

## ARIZONA STATE COWBELLES POINTS OF POLICY

### POINT I

#### DUTIES OF THE PRESIDENT

The President shall:

- A. Preside at all meetings of membership and Board of Directors.
- B. Appoint a secretary, parliamentarian, chaplain and historian (for the term of office for which she is elected) to serve on the Board of Directors.
- C. Issue a call for a meeting of the Board of Directors, scheduled as listed in By-Laws under "Meetings," and shall give notice of such meetings to each member of the Board of Directors no less than two (2) weeks before the date of such meeting. Notice of special meetings, other than regular or convention meetings, shall state the business to be voted on.
- D. Attend (or appoint a qualified delegate to attend) the American National CattleWomen convention or called meetings of ANCW. If delegate is appointed, President must relinquish a part of her allowance to help cover appointee's expenses.
- E. Communicate efficiently to all Cowbelles in Arizona, in the form of a newsletter and/ or other means four (4) or more times yearly what the ASC is doing on behalf of the Beef Industry. Communication can be any method to include: spoken, written, telephone, email, or fax.
- F. Submit monthly reports to the official publication, *The Arizona Cattlelog*, of the Arizona Cattle Growers' Association on the Cowbelle activities throughout the State. It is recommended that this be used to emphasize Arizona Cowbelles' beef promotion and education activities throughout the State.
- G. Attend Board meetings of the Arizona Cattle Growers' Association and the Arizona Beef Council and be ready to give an updated report on Cowbelle activities or assign a representative. The President will submit the ASC annual budget to the Arizona Beef Council (in accordance with the Council's schedule) for approval and funding. The President or her designee will visit and report ASC, ACGA and AZ Beef Council updates to all Cowbelle Local affiliates.
- H. (a) Appoint a Chair for the following standing committees:
  1. Ag Literacy
  2. Beef Ambassador
  3. Budget & Finance
  4. Bylaws & Points of Policy
  5. Industry Issues (Legislative & Animal Welfare)
  6. Membership
  7. Communications & Publicity
  8. Promotion & Education
  9. Ways & Means(b) Appoint or Board-elect individuals for the following Projects and/or Positions:
  1. Arizona National Stock Show Activities Coordinator
  2. Chaplain
  3. Courtesy
  4. Historian
  5. Mattie Cowan Scholarship
  6. Parliamentarian
  7. Statutory Agent
  8. Special Activities/ Events
- I. Serve as an ex-officio member of all committees, except Nominating.

- J. Be authorized an annual expense allowance of \$6,000.00 (paid semi-annually) that may be used by the President or her designee for the following:
  - 1. Attend the American National Cattle Women's Convention.
  - 2. Travel expenses (meeting registration, economy-class transportation, and standard room rates, excludes meals) due to attending all required meetings.
  - 3. All expenses are to be documented and submitted to the Treasurer on a quarterly basis using the ASC Expense Report Form (attached) for her year as President.
  - 4. ASC will hold a group membership with the Arizona Cattle Growers' Association. The ASC President or designee will represent and attend ACGA meetings with one vote.
  - 5. All telephone expenses associated with the Arizona State Cowbelle's activities.
  - 6. Auto mileage expenses.
- K. Act as Mistress of Ceremonies at all ASC activities.
- L. Compile an annual report consisting of edited reports of all ASC activities, financials, committees, and all Local affiliates.
- M. Submit to the Treasurer the end of fiscal year written report of her year's expenses.

## **POINT II**

### **DUTIES OF THE PRESIDENT-ELECT**

The President-Elect shall:

- A. Serve as Member of Budget & Finance Committee.
- B. Preside at all meetings in the absence of the President and shall succeed to the presidency.
- C. Attend Mid-Year and Region VI meetings of ANCW, prior to presidency.
- D. Be authorized an annual expense allowance of \$1,000.00 (paid semi-annually) that may be used for ANCW Mid-Year and Region VI meetings.
- E. Travel expenses (meeting registration, economy-class transportation, and standard room rates, excludes meals) due to attending all required meetings.
- F. All expenses are to be documented and submitted to the Treasurer on a quarterly basis using the ASC Expense Report Form for her year as President-Elect.
- G. May send formal invitation to the ANCW President to attend ASC Annual Membership meeting to install ASC officers. Coordinate travel and arrange for accommodations as well as be hostess for the ANCW President or her representative during Annual Membership meeting.

## **POINT III**

### **DUTIES OF THE SECRETARY**

The Secretary shall:

- A. Keep the minutes for both the Annual Membership and the Board of Directors' meetings and send a copy of such minutes to the President and the entire Board within two (2) weeks after each meeting.
- B. Keep minutes in a permanent minute book for records.
- C. Assist the President whenever possible with all required correspondence.
- D. Be authorized an expense allowance of \$300.00 each year.
- E. All expenses are to be documented and submitted to the Treasurer on a quarterly basis using the ASC Expense Report Form for her year as Secretary.

