



Hallettsville Playday Association By-Laws

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Article 1 – Purposes

- 1.01 **General Purposes.** The Hallettsville Playday Association, hereafter referred to as HPA, acts on behalf of the best interest of the youth of Lavaca County, but not limited to, by providing equine/rodeo events which youth can compete/train/learn with a fair and equal opportunity. Hard work, dedication, motivation, commitment and unselfish teamwork are the values with which HPA will operate. HPA will honor the founders of what is now known as the National High School Rodeo Association founded in Hallettsville, Texas by sharing their passion for rodeo and youth and in keeping western heritage alive in Hallettsville, Texas. The HPA Board may engage in any project/event benefiting the youth of Lavaca County or HPA.
- 1.02 **Powers.** The HPA Board holds all the powers in governing HPA. Board driven.

Article 2 – Board of Directors

- 2.01 **Management of Association.** The affairs and management of this association shall be managed by the HPA Board of Directors.
- 2.02 **Term.** The term of each member of the HPA Board of Directors shall be...
- a. Successive.
 - b. Two HPA seasons (years).

- c. May not be more than 6 consecutive HPA seasons (years) per board position. After 6 seasons (years) served in the same position, said board member(s) must rotate board position or take 1 term off. (Exception: should board member(s) currently hold a position for 6 consecutive HPA seasons (years) successfully and the current board finds it in the best interest of HPA with an 80% vote of required quorum said board member(s) may continue in said position.)
- d. Shall have a 2-month transition to help protect the integrity of HPA.
- e. Elected before the first of July of election year.
- f. 80% of current board members shall make up the quorum and shall approve the election ballot and vote/elect HPA Board of Directors.

2.03 **Management Qualifications.** The HPA Board of Directors may only consist of members with qualifications listed...

- a. The current HPA Board will hold an interview process with candidates to assess their qualifications and placement.
- b. The HPA President must have served as vice president for a minimum of a 2-year term immediately preceding having their name placed on the ballot.
- c. The HPA Treasurer must have served on HPA Board of Directors for a 2-year term immediately preceding having their name placed on the ballot.
- d. There may not be any more than two related members per family on the HPA Board during the current term served.
- e. Two family members may not serve as president and vice president during the same term.
- f. Must be 18 years of age or older.

2.04 **Number of Board of Directors.** There shall be a minimum of 9 members on the board of directors during each term.

2.05 **Termination/Resignation of Term.** An HPA Board member may terminate or resign under the following...

- a. A vote held, and it is unanimous of the HPA Board of Directors (excluding the vote of said member) finding a member not acting in the best interest of HPA

or the youth of Lavaca and surrounding counties that said board member may be asked to resign or be terminated as a member of the Board of Directors.

- b. Should an elected board member decide they no longer want to serve the entire term they shall notify the president or vice president immediately in writing. At which time the president or vice president will call a mandatory special board meeting to discuss replacement options.
- c. Replacement will be voted on and appointed by current HPA Board of Directors.

2.06 **Board of Directors.** The Board of Directors shall consist of the following... While there are brief descriptions under each position, please note there may be other tasks required as part of your role.

- a. **President.** The president shall preside at all called meetings. The president shall see that all orders and resolutions are carried into effect and shall have general and active management of business and affairs. The president must read and understand all HPA rules.
- b. **Vice President.** The vice president shall perform such duties delegated by the president. The vice president shall preside at all called meetings in the absence of the president. Should the president position become vacant for any given term the vice president will step up and take the president's roll immediately. The vice president must read and understand all HPA rules.
- c. **Secretary(s).** Due to work load it is recommended, but not mandatory, to have two secretaries per term. The secretaries shall attend all meetings and record all votes and minutes of all proceedings. The secretaries shall record all times/points/places at HPA events and accept entry fees and assist in contestant sign up and registration. The secretaries shall perform such other duties as may be prescribed. The secretaries must read and understand all HPA rules.
- d. **Treasurer.** The treasurer shall have custody of the association's funds and shall keep full and accurate account of receipt and disbursements of the association and shall deposit money and other value affects in the name and to the credit of the association and other such depositories. The treasurer must maintain good records. The treasurer shall at the end of each calendar year complete all required IRS tax forms and filings with the assistance of HPA

president or vice president to maintain 501(c)(3) status. The treasurer must read and understand all HPA rules.

