**2024 NMGRA STANDING RULES**

**(revised May 31, 2024)**

|  |  |
| --- | --- |
|  |  |

RULE I ETHICS AND SPORTSMANSHIP: NMGRA will follow the code of Ethics and Sportsmanship of IGRA.

Section 1. Code of Ethics and Sportsmanship

A. We believe that…

1. The sport of rodeo has earned and deserves the company of true sportsmen.
2. The contestants, sponsors, and friends of rodeo have much to gain by observing the highest ethical standards and by observing the best tenets of good sportsmanship in all things pertaining to the sport of rodeo.
3. In addition to the basic rule of “Do unto others as you would have them do unto you”, it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interest of rodeo.
4. It is the right and obligation of the International Gay Rodeo Association to set standards in matters of ethics and sportsmanship concerning our rodeos and related activities.

B. Unethical and/or Unsportsmanlike Behavior.

1. The words “International” and/or “IGRA” shall not be used in connection with events that are not officially sponsored or sanctioned by IGRA and/or its Member/Recognized Associations.
2. It shall be considered unethical practice for anyone to attempt to influence the action of IGRA/NMGRA officials by duress or intimidation of any sort including threat of legal action against such officials.
3. Non–payment of fees and fines due IGRA/NMGRA shall be considered unethical.
4. The arena conduct of any contestant shall not be such as to adversely affect the competition of any other contestant in the arena.
5. Contestants should not accuse the Judge(s) of favoritism or bribery; they should support the Judge(s) and the judging system. If they have a legitimate protest, they should follow the procedures set out herein.
6. Any behavior that is clearly unethical and/or unsportsmanlike is considered a violation of the Code of Ethics and Sportsmanship, whether delineated herein or not.

C. Application of the Code of Ethics and Sportsmanship.

1. This Code of Ethics shall apply to all Member/Recognized Associations, all individual members of Member/Recognized Associations acting in an official capacity, all participants in IGRA–sanctioned events, and all persons under contract to IGRA and/or its Member/Recognized Associations.
2. The Rules and Regulations of IGRA and its Member/Recognized Associations shall, in all respects, be supported in our efforts to strengthen ethical and good sportsmanship conduct in all methods of participation in our rodeos.
3. The rules of IGRA and its Member/Recognized Associations are hereby adopted by reference as part of this Code of Ethics and Sportsmanship.

D. Ethical Practices Review Board (EPRB).

1. There shall be an Ethical Practices Review Board (EPRB), which will be the sole reviewer of formal complaints of unethical and/or unsportsmanlike behavior.
2. It shall consist of the Board of Directors.
3. The functions of the EPRB shall be to interpret and enforce the ethical and sportsmanship rules promulgated and adopted by IGRA/NMGRA, and within such limitations, develop its own methods for handling matters properly brought before it.
4. The EPRB shall be considered the place of “last resort” for resolution of unethical or unsportsmanlike behavior; after all other avenues have been exhausted.
5. The Board of Directors in accordance with the Code of Ethics and Sportsmanship shall establish meetings for review of alleged violations. Any such meetings shall be scheduled in conjunction with Board of Directors meetings.
6. Only member of the Board of Directors and the parliamentarian may attend.
7. Guidelines for the Ethical Practices Review Board.
   1. It shall be the general policy of the EPRB to be constructive with those who have committed unethical or unsportsmanlike acts and to use its powers to prevent reoccurrence of similar events. Probationary periods may be applied to effect discipline.
   2. In every situation, the best interests of gay rodeo shall be paramount over all considerations.
   3. The EPRB shall make every effort to resolve complaints in a timely manner.

Section 2. Procedures of the Ethical Practices Review Board.

A. Complaint Procedure.

1. Alleged infractions by any individual member of IGRA/NMGRA may be brought to the EPRB by any Member/Recognized Association or any individual member or a

Member/Recognized Association. Such allegations must be in writing, preferably on an EPRB Allegation Form, and must be submitted no later than fifteen (15) days following the alleged incident(s), except that no alleged infraction will be denied review if, in the opinion of the EPRB, it is deemed timely due to extenuating circumstances.

