



**Miss Rodeo Texas Association, Inc.**  
**MEMBER HANDBOOK**

*Approved May 7, 2024*

Miss Rodeo Texas Association, Inc.  
8452 Fredericksburg Rd. #302  
San Antonio, TX 78229  
[www.missrodeotexas.com](http://www.missrodeotexas.com)

## ALL RIGHTS RESERVED

Miss Rodeo Texas Association, Inc. reserves the right to modify or revise these rules at any time upon reasonable notice.

No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without the express written consent of Miss Rodeo Texas Association, Inc.

## *Table of Contents*

Mission Statement	4
About Miss Rodeo Texas	4
History of the Miss Rodeo Texas Pageant	4
Terms and Definitions	5
Rules	5
Consequences	6
Teams	6
Official Documents	10
Grievance Policies	10
Acceptance of Miss Rodeo Texas Member Handbook	13

## **Mission Statement**

To provide a quality state pageant, maintaining an environment where contestants, participants and committee members will be enriched by the experience of the pageant. To provide scholarships for educational opportunities. To support the queens as they represent Texas, our Western Heritage, the sport of professional rodeo, the western apparel industry, and as they model goodwill and integrity for the youth of Texas.

## **About Miss Rodeo Texas**

A Texas tradition of almost six decades, the selection of Miss Rodeo Texas is based on horsemanship, appearance and personality competition with other finalists from across the great state of Texas. Since the inception of the Miss Rodeo Texas Pageant, Miss Rodeo Texas has served as vibrant, colorful Goodwill Ambassadors of Rodeo, the Official Sport of Texas, working closely with professional rodeos and rodeo associations to keep our western heritage and the western industry alive and flourishing in today's society.

During her reign, Miss Rodeo Texas will travel all over the state encouraging Texas youth to remember the impact that our rich western heritage has had on the development of our state and to educate everyone about the contributions of Texas agriculture in our everyday lives.

## **History of the Miss Rodeo Texas Pageant**

The Miss Rodeo Texas Pageant is a rich, long-standing tradition that began in 1963 according to known records. The annual pageant has been held in Wichita Falls, Stephenville, Fort Worth, and presently San Antonio. The young lady crowned Miss Rodeo Texas represents our great state in the Miss Rodeo America Pageant held every year in Las Vegas in conjunction with the National Finals Rodeo each December.

In 1973, the Miss Rodeo Texas Teen Pageant was added allowing young ladies, ages 13 to 17, aspiring to be a rodeo queen the opportunity to start at an earlier age. Along the same lines, the Miss Rodeo Texas Princess Pageant was included in 2002 for girls from the age 9 to 13. Over the years, the age requirement for each division has changed to align with the Miss Rodeo America Pageant, and what was thought to be best for the contestants.

Young ladies come from every corner of our state to compete for their respective crown during the annual pageant held each June. The Miss Rodeo Texas Board of Directors, Ambassadors, and Pageant Committee work year-round to provide an excellent

pageant that gives away approximately \$50,000 in scholarships and awards to the winners and contestants.

### **Terms and Definitions**

- “Image” shall refer to the name, voice, image, signature, video, or likeness (collectively referred to as “Image”) of Representative(s).
- “Marks” shall refer to U.S. Trademark Registration No. 1,195,392 issued May 11, 1982 to Miss Rodeo America, Inc., for the mark MISS RODEO TEXAS & Design; U.S. Trademark Reg. No. 1,195,393 issued May 11, 1982, for the mark MISS RODEO TEXAS and any other trademarks, logos or slogans used by MRT in connection with the State Pageant or MRT’s business of promoting the State Pageant and the sport of rodeo, whether registered or not.
- “MRAI” shall refer to Miss Rodeo America, Inc.
- “MRT” shall refer to Miss Rodeo Texas.
- “MRTI” shall refer to Miss Rodeo Texas Association, Inc
- “MRTP” shall refer to Miss Rodeo Texas Princess.
- “MRTT” shall refer to Miss Rodeo Texas Teen.
- “Representative(s)” shall refer to Miss Rodeo Texas, Miss Rodeo Texas Teen, and/or Miss Rodeo Texas Princess.

