AMERICAN NATIONAL CATTLEWOMEN, INC.
POLICIES AND PROCEDURES

ORGANIZATION

A. The name of the organization shall be American National CattleWomen, Incorporated. American National Cattlewomen, Incorporated's (ANCW) name is not used for any commercial purposes other than our own use or as authorized by the ANCW Board of Directors.

B. Corporate Identity: As shown in the Bylaws.

C. Purpose, Mission and Vision statements serve as a guide for creating objectives and goals in the organization. The statements will be part of the Long Range Plan.

Purpose: Empower women who share a passion for the beef community.

Mission: A beef community dedicated to growing beef demand through education and development.

Vision: To inspire dedication and responsibility in the beef community.

D. The official creed of the ANCW will be that which was adopted in 1975 as composed by Mrs. Willard Sobak of Fairdale, North Dakota and revised by written permission of Mrs. Sobak, to read *American National CattleWomen's Creed*.

American National CattleWomen Creed

Believing that the livestock industry is of basic importance to world existence, we the American National CattleWomen dedicate ourselves to support it with our labor and finances; to promote it through information and publicity; to encourage its producers with our understanding and love; to do all in our power to instill in the coming generation the love of the land and of life, the humility and awe before nature, and the hope and faith in the future that is inherent in cattlemen and cattlewomen.

E. Communications

All written communications by ANCW members (including electronic and facsimile) on behalf of ANCW shall be copied to the ANCW office (ancw@ancw.org) within 24 hours of said communications. The communication shall include the distribution list and addresses of those to whom it was sent.

F. Benefits and Opportunities of Leadership

1. To share fiscal management talents with a national organization.
2. To work with ANCW and organization leaders.

3. To “market” ANCW programs and their benefits.

4. To meet key leaders in the beef industry and allied industries.

5. To gain satisfaction in keeping ANCW fiscally sound.

DUTIES OF OFFICERS

A. The President shall:

Be the Chief Executive Officer and official representative of the Corporation; shall set general policy and direct and guide members and staff in meeting American National CattleWomen, Inc. (hereinafter to be referred to as ANCW) goals and shall:

1. Preside at all meetings of the membership and the Executive Committee.

    a) Hold an Executive Committee meeting as soon after her installation as President as possible

2. While ANCW President is installed during the ANCW General Membership meeting, the Immediate Past President will still serve in all Presidential capacities until the end of the Cattle Industry Convention (CIC.)

3. See that all directives of the membership, Board of Directors and Executive Committee are carried out.

4. Execute instruments of Conveyance or Encumbrance as authorized by the Executive Committee and subject to restrictions in the Articles of Incorporation.

5. Sign a bank authorization card upon assuming office.

6. Have authority to call meetings.

7. Have authority to fill vacancies for chairs and members of all committees incurred during her term of office.

8. Make an Executive Committee report and/or recommendations in regard to affairs and management of the Corporation to the Board of Directors.

9. Assign additional duties to the elected and appointed officers as needed.

10. Serve as an ex-officio member on the National Cattlemen’s Beef Association Board of Directors and accept such appointments as it may designate.

11. Hire or dismiss the Executive Director as authorized by the Executive Committee. Such authorization must be in writing and the copies kept in the office files.

12. In the event it is necessary to replace the Executive Director, appoint a Search Committee composed of the three (3) officers and three (3) ANCW Past Presidents. The President shall serve as chair. The majority of the current Executive Committee shall give final approval of the Search Committee recommendations.

13. Recommend the salary of the incoming Executive Director to be determined by experience, knowledge, and ability, with the approval of the Executive Committee.

14. Employ necessary office staff upon the vacancy of the position by the Executive Director in agreement with the other three (3) elected officers.

15. Appoint a Minutes Approval Committee (three (3) members-at-large) for the General Membership meetings, who are in attendance at the meetings.

16. Appoint a Credentials Approval Team of three (3) members preferably the Business Manager, Budget Committee Chair, and one member at large prior to Annual meeting.

17. Present a President's report to relay the actions of the Executive Committee throughout the year to the Board of Directors at Summer Conference and to the Board of Directors and membership at Annual Convention for approval of all action.

18. Be reimbursed expenses pertaining to the duties of the office as budgeted.

19. Have authority to approve administrative and committee expenditures that exceed approved budget allocations up to $2,000 if funds are available. Anything in excess of this amount requires approval of the Executive Committee.

20. Oversee a smooth transfer of information from any outgoing committee chairs to incoming committee chairs.

B. President-Elect shall:

1. Perform the duties of the President in her absence.

2. Execute instruments of Conveyance and Encumbrance as authorized by the Executive Committee subject to the restrictions in the Articles of Incorporation.

3. Appoint chairs to the five (5) key Administrative Committees: Budget, Bylaws/Policies & Procedures, Membership (ANCW Vice President), Communications, and Ways and Means Committee.

    a) In addition, appoint members to the Credentials and Awards committees to serve as needed during her term of office as President. Designate a past NCBA President and a past CBB Chair to serve on the Board of Directors as ex-officio (non-voting) members. All other committee members will be elected by their Regions, except Bylaws, which are dictated.

4. Appoint a Working Group Manager for each Focus Area Committee.

5. Accept duties as assigned to her by the President or the Executive Committee.

6. Be reimbursed expenses pertaining to the duties of office as budgeted. When expenses are incurred as the official representative of the President-Elect, such expenses shall be allowed from the President-Elect's budget.

