

**AMERICAN CHUCK WAGON  
ASSOCIATION BY-LAWS  
Revised November 2018**

**Article I**

**Name**

1. The name of this organization shall be, "The American Chuck Wagon Association", abbreviated ACWA.
2. The location of this organization shall be at the following address: P.O. Box 6538, Lubbock, Texas 79493. Any other office, or location for the carrying out of the affairs of the ACWA shall be decided upon as needed by the Board of Directors.
3. The symbol/logo is a registered trademark representing the ACWA and can only be used with written permission of the Board of Directors.

**Article II**

**Purpose**

1. The primary purpose of this organization is to preserve the heritage of the chuck wagon and to educate the public through cooking contests, events and demonstrations.
2. The secondary purpose shall be:
  - A. to research and document the true heritage of the chuck wagon (equipment, food, cooking style, campsite, clothing, etc.),
  - B. to register wagons,
  - C. to keep a record of the annual and any special called meetings, and
  - D. to promote activities involving and relating to chuck wagons.

**Article III**

**Membership**

1. Membership of the ACWA shall be open to any person or group interested in preserving the heritage of the chuck wagon (equipment, food, cooking style, campsite, clothing, etc.).
2. Membership dues shall be determined by the Board of Directors.
3. Dues shall be collected by January 1.
  - A. If dues are not paid by February 1 of each year, membership will be withdrawn.
  - B. Any Board member that fails to pay their dues by February 1 will be removed from the Board.
  - C. First year members paying dues in October, November or December, will carry over to the next year.
4. Dues shall be annual and non-refundable.

5. A member may withdraw from the ACWA upon written request.
6. Membership entitles a person to vote on all business related to ACWA, to serve as a director and serve on any standing committee.
7. A group, such as a Chamber of Commerce, may join, but will have only one (1) vote.

#### **Article IV Officers**

1. The Board of Directors shall be set up with nine (9) members, each serving a three-year period, three members rotating on each year and three members rotating off each year. Board members shall be elected each year by ballots emailed or mailed to the members.
2. The Board of Officers shall be composed of president, vice-president, secretary, and treasurer elected from a slate of officers and directors as put forth by the nominating committee, except for the Vice President who shall move up to President. The term of an officer is one year. No director shall be an officer for more than 6 years, consecutively. To allow every current ACWA member the opportunity to vote on the leadership of ACWA, a ballot of those Board of Directors who are eligible to serve as an officer shall be emailed or mailed to all current members with a specific deadline prior to the annual meeting.
3. Any vacancy occurring on the Board of Directors during a fiscal year may be filled by the Board of Directors to complete only said fiscal year. If an un-expired term exists at the end of said fiscal year, then that limited term will be filled by election.
4. Any Board member who does not attend seventy five percent (75%) of the Board of Directors' meetings in a calendar year may be removed at the discretion of the Board.
5. The President with the approval of the Board of Directors may appoint any Ad-Hoc committee necessary to help carry out the purpose of the American Chuck Wagon Association.

#### **Power and Duties**

##### **Section A: The Board of Directors:**

The Board of Directors shall have the power to conduct, manage and control the affairs of the corporation, including but not limited to, the power to borrow money for corporate purpose, and/or enter into contracts on behalf of the corporation.

##### **Section B: President:**

The president shall preside at all regular and special meetings of the membership and the Board of Directors and perform such other duties incident to his office. The Present shall act as Officer in Charge with respect to the regular business affairs of the corporation. In the absence of the President, his duties will be performed by the Vice President, Secretary and then the Treasurer in that order. In the absence of all officers, the president's duties shall be performed by a member of

the Board of Directors selected by a majority thereof. The President shall have the power to appoint a member to chair meetings in which it is known that no officers will be in attendance.

#### **Section C: Vice President:**

The Vice President shall, in the absence of the President, perform all the duties and possess all the powers of the President and perform other duties incident to the operation of the corporation as shall be directed by the President or Board of Directors. The Vice President shall at the end of one year move up to President for a one-year term. If for some reason, the Vice President is unable to move up to President then both a President and Vice President shall be elected that year.

