



NATIONAL LITTLE BRITCHES RODEO ASSOCIATION OF MICHIGAN BY-LAWS

(Revised August 2018)

ARTICLE I **NAME**

This organization shall be known as the National Little Britches Rodeo Association of Michigan.

ARTICLE II **OBJECTIVES**

The objectives of this association shall be:

- A. To provide individuals and organizations with a central authority that will support, encourage, supplement and coordinate junior rodeo.
- B. To elevate the requirements and standards of junior rodeo.
- C. To develop within the youthful contestants a spirit of fair competition and appreciation of good sportsmanship.
- D. To safeguard the interests of sponsoring agencies and to protect the health and welfare of contestants in competition.
- E. To keep the Western Heritage alive.

The National Little Britches Rodeo Association of Michigan is a nonprofit organization that will be financed by contributors, by the general public, fundraisers, income from investments and any other means deemed appropriate and necessary by the Executive Board.

ARTICLE III **MEMBERSHIP**

- A. Membership in the Association shall be open to all persons of good character interested in furthering the objectives of this association and extending the influence of junior rodeo. Membership must be made by written application approved by the National Office.
- B. All memberships will be substantiated by membership card, contestant number, or by the full members list given to each rodeo secretary by the National Office.
- C. All membership applications shall be first submitted to the National Office for approval. If any applications shall be rejected or denied by the National Office, then the applicant may appeal such rejection or denial to the National Executive Board by written petition as outlined in the National By- Laws.

ARTICLE IV **MEMBERSHIP FEES**

Annual membership fees are assessed by the National Association. Any Michigan fees will be set by the NLBRA of Michigan Board.

- A. Yearly membership fees shall be determined by the Executive Board and approved by the membership prior to the first rodeo of the new fiscal year.
 - a. The secretary/arena fees shall be no more than 60% of the entry fee.
 - b. A stock fee of \$5.00 per event is implemented for all events requiring an animal except for rough stock events.
 - c. A stock fee of \$15.00 per rough stock event is implemented for all rough stock events.
- B. All Membership fees shall be received by the first spring rodeo.

C. Financial Obligation Structure:

- a. 30% of the membership fees is due at either the first or second (as determined by the board) rodeo weekend of the new season and when a contestant becomes a new member
- b. ½ of the balance is due by the last rodeo before winter break
- c. Remaining balance is due by the first spring rodeo
(Ex. \$450 fee: 1st rodeo pay \$135, 2nd payment pay \$157.50 and final payment pay \$157.50)
- d. Final balance must be received by May 1st, no grace period exception. If payment is not received contestant will not receive year-end awards.

D. A non-Michigan member may participate in their first rodeo weekend without being charged a \$25 non-Michigan member fee per day. The non-member will pay the daily Michigan secretary fee. A non-national member will pay non-member fees and secretary fees as set forth by the national office per a rodeo.

E. Once membership fees/sponsorships are received over and beyond minimum requirement, the money may not be used as credit for entry fees.

F. NEW MEMBERS joining after the winter break will receive a \$100 discount off their sponsorship fees. The first half (50%) of sponsorship money is due at first rodeo weekend they attend and the second half (50%) balance is due at second rodeo weekend they attend.

G. If a member misses a payment deadline for dues, a grace period is given prior to the start of the first rodeo after the missed deadline without penalty.

Any member who has not paid their membership dues by the defined deadlines will not be a Member in Good Standing and therefore will not be eligible for year-end awards until back dues are paid.

A Member **NOT** in good standing will **NOT** receive Michigan points for any rodeos competing in during the time period the member is **NOT** in good standing.

A Member **NOT** in good standing will be fined a late fee of \$25 per rodeo competing in during the time period the member is **NOT** in good standing.

Members shall make payments to the association by cash, check, money order or PayPal. If a member submits a check that is returned, the member will receive a letter from the Treasurer and be assessed a \$25.00 bank fee plus the original amount of the check. If a second letter has to be sent to a member in the same fiscal year, the member shall not be allowed to pay by check (cash or PayPal ONLY) for the remaining fiscal year and all monies must be submitted to remain a member in good standing. Members will have 30 days or until the next rodeo (whichever comes first) to pay any returned checks and fees or legal action may be taken by the association, at the discretion of the executive board.

If a member pays by PayPal, the transaction fee charged by PayPal shall be paid by the member and NOT the association.

