



# Canadian Charolais Youth Association

Policies & Procedures

● Goals of the CCYA	1
● Membership	1
● Meetings	1
● Board of Directors	2
● National Board	4
● Duties of National Board Members	5
● Duties of National Board President	5
● Duties of National Board Vice-President	5
● Duties of the National Board Treasurer	5
● Duties of National Board Secretary	5
● Duties of National Board Social Media Liaison	5
● Duties of Alumni Representatives	5
● Duties of National Board Advisors	6
● Duties of Conference and Show Organizing Committee	6
● Duties of the Conference and Show Organizing Committee Chair	6
● Duties of the Conference and Show Organizing Committee Vice-Chair	6
● Duties of the Conference and Show Organizing Committee Treasurer	6
● Duties of the Conference and Show Organizing Committee Secretary	7
● Duties of the Conference and Show Organizing Committee Adult Advisor	7
● Duties of Youth Coordinator	7
● Fundraising guidelines Conference and Show Organizing Committee	8
● Monies	8
● Educational Award Monies	9
● Conference and Show Honoree	9
● Objectives of the Conference weekend	10
● How to host a conference	10
● Amendments	10

- **Goals of the CCYA**

- To establish a National Board to unite youth across Canada
- To encourage the interests of youth in breeding, raising, and promoting Charolais cattle
- To meet annually at the Canadian Charolais Youth Association Conference and Show for fellowship, educational activities, and competitions
- To encourage youth members to take an active role in organizing and operating a National Conference and Show

- **Membership**

Youth members are individuals who are 21 years of age or younger as of January 1st of the current year, whom apply for a youth membership in the Canadian Charolais Association, and pay a prescribed admission fee set out by the Canadian Charolais Association. The age divisions for the conference are as follows (as of January 1st of the conference year):

- Little Chars 5-7 years
- Junior 8-12 years
- Intermediate 13 – 16 years
- Senior 17-21 years

- **Meetings**

The Canadian Charolais Youth Association (CCYA) holds one general meeting each year at the conference. National Board meetings shall be held twice annually, once at a location to be chosen by the National Board during the course of the year, and once at the annual general meeting. Expenses shall not be paid for those attending the annual general meeting but will be paid for from the CCYA National Board Account for the meeting being held at a location chosen by the board.

Expenses for this meeting will not exceed 2/3 of the monies received from the previous year's conference, and should they, expenses shall be paid out as a percentage of each individual's total expenses related to the meeting. National Board representatives and Adult Advisors are responsible for the balance of their expenses should there be any, and it is recommended that they find sponsorship for any additional expenses.

Should the meeting location and time coincide with an event that the National Board member(s) will attend for personal reasons no expenses shall be paid. Conference calls shall be held periodically during the year to organize the general business of the Canadian Charolais Youth Association. At the general meeting, the National Board members will survey youth members that are attending the conference – this will provide:

- The opportunity to let the general membership know of the activities of the National Board over the past year.

- The opportunity for amendments to the Policies and Procedures of the association put forth and voted on by the general youth membership.
- The opportunity for general discussion about the activities and programs of the association.

Executive meetings of the Conference and Show Organizing Committee will be held periodically during the year to organize the Conference and Show. Members should participate in planning, and support ongoing programs by providing feedback to the conference and show using one of the following methods:

- a survey handed out at the beginning of the conference
- a report by regional representatives
- a wrap-up meeting
- a survey mailed through the fall newsletter

### ● Board of Directors

The business of the Canadian Charolais Youth Association National Board shall be conducted by the board members, consisting of director(s) from each participating region and shall consist of one President, Vice-President, secretary and treasurer, and the immediate past president serving as ex-officio. In the case that the immediate past president is unable to take on the duties of ex-officio, or they are returning to the board for another term, the position may be held by the past vice-president, secretary, or treasurer. The business of the Canadian Charolais Youth Association Conference and Show Organizing Committee shall be conducted by the executive, consisting of one Chair, Vice-Chair, secretary, and treasurer.

The business of the Canadian Charolais Youth Association Conference and Show Organizing Committee shall be conducted by the executive, consisting of one Chair, Vice-Chair, secretary, and treasurer.

- .1. Any member of the Conference and Show Organizing Committee or National Board may resign at any time by giving written notice thereof to the remaining members of the Conference and Show Organizing Committee or National Board. Such resignation shall take effect at the time specified therein, and, unless otherwise specified.
- .2. Any member of the Conference and Show Organizing Committee or National Board so elected can be removed at any time with two-thirds majority of votes cast by the members present at any regular meeting or special meeting called for that purpose, at which a quorum is present, provided that such removal shall be without prejudice to the contract rights, if any, of the person removed.
- .3. National Board members are required to attend a minimum of one meeting during their term. Any National Board member who is absent at two consecutive meetings may be removed from office by two-thirds majority vote of votes cast by the remaining members of the National Board. Any Conference and Show Organizing Committee

member who is absent at any two consecutive meetings may be removed from office by two-thirds majority vote of votes cast by the remaining members of the Conference and Show Organizing Committee, if they find that such absences were without plausible reason or excuse.

