



Revised December 8, 2018

CONSTITUTION OF THE OKLAHOMA STATE POULTRY FEDERATION

Number of Pages in this Constitution: [Seven \(7\)](#)

**ARTICLE I
NAME**

The name of this club shall be the “Oklahoma State Poultry Federation”.

**ARTICLE II
PURPOSE**

The purpose of this organization shall be to promote the poultry industry in Oklahoma; to promote poultry organizations of the State to encourage poultry education. To promote and encourage the holding of annual poultry shows within the State, with Junior Divisions; to hold an annual poultry show within the State; to promote legislation beneficial to poultry and to cooperate with the American Poultry Association and the American Bantam Association.

**ARTICLE III
MEMBERS**

1. The membership in this Federation shall be active.

2. Any resident of Oklahoma interested in the advancement of poultry may become an active member of this Federation and enjoy all the rights associated with. Anyone who is not a resident of Oklahoma may become a member and be entitled to vote for President, Vice-President, Secretary/Treasurer, and Directors. Out of state members cannot hold any elected office nor can they vote for or against any constitutional change.
3. The annual dues of each active member shall be established upon recommendation of the Executive Board and approval of the active members present at an annual meeting. The active membership shall be notified at least thirty (30) days before the annual meeting at which a change in dues is to be voted on by active members present.
4. The annual dues are payable in advance of the year for which they are due. The membership shall be a Calendar year from January 1st through December 31st.
5. A member shall be in good standing for a period of ninety (90) days following the 31st of December of the year shown on the membership card and the books of the State Secretary/Treasurer. If dues for renewal of membership are not received by the State Secretary/Treasurer by March 31st, but at some subsequent date, such shall be considered a new member.
6. All membership dues are payable to the State Secretary/Treasurer. An Oklahoma State Poultry Federation Director or secretary of an affiliated poultry organization within the State may collect dues for the Federation and forward these to the State Secretary/Treasurer. The State Secretary/Treasurer shall issue annual membership cards to active members as dues are paid. No person shall exercise any privilege or membership unless he or she holds such a card.
7. Any active member charged with misconduct, shall be served with a copy of such charges at least 10 days prior to the date of the hearing conducted by the Executive Board. The President shall set the date, time, and place for the hearing. The Executive Board shall meet at the time and place fixed thereof and grant a hearing to all parties interested. If a majority of the Executive Board shall, after hearing, conclude that such member has been found guilty of conduct unbecoming a member of the Federation, then the Executive Board may suspend such member from participation in the affairs of the Federation or until the next annual meeting, at which time such member may be expelled from or reinstated to membership by such annual meeting.

ARTICLE IV OFFICERS

1. The officers of this club shall consist of a President, a Vice-President, a Secretary/Treasurer, and a Reporter. The Executive Board shall consist of the President, Vice-President, Secretary/Treasurer, Reporter, and eight Directors, duly elected therefore, as hereinafter provided, all of whom shall hold office for the period for which they are elected and until their successors are duly elected. The President and Secretary/Treasurer may not reside in the same household.
2. The President, Vice-President, Secretary/Treasurer, and Reporter shall be nominated and elected from the state at large. The Election Commissioner shall be appointed by the Executive Board.
3. The Executive Board shall include eight Directors from within the State of Oklahoma.

4. The active members shall elect the Officers in even-numbered years. All Officers must be a resident of Oklahoma and must be a minimum of 19 years of age at the time of the election. Should any officer move from Oklahoma during their term of office, the office shall be declared vacant and an appointment made by the President with the approval of the Executive Board. The eight Director candidates receiving the most votes shall be the newly elected Directors. In the event of a tie, see Article V, Item 7.
5. Seven members of the Executive Board shall constitute a quorum, so long as the President or Vice-President and Secretary/Treasurer are in attendance. In the absence of the Secretary/Treasurer, the President can appoint the Reporter or any other member of the Board to record the official minutes of the meeting. All meetings of the Executive Board shall be open and shall be called by the President.
6. In case of the death, removal, disqualification, or resignation of the President, the Vice-President shall thereupon become the President. Whenever any member of the Executive Board or any other Federation officer shall fail to make any report required by this constitution or by any resolution adopted by the Board or is not properly performing the duties of such office, it shall be the duty of the Executive Board to declare such office vacant and to fill such vacancy. Where from any case there occurs a vacancy in office, such vacancy shall be filled by the President recommending the officer and approval by the Executive Board for the unexpired term.
7. To be eligible to run for office, a person must be a member for the current election year plus have been a member for the entire year prior (i.e. For the 2020 election, the person must have held a continuous membership since January 1 of 2019). If an Officer is not nominated and elected for all offices, see Article IV, item 6. Any person being appointed by the executive board need only be a current member. A person must maintain a current membership in order to retain any office.

