

**Potter County  
Junior Livestock Association  
Constitution,  
Charter  
&  
By-Laws**

**Revised  
June 1, 2006**

# **Potter County Junior Livestock Association**

The purpose of the Potter County Junior Livestock Association (PCJLA) is to provide an opportunity for our youth to participate in meaningful experiences of competition through livestock show exhibitions. The Potter County Junior Livestock Association does not discriminate against race, color, religion or ethnicity. Any person associated with, acting for or participating in the Potter County Junior Livestock Association is expected to uphold the highest level of sportsmanship, ethics, competition and fair play.

The PCJLA shall be composed but not limited to a Board of Directors, Advisory Committee, Buyers Committee and any other committee deemed necessary by the Board of Directors or the Advisory Committee.

The PCJLA Board of Directors reserves the final and absolute right to interpret the rules, regulations, Charter and By-Laws and arbitrarily settle and determine all matters, questions, or differences in regard there to, or otherwise arising out of, or connected with, or incidental to the show.

# Committees and Functions

## Potter County Junior Livestock Association

The Potter County Junior Livestock Association shall consist of members nominated by a member of the PCJLA and voted on by the general membership of the association. Each new member shall supply the Secretary with their mailing address and phone number for mail outs. New members do not have voting privileges until the next meeting of the PCJLA. The President, Vice-President and Secretary of the Board of Directors will serve in the corresponding offices of the PCJLA. The Treasurer or Co-Treasurer of the PCJLA will be elected from the PCJLA and will serve as Treasurer of the Buyers Committee.

### Function

To physically run and direct all aspects of the Stock Show, including the show, sale, setup, tear down and general organization of the show. To discuss and vote upon any general rule changes.

## Board of Directors

The Board of Directors shall consist of 1 member for each advisor/extension agent, chosen by that advisor/extension agent. The Board of Directors shall then elect a President, Vice-President and Secretary each serving an annual term.

### Function

To settle any disputes that the Rules and Oversight Committee cannot resolve and to help guide and offer advise to the association. The President of the Board of Directors shall be considered the President of the PCJLA.

## Advisory Committee

The Advisory Committee shall consist of the Agriculture Science Teachers and Two Extension Agents from Potter County with one being elected as chairman.

### Function

To oversee and advise the entire livestock association and set dates of the show and other dates relevant to the show. The Advisory Committee is to also find judges and organize the PCJLA show.

# Committees and Functions, Continued

## **Buyers Committee**

All members are encouraged to be part of the buyers committee. The PCJLA membership shall elect a chairperson or co-chairpersons and a secretary for this committee.

### **Function**

The Buyers Committee is responsible for soliciting and collecting finances for the Premium Sale and contacting any possible donors. The chairperson or co-chairpersons will assist in determining the percentage of animals that will sell in the Premium Sale.

## **Premium Sale Committee**

All members are encouraged to be a part of the Premium Sale Committee. The PCJLA membership shall elect a chairperson or co-chairpersons for this committee.

### **Function**

Responsible for setting up and tearing down of the sale, planning the sale and getting the sale list ready and distributed.

## **Rules and Oversight Committee**

The Rules and Oversight Committee shall consist of all show superintendents and all validation chairpersons.

### **Function**

The Rules and Oversight Committee is to suggest rule changes and present them to the PCJLA and to interpret and act upon any protest or problem with the rules of the stock show.

# Committees and Functions, Continued

Each committee shall have a chairperson either elected by the PCJLA membership or by the members of that committee and may fill any other office necessary for the normal operations of that committee.

The committee chairperson is responsible for calling a meeting of that committee. The voting members of each committee must have 72 hours notice prior to the meeting. A voting member may have a proxy in the event they are not able to attend. Notice of proxy must be given to the committee chairperson prior to voting. **Proxies are not allowed on the Advisory Committee.** All committees must have a quorum (51% of active members) to act.

Any changes to the Constitution and By-Laws must be done through the Board of Directors. A  $\frac{3}{4}$  majority of the entire Board of Directors is required in order to make changes to the Constitution and By-Laws. Any changes to the Constitution, By-Laws, General Rule Changes and Rule Changes will be considered from the day following the stock show until May 31<sup>st</sup> of the current year. After June 1<sup>st</sup> of the current year no changes can be made until the following year. All Rules and General Rules shall be subject to change or amendment by the Board of Directors at any time prior to the opening of the show. Any proposed rule changes must be submitted in writing to the chairman of the rules and oversight committee at least 72 hours prior to the meeting.

