

1 COLORADO GAY RODEO
2 ASSOCIATION

3 BY- LAWS

4 2016



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55 **Article I. Name of the Corporation**

56
57 1. Name

58 Pursuant to the Articles of Incorporation, and under the laws of the State of Colorado, the name of this organization
59 shall be the Colorado Gay Rodeo Association, Inc., hereafter known as the CGRA.
60

61 2. Assumed Name

62 The corporation shall have the right to conduct its business under an assumed name that shall be CGRA, or such
63 other assumed name that the corporation may authorize.
64

65 3. Corporation Status

66 The CGRA is a nonprofit corporation under applicable laws and rules.
67

68 4. Offices

69 The offices of the CGRA Board of Directors are located in Denver, Colorado.

- 70 a. The CGRA Board of Directors may also have offices at such other places, within and without the State
71 of Colorado, from time to time, as determined by the needs of the business of the CGRA Board of
72 Directors and approved by the Board.
73 b. The address of the CGRA Board of Directors is maintained as a Post Office Box.
74

75
76 **Article II. Purpose**

77
78 1. Objective

79 The objective of the CGRA shall be to elevate the image of women and men in the sports field of rodeo and
80 promoting the Country/ Western lifestyle.
81

82 2. Purposes

83 The purposes of the CGRA include, but are not necessarily limited to the following:

- 84 a. Provide an organization and activities consistent with promoting the sport of rodeo and the Country/
85 Western lifestyle, which encourages individual participation
86 b. Educate and inform its Members, other interested organizations, and individuals, regarding the sport of
87 rodeo and the Country/ Western lifestyle
88 c. Provide a forum for communication among its Members, the Gay community, and the public in general
89 through activities and charitable contributions
90 d. Conduct/ Host all annual IGRA sanctioned or CGRA sponsored rodeos held in Colorado.
91

92 3. Activities

93 Activities of the CGRA may include, but are not necessarily limited to:

- 94 a. Hosting rodeos
95 b. Hosting gymkhanas
96 c. Fundraising activities
97

98 4. Prohibitions

99 The following are prohibited:

- 100 a. Discrimination--The CGRA shall not engage in any discrimination, whether related to gender,
101 physical handicap, race, religion, creed, sexual orientation, age, or national origin.
102 b. Use of Funds--No part of the net earnings of the corporation shall insure the benefit of, or be
103 distributed to its members, trustees, officers, or other private persons, except that the CGRA is authorized
104 and empowered to pay compensation for services rendered and to make payments and distributions in
105 furtherance of the purposes set forth in Article II hereof.
106
107

108 **Article III. Organization**

109
110 1. CGRA Board of Directors

111 The CGRA is governed by a Board of Directors.

112
113 2. Composition of the CGRA Board of Directors

114 The CGRA Board of Directors, hereafter referred to as the Board, consists of five (5) elected officers (The
115 Executive Board), six (6) elected committee chairpersons, and one (1) elected rodeo director, all of whom are voting
116 members. Although an individual may hold more than one Board position, no individual may exercise more than
117 one vote.

118
119 3. Elected Officers, Committee Chairpersons, and other Members of the Board

120 The following are the elected Officers, Committee Chairpersons, and Members of the Board: a.

121 The Elected Officers

- 122 1) President
- 123 2) Vice President
- 124 3) Secretary
- 125 4) Treasurer
- 126 5) IGRA Trustee

127 b. The Committee Chairpersons

- 128 1) Rodeo Director
- 129 2) Public Relations
- 130 3) Fundraising
- 131 4) Entertainment
- 132 5) Rodeo & Gymkhana Events
- 133 6) Membership
- 134 7) Community Outreach

135
136 4. Term of Office

137 The term of office of the Elected Officers of the Board is one (1) year, except that the term of office of the IGRA
138 Trustee is three (3) years, or as may be legislated by IGRA. The term of office starts on October 1 of the year of the
139 annual elections except for the IGRA Trustee and the term of office for the President, Vice President, Secretary,
140 Treasurer and Rodeo Director shall be for two (2) years. The President and the Secretary shall be elected in even-
141 numbered years and the Vice President, Treasurer and Rodeo Director shall be elected in odd-numbered years. The
142 term of office for each newly elected Board starts on October 1st following the annual elections except for the
143 IGRA Trustee.

144
145 5. Executive Board

146 The elected officers comprise the Executive Board. The Executive Board is empowered between meetings of the
147 board of directors to handle all matters pertaining to Directors' duties, subject to ratification by the Board of
148 Directors at the next meeting of the board of directors.

149
150 6. Duties and Responsibilities

151 The Board of Directors is responsible for the operations of the CGRA. This Board may delegate such authority as is
152 necessary to govern the day to day operations of the CGRA to the Executive Board.

153
154 7. Duties of the Members of the Board of Directors

155 The duties and responsibilities of the Board Elected Officers and Standing Committee Chairpersons are described in
156 the following paragraphs:

157 a. President-- The President is the Chief Executive Officer of the CGRA and shall:

- 158 1) Preside at all meetings of the CGRA Board, Executive Board, General Membership, and Rodeo
159 Committee
 - 160 2) Have general and active management of the business and affairs of the CGRA, including the
161 preparation of the agenda for the meeting of the Board
 - 162 3) See that all orders and resolutions of the Board are carried into effect
-

- 163 4) Vote in accord with Roberts Rules of Order (current edition).
164 5) Perform such other duties and have such other authority and power as the Board of Directors
165 may from time to time prescribe
166 6) Be an ex-officio member of all Committees.
167 7) With the approval of Board, will sign all duly authorized certificates, contracts and other
168 agreements.
169 8) With approval of Board, and in conjunction with a second member of the Executive Board,
170 will sign any deeds, mortgages, or bonds.
171 9) Ensure continuing status of CGRA's scholarship program.

172
173 b. Vice President

- 174 1) Attend as a voting member all meetings of the CGRA Board, Executive Committee, General
175 Membership and Rodeo Committee
176 2) In the absence of or the disability of the President, performs the duties, has the authority, and
177 exercises the power of the President
178 3) Performs such other duties and has such other authority as the President and the Board of
179 Directors may prescribe
180 4) Serves as the liaison for the Mr., Ms., Miss and MsTer CGRA and is responsible for ensuring
181 all money from the Royalty team has been recorded and submitted in a negotiable form to the
182 Treasurer within five (5) days of its availability.
183 5) At the General Membership meeting that nearest to ninety days prior to the presentation of the
184 10 Year Anniversary Titleholders awards, shall present the Ten Year Title Holders to the General
185 Membership. Further, shall contact them ninety days prior to the awards presentation to
186 determine if they wish to receive their award Buckle/Crown or have the money donated to the
187 Charity of their choice as is directed elsewhere in these bylaws.

188
189 c. Secretary

- 190 1) Under the supervision of the President shall attend as a voting member all meetings of the
191 CGRA Board, Executive Committee, General Membership, and Rodeo Committee
192 2) Record the minutes of all proceedings, publish those minutes, and distribute the same
193 3) Give, or cause to be given, notice of all meetings of the CGRA Board, Executive Committee,
194 and General Membership
195 4) Maintain custody of the seal of the CGRA and, when authorized by the Board, affix the same
196 to any instrument requiring such seal
197 5) Maintain a written record of all policies and procedures prescribed by the CGRA Board or the
198 Executive Board
199 6) Shall see that all special notices are duly given in accordance with CGRA By-Laws
200 7) Shall obtain Rodeo and Gymkhana awards to include, but not be limited to, ribbons, sashes,
201 buckles and plaques
202 8) Shall perform all duties incident to the office and such other duties as may be prescribed from
203 time to time
204 9) With assistance of Rodeo Director, gathers all records regarding rodeo to be entered into the
205 corporate records.

206
207 d. Treasurer

- 208 1) Under the supervision of the President shall attend as a voting member all meetings of the
209 CGRA Board, Executive Committee, General Membership, and Rodeo Committee
210 2) Have custody of the funds of the CGRA
211 3) Keep full and accurate accounts of receipts and disbursements of the CGRA
212 4) Be a signer of all bank accounts
213 5) Deposit all money and other valuable effects in the name of and to the credit of the CGRA in
214 such depositories as may be designated by the Board within three (3) business days of receipt
215 6) Disburse the funds of the CGRA as may be ordered by the Board and upon receipt of proper
216 vouchers.

