

**/LAFOURCHE ROPING CLUB/  
BY-LAWS**

(REVISED and RATIFIED on: \_\_\_\_09/9/2019\_\_\_\_)

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THIS COPY BELONGS TO: \_\_\_\_\_

The official notarized copy is on file in the secretary's book of record of the Lafourche Roping Club and with the Lafourche Parish Office Clerk of Records. Each officer holds one official copy.

In accordance with Article 6, Section 3 of these By-Laws, copies of the LRC Articles of Incorporation and By-Laws will be provided to new club members either upon receipt of dues for the new member or at the first General Membership (monthly) meeting.

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**ARTICLE 1: NAME, MISSION STATEMENT AND MOTTO**

**SECTION 1: Name**

The incorporated organization shall be known as the Lafourche Roping Club. Herein referred to as the “club” or the “LRC”.

**SECTION 2: Mission Statement**

The Lafourche Roping Club is an engaging and welcoming group for its members, youth and friends interested in preserving the cowboy way of life.

The Lafourche Roping Club anchors itself in the joys and traditions of our WESTERN CULTURE and HERITAGE by developing and teaching cowboy skills and ranching skills of the present and the past. Skills like riding, roping, livestock training and care all serve as the basis and means to further develop valuable life skills.

Teaching and refining present day cowboy skills to promote participation in amateur rodeo and other amateur equine events. Preparing and encouraging our youth to participate in High School and College sanctioned rodeo events and continued education. Doing the same for the adults of our organization so as to contribute to the preservation of our western culture and heritage.

We exist not only to preserve our past, but to equip each other and our youth to BELONG and develop a deeper sense of SELF-WORTH, RESPECT, EQUALITY, COMPASSION and INTEGRITY to ultimately allow us to CONTRIBUTE to the FAMILIES and COMMUNITY that we are so proud to be part of.

As a FAMILY, bound by the principles for which we stand, the Lafourche Roping Club exists to ENGAGE THE COMMUNITY, to foster and model the true COWBOY WAY OF LIFE and its principles in hopes of ultimately passing on a LEGACY that was passed to us.

**SECTION 3: Club Motto**

The Cowboy Way; Past, Present and Future.

**ARTICLE 2: CLUB COLORS, FLAG, LOGO/EMBLEM, AND UNIFORM**

**SECTION 1:** The club will have official colors. The colors shall be red and white, shall be used as primary colors of the club flag as well as any other official symbols or emblems of the club.

**SECTION 2:** The club flag shall be adorned with the official colors and an approved logo (emblem or seal). The flag will be used, as needed, to identify the club’s official presence or as representation of the organization in meetings, parades, functions and events.

**SECTION 3:** The club will have a logo/emblem, consisting of the club’s colors, red and white, and a calf roper centered in the logo/emblem. It shall be bordered by a rope design and contain the club

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motto along the top and bottom. The logo will be used as an official seal. The logo should adorn the club flag, official letterhead, and other appropriate locations. Members are welcomed and encouraged to use the club logo/emblem on items such as caps, clothing and/or equipment and tack.

SECTION 4: The club will have a set uniform when like dress/clothing is required to promote unity and identify club members while participating or hosting events such as parades, rodeos and other activities.

The uniform will consist of full length blue jeans, a western style, red collared shirt or blouse, and western boots with optional spurs. Cowboy hats are optional but preferred. Substitutions and adjustments should be made as needed as decided upon per event or purpose.

For more formal situations, substitutions can be made as needed. Slacks, skirts, scarves and ties can be used to formalize attire as needed.

**ARTICLE 3: BOARD OF DIRECTORS**

SECTION 1: The corporate authority, business and property of the club shall be exercised, conducted, and managed primarily by the Board of Directors. The Board of Directors shall act as general managers and custodians of all club assets.

SECTION 2: The Board of Directors of the club shall execute their duties and responsibilities identified herein in an ethical, and cohesive manner, so as to serve the best interest of the club and general membership.

Service as a Board Member in any capacity is a privilege bestowed by the club's general membership through election. Any Board Member failing to meet their identified responsibilities or who is found to misrepresent or perform in any manner not consistent with the Articles of Incorporation or these By-Laws is subject to removal from office.

SECTION 3: The Board of Directors shall consist of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Parliamentarian
6. General Board Member #1
7. General Board Member #2

Officers and Board members shall serve a one (1) year term upon being elected and can serve up to five (5) years of consecutive service in any role or position. Any officer or board member who has served five (5) years of consecutive service is ineligible for nomination or service as an officer or board member for at least one year.

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SECTION 4: Vacancies on the Board of Directors, officers or board members, will be filled by a special election by the membership within thirty (30) days of the vacancy. Such person so elected shall complete the term of the vacated office.

SECTION 5: The Board of Directors may leverage help from the general club membership in the accomplishment of the club's mission statement by delegating authority, as needed, so as to empower the general membership and thus encourage initiative and over-all participation, growth and improvement of the club.

SECTION 6: Board members shall maintain executive power to appoint and delegate authority within their scope of responsibility. However, board members are ultimately responsible for their inherited duties and responsibilities.

SECTION 7: The Board of Directors will have the authority to interpret the Articles of Incorporation and the By-Laws. Additionally, the Board reserves the right to determine required action to resolve conflict or misunderstanding amongst the general membership in matters that pertain to the Articles of Incorporation or the By-Laws.

In the event that the Articles of Incorporation or the By-Laws do not adequately provide direction regarding club matters, the Board shall convene an executive session to determine appropriate action and/or resolution. The board's decision shall be ratified by a majority vote of the board followed by ratification by the general membership at a monthly (general membership meeting).

As needed any such decision that requires change to the Articles of Incorporation or the By-Laws will be done in accordance with Article 8 of these By-Laws.

SECTION 8: The Board of Directors shall have the authority to amend or abolish by-laws, in the best interest of the club as stated in Article 8 of these By-Laws.

SECTION 9: The Board of Directors will conduct the general management of the club affairs including, but not limited to, the tasks listed below. These tasks will be completed by the in-coming board of directors for the year the in-coming board is to serve.

