

# **PUREBRED DEXTER CATTLE ASSOCIATION OF NORTH AMERICA (PDCA)**

## **Official Rules and Regulations**

The Official Rules and Regulations shall consist of precedents (previously established actions) recommended by the Board or by the membership, actions taken by the Board of Directors at their annual and special meetings, and common sense dictates.

Both the By-laws and Official Rules and Regulations are subject to review and changes as needed according to procedures listed in the Official Rules and Regulations. It is understood that every situation that could arise requiring consideration cannot be anticipated and specified beforehand in the By-laws, Official Rules and Regulations. The use of common sense and general agreement between the Board, Officers, and general membership should be exercised.

### **1.0 General Information**

- (a) The Officers of the PDCA shall be a President and one Vice President who must be active, full members. They shall be members of the Board of Directors.
- (b) The offices of Secretary and Treasurer are Executive Offices and will serve on the Board of Directors in a non-voting capacity.

### **2.0 Qualifications**

- (a) The President and Vice President shall have been an active member in good standing of the PDCA for at least (5) years prior to nomination. "Active Member" is defined as having registered Dexter cattle within the last three (3) years, or a lifetime PDCA member. "Good Standing" is defined as having a full membership and for whom no complaints, charges or restrictions have been imposed. To avoid any possibility of "conflict of interest" this individual may not be an Officer or Director in any other Dexter cattle breed association or Dexter cattle club.
- (b) The position(s) of Secretary and Treasurer can be held by one person and individual(s) must be a member of the PDCA and not hold an Officer or Director Position with any other Dexter cattle association.

### **3.0 Election Procedures for Officers**

- (a) General elections for the President and Vice-President shall be held every two years in the odd numbered years (example 2013, 2015, 2017).
- (b) The President and Vice-President will be elected by the general membership.
- (c) No later than May first (1) that general elections will be held, the Nominating/Elections Committee will solicit nominations from members of the Board of Directors for the office of President and Vice President. Every effort should be made to provide more than one candidate for each position.
- (d) The Secretary will review the nominations for eligibility and forward the names of the eligible candidates back to the Nominating/Elections Committee, who in turn will ask for resumes from the candidates.

- (e) Notice of the persons running for office will be given to the general membership by a mailing or through publication in the quarterly publication (*The Journal*), sixty days prior to the election.
- (f) Ballots will be printed and delivered in a mailing to eligible voting members who will return their votes to the Chairperson of the Nominating/Elections Committee. The ballot will contain a provision for “write-in candidates” from the general membership.
- (g) Election results will be reported by July 1, the beginning of the terms and beginning of the fiscal year.
- (h) Voting results will be based upon a simple plurality of the votes received.

#### 4.0 Duties of the Officers

- (a) President-The President shall perform the usual duties associated with the office. This includes, but is not limited to, presiding at the AGM and Board meetings. The President is responsible for assigning to the proper Committee(s) cases of policy questions and/or cases requiring interpretation or resolution. If a committee has not been set up for a particular issue, then the President should establish a Committee, with approval of the Board.
- (b) The Vice-President shall serve in the absence or incapacity of the President. This person shall be in charge of public relations and shall be responsible for coordinating the activities that bring the Board and the membership into closer contact. In particular is the coordination of Area Managers, State Representatives, and Committees, and providing current information to the general membership. The Vice-President needs to prepare reports and/or articles for the quarterly publications.

#### 5.0 Secretary

The Secretary shall be the principal managing officer of this Association, and shall have the general supervision and direction and active management of the property, affairs and business of the Association, subject to the approval of the Board of Directors. This individual shall see that all orders and resolutions of the Board of Directors are carried into service, shall report to the Board all matters within his/her knowledge, which the interests of the Association may require. This individual shall countersign all deeds, contracts, leases or other conveyances executed by the Association and shall keep a correct and complete record of all proceedings of the Association. This individual shall also keep a record of the names of all members showing their address, date of membership and shall systematically keep all books, records and papers belonging to the Association.