## **POINT IV**

### **DUTIES OF THE TREASURER**

The Treasurer shall:

- A. Serve as a member of the Budget and Finance Committee.
- B. Collect annual membership dues for ASC (\$25.00), which are payable on October 1<sup>st</sup> and delinquent on December 31<sup>st</sup>, and ANCW dues Membership dues go directly to the Treasurer.
- C. Send dues' reports to a Membership Chair as needed.
- D. Handle all moneys received, pay all bills when due, keep an account of all funds of the organization and give a report on same at each meeting.
- E. Notify Local Cowbelle affiliates when affiliate dues (\$50.00) are due and payable (October 1<sup>st</sup> and delinquent December 31<sup>st</sup>).
- F. Send affiliate fee to the American National CattleWomen, Inc., by January 1<sup>st</sup>.
- G. Notify responsible officer or chair when budget items are nearing their limits.
- H. Issue semi-annual expense allowance to President and President-Elect, and annually to the Secretary and Treasurer.
- I. Provide an approved ASC Expense Report Form to members requiring expense re-imbursement. Receive expenses via completed ASC Expense Report Forms and if acceptable pay in a timely manner. For ASC officers with an expense allowance this shall be submitted at least quarterly with proper documentation. If properly completed Expense Report Forms are not received by these officers, allowances shall not be paid and be revoked (payable back to ASC).
- J. Submit books annually to the Auditing Committee for review.
- K. Forward ANCW dues paid by State membership.
- L. Pay dues annually to the Arizona National Livestock Show.
- M. Pay dues annually to the Arizona Cattle Growers' Association as a group membership with voting privileges.
- N. Serve a three (3) year term and be authorized an annual expense allowance of \$300.00.
- O. The Treasurer along with the Statutory Agent shall perform duties as prescribed in Arizona Revised Statutes, including preparation of the Annual Report for submission to the Arizona Corporation Commission in January of each calendar year.

## **POINT V**

### **DUTIES OF THE IMMEDIATE PAST PRESIDENT**

The Immediate Past President or her designee shall:

- A. Serve as Chair of the Budget and Finance Committee.
- B. Serve as Chair of the Nominating Committee.
- C. Serve as Chair of the CattleWoman of the Year Award (application attached).
- D. Serve as Chair of the Past-Presidents' Breakfast, making arrangements in coordination with the Arizona Cattle Grower's Association. Responsibilities include
  - 1. Invitations to all Past-Presidents, the new Past-President and the ANCW President;
  - 2. She asks the body of the Past-Presidents to elect an Advisor;
  - 3. Have the Past-Presidents guest/ history book signed at the breakfast and present along with pictures to the new Past-President.
- E. Be responsible for seeing that the Pin has been ordered for the outgoing President purchased with ASC funds.
- F. Have *The Arizona CattleLog* bound for the year for the outgoing President. This is a gift from the Executive Board and will be presented at the breakfast the following year.
- G. Serve as a member of the AZ Cattle Industry Foundation.

## **POINT VI**

### **DUTIES OF THE ADVISOR**

- A. Advise on past procedures, policies and traditions of Cowbelles as set by previous Arizona State Cowbelles' Board of Directors.
- B. The Advisor shall be a Past-President and shall be elected by the Past-Presidents at their annual breakfast meeting.
- C. The Advisor shall assist the Arizona State Cowbelle President on the Annual Membership Meeting.
- D. Assist with questions from the ASC membership.

## **POINT VII**

### **DUTIES OF THE PARLIAMENTARIAN**

The Parliamentarian shall provide advice and direction on proper parliamentary procedures at the Annual Membership and Board of Directors' Meetings. The most current version of *Robert's Rules of Order*, Revised should be available at all meetings and shall be followed.

## **POINT VIII**

### **DUTIES OF THE CHAPLAIN**

The Chaplain shall offer a prayer at Arizona State Cowbelles' meetings when requested to do so by the President. The flag salute always follows the prayer, and the Chaplain may lead the Pledge of Allegiance to the Flag.

## **POINT IX**

### **DUTIES OF THE HISTORIAN**

The Historian shall:

- A. Contact Local affiliates early for picture requests and repeat as necessary.
- B. Bills should be presented at each Board meeting using the ASC Expense Report Form. In May, prepare report for Annual Membership Meeting.
- C. Compile ASC's scrapbook from files you have kept of Locals' input through the year.
- D. Add names of deceased members to page at back of scrapbook.
- E. Be responsible for getting the scrapbook to a specified location where ASC scrapbooks are safe and preserved. The location will be so noted in the minutes of the Annual Membership Meeting.
- F. Local affiliates may bring scrapbooks to the Annual Membership Meeting for display.

## **POINT X**

### **DUTIES OF EACH STANDING COMMITTEE CHAIR**

Each Committee Chair shall:

- A. Report at appropriate (in a timely manner) Board meetings.
- B. Submit a yearly report to the President NO LATER THAN SIXTY (60) DAYS BEFORE THE ANNUAL MEMBERSHIP MEETING, to enable the President to include it in the President's Annual Report.
- C. All expenses are to be documented at least quarterly using the ASC Expense Report Form and filed with the Treasurer for her year as a Committee Chair.

