

## **2018 IGRA STANDING RULES**

### **RULE I BUDGET ITEMS WITH FIXED BUDGET LIMITS NOT DEPENDENT ON PRIOR YEARS ACTUAL RESULTS**

Section 1. Committees required to provide seminars.

Section 2. Public Relations committee.

Section 3. Officers' travel for board meetings.

Section 4. Administrative items.

### **RULE II OFFICERS AND OFFICIALS EXPENSES APPROVED FOR REIMBURSEMENT WITHIN BUDGETED LIMITS**

Section 1. Accommodation.

- A. Executive Board of Directors for Board of Directors meetings as budget permits.
- B. Executive Board Members competing or officiating at a rodeo that coincides with a board meeting are only eligible for reimbursement of the portion of expenses not reimbursed by another source.

Section 2. Travel.

- A. Rodeo Auditors for travel from auditor's home city to rodeo city and return.
- B. Instructor for certification seminars and public relations workshops.
- C. Executive Board for board meetings.
- D. IGRA will not reimburse travel for an Instructor or Executive Board Member who is competing or officiating at an IGRA sanctioned rodeo that coincides with a board meeting if the expenses are reimbursed by another source.

Section 3. Annual Convention registration (unless individual is a Member Association Delegate or alternate delegate), all Executive Officers, Parliamentarian, Corporate Auditor, Administrative Assistant, and all committee chairs.

Section 4. Office expenses (telephone, postage, copying, etc.).

- A. Officers and the IGRA office.

RULE III IGRA REQUIRES THAT HOSTING ASSOCIATIONS BE RESPONSIBLE FOR THE FOLLOWING OFFICERS AND OFFICIALS EXPENSES FOR THE FOLLOWING EVENTS

Section 1. Sanctioned rodeos.

- A. Rodeo Auditor – hotel three (3) nights.
- B. Rodeo Auditor – ground transportation from local airport to hotel and hotel to rodeo facility and return.

RULE IV IGRA UNIVERSITY

Section 1. Time and Place.

- A. IGRA University shall be held within the first month of the rodeo year and may not be scheduled within seventeen (17) days of Annual Convention, Finals Rodeo, or any other IGRA-sanctioned rodeo.
- B. The location of IGRA University shall be voted on two (2) rodeo years prior by the last scheduled Board of Directors meeting of the year. If a location is not selected, the Executive Board may extend the deadline for location selection to the next scheduled Board of Directors meeting.
- C. A Member Association may request that IGRA University be held in its geographical area. Requests shall be presented to the Executive Board thirty (30) days prior to any scheduled Board of Directors meeting.
- D. IGRA shall be responsible for all revenue and expenses. Other responsibilities will be agreed upon by the Executive Board and the University Committee Chair.

RULE V ANNUAL CONVENTION

Section 1. Except as otherwise provided by law, the Articles of Incorporation, the bylaws, or these rules of order, those rules contained in Robert's Rules of Order, Newly Revised, shall govern the annual convention of this association in all cases to which they are applicable. The President shall appoint a parliamentarian to assure compliance with stated rules. The parliamentarian shall not have a vote.

Section 2. With appropriate provision for recesses and for such special events as may be arranged, the general order of business at Annual Convention shall be:

- Call to Order
- Opening Exercises
- Roll Call and Seating of Voting Delegates
- Admission and Seating of New Member Associations
- Reports of Officers

- Reports of Standing Committees
- Unfinished Business
- New Business
- Election of Officers
- Selection of Annual Convention location
- Announcements
- Adjournment

Section 3. The agenda for Annual Convention shall be prepared by the President and Board of Directors and mailed in accordance with Article VI Annual Convention, Section 2.

Section 4. Resolutions may be submitted by any delegate and should be submitted to the Secretary prior to midnight the night before the opening of Annual Convention.

Section 5. The previous question shall be ordered on motion adopted by a majority vote of the convention.

Section 6. Convention floor rules shall be:

- A. Discussion on any motion or business shall be limited to ten (10) minutes. A majority vote will be required for each ten (10) minute extension of the discussion.
- B. The question cannot be called within the first ten (10) minutes of discussion/debate on any subject.
- C. Anytime a representative group calls for a caucus, it will take preference over a vote. The maximum time allowed for a caucus will be ten (10) minutes.
- D. All motions and/or committee recommendations must be submitted in writing to the Secretary.
- E. Only delegates and/or committee chairs may address the convention floor.
- F. Voting by voice vote, show of hands, roll call of the voting delegates, or written ballot shall be the option of the chair, or at the request of any delegate.
- G. Each speaker may only speak once unless everyone desiring to speak has spoken.
- H. Any proposed changes made on the committee recommendations on the convention floor may, at the Presiding Officer's discretion, be sent back to the committee for rewording and then brought back to the convention floor before it can be voted on.

Section 7. Officers, directors, delegates, and alternate delegates shall be provided identifying badges, which shall be worn at all times.

Section 8. A specific area shall be set aside for voting delegates, alternate voting delegates, officers, and parliamentarian.

## RULE VI ETHICS AND SPORTSMANSHIP

### Section 1. Code of Ethics and Sportsmanship.

#### Paragraph 1. We believe that...

- A. The sport of rodeo has earned and deserves the company of true sportsmen.
- B. The contestants, sponsors, and friends of rodeo have much to gain by observing the highest ethical standards and by observing the best tenets of good sportsmanship in all things pertaining to the sport of rodeo.
- C. In addition to the basic rule of “Do unto others as you would have them do unto you”, it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interest of rodeo.
- D. It is the right and obligation of the International Gay Rodeo Association to set standards in matters of ethics and sportsmanship concerning our rodeos and related activities.

#### Paragraph 2. Unethical and/or Unsportsmanlike Behavior.

- A. The words “International” and/or “IGRA” shall not be used in connection with events that are not officially sponsored or sanctioned by IGRA and/or its Member/Recognized Associations.
- B. It shall be considered unethical practice for anyone to attempt to influence the action of IGRA officials by duress or intimidation of any sort including threat of legal action against such officials.
- C. Non-payment of fees and fines due IGRA shall be considered unethical.
- D. The arena conduct of any contestant shall not be such as to adversely affect the competition of any other contestant in the arena.
- E. Contestants should not accuse the Judge(s) of favoritism or bribery; they should support the Judge(s) and the judging system. If they have a legitimate protest, they should follow the procedures set out herein.
- F. Any behavior that is clearly unethical and/or unsportsmanlike is considered a violation of the Code of Ethics and Sportsmanship, whether delineated herein or not.

#### Paragraph 3. Application of the Code of Ethics and Sportsmanship.

- A. This Code of Ethics shall apply to all Member/Recognized Associations, all individual members of Member/Recognized Associations acting in an official capacity, all participants in IGRA-sanctioned events, and all persons under contract to IGRA and/or its Member/Recognized Associations.

- B. The Rules and Regulations of IGRA and its Member/Recognized Associations shall, in all respects, be supported in our efforts to strengthen ethical and good sportsmanship conduct in all methods of participation in our rodeos.
- C. The rules of IGRA and its Member/Recognized Associations are hereby adopted by reference as part of this Code of Ethics and Sportsmanship.

Section 2. Ethical Practices Review Board (EPRB).

Paragraph 1. There shall be an Ethical Practices Review Board (EPRB), which will be the sole reviewer of formal complaints of unethical and/or unsportsmanlike behavior.

- A. It shall consist of the Trustees.
- B. The chair of the EPRB shall be the chair of the Trustees.
- C. The functions of the EPRB shall be to interpret and enforce the ethical and sportsmanship rules promulgated and adopted by IGRA, and within such limitations, develop its own methods for handling matters properly brought before it.
- D. The EPRB shall be considered the place of “last resort” for resolution of unethical or unsportsmanlike behavior; after all other avenues have been exhausted.
- E. The EPRB shall advise the Board of Directors of all upcoming hearings and/or resolved complaints.

Paragraph 2. Guidelines for the Ethical Practices Review Board.

- A. It shall be the general policy of the EPRB to be constructive with those who have committed unethical or unsportsmanlike acts and to use its powers to prevent reoccurrence of similar events. Probationary periods may be applied to effect discipline.
- B. In every situation, the best interests of gay rodeo shall be paramount over all considerations.
- C. The EPRB shall make every effort to resolve complaints in a timely manner.

Section 3. Procedures of the Ethical Practices Review Board.

Paragraph 1. Complaint Procedure.

- A. Alleged infractions by any individual member of IGRA may be brought to the EPRB by any Member/Recognized Association or any individual member or a Member/Recognized Association. Such allegations must be in writing, preferably on an EPRB Allegation Form, and must be submitted no later than fifteen (15) days following the alleged incident(s), except that no alleged infraction will be denied review if, in the opinion of the EPRB, it is deemed timely due to extenuating circumstances.

- B. The complaint must include all infractions and substantiating evidence and be submitted to the EPRB chair at least fifteen (15) days prior to the next regularly scheduled Trustees meeting so they may get a response from the respondent.
- C. Every effort should be made to first submit the complaint to the Trustee of the complainant's Member/Recognized Association and/or the Board of Directors for presentation to the EPRB.
- D. Respondent will be given the opportunity to respond in writing to the complaint so the EPRB can properly evaluate whether to dismiss the complaint or proceed to a hearing.
- E. The EPRB will review all complaints referred to it and determine by a majority vote whether to dismiss a complaint or proceed with a hearing.

Paragraph 2. Hearing Procedure.

