

CONSTITUTION AND BYLAWS OF FLORIDA CATTLEWOMEN, INC.

ARTICLE I

Name

The name of the Association shall be Florida Cattlewomen, Inc., hereinafter referred to as FCW.

ARTICLE II

Purpose

The purpose of this organization is to foster the well-being of the beef industry through education and promotion, in cooperation with the Florida Cattlemen's Association and the Florida Beef Council.

ARTICLE III

Membership – Dues

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

- a) 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 on January 1.
- b) Lifetime Honorary membership may be conferred upon persons who have rendered outstanding services to FCW. They shall pay no dues, shall have no voting privilege and may not hold office in FCW 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.
- c) Associate Members – State Associate membership shall be authorized by FCW and shall be granted to organizations or businesses who want to support the purpose of FCW.

- d) In order to be a member of a county or area CattleWomen organization, such member must also be a member of FCW.
- e) Membership is forfeited by nonpayment of annual dues.

Section 2: Delinquency/Reinstatement

- a) Individual dues shall be payable January 1.
 - 1. The membership year is from January 1 to December 31 and dues shall be delinquent after March 31.
 - 2. Membership is forfeited by nonpayment of dues and those whose dues have not been received by the Membership Chairman by March 31 shall be notified that their dues are delinquent.
- b) Associate Membership fees shall be payable January 1 of each fiscal year.
 - 1. One dues notice shall be sent by the Membership Chairman in February of each year.
 - 2. They shall be delinquent if no fee has been received in a current year.
 - 3. Associate Membership dues shall be as determined by the General Membership.

ARTICLE IV
Annual Meeting

Section 1: The annual General Membership meeting of the Organization shall be held during the annual convention of the Florida Cattlemen's Association. 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 January 1 to December 31.

- a) The Treasurer's books shall be audited annually before the December Board of Director's meeting.

ARTICLE VI
Officers – Election

Section 1: Classifications

- a) The Elected Officers and Executive Committee shall be: President, President-Elect, 1st Vice President, Recording Secretary, and Treasurer, who with the three (3) Immediate Past-Presidents, shall be the officers of the Executive Committee and the officers of the Board of Directors.
- b) The Appointed officers shall be: Parliamentarian and Chaplain, who shall be members of the Executive Committee and the Board of Directors.
 - 1. The Parliamentarian and Chaplain shall be appointed annually by the President with the approval of the Executive Committee.

Section 2: Terms

- a) The President, President-Elect, 1st Vice President, Recording 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 with succession in rank of the Vice-Presidents.
 - 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.

- b) The Immediate Past-President shall serve on the Executive Committee during the terms of the three (3) successive Presidents immediately following her term as President.
- c) The Audit, Budget and Nominating Committees shall be elected to serve for a term of one (1) year.
- d) The term of office shall begin at the close of the December quarterly meeting.

Section 3: Qualifications

- a) The Elected Officers of FCW shall have been active members in good standing of the Association for at least two (2) years immediately preceding nomination and meet qualifications as stated in Section 4a: 2 and 3.

Section 4: Nominations

- a) The Nominating Committee shall prepare a single slate of officers for President-Elect, 1st Vice President, Recording Secretary and Treasurer.
 - 1. Nominees shall have given consent to be nominated.
 - 2. Nominees shall have served as a Committee Chairman for a year before serving on the Executive Board.
 - 3. The 1st Vice-President shall have served at least one (1) year on the Executive Committee immediately preceding nomination
 - 4. 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.
- 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) The Nominating Committee shall be composed of the three (3) Immediate Past-Presidents and two members elected at the annual membership meeting. The most immediate Past-President shall serve as Chairman. In the event the most Immediate Past-President is unable to serve as Chairman, the next Past-President in line shall serve.
 - 1. No Past-President shall be eligible to serve following her Post-Presidency terms of the Executive Committee.

2. No elected member shall be eligible for re-election after serving for three (3) terms.
3. Vacancies occurring on the Nominating Committee shall be filled by the President by appointment.

