

**OPERATIONAL PROCEDURES  
2021-2022**

**ARTICLE I- NAME**

- A. The name of this organization shall be the La Porte Livestock Show and Rodeo Association, hereinafter referred to as “ASSOCIATION”.
- B. The principle place of business of the ASSOCIATION shall be in the City of La Porte, Harris County, Texas.

**ARTICLE II-PURPOSE**

The purpose of this ASSOCIATION is to promote enrollment in agricultural programs and further education through scholarships. To help keep alive and further encourage participation in the truly American and Western Sport of Rodeo, and to provide support for the agricultural programs of the La Porte 4-H Club and the FFA Chapter of La Porte, Texas. Further, to assure that these objectives are met regardless of race, creed, sex or religious preferences.

The ASSOCIATION shall operate as a non-profit organization.

The ASSOCIATION may make distributions to organizations that qualify as exempt organizations under section 501© (3) of the Internal revenue Code of 1954 and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under sect I 501© (3) of by a corporation, contributions to which are deductible under section 170© (2) of the Internal Revenue Code.

The ASSOCIATION shall hold not less that one (1) livestock show in each calendar year. In event of floods, disaster, epidemics, acts of God, or any other cause beyond their control, and prevent the holding of any such show, or portion hereof, within any calendar year, then at the discretion of the Board of Directors, the show, or portion thereof, for such year may be passed or canceled.

The Board of Directors may call a regular and/or special meeting to present the Show Rules to the general membership.

### ARTICLE III-MEMBERS

- A. Any person or persons interested in the Mission of the ASSOCIATION may become a member upon payment of annual dues as outlined below. The membership year will be from JUNE 1 through May 31 of each year. Deadline for dues will be the October general meeting.
- B. The categories of membership are Annual, Honorary, Life, and Associate. Annual, Honorary, and Life may hereinafter be determined as “Voting Members” as long as they have met voting requirements.
- C. The ASSOCIATION shall be governed by the Board of Directors.
1. To hold an Officer position any Annual, Honorary and/or Life Member must be a member in good standing for six (6) consecutive months of the current year, and be eligible to vote.
    - a. **Annual Members**-Any person, eighteen years of age or older, who is current with their membership dues in the amount of \$25
    - b. **Honorary Members**-Any person who has rendered an outstanding service to the ASSOCIATION or the purpose of the ASSOCIATION, and who was nominated and approved by the voting members. Past Presidents of the ASSOCIATION shall also retain the title of “Honorary Member” upon completion of their term. Honorary Members will not be required to pay annual membership dues. The term of an Honorary Member shall be lifetime. An Honorary Membership may be revoked by two-thirds majority vote of the voting members.
    - c. **Associate Members**-Any member of the FFA Chapter of La Porte High School or the La Porte 4-H Club, who requests membership in the ASSOCIATION ship dues and are not eligible to vote until they turn eighteen (18) years of age and have met voting requirements.
    - d. **Life Members**-Any person who pays TWO HUNDRED FIFTY DOLLARS (\$250.00) or more to the general fund of this ASSOCIATION and whose application of membership has been received, shall be considered a Life Member, without further dues or assessments.

The membership of the ASSOCIATION shall consist of all those persons as specified above. They shall hold meetings as directed in Article VI, and shall elect the Board of Directors.

## ARTICLE IV-ELECTED BOARD OF DIRECTORS

A. The **elect** Board of Directors of the **ASSOCIATION** shall consist of:

1. President
2. First Vice President
3. Second Vice President
4. Recording Secretary
5. Corresponding Secretary
6. Treasurer
7. Reporter

The **Non-elected** Advisors of the **ASSOCIATION** shall consist of:

