

The UTAH GAY RODEO ASSOCIATION



STANDING RULES

Revision Date: January 2025

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RULE I – ETHICS AND SPORTSMANSHIP

SECTION 1.01 – CODE OF ETHICS AND SPORTSMANSHIP

1. UGRA will follow the Code of Ethics and Sportsmanship of the IGRA

2. WE BELIEVE THAT...

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

3. UNETHICAL AND/OR UNSPORTSMANLIKE BEHAVIOR

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

4. APPLICATION OF THE CODE OF ETHICS AND SPORTSMANSHIP

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

5. ETHICAL PRACTICES REVIEW BOARD (EPRB)

- A. There shall be an Ethical Practices Review Board (EPRB), which will be the sole reviewer of formal complaints of unethical and/or unsportsmanlike behavior
- B. It shall consist of the Board of Directors

- C. The functions of the EPRB shall be to interpret and enforce the ethical and sportsmanship rules promulgated and adopted by IGRA/UGRA, and within such limitations, develop its own methods for handling matters properly brought it
- D. The EPRB shall be considered the place of “last resort” for resolution of unethical or unsportsmanlike behavior; after all other avenues have been exhausted
- E. The Board of Directors in accordance with the Code of Ethics and Sportsmanship shall establish meetings for review of alleged violations
 - 1) Any such meetings shall be scheduled in conjunction with Board of Directors meetings
- F. Only members of the Board of Directors and the parliamentarian may attend
- G. Guidelines for the Ethical Practices Review Board
 - 1) It shall be the general policy of the EPRB to be constructive with those who have committed unethical or unsportsmanlike acts and use its powers to prevent recurrence of similar events
 - a) Probationary periods may be applied to affect discipline
 - 2) In every situation, the best interest of gay rodeo shall be paramount over all considerations
 - 3) The EPRB shall make every effort to resolve complaints in a timely manner

SECTION 1.02 – PROCEDURES OF THE ETHICAL PRACTICES REVIEW BOARD

1. COMPLAINT PROCEDURE

- A. Alleged infractions by any individual member of IGRA/UGRA may be brought to the EPRB by any Member/Recognized Association or any individual member of a Member/Recognized Association
 - 1) Such allegations must be in writing, preferably on an EPRB Allegation Form, and must be submitted no later than fifteen (15) days following the alleged incident(s), except that no alleged infraction will be denied review if, in the opinion of the EPRB, it is deemed timely due to extenuating circumstances
- B. The complaint must include all infractions and substantiating evidence and be submitted to the Board of Directors at least fifteen (15) days prior to the next regularly scheduled Board of Directors meeting so they may get a response from the respondent
- C. Every effort should be made to first submit the complaint to the President of the Board of the complainant's Member/Recognized Association and/or Board of Directors for presentation to the EPRB
- D. Respondents will be given the opportunity to respond in writing to the complaint so the EPRB can properly evaluate whether to dismiss the complaint or proceed to a hearing
- E. The EPRB will review all complaints referred to it and determine by a majority vote whether to dismiss a complaint or proceed with a hearing

2. HEARING PROCEDURE

- A. All people involved shall be notified by any of or all of the following methods:
 - 1) Personal service
 - 2) Certified mail
 - 3) Return receipt requested
 - 4) FedEx signature required
 - 5) USPS signature required