Section 5: Elections

- a) All elected Officers shall be elected at a business meeting of the General Membership during the annual convention and take office at the end of the December Quarterly meeting.
- b) Election of the Nominating Committee shall be held at the General Membership meeting at the annual convention.
- c) Election of two members of the Audit Committee shall be held at the General Membership meeting at the annual convention. The Chairman of the Audit Committee is appointed by the President.
- d) Election of the Budget Committee shall be held at the General Membership meeting at the annual convention.
- e) If, for any reason, the President-Elect is unable to succeed to the office of President and there is no Vice-President who is able to assume the office of President, the Executive Committee shall elect one of their number to assume the office of President until the next meeting of the Board of Directors or the General Membership, whichever shall occur first and with either group being able to elect a new President (Article VII, Section I-B).

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 on the Vice-Presidents in order of rank until an election is held in accordance with the Bylaws (Article VI, Section 5-E).

- c) The 1st Vice-President shall assume the office of the President-Elect and the duties, but not the office, of President, if vacancies occur in those offices, until an election is held in accordance with these Bylaws (Article VI, Section 5-E).
- d) The Recording Secretary shall record the minutes of all meetings of the Membership, Board of Directors and the Executive Committee and shall handle all correspondence requested by the President.
- e) The Treasurer shall serve as custodian of the Association's funds and financial records.
- f) The Parliamentarian 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.
- g) The Chaplain shall render spiritual support to the Association.

ARTICLE VIII
Executive Committee

Section 1: **Composition**

The Executive Committee shall consist of voting members who shall be the four (4) Elected Officers, the three (3) most Immediate Past-Presidents and the two (2) Appointed Officers.

Section 2: **Authority**

- a) The Executive Committee shall act in place and instead of the Membership and the Board of Directors in the interim between the stated meetings of the Board of Directors or the Membership, except they shall not modify or rescind the budget or any other action taken by the Board of Directors or the Membership.
- b) They shall authorize the formulating and awarding of contracts and legal agreements.
- c) The Executive Committee shall perform the duties prescribed for them in the "Policy and Procedure" adopted by this Association.

Section 3: **Meetings**

- a) The Executive Committee shall meet prior to the Quarterly meetings and the annual General Membership meeting or at the call of the President.

Section 4: Quorum

- a) Five (5) of the Executive Committee shall constitute a quorum.

Section 5: Vacancies

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

Section 6: Financial Responsibility

- a) Officers with budget allocations must contain expenditures within the confines of the allocation. Expenses exceeding the allocation shall have prior approval of the Executive Committee.
- b) Itemized statements of expenses with original receipts must be submitted to the Treasurer for reimbursement.

ARTICLE IX
Board of Directors

Section 1: Composition

The Board of Directors shall be composed of all elected and Appointed Officers, the Past Presidents, County Presidents, State Directors and appointed Committee Chairmen and Subcommittee Chairmen.

- a) In such localities where there is not an affiliated Association, a Director may be appointed by the President to represent that particular general area.

Section 2: Authority

The Board of Directors shall have general supervision of the affairs of the Association between annual meetings of the Association. They shall formulate, plan and decide purposes and procedures of the Association.

- a) They shall have authority to combine, abolish and create Standing Committees, as submitted to them by the Executive Committee.
- b) The Board of Directors shall perform the duties prescribed for them in the "Policy and Procedures" adopted by this Association.

Section 3: Meetings

- a) Quarterly meetings of the Board of Directors shall be held at the same place as the Florida Cattlemen's Association Quarterly Board of Directors meetings. The time of the meetings shall be at the discretion of the President.
- b) Special meetings of the Board of Directors may be called by the President with the approval of a majority of the Executive Committee.

Section 4: Quorum

The quorum of the Board of Directors consists of at least nine (9) members present at the meeting. Should a quorum not be met, communication will be sent to the Board of Directors requesting a vote.

ARTICLE X
Committees

Section 1: Classifications

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

- a) Standing Committees shall initiate programs to further the objectives of the Association or perform functions necessary to facilitate the management of the Association.
 - 1. Standing Committees may be abolished, combined or new ones established as approved by the Executive Committee by a two-thirds (2/3) vote of the Board of Directors to amend the Bylaws.

Section 2: 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.

