



# OFFICIAL BYLAWS

## PROFESSIONAL ARMED FORCES RODEO ASSOCIATION

Unless otherwise specified herein, PAFRA shall defer to Roberts Rules of Order.

2018

### I. MEMBERSHIP RULES AND DUES:

A. There are Five (5) Membership types available:

#### 1. Individual Membership: (FULL COMPETITION ELIGIBLE)

1. Membership is open to anyone who possesses a valid Military Identification Card, DD form 214/NGB 22 with an honorable/general/general under honorable discharge, or a DOD GS level identification card. Must be or have been in any component of the following branches of the Armed Services of the United State of America: Army, Navy, Air Force, Marine Corps, and Merchant Marines.
2. Spouses and Dependent Children (18 or under) may become members as long as the Service Members is also a member. Verification of dependent status shall be required
3. Member may compete.
4. Member is allowed one vote.
5. The dues for this membership shall be **\$100.00**.

#### 2. Family Membership: (all age eligible family members MAY COMPETE)

1. Spouses and dependent children may become members as long the Sponsor a member.
2. Dependent children are defined as being 18 or under. A person is qualified as a dependent as long as they live with the sponsor or receive child support from the sponsor. This includes step children and adopted children.
3. These members may compete.
4. Each family member is allowed one vote.
5. The dues for this membership shall be **\$135.00**
6. Anyone under 18 years of age must have a release signed by parent or guardian and notarized before competing in any PAFRA Rodeo or event.
7. Bona fide Dependent children who reach their 19<sup>th</sup> birthday during the rodeo year and wish to compete in the WCR and are otherwise qualified AND were paid family members and on the Official Roster PRIOR to their 19<sup>th</sup> birthday shall retain eligibility that year but not beyond.

#### 3. FAMILY Associate Membership: (NON COMPETING Membership)

1. Spouses and dependent children may become members as long the Sponsor a member.
2. Dependent children are defined as being 18 or under. A person is qualified as a dependent as long as they live with the sponsor or receive child support from the sponsor. This includes step children and adopted children.
3. These members shall not compete.
4. Each family member is allowed one vote.
5. The dues for this membership shall be **\$50.00**

#### 4. Associate Membership: (NON COMPETING Membership)

1. Allows member (as is qualified by the above minimum requirements) to be a recognized member of PAFRA, allows card holder to vote, hold positions, and participate in PAFRA activities (non-rodeo functions, fund raising, gate pullers, concession workers, gate workers, crowd control).
2. Associate Members shall not compete.
3. Associate Members have one vote.
4. The dues for this membership shall be **\$25.00**

## 5. PAFRA BOOSTER Membership: (NON COMPETING/NON VOTING Membership)

1. Allows member (NOT otherwise qualified by the above minimum competing member requirements) to be a recognized member of PAFRA, and allows card holder participate in PAFRA activities (non-rodeo functions, fund raising, arena staff, Judges, concession workers, gate workers, crowd control).
2. Shall not compete.
3. Member has no vote.
4. The dues for this membership shall be **\$25.00**

### **ROOKIE STATUS:**

**ROOKIE Status MUST BE declared at the beginning of the Rodeo Year and/or when applying for current year membership.**

#### **Rookie Status eligibility and definition:**

1. Any member in their first year as a competing PAFRA member (without regard to age or experience outside of PAFRA) is eligible for Rookie Status.
2. Any Competing Member may declare Rookie Status for any event in which they have never competed in PAFRA prior regardless of time in the organization.
3. Any Competing Member who enters a newly introduced event is eligible for Rookie Status in its first year as a PAFRA rodeo event or their first year competing in that event.
4. Returning Member after a lapse in membership shall NOT constitute Rookie Status for events previously competed in or declared for any previous year regardless of participation.
5. Having been a Full Competing Member but never having competed in a WFR or WCR shall NOT constitute Rookie Status for previously declared events.
6. A Competing Member is only eligible for the All Around Rookie title the first year they declare in multiple events.
7. The All Around Rookie title award criteria will follow the same rules for All Around.
8. Each Event shall award a World Championship Rodeo Rookie of the Year based on final standing at the current year WCR.

### **ALL AROUND: The WCR will award one All Around Cowboy and Cowgirl.**

1. To be eligible for the All Around competition; women must be entered/compete in two or more events, Men must be entered/compete in three or more events.
2. AA will be awarded based on money won per contestants placing in their events in all three rounds; Average money will also be calculated.
3. Money will be award per the placing you receive.

