

ALABAMA CATTLEWOMEN'S ASSOCIATION BYLAWS

ARTICLE I – ORGANIZATION

Section 1

The name of this corporation shall be the Alabama CattleWomen's Association, Inc.

Section 2

The official logo of this organization will be:



ARTICLE II – DURATION

The duration of this organization shall be perpetual or until legally dissolved.

ARTICLE III – AUTHORITY

Section 1

This corporation, also called an association, is not organized for pecuniary profit, and shall conduct its affairs pursuant to the authority of Alabama Non-Profit Act of 1955, and it shall have no capital stock but shall be composed of members rather than stockholders. This corporation shall be non-profit and no dividends shall be distributed to its members, directors, or officers as said income, assets or property shall be devoted to, and extended for the purpose for which this corporation is organized.

ARTICLE IV – PURPOSE

The purpose of this non-profit corporation is to serve as an auxiliary of the Alabama Cattlemen's Association and to participate in activities, which will assist the Alabama Cattlemen's Association in its endeavours to promote, develop, expand, educate, and encourage the production of beef cattle in Alabama.

ARTICLE V – MEMBERSHIP AND DUES

Individuals who are interested in the development, promotion, education, and advancement of the beef industry in Alabama and who support the objectives of this association shall be eligible for application for membership to the Alabama CattleWomen's Association upon receipt of the dues payment.

Section 1

The membership in Alabama CattleWomen's Association shall consist of regular and state members at large.

Section 2

The annual state dues of the Alabama CattleWomen's Association for all members including members at large and collegiate shall be \$7.00 per year.

Section 3

The membership year will be January 1 through December 31. Any dues collected after December 31 will be applied to the next year's membership.

Section 4

County membership dues will be paid to the county CattleWomen's chapter, members at large paid directly to the State Treasurer, and collegiate membership to their school collegiate chapter. The county or collegiate treasurer will send the state dues, name, address, phone number, and email address to the Alabama CattleWomen's Association State Treasurer. State members at large shall send their dues payment to the Alabama CattleWomen's Association State Treasurer.

Section 5

Members at large may not hold an office or chair a committee.

Section 6

A. County Chapters

County CattleWomen's organizations, as heretofore or as may be hereafter organized, shall become affiliated with this association provided such county organizations subscribe to the purposes and objectives of this association.

B. County Bylaws

All county chapters shall operate under a single set of bylaws consistent with the state bylaws. Each county chapter is encouraged to write their own bylaws and submit them to ACWA Secretary to be filed with annual minutes for archives.

C. County Officers

County officers must submit names, addresses, phone numbers, and email address information to the ACWA State Treasurer on or before each calendar year. Changes in officers must be sent to ACWA State Treasurer and membership coordinator.

D. County Establishment, Removal and Audit

The Board shall have the authority to establish, remove, and audit county chapters at the State Board's discretion.

ARTICLE VI – OFFICERS

Section 1

The elected officers of the Alabama CattleWomen's Association shall be President, President-Elect, Vice President, , Treasurer, and twelve (12) District Directors.

Section 2

The President, with the approval of the Executive Committee, should appoint the secretary, parliamentarian, historian, and chaplain. They shall serve on the Executive Committee without a vote. They shall serve concurrently with the president. The president will appoint a past president advisor to serve on the executive committee. The past presidential advisor will have voting privileges.

Section 3

Officers shall be elected at the annual convention for a term of one year. The term of the office shall begin at the end of the convention and serve until the end of the next convention. District Directors shall serve not more than three consecutive one year terms.

Section 4

Duties of the officers – The officers of the organization shall perform the duties relevant to their office as prescribed for them by these bylaws.

A. The President shall:

1. Preside at all meetings of the organization to include the Board of Directors and the Executive Committee.
2. Appoint a secretary, parliamentarian, historian, chaplain, and committee chairpersons.
3. Fill vacancies in appointed offices or committees.
4. Serve as an ex-officio member of all committees with voting privileges, except the Nominating Committee.
5. Be the official delegate to the American National CattleWomen (ANCW) during her administration by attending the National Cattle Industry Convention, Cattle Industry Summer Conference, and Region II meetings unless an emergency arises. In the event of an emergency and the President cannot travel, the next officer in line will travel with the President's proxy. President is to obtain and prepare the voting proxy for any National meetings that she does not attend.
6. Prepare and submit a state report to ANCW at the National Cattle Industry Summer Conference, National Cattle Industry Convention and Region II meetings.
7. Submit names, addresses, phone numbers, and email addresses of new ACWA state officers and committee chairpersons to ANCW and ACA ten (10) days following the ACWA election of officers.
8. Hold at least one Executive Committee meeting and Board meeting each quarter during her administration.
9. Appoint two members to the Nominating Committee.
10. Be charged with other such duties and responsibilities as are customarily associated with the office of President.
11. Appoint chairpersons for administrative and marketing committees and any special committees, as the need arises.

