



## **Introduction**

Pursuant unto the Bylaws of CATTLEMEN'S TEXAS LONGHORN REGISTRY, Article 5, Section A, Part 4

*'The directorate shall from time to time enact, alter, amend or cancel any portion on the Rules and Regulations of the registry, subject to the provisions and limitations of the bylaws, as the directorate deems advisable for the proper conduct of the affairs of the registry.'*

The following RULES AND REGULATIONS have been adopted and approved by the directorate in accordance with these provisions and limitations and are subject to revision by the directorate at any time.

Throughout this document, it shall be understood that the words Bylaws, Article, Section, and Part refer to that portion of the prevailing Bylaws of CATTLEMEN'S TEXAS LONGHORN REGISTRY (CTLR), unless otherwise specified.

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## **Section I      Membership**

### **A      Application**

Article 3 provides for Transferrable Estate, Lifetime, Active and Honorary memberships. In addition to the requirements specified therein, entities must complete the following steps to obtain their membership and the rights, powers, and duties provided for in the Bylaws.

Except Honorary, all other levels of membership must:

1. Obtain and complete a CTLR Membership Application Form.
2. Send this form to the Registry office accompanied by payment as specified in the Fees section of the Rules and Regulations.

3. New member's cattle are then eligible for visual inspection and DNA analyses as specified in section 2 of these Rules and Regulations. Members must register either through initial registration, subsequent registration, or transfer of ownership, a minimum of two animals to meet full member requirements. Voting privileges of membership will not be granted to the applicant until this requirement is met.
4. As stated in Bylaws Article 3, Section B each new membership shall be passed unanimously at the next ensuing electronic or face-to-face board meeting. The rights of Transferrable Estate, Lifetime, and Active memberships will not be granted to the applicant until this requirement is met. Should an applicant be denied membership as a direct result of Bylaws Article 3, Section B, the applicant's membership fees, registration fees, and transfer fees will be refunded.

## **B Membership Booklet**

Upon application for membership, Transferrable Estate, Lifetime, and Active membership applicants will receive one (1) copy of the Membership Booklet including the Bylaws and Rules and Regulations at no additional charge.

## **C Issuance of Certificates**

Upon completion of application for membership requirements, one (1) Certificate of Membership, will be issued to the Member.

## **Section II Registration of Cattle**

### **A Application for Registration**

Cattle may only be entered into this registry by members. Transfers of ownership of previously registered cattle to non-member buyers may be initiated by the selling member or requested by non-member buyers. New membership is encouraged by offering 5 free registrations or transfers to the selling member when that member buys a gift membership for their cattle buyer. Gift memberships are also subject to board approval as specified in Bylaws Article 3, Section B.

#### **1 – Initial Registrations**

All intact males and female cattle whose sire and dam have not been registered and fully certified by this Registry will be known as initial registrants.

- a) Ancestors need not have been registered with any other Registry.
- b) Ancestry need not be known, although herd history if known may be considered when determining eligibility.
- c) Precise age need not be known; however; either sex should be at least two (2) years old before being inspected.

- d) To be accepted into this Registry, all cattle shall be visually inspected either on the hoof or by approved photographic or video submission. Photographs or videos submitted must be in color and show the animals' left side, right side, fronts, and rears. The animal must fill at least 80% of the photograph or video frame and its individual identification must be visible and legible. Visual inspection shall determine correctness for (1) traditional phenotype, (2) structural soundness, and (3) reproductive capability.
- e) Hair samples shall be pulled from the tail switch (including the roots) and shall be taken after the individual animal has passed visual inspection. The applicant is responsible for sending the hair root samples, completed forms and payment to a laboratory of the Registry directorate's choice. DNA genotyping shall be considered another tool in the total effort to establish credibility and breed purity.
- f) Only those initial registrant individual cattle passing visual inspection and a DNA test showing no evidence of impurity shall be accepted into the Registry.

