

# **American Junior Shorthorn Association**

## **By-Laws Policies and Procedures**

**Purpose:** The purpose of the AJSA is to promote shorthorn cattle and to provide the opportunity to exhibit Shorthorn cattle. The AJSA seeks to educate all young people about the beef cattle industry.

**Name and Registered Agent:** The name of the association shall be American Junior Shorthorn Association (AJSA) operating as a subsidiary of the American Shorthorn Association (ASA) who is 501-c5 non-profit corporation operating in the State of Missouri

**Qualifications of Membership:** The membership for the American Junior Shorthorn Association (AJSA) is for the youth of the American Shorthorn Association (ASA). The membership is a one-time fee that gives membership to the youth interested in Shorthorn cattle until December 31, of the year they turn 22. AJSA membership gives the youth the right to ASA membership privileges as listed in the ASA By-Laws and Rules and Regulations with the exception of any voting rights for ASA matters. But the AJSA membership gives voting rights to Junior members under the described rules and regulations of this document.

**Election of Board of Directors:** All candidates MUST submit a written application that is available from the ASA Director of Youth Activities. Junior board applications will be collected in the ASA office by the designated deadline during the current election year. Candidates for election must be nominated from the floor at the Jr. National Youth Conference meeting. A maximum of two new Board of Directors from each state and/or Junior State Association are allowed to be elected at the same time or year.

- A. Open interviews with the state delegates will be conducted at Youth Conference.
- B. Junior Board candidates will be interviewed by three qualified Industry leaders, normally including but not limited to the ASA Executive and AJSA advisors. The individuals interviewing the candidates will rank them in the same manner that the delegates would. The interview process represents 30% of each candidate ranking toward their total score.

**Delegate Representation to Elect Board Members:** Each state and or state association shall appoint two delegates to represent that state at the Junior National Youth Conference meeting normally held at the Junior National. A state may be represented by only one junior organization from each state. Those delegates would vote to elect the Board of Directors at Youth Conference meeting. Each delegate must be a member in good standing of the AJSA in order to serve as a delegate. Said delegates must be AJSA members that are 15 years of age or older. If the association does not have two members present fulfilling this age requirement, they may have younger delegates. All delegates must be junior members of the ASA (AJSA members) and be a member in good standing. The definition of a member in good standing is

one that does not have over a 90-day balance on their account with the ASA.

A. **Vote Distribution:** Election will be conducted at the Youth Conference in the following manner: The number of votes received by each State will be determined by the number of members of the American Junior Shorthorn Association within that Junior Association. *(If two states officially become one junior association, i.e. Dakota Plains, they will vote as one association. The number of members from each of the states represented will be added to determine the votes the Junior Association gets. So long as no other association is representing either state.)*

1. If the State has 0-75 members in the AJSA the state receives 2 ballots representing 2 votes.
2. If the State has 76- 250 members in the AJSA the state receives 3 ballots representing 3 votes.
3. If the State has 251 or more members in the AJSA the state receives 4 ballots representing 4 votes.
4. The number of Junior Members will be determined at the time and date entries close for the Junior National Show and Youth Conference.
5. Each Current AJSA Board of Director will receive one ballot representing 1 vote each.

B. **Scoring of Votes:** During voting, ONLY delegates of the same junior association will be able to confer. Ballots from one state association do not have to have the same rankings. Each ballot will have all the candidates listed on it. The ballot will be filled out by ranking the candidates in order of preference starting with the first choice as 1 and the second choice as 2 and so on, continuing through the list until all candidates have a ranked number. The ballot must be fill out completely with a ranking for each candidate listed or the ballot will be disqualified.

1. Delegate and AJSA Board rankings will account for 70% of each candidate's total score.
2. Interview process with three industry leaders with each candidate will be ranked in order of preference and will account for 30% of each candidate's total score.
3. The total rankings will be added. The candidate with the lowest score will be the first to become a new Board member the candidate with the second lowest score will be the next new board member and so on until all open positions on the Board are filled.

**Board of Directors:** The Board of Directors shall manage and control any and all activities of the AJSA under the sponsorship and leadership of the ASA. These decisions shall have the guidance of the ASA Director of Junior Activities and or appointed adult advisors and be subject to approval of the ASA Board of Directors.

**Terms, Number and Structure for the Board of Directors:** There shall be a total nine Board

of Directors, each serving a three-year term. There shall be three Board of Directors elected annually at the Junior National Youth Conference, from state delegates at the Youth Conference annual meeting so there is a three-year rotation of the Board of Directors. Any Board of Director serving a full three-year term is not eligible for re-election. There shall be no more than three Board of Directors from one state serving on the Board of Directors at any time.

