



OCCA Rule Book
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revisions noted in **blue** font

OCCA Rules

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Section 1
General Terms and Definitions

1.1 TITLE

This Association, hereinafter shall be known as the Oklahoma Club Calf Association, Inc. (OCCA) or may use its trade name of Oklahoma Junior Livestock Association (OJLA) and shall at all times operate as a nonprofit organization in accordance with the laws of the state of Oklahoma.

1.2 OBJECTIVES

The purpose of the OCCA is to be an organization involved in youth activities, livestock showing and other related activities. The organization shall record and preserve the records of sanctioned club calf competitions annually; and publish a summary of the results. It should stimulate competition, promote professional showmanship among 4-H and FFA exhibitors and promote standard show policies and rules. It is also to award the top individual exhibitors of the OCCA throughout the course of one fiscal year, based on the total number of points accumulated within a given OCCA breed division.

1.3 LOCATION

The principle place of business shall be the hometown of the current OCCA Treasurer. However its members or officers may be residents of any county in the state of Oklahoma. Business may be carried on at any place convenient to such members or officials that may be participating.

1.4. MEMBERSHIPS

Members of the OCCA shall be admitted, retained and expelled in accordance with such rules and regulations as the board of directors may, from time to time, adopt.

1.5. TERMS

Wherever in these rules and regulations the term "member" or "members" shall be used, unless otherwise specified, it shall mean a member or members of the Oklahoma Club Calf Association (either the heifer, steer, or showmanship division or all three). The Oklahoma Club Calf Association, Inc. may, hereinafter, be designated as OCCA or Oklahoma Junior Livestock Association, (OJLA).

1.6. EFFECTIVE DATE AND REPEAL

These rules and regulations shall become effective following the selection of the "Grand Steer" at the Oklahoma Youth Expo; and thereupon, all rules and regulations and parts thereof, heretofore enforced, are hereby repealed, except that the status of all registrations and records made upon previous rules shall remain unchanged. The rules and regulations printed in this OCCA Official Handbook shall be used at all approved OCCA shows and events unless otherwise approved by the board of directors of the OCCA. The board of directors of the OCCA reserves the right to interpret these rules in the best interests of the Oklahoma Club Calf Association.

Section 2 General Rules and Regulations of Membership

2.1. MEMBERSHIPS

Membership shall consist of three divisions: steer, heifer or showmanship.

2.2. APPLICATION

The application for membership should indicate clearly the name in which the membership is to be recorded, and type of membership desired.

2.3. ACTIVE MEMBERSHIPS

2.3. A. An annual fee of thirty-five dollars (\$35.00) shall be paid for the first membership division and thirty dollars (\$30.00) for each subsequent membership division joined by each member. Where two or more members of a family belong to OCCA, only the first membership division joined by that family will cost thirty-five dollars (\$35.00) and all subsequent divisions joined by brothers and sisters in that family will cost thirty dollars (\$30.00). This fee shall be due and payable on April 1st of each year, however members may join at anytime during the year; points will be earned from the day membership dues are paid forward. A member may show and receive points if they are over 8 years of age as of April 1 of the current point year and under the age of 21 years.

2.3. B The membership year starts on April 1st of each year or on the day of the first show following selection of the "Grand Steer" at the Oklahoma Youth Expo whichever comes first. The membership year ends with selection of the "Grand Steer" at the Oklahoma Youth Expo. Memberships shall be considered delinquent if not paid by April 1st or the day of the next sanctioned show following the Oklahoma Youth Expo whichever comes first.

2.3. C When an active membership becomes delinquent, the membership can be reinstated by simply paying the current year's dues. There is no penalty for reinstatement. However, points earned during the delinquent period will be forfeited.

2.3. D An active membership in the steer, heifer or showmanship division in nontransferable.

2.3. E In order for points to be received in either the heifer, steer or showmanship division, you must be an active member, in good standing, of the OCCA. Points will not be accumulated prior to the date an active membership application is received by the OCCA.

