HCCW POLICY AND PROCEDURE

A. **The President shall**: be the Chief Executive Officer and official representative of the Corporation. She shall:
   1. Preside at all meetings of the General Membership, Executive Committee and Board of Directors.
   2. See that all directives of the General Membership, Executive Committee, Committees, and Board of Directors are carried out.
   3. Execute instruments of conveyance or encumbrance as authorized by the Executive Committee and subject to restrictions in the Article of Incorporation.
   4. Sign a bank authorization card upon assuming office.
   5. Have authority to call meetings.
   6. Have authority to fill vacancies for chairman and members of all committees incurred during her term of office, except Bookkeeper.
   7. Assign the duties of the elected and appointed officers.
   8. Expenses pertaining to the duties of the office shall be allowed as budgeted.
      a. When expenses are incurred as the official representative of the President, such expenses shall be allowed from the President's budget.
      b. Expenditures exceeding the budget shall require prior approval of the Executive Committee.
   9. Organize monthly meetings.
   10. Be expected to attend Florida CattleWomen, Inc. Annual Convention, and Quarterly meetings, or send a designee.
   11. Shall serve on the Budget and Audit Committees.

B. **The President Elect Shall**:
   1. Perform the duties of the President in her absence.
   2. Accept duties as assigned to her by the President or the Executive Committee.
   3. Expenses pertaining to the duties of office shall be allowed as budgeted.
      a. When expenses are incurred as the official representative of the President, such expenses shall be allowed from the President's budget.
   4. Be expected to attend Florida CattleWomen, Inc. Annual Convention, and Quarterly meetings, or send a designee.
   5. Shall serve as chairman of the Education Committee and the Know Your Beef Short Course.
   6. Shall serve on the Budget and Audit Committees.
   7. Shall serve as liaison for Executive Committee as a non-voting member of the Constitution and Bylaws/Policy and Procedure Committee.
   8. Serve as Parliamentarian to:
      a. Serve in an advisory capacity to the President.
      b. Serve on the Board of Directors and Executive Committee
      c. Have a copy of the latest edition of Robert's Rules of Order on hand at every meeting of the Executive Committee, Board of Directors and Annual Convention General Membership meetings.
   9. Accept such other duties as requested by the President.

C. **The Secretary shall:**
   1. Correct all minutes in the permanent record book of the previous meetings (as approved at later meetings) with appropriate notations in margins.

2. Record, prepare and distribute to the President, Executive Committee and Board of Directors a record of all minutes within seven (7) days of the meetings of those respective groups.
3. Prepare a list for the President, seven (7) days prior to each meeting, of the unfinished business to come before the various bodies of the Corporation, as taken from the minutes.
4. Have copies of the minutes, the Constitution and By-Laws, Policy and Procedure and Standing Rules available for reference at all meetings.
5. Handle all correspondence as requested by the President.
6. Serve on the Board of Directors and Executive Committee.
7. Accept such other duties as requested by the President.

D. The Treasurer shall:

1. Sign a bank authorization card upon assuming office.
2. Have charge of all monies.
3. Shall maintain financial records of the Association and have records of all income and expenditures available at all times.
4. Review and approve expenses prior to disbursement of funds. If expense is being submitted by Treasurer, approval by any other elected officer of the Executive Committee is required. President expenses will be approved by the President-Elect
5. Prepare monthly financial statements and submit to Bookkeeper.
6. Collaborate with Bookkeeper to maintain an accurate account of income and expenditures.
7. Prepare a monthly financial statement for the Bookkeeper to monitor accounts and to share with the Executive Committee, the Board of Directors and the General Membership at meetings.
8. Collaborate with Bookkeeper to ensure financial records are available at all times for inspection by the Executive Committee and for auditing at the close of the year.
9. Serve as Chairman of the Budget, Revenue Development, Audit and Membership Committees.
10. Collaborate with Bookkeeper to ensure Accounting Firm has been contracted for Solicitation of Registration, State Annual Report and annual Federal IRS Tax return.
11. Serve as the Membership Coordinator to :
    a. Maintain membership records of the Association and have records of all membership available at all times.
    b. Ensure all members are current.
    c. Keep accurate membership records electronically.
12. Accept such other duties as requested by the President.

