

# TERREBONNE LIVESTOCK AND FAIR ASSOCIATION

## BY-LAWS

### **Article 1: Name and Purpose**

#### **Section 1: Name**

The name of this organization is the Terrebonne Livestock and Agricultural Fair Association, herein referred to as TLAFA or the club. The organization is incorporated in the State of Louisiana as a non-profit corporation.

#### **Section 2: Purpose or Mission Statement**

The purpose and objective of this corporation shall be to assist and encourage the advancement of the material prosperity and progress of the Parish of Terrebonne Louisiana, by the promotion and improvement of their livestock and agricultural resources by and through the staging of shows and fairs and to do any and all things that might be necessary or proper to promote the said material prosperity and progress of the Parish of Terrebonne with regard to its livestock and agricultural resources.

### **Article 2: Board of Directors**

#### **Section 1: Management**

The corporate authority, business and property of the club shall be exercised, conducted and managed primarily by the Board of Directors. The Board of Directors shall act as general managers and custodians of all club assets.

#### **Section 2: Ethics & Responsibility**

The Board of Directors of the club shall execute their duties and responsibilities identified herein in an ethical and cohesive manner, so as to serve the best interests of the club and general membership.

Service as a Board Member in any capacity is a privilege bestowed by the club's general membership through election. Any Board Member failing to meet their identified responsibilities or who is found to misrepresent or perform in any manner not consistent with the Articles of Incorporation or these By-Laws is subject to removal from office.

**Section 3: Board Members**

The Board of Directors shall consist of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Director
7. Immediate Past President

Officers and/or Board Members shall serve a one (1) year term upon being elected. Each member of the board, except the president, shall serve as chair on one of the standing committees. The president shall serve as ex-officio member on all committees.

**Section 4: Vacancies**

Vacancies on the Board of Directors, officers or board members will be advertised to the general membership via a typed letter delivered by email or paper mail. If only one candidate comes forward to fill the vacancy, the position may be filled by a board vote at the next general membership meeting. If more than one candidate comes forward, then the position will be filled by a special election by the membership within thirty (30) days of the vacancy. Such person so elected shall complete the term of the vacated office.

**Section 5: Delegation of Authority**

The Board of Directors shall maintain executive power to appoint and delegate authority within their scope of responsibility. However, board members are ultimately responsible for their inherited duties and responsibilities.

**Section 6: Interpretation of Rules**

The Board of Directors will have the authority to interpret the Articles of Incorporation, By-Laws and Standing Rules. Additionally, the Board reserves the right to determine required action to resolve conflict or misunderstanding amongst the general membership in matters that pertain to the Articles of Incorporation or the By-Laws.

In the event that the Articles of Incorporation or the By-Laws do not adequately provide direction regarding club matters, the Board shall convene an executive session to determine appropriate action and/or resolution. The Board's decision shall be ratified by a majority vote of the board followed by ratification by the general membership at a monthly (general membership) meeting or special meeting.

As needed any such decision that requires change to the Articles of Incorporation or the By-Laws will be done in accordance with Article 7 of these By-Laws.

### **Section 7: Duties of the Board**

The Board of Directors will conduct the general management of the club affairs including, but not limited to, the tasks listed below. These tasks will be completed by the in-coming board of directors for the year the in-coming board is to serve.

1. Annual revision of By-Laws: The incumbent Board of Directors will complete a review/revision of these By-Laws **prior** to taking office on January 1<sup>st</sup> of each year. The general membership will ratify the review/revision as stated in Article 7, Section 3 of these By-Laws.
2. Annual revision of the club's financial plan.
3. Review and approval, of all contracts.

## **Article 3: Board of Director's Duties and Responsibilities**

### **Section 1: President**

1. Duties
  - a. To serve as the senior executive of the Board of Directors and remain informed of all club business.
  - b. To ensure all club business is executed in a timely, thorough, and effective manner.
  - c. To acquire a working knowledge of parliamentary law, and procedure and a thorough understanding of the Articles of Incorporation, bylaws, and standing rules of the organization.
  - d. Always to appear at the meeting room a few minutes before the meeting is scheduled to begin.
  - e. To have on hand a list of committees for a guide in naming new appointments.
  - f. To appoint all temporary committees chairs and make recommendations on who will serve on committees.
  - g. To preside and maintain order.
  - h. To explain and decide all questions of order.
  - i. To announce all business.
  - j. To be informed on communications.
  - k. To entertain only one main motion at a time and state all motions properly.