12. Maintain and place a hard copy of all reports, correspondence, and important information in the President's Guide Book to be passed on to the President Elect at the end of her term.
13. Write a monthly article for the Alabama Cattlemen's Magazine and provide the State Year in review report for the ANCW newsletter and contribute to ACWA Newsletter.
14. Serve as liaison to the Alabama Cattlemen's Association and attend all ACA functions as invited by ACA office. If cannot attend, assign ACWA representative (President Elect) to attend.
15. Will only vote in circumstances of a tie vote to break the tie.

B. The President Elect shall:

1. Assume the duties of the President in her absence.
2. Automatically succeed to the Presidency at the completion of the President's term in office, or in the event a vacancy occurs in the office of the President.
3. Be charged with other such duties and responsibilities as are customarily associated with the office of the President Elect.
4. Shall attend the American National CattleWomen's Association (ANCW) Cattle Industry Summer Conference, as funds allow.
5. Assume her full term as President.
6. Be responsible for ANCW membership and report on all ANCW Activities and Business at State Board meetings.
7. Serve on the Budget Committee.
8. Be responsible for flag, pledge, and creed and head table place cards and seating arrangements at all meetings.
9. Shall serve on the bylaws committee for revisions or corrections put forth by the membership.
10. Shall act as the Honor and Awards Chairperson with the responsibilities outlined in the succeeding document entitled ACWA Policies and Procedures.

C. The Vice President shall:

1. Be coordinator of the State District Directors.
2. Be responsible for soliciting officer information from the county chapters for the publication of the State Directory and prepare electronic and printed state directory.
3. Be responsible for the Alabama CattleWomen's Association membership by working with the ACWA State Treasurer, following up on delinquent memberships and getting updated contact information for members.
4. Chair the new county chapter committee to establish ways to grow new chapters and increase membership. Committee plans should be presented at the summer meeting.
5. Coordinate with District Directors and the Ways and Means Committee for fundraising activities as approved by the Executive Board.
6. Shall serve on the Bylaws Committee for revisions or corrections put forth by the membership.
7. Solicit information for each district from the District Directors and compile this into a written report to be emailed or mailed to the Executive Committee one week prior to board meeting.
8. Shall serve on the Budget Committee.

D. The Secretary shall:

1. Record the minutes of all meetings of general membership, Executive Committee, and Board of Directors.
2. Maintain the Secretary's Notebook by placing a hard copy of all minutes and agendas in the secretary's notebook to be passed to the next secretary.
3. Shall pass archives, audio recorder and minutes from previous meetings on to the succeeding secretary at the end of the fourth quarterly meeting (state convention). Minutes from the fourth quarterly meeting shall be passed to succeeding secretary within thirty (30) days.

E. The Treasurer shall:

1. Have those duties, which are delegated to the Treasurer by the Board of Directors, Executive Committee, or officers.

2. Be custodian of the organization's funds and finance records, making payment of approved or budgeted expenses and invoices.
 3. Serve a term of one year and can be re-elected for any number terms.
 4. Serve on the budget committee.
 5. Serve ex-officio to the Audit Committee.
 6. Shall be bonded each year.
 7. Shall maintain all membership records including member contact info and funds received from counties.
- F. The State District Directors shall:
1. Be the coordinator of all counties in her district.
 2. Follow up by letter, phone, or email to the County Presidents within her district of all correspondence and information distributed by the state President.
 3. Prepare an activity report from each county within her district to be submitted to the Vice President two weeks prior to the Executive Committee meeting.
 4. Keep communications open between the Executive Committee, Board of Directors and county presidents.
 5. State District Directors shall be elected at the ACWA state convention and serve for a one (1) year term and may be re-elected for the office.
 6. District Directors shall serve not more than three consecutive one year terms.
 - i. Term Limits shall be staggered so that terms will not end at same time.
 7. The State District Directors are voting members of the Alabama CattleWomen's Association Executive Committee.
- G. The Parliamentarian shall:
1. Serve as a consultant to the President and all Board and committee members of the organization on matters pertaining to the interpretation of the bylaws and parliamentary authority of the organization.
 2. Be knowledgeable in Robert's Rules of Order and parliamentary procedure.
 3. Serve as a consultant to the Bylaws Committee with no vote.
- H. The Historian shall:
1. Be responsible for the history and archives of the organization and file photos and any other memorabilia at the ACA building in the ACWA library at the close of her year of service.
 2. Present an electronic scrapbook or presentation of activities and photos to the President at the end of her tenure.
- I. The Chaplain shall:
1. Be responsible for devotions and invocations at all meetings.
- J. The Immediate Past President shall:
1. Serve as a member with voting privileges on the Executive Committee.
 2. Serve as the Chairperson of the Nominating Committee.
 3. Acts as an advisor to the President and any other officer/chairperson on the Executive Committee

