

**BY-LAWS, STANDING RULES  
AND PRECEDENTS  
OF**

**S.M.R.A., Inc.**



**May 19, 2009**

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## **ARTICLE I – NAME OF THE CORPORATION**

**Name** The name of the Corporation shall be S.M.R.A., Inc., also known as Smoky Mountain Rodeo Association (hereafter known as the “Corporation.”)

### **Assumed Name**

The Corporation shall have the right to conduct its business under an assumed name which shall be Smoky Mountain Rodeo Association, or such other assumed name that the Corporation may authorize.

## **ARTICLE II - OBJECTIVE AND PURPOSE**

### **Objective**

The objective of the Corporation shall be to elevate the image of women and men in the sports field of rodeo.

### **Purposes**

The purposes for which the Corporation is organized and the nature of the business to be carried out by said Corporation are as follows:

- A. To promote and stage an annual rodeo event at locations situated in the State of Tennessee or surrounding geographical area; and
- B. To engage in charitable activities, whether by volunteering the services of the Corporation and/or its members or by the raising of monies; with such activities and the proceeds derived there from being donated to those charitable organizations that the membership of the Corporation may choose; and
- C. To promote communication and fellowship among its members by encouraging the participation of its membership in western related events. (e.g. rodeo performances); and
- D. To engage in any business and/or activities in which a nonprofit corporation 501(c)(3) charitable organization may engage within the meaning of the Internal Revenue Service Code.

### **Prohibitions**

The Corporation, however, shall not engage in any discrimination whether related to gender, physical handicap, race, religion, creed, sexual orientation, age or national origin.

### **ARTICLE III - AFFILIATION**

- A. The Corporation shall affiliate itself with the International Gay Rodeo Association (IGRA) and adhere to its objectives, beliefs and purposes as set forth in the IGRA Bylaws and Standing Rules.
- B. No member shall bind the Corporation through joining, representing or affiliation with any other organization, without prior approval by majority vote of the Board of Directors.

### **ARTICLE IV - FISCAL YEAR**

The fiscal year shall begin on the first (1st) day of January of each calendar year and end at midnight on the thirty-first (31st) day of December of each calendar year.

### **ARTICLE V - MEETINGS**

#### SECTION I - General Membership Meetings

- A. General Membership meetings will be held twelve (12) times during the fiscal year.
- B. One (1) of these meetings will be held during the month of December for elections.
- C. One (1) of these meetings will be held in January for installation of officers.
- D. A majority of the Officers shall agree upon the date, time and location of the monthly meetings.
- E. The President will announce each upcoming meeting (via electronic mail, postal mail, and/or other such method, as deemed appropriate by the President), including date, time, and location of each meeting.
- F. Meetings may be held via Internet or phone teleconferencing. General Members and the Board of Directors may participate in any regular or special meeting of the Organization through use of conference telephone or similar communications equipment, so long as all participants in such meeting can hear one another. Participation in a meeting in this manner shall constitute presence in person at such meeting.

## SECTION II - Board of Directors Meetings

- A. The Board of Directors shall meet once a month or at the special call of the Officers with a majority vote.
- B. A majority of the Officers shall agree upon the date, time and location of the monthly meetings.
- C. Board of Directors' meetings may be held via Internet or phone teleconferencing as set forth in Article V, Section I, F.

## SECTION III - Special Meetings

- A. In order for the general membership to call a special meeting, a petition with the signatures of the voting quorum (10% of membership if membership is 100 or less, then 10% plus 1 vote for each additional 50 members) of the voting membership in good standing, as recorded in the files of the Secretary, must be presented to the President or Vice-President as appropriate. The President or Vice President will act upon said petition by notifying the general membership in a timely fashion of the meeting date, time, and location.
- B. The President of the Corporation, with a simple majority vote of the Board of Directors, can call a special meeting of the general membership.
- C. Minutes will be taken of any special meeting and shall be presented to the Secretary and copies presented to all members of the Board of Directors.
- D. The Corporation shall adhere to any and all laws and/or statutes of the State of Tennessee, now or to come, pertaining to corporate, open, special, and Board meetings.
- E. The Chairperson of all Standing Committees or Ad Hoc Committees may call, at their discretion, special meetings of said committees.

