

# **CANADIAN BISON ASSOCIATION**



**ASSOCIATION CANADIENNE DU BISON**

## **CONSTITUTION**

**November 2023**

**Section 1.     NAME**

- 1.1     The association shall be known as the Canadian Bison Association Corp., hereafter the CBA.

**Section 2.     TERMINOLOGY**

- 2.1     The animal referred to and governed by these by-laws:
- (a)     Bears the scientific name *Bison bison*, with two known subspecies: *Bison bison bison* (commonly referred to as Plains Bison) and *Bison bison athabascæ* (commonly referred to as Wood Bison).
  - (b)     Bears the category Parkland Bison which is a mixture of both Plains Bison and Wood Bison and may be defined by varying degrees of percentage of either Plains Bison or Wood Bison as reflected in the genomic subspecies percentage score.
  - (c)     Bears the classification of Public Herds which refers to bison found in national and provincial parks or free ranging on public lands and are not privately owned.
  - (d)     Bears the classification of Conservation Herds which refers to bison meeting the criteria established to maintain the natural characteristics of bison.
- 2.2     Other Terminology used includes:
- (a)     Registered: refers to either Wood Bison or Plains Bison or bison being crossed and that have been verified as complying with the rules of these bylaws.
  - (b)     Recorded: refers to all bison recorded in the registry.
  - (c)     Subspecies score: the genomics subspecies score test results reported as a percentage of Wood and/or Plains bison.
  - (d)     Cattle introgression score: the level of cattle introgression in bison reported as a percentage.
  - (e)     Registrar: The individual appointed and granted authority by the CBA to manage the Registry in accordance with these by-laws.

**Section 3.     OBJECTIVES**

- 3.1     To develop, improve and promote bison and register bison genomics and pedigrees throughout Canada.
- 3.2     To provide an umbrella organization for bison producers to foster cooperation and communication for the betterment and development of bison.
- 3.3     To support all legally recognized organizations whose objectives are to promote, preserve and improve bison.
- 3.4     To maintain breeding records indicating origin and lines of bison and its subspecies and, to compile, preserve, and publish pertinent documents and data.
- 3.5     To establish bison subspecies standards that includes no crossing of bison and cattle or

other livestock.

- 3.6 To maintain an individual bison registry and a subspecies bison registry.
- 3.7 To recognize and promote the unique merits of bison and develop production and public acceptance of bison and bison products by supporting research, public awareness, quality control programs and other initiatives that support the bison industry.
- 3.8 To assist in the development and maintenance of bison meat grading standards in Canada.
- 3.9 To manage and maintain research and marketing needs of the Canadian Bison industry.
- 3.10 To support the conservation of bison in North America.

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

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

###### **(a) Honorary Life Members**

The Board of Directors may appoint honorary life members at an annual general meeting. Recipients shall receive all due honours.

###### **(b) Active Members**

Any individual, partnership, association, organization, or corporation constituted under federal or provincial charter that owns bison are eligible for active membership provided they join one of the Regional Organizations listed in 4.3(d)) and remits the annual fees set by the CBA Board of Directors and the regional associations. The CBA Board sets the CBA annual membership fees with regional membership fees being set by regional organizations.

###### **(c) Associate Members**

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

##### **4.2 Regional Organizations**

- (a) Regional Organizations may be formed and shall operate under Regional Constitutions that have been approved by the Board of Directors of the CBA.
- (b) The Regional Organizations' Constitutions shall be registered by a Provincial/Territorial Government in which that Organization exists, and such Constitution shall be similar to and shall not conflict in any manner whatsoever with the CBA's Constitution.
- (c) There may not be more than one Regional Organization per province or territory.
- (d) The Regional Associations whose members automatically become members of the CBA as described in 4.3(a) and 4.3(b) are listed as follows:
  - Maritimes Bison Association

- Union québécoise du bison (Quebec Bison Association)
- Ontario Bison Association
- Manitoba Bison Association
- Saskatchewan Bison Association
- Bison Producers of Alberta
- B.C. Bison Association

#### 4.3 Membership Applications

- (a) Applications for membership shall be submitted on prescribed forms.
- (b) All members are bound by these by-laws and any amendments thereto.
- (c) Applications for annual membership of legally constituted partnerships or corporations shall identify one shareholder authorized to vote.
- (d) Corporations and limited companies must further file with the CBA documents establishing the authority of its representative partner(s) upon request.
- (e) A representative of a partnership or corporation, other than those indicated on the application may vote or otherwise represent their organization and vote during meetings provided the CBA receives prior written notice.
- (f) An individual member in good standing may transfer his annual membership to a partnership established with members of his immediate family.

