

# ARKANSAS STATE SHEEP COUNCIL BYLAWS

(Revised and Approved By General Membership April 7, 2025)

## ARTICLE I NAME

A. The name of the organization shall be the Arkansas State Sheep Council (the "ASSC").

## ARTICLE II PURPOSE

A. The primary purpose of the Arkansas State Sheep Council shall be to promote the general welfare of the entire sheep industry within the State of Arkansas. The Arkansas State Sheep Council shall act as the governing body of the Arkansas Junior Sheep Council (AJSC) and the Arkansas Breeding Sheep Council (ABSC). Input from AJSC and ABSC Coordinators, officers and members will be taken into consideration regarding AJSC and ABSC business when deemed necessary.

B. ASSC Mission Statement: The mission and purpose of the Arkansas State Sheep Council shall be to provide top quality club lambs to Arkansas youth; encourage the exhibition of Arkansas produced lambs; improve the genetics of Arkansas sheep breeds; support Arkansas youth agriculture programs; and help promote the sheep industry in Arkansas.

## ARTICLE III MEMBERSHIP

A. Membership in the Arkansas State Sheep Council shall be by dues for farm membership for breeder members. Each farm membership will shall

pay annual dues between January 1 through March 31 of the calendar year. Dues are remitted to the Treasurer of the ASSC. Dues will be set by the Executive Committee with approval from the general membership.

B. The working year for Arkansas Sheep Council is January 1 through December 31.

C. A breeder member's farm membership shall be entitled to only 1 vote per farm. In no event shall families be entitled to split farm breeder memberships to acquire more than one vote.

D. To qualify as a breeder member, a farm shall meet the following: the breeder must be an Arkansas resident over the age of 19 years who owns ewes for production of Arkansas lambs. The lambs must be conceived by ewes the breeder owned at the time of service, and the breeder must have possession of said ewes within the State of Arkansas at the time of lambing. However, ownership can transfer from one Arkansas breeder in good standing to another Arkansas breeder in good standing during time of gestation.

E. For persons less than 19 years of age, the applicable rules for governance shall be set by the Arkansas Junior Sheep Council and/or the Arkansas Junior Breeding Sheep Council, which is under the direction of the ABSC. Notwithstanding the foregoing, however, an individual under the age of 19 years may submit a one-time Youth Breeder Scholarship Application, approved by the applicant's parent and Agriculture Teacher or County Agriculture or 4-H Agent, whereby the youth breeder may receive a scholarship necessary to cover the annual ASSC Breeder Membership dues as well as the cost for 3 ABL tags. If an individual under the age of 19 years has previously been a scholarship recipient or desires to raise more than 3 lambs, then the youth breeder will be responsible to payment of all ASSC membership dues at the rate established by the ASSC for youth breeder members as well as ABL tag fees. Further, the youth breeder will be held to the same eligibility rules for qualifying an Arkansas Bred Lamb as other ASSC members. For youth breeders, parents will be required to guarantee all payments required hereunder. Additionally, youth breeders will not have voting or appearance rights as part of the general membership of the ASSC; rather all youth members will be involved through the AJSC or AJBSC as appropriate.

F. A member new to the ASSC may join at any time provided the applicant meets the appropriate qualifications for membership.

G. To be considered in good standing with the ASSC, a farm membership shall have all outstanding debts with the ASSC paid in full. Such fees include, but are not limited to the following: annual membership dues and any currently due or past due lamb nomination fees, sponsorships, etc. for the current year as well any outstanding indebtedness for any prior period of time. Any member who is not in good standing shall not be entitled to vote upon matters of the ASSC until such time that reinstatement of good standing is achieved.

H. ABL tags will not be provided to any member not in good standing.

#### ARTICLE IV EXECUTIVE COMMITTEE

A. The Executive Committee shall be: President; Vice-President; Secretary; Treasurer; Arkansas Junior Sheep Council (AJSC) Coordinator, and Arkansas Breeding Sheep Council (ABSC) Coordinator.

B. Executive Committee shall meet as needed. All Executive Committee members will be notified of meeting time and location by the President. Members of the Executive Committee who are present, if not less than three, shall constitute a quorum.

C. Special meetings of the Executive Committee may be called by the President or by request of a majority of the officers.

D. Members of the Executive Committee will provide prior notification to the Committee in the event of an absence from the meeting to ensure quorum requirements are met. Further, Executive Committee members recognize the requirements and time constraints of being an officer; therefore, members agree to participate in scheduled meetings unless good cause for absence is shown.

## ARTICLE V OFFICERS AND ELECTIONS

A. The officers of the Arkansas Sheep Council shall be: President, Vice-President, Secretary, Treasurer, AJSC Coordinator and ABSC Coordinator. Officers shall be elected at the January annual meeting by majority vote, for a term of one year or until their successors are elected.