ARTICLE V ELECTION PROCESS

1. Ninety (90) days prior to the even year Annual Meeting and in conjunction with the publishing of the quarterly newsletter, the Secretary with the assistance of the Election Commissioner and the Reporter will open nominations for the election of Officers and Directors. The election will be conducted via mail via signed and dated ballot.
2. Sixty (60) days prior to the even year Annual Meeting, the Election Commissioner will ask each nominee if they accept the nomination for office. In the event that a candidate is nominated for more than one office, only one office may be accepted.
3. Thirty (30) days prior to the even year Annual Meeting, or in conjunction with the publishing of the State Poultry Show Catalog, the Election Commissioner will prepare and distribute the list of the candidates for each office.
4. The Election Commissioner will prepare the election ballots for distribution at the election.
5. The voting shall be by paper ballot with each active member receiving one ballot.
6. The Election Commissioner, at the annual meeting following any election, shall report the results of said election and shall provide an official signed and dated election report to the President and Secretary/Treasurer as validity of the election.
7. During the election, in the event of a tie, the incumbent wins. If there is no incumbent, the newly elected Board of Directors will break the tie.

8. The new Board of Directors at their first business meeting of the new year will elect any office without a candidate. Nominations or volunteers may be made from the floor for the consideration of the new Board of Directors.

ARTICLE VI DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

PRESIDENT: The President shall represent the Federation and Executive Board at all official functions as well as preside at all official meetings.

The President shall be responsible for the Constitution, its interpretation, and the proper execution of its authority.

The President must be a Leader and a Motivator and be devoted to the success of the Oklahoma State Poultry Federation, the Poultry Industry, and the State Poultry Show. The President will be the General Manager of the State Poultry Show.

The President will be an ex-officio member of all committees, and as such, may provide assistance to the committee in the form of ideas and suggestions.

VICE-PRESIDENT: The Vice-President's primary responsibility is to assist the President and Executive Board, and serve as chairperson in the absence of the President.

The Vice-President must be Goal and Task Oriented, and will serve as assistant manager of the State Poultry Show. The Vice-President shall chair a task force on ways and means of improving and strengthening the Federation.

The Vice-President is also an ex-officio member of all committees and is subject to the same restrictions as the President. The Vice-President shall keep the President up to date on the progress of each committee.

SEC/TREASURER: The Secretary/Treasurer shall retain all general and official correspondence of the Federation, shall keep an accurate list of all members, to include all pertinent information, and issue membership cards to active members only. The Secretary/Treasurer shall be the Secretary/Treasurer of the Oklahoma State Poultry Federation Show.

The Secretary/Treasurer shall keep a complete record of all amounts received and disbursed and shall have the accounts open for inspection by the Executive Board. An Audit Committee, required by the President shall present a report of the audit at the Annual Meeting.

The Secretary/Treasurer shall record the minutes of all official Federation Meetings. A Transcript of those minutes will be placed on file and be made available upon request.

REPORTER: The Reporter, along with the assistance of the Executive Board, shall produce a quarterly Newsletter that will be distributed to all Federation Members and interested parties.

The Reporter, along with the assistance of the Executive Board, shall submit articles to area media, national poultry publications, and poultry organizations to promote Federation activities and accomplishments.

The Reporter shall keep a scrapbook of all Federation accomplishments and activities.

DIRECTOR: Directors shall attend Executive Board Meetings and participate in all levels of the Federation Business and Activities.