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the elected officers of the organization, twelve (12) district directors, the immediate past state President, and one past state President appointed by the President to serve as an advisor.

Section 2

- A. The Executive Committee shall:
1. Transact the business of the organization between meetings of the Board of Directors.
 2. Approve the programs and special projects.
 3. Fill vacancies of the officers except President.
 4. Report all business transacted by this committee to the Board at its next meeting.

5. Executive Committee may transact business by mail, phone or email.

Section 3

Seven members of the Executive Committee shall be a quorum for meetings.

ARTICLE VIII – BOARD

Section 1

The Board of Directors consists of all county association and collegiate group presidents, past ACWA presidents, twelve district directors, committee chairpersons and all state elected and appointed officers and they shall:

1. Approve the budget and plans of the permanent funds including the memorial and scholarship funds.
2. Adopt other rules necessary for transactions of the organization and to the Board provided they do not conflict with these bylaws.

Section 2

1. Regular meetings of the Board of Directors shall be held before and/or after the annual convention, and quarterly with the date and time set by the President. All Board of Directors and Hall of Honor members must be notified by mail or email at least 30 days prior to meeting.
2. Special meetings of the Board of Directors may be called by the President stating the purpose of the meeting. Notification shall be made to all members at least two weeks prior to the meeting.

ARTICLE IX – DISTRICTS

Section 1

To facilitate the work of the organization, it shall be divided into districts. Only the Board of Directors shall change the boundaries after written notice to all counties and directors.

Districts shall be:

District #1:

Lauderdale, Limestone, Colbert,
Franklin, Lawrence, Morgan

District #2:

Madison, Jackson, Marshall,
DeKalb, Etowah, Cherokee

District #3:

Marion, Winston, Cullman,
Blount, Lamar, Walker

District #4:

Pickens, Fayette, Tuscaloosa,
Jefferson, Bibb, Shelby

District #5:

St. Clair, Calhoun, Cleburne,
Talladega, Clay, Randolph

District #6:

Coosa, Tallapoosa, Chambers, Lee

District #7:

Macon, Russell, Bullock,
Barbour, Pike

District #8:

Chilton, Dallas, Autauga,
Elmore, Lowndes, Montgomery

District #9:

Sumter, Greene, Hale,
Perry, Marengo, Wilcox

District #10:

Choctaw, Clarke, Washington,
Mobile, Baldwin

District # 11:

Butler, Monroe, Conecuh,
Crenshaw, Escambia, Covington

District # 12:

Coffee, Dale, Henry,
Geneva, Houston

ARTICLE X – VOTING

Section 1

Executive Committee Meeting

- A. The presence of 7 voting members of the Executive Committee shall be required for a quorum.

Section 2

Board of Directors Meeting

- A. Board of Directors members present and in good standing shall constitute a quorum.

Section 3

General Membership Meeting

- A. ACWA members present and in good standing shall constitute a quorum.

Section 4

- A. No vote shall be cast by proxy.

Section 5

- A. Should business need immediate attention between regular meetings, the Executive Committee may vote by phone, email, or mail in order to transact business.

ARTICLE XI – LIABILITY

There shall be no individual liability on the part of members, officers, or directors for the obligations or other liabilities of this organization.

ARTICLE XII – DISTRIBUTION OF ASSETS UPON DISSOLUTION

The Association may be dissolved upon recommendation of the Board of Directors and by two-thirds majority vote of the active members present and voting at general membership meetings. In the event of the dissolution, the Association shall make provisions for all liabilities, dispose of assets subject to the Act and Order as required by the Act and Order, and distribute its remaining assets to the Louise Wilson Scholarship fund in a manner pursuant of the Internal Revenue Service Code and applicable law. Guidelines of the Louise Wilson Scholarship will prevail and will be administered by the officers of the Alabama Cattlemen’s Association.

ARTICLE XIII – RULES

Roberts’ Rules of Order shall be the parliamentary procedure guide.