E. The Immediate Past President shall:

1. Serve as Chairman of the Nominating Committee and be responsible for installation of incoming officers at the May Annual Membership Meeting/Convention.
2. Serve on the Budget Committee.
3. Serve on the Award Committee.
4. Accept such other duties as assigned by the President.
5. Serve on the Florida Cattlemen's Foundation Board for one year.

F. Bookkeeper – The Executive Committee shall recommend a qualified Bookkeeper at the Annual General Membership meeting for approval annually. The Bookkeeper shall:

1. File annual corporate report via Sunbiz website for FCW with state.

2. Obtain Solicitation of Registration and Federal IRS Tax Return from Accounting Firm, execute signature and submit to proper entity
3. Review all FCW meeting and annual convention expense reimbursement requests. Reimbursement will be provided for quarterly lodging and 2 nights lodging at annual convention. If no Quarterly lodging is required an additional night at annual convention will be reimbursed.
4. Keep accurate records electronically.
5. Work with Accounting Firm to prepare Solicitation of Registration, State Annual Report and annual Federal IRS Tax return.
6. Accept such other duties as requested by the President.

EXECUTIVE COMMITTEE

<u>The Executive Committee shall:</u>

1. Establish administrative policies.
2. Executive Committee meetings shall be open to all members. An Executive Session planned for the end of the meeting may be closed.
3. Review and accept the Audit before presentation to the General Membership.
4. Review recommendations of the committee chairmen and officers, and determine action to be taken with a recommendation to the Board of Directors.
5. At the Quarterly meetings, revisions of the budget (if any) shall be approved by the Executive Committee and submitted to the Board of Directors for approval.
6. In an emergency, refer to the Constitution and By-Laws, Article VIII.
7. The Executive officers, as necessary, will submit reports to the President seven (7) days prior to all Executive Committee meetings.

BOARD OF DIRECTORS

1. Act on recommendations from the Executive Committee, including presentations from the Committee Chairmen.
2. Approve a revised budget as recommended by the Executive Committee at Quarterly meetings.

COMMITTEES

<u>Requirements</u>:

1. All Committee chairmen and committee members shall have a paid-up current membership in FCW.
2. All new program materials developed by committees must be approved by the Executive Committee prior to presentation to the Board of Directors and/or General Membership for final action.
3. Any changes to a committee structure or responsibility must have Executive Committee approval before final action by the Board of Directors and/or General Membership.
4. The Chairmen of all standing committees shall maintain a record of programs and materials developed. Such records shall be passed from chairman to chairman prior to or at the time such chairmanship changes.
5. All officers/committees must 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 along with a payment Expense Report to the Treasurer for reimbursement of expenses incurred. These must be submitted within thirty (30) days of the event and/or date bill was incurred for payment. The final day for submitting any late year-end expense(s)

(as long as said expenditure is within the thirty (30) day period of the event and/or date bill was incurred) for reimbursement shall be April 30th.
    b. Special committees shall have prior authority of the Executive Committee for the expenditure of funds.
    c. There shall be no reimbursement for alcoholic beverages.
6. Any committee chairman missing three (3) Board of Directors meetings may have her chairmanship reviewed and possibly terminated.
7. Committee chairman reports will be submitted to the President seven (7) days prior to all Board of Director meetings.

CLASSIFICATIONS:
1. There shall be two classes of committees: standing and special.
2. Standing Committees shall initiate programs to further the objectives of the Corporation or perform functions necessary to facilitate the management of the Corporation.
    a. Subcommittees shall function under such standing committees as indicated in the bylaws.
3. Special Committees/Ad Hoc may be appointed for a particular need by the President with Executive Board approval.

