

# TEXAS JUNIOR CHAROLAIS ASSOCIATION



## OFFICER APPLICATION CHECK OFF SHEET

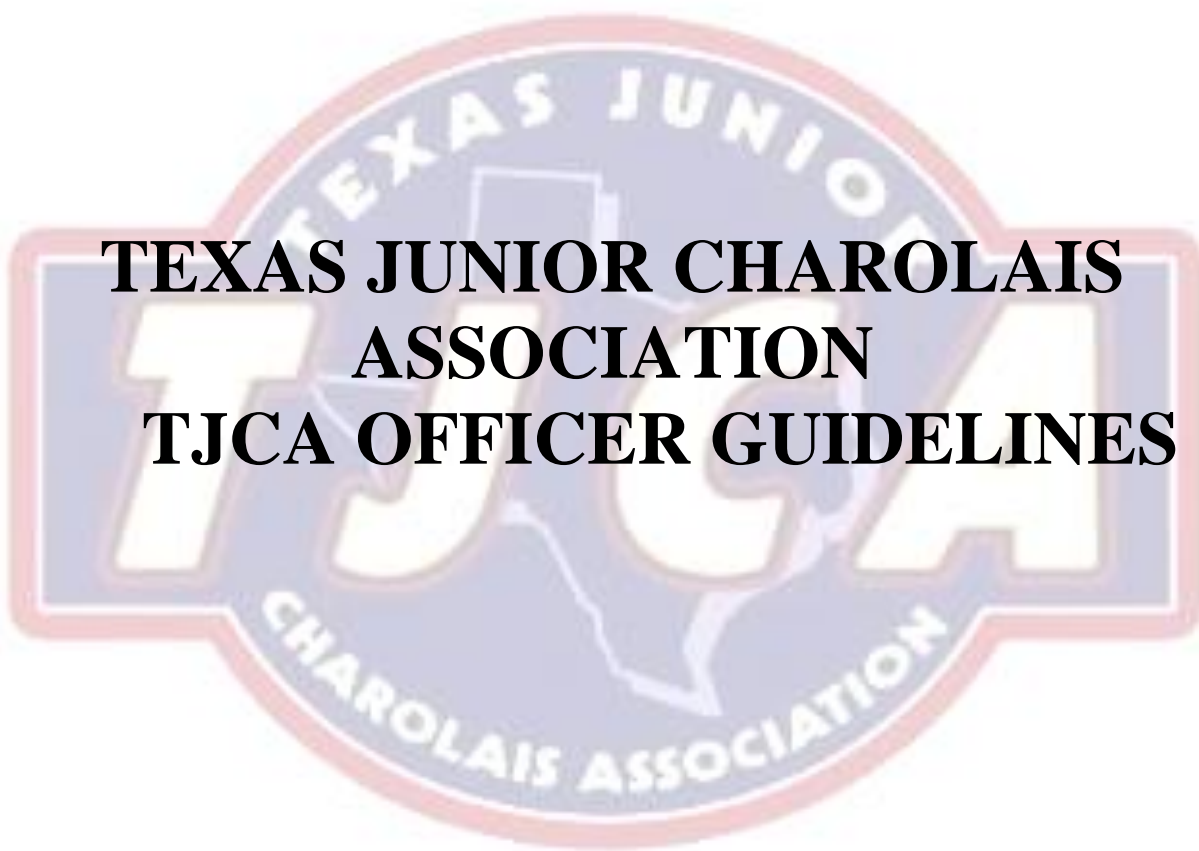
Candidates Name

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- Completed Application - and all appropriate signatures present.
- Signed “Expectations of the TJCA Officers.”
- **You have read and understand all contained in the TJCA Officer Guidelines**

**COMPLETED APPLICATION ARE TO BE POSTMARKED BY MAY 1ST  
TO DANNI LUNSFORD AMOS @ 151 WOODLAND OAKS DR.,  
GARRISON, TEXAS, 75946.**

**-NO EXCEPTIONS!-**



**TEXAS JUNIOR CHAROLAIS  
ASSOCIATION  
TJCA OFFICER GUIDELINES**

Becoming a TJCA Officer is a challenging process, yet a very rewarding opportunity. Through this officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for TJCA office!

