

# **CANADIAN BISON ASSOCIATION CONSTITUTION**



## **ASSOCIATION CANADIENNE DU BISON**

*August 25, 2009*

## **BY-LAWS**

### Section 1. **NAME**

- 1.1. The association shall be known as the Canadian Bison Association, hereafter the CBA.
- 1.2. The association's logo shall be CBA.
- 1.3. The seal of the Association shall be:

### Section 2. **TERMINOLOGY**

The animal referred to and governed by these by-laws

1. bears the scientific name *Bison bison*, with two known subspecies: *Bison bison* (commonly referred to as Plains Bison) and *Bison bison athabascae* (commonly referred to as Wood Bison).
2. Bears the category Parkland Bison which is defined as a mixture of both Plains Bison and Wood Bison and may be defined by varying degrees of percentage of either Plains Bison or Wood Bison.

#### **Other Terminology used includes:**

3. Foundation Stock; refers only to either Plains Bison or Wood Bison as defined by these by-laws.
4. Conservation Herds: Refers to bison herds consisting of management practices identified as suitable to assist in retaining the natural characteristics of bison.
5. Registered: refers to either Foundation Stock Plains Bison or Foundation Stock Wood Bison or Bison entered into the Plains Bison Herd Book or the Wood Bison Herd Book.
6. Recorded: refers to all bison recorded in the Parkland Herd book.

### Section 3. **OBJECTIVES**

- 3.1. The principal purpose of this Association is to develop and promote the species and register bison pedigrees throughout Canada.
- 3.2. To provide an umbrella organization for bison breeders in order to foster cooperation and communication for the betterment and development of the breed.
- 3.3. To support all legally recognized organizations whose objectives are preserving and improving the bison species and safeguarding Canada's wildlife.
- 3.4. To maintain breeding records, indicating origin and lines, of bison and its subspecies and to compile, preserve, and publish pertinent documents and data.
- 3.5. To establish breed standards and maintain a registration system.
- 3.6. To compile industry statistics and furnish pertinent official information.
- 3.7. To publish and distribute a variety of pertinent literature for the benefit of Canadian breeders.
- 3.8. To recognize and promote the unique merits of bison and develop production and public acceptance of bison and bison products by supporting research, public awareness, quality control programs and other initiatives that support the bison industry.

3.9 . To manage and maintain meat grading standards in Canada.

3.10 . To manage and maintain research marketing needs of the Canadian Bison industry.

#### Section 4. **MEMBERSHIP**

##### 4.1. **Membership Categories**

##### 4.1.1. **Honorary Life Members**

4.1.1.1. The Board of Directors may appoint honorary life members at the annual general meeting.

4.1.1.2. Recipients shall receive all due honors.

##### 4.1.2. **Active Members**

Any individual, partnerships, or corporations constituted under federal or provincial charter that own bison are eligible for active membership provided they have joined one of the seven (7) Regional Organizations listed in 4.1.6. and that Regional Organization has forwarded to the Canadian Bison Association the Annual fee set by the CBA Board of Directors as listed under CBA Policy. The CBA Board sets the CBA annual membership fees with regional membership fees being set by regional organizations. Membership fees are due January 1st of each calendar year.

##### 4.1.3. **Associate Members**

Any person, partnership, firm, business directly or indirectly involved in the protection, promotion and growth of the bison industry who does not own bison shall be eligible to be an associate member. The Board of Directors of the Canadian Bison Association set Associate Membership fees.

##### 4.1.4. **Regional Organizations**

Regional Organizations may be formed and shall operate under Regional Constitutions that have been approved by the Board of Directors of the Canadian Bison Association.

4.1.5. The Regional Organizations' Constitutions shall be registered by a Provincial Government in which that Organization exists and such Constitution shall be similar to and shall not conflict in any manner whatsoever with the Canadian Bison Associations Constitution.

4.1.6. The seven (7) Regional Associations whose members automatically become members of the Canadian Bison Association as described in 4.1.2. and 4.1.3. are listed as follows:

1. Maritimes Bison Association
2. Union québécoise du Bison (Quebec Bison Association)
3. Ontario Bison Association
4. Manitoba Bison Association
5. Saskatchewan Bison Association
6. Bison Producers of Alberta
7. B.C. Bison Association

4.2. **Membership Applications**

4.2.1. Applications for membership shall be submitted on prescribed forms.

4.2.2. All members are bound by these by-laws, amendments thereto, and any other by-laws of the Association.

4.2.3. Applications for annual membership of legally constituted partnerships or corporations shall identify the resident shareholder authorized to vote and sign for the company.

4.2.3.1. Corporations and limited companies must further file with the Association documents establishing the authority of its representative partner(s) upon request.

4.2.3.2. A representative of a partnership or corporation, other than those indicated on the application may vote or otherwise represent their organization and vote during meetings provided the Association receives prior written notice.

4.2.4. An individual member in good standing may transfer his annual membership to a partnership established with members of his immediate family.

4.3. **Member in Good Standing**

4.3.1. Members having met all their financial obligations to the Association and who have not been otherwise suspended from active membership shall be considered to be in good standing.

4.4. **Financial Liability**

4.4.1. The financial liability of members shall be the amount due in respect of membership fees and any other fees or services due to the Association.

4.5. **Rights and Privileges**

4.5.1. Only members in good standing can enjoy the rights and privileges of membership.

4.5.2. All members deemed in good standing according to these by-laws shall enjoy the same rights and privileges and bear the same liabilities as the founders of the Association.

