

**CANADIAN KATAHDIN SHEEP
ASSOCIATION INC.**

**CONSTITUTION
(Bylaws of the Association)**

Amended to March 9, 2012

CANADIAN KATAHDIN SHEEP

ASSOCIATION INC.

(Incorporated March 17, 1995)

CONSTITUTION

(Bylaws of the Association)

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2. AMENDMENTS

Amendments to the *Bylaws* and the date of those amendments are shown below:

Amendments	Date
Sections 5 & 6	March 4, 1997
Sections 4, 5 & 6	May 20, 1998
Sections 4 & 5	October 8, 1999
Sections 4, 5 & 6	May 21, 2001
Section 5	June 18, 2002
Section 5	May 6, 2004
Sections 4 & 5	July 17, 2006
Section 5	September 17, 2008
Sections 5 & 6	March 20, 2012

3. DEFINITIONS & ABBREVIATIONS

Following are the Definitions and Abbreviations for and in these Bylaws unless the context states otherwise:

- 3.1 Association: Means the *Canadian Katahdin Sheep Association*.
- 3.2 C.K.S.A.: Is the abbreviation for the *Canadian Katahdin Sheep Association*
- 3.3 Board: The Board of Directors of the *C.K.S.A.*
- 3.4 Officers: Members who hold office in the *C.K.S.A.*
- 3.5 Members: Producers and those who are directly or indirectly involved with *Katahdin* sheep who are members of the *C.K.S.A.*
- 3.6 Registry: The place of registration of *Katahdin* sheep; the Registration Office of the *C.K.S.A.*
- 3.7 C.L.R.C.: The *Canadian Livestock Records Corporation*, which is the Registry for the *C.K.S.A.*
- 3.8 Agri-Food & Agriculture Canada: The Ministry responsible for the approval of incorporation of the *C.K.S.A.*
- 3.9 A.P.A.: The *Animal Pedigree Act of Canada* by which the *C.K.S.A.* is governed.
- 3.10 K.H.S.I.: *Katahdin Hair Sheep International*, a U.S.-based Association and Registry for *Katahdin* sheep.
- 3.11 Official Languages: The official languages of Canada, i.e., English and French.
- 3.12 Words importing the singular include the plural, and vice versa.
- 3.13 Words importing the male person include the female person, and vice versa.

4. STRUCTURE AND PROCEDURES

4.1 NAME

The name of the Association shall be *Canadian Katahdin Sheep Association* (CKSA), hereinafter referred to as the “Association”.

4.2 OBJECTIVES

The Association shall have for its objectives the encouragement, development, and the registration of *Katahdin* sheep. The name *Katahdin*, when used herein, shall refer to Canadian registered sheep derived from, or descended from, *Katahdin* sheep registered by *Katahdin Hair Sheep International*. To facilitate these objectives, the Association will:

- i) Provide a system for the development, identification and registration of *Katahdin* sheep in the country of Canada;
- ii) Establish and maintain selective breeding standards for traits of economic importance to sheep production, and carry out a system of registration under the *Canadian Livestock Records Corporation (CLRC)*;
- iii) Maintain records of the transfer of ownership of *Katahdin* sheep;
- iv) Assist in the implementation of research programs with qualified persons on *Katahdin* sheep management, primarily with respect to breeding, conservation, agricultural practices, and public use opportunities; and to preserve, protect and enhance for future generations the *Katahdin* sheep resource by application of science and technical education;
- v) Collect, compile, preserve and publish data, information and documents relating to *Katahdin* sheep;
- vi) Provide services for the promotion, development and marketing of *Katahdin* sheep resources and their products;
- vii) Educate the public and members of the Association as to the breeding, raising, care, uses and heritage of *Katahdin* sheep;
- viii) Encourage and facilitate cooperation and support among *Katahdin* owners;
- ix) Ensure that no part of the activities of the Association shall participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office;
- x) Ensure that no part of net earnings of the Association shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the Association shall be authorized to pay reasonable compensation for services rendered;
- xi) In order to implement and achieve the foregoing, to make all necessary contracts and agreements, and make, alter, and repeal regulations subject to the provisions of these *Bylaws* and in compliance with the *Animal Pedigree Act*; and
- xii) Without limiting the foregoing, to work for the general good and advancement of *Katahdin* sheep in a role to increase and improve quality of food resources.

4.3 MEMBERS

- A. Any person interested in advancing the objectives of the Association and who is willing to accept and comply with these *Bylaws* may apply in writing to the Secretary for membership. Upon acceptance, the applicant shall become a member in one of the following six categories:
- i) *Individual members*: Shall be persons or partnerships who are residents of Canada and have attained the age of sixteen (16) years, or Canadian companies, incorporated under federal or provincial charter, who have paid the prescribed membership fee attached to this category, and own at least one Canadian-registered *Katahdin* sheep. Such membership is entitled to vote or hold office, or give notice to amend these *Bylaws*. This type of membership shall be referred to as “Class A1” which allows for one vote.
 - ii) *Farm Members*: Shall be those specific members, e.g., spouse, partners, and/or personnel representing a farm who are residents of Canada, have attained the age of sixteen (16) years, have paid the prescribed membership fee attached to this category, and own at least one Canadian-registered *Katahdin* sheep. Farm category gives a directory listing of two names at the same mailing address, plus reduced registration rates for those two at any Association activities. Such membership, both members are entitled to vote and give notice to amend these *Bylaws*. However, only one member can hold office. This type of membership shall be referred to as “Class A2” which allows for two votes, one from each member.
 - iii) *Life Members*: Shall be those members who are residents of Canada, have attained the age of sixteen (16) years, and have paid the prescribed membership fee attached to this category. Those members that own at least one Canadian-registered *Katahdin* sheep are entitled to one vote, or hold office, or give notice to amend these *Bylaws*. Those members who do not own at least one Canadian-registered *Katahdin* sheep are not entitled to a vote, cannot hold office, and cannot give notice to amend these *Bylaws*.
 - iv) *Associate Members*: Shall be those persons resident outside of Canada, or residents of Canada, or junior members who have not attained the age of sixteen (16) years, or the representative of an organization considered to be providing benefit to the Association, or those persons who shall act in an advisory and/or consultative capacity to the voting membership, and who may become members by payment of the prescribed membership fee attached to this category. Such membership shall have no vote, no right to hold office, and no right to give notice to amend these *Bylaws*.
 - v) *Honourary Members*: The Association may appoint honourary members at a General Meeting in recognition of achievement or contribution to the Association, and their appointment shall be purely honourary. Honourary members shall be entitled to that category for a period of time as prescribed by the Board. Such membership shall have no vote, no right to hold office, and no right to amend these *Bylaws*.
 - vi) *Junior Members*: Shall be young people who have not attained the age of sixteen (16) years by January 1 of the current year, and have paid the prescribed membership fee attached to this category, and own at least one Canadian-registered *Katahdin* sheep. Such membership is not entitled to vote or hold office, or give notice to amend these *Bylaws*.
- B. *Resignation*: Any member may resign from membership in the Association

by giving written notice to the Secretary. Fees for any unexpired term of the subscription year are normally not refundable, but the Board may grant a request for such in extenuating circumstances.

C. *Membership Year*: The membership year shall correspond with the calendar year. No member whatsoever, except life and honorary members, shall be entitled to any of the rights and privileges of the Association during any year until his annual fees, dues and levies are paid for that year.

4.4 *FEE SCHEDULE*

- i) Fees, levies, and dues of the Association shall be determined by the Board from time to time;
- ii) The method of payment shall be determined by the Board and be in compliance with the method and system of the *Registry* payable by cheque, credit card, or money order;
- iii) The schedule of fees shall be reviewed annually by the Board and revised as deemed necessary.

The current schedule of fees, levies and dues can be obtained from the Secretary of the Association.

4.5 *MEMBERSHIP CARD*

On being admitted to the membership, each member is entitled to, and the Association shall, upon request, give him without charge in one of the official languages of Canada, one copy of the *Bylaws* of the Association. The Association shall also issue a membership card to each member in good standing.

4.6 *OFFICES*

- i) The head office of the Association shall be determined by the Board from time to time;
- ii) The office of the *Registry* shall be the *Canadian Livestock Records Corporation* in the City of Ottawa, Ontario;
- iii) Affiliate provincial association offices shall be determined by each provincial board with notification of these addresses given to the Secretary; and
- iv) The keeping of Association *Articles of Incorporation* and the Association's Bylaws, business records and books of account shall be kept at the Secretary's office as determined by the Board.

4.7 *SEAL AND SYMBOL*

The corporate seal and symbol of the Association shall be in such forms as prescribed by the Board, provided that the seal shall bear the words "*Canadian Katahdin Sheep Association*" in both official languages of Canada. Such a seal shall be affixed only when authorized by a resolution of the Board, and then only in the presence of the persons prescribed in the resolution, or, if no persons are prescribed, in the presence of the President and one other Director.

4.8 *MEMBERS IN GOOD STANDING*

A member in good standing is one who has paid the current membership fee, levy, dues, and is not under suspension or expulsion by the Association. A member ceases to be in good standing upon failure to pay the annual membership and/or

levy, and/or dues, or any subscription of indebtedness due to the Association. The Board may cause the name of such a member to be removed from the register of Members. Such a member may be readmitted to the membership by the Board upon receiving such funds as they may consider reasonable and necessary, subject to section 19 of the *Animal Pedigree Act*.

4.9 *SUSPENSION*

Subject to review and approval by a majority of two-thirds (66 2/3%) of the Board, the Secretary may be directed by the Board to suspend a member, or deny membership to a person applying for membership when such a member, or applicant for membership, has failed to fulfill financial obligations, or practice procedures that contradict or are in conflict with the Bylaws of the Association.

4.10 *EXPULSION*

A. Members whose conduct is considered by the Board to be contrary to the stated purposes or detrimental to the interests of the Association, shall be asked by the Board to explain or justify their actions within a given period of thirty (30) days. If the member(s) are unwilling or are unable to do so, the Board shall:

- i) review the matter and with the approval of a two-thirds (66 2/3%) majority of board members voting, give notice to the member
 - a) asking him to resign; or
 - b) of his expulsion.