1. The complaint must include all infractions and substantiating evidence and be submitted to the Board of Directors at least fifteen (15) days prior to the next regularly scheduled Board of Directors meeting so they may get a response from the respondent.
2. Every effort should be made to first submit the complaint to the Trustee of the complainant’s Member/Recognized Association and/or the Board of Directors for presentation to the EPRB.
3. Respondent will be given the opportunity to respond in writing to the complaint so the EPRB can properly evaluate whether to dismiss the complaint or proceed to a hearing.
4. The EPRB will review all complaints referred to it and determine by a majority vote whether to dismiss a complaint or proceed with a hearing.

B. Hearing Procedure.

1. All persons involved shall be notified by any one or all of the following methods:

personal service, certified mail, return receipt requested, FedEx signature required, USPS signature required, or Canada Post signature required at least thirty (30) days prior to the hearing of the date for a hearing to resolve the matter and shall be given the opportunity to present their side(s) of the situation. If personal service is used to give notice, it shall be made by a trustee with a board member serving as witness, with the service acknowledged by the signatures of the party, the serving trustee and the witness.

1. The Chairperson of the Board of Directors shall appoint a parliamentarian in advance of EPRB meetings to offer interpretation on procedures, Bylaws, Standing Rules, Rodeo Rules, and Roberts Rules of Order, where applicable.
2. A member of a Member or Recognized Association, when offering opinions, shall do so in a manner that reflects strict integrity and courtesy.
3. After hearing all relevant testimony, the EPRB shall determine how it wishes to resolve a complaint.

C. Resolution Procedure.

1. No punitive action, which involves suspension or termination of IGRA/NMGRA privileges, shall be taken unless the individual involved is given reasonable opportunity to testify on their own behalf in writing or in person.
2. Disciplinary action may include, but is not limited to, reprimands, citations, or sanctions.
3. A majority shall prevail in all decisions, except that in matters involving suspensions of a person from participation in IGRA/NMGRA–sanctioned events or matters involving unsportsmanlike acts, a two–thirds (2/3) majority vote shall be required.

D. Reporting Procedure.

1. Notice of disciplinary action taken by the EPRB against an individual shall be given in writing via FedEx, USPS, or Canada Post to the individual no later than fourteen (14) days after the conclusion of the hearing.

RULE II SELECTION OF MR/MS/MX/MISS/MSTER NMGRA – See NMGRA Royalty Handbook

Section 1. Royalty competition will follow IGRA/NMGRA royalty guidelines (see Handbook approved 2024).

RULE II DUTIES OF Mr./Ms./Mx./Miss/MsTer - NMGRA

Section 1. Discipline follows IGRA/NMGRA

1. The Vice President will discuss with each titleholder their progress towards their rodeo attendance and fundraising goals within the first four (4) months of the rodeo year. If necessary, the Vice President will work with said titleholder to determine a reasonable plan to complete unfulfilled requirements.
2. If for any reason a current NMGRA titleholder or runner–up does not complete the minimum rodeo attendance requirement, the said royalty member will forfeit their step down privileges, except for extenuating circumstances left to the discretion of the Vice President and the current NMGRA Royalty Team.
3. If the minimum financial requirements are not met within the first six (6) months of the year, the Vice President may recommend to the Board of Directors that said royalty member(s) be removed from the team.
4. Failure to deliver monies within seven (7) days will result in a certified letter from the Vice President requesting the funds immediately. If the money is not received within thirty (30) days of the receipt of the certified letter, the Vice President will file an EPRB complaint against the Royalty Team member.
5. In the event of a royalty removal vacancy on the current NMGRA Royalty Team, runners– up will be moved accordingly. Additional spots will be filled with the next highest– scoring contestant unless no eligible contestants remain. New positions will be recognized at the next NMGRA function and therefore be duly included in all official NMGRA records.

Section 2. Election Positions.

A. NMGRA titleholders may not hold an elected position on the board of directors of any Member Association where their duties are specific to the management of a royalty program.

RULE III MEMBERSHIP LISTS AND CARDS

Section 1. Membership Lists.

A. Submission.

1. In addition to the requirements for application and renewal, each Member and Recognized Association must send a current membership list to the IGRA office within fifteen (15) days prior to the beginning of each rodeo year.
2. Periodic updates will be sent at the discretion of each Member or Recognized Association.

B. Contents.

1. Association name on the top of each page.
2. Date of membership list.
3. Names of all active members in alphabetical order by last name, first name.
4. City and state or province where each member resides.
5. County or other comparable geographical unit of residence for each member where such units are identified as part of an association’s geographical area.
6. Assigned 4–digit IGRA contestant number (optional).
7. Page number, including total number of pages, at the bottom of each page.
8. Total number of active members listed.

