

Constitution And Bylaws Of
Hernando County Cattlewomen, Inc.

ARTICLE I

Name

The name of the Association shall be Hernando County CattleWomen, Inc., hereinafter referred to as HCCW.

ARTICLE II

Purpose

The purpose of this organization is to educate and promote the safety and nutritional value of the beef industry to the public at large, in cooperation with the county, state and national level CattleMen and CattleWomen organizations throughout the United States as well as Florida Beef Council. The mission would include the education of the ranch lifestyle, history and the impact that ranches have had in the promotion of a healthy environment.

ARTICLE III

Membership - Dues

Section 1: Eligibility of membership in the HCCW is open to any person who is interested in the purpose of the Organization. The membership of HCCW shall consist of regular, Honorary, associate and junior members. Membership in HCCW is a prerequisite to serving as an officer, member of the Executive Committee, Board of Directors or any Committee.

- a) Dues shall be decided by the membership. The membership has agreed to \$25.00 County and \$25.00 State dues. Florida CattleWomen, Inc., demands that a member can be in County as well as State.
- b) Regular membership may be granted to individuals who are actively engaged, or interested, in the cattle industry.
 - 1. Dues shall be designated by the general membership, payable annually by September 30.
- c) Lifetime Honorary membership may be conferred upon persons who have rendered outstanding services to HCCW. They shall pay no dues, shall have no voting privilege and may not hold office in HCCW, except if they are regular members.
 - 1. If and when a name is proposed for honorary membership, that name shall first be submitted to and approved by the Executive Committee before approval by the Board of Directors.
- d) Associate Members - State Associate membership shall be authorized by HCCW and shall be granted to organizations or businesses who want to support the purpose of HCCW.
- e) Junior Membership may be granted to youth ages 8-18. They shall pay no dues, shall have no voting privilege and may not hold office in HCCW.
- f) Membership is forfeited by nonpayment of annual dues. To include removal from email communications, chat groups and other communications specific to members.

Section 2: Delinquency/Reinstatement

- a) Individual dues shall be payable **annually by September 30**.
 - 1. Membership is forfeited by nonpayment of dues and those whose dues have not been received by the Membership Chairman by September 30.
- b) Associate Membership fees shall be payable **each fiscal year**.
 - 1. They shall be delinquent if no fee has been received in the current year.
 - 2. Associate Membership dues shall be determined by the General Membership.

ARTICLE IV

Membership - Meetings

Section 1: General Meetings are to be held monthly, as voted on and approved by the majority of membership present, or if vote is conducted by phone or email then approval is needed by a majority (50%+1) of the membership.

- a) A quorum shall consist of those present and eligible to vote. A Proxy will be accepted should a quorum not be met.

Section 2: The annual General Membership meeting of the Organization shall be held during the April General Meeting. The location shall be the same.

- a) The annual General Membership meeting shall be scheduled so that it does not conflict with portions of the FCA programs which are of general interest to the membership.
- b) A quorum shall consist of those present and eligible to vote.

ARTICLE V

Fiscal Year

Section 1: The fiscal year of the Association shall be from June 1 and end May 31 of the immediately following year.

- a) The Treasurer's books shall be audited annually before the May Annual General Membership meeting.

ARTICLE VI

Officers - Election

Section 1: Classifications

- a) The Elected Officers shall be: President, President-Elect, Secretary and Treasurer, who with the one (1) Most Immediate Past-President, shall be the officers of the Executive Committee and the officers of the Board of Directors.

