

Kern County Cattlewomen By-Laws

Revised in 1998

Amended on 4-26-2005

Amended on 3-17-2009

Amended on 2-19-2012

Amended on 8-12-2015

(Proposed) Amended on 9-19-2023

This organization shall be known as the Kern County CattleWomen (KCCW), an affiliate of the California CattleWomen, Inc., a non-profit organization. Its objective shall be:

- a) To promote public relations
- b) To further the welfare of the cattle industry
- c) To be of assistance to the Kern County Cattlemen's Association

ARTICLE I Membership and Dues

Section 1 Regular Membership Requirements: Any woman regardless of age, and

- a) Involved in the cattle industry, or
- b) Who has a sincere interest in the purposes of the Kern County Cattlewomen Association and the beef industry.
- c) All applications for membership shall be presented to the membership chairman, who will present them to the board of directors for approval. (See Standing Rule #5)
- d) All members are eligible to vote and /or hold office, provided that their membership is in good standing.
- e) All members of the Kern County Cattlewomens shall also hold membership in the California Cattlewomen, Inc.
- f) Membership in the American National Cattlewomen organization is voluntary. (Amended April 26, 2005)
- g) Is for individuals who are full members in another Affiliate unit but want to hold membership with our affiliate unit.

Section 2 Dues: Annual dues shall be due and payable by October 1st each year. Members whose dues remain unpaid after November 15th shall not be in good standing and will be dropped from the roll. However, they shall be reinstated upon payment of dues. (See standing Rule #4) (Amended 2-19-2012)

- a) The board of directors shall set the annual dues with the approval of the general membership.
- b) Dues payments received after May 31st shall be held for the membership beginning the following November.

ARTICLE II

Management

Section 1 The management of this organization shall be vested in a board of directors consisting of twelve (12) members, to be elected as hereinafter provided, subject to these by-laws.

Section 2 Seven (7) members of the board of directors shall constitute a quorum.

ARTICLE III

Board of Directors – Nominations and Elections

Section 1 The board of directors shall be elected by a plurality vote of the members present at the October general membership meeting from a list of candidates present by the Nominating Committee and other candidates as may be nominated from the floor. In the case of a contest, votes shall be taken by ballot. (Amended 2-19-2012)

Section 2 Installation of directors shall be at the December general membership meeting, and each director shall serve for a term of four (4) years, and thereafter, until the election of a successor.

Section 3 Three (3) directors shall be elected each year and an effort shall be made to keep the board of directors representative of the geographical sections of the county.

Section 4 Between regular elections, vacancies on the board of directors shall occur when a member has resigned or has missed three (3) consecutive meetings without a valid excuse.

Section 5 In the event of a vacancy on the board of directors occurring between regular elections, the remaining board members shall appoint a member to serve the remainder of the term of the person being replaced.

ARTICLE IV

Duties of the Board of Directors

Section 1 The board of directors shall have general charge and management of the affairs, funds, and property of the Kern County CattleWomen organization and shall also have authority to:

- a) Pass upon and authorize the payment of all approved expenditures.
- b) Pass upon any activities that the organization may enter.
- c) Prepare the annual budget of the organization and present it to the general membership for approval.
- d) Set annual dues with the approval of the general membership.
- e) Consider and recommend suggested changes in the by-laws, policies, and procedures of the Kern County CattleWomen organization.
- f) Review and consider recommendations and proposals presented to them by members and determine appropriate action, present recommendations of such action to the general membership for approval.

- g) Act on recommendations of the Executive Committee by a 2/3 (8 members) vote of the board of directors.
- h) Adopt, amend, or rescind standing rules by a 2/3 (8 members) vote of the board of directors.

Section 2 Seven (7) members of the board of directors shall constitute a quorum.

ARTICLE V

Officers – Nominations and Elections

Section 1 Officers: Officers of the Kern County CattleWomen shall be president, vice president, recording secretary, corresponding secretary, and treasurer.

Section 2 Nominations:

- a) The Nominating Committee shall be made up of five (5) members.
- b) The immediate past president shall be chairman of the Nominating Committee for two (2) years.
- c) The remaining four members of the Nominating Committee shall be elected by a plurality vote of those members present at the August general membership meeting, and shall serve for two (2) years.

Section 3 Elections:

- a) The officers of the organization shall be elected by a plurality vote of the members present at the October general membership meeting, from the list submitted by the nominating committee and such nominations as may be made from the floor. (Amended 2-19-2012)
- b) In case of a contest, the vote shall be taken by ballot.
- c) Officers shall be elected from the board of directors, to serve for a term of two (2) years.