2.3. F Any member or nonmember may be suspended or denied privileges of the OCCA by the board of directors' for the failure to pay charges or fees due. Including any obligation owing to the OCCA; from any sanctioned OCCA event; or for giving a worthless check for entry fees, office charges, stock charges or any other fees or charges connected with the OCCA and its sanctioned shows. Written notice of an account due shall be delivered to such member or nonmember fifteen days before any action by the secretary. When any person continues to remain suspended under this rule for a period of at least ninety (90) days, their name may be published by the secretary of the OCCA. Any suspension or denial of privileges under this section shall

terminate upon full payment of the obligation due the OCCA. However, points earned during the delinquent period will be forfeited.

2.3. G Privileges may also be denied for any conduct deemed unethical by the OCCA Board of Directors. Any person denied privileges based on a finding of unethical conduct may request an opportunity to address the OCCA Board of Directors at a regularly scheduled Board meeting. At that time, said person may appeal the denial or suspension of privileges. The resulting OCCA Board of Directors decision regarding the suspension and or appeal will be final.

Section 3

GENERAL RULES AND REGULATIONS OF EXHIBITION AND SANCTIONING

3.1 Organizations or individuals planning to sponsor or stage a club calf show and wishing it to be sanctioned by the OCCA, must obtain the prior approval of the OCCA if the results of such events are to be entered into the OCCA's records and points awarded to the exhibitors. Approval does not carry over from year to year, but must be obtained for each individual show or event. The following documents must be signed and returned to the OCCA at least ninety days prior to the approved event: an OCCA show contract; an OCCA sanctioning form; a complete list of individual show rules; and a copy of the show bill.

3.2 Show results must be turned into the OCCA within ten days of the show.

3.3 The OCCA reserves the right to set up a booth at all sanctioned shows at no additional charge to the OCCA or its members. This booth shall be used to sell OCCA merchandise, enroll members, and distribute literature and publications.

3.4 Premium money must be paid to the exhibitors on the day of the show. Exception will be made for the following shows: Oklahoma State Fair; Tulsa State Fair and the Oklahoma Youth Expo.

3.5 When promoting or advertising an OCCA sanctioned show, the show sponsors or officials must publicize, prior to the event, how much of the entry fees will be paid back to the exhibitors. This may be publicizing a percentage, a breakdown of the entry fees, or any other similar means.

3.6 The OCCA requires that shows allow exhibitors between age 8 and 21 years of age; who are or were regularly enrolled in school up until graduation, to exhibit at OCCA sanctioned shows. Exceptions will be made for the following shows; Oklahoma State Fair, Tulsa State Fair, the Oklahoma Youth Expo, and Breed Association shows.

3.7 The OCCA requires that show managers require all exhibitors to show their own animals in the ring. The only exception being, if the member is injured and unable to physically lead the animal into the ring, but is in attendance at that particular event, or if the exhibitor has two or more animals in the same class.

3.8 The OCCA will not sanction any show which holds a calcutta or any other illegal activity in conjunction with its show.

3.9 A heifer may be shown in OCCA heifer shows if it is not more than 2 years of age on the day of the show. Exceptions: breed association shows, Oklahoma State Fair, Tulsa State Fair, and the Oklahoma Youth Expo.

3.10 With regard to “blow and go” shows, the OCCA encourages show managers to leave the option of fitting or not fitting up to each individual exhibitor. Show rules, including those that prohibit exhibitors from fitting, are among the items reviewed when the OCCA Board considers each sanctioning contract.

3.11 The OCCA will not be responsible for the formulation of or enforcement of any individual show rules. With the exception of requirements mentioned in this rulebook, these are the sole responsibility of the show management.

3.12 BREED CATEGORIES

3.12.A For a show to be approved and points awarded, a steer or heifer show will be required to use the official OCCA breed format, unless prior approval is obtained from the OCCA board of directors. The show may place a required minimum number of head per breed. However, this minimum may not exceed five (5) head – minimum must be stated on the show flyer. Exceptions will be made for the following shows; Oklahoma State Fair; Tulsa State Fair; and the Oklahoma Youth Expo.

3.12.B The OCCA requires that approved **steer** shows use the following breed categories and format as outlined in this section (3.11.B) AMERICAN BREED, ANGUS, BRAUNVIEH, CHAROLAIS, CHIANINA, CROSSBREEDS, GELBVIEH, HERFORD (POLLED & HORNED COMBINED), LIMOUSIN, MAINE-ANJOU, SALERS, SHORTHORN, SIMMENTAL. Shows not following the required breed format must obtain approval from the OCCA, prior to sanctioning of the show, and must publicize the format to be used and the number of head required to make a breed.

