

# AMERICAN POULTRY ASSOCIATION, INC. CONSTITUTION

## ARTICLE I – NAME

Section 1. The name of this organization shall be the AMERICAN POULTRY ASSOCIATION, INCORPORATED.

- a. Organized as the American Poultry Association in Buffalo, New York, February 1873.
- b. Incorporated under the laws of Indiana in February 1932, when the A.P.A. National Office was in Fort Wayne, Indiana and the name became the American Poultry Association, Inc.

## ARTICLE II – PURPOSE

Section 1. Its objectives shall be:

- a. To promote and protect the standard-bred poultry industry in all its phases
- b. To continue the publication of the American Standard of Perfection with the breed and variety descriptions for all recognized pure-bred fowl (published continuously by the A.P.A. since 1874).
- c. To encourage and protect poultry shows as being the show window of our industry, an education for both breeder and public, and a means of interesting young future breeders in taking up poultry.
- d. To assist, encourage and help educate the junior poultryman to the sound and practical value of standard-bred poultry and pure breedings.

## ARTICLE III – MEMBERSHIP

Section 1. Membership

Any person of good moral and business reputation interested in standard-bred poultry, or any organization promoting the interests of standard-bred poultry, may become a member of the Association upon payment of the required dues and under one of the following classifications.

- a. Individual Annual Member
- b. Associate Annual Member which may be any Poultry Association, Variety or Breed Club, Fair, Poultry Show or Educational Institution interested in standard-bred poultry.
- c. Junior Annual Member, any boy or girl not over 18 years of age.
- d. Life memberships were discontinued in 1973, but all present Individual and Associate Life memberships will be honored by the Association the same as before.
- e. Individual Endowment Trust Life member must be in the name of one person over 18 years of age.

Section 2. Voting

Voting is restricted to Individual Annual, Individual Life and Individual Endowment Trust Life members in good standing, and does not include Junior or Associate members. Eligible members may vote for proposed changes in the constitution and for President, Vice-President, and Director for the District in which they reside in the biennial election by mail ballot, and also at all Annual, Semi-Annual and special meetings of the Association.

Section 3. Control of Members

The Association shall have jurisdiction in case the conduct of any member is harmful and a discredit to the Association or standard-bred poultry, and may suspend or expel members for due cause by majority vote of the Board of Directors, after a full hearing before the Board.

## ARTICLE IV – OFFICERS

Section 1. The officers of this Association shall be a President, a Vice-President, a Secretary, a Treasurer, 12 District Directors, one Director-at-Large, and an Election Commissioner.

Section 2. Election and Term of Office

- a. The President, Vice-President, and 12 District Directors shall be elected for a term of two years by mail ballot in even numbered years. The President and Vice-President may only serve two consecutive terms or a total of four consecutive years. After dropping out for one two-year term, they may again run for another two consecutive terms.
- b. The Director-at-Large shall automatically be the immediate past President, who shall serve until the present President retires from office.
- c. The Secretary and the Treasurer shall be selected by the Board of Directors and serve at their pleasure. The two offices may be combined as one office or divided in any way that the Board of Directors decides will best serve the interests of the A.P.A.
- d. The Election Commissioner shall be named by the Board of Directors to serve in times of mail ballot election or votes, and he or she shall not be a member of any other Association committee.
- e. All duly elected officers at each biennial election shall officially take office on April 1 and their terms shall run from this date to March 31 two years later.
- f. Should there be no candidate filing for any elective office by the deadline date, the Board of Directors may select a desirable person for same with his or her consent and the name be included on the biennial mail ballot. The Board, by majority vote, may

be polled by the President by mail or by phone.

### Section 3. Qualification of Officers

- a. Only Individual Annual, Individual Life or Individual Endowment Trust Life members who have been active members for a minimum of the past three years in this Association shall be eligible to file for, and if elected, hold office.
- b. No member convicted of a felony in a court of competent jurisdiction shall be eligible to file for or hold office in the Association.
- c. Complete details on notice of elections, time to file, counting of ballots, and notification are given in the By-Laws.

### Section 4. State and Provincial Representatives

State and Provincial Representatives shall be appointed by the District Director of each district and shall place State (Provincial) Meets and assist the director in promotion of the A.P.A. at meets across the State or Province they represent.

## ARTICLE V – DIRECTORS DISTRICTS

- No. 1. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut
- No. 2. New York, Pennsylvania, New Jersey, Delaware, Maryland, District of Columbia
- No. 3. Michigan, Ohio, Indiana
- No. 4. Virginia, West Virginia, Kentucky, Tennessee, North Carolina
- No. 5. Minnesota, Iowa, Wisconsin, Illinois, North Dakota, South Dakota
- No. 6. Missouri, Kansas, Nebraska, Colorado
- No. 7. Texas, Oklahoma, Arkansas, Louisiana, Mississippi
- No. 8. California, Nevada, Utah, Arizona, New Mexico
- No. 9. Washington, Oregon, Idaho, Montana, Wyoming, Montana, Alaska, Hawaii
- No. 10. Canada, all east of the west line of Ontario
- No. 11. Canada, all west of the west line of Ontario
- No. 12. South Carolina, Georgia, Florida, Alabama, Puerto Rico, Bermuda