Ag Literacy shall:

- A. Coordinate with other organizations to implement this program.
- B. Communicate with all Local affiliates and obtain the support needed to successfully implement this program.

Beef Ambassador Chair shall:

- A. Obtain the budget (as set and approved by the ASC Board) and the Arizona Beef Ambassador Guidelines and notebook from previous chair.
- B. Send Arizona Beef Ambassador Competition Rules & Regulations and Arizona "Official Entry Form" to:
  1. Cowbelle Local affiliates/ Families & Friends
  2. County Extension Offices in Arizona
  3. Director of Arizona FFA
  4. Director of Arizona 4-H
  5. Contact the AZ Department of Education for distribution to Jr. High & Sr. High Schools
  6. College/ University Ag Groups/Schools
  7. ACGA Website/ other communications
  8. ASC Website/ other communications
- C. Select site and arrange with facility where competition to be held for use of facilities. Notify ASC Board of venue and date.
- D. Organize annual beef ambassador contest for juniors and seniors based on the Arizona Beef Ambassador Contest Rules & Regulations.
- E. Oversee training of junior and senior contestants for the competitions.
- F. Choose and order prizes for Junior Division 1st, 2nd and 3rd place winners and 2nd and 3rd place winners in the Senior Division. Arrange for scholarship presentation to the eligible 1st place Senior Division winner.
- G. Select the needed judges for competition. Provide the judges with contest information, judging packets and any needed passes. Follow up with Thank You notes and/or gift.
- H. Arrange for photographs for Historian's book. Include photos of winners with President.
- I. Provide Mistress of Ceremonies (President) with contestant information before competition.
- J. Serve as hostess for competition, including set-up and clean up.
- K. Oversee attendance of Senior Ambassador to no less than five (5) ASC Events or other Beef Industry Events during the year. Junior Ambassador may be invited to attend events when applicable. Any Junior Ambassador's travel expenses require prior ASC Board approval. Send a written report of these activities to ASC Secretary and President prior to Board meetings.
- L. File a quarterly financial statement using the ASC Expense Report Form with the ASC Treasurer and ASC President.

Budget and Finance Chair shall:

- A. Be the Immediate Past President, along with a committee of the Ways and Means Chair, the Treasurer, and the President-Elect.
- B. Develop and submit to the Board of Directors a tentative annual budget for funding the Arizona State Cowbelle activities. This budget shall be approved by the Directors prior to the Annual Membership Meeting.
- C. Due to necessity, changes may be made in budgeted items by vote of the Board of Directors
- D. In agreement with the ASC Executive Board, a tentative budget for programs funded by the Arizona Beef Council shall be submitted to the Arizona Beef Council each year.
- E. With other members of the committee, excluding the Treasurer and Immediate Past President, review annually the account books maintained by the Treasurer and submit a written report of review to the Board. The President may appoint a third ASC member for the purpose of this review.
- F. At the end of a Treasurer's service hire, upon approval from the Board, an independent review of the accounting books.

By-Laws and Points of Policy Chair shall:

Upon request of the President or the Board of Directors, draft amendments and/ or revisions to the By-Laws and/ or Points of Policy when needed and present for consideration of the Board.

Promotion & Education Chair shall:

- A. Provide guidance and assistance to Local affiliates in the development and execution of beef education activities. Keep Locals informed of newest educational programs and promotional programs and materials available from beef councils, NCBA and ANCW and provide instructions for ordering these.
- B. Encourage Local affiliates to offer educational programs, tours, forms and materials to schools, civic organizations, conventions, and general consumer groups using audiovisual materials and speakers to tell the public of the nutritional value of beef as well as the positive role the beef industry plays in the environment, economy and overall wellbeing of Arizona and the nation.
- C. Work with the ANCW Region VI Representatives and to communicate to members and all Local affiliates the ANCW Beef Promotion and Consumer issues, and implement the ANCW programs.
- D. Assist the Arizona Cattle Growers' Association and Arizona Beef Council in its efforts to promote the welfare of the cattle industry.

Industry Issues Chair shall:

- A. Work with the Arizona Cattlemen's Association, National Cattlemen's Beef Association and the ANCW on legislative alerts and activities and inform Cowbelles when letters, emails, a fax, or telephone calls to state and national congressmen are needed.
- B. Keep a current list of Local affiliates' legislative Chairs and Region VI Legislative Representative. Provide emails to the ANCW Region VI Legislative Representative and/ or relay alerts from ANCW.
- C. Send or email Local Presidents a copy of the current legislative directory (which can be obtained from the Arizona Cattlemen's lobbyist).
- D. The Chair or an appointed Committee Member shall disseminate animal welfare information about issues to the Local affiliate via the newsletter and/ or the ASC website.
- E. She will coordinate and implement any ANCW programs.

