

**2012-2013**

# jabga National director

## Director Responsibilities

- Serve as an example and leader to the JABGA membership
- Promote the JABGA and American Boer Goat at all times
- Maintain a code of conduct and professionalism
- Be familiar with all JABGA programs and opportunities
- Keep up with current events in the Boer goat and livestock industries
- Stay in contact with the Youth Coordinator
- Timely review of mail or e-mail from the JABGA Youth Department
- Outline travel schedules with the Youth Coordinator at least one month prior to the event so that flight arrangements can be made
- Fundraising for the JABGA programs
- Always complete responsibilities and assignments prior to deadlines
- Assist in the planning of the JABGA National Show
- Assist in the planning of the Annual Leadership Conference
- Be available for conference calls as needed
- Attend at least one Face to Face Board of Directors meeting per year

**2012-2013**

jabga  
**National  
director**

**Section I: Qualifications**

Bylaws 3.3 (a) Any Member who is 13 years of age or older on January 1 of the year of election who desires to be a director of JABGA

Bylaws 3.3 (g) At all times during each director's term, he or she must reside in the region for which he or she was elected, and he or she must maintain his or her membership. Failure to comply with either of the above requirements shall result in the automatic removal of a director from JABGA Board.

**Please complete the following information and if you need additional space – attach additional sheet(s) labeled with the appropriate section(s).**

## Section II: Contact Information

JABGA Member # \_\_\_\_\_ Area \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Other \_\_\_\_\_

How long have you been a JABGA Member? \_\_\_\_\_

Parent Name \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

## Section III: Involvement

Volunteer/Community Service Involvement

Please Explain:

4-H and/or FFA Involvement

Please list activities and offices held:

Goat Industry Participation (Field Days, Seminars, Educational Events)

Please Explain:

#### **Section IV: JABGA Board Participation**

Have you served as a JABGA director in the past? If yes, give office held and dates of service.

What areas of the JABGA board work are of particular interest to you?

\_\_\_\_\_ JABGA Programs

\_\_\_\_\_ Promotion

\_\_\_\_\_ National Show

\_\_\_\_\_ Fundraising

\_\_\_\_\_ Goals and Objectives

\_\_\_\_\_ Leadership Conference

**Section V: References**

*(letter not required)*

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Certification of Applicant**

I hereby certify that I meet the qualification criteria. I also certify the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for the JABGA Board of Directors. Please allow my name to stand for nomination to the JABGA Board of Directors.

I am willing to commit my time to serve as a director of the JABGA. If elected to the JABGA Board of Directors, I will act at all times in an honorable, ethical and legal manner in my dealings with the public. I will support at all times the honest and truthful promotion of the Boer goat industry. I will refrain from using unfair, dishonest or unethical means to win advancement for myself or friends. I will at all times support the registry and promote the exchange of general useful information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Junior American Boer Goat Association  
1207 South Bryant Blvd., Suite C  
San Angelo, TX 76903  
Phone: (325) 486-2242 Fax: (325) 486-2637**

# AMERICAN BOER GOAT ASSOCIATION

## CONFLICTS OF INTEREST POLICY

**A. Purpose.** The purpose of this Conflicts of Interest Policy is to protect the interests of American Boer Goat Association (the “Association”) when it is considering entering into a transaction or arrangement that might benefit the private interest of a director of the Association. In addition, this policy is intended to protect the interests of the Association with respect to competitive activities by directors of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **B. Definitions.**

1. **Compensation.** “Compensation” includes direct or indirect remuneration as well as gifts or favors that are substantial in nature.
2. **Competing Entity.** A “competing entity” is an organization of any legal form (other than a formal Affiliate of the Association) which as an organization is engaged in a competitive activity.
3. **Competitive Activity.** A director is engaged in a “competitive activity” if he or she is a member of the governing board or serves as an officer of an organization (other than a formal Affiliate of the Association) that registers Boer Goats. An organization (other than a formal Affiliate of the Association) is engaged in a “competitive activity” if it registers Boer Goats.
4. **Governing Interest.** A director has a “governing interest” in a competing entity if he or she is a member of the board of directors, board of trustees, or other governing board or is a named officer of a competing entity.
5. **Interest.** A person has an “interest” if the person (i) is engaged in a competitive activity or (ii) has, directly or indirectly, through business, investment, or family,
  - a. an ownership or investment or governing interest in a competing entity or any entity with which the Association has a transaction or arrangement, or
  - b. a compensation arrangement with a competing entity, the Association, or with any entity or individual with which the Association has a transaction or arrangement, or
  - c. a potential ownership or investment or governing interest in, or potential compensation arrangement with, a competing entity or any entity or individual with which the Association is negotiating a transaction or arrangement.

