



Mission: Promoting and Preserving Bison through Education, Research,
and Marketing

Association By-laws, Board Policy, and Operating Policy

Founded April 27, 1996

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Colorado Bison Association / DBA / Rocky Mountain Bison Association

ARTICLE I NAME

The name of the organization shall be Colorado Bison Association, incorporated under and pursuant to the Nonprofit Corporation laws of the State of Colorado. *(On September 25, 2004, the membership voted to operate as the Colorado Bison Association, dba Rocky Mountain Buffalo Association. On March 2, 2019 the membership voted to operate as the Colorado Bison Association, dba Rocky Mountain Bison Association.)*

ARTICLE II PURPOSES

The nonprofit corporation is organized for educational, scientific, agricultural, and animal husbandry related purposes in Colorado and the surrounding region and shall be operated to promote, encourage, preserve, protect, and maintain the bison industry and the production and marketing of bison; to support and encourage bison related research; to be supportive of the National Bison Association; to encourage through education, public recognition of the value of and the need for the bison industry; to better the condition of those engaged in the bison industry and improve the grade of their products; to develop a higher degree of efficiency in the operation of the bison industry; to prepare, compile, select, distribute, and disseminate information of all kinds necessary, useful, or convenient for furthering the purposes of the nonprofit corporation; and to perform every act necessary or incidental to or connected with the furtherance of its exempt purposes, all within the meaning of Section 501(c)(5) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP

Section 1

Any individual, firm, partnership, corporation, or association may become a member and shall be termed as an "individual" under these By-laws.

Section 2

There shall be four types of memberships, (1) junior membership for an individual 20 years of age or younger, (2) regular membership for an individual, (3) dual membership for a couple, (4) lifetime membership for an individual, (5) dual lifetime membership for a couple; all of which are involved in raising or marketing bison. Dues for membership are set annually by the Board of Directors, without amendment to these By-laws. Dues are payable upon making application for membership and in subsequent years dues are payable on January 1. Each regular and lifetime member is entitled to one vote; joint members are entitled two votes. Junior members do not have voting privileges. An active member will be considered in good standing upon receipt of their annual dues. Proxy voting is not allowed. *(On September 24, 2005, the membership voted to amend membership type from one type to three types. On April 24, 2015, the membership voted to amend membership type and added a junior membership level. On April 8, 2016 the membership voted to amend membership type and added a dual lifetime membership level.)*

Section 3

Any member having a grievance or complaint against the Association may appeal to the Board of Directors of the Association at any regular or special meeting of the Board of Directors of the Association.

Section 4

Any individual may be denied membership in the Association if, in the opinion of the Board of Directors, that individual's past or present conduct has been detrimental to the Association or the bison industry. The Board of Directors must notify an individual in writing by certified mail of its intent to deny membership in the Association. The individual shall have 30 days from the postmark date of the notification letter in which to respond in writing by certified mail to the office of the Secretary of the Association requesting a formal hearing before the Board of Directors. Such formal hearing will be held at a time and place designated by the President of the Association within a reasonable time period after the individual's reply letter. If the individual fails to respond, the membership shall be denied. If a formal hearing is held, the Board of Directors shall recommend action and notify the individual in writing within ten days of the action taken. If membership is denied, any annual dues already submitted for that year shall be returned.

ARTICLE IV DUTIES AND TERMS OF DIRECTORS AND OF OFFICERS

Section 1

The governing body for the Association shall be the Board of Directors.

The Board shall determine the policy for the Association within the guidelines established by the active membership in attendance at the Annual Meeting or special meetings of the Association. The Board of Directors shall control the business and affairs of the Association and make the necessary rules and regulations not inconsistent with the law or these By-laws for the management of the business and guidance of the officers, employees, and agents of the Association.

Section 2

There shall be four officers, who are also members of the Board of Directors, i.e. the President, the Vice President, the Secretary, and the Treasurer. The President, Vice President, and Secretary shall be elected by the active members, to one-year terms, or until their respective replacements are elected. The Treasurer will be appointed by the Board of Directors to one-year terms, or until their respective replacement is appointed. *(On March 17, 2017, the membership voted to amend the officers, splitting the duties of the Secretary/Treasurer into two officer positions. On March 4, 2023, the membership voted to amend the officers, having the Secretary be appointed by the Board of Directors.)*

Section 3

There shall be four other members of the Board of Directors. Each of these directors is elected by the active members, to two-year terms, or until each board member's replacement is elected. Two of the initially elected members of the Board of Directors will serve an initial one year term, so that terms thereafter will be staggered. These two members will be selected by the lot.

