

**BY-LAWS**  
**WASHINGTON STATE HIGH SCHOOL RODEO ASSOCIATION, INC.**  
**High School and Jr. High Divisions**  
**Revised May 2015**

**ARTICLE I – NAME**

Section 1: The name of the association shall be the Washington State High School Rodeo Association, Inc. (Association), which is a non-profit cooperative corporation.

**ARTICLE II – PURPOSES, AIMS, AND GENERAL PROVISIONS**

Section 1: The purposes and aims of the Washington State High School Rodeo Association, Inc. are the same as set forth in the National High School Rodeo Association current Rule Book.

Section 2: Divisions:

- a. There are two recognized divisions of the Association. One division is the high school division, grades 9<sup>th</sup> – 12<sup>th</sup>. The other division is the junior high division, grades 6<sup>th</sup> – 8<sup>th</sup>.
- b. Membership qualification in each division shall be governed by the current NHSRA rule book.

Section 3: General Provisions of the Association:

- a. The Association must be statewide. The Association will be governed by the Constitution and by-laws of the State of Washington.
- b. The Association shall be incorporated as a not for profit corporation, shall abide by the laws of the State of Washington and federal laws as regulations. The Association shall have Article of Incorporation, a Constitution and By-Laws consistent with the National High School Rodeo Association Constitution and By-Laws.
- c. The fiscal year shall be from August 1<sup>st</sup> through July 31<sup>st</sup>.
- d. The affairs of both the High School and Junior High School Divisions are managed by the Officers and Board of Directors of the Association.
- e. The Officers of the Association shall consist of up to nineteen (19) Adult and Student members as described in more detail herein.
- f. The Board of Directors of the Association, which shall consist of up to twenty nine (29) Adult and Student members, as described in more detail herein.
- g. The voting members shall be the Officers and Directors, Adult and Student, as described herein.

**ARTICLE III – OFFICERS AND DIRECTORS**

Section 1: The Officers of the corporation shall be as follows:

- a. Eleven (11) Adult Executive Officers
  - i. President, Chairman of Executive Officers
  - ii. High School Vice President
  - iii. Junior High School Vice President
  - iv. High School Secretary
  - v. Junior High School Secretary

- vi. Treasurer
  - vii. Membership & Points Secretary
  - viii. High School National Director
  - ix. Junior High National Director
  - x. Business Manager
  - xi. Past President, as an ex-officio voting member
- b. Seven (7) Student Officers
- i. High School President
  - ii. Junior High School President
  - iii. High School Vice President
  - iv. Junior High School Vice President
  - v. High School Secretary
  - vi. Junior High School Secretary
  - vii. High School Queen

**Section 2:** The Board of Directors of the Association shall be as follows:

- a. Seventeen (17) Adult Directors
- viii. Fifteen (15) District Directors
    - 1. Three (3) Directors from each of the Districts
  - ix. Two (2) Director's At Large
- b. Twelve (12) Student Directors
- x. Ten (10) District Directors
    - 1. Two (2) Directors from each of the Districts
  - xi. Two (2) Student Director's At Large

**Section 3:** The affairs of the corporation shall be managed by the Officers and Board of Directors.

**Section 4:** The Association's Executive Officers shall have all the power of the Board of Directors to transact business of an emergency nature between the Board of Directors meetings.

**Section 5:** The Board of Directors shall: (a) Transact the general business of the Association; (b) Establish major administrative policies governing the affairs of the Association and device mature measures for the Association's growth and development; (c) Have the power to fill all vacancies on the Board of Directors.

**Section 6:** The Association will elect a High School and Junior High National Director to represent the state with the National High School Rodeo Association.

- a. The Association will certify the nominee for the National Directors to the Secretary of the National High School Rodeo Association within five (5) days after the election.
- b. If no certification is received, the NHSRA Nominating Committee shall select an individual from the Association to serve for that meeting only.