- 217 a) taking proper vouchers for the disbursements
218 b) such disbursements shall require the signature of two (2) members of the Executive
219 Committee
- 220 7) Render to the President and the Board, at the regular meeting of the Board, or whenever they
221 may require it, an account of all transactions of the Treasurer and of the financial position of the
222 CGRA
- 223 8) At the first regularly scheduled meeting, following 1 January, of the Board submit a proposed
224 budget for adoption
- 225 9) Shall handle all rodeo related expenses and income
- 226 10) Provide adequate number of checks for rodeo payments
- 227 11) Be responsible for maintaining bank and money drops during rodeo
- 228 12) Adhere to accounting forms and control procedures; provide all necessary forms and control
229 procedures
- 230 13) Be responsible for maintaining and controlling scrip and ticket sales during rodeo.
- 231 14) Maintain an interest bearing account for the CGRA/Wayne Jakino – Educational Scholarship
232 Fund. Said account may be in the form of a Money Market Account, Certificate of Deposit or
233 other instrument as is appropriate and directed by the Board of Directors.
- 234 15) Maintain a line item for the CGRA Contestant Growth, Education, and Finals Appreciation
235 Fund which will be a “pass-through” account. Any interest that might accrue will remain in the
236 General Funds of CGRA.
- 237
- 238 e. IGRA Trustee
- 239 1) Under the supervision of the President shall attend as a voting member all meetings of the
240 CGRA Board, Executive Committee, General Membership, and Rodeo Committee
- 241 2)The International Gay Rodeo Association (IGRA) Trustee is the liaison of the CGRA to the
242 IGRA
- 243 3)The IGRA Trustee represents the CGRA and expresses the opinion of the CGRA in all business
244 acted upon by the IGRA
- 245 4)Term of office is three (3) years, or as legislated by IGRA, and begins immediately upon
246 election
- 247 5)Eligibility to be an IGRA Trustee requires a member of CGRA to have completed one (1) year
248 of continuous membership with the CGRA organization
- 249 6)The CGRA Trustee shall be eligible to receive a \$1,000 stipend, from the CGRA general fund,
250 for all out of state, required IGRA Board Meetings. These funds may be paid out as the Trustee
251 applies for them and shall not exceed \$1,000 total in one calendar year. (Note this shall be
252 effective for the 2009 Calendar/CGRA Board year.)
- 253
- 254 f. Rodeo Director.
- 255 1)Under the supervision of the President, shall attend as a voting member all meetings of the
256 CGRA Board, General Membership, and Rodeo Committee.
- 257 2)For further responsibilities, see Article XIV, Paragraph 4, a.
- 258
- 259 g. Public Relations Chairperson
- 260 1) Under the supervision of the President shall attend as a voting member all meetings of the
261 CGRA Board, General Membership, and Rodeo Committee
- 262 2) Responsible for producing the official rodeo program in coordination with the Fundraising
263 Chair.
- 264 3) Coordinate all advertising prior to and during rodeo for CGRA
- 265 4) Shall be responsible for the monthly publication and distribution to the General Membership of
266 the monthly of the newsletter
- 267 5) Shall handle or cause to be handled all promotional correspondence and communication as
268 deemed necessary
- 269 6) Shall ensure that incoming and outgoing promotional correspondence is submitted to the

270 Board for approval of submission to the records
271 7) Shall actively and regularly submit press releases to the appropriate news media contacts
272

273 h. Fundraising Chairperson

- 274 1) Under the supervision of the President shall attend as a voting member all meetings of the
275 CGRA Board, General Membership and Rodeo Committee
276 2) Coordinate with the Public Relations Chairperson in producing the Official Rodeo Program
277 3) Shall solicit and coordinate all sponsorships for rodeo and CGRA, to include, but not be
278 limited to banners, signs, CGRA Merchandise, buckle sales, and advertising (including the rodeo
279 program).
280 4) Shall sign all duly authorized contracts and other agreements pertaining to Sponsorship and
281 Advertising up to a monetary value of \$5,000 as they pertain to the Sponsorship Program. May
282 also sign contracts and agreements up to a monetary value of \$5,000, that fall outside of the
283 approved Sponsorship Program guidelines, subject to Board of Directors Ratification. Said
284 contracts shall be counter-signed by the President
285 5) Shall coordinate with the Entertainment Chairperson all Fundraising events for rodeo and
286 CGRA
287

288 i. Entertainment Chairperson

- 289 1) Under the supervision of the President shall attend as a voting member all meetings of the
290 CGRA Board, General Membership and Rodeo Committee
291 2) Coordinate with the Fundraising Chairperson all Fundraising events for CGRA
292 3) Shall solicit and schedule all rodeo entertainment
293 4) Shall serve as Rodeo Dance Hall manager during Rodeo
294 5) Shall coordinate with the Rodeo and Gymkhana Events Chairperson all People Events for
295 gymkhanas
296
297

298 j. Rodeo and Gymkhana Events Chairperson

- 299 1) Under the supervision of the President shall attend as a voting member all meetings of the
300 CGRA Board, General Membership, and Rodeo Committee
301 2) Coordinate with the Entertainment Chairperson all People Events for gymkhanas
302 3) Coordinate the rodeo arena staff with the Arena Director
303 4) Responsible for providing secure housing and maintenance of arena equipment (barrels, poles,
304 flags, etc.) and arena supplies (pellets, flour, etc.)
305 5) Responsible for maintaining list of Contestants eligible for Contestant Growth, Education, and
306 Finals Appreciation Fund and for ensuring that the appropriate funds raised during the year are
307 recorded and submitted in a negotiable form to the Treasurer within five (5) days of their
308 availability. Also responsible for working with the Treasurer to ensure that the available funds are
309 distributed correctly and, in the case of IGRA Finals, sent to the IGRA Finals Hosting
310 Association.
311

312 k. Membership Chairperson

- 313 1) Under the supervision of the President, shall attend as a voting member all meetings of the
314 CGRA Board, General Membership, and Rodeo Committee
315 2) Maintain a current membership list
316 3) Document all membership applications and payments
317 4) Ensure Membership Committee members available at all CGRA functions to include rodeo and
318 gymkhanas
319 5) Coordinate all general membership elections with the Election Committee, including verifying
320 members in good standing and confirming eligibility of candidates
321 6) Provide current membership list to the IGRA on a monthly basis
322 7) Act as administrator and moderator of the CGRA group and mailing list
323

- 324 1. CGRA Community Outreach Chairperson
325 1) Under the supervision of the President shall attend as a voting member all meetings of the
326 CGRA Board, General Membership, and Rodeo Committee.
327 2) Will actively develop new membership and fundraising activities in the various areas of the
328 state with cooperation of the applicable board members, will encourage growth in the various
329 areas and provide liaison with all local organizations.
330 3) Will help organize and host at least one new fund-raiser each quarter (three months) in various
331 areas for CGRA
332 4) Will coordinate area activities with the CGRA Chairpersons of the appropriate committees.
333

334 8. Fiduciary Responsibility

335 The CGRA through its Board of Directors are responsible for raising all funds necessary for the operation of the
336 CGRA. Operating funds are raised through:

- 337 a. membership dues
338 b. contributions
339 c. fundraising activities
340

341 9. Indemnification

342 The CGRA shall indemnify and hold all trustees, officers, committee chairpersons, and committee members
343 harmless from all liabilities, obligations, claims, causes of action, or expenses of any kind, including without
344 limitation, attorney's fees that may arise or be incurred by them as a result of the performance of their duties for or
345 on the behalf of the CGRA, to the fullest extent of the law.
346

347 10. Political Activity

348 The CGRA is not a political organization. The CGRA by any action of the Board of Directors or individual
349 members shall not:

- 350 a. make any representation or commitment that involves CGRA or commits the CGRA to provide any part
351 of its activities to the carrying on of propaganda
352 b. or otherwise attempting to influence legislation
353 c. The CGRA shall not participate in or intervene in
354 1) the publishing of or distribution of statements
355 2) any political campaign on the behalf of any candidate for public office
356

357 11. Vacancy

358 Any elected or appointed position is deemed vacant if any of the following occurs:

- 359 a. The individual filling the position submits a written or oral resignation to the Board for any position
360 b. The individual filling the position fails to perform the duties of the position and is removed by the Board
361 for any reason
362

363 12. Vacancy on the Board of Directors

364 If any position on the Board becomes vacant for any reason, it shall be filled as described in the following
365 paragraphs:

- 366 a. The Vice President shall fulfill the office of the President until the next General Membership meeting at
367 which time an open election shall be immediately held
368 b. Any other vacancy of an elected officer shall be filled by
369 1) the temporary appointment to the office by the President
370 2) said temporary appointment duration will be until the next General Membership meeting at
371 which time an election shall be immediately held
372 3) Any appointed officer shall not have a Board vote
373 c. If the position of the IGRA Trustee is vacant for any reason, a special election shall be held to fill the
374 remainder of the term.
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Article IV. Membership

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1. Eligibility

Membership in the CGRA is open to anyone of legal age regardless of gender, age, national origin, sexual orientation, religion, or race. In Colorado, the legal age is 18 years. Applicants living in other states are governed by these rules. Limited junior memberships are available for those under the age of 18 with parental or adult guardian consent.

2. Honorary Member

An Honorary Member is exempt from all dues payment, and is not a voting member of the CGRA nor can s/he hold an elected office in the CGRA. The Board of Directors will nominate an individual or entity for Honorary Membership for a period of one calendar year and provide the reasons to the General Membership. The Honorary Membership will then be voted upon at the next regularly scheduled General Membership Meeting.

3. Members Right to Privacy

The CGRA shall respect the individual's right to privacy as provided in their membership application or other communications received from them. If there is any doubt regarding the member's preference, no information about a member is to be published.

4. Application and Fees

An individual or organization seeking membership in the CGRA must submit a properly completed membership application form accompanied by the established fees for the designated class of membership requested. Upon receipt of the membership application form and fees, CGRA will grant provisional membership status to the applicant until the application is presented to the Board for approval at the next scheduled CGRA Board of Directors meeting. Provisional membership status limits the applicant to participation in IGRA rodeos and CGRA gymkhanas as a member but prohibits other membership privileges until Board approval.

5. Review of New Membership Applications and Membership Renewals

Request for new membership in the CGRA and renewals with prior termination of twelve or more months of inactive status must be approved by the Board of Directors. Reasons for not approving a new membership application or a renewal could include, but are not limited to, the following:

- a. Disruption of a meeting.
- b. Abusive language or actions directed toward another member of the CGRA.
- c. Slander directed against another member of the CGRA.
- d. Taking action or conduct which may reflect poorly upon the CGRA.
- e. Failure to remit funds due to the CGRA.
- f. Notification from IGRA in accordance with IGRA By-Laws

6. Notification of Denial

Any decision of the Board to deny membership to an applicant will be prepared in writing and sent to the applicant.

7. Right of Appeal

Any denial of membership may be appealed to the General Membership of the CGRA by submitting written notice within thirty (30) days of the postmark date of the notification of denial of membership to the Secretary of the Board. At the next General membership meeting, a vote by two-thirds (2/3) of the members present and voting shall be required to overturn the decision of the Board.