6. **Interested Person.** Any director of the Association who has a direct or indirect interest (as defined above) is an “interested person”.

**C. Procedures.**

1. **Duty to Disclose.** An interested person must disclose to the board the existence and nature of his or her competitive activity and/or other interest and, in connection with a proposed transaction or arrangement, must disclose the existence and nature of his or her interest to the directors and members of the executive committee considering the proposed transaction or arrangement. Having an interest in a competing entity or being engaged in a competitive activity is a conflict of interest. Serving as a judge, paid or unpaid, in a competition sponsored by an organization engaged in a competitive activity is not an “interest” or a “competitive activity” for purposes of this policy.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the competitive activity and/or interest, the interested person must leave the board or executive committee meeting while the interested person’s competitive activity and/or interest is discussed. If any activity or interest is not automatically a conflict of interest, the remaining board or executive committee members will decide if a conflict of interest exists pursuant to Part C3, below.
3. **Procedures for Addressing the Conflict of Interest Other than being Engaged in a Competitive Activity or Having an Interest in a Competing Entity.**
  - a. The management of the Association shall present to the board or the executive committee the alternatives it investigated, including alternatives which would not result in a conflict of interest with the interested person. Thereafter, the President will, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - b. After exercising due diligence, the board or executive committee will determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not result in a conflict of interest.
  - c. If a more advantageous transaction or arrangement is not reasonably available under circumstances that would not result in a conflict of interest, the board or executive committee must determine by a majority vote of the disinterested directors (i) whether the transaction or arrangement is in the Association’s best interest and for its own benefit and (ii) whether the transaction is fair and reasonable to the Association, and the board or executive committee will make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

#### 4. **Violations of Conflicts of Interest Policy**

- a. If the director discloses to the board the existence of a competitive activity or a governing interest in a competing entity, or if the board determines that such an interest exists, the board shall either (i) request in writing that such director cease such activity or resign from the Board or (ii) remove such director from his or her position.
- b. If the board or executive committee has reasonable cause to believe that a director has otherwise failed to disclose actual or possible conflicts of interest, it will inform the director of the basis for such belief and afford the director an opportunity to explain the alleged failure to disclose. If, after hearing the response of the director and making such further investigation as may be warranted in the circumstances, the board or executive committee determines that the director has in fact failed to disclose an actual or possible conflict of interest, it will take appropriate disciplinary and corrective action.

**D. Records of Proceedings.** The minutes of the board and the executive committee must contain

1. the names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the board's or executive committee's decision as to whether a conflict of interest in fact existed; and
2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith; and
3. in connection with a proposed business transaction a finding (a) that a more advantageous transaction or arrangement is not reasonably available under the circumstances that would not give rise to a conflict of interest, (b) that the transaction or arrangement is in the Association's best interest and for its own benefit, and (c) that the transaction or arrangement is fair and reasonable to the Association.

**E. Annual Statements.** Each director shall, within thirty (30) days after each annual meeting of the board, sign a statement in the form of Exhibit A. Such statements shall also be signed and submitted to the Association by any person desiring to be considered for election as a director of the Association. Such signed statements shall be filed with and maintained by the Secretary of the Association.

\* \* \*

**EXHIBIT A**

**Annual Conflict of Interest Policy Statement**

The undersigned person is [check the appropriate box]:

- a director of the American Boer Goat Association (the “Association”); or
- a candidate for director of the Association.
- a. The undersigned has received the Association’s Conflicts of Interest Policy (the “Policy”).
- b. The undersigned has read and understands the Policy.
- c. The undersigned has no governing interest in a competing entity.
- d. The undersigned is not engaged in a competitive activity.
- e. The undersigned agrees to comply fully with the Policy.
- f. The undersigned understands that the Association is an organization that must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- g. This certification is given pursuant to Part E of the Policy.