#### 4.4 Member in Good Standing

- (a) Members who have met all their financial obligations to the CBA and who have not been otherwise suspended from active membership shall be in good standing.

#### 4.5 Financial Liability

- (a) The financial liability of members shall be the amount due in respect of membership fees and any other fees or services due to the CBA.

#### 4.6 Rights and Privileges

- (a) Only members in good standing can enjoy the rights and privileges of membership.
- (b) All members deemed in good standing according to these by-laws shall enjoy the same rights and privileges and bear the same liabilities as the founders of the Association.

#### 4.7 Membership Dues

- (a) Each year, the Board of Directors shall establish membership dues for the following calendar year.

#### 4.8 Date of Membership

- (a) Memberships coincide with the calendar year.
- (b) Membership fees are due on or before January 1 of each year. Members not having paid their fees by January 1 shall be removed from the membership rolls and shall have their privileges suspended. Members can still renew their membership after

January 1 subject to a reinstatement administrative charge as established by the Board of Directors.

- (c) Members dropped from the rolls under the provisions of Section 4.8(b) shall be reinstated upon payment of their dues in arrears for the current year.

#### 4.9 Voting

- (a) Only active members in good standing may vote or propose amendments to these by-laws.
- (b) Even when all other conditions have been waived, the right to vote is contingent upon the member's name appearing on the membership rolls at least seven days before the date of the annual meeting.
- (c) Members shall have a single vote regardless of the number of regional memberships they hold.

#### 4.10 Eligibility to Hold Office

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

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

#### 5.1 Membership Suspension/Expulsion

- (a) The Board of Directors may decide to suspend a member's privileges for a specific period until the requirements of the Board of Directors have been fulfilled.
- (b) The Board of Directors may immediately suspend or expel any producer whose records and identification system are not found to be in accordance with the pertinent by-laws upon inspection.
- (c) The Board of Directors is empowered to suspend or expel any member in accordance with section 61 of the Animal Pedigree Act (1988) or if the member does not fulfill the obligations set out in these bylaws.
- (d) Expulsion means loss of membership privileges for an indefinite or limited period.
- (e) Anyone expelled from any organization constituted under the Animal Pedigree Act shall automatically be expelled from the CBA and will not be eligible for future membership within the CBA unless approved otherwise by the Board of Directors.
- (f) Suspended or expelled individuals have 60 days in which to appeal to the Board of Directors for reinstatement. At its next meeting, the Board of Directors shall reinstate the individual if so voted by a majority of the directors.
- (g) Anyone failing in such an appeal may submit his request for reinstatement in writing to the next Annual or Special General Meeting of the CBA, which requires ratification by a minimum of two-thirds of the attending members that are eligible to vote.

## 5.2 Suspended Registrations

- (a) Upon recommendation by the Conservation and Registry Committee or the Registrar, the CBA may suspend any registration or registration transfer for any irregularities identified in the original registration/transfer application
- (b) Such suspension shall remain in effect until rescinded by the CBA upon recommendation by the Conservation and Registry Committee or the Registrar.
- (c) Any subsequent registration or transfer may be refused. In addition, should the member's records and means of identification prove to be in a state of disorder that the identity of some animals or the entire herd is questionable, the Board of Directors may suspend or cancel the registration of the bison in question.

## 5.3 Fraudulent Registration or Transfers

- (a) Registration or transfer of ownership of bison shall be carried out only if correct information is provided on the application form. The Registrar can cancel any registration or transfer containing incorrect or false information.
- (b) Incorrect certificates may be cancelled or reregistered by the owner or the CBA at the expense of the party having first incorrectly filed the document in question.

## 5.4 Conservation and Registry Committee Action

- (a) Information that might lead to a producer's suspension or expulsion should be brought to the attention of the Conservation and Registry Committee. The committee shall scrutinize the information and then notify the producer in writing to present his defense at a meeting scheduled no sooner than fifteen (15) days later.
- (b) The Conservation and Registry Committee shall forward its recommendation with respect to disciplinary action to the Board for ratification.

