

**Constitution and By-Laws for the  
Cooke County Junior Livestock Show**

**ARTICLE I – NAME AND PURPOSE**

- Section A: The corporate name of this organization shall be “Cooke County Junior Livestock Show”
- Section B: The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This organization is to support Cooke County 4-H clubs/members, Cooke County FFAs, FCCLA chapters/members through education.

**ARTICLE II – ORGANIZATION, MEMBERSHIP, AND ATTENDANCE**

- Section A: Officers are elected annually. Officers are elected by the board of directors. Officers and their duties shall be:

**General Superintendent** Serves as the executive officer and in general charge of the execution of the rules of the Board of Directors and the Cooke County Jr. Livestock Show, presides at all meetings of members and Board of Directors. The general superintendent shall only vote in the case of a tie vote among the Board of Directors. The general superintendent shall be listed as a co-signer on all checking accounts. Shall appoint committees as deemed necessary for the operation of the Cooke County Jr. Livestock Show.

**Assistant General Superintendent** Shall in the absence of the General Superintendent or if requested, perform the duties of the General Superintendent or such duties as the General Superintendent may designate. Assist in the execution of the rules of the Board of Directors and the Cooke County Jr. Livestock Show.

**Secretary** Shall give notice of all meetings of the Board of Directors, maintain a record of all meetings. Oversee the online entry process, prepare all show entry class lists, prepare sale order, maintain the website and social media, prepare advertisements, media and press releases.

**Treasurer** Maintains records of deposits and disbursements, serves as second co-signer on all checking accounts. Presents financial report at all board meetings. Prepare the annual budget with the assistance of the General Superintendent for approval by the Board of Directors. Collects all monies in connection with the annual show and disburses funds for show expenses, judges, scholarships, and sales. Submits necessary filings to maintain tax-exempt status.

- Section B: Directors are as follows:

1. Agricultural Science teachers (FFA Advisors) and Family Consumer Science Teachers (FCCLA Advisors) serve in an advising capacity and have one vote per school. School Districts are: Callisburg, Era, Gainesville, Lindsay, Muenster and Valley View for a total of 6 votes
2. County Extension Agents serve in an advising capacity and have one vote total.
3. Each school and the county extension office has the right to appoint one (1) representative from their community. This representative shall be allotted one (1) vote and will be referred to as the community representative for a total of 7 votes.

4. One additional director representing each division of the Cooke County Livestock show as follows by the board:
  - a. Beef
  - b. Goats/Sheep
  - c. Poultry
  - d. Horticulture
  - e. Equine
  - f. Dairy Cattle
  - g. Rabbits
  - h. Swine
  - i. Shop (Wood/Metal)
  - j. FCS Division
5. Only members of the Board of Directors shall be allotted a vote as written above. There shall not be more than a total of 24 votes from the Board of Directors. A total of 13 representative members are required to meet a quorum.

Section C: Executive committee is comprised of the four officers and each of the community representatives for a total of 11 members. The grievance committee is comprised of the executive committee with a minimum of 7 members present to hear and rule on any filed grievances.

Section D: Attendance requirement: If a member misses 50% of meetings without excuse, the member will be dropped from the board. The member will be notified by the general superintendent before such action is taken. A new member will be chosen according to the by-laws.

### **ARTICLE III – MEETINGS**

Section A: Meetings are called or scheduled 7 days in advance, by the general superintendent as deemed necessary. Special meetings may be called at any time by phone notice and/or mail notice and/or email notice.

### **ARTICLE IV – FUNDS**

Section A: All money collected from entry fees, United Way Funds, etc., will be used for improvements and the operations of the Cooke County Jr. Livestock Show.

Section B: An annual budget will be presented or approval at the meeting in which the election of officers occurs.

Section C: Depository: Money is deposited in First State Bank where there are two accounts, a custodial & a regular checking account.

Section D: Checks written by the Cooke County Junior Livestock Show shall be accompanied by the signature of at least 2 officers of the Cooke County Junior Livestock Show Board. The officer signatures will be those of the General Superintendent and the Treasurer.

Section E: An annual internal audit of all bank accounts will be conducted by 3 appointed current members of the Board of Directors. The audit will begin at the conclusion of the disbursement of funds for the

premium sale but no later than April 15 of each year and conclude within 90 days.

Section D: Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Upon dissolution, all monetary funds accumulated and on deposit will be distributed to Cooke County 4-H and Cooke County FFA and FCCLA chapters that are participating in the Cooke County Junior Livestock Show at that time so long as they are exempt under section 501(c)(3).

#### ARTICLE V – AMENDMENTS

Section A: The constitution may be amended at any regular meeting by a quorum of the executive committee members.

Section B: By-laws may be adopted to fit the needs of the organization at any regular meeting by a quorum of the executive committee members.

Updated: 10/03/1995 04/02/1996  
03/15/1998  
03/12/2013  
01/13/2014  
05/30/2017  
08/23/2023

Signed:

\_\_\_\_\_  
General Superintendent                      Date

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Secretary    Date