

**AMERICAN DEXTER CATTLE ASSOCIATION
Standard Operating Procedures**

1. Membership Fees

	Fees
Individual Member (18 and over)	\$30*
Family/Partnership/Corporation Member	\$45
Junior Member (under 18)	\$30*
Associate Member	\$30
Registration Member	\$30
Honorary Life Member	\$0

*\$25 if paid prior to Feb. 1.

2. Annual Dues

Members are encouraged to pay their annual renewals at the beginning of the calendar year in order to guarantee all the rights and privileges of member status, and inclusion into the yearly Herd Book. There is an additional fee to receive a copy of the Herd Book to be decided by the Board of Directors.

3. Requirements for Membership

a. Application for membership shall be in writing, and each applicant, upon becoming a member, shall be bound by the Bylaws and the Standard Operating Procedures as set forth by the ADCA.

b. Enforcement or interpretation of the Bylaws and the Standard Operating Procedures shall be the responsibility of the Board of the ADCA. In cases where there is a conflict in interpretation, the Member shall be able to submit their concern in writing to the Board of Directors to review the case and render a decision or to refer it to an Arbitration Committee.

c. Members shall be entitled to any of the rights and privileges of the ADCA during any year the annual fee has been paid. No member shall be entitled to vote at any meeting of the ADCA if their membership fees are in arrears at the time the official notice was given calling such meeting.

d. A member may resign from the ADCA at any time by written notice to the Secretary of the ADCA and will be effective upon receipt of the request for resignation (no refund of annual dues).

Registration and Transfer of Animals

Purpose: The purpose of this procedure is to guide owners/breeders through the process of registering and transferring their purebred Dexter cattle with the ADCA.

General Information for Registration and Transfer

1. Application for registration of Dexter cattle shall be made to the ADCA Registrar. A Certificate of Registration shall be furnished by the Registrar for all animals meeting the ADCA registration criteria and shall be sent to the owner on the form adopted by the ADCA.
 - a. A person requesting to register animals and record pedigrees in the ADCA registry must first apply for membership in the ADCA and pay the current year's Annual Membership fees.
 - b. The Registrar is responsible for accepting or refusing registration applications or transfer applications from any person. The Registrar shall request a review and/or recommendation by the Pedigree/Genetics Committee, prior to accepting or refusing any registration or transfer application that does not comply with this Standard Operating Procedure for registration of animals with the ADCA.
 - c. Any grievance or complaint concerning a registration or transfer application should be submitted to the ADCA Secretary, in writing, within 90 days of the postmark on the Registrar's decision, for a Board review and final decision.
 - d. The Registrar shall be responsible for compiling an annual Herd Book record of the Registry. Breeders shall be responsible for updating their herd listings annually to provide the Registrar with an accurate record of their animals. Herd listing updates shall be submitted by Breeders to the Registrar on or before the 1st of December each year.

Registration Procedure

1. A breeder must apply to the ADCA for registration using the form adopted by the ADCA. All required sections must be filled out. Failure to completely fill out the form(s), including proper signatures, will result in the form being returned. The Registrar may assess penalty fees for repeated rejections of any application.
2. Animals must be identified on the registration application form with some form of permanent identification. It is recommended that tattoo markings include a letter representing the first letter or letters representing the initials of the breeder's prefix where the cow was bred; a number representing the