ARTICLE XIV – AUDIT

An annual audit by the Alabama CattleWomen’s Association Audit Committee will be performed. This committee shall consist of a chairperson appointed by the President, and two (2) committee members, not to include the treasurer. However, the treasurer is to be seated on the committee as an ex-officio advisor. The Audit Committee may recommend an audit by a non-biased third party if it is deemed necessary. The Audit committee will give their report to the general membership at the annual ACWA convention.

ARTICLE XV – REVISION AND REVIEW OF BYLAWS

Section 1

The Bylaws Committee will solicit suggestions from ACWA members on bylaw changes, review bylaws annually, and make recommendations to the Executive Committee and Board to any necessary changes.

If standing rules have been added to the bylaws, then new copies should be distributed to the Executive Board, County Presidents, and ACA.

Section 2

These bylaws can be amended at any general membership meeting, regular or special meeting providing that written notice was given at the prior Board meeting and sent to all County Presidents for circulation to their membership. Prior written notice may be sent by postal mail, email, or fax.

ARTICLE XVI – EMERGENCY CLAUSE

Section 1

When, because of war, great disaster, or extraordinary emergency, the holding of a quarterly meeting is made impractical, all functions, powers, and duties of the ACWA shall be and are vested in the Executive Committee.

Section 2

If travel is forbidden or curtailed to a prohibitive extent, voting by mail, facsimile or email for the purposes of electing officers, carrying on business, and amending bylaws will be granted. The Executive Committee shall be and is authorized to be empowered to prescribe in full appropriate procedures for the purposes thereof.

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ACWA POLICIES AND PROCEDURES AND ACWA STANDING RULES FOLLOW THIS DOCUMENT ACWA POLICY AND PROCEDURES

The Board of Directors may adopt or amend policies and procedures and standing rules at any business meeting without previous notice to the membership by a majority vote.

Standing Committee Chairpersons:

The standing committee chairpersons will serve concurrently with the President who appoints them. The standing committee chairpersons will consist of administrative groups to include: Legislative, Audit, Bylaws, Budget, Scholarship and Social Media; and marketing committees to include: Jr. & Sr. High Beef Cook-Off, Beef Education, Beef for Father's Day, Ways and Means, Consumer Events/October Beef Month, and any additional special committee(s) as the need arises. Marketing committee chairs are to provide activity reports to the executive board 1 week before quarterly board meetings and with the president's approval forward those activity reports to the ANCW within 30 days.

A. Jr. & Sr. High Beef Cook-Off Chairperson

1. Shall establish a committee to perform all duties of the Jr. and Sr. High Beef Cook-Off.
2. Shall work with the Alabama Cattlemen's Association personnel and any other interested parties in planning the cook-off.
3. Will establish a committee with individual duties to include but be not limited to operate the different aspects of the cook-off (i.e. hostesses, judging, contestants, participant pictures, refreshments, prizes, set-up, clean up, cookbooks, prizes, etc.)
4. Shall solicit ACWA volunteers to help on the day of the cook-off.
5. Will serve as the ACWA contact person for County Presidents and work with the District Directors to promote county participation.
6. Will collect county President cook-off results and combine into one report to be submitted to the ACWA Executive Committee for use in the ACWA Activity report for ANCW.

B. Beef Education Chairperson

1. Shall work with Alabama Cattlemen's personnel to help in distributing information and educational materials, which pertain to beef, and cattle products as related to primary and secondary education.
2. Will work with the Alabama Cattlemen's Association personnel to develop beef Educational tools for use in the school systems that the individual counties can utilize.
3. Will coordinate the ACWA members to help the ACA Director of Industry Relations and Youth Activities with AJCA activities.

4. Will keep the county chapters aware of the education materials, which are available for use in the classrooms.
5. Assist the Alabama Cattlemen's Association personnel in distributing a resource list of educational materials to the county chapters.
6. Shall work closely with ACA and keep current with product information.
7. Will assist ACA personnel when needed at various conferences and events.
8. Shall submit a written report to the ACWA President for quarterly meetings.
9. Shall serve as a state liaison to the American National CattleWomen's Association Consumer Education Committee Chairman and Region II Consumer Education Chair, and shall file activity reports with the ANCW within 30 days of activities.
10. Will prepare one report to be given to the president, reports of county chapter beef and ACWA beef education activities to be submitted to the ACWA President in April, July and January. The President will present them at the Region II meeting, National Cattle Industry Summer Conference, and the NCBA/ANCW National Cattle Industry Convention.