- b) Special Committees shall have prior authority of the Executive Committee for the expenditure of funds.

Section 3: Reports

- a) Executive Officers and Committee Chairmen reports will be filed by mail with the President thirty (30) days prior to the December Board of Directors meeting.

Section 4: Ex-Officio

- a) The President shall be ex-officio member, with vote, of all Committees except the Nominating Committee.

Section 5: Titles/Composition

All standing Committee Chairmen shall endeavor to maintain communication with their counterpart Committee Chairmen of the County Associations.

- a) Animal Welfare - The President shall appoint a Chairman and members.
- b) Audit – Shall be composed of three (3) members. The Chairman shall be appointed by the President and two (2) members shall be elected by the General Membership at the annual meeting.
- c) Awards and Recognition – The immediate Past President shall serve as Chairman.
- d) Beef Ambassador – the President shall appoint a Chairman and Co-Chairman.
- e) Beef Education – The President Elect shall be the Chairman

Beef Education Sub committees

- 1. Ag in the Classroom – The President shall appoint a Chairman.
- 2. Know your Beef Shortcourse – The President-Elect shall act as Chairman.
- 3. Student/Teacher Education – The President Elect shall serve as Chairman.
- f) Beef Promotion – The 1st Vice-President shall be the Chairman

Beef Promotion Subcommittees

- 1. National Agriculture Day (Ag Day) – the President shall appoint a Chairman.
- 2. Beef for Father’s Day – The 1st Vice President shall serve as Chairman.
- 3. Beef for the Holidays – The President shall appoint a Chairman.
- 4. Farm-City Celebration – The President shall appoint a Chairman.
- 5. Beef Gift Certificates – The Treasurer shall serve as Chairman.

- g) Budget – The Treasurer shall serve as Chairman. The Committee shall be composed of the incoming Treasurer, the Executive Committee, and three (3) members elected at the General Membership meeting.
- h) Constitution and Bylaws/Policy and Procedures – The president shall appoint a Chairman and members, two of whom shall be Past-Presidents.
- i) Consumer relations – the President shall appoint a Chairman.

Consumer Relations Subcommittees

- 1. In Store Demos – The president shall appoint a Chairman.
 - 2. Florida State Fair – The President shall appoint a Chairman.
 - 3. Special Consumer Events, i.e., cooking schools, Area Fairs & women’s Shows- The President shall appoint a Chairman
- j) Credentials – The President shall appoint a Chairman.
 - k) Florida Beef Cook-Off – the President shall appoint a Chairman and Co-Chairman.
 - l) Florida Cattlemen Magazine – the President shall appoint a chairman.
 - m) Legislative – The President shall appoint a Chairman.
 - n) Long Range Plan – the President shall appoint a Past President as Chairman.
 - o) Membership – The President shall appoint a Chairman.
 - p) Newsletter – The President shall appoint a Chairman.
 - q) Nominating – The Committee shall be composed of three (3) most Immediate Past-Presidents and two (2) members who will be elected at the Annual Membership meeting.
 - 1. The most Immediate Past-President shall serve as Chairman. In the event that the most Immediate Past-President is unable to serve as Chairman, the next Past-President in line shall chair the committee.
 - r) Outstanding Cattlegirl of the Year Award - The President shall appoint a Chairman and Co-Chairman.
 - s) Publicity – The President shall appoint a Chairman.
 - t) Scholarship – The President shall appoint a Chairman.
 - u) Scrapbook – The President shall appoint a Chairman.
 - v) State Convention – the President shall appoint a Chairman and Co-Chairman.
 - w) Supply – The President shall appoint a Chairman.
 - x) Sunshine – The President shall appoint a Chairman and Co-Chairman.
 - y) Sweetheart – The President shall appoint a Chairman and Co-Chairman.
 - z) Ways and Means – The President shall appoint a Chairman.
 - aa) Youth Task Force – The President shall appoint a Chairman.