3.12.C The OCCA requires that approved **heifer** shows use the following breed categories and format as outlined in this section (3.11.C), AMERICAN BREED, ANGUS, RED ANGUS, BRAUNVIEH, CHAROLAIS, CHIANINA, COMMERCIAL, GELBVIEH, HERFORD (POLLED & HORNED COMBINED), LIMOUSIN, MAINE-ANJOU, MAINTAINER, SALERS, **SANTA GERTRUDIS, STAR FIVE (% SANTA GERTRUDIS)**, SHORTHORN, APPENDIX SHORTHORN, SIMMENTAL AND % SIMMENTAL. Shows not following the required breed categories must obtain approval from the OCCA prior to sanctioning of the show, and must publicize the format to be used and the number of head required to make a breed.

3.12. D Additional breeds may be established by the board of directors in either the steer or heifer division. The establishment of a breed is \$150.00 for heifers and \$150.00 for steers, per year. The cost of establishing the breed must be paid by February 1st of each year for the upcoming year and the notice of the new breed must be publicized on the official website of the OCCA, at least 30 days prior to the start of the new point year, in which the breed is to be added. In addition, the OCCA may delete a breed from the steer division, the heifer division or both divisions at the discretion of the OCCA Board of Directors.

3.13 The OCCA requires that approved showmanship contests use the following age division format:

Showmanship Age Divisions

- JUNIOR DIVISION for ages 8-11
- INTERMEDIATE DIVISION for ages 12-14
- SENIOR DIVISION for ages 15-18

Age divisions will be determined by the age of the exhibitor as of April 1st of the current show of the year, and this will be their division for the entire show year. Show committees may elect to have additional Showmanship divisions outside the OCCA format; however these divisions will not be eligible to earn points toward OCCA Showmanship Awards.

3.14 SANCTIONING FEES

3.14. A Sanctioning fees for **one day shows** are as follows:

\$150.00 for a heifer or steer show

\$200.00 for a heifer and steer show.

There is no charge for sanctioning a showmanship class. [Showmanship may only be added to a show that has progress steers and prospect steers and heifers.](#)

Steer shows may include both prospect and progress classes, with one sanctioning fee.

3.14. B Sanctioning fees for **two day shows** will be:

\$200.00 for heifer or steer show

\$300.00 for a heifer and steer show

There is no charge for sanctioning a showmanship class. [Showmanship may only be added to a show that has progress steers and prospect steers and heifers.](#)

Steer shows may include both prospect and progress classes, with one sanctioning fee.

3.14. C Breed association steer or heifer shows may be approved by the OCCA. Points earned at these events will be allowed to count toward the breed division standings, but not towards the all-around standings. Sanctioning fees for a breed show are \$100.00.

**SECTION 4
GUIDELINES FOR SHOWS**

4.1 The OCCA makes the following recommendations for OCCA shows.

4.2 The OCCA recommends that individuals barred from any other fair or show holding membership with the International Association of Fairs and Expositions not be allowed to exhibit at an OCCA sanctioned show.

4.3 The OCCA recommends that show managers request late entry fees be paid in cash or a cashier's check.

4.4 Official OCCA class sheets and class cards will be provided upon request; OCCA requires that these forms or electronic documents containing the same information be used at all sanctioned events.

Section 5 AWARDS

5.1 BREED DIVISION AWARDS

The OCCA will award trophy belt buckles to OCCA steer, heifer, and showmanship division members accumulating the greatest number of points, and members receiving the second and third greatest number of points will also receive awards.

Awards will be given in the following breed divisions within a given year for the **steer** division: AMERICAN BREED, ANGUS, BRAUNVIEH, CHAROLAIS, CHIANINA, CROSSBREEDS, GELBVIEH, HEREFORD (POLLED & HORNED TOGETHER), LIMOUSIN, MAINE-ANJOU, SALERS, SHORTHORN, and SIMMENTAL. To qualify for the breed division awards, the member must earn points by exhibiting animals that are owned by the exhibitor.