## ARTICLE VI – MEETINGS

### Section 1. Meetings

- a. The Annual and Semi-Annual meetings or conventions are the most important meetings of the Association and advance notice of the place and location should be given by the Secretary six months or more, if at all possible. The Board shall decide on the location of the meets after reviewing the requests from the Associate members. The meets shall be rotated among the areas in a manner decided by the Board. Generally, Annual Meets will be held between September 15 and January 31 and Semi-Annual Meets between February 1 and June 15.
- b. A Semi-Annual meeting or convention shall be held at a time and location as determined by the Board of Directors. The Board of Directors shall be empowered to transact such business as may arise and decisions made here will have the same effect as business transacted at the Annual Meeting. Advance notice of the place and dates should be given by the Secretary six months or more, if at all possible.

Section 2. Special meetings may be called by the President on written request of a majority of the Board, or on the written request of not less than one hundred members with at least ten members from a majority of districts included ( at least ten members from each of seven districts).

### Section 3. Quorum

- a. Thirty active members who are present and qualified to vote, representing not less than a majority of the 12 districts, shall constitute a quorum at any Annual, Semi-Annual or special meeting.
- b. Seven members of the Board of Directors shall constitute a quorum for all Board meetings.

### Section 4. Proxy

- a. Should it be impossible for a member of the Board of Directors to attend an Annual, Semi-Annual or special meeting, he or she may select a qualified member of the Association from his or her district as his or her proxy, to act at such meetings and vote in his or her stead with the same force and effect as though he or she was present

## ARTICLE VII – AMENDMENT

Section 1. Proposed amendments shall be presented six (6) months prior to the next annual or semi-annual convention in writing with copies to the Constitution and By-Laws committee, the President and to the Secretary. The Constitution and By-Laws committee shall study, add its recommendations, and ensure that it is in comprehensive form after which it shall be printed in the Association quarterly newsletter at least 60 days prior to the next convention. The Board of Directors shall vote on the proposal to show their opinion only, after which it shall be presented to the general meeting for discussion and voice vote. The Constitution and By-Laws Committee shall decide if there is sufficient support to submit the proposal to the entire membership for vote. Voting on amendments shall be limited to the same ballot as the election of Officers and the Directors and the Election Commissioner shall count the ballots, at which a majority vote of returned ballots shall rule.

Effective April 1, 1998

# AMERICAN POULTRY ASSOCIATION, INC. BY-LAWS

## ARTICLE I – DUTIES OF OFFICERS

Section 1. The President shall be a member of, and act as Chairman of, both the Board of Directors and the Finance, Ways and Means Committee and shall be an ex-officio member of all committees unless otherwise provided.

a. The President shall take the initiative in Association matters, safeguarding its interests at all times and especially between Annual meetings, and perform such other duties as usually pertain to this office. With the consent of a majority of the Board of Directors, he or she may take such action as seems necessary in any matter involving legal procedure to protect the interests of the Association. He or she may attend important poultry meetings and exhibitions in the interest of the Association.

b. The President shall be the sole interpreter of the Constitution and By-Laws when the Association is not in session.

Section 2. In case of death, resignation or removal of the President, the Vice-President shall thereupon become President and assume his or her duties. In case of the absence, disability or inability of the President, the Vice-President shall perform his or her duties. In case of the absence or disability of both the President and Vice-President, then the Board of Directors shall select one of its members to act as President.

Section 3. The Board of Directors shall have general control and supervision of the affairs of the Association, the enforcement of all rules, and in the intervals between meetings shall have authority to take such action, not in conflict with the Constitution and By-Laws, as is necessary to give effect to measures voted by the Association.

a. They shall convene at least one day in advance of the Annual or Semi-Annual meeting and hold regular meetings through the convention, and shall not adjourn sine die until after the final adjournment of the Annual or Semi-Annual meeting of the Association. One of the first items to be considered by the Board at the Annual meeting is the preparation of the annual budget for the coming year, consisting of a detailed summary of estimated income and expenses, including an item for emergency expenditure. The budget for the coming year shall be presented for approval by the convention before the final session, also a general report of actions of the Board while at the convention. The Board shall have authority to contract indebtedness in the name and interest of the Association provided such indebtedness does not exceed the respective amounts stipulated in and approved in the annual budget.

b. When not in session, the Board may vote by mail on questions demanding immediate consideration, or in emergencies be polled by phone provided a written ballot is provided later. (The Board of Directors consists of the President, Vice-President and thirteen Directors. Only they or their proxies are entitled to vote at Board meetings.)

c. If a Director fails to function or properly perform his or her duties, either through death, disability or lack of interest the President with majority approval of the Board of Directors, may appoint a new Director to serve the remainder of the unexpired term.

Section 4. The Vice-President shall be a member of the Board of Directors and the Finance, Ways and Means Committee. He or she shall preside at all meetings at which the President is not present, and shall succeed him or her to office in case of the disability or inability of the President to continue in office.

