

# **NEW MEXICO STATE 4-H RODEO COMMITTEE BYLAWS**

Revised January 2017

## **ARTICLE I – PURPOSE**

- A. The purpose of the NM State 4-H Rodeo Committee is:
  - 1. To promote the educational, cultural, social and life skills development of youth members through 4-H rodeo.
  - 2. To act in an advisory capacity over the NM 4-H Rodeo project.
  - 3. Operate in compliance with the stated authorized use of the official 4-H name and emblem, a federal mark protected by 18 U.S.C. 707.
  - 4. The committee's purpose is limited to the exempt purposes set forth in the Internal Revenue Code section 501 (C)(3) and is hereby prohibited to engage, other than as an insubstantial part of its activities, in activities that do not further tax exempt purposes.
  - 5. The committee dedicates all assets to 4-H tax exempt purposes upon dissolution.
  - 6. The committee is prohibited to participate or intervene in a political campaign and from attempting to influence legislation.

## **ARTICLE II - COMMITTEE MEMBERS**

- A. The committee is made up of up to 18 members
  - 1. Up to twelve adult volunteers, preferably, but not limited to, three from each of the 4-H districts.
  - 2. Up to three County Agents, preferably, but not limited to, one from the Southern and one from the Northern 4-H Districts and one at Large.
  - 3. Four youth directors, one representing the Novice and Junior age groups and two representing the Senior age groups.
- B. The committee members are the directors of the Rodeo Board.
- C. The adult committee members must be approved 4-H volunteers and youth directors must be active 4-H members of good standing in their county of membership.

## **ARTICLE III –ELECTIONS**

Elections are to be held annually during the January Board Meeting.

- A. Committee Chairperson
  - 1. Elected by the Board from within the Board.
  - 2. Serves for a one-year term.
- B. Vice Chairperson
  - 1. Elected by the Board from within the Board.
  - 2. Serves for a one-year term.
  - 3. Acts as Chair for State Finals Rodeo Committee.
  - 4. Acts in absence of Chairperson.
- C. Recording Secretary
  - 1. Elected by the Board from within the Board.

2. Serves for a one-year term.

#### D. Directors

1. Elected by the Board.
2. Serve for a three year term, but may continue in this capacity with annual approval of the Board.
3. One Agent shall rotate off the Board each year, but may continue in this capacity with annual approval of the Board.
4. A change of status by any Director shall be reviewed by the Board of Directors.
5. Under extenuating circumstances, when a Director is unable to find representation from their District, a member will be elected at large to represent that District for one year.

#### E. Youth Directors

1. Youth Directors must have been an active participant in any age group in one or more events, and have participated in two (2) rodeos in the previous season.
2. One representative for each group:
  - a. One Novice Age Group
  - b. One Junior Age Group
  - c. Two Senior Age Group
3. One-year term. May continue in this capacity for an additional one year term with approval of the Board, or until another applicant is available to apply for the vacancy.
4. Elected by ballot to assume office January 1 of the rodeo year, or upon the conclusion of the January Board Meeting.

### **ARTICLE IV – 4-H RODEO BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

#### A. Chairperson

1. Plan agenda for the business meeting.
2. Know parliamentary procedure.
3. Preside over meetings.
4. Keep order.
5. Cast a deciding vote in case of a tie.
6. Delegate responsibilities.
7. Sign rodeo sanctioning forms as approved by the Board.
8. Be listed on a signature card.
9. Call for audit of points.
10. Serve for one year as ex-officio Chairperson. Ex-officio Chairperson shall be the outgoing Chairperson for a term of one year with voting privileges.

#### B. Vice-Chairperson

1. Acts as Chair for State Finals Committee.
2. Acts in absence of Chairperson.
3. Assumes Chairperson responsibilities in case of absence of Chairperson.

### C. Recording Secretary

1. Keep an accurate record of the proceedings of all meetings.
2. Keep a list of directors present at meetings.
3. Read correspondence.