- number of birth for that year by that breeder; and a letter representing the ADCA year.
3. The full name given to an animal must not be more than 21 letters and spaces. Any registration request sent to the Registrar with more than 21 letters and spaces will be returned to the breeder with a reminder of this requirement. Repeated submissions of incorrect registration application forms may result in a penalty fee.
 4. The animal's registration name shall include either the herd name/breeder's prefix or the herd name/breeder's prefix initials reflecting the breeder that owned the cow at the time of the breeding. The Registrar reserves the right to approve, modify or reject a breeder's prefix in order to avoid duplications in the ADCA database and to provide the consistent naming of animals associated with each breeder. **In registering a herd name/breeder's prefix, priority shall be given to previous first use by a breeder.** Any dispute between breeders as to the right to use a specific herd name/breeder's prefix shall be referred in writing to the ADCA Secretary for a Board review and final decision.
 5. The herd name/breeder's prefix must remain the same for all animals bred by that breeder. The herd name/breeder's prefix of a breeder may be used by a son, daughter, husband, wife or family member with the breeder's written consent. Use of a different herd name/breeder's prefix requires a separate ADCA membership of the person registering the animal.
 6. Included on the ADCA registration application form for each animal is birth date; color; sex; permanent identification; sire and dam registration names and numbers; horned or polled status; on a voluntary basis, chondrodysplasia and PHA test results; if required, genotype test status; breeder contact information; owner contact information; and other information as deemed important for proper registration by the Registrar.
 7. Application for registration of an animal without both sire and dam previously registered in the ADCA registry shall be submitted with a copy of the registration certificates of the sire and dam showing ownership and a five-generation (62 ancestor) registered purebred pedigree from the registry of origin. This information is in addition to the information required for all registrations. These applications shall be reviewed by the Registrar, and may also be reviewed by the Pedigree/Genetics Committee.
 8. Application for registration of an animal over two years (24 months of age) shall be reviewed by the Registrar and may also be reviewed by the Pedigree/Genetics Committee.
 9. A Certificate of Registration for purebred Dexter steers is available from the Registrar at half the regular registration fee.

10. A calf that is produced as the result of artificial insemination (AI) must be noted as such on the registration application form and must have included with its registration application an AI Breeding form (either the ADCA provided form, or a comparable form containing essentially the same information) signed by the cow's owner and the person performing the AI service, indicating the date(s) of AI service of the dam and the names and ADCA registration numbers of the dam and AI sire. If the sire and dam do not have ADCA registration numbers the application for registration shall be submitted with the information required for registration where the sire and dam are not previously registered in the ADCA registry.
11. The breeder shall be the person who owned the cow at the time of breeding. The owner shall be the person who owned the cow at the time of calving (the owner of the cow at the time of calving will be different than the owner of the cow at the time of breeding if a bred cow was sold or traded or transferred to another person). The owner of the sire shall be the person who owned the sire at the time of the breeding.
12. The person that buys an animal that is not yet registered with the ADCA is responsible for obtaining any and all necessary documentation needed to substantiate the pedigree and registration eligibility of that animal. The seller of an animal that is not yet registered is expected to provide this documentation, to the buyer as a courtesy to facilitate the registration process.
13. Registration issues that result from difficulties in obtaining the necessary registration documentation from a breeder and/or a seller should be referred to the Registrar in a written and dated request for assistance in resolving these issues.

Transfer Procedure

1. Transfers shall apply to change in ownership of an animal previously registered with the ADCA.
2. A transfer application is provided on the backside of each ADCA registration certificate.

Genotype Requirement

Purpose: The purpose of this procedure is to help assure that the proper sire is indicated on a pedigree when an animal is registered with the ADCA.

Procedure:

1. All bulls registered by the ADCA after December 31, 2008, shall be genotyped and have the verification of genotype on file with the ADCA Registry Office prior to completion of their registration.
2. Existing herd sires (all bulls used for breeding) shall be genotyped and have the report on file prior to registration of any calves sired by those bulls and born after December 31, 2009.
3. All genotyping shall be done at the owner's expense at the ADCA's designated laboratory. Genotyping done by other qualified laboratories shall be accepted by the ADCA, if the ADCA's designated laboratory determines that those genotype reports are compatible and can be assimilated into the ADCA genotype database for the purpose of parentage qualification.
4. **The transfer of genotype data from another qualified laboratory to the ADCA's designated laboratory shall be done at the owner's expense. Data must be transferred directly from Lab to Lab and not from the Breeders/Owners copies.**
5. If the above genotype requirement for the sire cannot be met, the Registrar will refer each case to the Pedigree & Genetics Committee for further review to determine if the animal is eligible for registration.

