

# **THE PENNSYLVANIA HIGH SCHOOL RODEO ASSOCIATION, INC. CONSTITUTION AND BY-LAWS**

A PENNSYLVANIA NON-PROFIT  
ORGANIZATION

## **ARTICLE I – NAME**

- A. PENNSYLVANIA HIGH SCHOOL RODEO ASSOCIATION, INC.

## **ARTICLE II - PURPOSE AND AIMS**

- A. The purpose of the Association is to maintain order and standards set up by the National High School Rodeo Association and the Pennsylvania High School Rodeo Association among its members at its functions.
- B. The Pennsylvania High School Rodeo Association, Inc. is organized for charitable and educational purposes.
- C. Any reference to High School Rodeo shall also be a reference to Jr. High School Rodeo.
- D. To promote High School Rodeo on a statewide scale and work toward this by bringing Statewide recognition to this activity for students who are under 20 at the first of the Pennsylvania High School Rodeo Association year August 1<sup>st</sup> and are or have been enrolled in the sixth (6<sup>th</sup>), seventh (7<sup>th</sup>), eighth (8<sup>th</sup>), ninth (9<sup>th</sup>), tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>) or twelfth (12<sup>th</sup>) grade the year just preceding the National High School Finals Rodeo the contestant is entering, as long as they have met their grade requirements, even if they have graduated in the middle of the year, or have attended school half days, they will be eligible to compete in the National High School Rodeo through the National High School Rodeo Championship Finals. Any student attending a school which applies High School credits is eligible for membership if he/she meets all the grade and conduct qualifications of the National High School Rodeo Association, Pennsylvania High School Rodeo Association and any other requirements set by the National High School Rodeo Association and the Pennsylvania High School Rodeo Association or requirements of

his/her school.

- E. To allow for members in a junior high school division who are under the age of 16 at the first of the National High School Rodeo Association year and are or have been enrolled in the sixth (6<sup>th</sup>), seventh(7<sup>th</sup>), or eighth (8<sup>th</sup>) grade the year just preceding the National Junior High School Finals Rodeo the contestant is entering, as long as they have met their grade requirements, they will be eligible to compete in the Junior High Division of the National High School Rodeo Association and the National Junior High School Finals Rodeo. Any student attending a school which applies Junior High School credits is eligible for membership if he/she meets all the grade and conduct qualifications of the National High School Rodeo Association and any other requirements set by the National High School Rodeo Association and the Pennsylvania High School Rodeo Association or requirements of his/her school.
- F. To promote the highest type of conduct and sportsmanship at the various rodeos, clinics, and other Association sponsored activities.
- G. To keep the Western Heritage alive in America and the Commonwealth of Pennsylvania.
- H. To promote a closer relationship among people interested in rodeo and the Association.
- I. To promote and encourage any student to continue in school as a regularly enrolled student and to further his/her education.
- J. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to its members trustees, officers or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II - Purpose and Aims, paragraphs A, B, C, D, E, F, G, and H. No substantial part of the activities of the corporation shall be carried on for propaganda or otherwise attempting to influence legislation and the participation in or intervention in, including the publishing or distribution of statements(s), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision except as provided in these sections, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- K. In the event of dissolution of the nonprofit organization, any assets

belonging to the Pennsylvania High School Rodeo Association, Inc., after paying and making provisions for the payment of all outstanding liabilities of the corporation will dispose of assets of the corporation inclusively for the purpose of the corporation and in such manner or to such organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c) of the Internal Revenue code of 1954.

- L. The fiscal year of the Pennsylvania High School Rodeo Associations shall be August first (1<sup>st</sup>) to July (31<sup>st</sup>).

### **ARTICLE III - MEMBERSHIP**

#### A. General Provisions - Membership

1. Membership in the Association shall be statewide and will be governed by the Pennsylvania High School Rodeo Association Constitution and By-Laws and the National High School Rodeo Association By-Laws and Constitution.
2. The Association is incorporated, not for profit, and shall abide by the laws of Pennsylvania and all Federal laws and regulations.
3. Contestant members of the organization must meet the Pennsylvania High School Rodeo Contestants Rules of Conduct and Contestant Responsibilities to be eligible to compete at any state sanctioned rodeo.
4. Any Contestant Member, Associate Member or Life Member who makes themselves incompatible to the operation of the programs of the Association by words or deed, may be disciplined by a majority vote of the Board of Directors of the Association either by disqualification, probation, suspension, or expulsion.
5. A Qualified Member shall be a member in good standing. Only those members who are Qualified Members thirty (30) days prior to the Annual Membership meeting shall be eligible to vote at the Annual Meeting.
6. All Memberships except Life Members shall run August 1<sup>st</sup> through July 31<sup>st</sup> of each year.

