



## AMERICAN DEXTER CATTLE ASSOCIATION

### Standard Operating Procedures

Revised 1/18/2021

#### Table of Contents

Section 1	Membership Fees
Section 2	Annual Dues
Section 3	Requirements for Membership
Section 4	Registration and Transfer of Animals
Section 5	Genotype Requirement
Section 6	Polled Animals
Section 7	Coat Colors
Section 8	Embryo Transfers/Transplants (ET)
Section 9	Registration of Foreign Animals and Animals Registered in another Dexter Registry
Section 10	Registration and Transfer Fees
Section 11	Talisman Award Requirement
Section 12	Director Nominations and Elections
Section 13	Miscellaneous
Section 14	Code of Ethics
Section 15	Standard Operating Procedures for Ethics Committee
Section 16	Standard Operating Procedures for the Genetics/Pedigree Committee
Section 17	Standard Operating Procedures, Mission Statement for the Education Committee
Section 18	Standard Operating Procedures, Bulletin Publication
Section 19	Conflict of Interest Policy
Section 20	Standard Operating Procedures for Bylaws and SOP Committee
Section 21	Protocol for Parentage Genotyping from Meat Sample
Section 22	Procedures for Requesting Promotional Funds from the ADCA
Section 23	Information Sharing
Section 24	Dexter Cattle Club Initiatives
Section 25	Standard Operating Procedures for the Membership Committee

#### Section 1: Membership Fees

Individual Member (18 and over)	\$40
Family/Partnership/Corporation Member	\$55
Junior Member (under 18)	\$10
Associate Member	\$40
Registration Member	\$40
Honorary Life Member	\$0

**\*\* \$5.00 discount if paid prior to February 1\*\***

## 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.

**Privileges of Registration:** All Honorary Lifetime, Individual, Family, Corporation, Junior, Registration, and Associate members, in good standing may register cattle with the American Dexter Cattle Association. Non-members of the Association shall not be entitled to the privileges of registration.

### 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:**

- 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**

- I. Transfer of animal registrations shall be submitted by the owner of record or their authorized representative for any registered Dexter recorded by the American Dexter Cattle Association. A transfer of the registered ownership name on the certificate must be recorded for each registered ownership change.
- J. It is the owner of record's responsibility to complete and submit the transfer application (either online or via mail) with the correct fee. The submission should be completed immediately upon completion of the sale (within 60 days). Costs of transfer are the sole responsibility of the owner of record.
- K. In the event of the death of an owner of record, notification to the ADCA registrar by immediate family specifying the beneficiary or documentation of beneficiary status for non-family members is necessary to show that the person requesting transfer is authorized and entitled to request such transfer, e.g., family members letter/email notification, non-family: other documents giving authority/status such as power of attorney or will to the person requesting.
- L. A transfer of registration request will transfer the official owner of record in the ADCA Registry but is not to be construed as the conveyance of legal title by the ADCA Registry. The ADCA shall in no way be involved in or assume liability for the purchase, sale, or terms of sale of registered animals or the passage of legal title.
- M. A certificate of registry does not establish legal ownership of cattle but simply reflects the owner of record in which cattle are registered in the ADCA. The ADCA will usually make any requested change or transfer of cattle registration upon the presentation, to the Association, of the Registry Certificate (paper or electronic) covering the cattle and purporting to be signed/submitted with the name in which Certificate is issued. If the Association receives conflicting instructions regarding any change or transfer of registration, the Association will, honor the request of the owner of record as a member in good standing.
- N. A standard sales agreement between seller and buyer stating the terms and conditions of sales, including if the animal/s is/are sold as registered and transferred in the ADCA is encouraged and strongly recommended.
- O. The preferred method of transfer of animals is online by using [Dextercattle.org](http://Dextercattle.org). The transfer application is also found on the back of the registration certificate which may be mailed to the registrar, with payment for transfer.
- P. It is strongly encouraged that if the animal is to be registered and transferred at the same time, that both applications be submitted for processing at the same time. These two tasks can be done during one session on [Dextercattle.org](http://Dextercattle.org).

### ***Member or Non-Members Neglect or Refusal to Submit Application for Transfer***

- Q. Neglect or refusal to submit application for transfer: If an owner of record: (1) unreasonably refuses, (2) persistently neglects, or (3) cannot be located, to submit application for

transfer of an animal sold as registered, *upon satisfactory evidence being submitted (e.g. sales agreement specifying registered animal and transfer, bill of sale specifying registered animal and transfer)* to the Region Director the transfer application may at the order of the President, be transferred to the buyer without the application of transfer from the owner of record.

- R. Any ADCA member, owner of record that neglects or refuses to complete and submit with payment the application for transfer of animals sold as registered ADCA stock is in non-compliance with the ADCA rules. Such member is in violation of the ADCA Rules and ADCA Code of Ethics, (SOP Section 14, H) and subject to sanction (ADCA By-laws Section 1.14, 1.15, and 1.17.) including restricted membership, suspension, or expulsion (SOP Section 15, E). ADCA Regional Director/s or the ADCA Registrar will refer to the ADCA Ethics Committee members in non-compliance with this rule.
- S. Any non-member, owner of record that neglects or refuses to complete and submit with payment the application for transfer is in non-compliance with the ADCA rules as described in these SOPs. Non-members that are in violation of ADCA Code of Ethics, (Section 14, H) are subject to the same sanctions including restricted membership. Non-members in violation are not eligible to enter the Association as members in good standing. A listing of non-members violating the transfer rules will be maintained and made available upon request.

#### **Non-members of the Association**

- T. Any person, firm, corporation, or organization who is not a member of this Association, and who makes application for transfer of an animal, or who avails himself of any of the privileges of the Association, shall be deemed to have thereby subjected himself to the By Laws and rules of the Association to the same extent as its members.



