

# By-Laws New Jersey High School Rodeo Association, Inc.

## ARTICLE I - PURPOSES OF ORGANIZATION

SECTION 1. Purposes. The Corporation is organized exclusively for charitable and educational purposes. It is filed as a 501 c of the Internal Revenue Code. The Corporation is formed for the following purposes which include but is not limited to.

- A. To promote the sport of youth rodeo at the state and national level.
- B. To conduct youth educational programs and skill development in the sport of rodeo, including but not limited to, roping, riding, shooting, and pageantry.
- C. To educate youth and family members on animal welfare and good husbandry practices as if relates to agricultural and rodeo activities.
- D. To offer opportunities for scholarship and continuing education.
- E. To comply with and maintain the standards as set forth in the National High School Rodeo Associations (hereinafter “NHSRA”) Rules, By-Laws and Constitution. If anything is not covered in the NJHSRA By-Laws, we as an association will adhere to the NHSRA Rules and By-Laws.

SECTION 2. Individuals Benefiting from Purposes. The Corporation is organized to serve students and their families who are residents of the State of New Jersey; or who have determined to transfer their membership from another state and have gone through the proper channels in their state of residence and the National Office. The Corporation does not discriminate on the basis of race, color, gender, creed, nationality, or religious belief.

SECTION 3. Dissolutions Statement. If and when the Corporation ceases to operate as stated in Sections 1 & 2 above, all assets will be turned over to the National High School Rodeo Association of Denver, Colorado. No assets will be dispersed to any of the members of the Corporation.

SECTION 4. Conflict of Interest Statement. The Corporation will not automatically purchase any items or services from companies owned or operated by members of the Corporation. When outside venues or services are needed, the Corporation will receive multiple bids and accept the bid as voted on by the majority of the Board of Directors. If one of the board members is also bidding on a service or venue, they will not have a vote in that decision.

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## ARTICLE II - MEMBERS

SECTION 1. Voting: **Members are entitled to vote at the General Membership Meeting as follows:**

- A. Families with three or more child memberships are entitled to a maximum of two (2) votes.
- B. Families with one or two child memberships are entitled to one (1) vote per child with a maximum of two (2) votes.
- C. Adult members and adults voting on behalf of a child member will vote for the adult Board of Directors in the general election. Contestant/Student members will vote for the student board.
- D. Individual members with no children are entitled to one (1) vote.
- E. A Contestant/Student member who is 18 years of age or older with no parent participating is entitled to one (1) vote in the election for the Adult Board.

SECTION 2. Classification and Qualifications of Membership. Without regard to race, color, gender, creed, nationality, or religious belief, the membership shall be composed of two classifications:

- A. Contestant/Student Member:
  - 1. High School Division: Students must be under the age of twenty (20) by August 1<sup>st</sup> and are or have been enrolled in the Ninth, Tenth, Eleventh, or Twelfth grade (public, private, or home schooled) the year preceding the National High School Finals Rodeo that the contestant is entering, so long as they have met their grade requirements. Even if they have graduated in the middle of the year, or have attended school on half days, they shall be eligible to compete in the National High School Rodeo and National Championship Finals.
  - 2. Junior High School Division. Students must be under the age of sixteen (16) by August 1<sup>st</sup> and are or have been enrolled in the Sixth, Seventh, or Eighth grade (public, private, or home schooled) the year preceding the National Junior High Finals Rodeo that the contestant is entering, so long as they met their grade requirements.
  - 3. Tumbleweeds Division. Students must be at least five (5) years old but under the age of thirteen (13) by August 1<sup>st</sup> and are of or

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have been enrolled in school (public, private, or home schooled) in kindergarten through fifth grade.

- B. Adult Member: Adult membership shall be open to anyone over the age of (18) that is otherwise not eligible for Contestant/Student membership. Adult Members who are in good standing (i.e.: have paid their dues and are in full compliance with all rules and regulations) are eligible to be elected to the Board of Directors.

SECTION 3. Term of Membership. Membership will coincide with the fiscal year of NJHSRA which runs from August through July and lasts one (1) year.

SECTION 4. Annual Dues. All members are required to pay dues. Under no circumstances will dues be pro-rated if a member joins mid-year.

- A. Contestant/Student Membership Dues: Membership dues for Contestant/Student Members shall be determined prior to the beginning of each fiscal year. All Contestant/Student Members must pay National and State level dues to be eligible to compete.
- B. Adult Membership Dues: Membership dues for Adult Members shall be determined by the Board of Directors prior to the beginning of each fiscal year.
- C. Life Membership: Membership and dues will be determined on individual basis, determined by the Board of Directors. Life Membership status is non-transferable.