7. Be expected to attend:

    a) The seven (7) ANCW Region meetings (ANCW funds may be available to assist in her travel or the Regions may pay for her expenses)

    b) The National Cattleman's Beef Association Meeting as a non-voting member

    c) The Legislative Week in Washington, D.C.

    d) This Officer may have the option of appointing another member to attend in her place.

8. Serve as the general chair of the seven (7) Region meetings.

9. Serve as a member of the Ways and Means Committee.

10. Serve as Vice Chair of the By-laws and Policies and Procedures Committee.

11. Appoint voting members to the appropriate National Cattlemen's Beef Association policy committees. ANCW, as an affiliate of NCBA has voting seats on various policy committees. Shall also appoint members to attend the Cattlemen's Beef Board joint committees (only Federation and CBB directors make up and vote on the joint committee). These ANCW representatives shall report back to the ANCW Executive Committee on the activities of committee meetings they attended and write appropriate articles for the ANCW Newsletter. These appointed members are recommended by the ANCW officers.

12. Review Employee Handbook.

13. Be a liaison to the seven (7) Region Directors.

14. Attend or participate in the Young Cattlemen's Tour. ANCW is allowed one (1) seat on the tour. This seat shall be reserved for the President-Elect or Vice President of ANCW. If neither the President-Elect nor the Vice President can attend, an ANCW member shall be chosen. She must fill out NCBA application by deadline.

15. Appoint Recording Secretary and Parliamentarian for approval by the current Executive Committee at the Annual Convention prior to the transition to the new Executive Committee.

C. The Vice President shall:

1. Accept duties as assigned to her by the President or the Executive Committee.

2. Represent the Executive Committee on the ANCW Foundation Board.

3. Shall serve as the chairman of the Presidents' Council.

4. Be reimbursed expenses pertaining to the duties of the office as budgeted.

5. Serve as representative to Animal Ag Alliance Summit.

6. Serve as chair of the Membership Committee.

7. Serve on Credentials Committee as Chair of Membership Committee.

D. The Past President shall:

1. Serve her duties through the Cattle Industry Convention (CIC).

2. Serve as chair of the Nominating Committee.

3. Serve as a member of the Ways and Means Committee.

4. Make arrangements for the Past President's luncheon.

5. Be responsible for procuring the gift for the outgoing President from the ANCW membership. Gift not to exceed $250.00. ANCW will cover cost of the gift.

6. Accept such other duties as assigned by the President.

7. Shall be a liaison between the Administrative Committees (Budget, Communications, and Ways and Means) and the Executive Committee. Shall supply all committee members with the duties and obligations of the respective Committee per the ANCW documents.

E. The Treasurer shall:

1. Be notified of all expenditures that are over $500.00 more than the budget line or if the expenditure is not a line item.

2. Serve as chief financial officer of ANCW.

3. Review monthly financial reports from the ANCW and the ANCW Foundation.

4. Ensure all taxes are filed timely in accordance to IRS and Colorado Department of Revenue deadlines.

5. Work to develop and solicit financial resources for ANCW in coordination with the Executive Committee, Ways and Means Committee, staff, ANCW members, and ANCW Foundation.

6. Shall be recommended by the nominating committee and elected by the General Membership to serve for two (2) years and shall be a voting member of the Executive Committee. Not to exceed two (2) terms.

7. Make monthly reports to the Executive Committee and will have oversight and final approval of all financial records.

8. Shall be a liaison with the Budget Committee and make fiscal recommendations.

F. Region Directors shall:

1. Represent their region on the Executive Committee and on the Nominating Committee.

2. Contact state presidents immediately after Annual Convention introducing herself as their Region Director and offering assistance. When states change officers, welcome new presidents to the region and see that each president has a list of the other presidents in the region. Ensure states have informed the ANCW office at ancw@ancw.org an up-dated list of officers and committee chairs. Include contact information. Share information with each state president in your region.

3. Serve as Region Meeting Coordinator.

    a) Be sure that the necessary elections are held at their region meeting for region Representatives for these ANCW committees: Membership committee; Communications Committee; Ways and Means Committee; and Bylaws, Policies & Procedures; as well as a Region Director when their term expires. These elected individuals shall be communicated by the Region Director to the ANCW office and to each Committee Chair.

    b) Work with Host State Chair to ensure adherence to guidelines; keeping the ANCW President-Elect informed. Guidelines are found at ancw.org under Region Meetings.

    c) Before the Region meeting, contact each state president to inquire as to issues needing to be addressed at that meeting as outlined in the Region Meeting guidelines.

4. Communication liaison between State Presidents and Executive Committee. This should occur no less than monthly after Executive Committee meetings.

5. Contact state presidents two (2) months before Summer Conference and Annual Convention encouraging their attendance and participation. Before Executive Committee meetings, request their input.

6. Copy the ANCW at ancw@ancw.org on all correspondence sent to state presidents.

7. Adhere to all Executive Committee policy items.

G. The Recording Secretary shall:

1. Be appointed by the President and shall serve as a member of the Executive Committee and Board of Directors without vote. This does not qualify her to apply for a national office.

2. Record the minutes of all meetings of membership, Executive Committee, and Board of Directors.

3. Prepare and send minutes of the General Membership Meeting to the Minutes Approval Committee within ten (10) days. Suggested corrections of the minutes are to be returned by members of the committee to the Recording Secretary within one week.