Membership Chair shall:

- A. Serve a three (3) year term.
- B. Members joining the last 2 months of the membership year will be credited for the following year.
- C. Maintain a current directory of ASC members, By Laws, and Points of Policies and make available to members upon request.
- D. Make sure a membership brochure/application is always in print and copies are supplied to each Local affiliate.
- E. List Honorary and Life Members in the current rosters.
- F. Invite businesses to become associate members of the Arizona State Cowbelles for \$100.00 annual dues.
- G. Send membership certificate and a thank you letter to each Associate Member.
- H. Associate Membership checks should be sent directly to the Treasurer. Make certain that a list of Associate Members is published at least once a year in *The Arizona Cattlelog* so the members can be acknowledged by the Arizona Cowbelles throughout the State.
- I. Recognize Associate Members at the Annual Membership Meeting and in the President's Annual Report.

Communications & Publicity Chair shall:

- A. Provide communications to all members via a newsletter and an interactive website ([www.arizonacowbelles.org](http://www.arizonacowbelles.org)).

- B. Develop any news releases and/or assist any media coverage of this organization.
- C. Notify ASC membership of pertinent information from Local affiliates, the ASC, ANCW, and the beef industry.

Nominating Committee shall

- A. Consist of the Immediate Past-President, as Chair, and the 2 preceding Past Presidents and 2 Local Presidents. The 2 Local Presidents will be selected by the committee of the 3 Past Presidents.
- B. Contact the Board of Directors by June 1st for the nominations of President, President-Elect and Treasurer (every 3 years).
- C. Submit a slate of officers prior to the Annual Membership Meeting for approval by the Board of Directors.
- D. Present a slate of officers at the Annual Membership Meeting for a vote. Collect and count the votes of the membership and report results.

Ways and Means Chair shall:

- A. Shall serve as a member of the Budget & Finance Committee.
- B. Plan and conduct moneymaking activities necessary to provide funds essential for accomplishment of Cowbelle programs.
- C. Set dates and handle the implementation of fund raising activities (such as drawings, auctions, etc.).
- D. Advise Treasurer quarterly of monies accruing from fund raising activities.
- E. May appoint a Chair to specific fundraiser activities when needed, i.e. cookbook, napkins, Beef Gift Certificates, etc.

**POINT XI**

**DUTIES OF APPOINTED AND/OR ELECTED POSITIONS:**

Arizona National Stock Show Activities Coordinator

- A. Shall coordinate all ASC activities at this event.
- B. The Arizona State Cowbelles voted (1976) to make this event a public relations project honoring the Living Pioneers, in conjunction with the Arizona National Livestock Show. Letters requesting nominations for living pioneers (ranchers, farmers – men and women 65 years or older) should be sent before October 1st to each Local affiliate. The Pioneer Day Luncheon is held during the Arizona National Livestock Show. Each Local affiliate is asked to notify the Chair of any deceased pioneer from her area.
- C. Send notice to Local affiliate seeking their representation at the festivities to serve at the Pioneer Luncheon.

Courtesy shall:

- A. Send get well and sympathy cards (flowers or plants may be sent) to members of Arizona State Cowbelles as appropriate. Send special event cards to Local affiliates observing significant anniversaries.
- B. Contact the family of a deceased Arizona Cowbelle to ascertain if they prefer a book placed in a library in honor of the deceased Cowbelle or a \$25.00 donation to a favorite charity, the Mattie Cowan Scholarship, or the Arizona Cattle Industry Research and Education Foundation, and implement as preferred.
- C. Supply the Historian with a list of deceased members for her current year in office.
- D. Be responsible for seeing that these names are added to the permanent plaque (when a permanent plaque is in place).

Mattie Cowan Scholarship shall:

Coordinate needed activities to award this scholarship each year:

- A. Prepare current scholarship applications.
- B. Contact AZ schools, 4-H, FFA Programs, Locals.
- C. Applications due April 15<sup>th</sup> of each year.
- D. Committee of 3 to select winners.
- E. Thanks to all applicants and contact winners, include instructions to receive scholarship.
- F. Presentation of scholarships.
- G. Copies of all to ASC Treasurer.

Statutory Agent shall:

Along with the Treasurer, the Statutory Agent shall perform duties as prescribed in Arizona Revised Statutes, including preparation of the Annual Report for submission to the Arizona Corporation Commission in January of each calendar year.

Special Activities/ Events shall:

Coordinate needed activities to promote beef in Arizona as appropriate.

**POINT XII**

**DUTIES OF REPRESENTATIVES FOR LOCALS**

Representatives of Local affiliates (in their capacity as State Board Members) shall:

- A. **All Local presidents must be active ASC members.**
- B. Convey information relative to activities conducted by the State Cowbelles and the ANCW activities to the Local affiliates and solicit support from Local members.
- C. Carry on the work of the State Cowbelles and the ANCW through beef promotion, beef education and public relations at the Local's level as appropriate.
- D. Submit a report of the calendar year's activities to the President NO LATER THAN SIXTY (60) DAYS BEFORE THE STATE COWBELLE ANNUAL MEMBERSHIP MEETING.
- E. Report her Local affiliate's views and consensus on matters before the Board, reflecting these votes in any vote.
- F. Assist the Membership Chair to recruit more State Cowbelle and ANCW members as appropriate.
- G. Annually, by October 1<sup>st</sup> submit a membership list with each member's affiliate (Local, ASC, ANCW) to the Membership Chair.

