

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 USPS or emailed, whichever is  
526 indicated by the member as the preferred method of communication, the day before the election  
527 f. In order for the email ballot to be considered valid it must be from the member's email address currently  
528 on file with CGRA membership. In order for a mailed ballot to be valid the following criteria must be  
529 met:  
530 1) members must seal the envelope with the ballot enclosed  
531 2) print their name on the backside of the envelope  
532 3) sign their name across the seal of the envelope  
533 g. Without both the printed name and the signature, the ballot will be considered invalid and will not be  
534 counted.  
535 h. Should the member submitting an absentee ballot actually attend the Meeting at which the election is  
536 taking place, the absentee ballot shall be returned to the member and he/she will vote on a new ballot.  
537 i. Absentee ballots that are not returned to the attending members at the Meeting are given to the Election  
538 Committee to be counted with the ballots at the meeting when the election is held. These absentee ballots  
539 shall be specially marked as absentee ballots when they are counted.

540  
541 5. Candidate for Office  
542  
543 Any candidate for the annual election of the Board of Directors must submit the CGRA Election Application to the  
544 Election Committee no later than twenty (20) days prior to the date of the scheduled election in order to get their  
545 name on the ballot which is mailed out to all CGRA members.  
546 a. Nominations may also be made from the floor  
547 b. The individual(s) nominated must be present to complete the CGRA Election Application prior to the  
548 elections being held for that office or the application and acceptance of the nomination must be  
549 submitted in writing from the individual in lieu of their actually attending the election meeting  
550

551 6. Election  
552 The Board of Directors is elected annually at the regularly scheduled September General Membership meeting.  
553

554 7. Majority Required  
555 A candidate for any elected position must receive a majority of the eligible votes cast, excluding blanks and  
556 abstentions. A majority is defined as fifty percent (50%) plus one (1) vote.  
557

558 8. Results of Election  
559 The Election Committee shall act as tellers and count the votes cast  
560 a. The Chairperson of the Election Committee announces the results of the ballot  
561 b. The names of the candidates elected are announced  
562 c. The number of votes received by any candidate is not to be announced  
563

564 9. Run Off Election  
565 In the event that any candidate for an office does not receive a majority of eligible votes cast, a run-off election is  
566 held immediately following the announcement for the two (2) candidates receiving the most votes. The Chairperson  
567 of the Election Committee announces as part of the election results any position for which a candidate did not  
568 receive a majority of the eligible votes cast and the names of the two individuals who are the candidates for the run-  
569 off election for that office. Absentee ballots cast for either Run Off candidate during initial balloting, shall be  
570 included in the Run Off election counts.  
571

## 572 **Article VII. Meetings**

573  
574 1. Meetings.  
575 The Board will conduct business by holding regular scheduled meetings or by calling special meetings  
576

577 2. Meetings of the Board.  
578 Regularly scheduled meetings are to be held no less frequently than once a month.  
579 a. Special meetings may be held as agreed upon by the Board or called by the President.  
580 b. Notice of any special board meeting must be given at least seven (7) days prior to the special Board  
581 meetings proposed date.  
582

583 3. General Membership Meetings  
584 Regular scheduled monthly meetings are to be held on the second (2nd) Friday of each month. Changes to the  
585 monthly meetings should be announced at least fifteen (15) days prior to the meeting date.  
586

587 4. Special Meetings  
588 A special meeting may be called by the President, for a specific purpose.  
589 a. Special meetings are limited to a specific or limited set of topics and only business relating to that  
590 purpose may be decided at a special meeting.  
591 b. No other business is to be conducted other than the state purpose of that meeting.  
592

593 5. Meeting Agenda  
594 The recommended meeting agenda for all CGRA meetings is contained in Attachment A to these By-Laws.

- 595 a. This agenda is to be followed as closely as possible  
596 b. The use of this agenda is excepted in the case of special meeting(s) where only the specific topics the  
597 meeting was called for are to be discussed and decided  
598

599 6. Notice of Meeting

600 All members must be notified of meetings. Meetings are open to all members of the CGRA.  
601

602 7. Regular Scheduled Meetings

603 Written notice of regular scheduled meetings must be provided to all members at least sixty (60) days in advance.  
604 This notification includes the date, time and location of the meeting.  
605

606 8. Change to Regular Scheduled Meetings

607 All members must be notified of any change to the date, time, or location of a regular scheduled meeting at least  
608 fifteen (15) days prior to the meeting  
609

610 9. Quorum

611 A quorum is defined in the following paragraphs:

612 a. Board of Directors

613 1) A majority of the members of the board constitutes quorum for the transactions of any business  
614 that may properly come before any scheduled or special meetings of the Board.  
615

616 b. CGRA General Membership Meetings

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

623 2) The required quorum, once initially determined, will be increased as necessary in order to  
624 ensure that the general membership present, excluding the members of the Board of Directors,  
625 will exceed said Board by at least one (1) member.  
626