C. Beef Promotions and Consumer Events Chairperson

1. Shall work with the Alabama Cattlemen's Association personnel to help encourage, stimulate, and expand the consumption of beef and beef promotion projects.
2. Will serve as liaison to ANCW and Region II Beef Promotion Chair.
3. Shall prepare written reports of county chapter beef promotions and ACWA to be submitted to the President in April, July and January. These reports will be presented at the Region II meeting, National Summer Conference, and NCBA/ANCW National Convention. These reports with the approval of the president will be submitted to the ANCW as activity reports within 30 days.
4. Shall work closely with the Alabama Cattlemen's Association and give full support to current promotional campaigns to include organizing volunteers to work consumer promotional events, i.e., home shows, adult cook-off and trade events.
5. Shall work with other agricultural groups where possible and when it is beneficial to the cattle industry.
6. Will keep up with the latest techniques in cooking, packaging and preservation and assist when needed to aid in developing demonstrations to share information.
7. Shall distribute a resource list of willing ACWA members who will help ACA staff with beef promotion projects and campaigns. to include chair the ACWA's October Beef month activities to include:
 - i. Working with Alabama Cattlemen's Association personnel to prepare October Beef materials to be distributed to county chapters at the summer board meeting.
8. Working with District Directors to contact County Presidents to encourage local promotions of October is Beef month to include political proclamations, events and publicity.
9. Will collect newspaper articles and pictures showing how county chapters celebrated, held meetings, or otherwise participated in during October Beef Month and report these in writing to the executive board 2 weeks before the winter meeting. At the President's approval, submit this activity report to the ANCW.

D. Beef for Father's Day Committee Chairperson

1. Shall work with President to receive county nominations from local chapters or individuals and review credentials of each nomination and work together with the president to make a selection for the Father of the Year.
2. Shall notify the President of the Father of the Year winner. (The President will notify the winner.)
3. As Beef for Father's day goal is to increase beef sales by promoting the grilling season, we should work with Alabama Cattlemen's Association personnel to aid in distribution of promotional and publicity materials of Beef for Father's Day to the county chapters.
4. Coordinate the awards presentation to the Father of the Year to include the publicity this award should receive.
5. Should submit a report to the executive board regarding the county Beef for Father's Day activities and with the president's approval, submit these activate report to the ANCW within 30 days of the activities.

E. Budget Committee

1. Shall consist of a chairperson who is appointed by the President. The Treasurer, the President Elect and Vice President will also serve on this committee. The Budget Committee will meet following the summer board meeting.
2. The budget chairperson shall:
 - i. Prepare and submit a written proposed annual budget to monitor expenditures and make fiscal recommendations.
 - ii. At the winter meeting review and amend, if necessary, the budget and present it to the Board for approval. Budget is approved by the general membership at the convention

F. Ways and Means Chairperson

1. If approved by the executive board, duties will include, but not be limited to coordinating the Country Store at the ACA Convention. Those duties include:
 - i. Shall solicit and collect money from counties for donations.
 - ii. Will buy products to sell using donations from county chapters and establish a budget approved by the Executive Committee.
 - iii. The country store budget must be submitted to the Budget Committee for approval prior to the summer meeting.
 - iv. Will design and maintain Country Store appearance.
 - v. Shall store all props for Country Store.
 - vi. Shall store all products that were not sold.
 - vii. Will schedule workers to manage the Country Store.
 - viii. Will manage money collected for Country Store.
 - ix. Will make an itemized list of products to sell.
 - x. Shall contact ACA personnel for assigned location of the Country Store in the trade show.
 - xi. Shall set-up and take down booth (store).
 - xii. Shall make itemized list of expenses on Country Store and money collected from sales.
 - xiii. Will present itemized list of sold and unsold items to the Treasurer.
 - xiv. Shall send money collected to treasurer after sales are finalized.
 - xv. Shall present report meeting of the Country Store at the next meeting.
2. Shall present to the executive board at the summer meeting two ideas for fund raising. This presentation should be in writing and include details of how proposals would be implemented and funded.
 - i. Needed funding would require approval of the executive board and approved by the general board.
3. Be responsible for the formation of a Sponsorships Committee each year.
 - i. Shall see that the sponsorship committee presents in writing at each winter meeting the sponsorship levels for the following year. This report should include how sponsorships will be publicized for the following year and any cost involved in providing publicity or as a show of appreciation for sponsors.
 - ii. Shall be responsible for seeing that all promised sponsorship publicity is implemented as promised to the sponsor.
 - iii. Shall be responsible for reporting all sponsorship funds received and give public recognition to the sponsors at the annual meeting.
4. Shall see that the funds have been received by or given to the ACWA treasurer.
5. All sponsorship program expenses, if needed, should be approved by the executive board and added to the budget for approval by the membership.
6. All fund raising opportunities, expenses and projects should be presented in writing to the president prior to executive board meetings and then to the Executive board for approval.
 - i. The fund raising project plans should outline what the earned funds are to be used for, start-up funding needed, and timeline for the project.
 - ii. Projects that will require more than the \$500 in start-up funds from the ACWA accounts should be presented for inclusion in the annual budget on or before the winter meeting for approval by the full membership.
 - iii. Shall submit expense receipts and earnings should be turned into the treasurer within 30 days.