(Examples

- a. 1<sup>st</sup> paid \$200, and 2<sup>nd</sup> paid \$100, if only one person places that contestant will only receive credit for the \$200-the placing they received, NOT the entire \$300 they collected.
- b. If there is a tie for a placings Ex: 2 and 3 money will be split as example \$150 per contestant and only the \$150 paid will be counted toward the all-around.) Roll over money will not be calculated as part of money won.

## **5. MEMBERSHIP DUES MANAGEMENT AND HANDLING GUIDELINES.**

1. Membership dues are set by the PAFRA Board of Directors and shall not be changed without notification to all members in good standing AND shall only take effect in the following Rodeo Year.

2. Membership applications and monies can all be paid only to the PAFRA Treasurer or Secretary.
  - a. Dues shall be paid before the contestant will be allowed to enter the WCR and before any member may vote or engage in any actions on behalf of PAFRA.
  - b. The PAFRA Secretary shall review all applications for eligibility and submit to the PAFRA Treasurer the dues and new member's name and address for record of payment.
3. Members who resign or withdraw membership under any circumstance, or are suspended or removed for cause under official action shall not receive their dues back.
4. Members who resign or memberships that are revoked or canceled during the current year shall not be permitted to join this association until the following year and any and all assessed fines are paid in full. Subject to review by the Board prior to acceptance of application.

## II. GENERAL MEMBERSHIP MEETINGS

1. General Membership meetings will be held at least once a year. A **Preliminary General Membership Meeting** shall be held prior to the first Performance of the WCR at which time all Proposals for By Laws/Rules Changes, Previous Years Financial Report, and all properly nominated Executive Officer Candidates bio's Shall be provide to all members for review Prior to the **General Membership Voting Meeting**. At this time the WCR shall be briefed.
2. At least 14 days' notice of the general membership meetings will be posted on the PAFRA webpage under the membership and finals links.
3. The number of members necessary to constitute a valid membership quorum shall consist of at least ten (10) percent of the total membership.
4. All official meetings and functions of this Association shall be governed by Robert's Rules of Order, except in those cases in which Robert's Rules of Order are in conflict with the constitution, by-laws, or rules of the Association.
5. Minutes of Board of Directors meetings shall be made available upon request to any member of PAFRA in good standing.
6. Only active members are allowed to participate in meeting and conference calls.

## III. BY-LAW and GENERAL RULE CHANGES

### a. Amendments to the By-Laws and Articles of Organization:

1. The By-Laws and Articles of Organization may be amended by a motion proposed in writing by any Member or Director, seconded and submitted to the Executive Committee for review and action.
2. Upon review from the Executive Committee, the President may call a vote. In this event the Secretary shall execute the vote via webpage submission or at the appropriate time during Board of Directors meeting. The vote shall be made by Board Members.
3. All internet amendments must have a voting period of at least seven (7) days.

### b. General Rule changes.

1. Rules changes may be presented in writing by any member of the association through his or her Event Director.
2. Changes will be proposed by the Event Director to the entire BOD, in writing and shall be discussed at the membership meeting to ensure that new change is beneficial for entire association.
3. When the rule is announced there will be a 5 minute time limited per rule maximum to discuss and vote on the proposed rule. If the proposal cannot be agreed upon within the time limits this rule will be tabled till a later date.

4. The President can call for a vote from the BOD if a Quorum exists and the secretary shall initiate this vote and manage the vote count.
5. Once the votes are in and counted, and verified by the SGT at Arms, the results will be posted and updated in the General Rule's.
6. No rule proposals will be made once the new season has started unless it is a matter of safety to either animal or contestant

OR

Is in keeping with the status of rules of other professional rodeo associations and has been or shall be on effect in the current or coming calendar year (example PRCA major Rule Change MAY affect PAFRA Rules within the Rodeo Year.

- a. Must affect the event conduct by the majority of the contestants competing in other associations and does not pertain to local rodeo rules or habits.

OR

Proposed Rule in the best fiscal and operational well-being of the Organization and its membership.

7. (**Ground Rules**) MAY be established/adjusted at the WCR only if and when the Contestants UNANIMOUSLY AGREE per vote within the Event, as presided BY the Event Director and Approved by the Rodeo Event Director/Arena Director and only prior to the first Performance or Qualifier of the WCR. Once the very first event has begun NO CHANGES shall be allowed.

- a. Changes made in this manner shall be relayed directly to the Rodeo Secretary, All Judges, Contestants, and Timers AND shall be put in writing and posted at the earliest possibility by the Arena Director.