#### **ARTICLE IV – DUTIES OF OFFICERS AND DIRECTORS**

**Section 1:** The Board of Directors shall have the general management, supervision and direction of all properties and affairs of the Association. It shall be the duty of the regional Directors to obtain feedback from and represent their respective regional membership when conducting affairs of the association.

**Section 2:** It shall be the duty of the President to preside over all meetings of the Association and the Officers and Board of Directors, and to perform generally all duties incident to the office of the President. The President shall have the power to appoint such committees as he may deem necessary from time to time, and is an ex-officio member of all committees, except the Nominating Committee.

**Section 3:** The Vice President(s) shall at all times, assist the President in the performance of his duties. The duties and powers of the President shall devolve upon the Vice President during the absence of the President. In the event of a vacancy occurring in the office of President, the High School Vice President shall serve as President until the next annual election of officers. The Vice President(s) chair their respective rodeo committees (HS and JH) and shall coordinate state run and the state finals rodeos for each.

**Section 4:** The High School Secretary shall keep complete minutes of all meetings of the Association and of the Board of Directors. The Secretary(s) shall manage the completion and submission of their respective (HS and JH) associated national association forms, insurance certificates, and national finals entries. The Secretary(s) shall act as rodeo secretary for state run and state finals rodeos. The Secretary(s) shall preserve all documents of the Association.

**Section 5:** The Membership & Points Secretary shall process student and adult memberships and assure the issuance of membership certificates to all members. The Membership & Points Secretary shall keep a full contact list of all members and assist various committee chair's with the communication to members via mail, email, website, social media and/or periodicals. The Membership and Point's secretary shall also verify grade eligibility and assist the Points Committee in managing the rodeo points.

**Section 6:** It shall be the duty of the Treasurer to keep adequate and complete books of account and have charge and custody of the funds of the Association and pay out the same when directed to do so by the Board of Directors. The Treasurer shall make a complete report to the members at all regularly scheduled meetings regarding the financial affairs of the Association and account for all funds coming into his/her possession. The Treasurer shall deliver all funds and records to his/her successor within ten (10) days after the beginning of the new fiscal year. The Treasurer shall ensure that a Certified Public Accountant has performed an annual audit the club books of account and certify to the Board of Directors that such books are in order.

**Section 7:** It shall be the duty of the Business Manager to recommend and manage fund raising activities for the Association. Fund Raising activities include, but are not limited to: raffle, corporate sponsorships, fund raising activities or events and vendors. Business Manager shall manage the Associations sponsor/vendor forms and contracts.

**Section 8:** It shall be the duty of the National Director(s), in addition to that as stated in the current National High School Rodeo Association Rule Book, to represent Washington State with the National Association, act as a liaison for National Association business, coordinate all activities for and attend National Finals Rodeos (High School and Junior High as appropriate), and represent the State at the mid-winter meeting as directed by the Officers of the association.

#### **ARTICLE IV – MEMBERSHIP**

**Section 1:** Membership in the Association shall consist of either: (1) student membership, (2) Annual Adult, or (3) Adult (Life).

- a. **Student Membership:** Any student who is either (1) resident of the state of Washington or (2) authorized transfer student by National Director; and interested in the objects and purposes of the Association, may become a member thereof by attending meetings and events and registering with the Membership Secretary who shall issue to each member a certificate of membership annually, which may not be transferred or assigned, upon payment of dues.
- b. **Annual Adult:** Any adult who is a resident of the state of Washington and interested in the objects and purposes of the Association, and upon full payment annually to the Membership Secretary, will receive a certificate of membership, which may not be transferred or assigned.
- c. **Adult (Life):** Any adult who is a resident of the state of Washington and interested in the objects and purposes of the Association, and upon one (1) full payment of fees to the Membership

Secretary, will receive a certificate of membership, which may not be transferred or assigned. Further membership dues will be waived for the lifetime of the member.

