

Revised Sept 2021

**CONSTITUTION AND BY-LAWS**  
**FOR**  
**THE PARKER COUNTY LIVESTOCK IMPROVEMENT ASSOCIATION**  
**CONSTITUTION**

**Article I. Name**

The name of this organization shall be **THE PARKER COUNTY LIVESTOCK IMPROVEMENT ASSOCIATION.**

**Article II. Purposes**

**Crops/Breeding Animals/Market Animals**

The purpose of this association shall be to foster the breeding and feeding of better livestock and the production of better agricultural products through education and recreational exhibits, meetings, shows, and giving encouragement to 4-H and FFA members and others interested in producing better livestock and crops in Parker County.

The main focus of market animal and crop exhibits in the Parker County Youth Livestock Show should be the production of a wholesome, quality, and marketable food product.

**Agricultural Mechanics**

Purpose – To provide an opportunity for 4-H and FFA members to display the projects constructed in agricultural mechanics laboratories and:

1. To promote the development of skills in agricultural mechanics through competition.
2. To recognize individual accomplishments in the area of agricultural mechanics.
3. To provide an opportunity for the public to develop an appreciation of this important phase of 4-H and FFA programs.

**Article III. Membership**

**Section A:** The membership of this organization shall be of four kind:

(1) Life (2) Active (3) Honorary (4) Associate

**Section B:** Life membership – any person interested in agriculture, (high school graduate or 19 years of age and older) and has paid the lifetime membership fee as assessed by the Association.

**Section C:** Active membership – any person interested in agriculture, (high school graduate or 19 years of age and older) and paying annual membership fees as assessed by the Association.

**Section D:** Honorary membership – individual who has made an outstanding contribution to the Association and to the general improvement of agriculture conditions may be elected to honorary membership.

**Section E:** Associate member – pool contributors and/or buyers of previous years.

#### **Article IV. Organization**

**Section A:** The Parker County Livestock Improvement Association shall be composed of members from the general area served by the Parker County School Districts.

**Section B:** The fiscal year for this Association shall be January 1 through December 31.

**Section C:** Officers elected at the October Meeting will assume duties. November 1.

**Section D:** Insurance shall be obtained and held for  
(1) Liability (2) Property (3) Elected officer protection

#### **Article V. Officers**

**Section A:** The officers of the Parker County Livestock Improvement Association shall be as follows: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, and General Superintendent

**Section B:** Officers shall be elected every 2 years. Opposite of rule changes.

**Section C:** Honorary and associate members shall not vote or hold any office except as deemed necessary to a majority of members present at regular meeting.

#### **Article VI. Executive Committee**

**Section A:** The Executive Committee shall be composed of President, General Superintendent, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, Information Systems, 3 Ag Science voting delegates, and 1 4-H voting delegate with a total of 3 votes. In case of votes that result in a tie, the President will be empowered to break the tie.

**Section B:** The Executive Committee shall conduct the business of the Association subject to such regulations as may be approved through by-laws and as may be authorized by a vote of the members. The Executive Committee will review rule proposal

changes, discuss, and vote to either approve/disapprove the said proposal. All approved proposals will be forwarded on to the general membership for a vote.

The Executive Committee will serve as the primary communication link between the PCLIA and the sponsored youth of Parker County. All schedules, rules and regulations, deadline issues, and scholarship applications shall be relayed through this committee on behalf of the Parker County sponsored youth. All requests of any nature from the Parker County sponsored youth shall be forwarded via this committee, with committee endorsement and/or recommendation for action. All request for exceptions to rules/regulations and interpretations of same shall be submitted in writing and approved/disapproved by this committee according to the Constitution, By-Laws, and Association rules.

### **Article VII. Meetings**

- Section A:** Regular meetings may be held in accordance with the schedule contained in the program of work approved by the Association.
- Section B:** Special meetings may be called by the President and may be held at a time and place designated by the person calling the meeting.
- Section C:** The guide for conduct of meetings shall be Robert's Rules of order.
- Section D:** A voting quorum shall be 25 members present at a regular meeting and 15 at called meetings.

### **Article VIII. Dues**

- Section A:** Annual membership dues shall be set by a majority vote of the members present.
- Section B:** The membership year shall be the same as the fiscal year.