7. Projects that will require more than the \$500 in start-up funds from the ACWA accounts should be presented for inclusion in the annual budget on or before the winter meeting for approval by the membership.
- G. Hall of Honor Coordinator shall:
1. Shall be elected by the Hall of Honor members to serve a three-year term.
 2. Attend the Executive Board Meetings as a representative for the Hall of Honor (without voting privileges).
 3. Be a voting member of the Hall of Honor.
 4. Collect nomination materials from the individual counties.
 5. Prepare and mail ballots to the individual Hall of Honor members.
 6. Work with the Chairperson of the Honors and Awards Committee to facilitate nominations, voting process, induction ceremony, and luncheon.
 7. Notify the nominator of the nominee's induction prior to luncheon.
 8. Notify the nominee (depending upon if she is to be surprised) of her induction prior to the luncheon.
 9. Notify the family of the Cowbelle Award recipient's induction.
 10. Purchase the Hall of Honor gifts.
 11. Maintain the Hall of Honor plaque, located on the 2nd floor of the Alabama Cattlemen's Association Headquarters in Montgomery.
- H. Honors and Awards Committee Chairperson shall:
1. Be the President-Elect of the ACWA and serve a one-year term.
 2. Work with the Coordinator of the Hall of Honor to facilitate nominations, voting process, induction ceremony, and luncheon.
 3. Is not a voting member of the Hall of Honor.
 4. Count the votes for the Hall of Honor. (Should the Chairperson be nominated for the Hall of Honor, the President of the ACWA will delegate the above listed duties to another temporary Chairperson who will carry out the work with the Coordinator.)
- I. Legislative Chairperson
1. Serve as liaison between ANCW and ACA regarding both state and federal legislative lobby efforts.
 2. Compile and notify the state Board and county chapters of legislative material information sent by ANCW, ACA and NCBA.
 3. Should supply the executive board and board of directors with list of State and National legislative delegates.
 4. Present the President with a written report prior to the quarterly Board meeting.
- J. Audit Committee
1. Shall consist of three (3) members to include the chairperson. The President will appoint the Audit Committee.
 2. Shall audit the Treasurer's books and ACWA check register in January of each year.
 3. Will make recommendations for an outside party to audit ACWA financial records, if necessary.
 4. Shall present a report with a hard copy to be filed with the minutes at the convention to the Executive Committee and Board and at the general membership meeting.
- K. Scholarship Chairperson
1. Shall appoint a committee who will help the President to solicit scholarship nominations from the county chapters.
 2. Will receive county nominations.
 3. Shall meet with the Scholarship Committee to review nominations, check criteria of applicants, and make a final decision of the scholarship winner.
 4. Notify the President of the scholarship winner. (The President will notify the winner.) Coordinate the awarding of this scholarship to the student at their high school's honors day and at the state convention. Submit publicity to winner's local newspaper.
- L. Bylaws Committee
1. The Vice President shall be the chairperson of the bylaws committee.
 2. The President-Elect shall serve on the Bylaws Committee.
 3. The immediate past president shall serve on the Bylaws Committee.

4. The President will appoint two additional committee members of the ACWA who have been state members of the ACWA for at least two years to serve on the committee, making for a total of five (5) members, The Parliamentarian will serve as a consultant to this committee with no vote.
5. Committee members are to have the highest impartiality to make clear decisions.
6. Will review the bylaws and standing rules annually and report correction or changes at the summer meeting.
7. Will make sure that standing rules have been added to the bylaws and new copies have been distributed to the Executive Board, County Presidents, and ACA.
8. Will define all standing committees, which influence finance, auditing, programs, and membership.
9. Shall solicit and consider carefully all suggestions from ACWA members on bylaw changes.
10. Shall present revisions and give a report to the Executive Committee and Board of Directors.
11. Bylaws Chairperson shall see that all bylaw recommendations and approvals are recorded with the ACWA secretary and all approved bylaw and rules changes are communicated with the membership so such as is possible by electronic means and posted on the ACA website and any other appropriate no cost web based communications as directed by the executive boards.