COMMITTEE DUTIES:
EDUCATION
1. This Committee shall be responsible for distributing information and educational materials which pertain to beef and cattle products as related to primary and secondary education.
    a. The President-Elect shall chair this committee.
    b. Work with education in the school system and develop programs which the counties can use.
    c. Develop a resource list for use by counties.
    d. Keep current on Food Safety as related to beef products.
2. Beef Education Subcommittees:
    a. Ag in the Classroom
        i. Encourage Ag in the Classroom participation by the counties.
        ii. Cooperate with other groups already engaged in the use of the program.
    b. Know Your Beef Short Course
        i. Plan and implement the annual FCW's Know Your Beef Short Course.
    c. Student/Teacher Education & Health Professionals
        i. Collect and disseminate to the counties materials pertinent to aiding teachers in the classroom.
        ii. Disseminate information on National Cattlemen's Beef Association (NCBA) Teaching Kits available to teachers.
        iii. Possibly attend Education and Health related conference to distribute literature and educational materials, based on Executive Committee review.
2. BEEF PROMOTION
    a. Beef Promotion Committee: This committee shall work to encourage, stimulate and expand the consumption of beef.
        i. Work closely with the Florida Beef Council and give full support to current promotion campaigns.
        ii. Work with other agriculture and civic groups where possible and when it can be beneficial for the beef industry.
        iii. Keep up with the latest techniques in cooking, packaging and preservation and develop demonstrations to share this information.

iv. Develop a resource of successful projects for county and area affiliates to use.
v. Order and inventory beef promotion items within the budget.

FINANCE

A. AUDIT

1. This Committee shall be comprised of two (2) General Membership Members, elected at the annual General Membership meeting (who were not selected the year prior at the Annual General Membership meeting), the Treasurer, the current President, the Incoming President, the Incoming Treasurer, and the Bookkeeper.
2. General Membership audit members should be rotated yearly.
3. The Committee shall be responsible for ascertaining that the Bookkeeper's books are accurate and balanced at the end of the year.
4. Meet prior to the May Annual General Membership meeting to examine the Bookkeeper's books. Report to the Executive Committee and the Board of Directors and General Membership on their findings at the Annual General Membership Meeting. Prior to the September Board of Directors meeting, meet again to examine the Bookkeepers books for transactions that occurred between the date of the first examination and the end of the fiscal year, May 31. Report these findings to the Board of Directors at the September Quarterly meeting.

B. BUDGET

1. This Committee shall be comprised of three (3) members elected at the annual General Membership meeting, the Treasurer, the Incoming President, the incoming Treasurer, the Bookkeeper, and all other Executive Board Committee members.
2. General Membership budget members should be rotated yearly.
3. The Treasurer should obtain line item budget requests from each committee chair that has a committee with a budget line and such budget requests are to be submitted prior to the scheduled budget meeting.
4. The Committee shall prepare and submit a proposed annual budget to the General Membership for their approval at the May Annual General Membership meeting. At Quarterly meetings revisions to the budget as recommended by the Executive Committee shall be submitted to the Board of Directors for approval.
5. The Committee shall review budget and expense requests. Requests should consist of 3 reasonable quotes to be complete/inclusive of all fees associated with goods and/or services.

FUNDRAISING

Governance

A. Constitution and By-Laws/Policy and Procedures

1. Review the Constitution and By-Laws and Policy and Procedures Guidelines annually.
2. At quarterly meetings, solicit recommendations from Executive Committee, Board of Directors, and General Membership for potential items to be reviewed in governing documents.
3. Submit proposed amendments or revisions of the Constitution and By-Laws and Policy and Procedures to the Executive Committee for their review. If there are no questions or clarifications needed from the committee, the proposed changes will be forwarded to the FCW General Membership for review 45 (forty-five) days prior to the Annual General Membership meeting held at the Annual FCA Convention, at which time proposed changes will be voted on by General Membership.

B. Long Range Plan

1. The Chairman is to be a Past President appointed by the current President.

2. The committee shall be active every five years to revise the expiring plan.
3. The plan should be reviewed and updated to fit the needs and directions of the organization.
4. The adjustments to the Plan should be submitted to the Executive Committee in March to provide time for review by Executive Committee members.
5. The plan is to be approved at the May Annual General Membership meeting before it becomes effective in July.