4.6. **Date of Membership**

4.6.1. Memberships coincide with the calendar year.

4.6.2. Membership fees are due on or before January 1. Members not having paid their fees by January 1 shall be removed from the membership rolls.

4.6.3. Members dropped from the rolls under the provisions of Section 4.6.2. shall be reinstated upon payment of their dues in arrears for the current year.

4.7. **Voting**

4.7.1. Only active members in good standing may vote or propose amendments to these by-laws.

4.7.2. Even when all other conditions have been waved, the right to vote is contingent upon the member's name appearing on the membership rolls at least seven days before the date of the annual meeting.

4.7.3 Members shall have a single vote regardless of the number of memberships they hold.

4.8. **Eligibility to Hold Office**

4.8.1. To be eligible to hold office, a member must reside in Canada, own bison, be 18 years of age or older, and have been a member in good standing for at least one year at the time of election. The position of International Director may not necessarily reside in Canada.

Section 5. **SUSPENSION, EXPULSION, INFRACTIONS AND PENALTIES**

5.1. **Membership Suspension**

5.1.1. The Board of Directors or the Pedigree Committee may decide to suspend a member's privileges for a specific period until the requirements of the Board of Directors have been fulfilled.

5.1.2. The Board of Directors may decide to suspend or expel a member in accordance with section 61 of the Animal Pedigree Act (1988) or if the member does not fulfill the obligations reflected in Sections 3. 4.1.2; and 4.1.3 of these bylaws.

5.2. **Suspended Registrations**

5.2.1 The Association or its Pedigree Committee may suspend any registration or transfer for irregularities.

5.2.2. Such suspension shall remain in effect until rescinded either by the Association or by resolution of the Pedigree Committee.

5.3. **Expulsion**

5.3.1. Expulsion means loss of membership privileges for an indefinite or limited period of time.

5.3.2. Anyone expelled from any organization constituted under the Animal Pedigree Act shall not be eligible for Association membership or, if an Association member at the time of expulsion, shall be similarly expelled from the Association.

5.4. **Suspension/Expulsion by the Board of Directors**

5.4.1. The Board of Directors shall be empowered to suspend or expel any member who contravenes or fails to observe these by-laws in accordance with the provisions of section 61 of the Animal Pedigree Act.

5.4.2. The Board of Directors may immediately suspend or expel any breeder whose records and identification system are not found to be in accordance with the pertinent by-laws upon inspection.

5.4.3. Any subsequent registration or transfer may be refused. In addition, should the member's records and means of identification prove to be in a state of disorder that the identity of some cows or the entire herd is questionable, the Board of Directors may suspend or cancel the registration of the bison in question (including subspecies).

5.4.4. Suspended or expelled individuals have 60 days in which to appeal to the board of Directors for reinstatement. At its next meeting, the Board of Directors shall reinstate the individual if so voted by a majority of the directors.

5.4.5. Anyone failing in such an appeal may submit his request for reinstatement to the next general assembly of the Association, which requires ratification by a minimum of two-thirds of the attending members that are eligible to vote.

#### 5.5. **Fraudulent Registration or Transfers**

5.5.1. Registration or transfer of ownership of bison shall be carried out only if correct information is provided on the application form. The Pedigree Committee can cancel any registration or transfer containing incorrect or false information.

5.5.2. Incorrect certificates may be cancelled or reregistered by the owner or the Association at the expense of the applicant having first incorrectly filed the document in question.

#### 5.6. **Pedigree Committee Action**

5.6.1. Information that might lead to a breeder's suspension or expulsion should be brought to the attention of the Pedigree Committee. The committee shall scrutinize the information and then notify the breeder in writing to present his defense at a meeting scheduled no sooner than fifteen (15) days later.

#### 5.7. **Responsibility**

5.7.1. Suspended or expelled members shall have no claim to Association property or assets.

#### 5.8. **Notification of the Minister of Agriculture and Agri-Food Canada**

5.8.1. The Minister of Agriculture and Agri-Food Canada shall be notified of the permanent suspension or expulsion of any Association member and the cancellation or suspension of certificates.

### Section 6. **OFFICES**

6.1. The head offices of the Association shall be located in Canada at a location specified by the Board of Directors.

6.2. Pedigree registration shall be carried out by the Canadian Livestock Registration Corporation, 2417 Holly Lane, Ottawa, Ontario, K1V 0M7, in the name of the Association.

### Section 7. **FISCAL YEAR**

7.1. The Association's fiscal year end shall be August 31, of each year.

## Section 8. **DIRECTORS, OFFICERS, AND COMMITTEES**

### 8.1. **Structure**

8.1.1. Association business shall be conducted by a Board of Directors comprised of up to three (3) directors from Alberta duly appointed and two (2) directors duly appointed by each of the other Regional Organizations to be a Director on the CBA Board of Directors for a two-year term. Directors are appointed by their Regional Organization so that each term of office shall be completed in alternate years. The International Director shall be an individual in good standing who is nominated for a two-year term by a majority vote of the Board of Directors of the National Bison Association, and ratified by a majority vote of all votes cast at the Canadian Bison Association annual meeting.

8.1.2. No member shall hold more than one office at a time in the Association.

8.1.3. On completion of the two-year term directors must be re-appointed or replaced by their respective regional association membership.

8.1.4. The outgoing chairman may sit with full privileges as an ex officio director until the outgoing chairman is replaced.

8.1.5. The appointed Directors to the Canadian Bison Association shall constitute the fully empowered Board of Directors of the Canadian Bison Association.

8.1.6. Each of the seven (7) Regional Organizations shall advise the Canadian Bison Association of such appointment not less than thirty (30) days before the Canadian Bison Association's Annual General Meeting. Those newly appointed will begin their two (2) year term immediately following the adjournment of the Annual General Meeting.