- 6) Canada Post signature required
 - B. Notification must be at least thirty (30) days prior to the hearing of the date for a hearing to resolve the matter and shall be given the opportunity to present there side(s) of the situation
 - 1) If personal service is used to give notice, it shall be made by the President of the Board with a Board Member serving as witness, with the service acknowledged by the signatures of the party, the serving President of the Board and the witness
 - C. The President of the Board of Directors shall appoint a parliamentarian in advance of EPRB meetings to offer interpretation in procedures, Bylaws, Standing Rules, Rodeo Rules and Robert's Rules of Order, where applicable
 - D. A member of a Member/Recognized Association, when offering opinions, shall do so in a manner that reflects strict integrity and courtesy
 - E. After hearing all relevant testimony, the EPRB shall determine how it wishes to resolve a complaint
- 3. RESOLUTION PROCEDURE**
- A. No punitive action, which involves suspension or termination of IGRA/UGRA privileges, shall be taken unless the individual involved is given reasonable opportunity to testify on their own behalf in writing or in person
 - B. Disciplinary action may include but is not limited to:
 - 1) Reprimands
 - 2) Citations
 - 3) Sanctions
 - C. A majority shall prevail in all decisions, except that in matters involving suspension of a person from participation in IGRA/UGRA-sanctioned events or matters involving unsportsmanlike acts, a two-thirds (2/3) majority vote shall be required
- 4. REPORTING PROCEDURE**
- A. Notice of disciplinary action taken by the EPRB against an individual shall be given in writing via FedEx, USPS or Canada Post to the individual no later than fourteen (14) days after the conclusion of the hearing

RULE II – TITLEHOLDER DISCIPLINE

SECTION 2.01 – MR./MS./MX./MISS & MSTER UGRA DISCIPLINARY PROCEDURES

1. Titleholder disciplinary procedures follow all IGRA/UGRA guidelines
2. The Vice President will discuss with each titleholder their progress towards their rodeo attendance and fundraising goals within the first four (4) months of the rodeo year
 - A. If necessary, the Vice President will work with said titleholder to determine a reasonable plan to complete unfulfilled requirements
3. If for any reason a current UGRA titleholder or runner-up does not complete the minimum rodeo attendance requirement, the said titleholder will forfeit their step-down privileges, except for extenuating circumstances left to the discretion of the Vice President and current UGRA Board of Directors
4. If the minimum function requirements are not met within the first six (6) months of the year, the Vice President may recommend to the Board of Directors that said titleholder(s) be removed from the team

5. Failure to deliver monies within seven (7) days will result in a certified letter from the Vice President requesting the funds immediately
 - A. If the money is not received within thirty (30) days of the receipt of the certified letter, the Vice President will file an EPRB complaint against the titleholder
6. If the event of a titleholder's removal vacancy on the current UGRA Royalty Team, runners-up will be moved accordingly
 - A. Additional spots will be filed with the next highest scoring contestant unless no eligible contestants remain
 - B. New positions will be recognized at the next UGRA function and therefore be duly included in all official UGRA records

RULE III – MEMBERSHIP LISTS AND CARDS

SECTION 3.01 – MEMBERSHIP LISTS

1. Submission
 - A. In addition to the requirements for application and renewal, each Member/Recognized Association must send a current membership list to the IGRA office within fifteen (15) days prior to the beginning of the rodeo year
 - B. Periodic updates will be sent at the discretion of each Member/Recognized Association
2. Contents
 - A. Association name on the top of each page
 - B. Date of membership list
 - C. Names of all active members in alphabetical order by last name, first name
 - D. City and state or province where each member resides
 - E. Country or other comparable geographical unit of residence for each member where such units are identified as part of an association's geographical area
 - F. Page number, including total number of pages, at the bottom of each page
 - G. Total number of active members listed

SECTION 3.02 – MEMBERSHIP CARDS

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

RULE IV – INSIGNIA AND COLORS

SECTION 4.01 – USAGE

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

SECTION 4.02 – DISCIPLINE

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

RULE V – MERCHANDISING

SECTION 5.01 – DEVELOPMENT

1. UGRA can develop and approve merchandise to support and advertise UGRA using their logo
2. Any merchandise developed or sold by UGRA must be approved by the UGRA Board of Directors
3. Funds received through the sale of UGRA merchandise will remain with the UGRA.
4. No outside group is allowed to use the UGRA logo for their own purposes without the written approval of the Board of Directors, except for IGRA

SECTION 5.02 – RIGHT OF REFUSAL

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

SECTION 5.03 – REVENUE RECEIVED

1. IGRA shall not receive revenue from the sale or giveaway of the individual Member/Recognized Associations' promotional rodeo posters or rodeo programs.

