



# Aledo Ag-Backers FFA Alumni Association Constitution and Bylaws

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## CONSTITUTION

### ARTICLE I. NAME AND PURPOSE

**Section A.** The name of the organization shall be the Aledo FFA Alumni Association hereby and hereafter known as Aledo Ag-Backers.

**Section B.** The purpose of the organization shall be:

1. To support and promote the FFA organization, FFA activities and agricultural education on local, state and national levels.
2. To provide a tie to the FFA organization and to assist FFA and agricultural education personnel to involve former members and others interested in supporting worthy activities.
3. To promote greater knowledge of the agricultural industry and support education in agriculture.
4. To cooperate with other local FFA Chapter and the Texas and National FFA Alumni Association.
5. To promote and maintain an appreciation of the American free enterprise system.
6. To promote the personal development aspect of the FFA.

## **ARTICLE II. ORGANIZATION**

**Section A.** The Aledo Ag-Backers is a chartered local affiliate of the Texas FFA Alumni Association that is chartered by the National FFA Alumni Association.

**Section B.** The Aledo Ag-Backers accept in full the provisions in the constitution and by-laws of the Texas and National FFA Alumni Associations.

## **ARTICLE III. MEMBERSHIP**

Membership shall be open to former active, collegiate and honorary FFA members, present and former professional agricultural educators, parent of FFA members, and others interested in supporting the FFA, upon payment of dues. Membership begins September 1 and ends August 31<sup>st</sup> of the following year.

## **ARTICLE IV. EMBLEM**

The emblem of the Aledo Ag-Backers is the Aledo "A," in orange with a white and black outline, and an image of the Aledo Bearcat mascot through the middle of the A. The words "Ag Backers" appear in white on the lower right corner. Refer to emblem found on the top of this page or cover of this document.

## **ARTICLE V. EXECUTIVE BOARD**

**Section A.** The executive board of the Aledo Ag-Backers shall be known as the Aledo Ag-Backers Executive Board.

**Section B.** The Aledo Ag-Backers Executive Board shall consist of no less than three (3) persons. (The executive board might be selected in such a way that it represents a cross section of the community and consists of interested individuals.)

1. No less than three (3) persons elected at-large by the membership.
2. Immediate past members of the Board may serve in an advisory capacity, at the invitation of the current president, as non-voting members
3. Current FFA Student Chapter elected officer representative or their designee, by invitation only. The student representative shall not be considered an officer or member - voting or non-voting- of the Board.
4. The local FFA advisor(s) shall serve as a liaison to the Aledo Ag-Backers Executive Board and shall approve all student/school-related activities of the organization in accordance with School District Policy. The Advisor(s) shall not be considered an officer or member - voting or non-voting - of the Board.

**Section C.** All members of the Aledo Ag-Backers Executive Board must be active members of the FFA Alumni Association, with the exception of the current FFA Chapter representatives and shall serve one (1) year terms. There shall be a four (4) year continuous term limit for President and Treasurer.

**Section D.** Duties of the officers shall be consistent with those usually pertaining to these positions. See Addendum (Additional officers may be added if necessary.)

**Section E.** No more than one member of an immediate family (spouse, parent, or child) may serve on the Aledo Ag-Backers Executive Board at the same time, whether as an officer, an at-large Board member, or in any other Board seat, except where two immediate family members are formally designated as co-chairs of a single officer position under Bylaws, Article VII. In that case, the family unit shall be entitled to only one vote on all Board matters, and both individuals shall be counted as a single seat for purposes of this Section and for quorum.

## **ARTICLE VI. MEETINGS**

**Section A.** The Aledo Ag-Backers Executive Board shall meet approximately once per month throughout the academic year. Additional meetings may be called by the President or by a majority of the Board members upon petition to the Secretary. Board meetings may be held in person or virtually, including for votes on emergent items as provided in the By-laws.

**Section B.** There shall be regular meetings of the membership of the Aledo Ag-Backers, held approximately once per month throughout the academic year, typically in conjunction with the FFA Chapter meeting. The Aledo Ag-Backers Executive Board may call additional membership meetings. Notice, attendance, and procedural requirements for all meetings are governed by By-laws, Article V.

## **ARTICLE VII. DUES**

Annual membership dues of the Aledo Ag-Backers shall be recommended by the Executive Board and fixed by a majority vote of the membership. No members shall be considered an active member and in good standing unless full dues are paid.

