

RULES AND REGULATIONS

(Updated January 2018)

1. BOARD ACTIONS AND BOARD MEETINGS

- A. A board meeting will be held in January each year, at a date and place set by the Board at the Convention Board meeting the previous year. Election of officers will occur on the first day of the meeting immediately after the opening and welcome, approval of minutes of the previous meeting, and officer reports. Nominations, the election and the assumption of offices will proceed as follows: (14-09)
 - (1) Nominations, questions of the nominees, and the secret ballot election will be conducted one office at a time, beginning with the office of President. Elections for Vice-President, Secretary and Treasurer will follow in order. In the case of an uncontested office, no secret ballot will be required. Advance campaigning by intended nominees is permitted but not required.
 - (2) Elected officers will assume the duties of their office immediately upon completion of the annual elections.
 - (3) Previous officers will continue in office until their replacements are elected at this meeting, unless they have not been retained as directors during the previous election cycle. In this case, the following will occur:
 - (a) In the case of a non-retained President, the order of succession to the presidency until the officer elections will be Vice-President, Secretary and Treasurer.
 - (b) In the case of any other non-retained officer position, the vacancy or vacancies will be filled according to the pertinent provisions of Bylaws, Section 4.14. (86-10, 96-39, 00-10, 01-12, 08-07, 12-14)
- B. All Board meetings shall be open to the general membership. (84-31, 87-17, 90-03)
- C. If there are issues that members wish to address, they may speak when recognized by the Chair. (84-31, 86-74)
- D. The Board may hold closed sessions upon executive committee recommendation. (84-31)
- E. Agenda items must be submitted to the President of the Board, in writing, at least 6 weeks prior to all Board meetings or 30 days following the publication of the Minutes to the membership, whichever is later. No vote will be taken on any non-agenda item unless deemed urgent by the executive committee. These non agenda items may, however, be open for discussion. A list of the motions acted on at the Board meeting and their full text, including vote tallies, shall be posted to the membership on the NPGA website within 30 days of the meeting or other method of action taken to vote on a motion. (95-02, 14-09)
- F. The President shall supply the Board with a sufficiently detailed agenda, three weeks before the Board meeting. (86-70, 00-01)
- G. No two members of the same household shall serve on the Board at the same time. (86-27)
- H. Any director who is unable to attend two (2) consecutive Board meetings may be asked for his/her resignation by the President. (93-05, 02-06)
- I. All directors, judges and committee chairpersons will have their dues due on October 1 of each year. (92-13, 00-13)
- J. All Board members are allowed to submit for Board approval any phone/postage expenses that are over and above normal duty for reimbursement. (Entered after 1984)
- K. Updated changes in Bylaws, Rules and Regulations, Show Rules, Motions, Motion Index, Job Descriptions, and Articles of Incorporation will be made by the Secretary, and distributed to the Board of Directors, appropriate chairpersons within 30 days of change and appropriate updates will be made to the website. (98-17, 02-02, 08-24, 14-09)
- L. Directors are required to complete the Sexual Harassment Training Program. (98-03, 99-16)
- M. When the Board of Directors meets to transact official business via teleconference, the following rules apply:

- (1) The Secretary shall deliver to each Director and the Business Manager an announcement of the upcoming meeting to include:
 - (a) date and time (CST or CDT as appropriate) for the meeting's start time
 - (b) expected duration
 - (c) agenda
 - (d) telephone number and access code for the meeting and the Host's name.
 - (e) a list of each Director and the Business Manager with their telephone number, email address and fax number as appropriate.
 - (f) The notices shall conform to the requirements of WA Statutes 24.03.009.
- (2) Prior to the meeting, the Secretary shall publish an announcement of the date and time of the scheduled meeting to the general membership.
 - (a) The Secretary shall deliver the information in (1)(a) through (d) to as many of the general membership as is reasonably practicable.
 - (b) Directors and the Business Manager are not required to be physically present at any specific location during the meeting.
- (3) One person, normally a Director or another authorized to attend closed sessions, will be appointed by the Presiding Officer as Host for the meeting. The Host is responsible for operating the web-based display Control Panel to include the following actions:
 - (a) Establish contact with the web service at least 15 minutes prior to the meeting time to ensure proper setup and operation by meeting time. Proper operation means that each Director and the Business Manager has the capability for continuous and simultaneous aural communication with each other.
 - (b) Have available a complete list of current Directors in order to ensure a quorum is on line and available for every vote. During deliberations, continuous availability of each Director is not required.
 - (i) The validity of the quorum may be established by personal recognition of each Director's voice or other reasonable means.
 - (ii) Any Director may question the existence of a quorum at any time by being recognized by the President. The Host shall immediately canvass the Directors individually and report results to the Executive Committee who shall determine validity of the results. That determination is final.
 - (c) Ensure the Secretary has the ability to call for and record each director's vote.
 - (d) Ensure that only Directors and the Business Manager are on line when the Executive Board calls for closed sessions.
 - (e) Provide the ability for the general membership to hear all open proceedings and to participate when recognized by the President.
 - (f) Ensure the meeting recording system is operational for the entire meeting and ensure the Secretary has prompt access to the recording after the meeting.
 - (g) In the event of a minor equipment malfunction, the Host shall regain connectivity as soon as possible to allow the meeting to continue. This event will not result in the meeting's adjournment but may be considered a recess.
- (4) The Presiding Officer may establish reasonable guidelines that encourage full and orderly deliberations during the meeting to include those for recognizing Directors and members to speak in turn.
- (5) In the event of an unavoidable major equipment malfunction such that effective Board connectivity is lost for more than 30 minutes, the meeting will be declared adjourned by the Presiding Officer. In this case, if deemed necessary by the Executive Board, a follow-on meeting may be scheduled at any convenient time that the Secretary can arrange between all Directors and the Business Manager. This meeting is limited in scope to completing unfinished items from the previously adjourned meeting. No additional announcement to the general membership is required for this meeting, but the Secretary shall take action to publicize its scheduled date and time so far as practicable.

