

**GUADALUPE COUNTY YOUTH LIVESTOCK AND HOMEMAKERS
ORGANIZATION BY-LAWS**

Article I:

Section A. NAME OF ORGANIZATION—The name of this organization shall be The Guadalupe County Youth Agricultural and Homemakers Organization.

Article II:

Section A. CONSTITUTION—All provisions contained in the General Rules of the Guadalupe County Youth Stock Show shall be considered to be part of the bylaws to the same extent as though fully set forth herein.

Article III:

Section A. MEETINGS—

1. The principal meeting place of the Guadalupe County Youth Show Board shall be in the location designated in the meeting notification prior to the meeting date.
2. General meeting shall be held on the 3rd (third) Monday during the months of April, September, November, and shall be held on the last Monday during the month of December, meeting beginning at 7:00 p.m.
3. Notices of the meeting shall be given by notifying each member of the board not less than seven days prior to any regular meeting, and not less than four days prior to any special meeting.
4. There shall be a profit and loss (P&L) and organization balance sheet provided to each member at each of the meetings for review and approval by the general board.

Article IV:

Section A. NOMINATING COMMITTEE—By January 1st of each year the President shall appoint 4 (four) persons to serve on the nominating committee to nominate individuals to be elected as the Board of Directors on the following committees:

- Executive Board Of Directors (Chairman, Vice Chairman)
- Secretaries
- Homemaking Chairman & Homemaking Vice-Chairman
- Livestock Committees (Beef, Swine, Rabbit, Sheep, Goat & Poultry)
- Homemaking Committees (Baked Goods, Needlework/Handicraft, Ag Mechanics & Photography)
- Facilities Committee
- Gala Committee
- Sales Committee

Article V:

Section A. PROCEDURE FOR ELECTING MEMBERS OF THE BOARD

1. Nominations shall be made to the Board of Directors by April 1st each year. The nominations will be voted on at the regular meeting in April by the outgoing Board of Directors (Directors who have served the previous year).
2. The new members of the Board of Directors shall assume their duties on May 1, each year.
3. The term of office shall begin May 1, and terminate the last day of April each year. All board of directors are nominated each year to serve the upcoming year term.
4. Whenever a vacancy occurs such members of the Board of Directors other than

from expiration of the term of office, the remaining directors shall appoint a director until a successor can be elected at the yearly election time.

5. The nominating committee shall give great consideration in selecting directors as to their homestead location. The committee will give consideration to one director from the districts of Navarro, Marion, Seguin, and Schertz.
6. The Livestock Committees (Beef, Swine, Rabbit, Sheep, Goat & Poultry), Homemaking Committees (Baked goods, Needlework/Handicraft, Ag Mechanics & Photography), Facilities Committee, Gala Committee, Sales Committee shall be a minimum of 2 and a maximum set by each individual committee, to coincide with the requirements of more man power for that committee. Each committee will be allowed only 6 voting members.
7. Any “**Executive Board Member or**” Board of Directors elected by the entire Board of Directors shall have the right to vote on any matter presented before the Board. Advisory Board Directors will also be given the right to vote. Add in addition of executive board members so there is clear communication that all executive board members and, ALSO all board of directors have the right to vote on any matter presented.
8. Any Board of Directors elected by the entire Board of Directors shall have the right to vote on any matter presented before the Board. Advisory Board Directors will also be given the right to vote.
9. Outgoing Chairman of the Board shall serve as ex-officio Chairman for the new term.

Article VI:

Section A. STANDING COMMITTEE—

1. Budget Committee—will consist of the General Livestock and Homemakers executive members.
2. Scholarship committee-any voting board member may serve.
3. Nomination committee- any voting board member may serve.
4. Rules/Procedures committee-any voting member may serve.

Article VII:

Section A. YOUTH SHOW SECRETARIES—

1. Nominations for the Youth Show Secretaries shall be made by the Board of Directors by the April meeting. They will be elected by the Old Board of Directors by a 2/3 affirmative vote. Their term of office shall begin on May 1st and terminate the last day of April.
2. A joint expense summary of \$1000 will be paid to the secretaries.
3. Bonding. The secretaries shall be subject to bond. This should be done at least 30 days prior to the show.
4. Youth Show Secretaries Duties

Meeting Duties

1. Be present at all regular monthly meetings.
2. Send notices of meetings to all directors and board members at least 1 week before all regular scheduled meetings, and three days before a called meeting.
3. Keep an accurate record of the meetings.
4. Facilitate securing a meeting room a month in advance of meeting with the Extension Office.
5. Facilitate member sign/check in at monthly meetings.

6. Facilitate Board President in any financial checks or payments that need to be written or paid due.

Clerical Duties

1. Secretaries will be responsible for regularly checking and tending to GCYS P.O. Box mailbox as well as GCYS gmail email account.
2. Secretaries will be responsible for ordering all buckles, banners, ribbons and show materials.
3. Secretaries will be responsible for communicating and sending contracts to all paid (and non-paid) show personnel; including, but not limited to: show photographers, judges, facilities, classifiers.
4. Secretaries will be responsible for handling all official GCYS mailing outs and email blasts regarding any GCYS matter.
5. Secretaries will be responsible for handling all entry forms submitted to GCYS, and will handle inputting them into ShoWorks Program.
6. Secretaries will be responsible for maintaining and updating GCYS Website with all current and updated information, as well as Show results.