8. A Rule and By-Laws Committee Should be established when feasible to administer these actions under the guidance and communication with the Board of Directors.

#### **IV. RODEO YEAR**

1. The Rodeo Year of the PROFESSIONAL ARMED FORCES RODEO ASSOCIATION shall coincide with the Fiscal Year as listed below in article V.

#### **V. FISCAL YEAR;**

1. The Fiscal Year is established as 1 JAN through 31 DEC of each year thereby reflecting the actual Calendar Year.

#### **VI. DUTIES OF OFFICERS AND BOARD OF DIRECTORS:**

##### **EXECUTIVE COMMITTEE (EC):**

1. The EC shall consist of the following Officer of the organization:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. SGT AT ARMS
2. The EC is responsible for the day to day operation of the Association.
3. The EC shall hold responsibility for all contractual agreements and obligation including but not limited to Facility, Stock, and other approved Contract Personnel for the WCR.
4. The EC shall operate in accordance with the Financial Controls Policy approved by the Board of Directors in regards to the Development, Management and Reporting of the Annual Operating and Event Budgets.

**THE EXECUTIVE POSITIONS ARE THREE (3) YEAR TERMS OF OFFICE.**

**a. PRESIDENT: (EXECUTIVE COMMITTEE POSITION)**

1. Shall preside at all meetings of PAFRA and Board of Directors.
2. It is the duty of the President to announce the business before the assembly in its proper order; to decide if the questions brought before the assembly are in keeping with the Mission and Scope of PAFRA, and to preserve order and decorum.
3. May vote.
4. Shall serve as signature authority representing the Board of Director and PAFRA in all contractual obligations and commitments in support of the WCR approved events in accordance with all established and written policies and directives.
4. Assisted by the EC shall submit a budget to the Board of Directors for approval prior to the beginning of the Fiscal/Calendar Year.
5. SHALL SERVE AS EX OFFICIO TO ALL COMMITTEES.

**b. VICE-PRESIDENT: (EXECUTIVE COMMITTEE POSITION)**

1. Shall assist the President as needed and assume all duties of the President in his absence. Should the seat of the President become vacant during the current Rodeo Year, it should be the duty if the Vice President under the approval of the Board of Directors to accept appointment to the position of President ONLY until the next Annual General Membership Voting Meetings takes place.
2. Shall sit in on all board meetings and shall have a vote as one of the Directors.
3. Shall preside over the Rodeo Event Committee.

**c. TREASURER: (EXECUTIVE COMMITTEE POSITION)**

1. Will receive all funds and issue all expenditures for the association. (in accordance with the Financial Control Policy established by the Board of Directors)
2. Will provide a copy of the WORKING FISCAL YEAR budget from the previous year to the Board of Director as they shall approve or disapprove the annual budget.
4. Will receive and maintain a copy of the approved yearly budget of the association and provide a monthly updates to the Board of Directors as to the status of the current Operating Budget.
5. Shall prepare a quarterly update which shall include, but is not limited to, monthly receipts and expenditures, balance of funds, both allocated and non-allocated.
6. Shall receive all funds accompanying applications from the Secretary.
7. Shall Provide the President with the bank and bank account number.
8. Shall pay bills from officers and committee members only when clearly authorized and when receipts for expenditures are attached. UNAUTHORIZED EXPENDITURES MADE BY BOARD MEMBERS REQUESTING REIMBURSEMENT MAY BE DECLINED.
9. Shall establish a signature card with the bank with the President, Vice President, and Treasurer names or local PAFRA EC approved Agent. (Approval for Agent must be in Minutes of the Organization and include limitations and requirements of the duties.)
10. Shall disburse all monies as the Board of Directors may direct in official Session.
11. Shall give a complete financial report which has been audited by the Board of Directors at annual meetings or as may be requested at any time by any member in good standing.
12. Shall provide the webmaster with a current list of sponsors and their contact information.
13. Shall serve as Treasurer to all Committees.



**d. SECRETARY: (EXECUTIVE COMMITTEE POSITION)**

1. Shall maintain the association membership roster and receive all applications.
2. Shall provide any funds received with the applications to the treasurer.
3. Shall keep minutes of the Board of Directors meeting and serve as Secretary to all Committees.
4. Shall take the roll call and mark the absentees at meetings.
5. Shall read important correspondence.
6. Shall record the proceedings, not the debate.
7. Shall record the name of the member who introduced a motion as well as the Second and the names of Members as Voted or Abstained on all motions.
8. Shall notify committees of their appointments and business.
9. Shall take charge of all documents of the Association.
10. Shall verify member's eligibility through the Circuit Directors.