- (6) With the Presiding Officer's approval, Directors or members may send information electronically to other Directors and the Business Manager during the meeting. (There is no restriction on members transmitting among themselves during a meeting.)
 - (a) Email and fax are the only two allowable methods of delivery.
 - (b) Include all Directors and the Business Manager as recipients, if they have the appropriate reception capability.
 - (c) The information must be directly pertinent to the deliberations of the meeting.
 - (7) The Secretary shall obtain a recording promptly after the meeting and may use it as an aid in generating the official minutes. The Secretary may individually record the meeting as a backup procedure.
 - (8) These procedures are available for any NPGA committee to use. Committee Chairs should adjust the assignment of duties for each unique committee to meet the essential requirements as stated above. Advance notices are required only to committee members and can be no shorter than 3 days. The web based Control Panel will be made available by the Host to committee Chairs whenever it would not interfere with a Board meeting. (14-03)
- N. Any director or Vacancy Replacement Director who is or becomes a named plaintiff in a filed civil action against NPGA will be ineligible to hold office as a Director or a VRD, as appropriate. (15-06)

2. **MOTIONS BY MAIL** (13-35)

- A. A motion properly seconded, must be delivered to the NPGA Secretary and President and copied to the Central Office. Although referred to as a 'Motion by Mail', the actual motion and all related correspondence may be delivered by either electronic means or by USPS.
- B. Upon receiving a motion by mail, the Secretary will within 7 days send a Consent Form to each director with the motion stated.
- C. The Secretary will allow 30 days for the directors to receive their motion and return their Consent Forms. After 30 days or upon receipt of all the Consent Forms, the Secretary will count the votes, notify the President and Business Manager with the outcome of the pending motion, then send notification of the vote to all directors within 7 days of receiving the Consent Forms.
- D. In order for the motion to pass, Consent Forms must be returned by all directors eligible to vote with the time allowed. The vote must be unanimous to pass.

3. **BUSINESS MANAGER**

- A. Shall abide by all terms set forth in his/her contractual agreement with NPGA.
- B. Shall make copies of NPGA herd book at least once yearly. These copies shall be stored at a place other than the NPGA office. Shall inform the current President of the location of these stored copies. (02-06)
- C. Shall act according to the recommendations of NPGA's CPA, specifically:
 - (1) All Merchandise and Business Office checks over \$3,000 be countersigned by the Treasurer or other authorized Executive Board officer. (02-01)
 - (2) A quarterly report reconciling bank statements with financial reports be submitted to the Treasurer.
 - (3) Send quarterly financial reports from accountant to the Board of Directors. (84-04, 94-11, 94-12, 96-21)
- D. Shall be known as the Treasurer's assistant, and shall be so designated in writing each year by the elected Treasurer. Shall perform the duties outlined in Bylaws Section 4.10d. (84-03, 02-06)
- E. May not be a member of the Board. (83-02, 87-27)

4. **CENTRAL OFFICE**

- A. Herd names must be registered prior to registering goats. The cost of registering a herd name shall be \$15.00 for NPGA members and \$50.00 for non-members. (84-18, 04-10, 11-9, 11-32)
- B. A unique tattoo number shall be assigned to each registered goat. That number shall not be duplicated within a 21-year period. (01-14)
- C. Only the offspring of two NPGA registered animals or animals that have successfully completed the progeny testing process or wether certification procedure are eligible for registration. The registration fees for members are \$8.00 for Does, \$12.00 for Bucks and \$6.00 for Wethers. Registration fees for non-members are \$15.00 for Does, \$20.00 for Bucks and \$8.00 for Wethers. A late fee of \$10.00 per animal will be charged on all goats registered after one year of age in addition to the regular registration fees, except for those animals in the progeny testing process. Transfer fees for Does, Bucks, and Wethers are \$6.00 for members and \$10.00 for non-members. Registration certificate errors shall be corrected for \$5.00. Duplicate certificates may be requested for \$5.00, rush services for \$6.00. (94-28, 04-04, 04-10, 07-12, 11-9, 11-32, 13-23)
- D. NPGA shall not allow any name changes of registered animals. (83-21)
- E. A doe that has produced 10 registered kids will be identified on her pedigree and in the herd book with a special character to be placed immediately after the registered name. A Certificate of Productivity can be obtained for a doe that has produced 10 registered kids for a fee of Three Dollars (\$3.00) (03-11)
- F. Upon application and payment of \$3.00 fee, NPGA will award a Breeder Recognition Certificate recognizing multiple Permanent Grand Champions in a herd name as follows: Bronze: 5 PGCHs; Silver: 10 PGCHs; Gold: 20 PGCHs. (06-24)
- G. Registered name and tattoo prefix
 - (1) The complete registered name of an animal shall not exceed 35 letters and spaces.
 - (2) Kids born from a bred doe which is sold shall be registered with the herdname of the owner at the time of conception. The assigned tattoo prefix will be that of the owner at the time of birth. (03-10, 10-04)
 - (3) Kids born from a doe co-owned by multiple persons or families may be registered with the herdname of any of the co-owners, provided however, that all litter mates must be registered with the same breeder name, herdname and corresponding tattoo prefix. (10-03)
- H. No record may be changed in any way as to make the original entry illegible; whiteout, etc.
- I. No double herd names allowed in the name of an animal being registered.
- J. Applications for animals, which, in the opinion of the Business Manager, call into question the requirements of the Breed Standard, will be referred to the Certification and/or Breed Standard for resolution on whether or not they will be accepted for registration. This procedure is outlined in the Breed Standard, Section 8. (12-19)
- K. All goats registered as either grey/tan agouti, grey/brown agouti, or brown agouti with black markings, points, stockings, face, dorsal and legs, or any other non-conforming color/color pattern shall remain that color/color pattern on the Certificate of Registry for the life of the animal. (16-07)
- L. Any goat registered as one of the recognized NPGA breed colors/color patterns as verified by the photo submitted at the time of registry and then later changes color/color pattern must submit a request, including current photo, to the Central Office for review. If the request is questionable, it will be referred to either/ or the Certification committee or the Breed Standard committee for review. Basic registration errors will be handled by the Central Office. (17-09)
- M. To register kids conceived by artificial insemination:
 - (1) The person inseminating the doe will sign buck service memo including all pertinent data, which appears, on the semen container.
 - (2) The owner of the buck from which the semen is collected must also sign the buck service memo. (86-52)
 - (3) All kids resulting from artificial insemination will show a designation of AI on the registration papers.