**POINT XIII**

**NEW LOCAL AFFILIATES**

Any group that expresses an interest to become a new local Cowbelle affiliate of the Arizona State Cowbelles shall:

- A. Organize with it purpose, goals and governance.
- B. Demonstrate its purpose and focus are in support of the ASC (education, promotion and the women's voice of the beef industry).
- C. Contact the ASC for a meeting to submit all materials and to provide whatever information ASC has requested.
- D. When ASC BOD is satisfied with the organization's structure and purpose of the local is acceptable it shall vote. Upon approval a new local shall be affiliated to ASC. A packet of information and guidelines for starting a new affiliate can be obtained from the ASC Secretary (new affiliate information form is attached and posted on [www.arizonacowbelles.org](http://www.arizonacowbelles.org)).

Those interested in forming a local affiliate shall:

- A. Hold a meeting to establish interest in forming a Local affiliate.
- B. The results are communicated to the ASC President who conveys it to the Board of Directors (BOD).
- C. Acknowledgement is sent along with these Suggested Guidelines to the Chair of the group requesting the Local affiliate.
- D. Upon receipt of the Guidelines, the Chair of the group meets and a temporary Chair and Secretary are elected.
- E. A committee is formed to write the local By-laws and Points of Policy.
- F. The By-laws and Points of Policy are approved by the requesting group.
- G. The approved By-laws and Points of Policy are forwarded to the ASC President. When the ASC BOD is satisfied with the governance and purpose of the new Local it conveys approval to this new Local.
- H. The new Local meets and elects officers.
- I. The new Local affiliate officers and other members are invited to the next BOD meeting.
- J. The ASC Board votes to accept/ reject the new Local.
- K. If accepted the new Local president and/ or ASC representative are invited to become members of the ASC Board and must be ASC members.

#### **POINT XIV**

##### **AFFILIATE DUES**

Dues for the affiliate of a Local with the ASC are \$50.00 annually, except for those Locals that have 100 percent membership in the ASC by December 31st, on which no dues will be imposed. Locals must be affiliated for its representative to have a vote.

#### **POINT XV**

##### **BUSINESS**

Emergency business shall be conducted by a quorum of the Executive Board. Business to be transacted at the Annual Membership Meeting shall be conducted by the President and acted upon before the election of officers. A limit of \$500.00 may not be exceeded annually in emergency spending by the Executive Board without approval of the majority of the Board. Officers elected at such meetings are installed at the close of the meeting. Following the election and installation of Officers, the Cattlewoman of the Year award is announced.

#### **POINT XVI**

##### **MEMBERSHIP**

- A. Honorary membership may be granted to women who have been interested and active in the promotion of activities and projects of Arizona State Cowbelles., or women who deserve such recognition. Honorary members have all rights and privileges of membership, except they shall NOT VOTE and cannot hold office.
- B. Life membership in Arizona State Cowbelles may be granted to members who have been members in good standing for ten (10) years, and who pay dues of fifteen (15) times the annual State dues.
- C. Associate membership may be granted to persons and/or companies who wish to support the cattle business and will have all rights and privileges of membership, except they shall NOT VOTE and cannot hold office.

## **POINT XVII**

### **COLORS**

The colors of the Arizona State Cowbellees shall be red, and white. It is suggested to wear red with white blouses (bandana or red scarves/ vests /etc.) with dark pants or skirts to easily be recognized as a Cowbellee at various functions.

## **POINT XVIII**

### **REPORTS**

- A. Each Local affiliate shall submit a report of its calendar year activities to the President SIXTY (60) DAYS BEFORE THE ASC ANNUAL MEMBERSHIP MEETING.
- B. All committee Chairs and appointments shall submit a report to the President NO LATER THAN SIXTY (60) DAYS BEFORE THE ANNUAL MEMBERSHIP MEETING to insure inclusion in the annual report.

## **POINT XIX**

### **FISCAL YEAR**

The Arizona State Cowbellees shall operate on a fiscal year basis, July 1st to June 30th.

## **POINT XX**

### **AMENDMENTS**

Amendments or revision to Points of Policy may be made at any Board of Directors' meeting by a majority vote.

## **POINT XXI**

### **USE OF THE ASC NAME AND LOGO**



The official logo of this organization is shown. Anyone that wishes to use the ASC name or logo needs to have written permission from the current Executive Board. Approval will be noted to membership at the next Board of Directors' meeting and documented in the minutes.

## **POINT XXII**

### **PRESIDENT'S GIFT FROM HER BOARD**

It has become a tradition that the Executive Board and Committee Chairs all give a donation to the Immediate Past President to purchase the President's gift for her work during the year; typically this donation is approximately \$10.00 each. These funds in the past have purchased items such as a silver buckle, bolo tie or jewelry. Other gifts to the President include the President's Silver Pin and a bound book of published *Arizona CattleLog* articles.