1. Annual revision of by-laws. The incumbent Board of Directors will complete a review/revision of these By-Laws at the Annual meeting on the second Tuesday of September. The general membership will ratify the review/revision as stated in Article 5, Section 4 of these By-Laws.
2. Annual revision of the club's financial plan, as stated in Item 1 above.
3. Review and approval, of all contracts, as stated in Item 1 above.

**ARTICLE 4: BOARD OF DIRECTOR RESPONSIBILITIES**

**SECTION 1: The President**

1. Duties:

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- a. To serve as the senior executive of the Board of Directors and remain informed of all club business.
- b. To ensure all club business is executed in a timely, thorough, and effective manner.
- c. To acquire a working knowledge of parliamentary law and procedure, and a thorough understanding of the Articles of Incorporation, By-Laws, and standing rules of the organization.
- d. To have on hand a list of committees for a guide in naming new appointments.
- e. To preside and maintain order.
- f. To ensure, along with the Secretary, that a quorum is present prior to a vote, and/or the conduct of any official business at any and all meetings.
- g. To explain and decide all questions of order.
- h. To announce all business.
- i. To be informed on communications.
- j. To entertain only one main motion at a time and state all motions properly.
- k. To permit none to decide motions before they are seconded and stated; to encourage debate and assign the floor to those properly entitled to it (no member can speak twice on the same question if there are others who wish to claim the floor.)
- l. To put all motions to vote and give results; to decide a tie vote or not to vote at all; to abstain from voting if wiser.
- m. To stand while stating the question and taking vote.
- n. To remain seated while discussion is taking place or reports are being given.
- o. To enforce the rules of decorum and discipline.
- p. To talk no more than necessary when presiding.
- q. To refrain from discussing a motion when presiding; unless stepping down.
- r. To be absolutely fair and impartial.
- s. To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
- t. To give signature when necessary.
- u. To be ex-officio member of all committees.
- v. To show appreciation to officers and chairperson of committees from devoted services.
- w. To perform such other duties as are prescribed in the bylaws.
- x. Turn all money over to treasurer promptly.
- y. To prepare an agenda of every meeting with the help of the secretary and post it in the meeting room.

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- z. Sign the minutes of the secretary after they are approved along with the secretary.
  - aa. Be entitled to access of all records of the LRC at all times and to ensure all records accessible to the general membership at all times.
  - bb. Make appointments as required. These appointments may include a club Reporter, Historian, and Property Officer.
  - cc. Discharge all other duties as pertain to the office or as may be prescribed by the Board of Directors or general membership.
2. Privileges
- a. To debate motions before the board and general membership, if essential, but only upon surrender the chair until the vote has been taken. The Vice-President is asked to take the chair until the motion has been disposed of.
  - b. To use "general contest" which saves much time when routine matters are considered. Form: "If there is no objection, we will..." If there is an objection, he must take a vote.
  - c. To preside during nominations and elections even if he is the candidate. When he is sole nominee, merely out of a sense of delicacy, he permits the Vice-President to the question of the vote.

SECTION 2: The Vice President shall:

- 1. In the absence of the President, the Vice-President shall preside over meetings or Board of Directors meetings. If the Vice-President is not willing to perform the duties of the President during his/her absence or when circumstances make it necessary to assume the presidency, the Vice-President must resign from the office.
- 2. Exercise the duties and responsibilities of the President in the absence of the President, in the President's inability to so perform or in the event of the President's disqualification or removal.
- 3. To coordinate and work with the Secretary in keeping the club rules and regulations updated and readily available for use by any and all members. The Vice President shall have in his/her possession, at all club functions, an official copy of the current Articles of Incorporation and By-Laws.
- 4. Accept all duties as prescribed by the Board or general membership.
- 5. In the absence of the Vice-President, the Board shall appoint a Board Member to preside in place of the Vice President. This shall include the duty to preside over meetings or Board of Directors meetings in the absence of the President and Vice-President.

SECTION 3: The Secretary shall:

- 1. Obtain a US Post Office Box at the Raceland Post Office, in Raceland, for all correspondence to be done using this address, with the exception of a street address of the club for

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registration with the state of Louisiana in accordance with state law and the laws of non-profit business. The Secretary will check the mailbox for all mail and distribute mail to appropriate persons; officers, board members, and chairpersons, for action.

2. Keep a record of the proceedings of all meetings of the Board of Directors, General Membership, and Special meetings. To record the proceeding (what is done) not to debate (what is said).
3. Keep an accurate and updated membership log of record showing the name of each member of the club, the age of all members, both individual and family members, including members under the age of eighteen (18). Also recorded in the membership book of record shall be the date of membership, date of membership surrender, cancellation or forfeiture accordingly.
4. Prepare and mail statements of dues to members.
5. To take roll call and mark the absentees at Board of Directors meetings.
6. To read minutes of previous meeting (preferably standing).
7. To obtain from the treasurer and to read important correspondence (or give the list of it) if there is only one secretary to board or membership.
8. To record the proceeding (what is done) not to debate (what is said).
9. To record the name of the member who introduced a motion. It is not necessary to record the person seconding the motion.
10. To notify committees of their appointments and business.
11. To take charge of all documents belonging to LRC to be filed in minutes.
12. To sign official documents of the club/organization when requested.
13. To call a meeting to order, in the absence of the President, or Vice-President, and to preside until the election of a chairperson.
14. To have a list of all officers, board members, and general membership.
15. To file annual non-profit status report.
16. New Officers and By-Laws to be filed at the Lafourche Parish Consolidated Government (City Hall).
17. File Corporate Status Report with the Lafourche Parish – Clerk of Courts office, due in January of each year. (Fee charged)
18. Obtain proof of insurance, with the Secretary, and provide such proof to the Lafourche Parish, when needed, in the conduct of business or events.
19. Coordinate the renewal of the agreement for use of the arena / facility from Lafourche Parish every year. Last renewed in January 2016 (next due in 2017).
20. Execute and sign contracts, notes, papers, and documents that serve as official record of the club.

