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## **ARTICLE I. MEMBERSHIP**

### **SECTION 1: COMPOSITION OF THE CORPORATION AND DUES**

#### **A. Changing Amount of Dues and Fees:**

- 1 Dues may be changed for annual membership by approval of a vote of seventy-five percent (75%) majority of those present and voting at a general membership meeting where this action has been raised as prescribed under Article IX of the By-Laws;
2. The Board of Directors may recommend imposing an initiation fee on new members only to the general membership. Such fee and amount shall be approved in accordance with this Paragraph;
- 3 Notice of action for the purposes stated in this Section shall be announced to the general membership by publication in the monthly newsletter, by mail, and bye-mail no later than three (3) weeks before the date of the general membership meeting; and

#### **B. Frequency:**

1. Action for the purposes stated in this Section may not be called more than once in each fiscal year; and
2. Any change in dues or fees shall take effect at the beginning of the next fiscal year.

#### **C. Membership Renewal:**

1. A renewing member shall pay the full amount of the membership renewal fee within thirty (30) days of the one (1) year anniversary date shown on their membership form; and
2. A new member shall pay the full amount of the membership fee regardless of when he/she M.I.G.R.A.
  - A. The renewal date for a new member is on the one (1) year anniversary of the date shown on his/her membership form.
  - B. Reimbursement within 30-90 days will not entitle the member to new member benefits (e.g., name badges, etc)

## **SECTION 2: GENERAL MEMBERSHIPS**

### **A. Individual Membership:**

1. Any individual of at least the legal age of majority to sign contracts in the State of Michigan and paying annual dues in accordance with this Article shall be given an individual Membership ;
2. Renewal membership forms shall be either mailed or e-mailed by the membership committee no later than thirty (30) days prior to the expiration of an individual membership; and'
3. An individual membership is considered renewed when the signed and completed form for doing such is received by the Corporation with payment of the annual dues then in effect.

## **SECTION 3: PREMIUM MEMBERSHIPS**

### **A. M.I.G.R.A. Star:**

1. Any Individual Member paying a minimum of two hundred fifty dollars (\$250) dues for one (1) year shall qualify for M.I.G.R.A. Star Membership;
2. Payment of the minimum dues shall be made with the completed and signed membership application form or with renewal forms; and
3. The minimum amount of dues may be accrued over a year's time by a cash or in-kind donation, as valued by the Board of Directors, to M.I.G.R.A. to be applied to the remainder of this year's membership renewal.

### **B. M.I.G.R.A. Champion:**

1. Any General Member paying a minimum of five hundred dollars (\$500) dues for one (1) year shall qualify for M.I.G.R.A. Champion Membership;
2. Payment of the minimum dues shall be made with the completed and signed membership application form or with renewal forms; and
3. The minimum amount of dues may be accrued over a year's time by a cash or in-kind donation, as valued by the Board of Directors, to M.I.G.R.A. to be applied to the next year's membership renewal.

### **C. M.I.G.R.A. Angel:**

1. Any General Member paying a minimum of one thousand dollars (\$ 1,000) dues for one (1) year shall qualify for M.I.G.R.A. Angel Membership;

2. Payment of the minimum dues shall be made with the completed and signed membership application form or with renewal forms; and
3. The minimum amount of dues may be accrued over a year's time by a cash or in-kind donation, as valued by the Board of Directors, to M.I.G.R.A. to be applied to the next year's membership renewal.

#### **SECTION 4: ACCEPTANCE, RIGHTS, AND PRIVILEGES OF MEMBERSHIP**

##### **A. Discipline:**

##### **1. Grievance Committee Procedure**

- a. Purpose: Grievance Committee will handle all grievances and if no solution can be reached in an individual case, will bring the grievance before the General Membership for consideration. Ideally, it will find a solution before bringing a case to the General Membership. Grievance Committee jurisdiction is limited exclusively to M.I.G.R.A. members only and further<sup>10</sup>re its authority is limited to recommending resolutions and documenting grievances.
- b. No grievance will be brought to the Grievance Committee until the member with the grievance has made an honest effort to resolve the problem on his or her own.
- c. The President of the Board of Trustees will be the Chairperson of the Grievance Committee(s). The Chairperson will appoint three members from the General Membership to serve as the committee(s). The Chairperson will designate one Grievance Committee member as the contact person in an individual grievance. The Chairperson will form grievance committee(s) as determined necessary.