ARTICLE VI

Duties of Officers

Section 1 President:

The duties of the president are as follows:

- a) Preside over all meetings of the membership, board of directors and executive committee.
- b) See that all directives of the membership, board of directors, and executive committee are acted upon for approval and carried out appropriately.
- c) Have authority to call meetings.
- d) Have authority to appoint chairperson and members of standing committees, and to create and appoint special committees as necessary.
- e) Appoint a member-at-large to serve on executive committee from the general membership.
- f) Serve as an ex officio member of all committees except the nominating committee.
- g) See that all by-laws and rules are enforced.

- h) See that financial records are reviewed by the auditing committee for an annual audit at the conclusion of each fiscal year.
- i) The president, or an appointed alternate, is automatically to serve as a member of the board of directors of the California CattleWomen, Inc. and is urged to attend all California CattleWomen board meetings, whenever notified.
- j) Appoint a parliamentarian to see that the rules in the current edition of the Robert's Rules of Order shall govern this corporation in all cases to which they are applicable and not inconsistent with the by-laws of the California CattleWomen, Inc.

Section 2 Vice- President

The duties of the vice-president are as follows:

- a) In the absence of the president, shall perform all the duties of the president.
- b) Oversee program planning, as needed.
- c) Arrange meeting locations.
- d) Arrange and coordinate social activities, as needed.
- e) Update and arrange for printing of the membership book.
- f) Purchase the gift for the outgoing president.

Section 3 Recording Secretary:

The duties of the recording secretary are as follows:

- a) Keep a record of all proceedings at the meetings of the board of directors, and the general membership, and all other affairs of the organization.
- b) Send a copy of the meeting minutes to the president and treasurer within ten (10) days of the meeting.

Section 4 Corresponding Secretary:

The duties of the recording secretary are as follows:

- a) Conduct the official correspondence as designated by the president.
- b) Arrange for advance notification of all board of directors' meetings and general membership meetings.

Section 5 Treasurer:

The duties of the treasurer are as follows:

- a) Shall be the custodian of the association funds and the financial records.
- b) At all times keep proper records and accounts of the receipts and disbursements.
- c) Make disbursements as authorized by the president and the board of directors.
- d) Present all bills at each meeting, within 30 days of issuance, for approval of payment.
- e) Comply with the California CattleWomen, Inc., financial requirements, which include all Kern County CattleWomen accounts.
- f) Serve as a member of the Budget Committee and the Auditing Committee, without a vote.
- g) Prepare and file any state and federal tax forms necessary for the association.
- h) Prepare a financial statement each month and present it at the board of directors' meetings.

- i) Submit all books and records at the end of each fiscal year to the chairman of the Audit Committee for an audit.
- j) Send a donation to the State Memorial Scholarship Fund, or other appropriate charity, in the event of the death of a KCCW member or a member of her family (see standing Rule #4).
- k) Issue a Travel Expenses Reimbursement Form to officers and/or delegates attending state meetings and/or conventions.
- l) Renew annual City Business License.

ARTICLE VII

Executive Committee

Section 1 The Executive Committee shall consist of the president, vice-president, recording secretary, treasurer, and one (1) member-at-large, appointed by the president annually.

- a) The Executive Committee shall meet to hear grievances when requested by the president or by any member, and
- b) Except for consideration any grievance from any member and recommend appropriate action to be taken to the board of directors.

ARTICLE VIII

Standing Committees

Section 1 Standing committees shall initiate programs to further the objectives of this organization and perform functions necessary to facilitate management of this organization.

- a) standing committees chairman shall be appointed by the president and serve a term of two (2) years.
- b) Standing committees maybe abolished, combined, or new ones established by the president with approval of the board of directors.
- c) Each committee chair shall present to the board of directors, for approval, her activity plan and estimated cost breakdown before proceeding with the project or making any expenditures.
(Amended 3-17-2009)

ARTICLE IX

Funds

Section 1 All operating and public relations disbursements and expenditures shall be paid by check, signed by the president and the treasurer, or in the absence of an approved third party.

Section 2 A Third Party, approved by the board of directors, shall have their name added to the signature cards at the bank, in case of emergency, for a second signature on checks.

Section 3 Each year a contribution to the California CattleWomen, Inc., can be made to their general fund for the financial responsibilities.

Section 4 In the event of the dissolution of the Kern County CattleWomen, its assets shall be transferred to the treasury of the California CattleWomen, Inc.

Section 5 The fiscal year of the Kern County CattleWomen shall coincide with the fiscal year of the California CattleWomen Inc. and shall be from November 1 to October 31.

