



GILBERT FFA ALUMN/BOOSTERS

Learning to Do, Doing to Learn, Earning to Live and Living to Serve



Vision

Gilbert FFA Alumni/Booster will make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Mission

Ensure we have an active and fully engaged FFA Alumni board who support agriculture Advisors (Teachers) and students at Gilbert High School.

Ensure strong fundraising programs exist increasing our goal each year.

Help build and ensure a culture of inclusiveness in agriculture education and opportunities.

Reduce the workload for Advisors by providing our knowledge, skills, abilities and resources, thus providing agriculture education programs much needed support.

Be leaders in advocacy for agriculture education funding at local, state and federal levels.

Be the voice to local business, school boards, colleges and other community leaders to champion the importance of agriculture education.

Membership

Membership is defined in the bylaws as a person who pays annual dues. Annual dues for the Gilbert FFA Alumni/Boosters are \$5.00 Please make checks payable to Gilbert FFA Alumni Boosters. Membership is due September 1st of each year. Membership ensures your commitment to the mission and vision.

Membership is open to all persons in good standing including but not limited to current members, prior members, parents of FFA members, family members of FFA students, community members, honorary members, etc. Membership will not be denied based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or national origin, or an individual with a disability or class of individuals with disabilities.

Board Executive Council Elections.

Board elections will be held the first Monday in May of each year. Nominations for board members are due to the President by the first Monday in April of each year. The nominations will be posted www.gilbertffa.com. The following voting rules apply.

1. Only active members can run or vote- See membership.
2. Each member gets one vote.
3. Elections will result in 4 new Executive Council positions, President, Vice President, Secretary and Treasurer. After the election, the council will meet and determine which positions at best suit the strengths of the elected person.
4. The term is 1 year beginning May 1st of each year. The current and new Executive Council will co-lead the month of May to ensure a smooth transition each year.
5. The most recent President will automatically move into the Executive member at large with full voting rights.
6. *Elected positions require finger printing. The cost is \$40.00 payable to Gilbert FFA. (Grants are available)*
7. It is highly recommended Executive Council members try to attend at least one FFA conference.



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Board Meeting Agenda

Agenda will be 90 minutes long.

1. 5 Minutes to get food.
2. 1-2 Minutes for Consent Approval- The board will approve all business that was reviewed prior to the meeting. This might be documents sent prior. The board members are responsible for reviewing and being ready to vote. .
3. 15 Minutes for training or education on new matters or anything where an explanation is needed. Also, this time would be used to introduce new members.
4. 60 minutes – Governing. This is where problem solving, and critical thinking occurs. Every item of discussion is made available in advance via email or online website. Members should be prepared to discuss.

Items that will be reviewed prior to the meeting include :

- Addendums to anything
- Budgets
- Meeting minutes from prior meeting
- Requests for payments
- Fundraiser updates

Adding items to the agenda

An agenda will be created in advance of all meetings. The agenda topics are due 10 days prior to the next meeting. The agenda will be emailed and posted to the website 5 days prior to the next meeting. Any item not on the agenda will be tabled until the next meeting. This ensures all members have the opportunity to participate in each discussion.

Changes/Addendums

Changes/Addendums to operating procedures, bylaws, mission, vision or goals must be posted to the website for a minimum of 30 calendar days prior to a vote. The process to start this is as follows.

1. Item is sent to the 5 board members 45 days before the discussion date.
2. Board members will make sure the item is valid in regard to the topic, understanding is clear and does not break any bylaws.
3. Item will be posted to the website for public notice.
4. Emails will be sent to public notice.
5. The items will be reviewed prior to the meeting by members.
6. Item will be discussed in governing. If approved it will stand, if not approved it is not discussed further in that meeting but can be moved to a future topic.



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Rules of engagement.

Meetings are meant to elicit ideas, solve problems and ensure the integrity for the Gilbert FFA Alumni Boosters is lasting and effective. To make sure meetings are productive and inclusive the following rules will be in effect.