Section 4

Candidates for officers and Board of Directors shall be active members in good standing for at least one year prior to elections and be nominated by any active member in good standing. If a vacancy shall occur, the remaining directors and officers shall immediately appoint another Director or officer from the active members who will serve until the next annual meeting.

Section 5

Once a person no longer serves as President, that person immediately becomes the Immediate Past President, who will assist the officers and Board of Directors in all of their duties as requested. The Immediate Past President will not vote in meetings of the Board of Directors, unless there is a tie vote.

Section 6

The President shall:

- a. Preside over all meetings of the Association and the Board of Directors.
- b. Sign, with the Treasurer, all notes or other instruments on behalf of the Association.
- c. Call special meetings of the Association and the Board of Directors.
- d. Appoint the chairman and members of all committees of the Association, subject to the Board of Directors approval, as defined hereinafter by Article VII.
- e. Serve as ex-officio member of all committees.

Section 7

The Vice President shall:

- a. In the absence, disability, or refusal to of the President, perform all duties of the President.
- b. Oversee, facilitate and coordinate the work of all the committees of the Association.

Section 8

The Treasurer shall:

- a. Sign all checks and, with the President, sign all notes and other instruments on behalf of the Association.
- b. Receive and disburse all funds, and act as custodian of all securities and property of the Association.
- c. Keep a full and accurate account of all financial transactions of the Association in books belonging to the Association, and shall deliver such books to the successor in office when elected.
- d. Prepare or have prepared a full report of all financial matters and present such to the active members at the annual meeting and the Board of Directors whenever requested.
- e. Deposit all monies of the Association in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors.
- f. Prepare and annual budget and present it to the Board of Directors for approval and recommendation to the active membership at the Association's annual meeting.
- g. Present to the Board of Directors all books, records, and other documents as may be necessary for a complete and accurate annual audit of financial books of the Association.
- h. Perform such duties as may be required by the Board of Directors.

Section 9

The Secretary shall:

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- a. Keep a complete and accurate record of all meetings of the Association and the Board of Directors.
- b. Serve all notices required by law and these By-laws.
- c. Retain custody of the seal of the Association, and shall cause the same to be affixed to such instruments on behalf of the Association, as shall be directed by the Board of Directors.
- d. Keep a complete and accurate list of all members, their addresses and membership termination date.
- e. Notify the officers and committee members of their appointment.

Section 10

The Board of Directors may require certain officers to be bonded.

ARTICLE V
MEETINGS OF THE ASSOCIATION

Section 1

The regular annual meeting of this Association shall be held between Mid-March and Mid-April of each year, the specific time and place to be designated by majority vote of the Board of Directors. The purpose of the annual meeting shall be to receive reports from officers, to elect officers and members of the Board of Directors of the Association, and to conduct other business as appropriate.

Section 2

Notice of the time and place for the Annual Meeting of the Association or any special meetings of the Association, and the business to be discussed at that meeting shall be given by the Secretary of the Association by mail, or email, at least 20 days prior to such meetings, to each active member at his residence or place of business as it appears on the books of the Association.

Section 3

Special meetings may be called at any time by the President or three members of the Board of Directors. The President shall also call such meetings if requested in writing by 15% or more of the active members stating the specific business to be considered. The Secretary/Treasurer shall mail the required notice to all members of the Association.

Section 4

A quorum of a properly called Annual Meeting or special meeting of the Association shall be 15% of the active members appearing in person.

ARTICLE VI
MEETINGS OF THE BOARD OF DIRECTORS

Section 1

Meetings of the Board of Directors shall be called by the President not less than three times annually, or more frequently if in the President's judgment the business of the Association requires it.

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Upon request by two members of the Board, a meeting may be called at any time, providing those Board members requesting the meeting serve notice to the entire Board together with a detailed list of the subjects to be considered or discussed.

Notice of all Board meetings shall be at least 48 hours in advance by phone, mail, or in person.

Section 2

A quorum for a properly called Board meeting shall be a majority of the Board of Directors' membership.

ARTICLE VII COMMITTEES

The President and the Board shall have the authority to create committees as may be deemed necessary. All committees shall act under the authority and direction of the Board and shall report directly to the President.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order" shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

ARTICLE IX INDEMNITY

To the fullest extent specifically permitted or provided for by the Colorado Code, as amended from time to time, the Association shall indemnify any Director, officer, or former Director or officer of the Association, against expenses actually and reasonably incurred by the in connection with the defense of any action, suit, or proceeding, civil or criminal, in which they are made a party by reason of being or having been Director or officer, except in relation to matters as to which they are adjusted in such action, suit, proceeding to be liable for negligence or misconduct in the performance of duty to the Association, and to make any other indemnification that is authorized by the Articles of Incorporation.