#### Finals Duties:

Prepare thank you notes from information given by Executive Secretary have them available for contestants to sign and mail to sponsors.

### E. Directors

1. Responsible for setting up rodeo rules both event and general.
2. Keep the Rodeo Rule Book current.
  - a. all rules changes will be made prior to the sanctioning of the first rodeo of the current year.
3. Have one vote in all elections of the Board and on all motions presented.
4. Advise and assist interpreting rules.
5. Act as State Finals Rodeo Committee.
  - a. selected the place and date for the finals rodeo to be held.
  - b. obtaining bids for rodeo stock, awards, judges, announcer, and event directors.
6. Review sanctioned rodeo applications.
7. If an officer or Director fails to attend three meetings consecutively without an Excuse, the Directors may replace that person.

### F. Youth Directors

1. Be familiar with rules of event and see that they are followed.
2. When present during sanctioned rodeos, must assist in handling contestant complaints.
  - a. If the director is not in attendance, the Director must assign a responsible person to substitute.
3. Help promote 4-H rodeo.
4. Take an active part in assisting with 4-H rodeos and Finals Rodeo.
5. Bring any suggestions or problems before the Board for discussion.
6. Overall Youth Directors have one vote each.

## **ARTICLE V- 4-H RODEO EXECUTIVE SECRETARY**

### State 4-H Rodeo Executive Secretary

1. Selected by the Board by application of qualifications.
2. Serves for a one-year term. May continue in this capacity for an additional one-year term with approval of the Board, or until another applicant is available to apply for the vacancy.

### State 4-H Rodeo Executive Secretary

1. Collect all sanctioned rodeo secretaries' books for a record of each sanctioned

- rodeo.
2. Keep an accurate record of points from all rodeos, including Finals Rodeo and keep an update point totals of each contestant to determine the year-end standings and awards.
  3. Send out a newsletter the first of each month following the first rodeo to all Contestants to include the following:
    - a. current points of each contestant in each event and all-around.
    - b. dates and places of future sanctioned rodeos.
    - c. all other information related to rodeos including State 4-H Rodeo Finals.
  4. Receive correspondence and bring the Board meetings.
  5. Send a second copy of all books dealing with points and rodeo records to the State 4-H Office in Las Cruces.
  6. Be listed on signature card.
  7. Call for an audit of points.
  8. Keep all financial books current and report all transactions to the Board at each meeting.
  9. Be responsible for all funds received and dispersed.
  10. Collect all fees from sanctioned rodeos.
  11. Call for a yearly audit.
  12. Send a duplicate copy of all financial records to the State 4-H Office in Las Cruces.
  13. Attend the State 4-H rodeo board meetings either in person or via conference call
  14. Audit points and payback within 7 calendar days of receiving the books from the previous weekend's 4-H rodeo.
  15. Email placing and points to the State 4-H Office as soon as possible after auditing the rodeo's books, but no later than 10 calendar days.
  16. Coordinate with local rodeo secretaries to ensure that books are closed and provided to executive secretary in manner suitable to fulfill items 14 and 15 of this section.
  17. Inform local secretaries of any changes that have been made to the audit process.
  18. Keep all correspondence for reference.
  19. Stay in direct contact with the State 4-H Office and the State 4-H Rodeo Advisor.
  20. Other duties are requested by the Board.

#### Duties as Treasurer

1. Receive money from each local secretary and match money to the number of contestants.
2. Type out and make deposit each week from previous week's rodeo.
3. Using a spreadsheet, divide out the contestant's charge into the following areas:
 

Finals:	\$8.00 per contestant
Postage:	\$2.00 per contestant
Scholarship:	\$1.00 per contestant
Entry Secretary:	\$2.00 per contestant
4. Monthly reconciliation of bank account with balance sheets to board meetings.
5. Provide the State 4-H Office quarterly reports for auditing purposes. Quarters are defined as (Q1) Jan-March, (Q2) April-June, (Q3) July-Sept, and (Q4) Oct-Dec.