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 this 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 will be accepted by the constitution and Bylaws Committee. The deadline for receiving such proposed amendments will be set by the Committee.
- Section 2: This Constitution and Bylaws may be amended at the Annual General Membership meeting by a two-thirds (2/3) vote of those present, provided recommendation of such proposed changes has been made by both the Constitution and bylaws and the Executive committees.
- Section 3: The Constitution and Bylaws Committee will have proposed amendments available to County Presidents, State Directors, and Directors-at-large for distribution to all State Members prior to the annual 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.

Adopted:

Date

State President

Constitution & ByLaws

FCW 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 membership, Executive Committee and Board of Directors.
 2. See that all directives of the Membership, Board of Directors and Executive Committee are carried out.
 3. Execute instruments of conveyance or encumbrance as authorized by the Executive Committee and subject to restrictions in the Articles of Incorporation.
 4. Sign a bank authorization card upon assuming office.
 5. Have authority to call meetings.
 6. Have authority to fill vacancies for chairmen and members of all committees incurred during her term of office.
 7. Assign the duties of the elected and appointed officers.
 8. Present a President's report to the FCW and FCA membership at the annual meeting and to the FCW and FCA Boards of Directors at the Quarterly meetings.
 9. 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.
 10. Serve as voting member on the Florida Beef Council and accept such appointment as council may assign.
 11. Submit a monthly Florida Cattlewomen's report to be published in the Florida Cattleman Magazine.
 12. Assign a member to assemble material and prepare a scrapbook for the President depicting her activities of the FCW during her term of office.
 13. Arrange for Rookie of the Year plaque.
 14. Organize quarterly meeting in conjunction with convention chairman.
 15. Obtain sponsors for quarterly meetings and convention.
 16. Be expected to attend ANCW Annual Convention, Mid Year meetings and Region II ANCW Meetings, or send a designee.
- 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 the Region II and ANCW Mid-Year meetings and is encouraged to attend the ANCW convention.
 5. Shall serve as chairman of the Beef Education Committee and the Know Your Beef Short Course.
 6. Shall serve on the Budget Committee.
 7. It is recommended the President Elect attend Florida Beef Council meetings for informational purposes only.

C. The 1st Vice President shall:

1. Accept duties as assigned to her by the President or the Executive Committee.
2. Serve as Chairman of the Beef Promotion and Beef For Father's Day Committees.
3. Serve on the Florida Beef Cook-Off Committee.
4. Serve on the Budget Committee.

D. The immediate Past President shall:

1. Serve as Chairman of the Nominating Committee.
2. Serve on the Budget Committee.
3. Be responsible for procuring the gift and plaque for the out-going President and the President's pin for the incoming President
4. Serve as Chairman of Awards and Recognition Committee.
5. Accept such other duties as assigned by the President.

The second year and thereafter of her term on the Executive Committee she shall:

1. Service as a member of the Nominating Committee.
2. Accept other duties as requested by the President.
3. Serve on the Budget Committee.

E. The Recording Secretary shall:

1. Correct the minutes in the permanent record book of the previous meetings (as approved at later meetings) with appropriate notations in margins
2. Prepare and distribute to the President, Executive Committee and Board of Directors an approved copy of all minutes within four (4) weeks of the meetings of those respective groups.
3. Prepare a list of the President, 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. Sign bank authorization form card upon assuming office.
6. Serve on Budget Committee.
7. Present all Executive Committee Recommendations at the Quarterly Board of Directors and Annual membership meetings.
8. Handle all correspondence as requested by the President.
9. Serve on the Executive Committee and the Board of Directors.
10. Accept such other duties as requested by the President.
11. Solicit materials for the state President's scrapbook from county/area affiliates.

F. The Treasurer shall:

1. Sign a bank authorization card upon assuming office.
2. Have charge of all moneys.
3. Keep an accurate account of income and expenditures.
4. Prepare a financial statement for the Executive Committee, the Board of Directors and the membership meetings.
5. Have financial records available at all times for inspection by the Executive Committee and for auditing at the close of the year.

6. Serve as Chairman of the Budget Committee.
7. File annual Corporate Report for FCW with State.
8. File annual Federal IRS return.
9. Be responsible for payment and filing of State Sales Tax as required by State.

G. The Parliamentarian shall:

1. Serve in an advisory capacity to the President.
2. Serve on the Executive Committee and the Board of Directors.
3. 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 general membership meetings.
4. Perform such other duties as requested by the President.
5. Serve on the Budget Committee.