7. All annual memberships are due on August 1, of each fiscal year.
8. New Memberships will be accepted at any point during the Rodeo Season.

B. Qualifications of Members and Manner of Admission

1. Membership in the Association shall consist of three (3) classes:
  - i. Contestant Membership
  - ii. Associate Membership
  - iii. Life Membership
2. Contestant Membership: This class shall consist of only those persons eligible to compete in approved High School Rodeos
  - i. Membership dues for contestants shall be determined at the beginning of each fiscal year by the Board of Directors to be based on insurance, mailings, and other required expenses. At or before admission to membership a contestant shall pay the current year's State Membership dues and the National Membership dues as governed by the National High School Rodeo Association.
  - ii. Each Contestant Membership shall include one (1) Associate Membership for a parent or legal guardian.
  - iii. Each contestant Membership shall be entitled to one (1) vote as a qualified member at any General Membership Meeting.
3. Associate Membership: This class shall consist of all persons, firms, or corporations actively engaged in promoting the Pennsylvania High School Rodeo Association.
  - i. Membership dues for Associate Memberships shall be determined at the beginning of each fiscal year by the Board of Directors at the first regular meeting.
  - ii. Each Associate Member who has paid their dues and is a Qualified Member shall be entitled to one (1) vote as at any General Membership Meeting.
  - iii. Associate members may not cast votes for elections of student officers.

4. Life Membership: This class shall consist of all persons, firms, or corporations actively engaged in promoting the Pennsylvania High School Rodeo Association that have requested this class of membership.
  - i. Candidates for Life Membership shall be admitted to the Association at the recommendation of the Membership Committee and a majority vote of the Board of Directors and upon payment of a fee of one hundred (\$100.00) Dollars.
  - ii. Life members who are Qualified Members shall be entitled to one (1) vote at any General Membership Meeting.
  - iii. may not cast votes for elections of student officers
  - iv. Life members shall be issued a Membership card indicating said class of membership.

#### **ARTICLE IV-OFFICERS AND DIRECTORS**

##### A. General Provisions - Officers and Directors

1. The Association shall consist of the President, Vice President, National Director, Jr. National Director, State Secretary and Treasurer.
2. All Officers and Directors of the Association must be either associate Members or Life Members of the Association.
3. All student officers of the Association must be Contestant Members.
4. No Officer or Board Member of the Association may participate in voting on any item from which they may receive financial gain or compensation.
5. Officers and Directors should recue themselves from any matter where the appearance of bias or the appearance of a conflict of interest is present or would be perceived by the general membership.

##### B. President

1. The term of office for the President shall be for one (1) year.
2. The President shall be the prior year's Vice President and shall assume the duties of the President at the start of the fiscal year.

The current President may also continue as the next fiscal year's President if it is felt to be in the best interest of the Pennsylvania High School Rodeo Association. This would require approval by the current National Director, Vice President, and Board of Directors.

3. If the prior year's Vice President declines to assume the position of President candidates shall be nominated from the then current members of the Association Board of Directors. If no current Board Member shall seek the position then nominations will be taken from the General Membership and the position will be elected at the next available General Membership meeting.
4. The President shall be the chairman of the Board of Directors and an ex- officio member of all committees.
5. The President shall be responsible for the operation and organization of the Association.
6. The President shall only vote at Board Meetings when it is required to break a tie.

#### C. Vice President

1. The Vice President shall be elected for a one (1) year term at the General Membership Meeting and shall assume duties at the start of the fiscal year.
2. The Vice President candidates shall be nominated from the then current members of the Association Board of Directors. If no current Board Member shall seek the position then nominations will be taken from the General Membership.
3. The Vice President shall have One (1) vote at the Association Board Meetings.
4. The Vice President shall assume the roles, responsibilities and duties of the President in the absence of the President.
5. In the event of a vacancy occurring in the office of the President, the Vice-President shall serve as president until the next General Membership meeting.

#### D. State Secretary

1. The State Secretary shall be appointed by the Board of Directors and shall serve at the discretion of the Board of Directors.

