



OFFICER GUIDELINES

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 six (6) elected officers, and two (2) reporters.

Individuals wishing to pursue a position on the TJCA Board must be a minimum of 13 years of age (Intermediate Division) and a maximum of 21 years of age (Senior Division) **at the time of application submission (May 1st)**.

- A. The officers shall be President, Vice President, Secretary, Treasurer, Historian, Parliamentarian, North Reporter, 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. Mailing addresses above I-20 reside in the North. Mailing addresses below I-20 reside in the South.
- C. A TJCA member is eligible to run for President or Vice-President if he/she is a minimum of 16 and no older than 21 at the time of application submission (May 1st).
- D. Candidates running for President and Vice-President must have served as a TJCA officer for at least one year prior to the year of application.
- E. 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. Candidates who accumulate three (3) or more demerits throughout the year of serving on the TJCA Officer Team will not be eligible for the position of President or Vice President.
- F. 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 the Executive Committee and TJCA Advisor(s).
- G. The election process shall consist of the following:
 - a. Vote - 40%
 - b. Interview - 30%
 - c. Application - 20%
 - d. Writing Prompt – 10%
- H. Interview date & time will be included in the TJCA State Show Packet.
- 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 annually at the TJCA State Show by its members during the business session. No proxy votes will be allowed.
- K. Officers have the same voting rights. *However, the President may only vote to break a tie.*
- L. 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 Junior Advisor(s) on all financial transactions. He/She will provide a detailed report of the receipts and disbursements of TJCA funds at each annual meeting.
- E. The Historian is responsible for collecting the information necessary 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 Parliamentarian shall advise the presiding officer on questions of parliamentary law and matters of procedure.
- G. 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.

EXPECTATIONS

- A. Officers must attend the major meetings at Fort Worth and Houston, in addition to the State Show Meeting in the summer.
- B. Work the ring at two (2) shows in addition to the State Show
- C. TJCA members wishing to run for President or Vice-President may not receive three (3) or more demerits prior to the election at the TJCA State Show.
- D. TJCA members who accumulate six (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.
- E. TJCA Members must be in complete official dress, as directed by the TJCA Advisor(s), when working the ring and at all TJCA and C.A.T. sponsored events.
- F. 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.
- G. The Demerit system will be in effect for the duration of the year until a new election takes place. Please see the Demerit System below.

DEMERITS

TJCA STATE SHOW

Not Assisting With Set Up/Take Down.....2 Demerits
Not Attending TJCA State Show.....Removal from Junior Board

JUNIOR MEETINGS & SALES

***UNEXCUSED ABSENCE**.....3 Demerits
No prior notice w/TJCA Advisor at least 24 hours in advance

***EXCUSED ABSENCE**.....2 Demerits
Prior notice w/TJCA Advisor at least 24 hours in advance

RING HELP DUTIES

Incomplete Official Dress.....2 Demerits
Not assisting with Ring Help.....3 Demerits

DEMERIT SCALE

3 Demerits.....Ineligible to run for President/Vice President
6 Demerits..... Removal from Junior Board & (1) year suspension from officer elections the following year

*Upon approval by TJCA Advisor, demerits shall be given unless outstanding circumstances are present. Officers must speak with advisor(s) prior to your absence. Demerits will be based on situation as determined by the TJCA Advisor.