

**BELL COUNTY YOUTH FAIR AND LIVESTOCK SHOW**  
**Approved 03-30-2009**

**ARTICLE I – PURPOSE**

The purpose of the Bell County Youth Fair and Livestock Show Association is to promote and encourage the work of 4-H, FCCLA, and FFA of Bell County.

**ARTICLE II – MEMBERSHIP**

Section 1	Any person, at least 18 years of age, or parent or guardian of students Eligible to participate in the Bell County Youth Fair and Livestock Show or Any business or organization located in Bell County, Texas may become a Member.
Section 2	Membership fees shall be \$10.00 per annum per person, with membership becoming effective from March 1 to February 28. Failure to pay the annual fee shall terminate the membership.
Section 3	No member shall become in any way liable for any expenses or other Indebtedness of this organization, other than the annual membership fee.
Section 4	Each member shall be entitled to one vote. No proxy voting shall be allowed.
Section 5	An annual meeting shall be held within 60 days after the Bell County Youth Fair and Livestock Show for the purpose of reviewing the past show and the election of the members of the Operations Board of Directors. An annual report shall be given by the secretary and treasurer of the Association. Proposed rule changes shall be submitted in writing and signed by the proposer.
Section 6	Notice of all general membership meetings shall be mailed by the secretary to each member at his last known address not later than ten (10) days prior to the date of the meeting.
Section 7	A special meeting of the operations may be held at any time upon call of the president or a majority of the board of directors. The purpose of the meeting shall be stated in the notice.
Section 8	Ten (10) members present at any meeting of the membership shall constitute a quorum to transact business, and any matter brought before the meeting shall be decided by a majority vote of members present.

## ARTICLE III – GOVERNING BODY

### A. EXECUTIVE BOARD OF DIRECTORS:

Section 1      The Executive Board of Directors shall oversee the financial policy, the operating budget, all legal and tax matters, the annual audit, rodeo committee, scholarship committee, sales/marketing/auction committee, and additional committee's as needed for general promotion of the Bell County Youth Fair and Livestock Show. This committee shall be appointed by the Bell County Commissioners Court to serve at the pleasure of the Commissioners Court. This committee shall consist of five (5) members represented by One (1) member from the Bell County Commissioners Court, one (1) member from the Bell County Expo Center Board of Directors, and three (3) members from the county at-large (all approved and appointed by the Commissioners Court).

Section 2      After adoption of these bylaws, the Executive Board of Directors shall meet and elect a chairman, vice-chairman, secretary, and treasurer. See Attachment A

Section 3      The committee shall meet at the call of the chairman or a majority of the Executive Board of Directors.

Section 4      The chairman of the Board shall preside at all committee meetings.

Section 5      The vice-chairman shall act in the absence of the chairman.

Section 6      The secretary shall keep minutes and records of the committee meetings

Section 7      The treasurer shall work with the secretary and fair secretary to maintain the financial report for the governing body.

Section 8      The Executive Board of Directors shall select and approve the Plaza of Honor inductees, which will seek to honor exemplary leaders for their contribution to the Bell County Youth Fair and Livestock Show Association.

### B. OPERATIONS BOARD OF DIRECTORS

Section 1      The management and administration of the show; production of the annual premium book; daily operation and administrating of rules during the show; selection of judges; and show schedule, on behalf of the Association shall be by a Board of Directors consisting of eleven (11) voting members from the following groups and selected in the stated manner:

- a. Two representatives from Precinct 1
- b. Two representatives from Precinct 2
- c. Two representatives from Precinct 3
- d. Two representatives from Precinct 4
- e. One agricultural science teacher (FFA)

- f. One family and consumer science teacher (FCS)
- g. One 4-H volunteer adult leader

The following members shall serve in an advisory capacity:

- 1. CEA – Texas AgriLife Extension Service – Bell County
- 2. General Superintendent – Family and Consumer Science
- 3. General Superintendent – Ag

The eight (8) individual precinct board members shall be elected by majority vote of the general membership present at the annual meeting of the Association. The first-year directors shall decide among themselves who shall serve for one, two, or three years. After the first year, these elected board members shall serve for three-year terms. These board members shall not be re-elected in the same year that their term expires, but are eligible for re-election the following year. County extension agents, agricultural science teachers, and home economics teachers are not eligible for these positions.

Bell County Agricultural Science and Family and Consumer Science Teachers, and county adult leaders will each elect their representative to the board from their respective group. They shall serve three-year terms and shall not succeed themselves, but may be elected again after one year's absence. Representatives are subject to removal according to section 6.