A brief statement of the reason or reasons for the purpose of expulsion will be given to the member(s). A statement of these reason(s) shall be available to the membership upon request.

or

- ii) give notice of motion to be considered at the next General Meeting, requesting their expulsion from the Association. A copy of this motion shall be communicated to the member concerned in time for that person to make a written response. If a response is made, it shall be circulated with the Notice of Motion. The member(s) concerned shall be given an opportunity to explain their position at the meeting at which the motion requesting their expulsion is considered. Approval of expulsion by the general membership shall require two-thirds (66 2/3%) of votes cast, and the result of the vote shall be the final decision.

B. Members that have been asked to resign or have been expelled may, after a period of one year, make application in writing to the Secretary requesting to become a member. The Board may approve acceptance of the applicant with a two-thirds (66 2/3%) majority of the votes cast.

C. Notwithstanding Bylaws 4.9 and 4.10 (sections A and B), the Association may deem it more appropriate to reprimand, or otherwise deal with any member whose actions discredit the Association or its members.

4.11 *FINANCIAL MATTERS*

A. *Financial Year*: The financial year of the Association shall be from October 1 to September 30 of the following year.

B. *Annual Report*: An audited statement of the accounts of the past financial year

shall be prepared by the Auditor and presented by the Treasurer for approval at the annual General Meeting of the Association.

C. *Auditor*: A qualified person shall be recommended approved by the Board to audit And verify the books of account of the Association, vouchers for all payments, and certify the statement of receipts and expenditures, assets and liabilities for the year for presentation by the Treasurer to the forthcoming annual General Meeting.

D. *Bank Account*: The *Canadian Livestock Records Corporation (CLRC)* shall establish a bank account for the purpose of depositing monies received on behalf of the *CKSA*. The *CKSA* Treasurer shall establish an account for the Association in a bank approved by the Board. The *Canadian Livestock Records Corporation (CLRC)* shall be notified of the bank and address at which the Treasurer will be conducting the financial business of the Association.

E. *Signatures*: Contracts, documents, or any instruments in writing requiring the signature of the Association, shall be signed by the President and the Secretary of the Association, or by the President and a director elected from the Board by the directors. The director elected in lieu of the Secretary shall exercise his authority of signature if the Secretary resigns, has been suspended, or otherwise is unable to exercise his authority of signature. The Vice-President shall assume the authority of signature in the event the President resigns, is suspended, or is otherwise unable to fulfill the duties of his office (Bylaw 4.14, section B I).

The President, with the approval of a majority of the directors, shall have the right to appoint an officer, or officers, on behalf of the Association to sign specific contracts, documents, and instruments in writing, that are deemed necessary to conduct the business affairs of the Association.

F. *Remuneration*: No officer, director, or member of any committee shall receive any remuneration for duties performed on behalf of the Association, but these persons may be reimbursed for out-of-pocket expenses incurred while performing such duties.

G. *Limits on Expenditures*: All expenditures of funds by a Board member for items in excess of three hundred dollars (\$300.00) shall require approval by a motion passed by the Board.

H. *Inspection of Accounts*: The financial accounts of the Association shall be made available for inspection by members by appointment during normal working hours.

I. *Borrowing*: In order to carry out the purposes of the Association, the Board may, on behalf of the Association, raise or secure the payment or repayment of money in the manner they decide. No loan shall be assumed without the sanction of a special resolution by the Board requiring a two-thirds (66 2/3%) majority for approval.

4.12 *STRUCTURE AND MANAGEMENT*

A. The Association shall consist of a General Assembly (Bylaw 4.3), a Board of

Directors (Bylaw 4.18), a President and a Vice-President (Bylaw 4.17), and a Secretary and a Treasurer (Bylaw 4.12, section B).

B. The association shall be managed by a Board (Bylaw 4.18) of no less than five (5) directors and no more than thirteen (13) directors. The President and Vice-President shall be elected from the directors by the general membership (Bylaw 4.17)), the Secretary and Treasurer (who may be one and the same) shall be elected from the Board by the directors or can be appointed by the Board from the general membership (Bylaw 4.23, section B). The directors, as willfully possible, shall be distributed throughout Canada based on provincial representation. All directors shall be voting members in good standing with the Association (Bylaws 4.13, 4.14 and 4.19. section A).

4.13 *BOARD OF DIRECTORS*

- i) *General Powers*: The Board shall administer the affairs of the Association, and shall direct the policy of the Association toward the attainment of the objectives of the Association;
- ii) *Regular Meetings*: The Board shall hold regular meetings at least three times a year, preferably six weeks prior to a general meeting, and within thirty days after an annual General Meeting. Meetings may be held by telephone conference call at the discretion of the Board;
- iii) *Calling and Notice*: Meetings of the Board shall be called by the President or Secretary of the Association by giving at least two weeks notice of the date, time, place, and agenda of the meeting to the directors.
- iv) *Special Meetings*: Special Board of meetings may be called by the Executive Committee or at the request of at least three (3) of the directors in good standing. At least seven (7) days notice shall be given of the date, time, place, and agenda for a special meeting to the directors. No items may be added to the agenda circulated for a special meeting.
- v) *Powers and Duties*: In addition to other specific duties and powers assigned elsewhere in the *Bylaws*, the Board shall:
 - a) take the initiative in preparing general policies and actions for consideration for possible adoption by the General Assembly;
 - b) put into effect all policies and actions approved by the General Assembly;
 - c) have power to enter into contracts in the name of the Association in accordance with policies and practices approved by the General Assembly;
 - d) be responsible for management of the affairs of the Association between meetings of the General Assembly;
 - e) consider matters of substantive nature at the written request of at least ten (10) members, and put this matter, together with its recommendations, on the agenda of the next general meeting of the Assembly.
- vi) *Residual Powers*: The Board may exercise all such powers of the Association as are not required by these *Bylaws*, or the statutes governing incorporation, to be exercised by the General Assembly.
- vii) *Delegation of Powers*: The Board shall have power to delegate authority for specific matters to the Executive Committee, to any of its established committees, or to any officer of the Association, provided that any authority delegated to the Board by the General Assembly is not further delegated

- without the prior permission of the Assembly.
- viii) *Subcommittees*: The Board may establish subcommittees from time to time in order to conduct its business more effectively.
- ix) *Quorum*: A quorum for all meetings of the Board shall be a majority of the eligible voting Board members.

4.14 *DUTIES OF OFFICERS*

A. President:

The President shall:

- i) Be responsible for the overall supervision and administration of the affairs of the Association;
- ii) Preside at meetings of the General Assembly, unless a moderator is appointed in accordance with Bylaw 4.28.K, and shall chair meetings of the Board and of the Executive Committee;
- iii) In consultation with the Secretary, prepare an agenda for meetings of the General Assembly and of the Board, and of the Executive Committee;
- iv) Supply the Secretary with correspondence to the general membership and members of the Board, members of the Executive Committee, and to other persons, groups or organizations, as required;
- v) Review and approve all correspondence from the Secretary to the general membership, Board, the Executive Committee, and members of other committees; and
- vi) Ensure that all policies and actions approved by the Board and by the General Assembly are properly implemented.

B. Vice-President

The Vice-President shall:

- i) Fulfill the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office;
- ii) Perform all special duties assigned by the President or requested by the Board or the General Assembly; and
- iii) Perform special duties when assigned such as to chair committees, etc.

C. Past President

The Past President shall:

- i) Perform special duties when assigned such as to chair committees, etc.; and
- ii) Perform all special duties assigned by the President or requested by the Board of the General Assembly;
- iii) Remain as a voting member of the Board unless he/she is assigned a position which would automatically disallow his vote.

D. Secretary

The Secretary shall:

- i) Be responsible for circulating notices, agendas, and minutes of the meetings of the Board, of the general membership, and of the Executive Committee;
- ii) Ensure that minutes are prepared and that minute books are properly maintained, for meetings of the General Assembly, the Board, and of the Executive Committee;
- iii) Be responsible for approved correspondence with the membership, and for

- maintaining internal communication within the Association;
- iv) Maintain proper custody of the seal and symbol of the Association;
 - v) Maintain proper custody of the Association's documents of incorporation and other legal documents, and have a ledged list of these documents;
 - vi) Maintain a register of the members of the Association;
 - vii) On behalf of the Association seek approval of the Minister responsible for administering the Act of Incorporation for all amendments to the *Articles of Incorporation*, and make all other required reports to the Minister;
 - viii) Notify the *Registry* of all amendments to the *Bylaws* that have been approved by the Minister responsible for administering the Act of Incorporation;
 - ix) Upon completion of his term, and within two weeks after the announcement of the newly-elected or appointed Secretary, he will assist in the transaction of all aspects and affairs of business conducted on behalf of the Association, and present the incoming Secretary with all legal documents, all records, the Association seal, a current list of the membership, and all other material or materials that are the property of the Association; and to this effect, make written record of this transaction, signed and dated by him. The incoming Secretary shall also sign this record of transaction, which will attest to his approval and acceptance. A copy of this record of transaction shall be sent to the President.

E. *Treasurer*

The Treasurer shall:

- i) Be responsible for the care and custody and other assets of the Association;
- ii) Keep records of all dues paid by members of the Association;
- iii) Keep record of all contributions and donations to the Association;
- iv) Deposit all monies received in a chartered bank or a credit union and make payment on this bank for all approved expenses by the Association;
- v) Maintain full and accurate books of the accounts and of all financial transactions of the Association;
- vi) Report to each regular meeting of the Board of the financial accounts of the Association;
- vii) Present a financial report at the Annual General Meeting, which shall include an audited statement of the accounts of the Association, and any consequent recommendations for changes in fees paid by members;
- viii) Report to the Minister responsible for administering the Act of Incorporation for all financial matters;
- ix) Report to the *Registry* on all financial changes as to fees, levies, and dues of the Association;
- x) Upon completion of his term, and within two weeks after the announcement of the newly-elected or appointed Treasurer, he will assist in the transaction of

all aspects and affairs of business conducted on behalf of the Association, and present the incoming Treasurer with all legal documents, all records, and audited report to the end of the last fiscal year, and an up-to-date record of all assets and liabilities which will include uncollected revenues and accounts outstanding, and to this effect, make a written record of this transaction, signed and dated by him. The incoming Treasurer shall also sign this record of transaction which will attest to his approval and acceptance. A copy of this record of transaction shall be sent to the President.

4.15 *EXECUTIVE COMMITTEE:*

If an Executive Committee of the Association is created, it shall consist of the Past President, the President, the Vice-President, Secretary, Treasurer (the Secretary and Treasurer may be one and the same), a director-at-large, and such other members as the Board may deem necessary from time to time.