- .4. The Conference and Show Organizing Committee and National Board shall conduct themselves in a business-like manner at all Charolais functions. The CCYA Youth Coordinator has the power and duty to issue warnings to Conference and Show Organizing Committee and National Board members when needed. Warnings may be issued: 1) when a Conference and Show Organizing Committee or National Board member is not willing to perform assigned task(s) without good reason, 2) for general lack of cooperation by a board member. When a member receives two warnings, it is grounds for removal from the respective executive. Removal requires discussion and a two-thirds majority vote of votes cast at a regular meeting, or special meeting called for that purpose.
- .5. Vacancies of:
  - I. Conference and Show Organizing Committee executive resulting from any cause, may be filled by a succeeding director, or the membership at large at any regular meeting. A majority vote of votes cast is required to confirm the position.
  - II. The National Board executive resulting from any cause may be filled by a succeeding current director. If the executive officer who vacated their position is no longer able to hold even a director position or a director vacates their position, the vacant director position will be filled by the alternate from their region. If an alternate from that region is unavailable the vacant position may be filled by an alternate from one of the other regions, as chosen by a majority vote of the remaining board members.

- **National Board**

- The Canadian Charolais Youth Association National Board shall be comprised of a director(s) from each of the participating regions. The regions shall be defined as follows:
  - 1) British Columbia/Alberta
  - 2) Saskatchewan
  - 3) Manitoba
  - 4) Ontario/Quebec/Maritimes

Each region shall elect one director for the first 25 members and one additional director if the provincial membership exceeds 25 (with a maximum of two directors per province), and one alternate director. National Board members shall be elected by their regional membership during the regional meetings held in conjunction with the CCYA Conference and Show and their names forwarded by their provincial association to the Youth Coordinator or National Board to be announced at the annual general meeting which will be held in conjunction with the CCYA Conference and Show. Elected directors' term shall commence at the conclusion of the annual

general meeting and shall run to the following AGM. In the case that an elected director is unable to assume their role on the board the chosen alternate will assume the position. If there is no alternate director available from the region in question, or in the case that a region does not have youth members available to fill their director position(s), the alternates from the other regions will have the opportunity to compete for the open Director position. The successful candidate will be chosen by a majority vote of the existing board members; that person will then be responsible for representing the region they were elected to, rather than their home region. The National Board Youth executive shall be comprised of president, vice-president, secretary, treasurer and ex-officio, and will be elected by the National directors at the conclusion of the AGM. National Board members must be a minimum of 16 years of age as of January 1st of the year that their term begins.

- Any changes to the Competition Rules and Regulations, the Rules and Regulations of the Conference and Show, and the Canadian Charolais Youth Association Programs can be made by the National Board at any point during the year at any regular National Board director meeting.
  
- **Duties of National Board Members**
  - Act as a representative of their regional youth association
  
- **Duties of National Board President**
  - General supervision over the affairs of the National Board and the Canadian Charolais Youth Association
  - Set out objectives of the National Board
  - Prepare agenda and chair National Board meetings
  - Act as a representative of the organization to outside persons and other organizations
  - Make sure facts are presented clearly to those in attendance and restrict discussions of a meeting to the subject under considerations
  - Obtain input from the National Board, the CCYA Conference and Show Organizing Committee, CCA Youth Coordinator, Adult Advisors, and other sources
  - Help distribute work among members and committees
  
- **Duties of National Board Vice-President**
  - Assume the chair when the president is unavailable
  - Have an active role in planning committees, responsibilities, and duties of the National Board.
  
- **Duties of the National Board Treasurer**
  - The treasurer receives monies of the organization and disburses it upon orders of authorized officers
  - The CCA Youth Coordinator and treasurer are co-signers of the monies
  - Facilitate financial transactions and present regular reports/budgets at meetings

