

# LITTLE BRITCHES YOUTH ASSOCIATION

## BY-LAWS

### Article I. Name

The name of the organization shall be the LITTLE BRITCHES YOUTH ASSOCIATION, INC., a non-profit organization hereinafter referred to as the Association.

### Article II. Purpose

The purpose for which the Association is formed is to provide activities and facilities for the youth of Colorado to promote sportsmanship and horsemanship skills in Junior Rodeo.

### Article III. Membership

#### Section A: Classification

Membership in the Association shall be open to all persons of good character and shall consist of Youth, Family and Associate memberships.

#### Section B: Definition

1. A Youth member is a male or female, 5-18 years of age, in good standing, whose name appears on an approved membership application, and whose approved membership application and annual membership dues have been paid by the determined membership deadline for the current Association year. The membership deadline is described in Article III, Section C.
2. Age as of January 1<sup>st</sup> each year classifies the Youth members. Pee-Wee members become eligible for membership and competition upon their fifth birthday.
3. A family membership includes the parents/legal guardians of youth members defined in section B #1.
4. Associate Member is an individual, in good standing, whose name appears on an approved membership application for the current association year.

#### Section C: Duration

1. Each membership shall be granted through the completion of the current Association year. The Association year begins on November 1<sup>st</sup> of each year and ends on October 31<sup>st</sup> of the following year. All memberships expire on the 31<sup>st</sup> of October each year, with a grace period for the renewal being the first Tuesday in April of the following year. Memberships must be renewed by the conclusion of the April General Membership Business Meeting for General Membership Business Meeting Points to apply for Year End Awards. Any late membership paid after the conclusion of that meeting, and prior to May 1<sup>st</sup>, will carry a \$100 late fee. Any membership submitted after May 1<sup>st</sup> will forfeit participation in the rodeo #1. New membership is defined as a family unit that has not competed for the past two consecutive years.
2. Any member may withdraw- at any time without refund of membership dues.

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**Section D: Admission.**

1. An official application form duly approved by the Board of Directors establishes youth membership. This form will provide for all members within a family unit. A family unit is defined as parents and/or legal guardians and those youths 18 years of age or younger who reside with the above named parent or legal guardians in one household. (i.e. no cousins, friends or extended relatives would be allowed on the family membership)
2. All memberships are authorized only after the Board of Directors has approved the official application form and the dues of the current Association year have been paid.
3. The Board of Directors will not approve original applications nor accept renewal dues for any membership whose application form is not properly completed or is obsolete due to change, or whose membership would be detrimental to the Association.
4. Any membership not renewed within a two (2) year period is considered inactive and proof of age shall be provided with a new membership application.

**Section E: Suspension/Revocation**

1. Cause for suspension, in general, shall consist of violation of these By-Laws or of the rules and regulations of the Association.
2. Any membership may be denied or revoked at any time with cause and upon recommendation of the Board of Directors.

**Section F: Privileges and Responsibilities.**

1. All Youth members shall be accorded equal opportunity to participate in activities of the Association subject to the Association rules and regulations. Upon request, the Board of Directors may make certain provisions to reasonably accommodate, but not give unfair advantage to, contestants with physical challenges. A written request by the parent/legal guardian, accompanied by medical documentation, must be submitted with the annual membership application.
2. Members shall pay for any property of the Association willfully broken or damaged by a member. No person shall take for personal possession any property belonging to the Association.
3. The Association assumes no responsibility or liability, and members or their guests can have no claim against the Association, its officers, Board or employees, for any accident, injury, theft, or damage to any person or their property.

**ARTICLE IV. Meetings**

**Section A: Annual Meeting.**

1. The annual meeting of the Association shall be held between September and November at such place and time as the Board of Directors may determine.
2. The annual meeting shall be for the purpose of electing members to the Board of Directors and for the transaction of such other business as may be brought before it.
3. Notice of the annual meeting shall be given to each family unit who has established a contact with the [lbya\\_rodeo@live.com](mailto:lbya_rodeo@live.com) organization mailbox. Provisions will be made for members who request communication by traditional mail distribution.

