

Section 2: Annual Dues

Members are encouraged to pay their annual renewals at the beginning of the calendar year in order to guarantee all the rights and privileges of member status.

Section 3: Requirements for Membership

- A. Application for membership shall be in writing, and each applicant, upon becoming a member, shall be bound by the Bylaws and the Standard Operating Procedures as set forth by the ADCA.
- B. Enforcement or interpretation of the Bylaws and the Standard Operating Procedures shall be the responsibility of the Board of the ADCA. In cases where there is a conflict in interpretation, the Member shall be able to submit their concern in writing to the Board of Directors to review the case and render a decision or to refer it to the Ethics Committee.
- C. Members shall be entitled to any of the rights and privileges of the ADCA during any year the annual fee has been paid. No member shall be entitled to vote at any meeting of the ADCA if their membership fees are in arrears at the time the official notice was given calling such meeting.
- D. A member may resign from the ADCA at any time by written notice to the Secretary of the ADCA and will be effective upon receipt of the request for resignation (no refund of annual dues).

Section 4: Registration and Transfer of Animals

Purpose: The purpose of this procedure is to guide owners/breeders through the process of registering and transferring their purebred Dexter cattle with the ADCA.

General Information for Registration and Transfer

Definitions:

Owner of Record: the ADCA-recorded current owner of the animal. Spouses, partners, and other family members must be listed with the Registrar's office to be considered "Owner of Record."

First Owner: the ADCA-recorded owner of the calf's dam at the time of calving.

Breeder: the ADCA-recorded owner of the calf's dam at the time of breeding.

Authorized Representative: an ADCA regular member in good standing who has on file at the ADCA Registrar's office the required documentation to register and transfer animals of another ADCA regular member.

Registration and Transfer Procedures:

- A. Application for registration of Dexter cattle shall be made to the ADCA Registrar. A Certificate of Registration shall be furnished by the Registrar for all animals meeting the ADCA registration criteria and shall be sent to the owner on the form adopted by the ADCA.
1. A person requesting to register animals and record pedigrees in the ADCA registry for the first time will be given a complimentary membership till the end of the current calendar year. Membership dues will be due in January of the following year. The BOD reserves the right to discontinue this policy at any time.
 2. The Registrar is responsible for accepting or refusing registration applications or transfer applications from any person. The Registrar shall request a review and/or recommendation by the Pedigree/Genetics Committee, prior to accepting or refusing any registration or transfer application that does not comply with this Standard Operating Procedure for registration of animals with the ADCA.
 3. Any grievance or complaint concerning a registration or transfer application should be submitted to the ADCA Secretary, in writing, within 90 days of the postmark on the Registrar's decision, for a Board review and final decision.
- B. The First Owner, unless under exemption (see Section C) or unless designated as an Authorized Representative (see Section D), must apply to the ADCA for registration using the form adopted by the ADCA. All required sections must be filled out. Failure to completely fill out the form(s) will result in the form being returned. The Registrar may assess penalty fees for repeated rejections of any application.
- C. Exemptions to the First Owner policy can be granted as follows:
- A. Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated First Owner.
 - i. In the event of the death or incapacitation of the First Owner, an ADCA member or members in good standing may formally apply for First Owner Policy Exemption #1 (denoted FOE#1) under this exception by submitting the required documentation and the proper form to the ADCA Registrar.
 - ii. **Acceptable Documentation** for an FOE#1 is documentation of the date of death, a power of attorney, or other suitable document that indicates the recorded First Owner is not able to complete registrations and transfers and that the proxy listed on the form is authorized to act on behalf of the deceased/incapacitated.
 - iii. **Proper Form** for an FOE#1 is the **First Owner Exemption For Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association** form (available on the ADCA website or by request) must be filed with the ADCA Registrar in order to acquire a FOE#1.
 - iv. Upon receipt of the required documentation and the required form, the ADCA Registrar will notify the member requesting FOE #1 of approval or disapproval. If the exemption is approved, the persons/s listed on the **First Owner Exemption For Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association form** will be identified by the ADCA as

the Owner of Record and can then register and transfer animals on behalf of the estate.

B. Exemption #2: Significance to the National Herd.

- i. In rare instances when a genetically or historically significant herd or line of animals will be lost to the ADCA national registered herd due to the inability of the first owner policy to be met, an ADCA member or members in good standing may formally apply for First Owner Exemption #2 (denoted FOE#2) using the proper form.
- ii. **Proper Form** for an FOE#2 is the **First Owner Exemption For Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association, page 2** (available on the ADCA website or by request). This form must be filed with the ADCA Registrar in order to acquire a FOE#2.
- iii. Upon receipt of the required form, the ADCA Registrar will forward the form to the Pedigree and Genetics Committee Chair.
- iv. Upon review of the request, the Pedigree and Genetics Committee will inform the ADCA Registrar as to the acceptance or denial of the request.
- v. The ADCA Registrar will inform the applicant as to the acceptance or denial of the request.
- vi. If a FOE #2 is granted the member/members listed on the request will have 120 days from time of notice from the P&G committee to complete all ADCA required registration requirements and submit registrations to the ADCA registrar for the animals identified in the request.
- vii. If not completed within 120 days the exception is ended, and no further exceptions maybe granted for the animals specified. One, 30-day extension for good cause may be granted to the members with submission of extension request to P&G committee 3 weeks prior to exception end date. All rulings on FOE#2 exceptions by the P&G Committee are final and without appeal.

C. Authorized Representative Exception

- i. ADCA members may delegate to another ADCA member, known as an Authorized Representative, the authority to register and transfer animals for which they are first owner and owner of record. Authorized Representative delegations are expected to be long term relationships and are not made available simply to enter animals into the registry that otherwise would not be entered.
- ii. Authorized Representative can perform registrations and transfers for another ADCA Originating Member under these conditions:
 1. Originating member and authorized representative are ADCA members in good standing.
 2. Both the proper form and the required affidavit have been filed with the ADCA Registrar prior to any action by the Authorized Representative.
 3. **The Proper Form** is the **Authorized Representative** form. It is available for download on the ADCA website.

4. **The Required Affidavit** is a notarized affidavit from the originating member who is approving another to be their authorized representative for registration and transfer of animals in the ADCA and the signatures of both the originating member and the designated authorized representative. The affidavit will state the name and ADCA member number of the originating member and of the person being identified as the authorized representative.
 5. An originating member may only have one authorized representative active at a time.
 6. Once an authorized representative has been approved, the authorized representative is the only member, including the originating member, that may register or transfer animals for the originating member.
 7. Authorized Representatives are not time limited and are ended by written request to the ADCA Registrar from the Originating Member.
- D. Animals must be identified on the registration application form with some form of permanent identification. It is recommended that tattoo markings include a letter representing the first letter or letters representing the initials of the breeder's prefix where the cow was bred; a number representing the number of birth for that year by that breeder; and a letter representing the ADCA year.
 - C. The full name given to an animal must not be more than 25 letters and spaces. Any registration request sent to the Registrar with more than 25 letters and spaces will be returned to the breeder with a reminder of this requirement. Repeated submissions of incorrect registration application forms may result in a penalty fee.
 - D. The animal's registration name shall include either the herd name/breeder's prefix or the herd name/breeder's prefix initials reflecting the breeder that owned the cow at the time of the breeding. If a member is "leasing" cows but wants the offspring to carry their herd prefix the animal must be transferred into their name for the duration of the lease. The Registrar reserves the right to approve, modify or reject a breeder's prefix in order to avoid duplications in the ADCA database and to provide the consistent naming of animals associated with each breeder. **In registering a herd name/breeder's prefix, priority shall be given to previous first use by a breeder.** Any dispute between breeders as to the right to use a specific herd name/breeder's prefix shall be referred in writing to the ADCA Secretary for a Board review and final decision.
 - E. The herd name/breeder's prefix must remain the same for all animals bred by that breeder. The herd name/breeder's prefix of a breeder may be used by a son, daughter, husband, wife or family member with the breeder's written consent. Use of a different herd name/breeder's prefix requires a separate ADCA membership of the person registering the animal.
 - F. Included on the ADCA registration application form for each animal is birth date; color; sex; permanent identification; sire and dam registration names and numbers; horned or polled status; on a voluntary basis, chondrodysplasia and PHA test results; if required, genotype test status; breeder contact information; owner contact information; and other information as deemed important for proper registration by the Registrar.

- G. Application for registration of an animal without both sire and dam previously registered in the ADCA registry shall be submitted with a copy of the registration certificates of the sire and dam showing ownership and a five-generation (62 ancestor) registered purebred pedigree from the registry of origin. This information is in addition to the information required for all registrations. These applications shall be reviewed by the Registrar, and may also be reviewed by the Pedigree/Genetics Committee.
- H. A calf that is produced as the result of artificial insemination (AI) must be noted as such on the registration application form.

Transfer Procedure

- O. The Recorded Owner or their Authorized Representative must apply for transfer to change ownership of an animal previously registered with the ADCA.
- P. A transfer application is available online and can be completed online or on a printable format.



Authorized Representative Form American Dexter Cattle Association

This form is to authorize another ADCA member to submit registrations and transfers on your behalf.

Effective Date ____ / ____ / ____

Current Owner of Record requesting a Representative:

Name: _____

ADCA Member number: _____

Herd Name: _____

ADCA member to become the Representative for Owner of Record:

Name: _____

ADCA Member number: _____

I, _____, _____ hereby grant full animal registration and
(print owner of record member name) *(ADCA member #)*

transfer authority for the _____ to my Authorized Representative
(herd name)

_____, _____
(print authorized representative member's name) *(ADCA member #)*

Owner Signature _____

(date)

Authorized Representative Signature _____

(date)

This authorization will be in effect until written notice, by the Owner of Record, to revoke permission for the Representative to register/transfer animals on your behalf.

Certificate of Acknowledgement
State of _____
County of _____

On _____, before me,

(date)

(notary)

proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies),
and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument

WITNESS my hand and official seal

(seal)

(notary signature)

My Commission Expires: _____



**First Owner Exemption
For Registration and Transfer of Dexter Cattle in the
American Dexter Cattle Association**

This form is to request exemption from the ADCA's First Owner policy.

Date: ____ / ____ / ____

First Owner Exemption Type (check one only)

- Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated First Owner
(fill out that section only)
- Exemption #2: Significance to the National Herd
(fill out that section only)

**Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated
First Owner:**

Current Owner of Record to receive Exemption #1:

Name:

ADCA Member number: _____

Herd Name:

ADCA member applying to become the Owner of Record under Exemption #1:

Name:

ADCA Member number: _____

I, _____ request that the

(applicant name)

(herd name)

with the current owner of record being _____ & _____ be
granted

(name of current owner of record)

(ADCA Member #)

First Owner Exemption #1 and that the owner of record be changed to

(applicant name)

on ____/____/20___. Applicant Signature:

Attached is documentation that the current owner of record is deceased or not currently able to conduct ADCA business and that I have been legally designated to act on behalf of the estate or as caretaker of these affairs.

Certificate of Acknowledgement

State of _____

County of _____

On _____, before me,

(date)

(notary)

proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument

WITNESS my hand and official seal

(seal)

(notary signature)
My Commission Expires: _____



First Owner Exemption For Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association

This form is to request exemption from the ADCA's First Owner policy.

Date: ____ / ____ / ____

Exemption #2: Significance To The National Herd

Current Owner of Record to receive this exemption:

Name: _____

ADCA Member number: _____

Herd Name: _____

ADCA member applying to become the Owner of Record under Exemption #2:

Name: _____

ADCA Member number: _____

Animals to be registered/transferred under the exemption (use another paper for additional animals):

| | | |
|---------------|-----------|---------|
| Animal Name: | ADCA # | Other # |
| Sire: | ADCA # | Other # |
| Dam: | ADCA # | Other # |
| Breeder Name: | Breeder # | Farm: |

| | | |
|---------------|-----------|---------|
| Animal Name: | ADCA # | Other # |
| Sire: | ADCA # | Other # |
| Dam: | ADCA # | Other # |
| Breeder Name: | Breeder # | Farm: |

The animal/s are not able to be registered/transferred in the ADCA under the First Owner policy because:

The Dexter(s) is(are) significant to the National Herd and should be exempted because:

I understand that, if an exemption is granted, all animals listed must still meet all ADCA registration requirements in place at the time of their birth. Any animals not meeting these requirements cannot be registered in the ADCA. I understand that once notified that this request for exemption has been approved I have 120 days to submit complete registration information including all genotype and parent verification testing to the ADCA Registrar to register the named animals.

_____ (signature of requestor)

Section 5: Genotype Requirement

Purpose: The purpose of this procedure is to help assure that the proper sire is indicated on a pedigree when an animal is registered with the ADCA.

Procedure:

- A. All bulls registered by the ADCA after December 31, 2008, shall be genotyped, and have the verification of genotype on file with the ADCA Registry Office prior to completion of their registration.
- B. Existing herd sires (all bulls used for breeding) shall be genotyped and have the report on file prior to registration of any calves sired by those bulls and born after December 31, 2009. Bull calves born on or after January 1, 2016 are required to be genotyped and sire qualified prior to registration.
- C. All females born on or after January 1, 2016 must have a genotype on file at an approved lab.
- D. The offspring of all 2016 calves (and all offspring thereafter) must have a genotype with parent verification on file at an approved lab (with their genotype reports residing at the same lab as the reports of both their sire and dam). (Must show G5 on the pedigree)
- E. For cows and heifers born prior to January 1, 2016 either lab can provide a “permanent record” of the genotype of the animal, showing no parentage verification. These animals will show as G2 on their pedigree. This will allow for all future offspring of these animals to be parentage verified. This is a voluntary submission to the registrar and is not mandatory, but it is recommended because it moves the registry toward a parent verified status on an accelerated time table.
- F. Steers are exempt from these genotyping requirements.
- G. All genotyping shall be done at the owner’s expense at one of the ADCA’s designated laboratories (currently UCD or TAMU).
- H. Effective January 1, 2016 in order for a bull to be listed on the ADCA Artificial Insemination Bull Index on the ADCA website, the following requirements must be met:
 1. Bulls must have a genotype on file at both TAMU and UCD.
 2. Bulls must also have both of their genotypes (one from TAMU and one from UCD) on file with the ADCA Data base. Note: members purchasing straws should

be certain to get the reference numbers of the bull's genotypes from the seller in order to assist them in registering the bull's offspring.

3. A statement of the shoulder or hip height of the bull (please specify) and the bull's age at which the height was recorded must also be part of the listing.
- I. The transfer of genotype data from one approved lab to another approved lab shall be done at the owner's expense. Data must be transferred directly from Lab to Lab and not from the Breeders/Owners copies.

Section 6: Polled Animals

- A. If both sire and dam are registered as genetically horned and a polled mutation is suspected, then both sire and dam must be available for DNA genotyping and parentage qualification. If they are not available for DNA genotyping, then the lab will determine further testing procedures.
- B. Polled animals may not be registered as horned. If an animal is indicated as being horned at the time of its registration and then is found to be genetically polled at a later date, its registration may be reviewed and corrected by the ADCA.
- C. Horned animals may not be registered as polled. A dehorned animal must be registered as horned. If an animal is indicated as being polled at the time of its registration and then is found to be genetically horned at a later date, its registration may be reviewed and corrected by the ADCA.
- D. Polled Dexters from other recognized Dexter registries will be accepted by the ADCA if they meet all the ADCA registration criteria.
- E. The ADCA reserves the right to review the records from other Dexter registries, to require genetic testing and to revoke the registration of any animal that is improperly registered. All testing expenses are the responsibility of the registration applicant.

Section 7: Coat Colors

- A. Black, dun and red are the only accepted Dexter colors, and all three are verifiable by DNA testing. Any questions about the proper registration of the color of a Dexter shall be resolved by DNA testing.
- B. For any color or pattern genetics questions that are not answered by the above statements, the registration procedures shall be based on information that has been presented in ADCA publications:
 1. ADCA Breed Descriptions and Guidelines
 2. Basic Concepts of Dexter Color Genetics

Section 8: Embryo Transfers/Transplants (ET)

- A. DNA genotypes referred to in this requirement shall be compatible with the procedures and standards of the ADCA and the ADCA designated laboratory to determine and store genotypes, to maintain a genotype database and to utilize the genotypes in this database for parentage qualification of the animals in the ADCA Registry.
- B. The DNA genotype of an ET calf's sire shall be on file with the ADCA. The fee for this genotype shall be the responsibility of the owner of the semen used in the ET procedure unless the sire's genotype is already on file with the ADCA.
- C. The DNA of an ET calf's donor dam shall be on file with the ADCA. The cost of genotyping shall be the responsibility of the owner of the donor dam at the time of the ET procedure unless the donor dam's genotype is already on file with the ADCA.
- D. The DNA genotype of a calf resulting from an ET procedure shall be provided to and on file with the ADCA and shall qualify parentage by the sire of record out of the donor dam of 6 record. A calf resulting from an ET procedure shall not be registered in the ADCA without complete parentage qualification by DNA genotyping. The cost of genotyping for parentage qualification shall be the responsibility of the owner of the calf.
- E. The owner of record of the donor dam or her unfertilized egg(s) at the time of conception shall be identified as the breeder of the calf.
- F. The owner of record of the recipient dam at the time of the ET calf's birth shall be identified as the first owner of the calf.
- G. Registration of ET offspring shall be made on a regular registration application. Designation of the calf's ET status shall be recorded on that application.
- H. The registration certificate of every ET calf shall contain the designation ET.
- I. Calves born or conceived after the death of the donor cow shall be eligible for registration under the same conditions and provisions that govern the eligibility of ET calves prior to the death of the donor cow.

Section 9: Registration of Foreign Animals and Animals Registered in Another Dexter Registry

ADCA Registration of a Dexter that has already been registered in an ADCA-recognized U.S. or foreign registry may be applied for under these conditions:

- A. The ADCA registration application form shall be accompanied with a copy of the animal's Foreign Registration Certificate showing the ownership and a five-generation (62 ancestor) registered purebred pedigree from the Country/Registry of origin
- B. The registration application must include:
 - 1. the name of the importer of animal/s,
 - 2. the owner of record in the foreign registry
 - 3. a bill of sale (including date)

- C. evidence of agreement between foreign registry owner of record (seller) for the buyer to register animal in ADCA (letter from foreign owner of record stating such)
- D. All other ADCA eligibility requirements apply and must be in place prior to application for registration in ADCA including ADCA recognized DNA genotypes and parent verification.
- E. DNA genotype test reports for the sire, the dam and the animal qualifying both its parents shall also accompany the registration application for foreign animals. U.S. registries other than the ADCA must follow the ADCA standard operating procedures for genotype.
- F. In case of a bred female, a properly signed and executed breeding service certificate and a registered five-generation (62 ancestor) purebred pedigree of the sire of the fetus are also required, along with a DNA genotype test report of the sire that is acceptable to the ADCA-designated laboratory for sire qualification.

Section 10: Registration and Transfer Fees

| Transaction | ADCA Member Fees |
|--|------------------|
| Registration: Cows 26 months and under | \$25 |
| Registration: Cows over 26 months | \$45 |
| Registration: Bulls any age | \$50 |
| Registration: Steers any age | \$5 |
| Transfer: Females and Bulls | \$20 |
| Transfer: Steers | \$5 |

Note: Registrations are a separate transaction and fee, even if done at the same time as a transfer.

Section 11: Talisman Award Requirement

Purpose: This award is in memory of John Hays. His widow is an Honorary Lifetime Member of the Committee and after the selection is complete, the Committee Chair will notify her.

Procedure:

- A. The Committee will consist of a BOD Chairperson; Belle Hays, honorary; the immediate past recipient as a Co-chair; and a group of four to six ADCA members. All nominations will come from the ADCA membership.
- B. NOMINATIONS CRITERIA – A family or individual owner who has promoted the Dexter breed and the ADCA with honesty and integrity may be nominated. Nominees must be a paid member and in good standing with the ADCA. A nomination is valid for the current year only. If the nominee is not the award recipient, they are eligible to be nominated in future years, but such nomination is not automatic or perpetual.