4. Prepare and send to the ANCW office at ancw@ancw.org to be filed, one approved and signed copy of all minutes within three weeks after each meeting of the Executive Committee and Board of Directors so it can be forwarded to all Executive Committee Members and Board of Directors at that time.

5. Prepare a list for the President, prior to each meeting, of the unfinished business to come before the various bodies of the Corporation, as taken from the minutes.

6. Have current copies of the Corporation Articles of Incorporation, Bylaws, Policies & Procedures, Resolutions, and meeting minutes from the preceding two years available for reference at all meetings.

H. The Parliamentarian shall:

1. Be appointed by the President and shall serve as a member of the Executive Committee and Board of Directors without vote. This does not qualify her to apply for a national office.

2. Serve in an advisory capacity to the President, Board of Directors, Presidents' Council and committee members.

3. Serve as Parliamentarian at all meetings of membership, Executive Committee, and Board of Directors.

4. Serve as a member of the Bylaws, Policies & Procedures Committee.

5. Perform such other duties as requested by the President.

6. Provide a copy of current By-laws and Policies and Procedures to new Executive Committee annually.

7. Be in communication with Chair of By-laws, Policies and Procedures, Committee with any changes made to or suggestion for Bylaws, Policies and Procedures.

I. The Chair of the Board of Directors shall:

1. Be elected by General Membership at Annual meeting from the four (4) members at large.

2. Serve a one (1) year term and may be elected for a second one (1) year term for a total of two (2) consecutive terms.

3. Preside at Board of Directors meetings.

4. Serve as a voting member of the Executive Committee.

J. The Executive Director shall:

1. Be recognized as the Chief Operating Officer.

2. Perform the duties and responsibilities outlined in the current Executive Handbook, Policies and Procedures, Bylaws, and determined by the current ANCW officers with approval by the Executive Committee, as per the signed Executive Director contract.

3. Be responsible for procuring the outgoing President's pin. ANCW will cover cost of the pin.

4. Submit budget request for President's pin to Budget Committee for approval at Summer Conference.

EXECUTIVE COMMITTEE

A. The Executive Committee shall:

1. Establish administrative policies.

2. Consist of members of the Executive Committee who are qualified as stated in Bylaws.

3. Include appointed members that will serve without vote.

4. Have meetings that are open to all ANCW members with a closed executive session, as needed, planned for the end of the meeting.

5. Attend the Leadership Planning Meeting, Summer Conference and Annual Convention.

6. Attend all meetings of the Executive Committee. Any elected member of the Executive Committee who is absent from two meetings, including conference call meetings, during her term of office has vacated her office and shall be notified in writing by the ANCW President.

7. Employ necessary office staff upon a vacancy in the position of Executive Director.

8. Have the financial records reviewed annually. This review may be done internally by committee. Every three (3) years, an outside CPA firm will be retained to complete a full audit of the corporation's financial records. Reviews/audit shall be done on the basis of the fiscal year. The CPA shall be a Colorado firm.

9. Review recommendations and annual work plans of all the committee chairs and officers and determine action to be taken with recommendation to the Board of Directors.

10. Annually review and maintain insurance coverage of ANCW, Inc.

11. In the absence of all officers, the Executive Committee shall elect one of their members to chair the Executive Committee meeting.

12. Approve the Employee Handbook after review by President-Elect. This approval needs to be done at the Leadership Planning Meetings.

13. Approve programs and budgets as submitted by all committees.

14. Present a gift to the outgoing president from the Executive Committee. The gift shall not exceed $250.00.

15. A Past-Presidents pin, with the likeness of the original president's pin, shall be given to each outgoing president and the president's pin shall be passed on to each new president at the time of installation. The Executive Director shall be responsible for purchasing the pin. ANCW will cover the cost of the pin.

16. As budget allows when the Executive Members use their personal car for ANCW business, be paid mileage equal to IRS rate.

PRESIDENTS' COUNCIL – WORKING GROUP

A. Definition:

1. The Presidents' Council is composed of all State Presidents that are current on their state affiliation dues and that are current ANCW members on or before December 31st. All State Presidents will be guided by and be responsible to provide essential information to their Region Directors as requested for the Presidents' Council Meetings. The Vice President of ANCW shall serve as the Chair of the Presidents' Council.

B. Purpose:

1. To provide a formal evaluation process of ANCW activities and programs, i.e., what did and did not work so that we can all learn from other state programs and events. This will allow for the membership to work together to provide productive and valuable results to enhance the sharing of working platforms and forums.

2. To provide a platform and a forum for sharing the affiliate State's achievements, ideas, requests from memberships and a reporting system to their Region Directors and ANCW at set meetings.

C. Meeting:

1. The President's Council shall meet annually in conjunction with the ANCW annual meeting. Should a need arise, they may meet at the summer meeting. The American National CattleWomen Vice President shall serve as chair. As this is a reporting and evaluation working group, no formal proxies are required.

BOARD OF DIRECTORS

A. The Board of Directors shall:

1. Act on recommendations from the Executive Committee, committee chairs, and/or motions from the floor.

2. Give final approval to Resolutions presented at the Summer Meeting.

3. Have the authority to set dues.

4. Recognize that any member may designate an alternate representative to the Board of Directors Meeting in her absence. Proxy notice shall be in writing to the Credentials Approval Team prior to the opening of the Board of Directors Meeting.