## 5.5 Responsibility

- (a) Suspended or expelled members shall have no claim to CBA property or assets.

## 5.6 Notification of the Minister of Agriculture and Agri-Food Canada

- (a) The Minister of Agriculture and Agri-Food Canada shall be notified of the permanent suspension or expulsion of any CBA member and the cancellation or suspension of certificates.

# Section 6. OFFICES

- 6.1 The head office of the CBA shall be in Canada at a location specified by the Board of Directors. Any change in Head Office approved by the Board of Directors shall be communicated to the Members and the Minister of Agriculture and Agri-Food Canada.

# Section 7. FISCAL YEAR

- 7.1 The CBA's fiscal year end shall be August 31 of each year.

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

### **8.1     Structure**

- (a)     CBA business shall be conducted by a Board of Directors comprised of up to three (3) directors from each region of Alberta and Saskatchewan duly appointed and of two (2) directors duly appointed by each of the other Regional Organizations to be a Director on the CBA Board of Directors for a two-year term. Directors are to be appointed by their Regional Organization so that each term of office shall be completed in alternate years. The International Director shall be an individual in good standing who is nominated for a two-year term by a majority vote of the Board of Directors of the National Bison Association and ratified by a majority vote of all votes cast at the CBA annual meeting.
- (b)     No member shall hold more than one office at a time in the CBA.
- (c)     On completion of the two-year term directors must be re-appointed or replaced by their respective regional association membership.
- (d)     The outgoing President may sit with full privileges as an ex officio director until the outgoing President is replaced.
- (e)     The appointed Directors to the CBA shall constitute the fully empowered Board of Directors of the CBA.
- (f)     Each of the Regional Organizations shall advise the CBA of such appointment immediately upon ratification by the Regional Organization.

### **8.2     Delegation of Powers**

- (a)     The Board of Directors may delegate any of its powers to the Executive Committee.

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

- (a)     At the first Board meeting following the annual general meeting, the Board shall elect the following officers from among the directors:
  - (1)     President
  - (2)     Vice President
  - (3)     Zone 1 designated director
  - (4)     Zone 2 designated director
  - (5)     Treasurer (if the position of Executive Director has not been filled) or director, as the case may be.
- (b)     The term of office for Officers shall be one (1) year.
- (c)     The Board of Directors shall appoint a Secretary who need not be a member of the CBA.
- (d)     For electing Zone 1 and Zone 2 designated Directors; Zone 1 is that area of Canada situated west of the Manitoba/Saskatchewan border. Zone 2 is that area of Canada situated east of the Saskatchewan/Manitoba border.

- (e) Whenever possible it is preferred that the President and Vice President be from different Zones however, such preference shall not be a requirement in electing these positions.
- 8.4 Vacancies
  - (a) Vacancies on the Board of Directors caused by the resignation, dismissal, or death of a director must be filled by a member of the regional association that has the vacancy. The newly appointed director shall complete the rest of the term, whereupon they are eligible for reappointment.
- 8.5 President
  - (a) Functions
    - (1) To preside over the CBA, Board, and Executive Committee meetings.
    - (2) To generally supervise the CBA's business.
    - (3) To do all acts and duties in accordance with the functions of president of similar organizations.
    - (4) The President shall be a standing member of each Standing Committee of the organization.
- 8.6 Vice-President
  - (a) The Vice-President shall be elected in the same manner as the President.
  - (b) He shall perform the functions of the President in his absence.
- 8.7 Designated Directors
  - (a) The directors designated to either of the zones shall be elected for the same term as the President.
  - (b) These directors shall promote the CBA in their respective zones.
  - (c) These directors shall submit reports about their activities in their respective zones to the Executive Committee.
  - (d) These directors shall assist the President and the Executive Committee in applying the CBA's by-laws.
- 8.8 Treasurer (Executive Director)
  - (a) The Treasurer shall have charge and custody of and be responsible for all funds of the CBA.
  - (b) The Treasurer, with the assistance of the Office Manager shall receive and give receipts for moneys due and payable to the CBA from all sources and deposit all monies in the name of the CBA in such Financial Institutions selected by the Board of Directors.
  - (c) The Treasurer, with the assistance of the Office Manager, shall properly maintain the CBA's account books or other items generally included therein and furnish periodically a detailed financial statement and reports on other transactions in accordance with instructions from the Board of Directors or the Executive Committee.