Awards will be given in the following breed divisions within a given year for the **heifer** division: AMERICAN BREED, ANGUS, RED ANGUS, BRAUNVIEH, CHAROLAIS, CHIANINA, COMMERCIAL, GELBVIEH, HEREFORD (POLLED & HORNED TOGETHER), LIMOUSIN, MAINE-ANJOU, MAINTAINER, SALERS, **SANTA GERTRUDIS, STAR FIVE (% SANTA GERTRUDIS)**, SHORTHORN, APPENDIX SHORTHORN, SIMMENTAL AND % SIMMENTAL.

5.2 ALL AROUND AWARDS

5.2. A The OCCA will award an all-around trophy buckle and a 7 X 20 aluminum trailer, to be used by the member for a period of one year, with an option to buy, to the steer division member who accumulates the greatest number of points within a given year in each division. This award will be a year-to-year award depending on availability of sponsors. To qualify for the All-Around Points Award, the OCCA steer division member must earn points by exhibiting animals that are owned by the exhibitor. These points may be earned in one or more breed divisions. The member is required to furnish and maintain in force comprehensive insurance on the trailer during the one-year period.

5.2. B The OCCA will award an all-around trophy buckle and a 7 X 20 aluminum trailer, to be used by the member for a period of one year, with an option to buy, to the heifer division member who accumulates the greatest number of points within a given year in each division. This award will be a year-to-year award depending on availability of sponsors. To qualify for the All-Around Points Award, the OCCA heifer division member must earn points by exhibiting animals that are owned by the exhibitor. These points may be earned in one or more breed divisions. The member is required to furnish and maintain in force comprehensive insurance on the trailer during the one-year period.

5.2.C In the event of a tie in one of the overall divisions: showmanship, heifer, or steer, the winner will be the exhibitor with the most premier exhibitor points. If the division is still tied, the award will go to the exhibitor who participated in the most sanctioned shows. These standards will also be used to determine the exhibitor who receives the runner up award in the event an exhibitor wins more than one overall division.

5.3 TOP 10 AWARDS

5.3. A The OCCA will award top 10 jackets to OCCA steer division members accumulating the top ten greatest number of points within a given year. To qualify for the Top Ten Awards the steer division member must earn points by exhibiting animals that are owned by the exhibitor and may exhibit one or more breeds of steers.

5.3. B The OCCA will award top 10 jackets to OCCA heifer division members accumulating the top ten greatest number of points within a given year. To qualify for the Top Ten Awards the heifer division member must earn points by exhibiting animals that are owned by the exhibitor and may exhibit one or more breeds of heifers.

5.3. C The OCCA will award top 10 jackets to OCCA showmanship division members accumulating the top ten greatest number of points within a given year. These top 10 winners will be selected from the total pool of showmanship exhibitors (all age divisions combined). To qualify for the Top Ten Awards the showmanship division member must earn points by exhibiting animals that are owned by the exhibitor.

5.4 NOVICE AWARDS

5.4. A The OCCA will award a novice trophy buckle to an OCCA steer division member who accumulates the greatest number of points in one or more breed divisions. The members who accumulate the second and third greatest number of points will also receive awards. To qualify for the Novice Award, this must be the OCCA member's first year to exhibit beef cattle.

5.4. B The OCCA will award a novice trophy buckle to an OCCA heifer division member who accumulates the greatest number of points in one or more breed divisions. The members who accumulate the second and third greatest number of points will also receive awards. To qualify for the Novice Award, this must be the OCCA member's first year to exhibit beef cattle.

5.5 The OCCA will award a membership jacket to the OCCA member who sells the greatest number of new memberships within a given year. The OCCA member must

mark each membership application as being the sponsor of the membership. All types of memberships, except renewals, qualify for this award.

5.6 Regional awards will be presented to the top five heifer exhibitors and top five steer exhibitors in each of the five FFA districts. Those exhibitors qualifying for the top ten division awards will not be included in the district awards

5.7 The Sunrise Award will be presented each year to honor the memory of Patty Davis. This award goes to a family that exemplifies family effort, teamwork and accomplishment in the show ring. Selection will be made from families nominated by the OCCA Board and voted on by the last five recipients of the Sunrise Award. A porcelain statue will be awarded as a symbol of this honor. The award process is to be coordinated by the OCCA Secretary.