#### 6.0 Treasurer

The Treasurer shall have the custody of all real estate, monies, and securities of the Association, subject to the direction and control of the Secretary. He or she shall invest the Association’s funds as authorized by the Board of Directors. The Treasurer shall see that the property and liabilities of the Association are fully protected by insurance, the amount thereof to be approved by the Board of Directors. He/she shall deposit the Association’s funds and securities with such depositories and custodians as the Board of Directors may from time to time designate. He/she shall prepare or cause to be prepared financial statements of the Association including a statement of receipts and

disbursements and a balance sheet. This shall be published in the journal for the membership. He/she shall perform such other duties as the Board of Directors or Secretary may prescribe and at all times shall be responsible to the President, the Board of Directors, and the Secretary.

#### 7.0 Registrar

The Registrar shall be responsible for the record keeping of all breed information and insuring a correct registry. He/she shall keep on file all documents constituting the authority for pedigrees and hold them subject to the inspection of any member of the Association. He/she shall maintain the records of the transfer of animals.

One individual may hold the positions of secretary, Treasurer, and Registrar. Individual(s) for these three positions should be recommended by the President and approved by the Board of Directors. The person(s) serving in these positions shall be of an agreed contract basis subject to the approval of the Board of Directors.

#### 8.0 Board of Directors

The Board of Directors shall manage the property, funds and affairs of the Association.

The Board of Directors will be comprised of the President, Vice President, Area Managers, Secretary, and Treasurer.

Voting Members of the Board of Directors will be the President, Vice President, and the Area Managers.

Minutes of each Board meeting shall be taken by the Secretary, maintained in an electronic form, and published in the quarterly *Journal* to the membership.

#### 9.0 Area Managers

(a) The term of each Area Manager will be three years. In the case of an Area Manager becoming unable to complete their term, the President should recommend a replacement; subject to the approval by the Board of Directors.

(b) The Nominating/Election committee from the members of that area will solicit nominations for the Area Manager by being posted in the PDCA quarterly publication (*The Journal*) or by separate mailing. The Secretary will review the nominations for eligibility and then forward back to the Election committee, who in turn will ask for resumes from the candidates. Notice of the persons running for Area Manager will be given to the membership of that area by publication in the *Journal* or separate mailing. Ballots will be printed and forwarded to each eligible voting member who will then return his/her ballot to the chairperson of the Nominating/Election committee. Results will be published in the *Journal*.

(c) Requirements and Duties of Area Managers

- 1) To be eligible to be an Area Manager, the person must be a member of the PDCA and have been a breeder of Dexter cattle for the last five (5) years, and must have registered an

animal within the last three (3) years and must be in good standing (no charges or complaints against them). The Area Manager must live in the area that he/she will represent.

- 2) Area Managers are required to attend the AGM. Should a situation arise that precludes attendance, the Area Manager must notify the President of the association and recommend a proxy to represent him/her from that area.
- 3) It is expected that all Directors (Managers) shall attend all meetings, be willing to give freely of their time and effort in helping to solve the problems or situations of the Association, and be continually conscious of their responsibility toward the membership which they represent, to the end that they do all possible to promote the breed wisely and to help maintain the highest possible standard of integrity for the Association
- 4) An Area Manager is expected to contribute articles for *The Journal* on a quarterly basis. Deadlines are established for submission and must be adhered to for timely publication.
- 5) In the event that an Area Manager fails to live up to the required standards, he/she may be removed from that position by request of the President and approval of the membership in the area they represent. Notice of complaint against an Area Manager will be given in writing and the Area Manager shall have fifteen (15) days to respond. At that time, if necessary the President will notify the membership and request a vote on removal. A simple majority of votes received will prevail.
- 6) In the event of a vacancy on the Board of Directors due to a death, resignation, or removal for just reason, the President shall appoint a member from the area, to fill the remainder of the term.

#### 10. Requirements and Duties of Regional Representatives

- (a) Regional Representatives shall be appointed by the Board or voted upon by the region depending on the desires of the region. They shall serve as liaisons between the individual Managers and their local/regional membership. Duties of this person would include, but not be limited to coordinating regional activities, meetings, newsletters, welcoming new or prospective members, etc.
- (b) The Board based on membership density and proximity will determine the number of Regional Representatives. The number of RR's can be changed at any time by request of a region.
- (c) Local/regional members may nominate persons as Representatives to the Nominating Committee. The Committee will verify eligibility and request resumes to be presented to the Board. At the discretion of the Board, input from the regional membership may be solicited either by comment or by voting; whichever the Board deems appropriate.
- (d) Eligibility for serving as a Regional Representatives is the same as for Area Managers.
- (e) Terms for Regional Representatives are the same as for Area Managers.
- (f) Regional Representatives will communicate with their Manager on a regular basis, and will keep records of all letters and correspondence pertaining to the PDCA.
- (g) Removal of Regional Representatives will be the same as for Area Managers.

#### **Indemnification**

Each Officer, Area Manager, Staff, Regional Representative, or any other person working in an official capacity for the PDCA shall be indemnified against claims and liabilities to which they have become subject by reason of serving the PDCA. The PDCA shall reimburse such persons for legal expenses reasonably incurred by them in connection with any claim or liability, provided, however, that no Manager shall be indemnified against, or be reimbursed for any expense incurred in connection with a claim or liability arising out of their own willful misconduct or gross negligence. The amount paid to any person by way of indemnification shall not exceed the actual, reasonable, and necessary expenses incurred in connection with the matter involved.

## **Committees**

### **1. Executive Committee**

Shall consist of the President, Vice President, and Secretary, with not less than two other members of the Board of Directors (Area Managers) of the PDCA. The Executive Committee is empowered to exercise the powers of the Board in accordance with the policy of the Association during intervals between Board meetings, except in such matters, as the Board of Directors shall from time to time by resolution reserve for its own action. The Executive Committee shall make a full written report of its actions at each succeeding meeting of the Board of Directors, and this shall be published to the membership in the next issue of *The Journal*.

### **2. Special Committees**

The Board of Directors may appoint members of the Association to special committees for such purposes as shall be designated. The actions of any special committee are subject to the approval of the Board of Directors. Any special committee shall have the power to add to its number. Special Committees may include but are not limited to Advertising, Classification, Genetics, Finance, Promotion, Rules and Regulations, Special Funding, Technology, etc. Every effort shall be made to comprise the Committee of 50% general membership.

### **3. Arbitration Committee**

The Board of Directors may each year as needed appoint individuals to serve as members of a committee to oversee complaints and disagreements from the membership regarding issues that include, but are not limited to, questions of registrations, farm names, voting rights, etc. If resolution of a problem cannot be obtained through the Regional Representative or Area Manager, then the Arbitration Committee can be requested in writing to oversee the problem. Members are encouraged to report the problem in a timely manner, not to exceed 12 months from the time of occurrence. The Committee cannot act until a formal complaint is received in writing to an Officer who will then assign it to the Committee. Any member who decides against resolution of a grievance through arbitration and who provides no other channel of resolution, risks loss or change of membership status.

#### 4. Nominating Committee

The Nominating Committee will receive nominations for candidates for Officers, Staff, Directors and other elected positions. The Committee will review the nominees for eligibility and good standing. The Committee will then request qualification information from the nominees and present this to the appropriate group. The Committee will then receive and tally the votes, presenting the results to the appropriate person.

#### 5. Membership Committee

The Membership Committee will review all applications for membership to the PDCA. Based on their review of conditions in regard to good standing requirements, membership classification recommendations will be made.

### Memberships

#### 1. Membership Classifications

There will be seven membership classifications in the PDCA:

- (a) Full Member – these shall be those persons who own registered Dexter cattle and pay the prescribed annual membership fee, due the first day of July each year. These members shall have one vote per membership.
- (b) Family/Partnership/Corporation Member – these shall be individuals that own registered Dexter cattle and form a unit, be it family, corporation or partnerships. Multiple names can appear under the unit's name, however, only one member from this unit has a voting right. That person will be so designated on the membership application form and reaffirmed when paying annual membership each. The unit's voting member cannot also be an individual member to avoid a double vote by one person.
- (c) Junior Member – these shall be individuals under 18 years of age by January 1 of the year seeking membership who own registered Dexter cattle and pay the prescribed annual membership fee each year. They shall have no voting rights.
- (d) Associate Member – these shall be individuals who do not own any Dexter cattle, or who live outside of the U.S., Mexico, or Canada. They shall have no voting rights and are not listed in the Membership Book. At such time that an Associate Member registers a Dexter, then full membership will become automatic.
- (e) Honorary Life Members – these shall be appointed by the Board of Directors and shall be an honorary membership to acknowledge members who have served in the Association and who have been a member in good standing for at least ten (10) years previous to this appointment. There will be no yearly membership fee and the member shall retain all voting rights.
- (f) Subscribers – these individuals shall receive *The Journal* and have no voting rights.
- (g) *Provisional Member – these shall be those persons who have not met the standards for Full membership based on the Membership Committee's recommendation. Provisional membership will apply for a period of five (5) years at which time the member can apply for Full membership. Provisional memberships do not have voting privileges and cannot hold office. At any time that*

*a sanction is brought against a member, by vote of the Board, the membership status may be changed to "Provisional."*

2. Membership Fees

Full Member	\$30	Annual Renewal	\$20
Provisional	\$30		\$20
Family/Partnership	\$30		\$20
Junior	\$10		\$ 5
Associate	\$30		\$20
Honorary	0		
Subscriber	\$10		\$10

3. Annual Dues

All annual renewals are due by July 1 of each year and must be received by July 1 in order to guarantee all the rights and privileges of member status, and inclusion into the yearly Herd Book. There can be an additional fee to receive a copy of the Herd Book to be decided by the Board of Directors.

4. Requirements for Membership

- (a) Application for membership shall be in writing or accepted electronic method, and each application on becoming a member shall be bound by the By-laws and the Official Rules and Regulations as set forth by the PDCA.
- (b) Enforcement of interpretation of the By-laws and the Rules and Regulations shall be the responsibility of the Secretary of the PDCA. In cases where there is a conflict in interpretation, the member shall be able to submit their concern in writing to the Arbitration Committee set up by the Board of Directors to review the case and render a decision.
- (c) Members shall be entitled to any of the rights and privileges of the PDCA during any year the annual fee has been paid. No member shall be entitled to vote at any meeting of the PDCA if membership fees are in arrears at the time the official notice was given calling such a meeting. Also, if fees are in arrears, all transfers and registrations will be done at the nonmember rate until membership fees are paid.
- (d) A member may resign from the Association at any time by written (or acceptable electronic) notice to the Secretary of the PDCA, and this resignation shall take effect at the end of the current paid membership year.

5. Suspension/Expulsion/"Not in Good Standing" List

- (a) The Board of Directors shall have the power to suspend, expel, or place on the "Not in Good Standing" list any member who fails to observe any rule or regulation set forth by the Association, and/or whose conduct is in the opinion of the Board prejudicial to the interests of the PDCA. Such violations could include, but not be limited to matters such as misrepresentation of registration data, misrepresentation of the PDCA, misuse of funds, actions detrimental to the

good of the Association, defamation of members or Officers, refusal to abide by the Rules and Regulations, etc. A member, if charged (and if not expelled) may also have their membership status converted to a "Provisional" membership.

- (b) A charge against any member shall be given to the President in writing who will then notify the Board of Directors. The members so charged shall have fifteen days notice in writing and be given the right to be heard. Upon review of the situation, the Board will vote on sanctions by a simple plurality. Members under threat of sanction can be given 30 days to correct the situation if it is the first occurrence.
- (c) Any person sanctioned in any of the above manner shall have no claim against the PDCA or any interest in the property or assets of the PDCA.
- (d) Any member whose payment of dues or fees in NSF (non-sufficient funds) will after six (6) weeks from notification, have their membership suspended, and also void any registrations paid for by that check.
- (e) Members can return to "good standing" status by correcting the situation to the satisfaction of the Board of Directors.

## **Registration of Animals**

### **1. General Information**

- (a) Application for registration of Dexter cattle will be made to the Registrar of the PDCA. A Certificate of Registration will be furnished by the PDCA for all animals meeting registration criteria and will be sent to the owner on the form adopted by the PDCA.
- (b) A person does not have to be a member of the PDCA to record pedigrees in the records of the association and will be charged a non-member fee.
- (c) The Registrar of the Association will be responsible to accept or refuse applications for registration or transfer from any person. Any grievance or complaint should be submitted to the Arbitration Committee in writing.
- (d) The Registrar shall be responsible for compiling a yearly Herd Book when requested by the Board. Entry in the Herd Book will require that breeders update their herd listing by completing the form supplied prior to the end of the year preceding the new Herd listings.

### **2. Registration Procedures**

- (a) A breeder must apply to the PDCA for registration/transfer using the forms adopted by the Association and must fill out all required sections. Failure to completely fill out the forms, including proper signatures will result in the form being returned and penalty fees may be applied upon the second rejection per transaction.
- (b) Registrations from Canada/Mexico or other foreign countries will be accepted upon review. Registrations from the ADCA made before July 17, 2004 will be automatically accepted. Registrations from the ADCA made after July 17, 2004 will be subject to review. There will be an additional charge levied for review of these registrations due to the additional time required to verify the information.



- (c) It is recommended that animals be identified with tattoo markings in the right or left ear and this marking must be noted on the application form. The recommendation is that the tattoo include a letter standing for the first letter in the farm name where the cow was bred, a number representing the number of the birth for that year by the breeder, and a letter representing the PDCA year. The PDCA recognizes other means of identification such as branding and permanent ear tag and these must be noted on the application form. The tattoo should be specific to one animal and not duplicated for other animals in the herd.
- (d) The name of the animal must not be more than 21 letters and spaces. Any registration request sent to the Registrar with more than 21 letters/spaces will be returned to the breeder with a reminder of the requirement. After the second submission of the registration request incorrectly completed, the Registrar may levy a penalty fee to return the form.
- (e) The animal's registration name must carry a prefix reflecting the herd name of the breeder (the farm owning the cow at the time of breeding). The Registrar has the right to approve or disapprove prefixes so as not to have duplications in the database, and to provide a consistent naming of animals identified to a breeder. In registering a prefix, priority in use shall be considered. Any dispute between breeders as a priority right to a prefix shall be referred to the Arbitration Committee in writing.
- (f) Herd name prefixes must remain the same for all animals bred on the same farm. A son, daughter, husband or wife may use the herd name prefix of a breeder with the breeder's consent, provided the herd is maintained on the breeder's premises. Use of a different prefix requires membership of the person registering the animal.
- (g) Included on the registration/transfer form must be the birthdate, color, sex, sire and dam registration numbers of the animal being registered. Notation must be given of excessive white markings on the animal, either by drawing in the white on the cow graphic and/or a written explanation of where the white is located. If there is a question whether the animal has excess white, it is strongly suggested that notation of white be made. Failure to comply with this requirement will constitute grounds for sanctions.
- (h) Application for registration of more than one generation is to be reviewed by the Registrar.
- (i) Application for animals over two years of age can require review at the discretion of the Registrar.
- (j) The Registrar has the right to require testing in cases there is a question of parentage, polledness, or color.
- (k) There is a special Certificate of Purebred Registrations for steers at a reduced registration fee.
- (l) A calf that is the result of artificial insemination (AI) must be so noted on the application form with an attached slip from the AI technician indicating the breeding date of the cow.
- (m) The signature of the breeder should be the person who bred the cow (the person who owned the cow at the time of breeding). The signature of the owner of the dam at the time of calving may be different if an individual purchased a bred animal. The signature of the owner of the sire would be the owner of the bull who bred the cow.
- (n) A transfer application is necessary if an individual is purchasing an animal that is not registered, a calf being sold with its mother, or a bred cow. A person buying an animal not previously registered is responsible for obtaining any and all necessary past paperwork substantiating the