Section 2. Membership Cards.

A. Member and Recognized Associations may provide their members with membership identification cards, which will be accepted by rodeo host association as proof of membership provided that the ID card indicates at least association name, contestant name, and membership expiration date.

RULE IV. IGRA INSIGNIA AND COLORS

Section 1. Usage.

A. A Member Association holding a rodeo that has been sanctioned by IGRA shall cause the IGRA logo to appear in all advertising and promotional material related to that rodeo, except business card size.

Section 2 Discipline.

A. Any Member Association not using the IGRA logo on promotional materials for IGRA– sanctioned rodeos shall pay a fine of five (5) percent of gate receipts related to that rodeo. Any outside organization not connected with IGRA which uses the IGRA logo in connection with an event without the written permission of IGRA, will be investigated by IGRA for possible copyright violation, and, if necessary, prosecuted to the full extent of the law.

RULE V. MERCHANDISING

Section 1. NMGRA can develop and approve merchandise to support and advertise NMGRA using their logo. Any merchandise developed or sold by NMGRA must be approved by the NMGRA Board and NMGRA membership. Funds received through the sale of NMGRA merchandise remains with NMGRA.

No outside group is allowed to use the NMGRA logo for their own purposes without the approval of the NMGRA Board of Directors except for IGRA.

Section 2. The Board of Directors shall have the right to refuse use of the logo if it is felt it would be degrading to NMGRA or does not promote the goals of NMGRA.

Section 3. IGRA shall not receive revenue from the sale or giveaway of the individual Member Associations’ promotional rodeo posters or rodeo programs.

Section 4. The Board of Directors may review any proposal and negotiate a contract they feel may be beneficial to NMGRA.

RULE VI RODEOS AND RODEO APPROVAL

Section 1. The rodeo year will begin on January 1 and end on December 31.

Section 2. A rodeo shall be a one or two go–round activity conducted over one, two, or three days.

Section 3. No more than two (2) rodeos may be held on the same weekend. The host cities of two rodeos approved for the same weekend must be at least 500 miles (804 km) apart.

Section 4. No IGRA–sanctioned regional rodeo may be scheduled after September 30.

Section 5. Member Associations requesting sanctioning of a rodeo must submit the following items with the request:

1. Completed Rodeo Application (Exhibit A2) with all required supporting documents and information.
2. Sanction fee.

Section 6. Rodeo Sanctioning

1. Rodeos shall be sanctioned by the IGRA Board of Directors. A majority vote of the board will be required to sanction a rodeo.
2. Sanctioning of a member association rodeo must occur before the beginning of the prior year’s Annual Convention and at least six (6) months prior to the planned rodeo date. A Member Association submitting an application beyond this time shall be subject to a fine as determined by the Board of Directors.
3. Rodeo application must be available for review no less than 14 days prior to sanctioning.
4. Rodeo application must be approved at a regularly scheduled Board of Directors meeting.
5. All monies owed to IGRA must be settled prior to sanctioning.

Section 7 The IGRA Web Administrator shall post sanctioned rodeos only as directed by the IGRA Secretary.

Section 8 Rodeo Review Board

1. The Trustees present at a rodeo will meet as the Rodeo Review Board (RRB) no sooner than thirty (30) minutes after the final event results have been posted.
2. The Rodeo Review Board (RRB) shall affirm compliance with IGRA requirements and be responsible for approval of the rodeo.

Section 9 Appointed auditors will be required to send official results to the IGRA Rodeo Auditor within seven (7) working days after each rodeo.

Section 10 Fees Member Associations Pay.

A. Rodeo Fees.

1. A non–refundable sanction fee of seven hundred dollars ($700.00) must be paid to the IGRA Treasurer to accompany rodeo application, excluding Finals Rodeo.
2. The portion of contestant entry fees designated to IGRA shall be paid to IGRA simultaneously with the payment of the contestant prize money.

Section 11 Contestant Entry Fee.

A. Rodeo entry fee is thirty dollars ($30.00) per person, per go–round, per event to be distributed as follows:

1. Twenty-two dollars ($22.00) to contestant Day Money.
2. Four dollars ($4.00) to the host association.
3. Two dollars ($2.00) to be held in escrow to be used as Day Money for Finals Rodeo. In the event no Finals Rodeo is held, refer to IGRA Standing Rule XIV for disbursement of these funds.
4. Two dollars ($2.00) to the IGRA general operating account.