5.8 Awards will be presented during the OCCA Awards Banquet held in April of each year.

Section 6 POINT SYSTEM

6.1 RULES FOR DETERMINING POINTS

6.1. A Points shall be earned on the following basis in order for qualified members of the OCCA to receive yearly awards in each division. Points will be accumulated starting with the next sanctioned show following the selection of the Grand Steer at the Oklahoma Youth Expo and continuing through the selection of the Grand Steer at the next Oklahoma Youth Expo. Points will be calculated as follows for steer, heifer and showmanship divisions:

# in class	Class Placing						
1-2	5	3					
3	10	5	3				
4-5	15	10	5	3			
6-10	20	15	10	5	3		
11-15	25	20	15	10	5	3	0
16+	30	25	20	15	10	5	3

6.1. B In addition, bonus points are awarded by the OCCA for each breed and reserve breed champion at each sanctioned show where the approved breed format is used. A member shall receive 5 points more than any other animal in the breed for breed champion and the reserve champion shall receive 2 points less than the breed champion to be added to his or her point standings in that particular breed category.

6.1. C Showmanship Points

All OCCA showmanship division members will receive one (1) point for exhibiting in a sanctioned showmanship contest. Additional class points will be based on the same point system in section 6.1.A. In addition, bonus points are awarded by the OCCA for each division and reserve division champion at each sanctioned showmanship contest where the approved age-division format is used. A member shall receive 5 points more than any other exhibitor in the division for division champion and the reserve division champion shall receive two points less than the division champion to be added to his or her point standings in the appropriate showmanship division category.

6.2 GENERAL RULES REGARDING POINTS

6.2. A Points will be accumulated at all sanctioned shows and recorded, individually, based on the number of animals that are actually shown in the class. The OCCA will not be responsible for "no shows" at the gate. Members will receive only the exact number of points as indicated in the points table in paragraph 6.1.A.

6.2. B In all divisions, heifers and steers must be entered in the name of the individual OCCA member and must be shown by the member (see paragraph 3.7) in order for the points to be accumulated in his or her name.

6.2. C To ensure proper tabulation of points, it is the exhibitor's responsibility to completely and legibly complete each class card and to see that show management accurately records the placing in each class. When a class contains mixed breeds, the exhibitor must note on the official class sheet the official breed that animal has been showing in during the current point year. In this case, points will be transferred to the official breed of the animal. If an animal is reclassified upon arrival at the show by the official classifier, no points will be awarded.

6.2. D Once points have been recorded on an individual member within any one of the breed divisions, for steers or heifer division competition, those points are nontransferable to any other breed division. Incorrect breed information is the fault of the exhibitor and the OCCA will assume no responsibility therefore, recorded results will not be changed.

6.2. E Only the top two steers and or heifers of any one owner exhibited, per show, per member, will count toward points standings in breed and top ten point standings.

6.2. F If a member is found to be showing the same steer or heifer in two or more breeds, the member will automatically forfeit all points for the entire year becoming ineligible to compete in the point system for the balance of the current year.

- 6.2. F Exception 1: If due to a show having a minimum number to have a breed, and the member is forced to show in an AOB or commercial class, the member must note on the official class sheet the steer or heifers breed and the points will be transferred to the official breed of the animal or within 10 days of the date of show, must notify the OCCA office in writing.

- 6.2. F Exception 2: If a member must show in an appendix or percentage breed class the member must note on the official class sheet the steer or heifers breed and the points will be transferred to the official breed of the animal or within 10 days of the date of show, must notify the OCCA office in writing.

6.2. G Anytime a member violates a rule, the following action will be taken: the OCCA member will lose all points, premiums, and awards for the day

6.2. H All protests must be submitted in writing to the OCCA office within 30 days of publication of points on the OCCA website.

6.3 HEIFER RULES

6.3. A It is the responsibility of the exhibitor to classify his or her heifer at the heifer's first competition. All heifers must be in the name of the exhibitor and meet all breed guidelines as stated in the Tulsa State Fair rulebook. It will be the responsibility of all exhibitors to know their animals' eligibility with their respective breed associations. The heifer's first competition will designate the breed division for the entire year in which points can be awarded. See paragraph 6.2.F. for additional information.