627 **Article VIII. Standing and Special Committees**

628 1. Functions and Responsibilities of Standing and Special Committees Standing

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

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

631 b. Special Committees, for the purposes not covered by a standing committee, may be established as deemed  
632 necessary by the CGRA Board of Directors or the President. Special Committees serve until the purpose for  
633 which they were created is accomplished.  
634

635 2. Authority of Committees

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

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

639 b. Any authority to take any of these actions by committees must be granted in writing by the Board.  
640

641 3. Composition of a Committee

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

645 4. Standing Committees

646 The Chairperson of the Standing Committees' duties and responsibilities are listed in Article III, section 7.f. through  
647 1.4. of these By-Laws. The standing committees are listed below:

648 a. Public Relations

- 649 b. Fundraising
- 650 c. Entertainment
- 651 d. Rodeo and Gymkhana Events
- 652 e. Membership
- 653 f. Community Outreach

654

655 5. CGRA By-Laws Committee

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

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

664

665 6. IGRA Committee

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

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

677

678 7. Audit Committee

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

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



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

This is a special committee. The chairperson of this committee is the Vice President. This committee has a minimum of five (5) members. Membership of this committee is open to all CGRA members. This committee shall:

- a. Prepare, review, and revise the CGRA Rules for Mr., Ms., Miss and MsTer CGRA Royalty competition
- b. Provide written recommendations for revisions to the CGRA Rules for Mr., Ms., Miss and MsTer Royalty program for approval by the General Membership
- c. These recommendations shall show the existing wording of the section(s) of the Rules and the proposed (revised) wording of the section(s)
- d. review the IGRA Rules governing the Mr., Ms., Miss and MsTer Royalty competitions
- e. provides recommendations to the CGRA’s IGRA Committee for any revisions to the IGRA Mr., Ms., Miss and MsTer Royalty competition Rules
- f. Planning, preparation, and execution of the CGRA Mr., Ms., Miss and MsTer Royalty Competition Historical Committee
- g. File monthly reports, with an accounting of all inventory related to the history of CGRA, to the Public Relations Chair and Secretary
- h. Maintain the following:
  - 1) Chronological diary
  - 2) CGRA Scrapbook
  - 3) CGRA Museum
- i. Schedule one working meeting per month to maintain records
- j. Have the CGRA Scrapbook available at the General Membership meetings or at any other times scheduled by the Board of Directors
- k. Shall make best efforts to contact the Ten-Year and Twenty-Year Anniversary Royalty Mr/Ms/Miss/MsTer Titleholders in order to honor them at that year’s Royalty Competition.

**Article IX. Parliamentary Authority**

Rules Governing Meetings.

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

**Article X. Disciplinary Authority**

1. Discipline

- A. Although CGRA will seldom have occasion to discipline its members, the CGRA has the ultimate right and responsibility to make and enforce its own rules, and require that its members refrain from conduct tending to injure the good name of the CGRA, disturb its well-being, or hamper its work. Nothing in these By-Laws or any action by an individual shall in any way waive or otherwise restrict the Board’s authority to investigate and pursue any action it deems necessary.
- B. Discipline may be imposed for a fixed period of time or until a specific remedy is complete by the Member who is disciplined.

2. Conduct That May Require Discipline

- Conduct which may require disciplinary action by the Board includes but is not limited to: a.
- Disruption of a meeting
  - b. Abusive language or actions against another member of the CGRA
  - c. Slander against another member of CGRA
  - d. Misconduct or neglect of duty of an Officer or Chairperson
  - e. Any actions or conduct which injure the good name of CGRA
  - f. Failure to remit invoice funds due to CGRA



758 g. Failure to remit other funds to CGRA

759

760 3. Forms of Discipline

761 A. The following are forms of discipline that do not result in a member being placed in bad standing:

762 1. Reprimand

763 2. Fine

764 B. The following are forms of discipline that result in a member being placed in bad standing:

765 1. Suspension of Membership

766 2. Removal of Royalty Title

767 3. Removal from Office

768 C. Termination of Membership is the most severe and final form of discipline.

769 D. A Member who has failed to remit invoiced funds due to CGRA within 90 days of the invoice date shall be  
770 suspended from membership until the invoice is paid in full. The Board of Directors may determine an alternate  
771 course of action when it deems it to be in the best interests of CGRA. Such action is not subject to Section 4 or  
772 5 below.

773

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

775 a. Any member of the CGRA may file with the Secretary of the CGRA written charges against another  
776 member of the CGRA. Charges must be filed within thirty (30) days of an individual's becoming aware  
777 of a situation meriting attention.

778 b. Copies of the charges must be sent to the Board of Directors for consideration at a regularly scheduled  
779 meeting. If the charge is against a member of the Board, that individual will be excluded from those  
780 portions of the meeting, or subsequent meetings, which fall under the purview of this article except as  
781 provided hereafter.