## **ARTICLE VIII. AMENDMENTS**

**Section A.** The constitution of the Aledo Ag-Backers may be changed at any regular meeting by two-thirds vote of the active members present provided it is not in conflict with the constitution of the State or National FFA Alumni Associations.

**Section B.** Amendments may be presented to the membership by hand, via email and/or postal mail to be discussed and voted on. All proposed changes must be presented no later than the April meeting, or they must wait until the August meeting.

**Section C.** At such time as the membership desires, or when there is a necessity for the amending of these Constitution and By-Laws, a committee shall be charged with the review, preparation, presentation, and recommendation of changes to the membership for approval. The committee's recommendations may be posted fifteen days prior to a regular business meeting when they will be presented for consideration.

**Section D.** If approved, then the amendment(s) shall be considered adopted and take effect immediately. Aledo Ag-Backers Constitution and By-laws must be signed and dated by the presiding president before taking effect.

## **ARTICLE IX. DISSOLUTION**

**Section A.** The Aledo Ag-Backers may be dissolved upon a resolution adopted by two-thirds vote of active members present at a special meeting called for that purpose. Written notice of the proposed dissolution shall be given to all members entitled to vote at least 30 days prior to the meeting.

**Section B.** Upon dissolution, after payment of all debts and liabilities, remaining funds and assets shall be distributed exclusively for the benefit of the Aledo FFA Chapter and agricultural education program at Aledo ISD, consistent with the organization's original tax-exempt purpose. No distribution shall be made to any officer, member, or private individual.

**Section C.** Upon dissolution, the organization shall request a private letter ruling from the Internal Revenue Service confirming termination of tax-exempt status and shall notify the Aledo ISD Business Office of the dissolution and final distribution of assets.

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# **BY-LAWS**

## **ARTICLE I. FFA ALUMNI ASSOCIATION BY-LAWS**

These by-laws shall be considered a part of the constitution of the Aledo FFA Alumni Association, a.k.a. Aledo Ag-Backers.

## **ARTICLE II. LOCATION OF PRINCIPAL OFFICE**

The principal address of the Aledo Ag-Backers is:

**Physical Address:** Aledo High School  
(Philip W. Bradford Agricultural Sciences Building)  
1000 Bailey Ranch Road  
Mailing Address: P.O. Box 814  
**City:** Aledo  
**State:** Texas  
**Zip:** 76008  
**Website:** <https://aledoagbacker.org>

## **ARTICLE III. PROCEDURE FOR SELECTION OF ALEDO AG-BACKER EXECUTIVE BOARD.**

**Section A.** The members of the Aledo Ag-Backers Board that are selected from the membership at-large shall be nominated in the month of April, elected in the month of May, and take office on June 1<sup>st</sup>. Each member in good standing shall be entitled to vote.

**Section B.** The current FFA Student Chapter representative, by invitation, shall serve as a non-voting member of the Board by virtue of their position. The local FFA Advisor(s) shall serve as liaison to the Board and shall not be considered an officer or member — voting or non-voting — of the Board. Immediate past members of the Board may serve in an advisory capacity, as non-voting members, at the invitation of the current president..

**Section C.** Whenever a vacancy occurs on the Board other than from expiration of their terms of office, the local Board shall appoint a person to fill the unexpired term of office.

**Section D.** All outgoing officers shall turn over all records, financial documents, and materials related to the organization and their office to their incoming successors within 30 days of the election of new officers.

## **ARTICLE IV. DUTIES OF THE EXECUTIVE BOARD**

**Section A.** It shall be the duty of the Board to receive recommendations and to direct the operation of the association in accordance with its constitutional purposes. It shall be responsible for planning such programs and activities in which it is advisable for the association to participate.

**Section B.** The Board may appoint such committees necessary to execute said programs and activities.

## **ARTICLE V: MEETING STANDARDS:**

**Section A. Membership Meetings.** The general membership of the Aledo Ag-Backers shall meet approximately once per month, typically in conjunction with the FFA Chapter meeting. All members are welcome to attend. Membership meetings shall include, at minimum, announcements of upcoming events, a financial/budget report, and an update from the FFA Advisor(s). The Executive Board may call additional membership meetings as needed.