5. Have proxies delivered to the Chair of the Board of Directors before the start of the meeting.

6. Allow no individual to carry more than one vote.

REGION MEETING COORDINATION

A. The Region Meetings are ANCW events and shall be managed as such.

B. The President-Elect shall attend and serve as overall chair of the Region Meetings and provide an update on ANCW and ANCW activities.

C. The Region Director shall serve be the coordinator and provide the ANCW schedules and activities.

D. There shall be one (1) Host State Chair for each of the seven (7) Regions. (A Region may have a vice chair.) During the Region meeting, the next Host State Chair should be selected.

E. Preferably, Host State Chair will be current state presidents, past state presidents or a past national president.

F. Each Host State Chair shall plan, in consultation with each state president within her region, the Region Director and President-Elect, the location and the date of workshop; once approved by the Executive Committee, said date to be announced at Summer Conference.

G. Region meetings must be held annually prior to Summer Conference and not during the NCBA Young Cattlemen's Conference (YCC), as President-Elect is required to attend both events.

H. Each region shall be responsible for expenses incurred for their workshop and meeting. The ANCW Treasurer is available to assist in planning the budget to ensure positive cash flow.

I. Region Meeting Planner shall be obtained from the ANCW website.

J. The Region Directors must attend their respective Region meetings.

COMMITTEES

A. Requirements

1. Committee chairs shall prepare and submit a proposed annual budget, with input from their committees to the Budget Committee Chair for approval at the Summer Conference.

2. All committee chairs and committee members shall have a current membership in ANCW. The Chair shall contact all committee members at least 30 days prior to their Summer Business and/or Annual meeting and provide them with the previous meeting minutes and an agenda for the upcoming meeting. Conference calls (electronic meetings) will preferably be given a 7-10 day advance notice with all information needed to conduct the meeting.

3. The Executive Committee, prior to presentation to the Board of Directors for final action, must approve all new program materials developed by committees.

4. Any changes to a committee structure or responsibility must have Executive Committee approval before final action by the Board of Directors.

5. The chairs of all standing committees shall maintain a record of programs, meeting minutes and materials developed. All records, including minutes, are to be passed from chair to chair at time of changes and sent to the ANCW office monthly.

6. All Committee expenditures shall be submitted no later than September 15 of the budget year incurred. As budget allows committee members that use their personal car for ANCW business shall be paid mileage equal to IRS rate.

7. All prizes and incentive awards must be sponsored before being announced. The committee chair is responsible for finding sponsors and will coordinate the committee plans through the ANCW Executive Director and ANCW Treasurer with cc to Ways and Means Committee Chair.

8. National ANCW committee leaders traveling to Region meetings or special training/industry events will be reimbursed for travel costs previously approved through the budgeting process.

9. A quorum of the committee consists of those committee members attending the meeting.

10. Committees will coordinate with ANCW Executive Director, ANCW Treasurer, and Ways and Means Chair when securing national sponsorships.

11. Each committee, unless otherwise stated, shall elect from within their committee a vice chair, for the purpose of conducting meetings in the absence of the chair. Vice Chair should be included in all communications involving the committee.

12. Newly appointed chairs and their committees will begin their term at Annual Convention with the installation of the new Executive Committee. The current chair and the newly appointed chair shall work together for a smooth transition.

B. Classifications

There shall be two classes of committees, Standing and Special.

1. Within Standing are the Marketing and Administrative Committees. All Standing committees shall endeavor to maintain communications with the counterpart committees of the affiliated ANCW organizations.

2. Standing committees may initiate programs to further the objectives of the Corporation; or perform functions necessary to facilitate the management of the Corporation as directed by the Executive Committee.

3. Sub-committees or Working Groups shall function under such Standing Committees.

4. The President with Executive Committee approval may appoint special committees for a particular need.

C. Reports

1. Reports of Marketing and Administrative Committees shall be submitted to the ANCW Office and ANCW President 30-days prior to the Summer Conference and the Annual Convention. ANCW committee chairs and Working Group chairs shall report on all progress and action items from their committee or working group to the Executive Committee and the Board of Directors for approval, only then can all approved action/work be presented to the General Membership by chairs for final ratification at the Annual General Membership meeting. Anything not ratified or approved by the General Membership will cease.

2. Reports that contain recommendations must be approved by the Executive Committee before presentation to the Board of Directors for action. A written copy of the recommendation must be presented to the President during the Executive Committee meeting.

D. Meetings

1. Standing Committees shall meet at the Summer Business Meeting and Annual Convention. A quorum of the committee consists of those committee members attending the meeting.

2. Committee members may designate an alternate representative to their committee in case of the absence of the committee member. Region representatives should designate an alternate from their region. Notice shall be in writing to the Chair prior to the opening of the committee meeting.

3. Meetings of committees other than at Annual Convention and Summer Meeting will be held by electronic means provided that all members participating can be seen (video and web conferencing) and/or heard, and recognized A quorum of the committee consists of those participating in the meeting.

Standing Committees

Marketing Committees

Working Groups for each Focus Area Committee will be determined by the needs of the ANCW Long Range Plan and shall be approved by the Executive Committee by December 1 for the upcoming year. The President-Elect shall appoint Committee Chairs.

A. Education Focus Area Committee: Is comprised of various Working Group Managers and a member of Officer Team. The committee will oversee the Working Groups and report and bring education development recommendations to the Executive Committee.