8. Classes of Membership

There are six (6) classes of membership in the CGRA. All members shall receive the monthly newsletter by e-mail unless otherwise indicated to the Membership Chair. The following are the classes of membership

- a. Active
- b. Junior
- c. Blue Ribbon

- 432 d. Champion
- 433 e. Grand Champion
- 434 f. Lifetime

435

436 9. Dues

437 The dues for the CGRA are as follows

- 438 a. Active – annual dues shall be thirty-five dollars (\$35.00). Annual renewals prior to inactivation shall
- 439 be discounted to twenty-five dollars (\$25.00).
- 440 b. Junior – annual dues shall be twelve dollars (\$12.00). Individual must be under the age of 18.
- 441 c. Blue Ribbon – annual dues shall be one hundred dollars (\$100.00). Under this class of membership, the
- 442 member may have a one-quarter (1/4) page no charge advertisement in the newsletter. This class of
- 443 membership includes the Active Member Annual dues.
- 444 d. Champion – annual dues shall be two hundred dollars (\$200.00). Under this class of membership, the
- 445 member may have a one- half (1/2) page at no charge advertisement in the newsletter. This class of
- 446 membership includes the Active Member Annual dues.
- 447 e. Grand Champion – annual dues shall be five hundred dollar (\$500.00). Under this class of membership
- 448 the member may have a full page at no charge advertisement in the newsletter. This class of membership
- 449 includes the Active Member Annual dues.
- 450 f. Lifetime- recognized for their longtime active membership in the CGRA and for their continued
- 451 service to and for the organization, an individual or entity may be recommended for a Lifetime
- 452 Membership by the Board of Directors for approval by a 2/3 vote of the General Membership at the next
- 453 regularly scheduled meeting of the Membership. This class of membership is exempt from all Active
- 454 Member Annual dues.
- 455 g. The Board of Directors may authorize reduced membership fees by a 2/3 vote for a specific purpose
- 456 and for a limited duration when they determine it to be in the best interests of CGRA to do so.

457

458 10. Membership Period

459 Payment of dues by an individual or entity along with the approval of the CGRA Board of Directors, when required,
460 shall place the member’s status as “active” for a period of one (1) year from the date of payment to the last day of
461 the same quarter in the next calendar year. Failure to submit payment for membership renewal within 10 days after
462 expiration shall place member’s status as “inactive”.

463

464 11. Termination of Membership

465 Membership in the CGRA may be terminated by the Board of Directors for cause, including with limitations to the
466 following:

- 467 a. Failure to promptly pay dues and other fees as prescribed by these By-Laws
- 468 b. Misrepresentation of material facts in the application for membership or falsification of any of the
- 469 information contained therein
- 470 c. Any course of conduct which is deemed detrimental to or is contrary to the stated purposes of CGRA

471

472 12. Right of Appeal Regarding Terminated Memberships

473 The decision to terminate the membership of any member may be appealed to the General Membership of the
474 CGRA. This appeal is made by submitting written notice of intent to appeal no later than twenty (20) days after the
475 postmark date of the notification of termination of membership to the Secretary of the Board. At the next General
476 Membership meeting, a vote by two-thirds (2/3) of the members present and voting shall be required to overturn the
477 decision of the Board.

478

479 **Article V. Eligibility for CGRA Elected Officers, Committee Chairpersons, and Members of the Board**

480

- 481 1. The following members of the Board must be a member in good standing with the CGRA for a minimum of
- 482 twelve (12) consecutive months prior to taking office and should be bondable.
- 483 a. President
- 484 b. Vice President
- 485 c. Secretary
- 486 d. Treasurer

- 487 e. IGRA Trustee
488 f. Rodeo Director
489 2. The following members of the Board must be a member in good standing with the CGRA for a minimum of
490 six (6) consecutive months prior to taking office:
491 a. Public Relations Chairperson
492 b. Fundraising Chairperson
493 c. Entertainment Chairperson
494 d. Rodeo & Gymkhana Events Chairperson
495 e. Membership Chairperson
496 f. Community Outreach Chairperson
497 3. Additionally, the following members of the Board each have an additional requirement:
498 a. Executive Board members—Must previously have served at least a one year term of office at a different
499 level of the CGRA Board of Directors or a one year term of office on the Board of Directors of another
500 Member or Recognized Association of IGRA.
501 b. Vice President--The responsibility of this office as liaison to the CGRA Royalty team precludes the Vice
502 President from being a member of this team
503

504 **Article VI. Voting and Elections**

505 1. Member Voting Rights

506 Each member other than Honorary Members is entitled to one (1) vote on each matter presented to the membership
507 for approval. Only members in good standing are eligible to vote.
508

509 2. Proxy Voting

510 Proxy Voting is prohibited
511

512 3. Absentee Voting

513 Absentee voting is permitted only in the annual election of the Board of Directors Elected Officers.
514
515

516 4. Ballots

517 Ballots will include all offices and issues up for election and name of those candidates who have been nominated
518 prior to the filing deadline.

- 519 a. Beside each name or issue will be a line or box to be used for voting for the individual or issue
520 b. After all individuals have been listed for any given office, another line will be provided for write-in
521 candidates
522 c. The Election Committee shall certify the CGRA membership eligibility to vote.
523 d. The Election Committee shall certify that a ballot was mailed or emailed to the member's last known
524 address, or emailed by the choice of the Election Committee at least 15 days preceding an election.
525 e. Completed ballots will be considered timely if they are received by the date of the election
526 f. Faxed ballots will not be accepted
527 g. In order for a mailed ballot to be valid
528 1) members must seal the envelope with the ballot enclosed
529 2) print their name on the backside of the envelope
530 3) sign their name across the seal of the envelope
531 h. Without both the printed name and the signature, the ballot will be considered invalid and will not be
532 counted.
533 i. Should the member submitting an absentee ballot actually attend the Meeting at which the election is
534 taking place, the absentee ballot shall be returned to the member and he/she will vote on a new ballot.
535 j. Absentee ballots that are not returned to the attending members at the Meeting are given to the Election
536 Committee to be counted with the ballots at the meeting when the election is held. These absentee ballots
537 shall be specially marked as absentee ballots when they are counted.
538

539 5. Candidate for Office

540

541 Any candidate for the annual election of the Board of Directors must submit the CGRA Election Application to the
542 Election Committee no later than twenty (20) days prior to the date of the scheduled election in order to get their
543 name on the ballot which is mailed out to all CGRA members.
544 a. Nominations may also be made from the floor
545 b. The individual(s) nominated must be present to complete the CGRA Election Application prior to the
546 elections being held for that office or the application and acceptance of the nomination must be
547 submitted in writing from the individual in lieu of their actually attending the election meeting
548

549 6. Election

550 The Board of Directors is elected annually at the regularly scheduled September General Membership meeting.
551

552 7. Majority Required

553 A candidate for any elected position must receive a majority of the eligible votes cast, excluding blanks and
554 abstentions. A majority is defined as fifty percent (50%) plus one (1) vote.
555

556 8. Results of Election

557 The Election Committee shall act as tellers and count the votes cast

- 558 a. The Chairperson of the Election Committee announces the results of the ballot
 - 559 b. The names of the candidates elected are announced
 - 560 c. The number of votes received by any candidate is not to be announced
- 561

562 9. Run Off Election

563 In the event that any candidate for an office does not receive a majority of eligible votes cast, a run-off election is
564 held immediately following the announcement for the two (2) candidates receiving the most votes. The Chairperson
565 of the Election Committee announces as part of the election results any position for which a candidate did not
566 receive a majority of the eligible votes cast and the names of the two individuals who are the candidates for the run-
567 off election for that office. Absentee ballots cast for either Run Off candidate during initial balloting, shall be
568 included in the Run Off election counts.
569

570 **Article VII. Meetings**

571

572 1. Meetings.

573 The Board will conduct business by holding regular scheduled meetings or by calling special meetings
574

575 2. Meetings of the Board.

576 Regularly scheduled meetings are to be held no less frequently than once a month.

- 577 a. Special meetings may be held as agreed upon by the Board or called by the President.
 - 578 b. Notice of any special board meeting must be given at least seven (7) days prior to the special Board
579 meetings proposed date.
- 580

581 3. General Membership Meetings

582 Regular scheduled monthly meetings are to be held on the second (2nd) Friday of each month. Changes to the
583 monthly meetings should be announced at least fifteen (15) days prior to the meeting date.
584

585 4. Special Meetings

586 A special meeting may be called by the President, for a specific purpose.

- 587 a. Special meetings are limited to a specific or limited set of topics and only business relating to that
588 purpose may be decided at a special meeting.
 - 589 b. No other business is to be conducted other than the state purpose of that meeting.
- 590

591 5. Meeting Agenda

592 The recommended meeting agenda for all CGRA meetings is contained in Attachment A to these By-Laws.

- 593 a. This agenda is to be followed as closely as possible
- 594 b. The use of this agenda is excepted in the case of special meeting(s) where only the specific topics the
595 meeting was called for are to be discussed and decided

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6. Notice of Meeting

All members must be notified of meetings. Meetings are open to all members of the CGRA.

7. Regular Scheduled Meetings

Written notice of regular scheduled meetings must be provided to all members at least sixty (60) days in advance. This notification includes the date, time and location of the meeting.

8. Change to Regular Scheduled Meetings

All members must be notified of any change to the date, time, or location of a regular scheduled meeting at least fifteen (15) days prior to the meeting

9. Quorum

A quorum is defined in the following paragraphs:

a. Board of Directors

1) A majority of the members of the board constitutes quorum for the transactions of any business that may properly come before any scheduled or special meetings of the Board.

b. CGRA General Membership Meetings

1) Members equaling at least twenty percent (20%) of the renewable annual members in good standing, to exclude any member awarded Life Time Memberships in qualifying quorum status whose address of record is within the state of Colorado or at least a minimum of Twenty (20) members in good standing — whichever number is the smaller — must be present in person and shall constitute a quorum of members for the transaction of any business that may properly come before any scheduled or special meeting.