## **2 – Subsequent Registrations**

Female and castrated male progeny of sires and dams which have already been accepted into this Registry shall be known as subsequent registrants.

- a) There is no minimum age requirement for subsequent registration.
- b) Female subsequent registrants shall be subject to random or compulsory DNA type analysis or visual inspection upon request of the directorate.

### **B Inspection**

The inspection includes a DNA analysis that groups the individual within the acceptable population of CTLR cattle, and visual inspection approved by a minimum of two out of three inspectors. Inspections will take place in the following cases:

- a) All initial registrants must be inspected.
- b) All intact male registrants must be inspected, even the offspring of two CTLR registered parents.
- c) Subsequent female registrants will be subject to inspection at the discretion of the directorate.
- d) Random inspections may be instituted by the directorate at any time.

Cattle to be inspected shall be visually inspected either on the hoof or by approved photographic or video submission as described in the preceding section.

An on the hoof herd inspection will proceed as follows:

- (1) Upon receipt of an Inspection Application, the registry will contact the Member and schedule an Inspection to be held at an agreed-upon time and place.
- (2) The president or registrar shall appoint a minimum of (3) Inspectors to inspect each herd. The inspectors will arrive at the agreed-upon place as scheduled and cattle will be presented in the following manner.
- (3) The cattle will be held in a pen or some pens. When possible, cattle that are not to be inspected should be separated from those to be inspected. Calves may remain with the dams.
- (4) Individuals will be separated one or two at a time into a pen small enough yet large enough that the inspector(s) can view the animal satisfactorily. The inspector(s) will have sole discretion as to whether or not the inspection is proceeding appropriately. If the inspector(s) deem necessary, a majority may terminate the inspection at any time.
- (5) The applicant or his/her agent will identify each animal by its identification marks. All animals must conform to the Rules and Regulations of the registry concerning identification.
- (6) When the inspector(s) is/are satisfied that the animal currently being presented has been identified properly, he/she will evaluate the animal and mark the Inspectors' sheet(s).
- (7) At no time during the inspection will comments or questions about judgments be appropriate from the applicant unless solicited by an inspector.
- (8) Each animal will be judged as to whether accepted or rejected by each Inspector. An animal must be accepted by a majority of Inspectors. Depending on availability of pens, as each animal is inspected, it will be moved out of the inspection pen before the introduction of the next candidate.
- (9) The applicant will be given a list of animals accepted and from whom DNA samples need to be collected.

A photographic or video inspection will proceed as follows:

- (1) All photographic/video inspections must be submitted to the registry office.
- (2) The Registrar will electronically forward images to the President and other inspectors. A minimum of three (3) Inspectors are required. The animal must pass by 2/3 majority of all inspectors.
- (3) Inspectors will reply either electronically or by phone to the Registrar with their votes to accept or reject animals.
- (4) The applicant will be notified of animals accepted and from whom DNA must be collected.

e. Disqualification by Inspection:

- (1) The directorate may institute random inspections of all registrants at any time. Should any subsequent registrant fail to pass visual inspection as so determined by the inspector(s), said registrant will be disqualified from the registry and all subsequently registered offspring of that animal become subject to inspection.
- (2) All random inspections will be with a minimum of thirty (30) days prior written notice to the member and at the registry's expense.

f. DNA Testing after Visual Inspection

Following the inspection, the applicant is responsible for pulling a multiple hair sample (including the roots) for DNA typing from the accepted animals. The applicant will complete submission forms with the name they wish to identify the animal for registration, its sex and parents when known. The hair sample will be mailed by the applicant with submission forms and full payment for the requested test, payable to the laboratory. The test and laboratory for animals from unknown parentage is determined by the registry office. See Section II C for laboratory requirements. Within 30 days of receipt of the lab report, the registry will contact the applicant regarding the results of the DNA typing.