782 c. If the Board decides the charges merit further investigation, the charges will be referred to the Executive  
783 Board for consideration and the charged member will be so notified by certified mail to the last address  
784 of record. A copy of the charges must be included with said notification. If a member(s) of the  
785 Executive Board needs to recuse him/herself, a Special Committee will be formed as provided later in  
786 this Article.

787 1) The notification letter will be sent within seven (7) days.

788 2) The charged person will be instructed to contact the President to set a meeting date which will  
789 be one of mutual convenience but no later than twenty-one (21) days from the date of the  
790 notification letter in order to consider the charges.

791 3) The charged member may bring witnesses to or submit documents at the special meeting with  
792 the Executive Board.

793 4) If the charged member does not respond or request a meeting, the Executive Board will act on  
794 the charges alone and make their recommendations at the next regularly scheduled Board meeting.

795 d. The Executive Board will make its recommendations to the full Board as provided above and the Board  
796 of Directors of the CGRA will take any appropriate action. The charged member will be notified of the  
797 decision by a registered letter sent out the next business day.

798

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

800 a. Any member of the CGRA may file with the Secretary of the CGRA written charges against a member  
801 of the Executive Board of the CGRA. Charges must be filed within thirty (30) days of an individual's  
802 becoming aware of a situation meriting attention.

803 b. Copies of the charges must be sent to the Board of Directors for consideration at a regularly scheduled  
804 meeting. The individual charged will be excluded from those portions of the meeting, or subsequent  
805 meetings, which fall under the purview of this article except as provided hereafter.

806 c. If the Board decides the charges merit further investigation, the charges will be referred to a Special  
807 Committee (See Paragraph e) for consideration and the charged member will be so notified by certified  
808 mail to the last address of record. A copy of the charges must be included with said notification.

809 1) The notification letter will be sent within seven (7) days.

810 2) The charged person will be instructed to contact the Chairperson of the Special Committee to  
811 set a meeting date for consideration of the charges which will be one of mutual convenience but  
812 no later than twenty-one (21) days from the date of the notification letter.

- 813 3) The charged member may bring witnesses to or submit documents at the meeting with the  
814 Special Committee.  
815 4) If the charged member does not respond or request a meeting, the Special Committee will act  
816 on the charges alone and make their recommendations at the next regularly scheduled Board  
817 meeting.  
818 d. The Special Committee will make its recommendations to the full Board as provided above and the  
819 Board of Directors of the CGRA will take any appropriate action. The charged member will be notified  
820 of the decision by a registered letter sent out the next business day.  
821 e. The senior member of the Executive Board not otherwise involved in the complaint will appoint the  
822 Special Committee which will be comprised of four (4) additional persons and will be chaired by this  
823 senior member. The committee will consist of all uninvolved Executive Board members and any other  
824 member(s) of the CGRA who may be deemed appropriate.  
825

#### 826 6. Right of Appeal.

827 Any disciplinary action may be appealed to the General Membership of the CGRA unless the charged person did not  
828 take his/her case to the Executive Board or Special Committee as provided in the previous paragraphs. This appeal  
829 is made by submitting written notice of intent to appeal no later than twenty-one (21) days after the postmark date of  
830 the notification of disciplinary action to the Secretary of the Board. At the next General membership meeting, a vote  
831 by two-thirds (2/3) of the members present and voting shall be required to overturn the decision of the Board.  
832

### 833 **Article XI. IGRA Representation**

834  
835 IGRA Convention Delegates and Alternate Delegates

836 The number of CGRA Delegates and Alternates to the IGRA Convention are determined by the IGRA Guidelines.  
837 The President, by the nature of the position, is one of the Delegates. The IGRA Trustee, by nature of the position, is  
838 the Chairperson. The remainder of the delegates are selected by the Board at least sixty (60) days prior to the  
839 scheduled date of the IGRA Convention. The individuals selected by the Board are those individuals who are  
840 involved, experienced, and knowledgeable in various aspects of CGRA and IGRA programs and activities.  
841

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

843  
844 The CGRA has the following Royalty:

- 845 Mr. CGRA
- 846 Ms. CGRA
- 847 Miss CGRA
- 848 MsTer CGRA
- 849 Mr. CGRA 1st Runner Up
- 850 Ms. CGRA 1st Runner Up
- 851 Miss CGRA 1st Runner Up
- 852 MsTer CGRA 1st Runner Up
- 853 Mr. CGRA 2<sup>nd</sup> Runner Up
- 854 Ms. CGRA 2<sup>nd</sup> Runner Up
- 855 Miss CGRA 2<sup>nd</sup> Runner Up
- 856 MsTer CGRA 2<sup>nd</sup> Runner Up