### 8.2. **Delegation of Powers**

8.2.1. The Board of Directors may delegate any of its powers to the executive committee.

### 8.3. **Election of Officers by the Board of Directors**

8.3.1. At the first Board meeting following the annual general meeting, the Board shall elect the following officers from among the directors:

- \* Chairperson - who will serve as the CBA President
- \* Vice-Chairperson - who will serve as the CBA Vice President
- \* Zone 1 designated director
- \* Zone 2 designated director
- \* Treasurer (if the position of General Manager has not been filled) or director, as the case may be.

Their terms of office shall be one (1) year. The Board of Directors shall appoint a Secretary who need not be a member of the Association.

8.3.2. For the purpose of electing Zone 1 and Zone 2 designated Directors. Zone 1 is that area of Canada situated west of the Manitoba/Saskatchewan border. Zone 2 is that area of Canada situated east of the Saskatchewan/Manitoba border.

8.3.3. It is the desired policy of the Canadian Bison Association that the Chairperson and Vice-

Chairperson be from different Zones.

8.4. **Executive Committee**

8.4.1. The elected officers shall comprise the executive committee.

8.4.2. A copy of the minutes of each executive committee meeting shall be distributed to each director within ten (10) days following the meeting.

8.5 **Vacancies**

8.5.1. Vacancies on the Board of Directors caused by the resignation, dismissal, or death of a director must be filled by a member of the regional association that has the vacancy. The newly appointed director shall complete the rest of the term, whereupon they are eligible for re-appointment.

8.6. **Chairman**

8.6.1. **Functions**

8.6.1.1. To preside over Association, Board, and Executive Committee meetings.

8.6.1.2 To generally supervise the Association's business.

8.6.1.3. To do all acts and duties in accordance with the functions of chairmen of similar organizations.

8.6.2. The Chairman shall sit as a member of all committees.

8.7. **Vice-chairman**

8.7.1. The Vice-chairman shall be elected in the same manner as the chairman. He shall perform the functions of the chairman in his absence.

8.8. **Designated Directors**

8.8.1. The directors designated to either of the zones shall be elected for the same term as the chairman.

8.8.2. These directors shall promote the Association in their respective zones.

8.8.3. These directors shall submit written reports about their activities in their respective zones to the executive committee.

8.8.4. These directors shall assist the Chairman and the Executive Committee in applying the Association's by-laws as well as adherence to provisions regarding pedigrees and animal registration.

8.9. **Office Manager**



8.9.1. The duties of the Office Manager shall be to attend all meetings of the Association, the Board of Directors, and the Executive Committee (if requested by the Executive); to take precise minutes of all proceedings, and to carry out all responsibilities delegated to him/her by the Board of Directors or the Executive Committee in accordance with the Association's by-laws.

8.9.2 The Office Manager shall maintain the articles of incorporation and by-laws of the Association as well as all amendments thereto approved by the Minister of Agriculture and Agri-Food Canada. He/she shall make the by-laws available to the membership at all reasonable times for inspection and making copies thereof.

8.10. **Treasurer**

8.10.1. The Treasurer shall have charge and custody of and be responsible for all funds of the Canadian Bison Association.

8.10.2. The Treasurer with the assistance of the Office Manager shall receive and give receipts for moneys due and payable to the Association from all sources and deposit all monies in the name of the Canadian Bison Association in such Financial Institutions selected by the Board of Directors.

8.10.3. The Treasurer, with the assistance of the Office Manager, shall properly maintain the Association's account books or other items generally included therein and furnish periodically a detailed financial statement and reports on other transactions in accordance with instructions from the Board of Directors or the Executive Committee.

8.11. **Executive Director**

8.11.1. The Directors can appoint an Executive Director from outside the Board to assume the duties of manager and acting under the authority of and with the approval of the Board of Directors. The Executive Director shall sit on the Executive Committee but has no voting privileges.

8.11.2. He shall provide a guarantee in the amount specified by the Board of Directors.

8.11.3. The Board of Directors shall approve the length of his contract and salary.

8.12. **Registrar**

8.12.1. The Canadian Livestock Records Corporation shall designate a person to act as registrar for the Association.

8.12.2. The Registrar shall maintain Association pedigree records, record entries and transfers in accordance with the Association's by-laws, issue certificates of registration, and carry out any other duties deemed necessary by the Association.

8.13. **Pedigree Committee**

8.13.1. The Pedigree Committee shall be selected by the Board of Directors. It shall be comprised of a minimum of two CBA members and one member of the Board of Directors who will act as committee chair and be responsible for communicating with the Board.

8.13.2. The committee shall be responsible for providing advice and direction to the Board of Directors on all registry issues and administer the business of the registry including, but not limited to, animal registrations, transfers, Foundation stock assessment and conservation herd designation.

8.13.3. It shall also be responsible for studying and recommending to the Board of Directors amendments to by-laws and changes to procedures and policies.

8.13.4. It shall also submit reports of its activities to the Board of Directors.

8.13.5. The committee shall be empowered to suspend, cancel and reinstate certificates of registration and to suspend or reinstate members by unanimous decision. Suspended members or owners with suspended certificates of registration can request reinstatement under the provisions of section 5. The committee shall notify the Board of Directors of all its decisions, which shall appear in the minutes of the next meeting.

#### 8.14. **Special Committees**

8.14.1. The Board may appoint directors or Association members to special committees which must be chaired by a director.