2) The required quorum, once initially determined, will be increased as necessary in order to ensure that the general membership present, excluding the members of the Board of Directors, will exceed said Board by at least one (1) member.

Article VIII. Standing and Special Committees

1. Functions and Responsibilities of Standing and Special Committees Standing

Committees are established by this article of the By-Laws.

a. Standing Committees serve for a term of one (1) year concurrent with the Board of Directors.

b. Special Committees, for the purposes not covered by a standing committee, may be established as deemed necessary by the CGRA Board of Directors or the President. Special Committees serve until the purpose for which they were created is accomplished.

2. Authority of Committees

Any standing or special committees has no authority to execute contracts, issue checks, or otherwise bind the CGRA in any manner whatsoever.

a. Approval for committees to make such commitments must be granted by the appropriate authority.

b. Any authority to take any of these actions by committees must be granted in writing by the Board.

3. Composition of a Committee

The composition and chairperson of each committee is defined in the paragraph covering the purposes and functions of that committee. Where a member of the Board (non-officer) is a member of the committee, the President shall appoint this person to the standing committee.

4. Standing Committees

The Chairperson of the Standing Committees' duties and responsibilities are listed in Article III, section 7.f. through 1.4. of these By-Laws. The standing committees are listed below:

a. Public Relations

b. Fundraising

c. Entertainment

d. Rodeo and Gymkhana Events

- 650 e. Membership
- 651 f. Community Outreach

652

653 5. CGRA By-Laws Committee

654 This is a special committee. The chairperson of this committee is appointed by the President. This committee is open
655 to all CGRA members. This committee shall:

- 656 a. Meet Annually or more frequently as determined by the Board of Directors or the President
- 657 b. Produce revisions to the CGRA By-Laws as deemed necessary by the CGRA General Membership or
658 the Board
- 659 c. Be the path through which amendments to the CGRA By-Laws shall progress in accordance with the
660 By-Laws
- 661 d. Present these revisions to the membership

662

663 6. IGRA Committee

664 This is a special committee. The Chairperson of this committee is the IGRA Trustee. This committee is open to all
665 CGRA members. This committee shall:

- 666 a. Meet three (3) times prior to the IGRA deadline for filing Bylaws and Rule changes and one (1) meeting
667 prior to the IGRA Convention
- 668 b. Produce revisions to the IGRA By-Laws, Standing Rules of Order, attachments and Rodeo Rules as
669 deemed necessary by the CGRA General Membership or the Board
- 670 c. Be the path through which amendments to the IGRA By-Laws, Standing Rules of Order, attachments,
671 and Rodeo Rules progress in accordance with these By-Laws
- 672 d. Provide the IGRA By-Laws Chairperson with the CGRA approved recommendations for changes to the
673 IGRA By-Laws, Standing Rules of Order, attachments, and the IGRA Rodeo Rules Chairperson with
674 CGRA approved recommendations for changes to the IGRA Rodeo Rules

675

676 7. Audit Committee

677 This is a special committee. The chairperson of this committee is appointed by the President. This committee
678 consists of the Chairperson and the Community Outreach Representatives on the Board. This committee may obtain
679 professional assistance and advice as deemed necessary by the committee and the Board. This committee shall:

- 680 a. Review on a periodic basis the books of the Board
- 681 b. Prepare a list of items to be reviewed and the review date(s) for each item and provide this information to
682 the Board on or before 1 February of each year
- 683 c. This audit includes but is not necessarily limited to:
 - 684 1) The review of all meeting minutes
 - 685 2) financial statements
 - 686 3) checking and savings accounts or instruments
 - 687 4) membership rosters
 - 688 5) property records
 - 689 6) election results
 - 690 7) Mr., Ms., Miss, and MsTer CGRA Royalty records
 - 691 8) Fundraising
 - 692 9) Gymkhanas
 - 693 10) Buck Out
 - 694 11) Rodeo records
- 695 d. The audit committee may require detailed documentation to support the collection and/or disbursement
696 of funds held by the Board
- 697 e. Prepare an audit report
 - 698 1) Including all items reviewed
 - 699 2) any discrepancies found
 - 700 3) Recommended and/ or required changes to procedures
 - 701 4) provide a copy of the report to the Board

702

703 8. Mr., Ms., Miss and MsTer Royalty Committee

704

- 705 This is a special committee. The chairperson of this committee is the Vice President. This committee has a minimum
706 of five (5) members. Membership of this committee is open to all CGRA members. This committee shall:
- 707 a. Prepare, review, and revise the CGRA Rules for Mr., Ms., Miss and MsTer CGRA Royalty competition
 - 708 b. Provide written recommendations for revisions to the CGRA Rules for Mr., Ms., Miss and MsTer
 - 709 Royalty program for approval by the General Membership
 - 710 c. These recommendations shall show the existing wording of the section(s) of the Rules and the proposed
 - 711 (revised) wording of the section(s)
 - 712 d. review the IGRA Rules governing the Mr., Ms., Miss and MsTer Royalty competitions
 - 713 e. provides recommendations to the CGRA's IGRA Committee for any revisions to the IGRA Mr., Ms.,
 - 714 Miss and MsTer Royalty competition Rules
 - 715 f. Planning, preparation, and execution of the CGRA Mr., Ms., Miss and MsTer Royalty Competition
 - 716 Historical Committee
 - 717 g. File monthly reports, with an accounting of all inventory related to the history of CGRA, to the Public
 - 718 Relations Chair and Secretary
 - 719 h. Maintain the following:
 - 720 1) Chronological diary
 - 721 2) CGRA Scrapbook
 - 722 3) CGRA Museum
 - 723 i. Schedule one working meeting per month to maintain records
 - 724 j. Have the CGRA Scrapbook available at the General Membership meetings or at any other times
 - 725 scheduled by the Board of Directors
 - 726 k. Shall make best efforts to contact the Ten-Year and Twenty-Year Anniversary Royalty
 - 727 Mr/Ms/Miss/MsTer Titleholders in order to honor them at that year's Royalty Competition.
 - 728

729 **Article IX. Parliamentary Authority**

730

731 Rules Governing Meetings.

732 All meetings of the CGRA Board are under the control of the presiding officer, normally the President or the Vice
733 President in the absence of the President. All meetings shall be conducted under the rules contained in the current
734 edition of "*Robert's Rules of Order, Newly Revised*" where these rules do not conflict or are not inconsistent with
735 these By-Laws or any other special rules of order adopted by the organization.

736

737 **Article X. Disciplinary Authority**

738

739 1. Discipline

740 A. Although CGRA will seldom have occasion to discipline its members, the CGRA has the ultimate right and
741 responsibility to make and enforce its own rules, and require that its members refrain from conduct tending to injure
742 the good name of the CGRA, disturb its well-being, or hamper its work. Nothing in these By-Laws or any action by
743 an individual shall in any way waive or otherwise restrict the Board's authority to investigate and pursue any action
744 it deems necessary.

745 B. Discipline may be imposed for a fixed period of time or until a specific remedy is complete by the Member
746 who is disciplined.

747

748 2. Conduct That May Require Discipline

749 Conduct which may require disciplinary action by the Board includes but is not limited to: a.

- 750 Disruption of a meeting
- 751 b. Abusive language or actions against another member of the CGRA
- 752 c. Slander against another member of CGRA
- 753 d. Misconduct or neglect of duty of an Officer or Chairperson
- 754 e. Any actions or conduct which injure the good name of CGRA
- 755 f. Failure to remit invoice funds due to CGRA
- 756 g. Failure to remit other funds to CGRA
- 757

758 3. Forms of Discipline

- 759 A. The following are forms of discipline that do not result in a member being placed in bad standing:
- 760 1. Reprimand
- 761 2. Fine
- 762 B. The following are forms of discipline that result in a member being placed in bad standing:
- 763 1. Suspension of Membership
- 764 2. Removal of Royalty Title
- 765 3. Removal from Office
- 766 C. Termination of Membership is the most severe and final form of discipline.
- 767 D. A Member who has failed to remit invoiced funds due to CGRA within 90 days of the invoice date shall be
- 768 suspended from membership until the invoice is paid in full. The Board of Directors may determine an alternate
- 769 course of action when it deems it to be in the best interests of CGRA. Such action is not subject to Section 4 or
- 770 5 below.

771

772 4. Filing charges against members of the CGRA who are not on the CGRA Executive Board.

- 773 a. Any member of the CGRA may file with the Secretary of the CGRA written charges against another
- 774 member of the CGRA. Charges must be filed within thirty (30) days of an individual's becoming aware
- 775 of a situation meriting attention.
- 776 b. Copies of the charges must be sent to the Board of Directors for consideration at a regularly scheduled
- 777 meeting. If the charge is against a member of the Board, that individual will be excluded from those
- 778 portions of the meeting, or subsequent meetings, which fall under the purview of this article except as
- 779 provided hereafter.
- 780 c. If the Board decides the charges merit further investigation, the charges will be referred to the Executive
- 781 Board for consideration and the charged member will be so notified by certified mail to the last address
- 782 of record. A copy of the charges must be included with said notification. If a member(s) of the
- 783 Executive Board needs to recuse him/herself, a Special Committee will be formed as provided later in
- 784 this Article.
- 785 1) The notification letter will be sent within seven (7) days.
- 786 2) The charged person will be instructed to contact the President to set a meeting date which will
- 787 be one of mutual convenience but no later than twenty-one (21) days from the date of the
- 788 notification letter in order to consider the charges.
- 789 3) The charged member may bring witnesses to or submit documents at the special meeting with
- 790 the Executive Board.
- 791 4) If the charged member does not respond or request a meeting, the Executive Board will act on
- 792 the charges alone and make their recommendations at the next regularly scheduled Board meeting.
- 793 d. The Executive Board will make its recommendations to the full Board as provided above and the Board
- 794 of Directors of the CGRA will take any appropriate action. The charged member will be notified of the
- 795 decision by a registered letter sent out the next business day.