- e. **Arena Director.** The arena director shall coordinate the arena in preparation and grounds keeping activities as needed for all HPA events. The arena director will be in charge of setting up events during all HPA events. The arena director must be on the arena ground level at all times during HPA events and ensure the arena is in good condition at all times. The arena director shall work closely with the rodeo help director(s) and HPA corral crew to ensure all events have efficient manpower to assist working events. The arena director must read and understand all HPA rules.
- f. **Assistant Arena Director(s).** The assistant arena director(s) shall work closely with the arena director in coordinating the arena in preparation and grounds keeping activities as needed for all HPA events. The assistant arena director(s) will assist with roping events and provide backup support for roping director. The assistant arena director(s) must read and understand all HPA rules.
- g. **Roping Director.** The roping director shall coordinate all roping events and handle all stock and ensure the roping pens are set up and ready for all HPA roping events. The roping director must read and understand all HPA rules.
- h. **Sponsorship/Fundraising Director.** The sponsorship/fundraising director shall have custody of all plans for sponsorships and fundraisers for each HPA series (year). The sponsorship/fundraising director shall make deposits turning in all documents for recording to the treasurer. The sponsorship/fundraising director must read and understand all HPA rules.
- i. **Awards Director.** The awards director shall research and present prize options to the board for day awards and year-end awards. The awards director shall negotiate best prices with vendors. The awards director shall have the authority to purchase prizes with the budget voted on by board members for HPA events. The awards director will hand out all prizes. The awards director must read and understand all HPA rules.
- j. **Rodeo Help Director(s).** Due to work load it is recommended, but not mandatory, to have two or more rodeo help director(s) per term. The rodeo help director(s) shall help in whatever area needed during HPA events and assist the arena and roping directors in the arena duties. The rodeo help

director(s) shall guide and direct the HPA corral crew in areas they are needed throughout HPA events. The rodeo help director(s) must read and understand all HPA rules.

- k. **Committee(s).** HPA may have side committee(s) within the HPA board and corral crew. Such as but not limited to a scholarship committee and an awards committee to ensure the best interest of the youth of HPA. These said committees will be elected and put into place by the current HPA board. To avoid conflict of interest, any HPA board member shall abstain from a committee where grading the results could directly affect themselves or their family. An HPA committee will be made up of current board members and corral crew.

Article 3 – Volunteers

- 3.01 **Volunteers.** HPA welcomes and strongly encourages volunteers to help with workload. Volunteers will be considered the HPA Corral Crew.
 - a. **HPA Corral Crew.** The HPA corral crew shall work under the direction of the HPA rodeo help directors. The HPA corral crew shall be made up of individuals who do not hold a place on the HPA board of directors but will help with arena setup and working of events during HPA events to help eliminate the need for work points. The HPA corral crew shall not make any decisions on behalf of the HPA board of directors and their vote shall not count but will bring to meetings concerns and issues as a representative of all HPA members. It is not mandatory for HPA corral crew members to attend HPA board meetings but is strongly encouraged. The HPA corral crew is strongly encouraged to read and understand all HPA rules.

Article 4 – Board Meetings

- 4.01 **Regularly Scheduled Meetings.** The HPA Board of Directors shall meet once monthly.
- 4.02 **Special Meetings.** Special meetings may be called at the request of the president, vice president, or any two directors. The person(s) calling the meeting shall fix the time and place of the meeting and notify board members in writing no less than 72 hours prior to the meeting.
- 4.03 **Annual Election Meeting.** An election meeting shall be held prior to July 1. This meeting shall be called by the current president and will require a quorum. HPA members will be notified of election.