## SECTION IV - Quorum, Absentee, and Proxy

- A. A quorum of the general membership of this Corporation shall consist of ten percent 10% of the eligible voting membership if membership is 100 or less, then 10% plus 1 vote for each additional 50 members. The voting membership rolls shall be certified by the Secretary and shall be open for inspection prior to the General Membership meeting.
- B. All voting shall be by Robert's Rules of Order\* Newly Revised and subsequent editions.

\* Robert's Rules of Order serves as the sole Parliamentary Authority; reference Article VIII.

#### SECTION IV - Quorum, Absentee, and Proxy – cont'd

- C. Absentee votes shall only be allowed for elections, not for membership or other meeting quorum votes.
- D. All ballots must be received by the Chairperson of the Elections committee, c/o SMRA, no later than twelve noon of Election Day.
- E. The ballot shall consist of hard copy paper containing the office and candidate for each position in which a vote is being cast. The ballot will also provide a line for write-in candidates.
- F. The ballots must be enclosed in a sealed envelope. The back of the envelope will provide two lines designated for signature. If mailed, it must then be placed in a separate mailing envelope.
- G. Any mailed ballot envelope received but having the signature lines incorrectly or illegibly completed will not be opened and the vote will not be counted.
- H. Absentee ballots will be counted. The presence of absentee ballots shall be announced by the Election Committee prior to the final count.
- I. The vote need not be for an announced candidate. Votes cast for unannounced candidates will be considered as a nomination from the floor.
- J. In the event of a run-off, the vote will be recounted, unless either candidate is otherwise eliminated.
- K. No proxy vote shall be allowed.

### **ARTICLE VI – BOARD OF DIRECTORS**

#### SECTION I - Board of Directors

- A. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Trustee, Rodeo Director, Standing and Ad Hoc Committee Chairpersons, and other Vice-Presidents, or appropriate level positions as determined necessary by the Officers. The President shall serve as the Board Chairperson.
- B. Each Officer, Rodeo Director, Ad Hoc and Standing Committee Chairpersons shall have one (1) vote.
- C. A Quorum of the Board of Directors shall be defined as a simple majority of fifty percent (50%) plus one (1) present at the meeting.

SECTION I - Board of Directors – cont'd

- D. The Corporation and its membership shall indemnify each director, officer, royalty title-holder and committee chairperson against all expenses, loss or liability incurred in connection with the prosecution, settlement or defense of any civil, criminal, administrative or investigative proceeding, in which the director, officer, royalty title-holder or committee chairperson is involved because of being or having been such, except to the extent that the director, officer, royalty title-holder or committee chairperson is finally adjudged to be liable for negligence or misconduct, related to the matter out of which the liability, loss or expense arises.
- E. Responsibilities of the Board of Directors:
1. The Board of Directors shall conduct the everyday operation of the Corporation in the interim between the general membership meetings.
  2. Provide the Board of Directors with an in-depth report and recommendation for the removal from office any elected officer or committee chairperson.
  3. Determine those instances in which up to \$300 may be expended to fund a project or provide support to a partner organization, without approval by the General Membership.

**ARTICLE VII – CORPORATION INSIGNIAS, COLORS**

SECTION I - Flag/Banner

Before the flag/banner appears in a public event, other than a Corporation or IGRA function, a majority vote to approve the display is required at the General Membership meeting.

SECTION II - Logo

The logo must appear on all official correspondence of the Corporation.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

SECTION I - Robert's Rules of Order

Robert's Rules of Order, Newly Revised and subsequent editions shall serve as the sole parliamentary authority.

## **ARTICLE IX - DISSOLUTION OF THE CORPORATION**

### SECTION I - Authority to Dissolve

#### Board of Directors Review:

- a. Any proposal to dissolve the Corporation must be submitted in writing to the Board of Directors, which will investigate and discuss the dissolution.
- b. If the proposal is determined to be valid, it shall be brought before the active general membership for a vote.
- c. If a quorum is not established at the General Membership meeting, a two-thirds (2/3) majority vote of the general membership present will be required to dissolve the Corporation.