- A. All persons involved shall be notified by any one or all of the following methods: certified mail, return receipt requested, FedEx signature required, USPS signature required, or Canada Post signature required at least thirty (30) days prior to the hearing of the date for a hearing to resolve the matter and shall be given the opportunity to present their side(s) of the situation.
- B. The Chairperson of the Trustees shall appoint a parliamentarian in advance of EPRB meetings to offer interpretation on procedures, Bylaws, Standing Rules, Rodeo Rules, and Roberts Rules of Order, where applicable.
- C. The IGRA Secretary shall take minutes of the EPRB meeting.
- D. A member of a Member or Recognized Association, when offering opinions, shall do so in a manner that reflects strict integrity and courtesy.
- E. After hearing all relevant testimony, the EPRB shall determine how it wishes to resolve a complaint.

Paragraph 3. Resolution Procedure.

- A. No punitive action, which involves suspension or termination of IGRA privileges, shall be taken unless the individual involved is given reasonable opportunity to testify on his/her own behalf in writing or in person.
- B. Disciplinary action may include, but is not limited to, reprimands, citations, or sanctions.
- C. A majority shall prevail in all decisions, except that in matters involving suspensions of a person from participation in IGRA-sanctioned events or matters involving unsportsmanlike acts, a two-thirds (2/3) majority vote shall be required.

Paragraph 4. Reporting Procedure.

- A. Notice of disciplinary action taken by the EPRB against an individual shall be given in writing via FedEx, USPS, or Canada Post to the individual no later than fourteen (14) days after the conclusion of the hearing.
- B. All findings shall be reported to the Board of Directors at its next meeting.

RULE VII SELECTION OF MR/MS/MISS/MSTER IGRA

Section 1. Royalty competition must be held in conjunction with Finals Rodeo.

Section 2. Royalty Judge and Alternate Assignment.

A. Random Draw and Assignment

- 1. The intent is to assure equal representation by all Member and Recognized Associations.
- 2. The IGRA Vice President in conjunction with the current Outreach/Fundraising/Gender Diversity Committee co-Chairs must conduct the random judge drawings and assignments.
- 3. The random draw and assignments must be completed no less than one-hundred (100) days prior to the first day of the Royalty Competition.
- 4. Random draw: (Place all current Member and Recognized Associations acronyms on paper and place into a container)
- 5. Draw one association at a time, to assign the first judge for each competition segment.
- 6. Continue the “initial draw” to assign the second judge for each competition segment, and repeat, until all seven (7) Judges have been assigned for all four (4) competition segments.
- 7. If no associations remain in the container, and judge assignments are not filled, place all paper acronyms back in the container and begin a new “second draw.”
- 8. If all Judge Assignments have been made, and associations remain, continue the initial draw, and assign as alternate Judge(s).
- 9. Begin a second draw only after all associations have been assigned from the initial draw.
- 10. Complete the “second draw” to complete the list of Judges and Alternate Judges.
- 11. Alternate Judges will move into any vacant Judge Position by order of draw.
- 12. Vice President must distribute the results of the Judge and Alternate Assignments to the IGRA Board of Directors within five (5) days of the completed draw and assignments.
- 13. The IGRA Vice President must distribute the List of Judge Assignments and Alternates to the Member Associations no less than ninety (90) days prior to the first day of the Royalty Competition. This notification must include the e-mail address of the Vice President as the only way to respond to assignments, issues or changes.

B. Member Association Judge Submittal.

1. Each association must submit the name of one member filling each judge or alternate judge assignment to the Vice President no less than sixty (60) days prior to the first day of the Royalty competition.
2. Any association unable to submit a name or provide a judge in the initial judges draw will be fined one-hundred dollars (\$100.00) per assignment. These monies shall be designated for distribution to the current year's charity partner.
3. Current IGRA or association royalty are not eligible to serve as judge or alternate judge.
4. Judges/alternate judges may only represent one association assignment per segment.

Section 3. Judge/Alternate Judge Changes.

- A. Each association must submit the name of one member filling each judge or alternate judge assignment to the Vice President no less than sixty (60) days prior to the first day of the Royalty competition.
- B. Any association unable to submit a name or provide a judge in the initial judges draw will be fined one-hundred dollars (\$100.00) per assignment. These monies shall be designated for distribution to the current year's charity partner.
- C. Current IGRA or association royalty are not eligible to serve as judge or alternate judge.
- D. Judges/alternate judges may only represent one association assignment per segment.

Section 4. Submission and Selection of Interview Questions.

- A. The current IGRA Royalty team will compile a pool of twenty-five (25) questions per category (possible 100 questions per contest) and submit them to the Vice President no less than forty-five (45) days prior to the start of the competition.
- B. The Vice President will then recommend twenty (20) questions per category to the Executive Board no later than thirty (30) days prior to the start of the competition for review.
- C. The interview judges for the Royalty contest will meet immediately prior to the start of the interview and select the fifteen (15) questions per category to be asked from the twenty (20) questions approved by the Executive Board.
- D. Questions must be comprised of the following: IGRA history, bylaws and standing rules, rodeo rules, and personal opinion.

Section 5. Competition Category Selection.

- A. Contestants competing for the titles of Mr/Miss/Ms/MsTer IGRA shall compete in the following categories:
  - Interview
  - Western Wear
  - Public Presentation



- B. Contestants will choose to compete in one of the following two categories at the time of application submission:  
Horsemanship OR Entertainment
- C. Once application is submitted with category selection, the selection cannot be changed.

Section 6. Registration/Information Packets.

- A. Competition and Registration information will be posted on the IGRA web site at least ninety (90) days prior to the royalty competition by the Vice President. It is the contestant's responsibility to obtain the necessary information about the contest and related Exhibits from the IGRA Web site.
- B. Registration information must include Standing Rule VII, related Exhibits, all available information about the contest, location, important dates, contact information, and relevant information for posting on the IGRA Web site.

Section 7. Contestant Requirements.

- A. All contestants must be the current and official titleholder or 1<sup>st</sup> runner-up of a Member Association. Each association can send up to two representatives in each category.
- B. All contestants must submit to the IGRA Vice President, along with their royalty application, the following items.
  - 1. At least one high resolution, professional quality portrait photograph. Cell phone pictures, point and shoot selfie pictures, or poorly lit snapshots are not acceptable.
  - 2. A contestant biography of approximately 200 word narrative. A simple list of accomplishments or titles held is not acceptable.
- C. Each contestant competing for the title of Mr./Ms./Miss/MsTer IGRA will be required to compete in a minimum of two (2) sanctioned rodeo events, in different categories, at a single rodeo or volunteer under a certified official for two (2) rodeo days. This requirement must be met no later than sixty (60) days prior to the competition.
- D. Each contestant competing for the title of Mr./Ms./Miss/MsTer IGRA will be required to host a minimum of one (1) fundraising event for IGRA no later than sixty (60) days prior to the competition. A minimum amount of two hundred fifty dollars (\$250.00) must be raised and is non-refundable. The Member Association's treasurer of each contestant shall forward any monies raised with the IGRA Fundraiser Deposit Form (Exhibit C12) to the IGRA Treasurer.
- E. Each contestant competing for the title of Mr./Ms./Miss/MsTer IGRA will be required to raise a minimum of five hundred dollars (\$500.00) for a non-profit entity under the laws of and in good standing in the state, province, territory, or other comparable territorial units of other nations during their regional reign. This requirement must be met no later than thirty (30) days prior to the competition.

- F. Contestants must provide a written plan of action consisting of goals for the IGRA Royalty Team. Plans must be turned in with the horsemanship DVDs in sealed envelopes. The Vice President reviews the plans with the competition winners to build the team's final plan of action for the following year. Failure to provide a plan of action will result in a two (2) point deduction from each judge's score sheet in the interview segment.
- G. All entry forms (Exhibit C2), one hundred dollars (\$100.00) non-refundable entry fee, and other required information must be postmarked by a government postal service no less than sixty (60) days prior to the scheduled competition. All forms and documents are to be sent to the IGRA Vice President for verification. The Vice President will then forward entry fees to the IGRA Treasurer.

#### Section 8. Distribution of Monies.

- A. The one hundred dollars (\$100.00) entry fee from all royalty contestants will be collected in the IGRA Royalty Travel Fund and distributed back to the team members. The total amount collected shall be divided by the number of categories and paid out to the royalty team. The division of funds will be determined by the Vice President. Fifty percent (50%) of the funds will be paid out when his/her individual fundraising obligation has been met and the remaining fifty percent (50%) will be paid out when all requirements have been met by that individual.
- B. The two hundred fifty dollar (\$250.00) minimum raised by all royalty contestants for IGRA will be split as follows: twenty-five percent (25%) to charity, fifty percent (50%) to IGRA, and twenty-five percent (25%) to the IGRA Royalty Travel Fund. The charity or charities will be determined by the Board of Directors, upon recommendation from the current IGRA Royalty Team, at the Annual Convention.

#### Section 9. Announcements of Winners.

- A. Announcement of Mr./Ms./Miss/MsTer IGRA shall take place after an audit has been completed.
- B. Audit verification shall consist of both the manual and computer tabulation of judging sheets by an audit committee chosen by the current IGRA Royalty Team and the Vice President.
- C. Each category (Mr./Ms./Miss/MsTer) will name a first, second, and third place winner.
- D. The Vice President will ensure that all awards are consistent in design and provided at the competition. Whenever possible, all sashes are to be ordered from the official IGRA vendor. Sash colors will be as follows:
  - 1. Mr./Ms./Miss/MsTer – Black
  - 2. First Runners-Up – Red
  - 3. Second Runners-Up – White
- E. All results of the Mr./Ms./Miss/MsTer competition will become a matter of corporate record. Results shall reflect the order of placement and total scores shall be posted immediately after

announcement of winners. Individual results and judges' sheets shall be mailed to any contestants within thirty (30) days after the competition upon written request to the IGRA Executive Office.

Section 10. If a sash, buckle, or crown is lost, damaged, or stolen, the titleholder must notify the Vice President and must request a replacement at the titleholder's expense.