- N. Any person who passes a check to NPGA for which payment is refused by the financial institution (e.g. nonsufficient funds, account closed, signature irregular or missing, etc.) will be charged \$10 over and above any financial institution fees NPGA may incur. (02-06)
- O. Travel reimbursement
- (1) Reimbursement of Directors (for both annual Board meetings); JTC members, and NPGA Clinician (for the annual Convention) will be reimbursed as follows (12-12,17-16):
 - (a) Air Travel
 - (i) Airfare must be purchased at least 21 days in advance at the lowest available fare, including a Saturday night stay if required for lowest available fare.
 - (b) Vehicle Travel
 - (i) Car expense will be reimbursed at the current cents per mile rate in the Federal Travel Regulations, not to exceed the verified lowest airfare had air travel been utilized. (01-11, 01-16, 04-19, 09-11, 11-10, 12-11)
 - (2) Stipend for Directors, JTC, and the NPGA Clinician, will be handled as follows: Directors will receive \$100 for each Board meeting; JTC members, and chairperson and the NPGA Clinician will receive \$100 for the annual Convention. No more than one \$100 stipend will be paid to any person at the National Convention. (01-11, 02-02, 02-05, 03-04, 04-16, 06-06, 06-14, 08-01, 11-10, 12-12,17-16)
 - (3) To receive stipend and reimbursement for transportation expenses, directors, JTC members, and NPGA Clinician must attend the entire meeting, JE or Judging Clinic, as appropriate, and specifically until 5 p.m. on the second day, unless adjourned earlier. Extenuating circumstances will be dealt with on an individual basis by the executive committee. (94-9, 94-25, 94-27, 99-13, 01-11, 02-02, 08-01, 11-10, 12-12,17-16)
- P. Membership Fees and Classifications (01-09)
- (1) Individual Member (are available to youths at 14 years of age): Initial dues of \$25.00 and subsequent annual dues of \$25.00. (05-14)
 - (2) Family Member (all related individuals living in the same residence): Initial dues of \$35.00 and subsequent annual dues of \$35.00. (05-14)
 - (3) Youth (any individual under 18 years of age): Initial dues of \$20.00 and subsequent annual dues of \$20.00. (03-05, 05-14)
 - (4) Business Member: Initial dues of \$35.00 and subsequent annual dues of \$35.00. (03-05)
 - (5) All membership categories are eligible for contributing status by adding \$20.00 to their annual membership dues. All contributing members shall receive MEMO by first-class mail. (05-14, effective 01/01/06)
- Q. Access to the NPGA Online Herdbook will be available to NPGA members in good standing at a cost of \$25 per year. (08-08, 11-9, 11-32)

5. NONPROFIT CORPORATION STATUS

- A. NPGA is incorporated by the state of Washington.

6. COORDINATORS

- A. All openings for NPGA Coordinator positions shall be advertised in MEMO. Interested members should request a job description from the Business Manager and then submit a statement of interest and qualifications. The Business Manager shall keep the applications on file if the desired coordinator position is not open at the time of submission, and shall notify all the applicants as soon as the position becomes open. All applicants must be members in good standing and shall be appointed by the President, subject to approval of the Board of Directors. If a vacancy shall be deemed by the President to represent an emergency situation, an interim appointment may be made by the President and approved by the executive committee, until the normal application process can be implemented.

- B. Coordinators will report to and be supervised by the Business Manager.
- C. Coordinators shall sign a statement at the bottom of both the NPGA Coordinator job description and the particular job description for their respective position that they have read, understand and will comply with their job descriptions.
- D. Affiliated Clubs Coordinator
 - (1) Will maintain a current listing of various local pygmy goat clubs across the country and provide a communication link between these clubs and NPGA.
 - (a) The contact person for the Affiliated Club must be an active member of NPGA. (06-08)
 - (b) The club must agree to support the By-laws, Rules and Regulations and the Code of Ethics of the NPGA.(06-08)
 - (c) The club contact must update the club information with the Affiliated Clubs Coordinator in a timely manner. In turn, the Affiliated Clubs Coordinator will forward the updated contact information to the webmaster and MEMO editor at the end of each month. (06-08)
 - (2) Will assist NPGA membership by providing educational material on establishing, maintaining and revitalizing local clubs.
- E. The Election Coordinator shall submit the official slate for the Association per the nomination procedure as defined in section 11 of the Rules & Regulations.
- F. The Show Coordinator shall be responsible for sanctioning NPGA shows, and sending NPGA rosettes to all sanctioned shows. (08-17)
- G. The Report of Awards Coordinator
 - (1) Shall receive the Report of Awards and keep the records of the champions of all sanctioned shows. The coordinator shall send copies and Reports of Awards to NPGA's Central Office annually. (08-17)
 - (2) In the event of a technical error or omission of recoverable information, the Report of Awards Coordinator shall use common sense, good reasoning and good ethics in the recovery of this information. (08-17)

7. DEPARTMENTS

- A. All department head positions will be advertised in the Spring MEMO and on the website for the purpose of creating a pool of applicants. Interested members should request a job description from the Vice-President and then submit a statement of interest and qualifications. The Vice-President shall keep the applications on file if the desired position is not open at the time of submission, and shall notify all the applicants as soon as the position becomes open. All applicants must be members in good standing and shall be appointed by the President, subject to approval of the Board of Directors. If a vacancy shall be deemed by the President to represent an emergency situation, an interim appointment may be made by the President and approved by the executive committee, until the normal application process can be implemented. (14-15)
- B. Department Heads will report to and be supervised by the Vice-President.
- C. Department Heads shall sign a statement at the bottom of their job description that they have read, understand and will comply with their job description.
- D. Memo
 - (1) The editor shall be allowed to pick his/her own assistants and staff.
 - (2) Editorial policy shall reflect NPGA's guiding principles and procedures.
 - (3) The editor of MEMO shall not be a member of the Board.
 - (4) The editor of MEMO shall abide by all terms set forth in his/her contractual agreement with NPGA and receive compensation pursuant to the Board approved contract.
- E. Merchandise

- (1) The Merchandise Department Head shall abide by all terms set forth in his/her contractual agreement with NPGA.
- (2) Shall identify, purchase, stock, sell and ship pygmy goat related merchandise for NPGA.
- (3) Shall maintain Merchandise bank account and checkbook, and shall prepare and report financial status monthly to the NPGA Business Manager and semi-annually to the Board of Directors.

