Connors State
Oklahoma Collegiate
CattleWomen

Bylaws

Article I – Organization Name and Location

Section 1: **Name**

- This organization is called the Connors State Oklahoma Collegiate CattleWomen

Section 2: **Location**

- The organization is located at Connors State College, 700 College Rd, Warner, OK 74469

Article II – Purpose and Objectives

Section 1. **Purpose**:

- A voice for collegiate students who share an interest in supporting and promoting the beef industry who will work closely with the Oklahoma CattleWomen's Association (OCW) and the Oklahoma Cattlemen's Association (OCA).

Section 2. **Objective**:

- The mission of this organization is to promote the positive impacts of the beef industry, educate consumers on the nutritional values of beef, and communicate goodwill on the campus and within the community and state.

Article III – Affiliation

This club is affiliated with the following organizations:

- Oklahoma Cattlemen's Association (OCA)
- Oklahoma CattleWomen (OCW)
- American National CattleWomen, Inc. (ANCW)
- National Cattlemen's Beef Association (NCBA)

Article IV – Membership

Section 1. **Eligibility:**

- Students who are currently enrolled full-time at Connors State College that have an interest in promoting the beef industry are eligible for membership.

Section 2. **Nondiscrimination**:

- Connors State Oklahoma Collegiate CattleWomen shall not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in any of its policies, practices, or procedures.

Section 3: **Active Membership Requirements:**

- Students shall attend at least three meetings per semester and participate in at least two club-sponsored events or activities each semester

Section 4: **Attendance Requirements**

- Officers shall attend 100% of all meetings and activities.
- Members shall attend 75% of the meetings and activities
- See Article VII. Sections 6 & 7 for what constitutes an excused absence

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Article V – Goverance/Officers

Section 1. Executive Council

- The Executive Council of the Connors State Oklahoma Collegiate CattleWomen includes the following: **President, Vice-President, Secretary, Reporter, Treasurer, Parliamentarian, SGA Representative**

Section 2. The qualifications for officers of Connors State Oklahoma Collegiate CattleWomen include:

- Being a full-time student at Connors State College
- Being in good standing as an active member of the Connors State Oklahoma Collegiate CattleWomen for one or more semesters
- Having a cumulative GPA of 3.0 or greater.

Section 3. **Officers and Duties**

A. President:

- Presides at all meetings of the organization
- Ensures all duties are carried out
- Calls special meetings of the organization

- Attends Recognized Student Organization Meetings
- Represents organization at official functions
- Organizes Committees on an as needed basis
- Maintains contact with organization advisor

B. Vice President:

- Assists the President with meetings, committee selection, and other duties
- Assumes the duties of the President as needed
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during organizational decision-making processes
- Coordinates organization elections

C. Secretary:

- Keeps minutes, records attendance, and manages communication
- Keeps a record of all activities of the organization
- Creates and distributes agendas for each meeting of the organization
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Coordinates organization elections

D. Treasurer

- Keeps records of disbursements and deposits and submits each of them to the Connors Foundation Executive Assistant
- Remains fair and impartial during organization decision-making process
- Coordinates fund raising drive
- Represents organization at official functions when needed

E. Reporter

- Keeps publications informed of CSC Collegiate CattleWomen activities and meetings
- Works with President in maintaining any displays, social media, and websites
- Is responsible for any correspondence with other organizations
- Represents organization at official functions when needed

F. Parliamentarian

- Assures that rules of order and proper procedures are followed
- Assists in drafting and interpreting bylaws
- Assists in planning meetings
- Assures proper protocol is followed
- Represents organization at official functions when needed

G. SGA Representative

- Serves as a bridge between the Collegiate CattleWomen and the Student Government Association
- Shares the organization's activities and events with the SGA
- Informs the CattleWomen of important SGA actions, decisions, and upcoming events

Section 4 - **Officer Elections**

- Nominating Method: Any current member may nominate officers from the floor during a meeting, submit nominations privately to officers for a ballot or make other arrangements. Voting on the nominations will be done in the following meeting.
- Voting Procedure: (1) Quorum: At least one fourth of the members shall be present to make a vote valid. (2) How a Vote Carries: At least 51% of those present shall vote for a person for that person to be elected as an officer.
- The counting and handling of the ballots shall be the responsibility of the President and the Advisor. If the President is running for office, this responsibility shall fall to the next ranking officer who is not on the ballot.

Section 5 - **Terms of Office**

- All officers, besides the President, shall be elected at the first meeting in the Fall Semester. The President shall be elected at the end of the Spring Semester of the current school year so any business that needs to be addressed during the summer can be handled by the newly-elected President.
- If any officer positions are not filled at the end of the Fall Semester, a special election shall be held.
- A member may be elected to office for more than one year. Officers cannot serve for more than three semesters.
- Each year one member shall be designated as our SGA representative. If our representative cannot attend a meeting, an officer shall attend in their place.