ARTICLE X AMENDMENTS

These By-laws shall be originally adopted at the first regular annual meeting of the Association in 1997, by a two-thirds vote of all active members present. They may be amended at any properly called regular annual meeting of the Association. Amendments approved by a two-thirds vote of all active members present at the Association's annual meeting are required for adoption of any amendments to these By-laws.

Board Duties and Operating Policy

Introduction

RMBA By-law and Operating Policy

This document is intended as a guide for all Board of Directors of the Association. Board of Directors are entrusted with a strong responsibility to treat the business of this Association as fiduciaries for the members.

This document is designed to assist the Board of Directors in its responsibilities. New Board of Directors are encouraged to review this material in depth. Existing Board of Directors are advised to periodically review the contents to refresh their understanding of the board's role, and their legal duties as fiduciaries for the Association.

Duties of the Board and Officers

Duties of the Board

The Board of Directors is legally bound to follow the By-laws of the Association, as well as the state and federal laws governing nonprofit organizations.

Board of Directors duties in upholding their legal responsibilities are generally divided into three categories, generally categorized as the Duties of Care, the Duties of Loyalty, and the Duties of Obedience. These standards are derived from a century of litigation principally involving business corporations. Board of Directors upholding these standards will insulate themselves, and the Association, from legal liability.

Duty of Care

The Duty of Care calls upon a director to participate in the decisions of the board, and to be informed as to the data relevant to such decisions. In essence, the Duty of Care requires that a director:

- Be reasonably informed – It is the duty of all Board of Directors to seek and study the information needed to make a reasoned decision on all business brought before the board.
- Participate in decisions – Board of Directors are bound to be active participants in decision-making. Absence from a meeting is no protection from the liability for decisions made at the meeting. To the contrary, absence from meetings may be legally interpreted as a failure to uphold responsibility under the Duty of Care.
- Make decisions with the care of an ordinary prudent person in a similar position – The law does not expect Board of Directors to act as superheroes. It simply requires directors to exercise judgment of an ordinary prudent person who may be faced with a similar issue.

Duty of Loyalty

The Duty of Loyalty requires Board of Directors to exercise their power in the interest of the Association, and not in their own interest or the interest of another entity or person. As a Board of Director, your loyalty is the Association. Period. In dispatching their Duty of Loyalty, Board of Directors must:

- Address conflicts of interest – Board of Directors may have interests in conflict with those of the Association. Board of Directors must be conscious of the potential for such conflicts and act with candor and care in dealing with such situations.

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- Recognize corporate opportunity – Before a Board of Director engages in a business transaction that may be of interest to the Association, that Board of Director should disclose the transaction of the Board in sufficient detail and adequate time to enable the board to act, or decline to act, in regard to such transaction.
- Uphold confidentiality – A Board of Director should not, in the regular course of business, disclose information about the Association’s legitimate activities unless they are already known by the public or are of public record.

Duty of Obedience

Board of Directors are bound to obey the tenants of the legal documents governing the Association’s business. To this effect, Board of Directors must:

- Act within the requirements of the law – Board of Directors must uphold all state and federal statutes.
- Adhere to the by-laws – All Board of Directors must familiarize themselves the by-laws and the Articles of Incorporation governing the Association.
- Follow the mission – The mission statement describes the essential business of the Association. Board of Directors must obey that mission.
- Follow the requirements specified in this board policy document.

Board of Director Job Description

The Board of Directors of the Association fulfills two important roles in the governance of the Association. First, the Board of Directors serves as the primary linkage to the membership of the Association. Second, the Board of Directors must provide explicit governing policies for the Association.

Accordingly, individual Board of Directors must maintain the following standards:

- Abide by Article IV of the Association’s By-laws.
- Participate in meetings – Board of Directors must make a commitment to attend meetings of the Board.
- Participate in discussions – Board of Directors must make a commitment to participate in Board discussion via phone, email, or other means of communication.
- Participate in Association events – Board of Directors must make a commitment to attend the Association’s Spring Conference, Fall Ranch Tour, and other events hosted or sponsored by the Association.
- Promote Association events and projects – Board of Directors must make a commitment to promote and communicate about Association events and projects.
- Serve on committees, as assigned – Each Board of Director must be willing to serve on committees as assigned by the President, and to participate in the work of those committees.
- Be informed about the decisions to be made – Board of Directors are expected to seek and study the information needed to make a reasoned decision on all business brought before the board.
- Fully disclose any conflicting interest position – Board of Directors having any interest that poses any potential or perceived conflict with the interest of the Association must disclose that conflict to the Board, and abide by any decision of the Board in dealing with the situation.