## RULE VIII DUTIES OF MR/MS/MISS/MSTER IGRA

### Section 1. IGRA Rodeo and Event Attendance.

- A. Mr./Ms./Miss/MsTer IGRA are required to attend four (4) rodeos and recommended to attend at least one (1) rodeo in each division, Annual Convention, and Finals Rodeo. They must also make every effort to attend the Board of Directors meetings. If they cannot attend, they must notify the Vice President at least thirty (30) days prior to each meeting.
- B. Runners-up must attend at least four (4) rodeos and recommended to attend at least one (1) rodeo in each division and Finals Rodeo. They must also make every effort to attend Annual Convention.
- C. All titleholders must supply a list of the rodeos they plan to attend during their reign to meet attendance requirements within one (1) month of the start of the rodeo year.

### Section 2. Fundraising.

- A. Mr./Ms./Miss/MsTer IGRA and their runners-up must raise funds for charity and funds to support IGRA. Funds raised will be available for distribution determined by the Board of Directors upon recommendation from the Royalty Team.
- B. Mr./Ms./Miss/MsTer IGRA must raise a minimum of \$1,500 per person. First runners-up must raise a minimum of \$1,200 per person. Second runners-up must raise a minimum of \$1,000 per person. All minimum fundraising goals must be met within the first six (6) months of the rodeo year.
- C. All titleholders must supply a list of their proposed fundraisers to the Vice President within one (1) month of the start of the rodeo year.
- D. Funds raised must be sent to the Vice President within seven (7) days of the fundraiser along with the IGRA Fundraiser Deposit Form (Exhibit C12). Funds will then be forwarded to the Treasurer for deposit. All monies should be made payable to IGRA. No personal checks will be accepted.

### Section 3. Additional Responsibilities.

- A. Mr./Ms./Miss/MsTer IGRA and runners–up must compete or volunteer, in any capacity, at each IGRA–sanctioned rodeo attended to receive complimentary entry and/or hotel accommodations.
- B. Work with Member Associations to further the goals of the Community Outreach/Fundraising/Gender Diversity Committee. This shall be inclusive of, but not limited to, Member Association royalty competitions, volunteering at rodeos, fundraising events, other community event support, and charity contributions.
- C. Responsible for presentation of the traveling IGRA Spirit Stick award to a Member Association each year at the annual royalty competition.
- D. Responsible for ensuring Community Outreach/Fundraising/Gender Diversity information is included on the IGRA Web site.
- E. Any other duties pursuant to Standing Rule VII Selection of Mr./Ms./Miss/MsTer IGRA.

### Section 4. Discipline.

- A. The Vice President will discuss with each titleholder their progress towards their rodeo attendance and fundraising goals within the first four (4) months of the rodeo year. If necessary, the Vice President will work with said titleholder to determine a reasonable plan to complete unfulfilled requirements.
- B. If for any reason a current IGRA titleholder or runner–up does not complete the minimum rodeo attendance requirement, the said royalty member will forfeit their step down privileges, except for extenuating circumstances left to the discretion of the Vice President and the current IGRA Royalty Team.
- C. If the minimum financial requirements are not met within the first six (6) months of the year, the Vice President may recommend to the Board of Directors that said royalty member(s) be removed from the team.
- D. Failure to deliver monies within seven (7) days will result in a certified letter from the Vice President requesting the funds immediately. If the money is not received within thirty (30) days of the receipt of the certified letter, the Vice President will file an EPRB complaint against the Royalty Team member.
- E. In the event of a royalty removal vacancy on the current IGRA Royalty Team, runners–up will be moved accordingly. Additional spots will be filled with the next highest–scoring contestant unless no eligible contestants remain. New positions will be recognized at the next IGRA function and therefore be duly included in all official IGRA records.

### Section 5. Election Positions.

- A. IGRA titleholders may not hold an elected position on the board of directors of any Member Association where their duties are specific to the management of a royalty program.

## RULE IX MEMBERSHIP LISTS AND CARDS

### Section 1. Membership Lists.

#### A. Submission.

1. In addition to the requirements for application and renewal, each Member and Recognized Association must send a current membership list to the IGRA office within fifteen (15) days prior to the beginning of each rodeo year.
2. Periodic updates will be sent at the discretion of each Member or Recognized Association.

#### B. Contents.

1. Association name on the top of each page.
2. Date of membership list.
3. Names of all active members in alphabetical order by last name, first name.
4. City and state or province where each member resides.
5. County or other comparable geographical unit of residence for each member where such units are identified as part of an association's geographical area.
6. Assigned 4-digit IGRA contestant number (optional).
7. Page number, including total number of pages, at the bottom of each page.
8. Total number of active members listed.

### Section 2. Membership Cards.

- A. Member and Recognized Associations may provide their members with membership identification cards, which will be accepted by rodeo host association as proof of membership provided that the ID card indicates at least association name, contestant name, and membership expiration date.

## RULE X IGRA INSIGNIA AND COLORS

### Section 1. Adoption.

- A. The adoption of insignia and/or colors shall be voted on at Annual Convention.

### Section 2. Usage.

- A. A Member Association holding a rodeo that has been sanctioned by IGRA shall cause the IGRA logo to appear in all advertising and promotional material related to that rodeo, except business card size.

Section 3. Discipline.

- A. Any Member Association not using the IGRA logo on promotional materials for IGRA-sanctioned rodeos shall pay a fine of five (5) percent of gate receipts related to that rodeo. Any outside organization not connected with IGRA which uses the IGRA logo in connection with an event without the written permission of IGRA, will be investigated by IGRA for possible copyright violation, and, if necessary, prosecuted to the full extent of the law.

RULE XI MERCHANDISING

Section 1. IGRA may license the use of the IGRA logo on merchandise for promotional giveaway or sale provided such merchandise and use of the logo meets the approval of the IGRA Board of Directors.

Section 2. The Board of Directors shall have the right to refuse use of the logo if it is felt it would be degrading to IGRA or does not promote the goals of IGRA as stated in Article II of the bylaws.

Section 3. IGRA shall not receive revenue from the sale or giveaway of the individual Member Associations' promotional rodeo posters or rodeo programs.

Section 4. The Board of Directors may review any proposal and negotiate a contract they feel may be beneficial to IGRA.

RULE XII RODEOS AND RODEO APPROVAL

Section 1. The rodeo year will begin on January 1 and end on December 31.

Section 2. A rodeo shall be a one or two go-round activity conducted over one, two, or three days.

Section 3. No more than two (2) rodeos may be held on the same weekend. The host cities of two rodeos approved for the same weekend must be at least 500 miles (804 km) apart.

Section 4. No IGRA-sanctioned rodeo may be scheduled prior to IGRA University or after September 30.

Section 5. Preliminary rodeo calendar dates shall be presented at Annual Convention two (2) and three (3) years prior to the rodeo calendar year. Rodeo calendar dates may be changed or added at the next convention or by a two-thirds (2/3) vote at any Board of Directors meeting.

Section 6. Member Associations requesting sanctioning of a rodeo must submit the following items with the request:

- A. Completed Rodeo Application (Exhibit A2) with all required supporting documents and information.
- B. Sanction fee.

Section 7. Rodeos shall be sanctioned by the Board of Directors. A majority vote of the board will be required to sanction a rodeo. Sanctioning of a rodeo must occur:

- A. At least six (6) months prior to the planned rodeo date, AND
- B. Before the beginning of the prior year's Annual Convention.
- C. Rodeo application must be approved at a regularly scheduled Board of Directors meeting.
- D. Rodeo application must be available for review no less than 14 days prior to sanctioning.
- E. All reports and monies owed to IGRA must be settled prior to sanctioning.

Section 8. The Trustees present at a rodeo will meet as the Rodeo Review Board (RRB) no sooner than thirty (30) minutes after the final event results have been posted.

Section 9. The Rodeo Review Board (RRB) shall affirm compliance with IGRA requirements and be responsible for approval of the rodeo.

Section 10. Appointed auditors will be required to send official results to the IGRA Rodeo Auditor within seven (7) working days after each rodeo.

Section 11. Fees Member Associations Pay.

- A. Rodeo Fees.
  - 1. A non-refundable sanction fee of seven hundred dollars (\$700.00) must be paid to the IGRA Treasurer to accompany rodeo application, excluding Finals Rodeo.
  - 2. The portion of contestant entry fees designated to IGRA shall be paid to IGRA simultaneously with the payment of the contestant prize money.

Section 12. Contestant Entry Fee.

- A. Rodeo entry fee is thirty dollars (\$30.00) per person, per go-round, per event to be distributed as follows:
  - 1. Twenty-two dollars (\$22.00) to contestant Day Money.
  - 2. Four dollars (\$4.00) to the host association.
  - 3. Two dollars (\$2.00) to be held in escrow to be used as Day Money for Finals Rodeo. In the event no Finals Rodeo is held, refer to Standing Rule XIV for disbursement of these funds.

4. Two dollars (\$2.00) to the IGRA general operating account.

Section 13. Contestant Point Accumulation.

- A. A contestant may accumulate points in any IGRA-sanctioned rodeo.
- B. A contestant's top six (6) placements during the rodeo year will count toward an invitation to Finals Rodeo.

RULE XIII Rodeo Safety Committee

Section 1. Suspension, Interruption, or Cancellation of a Rodeo.

- A. At all IGRA-sanctioned rodeos and Finals Rodeo, a Rodeo Safety Committee will be chaired by the chair of the pre-rodeo meeting of the Trustees and shall consist of:
  1. Members of the Board of Directors who are present,
  2. Rodeo Director,
  3. All certified rodeo officials,
  4. Stock contractor, and
  5. One contestant representative.
- B. When any condition raises a concern for safety, the chair will temporarily suspend the rodeo and summon the committee to a designated place.
- C. The committee will discuss the concerns, evaluate the threat to safety, and propose one of the following actions:
  1. Continue while monitoring the conditions,
  2. Declare a suspension period and re-evaluate, or
  3. Cancel the rodeo.
- D. The chair will take the proposed action to a vote of the committee.
  1. A majority vote is required for any of the above actions.
  2. Rodeo Director will make an announcement to contestants, officials, and attendees.
  3. If the decision is to cancel the rodeo, appropriate fees will be refunded in a manner determined by the Rodeo Director.
  4. Points and moneys will be awarded based on completed events only.
  5. Buckles will be awarded based on placement in completed events only.

