

Bylaws and Guidelines



T.G.R.A., Inc.

As amended April 11, 2010

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Bylaws

Article I - Name of the Corporation

- 1.1 **Name** The name of the corporation shall be T.G.R.A., Inc., hereinafter known as "the Corporation."
- 1.2 **Assumed Name** The Corporation shall have the right to conduct its business under an assumed name, which shall be Texas Gay Rodeo Association, or such other, assumed name that the Corporation may authorize.

Article II – Objectives and Purposes of the Corporation

- 2.1 **Objective** The objective of the Corporation shall be to elevate the image of women and men in the sports field of rodeo.
- 2.2 **Purposes** The purposes for which the Corporation is organized are:
- To promote and stage an annual rodeo event at locations situated in the State of Texas; and
 - To promote communication and fellowship among its members by encouraging the participation of its membership in western-related events (e.g., rodeo performances); and
 - To engage in charitable activities, whether by volunteering the services of the Corporation and/or its members or by the raising of monies; with such activities and the proceeds derived there from being donated to those charitable organizations that the membership of the Corporation may choose; and
 - To engage in any business and/or activities in which a nonprofit corporation may engage within the meaning of the Internal Revenue Service Code.
 - The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service code,
- 2.3 **Prohibitions** The Corporation shall not carry on any other activities not permitted to be carried on.
- by a corporation exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code, or
 - by a corporation contributions to which are tax deductible.

The Corporation shall not engage in any discrimination whether related to sex, race, religion, age, gender, sexual orientation, gender identification, physical handicap or national origin.

Article III - Registered Office and Agent

- 3.1 **Registered Office** The registered office of the Corporation shall be 2842 West Brooklyn, Dallas, Texas 75211.
- 3.2 **Registered Agent** The name of the registered agent at the above address is Patrick Hancock.
- 3.3 **Change in Registered Office or Agent** The Corporation may change its registered office or agent at any time in accordance with the Texas Non-profit Corporations Act and this article of these bylaws shall automatically and without further action be amended to name such newly adopted office or agent.

Article IV - State Organization

- 4.1 **Board of Trustees** The Corporation shall be governed by a State Board of Trustees who shall be elected by the membership as specified herein.

- 4.2 **Number of Trustees** The number of Trustees shall not be less than four nor more than twenty-one.
- 4.3 **Composition of the Board of Trustees** The State Board of Trustees shall be comprised of the State President, State Vice President, State Secretary, State Treasurer, I.G.R.A. Trustee, Rodeo Director(s), State Contestant Representative, and a State Representative from each Member Chapter.
- 4.4 **State Executive Committee** The State Executive Committee shall be composed of the State Officers, who are the State President, State Vice President, State Secretary, State Treasurer and one chapter representative elected by and among the chapter representatives prior to the beginning of the first regularly scheduled Board of Trustees Meeting.
- 4.5 **Duties and Responsibilities**
- a. The State Board of Trustees shall be responsible for the operations of the Corporation. The State Board of Trustees may delegate such authority as is necessary to govern the day-to-day operations of the Corporation to the Executive Committee.
 - b. Any expenses in excess of the approved budget must be approved in advance by the State Board of Trustees.
- 4.5.2 **State President** The State President shall be the chief executive officer of the Corporation and shall:
- a. Preside at all meetings of the Corporation, the State Executive Committee and State Board of Trustees;
 - b. Have general and active management of the business and affairs of the Corporation, including the preparation of the agenda for meetings of the State Board of Trustees;
 - c. See that all orders and resolutions of the State Board of Trustees are carried into effect;
 - d. Vote only in the event of a tie vote by the State Board of Trustees;
 - e. Perform such other duties and have such other authority and powers as the State Board of Trustees may from time to time prescribe;
 - f. Subject to the advice and consent of the State Board of Trustees, appoint the chairs of all State Committees;
 - g. Be an ex-officio member of all state Committees.
 - h. Signs all contracts or any other legal documents for the Corporation. This includes sponsorships, rodeo hotel, arena, and stock contractor contracts, etc. The State President may authorize a designee in writing when the president is in a different city when necessary.
- 4.5.3 **State Vice President** The State Vice President shall, in the absence or disability of the State President, perform the duties and have the authority and exercise the powers of the State President. The State Vice President shall:
- a. Oversee the royalty process including but not limited to serving as the royalty committee chair, assisting with issues from the royalty candidates, as well as the current reigning royalty team;
 - b. Oversee the collection and distribution, through the local committee member and the Chapter Treasurer, of funds raised by the contestants for charities during the year
 - c. Keep record of collections and distributions for the records of the Corporation;
 - d. Certify that each charity receiving funds from the contestants is a 501(C)3 status charity by procuring from the charity a copy of that charity's letter from the IRS stating that 501(C)3 status has been granted, such a letter to become a part of the permanent record of the Corporation in the State Treasurer's records;
 - e. Make written reports to the State Board of Trustees when called upon to do so.

- 4.5.4 **State Secretary** The State Secretary, under the supervision of the State President, shall:
- a. Attend all meetings of the Corporation, the State Board of Trustees, and the state Executive Committee and record the minutes of all proceedings in a book to be kept for that purpose. Minutes may be recorded electronically. Hardcopy of approved minutes may be scanned and recorded on digital media and stored. Minutes shall be posted on the TGRA website;
 - b. Give, or cause to be given, notice of all meetings of the Corporation, the State Board of Trustees, and the State Executive Committee;
 - c. Maintain custody of the seal of the Corporation and, when authorized by the State Board of Trustees, affix the same to any instrument requiring such seal;
 - d. Maintain a written record of all policies and procedures prescribed by the Corporation, the State Board of Trustees, or the State Executive Committee;
 - e. Perform other such duties as prescribed by the State Board of Trustees.
- 4.5.5 **State Treasurer** The State Treasurer shall be the Chief Financial Officer of the Corporations, and shall:
- a. Have custody of the funds of the Corporation;
 - b. Keep full and accurate accounts of all receipts and disbursements of the Corporation through accepted accounting procedures to assure current legal compliance;
 - c. Deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the State Board of Trustees;
 - d. Disburse the funds of the Corporation as may be ordered by the State Board of Trustees, taking proper vouchers for the disbursements;
 - e. Render to the State President and the State Board of Trustees, at its regular meetings of the State Board of Trustees, and/or whenever required a written account of all fiscal transactions of the Corporations and the current financial position of the Corporation;
 - f. Maintain all membership lists and perform such other duties as the State Board of Trustees may prescribe;
 - g. Submit a proposed budget for adoption to the State Board of Trustees for adoption at the regularly scheduled First Quarterly Board of Trustees Meeting;
 - h. Develop and periodically update Treasurer's procedures with advice and consent of the State Board of Trustees, and communicate such to all chapter treasurers,
 - i. Oversee the functions of the Chapter Treasurers.
- 4.5.6 **State Representative** The State Representative shall represent the Member Chapter as a member of the State Board of Trustees. The State Rep. elected by the chapter reps to serve as the State Rep's Rep shall also serve on the State Executive committee as noted in the Bylaw 4.4. He or she is included on all communications to the members of the State Executive Committee. He / She shall cast a vote when called upon when only the State Executive Committee is making a decision. At Board of Trustees meeting, he or she shall only cast one vote.
- 4.5.7 **State Contestant Representative** The State Contestant Representative shall:
- a. Represent all members of the Corporation who are qualified rodeo contestants at all rodeos in the matters of questions, disputes, and any other functions appropriate to a representative of contestants;
 - b. Keep contestants up to date on current standings in the rodeo circuit, upcoming rodeos and events, and other related matters;
 - c. Put forth contestant concerns, suggestions, and other related input to the State Board of Trustees and Rodeo Director;
 - d. Serve as the Alternate Trustee at all rodeos, or, if unable to attend, coordinate with the Trustee in appointing an Alternate Trustee.
- 4.5.8 **I.G.R.A. Trustee** The I.G.R.A. Trustee shall:
- a. Represent the interest of the Corporation to the I.G.R.A.; and
 - b. Serve as a member of the Board of Trustees.

4.5.9 **Rodeo Director**

- a. **Selection Process** The Rodeo Director for each TGRA rodeo shall be approved by the Board of Trustees by a meeting of the Board held 9 to 12 months prior to the rodeo date.
- b. **Applications** Interested individuals should submit resumes to the State President prior to that meeting.
- c. **Requirements** Applicants for the position of Rodeo Director should have previously served as Assistant Rodeo Director or Rodeo Director for an IGRA-sanctioned rodeo or a rodeo held by a similar organization. Applicants should also have served in an official capacity in two other rodeos, such as a Committee Chair. Applicants should have attended IGRA University within the past three years.
- d. **Nomination & Approval** The State President shall nominate one of the applicants, which must be approved by the State Board of Trustees. A private meeting between the Board and one or all of the applicants may be conducted prior to nomination or approval.
- e. **Exceptions** The selected Rodeo Director is not required to meet the requirements in 4.5.9.c if in the opinion of the State President and the State Board of Trustees, the interests of TGRA are best served by another candidate. Specific reference to the justification for an exception must be made in the motion to approve.
- f. **Duties and Responsibilities** The Rodeo Director is charged with producing a rodeo under the direction of the State President and the State Board of Trustees and within the budget approved by the Board. He/she shall appoint, with the advice and consent of the State Board of Trustees, committee chairs as required by our Guidelines to assist with production of the rodeo. He/she shall submit a proposed list of officials for the Rodeo and solicit and submit bids/contracts from the contractors (Stock, Hotel, concessions, etc. when applicable) to the Board of Trustees for approval. Officials should be selected as soon as possible they can be notified and accept / reject in a reasonable period of time.
- g. **Board Membership** Rodeo Directors shall be members of the State Board of Trustees and shall have all rights and responsibilities except the right to vote.

- 4.6 **Term of Office** Each State Officer and State Contestant Representative shall be elected for a two-year term, excepting the IGRA Trustee. Each term shall begin on January 1 of the year following election and shall continue until the first item of new business at the first quarterly State Board of Trustees meeting or until a successor has been duly elected or appointed. A person may only hold one state elected office on the State Board of Trustees at any one time.