### **Rules**

- To become a member, you will be required to fill out a membership application to be reviewed and accepted by the MRTI Board of Directors.
- Applicants agree to sign and date the last page of this Member Handbook as acceptance of membership rules.
- Applicants agree to a background check before being accepted as a member since we work with minors.
- You must be a paid member to attend meetings, unless you are a guest of a paid member. Only one guest appearance may be made per year. After one guest appearance, membership must be paid to attend future meetings.
- Membership payment is due on January 1st of each year. Members who pay after April 1st may not be listed in the pageant program book.
- Prior year membership is forfeited on April 1st for nonpayment. This means you will not appear in the program book as an Ambassador and you must reapply to receive all other membership benefits for that year.
- You may not photograph or video minors without prior approval from the MRT Media Director, or Board appointed designee, who must verify written consent from a parent/guardian of the minor.
- All Images are property of MRTI and use is prohibited unless approved by the MRT Media Director, or Board appointed designee.

- Marks are property of MRTI through MRAI registered trademarks and use is prohibited unless approved by the MRTI Board of Directors, or Board appointed designee.
- All social media posts of MRT/MRTI must be approved by the MRT Media Director, or Board appointed designee. Sharing of official posts is permissible without prior authorization.
- Marks may not be used for political, business, or personal gain.
- All decisions must go through the proper Team chairperson and/or MRTI Board of Directors depending on the scope and impact to MRT/MRTI.
- Members must always conduct themselves in a professional and respectful manner. Inappropriate language/comments and/or touching will not be tolerated.
- All agreements for sponsorships must be approved by the MRT President, MRT State Coordinator, or Board appointed designee. Please contact one of those individuals for any sponsor questions or potential sponsor leads.
- All appearance requests must be directed to the MRT State Director and/or MRT State Coordinator.
- Chaperoning MRT, MRTT, and/or MRTP requires request, or prior approval, from the MRT State Director and/or MRT State Coordinator.
- Representing MRTI at other pageants and/or events requires prior approval by the Outreach Team Chairperson or Board appointed designee.
- Members will not request, or attempt, to meet privately with MRT, MRTT, and/or MRTP.

### **Consequences**

The MRTI Board of Directors reserves the right to immediately terminate membership depending on the severity of the infraction. Members that are asked to leave the organization will forfeit all membership benefits within said organization for life.

### **Teams**

The following are Standing Teams as outlined in the MRTI Amended By Laws as of January 24, 2024 that may include MRT Members/Ambassadors. All standing teams shall be appointed by the Chairman of the Board or in his/her absence by the President or Vice President in that order. All standing teams will serve from one annual meeting until the next. Should an opening develop on a team, it will be filled by appointment, as necessary. Any Ambassador Member may serve on a standing team with the exception of the nominating and membership team.

- Pageant Team - The Pageant Director will appoint her/his own associated directors and team and shall structure the team as she/he deems appropriate. Pageant Team members will report to the Pageant Director.
- Scholarship Team - The MRT State Coordinator shall be the Chair of the Scholarship Team. The team will arrange for the orderly accrual of pledged scholarships to be presented to the designated winners in the Miss Rodeo Texas Pageant within eighteen (18) months of high school graduation and/or from the time of the expiration date of her title, and upon satisfying and completing her contract.
- Ethics Team - The Ethics Team shall investigate any charges brought against the Miss Rodeo Texas Pageant or any member or local franchise pageant of the organization and make the results of its investigation known in a meeting of the Board. The team will not make recommendations to the Board, unless called upon to do so by the Chairman, and will not discuss its activity or findings outside the Board meetings. The Chairman of the Board may give this team special assignments to prepare guidelines for conduct for Pageant officials which would then be presented to the Board for action or other assignments as they deem suitable.
- State Judge Panel Selection Team - This committee shall consist of the State Director and the Chairman of the Board and shall be responsible for the selection of judges for the pageant.
- Education Team - The Education Team shall assess the knowledge (PRCA, rodeo, horsemanship, equine science, current events, etc.) and skill of the newly crowned Miss Rodeo Texas as relates to the Miss Rodeo America pageant. The Education Team shall interview the newly titled Miss Rodeo Texas within 30 days of coronation, either in-person or remotely by electronic platforms that include, but are not limited to Go To Meetings, Zoom, Circuit for Outlook, Facetime, etc. At the conclusion of that interview, the Education Team will develop a plan to meet the educational needs of Miss Rodeo Texas which will vary each year based on the knowledge and preparedness of that year's Miss Rodeo Texas. The Education Team shall report to the State Director.
- Security Team - The Security Team shall assess the security risks/needs a minimum of 45 days prior to the pageant and will present recommendations to the Pageant Director and the President. The Security Team is authorized to contract with a security/law enforcement professional in developing the security assessment and plan but must submit a budget to the Treasurer and the President prior to obligating funds to an outside individual. The Security Team shall also coordinate directly with security personnel at the pageant host hotel and security personnel at other locations where pageant events will occur. Additionally, the Security Team will assess the security risks/needs of Miss

Rodeo Texas, Miss Rodeo Texas Teen, and Miss Rodeo Texas Princess as they travel throughout their reign and will provide recommendations for minimizing those risks to the President.