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21. Maintain all official records and/or copies of documents that pertain to the club; this will include By-Laws and Articles of Incorporation.
22. Coordinate, with the Treasurer, to the completion of the annual property inventory, to be conducted by the Board or person(s) appointed and released at the annual transition Board meeting.
23. May publish a monthly newsletter prior to regular monthly meetings. Information should include an updated calendar, events, and other information deemed appropriate.
24. Discharge all other duties as pertain to the office or as may be prescribed by the Board of Directors or general membership.

SECTION 4: The Treasurer shall:

1. Receive and bank all monies of the club.
2. Neither dispense or disburse funds nor incur any indebtedness unless previously authorized by resolution of the membership or the Board of Directors.
3. Maintain the club's accounting book/ledger, be it paper or electronic, which shall be subject to inspection by the board and/or general membership at any time.
4. Maintain the books of record in the format prescribed by the Board of Directors in accordance with a Generally Accepted Accounting Practice (GAAP).
5. All funds over \$500.00 are to be deposited with the Chase Bank, club account, upon completion of any said event or function. All other funds must be deposited within twenty-four (24) hours.
6. Keep book-keeping records of all club funds, accounts, assets, and property.
7. Pay due bills and accounts by check or other means. Ensure that checks are countersigned by the President, Vice President, Secretary, or Concessions Chairperson.
8. Pay all bills, including those submitted by officers and committee members only when the payee recorded is clearly authorized and when receipts for expenditures are attached.
9. To disperse all monies as the LRC may direct.
10. To give a statement of finances at every meeting for that month.
11. Before election provide financial statement with enough copies for all members present.
12. Appoint an assistant treasurer to assist as necessary.
13. The Treasurer will also assist in acquiring security as needed at all functions and events whereas security is necessary to safeguard cash.
14. The Treasurer is responsible for accurate and complete records of money collected. In concession matters/business, the Concessions Committee Chair will be responsible for accurate and complete records of tickets and ticket stubs collected. These two amounts should balance.



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15. Ensure all monies are deposited to the club general fund while managing the source of deposits committee credit for such deposits.
16. Provide required concession funds for the purchase of food, drinks, and supplies as needed to manage and maintain the club concessions.
17. Issue a Form 1099 to all contracts and transactions paid out over \$600.00. Failure to do so will hold LRC RESPONSIBLE FOR THESE TAXES by the IRS and responsible for State of Louisiana Exemption filing.
18. Bank reconciliation be made on a monthly basis and reviewed by the Board of Directors.
19. To ensure all appropriate tax filing documents are submitted to a hired club accountant.
20. Discharge all other duties as pertain to the office or as may be prescribed by the Board of Directors or general membership.

SECTION 5: The Parliamentarian shall:

1. Enforce the rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, to govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.
2. Assist the President in the conduct of meetings, as needed. The parliamentarian will serve as the time keeper to ensure that speakers who obtain the floor remain compliant with the amount of time allotted by the President to present, discuss, or debate.
3. Maintain order at all functions and events. The parliamentarian shall obtain security for functions and events when it is deemed necessary by the Board of Directors or general membership.
4. Assist with inventory control and security of club assets and property as needed.
5. Discharge all other duties as pertain to the office or as may be prescribed by the Board of Directors or general membership.

SECTION 6: Board Members shall:

1. Serve as representatives of the General Membership with executive authority granted to the Board by the Articles of Incorporation and these By-Laws.
2. Provide advice and input for review and discussion during the conduct of club business.
3. Participate in all meetings of the LRC. Scheduled or projected absences will be coordinated with the President prior to the conduct of any meeting.
4. Vote on all matters of the LRC as a representative of the general membership.
5. Discharge all other duties as pertain to the position / office or as may be prescribed by the Board of Directors or general membership.

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**ARTICLE 5: MEETINGS, ELECTIONS AND VOTING**

SECTION 1: Due notice is required for any and all meetings conducted by the club. Due notice is defined as completing notification to all members eligible to participate in a scheduled meeting, depending on the type of meeting. Due notice will be completed no less than five (5) days prior to a meeting unless otherwise stated in this article.

Due Notice shall consist of one of the following two methods:

1. Electronic mail (e-mail) to each member via the address provided in a member's application.
2. A written or typed notice mailed to the postal address provided in a member's application.

The club secretary shall provide a printed copy of the electronic transmittal of electronic mail (e-mail) whereas the notice was dispatched and transmitted. This notice can be transmitted via any computer but must be transmitted from a club e-mail address/mailbox.

General Membership (monthly) meetings are conducted on the first Monday of each calendar month, except for holidays. Due notice for General Membership meetings is NOT required unless postponed/rescheduled.

**SECTION 2: Board Meetings.**

1. There will be a minimum of four (4) board meetings to be held per year; one (1) board meeting per quarter of the fiscal year.
2. The date and time of each board meeting will be announced, at a minimum, at the beginning of each quarter and can be attended, without voice, by any general member.
3. A minimum of five (5) board directors shall constitute a quorum at all board meetings. When a quorum is not met for a board meeting, the meeting will be rescheduled to take place prior to the end of the fiscal quarter.
4. Proxy votes are not allowed at board meetings. Board members must be present to vote on any motion at a board meeting.
5. An affirmative majority vote is required to pass any resolution or authorize any corporate act by the board of directors.
6. Motions that do not receive a majority vote at a board meeting will not be re-introduced for a vote unless amended.
7. Unscheduled meetings of the Board shall be held as called by the President or by a majority of the Board of Directors.
8. Any and all business may be transacted at any Board of Directors' meeting, scheduled or called.

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9. Each call for an unscheduled (quarterly) meeting shall be in writing and be signed by the person or persons making the request, delivered to the secretary, with the time and place of such meeting. The Secretary, in turn, will notify all the remaining board members at least three (3) days prior to the meeting.