President and Secretary elections are in even number years. Vice President, Treasurer and State Contestant Representative are elected in odd number year. IGRA Trustee is elected every 3 years per IGRA requirements.

For 2011 state elections occurring in November 2010 the Vice President and Treasurer will be elected for a 1 year term. In November 2011 they would be elected for the normal 2 year term

Article V - Membership

- 5.1 **Application for Membership** Each Individual Member or Commercial Member shall complete an application form prescribed by the State Board of Trustees.
- 5.2 **Individual Member** An Individual Member is a person whose application for membership has been accepted and who:
 - a. Is at least twenty-one years of age;
 - b. Is current in the payment of the dues prescribed by the Guidelines.
- 5.3 **Commercial Member** A commercial member is a corporation, a partnership, a proprietorship, an unincorporated association, or other organization whose application for membership has been accepted and which has paid the annual membership fee prescribed by the Guidelines.

- 5.4 **Honorary Member** An Honorary Member is a member who has been so designated by the State Board of Trustees for continuous dedication and conspicuous service to the Corporation.
- 5.4.1 Honorary Membership shall terminate at the end of a twelve (12) month period from the time the Honorary Membership was so designated.
- 5.5 **Member Chapter Association** Each Individual Member or Commercial Member shall designate an association with a particular Member Chapter on the application for membership. The Member Chapter to which such Individual Member or Commercial Member is associated shall be responsible for the maintenance of membership records and dues and the only chapter the member can vote on chapter matters.
- 5.6 **Acceptance of Membership** Each application for membership in the Corporation must be recommended by the Member Chapter prior to approval by the State Executive Committee.
- 5.6.1 The Chapter Treasurer shall:
- Forward a copy of each application for membership to the State Treasurer;
 - Forward all dues to the State Treasurer in the manner prescribed by the State Treasurer;
 - Notify the applicant of acceptance or rejection;
 - Refund all dues submitted to the State Treasurer in the event of rejection.
- 5.6.2 The State Treasurer shall:
- Submit all applications received from the Chapter Treasurer to the State Executive Committee;
 - Notify the Chapter Treasurer of the acceptance or rejection of each application;
 - Remit to the Chapter Treasurer all dues submitted to the State Treasurer in the event an application is rejected.
- 5.6.3 An application for membership which has not been rejected by the State Executive Committee by the next monthly chapter meeting following the Chapter meeting in which it is submitted, will be deemed approved and shall be accepted for membership.
- 5.7 **Transfer of Membership Association** Upon thirty (30) days written notice to the State Treasurer, any Individual Member or Commercial Member may designate association with another Member Chapter.
- 5.8 **Termination of Membership.** Membership in the Corporation may be terminated by the State Board of Trustees for good cause, including without limitation, the following:
- The failure to timely pay dues and other fees as prescribed by the State Board of Trustees;
 - The recommendation of the Member Chapter with which the Individual Member or Commercial Member is associated;
 - Misrepresentation of material facts in the application for membership or falsification of any of the information contained therein;
 - Any course of conduct that is detrimental or is contrary to the stated purposes of the Corporation.
- 5.9 **Right of Appeal** The decision of the State Board of Trustees to terminate membership of any Individual Member or Commercial Member may be appealed to the General Membership of the Corporation at the next general membership Meeting. The decision of the State Board of Trustees shall be sustained unless two-thirds (2/3) of the members present and voting, vote to reverse the decision of the State Board of Trustees.
- 5.10 **Resignation of Membership** Any Individual Member or Commercial Member may resign membership in the Corporation upon written notice to the State Treasurer.

- 5.11 **Reinstatement of Membership** Any Individual or Commercial organization who has not been reinstated in a 12-month period, must apply as a new member. Any eligible individual member or eligible commercial member eligible for re-instatement who has resigned or has been terminated for non-payment of dues may be reinstated by the State Executive Committee upon payment of all outstanding dues and fees prescribed by the Guidelines at the time of reinstatement.

Article VI - Voting and Elections

- 6.1 **Member Voting Rights** Each Individual Member and each Commercial Member shall be entitled to one (1) vote on each matter submitted for membership vote.
- 6.2 **Offices** These election rules cover the election of State President, State Vice President, State Secretary, State Treasurer, State Contestant Representative, and IGRA Trustee. These rules apply to the IGRA Trustee only in years when that office is being elected.
- 6.3.1 **Nominations** Members that desire to be listed as a candidate for State Executive Committee or State Contestant Representative must submit a request to the state elections chair in writing no later than October 1st each year. Each request must include the office desired along with physical mailing and/or email address. The State Elections chair shall acknowledge receipt of request and that member meets the qualifications and will be listed on the ballot. Requests to be on the ballot will be accepted until 12:00 midnight on October 1st. All requests must be received by the State Elections Chair, either via email or US mail by this date and time.
- 6.4 **Qualifications for State Board of Trustees**
- 6.4.1 **State Executive Committee Offices** A candidate for State President, Vice President, Secretary, and Treasurer must be an Individual Member for a period of at least twelve (12) consecutive months immediately prior to taking office and have served twelve (12) consecutive months on a Chapter Executive Committee.
- 6.4.2 **State Contestant Representative** A candidate for Contestant Representative must be an individual member of TGRA for a period of at least twelve (12) consecutive months immediately prior to taking office, must be an active rodeo contestant, and must have competed in a minimum of two IGRA rodeos over the previous two years.
- 6.5 **Election of State Officers** Members of the State Executive Committee, as well as the State Contestant Representative, shall be elected by secret ballot by vote of the members during the month of November. The election shall be conducted via a mail-in voting system. The following shall apply to the mail-in voting system.
- 6.5.1 As soon as all nominees are confirmed by the State Elections Chair or no later than October 20th, the State Elections chair shall forward an official election ballot to the TGRA Webmaster for posting to the State web site. The Webmaster shall post this ballot no later than October 25th.
- 6.5.2 Each TGRA member shall be responsible for printing an official ballot from the TGRA web site or contact the State Elections chair to receive the official ballot in a different manner.
- 6.5.3 Each TGRA member shall mark their ballot by placing an "X" in each box that they wish to vote for a candidate. Each member can cast only one vote for each office.
- 6.5.4 Each TGRA member shall place their marked ballot in a business size envelope and seal the envelope. Each TGRA member shall place no identifying marks on the ballot or the envelope.

- 6.5.5 Each TGRA member shall place the sealed envelope along with a copy of a government-issued picture ID in a second envelope and mail to the address provided on the official ballot. The TGRA member may hand deliver their ballot along with the photo ID to the State Elections Chair, if they so desire. All information may be blackened out on the picture ID except the name and the picture, if so desired. On the copy of the government-issued ID the address or email address of the voting member should be printed in the event a run off election is necessary.
- 6.5.6 When received by the State Elections Chair, the chair shall attach the picture to the sealed ballot envelope without opening the ballot envelope, and mark the person on the picture ID off the official state roster as "ballot received." If the person does not appear on the official roster, the State Elections Chair will contact the State Treasurer to verify that the person is not a member and if the person submitting the ballot is verified NOT to be a member, the ballot is placed in "invalid ballot" status and not kept with the valid ballots for counting when the election process is concluded. At this time the State Elections Chair will also determine if the person is eligible to vote for the State Contestant Representative and, if they are, will place a single "X" on the outside of the ballot envelope.
- 6.5.7 In the event that the State Elections Chair receives more than one ballot from the same person, all ballots for that person will be considered invalid and not counted as part of the election.
- 6.5.8 All ballots must be received by the State Elections Chair no later than November 21st. Any ballots received after this date will be considered invalid.
- 6.5.9 After 12:01 a.m. November 22nd and before 12:01 a.m. November 30th the State Elections Chair shall remove the picture ID from the official ballot envelope received and place all envelopes together. Picture IDs with the printed address (mail or email) should be retained until it is determined that a run off election will not be necessary. Once all identifying markings are separated from the ballots the ballots should be opened and counted. At the time the ballot is opened the State Elections chair will verify if there is no "X" on the ballot envelope that the member did not vote for State Contestant Representative. If the member did vote for this office and was not eligible, then that portion of that ballot would be considered invalid and not counted toward the office of the State Contestant Representative.
- 6.6 Election to the State Executive Committee shall be by a total of more than 50% of the eligible votes cast, excluding abstentions.
- 6.7 **Run Off Elections** In the event that there are three or more persons who receive votes for an office and no individual receives more than 50% of the eligible votes cast, the State Elections Chair shall declare a run off election between the two persons receiving the highest number of votes.
- 6.7.1 The run off election shall be held via mail in the same manner as stated in Section 6.5 with the following exceptions.
- 6.7.2 Each Individual Member and Commercial Member who voted in the original election shall have one vote in the run off election.
- 6.7.3 When a run off election is determined to be necessary, the State Elections Chair shall mail and/or email the run off election ballot to each person that submitted a valid ballot in the official election. These ballots will be mailed no later then December 5th.
- 6.7.4 The run off ballots shall be returned to the State Elections Chair with the same ID requirements as stated in Section 6.5. All ballots must be received by the State Elections Chair no later than December 26th. After this date, the State Elections Chair will process the ballots in the same manner as stated in Section 6.5.
- 6.8 **Election Records** Following the completion of the election of the State Executive Committee and State Contestant Representative, the State Election Committee shall

immediately forward all records and ballots (valid and invalid) to the State Secretary to become permanent addition to the Corporation's records.

