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Article I BYLAWS

Section 1. *The Membership of the Association shall act in accordance with the Bylaws of the Alvin Youth Livestock and Arena Association.*

Section 2. *No amendments of these Bylaws, either by alteration or addition, shall be made unless in the following manner:*

- A. A Bylaw, or amendment to any existing By-Laws (Section A), may be proposed by any Member of the Association. *The proposed amendment must be in writing and signed by the proponent and presented to the Governing Body 30 days prior to the bi-annual review..*
- B. The General Membership must be notified of the proposed amendment in writing *by email or USPS mail* at least *ten (10)* days prior to the general membership meeting held on the (3rd) Monday in September and March.
- C. *The proposed amendment will be read at the September general meeting of this Association, at which time it may be discussed, considered and voted upon without amendment by the members present.*
- D. If the proposal fails to receive approval by a majority vote of all members present, the presiding officer shall declare the proposal dead and of no effect.
- E. *The proposed shall go into effect at said meeting if it receives approval by majority vote of the present members.*
- F. *Election of officers, governing or board of directors*, except those expressly provided for otherwise in the By-Laws, shall be elected at the regular membership meeting on the third (3rd) Monday in September and March of each bi-annual review.
- G. Starting in the current year, the presiding officers *shall assign a committee of three* to review the Association bylaws bi- *annually*.
- H. All monies received by any member of the Association, in the name of the Association shall be turned in and reported to the Treasurer.
- I. Any member of the AYLA with voting privileges can request AYLA records. These records include memberships, financial statements, and meeting minutes.

Article II MEETINGS

Section 1. Regular meetings of the Association shall be held on the third (3rd) Monday of each month during each fiscal year.

- A. All regular meetings of the Association shall be open to any member of the AYLA with voting privileges.
- B. Electronic Meetings: may be called by the President between monthly meetings or where Officers and Board Members cannot appear in person may follow the Business Organizations Code Chapter 22 Section 22.0002 "Meetings by Remote Communications Technology."
- C. Called meetings may be made at any time by the President, or in his/her absence by the Vice-President, at such times as they, or them having the right to act, may think important, or in the interest of the association, provided that such called meeting shall be announced, in writing, to the Membership at least fifteen (15) days and no more than thirty (30) days in advance.
 - a) As many members as possible should be notified of such called meetings and no business shall be transacted at the same, except as was specified in the call.
- D. The fiscal year of the Association shall commence on the first (1st) day of July each year and shall end on the thirtieth (30th) day of June of the next succeeding calendar year.
- E. The members of the Governing Body of the Association shall not conduct or transact any business for the Association unless a quorum of the members of the Governing Body shall be present at the time. A quorum for such purposes shall consist of a majority of the elected members of the Governing Body.
- F. Any member of the Governing Body missing three (3) consecutive absences from scheduled board meetings may be dismissed from the Governing Body. Motion to remove a board member due to absences shall be voted upon by the Governing Body, requiring 2/3 vote for removal.
- G. Parliamentary procedure at all meetings of the Association shall be by "Robert's Rule of Order"
 - Call the meeting to order
 - Salute to the Flag
 - Roll call of officers by secretary
 - Reading, correcting and approval of the minutes of past meetings
 - Report of new members since last meeting
 - Communications and bills
 - Appropriation of money
 - Election and installation of officers
 - Reports of officers
 - Reports of special committees
 - Unfinished business
 - New business and motions (President should limit discussion of a motion to 15 minutes then take vote or tabled and picked back up at next meeting. Maybe put in bylaws that a motion has to be voted at the next available meeting.)
 - Detailed receipts and expenses to be read by the secretary
 - Adjournment

Article III OFFICERS

Section 1. The Officers of the AYLAAs shall be President, Vice President, Secretary, Reporter, and Treasurer.

Section 2. Qualifications and Terms

- A. President— a person shall have actively served on the Board of Directors the immediately preceding year, be in good standing, and hold a current membership with voting privileges. This officer position may be held for a maximum term of three (3) years.
- B. Vice President —; a person shall have actively served on the Board of Directors the immediately preceding year, be in good standing, and hold a current membership with voting privileges. This officer position may be held for a maximum term of two (2) years.:
- C. Secretary – a person shall have actively served on the Board of Directors the immediately preceding year, be in good standing, and hold a current membership with voting privileges.
- D. Treasurer – To be eligible for Treasurer of the Association, a person must have served on the Board of Directors the immediately preceding year, be in good standing, and hold a current membership with voting privileges.
- E. Reporter –, a person shall have actively served on the Board of Directors the immediately preceding year, be in good standing, and hold a current membership with voting privileges. This officer position may be held for a maximum term of one (1) year.