RULE XIV FINALS RODEO

Section 1. IGRA shall host Finals Rodeo and shall be responsible for its branding as World Gay Rodeo Finals.

Section 2. IGRA shall be responsible for all revenues and expenses of Finals Rodeo.



Section 3. Finals Rodeo may not be scheduled within seventeen (17) days of Annual Convention, IGRA University, or any other IGRA–sanctioned rodeo.

Section 4. Finals Rodeo, when and if held, shall be hosted and/or sponsored by a Member Association(s) and only if said Member Association(s) has held an IGRA–sanctioned rodeo within their Member Association’s area prior to bidding on Finals Rodeo.

Section 5. Finals Rodeo Fund.

- A. There shall be an escrow fund funded from rodeo sanction fees (see Standing Rule XII IGRA Divisions, Rodeos, and Rodeo Approval, Section 7, Paragraph B) and contestant entry fees (see Rodeo Rule VIII Registration, Number 4).
- B. The Finals Rodeo Committee may draw upon this fund for the purpose of financing the production of Finals Rodeo.
- C. Excess funds in Finals Rodeo Fund at the end of rodeo year will roll over to the next year’s fund.

Section 6. Finals Rodeo will be conducted in accordance with IGRA–sanctioned rodeo rules in all respects.

Section 7. Establish a Rookie of the Year award for contestants in their first year of IGRA competition. Winners are determined by male and female contestants earning the most total points in IGRA rodeos for that year including Finals Rodeo. Buckles will be awarded at Finals Rodeo.

## RULE XV INTERNATIONAL CHAMPIONS

Section 1. Selection of Champions.

- A. Points awarded at Finals Rodeo will be the same as a regular rodeo.
- B. Event champions will be awarded based on points earned at Finals Rodeo.
- C. The IGRA All–Around Cowboy and IGRA All–Around Cowgirl will be awarded based on the following qualifications:
  - 1. Must receive an invitation in three (3) event categories.
  - 2. Must compete in three (3) event categories.
  - 3. Will earn points in only the events he/she received an invitation to.
  - 4. Must place first (1st) through eighth (8th) in two (2) event categories.

Section 2. If no contestants meet the qualifications of Section 1 above, the All–Around title will be awarded to the contestant who has earned the highest number of points at Finals Rodeo.

Section 3. Refer to Rodeo Rules XIV and XV regarding ties and buckles.

A. Individual Events.

1. The top twenty (20) ranked contestants in each event will receive an invitation to compete in Finals Rodeo.
2. If any of the top twenty (20) decline their invitation, the 21st through 40th ranked contestants will then receive an invitation by rank with the intent to have a maximum of 20 invited competitors.

B. Team Events.

1. The top twenty (20) ranked contestants will receive an invitation to compete in Finals Rodeo.
2. If any of the top twenty (20) decline their invitation, additional contestants will then receive an invitation by rank order with the attempt to have the maximum twenty (20) teams as follows:
  - a. 21<sup>st</sup> through 45<sup>th</sup> for two-person teams.
  - b. 21<sup>st</sup> through 65<sup>th</sup> for three-person teams.
3. Each invited contestant must indicate his/her team member(s) when accepting his/her invitation.
4. All team members must have competed in that event at least once during the rodeo year.
5. If a team is comprised of multiple members of the top twenty (20) ranked contestants, additional contestants will then receive an invitation by rank order with the intent to have a maximum of twenty (20) teams as outlined above. If one or more of the top twenty (20) decline their invitation, additional contestants will then receive an invitation by rank order with the intent to have a maximum of twenty (20) teams as outlined above.

Section 4. Invitational Tie Breakers.

If there is a tie in a particular event, the tie will be broken as follows:

- A. Each contestant will be given one (1) point for each time he/she placed in that event (1st through 8th).
- B. If a tie still exists, one (1) point will be given to each contestant for each time he/she received a score/time in that event.
- C. If a tie still exists, each contestant will be given one (1) point for each time he/she entered the event during the IGRA Rodeo Year.
- D. If a tie still exists, all of those contestants involved in the tie will be invited.

Section 5. If there is no Finals Rodeo held, the awards for each event in shall be determined by points accumulated at IGRA-sanctioned rodeos held that rodeo year, and shall be known as

IGRA Division Champions. Finals Rodeo day money held in escrow for each event shall be disbursed among the top contestant qualifiers and shall be paid out according to Rodeo Rule VIII Rodeo Prizes and Payoffs.

Section 6. Finals Rodeo day money held in escrow plus additional sponsored prize money and all Finals Rodeo entry fees will be totaled, divided by the number of events with entries, and distributed among the events, with the team events receiving additional amounts in increments according to the number of team members:

|                        |   |             |   |          |
|------------------------|---|-------------|---|----------|
| 9 men's events         | X | 2 go-rounds | = | 18       |
| 9 women's events       | X | 2 go-rounds | = | 18       |
| 1 2-person team roping | X | 2 go-rounds | = | 4        |
| 2 2-person camp events | X | 2 go-rounds | = | 8        |
| 1 3-person camp event  | X | 2 go-rounds | = | <u>6</u> |
|                        |   |             |   | 54       |

Section 7. The contestant payout for Finals Rodeo will be the responsibility of Finals Rodeo Auditor and will be paid on IGRA checks.

#### RULE XVI SPECIAL INTERNATIONAL AWARDS

Section 1. Description.

Each award shall be a plaque indicating purpose of award and shall include the insignia of IGRA, with the exception of the Wayne Jakino Western Lifestyle Award and the Spirit Stick Award.

Section 2. Nominations and Voting.

Nominations for all awards that will be determined by the Directors and/or Trustees must be received no later than the third regularly scheduled Board and/or Trustees meeting of the rodeo year. Nominations for the Appreciation Award must also be received no later than the third regularly scheduled Board and/or Trustees meeting of the rodeo year. The Executive Board shall determine the method for receiving nominations and process for voting.

Section 3. President's Award.

This award is for outstanding contributions by an individual or organization to gay rodeo. This is awarded for exceptional service to IGRA benefiting all its' members. The President selects the recipient(s) of this award. IGRA will cover the cost of no more than one (1) award.

Section 4. The Wayne Jakino Western Lifestyle Award.

This award is to recognize one individual who is active within the IGRA community, promotes the Western lifestyle, adheres to the IGRA Code of Ethics and Sportsmanship, and shows enthusiasm for the IGRA mission statement. The Executive Board will select the recipient of this award. This award will be in the form of a buckle. IGRA will cover the cost of one (1) award.

Section 5. International Award.

This award is to recognize those members of IGRA who have made contributions to IGRA worthy of special recognition. This contribution can be in any of the activities that IGRA encompasses. The Board of Directors selects the recipients of this award. IGRA will cover the cost of no more than five (5) awards.

Section 6. Trustees' Award.

This award is to recognize those contestants of IGRA who have exhibited excellence in the standards exemplified in the Code of Ethics and Sportsmanship. The Trustees select the recipients of this award. IGRA will cover the cost of no more than five (5) awards.

Section 7. Service Award.

This award is to recognize those members of IGRA who have served this association at the IGRA level in an official board capacity. This award shall be given at the completion of their term in office.

Section 8 Certified Official Award.

This award is to recognize exemplary performance, commitment, and dedication of a past or present rodeo official. Recipients should exhibit excellence in upholding the principles of consistency, fairness, good sportsmanship, integrity, and the use of prudent judgment. The Rodeo Officials Committee selects the recipients of this award. IGRA will pay for no more than five (5) awards per year.

Section 9. Appreciation Award.

This award is for non-members of the nominating Member Association who have made significant contributions to the association and is a means of providing a formal "thank you." This award may be given by the Officers, Directors, Trustees, Committee Chairs, or any other official representatives of IGRA with the approval of the Board of Directors. IGRA will cover the cost of no more than two (2) awards per Member Association.

Section 10. Media Award.

This award is for Member Associations who have made significant contributions through the use of their publications by demonstrating excellence in promoting Gay Rodeo, IGRA, and their Member Associations. This award will be determined by the Board of Directors upon the recommendation of the Public Relations Spokesperson.

Section 11. Web Site Award.

This award is for Member Associations and their chapters who have made significant contributions in promoting Gay Rodeo through the use of their Web site based on appearance, content, graphics, navigation, and being up-to-date. This award will be determined by the Board of Directors upon the recommendation of the Internet Technology committee.

Section 12. Appreciation Certificates.

All standing committee chairs and other individuals selected by the Board of Directors shall receive a certificate of appreciation from the President.

Section 13. Spirit Stick Award.

This traveling award is for a Member Association which has made significant contributions to any or all of the following: IGRA Royalty, entertainment and dance programs, rodeo event hospitality, and IGRA Community Outreach/Fundraising/Gender Diversity Committee goals. The IGRA Royalty Team selects the recipient of this award.

Section 14. Presentation.

All special awards shall be presented at Annual Convention, with the exception of the Wayne Jakino Western Lifestyle Award, which will be presented at Finals Rodeo.

RULE XVII IGRA HALL OF FAME

Section 1. Definition.

The Hall of Fame honors individuals who have provided for the development and growth of gay rodeo or who have accrued an outstanding record or achieved a prominent position in the sport.

Section 2. Administration.

The Hall of Fame shall be administered by the Hall of Fame Committee, which shall consist of five (5) individuals appointed by the President. These five (5) individuals shall be members of

IGRA Member Associations. The committee shall be responsible for the administration of the Hall of Fame including implementation of the rules and selection of inductees.