Section 5. The Secretary shall devote his or her time and attention to the duties of his or her office, and promotion of the objectives of the Association. He or she shall prepare and distribute all notices of meetings of the Association and of the Board of Directors and shall keep the minutes of such meetings. He or she shall conduct the general correspondence of the Association and keep on file all letters received, also carbons or duplicates of all letters sent for a period of time specified in a procedural manual. The procedural manual shall list the duties of the Secretary-Treasurer, records to be kept and how long, and all pertinent information relative to the position. The Finance, Ways and Means Committee shall be responsible to see that this manual is complete and shall review it annually. He or she shall have authority, with approval by the Finance, Ways and Means Committee, to employ necessary office assistance.

a. The Secretary shall furnish all new or renewal certificates of membership, and shall notify members upon expiration of membership so that members can be kept current. He or she shall keep a correct list of the names and addresses of all members of the Association with dates of their election to membership. He or she shall bring a list of the Individual Life, Individual Endowment Trust Life, and paid up Individual Annual members to each Annual, Semi-Annual or special meeting in order to show those eligible to vote on Association matters at the meetings.

b. The Secretary shall keep full and complete records of all financial and business transactions which go through his or her office and shall make a semi-annual report to the Finance, Ways and Means Committee on forms provided by the committee in order that the affairs of the Association be kept up to date. He or she shall make a general financial report to the Annual convention which does not need to be in the full detail made to the Finance, Ways and Means Committee. Any members of the Board of Directors shall have access to the semi-annual reports to the Finance, Ways and Means Committee but they shall be kept confidential, unless decided otherwise by the Board. The Finance, Ways and Means Committee shall work with the Secretary-Treasurer in determining the necessary amount to include in the checking account to maintain his or her office. No contract of purchasing calling for expenditure of more than \$1,000 shall be made without the approval of the same committee.

c. He or she shall conduct the general correspondence of the association and keep on file all letters received and also carbons or duplicates of all letters sent for a period of time specified in the procedural manual. The procedural manual shall list the duties of the Secretary / Treasurer, records to be kept, how long and all pertinent information relative to the position. The Finance,

Ways and Means Committee shall be responsible to see that the manual is complete and shall review it annually.

d. The Secretary shall be the custodian of and keep well insured all property of the Association. He or she shall also be the custodian of the Seal of the Association, which he or she may use under the direction of the President or the Board of Directors.

e. The Secretary's salary shall be determined by the Board of Directors and always paid by check. He or she shall be allowed necessary expenses for travel and room to attend Annual, Semi-Annual and special Association meetings. He or she may attend important poultry meetings or exhibitions when he or she can be of service to the Association.

Section 6. The Treasurer shall be the custodian of all the money belonging to the Association. All general funds shall be deposited in banks or financial institutions approved by the Finance, Ways and Means Committee, making payments only by check. The Endowment Trust Life Membership Funds are invested in a manner directed by the Endowment Trust Life Membership Board as outlined in SECTION 8 of this same ARTICLE. The Treasurer shall keep a complete record of all accounts received and disbursed by him or her, and shall have the accounts always open for inspection by any member of the Board of Directors.

a. The Treasurer shall make a complete semi-annual report to the Finance, Ways and Means Committee in order that they be fully advised of the financial condition of the Association and shall make a general financial report to the Annual convention which does not need to be in the full details made to the Finance, Ways and Means Committee. Any member of the Board of Directors shall have access to the semi-annual report of the Finance, Ways and Means Committee but it shall be kept confidential, unless decided otherwise by the entire Board. He or she shall give an itemized statement of the finances of the Association covering the past fiscal year, with the present balance.

b. The Treasurer shall give bond to the approval of the Board of Directors for the faithful performance of his or her duties, said bond to be paid by the Association and kept by the President.

c. The compensation for the Treasurer shall be determined by the Board of Directors and paid by check.

Section 7. The offices of the Secretary and Treasurer may be combined into one single office, if the Board of Directors determines it to be in the best interest of the Association. If this is done and at some later date the Board decides there should be a separate Secretary and a separate Treasurer in order to best serve the interest of the Association, then this may be done as provided by the Constitution, under ARTICLE IV, OFFICERS, Section 2, paragraph (c).

Section 8. All money in the Life Endowment Trust shall be invested in a manner determined by the Life Endowment Trust Committee. This Committee consists of three members or Trustees elected by the Board of Directors. One member shall be rotated off each year and a new one elected by the Board. The trustees shall advise on investment of funds seeking long term yields from growth and income. The general policy shall be one of buy and hold quality securities with the hope of compensating for inflation or better. Interest and dividends shall be reinvested but may be withdrawn when needed to meet the operational expenses of the Association.

a. The cost of membership on January 1, 1999 is \$200 and the cost shall be adjusted on January 1 every two years to reflect inflation as measured by the United States Consumer Price Index (C.P.I.). Cost for foreign members outside the United States and Canada shall be double.

Section 9. The Election Commissioner serves in even numbered years when the Association officers are elected by mail ballot. All votes are mailed in special self-addressed envelopes with none to be opened until the expiration date for voting, at which time they are opened and counted within a 48 hour period. The results of voting are immediately given to the Secretary whose duty it is to notify the candidates and make official notification to the Poultry Press. The ballots are immediately placed under seal by the Election Commissioner and delivered to the President at the following Annual convention, or sooner in the case of a tie vote or contested election.