ARTICLE X

Meetings

Section 1 Board of directors and general membership meetings shall be held August through May.

Section 2 The Board of Directors shall hold a special meeting each year in October, prior to the general membership meeting, to prepare the budget for the following fiscal year. The budget shall be submitted for approval by the membership at the general membership meeting in October.

Section 3 Motions shall be approved by 2/3 of the members present at the general membership meetings.

ARTICLE XI

Rules of Order

Section 1 All meetings shall be conducted according to Roberts Rules of Order, with the assistance of the parliamentarian.

ARTICLE XII

Amendments

Section 1 These by-laws may be amended at any regular membership meeting by a 2/3 vote of the members present, provided that said amendment(s) have been previously approved by a 2/3 vote of the board of directors, and that the general membership has been notified in writing, of the proposed amendment(s) at least three (3) weeks in advance of the general membership meeting.

STANDING RULES

- 1) The installation of officers and directors shall be held at the December general membership meeting. (Amended 2/19/2012)
- 2) The December meeting will be a Christmas Party, with the exchanging of gifts. A silent auction of donated items may be held as a fundraiser. (Amended 2-19-2012)
- 3) The Kern County CattleWomen colors are green and gold.
- 4) The following policy was set for expressing condolences in case of death in the family of a member of the Kern County CattleWomen and encouragement in case of the illness of current members in good standing.

- a) In the case of the death of a father, mother, husband, or child of a member, a donation of \$35.00 shall be sent to the California CattleWomen, Inc. Memorial Scholarship Fund.
- b) In the case of the death of an in-law, brother, or sister of a member, an appropriate card shall be sent to the member.
- c) In the case of the death of a current member, a past president, or a CattleWomen of the Year recipient, flowers shall be sent to the family and /or a donation sent to a charity of the family's choice.
- d) Send flowers and/or an appropriate card to current members in good standing who are ill and/or hospitalized.

5. A new member is one who has never been a member of Kern County CattleWomen, or a person who has been a member but has not paid dues for the past two (2) years. (Approved November 1980)

6. The president, state delegate (s), or in the absence of the delegate(s), the alternate delegate(s) shall have their expenses paid for attending the state meetings and convention. Additional KCCW members may attend state meetings or Convention as is appropriate to the agenda set by the state, and may have their expenses paid, upon approval of the Board prior to registration for the meeting or convention. Each designated and board approved attendee shall present to the treasurer, a completed Travel Expenses Reimbursement Form (available from the treasurer) with original receipts for payment of gas, food, lodging, and registration fees within 30 days of the event. Expenses will be presented for board approval in accordance with Article IV. Section 1-a of the by-laws, prior to payment. (Approved 11-1984; Revised 12-2000; Amended 4-26-2005)

7. State delegates and alternates shall be elected by the membership for a term of one year. Their duties are to attend the California CattleWomen's meetings and convention to represent the Kern County CattleWomen organization. Their vote on the issues should represent the desire of the majority of the members of the Kern County CattleWomen. State delegates shall abide by regulations set by the California CattleWomen's rules. The number of members in the county association determines the number of delegates.

8. The Kern County CattleWomen of the year banquet and the Kern County Cattleman of the Year banquet shall be held jointly each year. (Approved September – 1987)

9. The previous year's recipient of the CattleWomen of the Year award shall be the chairperson of the selection committee. The CattleWomen of the Year Selection Committee for the following year will include the last three (3) recipients and two (2) other past recipients who will be appointed by the chair. Polling slips -28- will be mailed out to the general membership for suggestions for the CattleWomen of the Year. The selection Committee shall choose the new recipient and her name shall be announced at the December general membership meeting. The president will appoint the banquet chairman to oversee this event. (Amended 3-17-2009)

10. Kern County CattleWomen will pay for tickets to the CattleWomen of the Year Banquet for the recipient's immediate family (including spouse, children, and their spouses) and the parents of the recipient.

11. The Scholarship Committee shall consist of at least four (4) judges at least two (2) of who are to be current members of KCCW or KCCA with the remaining judge(s) to be chosen from outside both KCCW and KCCA organizations. Scholarship recipients are chosen by the committee prior to May and asked to attend our May or August meeting. Kern County CattleWomen will pay for lunch at the meeting for the scholarship recipient and two guests. Funds are distributed upon receipt of verification of enrollment from the recipient's chosen school. The dollar amounts available for scholarships each year will be decided by the board of directors, with the approval from the membership, during the annual budget meeting and will be based on funds available in the year's budget. This amount may be subject to revision based upon the recommendation of the scholarship chair with the approval of the board of directors and membership. (Amended 3-17-2009)

12. All bills and reimbursements shall be presented to the Treasurer within 30 days of issuance for prompt approval and payment.