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- Inform board of potential corporate opportunity – Board of Directors are expected to inform the board of any potential business transactions or interests that may be of interest to the Association.
- Uphold confidentiality – A Board of Director should not, in the regular course of business, disclose information about the corporation’s legitimate activities unless they are already known by the public or are of public record. Board of Directors shall not electronically record any part of any meeting of the Board of Directors, unless otherwise directed to.
- Adhere to the By-laws of the Association – Board of Directors are expected to understand the by-laws and articles governing the Association, and to abide by the provisions within those documents.
- Conduct other duties as assigned by the Board of Directors.

Officer Job Descriptions

The principal officers, the President, Vice President, Treasurer, and Secretary, comprise the Executive Committee and guide the board. The Immediate Past President, who will assist the officers and Board of Directors in all of their duties as requested, does not vote in meetings of the Board of Directors, unless there is a tie vote.

President

The President represents the Association at meetings and in general shall perform all duties instant to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

The President must maintain the following standards:

- Abide by Article IV of the Association’s By-laws.
 - Preside over all meetings of the Association and the Board of Directors.
 - Sign, with the Treasurer, all notes or other instruments on behalf of the Association.
 - Call special meetings of the Association and the Board of Directors.
 - Appoint the chairman and members of all committees of the Association, subject to the Board of Directors approval, as defined hereinafter by Article VII.
 - Serve as ex-officio member of all committees.
- Follow standards described under Board of Directors Job Description of this document.
- Assure the integrity of the Board process, including effectiveness of meetings and the Board of Director’s adherence to its own rules.
- Appoints a Chairperson to each standing committee, with the balance of the committee, if any, to be appointed from among the members of the Corporation, by the President, in consultation with the Chairperson.
- Organize the Board meetings with reasonable notice to accommodate the entire Board. Telephone Board Meetings is applicable when deemed important. Roberts Rule of Order will be a reference for meeting procedures and to what extent the reference will be used.
- Put together Board of Directors meeting agenda and sending to entire Board within a reasonable time before the meeting. New items may be brought up and discussed.
- Answer phone calls and emails to the Association, responding in a timely manner.

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- Familiarize and collaborate with the National Bison Association and other state and regional associations.
- Coordinate all marketing and advertising of the Association's activities and sponsored events, to include the Spring Conference, Fall Ranch Tour, and other activities as needed.
 - Provide listing of the Association events to the National Bison Association for placement in their print and online calendar of events.
 - Furnish a quarterly Association update for the National Bison Association's Bison World.
 - Oversee all Association's social media accounts.
- Oversee publication of the Association's newsletter, The Buffalo Rancher.
- Conduct other duties as assigned by the Board of Directors.

Vice President

The Vice President must maintain the following standards:

- Abide by Article IV of the Association's By-laws.
 - In the absence, disability, or refusal to of the President, perform all duties of the President.
 - Oversee, facilitate and coordinate the work of all the committees of the Association.
- Follow standards described under Board of Directors Job Description of this document.
- Assist the President when so requested.
- Conduct other duties as assigned by the Board of Directors.

Treasurer

As Treasurer, this individual is responsible to protect the integrity of the Association's financial records.

The Treasurer must maintain the following standards:

- Abide by Article IV of the Association's By-laws.
 - Sign all checks and, with the President, sign all notes and other instruments on behalf of the Association.
 - Receive and disburse all funds, and act as custodian of all securities and property of the Association.
 - Keep a full and accurate account of all financial transactions of the Association in books belonging to the Association, and shall deliver such books to the successor in office when elected.
 - Prepare or have prepared a full report of all financial matters and present such to the active members at the annual meeting and the Board of Directors whenever requested.
 - Deposit all monies of the Association in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors.
 - Prepare and annual budget and present it to the Board of Directors for approval and recommendation to the active membership at the Association's annual meeting.