Section 12 Contestant Point Accumulation.

1. A contestant may accumulate points in any IGRA–sanctioned rodeo.
2. A contestant’s top six (6) placements during the rodeo year will count toward an invitation to Finals Rodeo.

RULE VII Rodeo Safety Committee

Section 1 Suspension, Interruption, or Cancellation of a Rodeo.

A. At all IGRA–sanctioned rodeos and Finals Rodeo, a Rodeo Safety Committee will be chaired by the chair of the pre–rodeo meeting of the Trustees and shall consist of:

1. Members of the Board of Directors who are present,
2. Rodeo Director,
3. All certified rodeo officials,
4. Stock contractor, and
5. One contestant representative.
6. When any condition raises a concern for safety, the chair will temporarily suspend the rodeo and summon the committee to a designated place.
7. The committee will discuss the concerns, evaluate the threat to safety, and propose one of the following actions:
   1. Continue while monitoring the conditions,
   2. Declare a suspension period and re–evaluate, or
   3. Cancel the rodeo.

1. NMGRA will follow the same procedure for canceling a scheduled rodeo.
2. The chair will take the proposed action to a vote of the BOD of NMGRA.

1. A majority vote is required for any of the above actions.

1. Rodeo Director will make an announcement to contestants, officials, and attendees.

1. If the decision is to cancel the rodeo, appropriate fees will be refunded in a manner determined by the Rodeo Director.

1. Points and moneys will be awarded based on completed events only.

1. Buckles will be awarded based on placement in completed events only.

RULE VIII. NMGRA PARADE AND GRAND ENTRY

Section 1 Requirements.

1. Ceremonies will take place during each day’s rodeo competition.
2. Ceremonies will include, but are not limited to:

1. Parade (optional on both days of the rodeo) as defined in Section 2 below.
2. Grand Entry (required on each day of a rodeo) as defined in Section 3 below.
3. Other ceremonies may include a grand marshal(s), a riderless horse ceremony, an invocation, a moment of silence, or any other appropriate segments as determined by the Hosting Association. Such segments may take place at any appropriate time during the rodeo performance.

Section 2 Parade.

A. The parade could include, but is not limited to groups (as present) in any appropriate order: Government Officials (who should lead the Parade), IGRA Royalty, IGRA Directors, IGRA Member Association Royalty, Members, and peripheral groups (such as dance teams and community organizations) in alphabetical order by Association acronym.

Section 3 Grand Entry.

A. Grand Entry must consist of, in the following order:

1. Mounted entry of the host Association’s national flag Mounted entry of other national flags, if used.
2. Mounted entry of the host Association’s state/provincial flag.
3. Mounted entry of other state/provincial flags, if used.
4. Mounted entry of the IGRA flag.
5. Mounted entry of host and/or other Association flags, if used.
6. Mounted entry of optional flags, in any appropriate order, if used.
7. Introductions of rodeo officials, including clown and stock contractor, unless introduced at a later time during the rodeo performance.
8. Host Association’s national anthem.
9. Departure of all flags except the host Association’s national and state/provincial flags.
10. The posting of colors, with the host Association’s national flag being the last to leave the arena.

Section 4 Fines.

In the case that any portion of Standing Rule XVIII Parade and Grand Entry is not followed, the host association will be fined only if Trustees conclude that no effort whatsoever has been made to conform to this rule.

RULE IX GENERAL RULES FOR CERTIFIED PERSONNEL

Section 1 Administration.

1. Certification programs shall be administered by the IGRA Rodeo Officials Committee.
2. The committee will gather performance information for all certified officials, present it to the Trustees for certification/recertification recommendations, and use it for handling disciplinary actions.

Section 2 Enrollment.

A. Any person interested in becoming a certified rodeo official should contact the Lead Person of the particular area of interest to schedule training.

Section 3 Requirements.

A. Requirements for certification.

1. Be a member in the Member/Recognized Association listed on Certification Request Form. (Exhibits E07, E08, E09, E10 and E11)
2. Attend required seminars and/or workshops.
3. Serve in associated area as required per each individual program.
4. Take and pass a written examination with a score of 90% or better. The exam will be open book and with no time limit to complete.
5. Seminar attendance must occur during the year when certification is recommended.
6. Exam must be taken and passed during the year when certification is recommended.
7. Each exam will not exceed 50 questions with a total value of 100 points.
8. All exams will consist only of true/false, multiple choice, and short fill–in–the blank questions. No essay questions shall be used.
9. Previous experience in a specific area may waive some requirements for certification.
10. All exams will be approved by the Rodeo Officials Committee.