**Qualifications for Election to Board of Directors:** Directors must be at least 17 years of age to apply for the Junior Board. Should a director have his/her 22nd birthday after the election, he/she still will complete serving their term. To be eligible to be on the AJSA board, juniors must not have children or be pregnant have fathered a child. If a previously installed Board Member becomes a parent or has a child, he/she must resign immediately, and their term will be filled at the following AJSA Board of Director election. AJSA Board of Director Candidates must have attended at least 1 Junior National Show and Youth Conference prior to running for the board. Candidates for the election as a Board member of the AJSA must be a member in good standing at the time they send in their application to become a Board of Director.

**Resignation of a Board of Director:** Any member of the board of directors may resign at any time by giving written notice thereof to the Director of Junior Activities and the Board of Directors. Such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If a Board of Director misses two required events/meeting or more, they may become subject to removal from the Board of Directors by a majority vote of the AJSA Board of Directors. Unless the Board of Director in question has an approved excuse from the event or meeting by both the Director of Junior Activities and Executive of the ASA they will be asked to resign from the board.

**Vacancies on Board of Directors:** Vacancies on the AJSA Board of Directors resulting from any cause or at any time will continue to be left open until the next Junior National Youth Conference election. At which time a successor for the vacant term will be elected to full fill that term. The successor elected will be the fourth or fifth ranked individual depending on the number successor terms needs and or years left in the term that the successor is being elected for.

**Removal of AJSA Board Member:** An AJSA Board member may be removed at any time by a recommendation from the Director of Junior Activities and the ASA executive to the ASA Board of Directors and AJSA Advisors. Any AJSA Board member may be asked to resign if they do not maintain the standard of conduct that fails to be consistent for a role model for the youth of the Shorthorn Breed. Such activities as being seen or reported underaged drinking alcohol, consumption of controlled substances, insubordination to Director of Junior Activities or ASA Executive or engaging in any activities not appropriate as a ROLE MODEL of the AJSA membership.

**Compensation to Board of Directors and Director of Junior Activities:** Partial or full compensation may be rendered to a member of the Board of Directors at the discretion of the Director of Junior Activities for performing AJSA Activities. Any and all disbursements for reimbursements and or compensations will be fully documented and will be at the discretion of the Director of Junior Activities with approval from the ASA Executive. Officers of the Board of Directors will not receive any regular or special compensation for holding their office.

**Meetings for Board of Directors:** All meetings of the Board of Directors may be held at any place, as the Board of Directors and Director of Junior Activities may determine. The Director of Junior Activities shall have final say as to time and place of Meeting for the AJSA Board of Directors due to the costs and budget requirements of the meetings. Meeting can also be held by conference call and or video links. Conference Calls or video Board of Director meeting is considered proper and have the same authority as a meeting in person. The President in conjunction with the Director of Junior Activities may call a Board meeting at any time with a 10-day notice to other Board members. Emergency meeting may be called with a less than 10-day notice. There must be at least 5 Board of Directors present to have a quorum at all Board of Director meetings and the Junior Activities Director must be present at all meeting, regardless of the meeting being in person, or by phone, or video in order to conduct business.

**Advisory Board:** The American Junior Shorthorn Association shall manage the affairs of the American Junior Shorthorn Association subject to the approval of the American Shorthorn Association Board of Directors. The American Junior Shorthorn Association Board of Directors shall receive guidance from the Director of Junior Activities and the Executive Secretary of the American Shorthorn Association. The Director of Junior Activities shall act as representative of the actions of the American Junior Shorthorn Association Board of Directors, subject to the approval of the American Shorthorn Association Board of Directors. There will be three American Shorthorn Association members appointed as adult advisors for the AJSA. One such member shall be a liaison from the ASA Board of Directors appointed by the ASA Board of Directors. The other two advisors will be appointed by the AJSA Board of directors. These appointments are annual, and advisors serve a one-year term with no term limits. The AJSA Board may appoint a Junior liaison from the AJSA board to attend ASA Board meeting and represent the AJSA board with the Director of Junior Activities at ASA Board meetings.

**Officers of the AJSA:** The officers of the Association shall consist of a president, vice-president, secretary, and public relations secretary. All officers shall be members of the Board of Directors and shall be elected each year by a majority vote of a quorum of the AJSA Board of Directors at the Junior National Youth Conference annual meeting thereof. The election of new officers shall be done at the last meeting of the present Board of Directors just before the new elected Board of Directors are announced at the Junior National Youth Conference. The

term of all officers of the AJSA shall be one year.