796

797 5. Filing Charges Against a Member of the CGRA Executive Board.

- 798 a. Any member of the CGRA may file with the Secretary of the CGRA written charges against a member
- 799 of the Executive Board of the CGRA. Charges must be filed within thirty (30) days of an individual's
- 800 becoming aware of a situation meriting attention.
- 801 b. Copies of the charges must be sent to the Board of Directors for consideration at a regularly scheduled
- 802 meeting. The individual charged will be excluded from those portions of the meeting, or subsequent
- 803 meetings, which fall under the purview of this article except as provided hereafter.
- 804 c. If the Board decides the charges merit further investigation, the charges will be referred to a Special
- 805 Committee (See Paragraph e) for consideration and the charged member will be so notified by certified
- 806 mail to the last address of record. A copy of the charges must be included with said notification.
- 807 1) The notification letter will be sent within seven (7) days.
- 808 2) The charged person will be instructed to contact the Chairperson of the Special Committee to
- 809 set a meeting date for consideration of the charges which will be one of mutual convenience but
- 810 no later than twenty-one (21) days from the date of the notification letter.
- 811 3) The charged member may bring witnesses to or submit documents at the meeting with the
- 812 Special Committee.

- 813 4) If the charged member does not respond or request a meeting, the Special Committee will act
814 on the charges alone and make their recommendations at the next regularly scheduled Board
815 meeting.
816 d. The Special Committee will make its recommendations to the full Board as provided above and the
817 Board of Directors of the CGRA will take any appropriate action. The charged member will be notified
818 of the decision by a registered letter sent out the next business day.
819 e. The senior member of the Executive Board not otherwise involved in the complaint will appoint the
820 Special Committee which will be comprised of four (4) additional persons and will be chaired by this
821 senior member. The committee will consist of all uninvolved Executive Board members and any other
822 member(s) of the CGRA who may be deemed appropriate.
823

824 **6. Right of Appeal.**

825 Any disciplinary action may be appealed to the General Membership of the CGRA unless the charged person did not
826 take his/her case to the Executive Board or Special Committee as provided in the previous paragraphs. This appeal
827 is made by submitting written notice of intent to appeal no later than twenty-one (21) days after the postmark date of
828 the notification of disciplinary action to the Secretary of the Board. At the next General membership meeting, a vote
829 by two-thirds (2/3) of the members present and voting shall be required to overturn the decision of the Board.
830

831 **Article XI. IGRA Representation**

832
833 IGRA Convention Delegates and Alternate Delegates
834 The number of CGRA Delegates and Alternates to the IGRA Convention are determined by the IGRA Guidelines.
835 The President, by the nature of the position, is one of the Delegates. The IGRA Trustee, by nature of the position, is
836 the Chairperson. The remainder of the delegates are selected by the Board at least sixty (60) days prior to the
837 scheduled date of the IGRA Convention. The individuals selected by the Board are those individuals who are
838 involved, experienced, and knowledgeable in various aspects of CGRA and IGRA programs and activities.
839

840 **Article XII. Mr., Ms., Miss and MsTer Royalty Program**

841
842 The CGRA has the following Royalty:
843 Mr. CGRA
844 Ms. CGRA
845 Miss CGRA
846 MsTer CGRA
847 Mr. CGRA 1st Runner Up
848 Ms. CGRA 1st Runner Up
849 Miss CGRA 1st Runner Up
850 MsTer CGRA 1st Runner Up
851 Mr. CGRA 2nd Runner Up
852 Ms. CGRA 2nd Runner Up
853 Miss CGRA 2nd Runner Up
854 MsTer CGRA 2nd Runner Up
855

856 **1. General Eligibility Requirements**

857 All members of CGRA in good standing for a minimum of 180 consecutive days immediately prior to the
858 competition, who have produced at least one (1) or more fund-raisers, raising a combined minimum of \$250, during
859 the current year of November 1 through October 31 for CGRA and who submit an application to the Mr., Ms., Miss,
860 and MsTer Royalty Committee fourteen (14) days prior to the competition are eligible to compete for the Mr., Ms.,
861 Miss and MsTer Royalty titles. Additional requirements are contained in the Mr., Ms., Miss and MsTer Royalty
862 competition rules.
863

864 **2. Gender Classification**

865 For the purpose of competition within CGRA, any transgender contestant is eligible to compete under the gender
866 classification with which the individual identifies and lives on a daily basis.
867

868 3. Hosting Competition and Use of Royalty Titles

869 The CGRA will host one (1) Royalty competition. The titles defined in this Article will be recognized as Royalty
870 and the use of these acronyms is otherwise prohibited. Winners of titles will receive certain awards as described:

- 871 a. Mr. CGRA shall be awarded a buckle and a sash
- 872 b. Ms. CGRA shall be awarded a buckle and a sash
- 873 c. Miss CGRA shall be awarded a buckle, a sash, and a crown
- 874 d. MsTer CGRA shall be awarded a buckle and a sash
- 875 e. First and Second Runners Up shall each be awarded a sash.

876
877 4. Mr/Ms/Miss/MsTer Ten-Year Anniversary Titleholders.

878 Former Titleholders who have continued their involvement within the Community in either Gay Rodeo and/or
879 Royalty shall be presented to the general membership by the Royalty Liaison (CGRA Vice President) at the meeting
880 that is nearest to ninety days prior to the presentation of their Ten-Year anniversary. The CGRA Membership shall
881 award a Buckle/Crown or an award to said former Titleholders. They shall have the option of accepting the
882 buckle/Crown or award or of donating the cost of said buckle/Crown or award to a charity of their respective choice.
883 At least ninety days prior to the presentation of the awards, the Royalty Liaison (CGRA Vice President) shall
884 contact the former Titleholders to determine if they wish to accept their Buckle/Crown or donate the cost to the
885 charity of their choice.

886
887 5. Representation at IGRA Royalty Competition

888 CGRA shall permit only one representative in each category to compete in the IGRA Royalty competition.

889
890 **Article XIII. CGRA Insignia(s) and Colors**

891 As approved by the General membership and copyrighted in the CGRA name.

892
893 **Article XIV. CGRA Rodeos**

894
895
896 1. CGRA Rodeos

897 All CGRA Rodeos, IGRA sanctioned or non-sanctioned, are sponsored and controlled by the CGRA Board.

898
899 2. Budgeting and Financial Management

900 The Rodeo Committee is responsible for all activities necessary to produce a rodeo.

901
902 3. Rodeo Committee

903 The Rodeo Committee will consist of the current CGRA Board of Directors and other committee members as
904 deemed necessary.

905
906 4. Rodeo Committee Members' Duties and Responsibilities

907 The following are the duties and responsibilities of the Rodeo Committee:

- 908 a. Rodeo Director
 - 909 1) Is the primary contact for all business, transactions, and affairs for rodeo
 - 910 2) Perform negotiations, obtain contracts and locate forms in the following areas (but not limited
 - 911 to):
 - 912 a) Ambulance
 - 913 b) Arena and / or facility
 - 914 c) Concessions (food and liquor)
 - 915 d) Fire Marshall
 - 916 e) Insurance
 - 917 f) Hotel and room commissions
 - 918 g) Security (paid and volunteer)
 - 919 h) Sponsors (local and national)
 - 920 i) Stock contractor
 - 921 j) Taxes (city, state, liquor, etc.)

- 922 k) Communications equipment
923 1- two way radios
924 2- sound equipment
925 l) Announcer
926 4) Shall sign all duly authorized certificates, contracts and other
927 Agreements pertaining to RMRR as have been approved by the Board of Directors
928 5) Coordinate and delegate responsibilities as necessary to committee chairpersons listed in this
929 Article
930 6) With approval of Board of Directors, appoints a barn manager who will be responsible for stall
931 assignment, horse check-in, and security of the barn during rodeo.
932
933 b. President
934 1) Oversees all phases of the rodeo
935 2) Assist the Rodeo Director with negotiations, obtaining contracts, and locating forms
936
937 c. Vice President
938 1) Assist the President and the Rodeo Director with negotiations, obtaining contracts, and locating
939 forms
940 2) Assist the Public Relations Chairperson with public relations for the rodeo
941 3) In coordination with other elected officers and committee chairs, ensure there are sufficient
942 volunteers for the CGRA Rodeo.
943
944 d. Secretary
945 1) Obtain rodeo awards
946 a) Ribbons
947 b) Sashes
948 c) Buckles
949 d) Plaques
950 2) Assist Rodeo Director in gathering all records regarding rodeo needing to be entered into the
951 corporate records
952
953 e. Public Relations Chairperson
954 1) Provide for all advertising prior to and during rodeo week
955 2) Provide all portions of the rodeo program
956 3) Coordinate with the Vice President on any public relations matters
957
958 f. Treasurer
959 1) Handling all rodeo related expenses and income
960 2) Provide adequate number of checks for rodeo payoffs
961 3) Maintaining bank and money drops during rodeo
962 4) Adhere to accounting forms and control procedures, provide all necessary forms and control
963 procedures
964 5) Scrip and ticket sales
965
966 g. Fundraising Chairperson
967 1) Coordinate sales in the following areas

- 968 a) Banners and signs
- 969 b) CGRA merchandise
- 970 c) Event Buckles
- 971 2) Maintain the CGRA Merchandise booth
- 972 3) Adhere to accounting forms and control procedures

- 973
- 974 h. Entertainment Chairperson
- 975 1) Coordinate Grand Entry (Foot and Mounted Flag Bearers)
- 976 2) Solicit and schedule rodeo entertainment
- 977 3) Serve as Rodeo Dance Hall Manager during rodeo week
- 978

- 979 i. Rodeo and Gymkhana Events Chairperson
- 980 1) Coordinate rodeo arena staff with Arena Director
- 981 2) Provide the following rodeo equipment
- 982 a) Arena equipment (barrels, poles, flags, etc.)
- 983 b) Arena supplies (pellets, flour, etc.)
- 984 c) Feed and water for livestock
- 985 d) Water and ice for contestants
- 986 3) Coordinate stall assignments and horse check-in
- 987

- 988 j. Membership Chairperson
- 989 1) Provide Membership Committee members at rodeo
- 990

991 5. Hosting a CGRA Rodeo

992 Scheduled dates for the IGRA Rodeo Year and for subsequent IGRA Rodeo Years are presented to the General
993 membership for approval one (1) month prior to IGRA Convention and voted on by the General Membership.
994

995 6. CGRA Rodeo Reserve Trust Fund

996 The CGRA Rodeo Reserve Trust Fund is established in the amount of five thousand dollars (\$5,000.00) for the
997 exclusive purpose of providing funds in the event of a financial shortfall of a CGRA Rodeo. This fund must be
998 maintained in separate CGRA accounts, preferably in money-making accounts, and will require signature cards
999 indicating the President and Treasurer.