#### 857 858 1. General Eligibility Requirements

859 All members of CGRA in good standing for a minimum of 180 consecutive days immediately prior to the  
860 competition, who have produced at least one (1) or more fund-raisers, raising a combined minimum of \$250, during  
861 the current year of November 1 through October 31 for CGRA and who submit an application to the Mr., Ms., Miss,  
862 and MsTer Royalty Committee fourteen (14) days prior to the competition are eligible to compete for the Mr., Ms.,  
863 Miss and MsTer Royalty titles. Additional requirements are contained in the Mr., Ms., Miss and MsTer Royalty  
864 competition rules.  
865

866 2. Gender Classification

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

870 3. Hosting Competition and Use of Royalty Titles

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

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

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

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

889 5. Representation at IGRA Royalty Competition

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

893 **Article XIII. CGRA Insignia(s) and Colors**

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

896 **Article XIV. CGRA Rodeos**

898 1. CGRA Rodeos

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

901 2. Budgeting and Financial Management

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

904 3. Rodeo Committee

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

908 4. Rodeo Committee Members' Duties and Responsibilities

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

- 910 a. Rodeo Director
  - 911 1) Is the primary contact for all business, transactions, and affairs for rodeo
  - 912 2) Perform negotiations, obtain contracts and locate forms in the following areas (but not limited
  - 913 to):
    - 914 a) Ambulance
    - 915 b) Arena and / or facility
    - 916 c) Concessions (food and liquor)
    - 917 d) Fire Marshall
    - 918 e) Insurance
    - 919 f) Hotel and room commissions

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

- 970 a) Banners and signs
- 971 b) CGRA merchandise
- 972 c) Event Buckles
- 973 2) Maintain the CGRA Merchandise booth
- 974 3) Adhere to accounting forms and control procedures
- 975
- 976 h. Entertainment Chairperson
- 977 1) Coordinate Grand Entry (Foot and Mounted Flag Bearers)
- 978 2) Solicit and schedule rodeo entertainment
- 979 3) Serve as Rodeo Dance Hall Manager during rodeo week
- 980

981 i. Rodeo and Gymkhana Events Chairperson

- 982 1) Coordinate rodeo arena staff with Arena Director
- 983 2) Provide the following rodeo equipment
- 984 a) Arena equipment (barrels, poles, flags, etc.)
- 985 b) Arena supplies (pellets, flour, etc.)
- 986 c) Feed and water for livestock
- 987 d) Water and ice for contestants
- 988 3) Coordinate stall assignments and horse check-in
- 989

990 j. Membership Chairperson

- 991 1) Provide Membership Committee members at rodeo
- 992

993 5. Hosting a CGRA Rodeo

994 Scheduled dates for the IGRA Rodeo Year and for subsequent IGRA Rodeo Years are presented to the General  
995 membership for approval one (1) month prior to IGRA Convention and voted on by the General Membership.  
996

997 6. CGRA Rodeo Reserve Trust Fund

998 The CGRA Rodeo Reserve Trust Fund is established in the amount of five thousand dollars (\$5,000.00) for the  
999 exclusive purpose of providing funds in the event of a financial shortfall of a CGRA Rodeo. This fund must be  
1000 maintained in separate CGRA accounts, preferably in money-making accounts, and will require signature cards  
1001 indicating the President and Treasurer.  
1002

1003 7. Distribution of Funds from the CGRA Rodeo Reserve Trust Fund

1004 The five thousand dollars (\$5,000.00) required by this article (Article XVI., section 6., page 18) and any accrued  
1005 interest can only be used for a CGRA Rodeo for which it was intended and may only be distributed as a result of a  
1006 document signed by both the President and Treasurer.

- 1007 a. If there is no need to distribute the funds due to a profitability of the rodeo, the five thousand dollars
- 1008 (\$5,000.00) on deposit will be held in the CGRA Rodeo Reserve Trust Fund
- 1009 b. If there is no need to distribute the funds due to a profitability of the rodeo, the five thousand dollars
- 1010 (\$5,000.00) held in the CGRA Rodeo Reserve Trust Fund shall be applied as necessary toward future
- 1011 rodeos hosted by CGRA.  
1012

1013 8. Award Presentations at CGRA Rodeos

1014 The CGRA Board of Directors shall present the following awards at a CGRA Rodeo:  
1015

1016 a. The Ron Jesser Award

- 1017 1) Shall be a western style buckle of a vendor of the Board of Directors selection
- 1018 2) Shall bear the following inscription:

1019 **Ron Jesser Award**

- 1020 3) Shall be given to an individual who has demonstrated exceptional participation and support of
  - 1021 others as a rough stock contestant at Rocky Mountain Regional Rodeo
  - 1022 4) Selected recipient shall not have won or placed in his/ her event at this rodeo
  - 1023 5) Selected recipient shall be chosen by the Award Committee at a meeting prior to the award
-

1024 Presentation

1025

1026

b. The Chuck Webb Award

1027

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

1028

2) Shall bear the following inscription:

1029

**Chuck Webb Award**

1030

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

1031

chute crew member for Rocky Mountain Regional Rodeo

1032

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

1033

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

1034

Presentation

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1036

c. The Daniel Bahr Award

1037

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

1038

2) Shall bear the following inscription:

1039

**Danny Bahr Award**

1040

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

1041

others in horsemanship events at Rocky Mountain Regional Rodeo

1042

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

1043

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

1044

Presentation

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1046

d. The Billy Blazek Award

1047

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

1048

2) Shall bear the following inscription:

1049

**Billy Blazek/Bob Edwards Award**

1050

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

1051

of others as a Rodeo Official at Rocky Mountain Regional Rodeo

1052

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

1053

IGRA Rodeo Rules) at this rodeo

1054

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

1055

the Scorekeeper, and the Judges

1056

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

1057

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

1058

the committee shall meet prior to the award presentation

1059

1060

e. The President's Award

1061

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

1062

2) Shall bear the following inscription:

1063

**President's Award**

1064

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

1065

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

1066

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

1067

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

1068

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

1069

1070

f. The Volunteer Appreciation Award

1071

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

1072

2) Shall bear the following inscription:

1073

**Volunteer Appreciation Award**

1074

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

1075

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
-



1132 3. General Membership Approval

1133 For any proposed amendment to be incorporated into these By-Laws, the amendment must be approved by two  
1134 thirds (2/3) of the members present and voting at the meeting or at a special meeting called for the specific purpose  
1135 of voting on amendments to these By-Laws. Approved amendments to the By-Laws will take effect on 1 January of  
1136 the year following the annual elections except when the General Membership shall approve a change in the date of  
1137 effectiveness at the meeting when the amendment is approved. Such a change shall require a two-thirds (2/3) vote  
1138 of the members present and voting at said meeting.  
1139

1140 4. Notification of Vote on Amendments.

1141 The Board shall provide thirty (30) days written notice of any vote on proposed amendments of these By-Laws to all  
1142 members. This notification shall include a copy of the proposed amendment(s) to be voted upon.  
1143

1144 5. Special Consideration (By-Laws)

1145 May be changed at any time during a regular or special meeting of the General membership a simple majority of the  
1146 present voting quorum. Shall be made in writing and referred to the By-Laws Committee for terminology and  
1147 interpretation. The Board of Directors shall then present written copies of said amendment at the next regularly  
1148 scheduled General Membership meeting.  
1149

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1151 **Article XVI. Supersession**

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1153 These By-Laws supersede any and all By-Laws in effect heretofore and annul and supersede all resolution(s)  
1154 inconsistent herewith.  
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## CGRA Standing Rules

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(Non-Royalty)

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1163 **Rule 1. Gymkhana and Play Day Standing Rules**

1164 A. Approval – The Board of Directors must approve dates, locations and times.

1165 B. Responsibilities

1166 1. Rodeo and Gymkhana Events Committee

1167 a. Primary responsibility for planning, prep and set-up of Gymkhanas and play day(s).

1168 1) Equipment

1169 a) Provide all necessary arena equipment

1170 b) Provide all necessary rodeo equipment and flags

1171 2) Personnel:

1172 a) Provide arena crew

1173 3) Coordinates with the Fundraising Committee for food and refreshment sales

1174 4) Coordinates with the Entertainment Committee for people events  
1175

1176 2. Entertainment Committee

1177 a. Coordinates with the Rodeo and Gymkhana Events Committee to organize/provide for  
1178 people events

1179 b. Further supports the Rodeo and Gymkhana Events Committee by providing:

1180 1) Public address system and related electronic equipment

1181 2) Appropriate music (optional)

1182 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.
      - a.) Novice is someone who is new to a field or activity.

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- b.) A rider may have more than one scoring run per this class per gymkhana, but it shall be on different horses and the points from the different horse/rider combinations cannot be combined for year-end award consideration.
  - c.) Defined as any horse or rider who has not competed previously in CGRA gymkhanas or who has competed but not placed in the top three of any Standard Event.
  - d.) Once a horse or rider has competed in the Novice Event and exceeds article 'c', above, they will no longer be eligible for the Novice Classification as of the next calendar year.
- 2) Intermediate – combines both Men and Women  
Intermediate is someone who is at halfway point, centermost of a field or activity.
    - a.) Points will be scored and tracked for the rider on a given horse/rider team.
    - b.) Defined as any horse or rider who does not fall into the Novice or Advanced Classifications.
  - 3) Advanced – combines both Men and Women.  
Advanced is someone who is ahead in position, time results and ability of a field or activity.
    - a.) Points will be scored and tracked for the rider on a given horse/rider team.
    - b.) Defined as any horse or rider who has competed and placed in the top three, during a previous year, of any Standard Event.
5. Event Classes to be offered – both horse and rider must fall into the following qualifications to compete in Event Classes.
- a. Novice/Novice
  - b. Novice/Intermediate/Advanced
    - 1) Novice/Intermediate
    - 2) Novice/Advanced
    - 3) Intermediate/Intermediate
    - 4) Intermediate/Advanced
  - c. Advanced/Advanced