1. Enrollees may be required to obtain additional hands-on experience, work additional rodeos and/or events upon the recommendation of the area lead or Rodeo Officials Committee prior to being recommended for certification.

1. Experience may also be obtained from participation in IGRA-approved rodeo school(s) to meet certification requirements at the discretion of the area lead(s) for the enrollees’ programs. This must be coordinated with the area lead or their designee in advance.

1. Additional requirements will be communicated to the enrollee at the earliest opportunity so the individual can develop a plan to obtain the required experience.

Section 4 Education and Training.

1. A general information class for rodeo officials will be scheduled at each IGRA University, if held.
2. Area specific seminars will be offered by the Lead Person to all officials program enrollees or current officials based on need and scheduling availability.
3. Each certified official will work with the respective Lead Person to develop a recertification plan annually. This is to assure each official meets the requirements of recertification.
4. Each Lead Person will schedule a meeting held in person or via electronic means a minimum of once per quarter with all certified personnel in the respective certification area. Additional meetings may be scheduled as needed. It is expected that these certified personnel will participate in the meeting.
5. The Rodeo Officials Committee Chairperson will schedule a quarterly meeting held in person or via electronic means each calendar quarter with all committee members. It is expected that all committee members will participate in the meeting.

Section 5 Evaluation and Review.

1. The Committee will collect evaluation data and narrative summaries from key personnel at each rodeo that express issues, concerns, recommendations or commendations based on personal observations from the rodeo director and other officials.
2. The Committee will examine the Rodeo Review documentation that is applicable to individual rodeo officials.

|  |  |
| --- | --- |
| An investigation will be performed on any official with reported allegations from other | |
| rodeo officials, IGRA directors, or documented on rodeo checklists. |  |

1. Available evaluation data will be reviewed by the Committee during each quarterly meet

Section 6 Certification Process.

1. The individual requesting certification must complete the Request for Certification form, sign the IGRA Certified Officials Code of Ethical and Professional Conduct form, and submit all forms to the Rodeo Officials Committee chairperson or the specific Lead Person.
2. The committee chairperson will submit a recommendation for certification at the next regularly scheduled Trustees meeting following quarterly review and approval by the committee of any application.
3. A positive vote of at least two–thirds (2/3) of the Trustees present is required to approve a certification.
4. The Secretary shall send updated certified lists to all Member and Recognized Associations and all certified personnel within fifteen (15) days following any new certification approvals.
5. See individual programs for any additional requirements.

Section 7 Recertification Process.

1. Seminar attendance is not required for recertification, except for Judges.
2. Passing an exam with a score of 90% or better is required,. The exam will be open book
3. The exam must be administered by March 30 of the new rodeo year.
4. If the exam is not passed with a score of 90% or better, the individual will be given a second opportunity to take and pass the exam. The exam must be taken and passed within thirty (30) days after notification that the first exam was failed.
5. If the appropriate exam is not passed with a score of 90% or better after the second attempt, The individual will then be required to attend a seminar and take and pass the exam with a score of 90% or better. The committee may then recommend recertification.
6. The individual requesting recertification must complete the “Request for Recertification” form and submit all forms to the Rodeo Officials Committee chairperson or the specific area chairperson. Recertification requests and all required documents must be submitted by September 30 of each rodeo year.
7. Recertification recommendations will be reported to the Board of Trustees by the Rodeo Officials Committee.
8. An official who is denied recertification must be notified at least 30 days before the last regularly scheduled Trustees meeting and has the right to be present or may request to be contacted by phone to make a five-minute statement to the Trustees for reconsideration.
9. The individual who is being considered for recertification has the right to be present and make a 2–minute statement prior to a vote being taken on their recertification.
10. If the individual is present, or available by phone, the Trustees may choose to question the individual.
11. A positive vote of at least two–thirds (2/3) of the Trustees present is required to overturn a decision to deny recertification.
12. The Secretary shall make available updated certified lists within 15 days following any recertification approvals.

Section 8 Responsibilities.