Section 3. Balloting: In the election of officers, should only one name be placed in nomination, the vote may be taken without a ballot; but should more than one person be placed in nomination, tellers shall be appointed, and the members shall prepare their written ballots which shall be taken up and counted by the secretary. The number of votes received by each member shall be reported to the presiding officer and they shall declare the person receiving a majority of votes cast, duly elected.

- A. In the event no member has such a majority, the ballot will be repeated until such result is attained. Blank votes shall not be considered in determining the results.
- B. The president may cast the deciding vote in case of a tie, unless he/she has already voted with the members, in which event the proposition shall be declared negative

Section 4. Vacancies: If any office of the Association becomes vacant for any reason before the end of the regular term for the office, the vacancy shall be filled by an election held at the next meeting, either regular or called, of the Association. (Follow called meeting guidelines) The election to fill such vacancy shall be conducted in accordance with the rules governing the regular election for the office except for the time of the election. The person elected in a special election shall have the same qualifications as those required of the regular holder of the office and shall hold the office during the remaining portion of the standard term.

Section 5. All papers, checks, vouchers, or other materials involving disbursements or withdrawals of any funds or monies belonging to or under the control of the Association, must be signed by at least two (2) of the following three (3) Officers of the Association: President, Secretary or Treasurer.

Article V

BOARD OF DIRECTORS

Section 1. In addition to the regular elected Officers of the Association, provided for elsewhere, there shall be a Board of Directors to direct the activities and business of the Association as provided below:

- A. Consist of a minimum of eight (8), not to exceed fourteen (14) (even number), elected members..
- B. Interim vacancies shall be filled in accordance with Article III, Section 5.
- C. Balloting shall proceed in like manner as Article III, Section 4.
- D. All Officers of the Association, as previously set forth, may attend and participate fully in all meetings of the Board of Directors of the Association.
- E. Candidates for a position on the Board of Directors of the Association must meet the following qualifications:
 - a) Must be a current member in good standing and have completed at minimum one (1) year of Active Membership in the Association with a full year preceding the election.
- F. The duties of the governing body of the Association shall be as follows:
 - a) To act in good faith for the Association in all affairs pertaining to the Association.
 - b) To make a monthly report to the General Membership of the Association of all business transacted and/or in progress since the previous regular Meeting in the monthly report.

Section 3. The Membership of the Association shall have the power to recall any elected Officer of the Association at any time as provided below:

- A. A petition signed by at least 10% of the Active Membership of the Association shall be presented to the President, directing him to call a meeting in accordance with Article II, Section 1.D “called meetings” within ~~him~~ fifteen (15) days from the time the petition is given for the purpose of taking a vote of confidence for the specific Officer whose removal of the petition seeks.
- B. At such called Meeting, a vote shall be given on the questions of the designated Officer’s removal from office.
- C. If two-thirds (2/3rds) of the members present vote for this removal, the President shall declare the office vacant
- D. When an active member of the Association may choose to be a candidate for office or recall any elected officer, the secretary shall furnish a list of all active member’s names at least fifteen (15) days before the election or recall if requested by an active member.
- E. All newly appointed Officers and Board Members shall have a background check performed within 60 days of being elected. Backgrounds shall be completed by a 3rd party, and all materials obtained shall be filed.
 - a) If an Officer or Board Member is found to have a felony conviction involving moral turpitude or relating to a child, they shall be removed from the board.

Article V

DUTIES OF ELECTED OFFICERS AND BOARD OF DIRECTORS

Section 1. Duties of all elected officers:

- A. President – It shall be the duty of the President to:
 - a) Preside at all meetings, preserve order, and ~~enforce~~ see that the Constitution and By-laws of the AYLAA are duly observed under Robert Rules of Order and that the officers attend strictly to their duties.
- B. Vice President – It shall be the duty of the Vice President to:
 - a) Assist the President in the performance of their official duties; being knowledgeable of the Constitution and By-laws of the AYLAA.
 - b) Fill the office in case of absence, death, removal. Or resignation of the President until a president is elected.
- C. Secretary – It shall be the duty of the Secretary to:
 - a) Receive all monies paid into the AYLAA and immediately make entry of same in the daybook and shall without undue delay turn them over to the Treasurer, who shall give a receipt for the same.
 - b) See that all disbursements are typed and the bill attached.
 - c) Any member paying any fee with a check to the AYLAA that is not honored at the bank due to insufficient funds or any other reason is to be charged a \$30.00 service fee for each offense.
 - d) Keep the correct minutes of each meeting, read, and preserve all documents and correspondence, issue all summons for special call meetings, have charge of the seal, and affix the same on all official documents.
 - e) Handle all incoming calls and contracts for rental on the facility for AYLAA.
- D. Treasurer – It shall be the duty of the Treasurer to:
 - a) Receive from the secretary all monies and/or deposit receipts and give receipt for same and deposit in the name of AYLAA; and pay them out by signed order of the president and consent of the AYLAA General Membership. only on orders issued by the Secretary and signed by the President.
 - b) The transfer of funds between or disbursed from accounts shall be approved by vote of the AYLAA General Membership. See that demands for payment are signed and be one of the officials authorized to sign checks. Voided checks are to be left in the check book.
- E. Reporter – It shall be the duty of the Reporter to:
 - a) Report all activity related to the AYLAA and notify the General Membership of the same.
 - b) Manage all social media platforms.
- F. Roping Director – It shall be the duty of the Roping Director to:
 - a) Be the Point of Contact for all Roping events, including:
 - i. Calf Roping
 - ii. Team Roping
 - iii. Breakaway (Calf and Steer)
 - iv. Ribbon Mugging
 - v. Goat Tying

- b) Be responsible for maintaining and reporting damage to roping-specific equipment owned by AYLAA.
 - c) Review all SS Roping Event rules before the start of the Summer Series Rodeo.
 - d) Maintain an accurate Work Points List during the Summer Series Rodeo.
 - e) Approve a qualified judge during roping events.
 - f) Gather all stock bids to present to the board before the Summer Series Rodeo.
- G. Rough Stock Director – It shall be the duty of the Rough Stock Director to:
- a) Be the Point of Contact for all Rough Stock events, including:
 - i. Steer Riding
 - ii. Shute Dogging
 - b) Be responsible for maintaining and reporting damage to rough stock-specific equipment owned by AYLAA.
 - c) Review all SS Rough Stock Event rules before the start of the Summer Series Rodeo.
 - d) Maintain an accurate Work Points List during the Summer Series Rodeo.
 - e) Approve a qualified judge during rough stock events.
 - f) Gather all stock bids to present to the board before the Summer Series Rodeo.
- H. Speed Director – It shall be the duty of the Speed Director to:
- a) Be the Point of Contact for all Speed events, including:
 - i. Cloverleaf Barrels
 - ii. Straight Barrels
 - iii. Pole Bending
 - b) Be responsible for maintaining and reporting damage to speed-specific equipment owned by AYLAA.
 - c) Review all SS Speed Event rules before the start of the Summer Series Rodeo.
 - d) Maintain an accurate Work Points List during the Summer Series Rodeo.
 - e) Approve a qualified judge during speed events.
- I. Pee Wee Director – It shall be the duty of the Pee Wee Director to:
- a) Be the Point of Contact for all Pee Wee events, including:
 - i. Stick Horse Rodeo
 - ii. Chute Breakaway
 - iii. Mutton Busting
 - iv. Lead Line
 - b) Be responsible for maintaining and reporting damage to Pee Wee-specific equipment owned by AYLAA.
 - c) Review all SS Pee Wee Event rules before the start of the Summer Series Rodeo.
 - d) Maintain an accurate Work Points List during the Summer Series Rodeo.
 - e) Approve a qualified judge during pee wee events
- J. Maintenance Director – It shall be the duty of the Maintenance Director to:
- a) Be the Point of Contact for all Maintenance-related items.
 - b) Ensuring that AYLAA grounds and AYLAA equipment is presentable and functional.
 - c) Propose work plans and budgeting to the board for approval.
 - d) Propose workdays at scheduled board meetings and have needed supplies listed or provided during the workdays.
 - e) Responsible for equipment, supplies, structures, and machines not specifically for another director.