- i) *Calling and Notice:* Meetings of the Executive Committee shall be held at the call of the President, or at the request of at least three members of the Committee. At least seven (7) days notice shall be given of the date, time, place, and agenda for meetings of the Executive Committee.
- ii) *Special Meetings and Telephone Meetings:* In emergencies, special meetings of the Executive Committee may be called with two days notice, or the committee may conduct a special meeting by telephone conference call in accordance with the Rules of Order referred to in Bylaw 4.30.
- iii) *Powers and Duties:* The Executive Committee shall be responsible for the day-to-day administration of the affairs of the Association in accordance with policies and actions approved by the Board or by the General Assembly.
- iv) *Quorum:* A quorum for all meetings of the Executive Committee shall be a majority of the eligible voting members of the committee.

4.16 *COMMITTEES*

A. *Standing Committees:* Standing committees of the Association shall be established by a vote in the General Assembly on the recommendation of the Board. Motions to establish standing committees must include specific terms of reference as prescribed in these Bylaws (4.16 section C).

B. *Ad Hoc Committees:* Ad hoc committees may be established from time to time by approval of a motion at the General Assembly, the Board, the Executive Committee, or any standing committee of the association. Terms of reference are to be included in the motion to establish an ad hoc committee.

C. *Guidelines for Committees:* Terms of reference for all committees shall include the following:

- i) The status of the committee (standing or ad hoc);
- ii) The type of committee (discussion, working, combination, task force, etc.);
- iii) The overall purpose;
- iv) Any specific directive defining goals and tasks;
- v) The relationship to any other overlapping activities of the Association;
- vi) The composition, including statements on any designated observers, whether officers are appointed as full or associate members, and any authority granted to the chair to co-opt other members;
- vii) The assignment of any staff as associate members;
- viii) Any special mode of operation (such as meetings only by telephone);
- ix) An upper limit of expenses that a committee can incur;
- x) The preferred time and method for reporting;

and, for standing committees:

- xi) The terms of office for members and whether successive terms are

- permitted;
- xii) The method of the election of new officers and for the filling of casual vacancies;
- xiii) The method of election of the chair; and
- xiv) Meetings of committees shall be called by the committee chair.

D. *Quorum*: A quorum for all committees shall be a majority of the eligible voting members of that committee.

E. *Statutory Reports*: All standing committees shall present annual reports to their appointed bodies at the time of the Annual General Meeting. Ad hoc committees whose business is not completed at the time of the Annual Meeting shall present interim reports to their appointing bodies. An ad hoc committee that fails to report at the time of two successive annual meetings shall be regarded as defunct.

4.17 *ELECTION OF PRESIDENT AND VICE-PRESIDENT*

A. *Statement of Candidacy*: Each director of the Association has the privilege to let his name stand for the office of President or Vice-President. The Board must be notified of such intention at least two months before the first day of the Annual General Meeting at which the election will take place, or the result of the election announced if done by mail ballot. The President shall be elected in even years, e.g., 1996, 1998, and the Vice-President shall be elected in uneven years, e.g., 1997, 1999, etc.

B. *Election Committee*: The Board shall appoint either;

- i) an Election Committee of three (3) voting members in good standing from the general membership. The members of the Election Committee cannot be the spouse, a relative, or a partner of any candidate seeking election. The Election Committee shall request each candidate to remit a statement on his behalf no later than six (6) weeks before the first day of the Annual General Meeting. The form of the statement and its distribution to the members shall be established by the Election Committee, or;
- ii) a legal organization to act as an agent to duplicate materials for the mail-out and exercise the procedures as outlined in these bylaws for the election for President and Vice-President, mail ballots and other mail outs, as governed by the Board.

C. *Ballot*: The Board shall decide whether the election procedure shall be by mail ballot or in person at the Annual General Meeting.

- i) *by mail*: At least four weeks prior to an Annual General Meeting, a ballot containing the names of the candidates and position sought shall be mailed to each member of the Association entitled to vote. The ballot shall be accompanied by the statement of each candidate in the form approved by the Election Committee along with a statement from the Election Committee that gives the date, time, and place of the Annual General Meeting, and the last postmark date acceptable for return of the ballot(s).
- ii) *in person*: At least four (4) weeks prior to an Annual General Meeting, a list containing the names of the candidates shall be mailed to each member of the Association entitled to vote. The list shall be accompanied by each candidate's statement on a form approved by the Election Committee. The Election Committee will include their own statement that will inform the members of the date, time, place, and position being voted upon at the Annual

General Meeting at which the election is to take place.

D. Voting Procedure:

- i) *by mail:* Each member entitled to vote may vote by mailing the ballot back to the Election Committee. No ballot by mail shall be counted unless postmarked on or before the date set by the Election Committee as indicated on the ballot. Procedure for balloting by mail shall be established by the Election Committee in order to ensure the secrecy of each member's vote, and shall allow at least fourteen (14) days for the return of the ballot.
- ii) *in person:* Each member entitled to vote may vote by attending the Annual General Meeting at which the election is to take place. Procedure for the balloting in person shall be established by the Election Committee to ensure the secrecy of each member's vote.

E. Results and Challenges:

The Election Committee shall determine the number of memberships outstanding, the number of valid postmarked or cast votes received, and the existence of a quorum. It shall also determine when polls close, receive, count and tabulate all ballots, and report to the Board and the membership in writing; or announce the results at an Annual Meeting at which the election was held; the names of those newly-elected to the Board and/or the results of any applicable special resolution. The Election Committee shall perform such acts as may be proper to conduct the election or voting with fairness to all members, and also hear and determine all challenges and questions in any way arising in connection with the elections when these are presented to the Election Committee in written form within thirty days from the date of the election. The Election Committee shall complete the election and announce the results as soon as possible after the election, but in any case prior to the conclusion of the Annual General Meeting.

F. Observers:

The candidates or the Board may request the Election Committee to report to the candidates the number of votes for each candidate. Each candidate may designate an observer to be present during the vote count. Ballots and tabulation of results shall be kept by the Board for thirty (30) days after the election. After thirty (30) days, the ballots and tabulation of result(s) will be destroyed by the Board, and only the result(s) of the election are to be kept on record.

G. Winning Procedures:

The candidate receiving the greatest number of votes shall be elected as President during the years in which election for President take place. The candidate receiving the greatest number of votes shall be elected as Vice-President during the years in which the election for Vice-President takes place, In the case where only one candidate seeks election for either office, that candidate shall be elected by acclamation.

H. Tie:

In the event of a tie between two or more candidates, the Secretary of the Election Committee in the presence of the scrutineers shall place the name of those candidates into a receptacle and draw one (1) candidate's name. The person's name drawn shall then be deemed to be the elected President or Vice-President as the case may be.

I. Recount:

If the difference between two (2) candidates is five (5) votes or less, an unsuccessful candidate may request a recount of the votes cast, provided such a request is received by the Secretary of the Election Committee no later than seven (7) days following the date of the election. Notice then shall be given to the candidates who may be affected by the recount and they, or their representatives may be present during the recounting of the ballots.

J. No Validation:

When the method of voting is by mail ballot, default in supplying or the non-receipt of a ballot and/or a return envelope by any member within the prescribed time, shall not invalidate an election held in the manner provided.

K. Vacancy:

Vacancies on the Board caused by resignation, death, or expulsion shall be filled by the Board designating the second representative from the province with the vacancy. The second representative shall fill that vacancy for the period of time remaining in such vacancy.

L. Postal Disruption:

In the case of postal disruption, the Board may delay the date of the election and set out new dates, or proceed with having eligible members cast their ballots at the Annual General Meeting.

4.18 *PROVINCIAL ASSOCIATIONS/PROVINCIAL KATAHDIN PRODUCER GROUPS*

A. Provincial Associations:

The Association shall recognize only one legally-incorporated provincial association in each province for the purpose of representation and to provide financial assistance for Board activities as deemed appropriate, and within reasonable means as determined by the Board, providing that:

- i) The provincial constitution and its bylaws have been submitted and reviewed by the board to ensure compliance with the *Bylaws of the Canadian Katahdin Sheep Association* as governed by the *Animal Pedigree Act of Canada*
- ii) The Association is a legally-incorporated association of that province; and
- iii) Two-thirds (66 2/3%) of the total voting members are also voting members in good standing of the *Canadian Katahdin Sheep Association*.

or

B. Provincial Katahdin Producer Groups:

The Association shall recognize a provincial *Katahdin* producer group, regardless of numbers for the purpose of representation and to give financial and physical support as determined by the Board from time to time, providing:

- i) There is an insufficient number of members to form a provincial association;

or

- ii) The provincial association does not meet one or any of the requirements as prescribed for recognition (Bylaw 4.18 section A.)

4.19 *ELECTION OF PROVINCIAL REPRESENTATIVES/DIRECTORS*

A. Each province shall elect two Directors from their Board of Directors, or from their provincial producer group. All candidates must be voting members in good standing of the Canadian Katahdin Sheep Association as well as their Provincial Association only when their provincial association has qualified as an affiliate provincial association.

The spouse of any CKSA Board member cannot let his name stand for the office of CKSA first or second Director, nor Vice-President, nor President.

i) The Directors shall:

- a) Become Directors of this Association;
- b) Have the privilege of having his name stand as a candidate for either President or Vice-President of this Association;
- c) Have the privileges and the responsibilities associated with the office of Director;
- d) Be the liaison between the Association and the Provincial Association or provincial producer group which they represent.
- e) The Provincial Association or provincial producer group shall decide which of the elected Directors becomes the first (1st) Director and which becomes the second (2nd) Director, notifying the CKSA Sec/Tres accordingly.

B. *Elections/Voting:*

i) Elections shall occur each year in each province as outlined in either sections ii or iii, as listed below. Term of office will begin on the date of the election of the officer.

ii) The provinces of British Columbia, Saskatchewan, Ontario, New Brunswick, Newfoundland, and the Yukon will elect their representatives in even years, e.g., 1996, 1998, etc.;

iii) The provinces of Alberta, Manitoba, Quebec, Nova Scotia, Prince Edward Island, and the Northwest Territories will elect their representatives in uneven years, e.g., 1997, 1999, etc.;

iv) Procedures:

a) *For affiliate provincial associations:*

The Secretary of this association, shall, upon notification six weeks prior to provincial elections of representatives/Directors, send to each provincial secretary of provinces in which elections are to be held, a complete list of all resident members of that province that are entitled to vote for provincial representative and second representative. The methods and procedures of these elections are at the discretion of the provincial association providing they comply with the bylaws of their association.