**Section B. Board Meetings.** The Executive Board shall meet separately from the general membership, approximately once per month, to conduct business and vote on organizational matters. Board meetings may be held in person or virtually, including for the purpose of voting on emergent items that arise between regularly scheduled meetings. Additional Board meetings may be called by the President or by a majority of Board members upon petition to the Secretary.

**Section C. Notice.** Notice of all regular membership and Board meetings shall be posted at least 72 hours in advance, either on the organization's website or another location accessible to

members. The notice shall include the date, time, and, for Board meetings, the items to be discussed or voted on.

Emergent items: Notwithstanding the foregoing, the Board may meet virtually and vote on emergent items without the 72-hour notice otherwise required by this Section, provided that (1) the President determines the item requires action before the next regularly scheduled meeting, and (2) any action taken is reported to the full Board and general membership at the next regular meeting following the vote.

**Section D. Required Attendance.** Membership and Board meetings shall be held in the presence of the FFA Advisor(s) or their designee. Business conducted at a meeting without the Advisor(s) or a designee present shall be considered null and void.

**Section E. Quorum.**

(1) Board meetings. A quorum for the transaction of business at a Board meeting shall consist of a majority of the voting members of the Board then serving. Co-chairs jointly holding a single officer position under Article VII shall count as one voting member for purposes of this Section.

(2) Membership meetings. A quorum for the transaction of business at a general membership meeting shall consist of 5 active members in good standing, whether in person or virtually.

(3) If quorum is not met at a Board meeting, the meeting may proceed for informational purposes only (announcements, updates, discussion), but no vote shall be taken. Any Board item requiring a vote shall be carried over to the next meeting at which quorum is present, or may be submitted to voting Board members for a virtual vote under the same notice and process described in Section C.

(4) If quorum is not met at a general membership meeting, the meeting may proceed for informational purposes only, but no vote shall be taken. Any item requiring a membership vote shall be carried over to the next meeting at which quorum is present or may be submitted to the membership for a virtual vote, provided that the virtual vote remains open for at least 72 hours and the number of members who respond meets or exceeds the quorum threshold established in Section E (2). If the response threshold is not met, the item shall be carried over to the next regular meeting.

## **ARTICLE VI. FINANCES**

**Section A. Fiscal year.** The fiscal year of the Aledo Ag-Backers shall be October 1st - September 30th.

**Section B. Annual Operating Budget.** The Board of Directors shall approve an annual Operating Budget for the Organization. The Operating Budget shall include expected unrestricted income and regular expenses related to the Organization's mission, including FFA support, student activities, events, supplies, fundraising, and administrative expenses. Scholarship payments, reserves, carry-over funds, and funds restricted or designated for scholarships or other specific purposes shall not be included in the Operating Budget. The Board may amend the Operating Budget as needed.

**Section C. Expenditures and Disbursements.** For purposes of this section, "disbursements" includes checks, ACH transfers, debit card transactions, wire transfers, and any other electronic method of disbursing organization funds, whether now in use or adopted in the future. Disbursements of \$1,000 or less may be issued with the signature of one authorized officer. Disbursements exceeding \$1,000 shall require the signatures or approval of two authorized officers. Regardless of amount, no disbursement shall be issued without supporting documentation (invoice, receipt, or approved disbursement request), and all disbursements shall be reported by the Treasurer and presented at the next meeting. The President shall designate an officer who does not sign checks to independently review monthly bank statements.

**Section D. Audits.** There shall be an annual audit of the Aledo Ag-Backers financial records by the Budget Review and Audit Committee.

1. The Audit Committee will be appointed in April and will present its report in May.
2. The Audit Committee will consist of three members. The Treasurer will assist the committee but will not serve as a member.
3. The committee's report will be presented to the membership in May for approval.

The books and records of the Aledo Ag-Backers may be inspected by any member, his agent or attorney, at any reasonable time.

## **ARTICLE VII. OFFICERS**

The elected officers shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Communication/ Social Media Liaison
6. Middle School Liaisons (two positions; one per middle school)

Any officer position may be jointly held by two co-chairs, whether or not the co-chairs are members of the same immediate family. Co-chairs shall be nominated and elected jointly as a single unit, shall be counted as one officer for purposes of quorum and Board composition, and shall be entitled to one vote between them on all Board matters. Both co-chairs shall be jointly responsible for the duties of the position as described in the Addendum.