1000

1001 7. Distribution of Funds from the CGRA Rodeo Reserve Trust Fund

1002 The five thousand dollars (\$5,000.00) required by this article (Article XVI., section 6., page 18) and any accrued
1003 interest can only be used for a CGRA Rodeo for which it was intended and may only be distributed as a result of a
1004 document signed by both the President and Treasurer.

- 1005 a. If there is no need to distribute the funds due to a profitability of the rodeo, the five thousand dollars
- 1006 (\$5,000.00) on deposit will be held in the CGRA Rodeo Reserve Trust Fund
- 1007 b. If there is no need to distribute the funds due to a profitability of the rodeo, the five thousand dollars
- 1008 (\$5,000.00) held in the CGRA Rodeo Reserve Trust Fund shall be applied as necessary toward future
- 1009 rodeos hosted by CGRA.
- 1010

1011 8. Award Presentations at CGRA Rodeos

1012 The CGRA Board of Directors shall present the following awards at a CGRA Rodeo:

1013

1014 a. The Ron Jesser Award

- 1015 1) Shall be a western style buckle of a vendor of the Board of Directors selection
- 1016 2) Shall bear the following inscription:

1017 **Ron Jesser Award**

- 1018 3) Shall be given to an individual who has demonstrated exceptional participation and support of
 - 1019 others as a rough stock contestant at Rocky Mountain Regional Rodeo
 - 1020 4) Selected recipient shall not have won or placed in his/ her event at this rodeo
 - 1021 5) Selected recipient shall be chosen by the Award Committee at a meeting prior to the award
-

1022 Presentation

1023

1024

b. The Chuck Webb Award

1025

1) Shall be a western style buckle of a vendor of the Board of Directors selection

1026

2) Shall bear the following inscription:

1027

Chuck Webb Award

1028

3) Shall be given to an individual who has demonstrated exceptional participation as an arena/

1029

chute crew member for Rocky Mountain Regional Rodeo

1030

4) Selected recipient can have been a volunteer at other IGRA rodeos for that year

1031

5) Selected recipient shall be chosen by the Award Committee at a meeting prior to the award

1032

Presentation

1033

1034

c. The Daniel Bahr Award

1035

1) Shall be a western style buckle of a vendor of the Board of Directors selection

1036

2) Shall bear the following inscription:

1037

Danny Bahr Award

1038

3) Shall be given to an individual who has demonstrated exceptional participation and support of

1039

others in horsemanship events at Rocky Mountain Regional Rodeo

1040

4) Selected recipient shall not have won or placed in his/ her event at this rodeo

1041

5) Selected recipient shall be chosen by the Award Committee at a meeting prior to the award

1042

Presentation

1043

1044

d. The Billy Blazek Award

1045

1) Shall be a western style buckle of a vendor of the Board of Directors selection

1046

2) Shall bear the following inscription:

1047

Billy Blazek/Bob Edwards Award

1048

3) Shall be given to a Rodeo Official who has demonstrated exceptional participation and support

1049

of others as a Rodeo Official at Rocky Mountain Regional Rodeo

1050

4) Selected recipient shall be an IGRA-Certified or a Non-Certified Official (as defined in the

1051

IGRA Rodeo Rules) at this rodeo

1052

a) IGRA-Certified Officials are the Arena Director, the Chute Coordinator, the Secretary,

1053

the Scorekeeper, and the Judges

1054

b) Non-Certified Officials are the Rodeo Director and the Timers

1055

5) Selected recipient shall be chosen by a committee appointed by the Board of Directors, and

1056

the committee shall meet prior to the award presentation

1057

1058

e. The President's Award

1059

1) Shall be a western style buckle of a vendor of the Board of Directors selection

1060

2) Shall bear the following inscription:

1061

President's Award

1062

3) May be given to an individual or entity who has demonstrated exceptional participation, past or

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present, that CGRA as a whole has benefited from their support, or an organization of the

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President's choice who has assisted CGRA greatly in rodeo efforts

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4) Shall be determined at the discretion of the President of the CGRA

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5) May be given at any suitable occasion as determined by the President.

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f. The Volunteer Appreciation Award

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1) Shall be a western style buckle of a vendor of the Board of Directors Selection

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2) Shall bear the following inscription:

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Volunteer Appreciation Award

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3) Shall be given to an individual who has demonstrated exceptional participation as a

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volunteer in areas other than the arena/chute crew for Rocky Mountain Region Rodeo

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4) Selected recipient shall be chosen by the Vice President, Financial Manager, Kitchen Manager,

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Rodeo Director and Assistant Rodeo Director who over sees the midway area.

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9. Regulations For the Presentation of Awards at CGRA Rodeos

The CGRA shall not be obligated to present an award to any recipient who has been found in violation of the CGRA By-Laws or the IGRA By-Laws and/or Rodeo Rules for that year.

- a. Proposals for awards other than what is itemized and defined in this article (Article XVI, sections 8. And 9.) must be drafted and presented to the CGRA By-Laws Committee for consideration
- b. Should funds in the general account not be available for these wards, the following is acceptable to provide for its payment and presentation by CGRA:
 - 1) Fundraisers designated specifically for this award and itemized as such in the financial report of the organization
 - 2) Any member of the Mr., Ms., Miss, and MsTer Royalty of CGRA may create a fund-raiser specifically for these awards
 - 3) Private Donations
- c. To change, repeal, or include an award or other presentation procedure to this article shall require a special resolution by two-thirds (2/3) of the General Membership.

10. Award Committee

The Award Committee shall be comprised of five (5) individuals and will meet no later than thirty (30) minutes prior to the start of the awards ceremonies:

- a. Rodeo Announcer
- b. Rodeo Secretary
- c. Rodeo Director
- d. Arena Director
- e. Chute Coordinator

Article XV. Amendments

1. Submission of Amendments

Any member of CGRA may submit a proposed amendment to any article, section, subsection, paragraph, or subparagraph of these By-Laws, by revision, addition, or deletion of any working of these By-Laws. The proposed amendment must:

- a. Be submitted in writing
- b. identify the specific article, section, subsection, paragraph, or subparagraph to be changed, added, or deleted
- c. Be submitted directly to a member of the By-Laws Committee or mailed to the CGRA Secretary

2. Review by the By-Laws Committee

All amendments received will be reviewed and discussed by the By-Laws committee. The By-Laws committee will either:

- a. accept the proposed amendment
 - b. accept the proposed amendment with modification
 - 1) with acceptance either in full or in part with the modification to be forwarded to the General Membership for review and approval
 - 2) General membership approval must ratify this change by two-thirds (2/3) vote
 - c. reject he proposed amendment
 - 1) notify the individual who submitted the change in writing
 - 2) explanation must accompany the reason for rejection
 - 3) forward the review of the rejected amendment to both the Board of Directors and the General membership for review
 - 4) General membership reversal of the rejection of the proposed amendment must ratify this change by two-thirds (2/3) vote
-

1130 3. General Membership Approval

1131 For any proposed amendment to be incorporated into these By-Laws, the amendment must be approved by two
1132 thirds (2/3) of the members present and voting at the meeting or at a special meeting called for the specific purpose
1133 of voting on amendments to these By-Laws. Approved amendments to the By-Laws will take effect on 1 January of
1134 the year following the annual elections except when the General Membership shall approve a change in the date of
1135 effectiveness at the meeting when the amendment is approved. Such a change shall require a two-thirds (2/3) vote
1136 of the members present and voting at said meeting.
1137

1138 4. Notification of Vote on Amendments.

1139 The Board shall provide thirty (30) days written notice of any vote on proposed amendments of these By-Laws to all
1140 members. This notification shall include a copy of the proposed amendment(s) to be voted upon.
1141

1142 5. Special Consideration (By-Laws)

1143 May be changed at any time during a regular or special meeting of the General membership a simple majority of the
1144 present voting quorum. Shall be made in writing and referred to the By-Laws Committee for terminology and
1145 interpretation. The Board of Directors shall then present written copies of said amendment at the next regularly
1146 scheduled General Membership meeting.
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1149 **Article XVI. Supersession**

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1151 These By-Laws supersede any and all By-Laws in effect heretofore and annul and supersede all resolution(s)
1152 inconsistent herewith.
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CGRA Standing Rules

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(Non-Royalty)

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1161 **Rule 1. Gymkhana and Play Day Standing Rules**

1162 A. Approval – The Board of Directors must approve dates, locations and times.

1163 B. Responsibilities

1164 1. Rodeo and Gymkhana Events Committee

1165 a. Primary responsibility for planning, prep and set-up of Gymkhanas and play day(s).