#### 8.9 Executive Director

- (a) The Directors can appoint an Executive Director from outside the Board to assume the duties of manager and act under the authority of and with the approval of the Board of Directors. The Executive Director shall sit on the Executive Committee but has no voting privileges.
- (b) The Board of Directors shall approve the length of their contract and salary.
- (c) Executive Director shall maintain the articles of incorporation and by-laws of the CBA as well as all amendments thereto approved by the Minister of Agriculture and Agri-Food Canada.

#### 8.10 Registrar

- (a) The CBA shall designate a person to act as Registrar for the CBA.
- (b) The Registrar shall maintain CBA pedigree records, record entries and transfers in accordance with the CBA's by-laws, issue certificates of registration, and carry out any other duties deemed necessary by the CBA.

#### 8.11 Committees

- (a) The Board of Directors shall have the authority to enact committees as may be required from time to time. Committees are advisory in nature and the ultimate decision-making body remains the Board of Directors.
- (b) The Board may appoint directors, CBA members or special advisors to any standing or ad-hoc committee of the CBA.
- (c) All standing or ad-hoc committee recommendations must be submitted to the Board of Directors for ratification.
- (d) Each standing or ad-hoc committee of the CBA must be chaired by a director.
- (e) All official committee minutes and other files must be maintained at the CBA office.
- (f) Executive Committee
  - (1) The elected officers shall comprise the Executive Committee.
  - (2) The Executive Committee shall report its activities and any relevant decisions to the Board of Directors.
- (g) Conservation and Registry Committee
  - (1) The Conservation and Registry Committee shall be selected by the Board of Directors. It shall be comprised of a minimum of two CBA members and one member of the Board of Directors who will act as committee chair and be responsible for communicating with the Board.
  - (2) The Committee shall be responsible for providing advice and direction to the Board of Directors on all registry issues and administer the business of the registry including, but not limited to, animal registrations, transfers, and conservation herd designation.
  - (3) It shall also be responsible for studying and recommending to the Board of Directors amendments to by-laws and changes to procedures and policies.
  - (4) It shall also submit reports of its activities to the Board of Directors.

- (5) The committee's authority shall be limited to making recommendations to the Board with respect to any to the suspension, cancellation and/or reinstatements of certificates, and/or the suspension or reinstatement of members. Suspended members or owners with suspended certificates of registration can request reinstatement under the provisions of Section 5.

8.12 Representatives

- (a) Representatives to other associations, if required, shall be appointed by the Board of Directors.

8.13 Cheque Signing

- (a) Delegation of signing authority and authorization levels for signing/approval of all cheques and electronic disbursements of funds shall be defined in the CBA's Financial Policy as approved by the Board.

8.14 Remuneration of Directors

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

8.15 Conflict of Interest and Disclosure

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

**Section 9. AUDITOR**

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

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

**Section 10. MEETINGS**

10.1 Annual Meeting

- (a) The CBA's annual meeting shall be held at the time, place and manner specified by the Board of Directors.
- (b) The Board of Directors shall announce or notify by electronic mail the time and place of the general meetings.
- (c) Meeting notices must be sent to each member at their last email address on record at least thirty (30) days prior to the scheduled meeting or by a notice in the CBA's official newsletter, should one exist.

10.2 Board of Directors Meetings

- (a) Calls to board meetings, other than those immediately preceding and following the annual meeting, shall be sent to the directors at least fifteen (15) days prior to the date of the meeting.
- (b) Board meetings can be held at shorter notice subject to approval by all the directors and in accordance with the CBA Board Meeting Policy.

#### 10.3 Executive Committee Meetings

- (a) Calls to Executive Committee meetings shall be e-mailed to committee members at least five (5) days prior to the date of the meeting.
- (b) Committee meetings can be held at shorter notice subject to approval by all members. In such instances, the minutes shall reflect the decision and include the acceptance of each director.

#### 10.4 Quorum

- (a) The quorum for annual or general meetings shall be twenty-five (25) voting members.
- (b) The quorum for Board of Director meetings shall be seven (7).
- (c) The quorum for Executive Committee meetings shall be four (4).

#### 10.5 Voting

- (a) Voting at meetings shall proceed by the raising of hands unless a voting member requests a secret ballot. To be carried, motions must receive a simple majority.