M. Nominating Committee

1. The immediate past President will serve as chairperson of the Nominating Committee. The President will appoint two members to the nominating committee. There shall be two (2) additional committee members elected from the floor at the annual meeting of the ACWA, making the committee five (5) members.
2. Shall meet immediately following the winter Board meeting and carefully review eligibility requirements and duties for each office as described by the ACWA Bylaws.
3. Shall find the best candidates for each office.
 - i. Shall verify the membership and eligibility requirements of each nominee prior to the Annual Convention.
 - ii. Nominee(s) for State District Director must have served as a Committee Chair in a prior year.
 - iii. Nominee for Vice President must have served as a State District Director in a prior year.
4. Shall notify potential or willing nominees in writing, mail, or email.
5. Will submit a report in writing to the Executive Committee, Board members and general membership at the annual convention.

N. Collegiate Chairperson

1. Shall work with the district directors and county presidents to establish collegiate ACWA chapters on all Alabama college and university campuses in accordance with the county chapter recommendations of the ACWA bylaws (Article 5, Section 6-A).
2. Shall work to identify possible faculty sponsors for each campus group to facilitate the group's activities and gain official organization status on each campus.
3. Shall serve as the liaison for all college chapters to the ACWA and coordinate the college groups' participation in ACWA meetings and events. At the request of the President, the committee chairperson would coordinate a presentation given by a member of a college chapter at an ACWA event.
4. Shall see that collegiate members are enrolled in the ACWA by providing member information and paying membership dues in the amount of \$7.00 each per year to the ACWA State Treasurer.
5. Shall present in writing to the President two weeks before any Executive Committee meetings and then to the Board of Directors any donation requests for a collegiate group to include the funding uses, time funds are needed and number of participants.
 - i. Any donation approved by the executive board that exceeds \$500 should also be presented to the Budget Committee Chairperson for inclusion in the budget to be voted on by the membership.
6. Shall submit a report to Executive Committee and Board of Directors meetings on the collegiate groups' activities. If appropriate, confirm that the collegiate groups have also submitted ANCW reports within 30 days of their activity.

O. Communications Chairperson

1. Shall work with ACWA President, Executive Committee and all committee chairpersons to help advertise all ACWA functions and promotional events.

2. Shall serve as the administrator on pertinent social media outlets.
3. Shall notify general membership of ACWA functions and promotional events, including but not limited to:
 - i. ACWA Quarterly Meetings
 - ii. events from Standing Committees
4. Shall assist ACWA Secretary in recording RSVPs and headcounts for quarterly meetings.

ACWA STANDING RULES

- 1) The budget committee will meet on or before the summer Board meeting. (2003/2014)
- 2) The Nominating Committee will meet immediately after the winter Board meeting. (2003/2014)
- 3) The Hall of Honor and Cowbelle nominations will be due on or before the December 31st Board meeting. (2002/2014)
- 4) A Scholarship applicant's mother or grandmother must be a current member in good standing three consecutive years prior to application. (2007)
- 5) The President shall send the meeting agenda, minutes, officer and/or committee reports, and any other material that was distributed during the executive meeting and state Board meeting to Executive Committee members who were not present at the meeting(s). (August 2007)
- 6) Should budget allow, the President elect should also attend the ANCW summer conference along with the President to learn the ANCW role. Should both attend, the President would serve as the ACWA voting delegate to the ANCW Board of Directors. (2014)
- 7) In the event of a death of an Executive Committee member, Past President, or Hall of Honor member or their spouse a fifty dollar memorial donation be made to the Louise Wilson Scholarship fund in their memory. A written card or letter from the President shall be sent in the event of death of any other member or spouse. (2014/2015)
- 8) Any requests for reimbursements or expenses shall be submitted within 30 days along with a report and original receipt(s). (2014)
- 9) Any proposals for events, marketing, educational and promotional opportunities from Standing Committee Chairpersons shall require approval from Executive Committee prior to execution.
- 10) The Alabama Cattlewomen's Louise Wilson Showmanship Scholarship awards and chairperson task are to follow the guidelines set forth in attachments (2017) :
 - a) Louise Wilson Showmanship Scholarship Organization Guidelines (2016)
 - b) Alabama Cattlewomen's Louise Wilson Showmanship Scholarship Guidelines (2017)