8.14.2. All committee decisions must be submitted to the Board of Directors for approval.

8.14.3. All official committee and other files must be maintained at the CBA office.

#### 8.15. **Representatives**

8.15.1. Representatives to other associations, if required, shall be appointed by the Board of Directors.

#### 8.16. **Cheque Signing**

8.16.1. All cheques issued by the Canadian Bison Association must be signed by one of the two directors authorized by the Board of Directors and by staff authorized by the Board. Where there is no acting Executive Director the authority is given to the appointed Treasurer.

#### 8.17. **Remuneration of Directors**

8.17.1. In accordance with section 13.2 of the Animal Pedigree Act (1988), directors shall receive no remuneration for serving on the Board of Directors. Incurred expenses as well as consultation fees are allowable, even for a director acting in an expert capacity.

#### 8.18 **Conflict of Interest and Disclosure**

8.18.1 It shall be the responsibility of every Board Member to declare a conflict of interest. A Board member shall abstain from voting on or participating in any discussion on any item in relation to which the member has a declared conflict of interest.

### Section 9. **AUDITOR**

9.1. The Association shall appoint one or more auditors at each annual meeting.

9.2. The auditor(s) shall examine the financial statements of the Association and supporting documents, certify the exactitude of the statements of receipt and expenditure and the assets and liabilities for the fiscal year to be reported at the next annual meeting.

## Section 10. **MEETINGS**

### 10.1. Annual Meeting

10.1.1. The Association's annual meeting shall be held at the time and place specified by the Board of Directors.

10.1.2. The Board of Directors shall announce or notify by mail the time and place of the general meetings.

10.1.3. Meeting notices must be sent to each member at their last address on record at least thirty (30) days prior to the scheduled meeting or by a notice in the Association's official newsletter, should one exist.

10.1.4. A copy of calls to annual or general meetings, identical to that sent to the membership, shall be forwarded to the head of livestock registration at Agriculture and Agri-Food Canada.

10.1.5. For general meetings held by mail, the Executive Director shall send a ballot and an agenda of the topics requiring a decision to each member in good standing by registered mail. A quorum of fifteen (25 as provided for under section 10.4) is required and shall be established by the number of ballots returned by registered mail to the indicated address within thirty (30) days or receipt. A majority vote is sufficient to carry a decision.

10.1.6. All original documents shall be maintained at the head office by the authorized person. The directors shall, at the last board meeting prior to the annual meeting, appoint a supervisory committee that will certify the results for presentation at the annual meeting.

### 10.2. **Board of Directors Meetings**

10.2.1. Calls to board meetings, other than those immediately preceding and following the annual meeting, shall be sent to the directors at least fifteen (15) days prior to the date of the meeting.

10.2.2. Board meetings can be held with shorter notice or without any notice subject to approval by all the directors. In such instances, the minutes shall reflect the decision and include the written acceptance or each director.

10.2.3. Board of Director Meetings can also be held by mail. In this case, the Executive Director shall send a list of all topics requiring a decision and a ballot to each director either by registered mail, fax or e-mail. A quorum of seven (7) as provided for under section 10.4.2. is required and shall be established by the number of ballots returned by registered mail, fax or e-mail to the indicated address within fifteen (15) days of receipt. A majority vote is sufficient to carry a decision. All original documents shall be maintained at the head office by the authorized person. The directors shall, at the last board meeting prior to the annual meeting, appoint a supervisory

committee that will certify the results for presentation at the annual meeting.

10.2.4. During Board of Directors meetings, Directors who are unable to attend the meeting can be contacted by phone or fax to register their vote on any issue. Votes by written proxy will be permitted. Written, representative proxy votes will be accepted.

### 10.3. **Executive Committee Meetings**

10.3.1. Calls to Executive Committee meetings shall be mailed to committee members at least fifteen (15) days prior to the date of the meeting.

10.3.2. Committee meetings can be held with shorter notice or without any notice subject to approval by all members. In such instances, the minutes shall reflect the decision and include the written acceptance of each director.

10.3.3. Executive Committee meetings can also be held by mail. In this case, the Executive Director shall send a list of all topics requiring a decision and a ballot to each committee member either by registered mail, fax, or e-mail. A quorum of three (3) as provided for under section 10.4 3 is required and shall be established by the number of ballots returned by registered mail, fax or e-mail to the indicated address within fifteen (15) days or receipt. A majority vote is sufficient to carry a decision. All original documents shall be maintained at the head office by the authorized person. The directors shall, at the last board meeting prior to the annual meeting, appoint a supervisory committee that will certify the results for presentation at the annual meeting.

### 10.4. **Quorum**

10.4.1. The quorum for annual or general meetings shall be twenty five (25) voting members.

10.4.2. The quorum for Board of Director meetings shall be seven (7).

10.4.3. The quorum for Executive Committee meetings shall be three (3).

### 10.5. **Voting**

10.5.1. Voting at meetings shall proceed by the raising of hands unless a voting member requests a secret ballot. To be carried, motions must receive a majority of 50% plus 1.

## Section 11. **AGENDAS**

11.1. The agenda for general and annual meetings shall follow the following pattern:

1. Roll
2. Determining if a quorum is present.
3. Approval of the agenda.
4. Approval of the minutes of the last meeting.
5. Correspondence
6. Reports from Regional Organizations
7. Old business.
8. New business
9. Verification by written confirmation of appointment of each of the eight (7) Regional Organizations of their Director to the Canadian Bison Association, if required in the case of an Annual Meeting.

10. Amendments to by-laws.
11. Adjournment

11.2. Robert's Rules of Order shall serve as a guide in all Canadian Bison Association meetings.

Section 12. **AUDITOR'S REPORT AND YEARLY FINANCIAL STATEMENT**

12.1. The Board of Directors shall submit a duly audited detailed statement of the Association's income, expenditures, assets, and liabilities at each annual meeting.