The Secretary of the Provincial Association shall, within fourteen days of the time of election, notify the CKSA Secretary, by facsimile or by mail, the name and address of the Successful candidate for either position of First Director or Second Director.

b) *For provincial Katahdin producer groups:*

i) During the first week of August of each year in which elections are to take place in that province, the Secretary of this Association shall contact each member in good standing and eligible to vote by mail, facsimile or telephone, to determine and establish a list of those allowing their name to stand as a candidate for provincial representative.

During the first week of September of the same year, the Secretary shall send to each member eligible to vote, a ballot alphabetically listing all candidates seeking to become a provincial representative. Each member entitled to vote may vote for the candidate of his choice by placing an “X” in the space provided adjacent to the candidate’s name. The completed ballot shall be placed in a self-addressed, postage-paid envelope, and returned to the Secretary postmarked on or before October 15. Ballots received after October 15 will not be counted.

ii) Within the first week following the 15th day of October, the Secretary shall, in the presence of a Notary Public, open the envelopes containing the ballots, and proceed to count the ballots. The member receiving the greatest number of votes shall be the representative, the member receiving the second number of votes shall be the second representative.

A certificate of the result of voting shall be signed by the Secretary and certified to by the said Notary, attested by his official seal and signature.

iii) Where there is only one candidate, that candidate will be declared elected by acclamation.

iv) Methods and procedural matters relating to “Election of Provincial Representatives” that have not been addressed by the prescribed format of this article shall follow the procedures as prescribed for the Election of President and Vice-President” (Bylaw 4.17).

4.20 *TERM AND TENURE*

The term of office shall begin immediately after the announcement of the election results at the Annual General Meeting. The terms of office shall be for two (2) years. The President, Vice-President, and directors may serve for an unlimited number of years providing that they are re-elected every two years, and providing that a minimum of one (1) year absence from the Board shall occur after any three (3) consecutive terms.

4.21 *VALIDATION*

No rule made by the Association in General Meetings invalidates a prior act of the directors that would have been valid had that rule not been made.

4.22 *SPECIAL RESOLUTION*

The general membership, giving their reasons, may present the Board with a signed petition or faxed signatures consisting of at least two-thirds (66 2/3%) of the total number of eligible voting members, or may present the Board with the signatures of two-thirds (66 2/3%) of the eligible voters at an annual meeting; either petition or signatures will be sufficient to remove a director or officer before the expiration of his office, and have the “second representative” complete the term of directorship or office. A person’s removal from office does not necessarily mean removal from directorship, unless so specified.

4.23 *APPOINTMENTS*

A. The Board may, from time to time, appoint employees and/or agents and establish committees and sub-committees, and authorize the appointment of such persons and committees as it deems necessary to carry out the objectives of the *Association*. Such agents or employees shall have such authority and shall perform such duties from time to time as may be prescribed by the Board.

B. The Board may appoint or elect a voting member in good standing from the Board or the general membership to act as Secretary or Treasurer, or Secretary-Treasurer. The appointed Secretary, or Treasurer, or Secretary-Treasurer, would exercise the duties of the said position as prescribed by the *Bylaws*. The appointed member would retain his right to vote as a member of the Association, but would have no vote at the Board level.

4.24 *REMOVAL*

All agents or employees shall be subject to removal from their position or employment by the Board at any time with reasonable notice to the person so removed.

4.25 *PROTECTION*

Every officer, director, and employee of the Association shall be indemnified and saved harmless by the Association from all liabilities, costs, charges, and expenses he incurs during the lawful and proper exercise of his duties with the Association.

4.26 *PROFESSIONAL CONSULTANT(S)*

The Board of Directors may, from time to time, retain consultants to advise and act for the Association on legal, financial, personnel, administrative, and other matters.

4.27 *ASSOCIATION BOOK*

The Association shall cause a book to be kept by the Secretary, wherein shall be written a copy of the *Bylaws* of the Association with all the amendments thereof so that members may at all reasonable times examine the same. The minutes of the meetings of the Board or any Committee, shall be open to inspection by the members at all reasonable times at the office of the Secretary. Every member has a right to inspect and make copies and/or extracts of the account books, general correspondence, and registers, as required in the *Bylaws* of the Association so long as such inspection does not include confidential matters relating to any individual members, financial transaction, or any other personal and private aspects.

4.28 *MEETINGS AND PROCEDURES*

A. Individual Members

Individual members are entitled to receive notices of, and to attend, participate, and vote at all meetings of the General Assembly. To vote, the member must be a member in good standing, and have a membership category that entitles him to vote.

B. Annual General Meeting

The Annual Meeting of the General Assembly shall be held in the month of November of each year, and shall be held at such place and time as determined by the Board.

C. General Meeting

Meetings of the General Assembly shall be called from Special Meetings as required. The time and place shall be determined by the Board, and the general membership notified accordingly.

D. Notice for Meetings and Agenda

General meetings shall be called by the President or Secretary of this Association at any time by giving at least four (4) weeks' notice of the date, time, place, and by sending the agenda to the members at least three (3) weeks before the scheduled date of the meeting. The notice of meeting shall also indicate the type of meeting to be held; must be dated and signed by the sender, and must be sent by prepaid mail or by permanent copy electronic mail (facsimile). The notice required for a meeting can only be waived by the unanimous consent of all members entitled to attend the meeting.

E. Notice of Agenda Items

The following items can only be considered at a meeting when proper Notice of Motion is attached to the circulated agenda:

- i) Amendments to the Constitution or Bylaws;
- ii) Borrowing of money;
- iii) Changes in fees, levies, or dues;
- iv) Adoption of, and changes to, terms of reference of standing committees;
- v) Renewing, amending, or rescinding a previously-considered motion;
- vi) Removal of persons from membership or from office;
- vii) Affiliation with other bodies; and
- viii) Dissolution of the Association.

F. Motions From the Members

Motions from the members or from affiliate provincial associations and provincial producer groups of the Association received by the Secretary at least two weeks prior to the scheduled date of the Annual General Meeting or general meeting shall be included in the agenda for that meeting. Members that are also members of an affiliate provincial association must first present their motion to the provincial secretary who will include it on the agenda of the next provincial meeting; upon acceptance and approval by the provincial membership, the representative of the affiliate provincial association will present the motion to the Secretary of this Association who will include it on the agenda of the next general meeting.

G. Additions to the Circulated Agenda

Items not included on the circulated agenda may be added to the agenda by moving an amendment to the motion to approve the agenda. Such an approval shall require a two-thirds (2/3) majority of the votes cast by the general membership.

H. Additions to the Approved Agenda

Items of urgent business not included in the agenda but approved by the members at a meeting, may be added to the agenda at any time in the meeting with unanimous consent of all voting members attending the meeting. Items listed in Bylaw 4.28.E. cannot be added to the agenda.

I. Statutory Agenda Items

Except at special general meetings, the Secretary shall present each general meeting with the minutes of the previous meeting for approval and with a report of actions taken in the name of the Association since the last meeting of the Board.

J. Special Meetings

Special meetings may be called by the:

- i) President or the Secretary or by the Board upon a request signed by at least twenty (20) members of the Association in good standing. At least thirty (30) days notice shall be given of the date, time, place, and agenda for a special meeting. No additional items may be added to the agenda circulated for a special meeting.
- ii) The Executive Committee, or at the request of at least three (3) of the directors in good standing. At least seven (7) days notice shall be given of the date, time, place and agenda for a special meeting. No items may be added to the agenda circulated for a special meeting.

K. Moderator for a General Meeting

The Board may, from time to time, approve a recommendation from the President to have a moderator chair a general meeting. The moderator shall have the status of an associate member while serving in this office. The Board shall include specific terms of reference for the moderator.

L. Powers and Duties

In addition to other specific duties and powers assigned elsewhere in the *Bylaws* the General Assembly shall:

- i) Receive reports from the officers and from the standing and ad hoc committees of the Association;
- ii) Decide all financial policies and regulations that affect the dues and obligations of the members;
- iii) Set criteria for membership and decide all questions related to the admission or loss of membership;
- iv) Make decision on all matters brought before it by the Board; and
- v) Consider all matters brought before it and, at its discretion, refer such to the Board or to an appropriate standing or ad hoc committee.

M. Quorum

A quorum for a meeting of the General Assembly shall be twice the number of the Board plus one.

N. Mail Ballots

The business of the General Assembly may be decided by mail ballot, provided that:

- i) For each usage, this procedure is approved in advance by the General Assembly, and in between general meetings, by the Board of

Directors. Such approval by the Board shall require a two-thirds (66 2/3%) majority of the votes cast.

- ii) The precise form of the question to be decided, together with any supporting documentation approved by the Board, is circulated at least four weeks before the closing date of the ballot.
- iii) Any opposing documentation up to two (2) pages received by the Secretary within two weeks of the ballot is also circulated to the voters.
- iv) In the event of a mail strike, the Executive Committee is empowered to use alternative methods of delivery;
- v) Provided that a sufficient number of ballots are returned to constitute a “Quorum”;
- vi) The ballot does not infringe upon any of the regulations incorporated in the Statutes of Incorporation.

4.29 VOTING MATTERS

A. *Voting Rights*

Each individual full member shall have one vote of the General Assembly and at all elections and other ballots.

B. *Voting in Person*

In order to cast a vote at a meeting of a General Assembly or of any committee, a member must be present in the meeting room at the time a vote is taken.

C. *Proxy Votes*

Each member shall be entitled to grant a proxy to another member to vote on his behalf and participate in all or part of a designated meeting of the General Assembly. Written permission for such a proxy must be witnessed and signed by a third member, and be delivered to the Secretary of the Association before a proxy vote can be exercised. A person appointed as a proxy must be a member in good standing of the Association, and can only use the proxy vote if the member granting it is not in attendance at the meeting. No member shall be appointed for more than five (5) proxy votes.

D. *Voting Rights of Directors*

Each officer and director shall have one vote at meetings of the Board, and when applicable, at meetings of the Executive Committee. Directors are not permitted to grant proxy votes for meetings of the Board or the Executive Committee.

