

**STILLWATER AGRICULTURE BOOSTERS
CONSTITUTION AND BYLAWS**

Approved March 25, 2021 for Adoption as of July 1, 2021

Article I - Organization Name

Section 1 The name of this organization shall be the Stillwater Agriculture Boosters.

Article II – Affiliation

Section 1 This organization shall be affiliated with the Stillwater Public Schools Agricultural Education and FFA program and the Payne County 4-H clubs. Supported students must attend Stillwater Public Schools or reside in the Stillwater Public Schools District and be in good standing with the aforementioned organizations as applicable.

Section 2 The organization shall obtain prior written approval for any use of Stillwater Public Schools trademarks and shall not use any Stillwater Public Schools indicia in conjunction with any other unauthorized intellectual property.

Article III – Purpose and Goals

Section 1 The primary purpose of this organization is to financially support and encourage Stillwater Public Schools' students engaged in Stillwater Public Schools' Agricultural Education and FFA and/or Payne County 4-H club activities.

Article IV - Membership

Section 1 Any adult who expresses interest in this organization, is the parent or guardian of a member of an affiliated organization and attends meetings shall be eligible for membership with all voting privileges.

Section 2 Any adult who expresses interest in this organization, is not the parent or guardian of a member of an affiliated organization and attends meetings shall be eligible for associate membership with no voting privileges.

Section 3 Teachers within the Stillwater Public Schools Agricultural Education program and Extension 4-H Educators with Payne County Cooperative Extension shall be associate members with no voting privileges.

Article V – Dues Structure

Section 1 Dues shall be assessed to all full voting members at a rate of \$10 per household and shall be paid to validate membership. Dues assessed shall be added to the general fund of the organization.

Article VI – Government

Section 1 The Executive Committee shall be President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Reporter, and Past-President, and the government of this organization shall be vested in the Executive Committee.

Section 2 The General membership shall be the Executive Committee and all members.

Article VII – Election of Officers

- Section 1 The office of Past-President shall be filled by the same and shall not be an elected office. In case the Past-President is unable to serve in this capacity, the President shall select a replacement from Past-Presidents of this organization in reverse sequential order.
- Section 2 The term of President-Elect shall be one (1) year, followed by one (1) year as President, one (1) year as Past-President and one (1) year out before being eligible for re-election to the Executive Committee. The term of office for all other officers will be one (1) year, and they may not serve more than two (2) consecutive terms in the same office. Officers serving on the Executive Committee shall not be from the same immediate family in the same year.
- Section 3 Nominations for all offices other than Past-President will be presented to the membership as a slate.
- Section 4 Qualified candidates for service on the Executive Committee are those voting members in good standing who have attended the majority of the meetings of the current year and must be the parent or legal guardian of at least one Stillwater FFA or Payne County 4-H Club member as described in Article II, Section 1. Employees of Stillwater Public Schools are not eligible to serve in the office of President, Treasurer or Treasurer-Elect.
- Section 5 Qualified voting members are those members as outlined in Article IV, Section 1. Each member shall have one vote during the election process.
- Section 6 Election of the slate of officers shall be by simple majority vote. If the slate of officers is not elected, nominations will be accepted by position from the floor and officer elections conducted in the same manner.
- Section 7 The officers of the organization shall be elected and installed at the last scheduled general membership meeting of the fiscal year. Elections will be held one time each year, or as needed to fill vacancies, and must be announced at least one meeting in advance.

Article VIII – Duties of Officers

- Section 1 The President shall:
- Preside at all meetings of the organization.
 - Appoint committees, as needed, to carry out appropriate functions.
 - Attend to such duties as are necessary to carry out the responsibilities of the organization.
 - Coordinate, as possible, the activities of the organization with the Stillwater Agricultural Education instructor(s) / FFA advisor(s), the Payne County 4-H Educator and 4-H Leaders.
 - Be chief spokesperson, or representative at all functions inside the organization, and to the community, state and nation.
 - Serve in ex-officio capacity with voting privileges on all organization committees.
 - Be one of three authorized signers on all organizational accounts.
 - Annually oversee a review of the organization's financial records.
- Section 2 The President-Elect shall:
- Serve in the absence of the President.
 - Perform all duties delegated by the President.
- Section 3 The Secretary shall:
- Record and keep the minutes of all official meetings of the organization.
 - Receive and initiate official written and/or electronic correspondence of the organization.
 - Submit required reports and respond to requests in a timely manner.

- Perform duties as delegated by the President.