Article VII - Resignation, Death, or Removal of a State Board of Trustees Member

- 7.1 **Resignation** If a member of the State Board of Trustees resigns:
- a. A written notice of resignation shall be tendered to the State Board of Trustees;
 - b. The State Board of Trustees shall then issue a written decision in response to the tendered notice along with supporting reasons;
 - c. Nothing contained in Paragraphs 7.1 .a and 7.1 .b shall in any way waive or otherwise restrict the State Board of Trustees' authority to investigate and pursue any action it deems necessary.
- 7.1.1 In the event of the resignation of a State Board of Trustees member with the exception of the State President or a State Representative, the State Board of Trustees shall:
- a. Appoint an interim replacement, if the vacancy occurs within three (3) months prior to the expiration of the term of office;
 - b. Cause to be held a special election, if the vacancy occurs more than three (3) months prior to the expiration of the term of office;
 - c. Act as a Special Election Committee to conduct the special election in accordance with the applicable provisions of Article VI of the Bylaws.
- 7.2 **Death** In the event of the death of a State Board of Trustees member with the exception of the State President or a State Representative, the State Board of Trustees shall:
- a. Appoint an interim replacement, if the vacancy occurs within three (3) months prior to the expiration of the term of office;
 - b. Cause to be held a special election, if the vacancy occurs more than three (3) months prior to the expiration of the term of office;
 - c. Act as a Special Election Committee to conduct the special election in accordance with the applicable provisions of Article VI of the Bylaws.
- 7.3 **Removal** A member of the State Board of Trustees with the exception of a State Representative may be removed from office for just cause, including, but not limited to, the following:
- a. Abandonment of office or the failure to satisfactorily perform the duties of the office;
 - b. Final conviction of a crime involving moral turpitude;
 - c. Any course of conduct that is detrimental or is contrary to the stated purposes of the Corporation.
- 7.3.1 The following procedure shall apply:
- a. A written grievance citing specific instance(s) shall be submitted to the State Board of Trustees.
 - b. Upon receipt of a grievance, the State Board of Trustees shall investigate the allegation(s).
 - c. Upon a finding that a removal is warranted, the State Board of Trustees shall call for a removal vote by the General membership.
 - d. The removal vote shall be held at each Member Chapter's regular meeting immediately following the call for a removal vote by the State Board of Trustees.
 - e. Each Individual Member and Commercial Member shall have one vote. Absentee ballots are prohibited.
 - f. The State Representative shall report the total Member Chapter's votes for and against removal to the State Board of Trustees. A simple majority shall be required for removal.
 - g. The results of the vote shall be recorded in each Member Chapter's minutes for the meeting at which the vote was held.
 - h. The State Board of Trustees shall compile and publish the results of the vote.

- 7.3.2 In the event of the removal of a State Board of Trustees member with the exception of the State President or a Chapter State Representative, the State Board of Trustees shall:
- a. Appoint an interim replacement, if the vacancy occurs within three (3) months prior to the expiration of the term of office;
 - b. Cause to be held a special election, if the vacancy occurs more than three (3) months prior to the expiration of the term of office;
 - c. Act as a Special Election Committee to conduct the special election in accordance with the applicable provisions of Article VI of the Bylaws.
- 7.4 In the event of the resignation, death or removal of the State President, the Vice President shall become State President.
- 7.4.1 The State Board of Trustees shall:
- a. Appoint an interim State Vice President replacement if the vacancy occurs within three (3) months prior to the expiration of the term of office.
 - b. Cause to be held a special election if the vacancy occurs more than three (3) months prior to the expiration of the term office.
 - c. Act as a Special Election Committee to conduct the special election in accordance with the application provision of Article VI of the Bylaws.

Article VIII - Meetings

8.1 State Board of Trustees Meetings

- 8.1.1 Written notice of meetings shall be given to the General Membership not less than thirty (30) days prior to the date of the meeting.
- 8.1.2 Meetings shall be held at least once each quarter during the calendar year at a location and time determined by the State Board of Trustees.
- 8.1.3 A majority of the State Board of Trustees to include either the State President or State Vice President shall constitute a quorum for the transaction of any business that may properly come before a meeting of the State Board of Trustees.

8.1.4 Participation by electronic and telephone means

Officers and trustees may participate in any regular or special meeting of the board on follow-up items from a previous scheduled meeting through the use of email, telephone or similar communication equipment so long as all directors participating in such meetings can hear one another, respond properly to one another. Participation in a meeting in this manner shall constitute presence in person at such meetings. A quorum is required to make any decision or vote on follow-up items.

Voting by telephone conference or electronic means is permissible

8.2 Annual Meeting of the Corporation

- 8.2.1 The annual meeting of the Corporation shall be held during the month of April in each year at such time and place as the State Board of Trustees shall designate.
- 8.2.2 Written notice of the meeting shall be given to the General Membership not less than thirty (30) days prior to the date of the meeting. Notice shall be posted on the TGRA website and communicated to the chapters.
- 8.2.3 Hosting chapter is required to provide the State President the agreed upon date and location/ address for the committee meetings and Board of Trustees or General Membership meeting in time for proper legal notice to be provided to all the chapters. Chapters unable to provide required details may cause the meeting to be moved to a different chapter so required meeting notices can be maintained.

8.2.4 At least one-tenth (1/10) of the Individual Members and Commercial Members must be present in person and shall constitute a quorum of members for the transaction of any business as may properly come before the meeting.

8.3 Special Meetings

8.3.1 Special State Board of Trustees or General Membership Meetings may be called by or at the request of the State President or the State Vice-president in the absence of the State President, or any two (2) Members of the State Board of Trustees of the Corporation.

8.3.2 The person or persons authorized to call the Special Meeting may designate the day, the place, and the hour on which the Special Meeting shall be held.

8.3.3 Notice of the meeting shall be given to the General Membership not less than thirty (30) days prior to the date of the meeting. Notice shall be accomplished through the Chapter Executive Committee. Meeting notice requirements in 8.2.3 apply.

8.3.4 Quorums for Special Meetings shall be in accordance with the provisions of Paragraphs 8.1.3 and 8.2.4 above.

Article IX - Formation, Participation, and Dissolution of Member Chapters

9.1 **Formation** An interested group of ten (10) or more persons qualified for membership in the Corporation or current Individual Members of the Corporation may petition the State Board of Trustees for official Member Chapter recognition. Once a new chapter has twenty (20) members, their State Representative would then be added to the Board of Trustees and would be seated at the next quarterly state meeting.

9.1.1 Current Individual Members or Commercial Members who wish to become a member of the new Member Chapter shall formally designate their association to the new Member Chapter.

9.1.2 Upon approval by the State Board of Trustees, the Member Chapter shall be formally incorporated.

9.1.3 The State Board of Trustees shall conduct an official installation of the Member Chapter.

9.1.4 The State Board of Trustees shall oversee the election and seating of the initial Chapter Officers.

9.1.5 The qualifications for the Chapter Executive Committee set forth in Paragraph 10.7 shall be waived for a period not exceed twelve (12) months from the date of the formation of the Member Chapter.

9.2 **Participation** A Member Chapter's representative shall be seated and recognized at all meetings of the Corporation upon fulfilling such requirements as set forth by the State Board of Trustees, including, but not limited to:

- a. Maintaining an active role as recognized by the State Board of Trustees;
- b. Submitting the required financial reports to the State Treasurer;
- c. Maintaining and submitting Chapter membership lists as required by the State Board of Trustees; and
- d. Conducting monthly meetings and submitting meeting minutes and other required reports to the State Secretary.

9.2.1 In the event a Member Chapter fails to meet the seating requirements as set forth above, said Member Chapter shall be reinstated upon compliance with the above requirements.

- 9.3 **Voluntary Dissolution** A Member Chapter may voluntarily dissolve upon a vote of two-thirds (2/3) of the Member Chapter's Individual Members and Commercial Members present at a regularly scheduled meeting.
- 9.3.1 Notice of the dissolution vote shall be published to all of the Member Chapter's Individual Members and Commercial Members not less than twenty-one (21) days prior to the date of the vote.
- 9.3.2 Notice of the vote to dissolve shall be submitted to the State Board of Trustees.
- 9.3.3 Each Individual Member and Commercial Member who desires to maintain their membership in the Corporation shall notify the State Secretary of their chosen chapter association.
- 9.3.4 The State Board of Trustees shall appoint a Receiver to wind up the dissolved Member Chapter business. The Receiver shall:
- a. Oversee the collection, reconciliation, and termination of outstanding business.
 - b. Prepare a written report which shall be entered into the Minutes of the Corporation.
- 9.4 **Involuntary Dissolution** A Member Chapter may be dissolved by the two-thirds (2/3) vote of the State Board of Trustees for repeated noncompliance with the requirements as set forth in Paragraph 9.2.
- 9.4.1 Notice of the dissolution vote shall be published to the member Chapters no less than thirty (30) days prior to the meeting at which the voting shall occur.
- 9.4.2 The dissolution vote shall take place at a regularly scheduled meeting of the State Board of Trustees.
- 9.4.3 The State Secretary shall contact the members of the dissolved Member Chapter to determine their new chapter association and notify those Member Chapters.
- 9.4.4 The State Board of Trustees shall appoint a Receiver to wind up the dissolved Member Chapter business. The Receiver shall:
- a. Oversee the collection, reconciliation, and termination of outstanding business.
 - b. Prepare a written report which shall be entered into the Minutes of the Corporation.

Article X - Member Chapters

- 10.1 **Purposes** Member Chapters are formed to:
- a. Serve as a local business office of the Corporation;
 - b. Provide Individual Members and Commercial Members with local and regional affiliation to the Corporation;
 - c. Provide the State Board of Trustees with reports relative to Individual Members and Commercial Members affiliated with the Member Chapter: and
 - d. Provide a forum for the exchange of information, member support, and social and charitable activities.
- 10.2 **Chapter Executive Committee** The Member Chapter shall be governed by the Chapter Executive Committee.
- 10.2.1 The Chapter Executive Committee shall be composed of the Chapter President, the Chapter Vice-President, the Chapter Secretary, the Chapter Treasurer, the State representative, and any other position that the Chapter Executive Committee may from time to time choose.
- 10.2.2 The Chapter Executive Committee may delegate such authority as is necessary to form and operate committees to carry out Chapter business. However chapters may not sign any formal legal documents without written approval from the State President.

10.3 **Duties and Responsibilities**

10.3.1 **Chapter President** The Chapter President shall:

- a. Preside at all meetings of the Member Chapter and the Chapter Executive Committee;
- b. See that all orders and resolutions of the State Board of Trustees as they apply to the Member Chapter are carried into effect;
- c. Subject to the advice and consent of the Chapter Executive Committee, appoint the chair of all Member Chapter committees and State Committee members, when requested; and
- d. Serve as an ex officio member of all Member Chapter committees.
- e. Report to the Chapter membership all activities discussed, decisions made, and actions taken by the Chapter Executive Committee.