C. Nominating

1. The Nominating Committee is of vital importance to HCCW. It holds the power and responsibility of selecting and recommending to the membership, women who can direct and lead this Association.
2. Each member shall:
   a. Carefully determine who is qualified to serve according to our Constitution and By-Laws with the preference toward those actively engaged in the cattle industry.
   b. Be objective in their deliberation.
   c. Compare experience, ability and expertise.
   d. Evaluate the relative merits of all nominees in a fair and equitable manner.
   e. Nominate leaders whose guidance will benefit our Association.

INDUSTRY RELATIONS

A. <u>ANIMAL WELL-BEING</u>

1. Work closely, as requested, with the FCA Animal Well-Being Committee.
2. Compile educational and resource material and send to counties to help them keep up-to-date on actions of animal rights organizations.
3. Hold workshops for CattleWomen when possible.

B. <u>LEGISLATIVE</u>

1. Act only at the directive of the ANCW Legislative Committee on legislation pertinent to national issues.
2. Act only at the direction of the FCA on legislation pertaining to state issues.
3. Devise a plan (Example: Legislative Email/Calling Tree) for implementing the legislative directive of the ANCW and FCW, utilizing the county Legislative Chairmen when possible and desirable.
4. Assemble and develop materials that assist the Membership to communicate with government officials and departments and direct the distributions of such materials to the membership. The Legislative Email/Calling Tree may be utilized when a specific non-political matter has occurred on the national or state level with which the NCBA or the FBC would require assistance. The NCBA would contact ANCW and they, in turn, will contact State Legislative Chairman through the ANCW Calling Tree. The FBC would contact the State Legislative Chairman.

MARKETING

A. BEEF PROMOTION SUBCOMMITTEES:

1. Beef for the Holidays
   a. Encourage counties to have a project to raise funds for Beef for the Holidays.
   b. Solicit donations from counties and individual members for Beef for the Holidays.
   c. Confer with President to determine their chosen charity for the year. Arrange with local charity for the presentation of beef certificates at the December Quarterly meeting. All monies collected are to be used for beef certificates and will be distributed to the President's chosen charity.
2. Florida State Fair
   a. Plan for and execute the design for the booth at the Florida State Fair.

    b. Have promotional items and brochures available for the booth. Keep the booth stocked and presentable during the Fair days.
    c. Make arrangements and schedule workers for the booth.
    d. Plan for food preparation if necessary.
    e. Coordinate with the Fair authority to have passes available for the workers.
    f. Confirm that all workers are active FCW members to ensure they are covered under liability insurance.
3. Beef Public Relations and Marketing
    a. Develop and implement social media campaigns for Florida CattleWomen in conjunction with the FBC and FCA. Campaigns should focus on the promotion of beef and education of consumers through public relations, media relations, social media, community involvement and work with duly chosen marketing firm.
4. Social Media/Communications
    a. Develop and implement social media platforms in conjunction with the FBC and FCA.
    b. Prepare an annual editorial calendar.
    c. Manage a social media editorial program that emphasizes spontaneous, personal, human, lighthearted, interesting, funny, timely, and photo driven content and highlights.
        i. Recipes: Support "Beef It's What's for Dinner" through weekly recipes post based on the provided monthly story ideas.
        ii. Nutritional Value: Highlight current research and blogs that align beef with healthy living as available.
        iii. Environmental Value: Highlight research and news stories as available.
        iv. Producer Goodwill: Develop content to connect consumers with the families and individuals who are Florida Beef Producers.
    d. Further develop and promote FCW website, Facebook Twitter, Instagram and Pinterest accounts to generate more beef followers and create buzz about beef.
5. Assist the Executive Committee in the solicitation, selection and overseeing of the social media management intern as necessary.

MEMBER SERVICES

A. Credentials
1. Verify the validity of members for voting purposes at the annual meeting.
2. Verify the credentials of official directors at regular and special meeting of the Board of Directors and general membership.

B. Membership
1. The Treasurer shall serve as Chairman.
2. Devise plans and develop materials to assist the County Membership Chairman to increase membership and process membership records.
3. Keep membership brochure updated.
4. Communicate with President relating to website information.
5. Membership Dues Structure:
    a. Regular membership dues shall be $25.00.
    b. Honorary membership shall be gratis.
    c. Associate membership dues shall be $200.00
    d. Dues are payable by September 30 or at time of membership.