**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, 2010 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 timetable.
- 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.
- C. Award announcement with nomination form to be published in the Winter Bulletin and again in the Spring Bulletin (if time permits). Nomination deadline will be May 1. Submission will be made to the Committee Chairperson. All nominees will be contacted by the Chairperson to see if they will accept the nomination.
- D. Nomination biographies must be received by the Chairperson by May 15. The Chairperson will forward all nominations and biographies on to the rest of the Committee for review.
- E. After the committee reviews all nominations and biographies, a vote will take place for the selection of the current years Talisman Award Recipient. The Committee will send copies of all nominations to the ADCA Board of Directors for review purposes only.
- F. A plaque will be ordered once the selection is complete. This should be done by June 1.
- G. Award presentation to take place at the AGM.

**The Talisman Award Nominations Deadline: May 1st, \_\_\_\_\_ (current year)**

The Talisman Farm Award is made possible by the American Dexter Cattle Association in memory of John Hays, honoring his dedicated work with the Dexter Breed.

Nomination format:

I would like to nominate \_\_\_\_\_ for the \_\_\_\_\_ Talisman Award.

Comments: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Mail or email Nominations to: Chair of the Talisman Award Committee

Past Winners:

2021		2013	Charles Townson
2020	Norm & Mary Hoover	2012	Sandi Thomas
2019	Jim & Peggy Woehl	2011	Marvin Johnson
2018	Vicki Jones	2010	Sally Coad – TN
2017	Debra Hawkins	2009	Peerless Herd
2016	Rick Seydel	2008	Marcia Read – PA
2015	Jim Smith	2007	Carol Davidson – BC
2014	Pam Malcuit	2006	Diane Mills-Frank – WI

## Section 12: Director Nominations and Elections

### I. Regional Directors:

- A. The Secretary will mail nomination letters to members of Regions with pending elections by August 15th.
- B. Nominations close September 10th and must be postmarked prior to that date. The Vice President must receive all nomination forms by September 15th to be considered.
- C. The Nomination Committee will review the candidates' eligibility and submit the qualified candidate names to the Association Secretary, along with a statement and/or biography of said candidates. If there is only one eligible nominee then the election is by acclamation not ballot.
- D. Notice of a Regional meeting (date, time and location) will be held during the period of November 1st to the 30th. The Secretary will mail you a notice of that meeting as well as a proxy ballot and candidate statements of eligible nominees by October 7th. Deadline for the return receipt of the proxy ballot shall be midnight of the day prior to the Regional Election meeting.
- E. Dates are approximate and may vary slightly due to weekends.
- F. A roster of the current regional members must be on hand and verified against both proxy and in-person votes.
- G. The Region should immediately (not more than 24 hours) notify the Vice President.
- H. The Vice President should immediately (not more than 24 hours) notify the entire Board of the results.
- I. The Vice President then notifies first the elected officer, and then the non-elected nominees.
- J. Due to Mail delivery differences outside the continental U.S., nomination forms and ballots sent to those members may be sent in email form upon the discretion of the ADCA Vice President and Secretary.

- k. At the meeting, those in attendance shall cast their ballots and as a group open and count all mail proxies. All proxies shall remain sealed until they are collectively opened and counted by those in attendance.
- l. Results of the vote and proxy forms will be forwarded to the ADCA Vice President following the regional election meeting.
- m. The vote tally only (not individual votes by member) is available upon written request to the ADCA Vice President.
- n. Ballots will be archived with the ADCA Secretary for a period of three years.

### **Sample Nomination Letter**

Dear Region \_\_ Member: (must be mailed to members of the Region August 15<sup>th</sup>).

It is time to have regional director elections in your specific region. Please consider this an opportunity to have input into the functions of the Association and nominate a person whom you feel would be a logical voice for you on the Board of Directors. You do not have to determine the eligibility of your nominee, as the Nomination Committee will do that work for you.

Your current director, \_\_\_\_\_, is no longer eligible to run for this office, as he has reached the term limit of two three-year terms.

Your current director, \_\_\_\_\_, is eligible to run again as he/she has only served one three-year term and is allowed to serve as a director for two three-year terms.

**The nominations will close on September 10th.  
Nomination forms must be postmarked prior to September 10<sup>th</sup>  
and received by September 15<sup>th</sup>  
to be considered.  
So please process immediately!**

The Nomination Committee will review the candidates' eligibility and submit the qualified candidate names to the Association Secretary, along with a statement and/or biography of said candidates. If there is only one eligible nominee, then election is by acclamation not ballot.

Notice of a regional meeting (date, time and location) will be held during the period of Nov. 1-30. The Secretary will mail you a notice of that meeting as well as a proxy ballot along with the eligible candidate statements on October 7th. Deadline for the return of the proxy ballot will be received by October 31st. They must be received prior to the meeting.

I nominate \_\_\_\_\_ for the Region \_\_\_\_ director vacancy.

Thank you for your participation in the process,  
ADCA Board of Directors

Nomination forms to be returned – postmarked prior to September 10th – to:  
Current ADCA Vice President  
Complete address of VP



## II. Youth Director:

### A. Youth Director Qualifications:

In order to qualify to serve as the ADCA Youth Director, a person must:

- 1) Be a Dexter breeder with cattle actively registered with the ADCA.
- 2) Be a member in good standing of the ADCA for at least three years.
- 3) Cannot
  - a) Be a current member of any other U.S. Dexter Registry or a current officer, director or staff member of any other U.S. Dexter Registry.
  - b) Have been an officer, director, or staff member of any other U.S. Dexter Registry during the period commencing on July 1, 2004 and ending on December 31, 2007.
- 4) Will step down from any national leadership position in an ag-related youth organization during their term of service as ADCA Youth Director.
- 5) Pass a criminal background check.
- 6) Respond to a Youth Director Nominee Questionnaire:
  - a) Answer each question.
  - b) Return it to the ADCA Vice President by the given deadline.
- 7) Be approved as a viable nominee by a majority vote of the ADCA Board of Directors, using these criteria:
  - a) Has no conflicts in their background that would preclude their service.
  - b) Has no conflicts in their current situation or their standing in the association that would preclude their service.
  - c) Has appropriate experience, desire, and skills to serve successfully.
  - d) Be recommended by the Youth Director Nomination Committee for approval.
- 8) Demonstrate the ability and the desire to encourage, teach, and mentor youth in both formal and informal settings.
- 9) Demonstrate the ability and willingness to communicate with youth via email, telephone, and social media.
- 10) Have appropriate writing and communication skills that will support communicating with members through a broad range of venues: emails, articles, letters, speeches, committee work, and discussions with individuals, small groups, and large groups.
- 11) Be able and willing to travel nationally to support ADCA youth events when the Board of Directors approves such travel.
- 12) Not derive any financial benefit from any activities involving ADCA work, ADCA representation, or ADCA youth activities with Dexter cattle. This includes activities at their home or farm/ranch, at any cattle-related event.
- 13) All directors shall serve without compensation. However, for special expenses, and when it is fiscally prudent, the Board of Directors may allocate a sum to the Youth Director.