10.3.2 **Chapter Vice President** The Chapter Vice President shall, in the absence or disability of the Chapter President, perform the duties and have the authority and exercise the powers of the Chapter President. The Chapter Vice President shall perform such other duties and have such other authority as the Chapter President or the Chapter Executive Committee shall prescribe.

10.3.3 **Chapter Secretary** The Chapter Secretary, under the supervision of the Chapter President, shall:

- a. Attend all meetings of the Chapter Executive Committee and Member Chapter Meetings and record the minutes of all proceedings in a book to be kept for that purpose;
- b. Give or cause to be given notice of all Member Chapter Meetings;
- c. Maintain a written record of all policies, procedures, and memoranda promulgated by the State Board of Trustees;
- d. Perform such other duties as prescribed by the Chapter Executive Committee.
- e. Submit chapter minutes as required by state secretarial reporting procedures.

10.3.4 **Chapter Treasurer** The Chapter Treasurer, under the supervision of the Chapter President, shall:

- a. Have custody of the funds of the Member Chapter as trustee for the Corporation;
- b. Keep full and accurate accounts of receipts and disbursements of the Member Chapter;
- c. Deposit all monies and other valuable effects within five business days of receipt in the name and to the credit of the Member Chapter and the Corporation in such depositories as may be designated by the State Board of Trustees;
- d. Disburse the funds of the Member Chapter as may be ordered by the Chapter Executive Committee or the State Board of Trustees, taking proper vouchers for such disbursements;
- e. Render to the Chapter Executive Committee and the State Treasurer an account of the financial position and all transactions of the Chapter organization;
- f. Maintain all membership lists; and
- g. Perform such other duties as prescribed by the Chapter Executive Committee
- h. Provide accurate reporting to the chapter regarding all expenditures and expenses on a monthly basis to include
 - (1) A summary of any and all expenses and monies spent
 - (2) Itemization of any and all expenses and monies spend
- i. Have on hand any and all receipts of all monies spent including any monies spent in cash.

10.3.5 **State Representative** The State Representative shall:

- a. Present to the State Board of Trustees all motions, orders, and resolutions of the Member chapter;
- b. Cast votes at State Board of Trustees meetings in accordance with the majority vote (50%+1) of the Chapter members present.

10.4 **Term of Office** Each member of the Chapter Executive Committee shall be elected for a one (1) year term. Each term shall begin on January 1 of the year following election.

- 10.5 **Nominations** Members that desire to be listed as a candidate for Chapter Executive Committee shall submit their request in writing to the Chapter Executive Committee.
- 10.6 **Qualification** A candidate for position on the Chapter Executive Committee must be an Individual Member for a period of at least six (6) consecutive months immediately prior to the election.
- a. Candidate membership dues must be current on the date of either regular or special elections.
 - b. Elected members of the Chapter Executive Committee must be current before taking a seat on the Committee.
- 10.6.1 **Hardship** Should a chapter not have a qualified candidate for any position, the State Board of Trustees may, by a 2/3 vote, waive the six (6) consecutive months requirement.
- 10.7 **Election of the Chapter Executive Committee** Members of the Chapter Executive Committee shall be elected by secret ballot by vote of the Member Chapter's Individual Members and Commercial Members at a regularly scheduled meeting of the Member Chapter in December of each year.
- 10.8 **Election Majority** Election to the Chapter Executive Committee shall be by a total of more than 50% of the eligible votes cast excluding abstentions.
- 10.9 **Run Off Elections** In the event that there are three or more persons nominated for a position and no individual receives more than 50% of the eligible votes cast, the Chapter Executive Committee shall declare a run off election between the two persons receiving the highest number of votes.
- 10.9.1 The run off election shall be held immediately following the original election.
 - 10.9.2 Each Individual Member and Commercial Member who voted in the original election shall have one vote in the run off election.
- 10.10 **Election Records** The results of the election shall be recorded in the minutes of the Member Chapter.
- 10.11 **Resignation, Death, or Removal of a Chapter Executive Committee Member**
- 10.11.1 **Resignation** If a member of the Chapter Executive Committee resigns:
 - a. A written notice of resignation shall be tendered to the Chapter Executive Committee;
 - b. The Chapter Executive Committee shall then issue a written decision in response to the tendered notice along with supporting reasons;
 - c. Said decision shall then be entered into the minutes of the Member Chapter;
 - d. Nothing contained in Paragraphs 10.1 .a, b, or c shall in any way waive or otherwise restrict the authority of the Chapter Executive Committee or the State Board of Trustees to investigate and pursue any action deemed necessary.
 - 10.11.1.1 In the event of the resignation of a Chapter Executive Committee member, the Chapter Executive Committee shall cause to be held a special election to fill the vacancy for the remainder of the term. The election shall take place at the next regularly scheduled Member Chapter meeting.
 - 10.11.2 **Death** In the event of the death of a Chapter Executive Committee member, the Chapter Executive Committee shall cause to be held a special election to fill the vacancy for the remainder of the term. The election shall take place at the next regularly scheduled Member Chapter meeting.

- 10.11.3 **Removal** A member of the Chapter Executive Committee may be removed from office for just cause, including, but not limited to, the following:
- a. Abandonment of office or the failure to satisfactorily perform the duties of the office;
 - b. Final conviction of a crime involving moral turpitude;
 - c. Any course of conduct that is detrimental or is contrary to the stated purposes of the Corporation.

10.11.3.1 The following procedure shall apply:

- a. A written grievance citing specific instance(s) shall be submitted to the Chapter Executive Committee.
- b. Upon receipt of a grievance, the Chapter Executive Committee shall investigate the allegation(s).
- c. Upon a finding that a removal is warranted, the Chapter Executive Committee shall call for a removal vote by the Member Chapter's Individual Members and Commercial Members at a regularly scheduled meeting.
- d. Each Individual Member and Commercial Member shall have one vote. Absentee ballots are prohibited. A simple majority vote shall be required for removal.
- e. The results of the vote shall be recorded in the Member Chapter's minutes.
- f. The Chapter Secretary shall immediately notify the State Secretary in the event of removal.

10.11.3.2 In the event of the removal of a Chapter Executive Committee member, the Chapter Executive Committee shall cause to be held a special election to fill the vacancy for the remainder of the term. The election shall take place at the next regularly scheduled Member Chapter meeting.

10.12 **Meetings**

10.12.1 Member Chapter meetings shall be held monthly at a time and location determined by the Chapter Executive Committee.

10.12.2 At least one-tenth (1/10) of the Individual Members and Commercial Members present in person, excluding the members of the Chapter Executive Committee, shall constitute a quorum of members for the transaction of any business as may properly come before the meeting.

Article XI - Conduct of Business

11.1 All business of the Corporation shall be conducted according to Robert's Rules of Order, if not otherwise specified in these Bylaws or Guidelines.

Article XII - Internal Audit

12.1 The State Board of Trustees shall appoint an auditor to conduct an internal annual audit of the corporation and review current financial transactions for compliance with treasury procedures, board resolutions and to protect the assets of the Corporation in the first quarter of every year. The results are to be completed and available for the general membership meeting in April.

12.2 Corporation assets will not be frozen during the audit.

Article XIII - Questions on Bylaws and Guidelines

13.1 If a question arises concerning the Bylaws or Guidelines, which cannot be immediately answered by any Article or Guideline herein, the question will be referred in writing to the State Bylaws Committee.

13.2 The State Bylaws Committee shall research the matter using these Bylaws and Guidelines, the minutes of previous meetings, Robert's Rules of Order, and any other documents or written precedents.

- 13.3 The State Bylaws Committee shall publish a report of its findings and recommendations to the State Board of Trustees.

Article XIV - Amendments to the Bylaws

- 14.1 The vote on qualified amendments to the Bylaws shall occur only at the Annual General Membership Meeting of the Corporation.
- 14.2 Any Individual Member(s) wishing to amend an article, section, or subsection of these bylaws shall forward the proposed amendment to the State Bylaws Committee for review and discussion.
- 14.3 If the amendment is rejected, the State Bylaws Committee shall notify the Individual Member(s) requesting the amendment and advise them of the reasons for rejection.
- 14.4 If the amendment is qualified, the State Bylaws Committee shall notify the State Board of Trustees that said amendment has been qualified for General Membership vote at the Annual General Membership Meeting of the Corporation. Qualified amendments are those that do not conflict with the stated purposes or other bylaw or guideline.
- 14.5 The State Executive Committee shall notify all Member Chapters of a Special Membership vote to occur at the next Annual General Membership Meeting of the Corporation, including the specific Bylaws changes proposed.
- 14.6 At least thirty (30) days notice of the Bylaws changes to be voted on is required.
- 14.7 A vote of two-thirds (2/3) of the Individual Members and Commercial Members present and voting at the meeting of the annual general membership meeting of the Corporation shall be required for the amendment to be accepted.

Article XV - Amendments to the Guidelines

- 15.1 Any Individual Member(s) wishing to amend an article, section, or subsection of these Guidelines shall forward the proposed amendment to the State Bylaws Committee for review and discussion.
- 15.2 If the amendment is rejected, the State Bylaws Committee shall notify the Individual Member(s) requesting the amendment and advise them of the reasons for rejection.
- 15.3 If the amendment is qualified, the State Bylaws Committee shall notify the State Board of Trustees that said amendment has been qualified for General Membership vote at the next regularly scheduled meeting of the State Board of Trustees. Qualified amendments are those that do not conflict with the stated purposes or other bylaw or guideline.
- 15.4 The Executive Board shall notify all Member Chapters of a Special Membership vote to occur at the next meeting of the State Board of Trustees, including the specific Guidelines changes proposed.
- 15.5 A vote of a simple majority of the Individual Members and Commercial Members present and voting at the meeting of the State Board of Trustees shall be required for the amendment to be accepted.
- 15.6 At least thirty (30) days notice of the Guideline changes to be voted on is required.