Section 2	A nominating committee, appointed by the president and approved by the Operating Board of Directors, shall select nominees with a view of keeping the Operating Board of Directors representative of the important geographic, economic, cultural and other interests of Bell County and of the Association. After the report of the nominating committee, nominations meeting the above criteria shall be accepted from the floor.
Section 3	After the annual election of the Operating Board of Directors, the Operating Board of Directors shall hold a meeting and elect a president, vice-president, and secretary. At this time, set a time and date of board meetings in April, May and June will be set to plan the next year premium book, rule changes, judges selection, and schedule.
Section 4	Six (6) directors present at any regular or special meeting of the Board of Directors shall constitute a quorum to transact business. Any matter brought before a meeting of the directors shall be decided by a majority vote of directors present.
Section 5	Meetings of the Operating Board of Directors shall be called by the president or a majority of the Board of Directors (the Board can meet and resolve time sensitive items by phone or email as determined by the President).
Section 6	Any board member missing three (3) consecutive meetings, without a valid reason, shall be terminated from the Board.
Section 7	Any vacancy that might occur on the Operating Board of Directors shall be filled by a majority vote of the directors, with the understanding that the

directors shall choose the new member from the membership and that the new member so elected shall complete the term of the replaced director. The new member must be from the same precinct or group in which the vacancy occurred.

Section 8	The Operating Board of Directors shall adopt such policies and procedures for the operation of this Association as may be consistent with these bylaws and designed to uphold the purpose of the Association.
Section 9	The president of the operating Board of Directors shall preside at all meetings of the Board and the general membership. He shall perform all duties related to this office and shall promote the purpose of the Association. He shall appoint all committees unless otherwise directed.
Section 10	The vice-president shall act in the absence of the president and, in all manner, shall perform the duties as stated above in Section 9.
Section 11	The secretary shall keep minutes and records of the Association and the Operating Board of Directors meetings, work with the administrative secretary, and perform any duties as the Board shall direct.

#### **ARTICLE IV – ADMINISTRATIVE SUPPORT**

Section 1	Upon appointment by the County Agent (County Coordinator) and approval by the Board of Directors, an administrative secretary shall be employed to perform general office work under the routine direction of the County Extension Office.
Section 2	The regular duties of the administrative secretary shall be, but not limited to the following duties: <ol style="list-style-type: none"><li>1. Perform general typing, copying, and filing.</li><li>2. Post receipts and disbursements of all accounts according to the Association's financial system.</li><li>3. Check and total all invoices when approved and inform responsible persons of their budget expenditures.</li><li>4. Prepare and issue checks to designations and organizations in accordance with the Association's policy.</li><li>5. Order and maintain office supplies.</li><li>6. Prepare financial reports for the general and Board meetings.</li><li>7. Prepare required government reports.</li><li>8. Maintain an updated calendar of appointments, meetings, and activities.</li><li>9. Assist the treasurer of the Executive Board of Directors in the performance of the duties of that position.</li></ol>
Section 3	All financial affairs of the association shall be conducted in strict accordance with written policy adopted by the Executive Board of Directors in consultation with the Association's auditors. After its adoption, this policy shall void all past financial policies and procedures, and every aspect of the financial affairs of the Association shall be brought into conformity with the new financial policy.

## **ARTICLE V – COMMITTEE CHAIRMEN**

Section 1 Two Agriculture General Superintendents, one Family and Consumer Science General Superintendents, one Rodeo Committee Chairman, one Auction/Sales/Marketing Chairman, one Scholarship Committee Chairman, shall be appointed by the Executive Board of Directors. They shall serve only as advisors, not having a vote on the Board. They shall serve a one-year term, renewed annually as needed, by the Executive Board.

Section 2 Committee Chairman shall select committee members, subject to approval by the Executive Board of Directors.

Section 3 Superintendents in all areas shall enlist assistants and helpers as necessary to perform their duties of their respective event. They can enforce and operate their events by the rules, but have no authority to change rules. Oversight of these respective superintendents both General and Specie shall be conducted by the Operations Board of Directors.

## **ARTICLE VI – RULES FOR MEETINGS**

Section 1 Meetings shall be governed by Robert's Rules of Order.

## **ARTICLE VII – AMENDMENTS**

Section 1 The bylaws may be amended by two-thirds of votes cast at a general meeting.

## **ARTICLE VIII – OTHER**

Section 1 All Executive Board and Operating Board meetings shall be open to the general membership.

Section 2 Any member wishing to address the Executive Board of Directors and for the operating Board of Directors, must contact the respective Board Presidents for placement on the agenda no less than three (3) days before the meeting.