**B. Youth Director Duties and Terms of Service**

- 1) Required to attend the annual meeting of members (AGM), and important meetings of youth members, except in cases of personal or family difficulties. In the unexpected event that the Director cannot attend an important meeting, he/she shall notify the Secretary in advance of such meeting.
- 2) Lead the effort to create, build, and maintain a Y-ADCA (Youth American Dexter Cattle Association), with all that entails.
- 3) Have organizational and functional oversight and responsibility for the Y-ADCA.
- 4) Organize a yearly meeting of Y-ADCA members each year at the annual meeting of ADCA members.
- 5) Keep records of all letters and correspondence pertaining to the ADCA and Y-ADCA.
- 6) Encourage young people in ADCA families to join the Y-ADCA organization.
- 7) Keep in touch with the officers of the ADCA and make timely responses to correspondence.
- 8) Keep ADCA Youth informed of important issues and always act in a courteous manner, assisting young people, their parents, and fellow members with problems and questions.
- 9) Keep the corporation informed of any issues or problems occurring within the Y-ADCA organization.
- 10) Work closely with parents in all Y-ADCA endeavors, helping them know how parents can benefit the Y-ADCA.
- 11) Avoid getting involved in squabbles between fellow members within the ADCA and the Y-ADCA. If disagreements do occur, the Youth Director may act as an agent to help quickly resolve these disagreements in a positive manner.
- 12) Periodically submit reports pertaining to current Youth news and happenings to the Bulletin Editor for inclusion in the Bulletin.
- 13) Provide at least one general communication to the Youth each year, typically in the form of a Newsletter. Copies of such communications should be sent to the Secretary of the corporation and to the Bulletin Editor.
- 14) All directors shall serve without compensation.
- 15) The Youth Director shall be elected to hold office for a three-year term and until the election and qualification of his/her respective successor. A successive three-year term can be served if elected.
- 16) As with any other Director, the Board can remove the Youth Director if he/she fails to perform any duties listed in the Standard Operating Procedures and whose conduct is prejudicial to the Corporation. Removal will require the affirmative vote of two-thirds of the directors having voting power. On report to the Board of a charge against the Director which could result in removal, the charges shall be given in writing to the Board of Directors. The Youth Director shall be given fifteen days' notice in writing of the meeting that will discuss removing them from office. The Director will be given the opportunity to be heard.
- 17) In the case of any vacancy in the Youth Director directorship, such vacancy will be filled through appointment by a majority of vote of the members of the Board of Directors, although such majority is less than a quorum. Any person appointed to fill a vacancy of the Youth Director position shall serve the remaining term of service of the previous

Director. If a person is appointed as Youth Director to serve a partial term, then he/she shall be eligible to be elected for two full successive terms.

### C. Youth Director Nomination and Election Procedures and Schedule

- 1) **October 15:** The bulletin editor will receive, from the Secretary, these things to be included in the Winter bulletin:
  - a) An announcement that Youth Director nominations have begun
  - b) **Qualifications for ADCA Youth Director**
  - c) **Duties of the ADCA Youth Director**
  - d) **Code of Ethics of an ADCA Member**
  - e) **Youth Director Nomination Ballot** including deadline for submission and directions for submission.
- 2) **October 15-November 15:** The President appoints a temporary Youth Director Nominations Committee.
- 3) **November 15:** Members will begin to receive info, in the Dexter Bulletin, concerning nominations of the ADCA Youth Director.
- 4) **December 15:** Nominations close and must be postmarked prior to that date. The Vice President must receive all nomination forms by December 20 for them to be considered.
- 5) **December 15-December 31:** The Vice President will:
  - a) Request background checks for nominees as the nominations are received.
  - b) Send **Youth Director Nomination Questionnaires** to each nominee as the nomination is received.
  - c) Request a short bio and a head-shot photo from each nominee.
- 6) **January 31:** Deadline for all nominees to provide the Vice President with:
  - a) A completed **Youth Director Nomination Questionnaire**. Questionnaires must be postmarked prior to that date. The Vice President must receive a Questionnaire by February 5 for it to be considered.
  - b) A short bio with a head-shot photo.
- 7) **January 31-February 15:** Vice President sends all **Youth Director Nomination Questionnaires** to the Youth Director Nomination Committee chairperson. The names of the applicants will be redacted by the Vice President prior to sending them to the committee.
- 8) **February 15-March 15:** The Youth Director Nomination Committee reviews each Questionnaire and determines each candidate's eligibility and qualification for the Youth Director position. A written report of the Nomination Committee final conclusions will be sent to the Vice President by March 15. Any nominees that have been deemed by the committee to not meet Youth Director eligibility and qualification requirements will be noted as such on the committee report.
- 9) **March 15-March 22:** The Vice President will send non-redacted Questionnaires and the Youth Director Nomination Committee report to the full Board of Directors for examination, discussion, and final deliberations.
- 10) **March 22-April 10:** The Board of Directors will deliberate about the Youth Director Questionnaires and the Youth Director Nomination Committee report. These deliberations may be done through emails and/or through conference calls. Results of background checks should also be available for board examination at this time. Each nominee will be approved

as a viable nominee by a majority vote of the ADCA Board of Directors during a board meeting, using these criteria:

- a) Has no conflicts in their background that would preclude their service.
- b) Has no conflicts in their current situation or their standing in the association that would preclude their service.
- c) Has appropriate experience, desire, and skills to serve successfully.
- d) Is recommended by the Youth Director Nomination Committee for approval.