- File receipts, keep accurate records
  - Maintain an account at a financial institution in the name of the CCYA National Board.
  - Pass on a complete set of financial records to the next National Board, CCA Youth Coordinator, and the CCA Membership committee for the year showing invoices, receipts, expenditures, and a complete financial report for review.
- **Duties of National Board Secretary**
    - Record minutes and assist president by taking notes at meetings
    - Conducts most of the correspondence of the National Board
    - File papers and documents related to the National Board
    - Read minutes of previous meeting
- **Duties of National Board Social Media Liaison**
    - Has authority on all CCYA Social media platforms
    - Responsible for posting deadlines of CCYA events and programs
    - Corresponds to comments, messages, and inquiries on the social platforms
    - Works alongside the hosting province to promote the CCYA Conference and Show on all CCYA Platforms.
- **Duties of Alumni Representatives**
    - 2 Alumni reps from the CCYA program are elected and voted on by the National Board.
    - Alumni reps will act in an advisory role to the National Board and shall not have a vote.
    - Alumni Reps will assist in the development of the little chars program alongside the National Board.
- **Duties of National Board Advisors**
    - 1 adult advisor per region voted on by the regional membership during the regional caucus meetings held in conjunction with the CCYA Conference and Show.
    - Adult advisors should act in an advisory role to the National Board and shall not have a vote.
    - Adult advisors are a 1 year term that may be re-elected upon general cooperation and signing the adult advisor guidelines set forth by the National Board.
- **Duties of Conference and Show Organizing Committee**
    - The Organizing Committee of the Canadian Charolais Youth Association will have direct control over the Canadian Charolais Youth Association Conference and Show that commences every summer

- **Duties of the Conference and Show Organizing Committee Chair**
  - General supervision over the affairs of the CCYA Conference and Show Organizing Committee
  - Set out objectives of the executive
  - Prepare agenda and chair executive meetings
  - Act as a representative of the organization to outside persons and other organizations
  - Make sure facts are presented clearly to those in attendance and restrict discussion of a meeting to the subject under considerations
  - Obtain input from executive and other sources
  - Help to distribute work among members/officers and committees
  
- **Duties of the Conference and Show Organizing Committee Vice-Chair**
  - Assume the chair when the Chairperson is unavailable
  - Have an active role in planning committees, responsibilities and duties of the Conference and Show Organizing Committee
  
- **Duties of the Conference and Show Organizing Committee Treasurer**
  - The treasurer receives monies of the organization and disburses it upon orders of authorized officers
  - The chair and treasurer are co-signers of the monies
  - Facilitate financial transactions and present regular reports/budgets at meetings
  - File receipts, keep accurate records
  - Maintain an account at a suitable location in the CCYA name
  - Pass on a complete set of financial records to the next CCYA Conference and Show Organizing Committee, the National Board, CCA Youth Coordinator, provincial Charolais Association and the CCA Membership committee for the year showing invoices, receipts, expenditures, and a complete financial report for review.
  - Pass on a complete set of financial records including receipts, returned cheques and invoices for review by the CCA and the accountant employed by the CCA.
  
- **Duties of the Conference and Show Organizing Committee Secretary**
  - Record minutes and assist chair by taking notes at meetings
  - Conducts most of the correspondence of the Conference and Show Organizing Committee
  - File papers and documents related to the Conference and Show Organizing Committee
  - Read minutes of previous meeting
  - Get written confirmation of everything (including, but not limited to hotel rooms, guests, speakers, judges, caterers, and facilities)



- Keep in touch periodically with judges, and speakers about conference plans and times
- Pass along a complete record of all files from the activities, functions, and business, including minutes, to the next Conference and Show Organizing Committee, CCA Youth Coordinator and CCA membership committee, as well as on the computer laptop to the next CCYA organizing committee.
- **Duties of the Conference and Show Organizing Committee Adult Advisor**
  - 1-4 adult advisors are selected to work with the CCYA Conference and Show Organizing Committee depending on where the conference is held
  - The adults selected should include adult advisors that can be actively involved in working with the youth in organizing the conference
  - Adult advisors should act in an advisory role and shall not have a vote
- **Duties of Youth Coordinator**
  - This person oversees the CCYA National Board and the CCYA Conference and Show Organizing Committee
  - The CCYA Youth Coordinator is responsible for communicating and reporting the youth interests and concerns to the CCA National Board and CCA Membership Committee
  - He/she can also provide ideas or advice to the CCYA Conference and Show Organizing Committee
  - Shall be present and provide their assistance at each CCYA National Board meeting, CCYA Conference and Show and Canadian and Charolais Youth Association event.
- **Fundraising guidelines Conference and Show Organizing Committee**
  - All Organizing Committee members should be active in fundraising with one committee member overseeing/chairing this fundraising committee
  - Keep good records with relevant data and transactions
  - Make sponsorship packages look professional, precise and clear
  - Start fundraising early in the term
  - Be sure to send thank you cards to sponsors in a timely fashion
  - Recognize sponsors in as many ways as you can
- **Monies**