Although a TJCA Officer takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. TJCA officers serve the **Texas Junior Charolais Association** members and advisors. They make a positive difference in the lives of many people.

This handbook is to help you prepare your candidacy for TJCA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the TJCA officer selection process.

If you have any further questions, regarding the responsibilities of TJCA Officers, or the Selection Process, please contact your TJCA advisor(s), Danni Lunsford Amos or Kevin Doonan.

## **ORGANIZATION**

The Texas Junior Charolais Association (TJCA) Officers are overseen by the Junior advisor(s) with support by the Charolais Association of Texas (C.A.T.)

### ***TJCA OFFICER QUALIFICATIONS:***

The business of the organization shall be conducted by the TJCA Officers consisting of four (4) elected officers, two (2) reporters and the immediate past president as ex-officio.

Individuals wishing to pursue a position on the TJCA Board must be a minimum of 13 years of age (Intermediate Division) **at the time of application submission.**

A. The officers shall be *President, Vice President, Secretary, Treasurer, North Reporter, and South Reporter*. Officers shall be elected by the TJCA membership at their annual State Show.

B. The Northern and Southern Region will be divided by Interstate 20. If your mailing address is above I-20, you are in the North. If your mailing address is below I-20, you are in the South.

C. A TJCA member is eligible to run for the TJCA office of President or Vice-President if his/her 16th birthday occurs on or before December 31st of the year

preceding elections and is eligible if his/her 21st birthday occurs on or before December 31st of the year preceding the election.

D. Candidates running for officers of President and Vice-President must have served as a TJCA officer for at least one year prior to running for this respected position.

E. Candidates who accumulate three (3) or more demerits throughout the year will not be eligible to run for the position of President or Vice President the following year.

F. Candidates who accumulate six (6) or more demerits throughout the year will be removed from the officer team and will receive a one (1) year suspension from being able to run for an elected office the following year.

G. If a situation occurs where a TJCA member, of age, is deemed ineligible to run for President or Vice President, a member who has previously served on the board, is in good standings, and meets the qualifications of a TJCA Officer may be the next best candidate to be considered for the President or Vice President Position, with approval from TJCA Advisor(s).

H. The election process shall consist of an application, vote and interview. The TJCA Application will be worth 40%, the Membership Vote will be worth 30% and the Officer Interview will be worth 30%.

I. Candidates must be prepared to give a short speech to TJCA Members at the membership meeting prior to elections.

J. The officers shall be elected for one year by the active members of the TJCA present at their State Junior Show and Field Day.

K. Officers have the same voting rights. However, the President may only vote to break a tie.

L. All TJCA members must have their current annual dues paid by the State Show. If a member does not have his/her dues paid by entry deadline for state show, they cannot be considered for an office or have the right to vote at the annual membership meeting.

M. TJCA Officers are responsible for paying for their Officer shirt at the TJCA State Show. The cost of the shirt is \$35.00. Failure to pay for your Officer Shirt will result in a hold on your TJCA Membership Dues and/or State Show Entries.

N. Vacancies occurring among the TJCA Officers shall be filled by a majority vote of the remaining officers and directors.



## **TJCA OFFICER DUTIES:**

- A. The President shall preside at all meetings of the TJCA. He/She shall be the chief administrative officer of the association and shall serve as a representative at the adult breeder association meetings.
- B. The Vice-President shall perform all duties of the President in his/her absence or inability to act. He/She shall also serve as parliamentarian.
- C. The Secretary shall record and keep the proceedings of all membership meetings. He/She Shall also perform other such duties as may evolve upon him/her as Secretary.
- D. The Treasurer shall work with the State TJCA Youth Advisor(s) on all financial transactions. He/She shall prepare a detailed report of the receipts and disbursements of TJCA funds at each annual meeting.
- E. The Historian is responsible for creating and submitting a State Association Scrapbook. He/She is responsible for collecting pictures, information and media to advertise the accomplishments set forth by the junior association.
- F. The Reporters shall keep the members of the association and the news media informed of the nature and progress of the organizations programs and of the activities of the individual members for their areas. North Reporter = Above I-20, South Reporter = Below I-20.
- G. ALL officers are REQUIRED to assist in working the ring at the Fort Worth Junior Show, Houston Junior Show and the TJCA State Show. TJCA Officers understand that working the ring is a duty that he/she is responsible for. It is your job to manage your time to assist other officers when working the ring on show day, regardless of if you have a Charolais heifer showing that day or not.**