12.2. In accordance with the provisions of section 60 of the Act (1988), a copy of the audited financial statement and the annual report shall be sent to the Minister of Agriculture and Agri-Food Canada within thirty (30) days of the annual meeting.

12.3. **Expenditures, Income, and Property**

12.3.1. Whatever their origin, the income and property of the Canadian Bison Association may be used only for purposes calculated to promote and develop the Association. No part of these monies or property may be directly or indirectly transferred or paid to any former, present, or future members or to any other person through a member except bona fide debts or payments; remuneration owing to the Executive Director, Office Manager, Registrar, Editor of Smoke Signals, or to any other person, member or not, for services rendered, including pension plan contributions for the aforementioned persons, as well as the expenses of Directors and other Officers incurred in carrying out Association business.

Section 13. **AMENDMENTS**

13.1. These by-laws may be amended during the annual meeting by a two thirds vote of attending voting members. No amendment, however, has any force or effect until the Minister of Agriculture and Agri-Food Canada approves the amendment and causes a Certificate of By-law Amendment to be issued.

13.2. Proposed amendments must be signed by two members in good standing, submitted to the Association at least sixty (60) days prior to the annual meeting, and distributed to all members at the same time as the call to meeting, otherwise, the proposal can not be tabled at the annual meeting.

13.3. The annual meeting can consider only those chapters or sections relating to the proposed amendments circulated with the call to meeting, except by-laws pertaining to costs, in which case only the costs themselves may be changed. The wording of the modification may be changed at the meeting.

13.4. A copy of these changes shall be sent to the Minister of Agriculture and Agri-Food Canada.

Section 14. **RECORDS**

14.1. **Herd and Stud Book**

14.1.1. A record of pedigrees entitled "Canadian Plains Bison, Wood Bison and Conservation Herd Book" shall be maintained and published by the Canadian Livestock Records Corporation

(CLRC). The Board of Directors shall decide the publication date and form.

14.2. **Breeding Records**

14.2.1. All members shall maintain breeding and pedigree records detailing their breeding operations.

14.2.2. These records shall be made available at all reasonable times for inspection by official representatives of the Association and the Minister of Agriculture and Agri-Food Canada.

Section 15. **PEDIGREE REGISTRATION**

15.1. **Certificate of Registration**

15.1.1. A certificate of registration, conforming to Association standards, shall be issued by the CLRC in the name of the Canadian Bison Association for all living registered bison.

15.1.2. The Board of Directors shall determine the format of the certificates.

15.2. **Suspended Members**

15.2.1. Suspended and expelled members shall lose the right to register pedigrees with the Association.

Section 16. **INDIVIDUAL IDENTIFICATION AND HERD LETTER REGISTRATION**

16.1. **Herd Letter Registration**

16.1.1. A breeder must request his individual, exclusive herd letters from the CLRC.

16.1.3 The first letter of the herd combination shall be the provincial or regional letter.

16.1.4 The provincial or regional letters assigned are;

B - British Columbia

A - Alberta

S - Saskatchewan

M - Manitoba

O - Ontario

P - Quebec

N - Nova Scotia, Newfoundland, New Brunswick, Prince Edward Island

W - North West Territories

Y - Yukon

16.2. **Use of Herd Letters by Other Persons**

16.2.1. A breeder may authorize the members of his immediate family (spouse or children) to use his herd letters as long as all the bison form a single herd. This authorization must be on file at the Association.

16.2.2. Herd letters assigned to a company or farm (rather than to an individual person) are for

its exclusive use and may not be used by any other member.

### 16.3. **Individual Identification of Bison**

16.3.1. Foundation Stock and Registered Stock of the Plains Bison Herd Book and the Wood Bison Herd Book, and Recorded Stock bison shall be individually identified by methods approved by the Board of Directors and approved by the Minister of Agriculture and Agri-Food Canada.

16.3.2. Permanent animal identification shall consist of the appropriate Canadian Bison Association tag and at least one additional form of identification which can be: 1) an approved dangle tag which corresponds to the Canadian Bison Association approved RFID tag; 2) a Ketchum curl-lock tag, 3) an ear tattoo.

16.3.3. The letters I, O, Q, and V shall not be used to indicate the year.

### 16.4. **Individual Identification of Bison Calves**

16.4.1. All calves shall be individually identified in accordance with Association by-laws, section 16.3. before applying for registration.

16.4.2. No identification mark may be used on more than one animal.

### 16.5. **DNA Sample Requirements**

16.5.1. The Pedigree Committee may require the submission of DNA samples for genetic identification purposes in conjunction with applications for registration for Foundation Stock, purebred stock or percentage crossbred bison. Samples will be stored for safe keeping and future reference at a location approved by the Board of Directors.

### 16.6. **Supervision of Individual Identification of Bison**

16.6.1. The individual identification of bison is subject to supervision and inspection as provided for under section 19 of these by-laws.

## Section 17. **REGISTRATION OF NAMES**

All bison registered in the Canadian Bison Association herd book must be named according to the following:

17.1. A breeder may register an exclusive prefix used in naming his bison by applying to the Canadian Livestock Records Corporation and paying the appropriate fee.

17.2. An individual prefix shall be issued only to a person or partners. When registering a prefix, priority of usage and application for registration are taken into consideration. Any dispute pertaining to the priority of a herd prefix shall be referred to the Board of Directors.

