

BY-LAWS  
OF  
GREAT LAKES TEXAS LONGHORN ASSOCIATION

A Non-Profit Corporation

Article I

NAME: The Name of the Association shall be the GREAT LAKES TEXAS LONGHORN ASSOCIATION.

Article II

PURPOSE: The purpose of the Association is to preserve and promote the Texas Longhorn Breed of Cattle and to provide for fellowship among our members. This may be done by sales, tours, field days, shows and other honorable means. These Achievements may be accomplished by all the membership working together.

It shall, at all times function for the benefit of the breed and all its members.

No benefit shall inure to any individual due to his membership in the Association.

The Association shall not directly or indirectly attempt to influence any federal, state or local legislation, nor shall it support to elect or not to elect any candidate for local, state or national office.

Article III

OFFICES: The location of the offices will be determined by the Board of Directors.

Article IV

EXECUTIVE BOARD: The Executive Board shall consist of five officers:

1. President
  2. Executive Vice President
  3. First Vice President
  4. Treasurer
  5. Secretary
- and the Board of Directors.

Ownership of Registered Texas Longhorn Cattle is a requirement to serve as an officer in any capacity, and cattle must be registered with the International Texas Longhorn Association (ITLA).

Article V

EXECUTIVE OFFICERS: The Executive Officers shall consist of President, Executive Vice President, First Vice President, Secretary, and a Treasurer, and such other Officers as from time to time may be required or appear to be desirable for the prompt and orderly transaction of the Association's business and the conduct of its affairs. These Officers shall be elected for a term of one (1) year, and to qualify, an individual must be an Active or Lifetime member in good standing of the International Texas Longhorn Association.

President - The President shall preside at all meetings of the members; meetings of the Board of Directors; generally oversee the affairs of the Association and the performance of duties by

other Executive Officers. He shall report to the annual meeting of the members and make such recommendations to the Association as he may deem advisable.

Executive and First Vice President - The duties of the Executive Vice President shall be to act in the absence of the President and under the direction of the Board of Directors, to perform the duties of the President in case of his absence or inability to act. In the absence of the Executive Vice President, the First Vice President will act. The Executive Vice President will be in charge of Association Events. The First Vice President will be in charge of membership.

Treasurer - The Treasurer shall maintain custody of the Association fund; shall keep accurate records and accounting of all receipts and disbursements of Association funds in books belonging to the Association; shall deposit all monies in the name and to the credit of the Association. All receipts, cancelled checks, deposits, vouchers, or any other properties of the Association must be maintained for the records. At all times the records are to be current and available for viewing (upon reasonable time request). The Treasurer shall submit a financial report at each quarterly Executive Board meeting. A financial report shall be sent to the membership, along with a newsletter. The Treasurers records may be subject to an independent audit by a CPA or two or more qualified members of the Association on a yearly basis prior to the annual membership meeting and shall be reported on at that time.

The Treasurer shall at no time take it upon his/herself to purchase or issue monies that have not been discussed and voted on by the Executive Board.

Secretary - The Secretary shall keep or cause to be kept exact minutes of the meetings of the Executive Board and of the annual membership meetings.

#### Article VI

**BOARD OF DIRECTORS:** The Board of Directors shall be elected by the majority of the voting membership present at the annual meeting and shall consist of nine(9) members. Directors shall be elected to 3-year terms, however, in the first election of the nine(9) Directors, three(3) shall be elected to serve a 1-year term, three(3) shall serve a 2-year term and three(3) shall serve a 3-year term, thus not changing all Directors in the same year in the future. Any change in the number of Directors shall not shorten the term of any existing Director. Any Director or Officer not present at fifty(50) percent of the meetings will be replaced at the next election. Any Director may be removed from office by a vote of the majority of the voting membership present at any special meeting called for such purpose, or at any annual meeting. Any vacancy on the Board of Directors created by the removal of a Director shall be filled by a vote of the majority of the voting membership present at any meeting called for such purpose. The term of any Director elected to fill a vacancy shall be the remaining term of the replaced Director. Each Director shall serve until the end of his/her term until a successor is elected, or until his resignation or removal. Any Director whose term has expired may be elected to succeed himself/herself.