## **EXPECTATIONS**

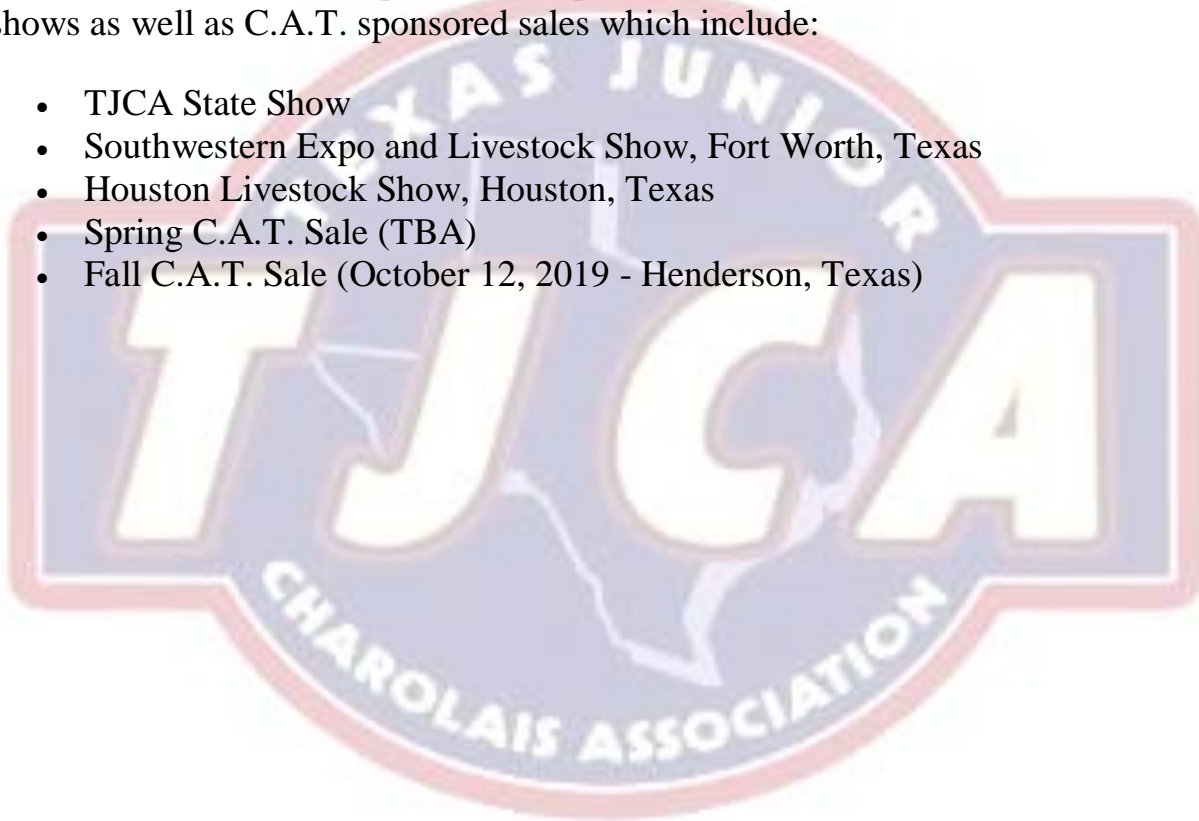
To participate as an Officer of the TJCA, officer candidates must meet all of the expectations set forth by the TJCA:

- Officers must attend the major meetings at Fort Worth and Houston, in addition to the State Show Meeting in the summer.
- Work the ring at two (2) shows in addition to the State Show
- TJCA members wishing to run for President or Vice-President may not receive more than 3 demerits prior to the election at the TJCA State Show.
- TJCA members who accumulate 6 or more demerits throughout the year will be removed from the officer team and will receive a (1) year suspension from being able to run for an elected office the following year.