8. **STANDING AND OTHER COMMITTEES (13-22)**

- A. All standing committees shall be composed of a chair appointed by the President, subject to approval of the Board of Directors, to a three year term, plus a nucleus of members not to exceed the number of regions, having appointed terms of three years each. Ad hoc committees are expected to remain in effect until their purpose and tasking is completed or until new Board members are installed. They will be composed of a chair appointed by the President with approval of the Board of Directors, plus the minimum number of members necessary to carry out their duties as determined by the chair. Appointment of all committee members shall be made by the chair with notice to the Vice President. Standing committee member terms shall expire at the end of the month three years after their appointment. All ad hoc committee members serve at the will of the chair. There will be a one-year lapse between terms served by standing committee members. All committee chairs may serve consecutive terms. The Vice President will provide a list of all chairs and their terms of office to the Business Manager by February 1st. All chairs will provide names of all committee members, along with their rotation schedule, to the Business Manager by February 1. This information will be published on the NPGA website and/or in the Spring Edition of Memo.(06-13, 07-03, 12-5, 15-01)
- B. The Vice-President will notify each chair, after the January Board meeting, of their budget amount. Reimbursement requests must be sent to the Central Office by November 1st. Chairs will include their costs and projected expenses in their January reports to the Board.
- C. Committee Chairs
 - (1) All openings for NPGA Standing Committee Chairs shall be advertised in MEMO with the exception of the Judges Training Committee Chair in which a notice shall be delivered directly to all licensed judges. Interested members should request a job description from the Vice-President and then submit a statement of interest and qualifications. The Vice-President shall keep the applications on file if the desired chair position is not open at the time of submission, and shall notify all the applicants as soon as the position becomes open. All applicants must be members in good standing. (14-06)
 - (2) If a Chair vacancy shall be deemed by the President to represent an emergency situation, an interim appointment may be made by the President and approved by the executive committee, until the normal application process can be implemented. Interim chairs may not appoint new committee members.
 - (3) Committee chairs will report to and be supervised by the Vice-President. (14-07)
 - (4) Committee chairs shall sign a statement at the bottom of both the NPGA Committee Chairs job description and the particular job description for their respective committees that they have read, understand and will comply with their job descriptions.
 - (5) When a majority of the Board of Directors finds that the Chair's performance of duties has been unsatisfactory, the President will remove the Chair. (09-10)
 - (a) Since service as an NPGA Standing Committee Chair is a privilege and not a right, termination of service as a Chair may be made without prior notice or right to hearing. (09-10)
 - (b) More severe penalties than removal from a Chair's position may only occur if an actionable complaint is filed under the Compliance Procedure and is ultimately sustained by the Board of Directors, and the severity of the offense warrants such penalty. (09-10)
- D. Before committees can propose changes, the change must have passed through the committee with a majority vote of agreement in writing by the committee members.
- E. Chair Restrictions

- (1) No one individual may chair more than one committee, except individuals may chair no more than two ad hoc committees in addition to one standing committee.
 - (2) The President may not concurrently chair a committee. (08-22)
 - (3) If a committee chair conducts any committee business by e-mail, all relevant paperwork/documentation must be sent to all committee members with specific instruction on what the committee members are to do with that material. Any communication by any committee member from that point forward must go to all members (keying Reply All). The chair will be responsible to ensure that these procedures are followed. In this manner, the chair and all committee members should have a complete file of all material under consideration and of all comments and input from every participating committee member. If any voting by committee members is part of the business being conducted, the chair will compile the voting tallies by all participating committee members. The report of the Chair constitutes the minutes of the committee. (15-10)
- F. A Chair, with the approval of the Vice President, may remove a committee member if the member's performance of duties has been unsatisfactory. As with committee chairs, since committee service is a privilege and not a right, termination of service of committee members may be made without prior notice or right to hearing. In case of a conflict of interest between the Chair and the Vice President, approval by the President is required. (09-10)
- G. The Breed Standard Committee shall receive recommendations from the general membership and/or the Board for consideration for addition, deletion, or change to the Breed Standard. The committee shall then make recommendations for Board approval. Changes to the Breed Standard shall require a 2/3 vote of approval by the Board.
- H. Judges Training Committee
- (1) The Judges Training Committee shall be composed of a chairperson, who is a NPGA licensed judge in good standing, and a nucleus of other licensed judges in good standing, not to exceed the number of regions. Before serving on the Judge's Training committee, an NPGA judge must be licensed for a minimum of three years before being able to qualify to serve on the Judges Training Committee. This committee shall be responsible for the training, testing, and licensing of NPGA judge candidates during the JE. To maintain the quality of NPGA licensed judges, an official NPGA continuing education clinic will be held in conjunction with the official NPGA Judging Clinic. Attendance at this continuing education clinic is described in paragraph 10.E.2 of these Rules and Regulations. Details of this Judging Clinic are further described in paragraph 10.C of these Rules and Regulations. (08-01, 11-15, 12-1, 12-7, 13-12,17-01,17-15)
 - (a) NPGA members (non-judges) will be allowed to audit the Judging Clinic provided to Judging candidates for a fee of \$100, on a space available basis. (11-15, 12-7)
 - (b) The chairperson may not serve as a Director while holding this position.
- I. The Public Relations Committee shall work to promote the pygmy goat breed, and to promote the National Pygmy Goat Association as the breed organization for pygmy goats. (11-6)
- J. The Youth Committee shall work with national officers of youth groups, such as 4-H, FFA, etc., and pygmy goat breeders in an effort to encourage such youth groups to accept the pygmy goat as an official project.
- K. Health, Education & Research (H.E.R.) Committee
- (1) Shall research, compile and develop educational materials related to pygmy goat health and husbandry. These articles are to be reviewed by the Publications committee prior to being published.
 - (2) Shall prepare and publish articles for the NPGA membership on pygmy goat health and husbandry topics.
 - (3) Shall notify the NPGA Board of Directors of specific concerns or emergency issues regarding pygmy goat health and longevity.