Polled Animals

1. If both sire and dam are registered as genetically horned and a polled mutation is suspected, then both sire and dam must be available for DNA genotyping and parentage qualification. If they are not available for DNA genotyping, then the lab will determine further testing procedures.
2. Polled animals may not be registered as horned. If an animal is indicated as being horned at the time of its registration and then is found to be genetically polled at a later date, its registration may be reviewed and corrected by the ADCA.
3. Horned animals may not be registered as polled. A dehorned animal must be registered as horned. If an animal is indicated as being polled at the time of its registration and then is found to be genetically horned at a later date, its registration may be reviewed and corrected by the ADCA.

4. Polled Dexters from other recognized Dexter registries will be accepted by the ADCA if they meet all the ADCA registration criteria.
5. The ADCA reserves the right to review the records from other Dexter registries, to require genetic testing and to revoke the registration of any animal that is improperly registered. All testing expenses are the responsibility of the registration applicant.

Coat Colors

1. Black, dun and red are the only accepted Dexter colors, and all three are verifiable by DNA testing. Any questions about the proper registration of the color of a Dexter shall be resolved by DNA testing.
2. In order to register a Dexter as red, it must be DNA verified as red unless it is the offspring of a registered red sire and a registered red dam or if at least one parent has been verified as a non-carrier of dun by DNA test or by parentage.
3. For any color or pattern genetics questions that are not answered by the above statements, the registration procedures shall be based on information that has been presented in ADCA publications:
 - (1) ADCA Breed Descriptions and Guidelines
 - (2) Basic Concepts of Dexter Color Genetics

Embryo Transfers/Transplants (ET)

1. DNA genotypes referred to in this requirement shall be compatible with the procedures and standards of the ADCA and the ADCA designated laboratory to determine and store genotypes, to maintain a genotype database and to utilize the genotypes in this database for parentage qualification of the animals in the ADCA Registry.
2. The DNA genotype of an ET calf's sire shall be on file with the ADCA. The fee for this genotype shall be the responsibility of the owner of the semen used in the ET procedure unless the sire's genotype is already on file with the ADCA.
3. The DNA of an ET calf's donor dam shall be on file with the ADCA. The cost of genotyping shall be the responsibility of the owner of the donor dam at the time of the ET procedure unless the donor dam's genotype is already on file with the ADCA.
4. The DNA genotype of a calf resulting from an ET procedure shall be provided to and on file with the ADCA and shall qualify parentage by the sire of record out of the donor dam of record. A calf resulting from an ET procedure shall not be registered in the ADCA without complete parentage qualification by DNA

- genotyping. The cost of genotyping for parentage qualification shall be the responsibility of the owner of the calf.
5. The owner of record of the donor dam or her unfertilized egg(s) at the time of conception shall be identified as the breeder of the calf.
 6. The owner of record of the recipient dam at the time of the ET calf's birth shall be identified as the first owner of the calf.
 7. Registration of ET offspring shall be made on a regular registration application. Designation of the calf's ET status shall be recorded on that application.
 8. The registration certificate of every ET calf shall contain the designation ET.
 9. Calves born or conceived after the death of the donor cow shall be eligible for registration under the same conditions and provisions that govern the eligibility of ET calves prior to the death of the donor cow.

Registration of Foreign Animals and Animals Registered in another Dexter Registry.

1. Any registered Dexter imported from a Foreign Country or registered with a Dexter Registry recognized by the ADCA, may be considered for registration with the ADCA.
2. The ADCA registration application form shall be accompanied with a copy of the animal's Registration Certificate showing the ownership and a five-generation (62 ancestor) registered purebred pedigree from the Country/Registry of origin.
3. The registration application must include the name of the importer-owner, the seller of the animal and the date of sale.
4. DNA genotype test reports for the sire, the dam and the animal qualifying both its parents shall also accompany the registration application for foreign animals. U.S. registries other than the ADCA must follow the ADCA standard operating procedures for genotype.
5. In case of a bred female, a properly signed and executed breeding service certificate and a registered five-generation (62 ancestor) purebred pedigree of the sire of the fetus are also required, along with a DNA genotype test report of the sire that is acceptable to the ADCA-designated laboratory for sire qualification.