- TJCA Members must be in complete Official Dress when working the ring at all TJCA and C.A.T. sponsored events.
- Failure to meet these requirements without good cause and prior approval from TJCA Advisor(s) will result in a one (1) year suspension from being eligible to run for an elected office.
- Demerits:
  - Demerit system will be effective upon election of new officer team and remain in effect for the duration of the year until new election takes place. Please see the Merit and Demerit System below.

The TJCA Officers are expected to be present at major Texas and Junior Charolais shows as well as C.A.T. sponsored sales which include:

- TJCA State Show
- Southwestern Expo and Livestock Show, Fort Worth, Texas
- Houston Livestock Show, Houston, Texas
- Spring C.A.T. Sale (TBA)
- Fall C.A.T. Sale (October 12, 2019 - Henderson, Texas)



# DEMERITS AND MERITS

## TJCA STATE SHOW

- |  |                   |
|--|-------------------|
| 1. Not assisting with set up/check-In    | 1 demerit         |
| 2. Not assisting with clean up/take down | 1 demerit         |
| 3. Not attending TJCA State Show         | Immediate Removal |

## JUNIOR MEETINGS - FORT WORTH, HOUSTON, TJCA STATE SHOW

- |  |            |
|--|------------|
| 1. <b>Unexcused absence</b><br>No prior notice w/TJCA Advisor<br>atleast 24 hours in advance | 3 demerits |
| 1. <b>*Excused Absence</b><br>Prior notice w/TJCA Advisor<br>atleast 24 hours in advance     | 1 demerit  |

## RING HELP DUTIES

- |                                       |            |
|---------------------------------------|------------|
| 1. Incomplete Official Dress          | 1 demerit  |
| 2. Not cleaning up after show is over | 2 demerits |
| 3. Not assisting with ring help       | 3 demerits |

## DEMERIT SCALE

3 demerits

6 demerits

Ineligible to run for President/Vice President  
Removal from Officer Team & (1) year  
suspension from being able to run for  
elected office the following year

\* Excused Absence - Upon Approval by TJCA Advisor(s), demerits shall be given unless outstanding circumstances are present. Must speak with advisor prior to your absence. Demerit will be determined based on situation. (Ex: Family Emergency, Car Accident, etc.)

# TJCA OFFICER APPLICATION

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

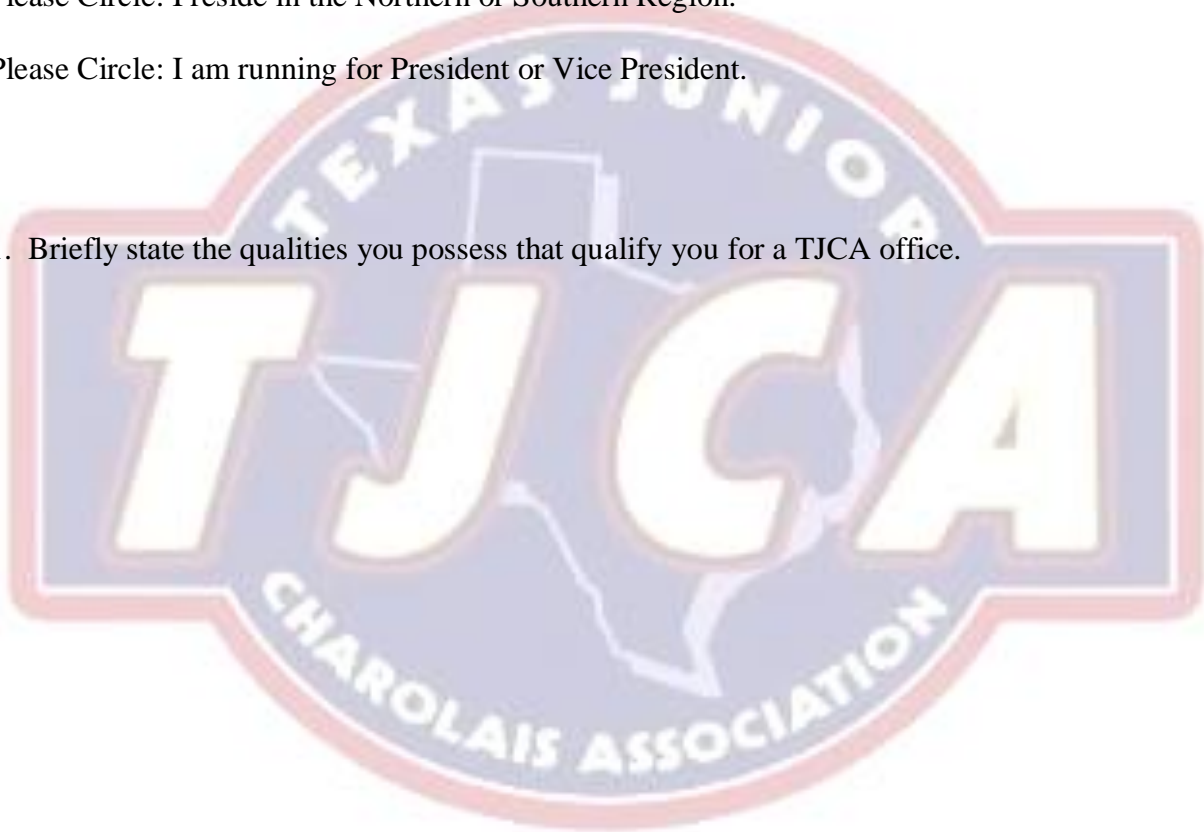
Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Email: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Please Circle: I reside in the Northern or Southern Region.

