



# NATIONAL LITTLE BRITCHES RODEO ASSOCIATION OF MICHIGAN BY-LAWS

(Revised July 12, 2011)

## ARTICLE I NAME

This organization shall be known as the National Little Britches Rodeo Association of Michigan.

## ARTICLE II OBJECTIVES

The objectives of this association shall be:

- A. To provide individuals and organizations with a central authority that will support, encourage, supplement and coordinate junior rodeo.
- B. To elevate the requirements and standards of junior rodeo.
- C. To develop within the youthful contestants a spirit of fair competition and appreciation of good sportsmanship.
- D. To safeguard the interests of sponsoring agencies and to protect the health and welfare of contestants in competition.
- E. To keep the Western Heritage alive.

The National Little Britches Rodeo Association of Michigan is a nonprofit organization that will be financed by contributors, by the general public, fundraisers, income from investments and any other means deemed appropriate and necessary by the Executive Board.

## ARTICLE III MEMBERSHIP

- A. Membership in the Association shall be open to all persons of good character interested in furthering the objectives of this association and extending the influence of junior rodeo. Membership must be made by written application approved by the National Office.
- B. All memberships will be substantiated by membership card, contestant number, or by the full members list given to each rodeo secretary by the National Office.
- C. All membership applications shall be first submitted to the National Office for approval. If any applications shall be rejected or denied by the National Office, then the applicant may appeal such rejection or denial to the National Executive Board by written petition as outlined in the National By-Laws.

## ARTICLE IV MEMBERSHIP FEES

Annual membership fees are assessed by the National Association. Any Michigan fees will be set by the NLBRA of Michigan Board.

- A. Yearly membership fees shall be determined by the Executive Board and approved by the membership prior to the first rodeo of the new fiscal year.
  - a. The secretary/arena fees shall be no more than 60% of the entry fee.
  - b. A stock fee of \$5.00 per event is implemented for all events requiring an animal except for rough stock events.
  - c. A stock fee of \$15.00 per rough stock event is implemented for all rough stock events.
- B. All Membership fees shall be received by March 1<sup>st</sup> of the current fiscal year.
- C. Financial Obligation Structure:
  - a. 30% of the membership fees is due at your first rodeo as a new member
  - b. ½ of the balance is due by Nov 1st
  - c. ½ of the balance is due by March 1<sup>st</sup>(Ex. \$450 fee: 1<sup>st</sup> rodeo pay \$135, November 1<sup>st</sup> pay \$157.50 and March 1<sup>st</sup> pay \$157.50)

- D. Any non-Michigan member wanting to compete at any Michigan sanctioned rodeo will pay a \$25.00 Non-member fee per rodeo performance.

Any member who has not paid their membership dues by the defined deadlines will not be a Member in Good Standing and therefore will not be eligible for year-end awards until back dues are paid.

A Member **NOT** in good standing will **NOT** receive Michigan points for any rodeos competing in during the time period the member is **NOT** in good standing.

A Member **NOT** in good standing will be fined a late fee of \$25 per rodeo competing in during the time period the member is **NOT** in good standing.

Members shall make payments to the association by cash, check, money order or paypal. If a member submits a check that is returned, the member will receive a letter from the Treasurer and be assessed a \$25.00 bank fee plus the original amount of the check. If a second letter has to be sent to a member in the same fiscal year, the member shall not be allowed to pay by check for the remaining fiscal year and all monies must be submitted to remain a member in good standing.

#### ARTICLE V EXECUTIVE BOARD

The Executive Board is the legislative or rule making power of the association. The board shall:

- A. Create policies and procedures relating to the general business and activities of the organization.
- B. Create additional committees as it deems advisable.
- C. Consider and take appropriate action regarding all committee reports and recommendations
- D. Authorize the establishment of ad hoc committees.
- E. Provide for the investment of funds and supervise expenditures of the association.
- F. Assign appropriate responsibilities to officers.
- G. Transact the business of the association.
- H. Negotiate contracts.
- I. Approve fund raisers. All fund raisers must be discussed and approved by the board.
- J. Make, adopt, alter or amend the By-Laws as necessary.
- K. Conduct and approve other matters incidental to the well-being of the Association.

The general members, at their annual specified meeting, shall elect each year from their membership nine (9) members to serve on the Executive Board for a term of one (1) year.

Any member of the Executive Board may be removed from office upon accepted cause by majority vote of the remaining members of the Executive Board.

Proxy voting by the Executive Board shall not be permitted. Only members present at the Executive Board Meeting shall be permitted to vote on business matters at the meeting. However, votes by mail and telephone by the Executive Board shall be permitted in the event an Executive Board meeting cannot be held.