## ARTICLE II – ELECTION OF OFFICERS

Section 1. The Election Commissioner and the Secretary shall hold, or cause to be held, the election of officers of the Association as designed in the Constitution and in the following manner:

a. At least seventy-five days before the ballot is mailed in each general election, the Secretary, through the Poultry Press or otherwise shall invite applicants as candidates for the elected officers.

b. Any Individual Annual, Individual Life or Individual Endowment Trust Life member 21 years of age or older who has been a member for a minimum of the past three years in this Association, is of good moral character, and has not been convicted of a felony in a court of competent jurisdiction, may under his or her own signature, request the Secretary to place his or her name on the ballot for the coming election. No member shall run for more than one office.

c. The President and Vice-President may only serve two consecutive terms of two years or a total of four consecutive years, but after dropping out for another two-year term may again file for and serve another two terms, if elected. This is provided by the Constitution under ARTICLE IV, Section 2, Election and Term of Office, paragraph (a).

d. All Individual Annual, Individual Life or Endowment Trust Life members who are 18 years of age or older that are current in their membership on December 31 of the year preceding the election year are eligible to vote.

e. On the last Tuesday in January the Secretary shall mail a ballot to all eligible voters. The ballot shall list the candidates in alphabetical order for each office to be filled. Enclosed with the ballot shall be a return outer envelope addressed to the Secretary with a place in the upper left corner for the name and address of the voter so that the Secretary can identify the voter

as qualified to vote. Also enclosed shall be a smaller envelope with BALLOT printed thereon, in which to seal the ballot. The only identification on this envelope may be the one to indicate district and an identification that it is an original ballot. As ballots are returned, the Secretary shall check the postmark date and the name and address of the voter. The envelope marked BALLOT shall be removed from the mailing envelope and the District from whence it came shall be written on the face, or indicated in some other manner. All ballots shall be postmarked no later than 30 days after the date of mailing of the ballots and must be received by the Secretary no later than 40 days after being mailed. The sealed ballots shall then be sent to the Election Commissioner by receipted mail or hand delivered. The outer envelope shall be retained by the Secretary until a resolution to destroy same is passed by the Board of Directors. Envelopes postmarked after the deadline and those without name and address shall also be retained but not opened. Duplicate ballots will be furnished on request but must be returned within the time period.

f. The Election Commissioner shall open and count the ballots. No write-in names will be counted, nor may any ballot be counted that has been tampered with or had anything pasted on it. All votes are confidential to the Commissioner. He or she shall immediately after counting, notify the Secretary of the results and the Secretary shall notify the candidates at once of the results and also send them to poultry publications.

g. All officially elected officers shall take office on April 1st following their election.

h. In case of a tie vote, a new election will be held within the following 45 days after verification of the tie. In case of a contested election, the Board of Directors shall select a special committee of three members of the Association for final decision.

i. After counting the ballots, the Election Commissioner shall immediately place them under seal to be delivered to the President at the following convention, or sooner in case of a tie vote or contested election. The sealed ballots shall be destroyed after a resolution by the Board of Directors so directing.

### ARTICLE III – FILING COMPLAINTS AND CHARGES

Section 1. Complaints by members of this Association against persons or organizations under its jurisdiction for dishonest practices or acts or conditions detrimental to the Association, and to interest which it represents, must be made in writing and in duplicate addressed to the President and to

the Secretary. If the complaint appears to be warranted and the matter cannot be adjusted by the Secretary, he or she shall require the complainant to make his or her charges in the form of an affidavit, sworn to before a notary public, and upon such formal complaint received, shall refer it

to the Chairman of the Committee on Welfare, Grievances and Appeal.

a. The Chairman of the committee on Welfare, Grievances and Appeals shall adjust such cases without bringing them before the committee when this can be done to the satisfaction of those involved, and without prejudice to this Association. All complaints and charges referred to him

or her that cannot be thus adjusted he or she shall submit to the committee, and if a majority of the committee decides the case demands such action, he or she shall report it to the Board of Directors for trial.

b. The defendant shall be furnished a detailed statement of the charges by registered or certified mail and notified of the day and hour the Board of Directors will hear his or her case, in the same letter.

c. At the hearing and trial before the Board of Directors, both the complainant and the defendant shall have the right to appear in person. The Board shall have authority to summon witnesses and take depositions, with ample notice to both complainant and defendant to do likewise if desired. A majority vote of the Board of Directors shall determine the case.

d. Any person found guilty shall have ninety days to file an appeal asking for a review of the Board at its next Annual meeting.

### ARTICLE IV – COMMITTEES

Section 1. The Credentials Committee is named by the President at the opening of the convention and may consist of three to five members, with the chairman from the host district. They will work with the Secretary in preparing a voting list of the members present at the convention, making

additions when needed, and submit same to the President as soon as possible after roll call.

Section 2. The Resolutions Committee is named by the President at the opening of the convention and shall include three members. They shall prepare a resolution of thanks for those responsible for the convention success, to others giving extra service to the Association, and one of respect for all deceased members of the past year. This shall be presented to the convention before adjournment.