ARTICLE V

EXECUTIVE BOARD

The Executive Board is the legislative or rule making power of the association. The board shall:

- A. Create policies and procedures relating to the general business and activities of the organization.
- B. Create additional committees as it deems advisable.
- C. Consider and take appropriate action regarding all committee reports and recommendations
- D. Authorize the establishment of ad hoc committees.
- E. Provide for the investment of funds and supervise expenditures of the association.
- F. Assign appropriate responsibilities to officers.
- G. Transact the business of the association.
- H. Negotiate contracts.
- I. Approve fund raisers. All fund raisers must be discussed and approved by the board.
- J. Make, adopt, alter or amend the By-Laws as necessary.
- K. Conduct and approve other matters incidental to the well-being of the Association.

The general members, at their annual specified meeting, shall elect from their membership nine (9) members to serve on the Executive Board for a term of two (2) years as follows:

- President, Vice President, Secretary, Treasurer, and Rodeo Secretary shall be elected on EVEN years (i.e., 2020, 2024, etc.)
- Directors of Safety and Judges, Finance and Sponsorship, Trailhands, and Stock, as well as Sergeant at Arms, shall be elected on ODD years (i.e. 2019, 2021, etc)

Any member of the Executive Board may be removed from office upon accepted cause by majority vote of the remaining members of the Executive Board.

Proxy voting by the Executive Board shall not be permitted. Only members present at the Executive Board Meeting shall be permitted to vote on business matters at the meeting. However, votes by mail, email and telephone by the Executive Board shall be permitted in the event an Executive Board meeting cannot be held.

A quorum shall be necessary to conduct all business. A quorum at all called Executive Board meetings shall be determined by the presence of one Executive Board officer and one third of the other Board Members.

At each Year-end rodeo weekend, members shall convene to elect, from their members, the Officers of the Association during the general membership meeting.

ARTICLE VI **OFFICERS**

Officers of the Association shall be President, Vice President, Secretary and Treasurer and 6 directors.

Officers shall be elected by the general membership at the annual meeting.

All officers shall serve from the time of their election until the next election of Officers or until their successors are properly chosen.

In the event that an Officer must be replaced during the year, the Executive Board will select a replacement.

All Officers shall serve without pay.

Special board meetings may only be called by an officer.

The Officers shall vote on year-end awards before items are purchased.

The incoming Officers shall conduct an audit of the financial reports from the previous year.

All Officers handling association finances shall be bonded. This shall include, but is not limited to President, Treasurer and Rodeo Secretary.

Any officer that has been removed from office by an executive board decision shall be ineligible to seek an officer's position in the future.

The responsibilities of the Officers shall be:

President

- A. It shall be the duty of the President to preside at all meetings.
- B. Call special meetings as necessary
- C. Promotes the Association
- D. Promote rodeos
- E. Review locations, dates times for rodeos
- F. Quotes prices, promotions
- G. Promotes membership growth
- H. Assists Directors
- I. Assists Rodeo Secretary
- J. Organizes meetings of the association
- K. Oversees Fundraising activities

Vice-President

- A. It shall be the duty of the Vice President to assist the President in the performance of his duties and to perform all functions of the President in the event of the Presidents inability to perform his functions.
- B. Promotes Association
- C. Promote rodeos
- D. Chair Year-end rodeo committee
- E. Site selection process
- F. Chair awards selection process
- G. Event coordination

Secretary

- A. Prepares and distributes Newsletters
- B. Records meeting minutes
- C. Be a member of the rodeo points committee with the Rodeo Secretary
- D. Maintains contestant mailing list database
- E. Coordinate the boot raffle and maintain the winner's paperwork.
- F. Obtain and maintain all written and signed contracts prior to the local rodeos.

Treasurer

- A. Keeps financial records and reports
- B. Keeps bank accounts and statements
- C. Contracts a CPA, tax accountant or equivalent to prepare the 990-EZ Organization Exempt Tax form
- D. Maintains rodeo expense reports
- E. Prepares Year-end reports
- F. Prepare Budget to be reviewed on a Quarterly Basis with the membership
- G. Works with Sponsorship Director for fundraisers, donations and sponsorship updates

Director 1 – Safety and Judges

- A. Watches out for unsafe conditions at rodeos and takes corrective action
- B. Oversees arena, horse and contestant areas. Corrects any safety concerns
- C. Encourages and helps get new judges in our region (prefer non parent if possible)
- D. Listens for complaints and recommends corrections