#### D. People Events Guidelines

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

#### E. Play Day Guidelines

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

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- 1295 b. May be held in conjunction with a regular Gymkhana  
1296 c. Must have appropriate Insurance in place  
1297 2. Pertinent responsibilities for all parties involved shall be the same as noted above in Rule  
1298 2, Section B – Responsibilities.  
1299 3. Entry fees for any gymkhana or people events shall be applied as noted in Rule 2, Article  
1300 C, section 3 and Article D, section 3. Entry fees for rough stock, roping and/or drag  
1301 events will be recommended by the Rodeo and Gymkhana Events Committee for  
1302 approval by the Board of Directors.  
1303 4. Ribbons may be awarded for places one (1) through five (5).  
1304 5. Points will not be awarded for any rough stock, roping or drag events.  
1305  
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1307 **Rule 2. CGRA/Wayne Jakino – Educational Scholarship Guidelines**

1308 These guidelines provide an aid to the Colorado Gay Rodeo Association with the awarding of scholarship funds  
1309 from the CGRA/Wayne Jakino – Educational Scholarship Fund.

- 1310 A. A minimum of \$1,000 must be maintained in the fund.  
1311 B. Preference may be given to members of CGRA but anyone may apply.  
1312 C. The committee will actively solicit applications beginning in February with a May 1<sup>st</sup> deadline.  
1313 Applications for the scholarship funds shall be submitted by U.S. Mail or email, postmarked or  
1314 electronically dated no later than May 1<sup>st</sup>.  
1315 D. The Scholarship Selection Committee should be made up of the Special Committee Chair  
1316 appointed by the President, the Treasurer, the Community Outreach Chair, the Public Relations  
1317 (PR) Chair and anyone else designated by the President.  
1318 E. Applicant may apply as many times as they wish, but will not be given preferential consideration  
1319 in the selection process.  
1320 F. To be eligible for the Scholarship, the candidate must:  
1321 1. Demonstrate financial need.  
1322 2. Be admitted and enrolled in an institution of higher learning or attending an accredited  
1323 technical or vocational school whose boundaries are within the state of Colorado. Online  
1324 students may also apply if they and their school are physically based in Colorado.  
1325 3. Provide the most recent high school or college transcript showing a cumulative grade  
1326 point average (GPA) of at least 2.5, or GED equivalent  
1327 4. Attach two (2) letters of personal reference from individuals who know of your ability to  
1328 be successful. Relatives cannot submit these letters. Applicants are encouraged to seek  
1329 one recommendation from outside of their educational institution.  
1330 5. Demonstrate sincerity for learning.  
1331 G. Scholarship award amount(s) shall be determined by the committee based on each applicant's  
1332 application, essay, and financial requirement. Committee shall not discriminate based on age,  
1333 gender, race, national origin, religion, marital status, sexual orientation, gender identity, or  
1334 personal bias.  
1335 H. The Selection Committee may award as many or as few scholarships as they see fit, providing  
1336 the necessary funds are available.  
1337 I. Scholarship(s) will be awarded for tuition, books and/or student fees only. Monies from the  
1338 CGRA/Wayne Jakino—Educational Scholarship Fund may not be applied to such items as room  
1339 and board or other ancillary expenses that may relate to the higher education experience.  
1340 Checks shall be made payable in the names of both the recipient and the institution.  
1341 J. Applicant is not limited to any specific field of study. Awards should be based on the strength and  
1342 need of the applicants alone.  
1343 K. Recipients shall be recognized, and award check(s) presented, at Rocky Mountain Regional  
1344 Rodeo.  
1345  
1346

1347 **Rule 3. CGRA Competitive Dance Committee**

1348 This is a special committee. The chairperson of this committee is appointed by the President. This committee is

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- 1350 open to all CGRA members. This committee shall:
- 1351 A. Meet regularly as determined by the Committee Chair, the Board of Directors, or the President.
  - 1352 B. Produce a competitive dance program for CGRA which complies with the IGRA Dance
  - 1353 Competition General Rules, except Section 3, Awards, which shall be determined by the Board of
  - 1354 Directors of CGRA.
  - 1355

1356 **Rule 4. Records Retention and Disposition**

1357 Section 1. General Requirements.

- 1358 A. CGRA needs to retain certain records beyond current user needs, according to regulatory, legal,
- 1359 financial, and operational requirements. Whether a record is in paper or electronic format does not
- 1360 determine its value or retention period; its content is the key factor.
- 1361 B. Records referenced in this schedule include paper and electronic format.
- 1362 C. When a record is no longer needed or required, it should be disposed of properly in order to ensure
- 1363 that it truly is no longer recoverable.
- 1364

1365 Section 2. The following are examples of CGRA records which at various times need retention and later destruction

1366 as deemed appropriate by the CGRA Executive Board who will publish such direction and update annually at the

1367 first Board of Directors meeting of the year.