- Outreach Team - The Outreach Team shall focus on building relationships with other pageants, rodeos, etc. with a goal of increasing awareness, contestant entries, and bookings for the title holders.
- Other Teams - Others teams/committees, standing or ad-hoc may be appointed at the discretion of the Board.
  - Fundraising Team - The Fundraising Team shall coordinate and execute fundraisers throughout the year, solicit general sponsorships and scholarships, etc.
  - Membership Team - The Membership Team shall update the membership form and handbook annually and present to the Board of Directors for approval. They shall also seek new members and organize the annual membership drive, as well as, collect membership forms to keep on file.
  - Communication Team - The Communication Team shall be responsible for the communication of the membership. This includes but is not limited to: invitations to fundraising or pageant events, thank you notes from the organization, welcome letters to members, newsletters, and sending flowers or endowments approved by the board.
  - Media Team - The Media Team shall be responsible for coordinating and/or monitoring all types of media including but not limited to: television, newspaper, magazine, online, and/or social. They will work with media outlets to schedule interviews by titleholders and/or MRTI representatives. Specific to social media, they will help moderate content, comments and misconduct on all Miss Rodeo Texas Platforms, as well as, collaborate and work directly with the Social Media Director to find trends and coordinate actions. The Media Team shall help build, uphold and maintain Miss Rodeo Texas brand's media presence and standards. The Media Team shall report to the Media Director.

Pageant Teams - The following are classified as Pageant Teams and all Chairs report to the Pageant Director.

- Sponsorship Team - The Sponsorship Team is in charge of soliciting sponsors for awards, meals, and general pageant needs. They will nurture relationships with existing donors and seek/build relationships with new donors. Team Lead(s) is the MRT State Coordinator and/or MRT President.
- Program Book Team - The Program Book Team shall write guidelines/rules for contestant ad submissions, collect ads, obtain photos and bios, work closely with



other Teams to obtain needed information, organize and layout the program book. They shall also work with the graphic designer and printer to facilitate the completion and delivery of the program book no later than one day prior to the start of the pageant.

- Family Hospitality Team - The Family Hospitality Team shall provide a welcoming and helpful environment for families, friends, supporters, etc. They will organize ticket sales and distribution, seat attendees, and provide the meal count to the Pageant Director, State Director, and/or host hotel.
- Contestant Hospitality Team - The Contestant Hospitality Team shall provide a welcoming and helpful environment for contestants, work with Pageant Director and State Director to determine food and drinks needed for the contestant hospitality suite, help coordinate light meals, solicit gifts for the contestant entry prize package, etc.
- Judge's Hospitality Team - The Judge's Hospitality Team shall provide a welcoming and helpful environment for judges, work with State Director and Chairman of the Board to determine food and drinks needed for the judge's hospitality suite, solicit and/or order Judge's gifts, send handwritten thank you letters to judges, etc. Team lead(s) is the State Director and/or Chairman of the Board.
- Awards Team - The Awards Team shall research awards/costs and work closely with the Sponsorship Team to ensure financial feasibility. They shall order, pick-up, and organize awards in the family hospitality suite. The Awards Teams will also help with award distribution at the pageant, have contestants sign-off on awards received, and provide winners with information on how to obtain awards not on-site.
- Decoration Team - The Decoration Team shall work closely with Pageant Director and/or State Director to coordinate decorations with theme and/or events. Upon approval, they shall purchase decorations (within budget) and decorate for pageant functions as deemed appropriate by the Pageant Director and/or State Director.
- Donation Ticket Team - The Donation Ticket Team shall solicit donation ticket prizes, coordinate printing of the tickets (within budget), distribute donation tickets to Ambassadors and contestants, collect money, and provide a detailed accounting spreadsheet to the Treasurer. They shall also inform Pageant Director and/or State Director of contestant sales after contestant registration on the first day of the pageant. During the pageant, the Donation Ticket Team is responsible for selling tickets, coordinating the drawing at coronation, and distributing prizes. They are also responsible for the distribution of any prizes not picked up at the pageant.