##### **2. Grievance Committee Procedures**

- a. The contact person will discuss the grievance with the individual member
  - 1) Set a date with the Grievance Committee to discuss the matter with the member;
  - 2) Obtain additional information if necessary, and obtain a written copy of the grievance complaint from the member. The contact person will make a qualified decision as to whether a written grievance is necessary; and
  - 3) The written grievance, if necessary, should include the:

- a. Complaint;
  - b. Proposed solution; and
  - c. Proposed process to achieve the solution.
- b. Grievance Committee will then meet with the member with the grievance and all affiliated parties involved and:
- 1) Discuss the nature of the grievance and the member's proposed solution and process to achieve it;
  - 2) The Grievance Committee will attempt to resolve the issue within two (2) weeks. If resolution has not been achieved, the committee will formally notify all affected parties involved of its attempt to resolve the issue, and provide the member with its proposed resolution; and
  - 3) If no resolution is reached either between all affected parties and the committee, or between the committee and the source of the grievance, then the matter will be referred to the Executive Board.
  - 4) The Executive Board will meet to review the situation and determine if it warrants further action
    - a. If further action is deemed necessary , the source of the grievance will receive a written warning either by mail , e-mail or hand delivery , notifying the member that he /she is placed on a period of probation for the grievance; warning that a further offense will result in suspension or termination of membership.a.
    - b. In the event of another offense, the source of the grievance will be brought before the Board of Directors in a closed-session meeting where in the Board of Directors will inform the member of his/her suspension, fine, or termination from the Association .

## **ARTICLE II: VOTING PROCEDURES**

### ***SECTION 1: NOMINATIONS FOR ELECTED OFFICES***

- A. Any member in good standing may be nominated for any elected position. A member may nominate himself/herself.
- B. Members nominated for office must submit a written biography listing their qualifications for the nominated office(s) within ten (10) days of their nomination but no later than the general membership meeting just preceding the election meeting.

## **SECTION 2: ELECTION OF OFFICERS**

### **A. Balloting:**

**1 Order of Candidates:** The order in which the candidates' names will appear on the ballot will be drawn by lot and the ballots will be printed accordingly; and

### **2. Format:**

- a. Completed ballots shall list the office name followed by the candidates running for that office with a space or box next to each name for purposes of voting;
- b. The ballot will begin with the highest ranking office from the Executive Board appearing first on the ballot and after the executive officers the other positions being voted on will appear alphabetically; and
- c. If issues are being voted on at the same time as the election of officers, the issues will appear after all of the candidate's names for offices. Three (3) boxes will appear next to each issue to be voted on as follows:  
  
I)  Yes  No  Abstain.

### **3. Mailed Ballot Procedures:**

- a. The Election Committee shall certify to the membership that a ballot with cover letter indicating the member name and membership was mailed to each M.I.G.R.A. member eligible to vote;
- b. Ballots shall be mailed at least twenty-one (21) days preceding an election;
- c. Completed ballots will be considered timely if they are received by the date of the election; and
- d. Faxed ballots will not be accepted.

### **4. Validation:**

- a. In order for a mailed ballot to be valid, members must seal the envelope with the ballot enclosed, print their name on the back side of the envelope and sign their name across the seal of the envelope. If the member's name does not appear on the envelope, or the name is illegible, the envelope will not be opened and the vote will not be counted;
- b. Members may attend an election meeting and vote in person rather than using a mailed ballot; and

- c Mailed ballots received will be opened for tabulation at the Election Meeting

## **5. Composition of Election Committee:**

- a. The Election Committee chairperson shall be selected by the Board in accordance with Article VI of the By-Laws from among M.LG.R.A. members in good standing of at least six (6) months' membership prior to selection;
- b. The chairperson shall select at least three and no more than five, M.I.G.R.A. members in good standing to serve on the Election Committee and shall submit a list of those members' names to the M.LG.R.A. Secretary; and
- c. The chairperson shall notify the M.LG.R.A. Secretary of the results of any election for recording the permanent record.