**f. Sergeant at Arms: (EXECUTIVE COMMITTEE POSITION)**

1. Shall call all meetings to order and remain ready to listen, at the prescribed time from the President.
2. Shall manage all investigations for disciplinary action along with the appropriate event director for the particular event in question.
3. Shall serve as the Chair to Election Procedures and hold final Vote Tally confirmation.

**g. Director of Marketing and Public Relations: (Board of Directors Position)**

1. This position is appointed by and serves at the pleasure of the EC and shall report directly to same.
2. Duties and Responsibilities include but are not limited to; acting as the official central point for all members in matters of marketing to sponsors and donors and providing basic information and oversight of public outreach of PAFRA on a year round basis with a primary focus on the annual WCR.
3. Serves as lead for Social Media and Website interface to ensure all sponsorship deliverables are met and maintained per contractual obligations.
4. Position requires budgetary input and attendance in all BoD meetings as well as other meetings and communications as may be necessary to ensure a good flow of information between the EC and the entire BoD.
5. Position will serve as Local Liaison to the Community in which the annual WCR is being held.

**h. BOARD OF DIRECTORS:**

1. The Board of Directors shall have supervision over the business and affairs of the Organization with the power to make, adopt, alter or amend the bylaws and rules thereof under the rules previously prescribed herein.
2. The Board of Directors will consist of the President Vice President, Secretary, Treasurer, Circuit Directors, and Event Directors; all shall have one vote.
3. At ALL Meetings of the Board of Directors, a MINIMUM of 75% of Members of the Board of Directors and three (3) of the EXECUTIVE Officers shall constitute a quorum.
4. Special Board Meetings may be called at any time and place by any Member of the Board of Directors with at least 72 hour notice.
5. All Officers and Board of Directors Shall attend a majority of meetings and cannot miss more than two (2) consecutive meetings without prior notification to the Secretary (unless an emergency situation this conduct may call for Removal for Cause)

6. Any Director/Officer May be removed for cause: The Board shall replace the removed Director/Officer by appointing a Temporary Director/Officer until a special Event or Circuit membership meeting in the case of Circuit Director or Event Director Board Members.
7. Executive Officers shall be appointed ONLY for the remainder of the Rodeo Year by the Board of Directors as they can be only be elected by the General Membership during the Annual Meeting.
8. If a member holds multiple positions, the member only has one vote.
9. The Board of Directors reserves the right to take corrective action against any Member of the organization up to and including the Executive Officer, Circuit Directors, and Event Directors.
10. Minimum Age to hold office as a Board Member shall be considered on a case by case.

**i. Rodeo Event Committee (REC): SHALL SERVE AS STANDING COMMITTEE WITH AD HOC COMMITTEES IN SUPPORT.**

1. This committee shall have the supervision over the rodeo rules and event rules.
2. The REC will consist of the Vice President as Chair and the Event Directors; one (1) chosen from each of the active events:
4. The Vice President will Chair the REC and each Event Director will have one (1) vote each regardless of addition titles or directorships held.
5. The committee has the power to amend, alter and change Section **XVII, EVENT RULES AND JUDGING GUIDELINES**; this committee will vote in whole on separate event topics. IAW with the same guideline as prescribed for By Law Changes.
6. Any measures passed by this Committee will be presented to the Secretary by the Vice President for incorporation into the rule book.
7. Each Event Director will be responsible for his/her Event.
8. The Event Director will contact all event members of said event to vote on any changes of that event.
9. A Quorum will be 75% of the members registered in that event and a motion will pass with two-thirds approval from said quorum.(this applies to basic rule changes as may be necessary and does not apply to Ground Rules found to be critical at the WCR)
10. Each Event Director will submit in writing any event rule changes, with the approval documentation to the Secretary, for incorporation into the rulebook.
11. No event rules will be changed during the rodeo season, Except as are previously addressed herein. (Ground Rules)

**j. Circuit Directors:**

1. The Circuit Director is elected by vote from within their respective circuits only.
2. Upon election, a Circuit Director must be approved by the Board of Directors.
3. The Circuit Director's position is a two (2) year term.
4. The Circuit Director is responsible for:
  - a. Providing updated event schedules to the webmaster.
  - b. Resolving disputes within the circuit.
  - c. If a resolution cannot be reached within the circuit, then the Circuit Director will address the issue with the Board of Directors.
  - d. Reporting all sponsorship funds within the circuit to the Treasurer.
5. Is a member of the Board of Directors, and carries one vote.