**SECTION 3: General Membership Meetings**

1. A general membership meeting of the club members shall be held monthly, on the first Monday of each month, at a site prescribed by the Board of Directors.
2. The meeting location shall be announced to the general membership at least ten (10) days prior to the meeting (next meeting date and time is announced at the end of each monthly meeting and is documented on the previous monthly agenda). ~~When~~ When possible, the same location should be used for the General Membership meeting.
3. The meeting place shall accommodate all membership needs, families, and promote a professional and friendly atmosphere commensurate with the over-all disposition of the general membership.
4. All business of the club shall be transacted at any official general membership meeting, providing the required quorum is met. Except as otherwise stated in these By-laws, a quorum is defined as total members physically present.
5. A quorum shall consist of no less than four (4) Board members and the President. This is required to conduct business at General Membership (monthly) meeting whereas motions are made or passed, with or without funding approval requirement(s). Proxies are not permitted to meet a required quorum.  
  
The conduct of business includes, but is not limited to, presented motions, motions passed with or without a vote.
6. When a quorum is not met at a general membership meeting, agenda items may be discussed by the present body. Voting cannot occur nor can any official business be completed.
7. It is the decision of the President to postpone, reschedule, or cancel a General Membership (monthly) meeting when a quorum is not present or for any other reason.

**SECTION 4: Special Meetings**

1. Special meetings may be called for the conduct of special/emergency business, resolution of serious conflict or issues, or to complete business action required prior to the conduct of a Board Meeting or General Membership (monthly) meeting when time sensitive issues or matters must be resolved.
2. Special meetings are NOT to be used to circumvent the normal business and/or voting process that should take place during regularly scheduled Board meetings or General Membership meetings. Abuse of Special Meetings by the Board of Directors or General Membership should not be tolerated.

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3. A special meeting may be called by the following:
  - a. Club President
  - b. Majority / Quorum of the Board of Directors. See Section 3, line 5.
4. Positive contact/notification at least 48 hours in advance is required. This notification can be completed via telephone as follows:
  - a. Board members will be notified by the Secretary.
  - b. General Members will be notified by delegated assistance from the Secretary.
  - c. Telephonic notification will be documented on a list to be entered in the meeting minutes.
  - d. Electronic mail (e-mail) may be used to notify the General Membership when approved unanimously by the Board of Directors.
  - e. Notification will include the date, time, place of the meeting as well as the purpose and/or cause of the meeting.
  - f. The authorizing person(s), purpose, and/or cause, and meeting location must be recorded in that meeting's minutes by the Secretary or appointed recorder.
5. Only business pertaining to the purpose and cause of the meeting can be completed at a special meeting. There shall be NO additional business and/or agenda items at any special meetings.

**SECTION 5: Annual Meetings**

1. An Annual Meeting will be held to conduct the following business:
  - a. General election of the Board of Directors.
  - b. Review and approval of the revision of the club's Articles of Incorporation.
  - c. Review and approval of the revision of the club's By-Laws.
  - d. Review and approval of the in-coming year's financial plan.
  - e. Initiation of an annual audit of the Club's financial records, plans, and bank accounts. This can be completed in any manner determined by the Board of Directors.
  - f. Review and approval of all annual business contracts. This includes, but is not limited to, maintenance, livestock lease/rental, equipment lease/rental, or service contracts.
2. The annual meeting shall take place in September of each year. The annual meeting will NOT take place in conjunction with a regular General Membership (monthly) meeting. However, at the discretion of the President, the annual meeting may take place in lieu of the September General Membership meeting.

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3. Newly elected Board Members shall serve as agents/representatives to the Louisiana Secretary of State Registry in accordance with Louisiana State Law. The Secretary will notify the Secretary of State of newly elected officials within (5) working days of the completed annual meeting.
  
4. All revised documents

**SECTION 6: Elections**

1. General elections will take place during the Annual Meeting as stated above in Article 5, Section 4 of these by-laws.
2. Vacancies on the Board of Directors shall be filled within thirty (30) days as stated in Article 3 of these By-Laws. A special meeting may be called to conduct the election to fill a vacancy.
3. Special elections, besides those to fill vacancies, can take place when additional positions are required and ratified by majority vote of the Board of Directors and General Membership. The addition of offices or positions can be permanent or temporary as deemed necessary by the Board of Directors.

Permanent addition of offices can include but is not limited to additional board members/directors when the population of the general membership increases, so as to provide adequate representation on the board of directors.

Additional situations and circumstances may warrant the addition of such offices and/or positions.

**SECTION 7: Voting Eligibility / Process**

1. The unhindered right to vote on any business matter, motion, or within any election of the LRC is the right of any and all adult members, age 18 and older, who meet the additional requirements:
  - a. Regarding a business matter or issue, at the time of the vote, a member must be in good standing, and have been a due's paying member for no less than one (1) calendar month.  

Example: A member who joins the LRC in any given month is eligible to vote at the next general membership meeting, usually in thirty (30) days.
  - b. Regarding a vote for the election of an official club Board Member or added position/office, at the time of the vote, a member must be in good standing, and have been a due's paying members for no less than three (3) calendar months.  

Example: A member who joins the LRC in any given month is eligible to vote in an election at a general membership or other meeting after two (2) normally scheduled

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general membership meetings have taken place. This usually occurs in ninety (90) days.

2. Junior Members, defined as members between the ages of fifteen (15) through seventeen (17) are allowed to cast one (1) vote collectively during meetings and elections.

Junior members will be allowed to gather and determine how their single vote shall be cast for any given matter or election. Proxy votes are not allowed for junior member voting.

Junior members will be monitored by the Parliamentarian to assist with discussion or debate and a vote within the group to render decision for a vote on the floor. The majority vote within the group shall determine the single representing vote for the group on the floor.

A time limit of no more than five (5) minutes will be allowed to render a vote. After five (5) minutes have passed a representative Junior Member will be allowed to cast the decided vote for the group when called upon by the President or Chair.

Should the Junior Member group be unable to come to reasonable agreement, through a vote within their group and within the allotted five (5) minutes, their vote shall be revoked.

3. All voting shall take place in accordance with the rules and guidelines set forth by the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, to govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the club may adopt.
4. All matters to be brought to a vote, facilitated by the President, shall be reasonably discussed in open forum. Any member, with the exception of the President, may discuss and/or debate a matter or issue at hand upon gaining the floor to speak.
5. It is the primary duty of the President to ensure that any and all motions brought to a vote before the general membership are clear, concise and well understood by the general membership prior to a vote.
6. It is the responsibility of a presenting person(s) to ensure that any matter or issue to be voted upon is accurately, thoroughly and properly made available to the general membership during discussion.
7. The lack of sufficient information and/or representation of a matter, issue, or proposal to satisfy the general membership shall warrant the tabling of a motion/vote.