**Section 2:** Membership in the Association shall entitle the holder to a vote (Student, Adult & Adult Life) at the annual meeting only. Only Directors and Officers vote at all other meetings.

**Section 3:** Only members in good standing whose dues are paid in accordance with these by-laws shall be eligible to vote.

**Section 4:** Each member of the Association shall be entitled to receive, as evidence of membership, a card thereof in such form as may be approved by the Board of Directors. Such card shall be issued annually for the current year, upon full payment of the current annual dues. Students, Adult, Adult Life membership and cards of membership shall be non-transferable.

**Section 5:** Any member, student or adult, whose words or deeds are incompatible with the Association's program may be permanently expelled from the Association. Any member who commits a serious criminal offense, who cheats by fixing, threatening, bribing, influencing, harassing or coercing a rodeo judge, or attempting any of these, shall be permanently expelled from the Association.

## **ARTICLE V – DUES**

**Section 1:** Annual dues (Student and Adult) for membership shall be set by the Board of Directors with the approval of the membership.

## **ARTICLE VI – MEETINGS**

**Section 1:** Executive Officer and/or Board of Director meetings may be called at any time by the President.

**Section 2:** The Officers and Board of Directors shall meet a minimum of four times a year to conduct the business of the Association.

**Section 3:** Fifty-one percent of the Officers and/or Board of Directors present shall constitute a quorum at any meeting of the members. A quorum must be in attendance at a meeting for any official legal transaction of business.

**Section 4:** The annual meeting shall be held at State Finals each year.

- a. Notice of the time and place of such meeting shall be given to all members in good standing at least twenty (20) days prior to the date of such meeting.
- b. The order of business at each meeting shall be fixed at the beginning of the meeting and shall include, among other things:
  - i. Roll Call of the Directors
  - ii. Address of the President
  - iii. Minutes of the previous meeting
  - iv. Reports of Officers
  - v. Reports of Standing Committees
  - vi. Reports of Special Committees
  - vii. Election of Directors and Officers
  - viii. Miscellaneous Business - Old and New

**Section 5:** All meetings will be conducted under Roberts Rules of Order.

Section 6: A simple majority of the members present shall represent approval of any official business. The President shall only vote in the case of tie breaker.

Section 7: Special meetings of the members may be called at any time by the President or the vote of a majority of the Board of Directors or by the Secretary upon request of ten (10) percent of the voting members. Notice of all special meetings of the Association shall be sent by the Secretary to all members in good standing at least twenty (20) days prior to the date of such meeting.

## **ARTICLE VIII – ELECTIONS – OFFICERS AND BOARD OF DIRECTORS**

Section 1: For the purpose of determining the representation of the Association’s Board of Directors, the five (5) districts are established as follows:

District 1: To be the southeast portion of the State to include all of the area of the following Counties: Adams, Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, and Whitman.

District 2: To be the northeast portion of the State including all of the area of the following Counties: Ferry, Lincoln, Okanogan, Pend Oreille, Spokane, and Stevens.

District 3: To be the central and southern portion of the State to include all of the areas of the following Counties: Chelan, Douglas, Grant, Kittitas, Klickitat, and Yakima.

District 4: To be the southwest portion of the State to include all of the areas of the following Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum.

District 5: To be the northwestern portion of the State to include all of the areas of the following Counties: King, San Juan, Skagit, Snohomish, Whatcom, and Island.

Section 3: Each District shall be represented by three (3) Adults and (2) Student on the Board of Directors elected by district membership. In addition, two (2) Adult and (2) Student Directors-At-Large shall be elected from by the membership. The two Adult or Student Directors-at-Large shall not be from the same district.

Section 4: The term of office for Adult District Directors shall be for 3, 2 and 1 year staggered terms. The Adult Directors-at-Large shall be elected for a staggered two (2) year term. Student director terms shall be for 1 year, re-elected each year. All Director Positions may be re-elected at the end of their term.