Section 2: Terms

- a) The term of service is from May installment to the May immediately following, when the new officers take their positions.
- b) The President, President-Elect, Secretary and Treasurer shall be elected to serve for one year or until a successor has been elected. They may be re-elected but no officer shall serve more than two (2) consecutive terms in the office.
 - 1. Any part of a term in excess of six (6) months shall be construed as a full term.
 - 2. In case of a vacancy in the office of President, the President-Elect shall complete the term of office.
 - 3. Any Elected Officer missing three (3) consecutive Executive Committee meetings shall have her term of office reviewed and/or terminated by the Executive Committee.
- c) The Immediate Past-President shall serve on the Executive Committee during the term of the one (1) successive President immediately following her term as President.
- d) The Committee members shall be elected to serve for a term of one (1) year.
- e) The term of service is from May installment to the May immediately following, when the new officers take their positions.

Section 3: Qualifications

- a) The Elected Officers of HCCW shall have been active members in good standing of the Association for at least one (1) year immediately preceding nomination and meet qualifications as stated in Article VI, Section 4.

- b) Nominees shall have served as a volunteer at least three (3) times in the year before serving in an elected position on the Executive Committee. This includes one (1) State and two (2) local events.

Section 4: Nominations

- a) The Nominating Committee shall be composed of the Executive Committee
- b) Nominations may be made from the floor for any elected Officer, provided the nominee has given consent to be nominated and is qualified.
- c) Nominations may be submitted via e-mail.
- d) Nominations from the floor at the March Meeting will be heard.
- e) Members may self-nominate.
- f) The Nominating Committee shall prepare the nominee slate of officers for President, President-Elect, Secretary and Treasurer from all nominees as well as their recommendations.
 - 1. Nominees shall have given consent to be nominated.
 - 2. Nominees shall be notified of nomination at least twenty-four (24) hours in advance of election, if possible, and a list of nominees shall be made available immediately prior to the General Membership meeting.

Section 5: Elections

- a) All elected Officers and Committees shall be elected at the April business meeting and take office at the May Business Meeting.
- b) Proxy votes will be accepted, if the secretary is given advanced notice in writing by the absentee voter and both the Proxy and the voter are in good standing.
- c) The President-Elect shall automatically succeed to the Presidency at the completion of the President's term of office or in the event a vacancy occurs in the office of President. If for any reason the President-Elect is unable to assume the Presidency, in either instance, the duties, but not the office of President shall automatically devolve onto one of the Immediate Past-President until an election is held in accordance with the Bylaws (Article VII, Section 1-b) verify section at time of bylaw completion.

ARTICLE VII Duties of Officers

Section 1: The Officers of the Association shall perform the duties relevant to their office as stated in the "Policy and Procedure" adopted by this Association.

- a) The President shall be the Chief Executive Officer and official representative of the Association.
- b) The President-Elect shall automatically succeed to the Presidency at the completion of the President's term of office or in the event a vacancy occurs in the office of President. If for any reason the President-Elect is unable to assume the Presidency, in either instance, the duties, but not the office of President shall automatically devolve onto one of the Immediate Past-Presidents until an election is held in accordance with the Bylaws (Article VI, Section 5). She shall serve as a consultant to the Association on matters pertaining to the interpretation of the Constitution and Bylaws and be the Parliamentary Authority of the Association.
- c) The Secretary shall record the minutes of all meetings of the Membership and shall handle all correspondence requested by the President.
- d) The Treasurer shall serve as reporter and custodian of the Association's funds and financial records as provided by the Bookkeeper. The Treasurer shall also serve as Chairman of Budget and Audit Committees.

Section 2: Vacancies

- a) Vacancies on the Executive Board in the office of President or PresidentElect, shall be filled in accordance with these Constitution and Bylaws (Article VII, Section 1-b).
- b) Vacancies in the office of Secretary and Treasurer shall be filled by appointment by the President.
- c) Any member of the Executive Board who is absent from three (3) consecutive meetings shall have her term of office reviewed and/or terminated by the Executive Board.

Section 3: Financial Responsibility

- a) All Officers with budget allocations must contain expenditures within the confines of the allocation. Expenses exceeding the allocation shall have prior approval of the Executive Board and then must be voted on at the next Board of Directors or General Membership meeting.
- b) There shall be no reimbursement for alcoholic beverages.

