

**ALPACA AND LLAMA SHOW ASSOCIATION, INC.
STANDING RULES**

Revised March 20, 2019.

Purpose of revision was to reflect Bylaw changes as of March 8, 2019

**ARTICLE I
ALSA Board of Directors**

Section 1. Compensation

Directors shall be entitled to receive their actual, necessary expenses in attending meetings of the Board of Directors. Directors who are also officers or employees of the corporation and who are compensated as such shall receive no compensation as Directors. Other Directors shall receive such compensation as may be established by resolution of the Board of Directors.

Section 2. Employees

The Board of Directors may by resolution authorize one or more employees or independent contractor to perform under the direction of the Board of Directors any duties that may be necessary for conducting the business of the corporation.

Section 3. Internal Controls

- (a) All ALSA accounts must be in the name of the association – ALSA.
- (b) The Executive Secretary will always keep the President and Secretary updated as to the account numbers, usernames and passwords of all ALSA accounts. Including, but not limited to:
 - a. Carbonite – computer back-up system
 - b. All bank accounts
 - c. alsashow.org website
 - d. alsashow.net website
 - e. Constant Contact
 - f. Secure server for credit cards
 - g. ALSA credit card
- (c) The President will always maintain an up-to-date quarterly copy of the database program and database files, and the ALSA membership list as supplied by Executive Secretary. Also, yearly copy of the workable current Handbook.

Section 4. Policies and Workings of the BOD

- (a) All corrections, additions, and approvals of the minutes must be made within 10 days. After 10 days without response, the minutes will be posted as written.

(b) Information from a BOD meeting is not to be released until the minutes are approved and posted. "If a committee needs to know information from the BOD meeting before the minutes are posted, the liaison needs to ask BOD permission." (minutes 2-8-2010)

(c) Email motions need a second to be attached to the minutes. (minutes 12-2009)

(d) BOD members must respond to all email motions that have been made within 72-hours unless circumstances dictate immediate action and shorter approval. Once a positive majority of the BOD members vote, the vote stands with or without the remainder of the BOD voting. Ignoring or not voting for an email motion will be considered an abstention. (minutes 3/12/2010) (Change to Minutes 3/12/2013)

(e) Letters, emails, etc. sent to the ALSA Board of Directors from members that include copies sent to other ALSA members and/or other interested parties will not be answered by the Board. The Board's position is that such letters are more of a public statement of a political position rather than an inquiry of the Board. (minutes 2-12-2010)

Section 5. Communications

(a) The President will acknowledge receipt of all communications addressed to the Board of Directors with a confirmation by email, phone, or mail within 48 hours.

b) The President and/or any BOD Member must forward, in a timely manner, all communications and letters addressed to all BOD members for review a minimum of seven (7) days before the next BOD meeting. If for some reason said submission cannot be disseminated to remaining board members a minimum of seven (7) days prior to a board meeting and it is not something that will adversely affect the financial wellbeing of the organization, then any votes will be tabled until a future meeting.

(c) Committee reports and Office report should be submitted in a word document form. If Committee reports and Office report are not received by seven (7) days prior to the scheduled meeting; the BOD will decide if to be acted on immediately or tabled and added to the Agenda of the following meeting.

(d) All letters, replies, and communications sent out by the President and/or any BOD Member must first be reviewed and approved by the BOD.

Section 6. BOD Conduct

(a) Items of expected behaviors of BOD members are: respect, confidentiality, responsibility of a timely response, opportunity of opinion on all issues, avoidance of conflict of interest. Threatening and/or or slanderous emails to other BOD members are not acceptable. (minutes 1-16-08)

(b) It is not appropriate for BOD members to post on an internet chat list since it could easily represent only a personal opinion or a personal agenda and not the opinion of the ALSA BOD. (minutes 10-23-08)

(c) Board members are subject to the Ethics provision in Part U of the ALSA Handbook and have a duty to follow and uphold all provisions of the Handbook. (Minutes 11/13/18).

ARTICLE II FINANCIALS

Section 1. Segregation of Duties

No financial transaction is to be handled by only one person from beginning to end. It is necessary that the person who signs the checks for ALSA not be the bookkeeper or the person who receives and deposits the monies.

(a) The Office Secretary is to write checks using Quick Books. All checks shall be sent to the ALSA Treasurer, accompanied by invoices for signature and mailing. (minutes 2-26-08)

(b) The Finance Committee should review all contracts before they are signed. Lists of payables need to be reviewed by the Finance Committee for their pertinence and applicability to the ALSA Mission. The ALSA office is to submit line-item expenses in a timely fashion for review before they are paid. (Minutes 11/13/18).

(c) A line-item financial report will be provided to the BOD each month. (minutes 12-9-08)

(d) All bank accounts will include the names of the ALSA President, Secretary, and Treasurer.

Section 2. Financial Requests

All requests for financial requests must be accompanied by a statement of the complete budget showing how the funds will be handled. (minutes May 2008)

ARTICLE III Election

Section 1: Election

(a) The Day of Record shall be set by the Election Committee. The Day of Record is the last day a person may pay dues and become a member in good standing as part of the qualifications to participate in the election process.

(b) Determination of Members in good standing shall be as described in the:

1. ALSA Bylaws, ARTICLE II, Section 5, Voting in its entirety,
2. Article II, Section 6, Member in Good Standing in its entirety, and
3. Article III, Board of Directors, Section 2. Eligibility in its entirety.

(c) The Treasurer and Office Manager shall reconcile the list of members using the Day of Record to create an up-to-date list. The list will be finalized by the ALSA office and presented to the Board of Directors for approval. The Board-approved list will be forwarded by the office to the Election Committee Chair. The members on the Board approved list will be deemed in good standing and may participate in the election process.