1. Shall act in a professional manner at all times, ensure that all rules and regulations are enforced, and conduct oneself in an unbiased manner.
2. If, after acceptance to serve, the certified individual is unable to keep the commitment, they shall communicate verbally in a timely manner and follow up in writing with rodeo management to allow time to find a replacement.
3. Officials shall adhere to required dress code: long pants, long–sleeved shirt, Western boots, Western hat (optional in chute area), and area–approved shirt design or proper color coded vest for each area of service.
4. Shall notify local rodeo officials of arrival in area, location residing, and contact phone.
5. Shall obtain a schedule of meetings, events, locations, and be in attendance when required.
6. Shall complete any required paperwork and submit to proper rodeo officials within given time requirements for submission to IGRA.

Section 9 Disciplinary Procedures.

|  |  |
| --- | --- |
| Within fifteen (15) days following each rodeo, reports on performance listing any |  |
| certified officials’ performance issues, concerns, or observations at that rodeo will be | |

A.

submitted to the appropriate Lead Person. These issues may include, but are not limited to, items listed in Standing Rule XIX General Rules for Certified Personnel, Section 10.

1. The Lead Person shall send the performance report(s) to all committee members. The appropriate Lead Person shall notify any individual receiving a negative report, outline the reported performance issues, and request a written response within ten (10) days.
2. The Lead Person shall send the response from the affected individual to all committee members.
3. The committee shall determine if discipline is in order and determine the disciplinary action to be taken, if any.
4. Disciplinary action may include a verbal warning, a written warning, placing the individual on a probationary period, or suspension. The committee may impose additional requirements (e.g. attending a seminar).
5. At the end of the probationary or suspension period, the committee may return the individual to full certification status or recommend to the Trustees that the individual’s certification be rescinded.
6. All actions taken shall be reported in writing to the Board of Trustees for review at their next regularly scheduled meeting.
7. In extenuating circumstances, as determined by the committee, an official may be temporarily suspended until the above steps are satisfied.
8. The outcome of any investigation or disciplinary action shall be communicated in writing to the individual within ten (10) days.

Section 10 Suspension from Certification or Recertification.

A. Grounds for suspension from certification or recertification shall include, but not be limited to the following:

1. Failure to:

1. Comply with IGRA rules and regulations.
2. Be in proper attire.
3. Act in a professional or ethical manner.
4. Complete required duties.
5. Complete and submit required paperwork.
6. Entering the arena or contestant area under the influence of or in possession of alcohol, narcotics, or illegal drugs of any kind.
7. Causing voluntary endangerment of livestock and/or contestants.
8. Fixing or changing scores and/or times.
9. Drugging of any livestock without written veterinary consent, which includes description of medication, how often, and for what reason medication is necessary.

RULE X. RECORDS RETENTION AND DISPOSITION

Section 1 General Requirements.

1. NMGRA needs to retain certain records beyond current user needs, according to regulatory, legal, financial, and operational requirements. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor.
2. Records referenced in this schedule include paper and electronic in traditional containers.
3. When a record is no longer needed or required, it should be disposed of properly in order to ensure that it truly is no longer recoverable.

Section 2 Records to Retain.

A. The following are examples of NMGRA records which at various times need retention and later destruction as deemed appropriate by the NMGRA Board who will publish such direction and update annually at the first Board of Directors meeting of the year.

1. Accident reports and claims.
2. All financial records.
3. All tax records.
4. Articles of Incorporation, charter, bylaws, standing rules, and minutes.
5. Audit reports.
6. Bylaws and charter.
7. Contracts, mortgages, notes, and leases (expired).
8. Copyright, trademark, and patent registrations.
9. Correspondence (administrative).
10. Correspondence (general).
11. Donations.
12. Grants (funded).
13. Insurance records, accident reports, and claims.
14. Mission statements and strategic plans.
15. Training manuals.

Section 3 Categorizing Information.

A. Because the above list is not all–inclusive, NMGRA may need to determine whether a particular item is considered a record and thus, subject to a records retention and disposition schedule. Some of the characteristics of a record are:

1. Contains legal or regulatory compliance information.
2. Evidences a transaction.
3. Identifies participants in business activities or who had knowledge of an event.
4. Proves a business–related event or activity occurred or did not occur.

B. It may be useful when making retention decisions to sort records into three categories:

enduring value, limited value, and no value.

Section 4 Electronic Record Keeping.

A. The terms online, near–line, and off–line retention are unique to electronic records and refer to the type of storage media, not to the length of time the information in a particular record should be retained. NMGRA’s board should collaborate to determine which type of storage is appropriate for each category of record. They should set up calendar reminders to migrate data from older media at regular intervals to be sure the records remain viable for the required period of time.