Guidelines

Guideline 1 - State Standing Committees

- G1.1 **Term** Standing Committees for the Corporation shall serve for a term of one (1) year concurrent with the State Board of Trustees.
- G1.2 **Additional Committees** Additional committees may be created and dissolved from time to time as deemed necessary by the State Board of Trustees in accordance with the Bylaws.
- G1.3 **Authority** The State Standing Committees shall have no authority to execute contracts, issue checks, or to otherwise bind the Corporation in any manner whatsoever without the express written permission of the State Board of Trustees.
- G1.4 **State Standing Committees** State Standing Committees shall include, and their authority and functions shall be, but not limited to, the following listing.
- G1.4.1 **State Bruce Eden Memorial Award Committee** This committee shall:
- Recognize the Individual TGRA contestant member showing the most exemplary rodeo sportsmanship during the previous rodeo season;
 - Present the award at the annual rodeo, but not necessarily every year, as events warrant;
 - Have a local member in each of the Member Chapters;
 - Vote in secrecy and shall not disclose the name of the recipient until such time as the award is presented by the State President.
- G1.4.2 **State Bylaws Committee** This committee shall:
- Produce revisions of the Bylaws and/or Guidelines as deemed necessary by the General Membership or the State Board of Trustees from time to time;
 - Be the path through which amendments to the Bylaws or Guidelines shall progress in accordance with the Bylaws;
 - Be responsible for updating and publishing the Rules of Order and Precedents of the State Board of Trustees.
- G1.4.3 **State Dance Committee** This committee shall:
- Have a local member in each of the Member Chapters;
 - Be responsible for coordinating, advertising, and producing, a preliminary dance competition in each local chapter;
 - Be responsible for coordinating advertising, and producing, a state finals dance competition, to be held annually;
 - Make written reports to the State Board of Trustees when called upon to do so.
- G1.4.4 **State Ethical Review Committee** This committee shall:
- Consist of one member from each Member Chapter to be appointed by the State President subject to the advice and consent of the State Board of Trustees;
 - Consist of Individual Members who have been members for a period of at least 24 consecutive months prior to being appointed and may not be a member of the State Board of Trustees.
 - Review and conduct matters (grievances) referred to the committee and make recommendations, if any, of any proposed disciplinary actions, subject to the approval of the State Executive Committee.
 - All grievances must be presented in writing to the Ethical Review Committee.
- G1.4.4.1 The following procedure shall apply:
- A written grievance citing specific instance(s) shall be submitted to the State President.
 - Upon receipt of a grievance, the State Board of Trustees shall convene the Ethical Review Committee, forwarding the grievance to them.
 - The results of the committee's investigation shall be reported to the State Board of Trustees, along with any recommendations, at the next Board Meeting.

- G1.4.5 State Founders Award Committee** This committee shall:
- Recognize the Individual Member of the Corporation for the prior year;
 - Present the award at the Awards Ceremony at the end of the annual rodeo in the form of a traveling plaque containing Walter Strickler's and Terry Clark's belt buckle;
 - See that the award properly rotates to the person receiving the award each year;
 - Have a local member in each of the local Member Chapters;
 - Vote in secrecy and shall not disclose the name of the recipient until such time as the award is presented by the State President.
- G1.4.6 Elections Committee** The Elections Committee shall:
- Consist of a representative and an alternate selected by each Member Chapter.
 - Prepare a written ballot for all state elections as provided in Article VI, listing all nominees for each state office by state office.
 - Supervise the conduct of the voting.
 - Receive the tally of the votes and publish the results.
 - Certify the election of State Officers to the State Board of Trustee.
 - Supervise and conduct the election of the I.G.R.A. Trustee.
 - Post nominations weekly on the state TGRA yahoo group the last month prior to close of nominations.
 - Neither the chair or committee members may be nominated for an elected office without first resigning from the Elections Committee prior to August 31st of the year to be nominated.
- G1.4.7 State I.G.R.A. Committee** This committee shall:
- Have co-chairs consisting of the State Vice President and I.G.R.A. Trustee;
 - Coordinate the Corporation's concerns and goals regarding rules and regulations of I.G.R.A.;
 - Be responsible for adequate representation of the Corporation in I.G.R.A.;
 - Submit a slate of candidates for approval of the Board of Trustees at their third regularly scheduled Board of Trustees meeting to represent TGRA at the annual I.G.R.A. convention.
- G1.4.8 State Inventory Committee** Deleted April 2006
- G1.4.9 State Royalty Committee** This committee shall:
- Be responsible for the selection of the Corporation's Mr., Miss, Ms and MsTer. representatives for the year following the annual rodeo from candidates.
 - Be responsible for the designing and production of an annual contest featuring all eligible candidates for the four positions;
 - Submit for approval of the Board of Trustees rules for Mr., Miss, Ms. and MsTer contest at their fourth quarter State Board of Trustees meeting.
 - Each year the reigning Mr. Miss, Ms and MsTer as well as the 1st and 2nd runners up will be considered voting members of this committee.
- G1.4.10.State Belt Buckles Committee** This committee shall:
- Be responsible for the solicitation of bids for the purchase of belt buckles for submission to the State Board of Trustees;
 - Have a local member in each of the Member Chapters;
 - Be responsible for the distribution of contracts for sponsorship of belt buckles and added purses;
 - Oversee the selling of *sponsorships* at rates set by the State Board of Trustees;
 - Supervise the collection of monies and belt buckle contracts and shall forward the monies collected, copies of the contracts, and any other pertinent records to the State Treasurer;
 - Make written reports to the State Board of Trustees when called upon to do so;
 - Order the necessary belt buckles when authorized to do so by the State Board of Trustees.
- G1.5 Rodeo Committees**
- The State Rodeo Committee chairpersons shall be named at the second regularly scheduled State meeting after the preceding rodeo.
 - The State Rodeo Committees, under the direction of the Rodeo Director, shall be, but are not limited to the following listing.

- G1.5.1 **Grand Entry Committee** This committee shall:
- Design and produce the Grand Entry at the annual rodeo within the financial parameters set by the State Board of Trustees including presentation of grand marshals along with any awards granted to such;
 - Make written reports to the State Board of Trustees when called upon to do so.
- G1.5.2 **Vendor Coordinator** This committee shall:
- Oversee the renting of merchandise booths at rates set by the State Board of Trustees;
 - Oversee the collection of monies and booth contracts and forward the monies collected copies of the contracts, and any other pertinent records to the State Treasurer.
- G1.5.3 **Program Ad Sales Committee** This committee shall:
- Be responsible for the sale of Rodeo Program advertising;
 - Have a local member in each of the Member Chapters;
 - Be responsible for the distribution of contracts for advertising in the rodeo program;
 - Supervise the collection of monies and advertising contracts and any other pertinent records to the State Treasurer;
 - Make written reports to the State Board of Trustees when called upon to do so;
- G1.5.5 **Entertainment Committee** This committee shall:
- Be in charge of arranging for and the coordination of the entertainment for the rodeo.
 - Make written reports to the State Board of Trustees when called upon to do so.

Guideline 2 - Membership Dues

- G2.1 **Individual Members** The Individual Member dues shall be \$25 per calendar year (January thru December). (Effective 1 Jan 2007)
- G2.2 **Commercial Members** The Commercial Member dues shall be not less than \$100 per year and shall be classified as follows:
- \$100 Commercial Member
 - \$250 Champion Member
 - \$500 Grand Champion Member
 - \$1000 or more Platinum Spurs Member
- The board of trustees may prescribe various other benefits for each level of commercial membership. Benefits to the commercial member should be done in such a way to retain as much of the qualified tax deduction for their membership as possible.
- G2.3 **Honorary Member** Honorary Members shall be exempt from dues payments.
- G2.4 **Lifetime Member** The Lifetime Member dues shall be \$600. Lifetime membership is for noncommercial members.
- G2.5 **When Dues Are Due** Dues are payable at the January chapter meeting. New Members' Dues paid at other times will not be prorated. A member planning to participate in I.G.R.A. rodeos must be a current member.
- G2.6 **Reinstatement** Any individual member whose membership has lapsed for less than 12 months may rejoin by paying the current dues. There shall be no requirement for payment of past dues.
- G2.7 **Members with Debilitating Illness** Should a member, as defined in the Bylaws, be diagnosed as having a long-term debilitating illness, dues will be suspended upon approval of the Chapter Executive Committee.
- The Chapter President shall notify the State Treasurer of such dues suspension.
 - The member will retain all rights and privileges due a full member.
 - This dues-exempt status is granted with the expectation that Members so designated will be active, dedicated, contributing Members of their Chapter, bearing in mind the states Purposes of TGRA.

- d. The chapter Executive Committee should review the M.w.D.I. status at each dues paying period and may choose to continue or rescind the status at their discretion. If they choose to rescind a Member's M.w.D.I. status, they must submit their reasons in writing to the Member and notify the State Treasurer of this decision.

G2.8 **Badges, Patches, Shirts** Name badge, shirt patches, chapter shirts and other organization items, if so desired must be purchased at the member's expense.

G2.9 Any member transferring membership for any reason other than change in residence will be assessed a transfer fee of \$25.00 payable to the chapter in which the member is transferring

Guideline 3 - Member Chapter Rights and Responsibilities

G3.1 Member Chapters may enact such rules and regulations for the operation of their chapter as may be deemed necessary by the Chapter Executive Committee or the General membership, provided that said rules and regulations do not conflict with the Articles of Incorporation, the Bylaws, the Guidelines, the Rules of Order, or the Precedents of the State Board of Trustees.

G3.2 Member Chapters may organize and produce any fund raising event including, but not limited to, cabaret shows, play days, dances, garage sales, casino nights, auction, raffles, or camping trips. Use of the name of the Corporation in the promotion of events is permitted unless expressly prohibited by the State Board of Trustees. Raffles require prior approval from the State Board of Trustees and 50/50 raffles are prohibited.

G3.3 Member Chapters have the responsibility to actively promote and enhance the objectives and purposes of the Corporation, and shall not engage in any activity that would cause discord between Member Chapters or between Member Chapters and the State Board of Trustees.