**k. Event Directors:**

1. The Event Director is elected by vote from competitors within their respective events only.
2. The Event Director's position is a two (2) year term.
3. The Event Director is responsible for:
  - a. Resolving event issues within their respective event.
  - b. If a resolution cannot be reached, then the Event Director will address the issue with the Board of Directors.
4. Is a member of the Board of Directors, Rodeo Committee, and carries one vote.

**l. WEBMASTER:**

1. Will update the webpage with the current Officers, Directors, and their contact information.
2. Will receive updated scheduling requests from the Circuit Directors and publish them on the webpage in a timely manner (seven days).
3. The Schedule page will have a banner at the top of the page listing the date of the last change.
4. Will maintain the PAFRA webpage with updated information as a whole and sponsorship links as provided by the treasurer.
5. The webmaster is not a member of the Board of Directors.

**V. ELIGIBILITY FOR OFFICERS, CIRCUIT DIRECTORS, AND EVENT DIRECTORS**

ALL EXECUTIVE OFFICERS SHALL BE A VETERAN OR CURRENT MEMBER OF THE ARMED SERVICES.

**a. PRESIDENT**

1. Must have been a member in good standing during the previous year.
2. Term will last Three (3) years from the date of Election to position and shall assume duties on the first day of the coming Rodeo/Fiscal/Calendar Year.

**b. VICE-PRESIDENT**

1. Must have been a member in good standing during the previous year.
2. Term will last Three (3) years from the date of Election to position and shall assume duties on the first day of the coming Rodeo/Fiscal/Calendar Year.

**c. SECRETARY**

1. Must have been a member in good standing during the previous year.
2. Term will last Three (3) years from the date of Election to position and shall assume duties on the first day of the coming Rodeo/Fiscal/Calendar Year.

**d. TREASURER**

1. Must have been a member in good standing during the previous year.
2. Term will last Three (3) years from the date of Election to position and shall assume duties on the first day of the coming Rodeo/Fiscal/Calendar Year.

**e. SERGEANT AT ARMS**

1. Must have been a member in good standing during the previous year.
2. Term will last Three (3) years from the date of Election to position and shall assume duties on the first day of the coming Rodeo/Fiscal/Calendar Year.



**f. . EVENT DIRECTORS**

1. Must have been a member in good standing.
2. Must be an active participant in the event for which he/she is nominated, however that requirement shall be left to the discretion of the Board of Directors under Member input.
3. Term will be Two (2) years from the date of Election to position.
4. Shall be members of the Board of Directors and the Rodeo Committee.

**g.. CIRCUIT DIRECTORS**

1. Must have been a member in good standing.
2. Elections will be held on the circuit level.
3. Term will be for two (2) years from the date of Election to position .

NOTE. Any member holding a position listed above, who loses an election, may return to run for the position the following year, or election period for the position.

**h. WEB MASTER**

1. Serves by appointment at the pleasure of the Board of Directors.
2. Must be a member in good standing during the previous year.
3. Term will last two (2) years from date of appointment.

**i. Director of Marketing and Public Relations: (Board of Directors Appointed Position)**

1. Must be a Member in good standing.
2. This position is appointed by and serves at the pleasure of the EC.
3. Term of position shall be Two (2) years from date of appointment.

**VI. Removal of Officers or Members**

1. Any officer elected by the general membership or appointed by the Board of Directors or any member of the organization may be removed by an affirmative vote of four-fifths (4/5) of all the members of the Board of Directors or membership under Special Session IAW the same rules as By Laws/Rules Changes previously prescribed herein, whenever in its judgment the best interests of the association would be served thereby. This rule applies to Conduct Unbecoming of the Organization or Removal for Cause.

**VII. ELECTION PROCEDURES**

1. The general membership only shall elect the Officers, Circuit Directors, and Event Directors of the association, unless an Executive Position is vacated prior to end of Term of Service. In such an event the Board of Directors may appoint a member in good standing to hold the position ONLY until the Annual Membership Meeting where by a new officer shall be elected to officially fill the position in the coming Fiscal Year.

NOTE: An appointment during the season shall not constitute the remainder of the vacated seats term.

2. The Term of Service for the Board of Directors shall coincide with the Fiscal Year which provides continuity of hand off between leadership teams and allows for completion of financial obligations by the outgoing board within the fiscal year.
3. The Executive Officers Elect shall work with outgoing Executive Officers to prepare the coming Operational Budget again to maintain continuity and effective communication and execution of the critical tasks of the Board of Directors.