### **Article V. Officers**

- Section A:** The officers of the Parker County Livestock Improvement Association shall be as follows: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, and General Superintendent
- Section B:** Officers shall be elected annually.
- Section C:** If for any reason an office may become vacant, a new officer shall be elected as replacement.
- Section D:** Honorary and associate members shall not vote or hold any office except as deemed necessary to a majority of members present at regular meeting.

### **Article IX. Amendments**

**Section A:** A proposed amendment to the Parker County Livestock Improvement Association Constitution or By-Laws shall be made with 30 days prior notice given to the membership. The proposed amendment will be studied by the membership and submitted with their recommendation for a vote of the membership at the next regular meeting.

**Section B:** Amendments may be adopted by a two-thirds vote of the membership present.

## **By-Laws**

### **Article I. Duties of Officers**

#### **Section A: President**

It shall be the duty of the President to preside at all meetings and to serve as Chairman of the Executive Committee. He/She shall see that the annual show catalogue is revised and adopted as called for in the by-laws.

#### **Section B: General Superintendent**

The General Superintendent shall be charged with the following:

1. To see that Division Superintendents are assigned and their duties outlined.
2. To alter classes upon recommendation of the Division Superintendent to expedite the show.
3. To settle all controversy that may arise. This includes the option to request the President to call an emergency meeting of the Executive Committee if the General Superintendent deems it necessary to avoid any perceived conflict of interest issues. A quorum for emergency meeting will be three (3) members of the Committee counting the General Superintendent.
4. To see that provision is made for the registration of animals and assigning of stall or pen space, based on the Club/School percentage of entries. The General Superintendent will round up or down to make the pens assigned equal to the total pens available.
5. To see that provision is made for the announcement of the winners of each class in each division.
6. The General Superintendent shall appoint or cause to have appointed a sifting committee to pass on the eligibility of animals for sale or show.

#### **Section C: 1<sup>st</sup> Vice-President**

It shall be the duty of the 1<sup>st</sup> Vice-President to preside at all meetings of the Association in the absence of the President and to assist the president at all times in carrying on the work of the Association.

#### **Section D: 2<sup>nd</sup> Vice-President**

It shall be the duty of the 2<sup>nd</sup> Vice-President to preside at all meetings of the Association in the absence of the President and 1<sup>st</sup> Vice-President. The 2<sup>nd</sup> Vice-President shall coordinate all committee assignments made by the President.

#### **Section E: Secretary**

It shall be the duty of the Secretary to keep minutes of the meetings of the Association and of the Executive Committee. He/She shall keep a roster of the

active and honorary members, carry on the correspondence of the Association, and fulfill such other duties as usually pertaining to that office.

**Section F:     Treasurer**

The Treasurer shall be responsible for the custody of all funds and other assets of the Association. He/She shall keep correct and complete books and accounts concerning all financial transactions of the Association. He/She shall present to the Association and annual financial statement of the condition of the treasury.

**Section G:     Division Superintendents (not part of the Executive Committee)**

All show divisions will have a superintendent and a committee consisting of (5) or more members.

Division Superintendents will contact the award sponsors at the first of October to see if they are interested in sponsoring the same award for the coming PCLIA Livestock Show. Superintendents will submit their list to the PCLIA treasurer at the October meeting. The treasurer will mail the bills to the sponsors by November. Bills will include a note explaining that payment must be received by the first of December to be included in the rulebook for the current show.

Tag-in dates will be at the discretion of the Division Superintendent and be announced in the November meeting. The General Superintendent will announce the dates no later than the December meeting.

Division Superintendents will consult with 5 or more members of their committee to discuss the selection of the Judge for that division of the current year's show. Judge nomination and selection will be approved by a majority vote of the committee and forwarded to the General Superintendent.

**Section H:     Weighmasters (not part of the Executive Committee)**

All weighing of market animals shall be under the weigh-master's direct supervision. Beef steers shall be weighed, unloaded and on foot. All animals will be exhibited at entry weight and will be sold by the head. Only one weighing per animal will be allowed. All weights will be final. One set of scales will be used to weigh market hogs, lambs and goats.