E. *Voting by the Chair*

The chair may only cast a vote at meetings of the General Assembly or at the Board in order to break a tied vote. A tied vote is not broken when a moderator is in the chair. The chair of a committee votes at the same time as other members and does not vote a second time in order to break a tied vote.

F. *Votes for Motions*

All motions at meetings of the General Assembly, the Board of Directors, the Executive Committee, and all other committees, shall be decided by a majority of votes cast, unless otherwise required by these *Bylaws*, the statutes governing incorporation, or the rules referred to in *Bylaws*.

G. *Votes for Elections*

All elections for officers, directors, and members of committees shall be decided by a plurality vote when there are two or more candidates.

H. *Associate Members*

Officers and others who are granted associate membership of assemblies or committees shall not have a vote unless specific provisions for this is made in the terms of reference of the committee.

4.30 *RULES OF ORDER*

Procedures for Meetings and Organizations, by M.K. Kerr and H.W. King, Carswell Legal Publications, Toronto, 1988, or later editions, shall govern the Association in all procedural matters not contained in the Charter and in these *Bylaws*.

4.31 *FUNDAMENTAL CHANGES TO THE ASSOCIATION*

A. In the event of:

- i) a proposed amendment to the Association's articles of incorporation;
- ii) a proposed dissolution of the Association; or
- iii) a proposed amalgamation involving the Association; a notice of the proposed amendment shall be forwarded to *Agriculture and Agri-Food Canada* for an opinion of its validity under the *Animal Pedigree Act*. Upon receipt, in writing, of the preliminary ruling indicating the proposed amendment is acceptable, the members shall be provided with a minimum of four (4) weeks written notice setting out the nature of the proposed change. In the case of an amendment to the original amendment, a further reference to *Agriculture and Agri-Food Canada* will not be required if the intent of the original proposal remains the same. Where that is not the case, a favourable opinion on the validity of the amended proposal must be obtained prior to proceeding to ballot.

4.32 *AMENDMENTS TO THE BYLAWS*

A. Proposed amendments to the Bylaws shall be forwarded to the Board. The Board shall:

- i) Ensure the wording and the intent of the proposed amendment(s) is clear;
- ii) Provide the members with a written notice of motion and a notice whether the voting procedure is to be done by mail ballot or in person.
- iii) Follow the procedure as indicated in Bylaw 4.31 A.;
- iv) Follow the procedures for either mail ballot (Bylaw 4.32 C ii) or for voting in person (Bylaw 4.32 C i); and
- v) Ensure that the proposed amendments are included on the agenda (Bylaw 4.28 E i).

B. Voting in Person/Mail Ballots:

At least four (4) weeks prior to an Annual General Meeting or a special meeting called by the Board, the Secretary shall mail a notice of ballot to each member of the Association entitled to vote. The notice shall contain the exact wording, including the complete explanation of the rationale for the proposed change(s) sought, together with any supporting documentation approved by the Board.

C. *Voting Procedures:*

The procedure of voting in person or by mail ballot shall be approved in advance by the General Assembly, and in between general meetings, by the Board. Such approval shall require two-thirds (2/3) majority of votes cast and providing that the existence of a quorum is established.

i) *Voting in person:*

- a) The mail-out notice shall include the date, time, and place of the Annual General Meeting or the special meeting so called for the purpose where the proposed amendment(s) are to be voted upon.
- b) Prior to the vote, the Secretary shall determine the number of valid voting members present; the number of proxy votes; the number of memberships outstanding; and the existence of a quorum (Bylaw 4.28, Section M).
- c) The Board shall appoint two scrutineers from the general membership to assist the Secretary.
- d) The Board then shall determine if the voting procedure is to be conducted by a show of hands or by secret ballot.
- e) The scrutineers shall proceed to count the ballots/votes, record the results and present them to the Secretary for recordation. Tabulation of the results shall be destroyed by a motion approved by the members present or kept by the Secretary for thirty (30) days after the meeting, after which time the tabulation will be destroyed and only the result(s) of the vote are to be kept on record.
- f) Providing a quorum has been achieved (Bylaw 4.28 M), the proposed amendment(s) shall be accepted with an affirmative vote of at least two-thirds (2/3) of the members present and eligible to vote at an annual General Meeting or at a Special Meeting called for that purpose.
- g) The Secretary, complying with the protocol and format as outlined by *Agriculture and Agri-Food Canada*, shall forward the amendment(s), as accepted by the membership, for approval by *Agriculture and Agri-Food Canada*. Upon approval, the amendment(s) shall be incorporated into the Bylaws and enacted.
- h) The Secretary shall, between thirty (30) days and sixty (60) days after the date of the meeting, mail each member a list of the accepted amendments.

ii) *Voting by mail ballot:*

- a) The mail-out notice shall include the date, time and place of the Annual General Meeting or the Special meeting where the proposed amendment(s) shall be discussed.
- b) The ballot shall be accompanied by a statement that indicates the closing date of the ballot; and notification that provisions to deposit mail ballots will be available at the place and time of the Annual General Meeting or the Special Meeting where discussion of the proposed amendment(s) is to occur.
- c) The mail-out shall include:
 - i) A complete list of the Bylaw(s) in question; the proposed amendment(s); the rationale and any supporting documents where applicable.
 - ii) A ballot appropriately numbered to coincide with the proposed amendment(s).
 - iii) A self-addressed return envelope that shall have provisions for the members' printed name, address, and signature; and the postmark deadline date for return.
- d) Any opposing documentation, up to two (2) pages received by the Secretary within two weeks of the ballot, will be circulated to the voters.

- e) The Board shall make provisions to have a sealed mail ballot container at the meeting for those members who desire to deposit their ballots during the time of the meeting.
- f) The Board shall appoint two scrutineers from the general membership to assist the Secretary in tabulating the results.
- g) After a period of five working days following the deadline date for returning the ballots, the Secretary and the scrutineers, in the presence of a Canadian accredited chartered accountant or a commissioner of oaths, shall:
 - i) determine the number of valid, unspoiled postmarked ballots received, and the existence of a quorum (Bylaw 4.28, Section M); and
 - ii) proceed to open the ballots and tabulate the results. Tabulated results shall be kept by the Secretary for thirty (30) days after the deadline date of return, after which time the tabulation shall be destroyed and only the result(s) of the vote are to be kept on record.
- h) The Secretary, upon completion of tabulating the results of the returned ballots, shall record the number of valid ballots returned; the number of spoiled ballots returned; the number of ballots not returned.
- i) Acceptance of the amendment(s) shall be with an affirmative vote of at least two-thirds (2/3) of those unspoiled ballots returned provided the existence of a quorum has been established (Bylaw 4.28 M).
- j) The Secretary, complying with the protocol and format as outlined by *Agriculture and Agri-Food Canada*, shall forward the amendment(s), as accepted by the membership, for approval by *Agriculture and Agri-Food Canada*. Upon approval, the amendment(s) shall be incorporated into the Bylaws and enacted.
- k) The Secretary shall, between thirty (30) days and sixty (60) days after the deadline date for the return of ballots, mail each member a list of the accepted amendments.
- l) In the event of a mail strike or postal disruption, the Board shall decide on alternative methods of ballot return.

5. BREED REGISTRATION

5.1. REGISTRATION POLICIES

A. The *Canadian Livestock Records Corporation (CLRC)* is the official registry for the *Canadian Katahdin Sheep Association Inc. (CKSA)*, and is hereafter referred to as the *Registry*.

B. The *Registry* shall administer all aspects of the process of registrations and transfers, namely, fees received, applications, herd identification (prefix letters), membership fees, account statements, mailing services, error corrections, printing and form distribution, collection of overdue accounts, and maintaining an up-to-date copy of the *CKSA* Bylaws.

The *Registry* is responsible for implementing the *Registry* bylaws. No set of bylaws can fully prescribe the tasks and decisions required to direct the daily operations of the *Registry*, therefore, these bylaws may be supplemented by their judgement. Association members may challenge decisions of the *Registry* by petition.

5.2 *REGISTRATION COMMITTEE*

A. The President, a designated Director from the *CKSA* Board, and the General Manager of the *CLRC*, shall be a Registration Committee with authority to authorize change of ownership and registration of a pedigree where signatures or other information are unobtainable. If the decision of the Committee is not unanimous, the matter in question shall be forwarded to the Board for a decision.

B. Neither the Registration Committee nor the Board shall have the power to authorize the registration of any animal unless the pedigree of breeding submitted complies in all particulars with the rules of eligibility and qualification for registration as outlined in Bylaws 5.13, 5.14, & 5.15 of the *Constitution and Bylaws*.

C. All decisions of the Registration Committee or the Board respecting registrations shall be incorporated into the minutes of the next meeting.

5.3 *KATAHDIN BREED STANDARD*

The Board shall have the authority to adopt and amend the “standard of type” which will be presented to the membership in the form of a *CKSA Breed Guidebook*. This *Breed Guidebook* shall be used as a reference by *Inspectors* during the inspection of *Katahdins*.

A. The *CKSA Breed Guidebook* shall:

- i) Include a pictorial and written description of the Katahdin breed;
- ii) Be compiled by and reviewed from time to time by the Board *or* designated committee, and/or by both;
- iii) Be presented to the General Assembly for approval and/or changes at the annual *CKSA* General Meeting

B. *Abnormalities/genetic defects*:

- i) Male organs: Well-developed. No evidence of any abnormality such as small testicles, or only one, or none at all (cryptorchism).
- ii) Female organs: No evidence of any abnormalities such as incomplete reproductive systems and/or pseudohermaphroditism.
- iii) Abnormalities and defects considered to be inherent and/or of a genetic nature as confirmed by a signed statement from a Canadian-licensed veterinarian, shall disqualify the animal from registration.

C. *Coat*:

- i) AA Type: Naturally free of visible woolly fibers at all times. Seasonally sheds completely.
- ii) A Type: Some evidence of woolly fibers. Seasonally sheds completely.
- iii) B Type: Coat is predominantly free of woolly fibers. Some patches do not shed of which the total area does not exceed 1/4 of the upper half of the body, or an area approximately 4” wide along the top of the back.
- iv) C Type: Woolly fibers covering more than 1/4 of the upper half of the body which do not seasonally shed.

The shedding coat of the *Katahdin* does not require shearing and is preferably

completely free of permanent woolly fibers. The coat can be any colour, colour combination, or colour pattern.

5.4 *OWNER'S RESPONSIBILITIES*

Owners are responsible for the accuracy of their records of all breedings, births, deaths, registrations, transfers, and for inspection requests; and for furnishing the *Registry* with this information.