Section 6: **Vacancies in Officer Positions**

- The Vice President shall assume the President's position for the remainder of the term if the President graduates or is no longer able to serve in the position.
- All other positions shall be put to a special vote if an officer must be replaced.

Section 7: **Removal of Members and Officers**

- Removal of Members: A member may not be removed arbitrarily. Failure to meet the membership requirements, violation of rules explained in the Student Handbook, failure to abide by the policies of the club, and conduct unbecoming of the organization are all reasons for possible removal of a member.

- Reasons for Removing Officers: Officers are expected to fulfill all responsibilities of their offices and those of standard membership. Failure to fulfill the responsibilities of the office listed in Article IV are grounds for removal.
- Procedure for Removing Members and Officers: Minimum due process shall be followed: The accused person must be provided written charges and an opportunity to defend themselves before the President and Advisor decide on the person's status as a member/officer.
- Attendance to meetings and activities are a requirement for all members and officers. Failure to follow the guidelines of attendance found in Article IV shall be grounds for removal.

Article VI - Advisor

Section 1: **Requirement**

- Shall have one **faculty or staff advisor** approved by the Office of Student Activities

Section 2: **Duties of the Advisor**

The Advisor shall:

- Provide guidance and support
- Attend meetings
- Ensure compliance with Connors State College Policies
- Reserve rooms, vans, etc., for activities and trips
- Attend out-of-town events in which the student organization participates
- Give advice to members and officers and facilitate an experience rich in opportunities for intellectual, cultural and personal growth.

Article VII – Meetings

Section 1. **Date**

- Collegiate CattleWomen shall meet once a month during the Fall (beginning in August) and Spring (beginning in January) Semesters of the school year.

Section 2. **Time**

- Meeting times shall be determined by a vote of the members during our first meeting.

Section 3. **Correspondence**

- Members shall be informed by email and/or other communication to let them know when there is a meeting or if there is a special meeting.
- Special meetings may be called by the President or Advisor

Section 4: **Quorum**

- Quorum: At least one fourth of the members must be present to make a vote valid.
- How a Vote Carries: At least 51% majority vote passes a measure except when amending the by-laws which shall require a two-thirds super majority

Section 5: **Attendance**

- Officers shall attend 100% of all meetings and activities.
- Members shall attend 75% of the meetings and activities

Section 6: **Valid reason for absence**

- If an officer or member has a valid excuse for missing a meeting or an activity, they shall have informed the President and/or Advisor at least 24 hours before the absence in order for the absence to be considered excused. *(Emergency or extenuating circumstances do not apply.)*

Section 7: **Automatically excused**

- Absences incurred while competing with a Connors State College team or organization are automatically excused.

Article VIII – Committees

- Committees may be established by the President or the Executive Board as needed to plan events, coordinate service projects, or manage club operations.

Article IX – Finances

- All funds shall be deposited into the Connors State Collegiate CattleWomen account through the **Connors State College Foundation**
- The Treasurer/President/Advisor and the Connors Foundation Executive Assistant shall keep detailed records of all transactions
- Expenditures shall be approved by majority vote or Advisor approval

- In the event of dissolution, all remaining funds shall be transferred to the **Connors State College Foundation Student Activities** account

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Article X - Amendments

Section 1. **Proposed amendments**

- Shall be submitted in writing at a regular meeting
- Adoption requires **a two-thirds majority vote** of active members present
- In order to propose and pass changes to the organization's by-laws, a vote shall be held.
- By-laws shall be passed at any regular business meeting of the organization by a majority vote of those in attendance, provided a quorum is present.
- Any by-law may be passed which is in harmony with the purpose and objectives of the Connors State Oklahoma Collegiate CattleWomen as stated in Article II: Purpose and Objectives.
- All amendments shall be approved by the **Office of Student Activities** before taking effect

Section 2. **Revisions**

- Shall require a two-thirds vote of those in attendance, provided a quorum is present.
- In order for an amendment to occur, a proposal shall be brought before the membership and voted on accordingly.

Article XI – Ratification

The Constitution and Bylaws shall become effective upon approval by:

1. A **majority vote** of the club's active membership, and
2. Approval by the **Connors State College Office of Student Activities**

Signatures

President: [signature] Date: 9/11/2026

Vice President: [signature] Date: 08/26/2026

Secretary: [signature] Date: 08/09/2026

Treasurer: [signature] Date: 08/26/2026

Reporter: [signature] Date: 8/26/2026

Parliamentarian: [signature] Date: 9/11/26

SGA Representative: [signature] Date: 8/26/26

Advisor: [signature] Date: 9-11-26