## ARIZONA STATE COWBELLES, INC.

### Member Expense Report

TRAVEL REIMBURSEMENT POLICY. It is ASC's policy to reimburse for necessary and reasonable expenses incurred in connection with pre-approved ASC business. To be reimbursed for these expenses, ASC members must complete and sign an Expense Report form. The ASC Executive Board has final approval on expense reports prior to reimbursement.

GENERAL POLICIES. Documentation is necessary and essential for speed in processing. Credit card receipts will not be acceptable documentation of expenses. **ORIGINAL INVOICES OR RECEIPTS MUST BE SUBMITTED.** Original receipts for expenses should be numbered and TAPED to blank paper. The following classes of expenses require the type of documentation specified:

- Air Fare: Attach the original copy of "passenger receipt."
- Taxi/Shuttle: Attach dated receipt(s).
- Car Miles: **ASC covers mileage only for ASC President. ASC does not cover car rentals – for your tax purposes only.**
- Hotel: Attach the original hotel bill and receipts (In room movie rentals or laundry/dry cleaning will not be reimbursed.)
- Meals: Original itemized receipts are required. Meals are usually included in registration expense. **Meals beyond registration are not covered by ASC – for your tax purposes only.**

### **ALL REIMBURSEMENTS ARE SUBJECT TO BUDGET ALLOWANCES.**

Any expenses over the budgeted allocation are the responsibility of the individual.

ASC will reimburse you within 60 days after receiving your expense report. PLEASE SUBMIT YOUR EXPENSES NO LATER THAN 30 DAYS AFTER THE EVENT.

If your Expense Report with the appropriate detail has not been received by ASC 60 days after the event, the funds will not be available for distribution.

Snacks, alcoholic beverages, extra luggage, hotel movies, extra hotel nights, or excessive charges are not reimbursable expenses.

Regular or discounted coach class (economy, excursion, or promotional) airfare will be utilized for all travel by all ASC members. Dates of departure and return should be noted in the description column.

Mileage is calculated at the current Internal Revenue rate of 55.5¢. When, where, and why should be noted in the description column. Mileage is for your tax benefit -- ASC does not cover mileage, except for ASC President.

If you have questions filling out this expense report, please call the ASC Treasurer at 307-673-1121.

## **ARIZONA STATE COWBELLES CATTLEWOMAN OF YEAR AWARD**

Please read the following criteria carefully and complete the nomination for found on the following pages. Preferred method of receiving the nomination is via email, however, hard copies will certainly be accepted. The deadline for annual nominations is determined by the Immediate Past President each year (typically in mid to late May). Nominations received after the deadline will not be accepted. The committee will select the recipient based upon the information received on the nomination form, so it is important to include as much information as possible. The recipient will be announced during the Awards Luncheon held at the ASC/ACA Annual Convention.

### **CATTLEWOMAN OF THE YEAR CRITERIA**

The nominee may be selected from any member of the ASC in good standing, or a nonmember who is active in the cattle, agriculture or beef industry in Arizona.

The nominee does not need to be actively producing or feeding cattle.

The nominee may be a Past President of the Arizona State Cowbelles, in good standing, five years after her term has ended and as long as her contribution is not her Presidency by itself but in conjunction with or in addition to other contributions to the industry.

Nominations must be submitted on the official form. All supporting materials, including letters of recommendation, must be included or attached with the form.

The winner will be expected to attend the Awards Luncheon during the ASC/ACA Annual Convention.

This award is not designed to honor individuals posthumously.

Submit nomination forms to the ASC Immediate Past President for consideration.

**ARIZONA STATE COWBELLES  
CATTLEWOMAN OF YEAR  
NOMINATION FORM (Page 1 of 2)**

**Nominee's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**INFORMATION ON NOMINEE (PERSON NOMINATED)**

1. Identify affiliation with the cattle industry in Arizona (Producer, Feeder, Business Associate, etc.)
  
2. Name and description of current level of involvement in the cattle industry.
  
3. Describe history of cattle industry participation. Include the following: first involved, development of participation, extraordinary actions, etc.
  
4. List past and current participation in beef industry organizations, government boards and commissions, etc. (state and national). Include the following: offices or titles held, committees served on, speaking engagements dates.
  
5. List directorships and offices held in other agri-business organizations (banks, co-op, etc.).
  
6. List awards and honors received.
  
7. List other supporting information (family, civic involvement, etc.).

**ARIZONA STATE COWBELLES  
CATTLEWOMAN OF YEAR  
NOMINATION FORM (Page 2 of 2)**

**INFORMATION FROM PERSON PLACING NOMINATION**

1. State personal reasons for submitting your nominee.

2. List reasons you believe your nominee should be selected.

**THANK YOU FOR YOUR NOMINATION**

**DEADLINE IS \_\_\_\_\_**

# NEW AFFILIATE INFORMATION FORM

## ARIZONA STATE COWBELLES, INC. (ASC)

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**Please complete this form, submit a current member list.** Retain a copy for your files. Affiliates in *good standing* are eligible for services and benefits described in the Affiliate Application Process when affiliate dues are received and confirmed. **Affiliation dues cover the year and are non-refundable.** Please maintain your affiliate status by paying your dues each year by the designated date. If affiliation dues become one year past due, your organization may have its charter withdrawn. Payments from Affiliates that owe dues for a previous year will first be applied to the previous year's balance.