- 1368 A. Accident reports and claims.
- 1369 B. All financial records.
- 1370 C. All tax records.
- 1371 D. Articles of Incorporation, charter, bylaws, standing rules, and minutes.
- 1372 E. Audit reports.
- 1373 F. Bylaws and charter.
- 1374 G. Contracts, mortgages, notes, and leases (expired).
- 1375 H. Copyright, trademark, and patent registrations.
- 1376 I. Correspondence (administrative).
- 1377 J. Correspondence (general).
- 1378 K. Donations.
- 1379 L. Grants (funded).
- 1380 M. Insurance records, accident reports, and claims.
- 1381 N. Mission statements and strategic plans.
- 1382 O. Training manuals.
- 1383

1384 Section 3. Categorizing Information.

- 1385 A. Because the above list is not all-inclusive, CGRA may need to determine whether a particular
- 1386 item is considered a record and thus, subject to a records retention and disposition schedule. Some
- 1387 of the characteristics of a record are:
  - 1388 1. Contains legal or regulatory compliance information.
  - 1389 2. Evidences a transaction.
  - 1390 3. Identifies participants in business activities or who had knowledge of an event.
  - 1391 4. Proves a business-related event or activity occurred or did not occur.
- 1392 B. It may be useful when making retention decisions to sort records into three categories: enduring
- 1393 value, limited value, and no value.
- 1394

1395 Section 4. Electronic Record Keeping.

- 1396 A. The terms online, near-line, and off-line retention are unique to electronic records and refer to the
- 1397 type of storage media, not to the length of time the information in a particular record should be
- 1398 retained. CGRA's managers should collaborate to determine which type of storage is appropriate
- 1399 for each category of record. They should set up calendar reminders to migrate data from older
- 1400 media at regular intervals to be sure the records remain viable for the required period of time.
- 1401

1402 Section 5. Record Destruction.

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- 1404 A. When a record is no longer required to be kept, it should be properly destroyed and the destruction

1405 should be documented. Deleting data and emptying the “recycle” folder or “trash” bin from  
1406 electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the  
1407 information. Some printers and photocopiers with document memory capability may require data  
1408 cleaning also before sale or disposal.  
1409 B. If data is not sensitive or private, simply overwriting the information may be adequate.  
1410 C. If computers and media are going to be reused or decommissioned, they must be properly cleaned  
1411 in order to prevent unauthorized retrieval and use of information, especially if that data includes  
1412 privacy or security–related material such as personnel records or financial data.  
1413

1414 Section 6. Certificate of Destruction.

- 1415 A. The Secretary must annually present to the Board of Directors a report on documents to be  
1416 destroyed and the mode used to destroy them. The board must review the report and vote on the  
1417 destruction of listed documents. When the Secretary has completed the destruction of documents,  
1418 they must follow up to the board with a report on destruction to include the listed documents, date  
1419 destroyed, and mode including any third–party involved.  
1420

1421 **Rule 5. Conflict of Interest Policy**

1422 Section 1. The purpose of this policy is to protect CGRA’s interest when it is contemplating entering into a  
1423 transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to  
1424 supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to  
1425 nonprofit and charitable organizations.  
1426

1427 Section 2. Definitions.

- 1428 A. Interested Person. Any director, principal officer, or member of a committee with governing  
1429 board delegated powers, who has a direct or indirect financial interest, as defined below, is an  
1430 interested person.  
1431 B. Financial Interest. A person has a financial interest if the person has, directly or indirectly,  
1432 through business, investment, or family:  
1433 1. An ownership or investment interest in any entity with which CGRA has a transaction or  
1434 arrangement,  
1435 2. A compensation arrangement with CGRA or with any entity or individual with which  
1436 CGRA has a transaction or arrangement, or  
1437 3. A potential ownership or investment interest in, or compensation arrangement with, any  
1438 entity or individual with which CGRA is negotiating a transaction or arrangement.  
1439 Compensation includes direct and indirect remuneration as well as gifts or favors that are  
1440 not insubstantial.  
1441

1442 Section 3. Procedures.

- 1443 A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested  
1444 person must disclose the existence of the financial interest and be given the opportunity to disclose  
1445 all material facts to the directors and members of committees with governing board delegated  
1446 powers considering the proposed transaction or arrangement.  
1447 B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all  
1448 material facts, and after any discussion with the interested person, he/she shall leave the governing  
1449 board or committee meeting while the determination of a conflict of interest is discussed and voted  
1450 upon. The remaining board or committee members shall decide if a conflict of interest exists.  
1451 C. Procedures for Addressing the Conflict of Interest.  
1452 1. An interested person may make a presentation at the governing board or committee  
1453 meeting, but after the presentation, he/she shall leave the meeting during the discussion  
1454 of, and the vote on, the transaction or arrangement involving the possible conflict of  
1455 interest.  
1456 2. The chairperson of the governing board or committee may, if appropriate, appoint a  
1457 disinterested person or committee to investigate alternatives to the proposed transaction  
1458 or arrangement.  
1459 3. After exercising due diligence, the governing board or committee shall determine  
1460 whether CGRA can obtain with reasonable efforts a more advantageous transaction or  
1461 arrangement from a person or entity that would not give rise to a conflict of interest.  
1462