Date: \_\_\_\_\_

\_\_\_\_\_

signature

\_\_\_\_\_

print name

Junior American Boer Goat Association

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Code of Conduct

and Consequences of Misbehavior

**JABGA Code of Conduct Proposal**

**ABGA Board of Directors**

# Junior American Boer Goat Association

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## Code of Conduct and Consequences of Misbehavior

### **Code of Conduct Objectives:**

*Develop a Junior American Boer Goat Association Code of Conduct to meet the following objectives:*

1. Create a policy to provide a fun, healthy and safe environment for youth involved in activities and events sponsored by JABGA and/or ABGA.
2. Create a policy to exhibit professional representation of JABGA and/or ABGA.
3. Provide a set of offenses and consequences to properly handle any situation of misconduct.
4. Engage in developing a procedure for sponsors, event staff and volunteers to act upon in an emergency or situation where a third-party is involved.
5. Engage in developing a procedure for sponsors, event staff or situation where a member of the same party is involved.

### **Issues and Challenges:**

1. Misrepresentation of JABGA and/or ABGA.
2. Lacking a policy to properly handle any situation of misconduct.

### **Recommendations:**

1. Per my conversation with Walter Pfluger on November 17, 2006, listed are some suggestions he had for the above procedure objectives:

-Walter suggested to immediately contact his office if an offense was conducted in a same-party scenerio.

-In a third-party scenerio , he suggested to immediately contact the manager where the event is being held. If the incident is serious enough, authorities should be contacted.

-Also, Walter seriously recommended that all sponsors, event staff and volunteers involved with youth activities of the Junior American Boer Goat Association recieve background checks.

# Junior American Boer Goat Association

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## Code of Conduct and Consequences of Misbehavior



**\*To provide a fun, healthy and safe learning environment for youth involved in activities and events sponsored by JABGA and/or ABGA.**

**\*The personal behavior of each participant is important to the success of all JABGA and/or ABGA events.**

**\*Each participant to these events must accept their responsibility to represent themselves, their club, their county, JABGA and ABGA with dignity and pride.**

# Junior American Boer Goat Association

## Code of Conduct and Consequences of Misbehavior

**Violators May Expect:** To have the opportunity to explain actions to the professional staff in charge. Behavior that is disruptive to the event will be documented and a letter describing such will be sent to the ABGA Board of Directors, Youth Committee, JABGA Board of Directors and parents/guardians of those involved.

### Minor Offenses

1. Not in room at designated time.
2. Habitually late to program activities.
3. Public display of affection and/or contact.
4. Not respecting the rights and privacy of those rooming with or attending an activity.

### Intermediate Offenses

1. Not sleeping/staying in the assigned location for the total length assigned.
2. Inappropriate teasing, name-calling, shoving and taunting.
3. Not possessing good manners and using language that is offensive to others.

### Major Offenses

1. Lying or untruthfulness to chaperones, leaders, event organizers or others in attendance.
2. Cheating
3. Sexual Harrassment
4. Sexual Contact
5. Smoking or use of Tobacco Products.
6. The use of alcohol or drugs.
7. Carrying an unauthorized weapon.
8. Theft
9. Threatening another person with a weapon or bodily harm.

## Consequences

For every offense JABGA member will receive a reprimand.

For every offense the violator shall write letters of apology to the appropriate people.

### Major Offenses

1. Automatic removal from event/activity and/or sending a participant home at the parents/guardians expense.
2. Two major offenses during any JABGA year is automatic suspension of membership in JABGA for the remainder of the year, along with the possibilities of facing criminal charges, pending offense. In addition, JABGA members may be asked to resign from any leadership roles held or monetary awards or scholarships from the JABGA and/or ABGA.

### Intermediate Offenses

1. One or two violations is grounds for removal from the event/activity and/or sending a participant home at the parents/guardians expense.
2. Three violations during one calendar year is grounds for the JABGA member to not be allowed in any county, district, or state activities for the remainder of the year. In addition, JABGA members may be asked to resign from any leadership roles held or monetary awards or scholarships from the JABGA and/or ABGA.

### Minor Offenses

1. Consistent discipline problems requiring more than two reprimands is grounds for sending a JABGA member home at the parents/guardians expense.
2. Habitual discipline problems requiring more than four reprimands during one calendar year is grounds for the JABGA member to not be allowed in any county, district, or state activities for the remainder of the JABGA year. In addition, JABGA member may be asked to resign from all JABGA offices or leadership roles held or monetary awards or scholarships from the JABGA and/or ABGA.