1. Agriculture Science Teacher of the La Porte High School-**ADVISOR**
2. La Porte 4-H Club Manager- **ADVISOR**

B. The **elect** Board of Directors of the **ASSOCIATION** and their duties are:

1. **President** – It shall be the duty of the President to preside at all meetings and to enforce the laws and regulations relating to the administration of the **ASSOCIATION**. The President shall call special meetings when it is deemed necessary or when requested to do so by two of the Board of Directors and have the Treasurer sit in as Ex-Officio at all these meetings. The President shall appoint special committees subject to the approval of the Board of Directors, be responsible for maintain good public relations with the community, shall be fair and impartial, and protect the rights of all members. The President may also appoint a voting member to serve as Parliamentarian of the **ASSOCIATION** with approval of the voting membership.
2. **First Vice President** – It shall be the duty of the First Vice President to have the authority and prerogative of the President in the President’s absence.
3. **Second Vice President**- It shall be the duty of the Second Vice President to have the authority and prerogative of the First Vice President and the President in the absence of both.
4. **Recording Secretary** – It shall be the duty of the Recording Secretary to keep all resolutions and proceedings of the **ASSOCIATION**. The recording Secretary shall keep a register of the members of the **ASSOCIATION** and shall be responsible for collecting all membership dues. The recording Secretary shall maintain copies of the Constitution and Operational Procedures of the **ASSOCIATION** and assure the membership is annually provided with a copy of the **ASSOCIATION’S** Constitution and Operational Procedures and approved amendments.
5. **Corresponding Secretary** – It shall be the duty of the Corresponding Secretary to handle all **ASSOCIATION** correspondence by issuing notice of all meetings to the

membership by public notification. It will be their responsibility to keep accurate records of all work hours from the general membership.

6. **Treasurer** – It shall be the duty of the Treasurer to be responsible for all monies of the ASSOCIATION. The Treasurer shall report, on a monthly basis, the financial status of the ASSOCIATION and shall provide a financial statement to the membership in the August meeting. The Treasurer shall maintain the ASSOCIATION checkbook and all related financial records/documentations. The Treasurer shall be requested to attend all called meetings and to be Ex-Officio to all committee meetings. The Treasurer shall cooperate fully with the City of La Porte’s audit to be completed by June 30, annually.

7. **Reporter-** It shall be the duty of the Reporter to be responsible for publicizing the activities of the ASSOCIATION. The Reporter will be responsible for the Program book for the La Porte Live Stock Show and Rodeo – auction night. The Reporter shall be responsible for maintaining the permanent history of the ASSOCIATION, including but not limited to organizing, compiling and completion of ASSOCIATION Published Promotional.

C. The elected Board of Directors shall have the authority to conduct business of the ASSOCIATION.

1. Any matter acted upon by the elected Board of Directors in Article IV (B) shall be entered in the minutes of the next regular or special meeting.
2. If the Office of any elected Board Member becomes vacant for any reason, resignation, disability, death or removal from office, the vacancy shall be filled or appointed by the elected Board of Directors for the remainder of the respective term(s).

D. The term of Office shall be for two (2) years form June 1 through May 31. Elected Officers will be elected in the June meeting.

1. Election of the President, First vice President, Reporter and Recording Secretary shall be held in odd numbered years.
2. Election of Second Vice President, Corresponding Secretary, and Treasurer shall be held in even numbered years.

3. Elected Board Members must attend eight (8) each : Board and General meetings.

E. Any elected Officer may be removed from their office by approval of two-thirds majority vote of voting members at a special or regular meeting of the ASSOCIATION for failure or refusal to carry out the duties of their office, or conduct unbecoming, or detrimental, to the

**ASSOCIATION**, or knowingly and intentionally violating the Constitution and By Laws or Operational Procedures of the **ASSOCIATION**.

Any violation or reason for removal of any Officer Position must be made in writing to the President, or in the instance it is against the President, to the First Vice President or Second Vice President, by an **ASSOCIATION** member, signed by that member. The Officer notified shall, within ten (10) days, notify the Officer in question of the removal action. At that time, a Review Committee shall be formed, the accused party shall be given ten (10) days to compile their documentation and present it to the Review Committee. Upon review by the Review Committee, their recommendation based on the information reviewed shall be given to the President or 1<sup>st</sup> Vice President within thirty (30) days.

The **elected** Board shall review the information provided by the Review Committee and make the determination of whether the complaint is a “justified complaint”

If “justified” the matter shall be brought before the general membership at the next monthly meeting or special called meeting.

Accuser shall then have five (5) minutes to state the reason for removal. The elected Officer sought to be removed shall have five (5) minutes to respond to the removal meeting before the removal vote is cast.

Any elected Officer removed may not hold or seek an Officer’s position within the **ASSOCIATION** for a period of one (1) year from the date of removal.

## ARTICLE V-MEETINGS

- A. The **ASSOCIATION** shall be governed by the **elected** Board of Directors whom shall have one (1) vote each and who may hold an **elected** Officer’s position in the **ASSOCIATION**.
- B. Meetings:
  - 1. The membership of the **ASSOCIATION** shall meet in a regular meeting at least monthly on first Thursday of the month and designated time of 7:30 p.m., unless changed by elected Board of Directors. The place of the meetings shall be determined by the President.
  - 2. **Members who would like to speak must sign up at the beginning of the general membership meetings. Limit will be 3 minutes, no cross talk and audience will allow the speaker to make their point.**
  - 3. The annual meeting and election of Officers shall be the June regular meeting.