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- Present to the Board of Directors all books, records, and other documents as may be necessary for a complete and accurate annual audit of financial books of the Association.
- Perform such duties as may be required by the Board of Directors.
- Follow standards described under Board of Directors Job Description of this document.
- Manage financial reporting including checking, savings, and investment accounts.
 - Federal income tax coordination, including preparing and distributing 1099 forms.
 - Ensure non-profit reports are filed in a timely manner.
 - Ensure all incoming invoices are reviewed, authorized, and paid in a timely manner.
 - Make bank deposits as needed.
 - Ensure insurance coverages are paid and in place annually.
 - Conduct monthly reconciliation of the Association books with those provided by the bank.
 - Maintain invoice/receipt and financial statement files.
- Pick up mail on regular basis
- Reconcile membership with the Secretary to ensure correct and current payments.
- Conduct other duties as assigned by the Board of Directors.
- Maintain RMBA accounts to ensure service (i.e. phone line, insurance, etc.)
- Provide a means for and collect due payment from members for:
 - Membership
 - Event registration
 - Auction
 - Donations

This could include bring electronic means for credit card purchases, setting up a system to invoice participants later, and/or bringing a cash bag (for change).
- Provides members, participants or donors with receipts.
- Holds the tax exemption code and makes available to Board Officers as needed.
- With Secretary, provides official record-keeping during fundraising events such as benefit auctions or raffles.
- Assist the Secretary when necessary.

Secretary

As Secretary, this individual is responsible for the integrity of all legal and governing documents of the Association. It is the Secretary's responsibility to record and maintain the official Board of Director's proceedings, and to transfer custody of those documents to their successor.

The Secretary must maintain the following standards:

- Abide by Article IV of the Association's By-laws.
 - Keep a complete and accurate record of all meetings of the Association and the Board of Directors.
 - Serve all notices required by law and these By-laws.
 - Retain custody of the seal of the Association, and shall cause the same to be affixed to such instruments on behalf of the Association, as shall be directed by the Board of Directors.
 - Keep a complete and accurate list of all members, their addresses and membership termination date.

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- Notify the officers and committee members of their appointment.
- Follow standards described under Board of Directors Job Description of this document.
- Meeting minutes will be taken by the Secretary and distributed to entire Board within a reasonable time after said meeting.
- Coordinate the annual membership renewal process and new member joining process.
- Reconcile membership with the Treasurer to ensure correct and current payments.
- Maintain and update membership directory on the Association website and in electronic file form.
- Responsible for periodic construction and maintenance of the Association website.
 - Create content for the website with regular updates and current event listings.
 - Manage advertisement listing on the website.
- Conduct other duties as assigned by the Board of Directors.
- With the Treasurer, provides official record-keeping during fundraising events as benefit auctions or raffles.
- Compiles and produces meeting documents such as nametags, meeting minutes, agendas, or handouts.
- Assist the Treasurer when necessary.

Committees

Committees are established and set to meet the needs of the Association. The President creates and disbands the committees to meet these needs, with board approval. The President will appoint committee chairs, and work with committee chairs to appoint committee members. All committees shall act under the authority and direction of the Board of Directors and shall report directly to the President.

All committees, except the Executive Committee, acting in the absence of the full Board of Directors, cannot make any decisions that bind the Association. Committee recommendations must be formally approved by the Board of Directors.

Executive Committee

The executive committee, comprised of the officers of the Association, assumes the duties of the Board of Directors at such times when the full board is unable to meet.

Finance Committee

The Finance Committee, comprised of the officers of the Association, meets to set the annual Association budget to present to the Board of Directors. The Finance Committee is also charged with periodically reviewing the Association's Financial Policy, and recommending such changes as may be needed to the Full Board of Directors.

Financial Policy

- Audits – Audits will be done; 1) at each change of the position of Treasurer, 2) at the discretion of the Board or 3) once every three years.

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- Banking – There will be three signers for the Association at all times, (President, Vice President, and Treasurer) with Treasurer being main signer. Bank statements shall be reconciled monthly by the Treasurer.
- Bank Debit Card – Three bank debit cards can be issued to; 1) Treasurer, 2) President, 3) Vice President . All debit card use shall be reported to the other card holder prior to use.
- Bills – All bills of the Association need to be approved by the Board of Directors prior to payment, other than normal monthly bills.
- Budget – An annual operating budget shall be prepared by Finance Committee and presented to the Board for approval within sixty days of the Spring Meeting.
- Financial Reporting – The Treasurer will present financial statements at each meeting to the Board of Directors or when directed by the Board of Directors.
- Reimbursements – Reimbursements shall only be made when accompanied with a valid receipt along with a description of the nature of the expense. Reimbursements are only for items that the Board of Directors has approved and/or budgeted.
- Self-Checks – There shall at no time be payments authorized to oneself.
- Taxes – Tax organization and record keeping is the responsibility of the Treasurer. The President is to be informed of all tax activity and problems. The President and Board of Directors shall discuss any tax problems prior to any tax service consultation.