# Junior American Boer Goat Association

## Code of Conduct

### and Consequences of Misbehavior

**Mood - Altering Substances:** The legal age for the consumption of alcohol, purchase and possession of alcohol is 21 in the United States. Controlled substances such as cocaine, marijuana, heroin, LSD, etc., are illegal to consume, purchase, or possess in the United States, regardless of age. Participation in a JABGA event or activity (including to and from an event) will include agreement by all participants to abide by these laws and the guidelines set forth by the JABGA.

Use and/or possession of alcohol and/or illegal controlled substances: If a participant is found to be using or in possession of either alcohol or illegal substances, the law enforcement authorities will be contacted. This activity is illegal and punishable under criminal sanctions. The parents/guardians will also be contacted and arrangements will be made to send the participant home. The individual will not be eligible to continue participation in the activity or event.

Use of tobacco and/or mood-altering substances: The purchase, possession or consumption of tobacco, which includes cigarettes, cigars and chewing or smokeless tobacco, will not be permitted at a JABGA event or activity. Mood-altering substances, defined as any substance which is used to create an altered state of consciousness by the user, will not be permitted. Examples of these substances include, but are not limited to, glue, paint, nail polish and prescription drugs.

**Disruptive and/or Inappropriate Behavior:** This behavior is defined as verbal or physical actions by an individual or individuals which causes intentional and forcible disruption in the activity or involvement of the group. Behavior which singles out an individual or individuals for unwanted and inappropriate teasing, name-calling, shoving and taunting shall be defined as disruptive. Behavior which intentionally prevents others from participation in the group activity shall be defined as disruptive. Inappropriate behavior shall include, but not limited to, abusive or profane language, clothing which is offensive to others (logos, artwork that degrades others) or is inappropriate for the occasion (clothes too tight, too open or not covering parts of the body adequately), rude or destructive actions, littering and disobeying requests by adults in charge.

**Overnight Activities:** Participants in JABGA activities and/or events are expected to abide by stated curfews and sleep/stay in the assigned location for the total length assigned. Volunteers attending overnight activities shall be designated to obtain a general background check.

**Personal Safety:** Personal Safety is defined as the ability of an individual to feel safe from verbal and physical abuse, from the threat of physical injury, or from unwelcome actions, remarks, or interactions from others. Some of these actions occur without violence or physical injury, but can leave the targeted individual unwelcome, unsafe or unprotected. If the impact of the incident makes the individual feel his/her personal safety is in jeopardy, then action shall be taken to rectify the situation.

Verbal Abuse: Verbal abuse shall be defined as any spoken or written use of language in an abusive, threatening, profane or obscene manner which degrades an individual or individuals because of their race, religion, ethnic background, gender, sexual orientation or physical or mental handicaps.

Violence: Violence is defined as the use of physical force against another with the intent to injure, abuse, destroy or intimidate. Acts of violence can include, but are not limited to, pushing or shoving someone with the intent of causing physical injury, forcing someone to do something against their will, creating an environment in which another person feels for their safety, or damaging the property of others (including clothing, personal items, equipment and facilities).

# Junior American Boer Goat Association

## Code of Conduct and Consequences of Misbehavior

**Use and/or possession of weapons:** Weapons are defined as instruments or items used for offensive or defensive action, which are capable of causing bodily harm or death. Examples of weapons include, but are not limited to, guns, knives, clubs, metal knuckles, throwing stars, explosives, stun guns, ammunition or mace. While the use and/or possession of firearms are generally considered inappropriate, there are situations where firearms may be used in a legitimate way for an activity or at an event. If listed items are not registered with the appropriate adults prior to the event/activity, it will be considered a weapon.

**Participant use of Vehicles:** While use of a vehicle to attend an event or participate in an event may be necessary, use of any vehicle for personal reasons while participating in a JABGA event or activity is inappropriate unless arrangements and agreements have been made between the individual or individuals and the adult(s) in charge, prior to use of the vehicle. Verbal or written permission from parents or legal guardians will be required before an agreement can be made between the youth and adult(s) in charge of the event. The duration of the trip, reason for the trip and estimated time of return should be documented after an agreement has been reached.

**Sexual Behavior:** Guidelines for appropriate sexual behavior of all individuals, youth and adults, help foster the integrity of JABGA and all individuals involved in JABGA and/or ABGA sponsored events. Guidelines are aimed toward self-control, healthy responsibility, respect for self and others and conduct which maintains the safety of all individual(s). Inappropriate sexual behavior shall include, but not limited to, the following three major areas of concern.