ARTICLE IX Committees

Section 1: Classifications

There shall be two classes of Committees: Standing and Special/Ad Hoc.

- a) Standing Committees shall initiate programs to further the objectives of the Association or perform functions necessary to facilitate the management of Association.
 - 1. Standing Committee may be abolished, combined or new ones established as Approved by the Executive Committee by a two-thirds (2/3) vote of the Executive Board of Directors to amend the Bylaws.
- b) Special/Ad Hoc Committee may be appointed for a particular need by the President with Executive Committee approval.

Section 2: Etiquette

When representing HCCW your appearance should be professional with a professional but friendly demeanor. You should be mindful of your setting, and photos that may capture the moments you are engaged in.

Section 3: Financial Responsibility

All Committees shall contain expenditures within the confines of budget allocations.

Expenditures exceeding the budget shall have prior approval of the Executive Committee.

- a) Committee Chairmen must submit itemized statements with original receipts to the Treasurer for reimbursement of expenses incurred as defined in HCCW Policy & Procedure.
- b) There shall be no reimbursements for alcoholic beverages.
- c) The final date for submitting expenses for reimbursement shall be April 30th.
- d) Special Committees shall have prior authority of the Executive Committee for the expenditure of funds.
- e) The Chair and/or designated Committee member may designate their own materials for printing, within budget. All materials must be pre-approved and voted on by the General Membership.
- f) The Chair shall be responsible for ordering any material utilized.
- g) The committee may apply for Grants with the project being presented at the General Membership monthly meeting for approval and vote before submitting grant application on behalf of HCCW. The Chair shall complete all applications and submit before the deadline date. They must keep the General Membership apprised of the status of the grant application process and follow up with any additional items needed and/or requested to fulfill the Grant payment and/or installment payments.

Section 3: Reports

- a) All Committee Chairmen shall endeavor to maintain communication with the president in a timely manner.
- b) Executive Officers and Committee Chairmen reports will be submitted to the President within seven (7) days after General Membership meetings.

Section 4: Committees

Education –

- a) The committee shall research and purchase within budget, educational materials for events.
- b) Beef Promotion -The President shall appoint a Chairman.
- c) Beef Promotion Sub-Committees
 - 1. Beef for the Holidays - The President shall appoint a Chairman.
 - 2. Florida State Fair - The President shall appoint a Chairman.
 - 3. Beef Public Relations and Marketing - The President shall appoint a Chairman.
 - 4. Social Media/Communications - The President shall appoint a Chairman.
- d) Beef Education Sub-committees. The Chairman shall be voted on by the members of the committee.
 - 1. Agventure
 - 2. Ag in the Classroom
 - 3. Little Wranglers
 - 4. Membership
 - 5. Youth
 - 6. Public
 - 7. Know Your Beef Short Course
 - 8. Student/Teacher/Health Professional Education

Finance –

- a) Audit- Shall be composed of seven (5) members. The Chairman shall be current Treasurer; two (2) General Membership Members, who were not selected the year prior at the annual meeting, shall be elected by the General Membership at the annual meeting; and the current President. General Membership audit members should be rotated yearly.
- b) Bookkeeper - The Association shall have a permanent bookkeeper and this appointment is to be confirmed annually. Bookkeeper will perform financial duties of organization as detailed in "Policy & Procedure" adopted by the Association.
- c) Budget- The Treasurer shall serve as Chairman. The Committee shall be composed of the Incoming Treasurer, the Bookkeeper, and three (3) members elected at the General Membership meeting. General Membership budget members should be rotated yearly.

Governance –

- a) Constitution and Bylaws/Policy and Procedures - The President shall appoint a Chairman and two (2) members.
- b) The PresidentElect will serve as liaison for Executive Committee, without voting privilege, on this committee.