Please Circle: I am running for President or Vice President.

1. Briefly state the qualities you possess that qualify you for a TJCA office.

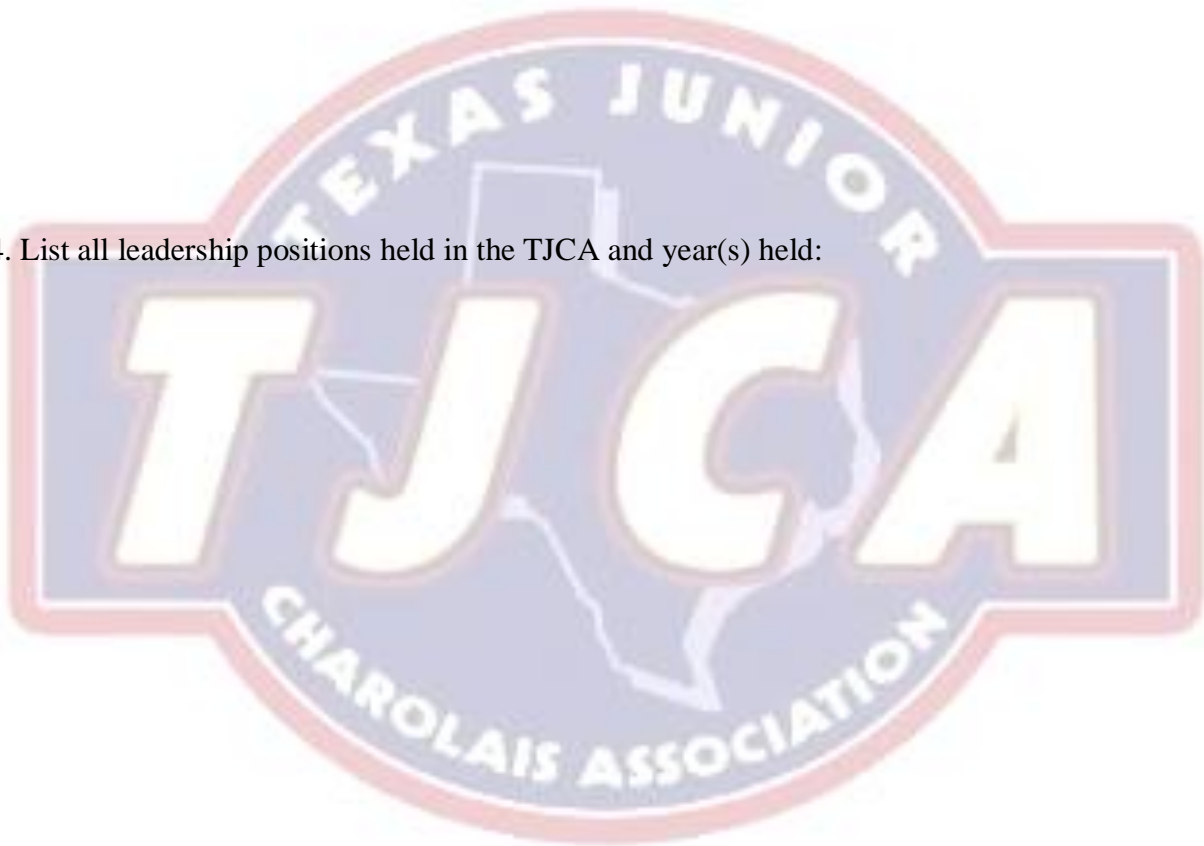


2. List ALL activities in which you have been involved in. (Contests, Shows, etc.)



3. List other extra-curricular activities you are involved with and any leadership roles:

4. List all leadership positions held in the TJCA and year(s) held:



5. Why do you want to be on the TJCA Officer team?

6. What does the TJCA mean to you?

7. State in 500 words or less why you want to be a TJCA officer.



# Parent Signature Form

I, \_\_\_\_\_, hereby approve of my son/daughter,

\_\_\_\_\_, running and possibly becoming a TJCA Officer for the 2019-2020 school year. I realize that he/she is responsible for their officer duties and will uphold them to the best of their ability. I further understand my child is required to be at all executive committee meetings, on time, or will fall subject to the penalties associated with absence and tardiness. I am aware of the demerit system that is set in place for the TJCA Officer Team and understand that my son/daughter must abide by the expectations set forth by the association. I understand that failure to abide by these expectations will result in my student's early dismissal from the officer team as well as their eligibility for running for President or Vice President Candidacy for the following year. I am also aware that suspension results in immediate termination from office as we encourage our officers to be role models. **His/her presence at TJCA Events is EXPECTED!**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand I am responsible for my duties as a TJCA officer and will uphold them to the best of my ability. I further understand I am required to be at all executive committee meetings, on time, or will fall subject to the fees associated with absence and tardiness I am aware of the demerit