Section 3. Requirements for Nomination.

- A. Each nominee must have substantially advanced the development and growth of gay rodeo or have accrued an outstanding record or achieved a prominent position in the sport.
- B. No person shall be nominated because of a financial contribution.

Section 4. Nominating Procedure.

Nomination must be made by a member of an IGRA Member or Recognized Association and submitted on the Hall of Fame nominating form. Nominations must be received by March 1<sup>st</sup> of each year. The form shall be submitted to the IGRA Administrative Assistant via E-mail attachment or by a government postal service to the address as shown on the form. The Administrative Assistant shall keep a copy of all submitted nomination forms on file and forward via electronic means to the Hall of Fame Committee. All individuals nominated shall remain on the list of nominees until such time as they may be selected for induction into the Hall of Fame.

Section 5. Selection Procedure.

- A. The Hall of Fame Committee shall vote no later than April 20<sup>th</sup> of each year on whether to induct each nominee. A majority of votes is necessary for induction.
- B. There shall be no minimum or maximum number of inductees in any given year.

Section 6. Notification.

- A. If contact information is available, approved nominee(s) shall be notified, in writing, by the committee chairman within two (2) weeks of the vote.
- B. Approved nominee(s) shall reply, in writing, within one (1) month of date of notification, accepting or declining induction. Approved nominee(s) may include additional information (e.g. photograph) as requested or approved by the committee.
- C. An approved nominee who could not be contacted, or who does not respond within the time period shall be deemed to have accepted induction.
- D. In the case of a posthumous nomination/induction, an effort shall be made to contact the heir(s) of the approved nominee using the same notification and reply procedures.

Section 7. Awards.

- A. Each inductee to the Hall of Fame shall receive his/her choice of a buckle/wall plaque. The design for either award shall include the IGRA logo, the words "IGRA Hall of Fame," the

year of induction, and the inductee's name. If an approved nominee could not be contacted or does not respond, they are still eligible to receive their choice of a buckle or wall plaque after their induction into the Hall of Fame, after first contacting the Hall of Fame Committee chair. In the case of a posthumous induction, the award shall be given to the inductee's heir(s), if available. Otherwise, no award shall be given.

- B. Each inductee shall be included in the Hall of Fame section of the IGRA Web site. The Web site shall list the name, IGRA contestant number (if applicable), reason for induction, and image (if available) of each inductee.

#### Section 8. Induction Ceremony.

The Hall of Fame induction ceremony shall take place at Annual Convention. If the inductee is able to attend the award ceremony and is not already a delegate to the IGRA convention, IGRA will cover the inductee's expense for any associated meal. IGRA will also cover the meal cost for the inductee's spouse or significant other if he/she is not already a delegate to the IGRA Convention. In the case of a posthumous induction, a maximum of two (2) meals will be covered for the heirs of the inductee.

#### Section 9. Budget.

The committee will present a proposed budget each year for the expenses of the Hall of Fame.

### RULE XVIII PARADE AND GRAND ENTRY

#### Section 1. Requirements.

- A. Ceremonies will take place during each day's rodeo competition.
- B. Ceremonies will include, but are not limited to:
  - 1. Parade (optional on both days of the rodeo) as defined in Section 2 below.
  - 2. Grand Entry (required on each day of a rodeo) as defined in Section 3 below.
- C. Other ceremonies may include a grand marshal(s), a riderless horse ceremony, an invocation, a moment of silence, or any other appropriate segments as determined by the Hosting Association. Such segments may take place at any appropriate time during the rodeo performance.

#### Section 2. Parade.

The parade could include, but is not limited to groups (as present) in any appropriate order: Government Officials (who should lead the Parade), IGRA Royalty, IGRA Directors, IGRA Member Association Royalty, Members, and peripheral groups (such as dance teams and community organizations) in alphabetical order by Association acronym.

Section 3. Grand Entry. Grand Entry must consist of, in the following order:

- A. Mounted entry of the host Association's national flag
- B. Mounted entry of other national flags, if used.
- C. Mounted entry of the host Association's state/provincial flag.
- D. Mounted entry of other state/provincial flags, if used.
- E. Mounted entry of the IGRA flag.
- F. Mounted entry of host and/or other Association flags, if used.
- G. Mounted entry of optional flags, in any appropriate order, if used.
- H. Introductions of rodeo officials, including clown and stock contractor, unless introduced at a later time during the rodeo performance.
- I. Host Association's national anthem.
- J. Departure of all flags except the host Association's national and state/provincial flags.
- K. The posting of colors, with the host Association's national flag being the last to leave the arena.

Section 4. Fines.

In the case that any portion of Standing Rule XVIII Parade and Grand Entry is not followed, the host association will be fined only if Trustees conclude that no effort whatsoever has been made to conform to this rule.

#### RULE XIX INTERNATIONAL COUNTRY/WESTERN DANCE COMPETITION

Section 1. International Country and Western Dance Competition Chairperson.

- A. The Vice President will serve as the International Country/Western Dance Competition chairperson. He/she will secure all necessary personnel needed to put on the International Country/Western Dance Competition.
- B. Duties.
  - 1. Oversee all aspects of the International Country/Western Dance Competition.
  - 2. Responsible for ordering and making available all awards required for the International Country/Western Dance Competition.
  - 3. Responsible for organization and development of the International Country/Western Dance Competition including, but not limited to, securing emcee, preparing lineup, and arranging for an auditor for scores the night of the competition.
  - 4. Review dance competition rules proposals, which are presented for consideration at Annual Convention.
- C. The Board of Directors has the option of voting not to hold a Country/Western Dance competition with consultation or recommendation from the Vice President and/or Dance Competition Coordinator.



Section 2. International Country/Western Dance Competition Coordinator.

- A. With the consent and approval of the President, the Vice President shall appoint a person to serve as the International Country/Western Dance Competition Coordinator.
- B. Duties.
  - 1. Responsible for selection of contest music and posting (as required).
  - 2. Responsible for selection of line dances and posting (as required).
  - 3. Responsible for selection of qualified judges with the approval of the dance competition chairperson.
  - 4. Responsible for working with hosting city for necessary advertising and possible sponsorships from local contacts.
  - 5. Assist with production the night of the International Country/Western Dance Competition.

Section 3. International Country/Western Dance Competition Rules Proposed Changes.

- A. All proposed changes to the dance competition rules must be submitted in writing by the proponent to the International Country/Western Dance Competition chairperson at least sixty (60) days prior to Annual Convention. The Dance Competition Rules Committee will present a final version of proposals at Annual Convention. Any rules changes made at Annual Convention will not be effective for the contest immediately following that Annual Convention, but will be used at the next dance competition.
- B. The judges are allowed to socialize with all who attend the event when not working, provided privileged information about judges scoring or contest results is not divulged. As judges, specific contest observations are to be considered privileged for the duration of the event and shall not be revealed to anyone other than proper event officials. Non-compliance by any contestant, or improper conduct by any contest official, as well as formal contest inquiries or protests, should be brought to the attention of the contest coordinator or the event director.
- C. Dance contestants and dance officials shall not be under the influence of or consume alcohol or illegal drugs during the contest. Contest officials include master of ceremonies, announcer, judges, auditors, scorekeepers, and their staff.

RULE XX GENERAL RULES FOR CERTIFIED PERSONNEL

Section 1. Administration.

- A. Certification programs shall be administered by the Rodeo Officials Committee. The committee will gather performance information for all certified officials, present it to the Trustees for certification/recertification recommendations, and use it for handling disciplinary actions.

## Section 2. Enrollment.

- A. Any person interested in becoming a certified rodeo official should contact the Lead Person of the particular area of interest to schedule training.

## Section 3. Requirements.

- A. Requirements for certification.
  1. Be a member in the Member/Recognized Association listed on Certification Request Form. (Exhibits E07, E08, E09, E10 and E11)
  2. Attend required seminars and/or workshops.
  3. Serve in associated area as required per each individual program.
  4. Take and pass a written examination with a score of 90% or better. The exam will be open book and with no time limit to complete.
  5. Seminar attendance must occur during the year when certification is recommended.
  6. Exam must be taken and passed during the year when certification is recommended.
  7. Each exam will not exceed 50 questions with a total value of 100 points.
  8. All exams will consist only of true/false, multiple choice, and short fill-in-the blank questions. No essay questions shall be used.
  9. Previous experience in a specific area may waive some requirements for certification.
  10. All exams will be approved by the Rodeo Officials Committee.

## Section 4. Education and Training.

- A. A general information class for rodeo officials will be scheduled at each IGRA University.
- B. Area specific seminars will be offered by the Lead Person to all officials program enrollees or current officials based on need and scheduling availability.
- C. Each certified official will work with the respective Lead Person to develop a recertification plan annually. This is to assure each official meets the requirements of recertification.
- D. Each Lead Person will schedule a meeting held in person or via electronic means a minimum of once per quarter with all certified personnel in the respective certification area. Additional meetings may be scheduled as needed. It is expected that these certified personnel will participate in the meeting.
- E. The Rodeo Officials Committee Chairperson will schedule a quarterly meeting held in person or via electronic means each calendar quarter with all committee members. It is expected that all committee members will participate in the meeting.

## Section 5. Evaluation and Review.

- A. The Committee will collect evaluation data and narrative summaries from key personnel at each rodeo that express issues, concerns, recommendations or commendations based on personal observations from the rodeo director and other officials.
- B. The Committee will examine the Rodeo Review documentation that is applicable to individual rodeo officials.
- C. Available evaluation data will be reviewed by the Committee during each quarterly meeting.

