

NEW MEXICO STATE 4-H RODEO COMMITTEE BYLAWS

Revised May 2007

ARTICLE 1 – PURPOSE

- A. The purpose of the NM State 4-H Rodeo Committee is:
 - 1. To promote rodeo as a 4-H project
 - 2. To act in an advisory capacity over the NM 4-H Rodeo project.

Article II COMMITTEE MEMBERS

- A. The committee is made up of up to 17 members
 - 1. Three 4-H Adult Volunteers per district. Districts are as follows:
 - A, Northwest
 - B. Northeast
 - C. Southwest
 - D. Southeast
 - 2. One member at large from the Northern districts
 - 3. One member at large from the Southern districts
 - 4. Three County Agents, one from the South, one from the North and one at large.
- B. The committee members are the directors of the Rodeo Board.

ARTICLE III –ELECTIONS

- A. Committee Chairperson
 - 1. Elected by the Board from within the Board
 - 2. Serves for a one-year term
- B. Vice Chairperson
 - 1. Elected by the Board from within the Board
 - 2. Serves for a one-year term
 - 3. Acts as Chair for State Finals Rodeo Committee
 - 4. Acts in absence of Chairperson
- C. Recording Secretary
 - 1. Elected by the Board from within the Board
 - 2. Serves for a one-year term
- E. Directors
 - 1. Elected by the Board
 - 2. Serve for a three year term, except for North and South directors which are elected each year.
 - 3. One Director from each District rotates off the Board each year, leaving a vacancy to be filled.
 - 4. One Agent rotates off the Board each year, leaving a vacancy to be filled.
 - 5. At the end of a three-year term, a Director cannot be re-elected until one year Later
 - 6. A change of status by any Director shall be reviewed by the Board of Directors

7. Under extenuating circumstances, when a Director is unable to find representation from their District, a member will be elected at large to represent that District for one year.

F. Youth Directors

1. Youth Directors must have been an active participant in any age group in one or more events for which he/she is director and have participated in two (2) rodeos in the previous season.
2. One representative for each group and three (3) overall event directors:
 - a. 1 Novice Age Group
 - b. 1 Junior Age Group
 - c. 1 Senior Age Group
 - d. 1 –Overall Rough Stock Events
 - e. 1 Overall Roping Events
 - f. 1 Overall Speed Events
3. One year term
4. Elected by ballot to assume office January 1 of the rodeo year

G. State 4-H Rodeo Executive Secretary

1. Selected by the Board by application of qualifications
2. Serves for a one year term,. Can continue in this capacity with approval of the Board for an indefinite period of time.

ARTICLE IV DUTIES AND RESPONSIBILITIES

A. Chairperson

1. Plan agenda for the business meeting
2. Know parliamentary procedure
3. Preside over meetings
4. Keep order
5. Cast a deciding vote in case of a tie
6. Delectate responsibilities
7. Sign rodeo sanctioning forms as approved by the Board
8. Be listed on a signature card
9. Call for audit of points
10. Serve for one year as ex-officio Chairperson. Ex-officio Chairperson shall be the outgoing Chairperson for a term of one year with voting privileges.

B. Vice-Chairperson

1. Acts as Chair for State Finals Committee
2. Acts in absence of Chairperson
3. Assumes Chairperson's responsibilities in case of absence of Chairperson.

C. Recording Secretary

1. Keep an accurate record of the proceedings of all meetings
2. Keep a list of directors present at meetings
3. Read correspondence

Finals Duties:

Prepare thank you notes from information given by Executive Secretary

have them available for contestants to sign and mail to sponsors.

E. Directors

1. Responsible for setting up rodeo rules both event and general
2. Keep the Rodeo Rule Book current
 - a. all rules changes will be made prior to the sanctioning of the first rodeo of the current year
3. Have one vote in all elections of the Board and on all motions presented.
4. Advise and assist interpreting rules
5. Act as State Finals Rodeo Committee
 - a. selected the place and date for the finals rodeo to be held
 - b. Obtaining bids for rodeo stock, awards, judges, announcer, and event directors.
6. Review sanctioned rodeo applications
7. If an officer or Director fails to attend three meetings consecutively without an excuse, the directors may replace that person

F. Youth Directors

1. Be familiar with rules of event and see that they are followed.
2. When present during sanctioned rodeos, must assist in handling contestant's complaints.
 - a. If the director is not in attendance, the Director must assign a responsible person to substitute.
3. Help promote 4-H rodeo
4. Take an active part in assisting with 4-H rodeos and Finals Rodeo
5. Bring any suggestions or problems before the Board for discussion
6. Overall Youth Directors have one vote each.