All market animals will be weighed in only one time. No re-weighs. Market swine to turn in weight cards.

Rabbits may use their own scale and weighmaster.

**Article II. Committees (Standing and Special)**

**The following Committees shall be appointed by January 1<sup>st</sup> – February 28<sup>th</sup> yearly.**

**Section A:     Operations Committee**

The General Superintendent shall chair the Operations Committee. Members shall be composed of the 1<sup>st</sup> Vice- President, Assistant General Superintendent, all

Division Superintendents, all Assistant Division Superintendents, an Ag Teacher Representative appointed by the Ag Teachers of Parker County, and a County Extension Agent Representative. The purpose of this committee is to preview, review, report and make recommendations concerning all operational activities leading up to and during the Parker County Livestock Improvement Association annual youth Livestock Show. These reports can be presented to the Executive Committee and/or the general membership for action or informational purposes. The Division Superintendent shall provide the General Superintendent with the designated judge each year. The General Superintendent shall review the selected judge with the committee prior to the show. This does not limit any member from making recommendations for judges, however it eliminates any possible perception of individual biases in selecting the judges.

**Section B: Finance Committee**

A Finance Committee shall be appointed annually. Finance Committee shall be chaired by the General Superintendent. A standard operating procedure type document and/or calendar shall be developed and maintained by the committee which explains the accounting hardware/software, record keeping procedures and reporting requirements (Federal) with deadlines affecting this association. The Finance Committee shall also examine the books of the Treasurer and report findings to the members at the April meeting each year.

**Section C: Sales and Public Affairs Committee**

The 1<sup>st</sup> Vice-President shall chair the sales and Public Affairs Committee and members shall be composed of the General Superintendent, Secretary, Treasurer, and five or more active members of the association appointed by the President. The purpose of this committee is to foster interest of all potential buyers in the annual sale. All contact, sales materials, and sales activities shall be coordinated through this committee. An annual report shall be presented to the general membership by this committee at the August meeting indicating the results of the year's activities and recommendations for changes, if any, for the next year. All members of this association shall support the efforts of this committee to promote growth and success.

**Section D: Building and Maintenance Committee**

The 2<sup>nd</sup> Vice-President shall chair the Building and Maintenance Committee and members shall be composed of the Assistant General Superintendent, Treasurer, and five or more active members appointed by the President. The purpose of this committee is to review the condition of all stock show facilities as to condition and functionality. The committee shall prioritize all work and recommend reasonable work solutions. These reviews shall take place at the beginning of each year and immediately following the PCLIA show. The results of these reviews shall approve all major improvements and/or general membership prior to work commences.

**Section E: Nominating Committee**

The President shall appoint a chairman for the Nominating Committee. Committee chair is responsible for educating nominees of duties and presenting nominations at the September meeting.

**Section F:** The President shall appoint such additional committees as are necessary to carry on the work of the association.

**Article III. Procedures**

**Section A:** The Treasurer shall sign all checks of the Association.

**Section B:** An active member of the Association to be considered in good standing must meet the following conditions:

1. Attend meetings regularly
2. Show an interest in and take part in the affairs of the Association
3. Pay dues regularly as assessed.

**Article IV. Funds**

**Section A:** All funds shall be maintained in accounts approved by the Finance and Building Committee.

**Section B:** Auditing of all accounts shall be done annually by the Finance Committee.

**Section C:** The Parker County Livestock Improvement Association is a non-profit, charitable and benevolent organization whose sole and expressed purpose is to assist youth in becoming better citizens of the area which the Association serves.

**Section D:** These by-laws shall continuously be held for the expressed purposes and at no time shall they be amended as to intent in use or disposition of any funds held in their trust.

**Article V. Dissolution of Organization**

In the event that the organization becomes inactive or otherwise ceases operating in the prescribed manner, any and all funds shall, upon action of remaining membership, be dispersed to a designated like charitable or benevolent organization.

**Article VI. General Rules and Regulations**

- All rules involving the Annual Parker County Youth Livestock Show, & Constitution and By-Laws shall be printed in the catalogue and/or posted online and shall be available to



the interested public in January for the current year prior to the annual livestock show. The Annual Show is under the supervision of the General Superintendent.