- l. To permit none to decide motions before they are seconded and stated; to encourage debate and assign the floor to those properly entitled to it (no member can speak twice on the same question if there are others who wish to claim the floor.)
  - m. To put all motions to vote and give results; to decide a tie vote or not to vote at all; to abstain from voting if wiser.
  - n. To enforce the rules of decorum and discipline.
  - o. To talk no more than necessary when presiding.
  - p. To refrain from discussing a motion when presiding; unless stepping down.
  - q. To be absolutely fair and impartial.
  - r. To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
  - s. To give signature when necessary.
  - t. To be ex-officio member of all committees.
  - u. To show appreciation to officers and chairperson of committees from devoted services.
  - v. To perform such other duties as are prescribed in the bylaws.
  - w. To schedule all rentals, keep accurate records of use of grounds and give record to Treasurer and Secretary as rentals are booked. Turn all money over to treasurer promptly.
  - x. To prepare an agenda of every meeting with the help of the secretary and post it in the meeting room.
  - y. Sign the minutes of the secretary after they are approved along with the secretary.
2. Privilege
- a. To debate motions before the board and general membership, if essential, but only upon surrender the chair until the vote has been taken. The Vice-President is asked to take the chair until the motion has been disposed of.
  - b. To use “general contest” which saves much time when routine matters are considered. Form: “If there is no objection, we will...” If there is an objection, he must take a vote.
  - c. To preside during nominations and elections even if he is the candidate. When he is sole nominee, merely out of a sense of delicacy, he permits the Vice-President to the question of the vote.

**Section 2: Vice President**

In the absence of the President the Vice-President shall preside over meetings or Board of Directors meetings. If a Vice-President is not willing to perform the duties of the President during his absence or when circumstances make it necessary to assume the presidency, the Vice-President must resign from the office.

**Section 3: Secretary**

1. To keep accurate minutes of the meetings.
2. To take roll call and mark the absentees at Board of Directors meetings.
3. To read minutes of previous meeting (preferably standing).
4. To record the proceedings of the meeting.
5. To record the name of the member who introduced a motion. It is not necessary to record the person seconding the motion.
6. To take charge of all documents belonging to association to be filed in minutes.
7. To sign official documents of the society when requested.
8. To call a meeting to order, in the absence of the President or Vice-President
9. To have a list of all officers, board members and general membership and make them available at all meetings. A copy of the list should be given to all board members
10. Filing non-profit status report.
11. New Officers and By-Laws to be filed at Terrebonne Parish Consolidated Government (City Hall).
12. File Corporate Status Report with the TPGC – Clerk of Courts office, due in January of each year. (Fee charged)
13. Submit proof of insurance for approval to the Terrebonne Parish Risk Management Dept. for any renters of the TLAFA facility.
14. Initiate a phone vote if needed.
15. Partner with Treasurer to ensure all necessary tax information has been filed.

**Section 4: Treasurer**

1. To receive and bank all monies due the association
2. All funds are to be deposited as soon as possible following a function.
3. To keep bookkeeping records of such funds.

4. To pay only by checks, countersigned by the President, Vice-President, or Secretary. With the exception of payments using PayPal for which there will be written authorization from the President, Vice President or Secretary.
5. To pay bills from officers and committee members only when the payee recorded is clearly authorized and when receipts for expenditures are attached.
6. To disperse all monies as the association may direct.
7. To give a statement of finances at every meeting.
8. Before election provide financial statement with enough copies for all members present.
9. The Treasurer is responsible for accurate and complete records of all money collected.
10. All monies must be deposited into the appropriate funding account. Concession money must go into the General Fund.
11. A Form 1099 must be given to all contracts made over \$600.00. Failure to do so will hold TLAFA RESPONSIBLE FOR THESE TAXES by the IRS and responsible for State of Louisiana Exemption filing.
12. Bank reconciliation shall be made on a monthly basis and reviewed by the Board of Directors.
13. To work with secretary to ensure all appropriate tax filing documents are submitted to the accountant.
14. TLAFA will secure a US Post Office Box in the name of TLAFA. Address for all correspondence will be done to this address. The Treasurer will check the mailbox for mail. All mail will be referred to the appropriate person.
15. Create a financial plan for board approval at the January meeting.
16. An up to date inventory of all equipment and supplies owned by the Association will be kept at all times.