B. Beef Promotion Focus Area Committee: Is comprised of various Working Group Managers and a member of Officer Team. The committee will oversee the Working Groups and report and bring beef promotion recommendations to the Executive Committee.

C. Legislation Focus Area Committee: Is comprised of various Working Group Managers and a member of Officer Team. The committee will oversee the Working Groups and report and bring legislative recommendations to the Executive Committee.

A. Education Focus Area Committees

1. Women's Leadership and Education

    a) Women in Leadership Development (WILD) – Program that encompasses training on empowerment; membership; meeting and parliamentary procedures; interviewing and presentation; social media etiquette; conflict management; and legislative training.

    b) Provide workshops in coordination with ANCW for use as training for members to be more actively involved with the legislation process on the local, state and/or national level.

    c) Women in Ranching Education and development (WIRED) – Program that provides: hands on training for cattle handling; chute side manners; marketing options; drought and forage management; record keeping; and other ranching challenges.

    d) Webinars –These programs will be hosted by ANCW and our partner sponsors to educate members on relevant topics.

2. Youth Education and Curriculum (K-12) Working Group

a) Work in partnership with ANCW staff to plan and execute K-12 curriculum research tactic. Recommend and share beef story curriculum with CattleWomen and teachers across the country.

3. Junior CattleWomen Working Group

    a) Work to create attractive programs for Junior CattleWomen to engage in ANCW events.

4. The Golden Cowbelle Committee will function as an ad hoc committee to create growth and retention of ANCW members ages 65 and older.
    a) To continually thank the Golden Cowbelles for being an ANCW member and for their time and talents given in the past and currently.
    b) Receive “The American CattleWomen” via postal mail unless requested for digital.
    c) Communicate with the Golden Cowbelles at least quarterly via emails (preferred), or by postal mail or telephone.
    d) Golden Cowbelle chair will be the administrator for the private Golden CowbelleFacebook page.
    e) Since we must understand our past in order to build our future, articles for the “Golden Cowbelles Corner” in “The American CattleWoman” newletter will be written by the Golden Cowbelles when requested by the chair.
    f) The Book Nook Club – suggest and have discussions on a book we suggest every quarter. We will focus the books on our industry and of women.
    g) Contact state presidents to find out if there are any other CattleWomen that could be invited to become a Golden Cowbelle.

B. Beef Promotion Focus Area Committee

1. Retail Beef Promotion and Cooking Events Working Group

    a) Work to plan and execute retail and cooking events.

    b) Work to create attractive programs for Collegiate CattleWomen to engage in ANCW membership and Beef Promotion, Legislation and Education Working Groups and events.

2. Collegiate Beef Advocacy Program

    a) Collegiates will be trained to be spokespersons and leaders for the industry through an annual application process.

    b) This program will function within the Education Committee.

    c) Work in partnership with Collegiate CattleWomen and youth organizations to plan and execute campus promotion events.

C. Legislation Focus Area Committee

1. Legislative Policy and Resolutions
   awards
    a) Work in partnership with ANCW and NCBA legislative staff to discuss important federal policy issues impacting the beef community and actions ANCW membership may take.

    b) Makes recommendations of Policy Alerts and Actions to the membership should know.

    c) Ensure ANCW Resolutions articulate current and relevant information, on an on-going basis.

    d) Has the ability to originate resolutions.

    e) Review all resolutions and present any changes or new resolutions to the Bylaws/Policy and Procedure Committee 30 days prior to Summer Conference. Present to Board of Directors at Summer Conference.
    f) Provide workshops in coordination with ANCW for use as training for members to be more actively involved with the legislation process on the local, state and/or national level.

2. Policy Alerts and Actions:

    a) Work in partnership with ANCW and with Legislative Policy and Resolutions Committee to identify key issues membership should know and appropriate actions to take. Design communication and education strategies to address each issue identified, at least quarterly.

    b) Develop content into easy to disseminate messages working in partnership with the Executive Director and/or Business Manager, and/or Executive Committee.

    c) Legislative Chair will forward Legislative and Policy communications from the ANCW President or ANCW Executive Director using ANCW membership communications software. These communications generally originate from NCBA.

Administrative Committees

A. Awards Committee (ANCW CattleWoman Awards) shall:

   Solicit candidates and select the most deserving CattleWoman to receive these awards: ANCW Outstanding CattleWoman, ANCW Educator of the Year Award, and ANCW Beef Promotion Award.

1. The President-Elect shall appoint this committee consisting of three (3) members who have been active in ANCW for a minimum of five (5) years, each from a different region, and one (1) Past President, and the Past President, who will serve as Chair of this committee. A total of five (5) committee members.

2. Recognize the ANCW Outstanding CattleWoman, ANCW Educator of the Year Award and ANCW Beef Promotion Award at the General Meeting.

    a) An information letter along with the appropriate award application will be sent to all state presidents following annual meeting.

    b) Deadline for completed Award applications, including letters of recommendation from industry persons, shall be October 15 prior to the General Membership meeting.

    c) The Awards Committee Chair or Co-Chair will forward a copy of the list of nominees along with the full submission within 10 business days of the close of the submissions to each committee member. These submissions are to remain confidential until the award is given.

    d) If a nominee is a member of the Awards Committee, the Chair should request the ANCW President appoint a replacement for her on the Awards Committee. This member needs to be recused due to her conflict of interest.

    e) The work of the committee may be accomplished after all members have received copies of completed applications and information on the entries.

    f) The final selection will be made no later than 45 days prior to the annual General Membership meeting.

    g) All prizes and incentive awards must be sponsored before being announced. The award is not to exceed the amount budgeted or sponsored. The piece should be engraved, if appropriate, with the Corporation logo, the award name and year presented, and the recipient's name. Presentation of these three (3) awards shall be made at the General Membership meeting.

    h) Chairman should make budget request not to exceed $100 for each Educator of the Year and Promoter of the Year and not to exceed $200 for Outstanding CattleWoman of the Year.