### **Section 11. AGENDAS**

#### 11.1 The agenda for special general and annual meetings shall follow the following format:

- (a) Roll Call
- (b) Determining if a quorum is present.
- (c) Approval of the agenda.
- (d) Approval of the minutes of the last meeting.
- (e) Correspondence
- (f) Old business.
- (g) New business
- (h) Verification by written confirmation of appointment of each of the Regional Organizations of their Director to the CBA, if required in the case of an Annual Meeting.
- (i) Amendments to by-laws.
- (j) Adjournment

#### 11.2 Robert's Rules of Order shall serve as a guide in all CBA meetings.

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

- 12.1 The Board of Directors shall submit a duly audited detailed statement of the CBA's income, expenditures, assets, and liabilities at each annual meeting.
- 12.2 In accordance with the provisions of section 60 of the Act (1988), a copy of the audited financial statement and the annual report shall be sent to the Minister of Agriculture and Agri-Food Canada within thirty (30) days of the annual meeting.
- 12.3 Expenditures, Income, and Property
  - (a) Whatever their origin, the income and property of the CBA may be used only for purposes calculated to promote and develop the CBA. No part of these monies or property may be directly or indirectly transferred or paid to any former, present, or future members or to any other person through a member except bona fide debts or payments; remuneration and benefits owing to the full-time, part-time and/or contracted staff of the CBA, or to any other person, member or not, for services rendered, as well as the expenses of Directors and other Officers incurred in carrying out CBA business.

### **Section 13. AMENDMENTS**

- 13.1 These by-laws may be amended during the annual meeting by a two thirds majority vote of attending voting members. No amendment, however, has any force or effect until the Minister of Agriculture and Agri-Food Canada approves the amendment and causes a Certificate of By-law Amendment to be issued.
- 13.2 Proposed amendments must be signed by two members in good standing, submitted to the CBA at least sixty (60) days prior to the annual meeting, and distributed to all members at the same time as the call to meeting, otherwise, the proposal cannot be tabled at the annual meeting.
- 13.3 The annual meeting can consider only those chapters or sections relating to the proposed amendments circulated with the call to meeting, except by-laws pertaining to costs, in which case only the costs themselves may be changed. The wording of the modification may be changed at the meeting.
- 13.4 A copy of these changes shall be sent to the Minister of Agriculture and Agri-Food Canada.

### **Section 14. CONSULTATION OF MEMBERSHIP**

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

### **Section 15. REGISTRATION AND ELIGIBILITY REQUIREMENTS**

- 15.1 Registration of bison shall be subject to the rules of eligibility, procedures for application for registration, individual identification of bison and inspection requirements as set out in these bylaws and other relevant procedures as published by the CBA..
- 15.2 Only members of the CBA in good standing can submit applications for individual animal

and/or herd registration.

**15.3 Genomic Testing**

- (a) The following tests are required for each animal entered into the registry. Test results must accompany the registration application,
  - (1) Subspecies score
  - (2) Cattle introgression score.
- (b) A Parentage Test is also recognized by the CBA. While a Parentage Test is recommended it is not required for individual animal registration.

**15.4** Offspring of bison of the same or different subspecies are eligible for registration and shall be identified according to their percentage subspecies score of Plains Bison or Wood as well as cattle introgression score, provided they meet the criteria set out for registration in these bylaws.

**15.5** No bison suspected of being the result of modern day (1960 to present) crossings other than between Plains Bison and Wood Bison and percentage offspring of those two subspecies are eligible for inclusion in Conservation Herds. That is, no offspring resulting from modern day crossing outside the Wood-Plains gene pool including crosses with all other bovids are eligible for inclusion in Conservation Herds.

**15.6** Bison imported from outside Canada may be eligible for registration in the Canadian Bison Registry provided they meet the requirements of these bylaws and have been accordingly tested.

**15.7** A calf resulting from embryo implantation is eligible for registration as long as it meets the CBA's registration requirements.

**Section 16. REGISTRATION APPLICATIONS**

**16.1** Registration applications must be completed and submitted electronically, by mail or fax on prescribed forms provided by the CBA. The duplication of names must be avoided. A name may be changed, when necessary, but should resemble the original name as closely as possible.