The Board of Directors shall be nominated from different regions of the area served by the Association, to insure regional representation on the Board.

The Board of Directors shall hold meetings at least quarterly. A quorum of two-thirds of the board must be present to vote on any business.

#### Article VII

**MEMBERSHIP:** The Association will have four(4) memberships available for anyone who has a genuine interest in Texas Longhorn cattle and is a member of the International Texas Longhorn Association.

**ACTIVE:** An Active member of the Association shall be a person, partnership, corporation or firm. Active members shall be reputable breeders and/or owners of Texas Longhorn cattle. Each member shall pay an annual fee, the amount of which will be established by a majority of the Executive Board. Active members shall be entitled to one vote per member at any regular or special meeting of the membership. A married couple may, at their option, register as one member, entitled to one(1) vote. Partnerships which artificially result in more votes than persons are specifically prohibited. Members shall have privileges of voting thirty(30) days from their application for membership. The founding meeting shall be exempt from this requirement and the members present may vote.

**JUNIOR:** Anyone who has not reached the age of eighteen(18) and may or may not own Registered Texas Longhorn cattle. However a Junior member would not be eligible to vote. All Junior members would pay an annual membership fee, the amount of which shall be established by a vote of the Executive Board.

**ASSOCIATE:** Associate members in the Association shall be those persons who meet all of the eligibility requirements of Active members but who are not breeders and/or owners of Registered Texas Longhorn cattle. Associate members shall enjoy the same privileges or membership as active members except that they shall not be eligible to vote and may not become members of the Board of Directors. Each associate member shall pay an annual membership fee, amount of which shall be established by a vote of the Executive Board, and shall be less than that for active members.

**LIFETIME:** Lifetime Members must meet the same qualifications of the Active Member. Lifetime member would pay a one time fee, which shall be established by a vote of the Executive Board.

#### MEMBERSHIP DUES

Active Member	\$25.00
Junior Member	\$15.00
Associate Member	\$20.00
Lifetime Member	\$100.00

All Memberships shall be non-transferable. All dues are non-refundable.

#### Article VIII

**MEMBERSHIP MEETINGS:** The annual membership meeting shall be held for the election of Directors and Officers and for the transaction of such other business as may be brought before the members. The annual membership meeting shall be held at such date and place as agreed to by the Executive Board, and all members shall be given written notice of the date and place and purpose(s) of each such meeting at least thirty(30) days prior to the meeting.

#### Article IX

**EXPULSION AND RECALL:** Expulsion of a member from the Association, or recall of an officer or member of the Board of Directors from his/her position in the Association, shall be handled with discretion and maximum consideration for the feelings of the individual. Issues involved with problems may include misconduct at meetings, Association activities, failure to perform the duties of an elected director or other office position, or violations of the By-Laws or Association Rules and Regulations.

Association members shall make every attempt to resolve such issues, discussing issues or problems directly with the involved individual. If such action is not feasible, the President or a member of the Executive Board may speak privately with the individual.

When the foregoing measures are unsuccessful in resolving an issue, a petition requesting expulsion or recall must be generated and signed by at least two-thirds of the voting membership. The petition shall be submitted in writing to the Secretary or to a member of the Executive Board for consideration. The Board shall, within ten (10) days of receipt of the petition, call a special meeting of the membership, or issue a written expulsion or recall ballot to the membership. A two-thirds vote of the membership present at the meeting, or responding on the written ballot, shall be required to effect expulsion or recall.

#### Article X

**DISSOLUTION:** Should the Association dissolve, any assets, real or personal, shall be transferred to an organization or organizations which are exempt from Federal Income Tax under Section 501 (c) (3) of the United States Internal Revenue Code, or the corresponding section of any subsequent code.