Section 3. The Committee on Education and Statistics may consist of five to seven members named by the President and shall have charge of educational work of the Association and be appointed at the beginning of each convention. It shall make recommendations for the betterment of the Association.

Section 4. A Board of Review consisting of three members may be named by the President at the opening of the convention following a general election. If found necessary its purpose shall be to recheck any election results in which the winning margin was ten votes or less. On instructions from the Association, the ballots shall be destroyed.

Section 5. The Finance, Ways and Means Committee consists of the President, Vice-President, and two well qualified business members of the Board of Directors elected by the Board. They shall have special charge of the finances of the Association and

shall initiate the drawing up of the annual budget each year with approval of the Board of Directors. The annual budget shall include a detailed summary of expected expenditures for the coming year and include an item for contingent emergency expenses. The committee shall receive a semi-annual report at the close of the fourth quarter. The committee may require a certified audit of the Association at any time they deem necessary.

Section 6. The Committee on Welfare, Grievance and Appeal shall consist of the President, Vice President, and a member appointed by the Board of Directors. Its duties are outlined in the preceding ARTICLE III under "Filing Complaints and Charges."

Section 7. The Committee on Licensing Judges consists of three General Licensed A. P. A. Judges elected by the Board of Directors. They shall have charge of preparing and conducting the examination, selecting the site and naming the examining judge or judges. The chairman shall send the written examination to the examining judge and when it is complete it is sent in turn to each of the other two members to grade before returning to the chairman, who also checks the paper and examining judge's report on the oral show room exam. The chairman then recommends to the Secretary whether the license be granted or not.

Section 8. The Committee on Standards consists of three members who shall be General Licensed A.P.A. Judges elected by the Board of Directors. They shall have charge of all matters pertaining to the American Standard of Perfection, including its text, the recognition of both new and established breeds and varieties of Large Chickens, Bantams, Waterfowl, Turkeys and any new classification of fowl admitted after 1874 with its duties further described in the following ARTICLE VI. "AMERICAN STANDARD OF PERFECTION." When the Committee on Standards determines that enough evidence exists that major revisions to the Standard are needed, most often prior to a new printing of the Standard of Perfection, they shall request that the Board of Directors declare general revision. In years of revision the committee shall be known as the Standard Revision Committee. If the chairman feels it necessary, the committee may be increased by two additional members, either licensed judges or A.P.A. members with the skills needed.

Section 9. The Committee on Association Publications shall consists of the President, Secretary, and any other members the Board of Directors may decide to name who can contribute to its success.

Section 10. The Committee on Constitution and By-Laws shall consist of three members appointed by the President. All proposals to repeal or amend the Constitution or By-Laws shall be submitted to this committee first, for study and recommendation.

Section 11. The Legislative Committee shall consist of three members elected by the Board of Directors. This committee shall be an advocate of the standard-bred poultry industry in all its phases.

Section 12. The President may appoint such special committees as he or she may deem advisable or as directed by the Board of Directors. No special committee shall be created to handle any matter already within the jurisdiction of as present committee.

Section 13. All committee members shall serve from Annual convention to Annual convention, a period of approximately one year, unless otherwise indicated in this ARTICLE IV.

a. When a committee or a member thereof is unable to act, or fails to adequately perform its duties, the President and Board of Directors may declare such office vacant and appoint a new committee member.

a. All committees shall receive their instructions from the President or the Secretary.

## ARTICLE V – LICENSING OF JUDGES

Section 1. The American Poultry Association, Inc., may grant licenses to judge to members qualified by character and poultry background who have satisfactorily passed an examination on their ability to be a judge. Such license shall be either a General or Specialty license. A general license includes one for all recognized breeds and varieties of Large Chickens, Bantams, Waterfowl, Turkeys and any other classification of fowl admitted after 1874. A Specialty License is restricted to Large and Bantam Chickens, Waterfowl, Turkeys or any new classification of fowl. Any Specialty judge advertising his or her license must indicate it as such, and may prefer to list what he or she is licensed to judge, such as Large and Bantam Chickens, etc.

a. The applicant shall have been a member in good standing of the Association for at least three (3) consecutive years before application. He or she shall be at least 21 years of age, of good moral character and not previously convicted of a felony in a competent court of law. Three (3) references shall be provided by the applicant to the committee chairman. He or she shall have a good poultry background of breeding and exhibiting poultry in order to become a competent judge. The applicant shall have raised for a minimum of three (3) years two or more classes for which the examination is to be taken, i.e. Bantams, Large Chickens, Waterfowl or any other classification of fowl. If the exam includes Turkeys or any other classification of fowl admitted after 1874 it is recommended that the applicant have experience with these classes also.

b. The applicant shall make application to the Secretary on special forms provided by the Association and the application shall be accompanied by the examination fee in full. Should the applicant be turned down because of his or her character, either before or after he or she has taken the examination and before any license has been granted, his or her application fee shall be returned in full. If the applicant is so denied because of character, he or she may appeal to the Board of Directors for a hearing at the next Annual meeting.

c. Upon receipt of the application, the Secretary shall promptly forward the completed material to the Chairman of the Licensing Committee in order that he or she may check the references. The Chairman of the Licensing Committee reserves the

right to contact additional breeders or judges as references.