## **SECTION 3: VOTING PROCEDURES FOR ISSUES**

**A. Purpose:** The Purpose of this Section is to set forth those matters that require a vote by the general membership and that are not otherwise provided for in these By-Laws.

### **B. Amendments to Standing Rules and Procedures:**

- 1. Amendments to the Standing Rules and Procedures shall be placed before the general membership for a vote on a ballot with the following options: \_ Yes \_ No \_ Abstain;
- 2. Ballots should be made available for absentee voters as outlined in Section 2.A.4. of the Standing Rules;
- 3. Amendments to the Standing Rules and Procedures must pass with a majority vote at a properly-constituted general membership meeting; and
- 4. Abstentions shall not be included in determining the minimum vote required.

### **C. Issues that Require Options:**

- 1. The options must be listed on the ballot; and
- 2. The winning option must have a majority vote to pass if only two (2) options are present or for three (3) or more options, a plurality of votes with a minimum of thirty three percent (33%) plus one (J) to pass.

### **D. Annual Operating Budget:**

- 1. The Board of Directors shall prepare an annual operating budget to be presented to the trustees within first month of the fiscal year;

2. The amounts of the budget shall be listed by category and each may be voted on separately at the discretion of the Board of Directors; and
3. A majority vote shall be required to approve the operating budget.
4. A majority vote shall be required to approve an emergency expenditure.

**E. New Activities:**

1. The Board of Directors shall bring before a meeting of the General Membership for approval all new activities recommended to be undertaken by the Corporation that may result in an expenditure of funds in excess of two thousand dollars (\$2,000).
2. A majority of those members present shall be required to approve the expenditure.

**F. Conducting Essential Business in Absence of a Quorum:**

Items of business for action at a general membership meeting may be acted upon at the next regularly scheduled or special general membership meeting provided that at least two weeks advance notice is given in the newsletter advising that action will be taken.

**SECTION 4: IGRA CONVENTION DELEGATES AND ALTERNATES**

- A. The Board of Directors shall select Delegates and Alternates no later than thirty (30) days prior to the IGRA Annual Convention in accordance with the following guidelines.
- B. Qualifications:
  1. M.I.G.R.A. member in good standing;
  2. The members' ability and willingness to attend the meetings;
  3. A general knowledge of IGRA and M.I.G.R.A. By-Laws and Standing Rules and Procedures; and
  4. IGRA committee assignments
- C. A recommended seating priority for the convention delegates and alternates will be the President, **IGRA** Trustee, Executive Officers, Committee Chairpersons, Royalty, Certified Officials, and General Membership.
- D. Number: The number of selected delegates and alternates shall be as

established by the IGRA By-Laws.

### **ARTICLE III: PROCEDURES FOR REMOVAL FROM OFFICE (RECALL PETITION)**

- A. In accordance with the MIGRA By-laws , Article V, Section 1(E) , any member of the Board of Directors may be removed from office for “good cause “ by a three-fourths  $\frac{3}{4}$  vote of the Board of Directors .
- B. Notification of the desire to have a member of the Board of Directors, Executive Board, or Board of Trustees removed from office shall be given to the highest ranking officer of the Board of Directors. In the event the member in question is the President of the Board of Directors, notification shall be given to the Vice President.
- C. Recall petitions may be proposed by any Association member. No member of the Board of Directors may sign a recall petition.
- D. A standing committee shall be formed to act on all recall petitions submitted. This committee shall be chaired by the Chair of the by-laws committee, and be comprised of four (4) other members, excluding members of the Board of Directors .The appointments shall be made by the Board of Directors. Any vacancies on the committee shall be filled immediately by the Board of Directors.
- E. All members with the exception of the Chair of the Committee (Bylaws Committee Chair) shall be entitled to one (1) vote on this committee. The Chair (Bylaws Committee Chair) shall have a vote to make or break a tie. A simple majority vote (51%) is needed to act on a recall petition.
- F. Recall petitions shall include the Board of Director’s name, office to be vacated, and a substantive statement of the breach of duty which supports the petition.
- G. At the time of receiving a recall petition, the President shall immediately forward the petition to the chair (Bylaws Committee Chair) of the Recall Committee, who shall forward copies of the petition to the members of the committee. The committee shall convene to decide if the petition meets with the requirements in items B, C, and F of this section
- H. If the petition meets all requirements as set forth in items B, C, and F of this Section, a copy of the petition shall be sent to the subject of the petition, who shall have two (2) weeks to respond in writing to the petition or may appear in person when the committee convenes.
- I. The committee shall then reconvene to discuss the petition and response, and determine if further action is required. The decision of the committee, including