### **Section 5: Parliamentarian/Sergeant at Arms**

1. The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the association may adopt.
2. To keep and maintain order at all functions.
3. Assist with inventory control and purchasing as needed.

### **Section 6: Director**

The director will be the peoples' representative to the board. They will stay in constant contact with their members.

**Section 7: Immediate Past President**

The Immediate Past President provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association. The Immediate Past President supports the president on an as-needed basis.

**Article 4. Meetings, Elections and Voting****Section 1: Notice**

Due notice is required for any and all meetings conducted by the club. Due notice is defined as completing notifications to all members eligible to participate in a scheduled meeting, depending on the type of meeting. Due notice will be completed no less than five (5) days prior to a meeting unless otherwise stated in this article.

Due Notice shall consist of one of the following two methods:

1. Electronic mail (e-mail) to each member via the address provided in a member's application.
2. A written or typed notice mailed to the postal address provided in a members application.

The club secretary shall provide a printed copy of the electronic transmittal of electronic mail (e-mail) whereas the notice was dispatched and transmitted.

Due notice for General Membership meetings is not required unless postponed or rescheduled.

**Section 2: Board Meetings**

1. There will be a minimum of four (4) board meetings to be held per year; one (1) board meeting per quarter of the fiscal year.
2. The date and time of each board meeting will be announced, at a minimum, at the beginning of each quarter and can be attended, without voice, by any general member.
3. A minimum of four (4) board directors shall constitute a quorum at all board meetings. When a quorum is not met for a board meeting, the meeting will be rescheduled to take place prior to the end of the fiscal quarter.
4. Proxy votes are not allowed at board meetings. Board members must be present to vote on any motion at a board meeting.
5. An affirmative majority vote is required to pass any resolution or authorize any corporate act by the board of directors.

6. Motions that do not receive a majority vote at a board meeting will not be re-introduced for a vote unless amended.
7. Unscheduled meetings of the Board shall be held as called by the President or by a majority of the Board of Directors.
8. Any and all business may be transacted at any Board of Director's meeting, scheduled or called.
9. Each call for an unscheduled (quarterly) meeting shall be in writing and be signed by the person or persons making the request, delivered to the secretary, with the time and place of such meeting. The secretary, in turn, will notify all the remaining board members at least three (3) days prior to the meeting.

### **Section 3: General Membership Meetings**

1. A general membership meeting of the club members shall be held monthly, on the second Wednesday of each month, at a site prescribed by the Board of Directors.
2. The meeting location shall be announced to the general membership at least five (5) days prior to the meeting. When possible, the same location should be used for the General Membership meeting.
3. The meeting place shall accommodate all membership needs, families, and guests, while promoting a professional and friendly atmosphere commensurate with the over-all disposition of the general membership.
4. All business of the club shall be transacted at any official general membership meeting, providing the required quorum is met. Except as otherwise stated in these By-laws, a quorum is defined as total members physically present.
5. A quorum shall consist of no less than five (5) members present in order to conduct business at a General Membership (monthly) meeting.

The conduct of business includes, but is not limited to, presented motions, motions passed with or without a vote. Proxies are not permitted to meet a required quorum.

6. When a quorum is not met at a general membership meeting, agenda items may be discussed by the present body. Voting cannot occur nor can any official business be completed.
7. It is the decision of the President to postpone, reschedule, or cancel a General Membership meeting when a quorum is not present or for any other reason.



**Section 4: Special Meetings**

1. Special meetings may be called to conduct special/emergency business, resolution of serious conflict or issues, or to complete business action required prior to the a Board Meeting or General Membership (monthly) meeting when time sensitive issues or matters must be resolved.
2. Special meetings are NOT to be used to circumvent the normal business and/or voting process that should take place during regularly scheduled Board meetings or General Membership meetings. Abuse of Special Meetings by the Board of Directors or General Membership should not be tolerated.
3. A special meeting may be called by the following:
  - a. Club President
  - b. Majority/Quorum of the Board of Directors
  - c. Any Ten (10) adult members (18 years or over) of the club. This may or may not include Board Members.
4. Positive contact/notification at least 48 hours in advance is required. This notification can be completed via telephone as follows:
  - a. Board members will be notified by the Secretary.
  - b. General Members will be notified by delegated assistance from the secretary.
  - c. Telephonic notification will be documented on a list to be entered in the meeting minutes.
  - d. Electronic mail (e-mail) may be used to notify the General Membership when approved unanimously by the Board of Directors.
  - e. Notification will include the date, time, place of the meeting as well as the purpose and/or cause of the meeting.
  - f. The authorizing person(s), purpose, and/or cause, and meeting location must be recorded in that meeting's minutes by the Secretary or appointed recorder.
5. Only business pertaining to the purpose and cause of the meeting can be completed at a special meeting. There shall be NO additional business and/or agenda items at any special meetings.