**a. Nominations (30 day period SEP-OCT)**

1. Members may nominate individuals to hold an Executive Office, Circuit Director, or Event Director position.

2. The Vice President shall contact via Email, all members requesting input and nominations for all pending openings for Executive Officer, Circuit Director, and Event Director positions. This task shall be conducted NLT the last Monday of September. Those without email will be notified by regular mail.
3. Upon nomination, the nominated individual must contact the **Executive Committee** for acceptance or denial of the nomination.
4. All nominations must be submitted to the Vice President no later than the first Monday of October.
5. Each nominated officer or director must have be a member and must be present at the WCR to be voted upon Exceptions may be made for new circuits formed within the year.
6. Nomination for Executive Position shall be presented in writing to the General Membership during the Preliminary General Membership Meeting prior to the start of the WCR.
7. **Circuit Directors** are nominated by members from within the circuit.
8. **Event Directors** must have been an active participant during the previous year in the event for which he/she is nominated. (Exception may be authorized with Medical Documentation.)
9. Any Officer may be a Circuit Director or Event Director, serving in two positions but holding only one vote.

**b. Submission Procedures for issues / recommendations / nominations on the Absentee Ballot: Members unable to attend the WCR but have taken reasonable and practical measures to address the good of the Organization.**

1. Members may submit valid issues / recommendations / nominations for Officers and Directors to the Vice President one month prior to the finals date established.
2. The member must provide a recommended solution and a seconded motion by another member in order for their concern to be considered valid.
3. Only valid issues / recommendations / nominations with a seconded motion will be placed on the official absentee ballot.
4. Any member may submit issues or recommendations to the Vice President throughout the year.
5. The Secretary will keep all issues tabulated on votes.
6. There shall be NO Absentee Votes Cast on any matter or elected position.

**c. Voting:**

**AN ELECTION COMMITTEE (AD HOC) SHOULD BE SELECTED TO MANAGE THE OFFICER VOTING PROCESS UNDER THE LEADERSHIP OF THE SGT AT ARMS.**

1. A MEMBER will only be allowed to cast ONE VOTE per position.
2. The general membership will elect officers and directors at the Annual General Membership Voting Meeting held during the WCR.
3. Contested Positions shall be voted via Written Secret Ballot.
4. Uncontested Position may be voted via written secret ballot or open vote by the general membership in attendance.
4. The SGT at Arms shall validate the results with an Ad Hoc Committee of 2 members.
5. The results will be presented at the general membership meeting and posted immediately after validation on the website.
6. The new Officers and Directors term will begin on the first day of the following Rodeo/Fiscal/Calendar Year.

## **VIII. UNAPPROVED CONDUCT**

1. Any member or non-member will be subject to a fine, declared ineligible, or both for any of the following offenses:
  - a. Failure to abide by or disobedience (Be it intentional or unintentional) to the Rules and By Laws of organization..
  - b. Utilization of PAFRA Name, Logo, or information for Personal or Business gain.
  - c. Copy Write Violations of any nature.
  - d. Subversive or Inflammatory conduct and any defamation of the character of the Organization or any of its members in a manner as to cause damage or severance of Sponsor support or may be intended to affect Membership in any way.
  - e. False Representation of PAFRA or its Officers in a manner which reflects poorly or may in any fashion obligate either to another group, business, or individual.
  - f. Offense of this nature may result in immediate forfeiture of Members privileges, and in the case of Board Members Shall result in immediate removal from Office and May further be dismissed from the organization entirely.
  - g. Quarreling or fighting at any PAFRA function.
  - i. Attempting to fix, threaten, bribe, influence or harass any PAFRA Rodeo Secretary, Arena OR Event Director, Spokesman, Stock Contractor, Official of the PAFRA, or Judges at any time, in or out of the arena, or talking as to interfere with a Judge or Timer, while an event is in progress.
- b. Violations of these rules shall be fined:
  1. 1<sup>st</sup> offense-\$50.00
  2. 2<sup>nd</sup> offense-\$100.00.
  3. 3<sup>rd</sup> offense May result in suspension or complete dismissal from PAFRA membership.
- c. Fines are subject to the Judges, Secretaries, ARENA DIRECTOR, Board of Directors discretion.
- d. All contestants found to be guilty of engaging in any of these offenses by the Board of any of the above offenses shall be subject to a penalty as listed above

### **1. Falsifying rookie status:**

1. PAFRA will maintain a zero tolerance policy and ban any member found guilty of such conduct permanently from membership in the organization.