2. The State Secretary shall be entitled to one (1) vote at Board Meetings.
3. If the State Secretary is appointed from an existing seat of the Board of Directors they shall not be entitled to an additional vote as State Secretary.
4. Assistants to the State Secretary may be added with Board approval.
5. The State Secretary is responsible for the processing and tracking of all contestant membership forms and issuance of PHSRA, PJHSRA, NHSRA and NJHSRA membership cards.
6. The State Secretary is responsible for submitting membership forms and applications to the National High School Rodeo Association Membership Secretary.
7. The State Secretary is responsible for maintaining all insurances for the Association.
8. The State Secretary is responsible for keeping complete minutes of all the meetings of the Association and preserving all the documents of the Association.
9. The State Secretary shall submit to the board members proposed minutes of any meeting of the Board within two (2) weeks after the meeting date.

#### E. State Treasurer

- A. The State Treasurer shall be appointed by the Board of Directors and shall serve at the discretion of the Board of Directors.
- B. The State Treasurer position carries no vote at Board Meetings.
- C. Assistants to the State Treasurer may be added with Board approval.
- D. The State Treasurer shall collect, deposit, and be in sole charge of all financial activities and reports of the Association.
- E. The State Treasurer shall submit a monthly financial statement that indicates all monetary standings, commitments and obligations including all accounts, balances, escrows, outstanding deposits, and outstanding checks to the Board of Directors at each Board meeting.
- F. The State Treasurer shall deposit all funds, within two weeks of receipt of the funds.

- G. The State Treasurer shall pay all liabilities of the Association in a timely manner.
  - H. The State Treasurer shall submit to an audit and review of all financial procedures and expenses and properties of the Association by a committee appointed by the board of Directors.
- F. Student Officers
- 1. The Contestants shall elect Students to the positions of High School President, High School Vice President, High School Secretary, Jr., High School President and Jr., High School Vice President.
  - 2. The Student Officers shall be elected for a one (1) year term at the General Membership Meeting and shall assume duties at the start of the fiscal year.
  - 3. Nominations for all positions will be accepted prior to the General Membership Meeting in addition nominations shall be accepted from the floor.
  - 4. Student Officers shall attend the Board of Director Meetings and shall be entitled to a combined one (1) vote.
  - 5. The Student Officers will assist the Membership and Public Relations Committee and the Awards Committee with fundraising for the Association.
  - 6. Student Officers shall make other trips and appearances as the adult officers may direct

## **ARTICLE V- BOARD OF DIRECTORS**

- A. General Provisions – Board of Directors
- 1. The Board of Directors shall consist of the Pennsylvania National Director, Jr. National Director, President, Vice President, State Secretary, the immediate Past President six (6) members of the Association duly elected by the membership and the Student Officers.
  - 2. All members of the Board of Directors must be Contestant Members, Associate members or Life Members.
- B. Election Board of Directors



1. The Board of Directors shall be elected at the General Membership Meeting by the then qualified members of the Association. This election shall be held by secret Ballot.
2. Each year two (2) Board Members shall be seated each for a three-year term.
3. The term of a new Board of Director shall begin at the start of the fiscal year after the General Membership Meeting at which they are elected.
4. In the event of death, dismissal, removal, resignation or other cause of disqualification, the Board of Directors may elect a qualified successor to serve until the next scheduled General Membership Meeting at which time a successor for the remainder of the term shall be elected.
5. In the year immediately following the adoption of these By Laws, the Board members shall be reduced to six (6) members through scheduled term completions. No Board members shall be forced to resign to meet the new number of Board directors.

#### C. Meetings

1. The Board shall attempt to meet monthly at any convenient location in the Commonwealth of Pennsylvania.
2. Special Meetings of the Board of Directors may be called by the president or the National Director on three (3) days notice to each director either by phone, in person ,or e-mail and such meeting shall be held in any manner and at such time as specified in the notice thereof.
3. A Special Meeting may be called by at least two (2) members of the Board of Directors.
4. A Majority of the Board of Directors shall constitute a quorum to do business.
5. Minutes of the meetings must be kept.
6. Meetings shall be conducted under the Roberts Rule of Order

#### D. Duties of the Board

1. Transact the general business affairs of the association.
2. Establish administrative policies and devise measures for the

Associations growth and development.

3. Provide for the proper care of materials, equipment and funds of the Association and provide for the legitimate expenses of the Association.
4. Provide for the annual auditing of all books of the Association by a certified public accountant.
5. Select sites and locations for any clinics, qualifying rodeos and state rodeo finals and direct the preparation and staging of these activities.
6. Select and appoint Timers, Judges, and Arena Directors and set the compensation.
7. Select two (2) contestant delegates to accompany the National Director to the Annual Meeting of the National High School Rodeo Association to be held at the National Finals said delegates shall be entitled to cast one (1) combined vote while representing the Pennsylvania High School Rodeo Association at this meeting.
8. Fill vacancies on the Board of Directors, should a Director miss two (2) or more meetings without prior approval from the National Director or President, That Board Member shall be replaced.