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**Please Print Legibly or Type**

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### **Part I: Officer Information**

Name of Organization: \_\_\_\_\_

President: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Affiliate President a member of ASC? \_\_\_\_\_ If not, please submit a membership application and dues. The Affiliate President **must** be a member of ASC.

Treasurer: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

President-Elect: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ASC Contact: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the ASC Contact a member of ASC? \_\_\_\_\_

ASC Contact **must** be a member of ASC.

## NEW AFFILIATE INFORMATION FORM (continued)

### PART II: Organization

Does your organization have a constitution and/or by-laws? Yes \_ No

If no, would you like assistance in writing a constitution or mission statement and by-laws?  
(Please attach a PDF document of your organization's constitution.) Yes No

Does your organization have a newsletter? Yes \_ No

If yes, please provide the name of your newsletter, a link to the newsletter if it exists, and the name and email of the editor.

Name of newsletter/scrapbook \_\_\_\_\_

Newsletter Editor/Historian \_\_\_\_\_

Editor/Historian's email \_\_\_\_\_

Does your organization have a website? Yes \_ No

If yes, does it link to the ASC Web site? Yes \_ No

URL of your organization's website \_\_\_\_\_

Does your organization have Twitter and/or Facebook Yes No

Please list if yes \_\_\_\_\_

Membership fees \$ \_\_\_\_\_

Number of board meetings \_\_\_\_\_

### PART III: Organization Activities

Please attach a list of your organization's events/conferences for the upcoming year, including date(s) and location(s):

Event Date:

Name of Event:

Event Theme/Title:

Event Host Organization:

Event Location:

Event City and State/Province:

Person to Contact or website to visit (for more information):

Awards/grants, etc. given out. Please list names of awards/grants and reasons they are awarded

Any other activities \_\_\_\_\_

# NEW AFFILIATE INFORMATION FORM (continued)

## **PART IV: Provide Current Organization Membership Information**

Please tell us the number of members of your organization. \_\_\_\_\_

Select one of the following options so that ASC may provide information to members of your organization. Your membership list will still need to be sent to become a new affiliate but will only be kept on file by the ASC membership chairperson, or you can check an option:

**Option 1:** The affiliate president and/or contact will receive periodic emails from ASC that will be sent to all ASC members by a specified deadline. The Belle Bulletin is one example of ASC emails that you are encouraged to send to your members.

**Option 2:** The affiliate organization will send a list of email addresses of its members, and ASC will send the communications directly to the affiliate members. Affiliates should consider allowing members to opt out of having their email addresses shared.

- Note: Email addresses will only be used to distribute information about ASC and its activities and will only be shared with other organizations such as the Beef Council, AZ Cattlemen's Association, or American National Cattlemen, if you choose option 2.

Please send a list of your organization's current members with their email addresses in an Excel spreadsheet to the ASC membership chairperson (formatted similar to example below):

LAST NAME	FIRST NAME	MIDDLE	EMAIL
<i>Doe</i>	<i>Jane</i>	<i>A</i>	<u><i>jdoe@xyzusd.k12.zz.us</i></u>

The request for future renewal should go to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**Please email or mail the Affiliate Information Form and a copy of your constitution or by-laws to the ASC President**

**Please submit Excel member lists and affiliate dues (check payable to ASC) to the ASC Membership Chair.**

**If you have any questions, are unable to provide a membership list or need additional information, please contact the ASC Advisor.**

## ARIZONA STATE COWBELLE REVIEW

### **1. Plan the Review**

- Review strategy – Assign a team member to each task
- Create a timeline to be completed

### **2. Conduct the Review**

- Give advance notice
- Fiscal year reviewed: July 1 – June 30
  - 1) List of documents to prepare for review:
    - Bank statements
    - Bank account reconciliation reports (where bank statements are compared to cash receipts and disbursements)
    - Check register for the time period being reviewed
    - List of transactions (cash receipts and cash disbursements) that were posted to the general ledger/journal (a manual or online system that tracks the transactions, including income and expenditures).
    - Check request and reimbursement forms, including receipts and invoices for all expenditures
    - Deposit receipts
    - Annual budget and monthly/quarterly treasurer reports
  - 2) Verify all outgoing checks were properly signed, accounted for, and posted to the correct accounts.
    - Example: Under convention expenses, there may be two different checks: one for the ASC convention expenses, and one for the ANCW President's visit
  - 3) Ensure all deposits were properly posted. This means entered into the correct accounts and ledger line in the general ledger/journal. These receipts should be further broken down into specific account receipts.
    - Example, revenue from membership not entered as a donation

### **3. Reviewing Financial Statements and Reports**

- 1) Review all financial statements: Balance Sheets, Income Statements and Budget for the time period. Ensure the transactions are properly recorded and accounted for. Any unusual deposits or withdrawals must be noted and ensured they were properly accounted for and legitimate.
  - Check that all accounts were reconciled monthly?
  - An unusual deposit might be a very large amount. Unusual withdrawals would be if substantial amounts of money are going to one person or business over a long period of time.
  - No documentation to the check that was written.
  - Reconciling: comparing two different reports or documents:
  - Cash, investments (Stevenson Note) vs. Bank Statements
  - Inventory: a physical count and valuation can be done at least once a year (ACGA/Other Storage), an example could be cook-books, etc. at member's storage/home.
  - For reconciliation, the reviewer doesn't need to look at every single transaction. Taking a statistical sample of the total number of transactions can provide similar results in a shorter time.