#### Article XI

**AMENDMENTS TO THE BY-LAWS:** Proposed amendments to the By-Laws may be recommended by any member of the Association in good standing and shall be submitted in writing to the Secretary for presentation to the Executive Board. The Board shall review each proposed amendment and present it to the membership for a vote at the annual meeting. The amendment will become part of the By-Laws upon two-thirds vote of those present at the general membership meeting.

## EXECUTIVE RESPONSIBILITIES

### DUTIES OF THE PRESIDENT

- 1) Propose an agenda and organize the calendar and activities for the year.
- 2) Appoint committees and chairpersons.
- 3) Voice members concerns to the Board, and attempt to develop programs and policies that will address these concerns.
- 4) Represent GLLA at Conventions and Field Days.
- 5) Keep in touch with various Longhorn/Cattle organizations.
- 6) Seek members opinions.
- 7) Keep Board (officers and directors) informed on significant development.
- 8) Keep members informed.
- 9) Point out problems before they become crises.

### FOR NEXT YEAR

- 1) Maintain an accurate file of correspondence the President receives or sends.
- 2) Keep a journal, indicating when planning for important annual functions, as to when to start planning, problems encountered, etc...
- 3) Keep an address book with phone numbers of people to use as references.
- 4) Maintain an orderly, up to date folder for permanent files on the duties of the President.

### DUTIES OF THE VICE PRESIDENT - MEMBERSHIP

- 1) Assist in the preparation of proposed agendas
- 2) Help the President organize the calendar, planning committees and activities.

3) To keep up-to-date records on all GLTLA members.

4) Work with Treasurer on annual membership drive.

5) Contact all new members, write a letter of welcome, inquire about their Longhorn interest, inform them of some members in their area.

6) List new members in Newsletter.

7) Issue certificates of membership.

8) Supply updated membership list to Officers and Directors of GLTLA.

9) Provide Mailing Labels or an updated list in Newsletter.

### DUTIES OF THE VICE PRESIDENT - SHOWS AND EVENTS

1) Assist in the preparation of proposed agendas.

2) Help the President organize the calendar, planning committees and activities.

3) Chair the Show Committee.

4) Set up and run the shows.

5) Evaluate the shows.

## DUTIES OF THE SECRETARY

- 1) Keep an up-to-date record of the exact wording of the motion currently before the meeting.
- 2) Give the President feedback after the meeting.
- 3) Take the minutes of the meeting. The Secretary may use a tape recorder to assist in writing the minutes.
- 4) Be able to read to the assembly the exact wording of each motion after it has been proposed.
- 5) Read the minutes at the meetings.
- 6) Make certain that the Executive Committee and the Board of Directors receive a copy of the minutes.
- 7) Keep a permanent record of the minutes ( to be passed on to the next Secretary) also make a copy of all materials distributed.
- 8) Keep a file of all letters sent in an orderly manner.
- 9) Produce and maintain a directory of addresses and phone numbers.
- 10) Notify the membership (via the Newsletter) of important correspondence.
- 11) Get a membership list from Membership Chairperson.
- 12) Sign the Bank card with the Treasurer.

## TREASURER

- 1) Understand the policies of GLTIA finances.
- 2) Help develop a Budget for activities, revise as necessary.
- 3) Sign for bank account with the Secretary.
- 4) Make recommendations as to whether the cost of a proposed project can be justified.

- 5) Authorize payment, review purchases and maintain the books.
- 6) Make and interpret financial reports at the meeting.
- 7) Make financial reports on every project.
- 8) Deposit money quickly to prevent accidental loss, and checks are returned in a timely manner.

- 9) Prepare cost-benefit analyses of various endeavors.
- 10) Check on all contracts of GLTIA (insurances etc...).

## BOARD OF DIRECTORS

- 1) To represent the members of GLTIA.
- 2) To attend meetings and GLTIA functions.
- 3) To contact each other and get members input between activities.
- 4) Address and resolve all conflicts.
- 5) Guide the organization for its betterment.
- 6) Support the activities of the association.

IN ORDER TO BE A SUCCESSFUL ORGANIZATION, WE MUST HAVE THE CONTRIBUTIONS FROM ALL OUR MEMBERSHIP!!!