B. Nominations for Officers will be accepted from the floor at the January annual meeting of the general membership, provided that consent has been secured from the nominee. All nominees must be in good standing as a prerequisite to serve.

C. Vacancies among the officers and standing committee chairs shall be filled by the President, with approval of the Executive Committee, for the remainder of the un-expired term. However, if the office of either the President or Vice-President becomes vacant, it will be filled by a special election by the general membership.

## ARTICLE VI DUTIES OF THE OFFICERS

A. The President shall preside at all meetings at which he or she is present, and shall exercise general supervision over the affairs and activities of the group. The President shall be responsible for selecting committee chairs for various committees and for assuring that the committees are functioning as necessary. The President may elect to serve either as a committee member or ex-officio in order to fulfill the above requirements. The President will also be responsible for preparing meeting agendas in conjunction with the secretary, when appropriate.

From time to time, the President may need to form ad hoc committees to address particular topics. In such event, the President, in consultation with the Executive Committee, may appoint such committees and members. At the following meeting of the general membership after such committee is formed, notice of appointed committee members will be provided and opportunity given for additional members of the general membership to join the committee as well. However, in no event shall an ad hoc contain more than 5 members, exclusive of the President and Vice President. Two or

more absences from any ad hoc committee meeting, without just cause as determined by the Executive Committee, shall be deemed a resignation from the committee.

B. The Vice-President shall perform the duties of the President whenever the President is absent or unable to perform his or her duties. The Vice-President shall also be responsible for the following tasks: ordering and distributing ABL tags (and verifying the good standing of members prior thereto); ordering the banners, jackets, or other determined prizes for district fairs; and communicating with appointed district fair liaisons and/or District Directors to ensure consistency in the running of district ABL shows, including, but not limited to: applicable ABL rules and required paperwork; show protocol to determine placings; judge selection and show administration to achieve consistency with district ABL shows across the state. The Vice-President may undertake other duties as assigned by the President.

C. The Secretary shall maintain written records of all meetings of the Arkansas State Sheep Council and meetings of the Executive Committee.

He or she shall:

1. Conduct correspondence of the Arkansas State Sheep Council as directed by the President.
2. Provide minutes and meeting agenda in conjunction with the President and oversee website coordination in order to make the information available to the general membership.
3. Maintain a list of all committees and membership and provide this information to other Executive Committee members.
4. Be administrator over online spreadsheet where breeders can submit breeder lists.
5. Send meeting notifications and deadline reminders as appropriate.
6. The Secretary may undertake other duties as assigned by the President.

D. The Treasurer shall set up such accounts as necessary to fulfill the business of the Arkansas State Sheep Council.

The Treasurer shall:

1. Pay out all money, by check only, to cover the expenses of the — ASSC as authorized by the Executive Committee.

2. Collect and receive dues from members.
3. Provide a financial report at each meeting of the Executive Committee as well as a written financial report at any meeting of the general membership reflecting financial matters, including, but not limited to: cash on hand, cash receipts and expenses paid for the ASSC and its divisions.
4. Work with the Peer Audit Committee to facilitate the annual audit of the books.
5. Treasurer will be added to the AJSC account along with the President as appropriate; however, only one signature will be required for payment of invoices.
6. Send list to VP when tags have been paid for so the VP can send out the tags.
7. Collect money for ABL tags and deposit into AJSC account.
8. The Treasurer shall be responsible for oversight of all required financial filings for the ASSC, including, but not limited to: applicable monthly, quarterly and annual reporting as well as yearly tax filings.
9. The Treasurer may undertake other duties as assigned by the President.

E. The AJSC Coordinator shall obtain and record current AJSC membership annually.

The AJSC Coordinator shall:

1. Maintain AJSC banking records and provide financial statements at Executive and ASSC meetings in conjunction with the Treasurer.
2. Pay any bills for AJSC awards.
3. Collects ABL nominations and fees, and AJSC memberships and fees. Deposit these fees into AJSC account.
4. Communicate with Treasurer about current finances.
5. Keep AJSC members updated on meetings and activities.
6. Provide guidance to AJSC members and elected officers.
7. Order AJSC awards for Arkansas State Fair.
8. Provide Secretary updated information for AJSC webpage.
9. Provide ASSC Secretary and Points Director with current membership of AJSC members.
10. Collect AJSC sanctioned show fees.
11. The AJSC Coordinator may undertake other duties as assigned by the President.