### SECTION II - Financial Obligations Upon Dissolution

#### Outstanding Obligations:

- a. Outstanding financial obligations will be determined and satisfied by the Board of Directors within thirty (30) days of dissolution.
- b. After payment of all determined outstanding debts, the balance of the moneys remaining will be distributed to non-profit, charitable organizations to be determined by the Board of Directors.

## **ARTICLE X – AMENDMENTS AND ADDITIONS**

### SECTION I - Amendments and Additions

- a. Amendments and Additions may be made at any time during the fiscal year.
- b. Proposed amendments and additions may originate from any committee or any SMRA member in good standing, but shall be summarized by the By-Laws Committee Chair for presentation to the Board of Directors. Upon approval by the Board of Directors, the amendments/additions will be presented for a vote at the next feasible General Membership meeting.
- c. If the matter is considered sufficiently urgent, the Officers, by majority vote, may invoke the authority to call a Special Meeting of the General Membership as defined in Article V, Section III.

## **ARTICLE XI – CONFLICT OF INTEREST POLICY**

### SECTION I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non profit and charitable organizations.

### SECTION II - Definitions

- A. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
  
- B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - 1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
  - 2. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
  - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
  
- C. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
  
- D. A financial interest is not necessarily a conflict of interest. Under SECTION III, B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### SECTION III - Procedures

- A. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### SECTION III - Procedures - cont'd

B. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### D. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## SECTION IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## SECTION V - Compensation

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## SECTION VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflict of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## SECTION VII - Periodic Reviews

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management Corporations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## SECTION VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in SECTION VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE XI – SUPERSESSION**

These Bylaws supersede any and all Bylaws in effect heretofore and annul and supersede any and all resolutions inconsistent herewith.

# STANDING RULES OF S.M.R.A., Inc.

## MEMBERSHIP

### RULE I - Membership Fees, Dues, and Guidelines

#### A. Membership dues and fees

- Individual Membership - \$25.00 per year
- Joint Membership - \$40.00 per year (Residing in same household)
- Mustang Membership - \$100.00 per year
- Joint Mustang Membership - \$150.00 (Residing in same household)
- Corporate Membership - \$250.00 per year

#### B. Evidence of Membership

- The Corporation, SMRA, will issue membership cards showing evidence of membership.
- Name badges and shirts will be the responsibility of the member, purchased from the Corporation.

#### C. Transfer of Membership

- Memberships are not transferable from one person to another.

#### D. Renewal of Membership

- All memberships shall run annually from the end of the month in which the member joined.
- Renewals will be due annually and payable within 30 days of due date.
- Membership Chair to send notification beginning 60 days prior to the end of the month in which the member joined and a repeat notification 30 days prior to the month in which the member joined.

### RULE II - Classifications of Memberships

#### A. Individual Membership

1. A membership application must be completed and submitted with the appropriate membership fee.
2. May participate in any and all organizational activities.
3. Shall be entitled to (1) vote after 30 days of membership.
4. Will receive a Corporation newsletter (s), unless member indicates otherwise.
5. Will have full access to all membership discounts, promotions, etc.

#### B. Joint Membership

1. A membership application must be completed and submitted with the appropriate membership fee.
2. May participate in any and all organizational activities.
3. Shall be entitled to one (1) vote per person after 30 days of membership
4. Will receive a Corporation newsletter (s), unless member indicates otherwise.
5. Will have full access to all membership discounts, promotions, etc.

## RULE II - Classifications of Memberships – cont'd

### C. Mustang Membership

1. A membership application must be completed and submitted with the appropriate membership fee.
2. May participate in any and all organizational activities.
3. Shall be entitled to one (1) vote after 30 days of membership.
4. Will receive a Corporation newsletter (s), unless member indicates otherwise.
5. Will receive special recognition on the Corporations website, event programs and newsletters.
6. Will have full access to all membership discounts, promotions, etc.

### D. Joint Mustang Membership

1. A membership application must be completed and submitted with the appropriate membership fee.
2. May participate in any and all organizational activities.
3. Shall be entitled to one (1) vote per person after 30 days of membership.
4. Will receive a Corporation newsletter (s), unless member indicates otherwise.
5. Will receive special recognition on the Corporations website, event programs and newsletters.
6. Will have full access to all membership discounts, promotions, etc.