## C DNA Typing

Hair samples, blood or semen may be shipped to GeneSeek® and UC Davis for analysis or another laboratory at the directorate's discretion. The person submitting the animal for registration will mail to the laboratory the DNA sample, a check payable to the laboratory for their testing fee and completed submission forms. Submission forms for both laboratories may be copied from the Membership Booklet or requested by email from the registry office. GeneSeek® requires hair submission in their Neogen GeneSeek®/Igenity® hair cards. These may be purchased from the registry office for \$1.10 each. Samples destined for UC Davis do not have shipping container requirements.

DNA samples from members' cattle may be submitted to either laboratory before or after the visual inspection requirement of the animal reaching two years of age. DNA results may be used by members as a selection tool when determining which individuals to invest time in keeping.

DNA Typing will take place in the following cases:

- a. All Initial registrants must be DNA Typed.
- b. All male registrants must be DNA Typed.
- c. Subsequent female registrants will be subject to DNA typing at the discretion of the directorate.
- d. Random DNA typing at the expense of the registry may be instituted by the directorate at any time upon thirty (30) days prior written notice to the member.

## **1 — DNA Typing will proceed as follows:**

- a. The applicant is responsible for pulling the DNA sample.
- b. As samples are taken from each animal, the owner/applicant or his/her agent must identify each animal by its name and identifying marks on submission forms and sample containers. All animals must conform to the Rules and Regulations of the registry concerning identification.
- c. DNA hair samples destined for GeneSeek<sup>®</sup>, Inc. must be submitted in their approved Neogen GeneSeek<sup>®</sup>/Igenity<sup>®</sup> hair cards and the card barcode recorded on the submission form. Hair samples should be pulled from the tail switch. The thick roots of the terminal tail hair contain more DNA than fine vellus body hair. Using aseptic technique, align 20-30 or more roots into a clump. Peel back the plastic cover from the GeneSeek<sup>®</sup> collector card and press the clump between these surfaces. Use scissors to trim away excess length of hair protruding from the edge of the hair card. Insert the card front cover tab into the back-cover slot and complete animal identification information in provided spaces on the card cover.
- d. Unless authorized by the directorate all testing costs are assumed by the member or prospective member.
- e. The registry covers expenses for testing animals in public herds.

Samples submitted to UC Davis may be taped to an index card or tied into a clump and placed in a sealed envelope or plastic zip-bag. Multiple samples should be separated to avoid cross-contamination. Write the animal identification on the container and place it inside an envelope with a completed submission form and payment to the lab.

## **2 — Disqualification by DNA type.**

**GeneSeek<sup>®</sup>** reports gene-map results to the registry office. The CTLR uses analysis software to interpret those results that assigns an indicine percentage to each individual. Results for all qualifying animals must fall within the acceptable percentages of *Bos Indicus* introgression as established by the control database of all other cattle registered with the Cattlemen's Texas Longhorn Registry that is maintained in the registry office. Aggregate results of tested animals falling outside the population mean, whether Initial or Subsequent registrant will be disqualified and will be ineligible for registration.

Individuals from known parentage and herd history that unanimously passed visual inspection but fall outside the mean by not more than two percentage points will be evaluated by a derivation committee consisting of: the current CTLR President, the Registrar, and a member of the Science/Genetics community familiar with traditional Texas Longhorn phenotypes. At the discretion of the committee, they may recommend an individual for acceptance into the registry or request a DNA sample be submitted for the UC Davis Cattle Breed Assignment analysis at the applicant's expense.

UC Davis results are interpreted by the Veterinary Genetics Laboratory and reported to the submitter. The applicant is responsible for sharing those results with the registry office to determine eligibility for registration.

Any member may submit at their expense to UC Davis a DNA sample from any animal rejected by the CTLR analysis of GeneSeek® results. If the Veterinary Genetics Laboratory determines the animal falls between 80%-100% within their conservation Texas Longhorns control group and possesses less than 5% of any other discernible breed, that analysis takes precedence over the CTLR analysis, so the animal will then be considered acceptable for registration when also passing visual inspection.