G. State 4-H Rodeo Executive Secretary

- 1.. Collect all sanctioned rodeo secretaries' books for a record of each sanctioned rodeo.
2. Keep an accurate record of points from all rodeos, including Finals Rodeo and keep an update point totals of each contestant to determine the year end standings and awards.
3. Send out a newsletter the first of each month following the first rodeo to all Contestants to include the following:
 - a. current points of each contestant in each event and all-around
 - b. dates and places of future sanctioned rodeos
 - c. all other information related to rodeos including State 4-H Rodeo Finals
4. Receive correspondence and bring the Board meetings
5. A second copy of all books dealing with points and rodeo records will be sent to the State 4-H Office in Las Cruces
- 6.. Be listed on signature card
7. Call for audit of points
9. Keep all financial books current and report all transactions to the Board at each meeting

10. Be responsible for all funds received and dispersed.
11. Collect all fees from sanctioned rodeos
12. Call for a yearly audit
13. Send a duplicate copy of all financial records to the State 4-H Office in Las Cruces

These duties were in the job description last year – I have added the ones that were not in the above

15. Attend the State 4-H rodeo board meetings either in person or on conference call
16. Audit points and payback within one week of receiving the books from the previous weekends 4-H rodeo
17. Inform local secretaries of any changes that had to be made in the audit process
18. Email placings and points to the State 4-H Office as soon as possible after auditing the rodeo's books
19. Keep all correspondence for reference
20. Stay in direct contact with the State 4-H Office and the State 4-H Rodeo Advisor
21. Other duties are requested by the Board

Duties as Treasurer

1. Receive money from each local secretary and match money to the number of contestants
2. Type out and make deposit each week from previous week's rodeo
3. Using a spreadsheet, divide out the contestant's charge into the following areas:
 - Finals: \$8.00 per contestant
 - Postage: \$2.00 per contestant
 - Scholarship: \$1.00 per contestant
 - Entry Secretary: \$2.00 per contestant
4. Monthly reconciliation of bank account with balance sheets to board meetings

Finals Duties:

1. Serves as State 4-H Rodeo Finals Secretary
2. Carry out needed responsibilities at the Finals Rodeo
3. Determine the number of contestants in each event who may have qualified for the State 4-H Rodeo Finals and notify these contestants
4. Keep an accurate record of points earned by each contestant
5. Sent out entry blanks for contestants eligible for the finals
6. Order finals prizes such as belt buckles, belt pins etc. as requested by the directors
7. Provides the State 4-H Office with finals sponsors, ads, what the sponsorship is for, money etc, for each finals sponsor.
8. Before the finals, give the information on sponsors for each event to the recording secretary so that thank you notes can be made for the finals.
9. Provides name, address and event sponsored to recording secretary so that Contestant's photo can be sent to each major sponsor
10. During the finals, the executive secretary receives the day sheets from the rodeo secretaries, checks times and placings, awards points and keep up with the points for

- the 1st go, 2nd go and the average.
11. Writes payback checks to all finalists winning money at the finals
 12. Provide the sponsor ad information, day sheets etc to the State 4-H Office so they can print the program for the finals.
 13. Take in all sponsorship monies from Finals sponsors and keep accurate record of name, address, phone number, amount and what the money is to be used for.

ARTICLE V SANCTIONED RODEOS

- A. Each county wishing to sanction a 4-H Rodeo must submit an Application to Produce a New Mexico 4-H Sanctioned Rodeo Form (300 R-3) for approval by the Board 60 Days prior to the rodeo event.
 1. The completed form must be signed by two State Directors and the State Rodeo Committee Chairperson.
 2. A copy must be sent to the State 4-H Office in Las Cruces
 3. Rodeo applications can be sanctioned if received in less than 60 but not less than 30 days if extenuating circumstances exist. If sanctioned in this time period, a monetary fine for violating this rule may be invoked.
 - a. Evaluation of extenuating circumstances and the amount of the fine are left to the Board's discretion.

ARTICLE VI – MEETINGS

- A. A meeting will be held as soon as possible after the Finals Rodeo
 1. This meeting will be to evaluate the Finals and previous rodeo season
 2. Change any rules, policies or procedures
 - a. A rule may be changed for safety reasons, if printed incorrectly or stated incorrectly.
 3. Election of Directors and Officers
 4. Set State Finals Date
- B. Meeting may be called by the Chairperson anytime, and notification must be sent to all Directors

ARTICLE VII LOCATION OF FINALS

- A. Any county wishing to host the Finals must submit a bid to the Board through an application to the State 4-H Office in Las Cruces.

ARTICLE VIII AMENDMENTS

- A. These bylaws may be amended by a vote of 2/3 of the Board of Directors

ARTICLE IX RULES OF ORDER

- A. Robert's Rules of Order shall apply.