## ARTICLE III – BOARD OF DIRECTORS

SECTION 1. Number and Tenure of Officers. The Board of Directors will have a minimum of 6 members and a maximum of 10 members. The following is a list of the officers of the Board of Directors. There shall be a National Director, a President, a Vice President, a State Secretary, a Rodeo Secretary and a Treasurer. Tenure for each officer is as follows:

- A. National Director. Initial term for two (2) years, subsequent terms of five (5) years, in accordance with the National High School Rodeo Association By-laws. Names of national directors shall be submitted to the General Manager/Secretary of the National High School Rodeo Association no less than twenty (20) days prior to the National Finals Rodeo.
- B. President: An initial term of one (1) year, subsequent terms of two (2) years. May serve two (2) consecutive terms or until such time that a

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- new President has been elected. The President may remain on the Board as a non-voting member for a one (1) year term as Past President or until such time the current President assumes the role as Past President. It is foreseeable that there may be times that the Board of Directors does not have the position of Past President filled.
- C. Vice President: Initial term of one (1) year, subsequent terms of two (2) years. May serve two (2) consecutive terms or until such time that a new Vice President has been elected.
  - D. State Secretary, Rodeo Secretary and Treasurer: Initial term of one (1) year, subsequent terms of two (2) years. May serve two (2) consecutive terms or until such time that a different Officer has been elected.
  - E. Non-officer Board Members: All terms are for one (1) year with no limit but will have to seek reelection each fiscal year.

SECTION 2. Selection of Officers. At a meeting of the Board of Directors prior to the start of the next fiscal year (August – July), the Board of Directors shall vote who will fulfill the positions of National Director, President, Vice President, State Secretary, Rodeo Secretary and Treasurer should there be a vacancy in any of those offices. The Board of Directors will vote by paper ballot. A two-thirds (2/3) majority of those present and voting is required for approval.

SECTION 3. Mid-term Vacancies. In the event of a death, dismissal, removal, voluntary resignation or any other cause of disqualification of any officer, the Board of Directors may appoint an Adult Member in good standing to fill any vacancy until the next Annual Membership meeting.

SECTION 4. Compensation of Officers. Officers shall not be compensated for their duties as an officer of the Corporation.

SECTION 5. National Director - Duties and Responsibilities

- A. The National Director is entitled to all voting privileges at the State level. They shall have one (1) vote at all Board Meetings.
- B. The National Director shall be responsible for all communications between NJHSRA and NHSRA.
- C. The National Director shall inform the Board of Directors of matters and information deriving from NHSRA pertinent to NJHSRA.
- D. The National Director shall represent NJHSRA at the National level and shall vote, negotiate, advocate or express concerns on the issues that directly affect NJHSRA and NHSRA.

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- E. The National Director shall attend the Mid-Winter meeting and the National Finals meeting each year, and other National Director **meetings as required by NHRA's By-laws** and Constitution handbook. NJHSRA shall be responsible for legitimate travel, lodging and other approved expenses incurred by the National Director while in attendance of national meetings.

### SECTION 6. President - Duties and Responsibilities.

- A. The President shall be the chairman of the Board of Directors and ex-officio member of all committees.
- B. The President shall be responsible for the operation and organization of NJHSRA.
- C. The President shall preside over all meetings of the Board of Directors, in his/her absence, the Vice President shall preside over the meeting.
- D. The President shall prepare an agenda for each meeting, consulting with all committee chairpersons and other personnel to ensure matters of NJHSRA concerns are discussed and acted upon.
- E. The President shall solicit reports from the Treasurer and other committee chairpersons for distribution to the Board of Directors prior to each meeting. Such materials shall be given to the Secretary for distribution.
- F. The President shall approve all bills before payment is made by the Treasurer.
- G. The President shall prepare an Annual Report of NJHSRA business at the Annual Membership Meeting.
- H. The President shall only vote at Board Meetings when it is required to break a tie.

### SECTION 7. Past President - Duties and Responsibilities.

- A. The Past President shall serve as a non-voting member of the Board of Directors but will serve in an advisory position to the Board of Directors.
- B. The Past President will assist the Corporation with the transfer of historic, and institutional knowledge to the current President.
- C. The Past President shall lend their expertise as to the operations of the Board in accordance with the Bylaws and the policies promulgated by the Board of Directors.