## Section 6. Certification Process.

- A. The individual requesting certification must complete the *Request for Certification* form, sign the *IGRA Certified Officials Code of Ethical and Professional Conduct* form, and submit all forms to the Rodeo Officials Committee chairperson or the specific Lead Person.
- B. The committee chairperson will submit a recommendation for certification at the next regularly scheduled Trustees meeting following quarterly review and approval by the committee of any application.
- C. A positive vote of at least two-thirds (2/3) of the Trustees present is required to approve a certification.
- D. The Secretary shall send updated certified lists to all Member and Recognized Associations and all certified personnel within fifteen (15) days following any new certification approvals.
- E. See individual programs for any additional requirements.

## Section 7. Recertification Process.

- A. Seminar attendance is not required for recertification, except for Judges.
- B. Passing an exam with a score of 90% or better is required, but recertification is not contingent on passing the exam. The exam will be open book with no time limit to complete.
- C. An individual who has met all requirements, other than passing the exam, may be recommended for recertification. The exam must be completed by March 30 of the new rodeo year.
- D. If the exam is not passed with a score of 90% or better, the individual will be given a second opportunity to take and pass the exam. The exam must be taken and passed within thirty (30) days after notification that the first exam was failed.
- E. If the appropriate exam is not passed with a score of 90% or better after the second attempt, the certification of the affected individual will be automatically rescinded. The individual will then be required to attend a seminar and take and pass the exam with a score of 90% or better. The committee may then recommend recertification.

- F. The individual requesting recertification must complete the “Request for Recertification” form and submit all forms to the Rodeo Officials Committee chairperson or the specific area chairperson. Recertification requests and all required documents must be submitted by September 30 of each rodeo year.
- G. Recertification recommendations will be reported to the Board of Trustees by the Rodeo Officials Committee.
  - 1. An official who is denied recertification must be notified at least 30 days before the last regularly scheduled Trustees meeting and has the right to be present or may request to be contacted by phone to make a five-minute statement to the Trustees for reconsideration.
  - 2. The individual who is being considered for recertification has the right to be present and make a 2–minute statement prior to a vote being taken on his/her recertification.
  - 3. If the individual is present, or available by phone, the Trustees may choose to question the individual.
- H. A positive vote of at least two–thirds (2/3) of the Trustees present is required to overturn a decision to deny recertification.
- I. The Secretary shall make available updated certified lists within 15 days following any recertification approvals.

#### Section 8. Responsibilities.

- A. Shall act in a professional manner at all times, ensure that all rules and regulations are enforced, and conduct oneself in an unbiased manner.
- B. If, after acceptance to serve, the certified individual is unable to keep the commitment, he/she shall communicate verbally in a timely manner and follow up in writing with rodeo management to allow time to find a replacement.
- C. Officials shall adhere to required dress code: long pants, long–sleeved shirt, Western boots, Western hat (optional in chute area), and area–approved shirt design or proper color coded vest for each area of service.
- D. Shall notify local rodeo officials of arrival in area, location residing, and contact phone.
- E. Shall obtain a schedule of meetings, events, locations, and be in attendance when required.
- F. Shall complete any required paperwork and submit to proper rodeo officials within given time requirements for submission to IGRA.

#### Section 9. Disciplinary Procedures.

- A. Within ten (10) days following each rodeo, the rodeo director will send a report to the Rodeo Officials Committee listing any certified officials’ performance issues, concerns or observation at that rodeo. These issues may include, but are not limited to, items listed in Standing Rule XX General Rules for Certified Personnel, Section 10.

- B. The Rodeo Officials Committee chairperson shall send the rodeo directors' report to all committee members. The appropriate Lead Person shall notify any individual receiving a negative report, outline the reported performance issues, and request a written response within five (5) days.
- C. The Lead Person shall send the response from the affected individual to all committee members.
- D. The committee shall determine if discipline is in order and determine the disciplinary action to be taken, if any.
- E. Disciplinary action may include a verbal warning, a written warning, placing the individual on a probationary period, or suspension. The committee may impose additional requirements (e.g. attending a seminar).
- F. At the end of the probationary or suspension period, the committee may return the individual to full certification status or recommend to the Trustees that the individual's certification be rescinded.
- G. All actions taken shall be reported in writing to the Board of Trustees for review at their next regularly scheduled meeting.

#### Section 10. Suspension from Certification or Recertification.

- A. Grounds for suspension from certification or recertification shall include, but not be limited to the following:
  - 1. Failure to:
    - a. Comply with IGRA rules and regulations.
    - b. Be in proper attire.
    - c. Act in a professional or ethical manner.
    - d. Complete required duties.
    - e. Complete and submit required paperwork.
  - 2. Entering the arena or contestant area under the influence of or in possession of alcohol, narcotics, or illegal drugs of any kind.
  - 3. Causing voluntary endangerment of livestock and/or contestants.
  - 4. Fixing or changing scores and/or times.
  - 5. Drugging of any livestock without written veterinary consent, which includes description of medication, how often, and for what reason medication is necessary.

### RULE XXI ARENA DIRECTOR CERTIFICATION PROGRAM

#### Section 1. Responsibilities.

- A. Manage rodeo staff and run an efficient, smooth, and safe rodeo.
- B. Coordinate with Rodeo Director to ensure ample staff is available for all areas of the arena.

- C. If the Arena Director becomes incapacitated during the rodeo and no other certified Arena Director is immediately available, the Assistant Arena Director will assume those responsibilities with the Chute Coordinator as an advisor. If the Assistant Arena Director is unable to take over the responsibilities, then the Chute Coordinator will assume the Arena Director responsibilities.
- D. If for any reason during the running of all IGRA–sanctioned rodeo events (performance and slack, foot parade, grand entry) the Emergency First Responders become busy or unavailable, the Arena Director must stop all events until they become available.
- E. Arena Director must attend the Rodeo Director’s meeting with the Emergency First Responders before the running of the first event in order to coordinate a plan of action and response expectations in case of emergencies.

Section 2. Applicants.

- A. Refer to Standing Rule XX, Section 3. A. 9 regarding previous experience.
- B. Applicants may provide Arena Director Lead Person with a list of previous rodeo experience. The Arena Director Lead Person shall evaluate past experience and inform the candidate which requirements have been met or reduced upon entrance into the certification program.

Section 3. Certification Requirements.

- A. Arena and chute area requirements may be completed at any time during the certification process. Arena Director candidates may only be assigned to one role per rodeo.
- B. Requirements.
  - 1. View the IGRA–sanctioned rodeo safety video.
  - 2. Serve as an Arena Crew Coordinator for at least two (2) rodeos.
    - a. Candidate must learn to properly evaluate the size and condition of the arena and place patterns according to the IGRA rodeo rules.
    - b. Candidate must be familiar with all required arena equipment and supplies.
    - c. Candidate must be able to properly harness and handle goats.
  - 3. Serve as an Assistant Arena Director for at least three (3) rodeos. The following duties must be performed successfully and under the supervision of a certified Arena Director before a candidate shall be considered for certification.
    - a. Properly conduct a new contestant orientation meeting.
    - b. Properly conduct pre–rodeo meetings with the Chute Coordinator, Rodeo Director, and EMS crew.
    - c. Be familiar with the completion of the IGRA rodeo checklist, contestant injury, animal injury, and protest forms.
    - d. Assist with the coordination and running of speed events.
    - e. Assist with the coordination and running of camp events.

4. Candidate must be a Certified Chute Coordinator prior to being certified as an Arena Director.

Section 4. Final Evaluation & Certification.

- A. Refer to Standing Rule XX, Sections 2 and 3, for general certification requirements.
- B. Candidates shall notify the Arena Director Lead Person when all of the above listed requirements have been completed. The committee will confirm completion of required certification steps. Candidates shall be notified if all requirements have been accepted within fourteen (14) days of notice to the Arena Director Committee chair. Upon confirmation of candidate's completion, the Lead Person will notify the candidate that he/she is eligible as assignment as a Rookie Arena Director.
- C. Upon approval to serve as a Rookie Arena Director, the Lead Person shall contact the Rodeo Director and Arena Director of the candidate's requested rodeo for approval. The committee chair shall notify rookie of approval.
- D. A rookie rodeo shall be done with a certified Arena Director supervising. At the discretion of the Arena Director, the certified Arena Director may be activated for any period.
- E. The rookie performance review shall be completed by rookie and supervising Arena Director. The Arena Director Committee Lead Person shall notify the rookie candidate within fourteen (14) days after completion of evaluation rodeo if he/she has successfully completed the certification program.

Section 5. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. Each certified Arena Director shall work at least one (1) rodeo, other than Finals Rodeo, as an Arena Director, Assistant Arena Director or Arena Crew Setup Coordinator per year. If a certified Arena Director is unable to work as an Arena Director, Assistant Arena Director or Arena Crew Coordinator in a rodeo year, then that person must serve as an Assistant Arena Director and attend an Arena Directors seminar before being recommended for recertification.

**RULE XXII CHUTE COORDINATOR CERTIFICATION PROGRAM**

Section 1. Responsibilities.

- A. The Chute Coordinator is the coordinator and will act in such a manner to oversee the entire area.
- B. To coordinate the chute staffs, both in the bucking chutes and roping chutes areas, in regards to duties necessary, rules, dress code, livestock, and equipment for a smooth, safe and

- efficient running rodeo. To accomplish the above, the Chute Coordinator and assistant will remain on or behind the bucking chutes during chute events except in the case of split chutes.
- C. To direct contestants and livestock to proper locations according to lineup of events and ensure all procedures and rules regarding event are enforced.
  - D. To observe that all rules regarding livestock behaviors are acted upon as necessary.
  - E. To act as a contact person before and during a rodeo to communicate directions, concerns, and changes with the Stock Contractor regarding the livestock and stock contractor's staff.
  - F. Shall inspect and ensure, with the assistance of necessary staff, that all necessary equipment (riggings, ropes, halters, chutes, etc.) are kept in working order or removed from usage and report any defective equipment to the Rodeo Director for replacement.
  - G. Chute Coordinator must attend the Rodeo Director's meeting with the Emergency First Responders before the running of the first event in order to coordinate a plan of action and response expectations in case of emergencies.