SECTION 5.04 – CONTRACTS

1. If use of the UGRA logo or any merchandising requires a contract, the Board of Directors may review any proposal and negotiate any contract they feel may be beneficial to the UGRA.

RULE VI – RODEOS AND RODEO APPROVAL

SECTION 6.01 – RODEO YEAR

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

SECTION 6.02 – RODEO SETUP

1. A rodeo shall be a one or two go-round activity conducted over one, two or three days.

SECTION 6.03 – RODEO SCHEDULING

1. No more than two (2) rodeos may be held on the same weekend.

2. The host cities of two rodeos approved for the same weekend must be at least 500 miles (804 km) apart.
3. No IGRA-sanctioned rodeo may be scheduled after September 30

SECTION 6.04 – REQUESTING A RODEO

1. Member associations requesting sanctioning of a rodeo must submit the following items with the request:
 - A. Completed rodeo application with all required supporting documents and information.
 - 1) See IGRA exhibit A2
 - B. Sanction Fee

SECTION 6.05 – IGRA RODEO SANCTIONING RULES (For Information Only)

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

SECTION 6.06 – RODEO REVIEW BOARD

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

SECTION 6.07 – FEES MEMBER ASSOCIATIONS PAY

1. Rodeo Fees
 - A. A non-refundable sanction fee of seven hundred dollars (\$700) must be paid to the IGRA Treasurer to accompany rodeo application, excluding Finals Rodeo

SECTION 6.08 – CONTESTANT ENTRY FEE

1. Rodeo entry fee is thirty dollars (\$30) per person, per go-round, per event to be distributed as follows:
 - A. Twenty-two dollars (\$22) to contestant Day Money
 - B. Four dollars (\$4) to the host association
 - C. Two dollars (\$2) to be held in escrow to be used as Day Money for Finals Rodeo
 - 1) In the event no Finals Rodeo is held, refer to IGRA Standing Rule XIV for disbursement of these funds.
 - D. Two dollars (\$2) to the IGRA General Operating Account

SECTION 6.09 – CONTESTANT POINT ACCUMULATION

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

RULE VII – RODEO SAFETY COMMITTEE

SECTION 7.01 – SUSPENSION, INTERRUPTION OR CANCELLATION OF A RODEO

1. At all IGRA-sanctioned rodeos and Finals Rodeo, a Rodeo Safety Committee will be chaired by the chair of the pre-rodeo meeting of the Trustees and shall consist of:
 - A. Members of the Board of Directors who are present.
 - B. Rodeo Director
 - C. All certified rodeo officials
 - D. Stock contractor
 - E. One contestant representative
2. When any condition raises a concern for safety, the chair will temporarily suspend the rodeo and summon the committee to a designated place.
3. The committee will discuss the concerns, evaluate the threat to safety, and propose one of the following actions:
 - A. Continue while monitoring the conditions.
 - B. Declare a suspension period and re-evaluate.
 - C. Cancel the rodeo.
4. UGRA will follow the same procedure for canceling a scheduled rodeo.
5. The chair will take the proposed action to a vote of the UGRA Board of Directors
 - A. A majority vote is required for any of the above actions.
6. The Rodeo Director will make an announcement to contestants, officials and attendees.
7. If the decision is to cancel the rodeo, appropriate fees will be refunded in a manner determined by the Rodeo Director
8. Points and money will be awarded based on completed events only.
9. Buckles will be awarded based on placement in completed events only.