**Section 5: Annual Meetings**

1. An Annual Meeting will be held to conduct the following business:
  - a. General election of the Board of Directors.
  - b. Initiation of an annual review of the Club's financial records, plans, and bank accounts. This can be completed in any manner determined by the Board of Directors.
2. The annual meeting shall take place in December of each year. The annual meeting will NOT take place in conjunction with a regular General Membership (monthly) meeting. However, at the discretion of the President, the annual meeting may take place in lieu of the December General Membership meeting.
3. Newly elected Board Members shall serve as agents/representatives to the Louisiana Secretary of State (SOS) Registry in accordance with Louisiana State law. The Secretary will notify the SOS of newly elected officials (agent/representatives) within five (5) working days of the completed annual meeting.

**Section 6: Elections**

1. General elections will take place during the Annual Meeting as stated above in Article 5, Section 4 of these by-laws.
2. Vacancies on the Board of Directors shall be filled within thirty (30) days as stated in Article 3 of these By-laws. A special meeting may be called to conduct the election to fill a vacancy.
3. Special elections, besides those to fill vacancies, can take place when additional positions are required and ratified by majority vote of the Board of Directors and General Membership. The addition of offices or positions can be permanent or temporary as deemed necessary by the Board of Directors. Permanent addition of offices can include, but is not limited to additional board members/directors when the population of the general membership increases, so as to provide adequate representation on the board of directors. Additional situations and circumstances may warrant the addition of such offices and/or positions.

**Section 7: Voting Eligibility/ Process**

1. The unhindered right to vote on any business matter, motion, or within any election of the TLAFA is the right of any and all adult members, age 18 and older, who meet the additional requirements:
  - a. Regarding a business matter or issue, at the time of the vote, a member must be in good standing, and have been a dues paying member for no less than one (1) calendar month.

Example: A member who joins the TLAFA in any given month is eligible to vote at the next general membership meeting, usually within thirty (30) days.

- b. Regarding a vote for the election of an official club Board Member or added position/office, at the time of the vote, a member must be in good standing, and have been a dues paying members for no less than three (3) calendar months.

Example: A member who joins the TLAFA in any given month is eligible to vote in an election at a general membership or other meetings after two (2) normally scheduled general membership meetings have taken place. This usually occurs in ninety (90) days.

2. All voting shall take place in accordance with the rules and guidelines set forth by the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, to govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.
3. All matters to be brought to a vote, facilitated by the President, shall be reasonably discussed in open forum. Any member, with the exception of the President, may discuss and/or debate a matter or issue at hand upon gaining the floor to speak.
4. It is the primary duty of the President to ensure that any and all motions brought to a vote before the general membership are clear, concise and well understood by the general membership prior to a vote.
5. It is the responsibility of a presenting person(s) to ensure that any matter or issue to be voted upon is accurately, thoroughly and properly made available to the general membership during discussion.
6. The lack of sufficient information and/or representation of a matter, issue, or proposal to satisfy the general membership shall warrant the tabling of a motion/vote. It is the decision of the President or presiding chair to determine whether sufficient information has been thoroughly, accurately and properly presented. However, it is the right of any general member to challenge the decision of the President or presiding chair IF the challenge provides or presents additional and/or conflicting relevant information that warrants discussion.
7. Voting shall generally occur by show roll call with a show of hand(s) or ballot, as determined by the President. Any member can propose or challenge the voting method with due cause or reason. However, it is the ultimate decision of the President to carry out the vote in the manner that is fit, provided the manner is in accordance with by the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.
8. Proxy votes are permitted to allow members to vote at a General Membership {monthly} meeting provided that the required quorum is met without physical presence of the member delegating his/her proxy vote. A proxy letter must be presented at the time of a vote. The proxy letter must be signed and dated by the proxy delegator. The letter must

identify the member to whom the proxy vote is delegated to. The proxy letter and vote expire at the end of meeting for which the proxy was delegated.