Standing Committees

The chairman of the standing committees shall have the following responsibilities:

1. **AG IN THE CLASSROOM:** Attend meetings set up by the Kern County Teacher's Ag Seminar chairperson and work with their committee in representing our beef industry at the annual event. Submit the number of students contacting the CCW Ag in the Classroom chair.
2. **AUDITING COMMITTEE:** Audit the financial records at the conclusion of each fiscal year and report the findings to the general membership.
3. **BEEF PROMOTION- MERCHANDISE:** To supervise ordering and selling beef promotion merchandise, maintain inventory, and arrange for its storage, distribute of display for sale at local stores and all KCCW events.
4. **BEEF PROMOTION- EDUCATION:** To supervise ordering and provide informational materials, lesson plans, recipes, or general cattle industry information for events, (i.e., K.C. Fair, Farm Day in the City, school, or organization presentations.) Two resource providers: California Beef Council and State Ag in the Classroom.
5. **FAIR ACTIVITIES CHAIRMAN:** (i.e., leather and lead, word to the head)
6. **CATTLEWOMEN OF THE YEAR BANQUET:** See that the site reserved a year in advance for the CattleWomen and Cattleman of the Year Banquet. The committee shall order trays for each recipient and see that a gift is ordered for the CattleWomen of the year from KCCW. See that biographies are prepared to be presented at the banquet and obtain a list of names and addresses of family and friends of the recipients for invitations. Order invitations and mail to members of both CattleWomen and Cattleman organizations.
7. **FRIENDSHIP AND HOSITALITY:** Send cards and flowers as per policy under Standing Rules. Introduce new members, greet people at the door of meetings and events, collect money for meals when necessary and pay the - 30- restaurant, or turn the money over to the treasurer.

8. FUNDRAISER: Reserve site; obtain necessary licenses, permits, and insurance; arrange for publicity, food, music, and/or entertainment and decorations. Order and mail out invitations.

Each of these categories may have one or more sub-chairman working under the general chairman.

9. LEGISLATION: Report on legislation concerning our beef industry at KCCW meetings. Set-up an e-mail contact list to contact legislators regarding bills being introduced and voted upon which would affect the beef industry.
10. MEMBERSHIP: Send out dues' notices, collect dues, maintain membership records, and mail out welcome letters. Send membership list and dues payment annually to California CattleWomen, Inc. by the appropriate date.
11. PUBLICITY: Work with the news media regarding our beef industry, as well as the activities of KCCW.
12. SCHOLARSHIP: Distribute applications, choose scholarship recipients with the committee members, and see that all checks are written and distributed to the recipients.
13. BEEF AMBASSADOR: The Kern County Beef Ambassador program motivates and involves KCCW members in seeking to training and involving Kern County youth spokespersons, dynamic and dedicated in reaching consumers and peer groups with positive messages about the beef industry. The goal of this committee is to develop and implement a youth spokesperson program that contributes to an increase of beef consumption and to dispel myths and misconceptions of the beef industry and beef consumption held by teens and their families. It is the responsibility of the Beef Ambassador Chair to:
 - a. Train and utilize Beef Ambassadors in promoting and educating about the beef industry.
 - b. Work to increase the number of students participating and help them reach the best potential of the program.
 - c. Establish the date and place for the Kern County Beef Ambassador contest and notify Kern County Schools and Agricultural programs and KCCW members of the contest.
 - d. Make arrangements for the Kern County Senior Beef Ambassador (ages 18-21) to compete in the California Regional Beef Ambassador Contest.
 - e. Encourage past participants to continue to promote beef and the beef industry.
 - f. Recruit and train Jr. Beef Ambassador (ages 12-17) and utilize these students in promoting beef and educating the consumers about the beef industry and the nutritional quality in beef. Jr. Beef Ambassadors are to be prepared by the Beef Ambassadors Chair to compete for the Senior Beef Ambassador title when they reach the required age.

14. WEBSITE COORDINATOR: The responsibilities of the Website Coordinator shall be as follows:

- a) To organize, manage and produce content for the website and social media pages.
- b) To review the website periodically to maintain current, dynamic presentation for the kern County CattleWomen. Coordinator shall review posts and maintain information on the KCCW social media pages.
- c) To obtain statistics and interest and present this information to the Board of the KCCW and prepare this information for the President to present to CCW.