- 1463 4. If a more advantageous transaction or arrangement is not reasonably possible under  
1464 circumstances not producing a conflict of interest, the governing board or committee  
1465 shall determine by a majority vote of the disinterested directors whether the transaction  
1466 or arrangement is in CGRA's best interest, for its own benefit, and whether it is fair and  
1467 reasonable. In conformity with the above determination it shall make its decision as to  
1468 whether to enter into the transaction or arrangement.
- 1469 D. Violations of the Conflicts of Interest Policy.
- 1470 1. If the governing board or committee has reasonable cause to believe a member has failed  
1471 to disclose actual or possible conflicts of interest, it shall inform the member of the basis  
1472 for such belief and afford the member an opportunity to explain the alleged failure to  
1473 disclose.
- 1474 2. If, after hearing the member's response and after making further investigation as  
1475 warranted by the circumstances, the governing board or committee determines the  
1476 member has failed to disclose an actual or possible conflict of interest, it shall take  
1477 appropriate disciplinary and corrective action.  
1478

1479 Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated  
1480 powers shall contain the following.

- 1481 A. The names of the persons who disclosed or otherwise were found to have a financial interest in  
1482 connection with an actual or possible conflict of interest, the nature of the financial interest, any  
1483 action taken to determine whether a conflict of interest was present, and the governing board's or  
1484 committee's decision as to whether a conflict of interest in fact existed.
- 1485 B. The names of the persons who were present for discussions and votes relating to the transaction or  
1486 arrangement, the content of the discussion, including any alternatives to the proposed transaction  
1487 or arrangement, and a record of any votes taken in connection with the proceedings.  
1488

1489 Section 5. Compensation.

- 1490 A. A voting member of the governing board or voting member of any committee who receives  
1491 compensation, directly or indirectly, from CGRA for services is precluded from voting on  
1492 matters pertaining to that member's compensation.
- 1493 B. No voting member of the governing board or any committee whose jurisdiction includes  
1494 compensation matters and who receives compensation, directly or indirectly, from CGRA, either  
1495 individually or collectively, is prohibited from providing information to any committee regarding  
1496 compensation.  
1497

1498 Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board  
1499 delegated powers shall annually sign a statement which affirms such person:

- 1500 A. Has received a copy of CGRA's conflicts of interest policy,  
1501 B. Has read and understands this policy,  
1502 C. Has agreed to comply with this policy, and  
1503 D. Understands CGRA is a nonprofit which must engage primarily in activities which accomplish  
1504 one or more of its purposes.  
1505

1506 Section 7. Periodic Reviews.

1507 To ensure CGRA operates in a manner consistent with charitable purposes and does not engage in activities that  
1508 could jeopardize its status, periodic reviews shall be conducted by the Board of Directors.  
1509

#### 1510 **Rule 6. Whistleblower Policy**

1511 Section 1. If any member of CGRA reasonably believes that some policy, practice, or activity of CGRA is in  
1512 violation of law, a written complaint must be filed by that member with the Secretary.  
1513

1514 Section 2. It is the intent of CGRA to adhere to all laws and regulations that apply to the nonprofit organization and  
1515 the underlying purpose of this policy is to support the organization's goal of legal compliance.  
1516  
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1519 Section 3. The support of all members of CGRA is necessary in achieving compliance with various laws and  
1520 regulations.

1521

1522 Section 4. All members of CGRA are protected from retaliation if any member of CGRA brings the alleged  
1523 unlawful activity, policy, or practice to the attention of CGRA and provides CGRA with a reasonable opportunity to  
1524 investigate and correct the alleged unlawful activity.

1525

1526 Section 5. The protection described below is available to all members of CGRA that comply with this requirement.

1527

A. CGRA will not retaliate against a member of CGRA who in good faith, has made a protest or  
1528 raised a complaint against some practice of the CGRA, or of another individual or entity with  
1529 whom CGRA has a business relationship, on the basis of a reasonable belief that the practice is in  
1530 violation of law, or a clear mandate of public policy.

1531

B. CGRA will not retaliate against members of CGRA who disclose or threaten to disclose to an  
1532 Official of CGRA or a public body, any activity, policy, or practice of the CGRA that the member  
1533 of CGRA reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to  
1534 law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or  
1535 protection of the environment.

1536

C. CGRA will not sanction the use of this Whistleblower Policy to be used as a means to defame or  
1537 attack members.

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