d. The applicant will be notified whether he or she has been accepted as a candidate for a license. The candidate will be required to take part in an apprenticeship program which shall take at least two (2) years from the date of the application and must be completed within three (3) years. This program will consist of clerking and discussing classes with different judges at different shows or spending time with a recognized breeder approved by the Judges Licensing Committee. A minimum of five (5) hours must be spent with each category chosen. For a General license the applicant must work with eight (8) different judges at eight (8) different shows, or as an option, up to one-half of this requirement may be met by spending equal time discussing classes with different recognized breeders approved by the committee. Decisions of the committee are final. At least two of these apprenticeship sessions must involve Waterfowl and require approval by the committee. For a Specialty Waterfowl, Turkey or any other classification of fowl license, the applicant must work with six (6) different shows, or as an option, up to one-half of this requirement may be met by spending equal time with recognized breeders approved by the committee. The judge/breeder shall mail back evaluation forms in order to provide unbiased evaluation.

e. Any American Bantam Association Licensed judge who meets the application criteria and has judged four (4) major shows (1,000 birds or more) in the last three (3) years may waive the apprentice program and proceed to the final exams. He or she will be required to take a complete written and showroom exam (including Bantams).

f. Any judge licensed by any Country or Province of Canada that has a poultry judge certification program that meets the application criteria and has judged four (4) major shows (1,000 birds or more) in the last three (3) years may waive the apprenticeship program. He or she is required to take the complete showroom and written exam.

g. Judges from any country which has an organized licensing program and the applicant meets the application criteria and has judged four (4) major shows (1,000 birds or more) in the past three (3) years may waive the apprenticeship program. He or she will be required to take a complete showroom and written exam.

h. Upon completion of the apprentice Program, the committee will determine if further preparation is needed, based on the evaluation of the returned apprentice forms, or if the candidate will be placed in an exam ready status. The candidate will provide a list of shows and dates that he or she will be attending with the names and addresses of the superintendents, a minimum of six (6) to eight (8) weeks prior to the earliest show. Only the chairman or a committee member will select the show and examining judge.

i. The Committee of Licensing Judges shall prepare a written examination covering the classes in considerable detail and including the American Standard of Perfection in general. A candidate for a General license who fails the exam overall but passes one or more of these portions, Large and Bantam Chicken, Waterfowl, Turkey or any other classification of fowl, may be granted a Specialty license for the portion or portions passed. The written exam shall be given in a quiet, closed room in the presence of the examining judge at all times and may be given at night. The oral show room exam shall be given at a good-sized show where representative classes are present and no general license examination can be given where there are not representative classes in Large Chickens, Bantams, Ducks and Geese. Allowance is made for fewer Turkeys or other classification of fowl. being exhibited today. The oral exam may consist of a careful appraisal of the specimen outside the coop for size, type, color and condition, so as not to disturb the bird before being judged. There should be no bystanders near to hear the questions by the judge or answers by the applicant, and this should be of several hours duration and cover many different breeds and varieties. The examining judge gives a numerical grade for the oral exam, but he or she does not grade the written exam, the latter being done by the Committee. The show room and the written exam each count 50% toward the final grade, and a passing grade is a minimum of 80% on the written and on 80% on the show room.

j. The examining judge shall be an experienced General Licensed judge with at least three years experience of three or more shows a year. However, a Specialty Licensed judge may examine in his or her Specialty or give the full exam if it is on his or her specialty only. The examining judges may or may not be judging at the show. In fact with the short duration of many shows today, often it is almost necessary to have the exam given by a judge who is not judging at the show.

k. The written exam papers go in turn to the two regular members of the Committee where each assigns a grade for the test and finally to the Chairman who also assigns a grade, averages up both tests for the final grade and notifies the Secretary promptly as to whether the applicant passed, and if so, what type license to recommend. The Secretary shall promptly notify the applicant of the results. The new judge must maintain either the Individual Annual membership or an Endowment Trust Life membership from now on.

l. Results of the examination will be given as pass fail only. No scores will be given. A candidate for a General license who fails the exam overall but passes one or more of these portions, Large and Bantam Chicken, Waterfowl or Turkey, may be granted a Specialty license for the portion or portions passed. In the event of failure, the candidate, after paying a reexamination fee of half of the original exam fee, may retake the examination after a six (6) month period which may include further preparation as per the instructions of the Licensing Committee.

m. A judge may be reprimanded or have his or her license suspended or revoked by the Committee on Licensing Judges for reason of fraud, gross incompetence, conduct embarrassing to the Association, failure to handle non-waterfowl birds (with the exception of diseased or definitely inferior specimens). or failure to pay annual dues, where applicable. Anyone so charged may appeal to the President and Secretary in duplicate letters asking for a hearing before the Board of Directors. If no appeal is made within six months of notification, the action becomes permanent in the case of revocation.

## ARTICLE VI – AMERICAN STANDARD OF PERFECTION

Section 1. The American Standard of Perfection was first published as the American Standard of Excellence in February 1874, and has been published continuously since, and known as the American Standard of Perfection since 1894. It shall be the official Standard for judging of Large Chickens, Bantams and Ducks, Geese, Turkeys or any other classification(s) of fowl added at a later date at all official American Poultry Association shows.