The elected officers shall constitute the Alumni Executive Board (*Constitution, Article V.*). Duty of this Board is to advise and make recommendations to the general membership with respect to the activities and business of the organization.

Officers will be elected annually and serve one (1) year term. There shall be a four (4) year continuous term limit for President and Treasurer.

A vacancy occurring in an office shall be filled by a vote of the Board except for the office of the president, which will be filled by the Vice President. At which time, the members of the organization shall elect a new vice president. In the event the vice president cannot fulfill the position of president, the members of the organization shall elect a new president.

## **ARTICLE VIII. PARLIAMENTARY PROCEDURES**

Robert's Rule of Order (REV) shall be the guide for Parliamentary order.

## ARTICLE IX. Committees

**Section A.** The Aledo Ag-Backers shall have the following standing committees, if needed:

1. Budget Review and Audit Committee
  - a. The primary responsibilities of the Budget Review and Audit Committee are to develop the Ag-Backers annual budget and oversee the year-end annual financial audit.
  - b. In partnership with the Ag-Backers treasurer, the committee shall:
    - i. Develop a preliminary annual budget for presentation at the August meeting
    - ii. Finalize the annual budget for submission to the District no later than September 15
    - iii. Conduct the annual end of fiscal year audit of the organization's financial records and submit the completed audit to the District no later than May 31
    - iv. Research and recommend investment options for surplus funds, subject to approval by the membership.
  - c. Committee membership may change during the fiscal year. However, to ensure continuity and accountability, the Treasurer and at least one additional committee member shall serve continuously throughout the budget development and annual audit processes.
2. Fundraising Committee
  - a. Plan, organize, and oversee all aspects Ag-Backers fundraising activities
3. Awards / Scholarship Committee
  - a. This committee will be responsible for obtaining any information on awards to be given by the Aledo Ag-Backers.
  - b. This committee will be responsible for the application and scholarship guidelines, as well as the verification of all qualifications.
  - c. Parents of seniors, those with familial connection to seniors, and the Ag Backers President are ineligible for membership on the Scholarship Committee.
  - d. This committee is responsible for the selection of a scholarship review board and reviewing scholarship applications.
    - i. The scholarship review board will consist of at least one member who will be selected from the community, as well as the scholarship committee members.
      1. The members selected from the community cannot be members of the Aledo Ag-Backers.
    - ii. The scholarship review board will be directly responsible for conducting interviews, grading of applications, and selecting scholarship awardees.
  - e. Eligibility. Scholarship applicants shall be full-time Aledo ISD senior students for a minimum of one full semester prior to the application deadline. Applicants who have received a full scholarship from another source may not be eligible for this scholarship. Applicants must be enrolled in an accredited college, university, trade school, or military academy to receive scholarship funds
  - f. Confidentiality in review. All applicant-identifying information shall be redacted from materials shared with the Scholarship Review Committee to preserve confidentiality and impartiality throughout the review process.

- g. Communication of criteria. Qualification criteria for scholarship selection shall be communicated in writing to all potential applicants before evaluation begins and may not be changed during the award period. Any changes to future criteria must be recommended by the FFA Advisor(s) and approved by the membership no later than the May meeting, effective for the following academic year.  
Interviews. If the review process includes an interview, the applicant shall be notified no later than 30 days prior to the interview. The applicant's parent or guardian must be permitted to be present at the interview. Interview topics must be communicated to the applicant no less than 72 hours prior to the interview.
- h. Interviews. If the review process includes an interview, the applicant shall be notified no later than two weeks prior to the interview. Parents / guardians will be permitted to be present for the interview.
- i. Disbursement. Scholarship disbursement checks shall be made payable to the college, university, or accredited institution in the student's name, not to the student directly. Disbursement shall be supported by an invoice or documentation from the institution.
- j. Records retention. The Scholarship Review Committee shall retain all application materials, scoring records, and related documentation for a minimum of seven years. Application scoring and decision materials shall be made available to an applicant upon written request; the organization may charge a reasonable fee to cover the cost of fulfilling such a request.
- k. Budget limit. The total of all scholarships awarded in a given year shall not exceed 25% of the Aledo Ag-Backers' operating budget for that year.
- 4. Barn / Livestock Facility Committee
  - a. Shall work with advisor(s) in overseeing the needs of all the livestock and equipment within the barn/livestock facility.
- 5. Concessions Committee
  - a. Plan, participate, and help with all the needs concerning Ag-Backers Hamburger Sales & Concessions at Aledo Varsity Football home games.
- 6. Membership Committee
  - a. Promote membership at school and community events, maintain member roster, and engage in other opportunities to promote FFA and Ag-Backers.
- 7. Resolution / By-laws Committee
  - a. Duties include reviewing and updating the Constitution and By-laws as required.
  - b. At least one committee member should be in attendance at membership meetings to assist officers and members with any questions and/or issues pertaining to the Constitution or By-laws.
  - c. The Committee shall jointly review the Constitution and By-laws with the FFA Advisor(s) on an annual basis. A current copy of the Constitution and By-laws shall be submitted to the Aledo ISD Business Office following any amendment, and in any case no less than once per fiscal year.
- 8. Special Events Committee
  - a. Plan, organize and oversee special events that may occur.
- 9. Website Committee
  - a. Shall be responsible for maintaining Aledo Ag-Backers website.