- 2) Ensure compliance with all state and federal requirements. If a nonprofit, verify the 501 tax exempt status and that the proper forms have been filed. Ensure federal and state tax returns, incorporation renewal and state sales tax forms have been filed as necessary.
- 3) Review all Treasurer's reports. Make sure that what was reported was recorded and the totals from the report to ledger books match accurately. Check to see that the annual treasurer's report was prepared and filed.

#### 4. **Completing the Review and Making Recommendations**

- 1) Complete the financial review worksheet. This is a summary of all the activity for the period (annually/fiscally):
  - The cash balance at the beginning of the period
  - All of the receipts during that time
  - Any and all of the payouts during that time
  - The cash at the end of the period
- 2) Suggest improvement to internal controls. **Note if improprieties exist:** Assess the organization's performance against their budget.
- 3) Determine your review opinion. State whether or not the financial information provided by the company is free or error and reported correctly.
  - If all is correct, the reviewer offers a **CLEAN OPINION**; if not the reviewer issues a **MODIFIED OPINION**; a modified opinion is used if the reviewers feel they were unable to issue a complete review.
- 4) Submit a signed document. This is the statement completed after the review and you have found that either the ledgers are accurate or that there are issues. If you found any issues, such as missing checks or receipts (without explanation) or otherwise a math discrepancy, you should point those out in the report. It is helpful to include any information you deem appropriate to assist in fixing those issues preventing recurrence at the next review.

### **Arizona**

Audit Required: No state law requirement for nonprofits.

Statute and Description: [Ariz. Rev. Stat. § 10-11622](#)

- See more at:

<https://www.councilofnonprofits.org/nonprofit-audit-guide/state-law-audit-requirements#AZ>

**ASC Audit of Treasurer's Records**  
**Checks and Bank Statements Agreement**

<b>Date</b>	<b>Check No.</b>

Date of Account Balance:

YEAR:	Deposits	Total	Cash Receipts Bank Statement	Difference	Notes
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Totals:					

**ARIZONA STATE COWBELLES**  
**AUDIT OF ASC TREASURER'S RECORDS      DATE:**

We the undersigned have made: A careful examination of the ASC Treasurer's Records. These records are in order and the financial affairs of the ASC have been recorded with due diligence and accuracy. We commend the ASC Treasurer \_\_\_\_\_, for an excellent job in managing the finances of the Arizona State Cowbelles, Inc.

**Auditor Name:**  
**Auditor Name:**  
**Auditor Name:**

**Signature:**  
**Signature:**  
**Signature:**

**ASC Audit of Treasurer's Records  
General Savings Account Statements Agreement**

Date	Check No.	Total Interest
		7/1/20____
		6/30/20____

6/30/20\_\_\_\_ Account Balance:

Balance	
Interest @ %	

20\_\_\_\_-20\_\_\_\_ Cash Receipts

Year:	Deposits	Total Deposits	Bank Statement	Difference	Notes
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Totals:					

AUDITORS:

**ARIZONA STATE COWBELLES**

**AUDIT OF TREASURER'S RECORDS - DATE:**

We the undersigned have made: A careful examination of the ASC Treasurer's Records. These records are in order and the financial affairs of the ASC have been recorded with due diligence and accuracy. We commend the ASC Treasurer, \_\_\_\_\_, for an excellent job in managing the finances of the organization.

AUDITOR NAME:

AUDITOR NAME:

AUDITOR NAME:

**ASC Audit of Treasurer's Records  
Special Projects Account Statements Agreement**

Date	Check No.	Total Interest	
		7/1/20____	
		6/30/20____	

6/30/20\_\_\_\_ Account Balance:

Balance		
Interest @	%	

**20\_\_-20\_\_ Cash Receipts**

Year:	Deposits	Total Deposits	Bank Statement	Difference	Notes
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Totals:					

AUDITORS:

**ARIZONA STATE COWBELLES**

**AUDIT OF TREASURER'S RECORDS - DATE:**

We the undersigned have made: A careful examination of the ASC Treasurer's Records. These records are in order and the financial affairs of the ASC have been recorded with due diligence and accuracy. We commend the ASC Treasurer, \_\_\_\_\_, for an excellent job in managing the finances of the organization.

AUDITOR NAME:

AUDITOR NAME:

AUDITOR NAME: