

**Canadian Junior Hereford Association**

# **Handbook**



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## **Executive Summary**

The Canadian Junior Hereford Association (CJHA) is an active youth agricultural organization. The CJHA promotes the Hereford breed and industry by organizing educational activities, cattle shows, unique national programs, and its national show - Bonanza, which is a showcase of Junior Hereford participation and excellence.

The organization is composed of individuals 21 years of age and under from all across Canada. The majority of Canadian Junior Hereford members are from Ontario and Western Canada.

An elected body of provincial representatives, a national advisor and adult advisors heads the CJHA from all provinces in Canada. The executive positions are term, with the privilege of office being defined in the Constitution.

The CJHA is truly a progressive youth organization and has acquired a highly respected reputation among the livestock industry. The Canadian Junior Hereford Association is a vital component of the Hereford breed and the livestock industry.



## **Mission Statement**

“Our mission is to be an open, enthusiastic and honest group dedicated to the improvement of ourselves, our group and our industry.

We exist to encourage, organize and unite all young Hereford supporters. While working towards this goal we will work together and enjoy ourselves and one another, and put the interests of the group above our own.”

## Part I: The Constitutions



# CANADIAN HEREFORD ASSOCIATION CONSTITUTION

## **1. Name**

The Organization shall be called “THE CANADIAN HEREFORD ASSOCIATION”.

## **2. Objects**

The Association shall have for its objects the encouragement, development and regulation of the breeding of purebred Hereford cattle in Canada.

1. By keeping a record of the breeding and origin of Hereford cattle and by collecting, preserving and publishing data and documents relating to the industry.
2. By establishing standards of breeding and by carrying out a system of registration.
3. By adopting means from time to time to protect and assist those engaged in propagation, breeding and exhibition of purebred Hereford cattle in compliance with The Animal Pedigree Act or any regulation made thereunder.
4. By maintaining an efficient supervision of breeders of Hereford cattle to prevent, detect and punish fraud, and particularly to take all possible action to insure the accuracy of the Registration Certificate.
5. By compiling statistics of the industry and furnishing official and authentic information in regard thereto.
6. By publishing and distributing literature devoted to the welfare of the Hereford and its owner.
7. And for these purposes to have power to make all needful contracts and agreements and to make, alter and repeat regulations subject to the provisions hereinafter set forth.

## **3. Members**

There shall be the following classes of members:

### A. Honorary Life Members:

- (I) The Board of Directors may appoint Honorary Life Members from time to time. Honorary Life Members shall receive a subscription to the Canadian Hereford Digest, compliments of the Canadian Hereford Association, and their life membership shall be purely honorary.
- (II) An Honorary Life Membership shall be bestowed upon all Honour Roll recipients.

### B. Life Members:

Life members shall be those members who paid a life membership prior to February 1, 1979.

### C. Annual Members:

Annual Members shall be those persons, partnerships or companies incorporated under Federal or Provincial charter, resident in Canada, who pay the prescribed annual membership fee, due the first day of January each year.

D. Junior Members:

- (I) Junior Members shall be individuals only, 21 years of age and under, citizens of Canada, who have paid the prescribed membership fee.
- (II) Junior Members shall be entitled to vote and hold office in the Canadian Hereford Association on and after their 18th birthday.
- (III) A Junior Membership expires on December 31 following the Junior's 21<sup>st</sup> birthday.

## **CANADIAN JUNIOR HEREFORD ASSOCIATION CONSTITUTION**

### **1. Name**

The Association shall be called "THE CANADIAN JUNIOR HEREFORD ASSOCIATION".

### **2. Objectives**

The objectives of this Association shall be to foster and encourage the interest of youths in the breeding, raising and promotion of Hereford cattle in Canada. This shall be carried out by developing their knowledge, leadership skills and community interest through individual and group participation of the membership.

The Association shall foster and encourage young cattlemen interested in the Hereford breed through education, commerce and activities, which will help them, be knowledgeable cattlemen and better citizens.

### **3. Members**

1. Membership shall be affected through the Canadian Hereford Association. A Junior Member of the Canadian Junior Hereford Association shall automatically become a member of their respective Provincial Junior Hereford Association.
2. A member in good standing is a member who is not in arrears of membership fees or other dues or suspended.
3. No member shall hold office or be entitled to vote at a meeting if, at the time notice was given to call such meeting, he/she was in arrears of membership fees.
4. The membership of the junior shall expire as of December 31st following the member's 21st birthday.

### **4. Offices**

The head office of the Association shall be the office of the Canadian Hereford Association.

### **5. Fiscal Year**

The fiscal year of the Association is to be in conjunction with the calendar year.

### **6. National Council**

There shall be a National Council consisting of 14 members responsible for the governing of the Association. Each provincial association or group association shall elect two representatives - one each year for a two-year term. The term shall commence at the time of election. The representative shall be elected by the Provincial Junior Hereford Association Board from among its members. At least one delegate from each province must be a member of its Junior Provincial Board. The Council shall also be composed of one adult advisor from each province or group.

Any member of the Council may resign at any time by giving written notice thereof to the remaining members of the Council. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The Council may, at its option, fill the vacancy by selecting a member of their choice from the Province in which the vacancy exists. The person so appointed shall serve for the balance of the two-year term or until his/her successor has been elected.

No member of the Council shall receive compensation for any service he may perform as a member of the Council, other than those expenses approved by the Council. This shall include those expenses incurred while travelling on behalf of the Council.

The Offices of the Council shall be chosen from members of the National Junior Council and by National Junior Council members.

## **7. Officers**

1. President - The President shall hold office for one year following the date of election. The duties of the President shall be to preside at all meetings of the Council, to exercise a general supervision over the affairs of the Association and generally assume all matters that are usually performed by Presidents of similar organizations. He/she shall be a member of all committees.
2. Vice-President - The vice-president shall be elected annually from among the Council members and, if the President is unable to act due to illness or absence, shall perform all duties of the President. The Vice President must also hold the responsibility of editing the handbook when necessary corrections are to be made.
3. Communications Officer - The person responsible for Communications shall be elected for a one-year term in the same manner and hold office for a similar time as the President. His/her duties shall include the reporting of the activities of the Association and of individual members to the media. He/she shall serve as historian of the Association, and shall have and perform such duties, authorities and responsibilities as may be prescribed from time to time by the National Council.
4. Secretary - The National Council shall elect a Secretary for a one-year term that shall act under the control and with the approval of the Council. He/she shall attend all meetings of the Association and the National Council and shall record all votes taken and minutes of all proceedings in a minute book. He/she shall have the responsibility to give notice of the meetings.
5. The financial records shall be the responsibility of the Canadian Hereford Association, except that the President, a delegated member of council and the CJHA National Coordinator have signing authority of the CJHA bank account.

## **8. Meetings**

The Annual General Meeting and other general meetings of the Council shall be held at such time and place as determined by the Council. A notice of at least 30 days in advance shall be given by a circular letter or by publishing such notice in the recognized breed publication.

A meeting of the Council may be held on shorter notice or without written notice providing all Council members have given their consent to the meeting being held. A record of each consent shall be entered in the minutes.

## **9. Order of Business**

The order of business at all Annual and General Meetings shall be as follows:

1. Identification of members
2. Reading of minutes of previous meetings



3. Reports of Officers and Committees
4. Correspondence
5. Unfinished business
6. Election of officers at council meeting following annual meeting
7. New business
8. Adjournment

The above order with the exception of 1. Identification of members may be changed at the pleasure of the meeting assembled.

### **10. Audit and Annual Report**

At each Annual Meeting the National Council shall submit a complete report of its acts and affairs, and submit a copy of it to the Canadian Hereford Association. It shall present a detailed statement, duly audited, of the receipts, expenditures, assets and liabilities of the Association.

### **11. Amendments**

This Constitution may be amended at any Annual Meeting of the Association by an affirmative vote of two-thirds of the members present.

### **12. CJHA National Co-ordinator**

There shall be one National Co-ordinator appointed by the Canadian Hereford Association. It shall be the duty of the National Co-ordinator to guide and assist the National Council of the Junior Hereford Association.

### **13. Fees**

The National Council will levy an active membership fee of \$15.00 to all junior members annually.

## **Sections of the Canadian Hereford Association Constitution pertaining to the Canadian Junior Hereford Association.**

### Junior Hereford Council

Section 18, Article 7

(a) Junior Members of the Canadian Hereford Association may organize a Junior Hereford Council under a Constitution approved by the Board of Directors of the Canadian Hereford Association. The activities of any such council shall be confined solely to its own interests and shall not conflict in any way with the activities of the Canadian Hereford Association. Not more than one National Junior Hereford Council shall be organized under this Constitution.

All liabilities incurred by the Junior Hereford Council must receive prior approval by the Directors of the Canadian Hereford Association.

(b) All income received by the Junior Hereford Council shall be used for promotion and furtherance of the Hereford breed and education of the junior members.

The Council shall forward to the General Manager of the Canadian Hereford Association a report of their activities for each year and an audited statement showing receipts and expenditures and assets and liabilities. Such reports shall be forwarded to the General Manager in time to be included in the reports presented by the Board of Directors to the Annual Meeting of the Canadian Hereford Association.

(c) The Junior Hereford Council shall consist of junior members in good standing and are elected by the Provincial Junior Associations. Each Provincial Junior Association shall elect a maximum of two representatives from their council.

Provincial Junior Associations

Section 18, Article 7

(a) Junior Members of the Canadian Hereford Association may organize a Provincial Junior Hereford Association under a Constitution approved by the Board of Directors of the Canadian Hereford Association. Junior Members in the Provinces of Newfoundland, Nova Scotia, New Brunswick and Prince Edward Island may organize an association to be known as the Maritime Junior Hereford Association. They will be recognized under this Constitution as the Maritime Group for the election of two members to the Junior Hereford Council and for carrying out this Association's objects.

The activities of any such Association shall be confined solely to its own provincial interests and shall not conflict in any way with the activities of the Canadian Hereford Association. Not more than one Provincial Junior Association or Group of Provinces shall be organized under this Constitution.

(b) Each Provincial Junior Association shall forward to the General Manager of the Canadian Hereford Association a report of their activities for each year and an audited statement showing receipts and expenditures and assets and liabilities. Such reports shall be included in the reports presented by the Board of Directors to the Annual Meeting of the Canadian Hereford Association.

In addition to the Annual Reports as above mentioned, each Provincial Junior Association shall forward such other reports as may be required from time to time by the Board of Directors.

(c) Provincial Junior Association may from time to time form local or regional clubs or zones within their Province. The purpose of the club or zone is to foster the development of the Hereford breed and the education of its membership.

## Part II: National Council



## **CJHA Executive Roles**

### **1. Goals**

The goals of the Canadian Junior Hereford Council include the following:

- (a) To establish an active Junior association in each province and Junior clubs within zones or regions of each province;
- (b) To meet annually to exchange ideas with members nation-wide;
- (c) To unify the CJHA across Canada;
- (d) To organize and operate all National Junior Programs and establish policy for same as described in Part V: Standing Motions.

### **2. Membership**

- (a) Two representatives from each provincial association are elected to the National Junior Council.
- (b) The executive will include a president, vice-president, secretary, communications officer and committee chairpersons. These positions will become effective immediately following Bonanza.

### **3. Meetings**

The National Junior Council will hold two council meetings each year. Elections and the year's program will be included in the annual meeting's agenda. Executive meetings will be held during the year as required to organize and carry out the Council's programs.

### **4. National Programs**

For greater detail of the existing national programs available to junior members in Canada, please refer to the PROGRAMS section in this handbook.

- a) Publicity and Promotion - pages allotted in publications, junior newsletters various time per year. Deadlines apply according to publication guidelines.
- (a) Educational/Leadership Programs - as delegated by National Council on a yearly basis.
- (b) Fundraising - dues collected per member, donations, CJHA promotional items, and projects.
- (c) CJHA Handbook - the Council is responsible for the contents, additions and changes to the CJHA handbook.

### **5. Duties of the President**

The position of President provides honour as well as responsibilities. Responsibilities need not handicap the President if he/she has an understanding of the organization and develops the leadership skills he/she needs.

The president is the chairperson and influences and guides the direction of council. He/she sets the tone and the pace. In a large measure, he/she determines the president's achievements. The president's leadership depends upon his/her ability to inspire others to work and cooperate with him/her.

As leader, the President helps the members determine the goals of the organization and takes action to accomplish these goals.

The specific duties of the President include:

1. Helping the organization grow and accomplish its objectives, determine goals and take action to accomplish them by:
  - a) Helping the organization set goals and objectives;
  - b) Planning and implementing a program of education and action to carry out its wishes;
  - c) Maintaining the organization as a growing and harmonious group;
  - d) Providing leadership to its members;
  - e) Developing membership among the members; and
  - f) Keeping the number of workable members to a convenient size.
2. Seeing that the rewards (satisfactions) to the individual exceed the cost (efforts) of being a member by:
  - a) Maintaining a progressive atmosphere of fairness and congeniality;
  - b) Asking members to accept responsibilities they are able to carry out;
  - c) Encouraging members to participate; and
  - d) Recognizing publicly the work of members.
3. Reducing anxieties and discontent in the membership by:
  - a) Improving communications within the organization;
  - b) Transmitting messages clearly;
  - c) Arranging for reports that enable the members to understand the organization and its work;
  - d) Providing for thorough discussions of all topics that come before the group;
  - e) Giving complete instructions with all appointments and assignments that are made; and
  - f) Dividing the work of the organization among the officers, committees and members.
4. Working with other groups in the community on problems of common interest. Serve as the representative of the organization to outside persons and other organizations.
5. Helping the organization conduct meetings needed to accomplish its objectives. Usually the constitution or bylaws has an article on the number and time of meetings. The organization should use the meetings to further its objectives.
6. The President presides over the meetings of the organization and the National Council. To make the meetings more effective, the President needs to:
  - (a) Have a written plan for each meeting, using the organizations order of business as a guide;
  - (b) Obtain information from the secretary, committee chairmen, the program chairman and others;
  - (c) Advise participants of what will be expected of them during the meeting;
  - (d) Plan for action that will need to be taken after the meeting has been held;
  - (e) See that needed facilities are available and that someone familiar with their operation will be responsible; and
  - (f) Make announcements that are needed to keep the activities of the organization continuing by being aware of the program of work for several months in advance;
  - (g) Help compile a package of provincial and project reports to be mailed to the National Council two weeks prior to each meeting.
7. Presiding over meetings. A good presiding officer begins on time, makes necessary introductions, explains the nature of the meeting and introduces each item on the agenda with a word on why it is there and what the organization should do about it. He/she provides a positive atmosphere for participation by the members.

8. The President is firm but gracious while trying to help members proceed through the agenda in a direct manner. He/she should foresee problems that may arise and anticipate the response of the group. He/she will need to guide the readiness of the group to move from one item to another. He/she should allow full discussion but avoid letting the meeting drag.
9. Ensuring that communication is maintained within the organization, between the organization and other CJHA bodies, and between the organization and the Canadian Hereford Association.

## **6. Duties of the Vice-President**

The Vice-president shall be elected annually from among the Council members, and, if the President is unable to act due to illness or absence, shall perform all duties of the President. The Vice-president is also responsible for updating the handbook when necessary changes are to be made and for establishing a draft budget by February, for approval at a National Council meeting.

He/she is a member of the executive and is responsible to help the President in his/her duties.

1. Vice President should prepare copies of the organization's Calendar of Events. You should encourage your organization to plan major events well in advance. The dates, events and locations can be recorded on your Calendar of Events. The Calendar serves two purposes:
  - a) It helps your organization to plan ahead and to set goals for the year's activities; and
  - b) It keeps other people informed of your activities and programs.

Once the calendar is complete, copies should be sent to:

- c) The CJHA Staff Coordinator, c/o the CHA;
- d) Provincial junior associations; and
- e) The provincial Hereford association Managers.

These people are all interested in what your organization is planning!

## **7. Duties of the Secretary**

The Secretary is the recording officer of the organization. The Secretary acts as an assistant to the President by taking notes and being ready to explain at any time exactly what business is pending.

The Secretary does not forfeit any rights of membership by reason of holding office. He/she may introduce motions, discuss them and vote on all measures.

If the President and Vice-president are absent, the Secretary presides until a temporary chairman is elected.

The Secretary of an organization needs to be present at all meetings. If unable to attend, he/she should send the record book to the President.

The duties of the Secretary include:

1. Keeping the records of the organization - roll of membership, minutes, constitution, bylaws and standing rules, lists of committees and their membership, committee plans and reports and other records and reports. Circulate the minutes to Delegates, Adult Advisors and CHA office within 30 days.

A neatly organized file should be maintained and backed up. This file should contain such items as the association constitution, membership lists and material, field day material and all other information essential to the records and operation of the association.

2. Keeping the roll up-to-date and a record of the attendance at each meeting. Keep an up-to-date list of provincial members. There should be a completed membership blank on file for each current member. This file should be brought up-to-date every year.
3. Taking and writing minutes of each meeting and of board meetings. Read minutes of the previous meeting at each meeting or send a typed or photocopied copy of the minutes to each member. Sending a copy of minutes to members avoids the necessity of reading minutes at meetings and keeps absentees informed of transactions.
4. Be able to provide the exact wording of a motion that is pending before the meeting.
5. Provide the President with a list of unfinished business.
6. Provide information from the minutes that may be requested by officers or members.
7. The minutes vary according to their particular need. The opening sentence or paragraph should contain the following facts:
  - a) Kind of meeting - general, annual, board, committee;
  - b) Name of organization;
  - c) Place, date and time when the meeting was called to order; and
  - d) Name of presiding officer.
  - e) The body of the minutes should be made up of a brief chronological record of the business transacted.
  - f) Minutes are a record of motions introduced, reports made, action taken and votes cast. Every motion and the name of its mover should be recorded, whether it is passed or failed. A motion that is withdrawn need not be recorded.
  - g) When a vote is taken by ballot or by division that is counted, the number voting on each side is recorded.
  - h) Written reports of officers and committees are not generally included in the minutes. They are summarized or attached in full to the minutes.
  - i) Minutes should not contain personal opinions, interpretations or comments of the Secretary. It is his/her duty to record the business transactions and not to interpret sentiments or feelings.
  - j) Correct the minutes if necessary.
8. Immediately following your annual meeting, the new Secretary should send copies of the CJHA registration form to the National Advisor. The registration form lists your new executive officers and keeps the directory of the Junior Handbook up-to-date. It is extremely important that this be done. This keeps everyone else informed and gives him or her the names and addresses required to contact your club or association.
9. Read papers or correspondence to the organization in its meeting.
10. Write letters for the organization. The Secretary does not initiate correspondence but prepares letters upon direction from the President, Council or the organization itself. It may be his/her duty to notify members of meetings of the organization.
11. Compile reports for the organization.

## **8. Duties of the Communications Officer**

The Communications Officer has a primary responsibility of working to achieve publicity for the organization.

This is one of the more important jobs since the Communications Officer has to gather all the information necessary to inform the rest of the junior members. It also creates interest from other people if everyone knows what is happening and what will be happening.

The Communications Officer for the National Junior Council does this by submitting information monthly for the Canadian Junior Hereford Association pages in the publications, and by ensuring that the CJHA website materials are current and fresh.

This officer also serves as the historian for the national association. This could be done in the form of a scrapbook, be included on the website and should be downloaded onto a disk as back up. This information could include, listing of past presidents, delegates, etceteras.

The Communications Officer ensures that all events and activities of the organization are properly advertised and ensures that everyone is informed of the activities of the organization.

The Communications Officer must keep in touch with the communications officers for each of the provincial junior associations and may, at any time, consult the CJHA Staff Coordinator for help or advice.

The Communications Officer is responsible for checking up on each project monthly and providing those reports to the National Coordinator.

## **9. Duties of the Adult Advisors**

From one to seven adults (usually one per provincial association), depending on the existing conditions within a province or club should be selected to serve a specified time in an advisory capacity to the junior association. These persons should be knowledgeable in the Hereford industry exceptional in personality and proven in their ability to communicate with youths.

They should serve in an advisory capacity with a major objective of stimulating enthusiasm and desire in the Delegates.

They should, as necessary, provide to the best of their ability, both the pros and cons of a possible program or action, etc.

Above all, they should refrain from actively doing the juniors' work..

1. Provide advice and monitor the financial controls and reporting systems.
2. Monitor projects and stimulate communications within the provincial associations and to the National Council.
3. Provide organizational assistance to the juniors at Bonanza.
4. Police parent involvement at Bonanza and other sanctioned junior events.
5. Determine when safety is becoming an issue at junior events, including Bonanza, and make the adjustments or provide assistance as appropriate for the situation.
6. Be a liaison between the provincial junior associations and the provincial Hereford associations.
7. Be a liaison with the CHA directors and the CHA office.



8. Assists with the organization and coordination of junior events and projects.

## **10. Duties of the CJHA National Coordinator**

The National Coordinator will be responsible to communicate the juniors' interests and concerns to the Canadian Hereford Association Board of Directors.

The National Coordinator will also be assigned the responsibility to head or work on national programs of the CJHA on a continual or ad hoc basis.

He/she will also provide support to the President and executive in realizing the goals of the association.

## **11. Committee Structure**

The National Council Committees will consist of the following: Finance Committee, Publicity & Promotion Committee, Fundraising Committee, and Bonanza Committee.

- (a) **Finance Committee** – Responsible for submitting a yearly budget and investment plan to the National Council. The Finance Committee will follow the structure outlined below.
  - i) Chairperson – CJHA Vice-President
  - ii) Adult Advisor (1)
  - iii) National Council Members (2)
  - iv) CHA General Manager
- (b) **Publicity & Promotion Committee** – Responsible for the Canadian Hereford Digest Page, the CHA Booth at Bonanza, Newsletters, Press Releases, Promotional Brochures/Packages, Educational Materials, and the CJHA Handbook. The Publicity & Promotion Committee will follow the structure outlined below.
  - i) Chairperson – CJHA Communications Officer
  - ii) Adult Advisors (2)
  - iii) National Council Members (2)
  - iv) CJHA National Coordinator
- (c) **Fundraising Committee** – Responsible for Member Dues, Merchandise Purchase and Sales, Donations, Sale of CHA Promotional Items, CJHA Fundraising Projects, and Video Sales. The Fundraising Committee will follow the structure outlined below.
  - i) Chairperson – CJHA President
  - ii) Adult Advisors (3)
  - iii) National Council Member (4)
  - iv) CHA Board Member Representative
- (d) **Bonanza Committee** – Responsible for Organizing and Operating Bonanza, Booking Facilities/Accommodations, Fundraising and Budgeting and Hosting the CHA Annual General Meeting. The Bonanza Committee will follow the structure outlined below.
  - i) Chairperson – Adult Advisor from Host Province
  - ii) National Council Member (2) from Host Province
  - iii) CJHA Members from Host Province
  - iv) CJHA National Coordinator
  - v) CHA General Manager
  - vi) CHA Director

The National Council Secretary is to be a member of the Publicity & Promotion Committee.

The President of the National Council, in conjunction with the CJHA National Coordinator is to select National

Council Members and Adult Advisors to serve on each Committee, once the new National Council Executive is nominated and in place.

The CHA Board Policy is that a CHA Director from the Bonanza Host Province must be a member of the Adult Advisory Group.

## **Fundraising Guidelines**

### **Donations**

When campaigning for donations the following guidelines are recommended:

1. Be Organized - Set up a fundraising committee and decide responsibilities. Decide in advance:
  - a) Who is in charge;
  - b) Who is recording donors;
  - c) Who is sending notes of appreciation to donors;
  - d) What donors will receive in return for their donation (If possible, a free ticket to the event, a certificate of appreciation, a club crest, etc.); and
  - e) Make use of a corporate package, it gives a visual presentation and overview of the CJHA which will assist in your efforts.
2. Look Professional - Dress neatly; wear an identifying badge. Have your material prepared in advance so that you do not spend time searching for something while a prospective supporter waits.
3. Keep Good Records - Record all donations, the amount and name of the donor. Acknowledge the support of all donors in some way or another.
4. Thank You - Be sure to send a note or appreciative letter to the donor - it will make them more inclined to further assist you in the future.

### **Other Fundraising Campaigns:**

*Most of the same rules apply. Try innovative and activity-oriented campaigns to make fundraising as "painless" as possible. Involve your Communications Officer to help you promote your program. Most of all - KEEP GOOD RECORDS!*

## Part III: Bonanza General Rules



## **Introduction**

The annual Canadian Junior Hereford Bonanza is four days of action-packed events hosted by alternate provinces throughout Canada each summer. Each Bonanza is unique in its theme, activities and participants; however, the quality of showcase of participant excellence is always consistent.

The Canadian Junior Hereford Bonanza involves the following competitions. Many of the rules and sometimes competitions themselves are often amended to reflect the unique situations of the hosting provinces. Rules may vary from province to province, however they must be amended by the CJHA first.

## **Age Categories**

All Bonanza competitions are open to all Junior Hereford members in Canada or abroad who have paid the National Council Activity Fee in the current year.

Age divisions for all competitions as of December 31<sup>st</sup> of the current year:

Pee Wee	8 years old and under
Junior	9-12 years
Intermediate:	13-16 years
Senior	17 to 21 years

## **Photography Competition**

Open to all Junior Hereford members across Canada. Participants do not have to be in attendance to enter. Photos are accepted in 5 X 7-inch colour format. There are four age divisions. Winners receive an award and have their photos published in the Canadian Hereford Digest. The photos become the property of the Bonanza Committee and may be used in future Junior Hereford calendars.

1. Hereford only
2. Hereford with one or more persons
3. Hereford event

## **Open Showmanship Competition**

Open showmanship competition is open to all individual Junior Hereford members in attendance at Bonanza.

Junior members interested in participating will be asked to pre-register at the registration desk upon arrival at Bonanza. The host province will make an effort to have animals available for junior members wishing to compete that don't have an animal at Bonanza.

The final score will be based on: showmanship 60%, personal appearance 20%, and cleanliness 20%.

## **Open Grooming Competition**

All animals must be brought to the grooming area clipped and washed only any dressing evident at this time will result in disqualification. All animals must be wearing a rope halter. Each competitor must work on his/her own.

An effort will be made to supply animals to juniors not having an animal. All juniors must pre-register.

Twenty minutes will be allowed to dress the animal.

The final score will be based on the following: Grooming - 50%; Knowledge - 20%; Use of time - 30%.

## **Team Grooming**

One team of three members per province, with at least one member from the Peewee or Junior age division.

The team must groom two heifers in 20 minutes and then show them as a pair. The teams keep the animals they have brought to the class.

## **Little League Grooming Competition**

One team per province consisting of two (2) Pee Wee members per team. Teams have the option to nominate a maximum of one (1) junior age division member to act as an advisor. The advisor cannot groom, but can tie the animal and carry heavy objects. The team must groom one (1) animal in 15 minutes, and then display the groomed animal in the show ring for the completion of judging.

## **National Scrapbook Competition**

Each Provincial Junior Hereford Association may enter their official scrapbook. The book should be brought to Bonanza and included in the provincial booth. All scrapbooks must be pre-registered.

The arrangement of the material contained in the scrapbook for the current year will be left to the discretion of each province. The scrapbook will be judged on neatness, organization, content and originality.

## **National Team Judging Competition**

One team of two members per province. At least one team member must be from a Peewee or Junior age division and one member must be an Intermediate or a Senior. All members on the team are eligible to compete as individuals in the Open Judging Competition.

Details regarding format and scoring are available from your provincial association. Your team should be selected by your province prior to Bonanza.

## **Hereford Art**

Drawings must depict or reflect the theme of Bonanza. The four categories are:

1. Poster
2. Collage
3. Hand drawing
4. Advertisement

## **Literature Contest**

Section A: Poem  
Section B: A report about an event or true story  
Section C: Fiction

B and C must be 3000 words or less. All literature becomes the property of the Bonanza Committee. The text must be typed or written in legible print, and reflect the Bonanza theme or an agricultural topic(s) chosen at the discretion of the Bonanza Committee.

## **Public Speaking**

There will be four age divisions. The speaking competition will consist of either a prepared speech on a topic selected

by the Bonanza committee or an impromptu speech on a subject given by the judges.

Speech time limits are as follows:

Junior: 1-3 minutes

Intermediate and Senior: 3-5 minutes

Each speech must have an opening, body and closing.

## **Team Marketing Competition**

The main objective of this competition is to encourage team participation while promoting the importance of communication skills, marketing techniques, and an understanding of performance and pedigree information. Open to one team per province, each consisting of three members of any age. Presentations are to be three to six minutes long. Two team members must speak during the presentation. The objective of each team will be to convince the three judges to buy their heifer. Three main topics should be discussed: a) pedigree information, b) performance information, c) visual characteristics. Other information may be used and judges will be free to ask questions. Teams will be penalized for using notes, whether on paper or skin etc. Heifers will be provided if the team has not brought any. They are not to be groomed and must have only a simple rope halter. Registration certificates are to be shown to the judges. Other visual aids may be used, but are optional. Points will be awarded equally for: knowledge, ability to communicate, team organization, and overall effect. Also remember: salesmanship, creativity and originality as well as believability.

## **Great Griller Competition**

One team per province, consisting of four members (one from each age category). Teams will have 20 minutes to cook a steak. The team will have access to the steak at anytime during the day of the competition. Competition is judged by three judges – 40% taste, 20% team work, and 40% presentation (which includes cooking the steak, table setting, and serving the steak). Props – ie. Costume, table settings, etc. are allowed but they are the responsibility of each team. Only the steak, a table and a barbecue will be supplied by the Bonanza Committee.

## **Challenge Cup**

One team of four members per province, consisting of at least one Pee Wee or Junior member, and one Intermediate member. Competitors will be asked skill-testing questions about the cattle industry and/or participate in team challenges.

The Canadian Hereford Association will compile the questions and/or challenges.

## **National Display Competition**

This is the inter-provincial competition for the best display. Each province will be allotted a space for a display booth.

The winning province will receive an award for their association.

## **Open Judging Competition**

There will be four age divisions. Time limit and species categories will be at the discretion of the Bonanza Committee.

## **Bonanza Junior Hereford Cattle Show**

Again, it should be noted that these are general rules – each Bonanza may amend the rules as dictated by its individual circumstances with approval of National Council. Check the CJHA Spring Newsletter mailout for the current year's

Bonanza rules and regulations along with entry forms.

**Classes which may be offered:**

Open Show

1. Bull calf;
2. Yearling bull;
3. Two-year-old bull;
5. Heifer calf;
6. Yearling Female;
7. Two-year-old Female with natural calf;
8. Mature cow with natural calf;
9. 3 Head from one family;
10. 5 Head from one province.

Bred & Owned Show

1. Bull calf;
2. Yearling bull;
3. Two-year-old bull;
4. Heifer calf;
5. Yearling Female;
6. Two-year-old Female with natural calf;
7. Mature cow with natural calf.

Semen Donation Show

1. Bull calf;
2. Yearling bull;
3. Two-year-old bull;
4. Heifer calf;
5. Yearling Female;
6. Two-year-old Female with natural calf;
7. Mature cow with natural calf.

Commercial Show

1. Current year male calf;
2. Current year female calf;
3. Yearling female;
4. Yearling steer.

**IMPORTANT:** All animals must be registered as the sole property of the Canadian Junior Hereford Association Member, or his/her immediate family at time of entry.

**Cattle Show Rules and Regulations**

1. The Bonanza Junior Hereford Show is open to all registered Junior Hereford members in Canada or foreign countries.
2. All animals must be registered with the Canadian Hereford Association or member Association of the World Hereford Council.
3. All animals must be exhibited by a junior member. A photocopy of the registration certificate must accompany each entry.

4. Classes will be determined following the entry deadline.
5. The appropriate health certificates and registration papers must accompany each animal on its arrival.
6. All tattoos will be checked upon arrival and must correspond with the registration certificate to be allowed to show. All animals must be tattooed and registered upon arrival.
7. All yearling and two-year-old bulls must be handled with a ring or humbug at all times.
8. Scheduled arrival time will be given.
9. Exhibitors are to provide their own feed and hay.
10. Registration papers are required for all calves, including calves shown solely at dam's side.
11. There is no entry fee for group classes, bred and owned classes, or semen donation classes, if animals are also shown in open classes. There is no separate entry fee for calves if only shown at dam's side.
12. All members are required to wear a Bonanza shirt when exhibiting at Bonanza. Shirts will be available at the show place.
13. No cattle may be fitted by adults.
14. Two adult advisors from each province are appointed to enforce with their discretion the rule that states, "No cattle may be fitted by adults." If discretion of advisors is abused National Council has authority to intervene.
15. If market animals are included at the particular Bonanza, they must possess strong Hereford characteristics at the discretion of the Bonanza committee.

### **Bonanza Financial Procedures & Policies**

- ☀ A Bonanza Budget must be established at least 12 months in advance and presented to the National Council at the preceding Bonanza meeting.
- ☀ Proof of bank account must be presented before any transfer of funds is made between Bonanzas.
- ☀ Appropriate signing authorities will be appointed at the discretion of the Bonanza Committee.
- ☀ A financial record, in an auditable form, showing income and expenses must be created by the Bonanza committee, and passed on from Bonanza to National Council.
- ☀ Preparation of a post Bonanza financial statement, to be presented to council at the February meeting, must occur. It should include categorized income, expense and surplus or deficit.



## Part IV: Other National Programs



## **Semen Donation Program**

A program whereby junior members may nominate females, and request free semen for their breeding. Various breeders donate semen. The program is administered by the CJHA with the help of the Canadian Hereford Association, and has been extremely successful. All breeders donating semen will be recognized.

## **Canadian Junior Hereford Auction**

The major promotional and fundraising campaign, whereby over the course of the year Junior delegates accumulate donated goods (usually in the form of gift certificates) from Hereford breeders, livestock industry suppliers and any other business, with the items being auctioned as a fundraiser at the venue (s) under the discretion of the province in charge.

## **Heifer Lottery Program**

The Heifer Lottery Program provides as a service to Junior members, as it helps them build their own herd, and to CHA members, as it helps them promote their production sales. CHA members who have production sales as well as members who sell animals by private treaty, are given the chance to be designated as a “Heifer Lottery Sanctioned Participant”, which costs \$100.00. All of the money is accumulated and broken into prizes (certificates) of various sizes. All active Juniors are automatically eligible to win a certificate. Names are drawn at Bonanza and the winning Juniors can then use their certificate to help purchase a heifer at any sanctioned sale or farm prior to July 1<sup>st</sup> of the following year.

## **CJHA Calendar Project**

The CJHA Calendar serves as an advertising directory to breeders and businesses associated with the CHA and the CJHA. The calendar will also include all those who donate to the Heifer Lottery and Semen Donation Programs. Each province is responsible to sell month and business card ads and submit them to the province in charge. One month ad every year is given to the host province of Bonanza free of charge. This ad will be used to advertise the upcoming Bonanza. The calendar is distributed to all of the members of the CHA through the membership renewal mailing each year in November. All advertisers are sent a calendar and a thank you card once the project is complete. Spare calendars are distributed at trade shows and cattle events throughout the year.

## **CJHA Honour Roll**

CJHA members may nominate an active member in good standing to their provincial association. Each provincial association may then nominate two individuals per year to the CJHA National Council for induction into the Junior Honor Roll. Nominations are selected on key criteria set by the national council. The deadline for nominations will be January 1<sup>st</sup>. Inductees will be honored annually at Bonanza.

## Part V: Standing Motions



## **Introduction**

The following is a list of standing motions that were gleaned from the Canadian Junior Hereford Association Minute Book. These are motions that set precedent or policy for the National Council and Canadian Junior Hereford Association.

By reviewing these at each February meeting, delegates will be reminded of decisions that were made in the past and should provide more continuity in the long run.

The Vice-President is responsible for reviewing the CJHA Minute books to ensure that all standing motions are compiled into this list.

### **August 2009**

**MOVED BY** Kaitlyn Reid, **SECONDED BY** Jocelyn Templeton "If a province doesn't have an acceptable junior delegate, the provincial Adult Advisor assumes the role until a suitable delegate can be found"

**CARRIED**

**MOVED BY** Anthony Gorrill, **SECONDED BY** Dawson Dallas "Losses from Bonanza will be split 50/50 between the CJHA and the host province to a maximum of \$5000. Example – if a Bonanza loses \$10,000 only \$5000 will be paid by the CJHA. If a Bonanza loses \$5000, the CJHA will cover \$2500 of the loss."

**CARRIED**

### **March 2009**

**MOVED BY** Kurtis Reid, **SECONDED BY** Kaitlyn Reid "The CJHA will recognize ongoing support of the CJHA and call this award "Friends of Bonanza."

**CARRIED**

**MOVED BY** Kurtis Reid, **SECONDED BY** Jordan Krause "To provide T Bar C with a list of all junior member's names for their annual golf tournament."

**CARRIED**

### **August 2008**

**MOVED BY** Kaitlyn Reid, **SECONDED BY** Sarah Darraugh "In the event that a delegate is unable to attend a National Council meeting, a replacement delegate referred to as a "sit-in" may be chosen to attend by the absent delegate's province. This sit-in has all the voting privileges according to a regular CJHA delegate."

**CARRIED**

### **August 2007**

**MOVED BY** Amanda Bushey, **SECONDED BY** Katelyn McAloney to eliminate the \$100 provincial fees.

**CARRIED**

### **March 2007**

**MOVED BY** Morgan Godfrey, **SECONDED BY** Justine Simpson; To include in the Standing Motions: To make showmanship a provincial project rather than a national project.

**CARRIED**

**MOVED BY** Sadie McConnell; **SECONDED BY** Ray Smith; To include in the standing motions; That CJHA pay for flights and hotels for Adult Advisors to the Calgary meeting effective March 2007 council meeting.

**CARRIED**

#### **February 2006**

**MOVED BY** Kurtis Reid, **SECONDED BY** Sarah Kopeechuk that all provinces have a common financial date of December 31

**CARRIED**

**MOVED BY** Sarah Kopeechuk, **SECONDED BY** Cody Allison that each Bonanza hosting province delivers an outline and budget to the Council to view at the Bonanza meeting

**CARRIED**

#### **July 2005**

**MOVED BY** Jon McKenzie and **SECONDED BY** Bobby Jo Hickey that the CJHA will not add any more perpetual trophies to the existing collection.

**CARRIED**

**MOVED BY** Karen Wagner and **SECONDED BY** Ray Smith that it be left up to the host Bonanza Committee to decide what to do with the existing perpetual trophies as well as the price of sponsorship that pertains to each trophy.

**CARRIED**

#### **February 2005**

**MOVED BY** Kurtis Reid and **SECONDED BY** Laura Coulter that we change the standing motion from February 2001 that states all participants of Bonanza must be CJHA members. The change is to read “all participants of Bonanza must be members in good standing of their respective junior Hereford association.

**CARRIED**

**MOVED BY** Katelyn McEachren and **SECONDED BY** Brett Wray that we will no longer be tape recording the meetings, and the minutes from the meeting will be sent out to each delegate within 30 days of the meeting.

The minutes and notes from the meeting will be saved on a disk and archived until the next meeting.  
**CARRIED**

#### **February 2004**

**MOVED BY** Brett Wray and **SECONDED BY** Dane Richardson that the handbook be now read, as “The Communications Officer is responsible for coordinating the purchase of, and selling of CJHA merchandise.” This was amended by Brett Wray to include that all terms “marketing manager” be changed to “CJHA staff coordinator” throughout the document. **CARRIED**

#### **July 2003**

**MOVED BY** David Ross and **SECONDED BY** Laura Coulter that we have the Communications Officer be responsible for the selling of the Junior merchandise. The handbook will be changed to reflect this.

**CARRIED.**

**MOVED BY** Sarah Gerritsen and **SECONDED BY** Blair Fenton that there should be one financial report at the February meeting, two annual provincial reports and two annual project report to be presented at the February and Bonanza meetings. **CARRIED.**

## **February 2001**

**MOVED BY** Ross Springford, **SECONDED BY** Lana Rupp that in the case of animals owned by a joint junior membership, only one of the juniors recorded on the registration certificate be allowed to enter the animal in Bonanza. **CARRIED.**

**MOVED BY** Lana Rupp, **SECONDED BY** Andrew Kopechuk that a handbook is created for the Semen Donation Program to be passed on to the province in charge each year. **CARRIED.**

**MOVED BY** Kari Henderson, **SECONDED BY** Amy Allison, that we use the services of the CHA to market our apparel and sell the remaining inventory. **CARRIED.**

**MOVED BY** Ross Springford, **SECONDED BY** Kari Henderson that requests for sponsorship on a regional or provincial basis be referred to the appropriate provincial association. **CARRIED.**

## **July 2000**

**MOVED BY** Ross Springford **SECONDED BY** Cole Harvie to approve the concept with changes for the new Canadian Junior Hereford Association logo. **CARRIED.**

## **April 2000**

**MOVED BY** Andrew Kopechuk **SECONDED BY** Dave McEachren that the host province of Bonanza not have to get donations or find items for the CJHAuction. **CARRIED.**

## **February 2000**

**MOVED BY** Belinda Gray **SECONDED BY** Andrew Kopechuk that a list be sent out annually to each provincial delegate prior to the February meeting and that a statistical profile of membership activity for the previous year be included on the February agenda. **CARRIED.**

**MOVED BY** Ross Springford **SECONDED BY** Crystal Anderson that the scrapbook becomes the responsibility of the host province of Bonanza. **CARRIED.**

**MOVED BY** Dave McEachren **SECONDED BY** Mark Oddan that any alterations to be made to any of the rules for any of the projects in the future be discussed with all members of National Council. **CARRIED.**

**MOVED BY** Lana Rupp **SECONDED BY** Andrew Kopechuk that Bonanzas will be expected to share the net proceeds on a 50/50 basis with the Canadian Junior Hereford Association to a maximum of \$5,000. Example: If Bonanza made a profit of \$15,000, only \$5000 would go to the CJHA. **CARRIED.**

## **July 1999**

**MOVED BY** Cole Harvie **SECONDED BY** Angie Nichols to purchase all necessary pictures for wall of fame. **CARRIED.**

**MOVED BY** Jay Fox **SECONDED BY** Lana Rupp that the cow/calf game be implemented into future Bonanzas. **CARRIED.**

**MOVED BY** Jay Fox **SECONDED BY** Abby Rankin that each province contribute at least \$100 per year to CJHA. **CARRIED.**

## **February 1999**

**MOVED BY** Cole Harvie **SECONDED BY** Mark Oddan that signing authority be reassigned each year. **CARRIED**

**MOVED BY** Ross Springford **SECONDED BY** Jay Hiltz that provincial statements should include a record of income and expenses as well current balance. **CARRIED**

**MOVED BY** Jay Fox **SECONDED BY** Jamie O'Shea that the CJHA would contribute \$1500 to Bonanza annually. **CARRIED**

### **July 1998**

**MOVED BY** Angela Lees **SECONDED BY** Cole Harvie that we not refund the juniors money if they cannot bring their animal (with vet certificate) but transfer the funds to a Bonanza registration package. **CARRIED.**

### **February 1998**

**MOVED BY** Scott Leeson **SECONDED BY** Dave McEachren that we discontinue the \$500 provincial fundraising effective in 1998. Discussion followed. Suggestions made. **CARRIED.**

**MOVED BY** Jeff Lees **SECONDED BY** Patrick Whittaker that the Communications Officer be responsible for providing information to maintain the Canadian Junior Hereford Association page in the Canadian Hereford Association web site. **CARRIED.**

### **February 1997**

**MOVED BY** Keri Hasson **SECONDED BY** Andrea Guilford that we stay the same with 2 delegates representing each province. **CARRIED.**

### **February 1995**

**MOVED BY** Denise Kirton **SECONDED BY** Leonard Rand that we make a handbook on Bonanza to be passed from year to year and updated yearly. **CARRIED**

### **July 1994**

**MOVED BY** Arden Lees **SECONDED BY** Clarice Springford that the Handbook be the responsibility of the vice-president. **CARRIED.**

### **February 1994**

**MOVED BY** Richard Semmelhaak **SECONDED BY** Clarice Springford that all chairpersons have a financial statement made including all costs relating to the project. The chairperson has to reconcile the accounts with the financial advisor. **CARRIED.**

### **July 1993**

**MOVED BY** Denise Kirton **SECONDED BY** Jennifer Rand that the CJHA pay for excursion airfare to and from Calgary meetings as well as Bonanza. **CARRIED.**

**MOVED BY** Denise Kirton **SECONDED BY** Jennifer Rand that we keep elections in July. **CARRIED.**

### **February 1992**

**MOVED BY** Chad Nicholas **SECONDED BY** Rob O'Connor to keep the Grand Aggregate trophy at the CHA office and have it at Bonanza, but present a keeper trophy to the winner. **CARRIED.**

### **February 1991**

**MOVED BY** Kerrie Sehrienko **SECONDED BY** Tom McNeely to add accounts receivable and accounts payable to the financial statement. **CARRIED.**

## Conclusion

The Canadian Junior Hereford Association - a dynamic, aggressive and knowledge founded organization. The development of educational and successful programs is a positive reflection of the diversity of interests and strengths representative of the membership.

The CJHA is a recognized, reputable association that has had a real impact on the Hereford breed and livestock industry. Many of its current and former members are key industry leaders in Canada, in not only the agricultural sector.

The enthusiasm of the membership has ensured a cohesive future for the industry due to its innovative skills and aggressive ability to promote the Hereford breed. The Hereford breed enjoys worldwide popularity and has penetrated international markets where other breeds have not been successful. This adaptability and flexibility is not only due to the character of the breed, but due to the knowledge and foresight of the membership to meet the quality needs of our purebred and commercial clients. The Canadian Junior Hereford Association plays a large part in this role, and will continue "to provide energy, participation and knowledge today, to ensure leaders for tomorrow."

An original can be obtained from the Canadian Hereford Association.