- A. Removal: The AJSA Board of Directors may remove any officer by majority vote at any meeting of the AJSA Board of Directors call under the provisions of the By-Laws or policy of the AJSA.
- B. Vacancies: Vacancies of an Office of the AJSA caused by death, resignation, incapacity or disqualification of an office of the AJSA may be filled by the remaining Board of Directors to serve out the successors term.

#### **Duties of Officers:**

##### **1. President**

- A. The President shall preside over all meeting, using the Roberts Rules of Order for both Board of Directors meetings and AJSA Delegates meetings.
- B. The President shall appoint all committees and Committee Chairs of the association and become part of each committee.
- C. The President shall submit annul reporting to both the Youth Conference delegates and the ASA annual meeting.
- D. The president shall have the authorities as disrobed in Roberts Rules of Order.
- E. The President will have a vote on all matters brought before the Board of Directors.

##### **2. Vice-President**

- A. The Vice-President shall, in the absence, disability or inability to act of the president, perform the duties and exercise the posers of the president, and shall perform such other duties, as the president shall from time to time prescribe.

##### **3. Secretary**

- A. The Secretary shall attend all meetings of the members and of the Board of Directors and shall record or cause to be recorded all votes taken and the minutes of all proceedings of the association to be kept for that purpose. He/she shall perform like duties for the committees when requested by such committees to do so. All Minutes at the end of the Secretaries term will be submitted to the Director of Junior Activities and kept for prosperity of the AJSA.

##### **4. Public Relations Chair**

- A. Public Relations Chair have the responsibility of promoting the AJSA and its membership throughout social media and other mediums of promotion.
- B. The Public Relations Chair will also act as a Historian for the AJSA and record and present items of interest to the Director of Junior Activities for prosperity of the AJSA.
- C. The Public Relations Chair shall follow through with presenting items for social media and other areas of promotion as directed by the Director of Youth Activities of the ASA.

**Records:** The AJSA shall keep correct minutes of all meetings held by the AJSA board of Directors. A complete accounting of activities for AJSA will be kept in the ASA books. Funds allocated by ASA Board of Directors for the AJSA activities shall always be accounted for separately held and used for AJSA events and activities or Junior type programs of the ASA. All membership dues for Junior membership (AJSA) of the ASA will be directed to the AJSA activities and /or events accounting.

**Fiscal Activities:** The ASA will hold and account for all moneys received and paid out on behalf of the AJSA. The Executive Secretary/CEO and the Director of Junior activities will work in unison to handle these funds on behalf of the AJSA and under the supervision of the ASA Board of Directors.

- A. It is expected that the AJSA Board with the guidance of the Director of Junior Activities will hold fundraisers for the purpose of Junior events and or travel needs of the AJSA Board of Directors.
- B. Budgets for activities may be presented to the AJSA Board of Directors from time to time at their request for suggestions and comments.
- C. The ASA will hold all funds donated to Youth Activities for only Youth Activities and not be used for ASA activities. Those funds will be reported as part of the ASA Financial report each fiscal year and on their tax return as a 501c5
  - a. This includes using funds to cover all expenses incurred for youth events including and not limited to travel for both the AJSA Board of Directors and/or travel and labor costs for any ASA staff member used for the purpose of planning, hosting or sponsoring any event or doing specific work for the AJSA as approved by the ASA Board of Directors.

By-Laws and Policies and Procedures for the American Junior Shorthorn Association representing the Junior members of the ASA, may from time to time need to be altered or amended. The AJSA Board of Directors has the authority to make those changes by a majority vote with a quorum in place as needed with the approval of the ASA Board of Directors.

This document was approved on this day of 25 in the month of June in the year of 2020 by a two-thirds vote of the delegates present at the Youth Conference III of the National Junior Shorthorn Show & Youth Conference.

Approved and ratified by:

President of the American Junior Shorthorn Association



\_\_\_\_\_ Date Signed: 06.25.2020

ASA Director of Youth Activities of the American Shorthorn Association

*Shelby Diehn*

\_\_\_\_\_ Date Signed: 06.25.2020

Signature of ASA Director of Youth Activities

ASA Board of Directors represent by the Executive Secretary/CEO.

*Montie DeJules*

\_\_\_\_\_ Date signed 06/25/2020

Signature of ASA Executive Secretary/CEO