Section 5 Record Destruction.

1. When a record is no longer required to be kept, it should be properly destroyed and the destruction should be documented. Deleting data and emptying the “recycle” folder or “trash” bin from electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the information. Some printers and photocopiers with document memory capability may require data cleaning also before sale or disposal.
2. If data is not sensitive or private, simply overwriting the information may be adequate.
3. If computers and media are going to be reused or decommissioned, they must be properly cleaned in order to prevent unauthorized retrieval and use of information, especially if that data includes privacy or security–related material such as personnel records or financial data.

Section 6 Certificate of Destruction.

A. The NMGRA Secretary must annually present to the Board of Directors a report on documents to be destroyed and the mode used to destroy them. The board must review the report and vote on the destruction of listed documents. When the Secretary has completed the destruction of documents, they must follow up to the board with a report on destruction to include the listed documents, date destroyed, and mode including any third–party involved.

RULE XI CONFLICT OF INTEREST POLICY

Section 1 Purpose

A. The purpose of this policy is to protect NMGRA’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2 Definitions.

1. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

1. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family;

1. An ownership or investment interest in any entity with which NMGRA has a transaction or arrangement.
2. A compensation arrangement with NMGRA or with any entity or individual with which IGRA has a transaction or arrangement.
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NMGRA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3 Procedures.

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

1. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

1. Procedures for Addressing the Conflict of Interest.

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

1. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

1. After exercising due diligence, the governing board or committee shall determine whether NMGRA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

1. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NMGRA’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy.

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

1. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 Records of Proceedings.

A. The minutes of the governing board and all committees with board delegated powers shall contain the following.

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.

1. 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 with the proceedings.

Section 5 Compensation.

* 1. A voting member of the governing board or voting member of any committee who receives compensation, directly or indirectly, from NMGRA for services is precluded from voting on matters pertaining to that member’s compensation.
  2. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from IGRA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 Annual Statements.

A. Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

* 1. Has received a copy of NMGRA’s conflicts of interest policy,
  2. Has read and understands this policy,
  3. Has agreed to comply with this policy
  4. Understands NMGRA is a nonprofit which must engage primarily in activities which accomplish one or more of its purposes.

Section 7 Periodic Reviews.

A. To ensure NMGRA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its status, periodic reviews shall be conducted by the Board of Directors.

RULE XI WHISTLEBLOWER POLICY

Section 1 If any member of NMGRA/IGRA reasonably believes that some policy, practice, or activity of NMGRA is in violation of law, a written complaint must be filed by that member with the Secretary and the Trustee Chair.

Section 2 It is the intent of NMGRA to adhere to all laws and regulations that apply to the nonprofit organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance.

Section 3 The support of all members of IGRA is necessary in achieving compliance with various laws and regulations.

Section 4 All members of IGRA are protected from retaliation if any member of IGRA brings the alleged unlawful activity, policy, or practice to the attention of IGRA and provides IGRA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Section 5 The protection described below is available to all members of IGRA that comply with this requirement.

1. IGRA will not retaliate against an member of IGRA or its separate Associations who in good faith, has made a protest or raised a complaint against some practice of the IGRA, or of another individual or entity with whom IGRA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

1. IGRA will not retaliate against member or Association of IGRA who disclose or threaten to disclose to an Official of IGRA or a public body, any activity, policy, or practice of the IGRA that the member of IGRA reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

1. IGRA will not sanction the use of this Whistleblower Policy to be used as a means to defame or attack members or Member/Recognized Associations.

Section 6 The procedure to be used in NMGRA/IGRA to a potential whistleblower is as follows:

1. The Secretary and Trustee Chair will respond to the complainant within two (2) weeks via E–mail or written communication to acknowledge receipt and outline the process to include the opportunity to address the next scheduled Board of Directors meeting.
2. The Secretary will send notification to the board of the complainant’s request within two

(2) weeks of receiving the complaint.

1. The Secretary will research IGRA records for relevant materials in the complaint and share these materials with the board and the complainant.
2. The board will review the complaint and associated materials and allow the complainant the opportunity to address the board at their next scheduled meeting.
3. IGRA will take the complaint under their consideration with the goal of resolving the matter amicably.
4. All questions, concerns, and complaints filed must adhere to the whistleblower policy contained herein.