Document and Records Policy

- Financial records and statements will be kept a minimum of 10 years.
- Electronic files and documents will be kept indefinitely.
- All electronic files and documents created for the Association are the property of the Association. This includes documents created by any and all Board of Directors, volunteers, or contract workers of the Association.
- The Association will maintain all electronic files and documents on their secure Dropbox account.

Workplace Policy

Equal Opportunity Employment

This Association will not discriminate against any person on the basis of race, color, national origin, religion, gender or age. The Board of Directors will take prompt action when any allegation of such discrimination comes to their attention.

Sexual Harassment

The Board of Directors and the Association will not tolerate any unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature from any employee, member, or Board of Director. Any allegations of such harassment will be addressed promptly.

Committees and Projects – 2025

- **Executive**
 - Chair – President
 - Members – Vice President, Treasurer, Secretary
- **Finance**
 - Chair – Vice President
 - Members – President, Treasurer, Secretary
- **Membership**
 - Chair – Secretary
 - Members – President, Treasurer
- **Education**
 - Chair – Debbie
 - Members -
 - Projects -
 - Bison Conformation Book - John
 - Junior Judging – John
- **Donations**
 - Chair – Larry
 - Members – Kyle, Debbie, John
- **Communication and Outreach**
 - Chair – John
 - Members –
 - Projects:
 - Website – Jen
 - Social Media – John
 - Phone – John
 - Email – John
 - Newsletter – Jen, Patty
 - Flyers and Brochures – Jen
- **Merchandise**
 - Chair – John
 - Members –
- **Legislative**
 - Chair – John
 - Members –
- **RMBA Elections**
 - Chair – Patty
 - Members –
- **NBA, State and Regional**
 - Chair – John
- **Fall Workshop – Board**
- **Spring Conference – Board**
- **By-Laws and Policy – Board**

Peak to Peak Sale Guidelines

Auctioneer

1. Auctioneer Bid Requirements:

- a. The Association will accept an open bid from any auctioneer for the Peak to Peak Sale.
- b. The auctioneer must submit a bid in writing defining all costs to the Association.
- c. All bids must include all services rendered by the auctioneer.
- d. All bids are due within a reasonable time for the Sale Committee to consider
- e. No contracts or bids will be signed without a recommendation from the Sale Committee to the Board who will approve the bid.

2. Auctioneer Guidelines:

- a. Auctioneer is to communicate with sale chairman or Board.
- b. The auctioneer will follow the guidelines of the general requirements for the Peak to Peak sale.
- c. The auctioneer must follow and comply with all safety & security guidelines.
- d. The auctioneer must provide copies of all financial information concerning the Peak to Peak auction to the Association (full buyer information, full consignor information).
- e. The auctioneer must have all required licenses, bonds, and/or insurance for a Colorado State livestock auction.
- f. The auctioneer will keep Peak to Peak financial information private and will not discuss information about the sale to others.
- g. The auctioneer must provide the bidding numbers they plan to use.
- h. The auctioneer will sell the animals as the general rules below explain:
 - ▶ The Association contact person will give the auctioneer the numbers for production animals and show animals.
 - ▶ The Association will provide a call person to assist with animal and consignor information.
 - ▶ No preferred representation of any member/consignor will be allowed by the auctioneer or call person.
 - ▶ Show animal pens of twos will be sold two times the money.
 - ▶ Production animals will be pre-sorted in max lots of 3 and sold at X times the money – NO SPLITS. Except: (see production animal splits)

General Sale Rules

1. General Information

- a. All animals offered will be sold to the highest bidder at absolute auction without minimum reserves.
- b. Pen of 2 yearling heifers, pen of 2 heifer and bull calves will sell for 2 times the money.
- c. Production animals will be sold in max lots of 3 and will be sold as a lot of x times the money.
- d. A 5% commission will be taken from the sale price of animals and other items sold at the sale.