**Section 17. FEES FOR REGISTRATION AND IDENTIFICATION OF BISON**

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

**Section 18. REGISTRY RECORDS**

**18.1** Confidentiality of Registry Records

- (a) All information recorded when registering a bison shall be deemed as confidential and not appear in the registry or any herd book unless stipulated otherwise at the time of application by the applicant or by written request to the Registrar anytime thereafter.

## 18.2 Certificate of Registration

- (a) The Board of Directors shall determine the format of the certificates. At minimum, such certificates will include:
  - a. the name of the association;
  - b. the animal's name and particulars of the animal's individual identification;
  - c. the animal's date of birth, sex and registration number;
  - d. the names and registration numbers of the animal's parents or, if the name and registration number of one of the parents are unknown, a statement to that effect; and,
  - e. the name of the animal's owner.
- (b) As the registry is accessible to all and is public record, physical certificates of registration shall not be produced. Producers may print physical certificates of registration on their own.

18.3 The Registrar shall determine the types of data required for registration purposes.

18.4 The Registrar shall determine the prescribed form for all registry application or database maintenance forms.

## 18.5 Herd Book

- (a) The CBA shall make available a record of pedigrees entitled " Plains Bison, Wood Bison, Parkland Bison and Conservation Herd Book". The Board of Directors shall decide the publication date and form.

## 18.6 Breeding Records

- (a) All members shall maintain records detailing their breeding operations.
- (a) Producers participating in the subspecies conservation herd registry shall maintain a herd book with a listing of the number of breeding cows and sires in the bison herd with their subspecies score and cattle introgression score as they become available, age, date of birth, number of breeding males and females brought into the herd annually and their scores, the breeding males and females leaving the herd annually.
- (b) These records shall be made available at all reasonable times for inspection by official representatives of the CBA and the Minister of Agriculture and Agri-Food Canada.

## 18.7 Registration of Individual Animals

- (a) All bison recognized and entered into the registry or recorded shall be identified by methods approved by the Board of Directors.
- (b) Permanent animal identification shall consist of two identifiers;
  - (1) A Radio Frequency Identification tag that has been assigned a tag number by the Canadian Cattle Identification Agency;
  - (2) A second identifier of the producer's choosing from a list of identifiers that have been approved by the CBA and published in relevant registration procedures.
- (c) The letters I, O, Q, and V shall not be used to indicate the year.

- 18.8 All bison registered in the CBA registry may be named at the option of the producer according to the following:
- (a) A producer may register an exclusive prefix used in naming his bison by applying to the CBA and paying the appropriate fee.
  - (b) An individual prefix shall be issued only to a person or partners.
  - (c) When registering a prefix, priority of usage and application for registration are taken into consideration. Any dispute pertaining to the priority of a herd prefix shall be referred to the Board of Directors.
  - (d) Prefixes to names may be comprised of letters. A name shall not contain more than thirty (30) letters or characters, including the number prefix and spaces.
  - (e) Prefixes may be transferred from one owner to another by applying to the CBA.
- 18.9 The CBA reserves the right to refuse any name that may be misleading in terms of the animal's origin or bloodline. Neither shall the names of the Royal Family nor that of contemporary heads of state be accepted.
- 18.10 Names of bison shall not be duplicated.
- 18.11 An animal's name may be changed provided the application is filed within twelve (12) months of registration and none of its offspring have been registered with the CBA. If these conditions are met, the owner of the animal at its birth must file a new registration application, accompanied by the original certificate of registration and the appropriate fee, with the CBA.
- 18.12 All bison from foreign countries must be registered under the name appearing on the certificate of registration issued by the country of origin if applicable.
- 18.13 The individual identification of bison is subject to supervision and inspection as provided for under Section 20 of these by-laws.
- 18.14 Individual Identification of Bison Calves
- (a) All calves shall be individually identified in accordance with CBA by-laws, Section 15 and Section 18 before applying for registration.
  - (b) No identical identification mark may be used on more than one animal.
- 18.15 Registration of Herds
- (a) Herd Letter Registration
    - (1) A producer must request his individual, exclusive herd letters from the CBA.
    - (2) The first letter of the herd combination shall be the provincial or regional letter.
    - (3) The provincial or regional letters assigned are;
      - B - British Columbia
      - A - Alberta
      - S - Saskatchewan
      - M - Manitoba

O - Ontario  
P - Quebec  
N - Nova Scotia, Newfoundland, New Brunswick, Prince Edward Island  
W - Northwest Territories  
Y - Yukon  
N - Nunavut

18.16 Use of Herd Letters by Other Persons

- (a) A producer may authorize the members of his immediate family (spouse or children) to use his herd letters if all the bison form a single herd. This authorization must be on file at the CBA.
- (b) Herd letters assigned to a company or farm (rather than to an individual person) are for its exclusive use and may not be used by any other member.