- (4) Shall initiate pygmy goat health and husbandry projects and surveys and report results to the NPGA Membership.
- (5) Shall communicate regularly with the Breed Standard and Judges Committee.
- (6) Shall cover Artificial Insemination issues.

L. Publications Committee

- (1) In addition to the nucleus of members, the committee shall include the MEMO Editor and Webmaster.
- (2) Shall review and evaluate all existing and proposed NPGA publications for accuracy and compliance with NPGA policies, except for publications that are produced by the Board of Directors or have already been approved by the Board of Directors. (13-30)
- (3) Shall develop recommendations for improvements in NPGA publications, and shall implement such improvement with approval of the NPGA Board of Directors.
- (4) Webmaster
 - (a) Shall be appointed by the President and approved by the Board.
 - (b) Shall report to and be supervised by the President. (09-16)
 - (c) Shall sign a statement at the bottom of the Webmaster's job description that the job description has been read, understood, and that it will be complied with. This signed job description will constitute a performance agreement for this position. (09-16)

M. Certification/Progeny Committee

- (1) The Certification/Progeny committee, chaired by the business manager, shall receive and review photos of animals with questionable registration eligibility as referred to the committee by the Business Manager or submitted for the progeny process. Committee members will be polled on the eligibility of animals submitted and notifies the Business Manager of the decision. Applicants will be accepted by a majority vote of the committee. The purpose of the committee is to enforce the Breed Standard and NPGA's policies, not to debate or make recommendations on Breed Standard revision. (14-05)

9. COMPLIANCE PROCEDURE

- A. NPGA will provide a mechanism by which complaints against members for conduct or activity which allegedly violates the NPGA Code of Ethics, Code of Ethics for Judges, Bylaws, Rules and Regulations, Rules for Official Shows, Conflict of Interest Policy, and/or the Director's Agreement may be filed. (09-22, 11-5,17-12)
- (1) Complaints that are filed under this procedure must be filed within six months after the alleged violation occurred or was discovered. (11-5)
- B. How to File
- (1) The complaint should set forth, in clear and concise terms, the specifics of the conduct or activity which is believed to be in violation. All supporting evidence, documents, and witness statements must be attached. The complaint must articulate how the conduct or activity was in violation, and what relief is being sought. The filing must stand on its own merits. NPGA is not responsible for investigating this complaint to augment or further develop the information furnished; however, it may request additional clarifying information if the Compliance Committee determines it is necessary.
 - (2) Submit the entire complaint in duplicate along with the required filing fee to the NPGA Compliance Committee Chairperson. Members in good standing at the time of the alleged conduct or activity will pay a filing fee of \$50; non-members at the time of the alleged conduct or activity will pay a filing fee of \$150. The Compliance Committee Chairperson will log in the case and track it through the process. (11-5)
- C. Processing the Complaint

- (1) One copy of the complaint, as submitted, will be sent to the person against whom the complaint was filed for his/her written response. The respondent is required to answer the allegations within 60 days providing any relevant evidence, statements, documentation, etc. deemed necessary to support his/her side of the dispute. The response must stand on its own merits. NPGA is not responsible for investigating the response to augment or further develop the information furnished; however, it may request additional clarifying information if the Compliance Committee determines it is necessary. (12-17)
- (2) The response must be submitted in duplicate to the Compliance Committee Chairperson. When this response is received, the Compliance Committee Chairperson will send one copy of the response back to the complainant. Once this exchange is completed, no additional written data will be accepted from either party unless requested by NPGA.
- (3) Any communication received from one member of a family membership shall be deemed to have come from all members of that family.
- (4) NPGA cannot guarantee to either party that their submissions will remain confidential.
- (5) It should be understood that NPGA is neither an investigating body nor a court of law. No monetary damages will be awarded, nor will any money or property be ordered to change hands. NPGA will act solely to receive testimony and decide on culpability and punitive action, if warranted.
- (6) A copy of the completed submissions by both sides will be sent to the Compliance Committee. If this body determines a need for more information in order to properly discharge its duties, it will make that need known to the Compliance Committee Chairperson. The Compliance Committee Chairperson will contact the party or parties in writing in an attempt to gather the requested information. The responses to such requests will be sent back to the Compliance Committee. This body will consider the submissions, analyze the totality of the available information, and prepare its findings, conclusions and recommendations in the form of a summary to the Board.

D. Penalties

In the event that a respondent is found by the Board to be culpable of any violation of the provisions outlined in subparagraph 9.A, the Board may impose any of the following penalties, with 2/3 of the voting members concurring, depending on their determination of the severity of the offense: warning; membership probation, suspension for a set term, or revocation; or suspension or revocation of a judge license (if applicable). (11-33)

E. Hearing

- (1) The Vice-President will notify both parties in writing of the time and place where the Board of Directors will hear the case. Both parties have the right to be present at the hearing at their own expense.
- (2) At the hearing, the parties will be given an opportunity to address the Board with a statement. No cross-examination of one party by the other party will be allowed.
- (3) In the event that a Director is one of the parties to the complaint, the Director will be excluded from the hearing, other than the opportunity to address the Board as provided for in the preceding subparagraph. (11-33)
- (4) The deliberations by the Board in which the written submissions and any oral statements given are considered will be done in closed session. The decision by the Board will be by confidential written motion with ballot vote. The decision by the Board will be final and will be communicated to both parties by the President in writing. (17-20)

F. Records. All submitted material by the parties (complaints, responses, other documentation, witness statements, etc.) and any written material generated by the NPGA will be filed in a sealed folder and stored in a suitable repository at the Central Office. (15-07)

G. Compliance Committee. The Compliance Committee is composed of 3 members of the Board of Directors and a chairperson. The chairperson shall be appointed by the President with the approval of the Board. Committee members shall be appointed by the chairperson and shall serve a one year term, beginning in January of each year, and shall be eligible for reappointment so long as they remain

elected to the Board of Directors. The Compliance Committee Chairperson may appoint replacement members to fill the remainder of a term should vacancies occur throughout the year.