RULE VIII – UGRA PARADE AND GRAND ENTRY

SECTION 8.01 – REQUIREMENTS

1. Ceremonies will take place during each day's rodeo competition.
2. Ceremonies will include but are not limited to:
 - A. Parade as defined in Section 2 below.
 - 1) Optional on both days of the rodeo
 - B. Grand Entry as defined in Section 3 below.
 - 1) Required on each day of the rodeo.
 - C. Other ceremonies may include:
 - 1) A Grand Marshall(s)
 - 2) A riderless horse ceremony
 - 3) An invocation

- 4) A moment of silence
- 5) Any other segments determined by the Hosting Association
- D. Such segments may take place at any appropriate time during the rodeo performance.

SECTION 8.02 – PARADE

- 1. A parade could include, but is not limited to groups (as present) in any appropriate order:
 - A. Government officials
 - 1) They should lead the parade.
 - B. IGRA Royalty
 - C. IGRA Directors
 - D. UGRA Royalty
 - E. UGRA Members
 - F. Peripheral groups such as dance teams and community organizations.
 - 1) Alphabetical order by association acronym

SECTION 8.03 – GRAND ENTRY

- 1. Grand entry must consist of, in the following order:
 - A. Mounted entry of the host association's national flag
 - B. Mounted entry of other national flags, if used
 - C. Mounted entry of the host association's state/provincial flag
 - D. Mounted entry of other state/provincial flags, if used
 - E. Mounted entry of IGRA flag
 - F. Mounted entry of host and/or other association flags, if used
 - G. Mounted entry of optional flags, in any appropriate order, if used
 - H. Introductions of rodeo officials, including clowns and stock contractor, unless introduced at a later time during the rodeo performance.
 - I. Host association's national anthem and any other national anthem as appropriate.
 - J. Departure of all flags, except for the host association's national and state/provincial flags.
 - K. The posting of colors, with the host association's national flag being the last to leave the arena

SECTION 8.04 – FINES

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

RULE IX – RECORDS RETENTION AND DISPOSITION

SECTION 9.01 – GENERAL REQUIREMENTS

- 1. UGRA needs to retain certain records beyond current user needs, according to regulatory legal, financial and operational requirements.
 - A. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor

2. Records referenced in this schedule include paper and electronic in traditional containers
3. When a record is no longer needed or required, it should be disposed of properly in order to ensure that it truly is no longer recoverable.

SECTION 9.02 – RECORDS TO RETAIN

1. The following examples of UGRA records which at various times need retention later destruction as deemed appropriate by the UGRA Board.
 - A. Accident reports and claims
 - B. All financial records
 - C. All tax records
 - D. Articles of Incorporation
 - E. Charter bylaws
 - F. Standing Rules
 - G. Minutes
 - H. Contracts
 - I. Mortgages
 - J. Notes
 - K. Expires leases
 - L. Copyright, trademark and patent registrations
 - M. Correspondence (Administrative & General)
 - N. Donations
 - O. Grants (Funded)
 - P. Insurance records
 - Q. Mission statements and strategic plans
 - R. Training manuals

SECTION 9.03 – CATEGORIZING INFORMATION

1. Because the above list is not all-inclusive, UGRA may need to determine whether a particular item is considered a record and thus, subject to a records retention and disposition schedule
2. Some of the characteristics of a record are:
 - A. Contains legal or regulatory compliance information
 - B. Evidence of a transaction
 - C. Identifies participants in business activities or who have knowledge of an event
 - D. Proof a business-related event or activity occurred or did not occur
3. It may be useful when making retention decisions to sort records into three categories:
 - A. Enduring value
 - B. Limited value
 - C. No value

SECTION 9.04 – ELECTRONIC RECORD KEEPING

1. The terms online, near-line and off-line retention are unique to electronic records and refer to the type of storage media, not to the length of time the information in a particular record should be retained

- A. UGRA's board should collaborate to determine which type of storage is appropriate for each category of record
- B. They should set up calendar reminders to migrate data from older media at regular intervals to be sure the records remain viable for the required period of time

