

## **POLICY AND PROCEDURES OF THE EAST TEXAS GOAT RAISERS ASSOCIATION**

### **MEMBERSHIP**

1. Membership in ETGRA shall be one of the following types:
  - a. **Regular** (one) membership consists of an *\*individual or family* which entitles the member (individual or family) **one** (1) vote on association issues. Regular membership shall be granted to applicants 19 years of age or older.  
  
*\*the membership may be John Smith OR John & Mary Smith OR John, Mary & John Smith, Jr., but the membership is still ONE member. Only one **adult per membership** may vote on the business of the Association.*  
  
*Note: At one time there were Farm and Individual memberships with the farm memberships paying higher dues and being granted 2 votes per membership.*
  - b. **Junior** Junior applicants must be under 19 years of age on January 1 of the year in which membership application is made. Junior members have no voting rights in the business of the Association but enjoy the discounts offered to ETGRA members at shows and sales. Junior members may participate in ETGRA events and will receive the quarterly newsletters. Junior members will be eligible to apply to the ETGRA Scholarship Program if they meet the established prerequisites.
  - c. **Annual Dues** are \$35 per year for Regular membership and \$10 per year for Junior membership. The dues may be changed by the Board of Directors subject to the approval of the general membership.

### **BOARD AND OFFICERS – ELECTION PROCEDURES**

1. A Nomination Form will be mailed or emailed annually to all members with the official notice of the date, time and place for the January meeting. This form will notify the members of the number of directors to be nominated (for 3 year terms), as well as nominations for President, Vice President, Secretary, and Treasurer (bi-annually). Any member ***in good standing*** can be nominated. Any member wishing to serve on the ETGRA Board of Directors may submit their own name on the nomination form. The nomination form must be mailed back to ETGRA's post office address in a timely manner. Forms not received by Thursday before the meeting will not be accepted. All nominees must be contacted by the election committee chair (or appointee) to verify their acceptance of such nomination.
2. Nominations will be taken from the floor at the January General Membership Meeting. All nominations from the nomination forms will be announced during this meeting.
3. A ballot will be prepared listing all nominees for the director positions available as well as for officers and mailed to each regular member of ETGRA. Members will be instructed to vote for only the number of positions open. There may be "appointees" serving that will need to be "elected" to complete the term to which they were appointed. This occurs when a director has left at some time after more than \*60 days of his/her term and an ETGRA member is appointed by the President to step into that position. There may be up to 2 years and 10 months left in that term and the appointee will serve from his/her appointment only until the next annual election where he/she must be elected to complete the full term. This procedure keeps three director positions rotating each year. The 3 year director terms will be filled with the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> highest number of votes received. If the appointee does not wish to complete the term, the nominee getting the fourth most votes for the 3 annual positions will be asked to accept the completion of this term. This process will continue until the term can be filled to keep the director positions rotating on 3 year terms. The sealed ballot is to be returned by mail and postmarked no later than April 1. (Hand delivered ballots will not be accepted). The postmarked, sealed ballots will be opened and counted by the election committee with one random member observing the process at the general meeting.  
*\*See the bylaws article 4.7a*
4. Newly elected directors and officers will assume their offices at the end of the meeting in which they were elected. The Treasurer will continue to serve with the newly elected Treasurer until bank signature records can be updated and all bank accounts reconciled.

## PROXY VOTING

1. Proxy voting will be allowed at all general membership meetings with the exception of the annual election which is conducted by written ballot only.
2. Proxy voting is restricted to items on the meeting agenda. Proxies are not transferable. The designated person cannot give the proxy to another person.
3. A valid proxy vote must be specific to the issue intended. The proxy is limited to the meeting & issue designated.
4. Proxies...to be valid... must be on an official ETGRA proxy form which can be obtained from the ETGRA Secretary, President or Treasurer. All proxies must bear a date not more than ninety (90) days prior to the date on which the proxy will be used and must be signed by the member executing the proxy.

## MEMBER COMPLAINTS

1. Any person having a legitimate grievance or complaint against the ETGRA Board of Directors, any Director or Officer, another member of ETGRA or any ETGRA event must file a formal written complaint with the chairperson of the ETGRA Ethics Committee within 15 days of the occurrence which has caused the complaint. Such written complaint must state clearly the nature of the complaint, be dated, and be signed by the person filing the complaint.
2. The Ethics Committee will review and investigate said complaint. After review and investigation by the Ethics Committee, said committee will present its recommendation to the ETGRA Board of Directors. The Board of Directors may at its discretion, ask the person filing the complaint to appear before the Board. If the complaint has been found to be valid the Board of Directors shall decide the final resolution of the matter.