- a. The Committee on Standards, with the approval of the Board of Directors, shall have authority to correct any apparent mistakes and to rearrange any text or illustrations in the Standard if in its judgment it is in the best interest of the Association, but nothing shall be changed to materially alter the existing shape and color descriptions, except as a result of a General Revision.
- b. A general revision of the Standard of Perfection shall be accomplished over a minimum of a two year period, starting when the Board makes the decision to declare a revision. When the decision is made, the Secretary, through the Association quarterly publication and otherwise, shall give notice that a revision is planned and that any proposed changes be sent the Chairman of the Standard Committee by the end of the first year. Years shall be based on convention dates when possible and enough time shall be allowed for the process to be accomplished in orderly fashion. The committee shall be called the Standard Revision Committee during the years of revision and shall study the reasonable proposals, which must be in harmony with the format and general terms of the present Standard of Perfection, and make their recommendations. The approval process shall extend over two conventions, an Annual and a Semi-Annual, in either order. At least three months prior to the first convention the committee shall publish in the Association quarterly publication the proposed changes along with their recommendations. Members, individually, or through their breed club, should express their opinions on these proposals to the Director of their district. The proposed changes shall be presented at the Board of Directors meeting for discussion and then at the General Meeting. The Standard Revision Committee shall review and study any suggestions and make revisions if indicated. The committee shall again publish in the Association quarterly newsletter the proposed changes three months prior to the next convention. Again, members should express their opinions to their Director. The proposed changes shall be presented to the Board of Directors meeting where a majority vote shall rule.
- c. Breeds, varieties and new classifications of fowl may be admitted to the Standard of Perfection at either the Annual or Semi-Annual convention after prior notice by the Secretary that such has been proposed and requirements for admission have been met.

### Section 2. Admission of Breed and Varieties

- a. A petition for recognition of any breed or variety of any domestic or foreign breed must be sent to the Secretary giving the history of its origin, breeding background, and with facts of an educational nature, all of which shall be preserved in the records of the Association. Included shall be the proposed name of the breed or variety with a standard for shape, color and weight, written in the same style and format as the Standard and included with the petition, with copyright assigned to the American Poultry Association, Inc. If a breed or variety that has been previously accepted by the American Bantam Association applies for admittance and the description is in conflict with the description which was approved at a proper qualifying meet of the ABA, then the applicant must either adjust the application so that the conflicts are removed or work with the Standard Committee of the ABA to remove the conflict.
- b. Affidavits shall be included from not less than five breeders stating that they have bred the breed or variety for not less than five years and that it produces not less than 50% of all specimens reasonably true to type, color, size and comb.
- c. Certificates showing two or more specimens have been exhibited in each class of cocks, hens, cockerels and pullets in each of the preceding two years at a show officiated by a licensed A.P.A. judge. The Standard Committee shall contact the judge for his or her confidential opinion of the quality and uniformity.
- d. A deposit of a sum sufficient to defray the actual cost of placing the text in the Standard shall be received with the petition, which amount shall be returned in full in case of rejection.
- e. The petition will then be referred to the Committee on Standards who shall name a qualifying meet at a designated prominent show to be judged by a licensed A. P. A. judge. Such qualifying meet shall consist of not less than fifty specimens exhibited by at least five exhibitors in all classes of cock, hen, cockerel and pullet.
- f. When satisfied of the breed or variety, the committee may recommend its acceptance, subject to final approval by the Board of Directors, upon which it becomes a recognized breed or variety.
- g. No petition for subdivision of any standard variety shall be entertained by the Committee on Standards except Turkeys.

### Section 3. Admission of a new family, sub-family or species of fowl

- a. A petition for admission of a new class of fowl must be sent to the Secretary describing how they fit into the standard-bred poultry industry, giving the history of its origin and if it is still in the wild in large numbers in some part of the world, to name those area, breeding background facts of an educational nature, all of which shall be preserved in the records of the association.
- b. This request for admission of the new species along with the background and facts above must be presented to the entire membership via an opinion poll in two consecutive News and Views, asking for a yes or no vote. After adequate time for response has passed, the Board shall decide if the response has been adequate and positive. If they are not with the number of responses or if the approval rating is barely a yes they may decide to place the issue on the ballot at the next election before



making a decision, in which case a majority shall rule.

c. If the Board has given their approval based on the poll of the membership, then the members who presented the petition shall submit a standard for shape, color and weight of the varieties in the new species for which admission is requested and written in the same style and format as the Standard with copyright assigned to the American Poultry Association. Included shall be affidavits as in SECTION 2, b as well as a deposit sufficient to defray the actual cost of placing the new section in the Standard. The money will be refunded if admission is rejected.

d. The petition along with all of the information listed above shall be submitted to the Committee on Standards and the Judges Licensing Committee. These two committees shall name a qualifying meet and determine who is qualified and will judge the meet.

e. When satisfied of the new fowl, the Committee on Standards may recommend acceptance, subject to final approval by the Board of Directors.

f. After the new species has been approved, petitions for admission of additional varieties of this fowl shall follow the procedure in SECTION 2.