SECTION 9.05 – RECORD DESTRUCTION

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

SECTION 9.06 – CERTIFICATE OF DESTRUCTION

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

RULE X – CONFLICT OF INTEREST POLICY

SECTION 10.01 – PURPOSE

1. The purpose of this policy is to protect UGRA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director
2. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations

SECTION 10.02-DEFINITIONS

1. Interested person
 - A. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest
 - A. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

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

SECTION 10.03 - PROCEDURES

1. Duty to Disclose

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

2. Determining Whether a Conflict of Interest Exists

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

3. Procedures for Addressing the Conflict of Interest

- A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation they shall leave the meeting during the discussion of and vote on, the transaction or arrangement involving the possible conflict of interest
- B. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement
- C. After exercising due diligence, the governing board or committee shall determine whether UGRA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in UGRA's best interest for its own benefit and whether it is fair and reasonable
 - 1) In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement

4. Violations of the Conflicts of Interest Policy

- A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose
- B. If, after the hearing, the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines

whether the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 10.04 – RECORDS OF PROCEEDINGS

1. The minutes of the governing board and all committees with delegated powers shall contain the following:
 - A. The names of the people who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the names of the financial interest, any action taken to determine whether a conflict of interest was present and the governing boards or committee's decision as to whether a conflict of interest existed
 - B. The names of the people who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

SECTION 10.05 – COMPENSATION

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

SECTION 10.06 – ANNUAL STATEMENTS

1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement with affirms such person:
 - A. Has received a copy of UGRA's Conflict of Interest policy
 - B. Has read and understands this policy
 - C. Has agreed to comply with this policy
 - D. Understands UGRA is a nonprofit which must engage primarily in activities which accomplish one or more of its purposes

SECTION 10.07 – PERIODIC REVIEWS

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

RULE XI – WHISTLEBLOWER POLICY

SECTION 11.1 – PURPOSE & INTENT

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

2. It is the intent of the UGRA to adhere to all laws and regulations that apply to the non-profit organization and the underlying purpose of this policy is to support the association's goal of legal compliance
3. The support of all members of UGRA is necessary in achieving compliance with various laws and regulations

SECTION 11.2 - RETALIATION

1. All members of UGRA are protected from retaliation if any member of UGRA brings the alleged unlawful activity, policy or practice to the attention of UGRA and provides UGRA with a reasonable opportunity to investigate and correct the alleged unlawful activity.
2. The protection described below is available to all members of UGRA that comply with this requirement
 - A. UGRA will not retaliate against any member or UGRA or its separate associations who, in good faith, have made a protest, or raised a complaint against some practice of the UGRA or of another individual or entity with whom the UGRA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy
 - B. UGRA will not retaliate against a member or Association of the IGRA who disclose or threaten to disclose to an official of UGRA or a public body any activity, policy or practice of the UGRA that the member of IGRA or other association believes is in violation of law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, and welfare or protection of the environment
 - C. UGRA will not sanction the use of this Whistleblower Policy to be used as a means to defame or attack members or members of other IGRA associations

SECTION 11.3 – PROCEDURES

1. The procedure to be used in UGRA to a potential whistleblower is as follows:
 - A. The secretary and Trustee will respond to the complainant within two (2) weeks via e-mail or written communication to acknowledge receipt and outline the process to include the opportunity to address the next scheduled Board of Directors meeting
 - B. The secretary will send notification to the Board of Directors of the complaints within two (2) weeks of receiving the complaint
 - C. The Secretary will research UGRA records for relevant materials in the complaint and share these materials with the board and the complainant
 - D. The Board of Directors will review the complaint and associated materials and allow the complainant the opportunity to address the Board of Directors at their next scheduled meeting
 - E. UGRA will take the complaint under the consideration with the goal of resolving the matter amicably
 - F. All questions, concerns and complaints filed must adhere to the Whistleblower Policy contained herein