2. Entry Fees, Forms, and Information

- a. For show animals:
 - ▶ Show and Sale Bison, \$75/head
 - ▶ Show and Sale Pen of 2 yearling heifers, heifers and bull calves, \$125/pen

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- ▶ Show and Sale two year olds, \$250
 - b. For Production Animals (animals are not judged, but are sold after the sale animals):
 - ▶ Each animal, \$25/head
 - c. All entries must be submitted with an Entry Form and an Entry Fee Payment. If fees are not attached the Entry form will not be considered. US FUNDS required.
 - d. Fees are NON-REFUNDABLE after February 1 of the sale year.
 - e. Entry deadline – Postmarked by February 1 of the sale year.
 - f. Late Entries – Entries postmarked after February 1 of the sale year may be considered by the sale chairman, but only for production animals (This is to be as fair as possible to our timely show entrants.) Late entries must include an entry form and entry fee payment prior to consideration. Late entrants should communicate directly with the sale chairman to ensure the quickest exchange of information (fax, overnight mail etc.)
3. **Entry Limits – Membership in the Association is required.** There is a 20 animal limit per class and each consignor is allowed to bring two animals (or entries) per class for show classes. If we do not fill up we will open the classes for consignors to bring more than two animals (or entries) per class. Judged animals will be penned separate from commercial animals and will be sold first at the sale. Show entries will take precedent over production animals based on entries. There is a limit of 20 production animals per consignor unless we have more space. For health requirements and class rules see health requirements for production and show animals.
 4. **Show Animals** - Judged there will be a First, Second, and Third in each class. We will also award GC, RGC male and female with an overall winner for those who score the most points. Points are as follows 1-3, 2-2, 3-1, with 1 for GC and .5 for RGC. There will be two judges and we will find out the winners on Friday night. Classes that will be judged:
 - ▶ Female Yearling Bison (Yearling Heifer)
 - ▶ Female Bison Calves (Heifer Calf)
 - ▶ Pen of 2 female bison calves (Pen of 2 Heifer Calves)
 - ▶ Male yearling bison (Yearling Bull)
 - ▶ Male bison calves (Bull Calf)
 - ▶ Pen of 2 male bison calves (Pen of 2 Bull Calves)
 - ▶ Pen of 2 yearling female bison (Pen of 2 Yearling Heifers)
 - ▶ Male two year old (2 Year old Bull)
 5. **Production Animals** – Non-judged animals will be penned separate from show animals and will be sold after the show animals have sold. No sick or injured animals will be allowed. There will be a limit of 20 animals per consignor, that may be lower if we have more than expected interest or we may raise the limit if we do not get we expect for consignments. It will be up to the show and sale committee to make the decision. Production animals will be sold either in lots of one, two, or three animals.
 6. **Arrival** - Unloading facilities are located on National Western Drive. Unloading times are as follows: Wednesday, 12:00 to 5:00 pm, and Thursday, from 8:00 am to 5:00 pm. All judge animals must arrive by noon on Thursday to be judged. Friday is open for production animals by appointment only.
 7. **Load Out** – Saturday after the sale until dark. Sunday load out will be from 7:30 a.m. to 10:00 a.m. If you have problems please phone a sale committee member to let them know.
 8. **Commission** – A **commission of 5%** will be taken off the gross sale price of each animal sold at the Peak to Peak auction.

RMBA By-law and Operating Policy

9. **Liability** – The consignor assumes all responsibilities in regard to the above mentioned terms and conditions of this show and sale. The CBA/RMBA acts only as an agent and will assume NO responsibility in the event of injury or death to any animal or for any discrepancy between the buyer and consignor. Consignor agrees to indemnify and hold the Colorado Bison Association / Rocky Mountain Bison Association and its officers, members, directors, employees, or agents blameless from and against any lawsuits, claims, action or causes of action, arising out of, or in connection with, any errors or omissions of Consignor, its agents, representatives or employees, with respect to Consignor’s duties and responsibilities set forth in the Agreement. This obligation by Consignor includes, but is not limited to, the cost of defense, payment of any judgments and payment of any expenses and for attorneys’ fees and other costs, which may be incurred.
10. **Sale Discrepancies** –
 - a. The Association does not allow changes to any sale receipts or records.
 - b. Any sale discrepancy, duplication, error, or otherwise must be brought to the attention of the sale committee and executive board of the Association.
 - c. The sale chairman and/or President will be responsible for immediately contacting any/all parties involved in any discrepancy; and for also reporting the resolution of the matter to the committee and the Board.