### E. Corporate Membership

1. A membership application must be completed and submitted with the appropriate membership fee.
2. May participate in any and all organizational activities.
3. Shall be entitled to one (1) vote after 30 days of membership, even though the individual holding the corporate membership may also hold an individual membership.
4. Will receive a Corporation newsletter, unless indicated otherwise.

### F. Honorary Membership

1. Shall be held by any person(s) who have shown continuous dedication to the Corporation.
2. Will be bestowed on a current year basis, by a majority vote of the Board of Directors.
3. Shall not have any voting privileges.
4. Will receive a Corporation newsletter (s), unless member indicates otherwise.
5. Will have full access to all membership discounts, promotions, etc.

## RULE III - Probation/Suspension/Termination of Membership

### A. Probation of Membership

1. The Board of Directors may place any active member – Individual, Joint, Mustang, Corporate, or Honorary - on probation for conduct unbecoming a sportsman, non-compliance with rules of By-Laws or Standing Rules of the Corporation, as well as failure to follow through with committed projects or duties.
2. Probation periods will be determined by the Board of Directors, to be not less than thirty (30) days and not greater than ninety (90) days.
3. Two (2) probationary actions will lead to Suspension of membership.

### B. Suspension of Membership

1. Shall occur for any unfilled monetary obligations.
2. May be reinstated upon payment of the obligation, with any charges incurred, within thirty (30) days.
3. Two (2) suspensions will lead to Termination of membership.

## RULE III - Probation/Suspension/Termination of Membership – cont'd

### C. Termination of Membership

1. Any proposed termination of membership shall be submitted, in writing, to the Board of Directors, or as defined in the “Suspension” qualifications above. Termination of membership will be determined by a majority vote of the Board of Directors.
2. Decisions to terminate must be completed within thirty (30) days of written submittal or notification of second suspension.
3. Proposed membership terminations shall be based on conduct unbecoming to the Corporation, to include, but not be limited to:
  - a. Misrepresentation of the Corporation.
  - b. Fraud.
  - c. Theft from the Corporation or any of its members.
  - d. Misuse of Corporation property.
  - e. Use of the Corporation newsletter, pamphlets, flyers, or any other media to express personal opinion without prior consent by vote of the general membership.
4. The Corporation is under no obligation to return neither a full nor a pro-rated share of a terminated member’s membership dues.

### D. Right to Appeal Disciplinary Action.

1. Any disciplinary action may be appealed to the Board of Directors, in which charges had originated. Appeal must be submitted in writing within ten (10) days of the original charges.
2. Any charges, appeals and final decisions on termination of membership shall be accomplished within sixty (60) days of the proposal to terminate a membership.

## **OFFICERS**

### RULE 1 - Election of Officers

#### A. Eligibility for Office

1. Any active individual member in good standing for a minimum of three (3) months prior to Elections may be nominated for an office.
2. Retiring officers must remain in an advisory capacity, as needed, for one (1) year following completion of term of office, with the first two (2) months acting as a Co-Officer.

#### B. Officers

1. President
2. Vice- President
3. Secretary
4. Treasurer
5. Trustee

Those elected officers shall be included as members of the Board of Directors performing the duties prescribed by these by-laws, and it shall be incumbent of all officers to engage in an area of total communication, cooperation and dissemination of all information regarding the operation of the Corporation.

## RULE 1 - Election of Officers – cont'd

### C. Election of Officers

1. The elections of officers shall be by secret ballot. A simple majority of the votes cast by active members in good standing shall be necessary to elect. (A majority is defined as greater than 50% of the votes cast by persons eligible to vote, excluding blank and absentee ballots).
2. Elections will be held in the month of December.
3. In the case of multiple nominations, said member can only accept one position before the elections. In lieu of no other person to fill said position, one member can fill position elected as well as empty position.
4. Nominations for Officers will close 30 days prior to elections, with the exceptions of write-ins.
5. Any mid-term vacancy which may occur in an elected office position shall be filled by the President, with simple majority approval of the remaining officers to confirm the choice. This new officer will hold the position until the end of the current term except where otherwise dictated.