**Section B.** These committees shall be served by a chairperson appointed by the Board President.

**Section C.** These standing committees must report on their activities at each general meeting.

**Section D.** The Board President has the authority to create special committees and appoint membership members to these committees.

## **ARTICLE X. CONFLICT OF INTEREST AND PROCUREMENT**

**Section A.** Any Board member, officer, or committee member who has a financial or ownership interest in a vendor being considered for a contract, purchase, or service shall disclose that interest to the Board in writing before any discussion or vote and shall recuse themselves from the discussion and vote.

**Section B.** For any purchase of goods or services exceeding \$[e.g., \$500], the organization shall obtain a minimum of two competitive quotes or bids, unless the vendor is the sole source reasonably available. This requirement applies regardless of whether a Board member or officer has a personal or business connection to a potential vendor.

**Section C.** A vendor in which a Board member or officer holds a financial interest may not be awarded a contract or purchase order unless (1) the interested party discloses and recuses per Section A, and (2) the remaining disinterested Board members determine, after reviewing competitive quotes, that the vendor's price and terms are equal to or better than other options.

**Section D.** All Board members and officers shall sign an annual conflict-of-interest disclosure statement.

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## **ADDENDUM**

### **President**

- Shall preside at all meetings of the club and the Board
- Shall by virtue of his/her elected office, a member of all committees and a voting member of the nominating committee, with the exception of the scholarship committee, if and only if said president has a graduating senior. At which time said president may appoint a representative in his/her place.
- May sign checks and approve disbursements, if needed
- Shall be empowered to call meetings of the general membership and/or Board in situations where immediate action is needed

### **Vice President**

- Shall assist the President and shall perform the duties of the President in the absence of that official
- Shall coordinate special fundraising projects and other special showcase events throughout the year
- May sign checks and approve disbursements, if needed

- If at all possible, shall assume the office of the President in the event the President resigns or is no longer able to function as President

#### Secretary

- Shall keep minutes of all meetings of the Association and the Board.
- Shall file and maintain a notebook of all minutes, by-laws, reports and pertinent documents
- Shall do other duties as needed

#### Treasurer

- Shall receive all money collected by the organization
- Shall keep an accurate record of receipts and expenditures
- Shall pay bills incurred by the organization upon approval of the membership
- May sign checks and approve disbursements
- Shall give a report of funds and expenditures at each meeting and at other times requested by the Board or membership

#### Communication/ Social Media Liaison

- Shall communicate with members regarding upcoming meetings, events, and Association updates
- Shall serve as the administrator of the Association's social media accounts and website (website management may be delegated to the Website Committee)
- Shall attend to the routine correspondence of the Association
- Shall perform other duties as needed

#### Middle School Liaisons (two positions; one per middle school)

- Shall coordinate with the middle school Ag Science teachers to promote membership in the Association and support middle school Ag Science programming
- Shall serve as a communication liaison between the middle school Ag Science programs and the Board, informing the Board of relevant activities, needs, and opportunities
- Shall attend, whenever possible, middle school events that promote agricultural education and represent the Association at such events
- Shall assist in fostering relationships between the middle school Ag Science programs, the high school FFA chapter, and the Association

These by-laws were approved by a two-thirds majority vote of members present at the monthly Ag-Backers meeting held on XXXX XX, 2026.

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Christine and J.T. Ward, Co-Presidents 2026-2027