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#### **Section B: Special Meetings.**

- 1. Special meetings of the Association may be called at any time by a majority of the Board of Directors.**
- 2. The Board Secretary shall call special meetings of the Association within thirty (30) days of the receipt of a written request of fifteen (15) members or parents. The request must be submitted to the Board Secretary and must state the purpose of the Special Meeting.**
- 3. Special meetings of the Board of Directors may be called by the President, or by the Board Secretary upon written request of two or more members of the Board of Directors.**

#### **Section C: Meetings**

- 1. It shall be the practice of the Association to hold meetings of the Board of Directors at which the Executive Officers preside.**
- 2. It shall be the practice of the Association to hold General Membership Business Meetings of the Youth membership in which the Executive Officers preside. There shall be a minimum of Three (3) General Membership Business Meetings in the Association year.**
- 3. Members in good standing and their guests shall be entitled to attend all General Membership Business Meetings of the Association.**

#### **Section D: Voting.**

- 1. Active members in good standing shall be entitled to vote at meetings of the Association. Voting may be by the voice, but any member shall have the right to demand voting be by ballot. There shall be no casting of votes by proxy.**
- 2. In those matters requiring a vote of the membership, two (2) officers and ten (10) members in good standing shall constitute a quorum at all Association meetings. A majority vote will carry on those matters requiring a vote of members.**
- 3. Each parent/legal guardian is entitled to one vote in those matters coming before the Board of Directors requiring a vote.**
- 4. Each member of the Board of Directors has one vote in those matters requiring a vote of the Board of Directors. A quorum of at least four (4) board members and one officer of the Board are necessary to conduct the business of the Association.**

### **ARTICLE V. Finances**

#### **Section A: Dues**

- 1. The Board of Directors, prior to the April General Membership Business Meeting of the Association year, shall establish dues for the ensuing Association year.**
- 2. Dues shall be sufficient to provide for necessary operating expenses of the Association and prior maintenance improvement of its property. Such dues will be considered due at the conclusion of the April General Membership Business Meeting of that Association year, and are late if not paid by the conclusion of that April General Membership Business Meeting. A late fee will be assessed as defined in Article III, Section C of these By-Laws.**
- 3. The annual dues per family unit will not exceed \$250.00 without amending the By-Laws.**
- 4. No dues or sponsor monies or any part thereof shall be refunded or prorated for any reason including membership withdrawal or revocation.**
- 5. Failure to pay dues by the conclusion of the April General Membership Business Meeting of the Association year will negate all accumulated points from previous General Membership Business Meetings. The membership points will begin to accumulate following payment of these membership dues.**
- 6. A contestant will not be allowed to enter any rodeo until all membership requirements have been met.**

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#### **Section B: Member Indebtedness**

- 1. Any member failing to pay any indebtedness relative to the Association within fifteen (15) days of the occurrence may be suspended, refused entries to the next rodeos, forfeit all awards and can be placed on a cash basis. Indebtedness shall include all costs of collections**
- 2. Parents/legal guardians shall be responsible for the payment of all charges or Indebtedness that may be incurred by any members within their family unit.**

#### **Section C: Other Income**

**The Association shall, from time to time, engage in activities to raise funds for the benefit of the Association. All such activities and all resulting profit or loss shall be duly recorded in the Association financial records.**

#### **Section D: Association Indebtedness**

- 1. The Treasurer shall pay all bills of the Association of less than \$500.00 when they become due. Expenses exceeding \$500 require approval a quorum of the Board.**
- 2. Purchases exceeding \$100 shall be approved for payments by a vote of the Executive Board of Directors.**
- 3. All bills, when paid, shall be duly recorded in the Association financial Records and must be accompanied by an original invoice and/or vendors receipt.**

#### **Section E: Financial Audit**

- 1. The Finance Audit Committee shall audit the financial records of the Association annually in the current association year with a report of that audit to be made to the membership in the Annual General Membership Business Meeting. This is the formal checking of the financial records.**