4. Notice of the annual meeting shall be sent out ten (10) days prior to the regular meeting date.
5. Special meetings for any purpose may be called at any time by the President or if the President is absent or unable or refused to act, by any vice President or any two (2) other Officers.
  - a. The membership of the ASSOCIATION shall be given five (5) days notice of a special Meeting.
6. At least FIVE (5) voting members of the ASSOCIATION must be present at a regular or special meeting before any business of the ASSOCIATION can be discussed or voted upon.
7. Paid members (including honorary, associate and lifetime members), will be eligible to vote on business brought up at the general membership meetings. The majority of the membership vote will count as a single vote along with the elected board of director's vote count.
  - a. In the event of a tie in the majority vote of the membership, this vote be null and void. The voting topic will in turn be decided upon the vote tally of the elected board of directors. \* please note that the voting eligibility with work hours and attendance is only for the voting eligibility for officer elections at the June meeting.

C. The ASSOCIATION shall hold an election of Officers at each June regular meeting

1. The Nominating Committee shall present the names of prospective voting members in good standing, nominated for each office which is up for election.
2. Nominations of voting members can also be presented from the floor for each office.
3. No two members of the same household shall hold a position on the Board at the same time.
4. The method of voting shall be determined by the President.
5. Advisor's may not hold board positions.

D. To be eligible to vote, in any officer election before the ASSOCIATION, an Annual, Honorary, or Life Member must have met the following criteria:

1. Voting members shall be current with dues, have attended two (2) out of four (4) previous meetings.
2. Voting members must have at least 24 work hours. Work hours can be obtained thru any ASSOCIATION sponsored event. This includes:
  - a. Concessions – dates given are subject to change.
  - b. One (1) hour for general meetings for fiscal year up to eleven (11) hours.
  - c. LPLSR tear down on Friday morning after the show, not to exceed four(4) hours
  - d. Special events sponsored by LPLSRA that will be posted which stipulates earned hours
  - e. Up to four (4) hours earned on committees during LPLSRA BBQ Cook-off.
  - f. Buy out for hours will be FIVE HUNDRED (\$500) dollars.
3. Proxy votes of voting members shall be permitted if a voting member has in their possession a proxy that contains:
  - a. The name, address, telephone number of the person giving their proxy;
  - b. The name of the member who has their proxy;
  - c. The proxy must be dated and signed by the person giving the proxy;
  - d. All of the above must be included in the proxy for it to be valid;
  - e. Proxy votes must be certified by the Recording Secretary to be eligible to vote under article VI E, VIE<sub>1</sub>, or VIE<sub>2</sub>.

## ARTICLE VI-FINANCIAL

- A. The funds of the ASSOCIATION shall be deposited in a local financial institution selected by the Treasurer and the Audit Finance Committee and approved by the voting members.

- B. All expenditures of the ASSOCIATION'S funds shall be paid by check or petty cash, petty cash not to exceed \$1,500.00 until reconciled with receipts.
- C. All of the ASSOCIATION'S checks shall be signed by the President, and one Elected Board Member.
- D. The Audit Committee's report and complete detailed financial report shall be made available to all members at the meeting as outlined in the Treasurer's duties.

### **ARTICLE VII-COMMITTEES**

- A. Committees – The ASSOCIATION may have standing committees and as many special committees as deemed necessary.
  - 1. The President may appoint the chairperson of all committees with the approval of the elected Board of Directors.
  - 2. All Committee chairpersons and committeemen must be members in good standing.
    - a. The committee chairperson may appoint members to serve on the committee and shall submit written or recorded minutes to the Recording Secretary at the next general meeting;
    - b. The President and the Treasurer shall be the Ex-Officio member of each committee with the exception of the Nominating and Review Committees.

### **ARTICLE VII-PROCEDURES**

- A. The ASSOCIATION shall be governed by parliamentary procedures as stated in "Robert's Rule of Order". If a conflict exists between the Constitution and Operational Procedures of the ASSOCIATION and Robert's Rule of Order, the Constitution and Operational Procedures of the ASSOCIATION shall prevail.
- B. Amendments to the Operational Procedures of the ASSOCIATION must be submitted in writing to the Recording Secretary at the September meeting
- C. Amendments to the Operational Procedures of the ASSOCIATION will be discussed and voted upon, at the September meeting and any and all amendments to the Operational Procedures will be read to the members at the October meeting.
- D. Operational Procedures of the ASSOCIATION shall require a two-thirds majority vote by the Elected Board Members.