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

**Section 19. CERTIFICATES OF TRANSFER AND DUPLICATES**

- 19.1 Following the sale of a registered animal or one eligible for registration, the vendor must provide the buyer with the animal's duly transferred certificate of registration within six (6) months (see section 64. (j) of the Act). Failure to comply could result in the vendor's expulsion and loss of membership privileges.
- 19.2 Transfer applications must be completed and submitted by mail, fax or electronically on prescribed forms provided by the CBA. The date of the sale and delivery must be indicated, and, in the case of a bred cow, the service certificate must be filled out. The certificate and application for transfer must be submitted with the appropriate fee to the CBA.
- 19.3 If a registered bison is not sold as a "registered animal" or an animal "eligible for registration", the vendor need not provide the buyer with a duly transferred certificate of registration. He must notify the Registrar of the sale and provide details of the sale within 14 days of sale so the certificate can be cancelled or suspended.
- 19.4 When an animal dies for whatever reason, the producer must change the status of the registration to "cancelled" and notify the Registrar of the change in status.

**Section 20. RIGHT OF INSPECTION**

- 20.1 The Board of Directors can appoint an inspector(s) to examine on behalf of the CBA, the registry records of a member at any time.
- 20.2 Such duly appointed inspectors shall be empowered to investigate remotely or at a member's place of business or an agreed to location, a member's records with respect to individual animal and/or herd registries including but not limited to private herd books, breeding records, conservation herd records, systems of identification and subspecies scores, be they in electronic or paper form.



- 20.3 The Minister of Agriculture and Agri-Food Canada or his designated representative may, at any time undertake such inspections and examinations of the business affairs of the association including the manner in which registration or identification of individual animals is carried out, and the private breeding records of any member of the association. The Inspections and examinations must be completed according to the parameters within Sections 52 to 56 of the Animal Pedigree Act.

## **Section 21. PENALTIES**

- 21.1 Contravention of these by-laws may result in the suspension of membership and loss of the right to register and transfer ownership of bison. Such suspensions shall be carried out consistent with the provisions of section 61 of the Animal Pedigree Act.
- 21.2 If upon the sale of an animal, transfer of ownership is recorded at the CBA and later it is discovered that the sold or registered animal is not the one entered in the records, the Board of Directors shall declare void the transfer or certificate of registration as well as all entries of transfer and descendants of the animal in question.
- 21.3 Registration and transfer of ownership of bison is based on good faith and the assumption that all information provided on the application is correct. Should it later be determined that any of the information provided is either incorrect or false, the transfer or registration shall be suspended by the Registrar and revoked by the CBA.
- 21.4 Pedigrees that have been incorrectly registered shall be cancelled and reregistered with the CBA at the original applicant's expense. The CBA cannot be held responsible for losses or damages resulting from the suspension, cancellation, and/or correction of any registration or transfer.
- 21.5 Should inspection reveal that the by-laws regarding the keeping of pedigrees and breeding records or registering bison have been contravened; the Board of Directors may immediately suspend or expel the member and reject any previous applications for registration or transfer. Moreover, should inspection reveal that the registry and breeding records have been kept in such a manner that doubt is cast as to the identity of several or all the bison in the herd, the Board of Directors may suspend the certificates of pedigree or a part or the entire herd as of the inspection date. All penalties allowable under the Animal Pedigree Act (1988) for contravention of CBA by-laws shall be applicable.

## **Section 22. CONSERVATION HERDS**

- 22.1 Bison herds will be eligible to apply for designation as Bison Conservation Herds in accordance with criteria approved by the Board of Directors.

The criteria for Conservation Herd Designation may include subspecies score and cattle introgression score for the individual bison in the herd and may require number/herd size, stocking density, male/female ratio, size of land area, diversity of land area, degree of management, vaccination, feed supplementation, degree of culling and other herd management practices as approved by the Board of Directors.