**Sexual Harassment:** Sexual harassment is defined as unwelcome verbal and/or physical advance, unwelcome and/or coerced requests for sexual favors, or unwanted and/or unwelcome sexual physical contact.

**Sexual Contact:** Sexual contact which occurs between a minor and adult is illegal and will be dealt with under the laws which protect minors.

**Public Display of Affection and/or Contact:** Public display of affection/contact involving individuals participating in a JABGA and/or ABGA sponsored event is inappropriate.

**Event-Specific Additions:** While the above expectations apply to all JABGA programs, there may be additional rules, procedures and policies relating to specific JABGA events/activities that will also apply to those events.

### Course of Action I

Event managers responsible for JABGA events and activities are encouraged to communicate to JABGA participants and adult chaperones prior to the event a standard of acceptable behavior. Standards of behavior and consequences should be reviewed with participants as part of the initial orientation.

1. Event Manager obtains all the relevant facts.
2. Brief the on-site adult responsible for the youth delegate (JABGA faculty member or volunteer)
3. If not on-site, but available via phone, brief the JABGA faculty member responsible.
4. Review consequences of misbehavior. The following steps should be taken when sending a JABGA member home:

\*JABGA faculty member contacts parents.

\*Parents advised that child is being sent home by safest, most direct means, and that parents are responsible for cost.

\*Event manager decides if parents should be given the option of picking up the child.

\*JABGA faculty member collects money from parent to pay transportation charges.

\*Follow-up correspondence from event's manager to appropriate JABGA faculty member, child and parent for documentation.

\*For all reprimands a Summary Letter will be completed and mailed to the JABGA member, parent, ABGA Board of Directors, Youth Committee and JABGA Board of Directors.

# Junior American Boer Goat Association

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## Code of Conduct and Consequences of Misbehavior

### Course of Action II

Procedure for sponsors, event staff and volunteers to act upon in an emergency or situation of a participant where an adult(s) of the same-party or third-party is involved.

1. In a same-party scenerio, immediately contact the organization's attorney.
2. In a third-party scenerio, immediately contact the manager where the event is being held. If the incident is serious, authorities shall be contacted.

# Junior American Boer Goat Association

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## Code of Conduct and Consequences of Misbehavior

Youth participating in or attending a local, county, regional, state and national JABGA event are required to conduct themselves according to the JABGA Code of Conduct.

Parents and legal guardians attending or participating in JABGA youth development programs are also requested to conduct themselves according to the JABGA Code of Conduct and assist and support youth in their efforts to adhere to the code. Volunteers attending overnight activities shall be designated to obtain a general background check.

### **JABGA Code of Conduct Summary**

Participants will:

1. Accept responsibility for representing themselves, their club, their county, JABGA and ABGA with dignity and pride.
2. Be punctual for scheduled activities, participate fully in planned activities, and exhibit good sportsmanship.
3. Refrain from leaving the location of the event during the course of the event.
4. Refrain from the use of and/or possession of alcoholic beverages and illegal controlled substances at all times.
5. Refrain from the use of an/or possession of tobacco and mood-altering substances at all times.
6. Refrain from disruptive and/or inappropriate behavior and clothing.
7. Recognize the rights of others with respect to noise, language and conduct to avoid intimidating others physically and/or emotionally.
8. Respect the property of others, including clothing, personal items, equipment and facilities.
9. Refrain from the use of and/or possession of any weapon(s).
10. Refrain from the use of vehicles for personal reasons while participating in JABGA events/activities.
11. Refrain from sexually inappropriate behavior.
12. Abide by additional rules, procedures and policies relating to specific activities or events established for that program.

In addition to the above items, participants in JABGA overnight activities will:

1. Sleep in designated areas.
2. Be in the designated sleeping area by the stated curfew hour and stay for the balance of the night.

My legal guardian and I have read, discussed, accept, and will abide by the full JABGA Code of Conduct as referenced above. We also understand that infraction(s) of the Code may cause loss of privileges during the event, participation in the event to be terminated, or if sufficiently serious, termination of membership in the JABGA. We also understand that being sent home at my parents/guardians expense, forfeiture of premiums or awards may also result. We agree to accept the appropriate and logical consequences of my actions.

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Participant's Signature

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Parent/Legal Guardian's Signature

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Please Print Participant's Name

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Date