- K. Concessions Director – It shall be the duty of the Concessions Director to:
- a) Be the Point of Contact for all Concession-related items.
 - b) Create a complete menu with pricing for submission to the board for approval before the beginning of the Summer Series.
 - c) Prepare and maintain all equipment in the concession stand.
 - d) Coordinate obtaining all concession stand supplies before events.
- L. Membership Director – It shall be the duty of the Membership Director to:
- a) Manage all records and submissions pertaining to memberships.
 - b) Distribution and collection of all raffle tickets
 - c) Track all work and concession points during the Summer Series Rodeo.
- M. Sponsorship Director – It shall be the duty of the Sponsorship Director to:
- a) Obtaining donors/sponsors for the Summer Series Rodeo.
 - b) Assist in establishing programs to help in attracting new donors/sponsors.
 - c) Manage all onboarding and post-summer series rodeo communication with sponsors.
 - d) Understand and be knowledgeable of the state and federal laws governing donations and sponsorships to a 501(c)(3) and maintaining those compliances.

Article VI MEMBERSHIP

Section 1. Membership in the Association may be held in either of four (4) categories:

- A. Association (General) Membership: Annual dues are set at \$55.00 annually. Each member must comply with the rules of the organization and will be entitled to one (1) vote with all voting privileges: All regular meetings of the Association shall be open to any member of the AYLAA with voting privileges.
- B. Arena (Non-General) Membership: Any person(s) paying annual dues and complying with the organization's rules will not be entitled to voting privileges.
- C. Honorary (General) Lifetime Membership: A person(s) who has rendered outstanding service to the organization may be elected to honorary lifetime membership in the Association by a majority vote of members present at a regular or at called meeting of the Association. Honorary Members shall enjoy all rights and privileges accorded to Active Family Members of the Association. and are exempt from dues. A maximum of two (2) Honorary Memberships may be awarded within a fiscal year of the Association. This membership will be entitled to one (1) vote with all voting privileges.
- D. Lifetime (General) membership: May be purchased for a one (1) time fee of \$200.00. and Each member must comply with the rules of the organization will be entitled to all voting privileges. This membership will be entitled to two (2) votes (Lifetime Member and Spouse/Life Partner). Spouse/Partner as defined under Texas Family Code 2.001 and 2.402..

Section 2. Annual dues are to be paid by all members of the association and shall be set by the governing body subject to approval by a majority vote of members present at the first meeting of the association in each fiscal year.

- A. Membership runs from July 1st through June 30th.
- B. When a family member turns nineteen (19) years of age, that person shall be required to have a separate membership.
- C. Arena membership will be run from the date of purchase and will remain for the following twelve (12) months. This membership will not be entitled to voting privileges.

Article VII

ASSOCIATION TRADE

Section 1. Existing Goods:

- A. Removal of goods owned by AYLA A holding a value greater than \$200.00 shall be first presented to the board of directors to vote on posting the item(s) for sale, live auction at the banquet, or discarding/giving the item(s) away.
- B. Normal and required maintenance of existing goods shall be purchased by the director or at the direction of the president or vice president, Not exceeding \$500 in a single purchase with funds from the AYLA A operating account. Examples: oil changes for the tractor, electrical outlet switches in buildings, AC filters, facility light bulbs, tractor fuel, website cost, etc.
- C. Exigent Circumstances: Under the president ~~or~~ and vice president direction, buildings, items, and goods can be repaired/patched or replaced during difficult circumstances. Exigent circumstance examples would be loss of infrastructure during or right before an event preventing the event from taking place or acts of God that could damage pre-existing structures or property.

Section 2. Committees:

- A. Committees: By decision of the Board of Directors, a committee may be ~~formed~~ appointed by the presiding president to handle day-to-day decisions of a particular task with a 2/3rd vote. Committees will be responsible for tracking expenditures alongside the Treasurer. Committees will not receive funds without purchase orders or reimbursement on receipts/invoices.
 - a) Capital Projects Committee – A base budget and design will be voted on by the Board of Directors. Expenditures, contractors and materials will be purchased by the committee and subtracted from the budget. If the budget is met and the project is not completed, the Board of Directors will vote on a budget increase.
 - b) Prizes Committee – A budget will be set by the Board of Directors and the committee will take care of product selection, brand, color style and quantity. If a budget increase is needed, a 2/3rd vote is required.

Article VIII FINANCING

Section 1. Funds: (Note -Section 1A and 1B are taken from the AY Constitution)

- A. The organization shall be financed by dues, donations, and other fundraising activities as set forth by the governing body and general Membership.
- B. Upon dissolution, all assets will be distributed exclusively to Brazoria County 4H Club and Brazoria County FFA Chapters. All assets must be divided into a minimum of four entities to be voted on by the governing body.