1. A minimum of two Alumni Council members will count funds for deposits.

**SECTION C.** Disbursement of funds that are not included in the budget will require majority approval by membership present at regular meetings or officers present at a council meeting.

**SECTION D.** Danbury FFA Alumni Council can make disbursements of no more than \$100 without membership approval. Disbursement of funds shall be focused on FFA scholarships, school sponsored FFA chapter needs and activities.

**SECTION E.** The club will obey the Texas laws applicable to Alumni

Passed on 5/17/2023

Amended on 5/18/2023 meet monthly instead of quarterly