It is the decision of the President or presiding chair to determine whether sufficient information has been thoroughly, accurately and properly presented.

However, it is the right of any general member to challenge the decision of the President or presiding chair IF the challenge provides or presents additional and/or conflicting relevant information that warrants discussion.

8. Voting shall generally occur by show roll call with a show of hand(s) or ballot, as determined by the President. Any member can propose or challenge the voting method

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with due cause or reason. However, it is the ultimate decision of the President to carry out the vote in the manner that is fit, provided the manner is in accordance with by the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

9. Proxy votes are permitted to allow members to vote at a General Membership (monthly) meeting provided that the required quorum is met without physical presence of the member delegating his/her proxy vote.

A proxy letter must be presented at the time of a vote. The proxy letter must be signed by the proxy delegator identifying the member with whom the proxy vote is delegated to, dated for use the meeting for which the proxy vote is delegated, and expires at the end of meeting for which the proxy was delegated.

10. All votes shall be tallied and documented by the Secretary or appointed recorder of a meeting in the meeting minutes.

**ARTICLE 6: MEMBERSHIP AND DUES**

SECTION 1: The club is organized for the purpose of mutual help, without capital stock, and for the purpose of serving its members by providing all of its facilities to them under uniform rules and regulations as prescribed by the Board of Directors of the LRC.

SECTION 2: Membership in the LRC shall be composed of persons who are interested in its purpose, as outlined in the mission statement, regardless of creed, color, national origin or gender. All members agree to abide by all rules and regulations of the LRC.

SECTION 3: Discriminatory Statement - LRC does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin, disability, or marital status, in its membership nor in any of its activities, events, or operations. This includes, but is not limited to, rodeos, roping events, other equine events, committee activities and events of any type, fund raisers, the selection for award of grants and/or scholarships, and the selection of contractors, volunteers and vendors. LRC is committed to providing an inclusive and welcoming environment for all members, sponsors, clients, volunteers, contractors, subcontractors, and vendors.

LRC is an equal opportunity organization. We will not discriminate and will take affirmative action measures to ensure against discrimination in the selection of awards, grants and/or scholarships and advertisements for such awards, grants and/or scholarships against any applicant for such awards, grants, or scholarship on the bases of race, color, gender, national origin, age, religion, creed, or disability.

LRC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee, job applicant, or volunteer on the bases of race, color, gender, national origin, age, religion, creed, or disability.

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SECTION 4: Copies of the LRC Articles of Incorporation and By-Laws will be provided to new club members either upon receipt of dues for the new member or at the first General Membership (monthly) meeting. The Secretary will document distribution of these documents in the meeting minutes. If copies are distributed to new members prior to their attendance at a General Membership meeting, the Secretary will document distribution in the meeting minutes.

SECTION 5: General members have the right to obtain the floor at any monthly General Membership meeting to discuss ideas and propose initiatives that ultimately support the club and/or its mission statement. This right shall be exercised in accordance with the general rules of the meeting, Article 9, Section 2 of these By-Laws.

SECTION 6: Membership shall consist of duly paid members as specified by the rules and regulations of the club. The membership types are defined as follows:

1. Family Membership – consists of and includes all members of a family / household including adults (18 years of age or older), husband and wife, and minor children (under the age of 18). Annual dues for a Family Membership is \$20.00 per year.
2. Individual Membership – consists of one paying adult (18 years of age or older) despite the family or household residence. This membership usually includes single or unmarried adults. Annual dues for an Individual Membership is \$10.00 per year.

Membership age is defined and determined by the age of a member on January 1<sup>st</sup> of any calendar / fiscal year.

SECTION 7: Dues will be assessed in January of each year at the first General Membership meeting of the year. Dues are good for one year, from January 1 to December 31 of each year.

SECTION 8: Members are welcomed into the LRC in good standing. Inappropriate behavior, such as refusal to abide and/or contribute to by the Articles of Incorporation, By-Laws, or other rules or directives of the Board of Directors will render a member to no longer be in good standing. Members not in good standing may receive disciplinary action as described and directed in Article 10 of these By-Laws.

Behavior that contradicts the good order and spirit of the LRC in any capacity will not be tolerated. Report of such behavior by any member in good standing will be reviewed as outlined in Article 10: Discipline, of these By-Laws.

**ARTICLE 7: COMMITTEES**

SECTION 1: Committees are an extension of the club and will operate within the guidelines and direction of the Articles of Incorporation, By-Laws, and Board of Directors of the club.



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SECTION 2: The committees listed below may exist to provide for the general membership and serve to support the club mission statement. Additional committees may be created by the President, as needed, to further the business of the club.

1. Rodeo Committee
2. Roping Committee
3. Barrels & Poles Committee
4. Concessions Committee
5. Flag Team Committee

SECTION 3: Committees can be formed for temporary purposes/durations in order to complete initiatives identified by the Board of Directors or at the request of the general membership. Temporary committees shall be identified as such, with a termination date correlating to the goal(s) and purpose(s) of that committee.

SECTION 4: Each committee shall have a Chairperson responsible for the functions of the committee. The Chairperson will serve as the official representative to the club and will be responsible for all committee activities. Chairpersons are responsible for monthly reports to the club at the General Membership meeting.

SECTION 5: Committee Chairpersons can be appointed by the President upon initiation of new committees. However, chairpersons shall be duly elected either by the committee or the general membership if the committee will exist for more than six (6) months as an organizational entity within the club.

Committee Chairs are responsible to manage and facilitate committee functions and purpose in support of the over-all club mission statement. This includes the conduct of committee meetings, committee specific elections and voting processes, and representation outside of the club to further promote the club's mission statement and purpose.

All committee chairpersons will provide a monthly report to the general membership at monthly general membership meetings. Information regarding general plans, initiatives, and on-going functions should be disclosed to the general membership.