### **ARTICLE VI. Board of Directors**

#### **Section A: Composition**

- 1. The Board of Directors consisting of a minimum of six (6) and a maximum of ten (10) parents/legal guardians, with a maximum of 2 associate members, shall manage this Association.**
- 2. Members of the Executive Board shall consist of President, Vice President, Treasurer and Secretary and have been active members of this Association for more than (90) ninety Days. Associate Members have to of been a member for more than one (1) year to be eligible, and over (21) twenty-one years of age.**
- 3. The Executive Board shall be voted upon by and made up of members of the Board of Directors**
- 4. Participation on the Board of Director under a family membership requires participation of the contestant in 50% of the Rodeos. Exemptions to be approved by the Board of Directors.**
- 5. No two adult members of any one family unit may serve as members of the Board of Directors at the same time.**

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#### **Section B: Term of Office**

1. Each year, a minimum of three adults shall be elected to the Board of Directors. Each adult shall serve a term of three years.
2. Each officer of the Executive Board shall serve a period of one (1) year in position. President and Vice President may not serve more than 2 consecutive years in that position. Treasurer and Secretary can remain in role their entire three year term. Unless approved by a vote from the general membership.

#### **Section C: Elections**

Vacancies on the Board of Directors resulting from term of office expirations will be filled by membership election. Nominations to the Board of Directors will be drawn from a list prepared by the Nominating committee. Nominations will also be solicited from the floor.

#### **Section D: Duties**

Consistent with these By-Laws, the Board of Directors shall:

1. Have the power to fill vacancies on the Board until the next Annual meeting.
2. Adopt rules, regulations and policies for conducting the business of the Association.
3. Submit at the Annual Meeting a report of the finances of the Association.
4. Designate the Financial Institution in which the funds of the Association shall be deposited and determine the manner in which checks, drafts and other instruments for the Association shall be executed.
5. Call meetings of the proper membership for a vote on those matters requiring a vote of the membership for final determination.
6. Review and approve application for membership and renewals of membership.
7. Elect one of its members as President.
8. Elect one of its members as Vice-President.
9. Elect one of its members as Treasurer.
10. Elect one of its members as Board Secretary
11. No Board member shall occupy more than one Board of Director Position.
12. The Board of Directors shall have the authority to appoint a rodeo secretary if deemed necessary.

#### **Section E: Authority for the use of funds**

Nothing in these By-Laws shall be constructed to permit the Board of Directors or any of its members to borrow or pledge the credit of the Association without the specific approval of a majority of the membership at a meeting called for this purpose.

#### **Section F: Removal from Office**

1. A petition signed by 10% of the current active membership shall be presented to the Board Secretary or President of the Association. This petition shall state in full the grievance against the Board Member in question. Upon the presentation of the petition complying with the above requirement, the Board Secretary or President shall call the special meeting requested, giving notice of the purpose thereof. At such meeting a vote will be cast by the Board of Directors on the matter and action taken accordingly.

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## **ARTICLE VII. Officers**

### **Section A: Election**

**Within (30) thirty days after the Annual General Membership Business Meeting, the Board of Directors shall meet and elect officers for the ensuing year. A President, Vice President, Board Secretary and Treasurer shall be chosen. All officers shall be members of the Executive Board.**

### **Section B: Succession**

**In the absence or inability of the President, Vice President, Board Secretary or Treasurer a Member of the Executive Board shall be chosen by the Board of Directors to act on that office.**

### **Section C: Presidential Duties**

**The President shall:**

- 1. President at all General Membership Business Meetings of the Association and the Executive Board.**
- 2. At the Annual General Membership Business Meeting of the Association and at such other times as may be proper, commend to the membership of the Board of Directors such matters and make such suggestions as may tend to promote the prosperity and increase the usefulness of the Association.**
- 3. Insure the "Corporate Agent" registered with the Colorado Secretary of State is maintained.**
- 4. Insure the "Corporate Report" is filed with the Colorado Secretary of State prior to 1 May every year.**
- 5. Insure the "Return of Organization Exempt from Income Tax" Form 990 is filed with the United States Internal Revenue Service prior to 15 May each year.**
- 6. Perform such duties as may be incident to the office of President.**

### **Section D: Vice-Presidential Duties**

**The Vice-President shall:**

- 1. Act as the President in the absence, inability or refusal of the President.**
- 2. Perform such other duties, as may be indicative to the office of Vice-President.**