### D. Duties of Officers

#### 1. President

- a. Shall be the Principal Officer of the Corporation.
- b. Shall preside at all general and specially called meetings.
- c. Shall appoint Standing and Ad Hoc committee chairpersons with the approval of the Board of Directors.
- d. Shall appoint an Audit committee immediately following yearly elections.
- e. Shall serve as ex-officio member of all committees.
- f. May appoint a Sergeant-At-Arms.

#### 2. Vice- President

- a. Shall perform the duties of the President in his/her absence.
- b. Shall assume the office of President in the interim should it become vacant in the event of death, resignation or incapacity of the president, until the end of the current term except where otherwise dictated.
- c. Shall serve in such capacity as assigned by the President.
- d. Shall serve as liaison to the Royalty Team.
- e. Shall serve as Chairperson for the Fundraising Committee

#### 3. Secretary

- a. Shall record accurate minutes of the proceedings of all the Board of Directors and membership meetings with copies of said minutes made available for the next meeting.
- b. Shall handle all correspondence as required by the President or Board of Directors.
- c. Shall maintain a current list of Standing Rules.
- d. In the absence of both the President and Vice President, shall call the meeting to order and preside.
- e. Shall handle all correspondence as required by the President or Board of Directors
- f. Shall be in charge of the Corporation newsletter.

#### D. Duties of Officers – cont'd

##### 4. Treasurer

- a. Shall be custodian of all funds of the Corporation with said funds to be deposited in a bank account designated by the Board of Directors.
- b. Shall keep an itemized account of all receipts and expenditures of the organization.
- c. Shall present a written itemized financial report at all Corporation meetings.
- d. All monies raised or turned in to the Treasurer (\$100 or more) will be deposited within two (2) business days.

##### 5. Trustee

- a. The Trustee shall serve a Three (3) year term, concurrent with the IGRA fiscal year.
- b. The Trustee will represent the Corporation at IGRA Board of Directors meetings, Trustees meetings and at the annual IGRA Convention.
- c. The Trustee shall submit written and oral Convention, Trustee and IGRA Board of Directors meeting reports at the next general membership meeting.

#### E. Removal and Resignation of Officers

1. Any Officer may resign at any time by giving written notice to the Board of Directors, President or Secretary of the Organization. The acceptance of the resignation shall not be necessary to make it effective.
2. Any Officer may be removed, with or without cause, by the affirmative vote of a two-thirds (2/3) majority of the Members at a meeting of the Members at which a quorum is present provided the meeting is called for the purpose of removing the Officer, and the notice of such meeting shall state the purpose, or one of the purposes of the meeting is removal of an Officer.
3. Any such resignation or removal shall take effect at the time specified therein.

### **STANDING AND AD HOC COMMITTEE/CHAIRPERSONS**

- A. Term: Standing Committees for the Corporation shall serve for a term of one (1) year concurrent with the Board of Directors.
- B. Additional Committees: Additional committees may be created and dissolved from time to time as deemed necessary by the Board of Directors in accordance with the By-Laws.
- C. Authority: The Standing Committee shall have no authority to execute contracts, issue checks, or to otherwise bind the Corporation in any manner whatsoever without the expressed written permission of the Board of Directors.
- D. Standing Committees: Standing Committees shall include, and their authority and functions shall be, but not limited to the following:
  1. **Advertising**
  2. **Audit**
  3. **Bylaws**
  4. **Elections**
  5. **Fundraising**
  6. **Inventory**
  7. **Membership**
  8. **Website**
  9. **Rodeo**

- The Standing Committees shall be comprised of a minimum of three (3) members, if possible, one of which is the appointed Standing Committee Chairperson.
- Each Standing Committee shall meet within fifteen (15) days of appointment to review Standing Rules of Order for each respective committee.
- All contractual committee work shall be reviewed and approved by the Board of Directors. Each Standing Committee may give an oral and written report to the Board of Directors at their monthly meeting, and are required, pending activity, to give an oral report at the General Membership monthly meeting.

### **Advertising**

- Be responsible for the solicitation of bids on program (s) and monthly news letter (s) for submission to the Board of Directors.
- Oversee the selling of advertising at rates set by the Board of Directors.
- Supervise the collection of monies and any other pertinent records and forward to the Treasurer. Make written reports to the Board of Directors when called upon to do so.
- Order the printing of advertising materials when authorized to do so by the Board of Directors.