SECTION 6: Any committee conducting business that involves funds of any kind or amount will report the amount of all monies transacted to the club in their monthly report.

All financial rules outlined in the Articles of Incorporation, these By-Laws, or applicable federal or Louisiana State Laws shall apply to any committee recognized and functioning within the LRC.

Committees will use the club general fund for all monies transacted using the LRC name. Monies not placed in the club general fund are subject to claim by the LRC and subject to applicable taxes.

SECTION 7: The Board of Directors may create any other committee necessary to carry out the functions of the club. Additionally, the President may appoint committee members as needed.

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**ARTICLE 8: AMENDMENTS**

SECTION 1: Any amendment or abolishment of By-Laws shall be ratified by a fifty (50) percent vote of the general membership present at a special meeting called for such an amendment. Amendments can also be ratified at an Annual Meeting as stated in Article 5 of these By-Laws.

Such a vote shall be carried out as a “special vote” during a special meeting called with appropriate and due notice as stated in Article 5 of these By-Laws.

SECTION 2: Amendments to the club Articles of Incorporation, its Articles, and By-laws may be proposed by the Board of Directors, or by written petition, by any member.

Amendments proposed by written petition must be submitted in writing to the general membership. The proposed amendment shall be forwarded to all current members via electronic mail (e-mail) or written/typed copy. A special meeting will be convened for proposed Amendments.

SECTION 3: Amendments to the club Articles of incorporation or By-laws require ratification by a majority vote of eligible voting members present. Proxy votes are allowed. If ratified, the amendment will be documented via an Amendment Document / Proclamation Letter signed by each Board member and distributed to all members. The Amendment will be codified at the next Annual Meeting.

SECTION 4: Amendments, made during any given year, and by way of a special meeting and special vote, will be reviewed at the Annual Meeting held in September for the good of the general membership.

SECTION 5: Updated / amended copies of the Articles of Incorporation and By-Laws will be distributed at the January General Membership meeting.

**ARTICLE 9: RULES AND REGULATIONS**

The following Rules and Regulations will govern the club. At no time will these Rules and Regulations be in contradiction to the Articles of Incorporation or the By-laws. If such conflict is found to exist, the Board of Directors shall have the power to resolve such conflict.

Subsequent to any ruling of the Board of Directors to resolve any conflict, appropriate record and action shall take place to codify any required amendments or abolishment in accordance with these By-Laws.

**SECTION 1: General Rules**

1. Conflict of Interest Policy – A conflict of interest is defined as an actual or perceived interest by any member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member in the performance of organization duties, seek only the furtherance

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of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

- A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising activities.
- B. No officer, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
  - 1. The officer or member;
  - 2. Any member of their immediate family;
  - 3. Their partner;
  - 4. An organization in which any of the above is an officer, director or employee;
  - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board and/or the General Membership, the interested person(s) shall call it to the attention of the Board and/or the General Membership and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the discussion, decision, or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding any person(s) concerning whose situation the doubt has arisen.

Any conflict of interest shall either be resolved through identification of the conflict and a vote to mitigate such conflict. Or, an identified conflict of interest should be dissolved in that it can/should be determined to be non-existent in fact and accepted as such by a vote.
- E. Record of Conflict – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the discussion, final decision or vote and did and did not vote on the matter.
- F. Members who are challenged by such a position shall remove themselves from any such position. When a member is found to be in a permanent conflict, the Board of Directors shall determine the resolve for such conflict.
- G. Conflict Challenge - It is the right of any member to challenge a perceived conflict of interest when such a conflict is either not disclosed or otherwise perceived. A

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challenge can be presented at any meeting.

When a perceived situation is challenged and perceived as a conflict of interest, the matter should be resolved or dissolved as stated in this rule.

2. Asset/Property Inventory - An up-to-date inventory of all equipment and supplies owned by the LRC will be kept at all times.
3. Floral/card courtesies will be limited to illness or death of a member or a member's immediate family (member's spouse, children, and mother or father). All other floral courtesies will be handled through a collection from members. Cost not to exceed fifty dollars (\$50.00).
4. Unruly behavior, of any type, during any sanctioned/sponsored function or event will not be tolerated. Offenders will be asked to leave. Failure to comply shall result in notification of local law enforcement authorities and will result in a police report and charges filed against the offender. If the offender is a club member, immediate disciplinary action shall result in accordance with these By-Laws.

**SECTION 2: Meeting Rules**

The following list of rules will be adhered to at every club meeting without exception. This list of rules supplements the current version of Robert's Rules of Order.

1. Meeting agendas will be created and adhered to for all meetings held by the club, with the exception of committee meetings.
2. All agenda items to be discussed at a Board Meeting will be given to the Secretary, or appointed recorder, three days prior to the meeting.
3. No alcoholic beverages during general membership, Board of Directors, or committee meetings, is allowed.
4. Permission to speak, privilege of the floor, will be obtained from the President or Chair of the meeting.
5. Only one person speaks at a time, without interruption, except by the Secretary, as needed for clarification so as to accurately record information in meeting minutes.
6. Speakers are allotted no more than three (3) minutes of meeting time, unless otherwise granted by the President or Chair, or the meeting agenda.
7. The President or Chair may grant additional time as/if needed.
8. No profane, insulting, or disrespectful language or comment shall be tolerated by any speaker.
9. Any and all club business shall take place at official meetings. Business transactions that take place outside of any meetings must be duly authorized by the Club in accordance with these By-Laws.

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10. Outside business shall not be discussed nor included in official club meetings. Discussion pertaining to the club and/or its business should be shared with the general membership.
11. Anything not on the agenda can only be discussed with approval of the president.
12. Meetings shall be conducted in accordance with the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED or order accepted by the President or Meeting Chair.
13. At the election meeting in September, each board member must have his/her job description and all documents pertaining to his/her duties so that this can be turned in to the Secretary in the event that the board member is not re-elected to his/her position.