9. All votes shall be tallied and documented by the Secretary or appointed recorder of a meeting in the meeting minutes.

## **Article 5: Membership and Dues**

### **Section 1: Purpose**

The club is organized for the purpose of mutual help, without capital stock, and for the purpose of serving its members by providing all of its facilities to them under uniform rules and regulations as prescribed by the Board of Directors of the TLAFA.

### **Section 2: Membership Responsibility**

Membership in the TLAFA shall be composed of persons who are interested in its purpose, as outlined in the mission statement, regardless of creed, color, national origin or gender. All members agree to abide by all rules and regulations of the TLAFA.

### **Section 3: Discriminatory Statement**

TLAFA does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin, disability, or marital status, in its membership nor in any of its activities, events, or operations. This includes, but is not limited to, rodeos, roping events, equine events, committee activities, fund raisers, the selection for award of grants and/or scholarships, and the selection of contractors, volunteers and vendors. TLAFA is committed to providing an inclusive and welcoming environment for all members, sponsors, clients, volunteers, contractors, subcontractors, and vendors. TLAFA is an equal opportunity organization. We will not discriminate and will take affirmative action measures to ensure against discrimination in the selection of awards, grants and/or scholarships and advertisements for such awards, grants and/or scholarships against any applicant for such awards, grants, or scholarship on the bases of race, color, gender, national origin, age, religion, creed, or disability. TLAFA is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee, job applicant, or volunteer on the bases of race, color, gender, national origin, age, religion, creed, or disability.

### **Section 4: Rules**

Copies of the TLAFA Articles of Incorporation, By-Laws and Standing Rules will be provided to new club members either upon receipt of dues for the new member or at the first General Membership (monthly) meeting. The Secretary will document distribution of these documents in

the meeting minutes. If copies are distributed to new members prior to their attendance at a monthly General Membership meeting, the Secretary will document distribution in the meeting minutes.

Each member of the TLAFA agrees to abide by these rules and any amendments thereto, and by the lawful actions of the Board or the voting members of the TLAFA.

### **Section 5: Membership Rights**

General members have the right to obtain the floor at any monthly General Membership meeting to discuss ideas and propose initiatives that ultimately support the club and/or its mission statement. This right shall be exercised in accordance with the general rules of the meeting.

### **Section 6: Membership Definition**

Membership shall consist of duly paid members as specified by the rules and regulations of the club. The membership types are defined as follows:

1. Family Membership- consists of and includes all members of a family/household including adults (18 years of age or older), man or woman and significant other, and minor children (under the age of 18). The annual dues for a Family Membership are \$40.00 per year.
2. Individual Membership- consists of one paying adult (18 years of age or older) despite the family or household residence. This membership usually includes single or unmarried adults without children. The annual dues for an Individual Membership are \$20.00 per year.

### **Section 7: Dues**

Dues will be assessed in January of each year at the first General Membership meeting of the year. Dues are good for one year, from January 1 to December 31 of each year.

### **Section 8: Member Standing**

Members are welcomed into the TLAFA in good standing. Inappropriate behavior, such as refusal to abide and/or contribute to by the Articles of Incorporation, By-Laws, or other rules or directives of the Board of Directors will render a member to no longer be in good standing. Members not in good standing may receive disciplinary action as described and directed in the Standing Rules. Behavior that contradicts the good order and spirit of the TLAFA in any capacity will not be tolerated. Report of such behavior by any member in good standing will be reviewed as outlined in the Standing Rules.

## **Article 6: Committees**

### **Section 1: Responsibility**

Committees are an extension of the club and will operate within the guidelines and direction of the Articles of Incorporation, By-Laws, and Board of Directors of the club.

### **Section 2: Standing Committees**

The committees listed below may exist to provide for the general membership and serve to support the club mission statement. Additional committees may be created by the President, as needed, to further the business of the club.

1. Horse Show Committee
2. Rodeo Committee
3. Fundraising Committee
4. Special Events Committee
5. Concessions Committee
6. Membership Committee
7. Flag Team Committee
8. Grounds Committee

### **Section 3: Temporary Committees**

Committees can be formed for temporary purposes/durations in order to complete initiatives identified by the Board of Directors or at the request of the general membership. Temporary committees shall be identified as such, with a termination date correlating to the goal(s) and purpose(s) of that committee.