Registration and Transfer Fees

Transaction	ADCA Member Fees
Regular Transfer	\$20 any age

Registrations:

Cows up to 1 year old	\$20
Bulls up to 2 years old	\$20
Cows over 1 year old	\$40
Bulls over 2 years old	\$40
Steers (any age)	\$10

Note: Registrations are a separate transaction and fee, even if done at the same time as a transfer.

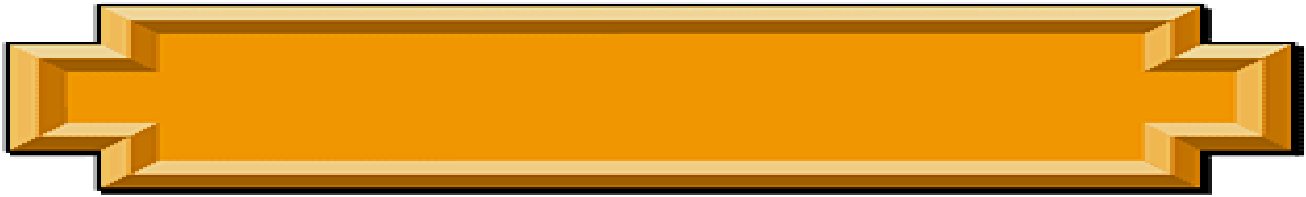
Talisman Award Requirement

Purpose: This award is in memory of John Hays. His widow is an Honorary Lifetime Member of the Committee and after the selection is complete, the Committee Chair will notify her.

Procedure:

1. The Committee will consist of a BOD Chairperson; Belle Hays, honorary; the immediate past recipient as a Co-chair; and a group of four to six ADCA members. All nominations will come from the ADCA membership.
2. **NOMINATIONS CRITERIA** – A family or individual owner who has promoted the Dexter breed and the ADCA with honesty and integrity may be nominated. Nominees must be a paid member and in good standing with the ADCA. A nomination is valid for the current year only. If the nominee is not the award recipient, they are eligible to be nominated in future years, but such nomination is not automatic or perpetual.
3. Award announcement with nomination form to be published in the Winter Bulletin and again in the Spring Bulletin (if time permits). Nomination deadline will be May 1. Submission will be made to the Committee Chairperson. All nominees will be contacted by the Chairperson to see if they will accept the nomination.
4. Nomination biographies must be received by the Chairperson by May 15. The Chairperson will forward all nominations and biographies on to the rest of the Committee for review.

5. After the committee reviews all nominations and biographies, a vote will take place for the selection of the current years Talisman Award Recipient. The Committee will send copies of all nominations to the ADCA Board of Directors for review purposes only.
6. A plaque will be ordered once the selection is complete. This should be done by June 1.
7. Award presentation to take place at the AGM.



The Talisman Award Nominations

Deadline: May 1st, _____ (current year)

The Talisman Farm Award is made possible by the American Dexter Cattle Association in memory of John Hays, honoring his dedicated work with the Dexter Breed.

Nominations for this award can be either a family, or individual Dexter owner, who has promoted the Dexter breed with tireless passion and integrity, and were submitted by the membership.

It will be presented in person during the ADCA National Annual General Meeting (AGM) on _____ (date of current year AGM)

Nominees MUST be a current paid member, in good standing with the ADCA.
Get the nominations in now!

I would like to nominate _____ for the
_____ Talisman Award.