6.3. B In the heifer division, individual members may only be awarded points by exhibiting heifers that are owned by said exhibitor. "Loaned out" heifers may not be used to accumulate points. Registered heifers must be registered in the name of the exhibitors. Exhibitors have ninety (90) days from the date of sale to obtain official registration papers.

6.3. C Participants in the OCCA heifer division program will only be able to exhibit registered animals. Points will be awarded only to registered heifers; in the breed the animal is registered. Participants may only receive points for a heifer in one breed. Exception see paragraph 6.3.D.

6.3. D Participants in the OCCA heifer division program will be able to exhibit commercial heifers. The participants in the commercial class must submit proof of the heifer's birth date via bill of sale. The heifer may be registered, but of too low percentage to be eligible to be shown in their respective breed.

6.4 STEER RULES

Current 6.4. A It is the responsibility of the exhibitor to classify his or her steer at the steer's first competition. The steer's first competition will designate the breed division for the entire year in which points can be awarded. See paragraph 6.2.F. for additional information.

6.4. B In the steer division, individual members may only be awarded points by exhibiting steers that are owned by the said exhibitor. "Loaned out" steers may not be used to accumulate points.

6.5 SHOWMANSHIP RULES

In the showmanship division, individual members may only be awarded points by exhibiting animals that are owned by the said exhibitor. "Loaned out" animals may not be used to accumulate points. These animals must be presented ready for the show ring (blow & go or fitted, show halter, and appropriate dress for exhibitor), but fitting will not be part of the criteria for judging.

SECTION 7 BOARD OF DIRECTORS

7.1 OBJECTIVES

The development and operation of the highest quality shows and events is the primary interest of OCCA members, show managers, Ag teachers, county agents, club calf producers and others who support the industry. It is, therefore, in the common interest of all those involved to improve the channels of communication among all participants and supporters of these events and to utilize the ability, experience, and judgment of each group in formulating policies and making decisions that involve matters of mutual concern.

7.2 PURPOSE

To manage the day to day operation of the OCCA; to serve as an advisory group to the active members; to serve as an open channel of communication between and among show managers and the OCCA membership; and to foster mutual understanding and optimum working relationships between these groups. To work cooperatively for providing the members of the OCCA with the best possible avenues for exhibiting their animals.

7.3 DIRECTORS

The OCCA board of directors shall consist of nine (9) independent individuals, of that number five (5) members should represent each of the five (5) FFA regions in the state, and the remaining four (4) members shall be members at large, one of whom shall be the Ex-Officio President. Each of the members shall serve terms of not more than three (3) years.

7.4 BOARD VACANCIES

Vacancies on the board of directors will be filled by an election of the remaining board of directors. In the event a quorum does not exist, the president may appoint an individual to fill a vacancy. A nominee for the vacancy may be submitted by a member of the board of directors, a member of OCCA or by self nomination by an interested individual.

7.5 APPOINTED MEMBERS

The board of directors reserves the right to appoint from one (1) to five (5) members of the board to serve terms of not more than three (3) years.

7.6 ADVISORY COUNCIL

The board of directors has the right to appoint members to an advisory council. Members of the advisory council may request the development of new policies, the revision of existing policies or the elimination of any policies. Members of the advisory council may assist the board in the management of the day to day operation of the association and can represent the association at a sanctioned event. The members of this council have no voting privileges on the board of directors.

7.7 JUNIOR BOARD ADVISORY COUNCIL

The board of directors has the right to appoint members to a junior board advisory council. Members of the junior board advisory council may request the development of new policies, the revision of existing policies or the elimination of any policies. Members of the advisory council may assist the board in the management of the day to day

operation of the association and can represent the association at a sanctioned event. Members of the junior board advisory council will be in attendance at all junior meetings and will provide assistance and guidance to the members of the junior offices.

7.8 OFFICERS

The board of directors shall elect from within its members a president, vice president, treasurer and secretary. These four officers plus the ex-officio president will constitute the executive board.