5.5 *TRANSFER OF OWNERSHIP*

- A. The registration certificate provides for:
- i) Signature of the seller;
 - ii) Date of the transaction; and
 - iii) Name and address of the buyer.

Upon completing the transfer of ownership, the certificate is to be returned with appropriate fees to the *Registry* which will re-issue the registration certificate in the name of the buyer.

- B. It is the responsibility of the seller to provide duly transferred registration certificates to the buyer within the period of six months from date of sale.

5.6 *LEASED KATAHDINS*

A. The owner must notify the *Registry* within thirty days of acquiring a leased Katahdin by returning a completed "lease" form supplied by the *Registry*.

B. Upon termination of lease, the owner shall notify the *Registry* in writing within thirty days of the termination date of the lease.

C. For record purposes, the lessee will be considered the owner of the *Katahdin(s)* and will sign applications to register offspring for the duration of the lease.

5.7 *WHO MAY REGISTER KATAHDINS*

Any person or business entity who owns a *Katahdin* that is eligible and qualified may apply for registration, whether a member or not of the *Canadian Katahdin Sheep Association*. The *Registry* may refuse to register or transfer the *Katahdin(s)*, or their offspring, of person(s):

- i) who violate these Bylaws related to registration, identification, or the keeping of records and/or the *Animal Pedigree Act*;
- ii) making application whose fees are in arrears.

5.8 *SERVICE RAM QUALIFICATIONS*

A. A service ram must be the progeny of a:

1. Sire that i) has a coat grade of AA or A.
2. Dam that i) has a coat grade of AA or A
ii) has a coat grade of B or C disqualifies the ram

B. The sire and dam must each have a permanent registration certificate from the

Registry.

- C. Must have a coat grade of AA or A.
- D. Must conform to *Katahdin* breed standard (Bylaw 5.3, sections B i), iii), and C).
- E. Parents of the service ram must not be immediately related to:
 - i) each other, and;
 - ii) the serviced ewe or her parents.Closeness of relationships beyond these standards will disqualify the offspring for registration.

Note: See CKSA Breed Guidebook for complete details.

5.9 SERVICE FLOCK GUIDELINES

A. Ram:

- i) One qualified ram (Bylaw 5.8) per flock.
- ii) There must be a period of no less than ten days between having one ram with a flock and the introduction of another ram to the same flock. *Failure to comply with this procedure will require the parentage to be verified by blood-typing or DNA at the owner's expense (Bylaw 5.15).*

5.10 INSPECTORS

The role of the *CKSA* Inspectors will be to facilitate both the producer and the *Association* through available guidance in registering *Katahdins*; the inspection of *Katahdins*; and to carry out surveys as determined from time to time by the Board of Directors as may be beneficial to the breed, the producer, and the industry in general.

- A. The *Canadian Katahdin Sheep Association* will train inspectors by having yearly workshops for “Inspection of *Katahdins* for Inspectors”;
- B. All Inspector tests must be sanctioned by the *CKSA* Board of Directors;
- C. The Board of Directors will designate the time and place for the testing of applicants seeking to become an Inspector;
- D. At least one *CKSA* director must be present during the testing of applicants seeking to become an Inspector. The director present will be determined by the *CKSA* Board of Directors.
- E. Candidates must:
 - i) Own or have owned registered *Katahdins* for at least two years;
 - ii) Give notification to their provincial secretary or a *CKSA* Director from their province of their intention to become an Inspector at least thirty days prior to an announced test date;
 - iii) Travel to the place of testing at their own expense;
 - iv) Participate in a competency test of at least ten sheep of various coat categories as previously graded by at least three accredited Canadian Inspectors. A score of 80% or more must be achieved by the applicant.

- v) Pass an oral exam prescribed by the Board of Directors and administered by the Inspectors in charge of the test. A score of 80% or more must be achieved by the applicant.
 - vi) Sign an “Inspector’s Ethics” agreement which states that they will abide by the Bylaws of the *Canadian Katahdin Sheep Association*.
- F. i) The *CKSA* Board of Directors will notify the *Registry* of the successful candidates; and
- ii) The *Registry* will issue an Inspector’s identification card to the successful candidates.
- G. Inspectors will retain their status as long as they:
- i) are members-in-good standing with the *CKSA*;
 - ii) own or have owned Canadian-registered *Katahdin* sheep; and
 - iii) attend one Inspector’s Clinic within a five-year period from either the date of their qualification or the date of their last Inspector’s Clinic.
- H. The *CKSA* Board of Directors may disqualify an Inspector for continued improper or incorrect grading. To disqualify an Inspector, reasons must be given to the Inspector in writing. The disqualified Inspector may regain his status by making the appropriate application after a period of one year has elapsed since his disqualification.

5.11 *INSPECTION OF KATAHDINS*

Inspection of *Katahdins* will be according to breed standard requirements as noted in Bylaw 5.3 (sections B and C).

- A. Application to have sheep inspected must be requested by the producer no later than September 1st of the inspection year, or at least thirty days prior to the inspection date requested.
- B. Application to inspect sheep must be made to the Secretary by telephone, fax, or in writing.
- C. Facilities must allow the Inspector to inspect the sheep in a “hands-on” method of inspection.
- D. Only properly identified sheep will be inspected.
- E. Sheep are eligible for inspection:
- i) Between May 1st and October 31st of each year for coat grades of A, B, or C.
 - ii) During the months of December, January, and February for upgrading A coats to an AA category.
- F. All *Katahdin* sheep attaining the age of six (6) months and older are eligible for coat inspection.
- G. Coat categories graded as B and C can apply for an upgrading inspection during the designated inspection months of any year following the initial inspection.

5.12 IDENTIFICATION

A. All *Katahdins* will be identified by two of the following five methods.:

- i) tattoo: size of 3/8" or 1/2":
 - a) Inside left ear: the sheep identification number and year letter; and
 - b) Inside right ear: the herd identifier so placed as not to conflict with a plastic tag, if used.
- ii) metal ear tag (bottom of left ear with sheep number and year letter on one side and herd identifier on the other) using a size #2 or #3
- iii) plastic sheep ear tag right ear (with number and year letter on outside, herd identifier on inside).
- iv) plastic sheep ear tag left ear (with number and year letter on outside, herd identifier on inside).
- v) Canadian Sheep Identification Program official identification numbered tag. In the event of a lost tag, the tag must be replaced within 21 days with another CSIP tag. The registration certificate must be returned to CLRC for a re-issued up to date registration certificate.

B. A sheep's identification will be a combination of letters and numbers assigned to each sheep by the producer in compliance with these bylaws. The letters and numbers will be the same on both methods of identification used and must include:

- i) Herd Identifier:
 - a two - or three- or four-letter identifier assigned to the producer by the *Registry*;
- ii) Number:
 - any one to five digit number assigned to the animal by the producer.
- iii) Year Letter:
 - The *Registry* has designated a letter for each year. This letter is placed after the animal's number, ex. E = 1995; F = 1996, etc. Letters I, O, Q, and V are not designated as year letters.

C. Example of a sheep's identification: **XYZ235E**

herd identifier year letter

sheep ID number

Note: When using plastic ear tags;

- the sheep's ID number and year letter will be visible on the back side of the right ear

- the herd identifier letters will be visible on the inside of the right (same) ear

D. Herd Identifiers:

- i) Application for a Canadian herd identifier must be made to the *Registry*.

Note: The Registry will assign each registered animal a number (as indicated on the Registration Certificate) that can be used for performance recording purposes (R.O.P.).

5.13 ELIGIBILITY FOR TEMPORARY REGISTRATION

Canadian animals which have not been coat inspected, are eligible for temporary registration providing:

- A.
 - i) Sire and dam have permanent registration status with the *Registry*;
 - ii) Pureblood (100%) sire and dam as indicated by a three-generation pedigree;
 - iii) Progeny of ewes that have a hair coat grade of AA or A;
 - iv) Progeny of ewes that have a hair coat grade of B or C
 - a) ewe lambs are eligible for registration
 - b) ram lambs are not eligible for permanent registration;
 - v) Progeny of rams that have a hair coat grade of AA or A (Bylaw 5.8.C);
 - vi) Identified correctly (Bylaw 5.12);
 - vii) Free of congenital physical deformities or abnormalities;
 - viii) Ram lambs are pooled or scurred. Rams with horns are ineligible.; and
 - ix) Conform to the *Katahdin* breed standard (Bylaw 5.3, Sections B and C).

5.14 *ELIGIBILITY FOR PERMANENT REGISTRATION*

A. Prior to December 31, 1997, Canadian-born animals are eligible for permanent registration providing

- i) Animals comply with eligibility requirements for temporary registration (Bylaw 5.13);
- ii) Hair coat has been inspected and graded by a *CKSA* accredited Inspector; and
- iii) They conform to the *Katahdin* breed standard (Bylaw 5.3, sections B and C).

B. As of January 1, 2002, Canadian-born animals are eligible for permanent registration providing;

- i) Animals comply with eligibility requirements for temporary registration (Bylaw 5.13.A)
- ii) An accredited *CKSA* Inspector:
 - a) inspects and grades the animal's coat;
 - b) inspects and indicates whether the animal is polled, scurred, or horned; and
 - c) confirms that the animal conforms to the *Katahdin* breed standards (Bylaw 5.3 sections B and C) by affixing his/her identification number and initials on the temporary registration certificate.

5.15 *QUALIFICATION FOR REGISTRY*

- i) *At birth*: Lambs are to be recorded by the producer in his flock records;
- ii) *By fourteen days of age*: Lambs are to be identified by at least one method (Bylaw 5.12) and recorded by the producer in his flock records (the metal tag or tattoo is suggested);
- iii) *By 120 days of age or at the time of weaning, whichever comes first*:
 - a) Lambs are to be identified by two methods (Bylaw 5.12) and recorded by the producer in his flock records;
 - b) Intact males are to be separated from ewe lambs; and
- iv) Lambs not correctly identified by 120 days of age and recorded will be accepted by the *Registry* providing the lamb's sire and dam are confirmed by blood-typing or *D.N.A. test*, and done so at the owner's expense.

5.16 PROCEDURE TO REGISTER

A. To Obtain Temporary Registration

- i) Complete the “Application to Register”, CKSA as supplied by the *Registry*;
- ii) Send completed form and required fees to the *Registry*; and
- iii) The *Registry* will issue a temporary registration certificate to the owner for those animals that qualify.