## ARTICLE VII – POULTRY SHOWS / MEETS

Section 1. Any Poultry Association, club or society that is an associate member in good standing of the A.P.A. may apply for a sanctioned meet and offer the special prizes offered by the Association if it holds its show according to the rules of the A.P.A.

Section 2. Club, State or Provincial, District, Semi-Annual and Annual and Canadian National Meets.

a. Club meets are routinely assigned by the Secretary of the A.P.A. or on the recommendation of the District Director of the State or Provincial representative.

b. State or Provincial meets are assigned by the State or Provincial Representative each year.

c. District meets are assigned by the District Director each year.

d. Annual and Semi-Annual meets are assigned by the Board of Directors each year after reviewing the applications. One Canadian National Meet/Show will be held each calendar year that shall be rotated between the following three areas: Atlantic Provinces (NB, NS, PEI and NFL), Central Provinces (Quebec & Ontario) and Western Provinces (All west of Ontario). One of the two Canadian Directors shall serve as the A.P.A. Canadian National Representative to receive the bids to host the show. Bids shall be submitted by June 1 of the previous year. Once the bids are received, copies shall be sent to each Director and Provincial Representative for their consideration and vote by mailed ballot. If there is a problem with which Director shall serve as the A.P.A. Canadian National Representative, tie votes or other then the A.P.A. President shall mediate. This show will follow the same guidelines as a National Convention except no meetings will be held. The same A.P.A. awards and points will be offered.

Section 3. Judging

a. All judges at any sanctioned meet must be members in good standing of the A.P.A.

b. At Club Meets a minimum of one judge must be A.P.A. licensed and not less than 50% of the judging staff must be A.P.A. licensed

c. At State, Provincial and District Meets a minimum of one and not less than 50% of the judges must be A.P.A. licensed and all other judges must be A.P.A., A.B.A. or Canadian Government licensed.

d. At Annual and Semi-Annual Meets all judges must be A.P.A. licensed. All judges may present the champion(s) of the class(es) they judged but only those judges with a general license can participate in voting to pick the show champions.

e. It is mandatory that judges not be required to judge any class of Large Fowl, Bantam, Duck, Geese, Turkey or other classification of fowl for which they are not licensed.

f. Judges shall not be allowed to judge and show at any A.P.A. sanctioned meet except in an emergency situation. An emergency situation exists when a judge listed in the show catalogue cancels after the entry deadline has passed, when the number of entries indicate an additional judge(s) should be added, or when a judge cannot complete his/her assignment during the show. In this event; the judge's entire entry will be withdrawn from the competition with the following exception: If part or all of his/her entry has already been judged, these judged birds will not be withdrawn but he/she can never judge in any class in which they are competing or participate in voting to pick show champion. A judge may exhibit in an open show and judge a simultaneous junior show that is separate from the open show. Alleged violations of these provisions are valid grounds for a grievance as covered in ARTICLE III of these by-laws.

Section 3. Rules for handling Protest of Awards

Protests may be entertained in case of apparent dishonesty on the part of a judge, or apparent carelessness that has resulted in the placing of a disqualified or demonstrably inferior specimen. The protest must be in writing and presented to the local show chairman as soon as possible and before the awards are handed out accompanied by a \$25 deposit. The local show committee, consisting of three persons from the local association including the Show Chairman, working closely with the APA judge or judges at the show, shall make a decision which shall be final. If the protest is sustained, the deposit shall be returned to the protester, otherwise it becomes the property of the local association.

## ARTICLE VIII – LIABILITY

Section 1. No officer, individual member, committee or component organization shall render this Association liable for any amount exceeding the appropriation approved in the annual budget.

#### **ARTICLE IX – ANNUAL AND SEMI-ANNUAL MEETING AGENDA**

Section 1. The President, Secretary, and Director of the district in which the Annual or the Semi-Annual convention is to be held shall prepare a complete agenda or program well in advance of the meeting. When approved by the Board of Directors, this program shall serve as the order of business, with copies available at the convention opening.

#### **ARTICLE X – ORDER OF BUSINESS RULES**

Section 1. Robert's Rules of Order shall be the parliamentary guide of this Association, subject to the requirements of the Constitution and By-Laws and to such official rules as may be adopted by this Association.

#### **ARTICLE XI – AMENDMENT**

Section 1. These By-Laws having been approved by a two-thirds vote of the Board of Directors present at the Annual meeting of the American Poultry Association, Inc., held October 18, 1991 at Vancouver, Washington, can be repealed or amended only by a like vote at an Annual or Semi-Annual meeting, a quorum being present, and subject to the notice as required under ARTICLE VII in the Constitution on the same subject.

#### **ARTICLE XII – EMBLEM**

Section 1. The emblem of this Association shall be duly adopted by the convention at large and shall be patented by a trademark. Copy as adopted December 13, 1941, at the Semi-Annual convention, Chicago, Illinois, as shown.

#### **ARTICLE XIII – CORPORATE SEAL**

Reproduction of the emblem with "Organized 1873" above the emblem and the word "Seal" below. as amended February 22, 1998