3. Criteria for the Awards:

    a) Recipient shall have been a participating member of ANCW for a minimum of five (5) years.

    b) Any state affiliate or individual may nominate.

c) An ANCW President is not eligible until four years after her term.

4. The recipient's activities shall have enhanced and furthered the efforts of ANCW.

    a) ANCW Outstanding CattleWoman Award: This individual's efforts have enhanced multiple programs of ANCW.

    b) ANCW Educator Award: This individual's efforts have furthered the education programs of ANCW.

    c) ANCW Beef Promotion Award: This individual's efforts have furthered the Beef Promotion programs of ANCW.

    d) ANCW Lifetime Achievement Award: This individual's contributions have enhanced ANCW throughout their ANCW membership.

5. Nominations shall be submitted annually to the ANCW Office by October 15. If the nominee is not selected for an award, the nominations will be held for two additional years (three years of eligibility).
6. The application and nomination forms (new and held over) for these individual awards shall be the responsibility of the Awards Committee and available on ancw.org.

B. Budget Committee shall:

Prepare and submit a proposed annual budget, with input from Committee Chairs and staff to the Executive Committee for approval at the Summer Conference.

1. Consist of an appointed Chair for a term of one (1) year (may be re-appointed for up to four (4) terms) and appointed ANCW Past President and seven (7) region representatives. These members will be elected at Region meetings for a one (1) year term. May be re-elected for a maximum of three (3) terms.

2. Present copies of said budget to the Board of Directors for their information, recommendation, and final approval at Summer Conference.

3. At Annual Convention, review, and possibly amend, the budget and present to the Executive Committee, Board of Directors and general membership for final approval, if changed.

4. The Budget Committee Chair Shall be notified of all expenditures that are over $500 more than the budget line or if the expenditure is not a line item.

5. Assist committee chairs as needed in preparing committee budget requests.

C. Bylaws / Policies & Procedures Committee shall:

Review the Bylaws and Policies & Procedures annually.

1. Consist of five (5) members- An appointed Chair, current ANCW President Elect as Vice-Chair, the current ANCW Parliamentarian, a representative from the Legislative committee and one appointed member at large. Each member's term shall be one (1) year and may be reappointed for a maximum of three (3) terms.

2. Submit proposed amendments or revisions of the Bylaws to the Executive Committee for their recommendations to the Board of Directors for review, then to the general membership for approval.

3. Submit proposed revisions of the Policies & Procedures to the Executive Committee for approval.

D. Membership Committee shall:

Work with leadership to create annual membership recruitment, recognition, and reward programs to encourage growth and retention.

1. This committee shall be chaired by the Vice President for a one (1) year term; appointed ANCW Past President; and seven (7) Region representatives. These members will be elected at Region meetings for a one (1) year term. Can be re-elected for a maximum of three (3) terms.

2. Devise plans and develop materials to assist the membership chairs of affiliated organizations to increase membership.

3. Encourage the formation of CattleWomen organizations in states where none exists and assist them with organizational procedures at their request.

E. Nominating Committee shall:

1. Identify and recruit qualified ANCW members to hold leadership positions. This committee shall consist of the seven (7) Region Directors, two (2) voting members elected from the membership at large (may serve for two (2) consecutive terms) and the two (2) most Immediate ANCW Past Presidents (including the one who is Chair.)

2. Hold the authority and responsibility of selecting and recommending to the membership women who can direct and lead this organization. It is the only committee to have comprehensive knowledge about the CattleWomen/CowBelle activities and personal capabilities of all those recommended to serve as current and future officers.

3. The Nominating Committee Chair shall work actively with the Vice-chair in all aspects of the Nominating Committee. Together, they will submit within ten (10) business days of close of the application deadline, all qualified and verified nominees (Parliamentarian will validate nominees) to all the Nominating Committee for review and consideration. It is understood by all committee members that information within the submissions is not to be discussed outside the group.

4. Serve with integrity to recommend nominees according to the following principles.

    a) Carefully determine who is qualified to serve according to ANCW Bylaws with preference toward those actively engaged in the cattle industry.

    b) Be objective in their deliberations.

    c) Compare experience, ability and expertise.

    d) Evaluate the relative merits of all nominees in a fair and equitable manner.

    e) Nominate leaders whose guidance will benefit our organization.

5. Interview applicants for President-Elect, Vice President, Chair of Ways and Means Committee, Budget Committee Chair, as necessary, and 4 Members at Large to the Board of Directors (as those terms expire) and one (1) Collegiate member elected as stated in Bylaws.

    a) If by January 1 the Chair of the Nominating Committee has not received properly completed information (referral form, letter of acceptance and letter of recommendation) for President-Elect, Vice President, and Treasurer, the Nominating Committee shall have a list of eligible candidates prepared which will be sent to Region Directors and State Presidents urging them to solicit qualified candidates and have them complete appropriate forms.

    b) Applicants shall refer to ANCW website for instructions and all necessary documents.

    c) Nominations from floor will require nominees to be present, willing to serve, and qualified to serve per the ANCW bylaws.

    d) A state president should not fill out the recommendation form if she is a member of the Nominating Committee.

    e) If a nominee is a member of the Nominating Committee, the Chair should request the ANCW President appoint a replacement for her on the Nominating Committee.

    f) Nominees shall be notified of nomination twenty-four (24) hours in advance, if possible.