Section 5: The District Directors shall be elected prior to the Annual Membership meeting, by the student and adult members of the Association from their respective districts. Only in the event a district cannot decide on a Director, shall he/she be elected by the membership.

Section 6: Prior to each annual meeting, the Board of Directors shall meet to appoint a Nomination Committee to select candidates for the various Officer positions. The names of such candidates shall be placed on the ballot to be used in the election of officers. After the nominating committee’s candidates have been placed before the members, the President shall call for nominations from the floor.

Section 7: All voting for Officers of the Association shall be by secret ballot, and a simple majority shall be required to elect.

Section 8: The student officers shall run for office during the state finals. The outgoing student officers shall run the election process for the incoming candidates. Candidates must declare they are running prior to the state finals weekend and shall be given the opportunity to campaign during state finals, including

presenting their candidate speeches. Candidate elections will be run by secret ballot at the annual meeting.

**Section 9:** The term of office for all Officers shall be for one year as elected at the annual meeting and shall commence on the first day of the new fiscal year and shall end on the last day of the fiscal year for the term served. Officers may be re-elected by the membership each year.

**Section 10:** The terms of the National Directors shall automatically renew annually unless an election is determined by the Board of Directors or a vacancy exists.

**Section 11:** Vacancies. A vacancy in any office because of death, resignation, removal disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

## **ARTICLE IX – CHECKS, DRAFTS, BILLS, NOTES, CONTRACTS AND CONVEYANCES**

**Section 1:** All checks and drafts upon the funds of the Association shall be signed by the Adult Treasurer. The board shall designate a secondary signatory to represent the association when the Adult treasurer is not available.

**Section 2:** Promissory notes, debentures, bonds or other evidence of indebtedness of the Association shall be signed by the Adult President and attested by the Adult Secretary and when properly authorized by the Board of Directors, and when so signed shall be binding upon the corporation.

**Section 3:** Contracts, deeds, bill of sale, mortgages, pledges and other instruments conveying or creating a charge or lien upon any of the property or assets of the corporation shall be signed by the Adult President and attested by the Adult Secretary when properly authorized by the Board of Directors, and when so signed shall be binding upon the corporation.

**Section 4:** Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for any purpose of the Association.

## **ARTICLE X – RULES & RODEO PROVISIONS**

**Section 1: General Rules, All Rodeos (Qualifying and State Finals)**

- a. All Association Rodeos shall be conducted under the same rules and regulations as set forth in the National High School Rodeo Association Rule Book. It is understood that if the rules are not followed contestants from the Association shall not be qualified to enter the National High School Finals Rodeo (NHSFR).
- b. The association may establish a set of standing rules in addition to the National rules. Standing rules may be modified at special meeting of the members or the annual general membership meeting. Standing rules shall be approved by a simple majority of the members present.
- c. If the standing rules conflict with the Association bylaws, the bylaws will take precedence. If the standing rules conflict with the currently valid NHSRA rule book, the NHSRA rule book will take precedence. Final interpretation of said rules is by the Executive Board.

**Section 2: Qualifying Rodeos -** The Association shall conduct a series of qualifying rodeos for each competing year to determine eligibility for State Finals.

- a. The Board of Directors shall be responsible for opening bids for rodeos (fall and spring) in compliance with the NHSRA rules book and the association's standing rules.
- b. The Board of Directors shall consider bids from regional rodeo committees as well as conducting state run rodeos when establishing its qualifying rodeo schedule.

**Section 3: State Finals Rodeo -** The Association shall conduct a State Championship Finals Rodeo each year at the end of the Qualifying Rodeo season.

- a. Bids will be accepted until the first of January and the venue for the state contest will be voted on by the board of directors at the winter meeting to be held each year in January.

#### **ARTICLE XI – AMENDMENTS**

These bylaws may be amended at the Annual Membership meeting by a 2/3 (two-thirds) vote of the members present. The notice of the proposed amendment must be included in the notice of the Annual Membership meeting 20 days prior to the meeting for voting on said amendment.