17.3. Prefixes to names may be comprised of letters. A name shall not contain more than thirty (30) letters or characters, including the number prefix and spaces.

17.4. Prefixes may be transferred from one owner to another by applying to the Canadian

Livestock Records Corporation.

17.5. An owner's herd name may be used by members of his immediate family provided that his written permission to do so is on-file at the head office of the Canadian Livestock Records Corporation.

17.6. The Association reserves the right to refuse any name that may be misleading in terms of the animal's origin or bloodline. Neither shall names of the Royal Family nor that of contemporary heads of state be accepted.

17.7. Names of bison shall not be duplicated.

17.8. An animal's name may be changed provided the application is filed within twelve (12) months of registration and none of its offspring have been registered with the Canadian Livestock Records Corporation. If these conditions are met, the owner of the animal at its birth must file a new registration application, accompanied by the original certificate of registration and the appropriate fee, with the Canadian Livestock Records Corporation.

17.9. All bison from foreign countries must be registered under the name appearing on the certificate of registration issued by the country of origin.

#### Section 18. **BREEDER HERD BOOK**

18.1. Breeders shall maintain an individual herd book, including the name, registration number, identification, and other pertinent information of each breeding dam. Furthermore, the book shall also contain, near the entry for each breeding dam, the name, birth date, individual identification, and the registration number for the sire of each of her calves. The entries must be made when the calf is marked for identification. The herd book shall be made available for inspection in accordance with the provisions of section 19. With the approval of the Board of Directors, the Pedigree Committee may develop and require the use of a standardized herd book for the purposes of the bison registry.

#### Section 19. **RIGHT OF INSPECTION**

19.1. The Board of Directors shall be empowered at all times to appoint an inspector to examine, on behalf of the association, the keeping of pedigrees, private herd books, and identification systems of individual breeders with bison registered with the Canadian Bison Association. The Board shall also have the power to appoint an inspector to investigate a particular complaint or to appoint, at the annual meeting, an inspector charged with investigating all complaints lodged with the Board of Directors.

19.2. Such duly appointed inspectors shall, upon direct orders from the Board of Directors, be empowered to investigate on site the member's private herd book (pedigree and breeding records) and system of identification as well as take DNA samples.

19.3. The Minister of Agriculture and Agri-Food Canada or his designated representative shall also have the right to inspect private herd books and systems of identification, and take DNA samples. When the Minister makes an inspection request, the Executive Director of the Canadian Bison Association must be notified without delay.

#### Section 20. **FOUNDATION STOCK**



## 20.1. **Identification of Foundation Stock**

20.1.1. The Pedigree Committee or their designate inspector(s) is responsible for identifying Foundation Stock.

20.1.2. Upon request from a breeder, the Pedigree Committee will designate, at the appropriate time, an inspector(s) to determine if the bison in question are Foundation Stock of Plains Bison Herd Book or Wood Bison Herd Book. Conservation herds may be approved in accordance with criteria approved by the Board of Directors. Conservation herds meeting all criteria are eligible for recognition as Foundation Herds, upon request and final approval of the Minister of Agriculture and Agri-Food Canada. Bison from Foundation Herds may be registered as Purebred as per registry requirements.

20.1.3. The inspector(s) shall be responsible for monitoring the permanent animal identification system employed by applicants to identify Foundation Stock bison.

## 20.2. **Registration Eligibility of Foundation-stock Offspring**

20.2.1. The calves of a Foundation Stock herd are eligible for registration provided they meet the conditions stipulated under sections 16.4 and 21 of these by-laws. Calves born prior to Dec. 31, 2005 to bison that were registered as Foundation Stock prior to Dec. 31, 2004 are eligible for registration as Foundation stock provided the criteria set out in 16.3, 16.4, 16.5 and 21 are met.

## Section 21. **ELIGIBILITY REQUIREMENTS**

Registration of all Foundation Stock other than Conservation Herds shall be subject to the rules of eligibility, procedures for application for registration, individual identification of bison and inspection requirements as set out in these bylaws as well as ministerial recognition. The period of eligibility for Foundation Stock recognition by the Minister of Agriculture and Agri-Food Canada other than Conservation Herds shall terminate December 31, 2011.

### 21.1. **Eligibility Standards for Identification of Foundation Stock.**

21.1.1 Eligibility for Foundation Stock registration in the Plains Bison Herd Book or Wood Bison Herd Book other than Conservation Herd Book will be restricted to bison with producer records and other documentation sufficient to establish the herd genetic origin and make-up. These shall be supported by signed declarations in accordance with the format approved by the Board of Directors.

21.1.2 Furthermore, eligibility for registration in the Plains Bison Herd Book, Wood Bison Herd Book and Conservation Herd Book will be limited to bison which are inspected in accordance with the rules for Foundation Stock set out in these bylaws and the procedures approved by the Board of Directors. Each animal's eligibility for Foundation Stock of the Plains Bison Herd Book, Wood Bison Herd Book and other than Conservation Herd Book shall be determined at the time of inspection based on whether it meets the minimum characteristics according to the criteria set out in sections 21.1.6 of these bylaws. To be eligible for Foundation Stock registration, bison must be healthy and in good condition. Inspection fees will be set by the Board of Directors on an annual basis.

21.1.3 Bison currently registered as Plains Bison or Wood Bison Foundation Stock under the bylaws in place prior to the 2005 amendments shall retain their status as registered Foundation

Stock, subject to the ongoing authority of the CBA to amend or cancel certificates of registration as may be necessary in accordance with the provisions of these bylaws. The Pedigree Committee will have the authority to request DNA samples for genetic identification purposes as well as the submission of individual animal photographs for remote inspection purposes as well as the authority to require follow-up on-site inspections should it deem such actions are necessary to confirm the Foundation status of bison registered prior to the 2005 amendments.