### **Section E: Board Secretary Duties**

**The Board Secretary shall:**

- 1. Conduct the official correspondence of the Association.**
- 2. Preserve the official books of the Association.**
- 3. Maintain an accurate record of the proceedings of the Association, the Board of Directors and committee meetings.**
- 4. File the "Corporate Report for non-profit corporations with the Colorado Secretary of State every year.**
- 5. Submit a written report of the years' work at the Annual meeting.**
- 6. Assist the Treasurer when requested.**
- 7. Perform such duties as may be incident to the office, subject to the direction of the Executive Board.**

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8. At the expiration of the term of office, deliver to the incoming Board Secretary all books, papers and property of the Association.

#### **Section F: Treasurer Duties**

##### **The Treasurer shall:**

1. Be responsible for the receipt of the funds of the Association.
2. Keep all monies of the Association deposited in the Association Name.
3. Submit a verbal report of financial status at each General Membership Business Meeting.
4. Serve as a member of the Annual Audit Committee.
5. At the Annual General Membership Business Meeting, Present the Annual financial report and proposed budget for the new year
6. File the "Return of Organization from the Income Tax" (Form 990) with the United States Internal Revenue service each year.

### **ARTICLE VIII. Committees**

#### **Section A: Authority**

1. The Executive Board shall authorize and define the powers and duties of all Committees.
2. Any and all rules set forth by committees and approved by the Board of Directors, will be binding.

#### **Section B: Committees**

##### **1. Finance Audit Committee**

The Finance Audit Committee shall audit the records of the Treasurer, prepare an audit report for the Executive Board and prepare the "Return of Organization Exempt from Income Tax" (Form 990) for the Treasurer. It shall be a committee of five (5) comprised of two (2) Board Members, one being the Treasurer, and three (3) non-Board members.

##### **2. Rules and Events Committee**

The Rules and Events Committee shall be responsible for the selection of events for the regular rodeos and for preparation and publication of the "LBYA Rodeo Rules". These rules will be available for the March General Membership Business Meeting.

##### **3. By-Laws Committee**

The By-Laws Committee shall review the By-Laws each year prior to the April General Membership Business Meeting and prepare proposed amendments where required and be available for review 2 weeks prior to the April General Membership Business Meeting. Voting of the proposed By-Laws to occur at the April General Membership Business Meeting.

##### **4. Points Audit Committee**

The points Audit Committee shall meet to review the contestant participation and competition points. The Rodeo Secretary is a required member of the Points Audit Committee. The results of the Audit will be posted on-line at LBYA.Org and considered finalized. Grievances to be submitted in writing to the Rodeo Secretary no later than seven (7) days from posting date.

##### **5. Nominating Committee**

The Nominating Committee shall be appointed by the Board of Directors and shall consist of one Board member and two active members at large, or nominations can be taken from the floor of the General Membership Business Meeting. The President shall not be a member of this

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**committee. The list of nominees shall be submitted to the membership at the Annual General Membership Business Meeting.**

#### **ARTICLE IX. Colorado Laws**

**These By-Laws are drafted in compliance with the provisions of Article 20, Chapter 31, Colorado Revised Statutes, 1953. Any conflict between these By-Laws and the laws of the State of Colorado, the latter will control.**

#### **ARTICLE X. Rules of Order**

**Robert's Rule of Order, newly revised, shall govern the proceedings of this Association in all cases not provided for by these By-Laws or in standing rules.**

#### **ARTICLE XI. Amendments of the By-Laws**

**These By-Laws may be amended only by Vote of membership. A two-thirds vote of approval of those members present at this meeting is required to amend these By-Laws. Notice of such meetings shall be made during any General Membership Business Meeting and will be voted on at the next General Membership Monthly Meeting.**

#### **ARTICLE XII. Dissolution**

**In the event of dissolution of this Association, all funds remaining in the Treasury, after payment of all debts and obligations of the Association, shall be given to an organization which qualifies as a non-profit, tax exempt organization under the laws of the State of Colorado and the United States of America.**

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