6. The Nominating Committee shall meet in closed session and its deliberations shall be confidential. Except for committee proceedings, no member of this committee shall be part of any action or discussion that might be construed as supportive or prejudicial to recommendations under consideration. Any evident breach of this trust can result in a request for resignation by the Executive Committee.

7. Nominating Committee report shall be made available to the general membership immediately following the close of the Executive Committee prior to the annual General Membership meeting of ANCW.

F. Communications Committee Shall:

Be responsible for the design and editing of all organizational communication items to keep members informed and up to date.

1. Consist of an appointed Chair for a term of two (2) years (may be reappointed for a 2nd term); appointed ANCW Past President; and seven (7) region representatives. These members will be elected at Region meetings for a one (1) year term. Can be re-elected for a maximum of three (3) terms.

2. Be responsible for the production and delivery of the newsletter within approved budget. Shall set deadlines for each newsletter and notify all responsible for contributing to that issue at least 30 days prior to the deadline. A member may request a printed newsletter for an additional subscription fee. Members aged 65 and over may request a printed newsletter without a subscription fee.

3. The goal of the Communications Committee is to add value to ANCW memberships by providing information and opportunities, developing comprehensive strategies using various media, communicating industry news timely and effectively and establishing and upholding a clear vision of direction for the organization.

4. Facilitate news media coverage of ANCW organizational activities.

5. Write press releases when needed.

6. Work in partnership with ANCW staff to plan and execute social media events and other activities which support ANCW's Long Range Plan, engaging the input and help of Collegiate CattleWomen when possible.

    a) Manage electronic news, social media sites and the ANCW website.

G. Ways and Means Committee shall:

Work to develop and solicit financial resources for ANCW in coordination with Executive Committee, staff, other ANCW members, and the ANCW Foundation.

1. Can be an appointed Chair for a term of one (1) year (may be reappointed for up to four (4) terms), Immediate Past President, Vice President, and seven (7) Region representatives. These representatives will be elected at Region meetings for a one (1) year term and can be re-elected for a maximum of three (3) terms.

2. Be familiar with ANCW's purpose, mission, vision, goals, policies, programs, services, strengths, and needs.

3. Provide newsletter articles as required by the newsletter editorial schedule.

4. Other special assignments may be requested by the executive committee.

5. Work closely with NCBA and give support to current promotion campaigns.

6. Work with other agriculture groups where possible and when it can be beneficial for our industry.

7. Develop a resource of successful projects for state affiliates to utilize.

8. Possess skills in oral and written communications.

9. Possess skills in marketing and sales.

10. Possess a strong interest in assuring the financial security of ANCW.

11. Chairman shall serve on the Budget Committee.

12. Maintain a Sponsor Subcommittee to oversee all ANCW sponsors.

    a. This subcommittee will consist of three (3) members, the Ways & Means Chair, Executive Director, and a committee member.
    b. Will work to contact and obtain sponsors with assistance from all ANCW committees and members, maintain sponsor information and reporting documents for sponsors, ensure sponsor requirements are met as stated in sponsor contracts, and report to the Treasurer and Executive Director all sponsors to ensure sponsorship funds are paid.

H. Ad hoc committees may be appointed for a particular need by the President, with Executive Committee approval.

I. Additional Workgroups/Assignment

These tasks and/or former committees are assigned to the Executive Committee. They may choose to assign them to a coordinator, an ad hoc committee, a working group, staff, or be implemented by the Executive Committee themselves. These assignments will be addressed/assigned at the beginning of the new Executive Committee's year.

- ANCW/NCBA Partnership Planning Group Committee
- Industry Issues
- Long Range Planning Committee
- Media Relations (Press Releases)
- Personal and Professional Development

DUES and DONATIONS

A. Membership Dues and Fees structure

1. Dues are set by a majority vote (51%) of the Board of Directors in attendance.

2. Dues shall be due on the anniversary of the initial date of joining. Dues shall be considered delinquent if not paid within 90 days of due date. If renewal dues for an ANCW membership are not paid within 180 days of due date, the member will be removed from the roster.

3. Members will be notified to renew 30 days prior to renewal date.

    a) Regular membership dues shall be $75.00.

    b) Sustaining membership dues shall be $100

    c) Lifetime Presidential Membership shall be conferred upon ANCW Presidents at the completion of their term in office and upon Charter Members (1952 or before). Lifetime Presidential Members are not required to pay dues.

    d) Honorary membership shall be conferred, with no dues.

    e) Affiliate membership fees shall be $250.00. These dues are waived for the first year for newly formed state affiliates.

    f) National Associate membership fees of at least $150.00 shall be accepted.

    g) Collegiate Membership dues shall be $25.00 per year. Upon completion of college, the first year of regular ANCW membership dues shall be waived for any collegiate wishing to become a regular member.

    h) Junior CattleWomen membership dues shall be $20.00 per year.

    i) Life Membership dues shall be $1,500.00.