#### **Section D: Secretary**

The Secretary shall keep a complete record of all meetings of the corporation and of the Board of Directors. The Secretary shall make available to the members of the corporation a copy of the minutes of such meetings as is necessary or as directed by the Board of Directors and perform such other duties as may be assigned by the Board of Directors.

#### **Section E: Treasurer:**

The Treasurer shall insure the receipt and deposit of all funds of the corporation. He shall insure the payment of all debts owed by the corporation and oversee the keeping of a set of records of the finances of the corporation and perform such other duties assigned by the Board of Directors. The Treasurer shall report to the Board of Directors on the finances of the corporation.

#### **Section F: Administrative Support Staff:**

The Board of Directors may employ administrative support staff to perform specific duties to assist ACWA and maintain a repository of all ACWA related business. The staff will be directly responsible to the President, the other officers and other board members as necessary. The duties, responsibilities and salary of the staff shall be determined by the Board of Directors.

### **Article V Meetings**

1. The annual meeting shall be held the first Saturday of November each year.
2. An agenda must be emailed or mailed to every ACWA member at least thirty days before the annual meeting.
3. The ACWA Board of Directors has the discretion in choosing the location for the annual meetings. A special ACWA meeting may be called by the Board of Directors. All ACWA members must be notified of the meeting time, place and content within fifteen (15) days of such meeting.
4. There must be a quorum present at any Board of Directors' meeting in order to take action on any business. Each Board member must be notified of each meeting, giving a seven (7) day notice. Failure to do so, disqualifies any action taken by the Board at that meeting.

## **Article VI Committees**

1. Standing committees shall be set up with three (3) members.
2. The Chairman of each Standing committee will be elected at the annual meeting. The committee shall elect vice chairman and secretary at its' initial meeting.
3. There must be a quorum present in order to take action on any business at any committee meeting. Every committee member must be notified of the time and place of the meeting.
4. A seven-day notice must be given of the meeting. Failure to do so, disqualifies any action taken by the committee at that meeting.
5. Ad-Hoc committees are appointed for a specific task, and once the task is complete, the committee is dissolved. All actions must be ratified by the membership of the ACWA by email or mail.
6. A Standing committee may be added or appointed as needed. All actions must be ratified by the members of the ACWA by email or mail.
7. All committees must operate within the By-Laws.

### **Standing Committees:**

1. Awards
2. Audit
3. Historical
4. Nominating
5. Scholarship/Education/Youth Cook Offs

## **Article VII Chapters**

1. The four chapters would be the Mid America, Northwest, Southeast and Southwest.
2. For a Chapter to be considered as active, each Chapter shall elect a President and a Vice-President who serve at the direction of the ACWA Board of Directors.
3. Chapter President or Vice President cannot serve as an ACWA Board member.
4. Chapter President and/or Vice President must attend the Monthly ACWA Board of Directors Conference Call on the second Tuesday of the month to report on events and activities within their chapter, however they have no voting authority on the Board.
5. Each active Chapter is eligible to receive \$150.00 per year for operations of the chapter.

**Article VIII**  
**Amendment of By-Laws**

These By-Laws were adopted at the annual meeting on August 9, 1997.

Revised and accepted at the annual meeting Nov 11, 2007.

Revised and accepted at the annual meeting Nov 7, 2009.

Revised and accepted at the annual meeting Nov. 6, 2010.

Revised and accepted at the annual meeting November 5, 2011.

Revised and accepted at the annual meeting December 16, 2011.

Revised and accepted at the annual meeting November 12, 2012.

Revised and accepted at the annual meeting November 1, 2014.

Revised and accepted at the annual meeting Nov 5, 2016.

Revised and accepted at the annual meeting Nov 4, 2017.

All changes of the By-Laws of the ACWA must be approved by the majority of the votes received from members either by email or mailed (not just those in attendance at the annual meeting).

This revision was accepted at the annual meeting November 4, 2017.

The by-law amendments were put before all the ACWA members (via email and mail) to vote on and majority of the votes casted were to accept all proposed changes. Results were presented to the members at the annual meeting November 3, 2018.

The operation of the ACWA shall be governed by Robert's Rules of Order except when they conflict with the By-Laws.