1166 1) Equipment

1167 a) Provide all necessary arena equipment

1168 b) Provide all necessary rodeo equipment and flags

1169 2) Personnel:

1170 a) Provide arena crew

1171 3) Coordinates with the Fundraising Committee for food and refreshment sales

1172 4) Coordinates with the Entertainment Committee for people events
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1174

1175 2. Entertainment Committee

1176 a. Coordinates with the Rodeo and Gymkhana Events Committee to organize/provide for
1177 people events

1178 b. Further supports the Rodeo and Gymkhana Events Committee by providing:

1179 1) Public address system and related electronic equipment

1179 2) Appropriate music (optional)

1180 a) National Anthem(s) for Participating Countries

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b) Other music and/or entertainment

3. Recording Secretary

a. Coordinates with the Rodeo and Gymkhana Events Committee to provide the following:

- 1) Secretary
- 2) Timers
- 3) Scorekeepers
- 4) Score sheet and stopwatches
- 5) All awards (ribbons and trophies)

b. Further supports the Rodeo and Gymkhana Events Committee by:

- 1) Maintaining all gymkhana records for CGRA files
- 2) Publishing monthly results in either the newsletter or on the web site

C. Gymkhana Guidelines

1. Gymkhanas are held to:

- a. Provide competitive training for contestants in preparation for rodeo and/or related competitions.
- b. Provide a structured and safe environment for novice riders and horses to learn, practice and improve skills.

2. Events:

a. Standard

- 1) Barrel Race
- 2) Pole Bending
- 3) Flag Race

b. Jackpot

- 1) Barrel Race
- 2) Pole Bending
- 3) Flag Race

c. Novelty

- 1) Keyhole
- 2) Quad Stakes
- 3) Figure 8 Barrels, Flying 'W', Ring Toss, Mailbox, etc.

3. Entry Fees:

- a. \$5.00 per horse/rider combination per run for Standard or Jackpot Event for CGRA Members.
- b. \$7.00 per horse/rider combination per run for Standard or Jackpot Event for non-CGRA Members.
- c. \$3.00 per horse/rider combination per run for Exhibition only. Exhibition runs will not count toward awards or points and must be designated at time of registration.

4. Event Classifications:

- a. All event classes will be run with points tallied under each of the following classifications. Classifications shall be determined by both horse and rider, meeting said qualifications.
- b. If necessary a judge, the Rodeo Events Chair or a designee of the Rodeo Events Chair, and a panel of two competitors appointed by the judge shall resolve any Disputes pertaining to a horse or rider combination and their stated qualifications.
 - 1) Novice – combines both Men and Women.

Novice is someone who is new to a field or activity.

 - a.) Points will be scored and tracked for the rider on a given horse/rider team.

- 1235 b.) A rider may have more than one scoring run per this class per
1236 gymkhana, but it shall be on different horses and the points from the
1237 different horse/rider combinations cannot be combined for year-end
1238 award consideration.
- 1239 c.) Defined as any horse or rider who has not competed previously in
1240 CGRA gymkhanas or who has competed but not placed in the top three
1241 of any Standard Event.
- 1242 d.) Once a horse or rider has competed in the Novice Event and exceeds
1243 article 'c', above, they will no longer be eligible for the Novice
1244 Classification as of the next calendar year.
- 1245 2) Intermediate – combines both Men and Women
1246 Intermediate is someone who is at halfway point, centermost of a field or
1247 activity.
- 1248 a.) Points will be scored and tracked for the rider on a given horse/rider
1249 team.
- 1250 b.) Defined as any horse or rider who does not fall into the Novice or
1251 Advanced Classifications.
- 1252 3) Advanced – combines both Men and Women.
1253 Advanced is someone who is ahead in position, time results and ability of a
1254 field or activity.
- 1255 a.) Points will be scored and tracked for the rider on a given horse/rider
1256 team.
- 1257 b.) Defined as any horse or rider who has competed and placed in the top
1258 three, during a previous year, of any Standard Event.
- 1259
- 1260 5. Event Classes to be offered – both horse and rider must fall into the following
1261 qualifications to compete in Event Classes.
- 1262 a. Novice/Novice
- 1263 b. Novice/Intermediate/Advanced
- 1264 1) Novice/Intermediate
- 1265 2) Novice/Advanced
- 1266 3) Intermediate/Intermediate
- 1267 4) Intermediate/Advanced
- 1268 c. Advanced/Advanced
- 1269

1270 D. People Events Guidelines

- 1271 1. Entertainment Committee coordinates with the Rodeo and Gymkhana Events Committee
1272 to organize/provide for people events
- 1273 a. Coordinates with related committees to supply all necessary equipment and
1274 personnel for any people event(s) at a gymkhana or play day.
- 1275 b. Arrange for and secure all other required equipment and/or supplies not
1276 provided by a related committee
- 1277 c. Arrange for clean-up after the event(s) and the return of all equipment
- 1278 2. Plan five (5) ribbon awards for the first five places (as above for horse events)
- 1279 3. Entry fee is \$3.00 per person per People event
- 1280 4. Rules for each event will be supplied by the Entertainment Committee.
- 1281 5. Participation and Placing points will be awarded for People Events as described in Article
1282 C. Gymkhana Guidelines, section 5. Point System.
- 1283 6. Year-end awards may be presented to the All Around high point winner(s) for the People
1284 Events; and, may be presented to the second and third place finishers as well.
- 1285

1286 E. Play Day Guidelines

- 1287 1. Play Days (or Cattle Days, Buck Outs, etc.) include rough stock and/or roping stock for
1288 practicing and/or teaching roping, rough stock and/or drag events.
- 1289
- 1290 a. Date, time, location and all associated expenses must be approved by the Board
1291 of Directors

- 1293 b. May be held in conjunction with a regular Gymkhana
1294 c. Must have appropriate Insurance in place
1295 2. Pertinent responsibilities for all parties involved shall be the same as noted above in Rule
1296 2, Section B – Responsibilities.
1297 3. Entry fees for any gymkhana or people events shall be applied as noted in Rule 2, Article
1298 C, section 3 and Article D, section 3. Entry fees for rough stock, roping and/or drag
1299 events will be recommended by the Rodeo and Gymkhana Events Committee for
1300 approval by the Board of Directors.
1301 4. Ribbons may be awarded for places one (1) through five (5).
1302 5. Points will not be awarded for any rough stock, roping or drag events.
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1305 **Rule 2. CGRA/Wayne Jakino – Educational Scholarship Guidelines**

1306 These guidelines provide an aid to the Colorado Gay Rodeo Association with the awarding of scholarship funds
1307 from the CGRA/Wayne Jakino – Educational Scholarship Fund.

- 1308 A. A minimum of \$1,000 must be maintained in the fund.
1309 B. Preference may be given to members of CGRA but anyone may apply.
1310 C. The committee will actively solicit applications beginning in February with a May 1st deadline.
1311 Applications for the scholarship funds shall be submitted by U.S. Mail or email, postmarked or
1312 electronically dated no later than May 1st.
1313 D. The Scholarship Selection Committee should be made up of the Special Committee Chair
1314 appointed by the President, the Treasurer, the Community Outreach Chair, the Public Relations
1315 (PR) Chair and anyone else designated by the President.
1316 E. Applicant may apply as many times as they wish, but will not be given preferential consideration
1317 in the selection process.
1318 F. To be eligible for the Scholarship, the candidate must:
1319 1. Demonstrate financial need.
1320 2. Be admitted and enrolled in an institution of higher learning or attending an accredited
1321 technical or vocational school whose boundaries are within the state of Colorado. Online
1322 students may also apply if they and their school are physically based in Colorado.
1323 3. Provide the most recent high school or college transcript showing a cumulative grade
1324 point average (GPA) of at least 2.5, or GED equivalent
1325 4. Attach two (2) letters of personal reference from individuals who know of your ability to
1326 be successful. Relatives cannot submit these letters. Applicants are encouraged to seek
1327 one recommendation from outside of their educational institution.
1328 5. Demonstrate sincerity for learning.
1329 G. Scholarship award amount(s) shall be determined by the committee based on each applicant's
1330 application, essay, and financial requirement. Committee shall not discriminate based on age,
1331 gender, race, national origin, religion, marital status, sexual orientation, gender identity, or
1332 personal bias.
1333 H. The Selection Committee may award as many or as few scholarships as they see fit, providing
1334 the necessary funds are available.
1335 I. Scholarship(s) will be awarded for tuition, books and/or student fees only. Monies from the
1336 CGRA/Wayne Jakino—Educational Scholarship Fund may not be applied to such items as room
1337 and board or other ancillary expenses that may relate to the higher education experience.
1338 Checks shall be made payable in the names of both the recipient and the institution.
1339 J. Applicant is not limited to any specific field of study. Awards should be based on the strength and
1340 need of the applicants alone.
1341 K. Recipients shall be recognized, and award check(s) presented, at Rocky Mountain Regional
1342 Rodeo.
1343
1344

1345 **Rule 3. CGRA Competitive Dance Committee**

1346 This is a special committee. The chairperson of this committee is appointed by the President. This committee is

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- 1348 open to all CGRA members. This committee shall:
- 1349 A. Meet regularly as determined by the Committee Chair, the Board of Directors, or the President.
 - 1350 B. Produce a competitive dance program for CGRA which complies with the IGRA Dance
 - 1351 Competition General Rules, except Section 3, Awards, which shall be determined by the Board of
 - 1352 Directors of CGRA.