A quorum shall be necessary to conduct all business. A quorum at all called Executive Board meetings shall be determined by the presence of one Executive Board officer and one third of the other Board Members.

Immediately following each Year-end rodeo, members shall convene to elect, from their members, the Officers of the Association.

#### ARTICLE VI OFFICERS

Officers of the Association shall be President, Vice President, Secretary and Treasurer and 6 directors.

Officers shall be elected by the general membership at the annual meeting.

All officers shall serve from the time of their election until the next election of Officers or until their successors are properly chosen.

In the event that an Officer must be replaced during the year, the Executive Board will select a replacement.

All Officers shall serve without pay.

Special board meetings may only be called by an officer.

The Officers shall vote on year-end awards before items are purchased.

The incoming Officers shall conduct an audit of the financial reports from the previous year.

All Officers handling association finances shall be bonded. This shall include, but is not limited to President, Treasurer and Rodeo Secretary.

Any officer that has been removed from office by an executive board decision shall be ineligible to seek an officer's position in the future.

The responsibilities of the Officers shall be:

**President**

- A. It shall be the duty of the President to preside at all meetings.
- B. Call special meetings as necessary
- C. Promotes the Association
- D. Promote rodeos
- E. Review locations, dates times for rodeos
- F. Quotes prices, promotions
- G. Promotes membership growth
- H. Assists Directors
- I. Assists Rodeo Secretary
- J. Organizes meetings of the association
- K. Oversees Fundraising activities

**Vice-President**

- A. It shall be the duty of the Vice President to assist the President in the performance of his duties and to perform all functions of the President in the event of the Presidents inability to perform his functions.
- B. Promotes Association
- C. Promote rodeos
- D. Chair Year-end rodeo committee
- E. Site selection process
- F. Chair awards selection process
- G. Event coordination

**Secretary**

- A. Prepares and distributes Newsletters
- B. Records meeting minutes
- C. Be a member of the rodeo points committee with the Rodeo Secretary
- D. Maintains contestant mailing list database
- E. Coordinate the boot raffle and maintain the winner's paperwork.
- F. Obtain and maintain all written and signed contracts prior to the local rodeos.

**Treasurer**

- A. Keeps financial records and reports
- B. Keeps bank accounts and statements
- C. Contracts a CPA, tax accountant or equivalent to prepare the 990-EZ Organization Exempt Tax form
- D. Maintains rodeo expense reports
- E. Prepares Year-end reports
- F. Prepare Budget to be reviewed on a Quarterly Basis with the membership
- G. Works with Sponsorship Director for fundraisers, donations and sponsorship updates

**Director 1 – Safety and Judges**

- A. Watches out for unsafe conditions at rodeos and takes corrective action
- B. Oversees arena, horse and contestant areas. Corrects any safety concerns
- C. Encourages and helps get new judges in our region (prefer non parent if possible)
- D. Listens for complaints and recommends corrections

**Director 2 – Finance and Sponsorship**

- A. Chair finance committee volunteers
- B. Seeks out large Sponsors
- C. Writes letters/Thank you's to sponsors
- D. Supplies membership with sponsor fundraising information
- E. Chair all fundraisers
- F. Maintains sponsorship data base and program ad information

G. Works with Treasurer for fundraisers and sponsorship donations

**Director 3 – Trail Hand Coordinators**

- A. Organize Trail hand events at rodeos
- B. Works with Rodeo Secretary on Trail hand entries
- C. Organize Trail hand awards for events
- D. Chair Trail hand committee

**Director 4 – Clinics, Rodeo & Stock Contractor Organizer**

- A. Survey and assess rodeo clinic needs
- B. Work with Stock and Arena owners to provide clinics throughout the state
- C. Encourage and assist Stock Contractors to become NLBRA carded contractors
- D. Assess contractor's ability to provide a NLBRA rodeo

**Director 5 – Rodeo Secretary**

- A. The Rodeo secretary shall draw for order of go for each rodeo.
- B. The Rodeo secretary shall hold all mailed envelopes until the Rodeo date for verification of post mark.
- C. Works with National office on all rodeos NLBRA of MI produces
- D. Takes entries for all rodeos of NLBRA of MI or others if we are assisting another committee
- E. Coordinates volunteer committee for rodeos
- F. Works with the Secretary
- G. Shall be the Chairperson for rodeo points committee and Maintain contestant points. (The committee will include the rodeo secretary, recording secretary and at least one other committee member.)