(d) Using the list of members in good standing, the Election Committee shall determine the existence of a quorum, hear and determine all challenges and questions in any way arising in connection with the right to vote.

(e) Candidate Statement guidelines. All deadlines are 12:00 Noon Central Time

1. Must be members in good standing of the Association as of the Day of Record.
2. Declare themselves a candidate between July 1 and August 31 by giving notice to the Election Committee.
3. Submit the final version of their Statement of Candidacy and photo to the Election Committee before September 1.
4. In additional, other instructions will be given to candidates following their declaration to assist in the writing their Statement.
5. Should a candidate not submit a Statement by September 1, his/her name will be placed on the ballot and name only will be placed on the Statement of Candidacy.
6. Should a candidate choose to not run for election, the member shall notify the Election Committee by email of his/her decision by September 15.
7. The format of the Statement of Candidacy, its distribution to the membership and ballot shall be established by the Election Committee. (minutes 3-20-2019)

(f) The ALSA Bylaws allow for the voting process to be completed by either electronic voting or written mail-in ballots but not a combination of both within the same election. The procedure shall be as follows.

(g) Electronic Ballot Election. Notification of electronic balloting along with instructions for the balloting process will be sent via e-mail to all members in good standing. It is the responsibility of each member to inform the ALSA office of his/her correct and current e-mail address. Statements of Candidacy will be posted on the ALSA website. The time period to begin and end voting will be between October 1 and October 15 of the election year.

(h) Written Ballots Election Written ballots are rarely used. Should the need arise to have a written ballot a new calendar of dates for that elections will be written at that time as it could occur at any time during the year.

(i) Regardless of the type of election process (electronic or written), upon notification of the election results, the Election Committee will then inform its Board Liaison of the results. The Board Liaison will then notify the highest member of the Board of Directors whose position is not on the ballot. This individual will verbally advise all candidates of the election results (and only the candidates). This individual will then advise the Election Committee that the candidates have been notified. The

Election Committee will forward the results to the webmaster for general publication on the ALSA Website and/or e-mail notification to the membership.

(j) Challenges – All challenges regarding the voting must be received by the Election Chair by 12 PM Noon CDT October 30. All challenges must contain the name, address, ALSA number, and signature of the challenger. All written ballots will be retained by the Election Committee until midnight November 30, after which they will be destroyed. If challenges are issued, the ballots will be preserved until said challenge is acknowledged as resolved by the Board of Directors, at which point they will be destroyed.

(k) A Director may be subject to a recall vote by a signed petition of at least twenty five percent (25%) of the membership who were members in good standing as of the Day of Record, followed by an affirmative vote of two-thirds of a quorum of the membership (as described in ALSA Bylaws Article II – Membership, Section 4. Quorum).

ARTICLE IV Youth Scholarship

Youth ALSA members who are graduating High School Seniors in the current year may apply for one of two scholarships from the ALSA Memorial Youth Scholarship Fund. These scholarships will be recognized prior to the ALSA Grand National Championship Show held each fall. The ALSA Memorial Youth Scholarship Fund will operate as follows:

Section 1 – Requirements

1. Applications may be sent to the committee by U. S. Mail.
2. All applications, recommendation letters, and responses MUST be postmarked date stamped by March 15th. Any applications without that postmark or date stamp will not be considered.
3. Applicants must fill out the scholarship application completely and it must accompany the responses and recommendation letters in order to be considered for the scholarship.
4. The order of the packet shall be:
 - A. Application form
 - B. Checklist and confirmation page
 - C. Response questions
 - D. Recommendation letters
 - E. All applicants must include 2 letters of reference with this application from the following (excluding relatives):
 1. an individual in your educational background
 2. An individual familiar with your llama-related events.

F. High School Transcript must be included. Applicants must submit a short article about themselves and send a current picture with article. This complete packet should be mailed to the Scholarship Committee Chairperson.

5. Applicants will receive an email within 5 days confirming that their complete application has been received.
6. Applicants who did not meet the above requirements will be notified within 5 days that they will not be considered for the scholarship.
7. All applicants must be a high school senior in preparation of graduation in the year they apply for the ALSA scholarship, a current ALSA Youth member, and no older than 19 years of age at the time of the application.
8. The applicant must plan to attend an accredited college or university within a year of application.
9. Scholarship winners will be notified by May 15th.

Section 2 – Selection

The Youth Scholarship Chair shall notify the ALSA President of the Scholarship winners. The ALSA President shall notify the scholarship winners in writing, by mail or email, no later than May 15. Scholarship funds will be directed directly to the College or University at the time that fees are due. Winners will have two (2) years after high school to have funds distributed to the College or University of their choice. In order to protect all involved, the contents of applications may not be printed in any publication. Applicants who do win and are planning to attend the Grand National Show will be expected to attend the Opening Ceremony so that they may be recognized. Applicants with questions are to contact the ALSA Youth Scholarship chairperson. Questions asked by parents will NOT be accepted or answered.

Section 3 – Funding

- (a) A memorial website page will be kept for donations made in remembrance of an ALSA member. Donations will go into the Youth Memorial Scholarship Fund. (minutes 12-9-08)
- (b) A Silent Auction will be held annually by the Youth Committee at the Grand National Show. Proceeds will go to the Youth Memorial Scholarship Fund.

ARTICLE V Records

Section 1. Corporate Book, Points, Judges

The following records must be kept by the Alpaca and Llama Show Association, Inc:

- (a) A corporate book that contains the bylaws and minutes of all the corporate meetings. Plus, it must retain copies of the annual reports which include the annual tax or information returns filed with the federal government.
- (b) A list of all show points earned by show llamas and alpacas.
- (c) A list of all show points earned by youth members.

- (d) A list of all qualified ALSA sanctioned Judges and Apprentice Judges.
- (e) A list of all members in good standing