- 4.04 **Electronic Meeting.** HPA Board of Directors may hold meetings electronically by conference telephone or other “electronic technology” by means of which all persons participating in the meeting can hear each other.
- 4.05 **Agenda.** The president or vice president will send a written agenda to all board members prior to any HPA scheduled meeting.
- 4.06 **Action Items.** Any action item defined as requiring a vote must be listed on the agenda.
- 4.07 **Minutes.** At every HPA authorized meeting, action minutes will be recorded and available for public record upon request.
- 4.08 **Approval of Minutes.** The HPA secretary shall send a written copy of minutes after each HPA scheduled meeting and prior to the next scheduled HPA meeting. Minutes will be approved at the next scheduled meeting.
- 4.09 **Attendance.** It shall be in the best interest of HPA that every board member attends at least 80% of regularly scheduled meetings in an HPA board term.
- 4.10 **Quorum.** A quorum is 80% of current elected board of directors.

Article 5 – HPA Year

- 5.01 **HPA Year.** An HPA year shall start July 1 of each calendar year.

Article 6 – Vote

- 6.01 **HPA Vote.** An HPA vote shall be held, but not limited to, for the following...
 - a. If more than \$100 is to be spent on HPA funds.
 - b. Changing/Modification of HPA Member Rules.
 - c. Decisions concerning the best interest of HPA or the youth of Lavaca and surrounding counties.
 - d. Scheduling of event dates.
 - e. Member discrepancy – mailed to HPA as per HPA rules.
 - f. Holding an additional fundraiser benefitting a member of Lavaca County or HPA member.
 - g. The president shall abstain from votes. The president’s vote will only be counted in the event of a tie – the president’s vote shall break the tie.

- 6.02 **Stipulations of Passing Vote.** A vote will be passed during an HPA approved meeting with a majority voting in favor. Should there be less than the majority the vote shall not pass. There must be a quorum present in order to vote.
- 6.03 **Exception.** Should a meeting be held and not have a quorum in attendance and there is a call for a vote the President or Vice President can motion to call a special meeting no less than one week from current meeting and shall have the authority to call for vote with less than the quorum if quorum is not in attendance at special meeting.
- 6.04 **Electronic Vote.** An electronic vote may be attempted to resolve a pressing matter that may need to be addressed without holding a special meeting or waiting for the next regularly scheduled meeting however, the vote may only count if all board members agree unanimously. The HPA president shall send an email to all board members stating specific details of said voting topic. Should a unanimous vote not be reached the HPA Board of Directors must meet and hold the regular voting process.

Article 7 – HPA Members

- 7.01 **HPA Members.** All HPA contestants must participate in HPA under a membership.
- 7.02 **HPA Member Rules.** There shall be a set of HPA rules voted by The Board of Directors which all HPA Members and HPA Board of Directors will be required to follow. HPA Member Rules shall not change in the middle of a playday series, however, may change before or after a series has started or ended.
- 7.03 **Rights of HPA Members.** The HPA member's rights include...
- a. HPA Members will be notified of election results.
 - b. The HPA Board shall always have a suggestion box at each playday event held at which time HPA Members are encouraged to voice their suggestions in writing. Every suggestion will be discussed at the next scheduled board meeting.
- 7.04 **HPA Members Holding Position on HPA Board.** It is strongly encouraged for HPA members to hold a position on the HPA Board of Directors. HPA Members will be notified prior to election to inform them of this request.

Article 8 – HPA Special Events

- 8.01 **Special Events.** During each playday series the HPA shall recognize at least one playday date as a special event day. A special event date shall recognize awareness for such misfortune, but not limited to breast cancer, leukemia, diabetes, etc.