### **Audit**

Following yearly elections, this committee is appointed by the President and oversees the auditing of any contests including, but not limited to, SMRA Royalty, SMRA elections, financial documents, Conflict of Interest, etc. that any member of the Board of Directors deems necessary or requests.

### **By-Laws**

- Produce necessary revisions of the By-Laws and/or Standing Rules. Serve as the liaison through which amendments to the By-Laws and Standing Rules are effected.
- Be responsible for updating and publishing the Precedents of the Board.

### **Elections**

- Certify nominees with the Secretary.
- Prepare a written ballot listing all of the nominees for each Office by Office.
- Supervise the conduct of the voting.
- Tabulate the votes and publish the results.
- Certify the elections of Officers to the Board of Directors.

### **Fundraising**

- Organize and produce or assist in fundraising events including, but not limited to, play days, dances, garage sales, casino nights, auction, drawings, any other related event with in laws governing the corporation unless expressly prohibited by the Board of Directors.
- Make written reports to the Board of Directors when called upon to do so.
- Be responsible for the selection of the Corporations Mr., Miss, Ms. and Mster representatives for the year following the annual rodeo from candidates.
- Oversee the collection and distribution, through the local committee member of funds raised by the contestants for charities during the year.
- Keep record of collections, receipts, and distributions for the Corporation.
- Certify that each charity receiving funds from Royalty contestants is a 501(c)(3) status charity by procuring from the charity a copy of that charity's letter from the IRS stating that 501(c)(3) status has been granted, such letter to become a part of the permanent record of the Corporation in the Treasurer's records.
- Make written reports to the Board of Directors when called upon to do so.

### **Inventory**

- Be responsible for selecting and ordering of merchandise with the consent of the Board of Directors.
- Account for receipts, distribution and oversee sales.
- Provide a written report on current inventory status to the Treasurer on a monthly basis.
- Be subject to the inventory requirements as set out in By-Laws.
- Be responsible for the solicitation of bids for the purchase of belt buckles and other awards as needed for submission to the Board of Directors.
- Be responsible for the distribution of contracts for sponsorship of belt buckles, added purses and other awards.
- Oversee the selling of sponsorships at rates set by the Board of Directors.
- Supervise the collection of monies and belt buckle and award contracts and shall forward the monies collected, copies of the contracts and any other pertinent records to the Treasurer;
- Make written reports to the Board of Directors when called upon to do so.
- Order the necessary belt buckles and any other awards, when authorized to do so by the Board of Directors.

### **Membership**

- Work with the Treasurer and Secretary.
- Announce all new applicants at each general membership meeting, welcoming them as new members.
- Provide a monthly updated address and phone listing to the Secretary.
- Turn over all fees and moneys collected by this committee to the Treasurer within five (5) days of receipt.
- Establish and distribute a membership list to all Committee Chairpersons and each member of the Board of Directors at their request.
- Be responsible for communicating name badge and membership shirt requests with the Inventory Committee, as appropriate.
- Be responsible for updating the membership list within five (5) days after each monthly meeting.
- Be responsible for sending the membership roster to the IGRA Administrative Assistant on a monthly basis.
- Be responsible for contacting pertinent organizations, groups or clubs concerning community service related activities/assistance.
- Activities/Assistance to be held monthly.
- Make written reports to the Board of Directors when called upon to do so.
- Shall be responsible for contacting necessary venues for social activities within the community.
- Make written reports to the Board of Directors when called upon to do so.

### **Website**

- Maintain Corporation website.
- Submit new website material for approval by the Board of Directors.
- Make written reports to the Board of Directors called upon to do so.

### **Rodeo**

Rodeo Director shall serve as the Chairperson.

## **IGRA CONVENTION DELEGATES AND ALTERNATES**

### IGRA Annual Convention Delegates

- A. The IGRA Delegates shall be elected by the general membership.
- B. Delegates shall be elected in the month of July.
- C. The Trustee and SMRA President shall serve as de facto IGRA Delegates.
- E. The Delegates shall represent the Corporation at the annual IGRA Convention.
- G. The Trustee is required to attend IGRA Convention and all IGRA Board meetings.