#### **ARTICLE VI - NATIONAL DIRECTORS**

- A. The National Director shall be elected at the General Membership Meeting by the qualified members of the Association. This election shall be held by secret ballot.
- B. The Junior National Director Shall be Appointed by the National Director.
- C. The National Director and Jr. National Director shall serve the term of office as described in the National High School Association Rules, By-Laws and Constitution.
- D. The National Director and Jr. National Director position shall be a member of the Board of Directors and entitled to one (1) vote at Board Meetings.
- E. The National Director and Jr. National Director shall act as coordinators at all state sanctioned rodeos.
- F. The National Director and Jr. National Director Shall act as mediators

at all state sanctioned rodeos.

- G. At any State Sanctioned Rodeo the National Director, Jr. National Director and the President together shall resolve problems as soon as possible in order to prevent flagrant rule violations and delays in the rodeo performance that are observed or brought to their attention. Their decision reached shall remain final.
- H. The National Director shall be responsible for all communications between the Pennsylvania High School Rodeo Association and the National High School Rodeo Association.
- I. The National Director shall inform the Board of Directors of matters and information deriving from the National High School rodeo association.
- J. The National Director shall represent the Pennsylvania High School Rodeo Association at the National Level, and vote, negotiate, lobby or express concerns on issues that directly affect the Pennsylvania High School Rodeo Association.
- K. The National Director and Jr. National Director shall attend the Mid-Year Meeting and the National Finals meeting each year, and other National Director meeting as required in the National High School By-Laws and Constitution handbook. The Pennsylvania High School Rodeo Association is responsible for legitimate expenses incurred by the National Director while in attendance of National Meetings.

## **ARTICLE VII - MEMBERSHIP MEETING**

- A. The General Membership meeting shall be held at the Rodeo prior to State Finals at a time to be determined by the Board of Directors. The Board of Directors may set such other general membership meetings as necessary by a majority vote of the board of directors.
- B. Each Qualified Member shall be entitled to one (1) vote at any General Membership meeting.
- C. The General Membership meeting shall be conducted according to Robert's Rule of Order.
- D. The agenda for the General Membership meeting shall include among other items:

1. Roll Call of Directors
2. Address of the President
3. Address of the National Director
4. Minutes of the previous General Membership Meeting
5. Officer reports
6. Committee Reports
7. Old Business
8. New Business
9. Election of Directors, Adult Officer, and Student Officer
10. Adjournment

#### **ARTICLE VIII - RODEO QUEEN**

- A. The Pennsylvania High School Queen shall be a contestant that has competed, qualified and earned the title of Pennsylvania High School Rodeo Queen. The title shall be given to the contestant that receives the majority of the tabulated points during the Queen Competition, and not that of popular vote among contestants or adult members. The Queen shall carry out the duties of her position as stated in the National High School Rodeo Association's Rules, By-Laws and Constitution Handbook.
- B. The Queen Selection Committee shall consist of the President of the Association, the Queen Coordinator and any member of the Association nominated and appointed by the Board of Directors. All members of the Queen Committee shall apprise themselves of the rules and judging requirements for the Queen position as set forth in the National High School Rodeo Association's Rules, By-Laws and Constitution Handbook.
- C. The Rodeo Queen shall work with in cooperation with the Queen Coordinator to insure that all activities for the Queen and the Grand Entry are planned rehearsed and scheduled for each Rodeo.
- D. The Queen Coordinator shall be a position approved by the Board of Directors.

- E. The Queen, in Conjunction with the Queen Coordinator shall maintain Grand Entry Flags, Banners, American Flags and any item or items used for Grand Entry and insure the security and cleanliness of these items.
- F. The Queen shall attend all events sponsored by the Pennsylvania High School Rodeo Association or designed as a fundraiser for the Pennsylvania High School Rodeo Association
- G. The Queen shall be provided at the cost to the Association those items that are deemed necessary by the Board of Directors for the Queens Participation and competition at the National High School Rodeo Association's Queens Contest.
- H. The Queen is encouraged to attend the National High School Rodeo Association's Queens Contest and is required to attend each State Sanctioned Rodeo.
- I. In the event the Queen is forced to resign due to infractions of this organization or those outlined in the Rules, By-Laws and Constitution handbook the Queen shall relinquish any items purchased by the Association and the Board of Directors may appoint the runner-up contestant or leave the position empty until the next fiscal year.