Article 9 – Sponsors

- 9.01 **Sponsors.** It shall be in the best interest of HPA for all board members and HPA members to make every effort to obtain sponsorships for year-end youth prizes during each playday series. Sponsorships may be in the form of monetary or equal value in product however, product must be approved by HPA board.
- 9.02 **Sponsor Recognition.** HPA shall make every effort to publicly thank all sponsors through, but not limited to, social media, website, award ceremony, events, etc.

Article 10 – Vendors

- 10.01 **Vendors.** All vendors...
- a. Must be a sponsor of HPA. Minimum sponsor for vendors is \$100 per HPA series (year) or a product/service of equal value approved by HPA Board of Directors.
 - b. Must contact the HPA Board of Directors to schedule space prior to any HPA event vendor plans to attend.
 - c. May be subject to a \$25 event fee, per event.

Article 11 – Transaction of the Corporation

- 11.01 **Contracts.** The HPA Board of Directors may authorize the entry of the corporation into a contract agreement or execute and deliver any instrument in the name of or behalf of the association. This authority is limited to decisions in the best interest of HPA.
- 11.02 **Authorized Members Spending Funds.** There shall be no more than 3 members of the Board of Directors allowed authority to spend HPA funds. Those holding this authority should consist of the president, treasurer, and awards director. Due to the treasurer's control of HPA funds the treasurer should verify any transaction with the president prior to making said transaction.
- 11.03 **Potential Conflict of Interest.** The members of the Board of Directors are local public individuals volunteering their time and operating in the best interest of the youth of Lavaca and surrounding counties and HPA. The Board of Directors shall make every effort to exclude any personal conflict of interest with relation to HPA. Should such conflict exist that given director shall file an affidavit with HPA secretary notifying HPA of such conflict. The affidavit shall be filed prior to any vote or decision upon the matter by the Board of Directors, and the interested director shall abstain from any vote or decision upon the matter.
- 11.04 **Depository.** HPA Board of Directors shall designate a depository bank. All funds of the corporation shall be deposited with the same depository bank.

- 11.05 **Expenditures.** All monies expended over the amount of \$100 shall be approved by a vote of a quorum, and must be approved by the keeper of funds, (treasurer, if treasurer is unavailable the president), to ensure funds are available. Prize budgets may be pre-approved and voted on with same stipulations and set into place for each playday series.

Article 12 – Founder’s Rights

12.01 **Founders.**

Jodie Miller – President

Rachel Genzer – Vice President

Peggy Kubicek – Secretary

Dawn Jansky – Treasurer

Mike Wenske – Arena Director

Cody Leopold – Roping Director

Mike Leopold – Roping Director

Kevin Haas – Rodeo Help Director (LEA Representative)

Brad Beach – Rodeo Help Director

Chancey Brooks – Rodeo Help Director

Or anyone who served for a consecutive 6 years.

12.02 **Founder’s Rights.** The founder’s rights after their served term shall consist of...

- a. May attend any HPA approved meeting.
- b. May audit HPA at any given time.

Article 13 – Amendments to By-Laws

13.01 **Amendments to By-Laws.** The By-Laws may be altered, amended, or replaced by the Board of Directors with the following stipulations...

- a. The vote, including at least 3 founders (definition listed in Article 12), with founder’s votes counting at 30% each, and each current board member vote counting at 10% each. Vote will pass at 80%.
- b. If founders or equivalent are not available, then the vote must include 3 past members not serving on current board and whom are closest to the term of the founders. Previous board of director’s vote counting only counting 30% each

and each current board members vote counting 10% each. Vote will pass at 80%.

- c. Must have written approval from a licensed Texas attorney.

Article 14 – Dissolution

14.01 **Dissolution.** Any action to dissolve HPA must be approved by a unanimous vote of eligible voting Board of Directors. After paying all just claims/expenses of HPA the remaining funds/assets will be distributed as scholarships to local qualifying youth.

I have read and understand the HPA By-Laws and agree to serve my term(s) in compliance.

_____	_____
Board Title	Printed Name
_____	_____
Signature	Date