pedigree of the animal. It is, however, a common breeder courtesy that the Seller should provide all necessary information and signatures.

- (o) Questions pertaining to difficulties in obtaining registration information from breeders should be referred to the Registrar who can then send them to the Arbitration Committee in writing. Breeders who do not comply with the above requirements will be subject to sanctions.

3. Registration/Transfer Fees for PDCA members

Cows up to one-year old	\$20
Bulls up to two years old	\$20
Cows over one year old	\$40
Bulls over two years old	\$40

Transfers:

Regular transfer (regardless of age)	\$20
Inner-herd transfers (regardless of age)	\$10

4. Registrations and Transfer Fees for Non-Members

All transaction fees are double for non-members

5. Registration and Transfer Fees for ADCA

All transaction fees for ADCA animals registered after July 17, 2004 will carry a surcharge to be determined by the Board.

## Standards

### 1.0 Color

There are three colors accepted by the PDCA – black, dun, and red.

- (a) All Dexters are to be registered by their true color. Application for registration of the color red, or revision of a current registration to list the color “red”, must be accompanied by a DNA color test of the animal being registered, or by virtue of the dam and sire being previously DNA certified red or certified red parentage. Information and test forms can be obtained by contacting the Registrar.
- (b) White on a Dexter is acceptable only on the organs of generation. Animals with white on other areas should be noted on the registration form and shall be coded EW with excess white.

### 2.0 Polledness

All animals that are registered with the PDCA that are born polled, their registration number will carry the “P” extension following the registration number. “Polled” (which is an inherited lack of horns) is to be differentiated from “dehorned” that refers to the removal of horns or horn buds on an animal. In cases where an animal is reported polled, but comes from horned parentage, a test will be required to determine either or both issues of polledness and parentage.

### 3. Appendix

- (a) No upgrading program is available for any animals to be registered with the PDCA. Both parents must be from registered PDCA (or accepted ADCA) stock.
- (b) Foreign animals must have five-generation purebred pedigree to qualify for registration, or have their case reviewed by the Registrar.
- (c) The PDCA accepts Canadian registrations the same as other foreign registrations.
- (d) Foreign animals must be registered in the PDCA prior to their calves qualifying for registration.
- (e) All embryos are to have the same registration requirements as other PDCA stock.

## Miscellaneous

### 1. Advertising

The PDCA suggests not using the term “dwarf,” but recommends language reflective of current testing programs.

### 2. Shows/Sales

- (a) The PDCA does not sanction non-PDCA shows and sales.
- (b) A video show may be a part of AGM meetings

### 3. Regional Support

- (a) Limited financial support for holding regional meetings will be determined each year by the Board of Directors.
- (b) “Seed” money will be available in the Region where the AGM is to be held each year. If the AGM and/or show have a profit, all seed money, plus the profit will return to the general treasury.
- (c) If any Region of the PDCA wants to maintain a bank account, this account shall be subject to review and audit just as the general PDCA account.

## Amendments

All proposed amendments by membership to the Rules and Regulations should be submitted to the Secretary’s office in writing no later than 30 days prior to the regular meeting of the Board of Directors at the AGM. During the Board meeting the proposals shall be considered by the Board and they shall by resolution, either approve or disapprove of the proposal.