# **By-Laws**

## **Potter County Junior Livestock Association**

### **Section 1 – Name**

The name of this association shall be “Potter County Junior Livestock Association” (PCJLA)

### **Section 2 – Composition**

The PCJLA is organized for the purpose of conducting an annual livestock show for the 4-H and FFA members of Potter County, Texas, and such other pursuits that will promote and encourage the youth of Potter County with their educational growth in the agricultural field.

### **Section 3 – Composition**

The PCJLA shall be composed of a Board of Directors, an Advisory Committee, committees and an Ex-Officio Board.

### **Section 4 – Officers**

The officers of the PCJLA shall consist of President, Vice-President, Secretary and Treasurer. The President, Vice-President and Secretary shall be elected from the Board of Directors.

### **Section 5 – President**

The President shall be the chief executive officer of the PCJLA. He shall call and preside over all meetings, exercise general supervision over the affairs of the PCJLA, and perform such duties as are incident to his office and as may be prescribed by the Board of Directors. The President shall be an ex-officio member of all committees and other bodies of the PCJLA.

### **Section 6 – Vice President**

The Vice-President shall act in the absence of the President.

### **Section 7 – Secretary**

The Secretary shall record and present all proceedings of each meeting.

### **Section 8 – Treasurer**

The Treasurer shall collect all funds belonging to the Association and shall cause all funds to be deposited to the account of the PCJLA.

### **Section 9 – Election**

The President, Vice-President and Secretary shall be elected annually by the Board of Directors and shall hold office for one year.

### **Section 10 – Board of Directors**

The Board of Directors shall be composed of representatives of 4-H and FFA members of Potter County. Each Potter County Agricultural Extension Agent and Agricultural Science Teacher shall have a representative on the Board of Directors. The Board of Directors is to serve a two year term with approximately half of the members having only one year remaining on their term at one time. The Board of Directors shall make final decisions on any possible disputes and/or protests, assist committees and assist in directing the work of and at the Livestock Show and Sale. A quorum (25% of the Board of Directors) is needed to conduct business. All members are entitled to one vote at all meetings.

### **Section 11 – Advisory Committee**

The Advisory Committee shall be composed of all the Agricultural Science Teachers and the County Agricultural Extension Agents from Potter County. The duties of the Advisory Committee are to select Judges, Superintendents, and Assistant Superintendents of the Show. Other duties are to assist in the general operation of the Livestock Show and Sale, and to provide support and help for the committees. **No proxies shall be allowed on the Advisory Committee. A minimum of four members must be present to conduct business.**

### **Section 12 – Committees**

The President, upon approval of the Board of Directors, may appoint an advisory committee and/such committees, whose duties shall be to advise and counsel with the Board of Directors or to otherwise work toward the objectives of the Potter County Livestock Show. Each Agricultural Science Teacher and County Agricultural Extension Agent may nominate members to serve on any such committee.

### **Section 13 – Directors Meetings and Procedures**

The President is empowered to call a meeting of the Board of Directors when, in his opinion, such a meeting is needed. The Board shall have 72 hours previous notice prior to meetings. During the week of the Livestock Show and in emergencies, the 72 hours previous notice is waived.

## **Section 14 – Vacancies and/or Removal**

A Director will be removed from the Board without further action by the Board or members by having two unexcused absences from full meetings of the Board of Directors or upon unanimous vote of the Board (excluding the Director in question) or upon a majority vote of the membership by referendum. A vacancy on the Board of Directors shall exist on the occurrence of the following:

- The death, resignation or removal of any Director,
- The increase of the authorized number of Directors,
- The failure of the Advisory Committee to select the required number of Directors.

A vacancy on the Board of Directors shall be filled by a person selected by the Agricultural Extension Agent or Agricultural Science Teacher that is no longer represented due to the vacancy. If the Agricultural Extension Agent or Agricultural Science Teacher that is no longer represented is either unable or unwilling to select a new Board Member the Board of Directors may fill the vacancy with a majority vote.

## **Section 15 – Financial Obligations**

No officer, director or member will have the power to obligate the Potter County Junior Livestock Association without authority from the Board of Directors. The Board may authorize the Advisory Committee to create financial obligations on behalf of the Board.

## **Section 16 – Presentation**

The Potter County Junior Livestock Association shall be operated in a just and fair basis. Each FFA Chapter and 4-H Organization shall have representation through its Agricultural Science Teachers, County Agricultural Extension Agents, and voting members of the Committees and Board of Directors.

## **Section 17 – Ex-Officio Board of Directors**

The duties of the Ex-Officio Board of Directors are to assist in directing and supporting the Livestock Show and Sale whenever needed. The Ex-Officio Board of Directors shall not make policy decisions, rules or by-laws.

## **Section 18 – Conduct of Meetings**

All meetings shall be governed by rules such as suggested in the Parliamentary Procedure Guide by Gray. This will be provided by the Agricultural Science Teachers.