(1) Nominees that have not been approved by both the Youth Director Nomination Committee and the full Board of Directors will be contacted, via phone call, by the President to thank them for their willingness to serve and to inform them that they will not be moving forward into the elections. A follow-up letter, signed by both the President and the Vice-President, will also be sent to each one of these people.

- 11) **April 10:** Deadline for the full ADCA Board of Directors to submit a final list of qualified nominees to the Secretary. The Youth Director Nomination Committee will also submit the bios and head-shots of qualified nominees to the Secretary by April 10.
- 12) **April 15:** Deadline for the Secretary to submit a **Youth Director Election Letter** to the Bulletin Editor to be published in the ADCA Summer Bulletin (which is mailed on May 15). This letter will:
  - a) Inform ADCA members of the qualified nominees for ADCA Youth Director
  - b) Include the names of the nominees, the region in which they reside, a photo of each nominee, and a bio of each nominee.
  - c) Include a proxy ballot
  - d) Give the names and addresses of all Regional Directors so that Proxy ballots can be mailed to them.
- 13) The Youth Director Election will be held at the annual meeting of members in mid-Jun and will be done according to appropriate election procedures.
- 14) Dates are approximate and may vary slightly due to weekends.
- 15) Due to mail delivery differences outside the continental U.S., nomination forms and ballots sent to those members may be sent in email form upon the discretion of the ADCA Vice President and Secretary.
- 16) Ballots will be archived with the ADCA Secretary for a period of three years.
- 17) If there is only one eligible nominee, then the election is by acclamation not ballot.



## Section 13: Miscellaneous

### A. Advertising

The ADCA does not advocate use of the word “dwarf” and recommends language reflective of current testing programs.

### B. Regional Support

1. Each Region of the ADCA can request an ADCA banner to be displayed at regional meetings, shows, or exhibits from the current Director.
2. Limited financial support for holding district meetings will be determined each year by the Board of Directors. Postage expenses may be included in meeting expenses.

### C. Amendments

1. All proposed amendments by membership to the Standard Operating Procedures shall be submitted to the Secretary’s office in writing no later than 30 days before the regular meeting of the Board of Directors at the annual meeting of members.
2. During the Board meeting, the proposals shall be considered by the Board, and it shall by resolution either approve or disapprove of the proposal. The Board of Directors may also amend these Standard Operating Procedures, as it deems advisable.
3. If there are any discrepancies between the Standard Operating Procedures and the ADCA Bylaws or Certificate of Incorporation, the Bylaws and Certificate shall prevail.

### D. Special Interest Groups

1. The ADCA recognizes, supports, and encourages regional Dexter Cattle groups that function in accordance with its core values as stated in the ADCA Standard Operation Procedures, By-laws, and Certificate of Incorporation. The ADCA’s inclusive and equal respect for all varieties of purebred Irish Dexter Cattle is important to the health of the breed and its growing propagation among interested cattle ranchers:
  - a. Black
  - b. Red
  - c. Dun
  - d. Horned
  - e. Polled
  - f. Chondrodysplasia positive and negative
  - g. PHA positive and negative
  - h. All varieties of milk proteins (Beta Casein A1 and A2, Beta Lactoglobulin A and B, Kappa Casein A and B)
2. All of these ADCA registered Dexter Cattle types are of equal value to the association. All ADCA pedigrees are of equal merit in our preservation effort. While some organized groups may support the special interests of specific Dexter owners, the ADCA cannot officially recognize or endorse any group that is at variance with any of these stated policies.

## Section 14: Code of Ethics

### As a member of the Association I agree that I will:

- A. Not knowingly make any untruthful statement in submitting applications for registry, and not register animals of questionable parentage.
- B. Not neglect or mistreat my animal(s), but, on the contrary, at all times safeguard and further its/their well-being.
- C. Not transfer any animal to a party who I feel will not conscientiously look after its health, safety, and well-being, or may exploit or degrade or otherwise act to the detriment of the breed of animal.
- D. Only breed animals that I know to be in good condition and health.
- E. Represent my animals honestly to prospective buyers and give such advice or assistance to the buyer as may be reasonably requested.
- F. Keep on the alert for and work diligently to control potentially adverse effects of known genetically inherited conditions by educating prospective buyers regarding the implications associated with the presence of these conditions in a breeding program.
- G. So act in my breeding practice and in dealings with others as to protect and improve the good standing and reputation of the breed and of the Association.
- H. Conduct myself in such a way as to protect the good order, welfare, reputation, and credit of the Association – abiding by the Bylaws and Standard Operating Procedures of the American Dexter Cattle Association – and doing no harm to the Association, its Officers and Board of Directors, or its membership.

## Section 15: Standard Operating Procedures for Ethics Committee

Purpose: The purpose of this committee shall be to determine if a violation of the ADCA Code of Ethics has been committed, and then to make recommendations to the Board of Directors.

- A. The Ethics Committee will be comprised of seven (7) individual members in good standing of the American Dexter Cattle Association – these members will be appointed by the President. If a committee member is unavailable, or if there is a conflict of interest, the President may appoint a temporary committee member for deliberations. At least 4 of the committee members should be members of the Board of Directors. They will handle deliberations in all cases in a courteous, confidential, and expeditious manner.
- B. If an ADCA member feels that unethical behavior is occurring or has occurred, he or she may request involvement of the Ethics Committee by contacting his/her Regional Director. If that Director is the person charged with unethical behavior, then the member may turn to another Regional Director or President or Vice President of the ADCA. If the member feels that an ethics committee member may have a bias or conflict of interest regarding his case, that member may request in writing that the ADCA President replace the committee member in question for the purpose of those committee deliberations. By the same token, the member charged with unethical

behavior may ask for temporary replacement of an ethics committee member if he/she feels there is a conflict of interest.

- C. Upon receiving notification from a member of the Board of Directors, or upon the request of the Registrar regarding a new membership, the Ethics Committee will review the existing or newly requested membership to determine eligibility for Full or Registration Only Membership.
  1. The Committee will be convened within 7 days of Request for Review.
  2. The Committee will research to determine eligibility in a timely fashion – not more than 30 days. (If more time is needed, the committee may extend this time in 2 week increments, but should work diligently to reach an informed consensus.)
- D. The Ethics Committee will:
  1. Research to determine whether or not the member has followed the ADCA Code of Ethics.
  2. Research to determine whether or not the member has held office in other Dexter Cattle Registries in North America.
  3. If it is determined that a violation has occurred, as determined by a simple majority of the committee members, the committee will forward all pertinent researched information, as well as their recommendations for action to the BOD.
- E. After case review, the Committee's recommendations may include:
  1. RM Membership (defined as Registration of Animals Only.) This member will not have the right to vote, or to hold office, or to hold committee membership positions within the American Dexter Cattle Association. This member may register animals in compliance with the rules of the ADCA, and will receive all Bulletins and printed material which would routinely be sent to ADCA members.
    - \* The RM Membership may be reviewed at the request of said member after a period of 1 year. This review will be conducted by the Ethics Committee who will then make recommendations to the Board of Directors. At that time, the RM designation may or may not be removed – at the will of the Board.
  2. Suspension of Membership – Upon receiving a request from the Board of Directors, the Ethics Committee will research the claims against the member and make recommendations to the Board of Directors for further action. Committee involvement in the suspension of a member is strictly at the will of the President and the Board of Directors or at the request of the member involved, and will be handled in a confidential and expeditious manner.
  3. Expulsion of Member – Upon receiving a request from the Board of Directors, the Ethics Committee will research the claims against the member and make recommendations to the Board of Directors for further action. Committee involvement in the expulsion of a member is strictly at the will of the President and the Board of Directors or at the request of the member involved, and will be handled in a confidential and expeditious manner.
- F. As a condition of membership into the ADCA, members agree that their membership status and any disciplinary action may be made public. A list of members on RM status will be maintained by the committee. This list will be available upon request by an ADCA member or prospective buyer. The rationale for RM status of a member may be



requested by contacting the committee chairmen. The chairmen may then divulge which of the rules in the Code of Ethics was broken in a concise and unbiased manner.

### **Section 16: Standard Operating Procedures for the Genetics/Pedigree Committee**

Purpose: The committee's purpose shall be to serve as a resource and to provide support, guidance and recommendations to the ADCA Registrar on genetic and pedigree questions, issues and irregularities. Dexter owners and breeders may utilize this committee as a resource by relaying questions or requests through the ADCA Registrar. Committee recommendations shall be consistent with current ADCA Standard Operating Procedures.

- A. The Genetics/Pedigree Committee shall be composed of at least five (5) and no more than seven (7) individual members who are in good standing with the American Dexter Cattle Association. These members shall be invited by the Vice President, with input from the committee chair(s), and approved by the Board of Directors. At least one member of the committee shall also be a member of the Board of Directors and serve as the Co-Chair and board liaison with the committee.
- B. Committee members are required to handle the deliberations in all official cases in a courteous, confidential, and expeditious manner. If a committee member has a bias or conflict of interest regarding any case, then that committee members must request (in writing) to be excused from that case.
- C. A written summary of pending cases and committee assignments shall be reported to the president and Board of Directors on a monthly basis by the board member serving as the board liaison on the committee. These may be generic reports but shall serve to alert Officers and Regional Directors of genetic and/or pedigree issues under consideration and cases in progress.
- D. Committee members are expected to be responsive to committee correspondence and to actively participate and contribute in the committee's work. If a member is not responsive, the designated Committee Chair will make contact with that member by phone to verify receipt of business and request his or her participation. The President/Vice President will be notified prior to requesting the written resignation of an unresponsive/non-participatory committee member.
- E. Case referrals shall be considered private and shall be made to the Committee Chair(s) by the registrar or by an action of the Board of Directors. Case details, discussions and progress updates shall remain confidential and be kept within the committee until the conclusion of a case. Reporting shall be made by the designated Committee Chair to the Registrar and/or the Board of Directors, depending on the actions required in the committee recommendations to resolve the specific case or issue.
- F. The Genetics & Pedigree Committee primarily serves as a technical resource to the Registrar. The committee makes recommendations and provides guidance to the registrar to resolve specific genetic or pedigree issues, and the Registrar communicates directly with owners and/or breeders. The committee depends on the Registrar to resolve the pedigree and registration issues and to implement any changes in the Registry.

- G. Committee members who inappropriately release or discuss confidential information on pending cases shall be referred by the Committee Chair(s) to the Ethics Committee for disciplinary review.

## **Section 17: Standard Operating Procedure and Mission Statement of the Education Committee**

- A. The Mission of the Education Committee shall be to maintain and enhance the needs of the ADCA members and potential members by providing quality educational materials and opportunities to improve overall knowledge of our breed and our association.
- B. The Education Committee shall consist of at least 5 members, with no more than 3 of those members serving on the Board of Directors. The Committee shall be capped at 7 members but can expand to include additional membership if sub-committees are appointed by the Committee and approved by the Vice President.
- C. Fundamentals to be addressed are factual documents, defining processes, providing information from outside sources, standardization of educational materials from an identification standpoint and collecting credible speakers, judges, and training materials for our members to use to educate the public.

## **Section 18: Standard Operating Procedures, Bulletin Publication**

### **Section A: Bulletin Publishing Schedule**

- Winter:      BOD deadline to submit articles to editor: January 10  
                   Editor's deadline to submit first draft of the bulletin to the BOD: January 17  
                   BOD's deadline to review the draft and send suggestions/corrections to the editor: January 24  
                   Editor's deadline to make suggested corrections and re-submit to the BOD: February 1  
                   BOD's/President's deadline to approve the bulletin's final draft: February 5  
                   Editor's deadline to print final draft and mail: February 15
- Spring:        BOD deadline to submit articles to editor: April 10  
                   Editor's deadline to submit first draft of the bulletin to the BOD: April 17  
                   BOD's deadline to review the draft and send suggestions/corrections to the editor: April 24  
                   Editor's deadline to make suggested corrections and re-submit to the BOD: May 1  
                   BOD's/President's deadline to approve the bulletin's final draft: May 5  
                   Editor's deadline to print final draft and mail: May 15
- Summer:      BOD deadline to submit articles to editor: July 10  
                   Editor's deadline to submit first draft of the bulletin to the BOD: July 17  
                   BOD's deadline to review the draft and send suggestions/corrections to the editor: July 24  
                   Editor's deadline to make suggested corrections and re-submit to the BOD: August 1  
                   BOD's/President's deadline to approve the bulletin's final draft: August 5  
                   Editor's deadline to print final draft and mail: August 15
- Fall:            BOD deadline to submit articles to editor: October 10  
                   Editor's deadline to submit first draft of the bulletin to the BOD: October 17

BOD's deadline to review the draft and send suggestions/corrections to the editor: October 24

Editor's deadline to make suggested corrections and re-submit to the BOD: November 1

BOD's/President's deadline to approve the bulletin's final draft: November 5

Editor's deadline to print final draft and mail: November 15

\* Deadlines can be adjusted when holidays, weekends, or special circumstances require it\*

### **Section B: Necessary Editor Skills**

The Editor of the Bulletin should possess basic editorial skills including, but not limited to:

- Proofreading to identify grammar, spelling, punctuation, and sentence structure errors.
- Layout skills
- The ability to communicate efficiently and courteously with the BOD and with printing companies via telephone and email.
- Facility in using common computer programs such as Microsoft Word, Microsoft Publisher, and others.
- Facility in working with common computer files such as jpegs, gifs, and pdfs

### **Section C: Bulletin Publishing Responsibilities**

The ADCA Dexter Bulletin is the communication arm of the Board of Directors. Important association information, updates on regional issues, and educational articles are shared with ADCA members through these quarterly publications. Therefore, the BOD is responsible to see that their goals, purposes, and intentions are communicated well in the bulletin. The BOD has final editorial authority over all articles, advertisements, designs, and embellishments presented in the bulletin. Upon acceptance of the bulletin draft by the BOD, the ADCA President has final approval before the Bulletin is to be sent to print. This acceptance includes, but is not limited to, layout, content, and general appearance.

*Guidelines for BOD members:*

- Submit articles and bulletin information to the editor in digital or paper form, meeting all deadlines in the **Bulletin Publishing Schedule**.
- Communicate promptly and respectfully in discourses with the Editor.
- Write articles that inform members of upcoming events and important association happenings.
- Write articles that educate the members about general cattle ranching issues, Dexter management and care, Dexter history, bovine genetics, healthy breeding practices, and other pertinent subjects that could help or serve our members in their Dexter ownership.
- Not promote their own ranches, their own Dexters, or any personal agendas that are not already ADCA-approved stances in their articles.

- Articles should strive to be concise, being no longer 2 pages of print (12 pt, single-spaced lines, 1-inch margins)

*Guidelines for the Editor:*

- Work closely with the BOD to organize and present their information in a way that reflects the BOD's professionalism and their communicative intent.
- Meet all deadlines in the **Bulletin Publishing Schedule**
- Communicate promptly and respectfully in discourses with the BOD.
- Any editing that affects the content or message of an article must be approved by the author of the material. Article authors and the BOD have final editorial authority over the content of articles, the way that content is presented, and all graphics, photos, etc. that are included in the bulletin package. Their requests must be honored unless the requests present a structural impossibility.

*Who can write bulletin articles:*

- Regional Directors should write an article in each bulletin that addresses regional issues, reports on regional events, and/or educates regional members about ranching, Dexters, etc
- The President or Vice President will write an article each bulletin, addressing issues, events, general ADCA information, or information about the Dexter breed.
- The Immediate Past President, Secretary, Treasurer, Registrar, Web Developer, and Bulletin Editor only submit articles with approval of the President.
- Special articles can be submitted when the BOD or President deems them important or relevant.

**Section D: Bulletin Advertising**

Ad Type	Ad Size	Black and White		Color	
		1 issue	4 issues	1 issue	4 issues
Business Card	1 ¼" x 3 ½ "	\$7.00	not available	\$25.00	not available
1/8 th Page	2 ½" x 3 ½"	\$25.00	\$30.00	\$50.00	\$100.00
1/4 th Page	3 ½" x 4 ½"	\$30.00	\$60.00	\$100.00	\$200.00
1/2 Page	7 ½" x 4 ¾"	\$60.00	\$120.00	\$200.00	\$400.00
Full Page	7 ½" x 9 ½"	\$120.00	\$240.00	\$400.00	\$800.00

- No ad can contain material that is generally offensive or that is harmful to the ADCA and/or its members.
- There can be no information about Dexters that is faulty, misleading, or incorrect. This includes using genetic terms, ranching terms, or cattle terms incorrectly.

- Each ad design shall reflect the start date of the ad in the lower left-hand corner, ie 08/17.
- A member may submit their own designed ad in the form of a jpeg. If the member does not have a jpeg for their ad, they may submit the copy they want for their ad and a single photo. The copy and photo will be placed by the editor on a white background in a visually appealing manner.
- All requests for ads must be mailed to the bulletin editor. Each request must include the ADCA Bulletin Advertisement Form and payment for the ad. If the ad is designed as a jpeg, then the jpeg must be emailed to the editor. No matter what form of payment that is used, the editor still needs the form to be mailed to him/her so that there is a clear record of the ad request. The Editor will forward a copy of all ADCA Bulletin Advertisement Forms and all payments to the Treasurer.

### **Section E: Editor Compensation**

The Editor will be paid per Bulletin issue, amount to be determined annually by the board. Upon final approval of the bulletin to go to print (see above approval process), the ADCA Treasurer will release a check to the Editor.

### **Section 19: Conflict of Interest Policy**

The American Dexter Cattle Association Board of Directors has adopted the following ethics guidelines for its board members and committees. These guidelines are intended to provide assistance with ethical issues and a mechanism for addressing unethical conduct.

- A. **Board Responsibilities.** The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, be responsive to ADCA membership, and promote the Dexter cattle breed. To fulfill that responsibility, directors must:
  1. Regularly attend board meetings, conference calls, and participate in Work Yoke discussions
  2. Review material provided in preparation for board meetings review the association's financial reports.
  3. Make reasonable inquiry before making decisions.
  4. Respond to member inquiries.
  
- B. **Professional Conduct.** In general, directors and committee members must conduct all dealings with honesty and fairness, and safeguard information that belongs to the association.
  1. *Private Gain.* Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or others at the expense of the association. Benefits include money, privileges, special benefits, gifts, or other item of value. Accordingly, no director or committee member may:
    - a. solicit or receive any compensation from the ADCA for serving on the board or any committee other than approved travel stipends and reimbursable business expenses.
    - b. Make promises to vendors unless with prior approval from the board.

- c. Solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or others from a person or company who is seeking a business or financial relationship with the association.
    - d. Use association property, services, equipment, or business for the gain or benefit of themselves or others, except as is provided for all members of the association.
  - 2. *Confidential Information.* Directors and committee members are responsible for protecting the association's confidential information. As such they may not use confidential information for the benefit of themselves or others. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:
    - a. Private personal information of fellow directors and committee members
    - b. Private personnel information of the association's employees
    - c. Disciplinary actions against members of the association
    - d. Legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's general counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and result in the loss of confidential information.
  - 3. *Accuracy of Information.* Directors and committee members may not knowingly misrepresent facts. Association data, records and reports must be accurate, truthful, and prepared in a proper manner.
  - 4. *Interaction with Employees.* To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:
    - a. The president of the board shall serve as liaison between the board and employees/independent contractors in the event of any conflicts.
    - b. For committees that work with vendors and independent contractors, the Committee Chair or his/her designee shall provide direction as necessary to carry out the work of the committee.
  - 5. *Professional Behavior.* Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors and committee members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, vendors, and members of the association. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.
- c. **When Conflicts Arise.** Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board will seek guidance from the association's legal counsel.

1. *Disclosure & Recusal.* Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.
2. *Violations of Policy.* Directors and committee members who violate the association's ethics' policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:
  - a. Censure
  - b. Removal from committees
  - c. Removal as an officer of the board
  - d. Request for resignation from the board
  - e. Recall by the membership
  - f. Legal proceedings.

\* Prior to taking any of the actions described above, the Executive Committee of the Board shall refer the issue to the Ethics Committee. The Ethics Committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

#### D. **Acknowledgment.**

I acknowledge that I have received and read the association's ethics guidelines and have had the opportunity to ask questions about them. I understand my obligations as a director and/or committee member under these guidelines and will act in accordance with my obligations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### **Section 20: Standard Operating Procedures for the Bylaws and Standard Operating Procedures**

Purpose: The committee's purpose shall be to review and update as needed the governing documents of the association, those being the Bylaws, Standard Operating Procedures and the Delaware Certificate of Incorporation.

- A. The Bylaws/SOP Committee shall be composed of at least three (3) and no more than five (5) individual members who are in good standing with the American Dexter Cattle Association. These members shall be invited by the vice president, with input from the committee chair(s), and approved by the Board of Directors.
- B. The immediate past president shall serve as the chair or co-chair of the committee in order to provide consistency with previous modifications and to act as liaison with the

- attorney responsible for reviewing compliance issues with the governing documents. The president and secretary shall be copied on all correspondence from the attorney.
- C. Request for updates to the governing documents shall come from the Board of Directors or be approved in advance by the board if recommended by the committee. A draft of any recommended changes, additions or deletions will be forwarded to the president for circulation to the board for comments and/or changes. The final draft will be approved by the board prior to implementation and publication.
  - D. Any changes to the Bylaws or Certificate of Incorporation shall be reviewed by the attorney to assure compliance with Delaware corporate law. Said attorney will file with the state an Amended Certificate of Incorporation after each modification and return a certified copy to the committee. The president and secretary shall be copied on the final certified document.
  - E. Upon approval by the board, the committee shall forward the final approved draft to the president, who shall forward to the webmaster for publication to the website and/or in the ADCA Bulletin.
  - F. Committee members are expected to be responsive to the committee correspondence and to actively participate and contribute in the committee's work. If a member is not responsive, the designated committee chair will make contact with the member by phone to verify receipt of business and request participation. The president/vice president will be notified prior to requesting the written resignation from any unresponsive/non-participatory committee member.
  - G. Committee members shall be required to acknowledge the ADCA Conflict of Interest policy and provide a signed copy of the document to the secretary. Any violation of the Conflict-of-Interest policy or Code of Ethics by a committee member shall be referred to the committee chair(s) of the Ethics Committee for review.

### **Section 21: Protocol for Parentage Genotyping from Meat Samples**

- A. The meat sample shall be obtained from solid muscle, such as steaks or roasts, not from ground meat. It must not have streaks of fat in it, but natural marbling is acceptable. Contact Dr. Cothran at gcothran@cvm.tamu.edu for alternate directions if, and only if, a sample of solid muscle is unavailable.
- B. The size of the sample shall be the size of a sugar cube ( $\frac{1}{2}$ " x  $\frac{1}{2}$ " x  $\frac{1}{2}$ "). If the sample is obtained from a fresh cut of meat, it must be frozen immediately. If the sample is obtained from a frozen cut of meat, it must be kept frozen. In either case, the sample shall be sealed in the smallest-possible re-closeable clear storage bag available. (A snack bag, 6 $\frac{1}{2}$ " x 3 $\frac{1}{4}$ ", is ideal.) Remove as much air as possible from the bag before sealing the meat sample in it.
- C. Before packaging the sample for mailing, contact the lab (979-845-0229) to notify the personnel of your desire to send the sample on the first possible Monday (only) and to verify that someone will be present to receive and process your sample. Do not mail your sample before obtaining this verification.
- D. To package your sample for mailing, place it between two small freezer packs, wrap the freezer packs that surround your sample with bubble-wrap (or a similar product) and place the wrapped sample, taped securely, in a mailing container that is appropriate for



the overnight service (USPS, FedEx, UPS, etc.) that you choose. Before you seal your mailing container, enclose a copy of the genotyping application form. Again, send your sample only on a Monday and only after receiving approval from the lab for the mailing. Your sample must be sent directly to the lab, not to the lab liaison. The mailing address of the lab is: Dr. Gus Cothran, Texas Veterinary Medical Center, 4458 TAMU, College Station, TX 77843-4458. Print "MEAT SAMPLE" at the top of the original copy of your genotyping application and send it with payment (made payable to the ADCA) to the lab with the sample.

- E. Every progeny, regardless of sex, that is requested to be registered using the meat sample protocol for the sire must be genotyped. The progeny's genotype must qualify it as a progeny of that sire.

## **Section 22: Procedures for Requesting Promotional Funds from the ADCA**

In our ongoing effort to promote Dexter Cattle and the ADCA, the ADCA will sponsor and help promote Dexter Cattle in shows/venues utilizing the following guidelines:

- A. State Fairs and large regional/national shows are eligible to receive up to \$500.
- B. County Fairs and smaller regional shows are eligible to receive up to \$250.
- C. To receive sponsorship, with ADCA Member must submit this completed for to their Regional Director (scan and email is acceptable) no later than 30 days before the event. The Regional Director will submit the completed form to the Marketing and Advertising Committee.
- D. If the money is used for premiums, the recipients of the premium must be members of the ADCA and the animals must be registered with the ADCA. If a non-member (adult or child) show the animal, the owner may choose to share this award.
- E. If ADCA Members and/or ADCA Registered Dexters are participating in a show, we encourage you to place an ad in the show catalog or premium book.
- F. Any show/venue that receives sponsorship funds from the ADCA must prominently display available ADCA promotional item i.e. The ADCA banner, brochures, etc.
- G. Documentation of the use of the received funds is required. Examples of this documentation include:
  - a. Photograph of the ADCA banner display.
  - b. Receipts from the show/venue showing us of funds.
  - c. Receipts from any product purchase, ribbons, trophies, etc.

Please forward this documentation within 30 days after the event to:

Jim Smith, Treasurer  
10583 W. Castlegate Lane,  
Bois D'Arc, MO 65612

- H. The ADCA leadership reserves the right to adjust the dollar amounts up or down based on the current financial standing of the Association.

Name of Show/Venue:

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Date/Location of Event:

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Amount of Money Requested (refer to A and B above):

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Please provide a breakdown of how the funds are to be used:

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Check is to be made out to:

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This can be assigned directly to the venue if request received AT LEAST 30 days prior to allow for delivery.

### **Section 23: Information Sharing**

Purpose: The purpose of this procedure is to delineate the general process for consistently and coherently informing the membership of pertinent events, proposed changes, and other work in progress related to all aspects of the American Dexter Cattle Association (ADCA). The responsibilities and procedures provided herein are outside of the process used to promote and publish the Dexter Bulletin.

Responsibilities:

- A. Regional Directors: Responsible for posting information to each Director's Region-specific Facebook page in accordance with the procedures outlined below.
- B. President/Vice-President: May provide informational releases that fall outside the scope of operating committees in accordance with the procedures below.
- C. Secretary: Responsible for posting information to the primary ADCA Facebook page.
- D. Web developer: Responsible for posting information based on guidance from the Board of Directors and Committee Chairs to the ADCA website at [www.dextercattle.org](http://www.dextercattle.org)

Procedures:

- A. Regional Directors are encouraged to provide ADCA updates to their regional constituents by email on a quarterly basis. Regional Directors should also share information posted on the ADCA Facebook Page to their Region-specific Facebook page as well as any regional information the Director deems appropriate. Additionally, Regional Directors will ensure that Regional Facebook pages comply with the following guidelines:
  - 1) ADCA Regional Facebook Page will use the following naming convention: ADCA Region X (Where "X" equates to the Region number).

- 2) Each Regional Director will assign the ADCA Secretary with Administrator privileges on Regional Facebook Pages.
  - 3) Regional Directors may apply “tags” as appropriate to ensure the Facebook is found in searches. Some examples may be: Dexters, miniature cattle, northwest, etc.
  - 4) Posts must not contain false, misleading, fraudulent, or deceptive claims or content.
  - 5) With the exception of steers sold for beef, Dexter cattle advertised for sale must be fully registered with the ADCA.
  - 6) Remarks laced with profanity, that are disrespectful to a person or organization, are hurtful, harmful, or threatening are not consistent with a professional organization. page members that engage in this type of behavior will receive one warning and will be removed from the group if they disrespectful and unprofessional behavior continues after the warning.
  - 7) Content determined to be inappropriate to the forum may be edited or removed at the discretion of the Regional Director or the Board of Directors.
- B. The President/Vice-President may have the Secretary post to the ADCA Facebook page any information from the ADCA Board of Directors that falls outside of the work of any existing committee or task force or is across committee and task force work.
  - C. The Secretary is responsible for the timely posting of informational releases received to the ADCA Facebook page and is not responsible for the accuracy of the content of the product.
  - D. The Web developer will revise and update the informational portion of the ADCA website [www.dextercattle.org](http://www.dextercattle.org) based upon guidance from the Board of Directors and Committee Chairs. By necessity, much of the information on this site is not transitory and therefore should be tailored toward significant events such as the Annual General Meeting, Elections, etc.

## **Section 24: Membership Committee**

The Membership Committee will look for ways to grow and strengthen the ADCA through retention and growth of the membership numbers.

1. The committee will include a chair and co-chair to lead the group.
2. The committee will accept volunteers/members with various lengths of membership in the ADCA. The members can serve for consecutive one-year terms that coincide with the ADCA fiscal calendar.
3. The committee will gather historical metrics to measure retention and growth of the membership base. Growth and retention metrics will be monitored and reported to the Board.
4. The committee will search for ideas and actions to retain and grow the membership.
5. The committee will not proceed with any retention / growth actions or initiatives without prior Board approval and will provide timely feedback to the Board concerning progress and roadblocks to the approved action.
6. This committee may seek help from other Committees and ADCA Staff / Board Members to execute Board approved actions or initiatives.

## **Section 25: Membership Committee**

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6. This committee may seek help from other Committees and ADCA Staff / Board Members to execute Board approved actions or initiatives.