- Silent Auction Team - The Silent Auction Team shall solicit silent auction items, organize the silent auction in the family hospitality suite at the pageant, help with the collection of money, and distribute items. They may also incorporate an online auction but must submit fees to the Treasurer, President and State Coordinator prior to execution.
- Move-in/Move-out Team - The Move-in/Move-out Team shall work closely with the Pageant Director, State Director, and Hospitality Leads to organize load-in and load-out at the pageant. This includes helping the Pageant committee, contestants, judges, sponsors, etc.

### **Official Documents**

Requests for official documents must be submitted to the MRTI Board of Directors in writing. The request must include the name of the person requesting, mailing address, phone number, email address, signature, and date. Upon receipt, the request will be sent to legal counsel for review and response as deemed appropriate. Copies of the IRS 990 forms are available for review at [Tax Exempt Organization Search | Internal Revenue Service \(irs.gov\)](#).

### **Grievance Policies**

#### *PAGEANT GRIEVANCE*

Any complaint that is filed in regard to state pageant issues must adhere to the following:

1. Grievances must be submitted no later than 10AM on the day of coronation.
2. All grievances must be submitted in writing, signed and dated, or they will not be accepted.
3. Grievances must include the name, address and daytime phone number of the person filing the complaint. Anonymous complaints will not be accepted or reviewed.
4. The grievance must include as much detail about the subject as possible in order for appropriate action to be taken (i.e. dates, times, locations, parties involved, etc.).
5. Grievances must be submitted directly to the MRT Pageant Director, MRT State Director, or MRT Grievance Team representative.
6. If a response to the complaint is desired, the letter must indicate so.
7. Any complaints that do not follow the above process will be classified as invalid.

***MRTI Action:***

1. Grievances will be reviewed and investigated by the Grievance Team named at Orientation on the first day of the pageant. The Grievance Team will consist of one MRT representative and one parent.
2. Findings will be reported back to the MRTI Board of Directors.
3. The MRTI Board of Directors will vote and determine necessary action to be taken.
4. An MRTI Board representative will report back to all parties.
5. A written response and/or decision will be sent to all parties.
6. All grievances will be addressed and responded to by the MRTI Board of Directors within ten (10) business days of the initial date the grievance was received.
7. The MRTI Board of Directors has the right to extend the ten (10) day period if further examination is necessary. They will advise all parties in writing if this is necessary.

***GENERAL GRIEVANCE***

Any non-pageant complaint that is filed in regard to Miss Rodeo Texas Association, Inc. must adhere to the following:

1. Grievances must be submitted no later than 5 days after the grievance issue occurred.
  2. All grievances must be submitted in writing, signed and dated, or they will not be accepted.
  3. Grievances must include the name, address and daytime phone number of the person filing the complaint. Anonymous complaints will not be accepted or reviewed.
  4. The grievance must include as much detail about the subject as possible in order for appropriate action to be taken (i.e. dates, times, locations, parties involved, etc.).
4. Grievances may be submitted electronically to: [info@missrodeotexas.com](mailto:info@missrodeotexas.com)

In addition, please send a hard copy to:  
Miss Rodeo Texas Association, Inc.  
8452 Fredericksburg Rd. #302  
San Antonio, TX 78229

Addressed to any of the following:

- Miss Rodeo Texas Association, Inc. Executive Board
- Miss Rodeo Texas Association, Inc. Chairman of the Board
- Miss Rodeo Texas Association, Inc. Board of Directors

5. If a response to the complaint is desired, the letter must indicate so.
6. Any complaints that do not follow the above process will be classified as invalid.

***MRTI Action:***

1. All complaints will be reviewed by the MRTI Board of Directors.
2. A MRTI Board member will be assigned to research and gather information about the situation.
3. All parties involved will be notified about the complaint and given the opportunity to provide a response in writing within an established timeframe.
4. Findings will be reported back to the MRTI Board of Directors.
5. The MRTI Board of Directors will vote and determine necessary action to be taken.
6. A MRTI Board representative will report back to all parties.
7. A written decision will be sent to all parties, signed and dated by the MRTI Board of Director representative assigned to the grievance.
8. All grievances will be addressed and responded to by the MRTI Board of Directors within ten (10) business days of the initial date the grievance was received.
9. The MRTI Board of Directors has the right to extend the ten (10) day period if further examination is necessary. They will advise all parties in writing if this is necessary.

**IN WITNESS THEREOF**, by their signature below, the undersigned has read and understands the Miss Rodeo Texas Member Handbook as of the effective date

\_\_\_\_\_.

Ambassador

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date