**Director 6 – Sergeant-at-arms/ General Director**

- A. Keep order and timing at the general membership meetings
- B. Keep order and timing at the Executive board meetings.
- C. Responsible for the processing, updating and distributing the By-Laws and By-Law changes to membership and the National office.
- D. Assist the President with any other responsibilities deemed necessary

**ARTICLE VII**  
**ANNUAL BOARD MEETING**

The annual meeting will be held following the year-end finals. Business shall include:

- A. Election of Officers.
- B. Review of the annual report on the business of the organization as compiled by the President.
- C. Review of the Treasurer's report with the annual report due to the new treasurer within 30 days after the fiscal year.
- D. Obtain reports from each Committee.
- E. Conducting of such other business as necessary.

**ARTICLE VIII**  
**YOUTH BOARD**

The purpose of the Youth Board shall be to provide a liaison between the contestant body and the management of the rodeos.

All paid contestant members in good standing will automatically be members of the Youth Board.

Authority of the Youth Board shall be as follows:

- A. Event Directors shall be voted on by the youth membership at the Year-end rodeo.
  - a. Contestants named as Event Directors should be a last year Junior or a Senior Contestant with a strong interest and knowledge of the NLBRA Rule Book.
  - b. The Youth Board President (or youth executive representative) should attend the Board Meetings.
  - c. Alternate Event Directors may be named to assist the Event Director.
  - d. The Event Director's duties shall be to answer contestant questions on their events and to work with the Arena or Track Director and other adult rodeo committee persons.
- B. Event Directors are not mandatory at the local level, but are suggested. They are however, mandatory at all Regional Finals as stated in the National handbook.

**ARTICLE IX**  
**RULES OF ORDER**

All meetings of the Association shall be conducted under general and accepted parliamentary rules of order and under specific By-Laws of the Association.

All By-Law changes must be submitted in writing to the Sergeant-at-Arms and will be voted on a yearly basis.

#### ARTICLE X COMPENSATION

Only when authorized by the Executive Board, shall a person be compensated for reimbursement of expenses or services rendered to the association. Receipts are always required to be reimbursed.

#### ARTICLE XI FISCAL YEAR

The National Little Britches Rodeo Association of Michigan fiscal year, shall begin on the 1<sup>st</sup> day of August and end on the 31<sup>st</sup> day of July of each and every year.

#### ARTICLE XII DISSOLUTION

The Association shall obtain and remain a non-profit organization forever. The Association shall use its funds only to accomplish the objective and purposes specified in these By-Laws, and no part of said funds shall inure, or be distributed to, members of the Association. On dissolution of the Association all assets and real and personal property will revert:

- A. If exempt under 501(c)3, to another qualified 501(c)3 organization.
- B. If not exempt under 501(c)3, to the local government.

#### ARTICLE XIII GENERAL RULES

The General Rules for contestants will follow the National Little Britches Rodeo Association Rule book.

A contract must be signed by all vendors, contractors and/or subcontractors for every rodeo within a reasonable amount of time prior to the rodeo event.

Contestants must participate in a minimum of three (3) rodeos in their event AND PAY ENTRIES for their events at the YEAR- END RODEO to be eligible to receive year-end awards.

Year-end awards will be given to at least the "Top 5" in each event.

Each contestant has the ability to "opt-out" of a maximum of two (2) rodeos per fiscal year one (1) week prior to the rodeo for a fee of \$25.00.

The new rodeo season begins August 1st. Each family should submit their paperwork to the National office at least 3 weeks prior to your first rodeo. If you are not in the National system by your first rodeo, you should physically turn in your membership paperwork directly to the rodeo secretary with **payment made out to the National Office** or you will be assessed the National Office non-member fee for each rodeo until your paperwork is processed.

If a member misses a payment deadline for dues, a grace period is given prior to the start of the first rodeo after the missed deadline without penalty.

ARTICLE XIV  
ROYALTY CONTEST

The Royalty Contest follows the same rules under Article VIII in the National Little Britches Official Rulebook under National Queen and Princess Contest. The Royalty contest will be held during the last rodeo weekend of the Fiscal year.

Each contestant is responsible for raising \$150.00 towards the royalty awards and is due to the coordinator by June 1<sup>st</sup> of the current Fiscal year.

In addition to the National requirements, the local requirements are as follows:

- Each contestant must inform the coordinator of their intention to compete in the contest by no later than **May 1st**
- Turn in their financial obligation by June 1<sup>st</sup>
- Take a written exam
- Compete in a Modeling competition
- Compete in a Horsemanship competition
- Participate in a competitive interview

The winners will be announced during the Year-end rodeo and their awards will be given out during the general Year-End awards.

The winners will make public appearances throughout their reigning year and represent the association at any booth where the whole organization is participating which includes but is not limited to the North American Horse Fest in Novi, MI, MSU Horse Expo in Lansing, MI and the Horse Expo in Burch Run, MI.

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