system that is set in place for the TJCA Officer Team and understand that I must abide by the expectations set forth by the association. I understand that failure to abide by these expectations will result in my early dismissal from the officer team as well as my eligibility for running for President or Vice President Candidacy for the following year. I am also aware that suspension results in immediate termination from office as the TJCA encourage it's officers to be role models. **My presence at TJCA events is EXPECTED!**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TJCA OFFICER CONTRACT

*As an officer of the TJCA, I will: (initial each)*

## **Area One: This is it!**

- \_\_\_\_\_ 1. Be on time for all meetings, activities, and departure times.
- \_\_\_\_\_ 2. Write dates for activities down in a planner.
- \_\_\_\_\_ 3. Keep our team and my office as a priority.
- \_\_\_\_\_ 4. Attend all officer meetings.
- \_\_\_\_\_ 5. Attend all activities that I am able too. If I cannot attend, *let other officers and advisors know ahead of time.*
- \_\_\_\_\_ 6. Be responsible by staying on task and sticking to the agenda at meetings.
- \_\_\_\_\_ 7. Always support each other...look for ways to help lighten my fellow officer's load.

## **Area Two: Living Above the Line**

- \_\_\_\_\_ 1. Be honest with each other and be open to others honesty.
- \_\_\_\_\_ 2. If confrontations are necessary, do them away from TJCA/TJCA activities.
- \_\_\_\_\_ 3. Do not talk behind the back of my fellow officers.
- \_\_\_\_\_ 4. Communicate with advisors.
- \_\_\_\_\_ 5. Keep my family informed of what I am/our team is doing.
- \_\_\_\_\_ 6. Approach my teammates appropriately.
- \_\_\_\_\_ 7. Encourage ALL members.
- \_\_\_\_\_ 8. Take time to get to know ALL members.
- \_\_\_\_\_ 9. Step away from cliques...meet and learn about new people.
- \_\_\_\_\_ 10. Be a resource to members.
- \_\_\_\_\_ 11. Force and maintain a positive attitude.