### **2. Appeals Process for Judiciary action:**

1. A Member found in violation of PAFRA Rules subject to fines, suspension removal as can be found in these By Laws as written above MAY apply for redress to the Board of Directors.
2. Request for redress/revue shall be processed in writing by the Member through the Sgt@Arms to Executive Committee.
3. Written request must be submitted within calendar days from the official notification from the Executive Committee for Disciplinary Action taken.
4. The determination of execution of disciplinary action is solely at the discretion of the Executive Committee and all decisions administered therefrom shall be final.
5. Suspension for any reason does not automatically infer acceptance of future re-application to membership in PAFRA and shall be subject to review by the most current Board of Directors.

## **IX. DRESS CODE**

1. Contestant must wear cowboy hat, boots, jeans and long sleeved shirt tucked in while in the arena during the performance (including slack). Helmet may replace hat during competition.
2. All Members must be in the proper attire one hour before the performance until complete.

3. Arena is defined as the arena, chute areas, crow's nest, Secretary Area and the spectator viewing area.
4. Clothing must be clean and serviceable, free of tears and rips at the start of the rodeo.
5. Competitors may be required to wear proper attire when directed so to do by the Board of Directors under the following conditions:
  - a. Contestant holding area,
  - b. Parking lot, horse stalls, RV area.
  - c. After rodeo hours.
  - d. During the Membership Preliminary Meeting and General Membership Meetings.
6. Proper Attire shall be required for the Awards Ceremony as prescribed by the BoD.
7. There is a \$25.00 fine if an infraction is determined by the Arena Director, Judge, or BOD.
8. All members are required to have title sponsor logos on their shirts and/or vest, if patches or artwork logo is supplied to each member during the finals. Fines will be assessed as such:
  - a. – 1st offense - Verbal notification to repair.
  - b. – 2nd offense - \$25.00
9. All members competing at world championships will be required to participate in the Grand Entry for each performance, unless otherwise allowed not to by a member of the EC. If your event requires use of a horse you will ride a horse for the Grand Entry.
  - a. 1<sup>st</sup> offense - \$100.00
  - b. 2<sup>nd</sup> offense- will not compete that night at Championships, and will be subject to fines for turning out of performance.

## **X. RULE INFRACTION TRACKING LIST**

1. The member will be notified in writing either via mail or in writing.
2. PAFRA shall keep an up-to-date rule infraction list of members and non-members who have committed infractions of any of the above rules.
3. All fines will be paid in cash, money order or by using Pay Pal only.
4. Contestants may not participate in any PAFRA sanctioned function until all fines are paid in full and confirmed by the PAFRA Secretary.
5. All fines must be paid:
  - a. Fines assessed at the WCR shall be paid immediately.
  - b. No awards or payouts shall be given to anyone owing a fine.
  - c. If the fine is not paid within the 30 days, the amount of the fine shall double.
6. In the event of Disqualification by reason of non-paid fines, the rightful winner in the next lower standing shall be named and awarded accordingly.

## **XI. LIABILITY**

1. **Financial liability:** No member, officer, director, employee, agent, or attorney shall be personally responsible or liable for any debts, cost or judgments imposed upon or against or incurred by PAFRA.

### **2. Injury of members:**

- a. The Association assumes no responsibility for injury or damage to the person, property or stock of any owner, contestant or assistant.
- b. Each participant, by the act of paying their membership dues, waives all claims against the Association for injuries they or their property may sustain.

## **XII. PERSONNEL DUTIES**

1. **Rodeo Coordinator** – The Board of Directors MAY hire or assign a Rodeo Coordinator whose duties shall include but are not limited to:

- a. Work and coordinate with Rodeo Committees.
- b. Develop and organize Rodeo's and Events produced by PAFRA.

- c. Seek and coordinate advertisements, donations, and sponsorships.
- d. Other duties as directed by the Board of Directors.
- e. The Rodeo Coordinator (if an outside agency) will not be placed on the Board of Directors.
- f. Position is to be awarded via Bid process annually..

2. **Judging Coordinator** - The Board of Directors MAY hire a Judging Coordinator whose duties shall include but are not limited to:

- a. To select and coordinate Rodeo Judges.
- b. To be reviewed annually.
- c. Position is to be awarded via Bid process annually.

3. **Rodeo Secretary** - The Board of Directors MAY hire a Rodeo Secretary for the World Championship Rodeo Event only whose duties shall include but are not limited to:

- a. Take all entries from the PAFRA Secretary upon arrival at the WCR Location.
- b. Prepare, Conduct and Post all draws with the Rodeo Event Director.
- c. Produce the Post Event wrap up Daily, produce and post the Day Sheets after each performance and slack of the WCR.
- d. Position is to be awarded via Bid process annually.