B. Donations structure

1. Donations may be made at any time to either ANCW or ANCW Foundation, Inc. funds.

CONFLICT OF INTEREST

No member of the Executive Committee or Board of Directors shall participate in any discussion or vote on any matter in which she, or a member of her immediate family, has a potential conflict of interest due to having a material economic involvement regarding the matter being discussed. When such a situation presents itself, the Executive Committee member or Board of Director member must announce her potential conflict, disqualify herself and be excused from the meeting until discussion is over on the matter involved. The President/Chair of the meeting is expected to make inquiry if such conflict appears to exist, and the Executive Committee member or Board of Director member has not made it known.

VENDOR POLICY

A. ANCW will allow commercial vendors at specified ANCW meetings. Requests for commercial vendor spaces must be submitted in writing to the Executive Committee and received at least 30 days in advance of the first day of the meeting.

B. Vendors are limited to a specified vendor area at the meeting - preferably outside the meeting room.

C. Vendors are not allowed to be open during meeting/presentation times.

D. All vendors will be charged an appropriate fee. Proceeds from funds collected will be sent to ANCW to be used for applicable meeting expenses to be allocated by the Executive Committee.

E. ANCW reserves the right to refuse anyone a commercial vendor space, and to have them removed at any time during their meeting if so desired.

ELECTRONIC MEETING PROTOCOL

A. Meetings conducted by electronic means (conference calls, video conferencing, web conferencing) shall be conducted according to the following rules:

    1. Meeting chair shall prepare and distribute a detailed agenda, attaching any helpful reports or background information.

    2. Meeting chair will open meeting with a roll call and determine that all participants can be seen, heard, recognized and credentialed.

    3. Review the rules of the meeting, especially as to how members obtain recognition and the floor.

    4. Verify votes by calling each member’s name, if necessary.

    5. End the meeting clearly, making certain all members know the meeting is adjourned.

B. Email may be used to disseminate information and facilitate meetings. Email meetings are discouraged but may be used on a limited basis if needed. To be valid, meeting the following rules must be followed.

1. For an email message to be part of a meeting, it must be sent to all members (with the exception of returned ballots).

2. Minutes consist of the full transcript of the meeting, comprising all the email messages that were part of it.

3. For a vote to be valid, a quorum of ballots must be returned. This quorum is one half unless otherwise specified.

4. To conduct an email vote, a ballot is sent to the voting members stating exactly what is to be voted on and containing a clearly designated place for the member to mark a vote. The subject line should contain the term “ballot”.

5. Meeting chair will be responsible for counting the vote and announcing the results to the members.

MEMBERSHIP DATABASE

Wild Apricot shall be the member database. Levels of accessibility and security are as follows:

A. Account administrator (full access) – Grants full access to all administrative functions.

   Account administrators shall be:

   1. President
   2. Executive Director/Business Manager
   3. Treasurer

B. Account Administrator (Read-only access) – Allows viewing of database without being able to make any changes.

C. Limited Administrator – Provides administrative access to selected Wild Apricot modules.

   1. Membership manager – creates new contacts and modifies existing ones
   2. Event manager – creates and manages all events
   3. Donations manager – manage all donations
   4. Newsletter manager – sends manual emails (e.g. newsletters)
   5. Online store manager – manages products and orders in online store
   6. Website editor – modifies web pages

D. Limited access is granted to the following positions: (Parliamentarian, Newsletter, Ways and Means, and Membership Chair removed from 2023 version)

   1. President Elect – membership and newsletter
   2. Vice President – membership and newsletter
   3. Past President – membership and newsletter
   4. Board of Directors Chair – membership and newsletter
   5. Region Directors – membership and newsletter

6. Publisher of the Newsletter – membership and newsletter
7. Communications Committee Chair – website, newsletter, event
8. Legislative Chair – newsletter

E. All other access will be granted on an as needed basis when it is necessary for events and committees

AMENDMENTS TO POLICIES AND PROCEDURES

These Policies and Procedures may be revised by the Bylaws Committee and/or Executive Committee member(s) and submitted to the Executive Committee to be reviewed and approved.

Appendix A:
Being reviewed by Bylaws Committee but approved by Executive Committee 6/2/2025.

Committee Attendance & Participation Policy

Effective 6/2/2025

Purpose:

This policy is designed to ensure consistency, transparency, and accountability within our volunteer committees. Active participation is essential to fulfilling our mission and serving our membership effectively. We recognize that all committee members are volunteers, and we value the time and energy each person contributes.

Expectations:

● Committee members are expected to attend all scheduled meetings and participate in activities related to their role.

● If a member is unable to attend a meeting or event, we ask that they notify the committee chair or designated contact as early as possible.

● We understand that unexpected conflicts may arise. In these cases, prompt communication is appreciated.

Unreported Absences:

● An unreported absence (also referred to as an unexpected absence without communication) occurs when a member misses a meeting or scheduled commitment without notifying the committee chair in advance.

● Repeated unreported absences may hinder the group's effectiveness and impact morale.

Accountability & Continuity:

● If a member has two or more unreported absences within a [quarter/6-month period], the chair will reach out for a check-in to discuss any challenges and assess continued availability to serve.

● A pattern of unnotified missed commitments may result in reassignment or replacement, to ensure consistency for the benefit of the full membership.

Support & Flexibility:

● We encourage open communication. If a member is experiencing changes in availability or capacity, we welcome a conversation to explore ways to stay involved at a level that works for them.

● Leaves of absence or temporary adjustments in responsibility can be arranged when needed.