the opinion of the majority, shall be sent to the President of the Board of Directors.

- J. Adoption of a recall petition shall:
1. Require a three-fourths (3/4) vote of the Board of Directors.
  2. Result in immediate vacating of the office named.
  3. Render the recalled ineligible to hold a M.I.G.R.A. office for a period equivalent to the balance of the current term of office plus two (2) additional years.

## **ARTICLE IV: MEETINGS**

### ***SECTION 1: GENERAL MEMBERSHIP MEETINGS***

- A. Frequency and Notice: **At least one General Membership Meeting shall be held each quarter.**

## **ARTICLE V: ROYALTY**

### ***SECTION 1: DUTIES OF ROYALTY***

- A. Royalty is a self-funding arm of M.I.G.R.A., and as such, Royalty must raise enough funds to cover Royalty business expenses, in addition to the minimums raised for charity. The budget must track revenue for each charity designated, and revenue and expenses for Royalty. At the time of closing books, M.I.G.R.A. will deduct all expenses, leaving no less than \$200 to remain in the Royalty account.
- B. No funds raised by Royalty, while acting in the capacity of Royalty may be used for Royalty's personal expenses to travel to, and compete in, IGRA rodeos, as Royalty's responsibility is to raise funds for charity and M.I.G.R.A.
- C. All moneys raised by Royalty are to be submitted to Treasurer, and any business expenses for raising such moneys may be reimbursed by submitting vouchers and receipts.
- D. Personal expenses which are the responsibility of Royalty and will not be reimbursed from M.I.G.R.A. or from Royalty fundraising unless such expenses are previously approved budget items that include, but are not limited to: travel, transportation, food, lodging, entry fees, equipment costs, telephone, clothing, or cleaning. Such personal expenses may not be reimbursed if fundraising is combined with a trip to an IGRA Rodeo.
- E. Business expenses may be reimbursed by M.I.G.R.A. including: sashes, buckles,

and Royalty fundraising event costs. Business expenses should be minimized to the greatest extent possible through the use of sponsorship, donation or gift items, as it is expected that most expenses will be sponsored, donated or free items.

## **SECTION 2: REIGNING M.I.G.R.A. ROYALTY**

### **A. Duties and responsibilities of Royalty:**

1. Royalty members shall be members of the Fundraising & Sponsorship Committee.
2. Royalty members shall raise a minimum of \$1000.00 for charity, of which \$500.00 is qualifying 501(c)3 charity per IGRA rules, the other \$500 is for any charity.
3. Royalty shall raise enough monies to cover Royalty business expenses.
4. Royalty members shall attend two (2) IGRA sanctioned rodeos, which includes M.I.G.R.A.'S rodeo, and represent M.I.G.R.A. at IGRA Finals, or raise additional \$500.00 for selected charity.
5. Royalty members shall wear their sash while fundraising, for official M.I.G.R.A. events and at IGRA rodeos.
6. Royalty members shall participate in M.I.G.R.A. community outreach and publicity events.
7. Royalty members, if competing for IGRA, shall participate in an IGRA fundraiser and are required to meet all requirements identified in IGRA'S By-Laws and Standing Rules
8. Royalty members shall recruit candidates for the year following.
9. Royalty members shall plan and produce the following year's Royalty competition.
10. Royalty member's charity selection must be submitted in writing to the Executive Board. Each titleholder may select more than one charity. Each titleholder may raise money and designate donations individually, or as a team with other Royalty members.
11. Past Royalty must make them selves available to current and future Royalty for guidance.
12. Encouraged to attend IGRA Convention and IGRA University.