B. To Obtain Permanent Registration

1. When temporary registration is NOT attained:

- i) Complete “Application to Register”, as supplied by the *Registry*;
- ii) Request coat inspection;
- iii) Inspector will inspect and grade the sheep (Bylaw 5.11), date, affix his ID number, and initial the “Application to Register” form;
- iv) Send completed and signed form with required fees to the *Registry*;
- v) The *Registry* will issue a registration certificate indicating “permanent registration” for those animals that qualify.

2. When temporary registration IS attained:

- i) Request coat inspection;
- ii) Inspector will grade the sheep (Bylaw 5.11), date, affix his ID number, and initial the registration certificate;
- iii) Return dated and signed certificate to the *Registry* with required fees; and
- iv) The *Registry* will return the registration certificate indicating “permanent registration” for those animals that qualify.

5.17 APPLICATION TO REGISTER as supplied by the Registry and to be completed by the producer.

A. The Application to Register may be submitted to the Registry either by completing paper forms supplied by the Registry, or by electronic means using the form supplied by the Registry on its website. If applications are submitted by electronic means, the applicant must have filed an Electronic Registration Agreement with the Registry, and fees must be paid either by approved credit card or by way of a credit balance at the Registry.

B. Application to Register will have:

- i) Name of the Association, *Canadian Katahdin Sheep Association*.
- ii) Name and address of the *Registry*

C. The “Application to Register” form requires the following information to be provided:

- | | |
|----------------|---|
| i) Sheep I.D. | Numbers and letters assigned to the sheep: shown on the tattoo, metal and/or plastic tag. |
| ii) D.O.B. | Date of birth |
| iii) Sex | Ram (R); Ewe (E) |
| iv) Birth type | 1=single; 2=twins; 3=triplets, etc. |
| v) Colour | k=black; b=brown; w=white; r=red; t=tan.
For combination of colours, use predominant |

- vi) Pedigree colour first, ex., mostly brown with white=bw. The identification and registration numbers of the sire and dam.
- vii) Owner(s) at birth Name of owner(s) or lessee of the dam at time of lambing.
- viii)Breeder Owner(s) of dam at time of her conceiving.
- ix) Signatures Signatures are required by the:
 - 1) owner(s) or lessee of ram at time of servicing, and
 - 2) owner(s) of ewe at time of lambing.

5.18 *CERTIFICATE OF REGISTRATION*

(Completed and issued by *The Registry* from information supplied by the owner on the “Application to Register”).

The Certificate of Registration will include the following information:

A. The Association’s name: *Canadian Katahdin Sheep Association*

- B. i) Sheep I.D.: Numbers and letters have been assigned to the sheep by the producer as shown on tattoo, metal tag and/or plastic tag.
- ii) Sheep Registration #: Number assigned to the sheep by the *Registry*.
- iii) D.O.B. Date of birth
- iv) Sex Ram: (R); ewe (E)
- v) Birth type 1=single; 2=twins; 3=triplet, etc.

- vi) Colour Colour Code: k=black; b=brown; w=white; r=red; t=tan. For combination of colours use predominant colour first, ex. mostly brown with white =bw.
- vii) Pedigree Three generations of ancestry are shown.
- viii)Breeder Owner(s) of ewe at time of her conceiving.
- ix) Owner(s) at birth Owner(s) of *Katahdin* at time of birth.
- x) Owner(s) Present owner(s) of the *Katahdin*.
- xi) Registration Category Temporary or Permanent Registration.

The permanent certificate will include:

- xii) Poll Polled, scurred, or horned indicated.
- xiii)Coat grade Graded AA,A,B, or C.
- xiv)Inspector The ID number and initials, date of inspection, coat grade assigned, and poll category of animal.

Upon acceptance by the *Registry*, the certificate will include:

- xiii)A “stamp” of acceptance indicating that the *Katahdin* is now recorded with the *Registry* as having achieved a permanent registration certificate. The permanent certificate is not replaced until transfer to a new owner occurs. The Inspector’s ID number, date of inspection and coat grade will continue to be shown on the new certificate issued and on all certificates until December 31, after which date rams only will

be inspected.

5.19 *DEATH OF A KATAHDIN*

- A. Upon death of a *Katahdin*, the owner must within thirty days:
- i) Mark the registration certificate “deceased”;
 - ii) Sign the registration certificate; and
 - iii) Return the registration certificate to the *Registry* who will make appropriate recordation.
- B. Death of a ram or ewe prior to attaining permanent registration:
- i) The *Registry* must be notified in writing of the date of death;
 - ii) Coat category designated for the purpose of registering the offspring will be the coat category grade of the dam. (It is important to select a ram that has a dam with a AA or A coat if the ram is to be used before he is inspected for “permanent registration”.) (Bylaw 5.8.C): and
 - iii) Coat grade will be indicated with a “D” plus dam’s coat grade on the deceased, uninspected animals portion of the pedigree of the registration certificate (e.g., dam’s coat a “B”; the pedigree will show “DB” in the coat grade space).

5.20 *BLOOD-TYPING AND D.N.A. TEST*

The Registration Committee or the *CKSA* Board of Directors can request a producer to confirm ancestry of the *Katahdin* in question by blood typing or by D.N.A. test at an accredited Canadian institution. If an error in ancestry is found, all expenses are the responsibility of the owner. If no error in ancestry is found,

the expenses incurred are the responsibility of the *Canadian Katahdin Sheep Association*.

5.21 *PART-BLOODS AND CROSS-BREEDS*

A. Progeny derived as a result of breeding of *Katahdins* to other breeds of sheep ***will not be accepted into the Registry.***

5.22 *ARTIFICIAL INSEMINATION & EMBRYO TRANSPLANTS*

A. Animals derived as a result of artificial insemination shall be eligible for registration under the same rules and criteria as natural mating except that a Technician’s report of service will be required.

a) Artificial Insemination: Effective January 01, 2001, all *Katahdin* rams to be used artificially must by DNA’s at a laboratory approved by the *Canadian Katahdin Sheep Association*. Blood samples or other forms of samples as specified by the laboratory for this typing must be drawn and the animal identified by an accredited Canadian veterinarian and further that the standards of eligibility and qualification of the animal are in compliance to the *CKSA* Constitution.

b) Domestic Semen: Semen must be derived from a *Katahdin* ram registered with the *Canadian Registry*. All other *Katahdin* rams, non-resident and resident in Canada, not registered with the *Canadian Registry*, do not qualify.

c) Imported Semen: Imported semen, in all cases, must be in accordance with the rules and health requirements as determined by the Health of Animals Act and Regulations.

d) Importation of Semen: The importer of semen, that is used in the production of lambs that are intended for registry with the *CKSA*, must supply the *Canadian Livestock Records Corporation* with a certified copy of the donor’s foreign registration certificate and any other information required for application to register the animals in the *Canadian Registry* to ensure

that the standards of the breed as set out in this Constitution are maintained equal to those of natural mating. The Importer shall bear all costs incurred.

e) Inspection: All Katahdins derived by artificial insemination that seek Canadian registry must be inspected by an accredited CKSA Inspector as a prerequisite to registration.

B) Sheep derived as a result of embryo transplant not be accepted into the Registry, provided the following criteria are met:

- a) The service ram and ewe must be CKSA registered and follow all CKSA qualifications for registration.
- b) A blood sample or other form of samples, as specified by the laboratory, must be made on both the ewe and ram, taken by an accredited veterinarian, for DNA testing to have on file.
- c) Embryo transplant certificates must be submitted with the application for registration.
- d) All rams and ewes out of the flush must be parentage tested.

5.23 *IN-BREEDING & LINE BREEDING FOR CANADIAN-BORN ANIMALS*

Effective July 1, 1996, breeding practices must conform with Bylaw 5.8.E (Service Ram Qualifications). Failure to comply with this procedure will disqualify the progeny for Canadian registry.

5.24 *OFFENSES & PENALTIES*

A. Registration or transfer of ownership of a *Katahdin* sheep is made on the understanding that the particulars given on the application are correct. If it is subsequently discovered that the particulars given are incorrect or fraudulent, the registration or transfer shall be suspended. Pedigrees recorded incorrectly may be canceled and re-recorded by the owner or by the *Registry* at the expense of the original applicant for registration or transfer, but it is understood neither this Association nor the *Registry* shall be held responsible for any loss or damage that may be sustained through suspension, cancellation, or correction of any registration or transfer.

B. When as the result of an inspection of the manner in which any *Katahdin* breeder's records are being kept and identification practiced by any breeder, it is shown that the regulations as laid down herein are not being observed, the Board may immediately suspend or expel such breeder if a member. If not a member, further registrations and transfers may be refused. Further, if such inspection should reveal that the private breeding records and identification system as practiced by the breeder are in such a state of confusion as to raise a doubt as to the identity of any number or all of the *Katahdins* in the establishment, the Board may suspend the pedigrees of any number or all of the animals involved.

6. IMPORTATION

6.1 *IMPORTED KATAHDIN SHEEP INTO CANADA AND CANADIAN RESIDENT KATAHDIN SHEEP REGISTERED WITH KATAHDIN HAIR SHEEP INTERNATIONAL*

CKSA accredited Inspectors shall be responsible to ensure that those Katahdins being imported or those Katahdins that are resident in Canada seeking to become registered with the Canadian Registry must meet the standards of eligibility and qualifications (Bylaw 5.13; 5.14; 5.15) and shall;

- a) have at least an “A” coat;
- b) be polled animals (rams with scurs are acceptable);
- c) have no indication of line-breeding in the first two generations on the required four generation pedigree. Closeness of relationships beyond these standards will disqualify the animal for transfer to the Canadian registry.
- d) have no indication of cross-breeding on the required four generation pedigree. Inspectors shall report their findings to the CKSA Registration Committee.