H. The Chaplain shall:

1. Render spiritual support and encouragement to the Association.
2. Give a devotional before each meeting.
3. Serve on the Budget Committee.
4. Serve as a member of the Board of Directors and Executive Committee.

EXECUTIVE COMMITTEE

The Executive Committee shall:

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 too the 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, elect one of their members to chair the Executive Committee.

BOARD OF DIRECTORS

1. Act on recommendation from the Executive Committee, including presentations from the Committee Chairmen.
2. Approve a revised budget as recommended by the Executive Committee at Quarterly meetings.
3. The County Presidents and State Directors may designate an alternate representative to the Board of Directors' meeting in case of their absence. Notice shall be in writing from the one being represented to the Credentials Committee prior to the opening of the Board of Directors' meeting.

COMMITTEES

Requirements:

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 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.
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 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 to the Treasurer for reimbursement of expenses incurred. These must be submitted within 60 days of the date bill was incurred for payment.
 - b) Special committees shall have prior authority of the Executive Committee for the expenditure of funds.
6. Any committee chairman missing three (3) Board of Directors meetings shall have her chairmanship reviewed and/or terminated.

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 so indicated in the By-Laws.
3. Special Committees may be appointed for a particular need by the President with Executive Board approval.

COMMITTEE DUTIES:

A. Animal Welfare

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

B. Audit

1. Be responsible for ascertaining that the Treasurer's books are accurate and balanced at the end of the year.
2. Meet prior to the December Quarterly meeting to examine the Treasurer's books.
3. Report to the Executive Committee and the Board of Directors on their findings.

C. Awards and Recognition

1. Determine various categories and recipients for which awards are given.
2. Prepare and send forms to the County Presidents to be filled out, detailing the activities of their group and/or individuals for competition in the awards and recognition given at the annual membership meeting.
3. Tally the results of the forms submitted and make the presentations at the membership meeting.
4. Immediate Past President shall chair this committee and the President shall appoint two members to serve on the committee.

D. Beef Consumer Representative

This committee shall be responsible for conducting the State Beef Consumer Representative contest.

E. Beef 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. Keep the County Affiliates aware of any materials which are currently available for use in teaching.
 - d. Be responsible for an educational book at conventions and meetings as authorized by the Executive Committee.
 - e. Develop a resource list for use by counties.
 - f. Keep current on Food Safety as related to beef products.
 - g. Work closely with the FBC and keep current with their projects in nutrition and dietary matters.
2. Beef Educations Subcommittees:
 - a. Ag in the Classroom
 - 1) Encourage Ag in the Classroom participation by the counties.
 - 2) Cooperate with other groups already engaged in the use of the program.
 - b. Know Your Beef Short Course
 - 1) Plan and implement the annual FCW's Know Your Beef Short Course.
 - c. Student/Teacher Education
 - 1) Collect and disseminate to the counties materials pertinent to aiding teachers in the Classroom.
 - 2) Disseminate information on NCBA Teaching Kits available to teachers.

F. Beef Promotion

1. National Agriculture Day (Ag Day)

- a) The Chairman disseminates information on National Ag Day to County Presidents.
- b) The Chairman encourages counties to observe Ag Day by planning various activities promoting agriculture.
- c) The Chairman may conduct workshops at a Quarterly meeting, Short Course or annual meeting.
- d) Assist and encourage CattleWomen with a Beef Gift Certificate program in their county or area.
- e) Collect ideas for Beef Gift Certificate sales from the counties or areas to compile and disseminate this information to all county or areas.

2. Beef Promotion Committee:

This committee shall work to encourage, stimulate and expand the consumption of beef.

- a) Work closely with the Florida Beef Council and give full support to current promotion campaigns.
- b) Work with other agriculture groups where possible and when it can be beneficial for the beef industry.
- c) Keep up with the latest techniques in cooking, packaging, and preservation and develop demonstrations to share this information.
- d) Develop a resource of successful projects for county and area affiliates to use.