### **Section 4: Committee Chairperson**

Each committee shall have a Chairperson responsible for the functions of the committee. The Chairperson will serve as the official representative to the club and will be responsible for all committee activities. All committee chairpersons shall be nominated by the president and approved by a majority vote of the board. All committee chairpersons must present an oral report to the board concerning all plans and decisions the committee is proposing. These plans must be approved by the board before being put into effect.

### **Section 5: Temporary Committee Chairperson**

Committee Chairpersons can be appointed by the President upon initiation of temporary committees. However, chairpersons shall be duly elected either by the committee or the Board if the committee will exist for more than six (6) months as an organizational entity within the club. Committee Chairs are responsible to manage and facilitate committee functions and purpose in

support of the over-all club mission statement. This includes the conduct of committee meetings, committee specific elections and voting processes, and representation outside of the club to further promote the club's mission statement and purpose. All committee chairpersons will provide a monthly report to the general membership at monthly general membership meetings. Information regarding general plans, initiatives, and on-going functions should be disclosed to the general membership.

### **Section 6: Financial Rules**

Any committee conducting business that involves funds of any kind or amount will turn in all monies collected to the treasurer to be placed in the appropriate funding account. The treasurer will report the amount of all monies transacted to the club in their monthly report. All financial rules outlined in the Articles of Incorporation, these By-laws, or applicable federal or Louisiana State laws shall apply to any committee recognized and functioning within the TLAFA.

Committees will use the club general fund for all monies transacted using the TLAFA name. Monies not placed in the club general fund are subject to claim by the TLAFA and subject to applicable taxes.

### **Section 7: Committee Duties and Responsibilities**

#### **Rodeo Committee**

1. Maintain and update TLAFA Rodeo Rules with board approval as necessary. Post rodeo rules as necessary
2. Operate entry gates as necessary
3. Coordinate Grand Entry with the Flag Team Committee
4. Hire Specialty Acts
5. Securing bids for a Rodeo Producer. The Rodeo Chairperson will request a minimum of three (3) bids for each Rodeo stating exactly what they will furnish, a copy of their insurance certificate and the amount of coverage. These will be opened at the Board Meeting to be approved by the Board.
6. Lining up Security.
7. Line up ambulatory services.
8. Acquiring volunteer workers for all elements of the rodeo events.
9. Prepare Judge Sheets, Rules and Release Forms.
10. Mail postcards and flyers to contestants.
11. Obtain awards as applicable.
12. To notify contestants that any horse brought onto the TLAFA grounds for rodeos must have current negative Coggins and that they must provide proof if requested.

**Horse Show Committee**

1. Scheduling of Horse Shows and rainout dates for January general membership meeting
2. Creating and posting rules for Horse Shows
3. Acquiring judges for the Horse Shows
4. Purchasing the Trophies and Awards for the Horse Shows with approval of the Board.
5. When the Horse Show flyer is completed and approved by the Association, a copy of the flyer and the show rules will be mailed to other horse show organizations in the surrounding areas.
6. To set up time clocks and PA system prior to beginning of each Horse Show.
7. Breaking all ties at a Horse Show. The method used will be stated in the Horse Show rules prior to the season.
8. The rules for the Horse Shows will follow the American Quarter Horse Association rulebook (the most recent edition) as a guide. All judges shall be provided with an AQHA rulebook to use in determining patterns. All judges will be informed ahead of time.
9. Horse Show Rules will be posted at each Horse Show with a protest rule of twenty-five dollars (\$25.00). Horse Show rules will be placed on flyers to be given to each contestant.
10. To notify contestants that any horse brought onto the TLAFA grounds for horse shows must have current negative Coggins and that they must provide proof if requested.
11. Markers for the reining pattern will be placed before the event will begin.
12. Posting Horse Show points at each Horse Show and Club meeting. Final end of year awards summary given to secretary for inclusion in the minutes.
13. In the event that the horse show chairman is a horse professional (instructor, trainer, etc.) the chairman will recuse him/herself and allow the rest of the committee to select horse show judges. And, furthermore, the horse show chairman shall not participate in TLAFA horse shows.
14. To collect all entries from TLAFA Horse Shows and turn in to treasurer.
15. To have entry forms, entry cards, back #s, safety pins, ink pens and horse show rules for each show.

**Fundraising Committee**

1. Create sponsorship packets for rodeos and other fundraising efforts for board approval.
2. Recommend fundraising ideas to the board for approval.
3. Coordinate with membership as necessary to increase fundraising efforts.
4. Solicit businesses for TLAFA sponsorships and other donations.
5. Turn in all monies collected to the treasurer to be placed in the appropriate funding account.
6. Coordinate with other committees for committee specific fundraising.