## Section 2. Certification.

- A. Refer to Standing Rule XX, Section 3. A. 9 regarding previous experience.
- B. Individual must work on the chute staff for a minimum of two (2) rodeos as a volunteer before entering the Chute Coordinator certification program.
- C. Candidate must then work the following activities and receive approval according to the Chute Coordinator Program Checklist (Exhibit E1).
  - 1. A minimum of five (5) rodeos as a recognized volunteer in the following areas:
    - a. Rigging and spotting (may be combined with animal loading).
    - b. Animal loading (may be combined with rigging and spotting).
    - c. Contestant lineup.
    - d. Gate openings (rough stock, camp, and roping).
  - 2. Two (2) rodeos as an assistant in bucking and two (2) as an assistant in roping.
  - 3. No more than three (3) Checklist items may be verified at any one (1) rodeo.
    - a. All Checklist items must be worked both rodeo days at any one (1) rodeo.
    - b. WGRF may not be used to complete any Checklist item.
- D. Candidate must complete a Chute Coordinator seminar.
- E. Lead Person and candidate shall review performance to evaluate if candidate is ready to be a rookie.
- F. Upon approval to serve as a Rookie Chute Coordinator, Lead Person shall contact rodeo officials of requested rodeo, including the Rodeo Director, to obtain approval for usage of rookie. Chair shall then notify rookie of approval and disseminate name and phone number of the Chute Coordinator. Rookie shall contact the Chute Coordinator regarding assistants and duties for said rodeo.
- G. Rookie service shall be done with a certified Chute Coordinator on staff in the chute area. At the discretion of the Arena Director and certified Chute Coordinator, the certified Chute Coordinator may be activated for any period.



- H. Candidate performance review shall be completed by candidate and Chute Coordinator and be forwarded to the Lead Person within fourteen (14) days of completion of said rodeo.
- I. Refer to Standing Rule XX, Sections 2 and 3, for general certification requirements.

Section 3. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. Each certified Chute Coordinator shall work within the chute areas as a certified Chute Coordinator, Assistant Chute Coordinator, recognized volunteer, or certified Arena Director at least once each rodeo year, other than Finals Rodeo. If a certified Chute Coordinator is unable to work as a Chute Coordinator, Assistant Chute Coordinator, recognized volunteer, or certified Arena Director in a rodeo year, then that person must serve as an Assistant Chute Coordinator and attend a Chute Coordinator seminar before being recommended for recertification.

RULE XXIII JUDGES CERTIFICATION PROGRAM

Section 1. Responsibilities.

- A. To officiate rodeo events and ensure that all competition rules are enforced for the fairness of each contestant.
- B. Shall ensure that all Judges' scores or score sheets are turned over to the official Scorekeeper.

Section 2. Certification.

- A. Refer to Standing Rule XX, Sections 2 and 3 for general certification requirements.
- B. Student Judge.
  - 1. Judging candidates may enroll in the IGRA Student Judging program upon application to and acceptance of the IGRA Board of Trustees.
  - 2. The certification program does not have to be completed in any particular time frame or sequence. However, it may be of benefit to the student to attend a seminar prior to student judging.
  - 3. A student shall attend a minimum of one (1) Judges seminar covering both PRCA Judges Handbook and IGRA Rodeo Rules and pass a written examination.
  - 4. This must occur during the rodeo year when student is recommended for certification in order to be familiar with most recent IGRA Rodeo Rules.
  - 5. A student must attend a minimum of six (6) days of Student Judging School at IGRA rodeos. All rodeo events must be student judged a minimum of six (6) times.
  - 6. The student will be taught judging mechanics, positioning, and communications. They will also practice scoring of rough stock riding events. Scores awarded by students will be compared with official rodeo results for analysis and training purposes.

7. The Judges Lead Person may require additional Judging Schools if, in the opinion of the committee, the applicant needs additional training.
  8. If an applicant presents written documentation of previous rodeo judging experience, the Judges Lead Person will review and determine certification requirements on an individual basis. Attending a seminar and passing a written examination on the IGRA Rodeo Rules will still be required.
  9. Upon satisfactory completion of the certification program, students may apply for Rookie Judge status. Applications must be submitted in writing to the Judges Lead Person, who will then make the appropriate recommendation to the Rodeo Officials Committee.
- C. Rookie Judge.
1. A newly certified Judge will be considered a Rookie Judge until they have completed judging eight (8) full days of IGRA rodeo competition.
  2. Rookie Judges shall not be assigned to finish flag any roping event or Chute Dogging or as the official timer in a rough stock riding event for the first four (4) complete days of rodeo judging.
  3. The time spent as a Rookie Judge will be considered a practical examination. A Senior Judge must accompany them during each event to ensure accuracy and consistency of judging techniques and decisions.
  4. The Lead Person will evaluate all Rookie Judges during their first eight (8) complete days of rodeo judging. If their performance is not satisfactory, they will be required to complete additional training prior to advancing to Junior Judge status.
  5. If their performance is satisfactory, upon approval of the committee, they will be advanced to Junior Judge status.
- D. Junior Judge.
1. A Junior Judge may work all judging positions in all events.
  2. After a Junior Judge has worked in all IGRA rodeo judging positions at least once and has completed at least six (6) full days of IGRA rodeo competition, he/she may petition the Judges Lead Person to be elevated to Senior Judge status. This request must be in writing.
  3. The Judges Lead Person will review the petition, and either approve it or provide feedback on improvements or actions needed to advance to Senior Judge status.
  4. Upon approval by the committee, the Junior Judge will be advanced to Senior Judge status.
- E. Senior Judge.
1. There must be at least one Senior Judge and no more than one Rookie Judge sharing the officiating in every arena in every rodeo event.

2. Only Senior Judges may be invited to or serve as a Rodeo Judge at the Finals Rodeo.
3. Senior Judges will assist with the training and development of Junior Judges. Only Senior Judges may supervise and train Student Judges.
4. Senior Judges will provide documentation of judging activities to the Judges Committee chair at the end of each rodeo. This will include reporting on the progress of Student, Rookie, and Junior Judges.

Section 3. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. Work as a Judge at least once each year at an IGRA–sanctioned rodeo other than Finals Rodeo. Judges who have not worked at least one rodeo in the current rodeo year may be recommended for recertification as a Rookie Judge at the discretion of the Rodeo Officials Committee as long as all other requirements have been completed. Upon successfully serving as a Rookie Judge at one rodeo, the Judge’s former status shall be reinstated.
- C. Prior to the last regularly scheduled Board of Trustees meeting, each certified Judge must attend a Judges seminar covering both PRCA Judges Handbook and the IGRA Rodeo Rules.

RULE XXIV AUDITOR CERTIFICATION PROGRAM

Section 1. Responsibilities.

- A. Work closely with the Rodeo Secretary to ensure that scores, times, and results are recorded accurately and timely in the rodeo records and IGRA records.
- B. Submit a report to the Trustees meeting following the final event, but prior to the awards presentations.
- C. Refer to Article XI Auditors, Section 2, and Paragraph B Duties.

Section 2. Certification.

- A. Requirements for certification.
  1. Refer to Standing Rule XX, Section 3. A. 9 regarding previous experience.
  2. An individual may enroll in the Auditor Certification Program by submitting an application to the committee chair and upon approval by the committee chair and the IGRA Rodeo Auditor.
  3. Successfully complete the Secretary and Scorekeeper certification programs.
  4. Serve as the Rodeo Secretary at a minimum of three (3) IGRA–sanctioned rodeos, excluding Finals Rodeo.
  5. Work under the supervision of an IGRA Rodeo Auditor as an Assistant Auditor at a minimum of three (3) IGRA–sanctioned rodeos, excluding Finals Rodeo.

6. Attend or conduct a Rodeo Secretary and Scorekeeper seminar and successfully pass each of the examinations with a score of 90% or better after the conclusion of the seminar.
7. Certification may be recommended by mutual agreement of the committee chair and the IGRA Rodeo Auditor.
8. Refer to Standing Rule XX, Sections 2 and 3, for general certification requirements.

Section 3. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. Serve as the IGRA Rodeo Auditor, appointed certified Auditor, or Assistant Auditor for at least one (1) rodeo during the current year, excluding Finals Rodeo.
- C. If a certified Auditor is unable to meet one of the above requirements, the individual must attend a Secretary and Scorekeeper seminar before being recommended for recertification.
- D. The committee chair and the IGRA Rodeo Auditor must approve a recommendation for recertification.

## RULE XXV SECRETARY CERTIFICATION PROGRAM

Section 1. Responsibilities.

- A. Supervise the Scorekeeper and other secretarial staff.
- B. Ensure that adequate secretarial staff is available.
- C. Work closely with the Rodeo Auditor to ensure that all scores, times, and results are recorded accurately and timely in the rodeo records and IGRA records.
- D. Work closely with the Rodeo Announcer to ensure that times and scores are announced as quickly as possible.
- E. Ensure that adequate secretarial supplies and forms are available at the rodeo.

Section 2. Certification.

- A. Refer to Standing Rule XX, Section 3. A. 9 regarding previous experience.
- B. Serve as a certified Scorekeeper at a minimum of one (1) IGRA-sanctioned rodeo.
- C. Serve as an Assistant Secretary at a minimum of three (3) IGRA-sanctioned rodeos. Member Associations will not refuse any reasonable request from an applicant to serve as an Assistant Rodeo Secretary.
- D. Refer to Standing Rule XX, Sections 2 and 3, for general certification requirements.

Section 3. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.