Show Duties

1. Secretaries will be responsible for creating and producing all show materials for committees, including, but not limited to - exhibitor lists by species, list of ineligible exhibitors, sales packets and all auction sales materials, all buyer information and materials.
2. Secretaries will be responsible for creating digital files for all committees to use on the day of show.
3. Secretaries and staff will be responsible for handling all buckles, banners and ribbon counts for each prospective show.
4. Secretaries and staff will be responsible for registering and handling all youth show buyers.
5. Secretaries will be responsible for listing, posting and communicating all youth show results with websites, Seguin Gazette and other news platforms.
6. Secretaries and staff will facilitate entering all sales data and information into ShoWorks platform.

Post Show Duties

1. Secretaries will facilitate sending all buyer bills after the show.
2. Secretaries will facilitate handling all money transactions from either checks, cash or sending Paypal receipts.
3. Secretaries will facilitate printing and sending out all exhibitor thank you lists.
4. Secretaries will facilitate cutting and printing all checks for exhibitors.
5. Secretaries will facilitate collecting all scholarship applications and distributing them to the scholarship committee.

Article VIII:

Section A. Livestock Chairman and Vice-Chairman shall be the General Chairman. Whereas, the Homemakers Chairman and Vice-Chairman will be the chairman of the Homemakers' Division.

Section B. There shall be three (3) executive committees.

1. Overall—Officers.

President, Vice-President - Sales, Gala, and Facilities, Vice President - Livestock Chairman, Homemaking Chairman. The organization's Secretary should be at these

meetings to take minutes, but do not have a vote. The President shall only vote in the event of an executive committee tie vote scenario. There shall be 75% (three [3] members) of the voting Executive Committee present to constitute a quorum of the Executive Committee. The Overall Executive Committee shall meet to facilitate and solve organizational challenges that require immediate attention to show related logistical issues when delayed action until the next full board meeting will cause harm to the exhibitors or the organization.

2. **Livestock**—Consists of heads of divisions, livestock officers and livestock advisors. The Livestock Committee consists of the Executive Committee plus the livestock division chair(s) and a single advisor from each high school and the Agricultural Extension office. There shall be 75% (eleven [11] members [Chair of Beef Cattle, Rabbits, Poultry, Swine, Sheep, Goats, and Advisory Board to include a designee from 4H, Marion, Seguin, Navarro, and Clemens/Steele) of the voting Livestock Committee present to constitute a quorum. The Livestock Committee shall meet to solve challenges associated with the livestock show and sale. Examples may include an appeal of an individual's eligibility to show or sell an animal, infractions caused by the exhibitor's code of conduct, or when an individual has violated generally accepted practices and has been removed from the show and sale.
3. **Homemakers**—Consists of heads of divisions, homemakers officers and homemakers advisors. The Homemakers Committee consists of the Executive Committee plus the Homemaking division chair(s) and a single advisor from each high school and the Agricultural Extension office. There shall be 75% (eleven [11] members [Chair of Baked Goods, Handicraft, Needlework, Ag Mechanics, Photography, and Advisory Board to include a designee from 4H, Marion, Seguin, Navarro, and Clemens/Steele) of the voting Homemaking Committee present to constitute a quorum. The Homemaking Committee shall meet to solve challenges associated with the homemaking show and sale. Examples may include an appeal of an individual's eligibility to show or sell a project that is entered into the homemaker division of the youth show, infractions caused by the exhibitors code of conduct, or when an individual has violated generally accepted practices and has been removed from the show and sale.

Section C. There shall be an ex-officio Chairman (the chairman of the past year). He shall serve for one year and will have the authority to help the new chairman in any way possible.

Article IX:

Associate members will help divisions and committees. They will be a voice without a vote.

Article X:

The Guadalupe County Youth Show will be held beginning the 3rd Tuesday of January.

Article XI:

All judges and classifiers will be selected by one committee consisting of executive members of each committee (chairman and voting members of each committee), Ag teachers (each chapter gets one vote) and 2 county agents.

- All judges must have the unanimous consent of the committee. If consent is not reached, a majority vote of the named committee shall decide the judge.
- Names will be presented to the Guadalupe County Youth Show Board by April board meeting. Changes made due to cancellations of judges must be approved by committee.

This is subject to change on availability at show date.

- Judges' fee will start at \$300.00 for beef, swine, goats and lambs plus mileage and motel if necessary. Classifiers will start at \$100.00. Poultry, rabbits, to start at \$200.00 plus mileage and hotel if necessary. If any adjustments need to be made, the president or secretaries need to be notified.
- Homemaking judges will start at \$25 per judge per category.
- Ag Mechanics judge fee will start at \$100.00.

Article XII:

Rules of Procedures for all meetings of the Board of Directors.

- After the opening of the meeting and the adoption of the written rules for the procedure and agenda for the meeting, we will have an open forum for up to 30 minutes.
- All speakers in the open forum will need to have signed in and indicated their topic of discussion.
- Each speaker will have 3 minutes to speak once and may only speak again after all others have spoken. The allotted time is to be used only by the person signing in to address the topic designated and not be transferred to another speaker. One additional 3 minute period could be granted after all speakers are heard provided time is still remaining for the open forum.
- After the open forum, only board members will participate in the discussion of the items and will work on.

Article XIII:

All rule changes must be presented in writing to the secretaries by April 1st prior to the April Board Meeting so they can all be emailed, mailed or presented in person before the April Meeting.

Article XIV:

The Board of Directors, Show Officials, Advisors and Volunteers will not be liable for injuries resulting from accidents to exhibitors, spectators or livestock.