13. Encouraged to find sponsors for personal expenses to travel to and compete in IGRA rodeos.

## **B. Royalty Runners Up**

1. Ms/Mr./Miss/MsTer categories will have a 1st and 2nd runner up if sufficient candidates.
2. If a title holder cannot fulfill responsibilities because of illness, death or any other circumstance, the title will be passed on to the runner up, along with the sash and crown, if applicable.

## **C. Revocation of Title**

1. Failure to comply with M.I.G.R.A. By-Laws or Standing Rules can result in revocation of title member of current Royalty or Executive Board may initiate revocation. Intent to revoke petition must be in writing listing specific examples of failure to comply. A good faith effort to resolve failure to comply should take place before revocation. Time and date of good faith effort is to be set jointly by the Executive Board and current Royalty for the review of the petition and the presentation of rebuttal, if any, with all current Royalty present. A two-thirds vote of the Executive Board is required for revocation
2. If title is revoked, title automatically passes to the runner up, along with the sash and crown, if applicable.

## **SECTION 3: ROYALTY COMPETITION GUIDELINES**

A. Royalty candidates need not be rodeo competitors or western dancers.

B. Candidate must:

1. be a fully paid member in good standing of M.I.G.R.A.
2. raise a minimum of \$250.00 for a 501 (c)(3) charity.
3. be judged publicly in western wear.
4. be judged publicly on entertainment..
5. be judged publicly on public presentation
6. be judged privately on IGRA Animal Welfare Statement.
7. be judged privately on IGR.A. Horsemanship Pattern.
8. be judged privately in personal interview.

C. Competition Categories, Criteria, and Point Awards

1. All candidates must compete in all six (6) categories, with a possible maximum of 150 points. Each candidate must receive a minimum total number of 110 points (70%), or that candidate will not be selected for M.I.G.R.A. Royalty, even if only one candidate is competing for that title.

2. Point Awards:

- a. Western Wear
- b. Entertainment
- c. Public Presentation
- d. Animal Welfare Statement
- e. IGRA Horsemanship Pattern
- f. Personal Interview

25 points 25 points 25 points 15 points 10 points 50 points

3. Western Wear - Will be publicly staged and evaluated by a panel of judges:

- a. Mr. / Ms/Miss / MsTer will model contemporary/period formal or casual western fashions such as could be found in today's western wear catalogues or in quality western stores.
- b. Miss/MsTer may not wear stage costumes for the western wear competition.
- c. Written description of candidate and his/her western wear must be submitted to be read on stage.
- d. Evaluation categories are general appearance, style and fit, suitability, modeling presentation and poise.

4. Entertainment - Will be publicly staged and evaluated by a panel of judges.

- a. Must have a Country-Western theme or artist.
- b. Five (5) minute time limit, maximum.
- c. Must represent title being sought, i.e., MISS title must be in drag.
- d. Creativity and Originality.

5. Public Presentation - Candidate will be asked two questions on stage and judged on the following:

- a. Poise

- b. Stage presence
  - c. Content of answer
  - d. Confidence
    - 1) One question must be: How much did you raise for your charity, how did you raise it, what is your selected charity, and why?
    - 2) Second question shall be randomly selected by the candidate from a non disclosed set of questions that has been submitted by the panel of judges.
6. IGRA Animal Welfare Statement - To be evaluated in private by a panel of judges.
- a. Evaluation criteria are correctly stating the IGRA Animal Welfare Statement.
  - b. Correctly answer a question related to the appropriate response to animal mistreatment.
7. IGRA Horsemanship Pattern - To be evaluated in private by a panel of judges.
- a. Correctly draw the IGRA Horsemanship Pattern, including location of physical components such as barrels, poles, and camera.
  - b. Correctly identify transition areas on the pattern, such as trot, lope, and backing up.
8. Personal Interview - To be conducted in private before a panel of judges on the following criteria:
- a. Communication skills.
  - b. Substantive content of answers: knowledge of M.I.G.R.A and IGRA history and organization, and IGRA rodeo events.
  - c. Sincerity and enthusiasm as a representative of M.I.G.R.A, and IGRA rodeo.
  - d. General appearance -- note: casual western wear is required, MISS must be in male attire, and MsTer must be in female attire.
  - e. Confidence.
  - f. This is a technical interview with set questions on IGRA, M.I.G.R.A. and rodeo.