## **D Herd Records**

It is imperative to establish, protect and maintain absolute credibility for Texas Longhorn cattle and in all ways enhance high standards of integrity of all people dedicated to this unique breed. Therefore, it shall be the bound duty of all Registry member breeders to keep and maintain a written record of the complete history and performance of each individual breeding animal accepted into this Registry. In the interest of uniformity, calving record forms are supplied by the Registry and these forms shall be used.

- a. These records shall be open to inspection during any deliberative meeting of the directorate.
- b. The request must come from a quorum of the directorate and written notice must be mailed to the owner of the cattle whose records are being requested no less than thirty (30) days prior to the meeting.

### **1 — Identification**

Responsibility for positive identification is placed on the member making application for registration, and the seller of a registered animal. Methods are at the discretion of the applicant for registration. The CTLR cannot certify pedigree or registration eligibility without positive identification. Acceptable methods include, but are not limited to: hot iron holding brand and private herd number, freeze brand on dark colored hair, ear tags with holding brand imprint and individual number, earmarks in addition to an individual number identification method, and photo record of the calf at the side of its dam matching color markings of the adult in question. Breeders may choose to use electronic tags to assist in their own records keeping, but data must be printed hard copy and submitted with photographic identification, as the CTLR makes no requirement for members to invest in electronic readers. Tattoos and metal tags due to their difficulty to read from a distance are acceptable identification methods when accompanied by photographic records. Best practice for cattle that do not possess distinctive markings or color patterns is a brand or ear tag, as not to mistake it for another individual with similar coloration. When ear tags are lost, it is the responsibility of the owner to replace them before registration can be transferred to a buyer.

Any registered animal that loses its identification tag and cannot be positively identified by photo record, must be submitted for an initial application inspection and DNA test.

### **2 — Issuance of Certificates**

When an animal reaches full certification status, the registry will issue an official registration certificate to the owner. This certificate will be the property of the owner until surrendered for transfer to the registry office.

## **E Transfer of Ownership**

Upon completion of the appropriate form and payment of fees as described in the fees section of the Rules and Regulations, the registry will record the change of ownership. Cattlemen's Texas Longhorn Registry will print a new certificate showing the name of the new owner when the registration is transferred. At the request of the member seller, transferred registration certificates will be printed and mailed to non-member buyers. The registry database will record that the animal was transferred to a non-member. Non-members may not make application for registration of subsequent calves.

## **F Research & Reports**

Special requests for information from the registry will be dealt with by the directorate on an individual basis.

## **G Inspectors**

Inspectors will perform visual inspections of cattle as directed by the directorate and in accordance with the Rules and Regulations and Breed Standards.

- a. Only Active, Life or designated voting Transferrable Estate members in good standing as set forth in Article II are eligible to become CTLR Inspectors.
- b. The directorate must approve all inspectors by a 2/3's majority vote.
- c. Inspectors may be disqualified by a 2/3's majority vote of the directorate.
- d. Re-approval of Inspectors is required every 5 years by a 2/3's majority vote of the directorate.
- e. Candidates for Inspector must attend a minimum of (3) inspections or tutorial meetings with Inspectors prior to approval by the directorate. Candidates will complete "practice" inspection sheets at each inspection or tutorial session to be reviewed by Inspectors.
- f. Inspectors may be required by the directorate to attend a minimum number of inspections annually for the purpose of continuing education.

## **Section III Fee Schedule**

### **A Membership**

- a. Transferrable Estate -\$1,500.00 one (1) time fee, or \$500.00 three (3) consecutive annual payments. Any existing Life member may upgrade to a Transferrable Estate membership with an additional \$1000 fee, or \$500.00 two (2) consecutive annual payments.
- b. Lifetime \$500.00 one (1) time fee, or \$275.00 two (2) consecutive annual payments.
- c. Active \$50.00 per year ending December 31.
- d. Gift Active \$50.00 (includes five (5) cattle registrations or transfers into recipient's name).