Guideline 4 - State Representative Pro Tem

G4.1 In the absence of a Member Chapter's State Representative at a meeting of the State Board of Trustees, a majority of the Member Chapter's Individual Members and Commercial Members present may elect one of their members to serve as the State Representative Pro Tem.

G4.2 Such election may take place during the State Representative's Member Chapter's meeting or immediately prior to the meeting of the State Board of Trustees.

G4.3 Such representative shall have the same authority as the State Representative.

G4.4 Such representatives shall serve only for the meeting at which the Member Chapter's State Representative is unable to attend.

Guideline 5 *(Deleted July 2004)*

Guideline 6 *(Deleted April 2003)*

Guideline 7 - State Treasurer's Duties and Procedures

G7.1 Financial Statements - Quarterly Reporting

- a. The State Treasurer shall submit the preliminary quarterly financial statements to the State Board of Trustees no later than 5 days prior to the upcoming state meeting. These financials shall be mailed to the Chapter's business addresses and the Executive Committee's home addresses.
- b. The State Treasurer shall compile a list of any changes to the preliminary quarterly financial statements, which shall be distributed to the State Board of Trustees prior to the State Meeting being called to order.

- c. The State Treasurer's Quarterly Financials shall consist of:
 - 1. Profit/(Loss) Statement [Income & Expenses]
 - 2. Trial Balance Statement [Assets, Liabilities, Capital]
- d. The State Treasurer shall distribute the Updated Budgets [Approved at the First Quarter State Meeting] to the State Board of Trustees prior to the State meeting being called to order. He/she shall further distribute updated budget sheets to the appropriate committee chair(s) at the same time.

G7.2 Membership Lists

- a. The State Treasurer shall produce all official membership lists.
- b. Membership Roster - the State Treasurer shall produce a membership roster when requested. A membership roster will always be submitted at the Annual Meeting of the Corporation. New member information shall be forwarded to the IGRA Trustee at the time of receipt
- c. Rodeo Membership Lists
 - 1. The State Treasurer shall prepare a membership roster (Rodeo Roster) containing the Member's name and Chapter affiliation to be sent to the I.G.R.A. Executive office. The IGRA Trustee shall be responsible for forwarding the membership list as required to the IGRA Administrative Assistant.
 - 2. Member's dues must be paid 30 days prior to the commencement of the rodeo to be included on the Rodeo Roster.
 - 3. The Rodeo Roster shall be postmarked no later than the Monday prior to the I.G.R.A. required deadline and shall be sent certified return receipt requested or may be sent electronically.

G7.3 Inventory *Deleted April 2006*

G7.4 Transfers to State

- a. The State Treasurer shall provide the Chapter Treasurers with an ample supply of State Account Deposit Slips (triplicate).
- b. The Chapter Treasurer shall prepare the Transfer to State check or electronic transfer on the last day of the month. The Chapter Treasurer shall be empowered to withhold \$500 in the Chapter's account and any upcoming payables; all funds in excess of this amount shall be transferred to State. If a chapter needs to retain finds for a special event the Chapter Treasurer notified the State Treasurer and Chapter President.
- c. The Chapter Treasurer shall retain one copy of the deposit slip and forward one copy of the deposit slip to the State Treasurer with the Chapter's Membership List updates.

G7.5 Disbursement of Funds

- a. Funds shall be disbursed upon presentation of a valid receipt or duly authorized purchase order in accordance with approved spending limitations.
- b. The above shall apply to both the State Treasurer and the Chapter Treasurers.

G7.6 Administration and filing of Tax Authority Forms

- a. The State Treasurer shall: ascertain and administer the receipt, maintenance and completion of the following Tax Authority Requirements:

Form	Due Date
IRS W9	Point of Service (Pay-out of funds over \$600)
IRS 1099	January 31, following year to recipients
IRS 1096 & 1099	February 28, following year to IRS
IRS 990	May 15, following year
IRS 990, Schedule A	May 15, following year
IRS 501(c)3	TGRA Advance Ruling Period expires Dec. 31, 1997 . Receive copy of Charitable Donees IRS 501 (c)3 letter, with EIN, prior to any disbursement of funds.
IRS Bulletin 6115	Point of receipt, provide Contributors of \$250 or more, or quid pro quo with letter of acknowledgment.
State 901	As required by Texas Secretary of State
State Franchise Tax	May 15, following year, if required by Texas State Comptroller

- b. The State Executive Committee shall determine the qualified preparer of IRS 990 and attached Schedule A.
- c. Forms 990 and attached Schedule A shall be signed by the State President.
- d. This Guideline shall be automatically updated by, and the State Treasurer shall ascertain, the update of any forms, issuance of new required forms, or change of due dates, as published by an applicable Taxing Authority.

Guideline 8 - Rodeo Acceptance & Rotation

- G8.1 **Rodeo Rotation** The rotation schedule for hosting the annual Rodeo is: Austin, Fort Worth, Dallas, Houston, San Antonio. However, in the event that a spring rodeo is held, the hosting chapter shall be removed from that year's rotation. All chapters are allowed the option to bid and host the spring rodeo.
- Any new chapter shall be placed at the end of this rotation schedule.
- a. Disbanded chapters shall be removed from the rotation schedule.
- G8.2 **Rodeo Venue** Any chapter may present their venue to host the Annual Rodeo (i.e., rodeo facility, host hotel, cost estimates, etc.) to the State Executive Committee preferably not later than 18 months prior to the proposed rodeo date.
- G8.3 **Acceptance** The State Executive Committee shall give preference to the chapter in line of rotation; but shall have the discretion of accepting or rejecting the venue with cause, and then may consider all other presentations. If no venue presented is equitable or feasible to the Corporation, then the State Executive Committee shall locate or name a location for the venue best suited to the Corporation.

Guideline 9 - Conflicts of Interest

- G9.1 **Definitions**
- a. Conflict of Interest shall be defined for these purposes as the existence of financial compensation or benefit, in excess of \$50.00 (Fifty Dollars) total in any calendar year, to any member of the Corporation from outside sources who may receive compensation or benefit financially from the Corporation within 12 months of the benefit to the member. Financial benefit to a member shall include (but not limited to) direct employment, payment of corporate dues, payment of rodeo entry fees, payment of travel expenses, payment of royalty expenses, or other outright gift of value.
 - b. Outside sources shall be defined for these purposes as any person, entity or organization other than this Corporation, and shall include individual or commercial members of TGRA, Inc. acting outside of the scope of regular business of this Corporation and/or acting without the authority of this Corporation.
 - c. Questions of the existence of a conflict of interest or outside source of benefit shall be submitted to the Ethical Review Board if convened, otherwise to the State Board of Trustees.
 - d. All violations of this Guideline 9 must be reported to the Ethical Review Board, if convened, and to the State Board of Trustees.
- G9.2 In the event a conflict of interest exists between an outside source and any State Executive Board Member, or Chapter Executive Committee Member, such Executive Board Member shall be required to abstain from voting on any corporate business, or conducting otherwise authorized corporate business without prior consent of the State Executive Committee, with regard to the outside source. State and Chapter Executive Committee Members are responsible to know or determine the existence of a conflict of interest.
- a. In the event that a majority of the State Executive Committee is subject to a conflict of interest with the same outside source, they shall obtain the prior approval of the Board of Trustees to conduct specific corporate business with the outside source.
 - b. In the event that a majority of a Chapter Executive Committee is subject to a conflict of interest with the same outside source, they shall obtain the approval of the majority of Chapter Members to conduct specific corporate business with the outside source.

1. All State and Chapter Executive Committee Members must publicly disclose the existence of conflicts of interest upon request by any member of the corporation. Candidates for State and Chapter Executive Committee offices must publicly disclose any potential conflicts of interest of which they are aware.
2. State Board of Trustees are exempted from this Guideline only when voting on behalf of their respective Chapters, in performance of their duties.
3. All other members are requested, but not required, to abstain in good conscience from voting on any corporate business when a conflict of interest as defined above exists.

Guideline 10 - Grand Marshal Nomination/Selection

- G10.1 **Nomination Criteria** Nominators for the honorary position of Grand Marshal for the annual Texas Gay Rodeo should bear in mind the following criteria for the nominees: A Grand Marshal(s) should be a person(s) of International, National or local fame for achievements outside of TGRA activity, that could be considered a draw to spectators in the Host City. This should include celebrities, politicians, AIDS and/or gay activists, etc., but should not be merely a TGRA Member held in high esteem – we already have many awards and accolades to recognize our own Members. This is not to say a nominee may not happen to be a Member of TGRA, but that this should not be the main source of their acclaim.
- G10.2 **Election** Specific procedures, documents and time element allowed for nominating and electing Grand Marshal(s) shall be determined by the State Executive Committee, with the advice of the State Elections Chairperson.

Guideline 11 - Beneficiary Conflict of Interest

- G11.1 No TGRA member may be the beneficiary of TGRA donations. This should not be construed to restrict Prize Money won by rodeo contestants.

Guideline 12 – Royalty

- G12.1 For the purposes of competition within the TGRA Royalty Contest, any transgender contestant is eligible to compete under the gender classification with which the individual identifies and lives on a daily basis. Transgender contestant must present the TGRA Vice President evidence of changing from their gender at birth. This documentation will be kept on file at TGRA administrative Office and only needs to be evaluated one time. Evidence may be their legal driver's license or ID car if it indicates gender. The TGRA Vice President will photocopy the driver's license or ID car for the file. If the transgender contestant is in the process of changing their gender, they must provide the TGRA Vice President adequate documentation, such as recommended by the Harry Benjamin International Gender Dysphoria Association showing they are in the process. The terms Mr., Miss, MsTer and other gender identifying words throughout these competition rules refer to the contestant's personal gender identification and indicated on the Mr., Ms, Miss, and MsTer TGRA Contestant Entry Form (Exhibit C-2) for the purpose of competition a contestant can not change their gender classification during their TGRA Royalty career.
- G12.2 **Royalty Candidate** To be eligible to become a Royalty Candidate the person submitting application must be a member in good standing by the January 31st of the year they wish to be a candidate.