10. JUDGES

A. Requirements (07-11)

- (1) The minimum age for participation in the judging exam as a judge candidate is 18. (07-01)
- (2) Candidates must be an NPGA member in good standing.
- (3) All judges and judges candidates shall complete the NPGA Sexual Harassment Training: Recognition, Prevention and Reporting program at the time of initial licensure and annually thereafter at time of membership renewal. (14-28)
- (4) All judges and judge candidates shall execute the following NPGA Judge's Pledge of Eligibility and Ethics (11-20,12-7):

NPGA JUDGE'S PLEDGE OF ELIGIBILITY AND ETHICS

I hereby declare that I am eighteen years of age or over and currently hold a regular membership in NPGA. I understand that any official judging privileges granted me as a result of my participation in training conferences, the continuing education clinic and JE are void unless my membership is kept in good standing and I fail to follow the Code of Ethics for Members and Judges. My membership is due on or before October 1 for the following year. I agree to pay the proper fees due to NPGA to keep my membership current each year.

I also pledge to promptly dispatch all show Report of Awards to the NPGA office and the NPGA Show Coordinator. As a judge, I shall keep the NPGA office and the JTC Chair informed of my current address and all contact information.

If granted a license, I pledge to fulfill all other responsibilities of an official NPGA Judge faithfully, and to abide by the following Code of Ethics and to judge by the NPGA Scorecard and Guidelines:

"As an officially licensed Judge, I am a representative of the National Pygmy Goat Association. Therefore, at NPGA shows, I will refrain from inappropriate behavior whether as a Judge, an exhibitor, or as a spectator. I will evaluate all Pygmy goats and exhibitors in strict accordance with NPGA Rules, Breed Standards, Scorecards, and the Evaluation of Defects, not my personal preferences. I shall always strive to improve my judging skills and will not, in any way, solicit judging assignments. As an NPGA Judge, I shall seek to inspire confidence in my abilities, through my appearance, my evaluations, my presentations, and my relations with show officials, exhibitors and spectators throughout my professional career."

I shall refrain from use of my cell phone or any form of electronic communication while judging. I shall do my best to return emails, phone calls, or any other forms of communication from any person seeking my services as a judge.

Name(print) _____
Address _____ NPGA Member # _____
City _____ State _____ ZIP _____
Phone(day) _____ (night) _____ Fax _____
Email _____
Signature _____ Date _____

B. Written Test (07-11)

- (1) The fee to take the test is \$50.00. If not passed, the written test may be retaken no less than 10 days apart for an additional \$50.00 each time. Candidates must have taken the written 90 days prior to the Judging Exam and passed that test 60 days prior to same. (04-16) (15-02)
- (2) Any candidate for a judge's license who passes the written test with a grade of 80% or more does not have to take the written test again for the next three National Conventions. (05-15, 06-04, 11-21, 15-05)

- (3) The Proctor for the NPGA Written Test shall be a current NPGA Judge or a current member of the NPGA Board of Directors. (15-15)
- C. Judging Clinic (11-12, 12-7)
- (1) Judge candidates are required to complete the official two-day NPGA Judging Clinic immediately prior to taking the Judging Exam (JE). (11-12, 12-7, 12-20)
 - (2) The fee for judge candidates enrolling in the official NPGA Judging Clinic is \$100. (11-12, 12-7)
 - (3) The regularly scheduled Judging Clinic will be held annually at the National Convention on the two days immediately prior to the scheduled Judging Exam (JE). Any special NPGA JE must be immediately preceded by a special NPGA Judging Clinic. (11-12, 12-7, 12-20)
 - (4) The Judging Clinic will be coordinated by an NPGA-licensed judge to be known as the NPGA Clinician assisted by another NPGA licensed judge to be known as the NPGA Assistant Clinician. Both are to be appointed by the Board of Directors after consulting with the Judges Training Committee Chair. The Clinician assisted by the Assistant Clinician, will be responsible for the development of the curriculum, the preparation and distribution of the appropriate handouts to the attendees, and the providing of the instruction to the attendees. (11-12, 12-7, 12-12)
 - (5) The NPGA Clinician and Assistant Clinician will maintain close coordination with the Judges Training Committee Chair throughout all phases of the preparation and conducting of the clinic. (11-12, 12-12)
- D. Practical Test (07-11, 11-11)
- (1) A judge's license shall be earned at an official NPGA Judging Exam (JE), whether it is the National Convention JE or a special NPGA JE held at any other time. (12-20)
 - (2) The fee to take the test is \$200.00. Candidates must register to take the Practical Test at least 53 days before the JE. Candidates must be on time for and attend all day of both days of the JE until released by the JTC. (15-02)
 - (3) For the Practical Test, each candidate shall judge a total of four test classes of four goats each. The classes shall be a) Junior Does, b) Senior Does, c) Junior Bucks, and d) Senior Bucks. A panel of JTC members and/or licensed judges shall grade each candidate on three areas: placement of classes, accuracy of reasons, and presentation. (11-14, 11-17)
 - (4) The Judge's Training Committee uses the actual Hormel Scoring System, which is based on 50 points, to score goats used in the Judges' candidate testing. (12-18)
 - (5) A candidate who earns an average grade of at least 75% in each of these areas shall be awarded a judge's license at the end of that JE.
 - (6) Any person or entity contemplating the scheduling of a special Judging Clinic and special Judging Exam must be prepared to underwrite all expenses incurred in connection with these two events. An agreement setting forth those arrangements must be entered into with NPGA. (12-20)
 - (7) A minimum amount of 4 candidates must have met the requirements set forth in 10.B.1 in order to facilitate the clinic/exam. If the minimum of 4 is not met, the exam will not be held. If the required 4 candidates are not registered with their fees at least 53 days prior to the Judging Clinic, the JE will not occur at the National Convention. (15-04)
- E. To maintain a judge's license, each judge must meet the requirements set by the JTC and approved by the Board.
- (1) All Licensed Judges, including Lifetime Judges, must be members in good standing (dues are due on Oct. 1 of each year). Should a judge's dues lapse (i.e. remain unpaid on Dec 31 of the year), the judge's membership will be automatically terminated and judge's license automatically revoked. A judge whose license is revoked must earn a new judge license by successfully completing the testing requirements for all candidates as detailed in Rules and Regulations paragraph 10, and the Judging Manual. (11-16) (16-02)
 - (2) A judge must comply with the official NPGA continuing education requirements approved by the Board of Directors, excluding Lifetime Judges. (08-01, 09-04, 11-16, 12-1, 12-4, 12-7,16-03,18-03)
 - (3) A judge must comply with the Code of Ethics for Judges, which requires that the judge shall:

- (a) Meet the requirements of the NPGA JTC and keep such training current.
- (b) Judge all animals according to NPGA rules, the Pygmy Goat Breed Standard, and the Guidelines to Judging Pygmy Goats and not according to personal preference or political pressures.
- (c) Do his/her best to maintain a good reputation for NPGA judges through his/her appearance, personal conduct, and evaluations both in and outside the show ring. (17-14)
- (d) No person shall judge any goat in which he/she has an ownership or part ownership or which is owned by a member of his/her immediate family or household. (09-29)
- (e) On the day of the show, the judge will refrain from evaluating or discussing goats with anyone prior to judging.
- (f) Be prompt and allow time to confer with show officials prior to show time.
- (g) Not solicit any judging assignments, but shall respond promptly to any such requests.
- (h) Refrain from engaging, condoning, or tolerating any form of sexual harassment or discrimination.

F. Discipline

- (1) All complaints must be filed through the NPGA Compliance Procedure as detailed in section 9 of the Rules and Regulations.
- (2) All discipline, up to and including permanent revocation of a judge's license shall be imposed by the Board of Directors.

11. NOMINATIONS PROCEDURES

- A. Nominations for the next Director or Vacancy Replacement Director Vacancy in each region will be open to the membership immediately following the January Board meeting and will remain open until August 15. (04-03)
- B. Notifications of such vacancies shall appear in every MEMO, which will be received by the membership between January 15 and August 15 each year. This Notification will include a sample nomination form. (01-13, 04-03)
- C. Eligibility requirements for both Director and Vacancy Replacement Director (15-06):
 - (1) Must be 18 years of age by August 15 of the year in which the nomination is made.
 - (2) Must be a voting member in good standing according to NPGA Central Office records at the time of nomination, and remain in good standing through the nomination and election cycle.
 - (3) Must continue to reside in the region for which he/she has been nominated and elected. Residency is defined as the primary residence and verifiable by a driver's license or state ID. (06-20)
 - (4) The Business Manager, MEMO Editor, Merchandise Department Head, Election Coordinator and chairs of the Compliance and Judges Training Committees are not eligible for nomination, nor are any members of their respective households.
 - (5) No other member of the same household as a sitting director is eligible for nomination. (99-01, 01-06, 01-13, 02-02, 02-07, 04-03)
 - (6) Must not be named a plaintiff in a filed civil action against NPGA during the pendency of that action. (15-06)
- D. For Director, three written nominations bearing the information required in the Director Nomination Form, validated by the Election Coordinator are required, for the Vacancy Replacement Director, only one is required. One of the three may be a self-nomination by the prospective nominee. Nominators must be voting members in good standing, and all nominators of a given nominee must possess separate NPGA membership numbers. The Director Nomination Form may be sent via US Mail, facsimile (fax) machine or may be sent via email as a scanned PDF document to the Election Coordinator. (04-03, 07-8, 13-18, 16-08, 17-21)
- E. All nominations must reach the Election Coordinator no later than August 15 each year and may not be rescinded. However a nominee may decline the nomination at any time by notifying the Election

Coordinator. At this point, Election Coordinator will forward the nominee information to the Business Manager for confirmation of eligibility as outlined in paragraph C. (04-03, 09-12, 17-11)

- F. An automatic candidate is defined as a director who, through the normal election process, has completed one or two 2-year terms. Automatic candidates are absolved of the nominations procedures as outlined in paragraph D. (99-08,04-03)
- G. All nominees, including automatic candidates, must formally accept their nominations by submitting an autobiography of 150 words or less. This autobiography must reach the Election Coordinator no later than September 1st; otherwise the nominee or automatic candidate will not be eligible for election. The submitted autobiographies will be checked by Election Coordinator for proper length, that they include only pertinent facts about the candidates' past activities and qualifications, and do not include endorsements or derogatory comments. (04-03)
- H. Immediately following the reception of all nominations and acceptance autobiographies, and verification of eligibility of all nominees, the Election Coordinator will submit the official slate to the Executive Committee for final approval. (04-03)