Comments: _____

Submitted by: _____ Date: _____

Mail or email Nominations to:
Chair of the Talisman Award Committee

Past Winners
(2010) Sally Coad
(2009) Peerless Herd
(2008) Marcia Read – PA
(2007) Carol Davidson – BC
(2006) Diane Mills-Frank – WI

Regional Director Nominations and Elections

1. The Secretary will mail nomination letters to members of Regions with pending elections by August 15th.
2. Nominations close September 10th and must be postmarked prior to that date. The Vice President must receive all nomination forms by September 15th to be considered.
3. The Nomination Committee will review the candidates' eligibility and submit the qualified candidate names to the Association Secretary, along with a statement and/or biography of said candidates. If there is only one eligible nominee then the election is by acclamation not ballot.
4. Notice of a Regional meeting (date, time and location) will be held during the period of November 1st to the 30th. The Secretary will mail you a notice of that meeting as well as a proxy ballot and candidate statements of eligible nominees by October 7th. Deadline for the return receipt of the proxy ballot shall be midnight of the day prior to the Regional Election meeting.
5. Dates are approximate and may vary slightly due to weekends.
6. A roster of the current regional members must be on hand and verified against both proxy and in-person votes.
7. The Region should immediately (not more than 24 hours) notify the Vice President.
8. The Vice President should immediately (not more than 24 hours) notify the entire Board of the results.
9. The Vice President then notifies first the elected officer, and then the non-elected nominees.
10. Due to Mail delivery differences outside the continental U.S., nomination forms and ballots sent to those members may be sent in email form upon the discretion of the ADCA Vice President and Secretary.
11. At the meeting, those in attendance shall cast their ballots and as a group open and count all mail proxies. All proxies shall remain sealed until they are collectively opened and counted by those in attendance.
12. Results of the vote and proxy forms will be forwarded to the ADCA Vice President following the regional election meeting.
13. The vote tally only (not individual votes by member) is available upon written request to the ADCA Vice President.
14. Ballots will be archived with the ADCA Secretary for a period of three years.

SAMPLE NOMINATION LETTER

Dear Region ___ Member: (must be mailed to members of the Region August 15th.)

It is time to have regional director elections in your specific region.

Please consider this an opportunity to have input into the functions of the Association and nominate a person whom you feel would be a logical voice for you on the Board of Directors. You do not have to determine the eligibility of your nominee, as the Nomination Committee will do that work for you.

Your current director, _____, is no longer eligible to run for this office, as he has reached the term limit of two three-year terms.

Your current director, _____, is eligible to run again as he/she has only served one three-year term and is allowed to serve as a director for two three-year terms.

The nominations will close on September 10th. Nomination forms must be postmarked prior to September 10th and received by September 15th to be considered, so please process immediately!

The Nomination Committee will review the candidates' eligibility and submit the qualified candidate names to the Association Secretary, along with a statement and/or biography of said candidates. If there is only one eligible nominee, then election is by acclamation not ballot.

Notice of a regional meeting (date, time and location) will be held during the period of Nov. 1-30. The Secretary will mail you a notice of that meeting as well as a proxy ballot along with the eligible candidate statements on October 7th. Deadline for the return of the proxy ballot will be received by October 31st. They must be received prior to the meeting.

I nominate _____ for the Region ___ director vacancy.

Thank you for your participation in the process,
ADCA Board of Directors

**Nomination forms to be returned – postmarked prior to September 10th – to:
Current ADCA Vice President
Complete address of VP**

Miscellaneous

1. Advertising

The ADCA does not advocate use of the word “dwarf” and recommends language reflective of current testing programs.

2. Regional Support

- (a) Each Region of the ADCA can request an ADCA banner to be displayed at regional meetings, shows or exhibits from the current Director.
- (b) Limited financial support for holding district meetings will be determined each year by the Board of Directors. Postage expenses may be included in meeting expenses.

3. Amendments

All proposed amendments by membership to the Standard Operating Procedures shall be submitted to the Secretary’s office in writing no later than 30 days before the regular meeting of the Board of Directors at the annual meeting of members. During the Board meeting, the proposals shall be considered by the Board, and it shall by resolution either approve or disapprove of the proposal. The Board of Directors may also amend these Standard Operating Procedures, as it deems advisable.

- 4. If there are any discrepancies between the Standard Operating Procedures and the ADCA Bylaws or Certificate of Incorporation, the Bylaws and Certificate shall prevail