Guideline 13 – Policies & Procedures

- G13.1 The State Board of Trustees may create or modify and document polices as deemed necessary. The following policies are currently required: Refusal of Donation Acceptance; Whistle Blower; Records and Retention; Ethical Standards; Suspected Fraud Procedures; Red Flag Rule (FACT Act); Ethical Standards; Related Party Transactions; Outside Organizations; Legal Compliance and Officer & Board of Trustee Performance Evaluation. There may be other polices as well.
- G13.2 Polices will be developed, documented and recorded in Policies & Procedures after approval by the State Board of Trustees. Polices and procedures are separate to the Bylaws and Guidelines. Polices may be created and approved at any State Board of Trustees meeting.



Precedents and Rules of Order

Meeting Rules

The following meeting rules were approved at the State Board of Trustees Meeting on April 11, 2010

In order to maintain order and fairness, the following rules of order will be adhered to at all state meetings, and are suggested for use by the individual chapters. These rules shall not supersede nor take the precedence over any bylaws.

1. All meeting attendees must sign-in on attendance sheets provided by the State Secretary.
2. Discussions on any motion or business shall be limited to ten (10) minutes. A simple majority vote will be required for each ten minute extension of the discussion. The question can not be called in the first ten minutes of discussion on any subject, unless none of the members signed in has further discussion to offer.
3. All motions and / or committee reports must be submitted in writing to the State Secretary.
4. All call for a caucus will take precedent over a vote. Maximum time for a caucus is five minutes
5. Only the Board of Trustees may address the floor at any Board of Trustees meeting. If time allows, the chair may recognize further discussion from the general membership.
6. Each person will be recognized only once, unless everyone desiring to speak has been recognized by the chair
7. Voting by voice vote, show of hands or ballot shall be the option of the chair or at the request of the Board of Trustees.
8. Any proposal made on the floor may be sent back to committee for rewording and then brought back to the floor before a vote will take place.
9. Any chapter not in compliance with the Secretarial procedures and / or Treasurer Procedures may not be seated at the next scheduled meeting of the Board of Trustees.

Respectfully reprinted /reused from TGRA President Mark Nicks 2007

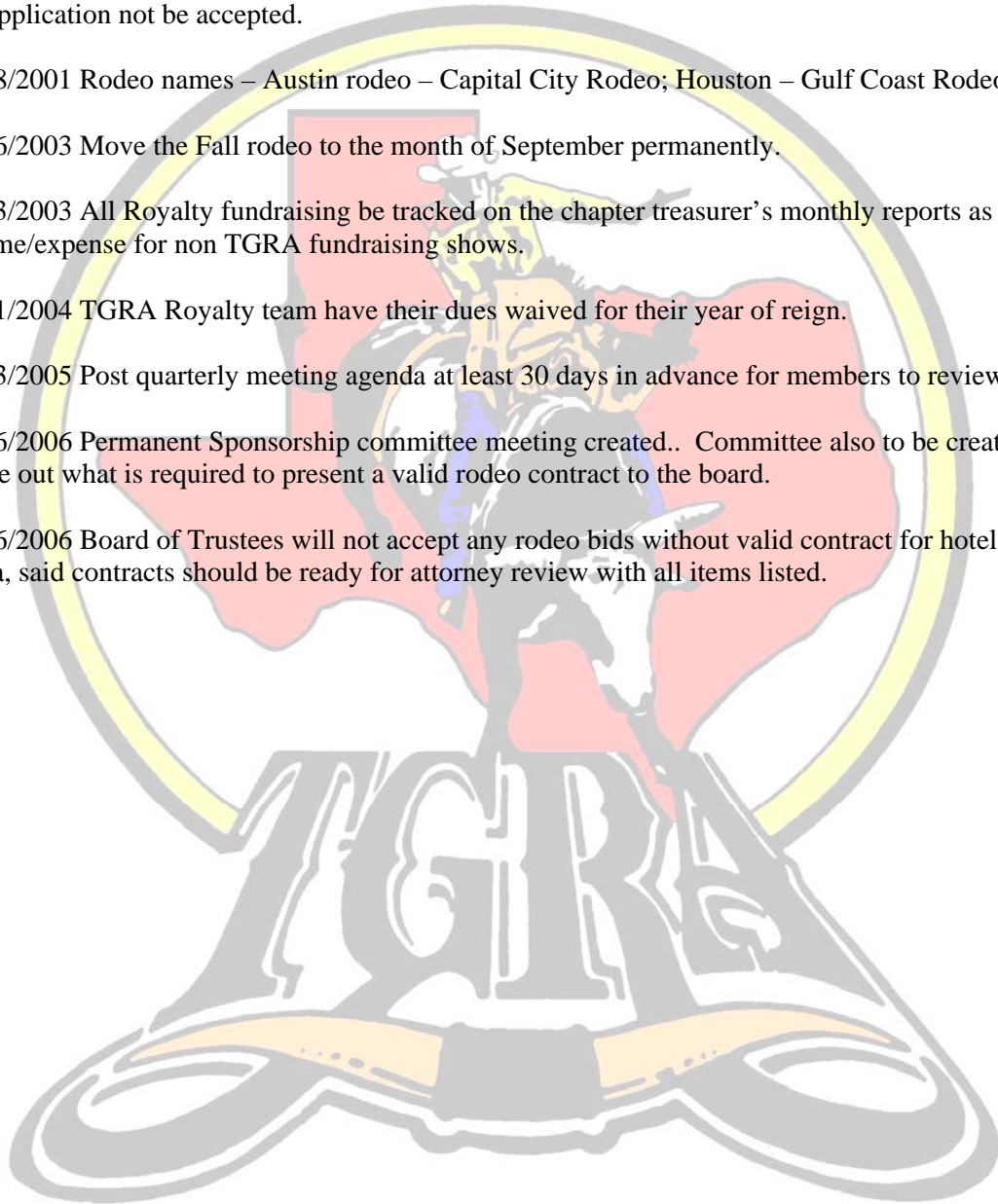
Precedents –

These precedents are from previous State Board of Trustees and General membership meetings. Precedents may NOT conflict with the current Bylaws and Guidelines of the Corporation. These motions are currently binding on the organization. These were added April 2010 and will be updated as necessary.

1. 04/25/1987 Casey Jackson, , all state gay rodeo associations presidents and all state IGRA trustees would will be done perpetuity for all future presidents and trustees of all state gay rodeo associations. They will each be given a Texas membership pin with their name and “HONORARY MEMBER” status inscribed.

2. 06/27/1987 A fixed sum be set aside to help defray expenses of the Board to state meetings. Walter Carter was to set up the guidelines.
3. 06/27/1987 The Rodeo Secretary position be an appointed position without voting rights. This appointment to be made by the Board.
4. 04/16/1988 TGRA will receive 10% of monies raised by candidates. Candidate will receive credit for the full amount raised.
5. 04/16/1988 TGRA award its commercial members a plaque in recognition of their support of TGRA.
6. 04/16/1988 TGRA be established to preserve the history / memorabilia of TGRA. Members would be requested to provide items for the archives (photos, posters, videos, etc) which would become the property of TGRA (not returnable) Board of Directors would determine where the Archives would be housed and who would be responsible for overseeing it.
01/19/1992 archives were destroyed and are being rebuilt.
7. 09/03/1988 Amount spent on cocktail parties be limited to \$200 and only cocktail parties within our division.
8. 09/03/1988 Any future Anniversary celebrations be handled by the State Board with input from the local chapters.
9. 09/03/1988 TGRA pay the entrance fee for our Royalty candidates to IGRA.
10. 09/23/1989 Back Patches' be charged \$8.00 to the members for the patches.
01/19/1992 Price for patches raised to \$9
11. 11/04/1989 Make inductions into the Hall of Fame every 5 years only.
12. 11/04/1989 Vendors are not allowed to use the TGRA logo.
13. 01/27/1990 State Rep seating must complete a checklist with the State Secretary before each state meeting before a chapter is allowed to seat its state rep.
14. 01/27/1990 The Board be authorized to obtain arena sites and hotels for TGRA rodeos 2 years in advance and cost incurred be accounted for such expense to the proper year P&L.
15. 06/23/1990 Founders award created and rotated to city of current winner.
16. 01/27/1991 Chapter operating disbursements be increased to as follows – up to \$100 Chapter President, \$100-\$250 Chapter Executive Board, \$250 + chapter membership approval.
17. 01/27/1991 TGRA pay for 2 telephone lines one published as “ TGRA Infoline” and installed in the home of the President and the other published as “TGRA Rodeo Information: and installed in the home of the rodeo director.
18. 01/19/1992 If a chapter's treasury records are late 2 out of 3 months within a calendar quarter the member chapter shall be fined 5% of the quarter to date transfers to state. These funds shall not be returned to the chapter after the calendar year closes.
19. 04/12/1992 Secretarial procedures, treasury procedures, dance rules and royalty rules added to guidelines (bylaws report / attachment # 13)

20. 04/18/03 Volunteers be allowed to enter the rodeo for free for the days that are worked.
21. 04/23/1994 The Annual membership meeting held in April be scheduled on a weekend other than the third weekend in April which conflicts with Fiesta weekend in San Antonio to allow San Antonio members the opportunity to attend the annual general membership meeting of the corporation without missing a major fund-raising event toward chapter financial goals.
22. 01/27/1997 Royalty chair not approve Royalty candidates that the State Board of Trustees direct that the application not be accepted.
23. 07/08/2001 Rodeo names – Austin rodeo – Capital City Rodeo; Houston – Gulf Coast Rodeo.
24. 01/26/2003 Move the Fall rodeo to the month of September permanently.
25. 04/13/2003 All Royalty fundraising be tracked on the chapter treasurer's monthly reports as income/expense for non TGRA fundraising shows.
26. 01/11/2004 TGRA Royalty team have their dues waived for their year of reign.
27. 01/23/2005 Post quarterly meeting agenda at least 30 days in advance for members to review.
28. 07/16/2006 Permanent Sponsorship committee meeting created.. Committee also to be created to figure out what is required to present a valid rodeo contract to the board.
29. 07/16/2006 Board of Trustees will not accept any rodeo bids without valid contract for hotel AND arena, said contracts should be ready for attorney review with all items listed.