- e. Honorary - No charge.

**B Registration**

- a. Females - \$15.00 each - any age
- b. Males - \$15.00 each - any age
- c. To Non-members - \$15.00 each - any age. Application may only be made by the member selling the animal.

**C Transfers - \$15.00 each**

**D Inspection**

- a. Per Head - No Charge
- b. Expenses - (Travel & Lodging may be shared by breeders from a given area.)

**E DNA Typing**

- a. GGP Bovine 50K chip \$ 45.00 each or as currently assessed by Neogen/GeneSeek®
- b. Cattle Breed Assignment \$120.00 each or as currently assessed by U.C. Regents

**F Membership Booklet - No charge**

**G Beef Certification**

CTLR certifies Cattlemen's Texas Longhorn Certified Beef to qualifying member producers. Fee for this member benefit is an initial one-time \$500, with an annual \$1 per head marketed under the CTLR seal. This professional-level fee is designed to ensure a quality product in the marketplace. The fee will be waived for any applicant that obtains another third-party production standards certification including but not limited to: American Grassfed Association, Audubon Certified Bird Friendly, Certified Humane, Food Alliance, Global Animal Partnership, IMI Global, and Savory Ecological Outcome Verified. Non-quality physical claims such as Go Texan, or other breed registries' pedigree certifications will not qualify a member for the fee waiver. Beef Quality Assurance certified producers will be considered on an individual basis upon an audit of records and production practices.

**Section IV Policies**

**A Pro Forma Records**

In no way shall the directorate of this Registry be mediators for breeders, sellers or buyers where dispute exists involving certificates of registration, applications for registration and/or transfer or any alleged agreement. Should any such dispute occur, it can be presented to the directorate and must be in written

form, sworn as truth and notarized. Decision on whether or not to take any action shall be at the sole discretion of the directorate.

## **B Conflict of Interest Policy**

### **1 — Affirmation of Non-Discrimination**

- a. CTLR recognizes that treating all persons with respect and dignity is a fundamental core value.
- b. CTLR acknowledges people, their values as well as their strengths, diversity and participation in all the organization's activities and functions involving volunteers, members and directorate, enhance the organization as a whole.
- c. Be it resolved that CTLR will not tolerate any discrimination concerning race, color, religious creed, age, marital status, familial status, national origin, ancestry, sex, mental retardation, mental disability, lawful source of income, sexual orientation or physical disability in respect to provisions of membership.

### **2 — Compensation**

- a. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- b. No officer, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract.

### **3 — Disclosure**

Any possible conflict of interest shall be disclosed by the person or persons concerned.

### **4 — Board Action**

When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s)

- a. shall call it to the attention of the Board and said person(s)
- b. shall not vote on the matter.
- c. shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

### **5 — Record of Conflict**

The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter. Documents retention is governed by the time period that a potential claimant has to bring a claim in Texas.

## **6 — Annual Reports**

Executives and Committee Chairs will deliver status reports at the annual meeting. The directorate may call for periodic reviews at other times during the year with a thirty-day (30) written notice. The directorate at their discretion may hire outside experts to assist in the compilation of reports.

## **7 — Whistleblower Protection**

CTLR requires directors, officers and assigns are bound to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the CTLR, the directorate and its assigns must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

### **a. No Retaliation**

It is contrary to the values of the CTLR for anyone to retaliate against any board member, officer, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Cattlemen’s Texas Longhorn Registry. A director who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the board and termination of membership.

### **b. Reporting Procedure**

CTLR has an open-door policy and suggests that members share their questions, concerns, suggestions or complaints with the executive officers.

### **c. Good Faith**

Anyone filing a verbal or written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **C Good Governance:**

All members of the directorate, upon accepting a seat of leadership agree to behaving:

- a. Accountable
- b. Transparent
- c. Responsive
- d. Consensus Oriented
- e. Participatory
- f. Inclusive

- g. Following rule of Law
- h. Efficient