C. Outstanding CattleWoman of the Year Award
1. The Chairman and Co-Chairman are appointed by the President.
2. The award will be presented at the FCW Membership Breakfast, held at the annual convention. If circumstances arise that the award cannot be presented at the FCW Membership Breakfast at the Annual Convention, the Outstanding CattleWoman of the

Year Committee will make recommendations to the FCW Executive Committee as to other options as to how the Outstanding CattleWoman of the Year Award could be presented for said year. The FCW Executive Committee will take the Outstanding CattleWoman of the Year Award Committee recommendations under advisement and make the final decision as to date, time, and location, as to when the Outstanding CattleWoman of the Year award will be presented.

3. Criteria for the Award:
    a. The recipient shall be a current FCW member in good standing.
    b. Any county Affiliate may nominate.
    c. The only candidate not eligible is the FCW President during her term of office, and 1 and½ years post presidency.
    d. The nomination deadline is May 1st annually.
    e. The nomination forms will be reviewed and scored by 3 FCW members elected at the December Quarterly meeting, 1 industry representative and the Chairman.
    f. A nomination may stand for two (2) years including the year of initial nomination. After two (2) years, the nomination will retire.
    g. Only one (1) nominee from the same county may be nominated for
    h. Outstanding CattleWoman of the Year.
    i. If there is only one candidate, the nomination will rollover to the next year. No judge, either Florida CattleWoman Member or Industry Representative, can judge this award for two (2) consecutive years given a nomination may stand for two (2) years.
    j. The selection of the Award is at the discretion of the Outstanding CattleWoman Committee.
4. The Outstanding CattleWoman of the Year Award Committee will submit photographs with names and counties to the Florida Cattlemen's Magazine by May 5th for June publication reflecting county cattlewomen nominated for the state award.
5. The Outstanding CattleWoman of the Year Award Committee will submit an article to Florida Cattlemen's Magazine by July 5th for August publication to include picture and bio of member selected to be Outstanding CattleWoman of the Year.

D. Scrapbook/Activity Board
1. Responsible for soliciting scrapbook/activity board entries at the annual convention and have an area to display them.
2. Provide each county who submitted a scrapbook/activity board with a Participation Certificate.

E. State Convention
1. Work with FCA Convention Chairman, FCA Executive Vice President and FCW President to correlate meeting at the annual convention.
2. Check FCW meeting and activity rooms to determine that they are correctly set- up and meals and refreshments are as ordered.
3. Make arrangements for guest rooms for FCW and ANCW President or representative at Annual State Convention.
4. Attend Convention planning meetings as set forth by the FCA ExecutiveVice President.

F. Sunshine
1. Send cards and/or flowers to members of FCW as designated.
    a. Send flowers to Executive Committee members during illness.
    b. Send cards to FCW members during illness.
    c. Funerals. Send flowers or a contribution of no more than $100.00 to a charity at the request of the family for the following: current and past FCW presidents, current Executive Board and current FCA President.
    d. Send condolences to bereaved families.
2. The Sunshine Fund shall be subsidized by FCW when necessary.

YOUTH DEVELOPMENT

A. Beef Ambassador

This Committee shall be responsible for conducting the State Beef Ambassador contest.

B. Scholarship

1. Coordinate with Award Committee for the selection of a recipient for an award(s), based on professional potential beef cattle production and marketing, leadership and scholarship. The selection of the recipient(s) of the scholarship(s) will be the responsibility of the chair, along with the Executive Committee.

AMENDMENTS TO POLICY AND PROCEDURE GUIDELINES

A. The Policy and Procedures shall be amended at the annual General Membership meeting by a 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.

B. 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.

C. 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.

D. 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

______________________________	______________________________
Hernando CattleWomen County President	Constitution & Bylaw Committee Member
	______________________________
	Constitution & Bylaw Committee Member
	______________________________
	Constitution & Bylaw Committee Member/Chair