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1354 **Rule 4. Records Retention and Disposition**

1355 Section 1. General Requirements.

- 1356 A. CGRA needs to retain certain records beyond current user needs, according to regulatory, legal,
- 1357 financial, and operational requirements. Whether a record is in paper or electronic format does not
- 1358 determine its value or retention period; its content is the key factor.
- 1359 B. Records referenced in this schedule include paper and electronic format.
- 1360 C. When a record is no longer needed or required, it should be disposed of properly in order to ensure
- 1361 that it truly is no longer recoverable.

1362

1363 Section 2. The following are examples of CGRA records which at various times need retention and later destruction
1364 as deemed appropriate by the CGRA Executive Board who will publish such direction and update annually at the
1365 first Board of Directors meeting of the year.

- 1366 A. Accident reports and claims.
- 1367 B. All financial records.
- 1368 C. All tax records.
- 1369 D. Articles of Incorporation, charter, bylaws, standing rules, and minutes.
- 1370 E. Audit reports.
- 1371 F. Bylaws and charter.
- 1372 G. Contracts, mortgages, notes, and leases (expired).
- 1373 H. Copyright, trademark, and patent registrations.
- 1374 I. Correspondence (administrative).
- 1375 J. Correspondence (general).
- 1376 K. Donations.
- 1377 L. Grants (funded).
- 1378 M. Insurance records, accident reports, and claims.
- 1379 N. Mission statements and strategic plans.
- 1380 O. Training manuals.

1381

1382 Section 3. Categorizing Information.

- 1383 A. Because the above list is not all-inclusive, CGRA may need to determine whether a particular
- 1384 item is considered a record and thus, subject to a records retention and disposition schedule. Some
- 1385 of the characteristics of a record are:
 - 1386 1. Contains legal or regulatory compliance information.
 - 1387 2. Evidences a transaction.
 - 1388 3. Identifies participants in business activities or who had knowledge of an event.
 - 1389 4. Proves a business-related event or activity occurred or did not occur.
- 1390 B. It may be useful when making retention decisions to sort records into three categories: enduring
- 1391 value, limited value, and no value.

1392

1393 Section 4. Electronic Record Keeping.

- 1394 A. The terms online, near-line, and off-line retention are unique to electronic records and refer to the
- 1395 type of storage media, not to the length of time the information in a particular record should be
- 1396 retained. CGRA's managers should collaborate to determine which type of storage is appropriate
- 1397 for each category of record. They should set up calendar reminders to migrate data from older
- 1398 media at regular intervals to be sure the records remain viable for the required period of time.

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1400 Section 5. Record Destruction.

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- 1402 A. When a record is no longer required to be kept, it should be properly destroyed and the destruction

- 1403 should be documented. Deleting data and emptying the “recycle” folder or “trash” bin from
1404 electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the
1405 information. Some printers and photocopiers with document memory capability may require data
1406 cleaning also before sale or disposal.
- 1407 B. If data is not sensitive or private, simply overwriting the information may be adequate.
 - 1408 C. If computers and media are going to be reused or decommissioned, they must be properly cleaned
1409 in order to prevent unauthorized retrieval and use of information, especially if that data includes
1410 privacy or security–related material such as personnel records or financial data.

1411
1412 Section 6. Certificate of Destruction.

- 1413 A. The Secretary must annually present to the Board of Directors a report on documents to be
1414 destroyed and the mode used to destroy them. The board must review the report and vote on the
1415 destruction of listed documents. When the Secretary has completed the destruction of documents,
1416 they must follow up to the board with a report on destruction to include the listed documents, date
1417 destroyed, and mode including any third–party involved.

1418
1419 **Rule 5. Conflict of Interest Policy**

1420 Section 1. The purpose of this policy is to protect CGRA’s interest when it is contemplating entering into a
1421 transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to
1422 supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to
1423 nonprofit and charitable organizations.

1424
1425 Section 2. Definitions.

- 1426 A. Interested Person. Any director, principal officer, or member of a committee with governing
1427 board delegated powers, who has a direct or indirect financial interest, as defined below, is an
1428 interested person.
- 1429 B. Financial Interest. A person has a financial interest if the person has, directly or indirectly,
1430 through business, investment, or family:
 - 1431 1. An ownership or investment interest in any entity with which CGRA has a transaction or
1432 arrangement,
 - 1433 2. A compensation arrangement with CGRA or with any entity or individual with which
1434 CGRA has a transaction or arrangement, or
 - 1435 3. A potential ownership or investment interest in, or compensation arrangement with, any
1436 entity or individual with which CGRA is negotiating a transaction or arrangement.
1437 Compensation includes direct and indirect remuneration as well as gifts or favors that are
1438 not insubstantial.

1439
1440 Section 3. Procedures.

- 1441 A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested
1442 person must disclose the existence of the financial interest and be given the opportunity to disclose
1443 all material facts to the directors and members of committees with governing board delegated
1444 powers considering the proposed transaction or arrangement.
- 1445 B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all
1446 material facts, and after any discussion with the interested person, he/she shall leave the governing
1447 board or committee meeting while the determination of a conflict of interest is discussed and voted
1448 upon. The remaining board or committee members shall decide if a conflict of interest exists.
- 1449 C. Procedures for Addressing the Conflict of Interest.
 - 1450 1. An interested person may make a presentation at the governing board or committee
1451 meeting, but after the presentation, he/she shall leave the meeting during the discussion
1452 of, and the vote on, the transaction or arrangement involving the possible conflict of
1453 interest.
 - 1454 2. The chairperson of the governing board or committee may, if appropriate, appoint a
1455 disinterested person or committee to investigate alternatives to the proposed transaction
1456 or arrangement.
 - 1457 3. After exercising due diligence, the governing board or committee shall determine
1458 whether CGRA can obtain with reasonable efforts a more advantageous transaction or
1459 arrangement from a person or entity that would not give rise to a conflict of interest.

1460

- 1461 4. If a more advantageous transaction or arrangement is not reasonably possible under
1462 circumstances not producing a conflict of interest, the governing board or committee
1463 shall determine by a majority vote of the disinterested directors whether the transaction
1464 or arrangement is in CGRA's best interest, for its own benefit, and whether it is fair and
1465 reasonable. In conformity with the above determination it shall make its decision as to
1466 whether to enter into the transaction or arrangement.
- 1467 D. Violations of the Conflicts of Interest Policy.
- 1468 1. If the governing board or committee has reasonable cause to believe a member has failed
1469 to disclose actual or possible conflicts of interest, it shall inform the member of the basis
1470 for such belief and afford the member an opportunity to explain the alleged failure to
1471 disclose.
- 1472 2. If, after hearing the member's response and after making further investigation as
1473 warranted by the circumstances, the governing board or committee determines the
1474 member has failed to disclose an actual or possible conflict of interest, it shall take
1475 appropriate disciplinary and corrective action.
- 1476

1477 Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated
1478 powers shall contain the following.

- 1479 A. The names of the persons who disclosed or otherwise were found to have a financial interest in
1480 connection with an actual or possible conflict of interest, the nature of the financial interest, any
1481 action taken to determine whether a conflict of interest was present, and the governing board's or
1482 committee's decision as to whether a conflict of interest in fact existed.
- 1483 B. The names of the persons who were present for discussions and votes relating to the transaction or
1484 arrangement, the content of the discussion, including any alternatives to the proposed transaction
1485 or arrangement, and a record of any votes taken in connection with the proceedings.
- 1486

1487 Section 5. Compensation.

- 1488 A. A voting member of the governing board or voting member of any committee who receives
1489 compensation, directly or indirectly, from CGRA for services is precluded from voting on
1490 matters pertaining to that member's compensation.
- 1491 B. No voting member of the governing board or any committee whose jurisdiction includes
1492 compensation matters and who receives compensation, directly or indirectly, from CGRA, either
1493 individually or collectively, is prohibited from providing information to any committee regarding
1494 compensation.
- 1495

1496 Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board
1497 delegated powers shall annually sign a statement which affirms such person:

- 1498 A. Has received a copy of CGRA's conflicts of interest policy,
1499 B. Has read and understands this policy,
1500 C. Has agreed to comply with this policy, and
1501 D. Understands CGRA is a nonprofit which must engage primarily in activities which accomplish
1502 one or more of its purposes.
- 1503

1504 Section 7. Periodic Reviews.

1505 To ensure CGRA operates in a manner consistent with charitable purposes and does not engage in activities that
1506 could jeopardize its status, periodic reviews shall be conducted by the Board of Directors.

1507

1508 **Rule 6. Whistleblower Policy**

1509 Section 1. If any member of CGRA reasonably believes that some policy, practice, or activity of CGRA is in
1510 violation of law, a written complaint must be filed by that member with the Secretary.

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1512 Section 2. It is the intent of CGRA to adhere to all laws and regulations that apply to the nonprofit organization and
1513 the underlying purpose of this policy is to support the organization's goal of legal compliance.

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1517 Section 3. The support of all members of CGRA is necessary in achieving compliance with various laws and
1518 regulations.

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1520 Section 4. All members of CGRA are protected from retaliation if any member of CGRA brings the alleged
1521 unlawful activity, policy, or practice to the attention of CGRA and provides CGRA with a reasonable opportunity to
1522 investigate and correct the alleged unlawful activity.

1523

1524 Section 5. The protection described below is available to all members of CGRA that comply with this requirement.

1525

A. CGRA will not retaliate against a member of CGRA who in good faith, has made a protest or
1526 raised a complaint against some practice of the CGRA, or of another individual or entity with
1527 whom CGRA has a business relationship, on the basis of a reasonable belief that the practice is in
1528 violation of law, or a clear mandate of public policy.

1529

B. CGRA will not retaliate against members of CGRA who disclose or threaten to disclose to an
1530 Official of CGRA or a public body, any activity, policy, or practice of the CGRA that the member
1531 of CGRA reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to
1532 law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or
1533 protection of the environment.

1534

C. CGRA will not sanction the use of this Whistleblower Policy to be used as a means to defame or
1535 attack members.

1536

1537