Should a Director be unable to attend a meeting, he or she shall send a proxy, provided that the representative resides in the state of Oklahoma and is a current member. If the Director does not send a proxy, the Executive Board shall appoint a proxy for that meeting so long as he or she resides in the state of Oklahoma and is a current member.

Directors shall provide current and accurate information to all Federation Members and seek new members who will actively participate in the preservation and promotion of poultry, through the efforts of the Oklahoma State Poultry Federation, the American Bantam Association, and the American Poultry Association.

EXECUTIVE BOARD: The Executive Board shall have general charge and control of Federation Business at all times. Board members shall render annual reports of their respective offices at the Annual Meeting.

All members of the Executive Board have the responsibility to participate in all levels of Federation Business and Activities, the Annual Meeting, and the Annual Poultry Show.

The Executive Board shall develop a Projected Budget of Income and Expenditures for the upcoming State Poultry Show.

ARTICLE VII FEDERATION YEAR AND TERM OF OFFICE

The federation year shall begin January 1st and end December 31st of each calendar year. The Officers and Directors of this Federation shall be elected in even numbered years and hold office during the ensuing two Federation years following their election. Duties are/will be assumed January 1st of the odd numbered year and term completed December 31st of the even numbered year following.

ARTICLE VIII OFFICIAL NEWSLETTER

The official newsletter shall be published, as relevant information needs to be presented to the full membership.

ARTICLE IX AFFILIATED POULTRY ASSOCIATIONS

The Oklahoma State Poultry Federation has the responsibility to encourage and assist any County or District Poultry Club organized for the Preservation and Promotion of Poultry, so long as it shall be sanctioned by the American Bantam Association, the American Poultry Association, and affiliated with the Oklahoma State Poultry Federation.

**ARTICLE X
ANNUAL MEETING**

1. The Annual Meeting of this Federation shall be held during the week in which the Annual State Show is held, time and place to be fixed by the Executive Board of this Federation and published in the Catalog of said show.
2. At each Annual Meeting, all active members in good standing and present shall be entitled to one vote.

**ARTICLE XI
ANNUAL SHOW**

1. The Annual Show shall be held each year by this Federation as provided for by the Statutes of the State of Oklahoma providing for such State Show, under the rules of the American Poultry Association, the American Bantam Association, and such other rules as may be provided by the Executive Board not in conflict therewith.
2. The Executive Board shall select the place for holding the Annual Show, the date thereof, and the judges therefore.
3. The Federation President will be the General Manager of the State Poultry Show and shall select and employ Superintendents, Assistants and other necessary employees, subject to the approval of the Executive Board, and said President shall have full charge and control of such show and the building or buildings wherein the same is located and all employees connected therewith.

**ARTICLE XII
DISBURSEMENTS**

1. The Secretary/Treasurer shall be the custodian of all funds of the Federation. No money of the Federation shall be paid out except upon warrants authorized by the Executive Board or voucher checks, duly signed by the Secretary/Treasurer as may be provided by the Executive Board. The Secretary/Treasurer shall be provided with a petty cash fund out of which he or she may pay small amounts necessarily incurred on behalf of the Federation, and detailed report of the fund must be made annually to the Annual Meeting. The amount for the petty cash fund shall be determined by the Executive Board.
2. The Oklahoma State Poultry Federation is a non-profit organization and therefore is not organized for financial profit and its entire revenues, after the payment of actual expenses as herein provided, and ordinary running expenses, shall be devoted to the promotion of the poultry industry in the State of Oklahoma.

ARTICLE XIII AMENDMENTS

This constitution may be amended by a two-thirds vote by mail ballot. No amendments shall be voted upon unless the same shall be filed in writing with the Secretary/Treasurer before September 30th prior to the next annual meeting. The proposed changes will be printed and mailed at least thirty days prior to the annual meeting, to all active members who live in Oklahoma and are in good standing at that time. In years of an election, the ballots for proposed changes will be sent to the Oklahoma members along with the ballots for the election of officers and returned to the election commissioner. In non-election years, the secretary will mail the ballots for the proposed changes to the Oklahoma members and the ballots will be returned to the secretary.