**SECTION 3: General Financial Rules:**

1. All LRC Financial Transactions, Accounts and Business will be conducted in accordance with the generally accepted accounting practices (GAAP).
2. Any and all business conducted by the club that involves monies and/or other resources of any type exceeding five hundred dollars (\$500.00) to any one person(s), business entity, or vendor, shall be captured in a legal binding contract and approved by a majority vote of the General Membership and the Board of Directors.

At a minimum, all contracts will include the following information:

- a. Date – effective date(s), including start, duration and end date of the contract.
  - b. Service or Delivered Product(s) – include the desired product to be purchased, leased, or otherwise acquired by the club in detail
  - c. Parties – all responsible parties and specific duties/ responsibilities incurred through the contract.
3. Verbal / Oral contracts will not be used for business that extends beyond 24 hours in duration or when services/leases exceed more than one day (24-hour period).
  4. Verbal / Oral contracts are only to be used in emergency situations and can only be executed with a majority approval of the Board of Directors.
  5. All club financial records shall, at all times, be subject to review / inspection by the Board and General Membership upon request.
  6. All checks from the general funds account shall be signed by at least two (2) of the following: President, Secretary, and/or Treasurer; however, the two signatures may NOT be from the same family.
  7. The treasurer may be bonded in such amount as the Board of Directors shall determine, and the cost of the bond is to be paid by the club.

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8. A petty cash fund may be established at the discretion of the Board. When established, the fund will be maintained in accordance with generally accepted accounting practices (GAAP) as follows:

a. Location and Designated Staff:

Petty cash funds will be kept in a locked location, such as a cash box or drawer, with records/documentation of all transactions. The Board will designate a custodian of the petty cash fund who will be responsible for all funds, to include authorization and disbursement of the funds.

A third person will be assigned to reconcile the petty cash fund at the end of each month the petty cash fund exists for accountability and reporting to the Treasurer for the LRC monthly financial report.

An internal control to monitor petty cash use in the form of a spot audit of the funds and account will be completed each month by a board member.

b. Fund Amount and Allowable Uses

The petty cash fund will not exceed One Thousand Dollars (\$1,000.00) at any time. Monies will not be received by this fund for any reason. The fund ledger will record the balance at all times by the amount of cash in the fund or by a combination of cash and receipts for disbursements.

Petty Cash will only be used for minor repair costs (not to exceed \$100.00), small cash purchases (not to exceed \$100.00), replacement office supplies, postage, delivery and shipment fees and gratuities.

c. The Account and Funds

An LRC check will be written to the custodian to initiate the petty cash fund. The custodian will cash the check and place the cash in the locked location for the petty cash funds. The fund custodian will submit a written request form to replenish petty cash funds, as needed to maintain a balance not to exceed \$1,000.00. The request form, along with a report (copy of the fund ledger) will be submitted with proof that the remaining cash in the fund, the documentation of disbursements and the requested replenishment amount equals the total amount established for the petty cash fund.

The fund will be closed out at the end of each calendar year, no later than December 30<sup>th</sup>, and reinitiated at the beginning of the new calendar year.

d. Disbursements

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The fund custodian will ensure that receipts are obtained for all disbursements. A general ledger/log will be created and maintained by the fund custodian to account for all petty cash and to record transactions and monthly audit and reconciliation.

Numbered vouchers/receipts, such as those found in store bought voucher book/receipts, that include member/funds recipient name, date, purpose for the request and expense type will provide the necessary information and tracking mechanism along with the fund ledger/log.

e. Recording Transactions

The check written to the custodian for the petty cash funds is recorded as a debit to petty cash in the LRC general funds account and a credit to cash in the Petty Cash Fund with the check number recorded.

Petty cash disbursements are recorded in the appropriate expense accounts (committees when applicable) throughout the month. Accordingly, committees will report their spending of petty cash at the monthly general membership meeting report.

Replenish petty cash funds before completing the LRC financial statements for the month so that the cash amount in the petty cash fund matches the balance recorded for the petty cash account. The petty cash general ledger account is recorded as a current asset on the company's balance sheet.

9. An annual audit will be conducted before each newly elected Treasurer assumes responsibility for the financial records of the LRC. This audit may be done by a committee of club members or an external auditor / accountant obtained by the club.
10. Corporate reports will be filled out in a timely manner by the treasurer of the club.
11. The Board of Directors may authorize the expenditure of up to one thousand dollars (\$1000.00) per month. Any expenditure beyond one thousand dollars (\$1000.00) per month must be approved by the general membership at a regular monthly meeting.
12. Emergency expenditures that exceed one thousand dollars (\$1000.00) in a month must be approved by a unanimous vote of the Board of Directors.
13. The Board may undertake to raise funds by voluntary means, but may not levy assessments nor raise dues. Such action may be taken only by vote of the general membership.
14. The LRC will not purchase food or drinks or beer for other organizations that use the arena for any event. This does not include events whereas the LRC will sell concessions during an event held at the LRC arena.
15. All proceeds for any event, activity, function, or event sponsored by the LRC will be passed through the LRC general fund account.

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16. Monies collected only to be paid out for the lease of livestock, at an LRC sanctioned event, will be documented on an LRC livestock (committee) event sheet and will include the following information:
- a. Date of the Event
  - b. Hosting Committee
  - c. Fees for the Event – broken down by participant, category, and/or level
  - d. Amount collected from each participant
  - e. Names of participants
  - f. Total fees collected and paid out
  - g. Signatures of the following:
    - 1) Committee Chair or Representative
    - 2) Witness – Selected by the Board
    - 3) Stock Contractor (Recipient of Funds)

The event sheet will then be treated as an LRC check, to be submitted to the Treasurer for the purpose of recording the receipt and immediate dispersal of funds. Additionally, fees/amounts will be reported by the Committee Chair at the next General Membership Meeting.

17. All money coming into the treasury will be deposited into the LRC General Funds Account. The only exception to this rule will be Rule #16 (above).
18. All disbursements, bills, and other funds paid out will be done so by check from the LRC General Fund. The only exception to this rule will be Rule #16 (above).
19. Any and all documents, reports or financial statements that are to be turned into the Secretary must be completed and ready for the Secretary to file. These are to be turned in at the first general or board meeting following the event.