1. Show honest, sincere appreciation for others.
2. Be on time and be present.
3. This is a volunteer position, but it is a serious and well respected one. Remain professional at all times including verbal and physical language.
4. Negative discussions about other parents, alumni, boosters, advisors, students, schools, administrators, neighbors, businesses are not acceptable and should be avoided at all times.
5. When someone is taking, others are listening. Do not interrupt or speak over, this includes side conversations. The elected officials are responsible for ensuring speaking time is not wasted and will be allowed to stop the speaker.
6. Be courteous to people's time. This means come prepared to speak about your topic and manage the time you are speaking.
7. Any time a disagreement cannot be managed, it will be tabled for a different day.

Meeting Schedule.

Meetings will be held each month on the last Thursday of every month. This will be a year-round schedule. Summer meetings may be held via conference call if everyone agrees. These dates are settled and shall not be changed without 60 days' notice. A conference line will be set up for all meetings.

August will consist of 2 meetings to ensure a smooth start to the school year.

Election nominations and campaigns will be held in April of each year.

Elections will be held in May of each year.

Communication

Communication with members, advisors, students, administrators and the community are expected to be professional at all times. Official business should be communicated at meetings or via official FFA Alumni /Booster gmail.

- Gmail
 - This gmail will be passed each year to the new members. Passwords will be changed accordingly. A Gilbert FFA Advisor will have access to these gmail accounts to help protect the integrity of the accounts and ensure a smooth transaction for new members in the event an Executive council member resigns.

The follow will be the Gmail accounts (to be created by August 14th Meeting)

GilbertFFA.AlumniPresident@gmail.com

GilbertFFA.AlumniVP@gmail.com

GilbertFFA.AlumniSecretary@gmail.com

GilbertFFA.AlumniTreasurer@gmail.com

GilbertFFA.AlumniAtlarge@gmail.com



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Communication (cont..)

- Social Media
 - Social media including Facebook, twitter, snapchat, and Instagram accounts will be managed by the secretary. These passwords will be changed on an annual basis. The passwords will be stored with the Ag Advisor accounts to help protect the integrity of the accounts and ensure a smooth transaction with new members in the event an Executive council member resigns.
- Website
 - www.gilbertffa.com is a shared website used by the Ag Advisors and by Gilbert FFA Alumni. The website should be maintained by an Executive Council member if they have the skills. If they are not able to perform this skill, they are able to designate a communications director to be approved by the Executive Council and Ag Advisors. There is confidential billing information contained in the software, passwords will be changed each year. (or more if deemed necessary)
- Verbal communication of Board Business
 - Communication with Ag Advisors is important. To ensure communication is lost and to avoid duplication of questions and efforts, and most importantly show appreciation for individual's personal time, the following process should be used.
 - When communicating with Advisors on behalf of the Executive board about board business the Executive Council will copy each member in emails.
 - Communication in person will be followed up with an email, text message, or phone call to inform the Executive board.

Money

The Gilbert FFA Alumni Boosters will maintain a bank account. The bank account will require access by the Treasurer and the Vice President. The following rules are in effect.

- The Treasurer and the Vice President will be bonded and insured.
- The Treasurer and the Vice President will be fingerprinted.
- Bank statements and receipts will be stored in paper format each month.
- *The mailing address for the bank account will be Gilbert High School.*
- Enough time will be left at the end of each event to count down the drawer and create a deposit slip. Two people are required to count the drawers.

Meeting Minutes.

Meeting minutes will be typed, and 2 copies will be printed within 7 business days of each meeting. The minutes will be stored by the Secretary and the President. These documents will be submitted each year when the School Board approves Gilbert FFA Alumni to operate on the Gilbert High School campus.

Operation on Gilbert High School Campus.

The Gilbert FFA Alumni/Boosters is not a public-school entity. However, in order to operate each year on the campus and work with the Agriculture Education program the Board must be approved annually in writing by Principal of Gilbert High and the Gilbert School District. We are subject to District Policy for most events.