**Special Events Committee**

1. Scheduling of special events and rainout dates
2. Creating and posting rules for special events.
3. Acquiring judges for special events.
4. Purchasing the Trophies and Awards for the special events with approval of the Board.
5. When the event flyer is completed and approved by the Association, a copy of the flyer will be mailed to other horse show organizations in the surrounding areas.
6. To set up time clocks and PA system prior to beginning of each special event.
7. Breaking all ties at an event. The method used will be stated in the event rules prior to the event.
8. To collect all entries from special event and turn in to treasurer.

**Concession Committee**

1. Order food required for all activities of the TLAFA.
2. Keep all equipment and concession stand in clean sanitary condition.
3. Report to the Board of Directors or the general membership the need for replacing broken equipment or recommendations for changes in the concession stand.
4. Keep the concession area clean at all times.
5. Responsible for Rodeo concessions and Beer Stand.
6. Secure enough workers to assist at all Horse Shows, rodeos, or any other activity sponsored by the association.
7. Post prices of all foods sold on exterior of all windows.
8. Prepare and post rules of dress and sanitation for workers in concession stand.
9. The concession officer will inform the Treasurer after each Horse Show, rodeo, or other activity, as to the amount left over to be carried over to another activity.
10. No smoking will be allowed in concession stand.
11. Maintain a current inventory of all concession items.
12. Fill Butane Bottles

**Membership Committee**

1. Collect all membership fees and turn in to treasurer for placement in the appropriate funding account.
2. Put together membership packets including membership cards, TLAFA By-laws and TLAFA Standing Rules, etc.

3. Fill out membership cards and distribute membership packets to new members
4. Turn in all membership forms to the secretary.
5. Be present at all TLAFA sponsored events to sign up and receive funds for any new memberships.
6. Conduct membership drives to try and acquire new memberships.
7. Visit other local shows and solicit memberships into the TLAFA.

### **Flag Team Committee**

1. Coordinate performances by the Flag Team for each Rodeo.
2. Develop costume design to be used in Rodeos, Competitions, and Parades, etc.
3. Maintain Sponsor Flags flown by the team at rodeos.
4. Promote TLAFA at local and regional events.

### **Grounds Committee**

1. Keep all equipment in good working condition.
2. Keep arena gates and chutes greased and maintained in good working condition in conjunction.
3. Keep TLAFA grounds clean at all times.
4. Keep TLAFA grass cut.
5. Make sure that bathrooms and buildings are secure and cleaned.
6. Insure that electrical and mechanical equipment are maintained. Must report any major problems to Board for repair within a reasonable time prior to an event.
7. Responsible for making keys to gates.
8. Is responsible for opening and closing gates for rentals.
9. Coordinate the cleanup of grounds after rodeos, horse shows, and other activities.
10. Dragging the arena for all TLAFA sponsored events and rentals.
11. Maintain Arena in proper riding condition.
12. Make recommendations to the TLAFA board for any required updates needed to the arena.

## **Article 7: Amendments**

**Section 1:** Any amendment or abolishment of By-Laws shall be ratified by a majority vote of the general membership present at a special meeting called for such an amendment. Amendments can also be ratified at an Annual Meeting as stated in Article 4 of these By-Laws. Such a vote shall be carried out as a "special vote" during a special meeting called with appropriate and due notice as stated in Article 5 of these By-Laws.

**Section 2:** Amendments to the club Articles of Incorporation, its Articles, and By-laws may be proposed by the Board of Directors, or by written petition, by any member. Amendments proposed by written petition must be submitted in writing to the general membership. The proposed amendment shall be forwarded to all current members via electronic mail (e-mail) or written/typed copy. A special meeting will be convened for proposed Amendments.

**Section 3:** Amendments to the club Articles of incorporation or By-laws require ratification by a majority vote of eligible voting members present. Proxy votes are allowed. If ratified, the amendment will be documented via an Amendment Document / Proclamation letter signed by each Board member and distributed to all members. The Amendment will be codified at the next Annual Meeting.

**Section 4:** Amendments, made during any given year, and by way of a special meeting and special vote, will be reviewed at the Annual Meeting held in December for the good of the general membership.

**Section 5:** Updated/amended copies of the Articles of Incorporation and By-Laws will be distributed at the January General Membership meeting.