3. Beef Promotion Subcommittees:

A. Beef for Father's Day

- 1) The 1st Vice President shall serve as Chairman.
- 2) The committee shall promote the acceptance of beef as the traditional food for Father's Day.
- 3) Serve as liaison between FCW and the County BFFD chairman for the purpose of disseminating material and information to implement BFFD programs.
- 4) Contact County Presidents for reports on county activities.

B. Beef for the Holidays

- 1) Encourage counties to have a project to raise funds for Beef for the Holidays.
- 2) Solicit donations from counties and individual members for Beef for the Holidays.
- 3) Arrange with a local charity for the presentation of beef certificates at the December Quarterly meeting.

C. Florida's Farm-City Celebration

- 1) Send information to County Presidents for use in planning local activities.
- 2) Compile the reports of the counties after Farm-City Celebration and send copies to the FCW President and ANCW.

G. Budget

This committee shall be comprised of three (3) members elected at the annual meeting, the incoming Treasurer and all Executive Board Committee members. The Committee shall prepare and submit a proposed annual budget to the board of Directors for their approval at the December quarterly. At Quarterly meetings revisions to the budget as recommended by the Executive Committee shall be submitted to the Board of Directors for approval.

H. Constitution and By-Laws/Policy and Procedure

1. Review the Constitution and by-Laws and Policy and Procedure Guideline annually.
2. Submit proposed amendments or revisions of the Constitution and By-Laws to the Executive Committee for their recommendations to the Board of Directors for review, then to the general membership for approval.
3. The Policy and Procedures may be revised by the Constitution and By-Laws Committee to be reviewed and approved by the Executive Committee before final action by the Board of Directors.

I. Consumer Relations

1. In-Store Demos
 - a. Encourage counties to plan and staff for Beef Sampling in Grocery Stores.
2. Florida State Fair
 - a. Plan and staff booth at fair to educate consumers and promote beef products.
3. Special Consumer Events i.e. Cooking Schools, area fairs and women's shows
 - a. Plan and staff booths at special events to educate consumers and promote beef products.

J. 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 meetings of the Board of Directors.

K. National Beef Cook-Off

1. Promote the NBCO in the state and represent Florida Cattlewomen at National Cook-Off seminars and meetings, as funds allow.

L. Florida Cattleman Magazine

1. The Chairman shall represent the Florida CattleWomen on the FCA Magazine Editorial Board.

M. Legislative

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 directives of the ANCW and FCA, utilizing the county Legislative Chairmen when possible and desirable.
4. Assemble and develop materials that assists the membership to communicate with government officials and departments and direct the distribution of such materials to the membership. The Legislative Email/Calling Tree may be utilized when a specific nonpolitical matter has occurred on the national or state level with which the National Cattlemen's Beef Association or the Florida Beef Council would require assistance. The National Cattlemen's Beef Association would contact ANCW and they, in turn, will contact the state Legislative Chairman through the ANCW Calling Tree. The Florida Beef Council would contact the State Legislative Chairman.

N. Membership

1. The Chairman is appointed by the President.
2. Devise plans and develop materials to assist the County Membership Chairman to increase membership and process membership records.
3. Encourage the formation of Cattlewomen organizations in Counties where none exist and assist them with organizational procedures at their request.
4. Membership Dues Structure:
 - a) Regular membership dues shall be \$15.00
 - b) Honorary membership shall be gratis.
 - c) Associate membership dues shall be \$50.00