Judges

1. **Judges General Considerations:**
 - a. Judges will be selected by the sale committee
 - b. There will be two judges selected for each sale
 - c. Judges will be asked to judge for two years
 - d. Judges will be compensated for travel and lodging expenses
 - e. Judges will also receive a gift for their work
2. **Judge Restrictions:**
 - a. Judges may not have animals entered in the show part of the sale
 - b. Judges may not have family members with animals entered in the show part of the sale
3. **Judge Guidelines:**
 - a. Both Judges must follow the rules and guidelines for the Peak to Peak sale
 - b. There will be one Peak to Peak contact person working with the Judges
 - c. If the Judges have any questions about how to proceed they will ask the contact person
 - d. Judges may only disqualify an animal based on the rules for show animals. They must also clarify the disqualification with the sale committee, and the sale committee must agree on the disqualification before that animal is disqualified from the sale
4. **Class Guidelines:**
 - a. Animals are not required to have two good horns
 - b. Animals may be either grain fed or grass fed entering the sale
 - c. There is no weight requirement for animals entering the sale
 - d. All animals should be under 2 years of age. Follow GTSS chart for teeth and what is accepted
 - e. Single bison show classes: The best representative of a matching set of bison. Not the best singles in the class, rather how uniform they are as a matching pair

Ethics and Confidentiality

1. **To ensure the sale is operated ethically and with proper confidentiality:**
 - a. Sale entries received and managed will be held in confidence, by the entry coordinator, not sharing information and allowing decisions made on what animals enter based on who and what is already entered.
 - b. Sale Catalog is also to be prepared and held in confidence by the catalog coordinator.
 - c. Injuries, accidents, etc. are always to be held in confidence.
2. **Safety and Security:**
 - a. Safety for both people and animals is the highest priority
 - b. All volunteers must sign a release form to volunteer in any capacity for the sale
 - c. Nobody is to ever open arena gates (including auctioneers)
 - d. All gates into pens are to be locked after hours
 - e. The Association Peak to Peak sale will use security after hours
 - f. After hour security must be professional licensed, insured, and bonded
 - g. All rental facilities guidelines for safety and security will be incorporated into our rules
3. **Volunteers:**
 - a. There will be only one “Yard Boss”. This person will coordinate all activities at the yards including assignments and instructions to all volunteers.
 - b. All volunteers volunteer at their own risk (risk to self, property, etc.)
 - c. All volunteers must sign a release form to volunteer in any capacity for the sale
 - d. Any volunteer creating an unsafe situation for people or animals will be instructed to leave immediately
 - e. Safety for both people and animals are the highest priority
4. **Financial:**
 - a. The Peak to Peak sale will accept cash, checks, and credit cards (if the auctioneer has the ability to process credit cards).
 - b. Checks up to \$2,500 will be accepted without a letter of credit
 - c. Checks over \$2,500 will require a letter of credit
 - d. The sale will engage an individual to audit and approve all sale financial records
 - e. Full buyer information and full consignor information will be required from the auctioneer on the day of sale
 - f. Any and all unpaid debts will be pursued through the methods approved by the Board and counsel.
 - g. All buyers (even consignors) must pay for all purchases immediately after the sale and before loading out any animals
 - h. Consignors will not be allowed to deduct their sale proceeds from any sale purchases
 - i. All checks will be deposited the Monday following the sale
 - j. All payments to consignors will be made no later than 21 days following the sale
5. **Non-Compliance:**
 - a. Consignors found in non-compliance with any rules will not be allowed to sell animals and at the decision of the sale committee, and then the Board.
 - b. Non-compliance which is proven to break any local or federal laws will result in total banishment from the sale, and at the discretion of the Board possible denial of membership in the Association.

Association Property

- | | |
|--------------------------------------|----------------|
| 1. Equipment | Current Holder |
| 2. Educational and Promotional | |
| a. RMBA Banners (2) | John Graves |
| b. Bison Skull | John Graves |
| c. CO State Fair Buffalo Booth | Debbie Thieman |
| d. RMBA hats and gloves | John Graves |
| 3. Miscellaneous | |
| a. Files, Records, Printed materials | On Dropbox |

Association Accounts

- Insurance Policy
 - Debbie Thieman started it, listed as RMBA
- Cell Phone Account – Viaero Wireless
 - Patty Smith and John Graves
- UPS Box Account
 - Dave Hayes and Patty Smith
- Chase Bank Account
 - John Graves, Patty Smith
- Debit Cards
 - Patty Smith and John Graves
- Website – DigiSage, Inc.
 - Jen Graves
- File Storage – Dropbox
 - John Graves
- Social Media Accounts
 - John Graves
- Colorado Secretary of State Business Listing
 - Patty Smith