12. ELECTION PROCEDURES

- A. Per Section 4.3 of the Bylaws, in event there is either no candidate or a single candidate running in a particular region, the election in that region will be eliminated. If there is no candidate, that directorship will be vacant for two years, and the region will be served by its remaining director. If there is only one candidate, that unopposed candidate will be deemed elected. (02-06, 04-03)
- B. All ballots will be prepared and mailed from the Central Office by September 15th to be returned postmarked by October 15th. Ballots returned after the deadline will not be counted. (86-69, 91-25, 99-12, 04-03)
- C. All completed election ballots will be sent to a designated auditor that has no affiliation with NPGA for counting and will be verified by a notary public. The election results, as counted by the auditor and verified by the notary public, will be provided in writing directly to the NPGA President with a copy to the Central Office. No other person will be informed of the election results until the President has had time to personally notify the winning and losing candidates. As soon as all of the candidates have been notified, the President will notify all members of the Board of Directors, the Memo Editor and Webmaster of the election results. (04-03, 08-23)
- D. Any tie in the election for Board of Directors will be decided by written vote by the existing Board members, with their ballots certified and counted by a notary public. (90-04, 04-03)
- E. Successful candidates, upon being notified that they have been elected to the Board of Directors, will execute a Director's Agreement furnished by the NPGA Secretary. This executed document must be returned to the Secretary prior to the ensuing January 1st, the date that candidates assume the duties of their office. (04-03, 05-12)
- F. The current year ballots and the two previous year's ballots will be stored at the Central Office. Prior years' ballots will be destroyed. (03-07, 04-03)

13. CHAPTER AFFILIATES

- A. Local pygmy goat clubs that wish to be affiliated with NPGA may register their existence with the Central Office.(02-06)
- B. NPGA's tax-exempt status will NOT be a group exemption that covers its affiliates.
- C. NPGA will not involve itself with the internal workings of affiliates, but it will direct association members who request information to the nearest affiliate club.
- D. The actions of these clubs shall reflect NPGA's guiding principles and procedures. (83-31)
- E. The contact person for the affiliated club must be a member in good standing of NPGA. (12-8)

14. CONVENTION

- A. At each summer Board Meeting the Board of Directors shall accept proposals, submitted by individual(s) or club(s), to host the next year's National Convention. Those wishing to submit a proposal shall contact the President at least 6 weeks in advance of the Board Meeting to arrange for time on the agenda. (84-13, 98-02, 05-16)
 - (1) The opportunity to host the National Convention is given to a different region every year, rotating in the following order: 5, 6, 2, 8, 3, 4, 1, and 7 (Region 5 in 2005, Region 6 in 2006, Region 2 in 2007, etc.).
 - (2) In the event that no bids are submitted by a region, that region shall be skipped and the next region in line shall have the opportunity to submit a proposal. (84-11, 87-03, 05-16)
- B. The terms of the accepted proposal shall be documented in a contract between NPGA and the Convention Host. The contract shall be executed as soon as possible after the proposal is accepted. (84-12, 05-16)
 - (1) NPGA may assume responsibility for those reasonable and just expenses incurred for official non-show activities held in conjunction with the annual Convention. Said expenses could include, but not be limited to, cost of Board Meeting rooms and equipment for the Judging Exam.
 - (2) NPGA will donate the sanction fees to the National Shows. (84-12, 05-16)
- C. No other show will be sanctioned within a 1000-mile radius of the location of the Convention show on the same weekend. (84-11, 87-03, 05-16)

15. MISCELLANEOUS PROCEDURES

- A. NPGA will award a one-year active membership and a \$50.00 gift certificate to those members named "Volunteer of the Year" by a vote of the full Board at the yearly Convention Board meetings. (88-09, 94-22)
- B. NPGA will award a one-year active membership and a \$25.00 gift certificate to the winner of the "Booster Contest." (94-23)
- C. Any person agreeing to produce a product (logo, program, publication, website, etc.) for NPGA shall sign a statement that said product shall be the sole property of NPGA. (99-04)
- D. The NPGA logo and all NPGA publications are copyrighted. Written permission from NPGA is needed to reprint or copy any article or section of an article from the NPGA website or any NPGA publication. Use of the NPGA logo by any person or organization for an unofficial NPGA purpose is not permitted for any reason. (08-09)
- E. Any emergency issue coming to the attention of any NPGA member may be referred to the President for review and action, and the Board shall be informed of action taken when practicable. (12-2, 14-10)
- F. Directors, Vacancy Replacement Directors, officers, and employees of the NPGA are required to complete the Conflict of Interest Policy to be reviewed annually. (16-16).

16. APPEALS TO THE BOARD (15-12)

- A. Registration applications denied by the Certification and/or Breed Standard Committees pursuant to the provisions of paragraph 8 of the Breed Standard (Registration) may be appealed to the Board of Directors.
- B. Appeals must be received by the President at least six weeks prior to the next regularly scheduled meeting of the Board in order to be heard at that meeting. There are no filing fees.
- C. The appeal must clearly state the grounds for the appeal. If any additional written material is to be considered by the Board, such written material must be submitted with the appeal request.
- D. The NPGA President will ensure that the appeal is placed on the Board meeting agenda.

E. The appellant or his/her counsel, as appropriate, will be notified by the President when the appeal will be heard during the meeting. The appellant may either appear in person or be represented by legal counsel. Witnesses may be called; their testimony will be accepted so long as such testimony remains germane to the appeal, as determined by the Executive Board.

F. Since the Board of Directors will render a decision on the appeal, they will appoint a moderator to conduct the appeal hearing, keep order, and generally ensure that the appeal proceeds in an orderly fashion.

G. This appeal is a process whereby the appellant is afforded the opportunity to persuade the Board to reverse a decision made by its own committee(s). Accordingly, NPGA does not have the burden to put on a case that its committee(s) acted properly. The burden is on the appellant to establish that NPGA through its subordinate committee(s) acted improperly and should be reversed. Therefore, as soon as the appeal commences, the moderator will brief both the Board and the appellant (or counsel as appropriate) how the appeal is to be conducted. Following this briefing, the appellant will attempt to make its case to the Board in open session. When the appellant rests, the Board will deliberate in closed session (moderator, appellant and/or counsel, and all non-Board members excluded). Upon conclusion of their deliberations, the Board in open session (no exclusions) will execute a written motion and vote by roll call vote.

H. The motion to approve or deny the appeal will be given a motion number, and appear in the Board meeting minutes.

I. The decision of the Board of Directors is final.