21.1.4 An Appeal Process will be available for producers who wish to dispute the determination(s) of an inspection. A written request for an appeal must be submitted to the Board of Directors within thirty (30) days of the date of inspection. A three (3) member appeal board will be established on a case by case basis by the Board of Directors to adjudicate such disputes. The costs of the appeal will be born by the producer who lodges it if the appeal fails and by the CBA if the appeal is successful. Fees for the appeal process will be set by the Board of Directors annually.

#### 21.1.5 Conservation Herds

Bison herds containing inspected stock of either Plains Bison or Wood Bison will be eligible to apply for designation as Plains Bison or Wood Bison Conservation Herds in accordance with the criteria approved by the Board of Directors.

21.1.5.1 The criteria for Conservation Herd designation will consist of management practices identified as suitable to assist in retaining the natural characteristics of bison. This criteria may include: Number/Herd Size, Stocking Density, Male/Female Ratio, Size of Land Area, Diversity of Land Area, Degree of Management –vaccination, feed supplement, Degree of Culling and other herd management techniques as approved by the Board of Directors.

21.1.5.2 Conservation herd status will be reviewed annually by the Pedigree Committee. New and renewal applications for Conservation Herd status will be subject to the fees and procedures approved annually by the Board of Directors. Conservation Herds will be subject to periodic inspection and auditing by a Pedigree Committee designated inspector to ensure compliance with the approved conservation management practices. Bison from Conservation Herds may be identified in the registry data-base and registration certificates as having conservation herd status.

#### 21.1.6. **Characteristics of Plains Bison (Bison bison bison) and Wood Bison (Bison bison athabascae)**

Foundation stock inspections will focus on the, (1) Declaration of Herd History, and (2) Physical assessment of the following features:

- 1) Hump morphology
- 2) Ventral neck mane
- 3) Beard
- 4) Cape demarcation
- 5) Chaps

Determination of each animal's type and eligibility for entry into the registry as either plains or wood foundation stock will be according to eligibility criteria approved by the Pedigree Committee and developed for use by inspector(s) appointed by the Pedigree Committee. Eligibility criteria take into account the Olson Character State Score System which is based on research comparing phenotypic characteristics of wood and plains bison.

Inspectors will have the right to approve animals less than three years of age as Foundation Stock. In the event that the maturity of the animal does not allow for an accurate evaluation, animals will be approved conditionally pending inspection and approval after they reach 36 months of age and provided all other provisions of these bylaws concerning registration, including those for animal identification, are met these animals will be granted full Foundation Stock registration.

#### 21.2 **Imported Bison Eligibility for Registration**

The following classes of bison are eligible for registration:

21.2.1. Bison imported from the United States may be eligible for registration in the Canadian Bison Registry provided they have been registered in the North American Bison Registry. In addition, the animal must meet Canadian registration eligibility requirements including its being subject to inspection and approval by the Pedigree Committee.

21.2.2. An animal imported in utero whose dam is registered with the Canadian Bison Association or is recognized by the Association as being of Foundation Stock and whose sire is registered in the general stud and herd book of the country of origin and meets requirements under sections 16.3 and 16.4 or these by laws.

#### 21.3. **Proof of Parentage**

21.3.1. When an owner is unsure of the parentage of his calves, he may still apply for registration, which will remain conditional until the parentage is confirmed. Confirmation will involve a parentage verification test approved by the Board of Directors. The applicant shall bear all costs involved.

21.3.2. The Association can require that the DNA samples of the sire, dam, and calf be typed to establish the bloodline.

#### 21.4. **Artificial Insemination**

21.4.1. A calf resulting from artificial insemination is eligible for registration as long as it meets the Association's registration requirements.

#### 21.5. **Embryo Implantation**

21.5.1. A calf resulting from embryo implantation is eligible for registration as long as it meets the Association's registration requirements and is parentage verified.

### Section 22. **REGISTRATION APPLICATIONS**

22.1. Under these by-laws, registration applications must be typed or handwritten in ink on forms provided by the CBA and/or Canadian Livestock Records Corporation.

22.2. Registration applications for foreign bison must be signed by the importer, dated, and accompanied certificates attesting to their registration in the herd book of the country of origin and in the importer's name.

22.3. In order to register calves imported in utero, all the details regarding the breeding must be certified by the Association holding registration of the sire within twelve (12) months of importation.

22.4. Registration applications for bison born in Canada must be signed by the owner at the time of birth and by the owner of the sire at the time of servicing. The dam must be registered in the Canadian Bison Association's herd book in the owner's name. The sire must be registered in the Canadian Bison Association's herd book in the name of the owner certifying the servicing.

22.5. In all cases, bison shall be registered by the owner of the dam at the date of the calving. If ownership is transferred after birth, an application for transfer must be filed with the appropriate fee.

22.6. Registration applications must indicate if the animal has a twin and, if so, its sex. If this condition is not met, the twin cannot be registered.

22.7. The person owning or renting a cow at the time of servicing is considered its breeder. The dam's owner at the time of calving is considered the first owner.

22.8. The duplication of names must be avoided. A name may be changed when necessary, but should resemble the original name as closely as possible.

### Section 23. **CERTIFICATES OF TRANSFER AND DUPLICATES**

23.1. Following the sale of a registered animal, one eligible for registration, or a purebred, the vendor must provide the buyer with the animal's duly transferred certificate of registration within six (6) months (see section 64. (j) Of the Act). Failure to comply will automatically result in the vendor's expulsion and loss of membership privileges.