**SECTION 4: Arena Rules**

The LRC arena, located at 115 Texas St. Raceland, LA 70394 behind the LSU Ag Building, is obtained for use by the LRC through a Cooperative Endeavor Agreement with Lafourche Parish. Resolution No. 16-123, dated March 10, 2016. The LRC arena, owned by Lafourche Parish, is maintained by the LRC for use in a manner that serves the parish community and LRC members.

- 1. Use of the arena is authorized to all members and their guests. A member must attend one meeting a quarter ( every 3 months ) and work for the scheduled Rodeos.
- 2. No member nor family of member(s) shall profit monetarily, or otherwise, through use of the arena. This includes but is not limited to use for the purpose of providing lessons of any type, or through/by using the arena as a means by which a profit of any type is gained. Article 9, Section 1, Rule 1, Conflict of Interest Statement shall guide and govern in such a situation.



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3. All guests will complete a Club Acknowledgement of Risk form prior to using the arena or participating in arena events.  
  
It is the responsibility of the Arena Director, Committee Chair of the committee hosting such an event, and/or the member of the guest to ensure that a form is completed and on file with the club Secretary.
4. Other than scheduled arena events, use of the arena shall be on a "first come – first serve" basis. Use shall be coordinated with the Arena Director.
4. There shall be no glass containers nor glass of any type inside the arena. MEMBERS ARE RESPONSIBLE FOR GUESTS.
5. Signs must be posted at the entrance of arena stating "RIDE AT YOUR OWN RISK". The Louisiana Farm Animal Activity law will be cited on this sign as well.
6. No advertising of any kind will be allowed on the LRC arena property unless a sponsorship is purchased from the club or approved by the Board.
7. NO OUTSIDE ALCOHOL OR GLASS BOTTLES, ICE CHEST, OR FOOD will be allowed on the LRC grounds when concession stand is open.

SECTION 5: Events / Functions Rules

1. There will be NO complimentary tickets given out to anyone without prior approval of the Board for rodeos or any other functions or events whereas tickets for entry and/or services are sold with the intent to generate funds.
2. The Secretary or an appointed event Publicity Chairman will prepare all special and complimentary tickets and send a letter from the LRC with the complimentary tickets to those approved. A list of all names and numbers of tickets will be kept by the Secretary.
3. All events, functions, or activities sponsored by the LRC will be proposed to the group, specific information will be included, choices will be presented from all views, and details reported to the LRC. The LRC will approve all or make changes after which they will vote on this activity. No activity will be sponsored by the LRC unless final approval is given by the LRC before the fact.
4. Any and all documents, reports or financial statements that are to be turned into the Secretary must be completed and ready for the Secretary to file. These are to be turned in at the first general or board meeting following the event.

ARTICLE 10: DISCIPLINE

SECTION 1: General Discipline

Misconduct is defined as conduct that is detrimental to the Good Order, Purpose, and Objectives of this Club, as stated in these By-Laws, Articles of Incorporation.

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1. Any member may prefer charges against any other member for alleged violations of these By-Laws, Articles of Incorporation, or general misconduct prejudicial to the good order or the best interests of the club.
2. Written charges with specifications must be filed in duplicate with the Secretary within fourteen (14) days of the alleged misconduct, together with a deposit of \$50.00, which shall be forfeited if such charges are not sustained. The secretary shall promptly notify the President who will convene a Special Board Meeting.

The President will present the charges of misconduct to the Board of Directors for review. Only the matter(s) presented and information included in the preferred charges, as presented in the written charges, can be considered by the Board of Directors.

3. Upon review of preferred charges, the Board of Directors can choose one of the following options to resolve the matter of misconduct:
  - a. Determine disciplinary action based on the misconduct.
  - b. Refer the matter to a Grievance Committee for further consideration and recommendation of disciplinary action, if necessary.

If any Board Member is directly involved in misconduct preferred to the Board, other than as a witness to the alleged misconduct, the President shall immediately convene a Grievance Committee.

In cases of misconduct, the Board of Directors will have the final say regarding disciplinary action.

**SECTION 3: Grievance Committees**

1. Should a grievance committee be ordered to convene, the committee shall meet and fix a date of a hearing to review the matter / misconduct under grievance.

The date of the hearing shall occur no less than two (2) weeks nor more than four (4) weeks thereafter. The secretary shall promptly send one copy of the charges to the accused member by certified mail and electronic mail (e-mail) with return receipt requested, together with a notice of the hearing and an assurance that the defendant may personally appear in his or her own defense and bring witnesses, if he or she wishes. The investigation and disciplinary action, if any, will proceed according to the current Robert's Rules of Order.

2. Upon need and notice, the President will select three (3) primary and two (2) alternate members from the general membership as a grievance committee to serve until a grievance is resolved.
3. The Vice President will be the presiding officer of the committee and shall have no vote when determination of any disciplinary action is warranted.
4. An alternate member may be called upon to serve on the committee when a regular member of the committee feels, for personal or other reasons, there would be a

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conflict of interest, and upon justification to the President, the President may designate an alternate to take his or her place.

SECTION 4: Any Board member may be removed from office for cause. Cause may include, but is not limited to, the following:

1. Failure to meet commitment and obligation as a board member, as identified in these by-laws. Removal requires a majority vote by the remaining Board of Directors and the general membership at a special meeting.
2. Without good reason, missing three (3) or more consecutive meetings. This includes any and all scheduled meetings of any type. The Board of Directors shall approve "good reason" via a majority vote.
3. When conduct of the board member is deemed to warrant such cause. This may include, but is not limited to, conduct such as:
  - a. Criminal conduct either within the club, during a club sanctioned event or as recorded by public record.
  - b. Misconduct as defined in this Article that is contrary to the good order and/or interests of the club.

ARTICLE 11: DISSOLUTION

SECTION 1: Upon the dissolution of the Club / Corporation, the Board of Directors shall pay or shall make provisions for the payment of all outstanding liabilities and debt. Upon completion of such, the Board of Directors will dispose of all of the assets through donation of property to Lafourche Parish. The arena and buildings, including their permanent fixtures, will be transferred to Lafourche Parish. All other assets will go to charitable clubs of the membership's choice.