Marketing –

Section 1: Responsibilities

- a) The Committee shall be responsible for keeping the HCCW Facebook page current, and relevant. Information should be current and factual regarding the Beef Industry and/or events hosted or attended by HCCW members acting on behalf of the organization.

- b) They shall be responsible for contacting local newspapers and other publications (Agricultural publications, FCA Monthly Magazine, FCW Newsletter etc.) with stories and information concerning HCCW and its current activities/projects/events along with any photographs when available.
- c) They shall keep an organized electronic catalog of pictures.
- d) They shall compile a scrapbook to submit to the FloridaCattleWomen, Inc., scrapbook contest annually, showcasing the efforts in Hernando County.

Section 2: Marketing Committees/Areas of focus

- a) The Beef Promotion -The President shall appoint a Chairman.
- b) Beef Promotion Sub-Committees
 - 1. Beef for the Holidays - The President shall appoint a Chairman.
 - 2. Florida State Fair - The President shall appoint a Chairman.
 - 3. Beef Public Relations and Marketing - The President shall appoint a Chairman.
 - 4. Social Media/Communications - The President shall appoint a Chairman.
- c) Scrapbook/Activity Board- The President shall appoint a Chairman.
- d) Sunshine - The Board shall appoint a Chairman.
- e) Awards-The President shall appoint a Chairman.

Awards –

Section 1: Responsibilities

- a) The Committee shall develop and maintain a scholarship application within the guidelines and recommendations of the HCCW membership. To include, but not limited to, GPA requirements, class hours and a deadline for submittal.
- b) They shall distribute the application to all high school seniors as soon as practicable utilizing all available means of distribution.
- c) They shall meet and judge the application(s) received according to the established guidelines.
- d) They shall announce the selection of the Scholarship recipient(s) at the designated General Membership meeting, no later than April.
- e) The recipient(s) shall be required to attend the May General Meeting for the recognition.
- f) They shall be responsible for procuring the gift for the out-going President.
- g) They shall be responsible for reviewing and confirming a recipient's transcript (each semester), when submitted for payment, and advise the Treasurer to remit payment to the appropriate College of the scholarship recipient.

Fundraising –

Section 1: Responsibilities

- a) The Committee shall research, plan and organize all fundraising activities.
- b) They shall be responsible for all aspects of the fundraising campaigns, including marketing efforts, volunteer coordination, solicitation for items and execution of the event.
- c) The chair will report and update the general membership at each business meeting. All fundraising events must be presented to and voted on by the General Membership.

ARTICLE XI

Parliamentary Authority

The latest edition of Robert's Rules of Order shall apply on all questions of procedure and Parliamentary Law not specified in the Constitution and Bylaws or indicated by the Policy and Procedure adopted by this Association.

ARTICLE XII
Amendments

Section 1: Proposed amendments to this Constitution and Bylaws will be accepted by the Constitution and Bylaws Committee. The deadline for receiving such proposed amendments will be set by the Committee

Section 2: The Constitution and Bylaws shall be amended at the annual General Membership meeting by two-thirds (2/3) vote of those present, provided recommendations of such proposed changes have been presented to and reviewed by both the Constitution and Bylaws and Executive Committees.

Section 3: The Constitution and Bylaws Committee will have proposed amendments available to County President, State Directors and Directors-at-large for distribution to all State Members a minimum of 45 days prior to annual General Membership meeting.

Section 4: Emergency amendments may be adopted without previous notice by a seven eighths (7/8) vote of those present and voting at the annual General Membership meeting.

ARTICLE XIII
Miscellaneous

Section 1: Administrative Correction of Scrivener's Errors. Sections of this document may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the President or designee, without need of vote of the membership, by filing a corrected copy of same with the Secretary.

Date Revisions Accepted: October 1, 2025

HCCW CattleWomen County President

Constitution & Bylaw Committee Member

Constitution & Bylaw Committee Member

Constitution & Bylaw Committee Member/Chair