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## SECTION 8. Vice President - Duties and Responsibilities.

- A. The Vice President shall assume the duties of the President in the event of his/her absence.
- B. In the event of a vacancy occurring in the office of the President, the Vice President shall serve as the President until the next Board Meeting.
- C. The Vice President shall perform such duties as assigned by the President as needed.
- D. The Vice President shall have one (1) vote at the Board Meetings.

## SECTION 9. State Secretary – Duties and Responsibilities.

- A. The State Secretary shall be appointed by the Board of Directors and shall serve at the discretion of the Board of Directors.
- B. The State Secretary shall be entitled to one (1) vote at Board Meetings.
- C. Assistants to the State Secretary may be added with Board approval.
- D. The State Secretary is responsible for the processing and tracking of all contestant membership forms and issuance of NJHSRA membership cards.
- E. The State Secretary is responsible for submitting membership forms and applications to the National High School Rodeo Association Membership Secretary.
- F. The State Secretary is responsible for maintaining all insurances for NJHSRA.
- G. The State Secretary shall submit to the board members proposed minutes of any meeting of the Board within two (2) weeks after meeting date.
- H. Provide Acknowledgement letters to donors for donation received by and for NJHSRA.
- I. He/she shall maintain a complete list of members and their current contact information (including postal address, email address, and phone numbers).
- J. Upon expiration of his/her term of office, the State Secretary shall deliver all records, documents, and other NJHSRA property to his/her successor.

## SECTION 10. Rodeo Secretary - Duties and Responsibilities.

- A. Receiving and documenting all event call-in information,

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- B. Overseeing all entry booth activities and, with the Treasurer, collect activities and entry fees in accordance with NJHSRA By-Laws, rules, and the NHSRA Constitution Handbook.
- C. Tracking points for every event within a performance and will provide a point total at the completion of each event. He/she will provide totals to the State Secretary and other relevant parties as determined by the Board of Directors.
- D. Maintaining current and up-to-date point standings throughout the competition year and shall compile accumulated points prior to and including the Finals weekend.
- E. The Rodeo Secretary shall have one (1) vote at the Board Meetings.

### SECTION 11. Treasurer - Duties and Responsibilities.

- A. The State Treasurer shall be appointed by the Board of Directors and shall serve at the discretion of the Board of Directors.
- B. The State Treasurer shall have one (1) vote at Board Meetings.
- C. Assistants to the Treasurer may be added with Board approval.
- D. The State Treasurer shall collect, deposit, and be in sole charge of all financial activities and reports of the Association.
- E. The State Treasurer shall submit a monthly financial statement that indicates all monetary standings, commitments and obligations including all accounts, balances, escrows, outstanding deposits, and outstanding checks to the Board of Directors at each Board Meetings.
- F. The State Treasurer shall deposit all funds, within two weeks of receipt of the funds.
- G. The State Treasurer shall pay all liabilities of NJHSRA in a timely manner.
- H. The State Treasurer shall submit to an audit and review of all financial procedures and expenses and properties of NJHSRA by a committee appointed by the board of Directors.
- I. The Board of Directors may enlist the services of outside professionals, such as a bookkeeper, tax accountant or certified public accountant, to assist the Treasure in his/her duties.

### SECTION 12. Duties of the Board of Directors.

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- A. Transact the general business affairs of NJHSRA.
- B. Establish administrative policies and devise measures for NJHSRA's growth and development.
- C. Provide for the proper care of materials, equipment and funds of NJHSRA and provide for the legitimate expenses of the NJHSRA.
- D. Provide for the annual auditing of all books of NJHSRA by a certified public accountant.
- E. Select sites and locations for any clinics, qualifying rodeos and state rodeo finals and direct the preparation and staging of these activities.
- F. Select and appoint Timers, Judges, and Arena Directors and set the compensation.
- G. Fill vacancies on the Board of Directors, should a Director miss two (2) or more meetings without prior approval from the National Director or President, that Board Member shall be replaced.
- H. In order to prevent a conflict of interest, Board members children who are involved in the NHSRA must participate in NJHSRA and not another state.
- I. Vote on and award a Merit Scholarship to Contestant/Student Members at the State Finals. Any parents that are currently serving on the Board while their child is eligible to win one of these awards will be excluded from the voting process. The scholarship value is \$1,000. The criteria that we use to vote on **is as follows...**

- Years of membership
- Competes in Multiple Rodeo Events
- Leadership in High School Rodeo, secondarily in activities outside of rodeo such as FFA (Future Farmers of America)
- Fund raising
- Superior academic performance
- Community Service Activities
- Other extracurricular activities and performance

“\* At the end of the season the Board of Directors has the option to offer additional scholarships if adequate funds are available. These may be offered at \$250 increments and the voting criteria will adhere to the above list.