The existing CCYA Conference and Show Organizing Committee is fiscally responsible for all costs incurred during the time they are organizing a CCYA conference: All liabilities and costs are to be paid by the Conference and Show Organizing Committee's treasurer from a CCYA account set up by them in a suitable location. All income received by the CCYA Conference and Show Organizing Committee is to be used for CCYA conference costs. There are start-up monies in the amount of \$3,000 available if the host province requests it from the National Board. Those

monies will be held in the National Board CCYA account. These funds will be treated like an expense, and they will be returned to the National Board by the hosting Organizing Committee members by January 1 of the hosting conference year. This will enable the new Conference and Show Organizing Committee to have funds until their own fundraising monies become available. Any profit left after all expenses are paid will be kept by the hosting organizing committee. The CCA annually sponsors the CCYA with \$5000 and in return the CCA is to be recognized as a platinum (or highest level) sponsor at the CCYA Conference and Show. (The CCA will continue to sponsor the CCYA Conference & Show education awards (\$1800)).

Signing authority of monies in the CCYA National account will be held by the National Board treasurer and the CCA Youth Coordinator. If the conference loses money, both the hosting CCYA Conference and Show Organizing Committee and the hosting provincial Charolais association are responsible for raising funds to cover all the conference outstanding expenses. The CCYA organizing committee is responsible for passing on a complete set of financial records to the National Board, CCA Youth Coordinator, and the CCA Membership committee for the year showing invoices, receipts, expenditures, and a complete financial report for review no later than January 31st of the year following the conference. If the books are not completed at this time, all documentation will be forwarded to the CCA office for completion. Any expense for the time of completion will be charged to the hosting province. The CCYA organizing committee is also responsible for passing on finalized financial records including receipts, returned cheques and invoices for review by the CCA and the accountant employed by the CCA. The expenses associated with the financial review by the accountant will be covered under the conference expenses. The CCYA National Board is responsible for reporting all expenditures to the general youth membership at the annual general meeting, as well as to the CCA Membership Committee.

- **Educational Award Monies**

Educational award monies will be awarded on an overall point basis at the conference. Proof of acceptance in a post-secondary education program is required. In the case that the winner of an educational award is still in high school, their educational award will be held in trust for a period of two years following the completion of their final high school diploma. If the winner of the educational award shows no desire to continue at a post-secondary institution, the funds may be used to complete other educational courses subject to the approval of the National Board. In the case that the winner had completed their post-secondary education and wishes to complete other educational courses they must take the course within one year of receiving the educational award. In the case that the youth wishes to take other educational courses the expenses incurred to take the course up to and including the value of their educational award may be reimbursed by the CCYA, in the case that the full value of the educational award is not utilized in taking the course the difference will return to the CCYA National account. Should the winner of the educational award be completed their post-secondary education, and not wish to take other educational courses they shall be eligible, subject to National Board approval, to receive their educational award monies up to one year after completing their education. It is recommended that the minimum educational award monies that are available through the conference are \$1,000 and the maximum amount of monies is \$2,500. The educational award

monies will be held in the CCYA National account until the above proof is shown by the winner. The CCYA Conference and Show Organizing Committee are responsible for sending the monies to the CCYA National account for distribution. Any educational award monies not claimed by the winner within the given timeline will remain within the National account and will not be awarded to the next place contestant.

- **Conference and Show Honoree**

The CCYA Conference and Show Honoree will be an individual recognized for their overall contribution to the betterment of Charolais Youth. Individuals nominated for the distinction shall not be current youth members and shall be nominated solely by participating youth members of the hosting province. By May 1st, the hosting province will have submitted three names as nominations for the honoree, to be taken into consideration by the National Board prior to the CCYA Conference and Show. The individual with the majority vote from the National Board shall become the honoree for that year's conference and shall be announced at the Opening ceremonies. A short write-up on all three nominees should be included in the catalogue for that year. A small token item to commemorate the achievement of the honoree will be presented by the Conference and Show Organizing Committee at the banquet.

- **Objectives of the Conference weekend**

- That it be educational
- An inexpensive weekend for all family members to attend
- Have continuity as it moves from province to province

- **How to host a conference**

If a region wants to host a conference, a formal letter of request and intentions is to be submitted to the current CCYA National Board two years prior to the proposed Conference and Show.

- **Amendments**

The policies and procedures of the Canadian Charolais Youth Association may be amended only by a majority vote of all youth members present at the annual general meeting. Any proposed amendments must be submitted in writing at the general caucus meeting at the CCYA conference and show and may be voted upon at the AGM held in conjunction with the CCYA Conference and Show. Once amendments have been passed by the CCYA membership, the new policies and procedures will be submitted to the Canadian Charolais Youth Association National board for ratification. Any changes to the Competition Rules and Regulations, the Rules and Regulation of the Conference and Show and the Canadian Charolais Youth Association Programs can be made by the national board at any point during the year at any regular National board of directors