Director 2 – Finance and Sponsorship

- A. Chair finance committee volunteers
- B. Seeks out large Sponsors
- C. Writes letters/Thank you's to sponsors
- D. Supplies membership with sponsor fundraising information
- E. Chair all fundraisers
- F. Maintains sponsorship data base and program ad information
- G. Works with Treasurer for fundraisers and sponsorship donations

Director 3 – Trail Hand Coordinators

- A. Organize Trail hand events at rodeos
- B. Works with Rodeo Secretary on Trail hand entries
- C. Organize Trail hand awards for events
- D. Chair Trail hand committee

Director 4 – Clinics, Rodeo & Stock Contractor Organizer

- A. Survey and assess rodeo clinic needs
- B. Work with Stock and Arena owners to provide clinics throughout the state
- C. Encourage and assist Stock Contractors to become NLBRA carded contractors
- D. Assess contractor's ability to provide a NLBRA rodeo

Director 5 – Rodeo Secretary

- A. The Rodeo secretary shall draw for order of go for each rodeo.
- B. The Rodeo secretary shall hold all mailed envelopes until the Rodeo date for verification of post mark.
- C. Works with National office on all rodeos NLBRA of MI produces
- D. Takes entries for all rodeos of NLBRA of MI or others if we are assisting another committee
- E. Coordinates volunteer committee for rodeos
- F. Works with the Secretary
- G. Shall be the Chairperson for rodeo points committee and Maintain contestant points. (The committee will include the rodeo secretary, recording secretary and at least one other committee member.)

Director 6 – Sergeant-at-arms/ General Director

- A. Keep order and timing at the general membership meetings
- B. Keep order and timing at the Executive board meetings.
- C. Responsible for the processing, updating and distributing the By-Laws and By-Law changes to membership and the National office.
- D. Assist the President with any other responsibilities deemed necessary

ARTICLE VII
ANNUAL BOARD MEETING

The annual meeting will be held following the year-end finals. Business shall include:

- A. Election of Officers.
- B. Review of the annual report on the business of the organization as compiled by the President.
- C. Review of the Treasurer's report with the annual report due to the new treasurer within 30 days after the fiscal year.
- D. Obtain reports from each Committee.
- E. Conducting of such other business as necessary.

ARTICLE VIII
YOUTH BOARD

The purpose of the Youth Board shall be to provide a liaison between the contestant body and the management of the rodeos.

All paid contestant members in good standing will automatically be members of the Youth Board.

Authority of the Youth Board shall be as follows:

- A. Event Directors shall be voted on by the youth membership at the Year-end rodeo.
 - a. Contestants named as Event Directors should be a last year Junior or a Senior Contestant with a strong interest and knowledge of the NLBRA Rule Book.
 - b. The Youth Board President (or youth executive representative) should attend the Board Meetings.
 - c. Alternate Event Directors may be named to assist the Event Director.
 - d. The Event Director's duties shall be to answer contestant questions on their events and to work with the Arena or Track Director and other adult rodeo committee persons. They are also responsible for the necessary equipment for the event (i.e.: barrels, trail course, etc) or must arrange for items to be transported to each rodeo if unable to do themselves.
- B. Event Directors are not mandatory at the local level, but are suggested. They are however, mandatory at all Regional Finals as stated in the National handbook.

ARTICLE IX
RULES OF ORDER

All meetings of the Association shall be conducted under general and accepted parliamentary rules of order and under specific By-Laws of the Association.

All By-Law changes must be submitted in writing to the Sergeant-at-Arms and will be voted on a yearly basis.

ARTICLE X
COMPENSATION

Only when authorized by the Executive Board, shall a person be compensated for reimbursement of expenses or services rendered to the association. Receipts are always required to be reimbursed.

ARTICLE XI
FISCAL YEAR

The National Little Britches Rodeo Association of Michigan fiscal year, shall begin on the 1st day of July and end on the 30th day of June of each and every year.

ARTICLE XII
DISSOLUTION

The Association shall obtain and remain a non-profit organization forever. The Association shall use its funds only to accomplish the objective and purposes specified in these By-Laws, and no part of said funds shall inure, or be distributed to, members of the Association. On dissolution of the Association all assets and real and personal property will revert:

- A. If exempt under 501(c)3, to another qualified 501(c)3 organization.
- B. If not exempt under 501(c)3, to the local government.