Quarters 1 – 3 are due prior to the 30<sup>th</sup> of the following month and quarter 4 is due by Dec 15<sup>th</sup>.

Finals Duties:

1. Serves as State 4-H Rodeo Finals Secretary.
2. Carry out needed responsibilities at the Finals Rodeo.
3. Determine the number of contestants in each event who may have qualified for the State 4-H Rodeo Finals and notify these contestants.
4. Keep an accurate record of points earned by each contestant.
5. Sent out entry blanks for contestants eligible for the finals.
6. Order finals prizes such as belt buckles, belt pins etc. as requested by the directors.
7. Provides the State 4-H Office with finals sponsors, ads, what the sponsorship is for, money, etc., for each finals sponsor.
8. Before the finals, give the information on sponsors for each event to the recording secretary so thank you notes can be made for the finals.
9. Provides name, address and event sponsored to recording secretary so that Contestant's photo can be sent to each major sponsor.
10. During the finals, the executive secretary receives the day sheets from the rodeo secretaries, verifies recorded times and contestant placings, awards points and updates the points earned during the 1<sup>st</sup> go-around, 2<sup>nd</sup> go-around, individual events and the All-around average.
11. Writes payback checks to all finalists winning money at the finals.
12. Provide the sponsor advertisement information, day sheets, etc., to the State 4-H Office to print the program for the finals.
13. Take in all sponsorship monies from Finals sponsors and keep accurate record of name, address, phone number, amount and what the money is to be used for.

#### **ARTICLE VI - SANCTIONED RODEOS**

- A. Each county wishing to sanction a 4-H Rodeo must submit an Application to Produce A New Mexico 4-H Sanctioned Rodeo Form (300 R-3) for approval by the Board 60 days prior to the rodeo event.
  1. The completed form must be signed by two State Directors and the State Rodeo Committee Chairperson.
  2. A copy must be sent to the State 4-H Office in Las Cruces.
  3. Rodeo applications can be sanctioned if received in less than 60 but not less than 30 days if extenuating circumstances exist. If sanctioned in this time period, a monetary fine for violating this rule may be invoked.
  4. Rodeos' failing to electronically submit their books to the Executive Secretary on the Board Sanctioned Form within 3 days of rodeo shall forfeit their rodeo sanction fee and will be subject to \$100 per day late-fee for each day beyond the 3 days allotted. If extenuating circumstances exist they can be submitted to the Rodeo Board. Upon a majority vote, the Board may waive forfeiture and fees, however all imposed fees shall be paid in full prior to the approval of any future sanctioned rodeos.

- a. Evaluation of extenuating circumstances and the amount of the fine are left to the Board's discretion.
  - b. Requests for Board review shall be submitted in writing to the Executive Secretary.
- B. Rule changes made by the State Board after the January Board Meeting may be included in that current year's rule book unless otherwise noted and approved of by the Board.
- C. A Mandatory Meeting prior to the Finals Rodeo will not be required by the State Board.

#### **ARTICLE VII – MEETINGS**

- A. Annual Meeting – will be held in January to conduct elections, rule changes, sanctioning procedures, etc.
- B. Regular Meetings – will be called by the chair to sanction 4-H rodeos, and conduct the business of the board.
- C. Post-finals meeting – will be called at the conclusion of the finals to evaluate the Finals and previous rodeo season, solicit input for vacant positions and rule changes.

#### **ARTICLE VIII - LOCATION OF FINALS**

- A. Any county wishing to host the Finals must submit a bid to the Board through an application to the State 4-H Office in Las Cruces.

#### **ARTICLE IX - AMENDMENTS**

- A. These bylaws may be amended by a vote of 2/3 of the Board of Directors.

#### **ARTICLE X - RULES OF ORDER**

- A. Robert's Rules of Order shall apply.