- B. The following shall be acceptable each year for recertification.
  - 1. Serve as one of the following at a minimum of one (1) IGRA–sanctioned rodeo, excluding Finals Rodeo.
    - a. IGRA Rodeo Auditor.
    - b. Appointed Certified Rodeo Auditor.
    - c. Assistant Rodeo Auditor.
    - d. Rodeo Secretary.
    - e. Assistant Rodeo Secretary.
  - 2. If a certified Secretary is unable to meet one of the above requirements, the individual must attend a seminar before being recommended for recertification.

## RULE XXVI SCOREKEEPER CERTIFICATION PROGRAM

### Section 1. Responsibilities.

- A. Ensure that an adequate number of Timers are available at all times during the rodeo.
- B. Supervise activities of all Timers.
- C. Accurately and legibly record all scores and times for the rodeo.
- D. Relay scores and times to the Rodeo Announcer as quickly as possible.

### Section 2. Certification.

- A. Refer to Standing Rule XX, Section 3. A. 9 regarding previous experience.
- B. Requirements.
  - 1. Serve as a Timer at a minimum of three (3) IGRA–sanctioned rodeos. Host associations will not refuse any reasonable attempt from an applicant to serve as a Timer.
  - 2. Serve as an Assistant Scorekeeper at three (3) IGRA–sanctioned rodeos covering all IGRA–approved rodeo events.
  - 3. Refer to Standing Rule XX, Sections 2 and 3, for general certification requirements.

### Section 3. Recertification.

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. The following shall be acceptable each rodeo year for recertification.
  - 1. Serve as one of the following at a minimum of one (1) IGRA–sanctioned rodeo, excluding Finals Rodeo.
    - a. IGRA Rodeo Auditor.
    - b. Appointed certified Rodeo Auditor.
    - c. Assistant Rodeo Auditor.
    - d. Rodeo Secretary.

- e. Assistant Rodeo Secretary.
  - f. Rodeo Scorekeeper.
  - g. Assistant Rodeo Scorekeeper.
2. If a certified Scorekeeper is unable to meet one of the above requirements, the individual must attend a seminar before being recommended for recertification.

## RULE XXVII ARENA CREW COORDINATOR

### Section 1. Responsibilities.

- A. Coordinate the quick and efficient setup of the arena for all required events per specification and measurements detailed in the Rodeo Rule Book to ensure safe and fair competition.
- B. Assist the Arena Director in any other areas, as requested.
- C. Recruit volunteers for each rodeo.
- D. Direct arena crew volunteers to ensure smooth and timely transition between events.
- E. Prior to the first go-round consult with the Arena Director and Contestant Liaison, if available, to determine the stopping and timing light distance for speed events based on the arena size.

### Section 2. Certification.

- A. Refer to Standing Rule XX, Section 3.A.9 regarding previous experience.
- B. Applicants must have been an:
  - 1. Arena crew volunteer for a minimum of three (3) IGRA-sanctioned rodeos.
  - 2. Assistant Arena Crew Coordinator for a minimum of three (3) IGRA-sanctioned rodeos.
  - 3. Assistant Arena Director for a minimum of one (1) IGRA-sanctioned rodeo.

### Section 3. Recertification

- A. Refer to Standing Rule XX, Section 7, for recertification process general requirements.
- B. Applicant must have served as one of the following at a minimum of one (1) IGRA-Sanctioned rodeo, excluding Finals Rodeo.
  - 1. Arena Director
  - 2. Assistant Arena Director
  - 3. Arena Crew Coordinator
  - 4. Assistant Arena Crew Coordinator

## RULE XXVIII RODEO ANNOUNCER

### Section 1. Responsibilities.

- A. Perform announcer functions as specified in the rodeo rules.
- B. Perform master of ceremonies and additional announcer functions as requested by the Rodeo Director.
- C. Adhere to all rules and regulations.
- D. Shall not be under the influence of or in possession of alcohol, narcotics, or illegal drugs of any kind during the rodeo.

## RULE XXIX RECORDS RETENTION AND DISPOSITION

### Section 1. General Requirements.

- A. IGRA needs to retain certain records beyond current user needs, according to regulatory, legal, financial, and operational requirements. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor.
- B. Records referenced in this schedule include paper and electronic in traditional containers.
- C. When a record is no longer needed or required, it should be disposed of properly in order to ensure that it truly is no longer recoverable.

Section 2. The following are examples of IGRA records which at various times need retention and later destruction as deemed appropriate by the IGRA Executive Board who will publish such direction and update annually at the first Board of Directors meeting of the year.

- A. Accident reports and claims.
- B. All financial records.
- C. All tax records.
- D. Articles of Incorporation, charter, bylaws, standing rules, and minutes.
- E. Audit reports.
- F. Bylaws and charter.
- G. Contracts, mortgages, notes, and leases (expired).
- H. Copyright, trademark, and patent registrations.
- I. Correspondence (administrative).
- J. Correspondence (general).
- K. Donations.
- L. Grants (funded).
- M. Insurance records, accident reports, and claims.
- N. Mission statements and strategic plans.
- O. Training manuals.

### Section 3. Categorizing Information.

- A. Because the above list is not all-inclusive, IGRA may need to determine whether a particular item is considered a record and thus, subject to a records retention and disposition schedule. Some of the characteristics of a record are:
  - 1. Contains legal or regulatory compliance information.
  - 2. Evidences a transaction.
  - 3. Identifies participants in business activities or who had knowledge of an event.
  - 4. Proves a business-related event or activity occurred or did not occur.
- B. It may be useful when making retention decisions to sort records into three categories: enduring value, limited value, and no value.

### Section 4. Electronic Record Keeping.

- A. The terms online, near-line, and off-line retention are unique to electronic records and refer to the type of storage media, not to the length of time the information in a particular record should be retained. IGRA's managers should collaborate to determine which type of storage is appropriate for each category of record. They should set up calendar reminders to migrate data from older media at regular intervals to be sure the records remain viable for the required period of time.

### Section 5. Record Destruction.

- A. When a record is no longer required to be kept, it should be properly destroyed and the destruction should be documented. Deleting data and emptying the "recycle" folder or "trash" bin from electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the information. Some printers and photocopiers with document memory capability may require data cleaning also before sale or disposal.
- B. If data is not sensitive or private, simply overwriting the information may be adequate.
- C. If computers and media are going to be reused or decommissioned, they must be properly cleaned in order to prevent unauthorized retrieval and use of information, especially if that data includes privacy or security-related material such as personnel records or financial data.

### Section 6. Certificate of Destruction.

- A. The Secretary must annually present to the Board of Directors a report on documents to be destroyed and the mode used to destroy them. The board must review the report and vote on the destruction of listed documents. When the Secretary has completed the destruction of documents, they must follow up to the board with a report on destruction to include the listed documents, date destroyed, and mode including any third-party involved.



## RULE XXX CONFLICT OF INTEREST POLICY

Section 1. The purpose of this policy is to protect IGRA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Section 2. Definitions.

- A. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family.
  - 1. An ownership or investment interest in any entity with which IGRA has a transaction or arrangement,
  - 2. A compensation arrangement with IGRA or with any entity or individual with which IGRA has a transaction or arrangement, or
  - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which IGRA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

### Section 3. Procedures.

- A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest.
  - 1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether IGRA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in IGRA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy.

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain the following.

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

- A. A voting member of the governing board or voting member of any committee who receives compensation, directly or indirectly, from IGRA for services is precluded from voting on matters pertaining to that member's compensation.
- B. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from IGRA,

either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person.

- A. Has received a copy of IGRA's conflicts of interest policy,
- B. Has read and understands this policy,
- C. Has agreed to comply with this policy, and

Understands IGRA is a nonprofit which must engage primarily in activities which accomplish one or more of its purposes.

Section 7. Periodic Reviews.

To ensure IGRA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its status, periodic reviews shall be conducted by the Board of Directors.

#### RULE XXXI WHISTLEBLOWER POLICY

Section 1. If any member of IGRA reasonably believes that some policy, practice, or activity of IGRA is in violation of law, a written complaint must be filed by that member with the Secretary and the Trustee Chair.

Section 2. It is the intent of IGRA to adhere to all laws and regulations that apply to the nonprofit organization and the underlying purpose of this policy is to support the organization's goal of legal compliance.

Section 3. The support of all members of IGRA is necessary in achieving compliance with various laws and regulations.

Section 4. All members of IGRA are protected from retaliation if any member of IGRA brings the alleged unlawful activity, policy, or practice to the attention of IGRA and provides IGRA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Section 5. The protection described below is available to all members of IGRA that comply with this requirement.

- A. IGRA will not retaliate against an member of IGRA or its separate Associations who in good faith, has made a protest or raised a complaint against some practice of the IGRA, or of

- another individual or entity with whom IGRA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.
- B. IGRA will not retaliate against member or Association of IGRA who disclose or threaten to disclose to an Official of IGRA or a public body, any activity, policy, or practice of the IGRA that the member of IGRA reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.
  - C. IGRA will not sanction the use of this Whistleblower Policy to be used as a means to defame or attack members or Member/Recognized Associations.

Section 6. The procedure to be used in IGRA to a potential whistleblower is as follows:

- A. The Secretary and Trustee Chair will respond to the complainant within two (2) weeks via E-mail or written communication to acknowledge receipt and outline the process to include the opportunity to address the next scheduled Board of Directors meeting.
- B. The Secretary will send notification to the board of the complainant's request within two (2) weeks of receiving the complaint.
- C. The Secretary will research IGRA records for relevant materials in the complaint and share these materials with the board and the complainant.
- D. The board will review the complaint and associated materials and allow the complainant the opportunity to address the board at their next scheduled meeting.
- E. IGRA will take the complaint under their consideration with the goal of resolving the matter amicably.
- F. All questions, concerns, and complaints filed must adhere to the whistleblower policy contained herein.

**Standing Rules revised and amended November 11 and 12, 2017.**