## **ARTICLE IX – COMMITTEES**

### A. General Provisions – Committees

- 1. The Pennsylvania High School Rodeo Association shall have standing Committees that will report directly to the board of directors at each of the board of director meetings.
- 2. The standing committees may or may not be appointed based on the needs of the Association at the time.
- 3. The Board of Directors may appoint special committees as the need arises.
- 4. Each standing committee shall have as its chairperson a member of the Board of Directors except as indicated.

### B. Executive Committee

- 1. The President, Vice President, National Director, Jr. National Director,

Secretary shall meet as necessary as determined by the President to provide structure and continuity among the board and may conduct business of an emergency nature.

2. Any business done by the executive committee of an emergency nature shall be brought before the Board of Directors at its next meeting.

#### C. Nominating Committee

1. This committee shall prepare a slate of candidates for the Board of Directors, Vice-President and other Offices based on the terms of those offices.
2. The Nominating Committee shall present to the Board of Directors at the General Membership meeting the entire list of candidates and the positions they have been nominated for.
3. Nominations shall be accepted from the floor at the General Membership Meeting for any officers, Board of Directors, and Student Officers necessary to be elected.

#### D. Membership and Public Relations

1. To assist in the representation of the Association in obtaining sponsorships for awards and scholarships.
2. To raise awareness of the Association by attending events as selected by the committee.
3. To Assist the Awards Committee with fundraising for the association

#### E. Budget and finance

1. To establish and oversee the annual budget of the Association.
2. To direct and review the annual audit.
3. To review the financial procedures, expenses and maintain a list of the properties of the Association.

#### F. Insurance committee

1. The Insurance Committee shall be headed by the Secretary.
2. The State Secretary shall present to the Board of Directors all liability policy information, premiums, deductibles as it pertains to different policies.

3. The State Secretary shall verify that all premium payments are made as required, that the intended activities to be covered are included.

G. Rodeo Committee

1. Determine potential locations and dates for state sanctioned rodeos with considerations for size, location and costs.
2. Assist in the Setting up and removing of Association items at State sanctioned rodeos.
3. Acquire all personnel to conduct each rodeo performance including but not limited to Announcers, Judges, Flaggers, timers, secretaries, arena help and arena director.

H. Queen and Grand Entry committee

1. The Committee shall be headed by the Queen Coordinator.
2. The Committee shall be responsible for the selection of the Queen, Princess and Grand Entry team.
3. Attend sponsored activities and fundraising opportunities.

I. Livestock Inspection

1. The Committee shall include the National Director and the President of the Association.
2. Prior to each State Sanctioned Rodeo, the Livestock Committee shall inspect the Livestock intended to be used during each performance to assure compliance with the livestock requirements of the National High School Rodeo Association.
3. This committee shall have the ability to refuse livestock that either does not meet the requirements of the National High School Rodeo Association or in the opinion of the committee are unfit for their intended use.

J. Awards Committee

1. Responsible for determining a budget for end of year awards and weekend awards at the Associations state finals.
2. The said committee shall consist of at least three members in addition to the board member assigned to the committee.
3. The committee should attempt to include at least one member from the prior year's awards committee.

4. To assist the Membership and Public Relations Committee in determining the need fundraising for the awards.

#### **ARTICLE X-STATE FINALS**

- A. The Pennsylvania High school Rodeo Association shall conduct a State Finals Rodeo each year.
- B. The State Finals Rodeo will qualify contestants in the first four places in each event based on the total number of points earned through and including the State Finals.
- C. The roll-up rule as found in the National High School Rodeo Association Rule Book under article IX, rule 3. Will apply.
- D. In order to compete at the State Finals Rodeo, the contestant must be in good standing, have met the National High School Rodeo Association's and Pennsylvania High School Rodeo Association's grade and conduct Qualifications, be enrolled in the insurance plan approved by the National Board of Directors and be current in their membership dues and sponsorship fees.
- E. The State Finals High school and Junior High School Rodeo will be governed by the National High School Rodeo Association Rules, By-Laws and Constitution Handbook.

#### **ARTICLE XI-AMENDMENTS**

- A. This Constitution and By-laws may be amended by a two-thirds (2/3) vote of the qualified members present at any Annual Meeting of the Association, or at any Special Meeting of the Association called for that purpose, provided they are submitted to the membership for examination at least two (2) weeks prior to their enactment.