SECTION 13. Executive Committee. The Executive Committee will consist of the 5 Board Members that hold one of the following elected positions: National Director, President, Vice President, State Secretary, and Treasurer. The two



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position that will not serve on the Executive Committee are the Rodeo Secretary and the Past President.

The responsibilities of the Executive Committee will be two-fold. 1.) To interpret the existing By-Laws when a question or conflict arises. 2.) Decide if revisions or additions to the By-Laws should be made. (This can be done at any time throughout the year). All of their decisions will be presented to the remaining members of the Board of Directors for discussion and a final vote. After the vote, the Board of Directors will decide how to proceed with addressing the issues and notifying the remaining active members of NJHSRA.

### ARTICLE IV – NON-BOARD POSITIONS

These positions may be held by a Board member but may also be held by a member of the General Adult Membership with the approval of the Board of Directors. Positions are appointed for a one (1) year term and individuals serve without compensation but may be reimbursed for reasonable expenses as approved by the Board of Directors. Non-Board positions do not have a right to vote on matters brought before the Board of Directors.

#### A. Fund Raising Coordinator.

1. Will be responsible for negotiating with major sponsors, constructing and revising available sponsorship packages and determining the fund-raising needs of NJHSRA.
2. Work closely with the Marketing Coordinator and Youth Advisor to set-up contestant fund-raising goals, marketing objectives and strategic partnerships that will assist in the promotion of high school rodeo.

#### B. Marketing Coordinator.

1. Shall be responsible for all marketing campaigns, collateral and electronic and print materials of NJHSRA.
2. Will shape **and plan NJHSRA's branding strategy and will** enforce the use of proper logo use in all media.
3. Will work closely with the Membership Coordinator and Fund-Raising Coordinator to coordinate efforts to raise funds, awareness, and membership in NJHSRA.
4. Will oversee the website and all social media outlets.

#### C. Membership Coordinator.

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1. Will determine membership recruiting strategy and will work closely with the Marketing Coordinator and Fund-Raising Coordinator to ensure that students throughout the state are presented with membership information and opportunities to participate in NJHSRA events.
  2. Shall serve as the liaison between NJHSRA and public and private schools and any accredited home school programs to circulate information regarding membership and scholarship opportunities.
- D. Arena Director.
1. Will serve as a mediator at all performances in the event of a dispute involving the judges.
  2. Will assist in securing properly trained, educated, and experienced judges for all events and will serve as a liaison between said judges and the Board of Directors.
- E. Youth Advisor.
1. Will serve as a mentor for the Student Officers and Contestant/Student membership including overseeing Student Board Meetings.
  2. Will coordinate educational opportunities and events in conjunction with performances and clinics sanctioned by NJHSRA. These positions may be held by a Board member but may also be held by a member of the General Adult Membership with the approval of the Board of Directors. Positions are appointed for one (1) year term and individuals serve without compensation but may be reimbursed for reasonable expenses as approved by the Board of Directors.
- F. Purchasing/Awards Coordinator.
1. The Purchasing/Awards Coordinator will be responsible for ordering the single event and State Finals awards for the contestants. The Coordinator will work with the State Secretary when placing orders.
  2. The Purchasing/Awards Coordinator shall work with the Treasurer in developing a budget to be presented to the Board of Directors at the first meeting of the fiscal year.
- G. Safety Coordinator.

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1. The Safety Coordinator will oversee all contracted and approved emergency medical services for every performance and event as may be required.
2. The Safety Coordinator will make safety and procedural recommendations to the Board of Directors to ensure the well-being of all contestants, volunteers, and other participants in sanctioned events.

## ARTICLE V - STUDENT BOARD OF DIRECTORS AND OFFICERS

SECTION 1. Number and Composition. A Student Board of Directors shall be comprised of no less than four (4) and no more than twelve (12) Contestant/Student members. Individuals must be a Contestant/Student member in good standing with both NJHSRA and NHSRA to serve on the Student Board of Directors.

SECTION 2. Officers. There shall be a High School President, High School Vice President, High School Secretary, Jr. High Vice President.

