

**Bylaws**  
**Wisconsin Cattlewomen's Association, Inc.**

**Bylaw 1 – Name**

The name of this Association shall be Wisconsin Cattlewomen's Association, Inc.

**Bylaw 2 – Principal Office**

The principal office shall be located in the City of Madison, County of Dane, State of Wisconsin and the address shall be 2 East Mifflin Street, Suite 601, Madison, WI, 53703.

**Bylaw 3 – Purpose**

The purpose of this Association shall be to promote the welfare of the beef cattle industry through educational, promotional, legislative and other functions appropriate to this Association.

The Association will serve as a single organization for women involved in all aspects of beef production and other related agricultural interests to: (i) act as a resource for women in beef and other related industries, (ii) support functions where beef and beef products are promoted, and (iii) encourage youth participation in beef production and promotional activities.

**Bylaw 4 – Membership and Voting**

Section 1 – Voting membership of this Association shall be open to all persons who have an interest in the promotion of beef and the promotion of the beef cattle industry.

Section 2 - Membership shall be obtained by payment of membership fees.

**Bylaw 5 – Meetings**

Section 1 - The annual meeting of the Association shall be held at the time and place designated by the Directors for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 2 – Not less than seven (7) or more than thirty (30) days before each annual meeting, written notice of the time and place of the meeting shall be given to members personally or by mail to their last known addresses as shown in the Association records.

Section 3 - Special meetings of the Association may be called by the President, the Vice President, or the Secretary/Treasurer upon giving notice to the members in the same manner herein described for an annual meeting, except that the notice shall also specify the purpose of the special meeting.

### **Bylaw 6 – Board of Directors**

Section 1 – Initial Directors will be appointed until Director elections take place at the annual meeting.

Section 1 - The majority voting at the annual meeting shall elect three Directors.

Section 2 - Term

- a. The term of each Director shall be two years.
- b. No Director may serve more than two consecutive terms per office.

### **Bylaw 7 – Officers and Duties**

Section 1 – The Directors at their annual meeting shall elect from their number a President, Vice President, and a Secretary/Treasurer.

Section 2 – Directors shall elect officers by ballot. A nominating ballot shall be taken on which each director may write the name of one nominee for the office being elected. If none of the nominees have a clear majority on the informal ballot, the chairman may declare the two high as candidates.

Section 3 – President

- a. The principal duties of the President shall be to preside at all meetings and to have general supervision of the affairs of the Association.
- b. The President shall sign all certificates, contracts, and legal instruments or delegate such authority.
- c. Appoint standing committees.
- d. Appoint special committees as needed.
- e. Shall be an ex-officio member of all committees.
- f. See that committees function as they should and on time.
- g. Appoint members to fill vacancies in the elective offices.
- h. Shall become Chairman of the Nominating Committee until replaced by the next succeeding Past President.
- i. Shall serve as a voting member of the Wisconsin Cattlemen's Association Board of Directors.
- j. Shall serve as a voting member of the Wisconsin Beef Council Board of Directors.
- k. Shall cooperate with like organizations of other breeds on matters of mutual interest.
- l. Will correlate and publicize news items from the Wisconsin Cattlewomen's Association, Inc.

Section 4 – Vice President

- a. The principal duties of the Vice President shall be to discharge the duties of the President in the event of the absence or disability or any cause whatever of the latter.
- b. Serve in the absence of the President.

- c. Perform such other duties as the President may assign to her.
- d. Serve as the Chairman of the Scholarship Committee.

#### Section 5 – Secretary/Treasurer

- a. Maintain separate records: the Secretary’s record in one book, and the Treasurer’s record in another.
- b. Keep an accurate record of the minutes of the Annual Meeting and Special Meetings, and send a true and exact copy promptly to all Officers.
- c. The President and Secretary shall cooperate in arranging the Order of Business for all meetings of the Wisconsin Cattlewomen’s Association, Inc.
- d. Prepare and present an annual report at the annual meeting.
- e. Shall keep a Cattlewomen’s record of programs, news clippings, and pictures of any important events pertaining to the organization.
- f. Shall provide current information for the American National Cattlewomen’s Association.
- g. A copy of all minutes shall be placed on file and kept available to all members.
- h. Receive, deposit and disburse money and keep an accurate record of such funds.
- i. Receive money for membership fees and receipt for the same.

#### **Bylaw 8 – Standing Committees**

There shall be the following Standing Committees and in addition such other committees as deemed necessary to carry on the work of the Association.

#### Section 1 - Scholarship Committee

- a. The Vice President shall be the Chairman and shall annually select four additional committee members.
- b. The duty of the committee shall be to conduct the annual state scholarship contest, including the judging of the entries in the contest.
- c. No scholarship award may be made to the immediate family of any member assisting in the judging of the entries.
- d. A new chairperson shall be found in any year that an immediate family member of the Vice President is eligible to apply for a scholarship.
- e. The amount of the scholarship awards and the number of them shall be reviewed each year by the membership at the annual meeting.
- f. It is the duty of the committee to promote the Scholarship Program, including published notice.

#### Section 2 – Ways and Means Committee

- a. This committee shall be responsible for all fund-raising activities.
- b. Shall study and advise on methods of raising funds and report to the Officers.

- c. The Chairman shall maintain records of each event and turn those records to the Treasurer within thirty (30) days of the event.

### **Bylaw 9 – Wisconsin Beef Council Directors**

The Association has one director to the Wisconsin Beef Council, Inc.

The term of office for the Director of the Wisconsin Beef Council shall be three years or until her successor takes office.

The officer elected to the Wisconsin Beef Council, if elected during her normal term of office, shall be eligible to serve the Wisconsin Beef Council for two (2) full consecutive terms and shall continue to serve as a Director to the cooperative until the term on the Wisconsin Beef Council expires.

### **Bylaw 10 – Finances**

The Directors shall establish dues and fees as may be required for operation of the Association.

All fees levied and collected shall be income to the Association.

None of the earnings of the Association shall be distributed to the benefit of members or patrons.

In case of dissolution, any remaining funds of the Association shall be turned over to such other organization or organizations which promote the welfare of the beef cattle industry through similar functions as this organization and as the Board of Directors in existence at the time of the dissolution shall determine.

### **Bylaw 11 – Membership Fees and Fiscal Year**

#### Section 1 – Membership Fees

- a. Membership fees to be determined by the membership at the Annual Meeting.

#### Section 2 - Fiscal Year

- a. The fiscal year shall be from January 1 to December 31 and the books of the Treasurer shall be closed December 31. The annual Treasurer's report may reflect additional days with a side notation as determined by the Treasurer.

### **Bylaw 12 – Quorum**

A quorum at the annual meeting shall be thirty percent of the membership, but a lesser number may adjourn to another time upon giving notice to absent members of the time and place of the adjourned meeting.

**Bylaw 13 – Parliamentary Authority**

Robert’s Rules of Order Revised shall be the guide on all points not contained in these Bylaws.

**Bylaw 14 – Amendments**

The Directors are authorized to adopt or amend bylaws. Bylaws adopted or amended by the Directors shall be reported to the members at the next membership meeting.

By a majority of the members, bylaws may be enacted, amended, or repealed at any regular or special meeting called for the purpose.