Section 4

The Treasurer shall:

- Provide financial reports (i.e., balance sheet, cash flow, etc.) for each meeting of the general membership.
- Submit year-end report of financial activities consisting of, but not limited to a starting balance, final balance statement, and any financial activities, as per request of the Executive Committee and/or the Stillwater School Board.
- Pay all outstanding bills in a timely fashion (30 days).
- Issue no reimbursements/expenditures without prior approval of the Executive Committee and without documentation of an itemized receipt.
- Be one of three authorized signers on all organizational accounts.
- Be prepared to surrender financial records upon President's request.
- Prior to June 30 of each year, work with the President to complete and submit the "Application for Sanctioning" form to the Stillwater Public Schools Board of Education (Board).
- Perform duties as delegated by the President.

Section 5

The Treasurer-Elect shall:

- Provide assistance to the treasurer in performing his or her duties.
- Shadow Treasurer to learn the duties of the office.
- Assume office of the Treasurer after one year as Treasurer-Elect or if Treasurer cannot fulfill his or her duties.
- Be one of three authorized signers on all organizational accounts.

Section 6

The Reporter shall:

- Publicize the meetings, activities, and information for the good of the organization.
- Manage the organization's social media accounts and website for the good of the organization.

Article IX - Removal from Office

Section 1

Any officer may be removed from office as a result of failure to fulfill the duties of said office, as described or delegated, or for conduct determined by the Executive Committee to not be in the best interest of the organization.

Section 2

Removal shall be by majority vote of the Executive Committee, followed by majority vote of the general membership at the next scheduled general membership meeting.

Article X – Financial Operations

Section 1

The fiscal year of the organization shall coincide with the State of Oklahoma's fiscal year (July 1- June 30).

Section 2

The organization shall maintain bank, financial, and tax-exempt status separate from Stillwater Public Schools.

Section 3

The organization shall not conduct any fundraising activities that detract from student instruction within the school or during school hours.

Section 4

All funds raised by the organization will be used to achieve the stated purposes and goals of the organization, as described in Article III. No administrative fees or stipends shall be paid to officers or other members. Any payments to teachers, coaches or Stillwater Public Schools employees shall be approved by and paid through Stillwater Public Schools.

Section 5

The Executive Committee shall be able to authorize spending of up to \$500.00 on a non-

budgeted transaction, as needed, to purvey the activities of the organization.

Section 6 Financial support may be appropriated to students who are eligible, as described in Article II, Section 1 and/or to the Stillwater Agricultural Education Program/Stillwater FFA Chapter and/or to Stillwater Payne County 4-H Clubs through individual student project premium applications, through formal written program support proposals submitted by the agricultural education teachers/FFA advisors and/or 4-H Extension educators, or through special requests for financial support applications. Project premium applications and program support proposals shall be reviewed by an appropriate committee and recommendations for funding submitted to the Executive Committee for action and/or presentation to the general membership for action. Special requests for funding will be reviewed by and voted on by the Executive Committee and will be brought before the general membership for consideration, if in excess of \$500. No requests for funds will be considered without submission of a formal written application, proposal or request. No student receiving individual project premium support from an agricultural booster club affiliated with another school district shall be eligible to receive project premium funds from the Stillwater Agriculture Booster Club.

Section 7 Annually or upon request, the organization will provide to the Stillwater Board of Education a complete set of financial records or detailed treasurer's report.

Article XI – Meetings

Section 1 Meetings of the general membership should be held monthly during the school year.

Section 2 The Executive Committee should meet monthly; or as needed, at the discretion of the President.

Section 3 At least a three (3) day written and/or electronic notice must be given by the Executive Committee before holding a meeting of the organization.

Section 4 "Robert's Rules of Order-Revised" shall govern the proceedings of all meetings of the organization and its constituent parts; except as they are contrary to this Constitution and Bylaws.

Section 5 The Executive Committee may choose to move the location of meetings of the organization and/or its constituent parts to an online or hybrid meeting format. Decisions to move meetings to an online or hybrid meeting format should be made as is practical so that the altered meeting format may be included in meeting notifications. Voting during online or hybrid meetings shall be conducted via roll call vote of all voting members in attendance.

Section 6 The Past President shall serve as Parliamentarian.

Section 7 The organization shall not use school materials in advertising its activities and shall abide by all regulations established by the Stillwater Board of Education regarding use of school property by the organization for meetings and activities.

Article XII - Amending the Constitution and Bylaws

Section 1 Any proposed change of the Constitution and Bylaws must be presented in writing or electronically at both a previous meeting of the Executive Committee and of the general membership before action may be taken.

Section 2 A quorum of the general membership consisting of six (6) voting members, not inclusive of members of the Executive Committee, shall be necessary for action on proposed amendments to the Constitution and Bylaws.

Section 3 Following review and approval by the Executive Committee and providing a quorum is present, the proposed change(s) must be approved by a simple majority vote.

Article XIII - Duration

Section 1 The duration of this organization shall be perpetual.

Amy R. Gazaway
Amy R. Gazaway, President

5/14/21
Date

Melissa Meredith
Melissa Meredith, Vice President

05/14/21
Date