- A. The Contestants shall be elected for a one (1) year term at the Annual Membership Meeting which shall be held at our State Finals.
- B. Nominations for all positions will be accepted from the floor at that meeting.
- C. Student Officers shall attend the Board of Directors Meetings and shall be entitled to a combined one (1) vote.
- D. The Student Officers shall assist the Fund-Raising Coordinator with fundraising for NJHSRA. This may include appearing in full rodeo attire at non NJHSRA events.

SECTION 3. Quorum and vote. A quorum of no less than fifty percent of Contestant/Student directors is required to conduct meetings and to vote on matters properly brought forth to the Student Board of Directors. Every Contestant/Student officer shall have one vote. The NJHSRA Youth Advisor must be present for all meetings.

SECTION 4. Meetings. Student Officers shall attend the Board of Directors meeting.

SECTION 5. Attendance. Student Officers are expected to attend the Board of Directors meetings and other events of NJHSRA and to conduct themselves in a professional manner.

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SECTION 6. Duties and Responsibilities. It is responsibility of the Student Officer to review the NHSRA handbook and know the expectations of the NHSRA and NJNHSRA for their conduct as a representative of the organization.

## ARTICLE VI – RIGHTS AND DUTIES OF DIRECTORS

SECTION 1. Standard and Conduct. At all times, the Board of Directors and all persons serving in the capacity representing NJHSRA, are to conduct their activities and themselves by the corporate standards of the duties of care and loyalty to act in good faith, perform their duties with diligence and honesty, and share in the responsibility to act in the best interests of NJHSRA & NHSRA.

SECTION 2. Duty of Care. The Duty of Care requires all Directors to exercise independent judgment, to be informed, to delegate responsibly when working with NJHSRA directors, representatives, and volunteers, and to adopt policies and procedures that ensure the management of NJHSRA fulfills its purposes and obligations as a non-profit organization.

## ARTICLE VII - MEMBERSHIP MEETINGS

- A. The Annual Membership meeting shall be held at our State Finals at a time to be determined by the Board of Directors. The Board of Directors may also schedule other general membership meetings as necessary by a majority vote of the board of directors.
- B. Each qualified member shall be entitled to one (1) vote at any general membership meeting.
- C. All general membership meetings **shall be conducted according to Robert's Rule of Order.**
- D. The agenda for the Annual Membership meeting may include, but not be limited to the following items:
  - 1. Roll Call of Directors
  - 2. Address of the President
  - 3. Address of the National Director
  - 4. Minutes of the previous General Membership Meeting
  - 5. Officer reports
  - 6. Committee Reports
  - 7. Old Business
  - 8. New Business
  - 9. Election of Directors, Adult Officers and Student Officers
  - 10. Adjournment

## ARTICLE VIII - RODEO QUEEN

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- A. The New Jersey High School Queen shall be a contestant that has competed, qualified and earned the title of NJ High School Rodeo Queen. The title shall be given to the contestant that receives the majority of the tabulated points during the Queen Competition, and not that of popular vote among contestants or adult members. The Queen shall carry out the duties of her **position as stated in the National High School Rodeo Association's Rules, By-laws and Constitution Handbook.**
- B. The Queen Selection Committee shall consist of the President of the Association, the Queen Coordinator and any member of the Association nominated and appointed by the Board of Directors. All members of the Queen Committee shall apprise themselves of the rules and judging requirements for the Queen position as set forth in the National High School **Rodeo Association's Rules, By-Laws and Constitution Handbook.**
- C. The Rodeo Queen shall work within cooperation with Queen Coordinator to ensure that all activities for the Queen and the Grand Entry are planned rehearsed and scheduled for each Rodeo.
- D. The Queen Coordinator shall be a position approved by the Board of Directors.
- E. The Queen, in conjunction with the Queen Coordinator shall maintain Grand Entry Flags, Banners, American Flags and any item or items used for Grand Entry and ensure the security and cleanliness of these items.
- F. The Queen shall attend all events sponsored by the NJ High School Rodeo Association or designed as a fundraiser for the NJ High School Rodeo Association.
- G. The Queen shall be provided at the cost to the Association those items that are deemed necessary by the Board of Directors for the Queens Participation **and competition at the National High School Rodeo Associations' Queen's Contest.**
- H. The Queen is encouraged to attend the National High School Rodeo **Association's Queen Contest and is required to attend each State Sanctioned Rodeo.**
- I. In the event the Queen is forced to resign due to infractions of this organization or those outlined in the Rules, By-Laws and Constitution handbook, the Queen shall relinquish any items purchased by the Association and the Board of Directors may appoint the runner-up contestant or leave the position empty until the next fiscal year.