ARTICLE XIII **GENERAL RULES**

1. The General Rules for contestants will follow the National Little Britches Rodeo Association Rule book.
2. A contract must be signed by all vendors, contractors and/or subcontractors for every rodeo within a reasonable amount of time prior to the rodeo event.
3. Contestants must participate in a minimum of three (3) rodeos in their event and PAY ENTRIES for their events at the YEAR- END RODEO to be eligible to receive year-end awards. Year-end awards are based on points from the 12 best rodeos per event plus points from the year end rodeo which are counted as 1.5 points. Trailhands must attend a minimum of five (5) of the rodeos each season, pay entries for the Year End Rodeo, and be a member in good standing in order to receive year end awards.
4. Year-end awards will be given to at least the "Top 5" in each event.
5. The new rodeo season begins as per the National guidelines/rules. Each family should submit their paperwork to the National office at least 3 weeks prior to your first rodeo. If you are not in the National system by your first rodeo, you should physically turn in your membership paperwork directly to the rodeo secretary with **payment made out to the National Office** or you will be assessed the National Office non-member fee for each rodeo until your paperwork is processed.
6. Members may not compete as a Little Wrangler and a Trail Hand in the same event (goat tail untying, barrels, etc.); the member may choose which division they are competing in.
7. Money allocated for year-end awards must be claimed before September 1 of the new season or such money will be forfeited back to the general rodeo fund. Receipts must be submitted to treasurer for reimbursement.

ARTICLE IX **CONTESTANT ENTRIES**

All Members must adhere to the Contestant Entry deadline date per rodeo as specified in either the newsletter, national website, and/or Michigan website. All entries are "closed" after that point. Consideration for entry will be taken by Rodeo Secretary and President. A late fee of \$15 will be imposed if stock numbers and paperwork have been completed. Contestants who are entered in a rodeo and wish to add additional events after contestant entry has ended will be assessed a \$5 fee per event (excluding trailhands).

Each family has the ability to "opt-out" of a maximum of two (2) rodeo weekends per fiscal year for a fee of \$50. An opt-out can be for 1 day or 2 days of such weekend. The \$50 fee must be paid prior to next rodeo. If fee is not paid, they become a member not in good standing (see ARTICLE IV MEMBERSHIP FEES). If contestant does opt out more than 2 weekends then full entry fee must be paid for missed rodeo/s before contestant can participate. Trailhands may "opt-out" under the same guidelines above for a fee of \$25 per weekend. Fee is waived if current vet bill/letter is submitted to rodeo secretary or if special petition is approved by board.

If contestant enters into only an open jackpot event and no other national events, the contestant will pay entry fees, stock fees, and Michigan secretary fees per a rodeo for that open event. Contestant does not have to pay national fees, nor a Michigan non-member fee.

The Open Events will also receive year-end awards, if the contestants are members. Awards will be determined at the discretion of the board. Points earned in open events do not contribute to all around points.

ARTICLE XIV **ROYALTY CONTEST**

The Royalty Contest follows the same rules under Article VIII in the National Little Britches Official Rulebook under National Queen and Princess Contest. The Royalty contest will be held during the year end rodeo.

Each contestant is responsible for raising \$75.00 towards the royalty awards and is due to the coordinator by the date set by the queen's contest coordinator.

In addition to the National requirements, the local requirements are as follows:

- Each contestant must inform the coordinator of their intention to compete in the contest and turn in their financial obligation no later than the last scheduled NLBRA of Michigan rodeo prior to the finals rodeo weekend.
- Take a written exam
- Compete in a Modeling competition
- Compete in a Horsemanship competition
- Participate in a competitive interview

The winners will be announced during the Year-end rodeo and their awards will be given out during the general Year-End awards.

The winners will make public appearances throughout their reigning year and represent the association at any booth where the whole organization is participating.

Adopted: December 2, 2000
Amended: January 19, 2002
Amended: August 9, 2008 by C. Morrell
Amended: August 21, 2009 by C. Morrell
Amended: August 25, 2010 by C. Morrell
Amended: July 12, 2011 by C. Morrell
Amended: August 20, 2012 by C. Morrell
Amended: July 22, 2013 by C. Morrell
Amended: October 7, 2014 by W. Rosso
Amended: March 9, 2016 by W. Rosso
Amended: August 13, 2016 by W. Rosso
Amended: August 3, 2017 by W. Rosso
Amendments adopted June 18, 2018: C. Strautz