7.8. A EXECUTIVE BOARD The Executive Board will consist of the President, Vice President, Secretary, Treasurer and Ex-Officio President and shall have responsibility for day to day management of the organization utilizing the OCCA By-Laws and Rules as their guide. The board of directors shall vote upon any issue not covered therein. The executive board will suggest business practices, use of vendors, and provide managerial direction as approved and authorized by the board of directors. Executive Board members have contract signing authority for the organization providing approval of the Board of Directors has been given for the individual contract.

7.8. B The president shall preside over all meetings and oversee all business of the board of directors. Upon completion of his/her term the president will serve as an ex-officio board member for a one-year term.

7.8. C The vice president shall preside in the absence of the president and shall assume the duties of the president should the president be unable to complete his duties at any time. The Vice President will also be the President-Elect and, precluding unforeseen circumstances or removal from office, will automatically become the President.

7.8. D The secretary shall act as the secretary of all meeting records. In the absence of the secretary, the president may appoint any person to act as secretary of the meeting. The secretary's duties will include all correspondence and contracting regarding sanctioning of shows, maintaining the OCCA calendar of events, sending show flyers to the members, meeting minutes, and distribution of show class-sheets and entry cards.

7.8. E The Treasurer shall have responsibility for all financial records and transactions of the OCCA. Including preparation of tax returns, budgets, financial reports and audits of the organization's financial records. All checks written on OCCA bank accounts must be signed by two members of the board, the treasurer and one other board member.

7.9 QUORUM

Four (4) members of the board of directors must be in attendance at all meetings to constitute a quorum.

7.10 MEETINGS

Meetings of the board of directors shall be held at least three (3) times during the year. These meetings may be called by the president or secretary. Additional meetings may be called by the president or secretary whenever it comes to the attention of one of the parties that there is legitimate business to be discussed. Meetings may be live or by telephone.

SECTION 8 JUNIOR OFFICERS

8.1 PURPOSE

The junior officers of the OCCA shall serve as an advisory group to the board of directors. They shall serve as an open channel of communication between and among show managers and the OCCA membership and foster mutual understanding and optimum working conditions between these groups.

8.2 ELECTED OFFICERS

The elected officers shall consist of a president, vice president, secretary/treasurer, reporter and one (1) representative from each of the five (5) FFA regions in the state. The president and secretary of the board of directors shall serve as ex officio members of the Junior Officers Board.

8.2. A The president shall preside over all meetings of the junior officers and at any general membership meetings. To qualify to run for the office of president, a member must have been a member of OCCA, in good standing for one year and must be in at least their junior year in high school.

8.2. B The vice president shall preside in the absence of the president and shall assume the duties of the president should the president be unable to complete job duties at anytime. To qualify to run for the office of vice president, a member must have been a member of OCCA, in good standing, for one year and must be in at least their junior year in high school.

8.2. C The secretary shall act as the secretary of all meetings of members. In the absence of the secretary, the president may appoint any person to act as secretary of the meeting. To qualify to run for the office of secretary, a member must have been a member of OCCA, in good standing, for one year and must be in at least their sophomore year in high school.

8.2. D The reporter shall report the events of the OCCA to the OCCA publication and other publications and shall maintain the OCCA scrapbook. To qualify to run for the office of reporter, a member must have been a member of OCCA, in good standing, for one year and must be in high school.

8.2. E The five (5) representatives shall serve as representatives of the members from their respective areas. They shall advise the junior officers as to the feelings of the members from their area of the state on proposals and stimulate interest in the OCCA in each of their areas, as well as recruiting OCCA members from their respective regions. To qualify to run for a representative, a member must have been a member of OCCA, in good standing, for one year and be at least 14 years of age.

8.3 ELECTIONS

The officers and representatives are to be elected no later than April 30th of each year and shall serve one-year terms of office.

8.4 MEETINGS

Meetings of the officers shall be held at least three (3) times during the year. These meetings may be called by the president or secretary of the junior officers.

8.5 QUORUM

Four (4) members of the junior officers must be in attendance at all meetings to constitute a quorum.

SECTION 9 ORIGINATION OF PROPOSALS

9.1 The board of directors, the junior officers, the president or secretary of the board of directors or any other member may receive suggestions or requests for the development of new policies, the revision of existing policies or the elimination of any policies.