Candidates must receive a copy of the personal interview questions.

## **SECTION 4: PERSONAL INTERVIEW QUESTIOIONS**

- A. A subset, equal in number, of questions below is required to be asked of candidates. The questions are based on knowledge of IGRA, M.I.G.R.A., and elements of IGRA rodeo.
- B. Questions must be given to each candidate at the time of Royalty competition application.
1. How many member associations are there in IGRA?
  2. What were the last new association(s) seated at the 2002 IGRA convention?
  3. When does the IGRA rodeo year begin and end?
  4. What weekend are IGRA finals held?
  5. When is IGRA convention held?
  6. At what event are the IGRA Dance Competition finals held?
  7. What positions constitute the IGRA board of directors'?
  8. Who is the current year IGRA president ?
  9. Who was the first IGRA president?
  10. When was IGRA founded?
  11. For what purpose was IGRA founded, and what function does IGRA serve to its member associations?
  12. Who are the current IGRA Royalty and what member association are they from?
  13. When was M.I.G.R.A. founded?
  14. When did M.I.G.R.A. host its first rodeo?
  15. What positions constitute the M.I.G.R.A. Executive Board including the committees?
  16. ~~v~~<sub>v110</sub> are the current Executive board members including committee chairs?
  17. Who is the current M.I.G.R.A. IGRA Trustee, and how long a ten<sup>1</sup> does the trustee hold?
  18. Who are the current M.I.G.R.A. Royalty and which title do they hold?
  19. What weekend is M.I.G.R.A.'S rodeo held, and what is its name?
  20. What are the two primary functions of Royalty?
  21. How many distinct types of rodeo events does *IGRA*. sanction ?
  22. Name the events in each type.
  23. Name the events, which use a team of people, rather than an individual.
  24. Who was/were the charity beneficiary(s) from the last rodeo M.I.G.R.A. hosted?
  25. Name three (3) types of fundraising events.
  26. What barrier(s) do you see to fulfilling the Royalty requirements?
  27. Under what circumstances can Royalty not wear his/her sash while fundraising?

## **SECTION 5: COMPETITION DEADLINES**

- A. Royalty Competition Date: Sometime between September 1st through November 30th.

- B. Candidate Application Deadline: No later than two (2) weeks before Royalty competition.
- C. Qualifying Fundraising Events: Royalty must receive proceeds no later than one (1) week before competition in a check made out to M.I.G.R.A.
- D. IGRA Animal Welfare Statement:
  - 1. Must be conducted in private at Royalty competition, and
  - 2. Must be given at the time application is submitted.
- E. Personal Interview:
  - 1. Must be conducted in private at Royalty competition, and
  - 2. Questions from Section 4.B. of the Standing Rules must be given to each candidate at the time of Royalty competition application.
- F. Entertainment: Must be conducted in public at Royalty competition.
- G. Western Wear:
  - 1. Must be conducted in public at Royalty competition, and
  - 2. Description must be submitted prior to the start of competition.
- H. Public Presentation:
  - 1. Must be conducted in public at Royalty competition, and
  - 2. Judges questions must be submitted prior to the start of competition.

## **ARTICLE VI. AMENDMENTS AND ADDITIONS**

### ***SECTION 1: STANDING RULES AND PROCEDURES***

- A. These Standing Rules and Procedures supplement the By-Laws.
- B. The Standing Rules and Procedures may be amended and adopted by approval of a majority vote at a properly constituted general membership meeting.
- C. The Standing Rules and Procedures may define and supplement matters not covered by the By-Laws, but may not serve to modify, change, or diminish the meaning or authority of the By-Laws.