LOUIS WILSON SHOWMANSHIP SCHOLARSHIP ORGANIZATION GUIDELINES

1. The shows where Louise Wilson showmanship scholarships will be awarded will be approved on annual bases by the board of directors of the ACWA. Scholarships will be awarded in the amount of \$500 unless otherwise recommended by the board of directors. The ACWA budget committee would be advised of this approval by the president.
2. Funding for showmanship scholarships will be the Louis Wilson scholarship funds and efforts to replenish this fund will be conducted each year as orchestrated by the ways and means committee.
3. Louis Wilson showmanship scholarships may be presented in memory of a person for a specific show with the approval of the ACWA board of directors and will be presented as:

Louise Wilson Showmanship Scholarship
Given in memory of (name)
4. Scholarship chairperson will be responsible for coordinating the logistics of the showmanship class with the director of the cattle event well in advance of the event. It is the chairperson's responsibility to communicate the date and time of the ACWA class with the executive board so that they may attend the event.
5. Scholarship chairperson is responsible for or will have designees that will be responsible for:
 - a. Distribution and collection of applications to participants at livestock check-in or by contact in the barns
 - b. See that applicants meet the scholarship criteria
 - c. See that exhibitors are ready and lined up for the showmanship class
 - d. Prepare and distribute media about the show winner
 - e. Communicate with the show judge regarding the criteria for the class. (See item number 7 of the showmanship class guidelines.)
 - f. Provide ACWA president with award letter and certificate to present to the winner. (Samples attached)
 - g. Present awards on any occasion that the president is not available (show ring, banquet or schools honors day).
6. The ACWA president is responsible for orchestrating winner's attendance and introduction at any ACWA meeting(s).
7. It is the responsibility of the showmanship scholarship chairperson to see that show guidelines are followed and assist the ACWA officers with any exhibitor questions. Any changes to the showmanship guidelines would be subject to approval by the ACWA board of directors.

ALABAMA CATTLEWOMEN'S LOUISE WILSON SHOWMANSHIP SCHOLARSHIP GUIDELINES

Whereas the goals of the Alabama Cattlewomen's Association is to engage young women in best cattle production practices, the Louise Wilson Showmanship Scholarship will be awarded to the highest placing young lady of independent showmanship class.

The Contest Guidelines:

1. Class participants are to be young women starting their college education that are participants in the Southeastern Livestock Exposition , Alabama Jr. Cattlemen Round-up or Alabama National Fair livestock shows. Young ladies are eligible for these showmanship contests if:
 - a. SLE – exhibitor is enrolled in her senior year of high school and is scheduled to graduate in the same calendar year of the show or has previously graduated from high school and meets all exhibitor age criteria of the show's rules.
 - b. AJCA Round-up– will graduate from high school in the next calendar year or has previously graduated from high school and meets all exhibitor age criteria of the show's rules.
 - c. Alabama National Fair – exhibitor is enrolled in her senior year of high school with a scheduled graduation in the next calendar year or has previously graduated from high school and meets all exhibitor age criteria of the show's rules.
2. Participants must meet all the qualified rules and criteria governing the show's participation for the student and animal. Animal must be exhibited in at least one class other than showmanship classes during the show event, however is not required that the same animal shown in the general show's showmanship class be the animal shown in the ACWA class.
3. Exhibitor must be a current member of the Alabama Jr. Cattlemen Association and either an Alabama 4-H or FFA member and meets all show membership/ participation requirements.
4. The Alabama CattleWomen's showmanship class is an independent class of the show and results of any other contest are not to influence the placement of the class winner. The class will have one first place winner.
5. Participants must have submitted an ACWA Showmanship Scholarship application by 5:00 p.m. the day prior to the showmanship class. Any past ACWA showmanship scholarship winners are not illegible to participate. Past winners are requested to assist in presenting the ACWA award to the winner.
6. Class line-up will be in numeric order assigned to the exhibitor by the show organizer. If the show organizer does not assign the exhibitors numbers, participants will enter the ring alphabetically by last name.
7. Judging criteria will be universally excepted showmanship practices AND agriculture/cattle industry knowledge as determined by show judge. The animal's fitting requirements will be the same as the show event's rules. Winner will be selected by the events appointed judge.
8. Scholarship funds in the amount of \$500.00 per contest will be sent direct to the college of the winner's choice once she has completed college enrollment. It is the responsibility of the winner to provide their enrollment information and college contact information to the treasurer of the ACWA within 2 months of her college enrollment. Moneys not requested within 18 months of winning the contest will be forfeited.
9. The executive officers of the ACWA will address questions and make any judgments regarding show guidelines. Questions should be presented immediately following the class.