F. The Arkansas Breeding Sheep Coordinator shall obtain and record current ABSC membership annually.

The ABSC coordinator shall:

1. Maintain ABSC banking records and provide financial statements at Executive and ASSC meetings in conjunction with the Treasurer.
2. Pay any bills for ABSC awards.
3. Keep ABSC members updated on meetings and activities.
4. Provide guidance to ABSC members and elected officers.
5. Order ABSC awards for Arkansas State Fair.
6. Provide Secretary updated information for ABSC webpage.
7. Coordinate the Breeding Sheep Spring Show and Sheep and Wool Field Day.
8. The ABSC Coordinator may undertake other duties as assigned by the President.

## ARTICLE VII MEETINGS

A. General Membership:

- a. There will be quarterly meetings held with place and time determined by the Executive Committee during the months of January, April, July and October.
- b. The January meeting will be deemed as the Annual Meeting with election of officers.
- c. Other general membership meetings shall be on an “as needed basis” and shall be referenced as Special Meetings.
- d. Quorum shall be the members present.

B. Electronic

- a. Both Executive Committee meetings and General Membership meetings can be held by electronic means (such as e-mail or other internet communication systems subject to the following:
  - i. The Executive Committee or the General Membership shall have access to the appropriate electronic meeting media (as verified by their response to a call for any particular meeting) to constitute a quorum, and a “dial in” option will be available to ensure opportunity for access.

ii. The technology used for the electronic meetings shall allow the participants full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

iii. Procedural rules related to the conduct of electronic meetings shall be established by the Executive Committee, which shall include notice requirements and time period for the duration of the meeting.

iv. For matters voted upon and passed by the general membership, such matters are not subject to reintroduction or review until the next calendar year at the Annual Meeting, provided notice and agenda were provided to the general membership denoting items to be voted upon.

v. For all general membership meetings, notice of meeting and agenda will be sent out to all current members in good standing 10 days prior to the meeting. Notwithstanding the foregoing, however, notice will be provided to all members as of 12/31 of the prior year as well as all current members for the January Annual Meeting, in the event there is old business to address from the prior year.

## ARTICLE VIII FINANCES

A. Fundraising activities for the Arkansas State Sheep Council may be authorized by the Executive Committee when the purpose of such activities is in agreement with the objectives of the ASSC and not in conflict with the nature of the organization.

B. Expenses over \$500.00 shall be approved by the Executive Committee.

C. At the end of each calendar year, the Treasurer shall provide an annual financial report to the Peer Audit Committee. The Peer Audit Committee will give an audit report during the January meeting for the prior calendar year. General membership must approve the audit report.

D. Any officer or member of the ASSC assigned with performing duties relating to finances of the ASSC shall conduct business with a fully insured financial institution approved by the Executive Committee and/or the general membership. One signature only will be required for signing checks in order to pay bills on behalf of the Association; however, any ASSC



account must contain at least two signatures on file with the bank for the ASSC account.

E. The treasurer and AJSC coordinator will conduct business with a bank, approved by the Arkansas State Sheep Council on behalf of the Arkansas Junior Sheep Council. One signature only will be required for signing checks in order to pay bills on behalf of the AJSC; however, any AJSC account must contain at least two signatures on file with the bank for such account.

F. The treasurer and ABSC coordinator will conduct business with a bank, approved by the Arkansas State Sheep Council on behalf of the Arkansas Breeding Sheep Council. One signature only will be required for signing checks in order to pay bills on behalf of the ABSC; however, any ABSC account must contain at least two signatures on file with the bank for such account.

G. A legitimate receipt must be turned in to the treasurer within thirty (30) days of purchase for any approved expenditures to be reimbursed.

## ARTICLE IX PARLIAMENTARY AUTHORITY

Normal rules of parliamentary procedure shall apply to meetings of the ASSC; in the event of any conflict in understanding between members concerning parliamentary procedure, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Arkansas State Sheep Council in all cases in which they are not inconsistent with these bylaws and any special rules of order that have been adopted.

## ARTICLE X DISSOLUTION

Upon dissolution of the Arkansas State Sheep Council, the Executive Committee shall pay or make provisions for all liabilities of the Arkansas State Sheep Council to be settled. All remaining assets shall be distributed

those to one or more 501(c)3 non-profit organizations dedicated to small ruminant development to be used at their discretion in their educational programs.

## ARTICLE XI AMENDMENTS

These bylaws may be amended at any regular meeting of the Arkansas State Sheep Council by 2/3 of the votes cast, by hand-count if meeting is held in person or by documented roll call assent of each member present if meeting is held by electronic means and provided that written notice of the proposed changes were received by the membership twenty-one (21) days prior to the vote.

## Standing Rules

All AJSC Scholarship recipients must be current members of the AJSC.