Eligibility to enter the Canadian *Registry* requires:

- A. A registration certificate issued by the *Katahdin Hair Sheep International Registry (KHSI)* (white or pink certificates);
- B. All animals that are imported into Canada revert to a “temporary registration” status until inspected by an accredited *CKSA* Inspector who will inspect the sheep during the time frame set for coat inspections (Bylaw 5.11.E);
- C. A four-generation pedigree that can be confirmed by the *Katahdin Hair Sheep International Registry*;
- D. All ancestry listed on the four-generation pedigree have qualified for permanent registration as full-bloods by the *Katahdin Hair Sheep International Registry*.
- E. Inspection of both permanent and temporary registered *Katahdins* by a *CKSA* Inspector for:
 - i) Proper and sufficient identification required to qualify for Canadian registry (Bylaw 5.12).
 - ii) The importer of the animal is to supply a *KHSI* registration certificate for the purposes of:
 - a) Confirmation of the coat grade during the designated inspection months by initialing the grade given **or** correct the coat grade and initial the correction on the “Application to Register”;
 - b) Make written comments on the “Application to Register” on any animal that may exhibit characteristics that might be in conflict with the Canadian *Katahdin* breed standard (Bylaw 5.3), and/or the *CKSA Breed Guidebook*;
 - c) Complete the “Application to Register” for each sheep for which Canadian registry is sought; and
 - d) The Inspector shall date, affix his ID number, and initial the “Application to Register” for the importer.
- F. The importer shall forward the completed “Application to Register” and the sheep’s *KHSI* registration certificate together with the appropriate fees to the Canadian *Registry*.
- G. i) *The Registry*, upon approval and acceptance, will issue a Canadian registration certificate to correspond with the imported *Katahdin’s* Canadian status.
 - ii) All expenses incurred by the Canadian Inspector and the *Registry* are the sole responsibility of the importer.
- H. i) Progeny resulting from the importation of ewes in utero where the service ram is not imported, meet the following requirements and standards:
 - a) A photocopy of the ram’s *KHSI* registration certificate is provided

indicating his

- i) registration number;
 - ii) identification number, and
 - iii) 100% pureblood.
- b) He has an A or AA coat category,
 - c) He has three generations of pureblood that can be confirmed with the KHSI Registry at the discretion of the Board;
 - d) The ewe's services are listed with dates serviced, signed by the owner of the ewes at time of service, and
 - e) The owner of the sire at time of service signs a photocopy of the service ram's KHSI Registration Certificate which will be forwarded to the CKSA Registry when registration is applied for.

Note: If the animals are not inspected by a CKSA Inspector, they can apply for a temporary registration.

7. TRANSFER OF CANADIAN RESIDENT KHSI-REGISTERED AND "GENERAL STUD AND HERD" - REGISTERED KATAHDINS TO THE CANADIAN REGISTRY

7.1 Canadian resident sheep that are registered with the *Katahdin Hair Sheep International (KHSI)* registry are eligible for Canadian *Registry* providing:

- A. i) "Application to Register" with the Canadian *Registry* is made within the time frame allowed, namely, approximately one year after the date of approval of these *Bylaws* by *Agriculture and Agri-Food Canada*.
 - ii) Transfers through/by this system will discontinue after the approximate year has elapsed. For continued entry into the *Registry*, resident Canadian sheep that are registered with *KHSI* can do so by qualifying through the "Importation" section of these *Bylaws* (Bylaw 6.1, A-G inclusive).
- B. The animals have the following qualifications:
- i) they have a valid permanent registration certificate (white or blue, providing the blue indicates 100% pureblood) issued by the *KHSI Registry*, **or**
 - ii) they have a valid temporary registration certificate (pink) issued by the *KHSI Registry*, **and**
 - iii) they have resident status by being resident in Canada for a minimum of sixty days.
- C. Procedure to register sheep with the Canadian *Registry* requires:
- i) For *KHSI* permanent registration certificate(s) (white or blue), the owner must forward to the *Registry*:
 - a) a completed "Application to Register" form which has provisions to indicate additional information required that may not be on the *KHSI* certificates;
 - b) the *KHSI* registration certificate for each sheep for which Canadian registry is sought; and
 - c) the appropriate fees along with the application (see "Fee

Schedule” for fees, obtained from the Secretary).

The *Registry* will issue a “permanent” registration certificate for each animal that qualifies, and will return the *KHSI* registration certificate to the owner(s).

- ii) For *KHSI* “temporary” registration certificate(s) (pink), for sheep **to be coat inspected** by an accredited *CKSA* Inspector, the owner must:
 - a) Make application to the Secretary to have the sheep inspected (Bylaw 5.11) by a *CKSA* Inspector who will inspect the sheep and supply the *Registry* with the information required for the “Application to Register” form;
 - b) Provide the *Registry* with the *KHSI* temporary registration certificate(s) of the sheep for which Canadian registry is sought;
 - c) Complete the “Application to Register” form; and
 - d) Send the completed “Application to Register” form, the *KHSI* registration certificate, and the appropriate fees (see Fee Schedule) to the *Registry*.

The *Registry* will issue a “permanent” registration certificate for each animal that qualifies, and will return the *KHSI* registration certificate to the owner(s).

- iii) For *KHSI* “temporary” registration certificate(s) (pink) for sheep that coat inspection **has not** been requested, the owner(s) must:
 - a) Complete an “Application to Register” form for each sheep seeking to enter the Canadian *Registry*;
 - b) Provide the *Registry* with the *KHSI* temporary certificate(s) of the sheep for which Canadian registry is sought; and
 - c) Send the completed “Application to Register” form, the *KHSI* registration certificate(s), and the appropriate fees (see Fee Schedule) to the *Registry*.

The *Registry* will issue a “temporary” registration certificate(s) for each animal that qualifies, and return the *KHSI* temporary registration certificate(s) to the owner(s).

- iv) For those animals that the *Registry* has not accepted, the owner(s) (applicant) may, in writing, request a review of the registration(s) in question to the Registration Committee which will make a final decision on the matter. The owner will be notified of their decision in writing.

D. Identification of sheep seeking Canadian registration:

- i) All animals must have *two* methods of identification (Bylaw 5.12.A.) to be eligible for Canadian registry. When two “different” identification numbers are used, the numbers, their location, and the method must be indicated on the “Application to Register”.

E. Canadian-resident *Katahdin* sheep registered with the *KHSI* but not registered with the Canadian *Registry* within the given time frame of approximately one year from the date of approval of these *Bylaws*, will continue to be eligible for Canadian registry through the process and qualification as set out in “Importation

of Katahdins” (Bylaw 6.1).

- 7.2 A. Canadian resident sheep that are registered with the *Canadian Livestock Records Corporation* under “*General Stud and Herd*” will be accepted into the *Canadian Registry* providing:
- i) They qualify for *KHSI* registration as a white, pink or blue certificate, providing that the blue are 100% pureblood;
 - ii) All animals must have two methods of identification that comply with the *Registry’s* requirements (Bylaw 5.12.A); and
 - iii) Any animal not coat-graded will be issued a temporary registration and must adhere to “*Inspection of Katahdins*” to qualify.

B. The pedigrees of sheep seeking Canadian registry will be reviewed by the Registration Committee to confirm eligibility and qualification as required by the *KHSI Registry*. The *Registry* will issue permanent or temporary registration certificates corresponding to the sheep’s status providing the animal qualifies and fees are paid.

C. To attain permanent registration with the *Registry*, all animals must have a coat grade. If no coat grade has been assigned to the animal by a *KHSI* Inspector, a *CKSA* Inspector will grade the animal’s coat at the owner’s request during the designated time frame. Costs incurred to have the sheep inspected and graded are the responsibility of the owner. Appropriate fees must accompany the request to register with the *Registry*.

8. INFORMATION

8.1 *EXTRACTS FROM THE ANIMAL PEDIGREE ACT OF CANADA*

The following are extracts from the *Animal Pedigree Act* to which all breeders are subject:

OFFENSES

63. (1) Except as authorized by this Act, where an association is authorized by this Act to register or identify animals of a distinct breed or evolving breed, no person shall keep pedigrees in respect of animals of that distinct breed or evolving breed or issue any document purporting to evidence that a particular animal is of that distinct breed or evolving breed or so closely resembling a certificate of registration, or certificate of identification, as the case may be, that it would likely be mistaken for such a certificate.

(2) No person shall issue in respect of any animal any document of any kind likely to deceive the public into believing that the document is a certificate of registration or certificate of identification in respect of the animal or that the animal is registered or identified under the authority of this Act.

64. No person shall

- (a) knowingly sign or present, or cause or procure to be signed or presented, to a recording officer of any association or of the Corporation any declaration or

application in relation to the registration, identification or transfer of ownership of any animal, semen or embryo that contains any material false statement or representation:

- (b) knowingly represent that a certificate of registration or certificate of identification applies to an animal other than the one in respect of which it was issued;
- (c) knowingly represent that a semen certificate or embryo certificate applies to any semen or embryo other than the semen or embryo in respect of which it was issued;
- (d) falsify or alter any certificate of registration, certificate of identification, semen certificate or embryo certificate;
- (e) without an express statement that the animal's registration or identification is from a jurisdiction other than Canada, offer to sell, contract to sell or sell, as registered or identified, or as eligible to be registered or identified, or eligible to be registered or identified;
- (f) offer to sell, contract to sell or sell, as recorded, or as eligible to be recorded, in the books of any association, or of the Corporation, any semen or embryo that is not recorded or eligible to be recorded in those books;
- (g) knowingly offer to sell, contract to sell or sell any animal in a manner that is likely to create an erroneous impression that the animal is registered or eligible to be registered;
- (h) offer to sell, contract to sell or sell, as a purebred of a breed, any animal that is not registered or eligible to be registered as a purebred by the association authorized to register animals of that breed or by the Corporation;
- (i) without an express statement that the animal's registration, identification or status as a purebred is from a jurisdiction other than Canada, offer to sell, contract to sell or sell, as registered or identified, or as a purebred, any animal for which there is no individual identification in accordance with the by-laws of the association that has registered or identified the animal; and
- (j) without an express statement that the animal's registration, identification or status as a purebred is from a jurisdiction other than Canada and that the animal will not be registered or identified in Canada by the person, sell, as registered or identified, or as eligible to be registered or identified, or as a purebred, any animal without providing to the buyer thereof within six months after the sale the animal's duly transferred certificate of registration or certificate of identification.

65. No person shall, without lawful authority, use the name of the Corporation or the name of any association or any name so clearly resembling the name of the Corporation or the name of an association in a manner that is likely to deceive the public.

66. (1) Any person who contravenes any provision of this Act or the regulations
- (a) is guilty of an offence punishable on summary conviction and is liable to a fine not exceeding twenty-five thousand dollars; or
 - (b) is guilty of an indictable offence and is liable to a fine not exceeding fifty thousand dollars.