O. Newsletter

1. The Chairman shall be responsible for the Florida Cattlewomen newsletter, to be published as often as budget allows.

P. Nominating

1. The Nominating Committee is of vital importance to FCW. It holds the power and responsibility of selecting and recommending to the membership, women who can direct and lead this Association.
2. The Chairman shall contact the County Presidents, urging each to solicit qualified leaders in her county to complete a referral form and a letter of consent for nomination as an elected officer.
3. Because of the responsibility and knowledge given to the Nominating Committee members, the general membership relies on the integrity of this committee to recommend nominees according to the following principles.
4. 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.
4. Notice will be published in the CattleWomen's Newsletter that referral forms are available on request from the FCW Nominating Committee Chairman.
- a) If a referral form is received without the required written consent or is otherwise incomplete, The Chairman or designated committee member may obtain what is required from the member or County President originating the recommendation.
 - b) If possible, officers should progress in office in succession.
 - c) Before nominees are notified, or the report of the Nominating Committee given, the slate of officers selected by the Committee shall be reviewed by the FCW *Parliamentarian* to verify it confirms to the FCW By-Laws and Policy and Procedure Guidelines.
 - d) Nominees shall be notified of nomination 24 hours in advance, if possible.
5. The Nominating Committee shall meet in closed session and its deliberations shall be confidential. Except for Committee proceedings, no member of this committee shall be part of any action or discussion that might be construed as supportive or prejudicial to the recommendations under consideration. Any evident breach of this trust can result in a request for resignation by the Executive Committee.
- a) When convention scheduling and time permit, the Nominating Committee report will be made available to the membership before the annual meeting of FCW.

Q. Outstanding Cattlewomen 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.
3. Criteria for the Award:
 - a) The recipient shall be a FCW member.
 - b) Any county Affiliate may nominate.
 - c) The only candidate not eligible is the FCW President during her term of office, and 1 and ½ years post presidency.
 - d) The nomination deadline is as set by the Chairman.
 - e) The recipient will be chosen by 2 elected FCW members at the December quarterly meeting, 2 industry representatives, and the chairman.
4. The Chairman will submit articles and photographs to the Florida Cattleman's Magazine on County Outstanding Cattlewomen nominated for the state award.

R. Publicity

1. Develop and distribute materials to assist the Counties with the mechanics of press releases and utilization of the news media, including radio and television.
2. Assist the President, at her request, with development and distribution of materials and information suitable for use by County groups in their internal newsletters and communications.
3. Develop pertinent programs and assemble materials of a commercial or educational nature suitable for radio and television use and for distribution to the media.
4. Work closely with all other projects and promotional committees.

S. Scholarship

1. Coordinate with University of Florida Scholarship committee for the selection of a recipient for an award of \$1,000 to be junior or senior female student majoring in Animal Science at the University of Florida, based on professional potential beef cattle production and marketing, leadership and scholarship.
2. Coordinate with University of Florida Scholarship Committee School of Veterinary Medicine-Food Animal Science for a selection of a recipient for an award of \$500.00 to be given to a junior or senior DVM student enrolled in the large animal veterinary sciences food animal certificate program, specializing in beef cattle, having a well rounded combination of academic achievements, industry and extracurricular involvement and strength of commitment to a career in beef cattle food and animal practice.

T. Scrapbook

1. Responsible for soliciting scrapbook entries for the Scrapbook contest at the annual convention.
2. Obtain judges for judging the event and purchase and award prizes to winners.

U. State Convention

1. Work with the FCA Convention Chairman, FCA Executive Vice President and the FCW President to correlate meetings 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 Executive Vice President.

V. Supply

1. Keep an inventory of all supplies and equipment owned by Florida Cattlewomen, Inc.
2. Maintain records on location of supplies and equipment at all times.

W. 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) Send condolences to bereaved families.
 - d) The Sunshine Fund shall be subsidized by FCW when necessary.

X. Sweetheart

1. Conduct an information session for contestants before the annual convention.
2. Conduct and oversee all Sweetheart activities and contest at the annual convention.

Y. Ways and Means

1. Acquire items for sale through buying, making or donations, with presidents
2. The Chairman will price articles for sale.
3. Set up Ways and Means booth at the annual convention and other meetings and activities when desirable and possible.

Z. Youth Task Force

1. Serve as liaison between Florida CattleWomen, Inc. and all Cattle Industry Youth groups.
2. Keep Florida CattleWomen informed of youth activities and encourage CattleWomen to support these activities.

AMENDMENTS TO POLICY AND PROCEDURE GUIDELINES

The Policy and Procedure Guidelines may be revised by the By-Laws Committee and submitted to the Executive Committee to be revised and approved before final action by the Board of Directors.

Date Revisions Accepted: _____

Florida CattleWomen President

Florida CattleWomen Past President

Florida CattleWomen Past President

Florida CattleWomen Past President