**Area Three: Pay it Forward**

- \_\_\_\_\_ 1. Help my fellow officers, the members, and our association..
- \_\_\_\_\_ 2. Maintain a community focus with activities and/or community service.
- \_\_\_\_\_ 3. Develop creative ideas to get members involved.
- \_\_\_\_\_ 4. Be involved ourselves. Be an example.
- \_\_\_\_\_ 5. Always wear proper official dress.
- \_\_\_\_\_ 6. Communicate a positive attitude about wearing official dress.
- \_\_\_\_\_ 7. Wear appropriate clothing to all events.
- \_\_\_\_\_ 8. Conduct myself in an appropriate manner at TJCA events and outside TJCA.
- \_\_\_\_\_ 9. Treat all members equally.
- \_\_\_\_\_ 10. Step out of my comfort zone.
- \_\_\_\_\_ 11. Provide constructive criticism for my teammates and fellow members.
- \_\_\_\_\_ 12. Member focused attitude/actions.
- \_\_\_\_\_ 13. Guaranteed incentives for member participation.
- \_\_\_\_\_ 14. Get members to buy-in.

I have read, studied and understand the intent and the spirit of the 3 areas to our TJCA officer team's success. I will commit to modeling the 3 areas of success. I understand that failure to do so may result in limitations being set on my roles as a TJCA officer and/or possible removal from office.

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TJCA OFFICER APPLICATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| 1. I am a current dues-paying TJCA Member for the 2019-2020 year.  | YES | NO |
| 2. I'm willing to change my personal schedule so that I can attend <b>all</b> officer meetings, regularly scheduled meetings and planned activities. If I cannot I will let my advisor and officers know <b>24 hours</b> in advance.                               | YES | NO |
| 3. I am willing to miss work and other personal activities to ensure quality leadership programs sponsored by the TJCA.  | YES | NO |
| 4. I will attend the listed TJCA Events.   | YES | NO |
| 5. I will maintain a minimum 2.0 GPA, cannot be failing any class  | YES | NO |
| <b>6. I understand that working the ring is a duty that I am responsible for as a TJCA officer. It is my job to manage my time to assist other officers when working the ring on show day, regardless of if I have a Charolais heifer showing that day or not.</b> | YES | NO |

If you answered 'NO' to any of the above questions, a detailed explanation will need to be submitted with this application.

The election process is based off of a vote system. The candidate with the highest vote total will their elected position. (There is the President, Vice President, Treasurer, Secretary, Historian, North Reporter, and South Reporter). If an application is not submitted by the postmarked date, he/she will not be considered for candidacy.

The spirit and enthusiasm is which an officer completes their duties require a yearlong commitment. In the same spirit in which a person makes this commitment, an officer that is not meeting his or her duties will be asked to resign from their office.

As an officer you will be representing the Charolais Association of Texas (C.A.T.) and Texas Junior Charolais Association (TJCA). Any incidents that violate the TJCA Code of Conduct will result in immediate removal from the officer team.

I accept this responsibility. \_\_\_\_\_ Date \_\_\_\_\_  
Officer Signature

## **EXPECTATIONS OF THE TJCA OFFICERS**

1. This is **YOUR** organization **NOT** the Advisors!
2. Your number one priority and focus as a TJCA officer is to serve the needs of the members of your association.
3. The success of TJCA Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
4. Learn how to effectively win friends and influence those with differing viewpoints.
5. It is expected that each TJCA Officer be a **positive role model** for the members of the Association..(Suspensions, probations, and repetitious disciplinary action is unacceptable.)
6. It is expected that each TJCA Officer strive aggressively to achieve and maintain academic success.
7. **NEVER**... tell members or friends how important **YOU** are!
8. **NEVER**... use the word "I" or allow your individual ego to interfere with the functioning of the team.
9. Conduct yourself in a dignified and professional manner at all times.
10. Always be courteous and respectful to all members and advisors 100% of the time.
11. Be discreet! Keep our business within the group. Communication is key... to air likes, dislikes, and other issues.
12. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS!**
13. When you need help... ask for it!
14. **NEVER** wait until the last minute to complete your assignments.
15. Give 100% effort!
16. Be enthusiastic at all times. (You never know who is watching!)
17. Learn how to be an effective leader and still have fun.
18. **Remember**: "The task ahead of you is never as great as the power behind you!"

I have read and understand the "Expectations of the TJCA Officers." I understand they apply to me in my pursuit of a position on the TJCA Officer Team. I further understand that failure to comply to the expectations may result in my early dismissal from the team.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read, and understand, that the "Expectations of the TJCA Officers" listed above apply to my child who is pursuing a position on the TJCA Officer Team.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