Policy & Procedures

Secretarial Procedures

SECRETARIAL REPORTING PROCEDURES

In accordance with Article X of the bylaws and Robert's Rules of Order, the following procedures have been established to facilitate record keeping and the distribution of information to the Board of Trustees and Chapter Presidents.

1. The Secretary is the recording officer of the assembly and the custodians of its records, except such as are specifically assigned to others.
2. These records are open, however, to inspection by any member at reasonable times, and where a committee needs any record of a society for the proper performance of its duties, they should be turned over to its chairman.
3. Minutes should be a record of, what is done by the assembly and **not what is said** by the members. **Essentials must include: the kind of meeting i.e.** regular or special, the name of the organization, the date and meeting place, the fact of the presence of a quorum, the approval of the previous meeting minutes, a copy of the Treasurer's report and committee reports, all main motions (*except those that were withdrawn*) including the full names of the presenter and who seconded the motion, whether the motion was approved or failed, and the time of adjournment. **Minutes shall be in Black and White only.**
4. Since Email is now a legal form of communication for TGRA, Inc., **all minutes** should include this phrase; **approved via email**, by the presiding officer who conducted meeting and approved the minutes before sending to state secretary.
5. All Chapter committee reports **MUST be typed**, and on the correct size and white paper. **Yellow papers** are sometimes hard to scan.
6. All Chapter Secretary's will keep a hard copy of **all** Chapters monthly minutes in a **paper file or a computer disk** until the end of the year. These records may be copied for any individual who asks for them with notice.
7. **Minutes must be typed in black ink only**, on 8 1/2" x 11" white paper.
NOTE: State Bylaws require timely filing of minutes to insure representation on the state board. The chapter Secretary **is responsible** for the chapter minutes, in that, you **must ensure** the chapter minutes are done **TIMELY**, as per these guidelines. Failure to have these turned into State Secretary on time could result in your chapter Rep. **not being seated** at next quarterly meeting. You were elected to this office and with it, comes the responsibility of fulfilling all duties of said office. There will be **NO** reminders from state secretary re: when minutes are due. We are all adults and should be able to manage our time to complete the tasks at hand. I ask that if there are problems, **PLEASE** communicate with me either by phone or email, so that we can work things out. If I hear nothing from you, then I assume things are going well.
8. The **Minutes**, along with attached **Treasurer's report**, and **Member Sign in Roster**, constitute what is needed for State records and should be mailed to the State Secretary **within 14 days of your chapter meeting**: However; if you have the ability to scan documents they need to be in MS Word or Adobe PDF, if you email me this information; **mailing them is required if you cannot scan them- again, within 14 days of your chapter meeting**. Please be sure you get your presiding officer to **approve**

minutes before sending them to me. **Attachments can come separately either by email or snail mail but need to me in State Secretary within specified time frame or they will be considered late.** Mail to this address:

Mark Gurrola
3616 Royal Lane
Dallas, TX 75229-5149

You have the option of emailing them to aggiemark@gmail.com. Minutes and attachments submitted via email need to be in MS Word or .pdf format only.

PLEASE....LET ME KNOW WHEN PROBLEMS OCCUR SO I CAN HELP.

9. **Minutes will be posted on the TGRA web site by the 20th** of each month by the Webmaster, Randy Edlin, if meeting times permit. Printed copies will be emailed to each state board member or chapter president after receiving a written request to the State Secretary.

10. Minutes of the State Board of Trustees and Annual Meeting of Corporation meeting will be sent by the State Secretary to the Web Master, for posting to the web site within 14 days of the meeting.

Treasurer Procedures

Receipts:

All receipts will be recorded in a receipt book, which should contain two-part receipts. Each receipt recorded shall contain the name of the person making the payment, the manner of payment, including check number if paying by check and a brief description of the reason for payment (dues, patches, name badge, etc.).

The original receipt shall be given to the payee and the duplicate shall remain a part of the Chapter permanent records. The receipt book will become the basis for the required reporting to the chapter and the state on a regular basis.

All moneys collected shall be deposited into the chapter bank account as prescribed in the Bylaws. The chapter bank account shall be at a branch of the same bank at which the state account is located.

Disbursements:

The chapter treasurer shall be responsible for ensuring that check requests are completed and that receipts are approved before any payments are made. All disbursements are subject to limits prescribed in the TGRA Bylaws and as amended from time to time.

Current Limits:

Up to \$100.00, approval of chapter President (or Vice President, if necessary).
Should be noted in the minutes of the next chapter meeting.

\$100.01 to \$250.00, approval of the chapter Board. **MUST** be mentioned in the next chapter meeting to be included with the minutes.

\$250.01 and over, requires a motion and vote from the chapter at a chapter meeting. The vote results must be in the chapter minutes as part of the regular business of the meeting.

Every effort shall be made to ensure that a check request, approved as noted above; or invoices should be signed as approved by a Chapter Board Member (other than the treasurer), before the treasurer issues a check for payment. Individual chapters may require 2 signatures be on all checks. This however is not a condition checked for, nor a requirement of Chase Bank or TGRA State.

Monthly Reporting:

Membership Renewal / Address Change:

This form should be completed for any member who gives you a change of address or renews membership by paying dues. For address changes, mark Address Change in the left column and fill in the name, address, city, state, zip and phone number. For membership renewal, fill in the Name and in the next column, fill in the amount of dues money paid and the “Paid through Date” (eg. \$25.00 through 12/31/2003). Members will be moved to “Not Paid Current” on the state membership list at the expiration of their membership, where they will remain until receipt of the form showing their dues have been paid current. Membership renewals and address changes are usually processed at the monthly chapter meeting. The Membership Renewal /Address Change report is due to the state treasurer on the 15 Th. of the month in which they are accepted or immediately after the chapter meeting, which ever occurs last.

New Membership Application:

The original of the new member application forms should be sent to the state treasurer. At the bottom of the form, **circle the chapter affiliation**, write the amount paid, how much was initiation fee, how much was dues and the "Paid through Date" so the proper date will be recorded by the state treasurer. It is NOT be necessary to list the new members on the Renewal / Change form. Original copies of “New Member Applications” are due to the state treasurer by the 15 of the month in which they are accepted or immediately after the chapter meeting, which ever occurs last.

Transfers to State:

Chapter bank accounts should maintain a \$500.00 balance. Any amount in excess of the \$500.00 balance shall be transferred to the state account by electronic funds transfer or deposited into the state account with state furnished deposit slips. Funds collected in one month with expected expenditure the following month need not be transferred to state. The reason for maintaining funds above the \$500.00 balance should be noted on the chapter reconciliation sheet.

Electronic funds transfer can be accomplished via access to the Chase Bank web site and a receipt of transfer printed and copied for inclusion with the monthly reports to state; OR the chapter treasurer may write a check on the chapter account payable to “TGRA, Inc. State Checking Account” for the amount of the transfer. Complete a deposit slip in triplicate on the state account for the amount of the transfer; make a deposit at any Chase Bank branch. The check should be endorsed on the back with “**FOR DEPOSIT ONLY - TGRA, INC. State Checking Account - Account # 425604211565**”. Ask the bank teller to receipt all three copies of the deposit slip. Retain the one copy for the chapter records. Clearly mark on the state copy the purpose of the deposit to the state account (monthly transfer, patches, inventory, etc.) **AND**

YOUR CHAPTER NAME. A copy of the Electronic Funds Transfer receipt (or image via email) or a copy of the deposit ticket is due to the state treasurer by the 15th. of the following month. For example the January receipt is due to state on or before February 15. The December transfer to state must be posted prior to December 31, 2010 and due to the state treasurer by January 15, 2011 for inclusion in the 2010 Books.

Financial Information & Chapter PO Box:

The chapter treasurer shall not have access to the chapter post office box, i.e., the treasurer shall not be the person who opens the mailbox and is the first to review received mail. This holds true for chapter treasurers and the state treasurer. Financial information received at the chapter PO Box, should be initialed or signed by the chapter president after their review and given to the chapter treasurer to be handled.

Bank Statements On-Line

TGRA Bank Statements are available at the Chase Bank web site. One file contains the statements for all chapter and state accounts. The chapter's ending balance on the Monthly Chapter Reconciliation should equal the balance on the bank statement. Any difference must be explained. List any outstanding checks and deposits not included on the Chase Bank monthly statement at the bottom of the monthly reconciliation report.

Monthly Chapter Reconciliation Report:

Using the receipt book and the checkbook, complete the Monthly Chapter Reconciliation Report. Each receipt and disbursement must be accounted for in this reconciliation. This report is due to the state treasurer by the 15 Th. of the following month. For example, the January month end report is due to state on or before February 15. The December Monthly Chapter Reconciliation Report is due to the state treasurer by January 15, 2011.

Patches and Name Badges:

The state treasurer shall retain the supply of patches and name badges for the state. Patches and Name Badges are only available to members and not for sale to the general public.

Patches and Name Badges may be ordered from the state treasurer or purchased at the quarterly state meetings. Currently Patches and blank Name Badges cost \$9.00 each and should be paid for with a check payable to TGRA, Inc. When placing an order for badges or patches, please include number of items requested, a check for the proper amount and instructions for shipping.

Revision History

This page is set to not print (change page set up if needed). List changes to Bylaws, Guidelines, Precedents or procedures here – what was added, deleted or changed.

April 15, 2010

Added meeting rules, Secretarial and Treasury procedures.

Updated approved changes from Annual Meeting of the Corporation – 2.1, 2.2, 2.3, 4.1, 4.5.2, 4.5.4, 4.5.6, 4.6, 5.5, 5.6.1, 8.1.4, 8.2.2, 8.2.3, 8.3.3, 10.2.2, 12.1, 12.3; Guidelines – 1.4.4, 1.4.4.1, 1.4.6, 1.4.9, 2.2, 3.2, 7.2, 7.4 , 8.2, 8.3, 13.1, 13.2