23.2. Transfer applications must be typed or handwritten in ink on the forms provided by the Canadian Livestock Records Corporation. The date of the sale and delivery must be indicated and, in the case of a bred cow, the service certificate must be filled out. The certificate and application for transfer must be submitted with the appropriate fee to the Canada Livestock Records Corporation.

23.3. If a registered bison is not sold as a "registered animal", an animal "eligible for registration", or a "purebred", the vendor need not provide the buyer with a duly transferred certificate of registration. He must, however, send the certificate of registration, including all details of the sale, to the Canadian Livestock Records Corporation, so the certificate can be cancelled. This type of transfer of ownership of an animal shall not be recorded in the Association's stud and herd book.

23.4. A duplicate certificate can be issued if the registered owner or his agent files the appropriate form obtained from the Canadian Livestock Records Corporation demonstrating to the Corporation's satisfaction that the original certificate is lost, destroyed or unavailable.

23.5. When an animal dies for whatever reason, its certificate of registration, revealing the cause of death, must be returned to the Canadian Livestock Records Corporation.

### Section 24. **MEMBERSHIP FEES**

24.1. Each year, the Board of Directors may recommend membership fees, subject to approval by a simple majority of the voting members present at the Annual General Meeting.

24.2 All such fees shall be listed in the Registration Policy of the Canadian Bison Association that are not part of this Constitution and shall be attached to this Constitution as an addendum.

Section 25. **FEES FOR REGISTRATION AND IDENTIFICATION OF BISON**

25.1. All registration, transfer, inspection and other fees charged related to the bison registry will be set, approved and published annually by the CBA Board of Directors.

Section 26. **ASSIMILATION PROGRAM**

26.1. Offspring of bison not identified as Foundation Stock may be registered as a percentage animal of that breed if the sire or dam has been identified as Foundation Stock or registered as purebred. Such offspring shall be identified according to their percentage status.

26.1.1

Starting January 1, 2011 the offspring of bison recorded as Parkland Stock may be registered as a percentage animal of either Plains Bison or Wood Bison if the sire or dam has been identified as Foundation Stock or registered as purebred in either Plains Bison or Wood Bison Herd Books- Such offspring shall be identified according to their percentage of Parkland Bison, Plains Bison or Wood Bison.

26.2. The female offspring of bison registered as 3/4 Plains Bison or Wood Bison and a sire or dam identified as Foundation Stock and of the same breed as the Plains Bison or Wood Bison parent therefore 7/8 Plains Bison or Wood Bison shall be identified as Purebred.

26.3. The male offspring of bison registered as 7/8 Plains Bison or Wood Bison and a sire or dam identified as Foundation Stock and of the same breed as the Plains Bison or Wood Bison parent therefore 15/16 Plains Bison or Wood Bison shall be identified as Purebred.

26.4. Offspring of bison of different breeds are not eligible as Foundation Stock. Offspring of registered Foundation Stock or Purebred bison with parents of different breed be they Plains, Wood or percentage Plains-Wood crossbreds are eligible for registration as percentage bison provided they meet the criteria set out for registration in these bylaws. No bison suspected of being the result of crossings other than between Plains Bison and Wood Bison and percentage offspring of those two breeds are eligible for registration that is no offspring resulting from crossing outside the Wood-Plains gene pool including crosses with all other bovids are eligible for registration, or inclusion in Conservation Herds.

Section 27. **PENALTIES**

27.1. Contravention of these by-laws may result in the suspension of membership and loss of the right to register and transfer ownership of bison. Such suspensions shall be carried out consistent with the provisions of section 61 of the Animal Pedigree Act.

27.2. If upon sale of an animal, transfer of ownership is recorded at the Canadian Bison Association or if a declaration of pedigree is made upon registration, and later it is discovered that the sold or registered animal is not the one entered in the records, the Board of Directors shall declare void the transfer or certificate of registration as well as all entries of transfer and descendants of the animal in question.

27.3. Registration and transfer of ownership of bison is based on good faith and the assumption that all information provided on the application is correct. Should it later be determined that any of the information provided is either incorrect or false, the transfer or registration shall be suspended by the Canadian Livestock Records Corporation and revoked by the Canadian Bison Association.

27.4. Pedigrees that have been incorrectly registered shall be cancelled and reregistered with the Canadian Livestock Records Corporation at the original applicant's expense. Neither the Association nor the Canadian Livestock Records Corporation can be held responsible for losses or damages resulting from the suspension, cancellation, and/or correction of any registration or transfer.

27.5. Should inspection reveal that the by-laws regarding the keeping or pedigrees and breeding records or registering bison have been contravened; the Board of Directors may immediately suspend or expel the breeder and reject any previous applications for registration or transfer. Moreover, should inspection reveal that the breeding records and pedigrees have been kept in such a manner that doubt is cast as to the identity of several or all the bison in the herd, the Board of Directors may suspend the certificates of pedigree or a part or the entire herd as of the inspection date. All penalties allowable under the Animal Pedigree Act (1988) for contravention of Association by-laws shall be applicable.

#### Section 28. **CONSULTATION OF MEMBERSHIP**

28.1. No by-law amendments, amalgamation with one or more association, or dissolution of the Association shall be undertaken without prior consultation with the membership in accordance with the provisions of sections 20 through 26 and 58 of the Animal Pedigree Act (1988). Members shall be consulted in writing and given ninety (90) days in which to reply.

#### Section 29. **FOOD SAFETY**

29.1. The Canadian Bison Association shall develop an implement and On Farm Food Safety Program.