4. **PR/Sponsor coordinator** – The Board of Directors MAY hire a PR/Sponsor to augment the or in lieu of the duties & responsibilities of the appointed Director of Marketing and Public Relations whose Duties and Responsibilities shall include but are not limited to the following:

- a. Work with Rodeo coordinator to organize, track, acquire and maintain positive relationships and communications with all sponsors.
- b. Submit sponsor information to Treasurer.
- c. Coordinate sponsor requirements and logistics.
- d. Apply and maintain written records of action and any and all grant potential.
- e. Shall not be paid in excess of 10% of total sponsor or donation income gathered as a part of the duties for which hired.
- f. Position is to be awarded via Bid process annually.

### **XIII. BOOKS AND RECORDS**

1. PAFRA Executive Committee Shall:

- a. Keep correct and complete books and records of all accounts.
- b. Shall keep minutes of the proceedings of all Meetings to include the Annual General Membership Meetings, Regular and Special Board of Directors Meetings, and All Committees having and exercising any of the authority of the Board of Directors.
- c. Shall keep at the principal office of record the name's, and addresses of the members entitled to vote.
- d. All books and records of the organization may be inspected by any member or their agent of attorney for any proper purpose at any reasonable time.
- e. Follow in full the Financial Controls Policy as set forth by the Board of Directors.
- f. The Organization shall have and use an official seal on Letterhead to be used for all official communications.

### **XIV. SPONSORSHIPS:**

**All committees and members shall work directly in coordination with the PAFRA Marketing & Public Relations.**

- a. 100% of WCR sponsorship monies will be turned in to the PAFRA treasurer when received.
- b. PAFRA Treasurer will provide a quarterly report to the Executive Committee.



- c. PAFRA SHALL establish a standard Sponsorship Letter every year that can be found on the sponsorship page for all to utilize.
- d. There shall be no modifications or changes to change, add, or delete any verbiage to the Official Sponsorship Letter unless approved by the PR/Mkgt/Sponsorship Committee.
- e. Sponsorship money will be earmarked according to the sponsor's wishes.
- f. All sponsors will receive a "Thank You" letter from the association Secretary and winner of that sponsored event.
- g. All sponsor names must be reported to the secretary and maintained on a Sponsorship Tracking Roster to ensure we do not double tap a sponsor or miss one with a thank you letter.
- f. No promises or guarantees shall be made on behalf of PAFRA with ANY sponsor or donor without the expressed written and signed agreement between PAFRA Executive Committee granting approval.

**XV. ASSOCIATION RULES**

**1. GENERAL STATEMENTS:**

- a. The Professional Armed Forces Rodeo Association provides its own association rules
- b.. Any exceptions to the established rules shall be approved by the Board of Directors.
- c.. PAFRA is an equal opportunity organization and discrimination of any nature against or toward any member shall not be permitted.

**2. GENERAL RULES FOR ALL MEMBERS**

- a. Year-end awards shall be decided solely by WCR Performance.
- b. All PAFRA members shall read and know the Rules and By-Laws of this Association.
- c. Failure to know the rules will not be accepted..
- d. The Rodeo and Event Rules for PAFRA shall be provided separately in the document identified as PAFRA Rodeo Rules.

**c. DEVELOPING CIRCUITS**

- 1. Any area desiring to develop a circuit within PAFRA must meet the following criteria.
  - a. Be an undeveloped area or a presently dormant area.
  - b. Have at least 5 competing members on the books to create a circuit.
  - c. If the new area lies within the boundaries of a PAFRA circuit, a boundary line must be established in that circuit and each side of the line must have 5 competing members on the books prior to a motion to divide the existing circuit.
- 2. The BOD may grant a one year waiver to the circuit if an acceptable plan for the next season is pending or elect to dissolve the circuit.

**XVI. ADOPTION AND CERTIFICATION OF BY-LAWS**

The undersigned duly elected Executive Officers and Board of Directors of the Professional Armed Forces Rodeo Association have reviewed and do hereby ratify these By Laws and shall ensure the adherence to these above prescribed by laws.

<b>Position</b>	<b>Name</b>	<b>Tour of Duty</b>
President:	James Hastings	2018-2020
Vice President:	Lonnie Guyton	2018-2020
Secretary	Tony Acevedo	2018-2020
Treasurer:	Laura Acevedo	2017-2019
Sgt@Arms	Shawn Day	2017-2019